



Seaford Town Council

Seaford Town Council Full Council Agenda – 25th August 2021

To the Members of the Full Council

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

A meeting of the **Full Council** will be held at **Seaford Baptist Church**, Belgrave Road, Seaford, BN25 3EE on **Wednesday, 25th August 2021** at **7.00pm**, which you are summoned to attend.


Adam Chugg, Town Clerk
13th August 2021

PLEASE NOTE:

- **Public attendance at this meeting will be limited to 28 people.**
- **The meeting will also be livestreamed and recorded to the Town Council's YouTube channel to enable to public to watch this remotely.**
- **See the end of the agenda for further details of public access and participation.**
- **All participants are encouraged to carry out a home Covid test before attending the meeting, wear a mask at the meeting (where able to do so) and ensure hands are sanitised upon entering.**

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.

Public participation will be invited in three ways; via Zoom, physically in person at the meeting or via written statements submitted in advance and read aloud by an officer.

4. Minutes

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

4.1	Golf & The View	8 th June 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/08.06.21-Golf-The-View-Minutes-DRAFT.pdf
4.2	Planning & Highways	16 th June 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/16.06.21-Planning-Highways-Minutes-DRAFT.pdf
		7 th July 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/07.07.21-Planning-Highways-Minutes-DRAFT.pdf
		28 th July 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/28.07.21-Planning-Highways-Minutes-DRAFT.pdf
4.3	Full Council	23 rd June 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/23.06.21-Council-Meeting-Minutes-DRAFT.docx
	With an amendment at C47 from '...confusion with the <u>district</u> ...' to '...confusion with the <u>Lewes county ward</u> ...'.		
4.4	Community Services	14 th July 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/14.07.21-Community-Services-Minutes-DRAFT.pdf
4.5	Finance & General Purposes	21 st July 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/21.07.21-FGP-Minutes-DRAFT.pdf
	N.B. There are five recommendations to Full Council within these draft minutes, as follows:		
	F10	It was RESOLVED to RECOMMEND to Full Council to adopt the Members Allowance Policy as presented with report 52/21.	

		This recommendation is included separately under agenda item 20, so will not be considered by Full Council until that point of this meeting.
	F11	It was RESOLVED to RECOMMEND to Full Council to adopt the Gifts & Hospitality Policy as presented with report 53/21. (see pages 11 to 16)
	F14.1	It was RESOLVED to RECOMMEND to Full Council to agree that Seaford Town Council provides financial administration aid only for Seaford Community Partnership should its bid to the Community Renewal Fund be successful. For clarity, this does not include procurement assistance.
	F14.2	It was RESOLVED to RECOMMEND to Full Council to delegate power to the Town Clerk and RFO in consultation with the Chair of Finance & General Purposes, to agree the details of the work arrangements [at F14.1], only if the arrangement covers all costs and there is capacity within the staff team.
	F14.3	It was RESOLVED to RECOMMEND to Full Council to appoint a councillor to be a member of the project steering group, should the grant be successful. This recommendation is being deferred until the October Full Council meeting, so will be considered then.

5. Mayor's Update Report

To consider report 59/21 presenting the Mayor's update report and details of engagements (pages 17 to 23).

6. Young Mayor's Update Report

A verbal update from the Young Mayor, Joe Lacy, will be provided at the meeting.

7. Town Council Working Group Reports

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

The Assets Working Group update has informed the report presented at item 14 on the agenda.

The Climate Change Working Group will be reporting back at the October Full Council meeting, although a brief update is within the Town Clerk's Update Report at item 10 of this agenda.

8. Outside Body Representative Reports

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

9. District & County Councillor Update Report

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

10. Town Clerk's Update Report

To consider report 60/21 updating Full Council on key Town Council work and work priorities for the Town Clerk (pages 24 to 37).

11. Martello Toilets Project

To consider report 64/21 regarding the Martello Toilet project – the report is due to be published on 20th August.

12. Strategic Planning

To consider report 62/21 setting out the process for updating the Strategic Objectives of Seaford Town Council by the beginning of 2022 – 2023 (pages 38 to 40).

13. Street Market Feedback

To consider report 63/21 presenting feedback on the consultation undertaken regarding the request to host a street market within Church Street (pages 41 to 47).

14. Assets Working Group Part 2

To consider report 72/21 enabling Full Council to be updated on the work of the group and also consider proposals concerning some of the assets of the Town Council (pages 48 to 54).

15. Councillor Motion: Anti-Social Behaviour

To consider report 61/21 presenting a motion to discuss anti-social behaviour on the seafront and other open spaces (pages 55 to 57).

16. Standing Orders Review

To consider report 67/21 presenting the revised Standing Orders for consideration and adoption (pages 58 to 81).

17. Lewes Local Plan Issues & Options Consultation

To consider report 65/21 providing information regarding the consultation, seeking that Full Council agree general responses and delegate authority to agree a final detailed submission based on these responses (pages 82 to 90).

18. Town Council Meeting Arrangements

To consider report 68/21 seeking steer and decisions from Full Council on certain aspects of the Town Council's meeting arrangements pages 91 to 99).

19. Outside Body Representative Appointments

To consider report 66/21 seeking the appointment of councillors to Outside Bodies as a Town Council representative (pages 100 to 103).

20. Members Allowance Policy Review

To consider report 69/21 presenting the Member's Allowance Policy for review (pages 104 to 117).

21. NALC Survey – 2021 Local Elections

To consider report 70/21 informing Full Council of NALC's current survey regarding the 2021 Local Elections in addition to seeking a formal response from the Town Council (pages 118 to 120).

22. National Resilience Strategy Call for Evidence

To consider report 71/21 informing Full Council of the Cabinet Office's call for evidence into the development of its National Resilience Strategy and NALC's request for examples of resilience to submit as part of its response (pages 121 to 129).

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.

The number of public in attendance will be limited to 28. The Town Council therefore asks that you contact georgia.raeburn@seafordtowncouncil.gov.uk or

01323 894 870 to register your interest in attending at least 24 hours before the meeting.

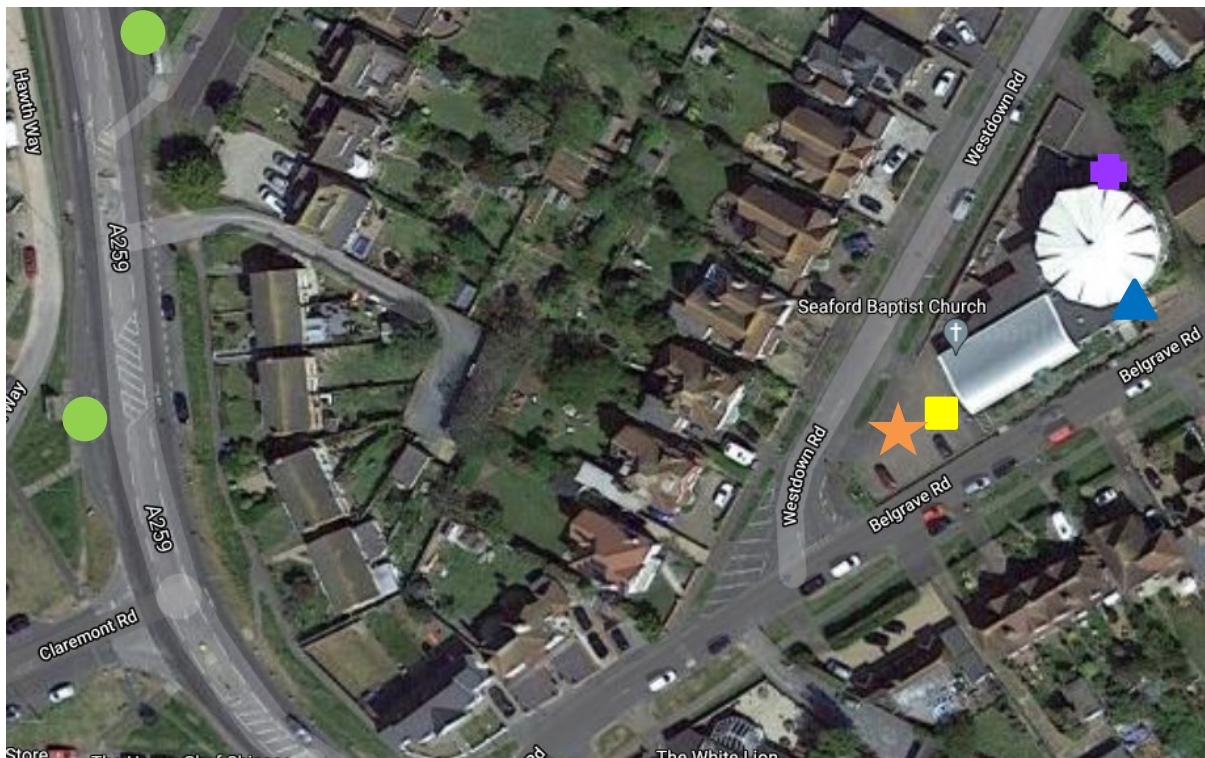
Spaces will be assigned on a first come, first served basis.

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

Public Access to the Venue:

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

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



Picture key:

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

Yellow square – bike racks available onsite.

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

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

Purple cross - 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); [instructions to do this are available for download from the Town Council's website.](#)

Zoom Details:

Zoom Meeting Link:

<https://us06web.zoom.us/j/82903651246?pwd=Tkhybm5FN3dwd01McXRPVDdlQnozZz09>

Zoom Meeting ID: 829 0365 1246

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



Seaford Town Council

Agenda Item: 4

Recommendation: F11 - It was RESOLVED to RECOMMEND to Full Council to adopt the Gifts & Hospitality Policy as presented with report 53/21 (as below).

Gifts & Hospitality Policy

Introduction

- 1.1 The purpose of this policy is to provide guidance for all councillors and Town Council employees when considering whether to accept gifts or hospitality from individuals or organisations as a result of their position with the Town Council and their duties and responsibilities to record this correctly.
- 1.2 The Town Council must ensure that all councillors and employees of the Town Council are aware that they should not use their position(s) with the Town Council for their own personal gain or for the personal gain of third parties (normally external companies and suppliers) to whom they have a professional/ business association.
- 1.3 To do so will be deemed gross misconduct in accordance with the Town Council's Disciplinary Procedure for an employee and may be found to be a breach of the Member's Code of Conduct where a councillor is concerned.
- 1.4 It is essential that members of the public have confidence in the integrity, impartiality and honesty of councillors and employees.
- 1.5 This policy covers all Town Council councillors and employees of the Town Council.

Code of Conduct

- 1.6 When councillors make their Declaration of Acceptance of Office they acknowledge in writing that they will comply with the Member's Code of Conduct; a copy of which all councillors have received.
- 1.7 The conduct expected of Town Council employees is clearly detailed in their contract of employment, the Town Council's Staff Handbook and within Town Council policies.

General Caution

- 1.8 The Town Council's guidance is that any councillor or employee ought to treat any offer or gift, favour or hospitality with caution that is made, or may be perceived to have been made, in connection with their position as an officer or councillor.

- 1.9 The acceptance of gifts or hospitality is not always unlawful or inappropriate. The decision in every case is whether it is appropriate to accept any gift or hospitality that might be offered to you, the source of the gift or hospitality and having regard to how it might be perceived.
- 1.10 If any councillor or employee has any doubt over whether or not to accept a gift or hospitality they should err on the side of caution and politely but firmly decline the offer if an immediate response is needed, or alternatively seek the advice of the Town Clerk.

The Legal Position

- 1.11 It is a criminal offence to corruptly solicit or receive any gift, reward or advantage as an inducement to doing or forbearing to do anything in respect of any transaction involving the Town Council.
- 1.12 The onus would be on the individual to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract from Seaford Town Council.

Definitions

- 1.13 For the purposes of this policy, the following definitions are implied:
- a. A gift is defined as anything given, a present, either in or out of normal working hours, by suppliers or potential suppliers usually endorsed with their trade name or logo, or consumables such as food and/or drink etc.
 - b. Hospitality is defined as “a friendly and generous reception and entertainment of guests” – this will include any lunches, dinners, drinks, events or accommodation paid or provided by potential suppliers of any goods or services.
 - c. A reward is defined as “a thing given in recognition of service, effort or achievement” – this will include remuneration, reimbursement and fee, offered, paid, promised or implied.
- 1.14 Common gifts often include pens, diaries, calendars and other business stationery, articles of clothing, books or flowers and more occasionally, the offer of free or discounted food or refreshments.

Appropriate Gifts & Hospitality

- 1.15 There are circumstances during the normal course as a councillor or employee where gifts and hospitality may be accepted:
- a. Civic hospitality provided by another public authority.

- b. Any formal invite to an event in capacity as Civic Mayor, Deputy Mayor or other position.
 - c. Normal and modest refreshment in connection with any meeting in the course of your work as a councillor or employee (e.g. tea, coffee, biscuits etc).
 - d. Small, low value gifts (below £25 such as pens, calendars, business stationery, flowers and other mementos or tokens).
 - e. Tickets for sporting, cultural and entertainment events that are sponsored or promoted by Seaford Town Council or bodies to which the councillor or employee has been appointed by Seaford Town Council, and the tickets are offered in relation to that sponsorship or promotion.
 - f. Drinks or other modest refreshment in the normal course of socialising arising consequentially from Town Council business (e.g. inclusion in a round of drinks after a meeting).
 - g. Modest meals provided as a matter of courtesy in the office or meeting place of a person with whom Seaford Town Council has a business connection.
 - h. Souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from civic events).
 - i. Invitations to local community clubs or groups hospitality events especially those who are tenants of Seaford Town Council.
 - j. Invitations to attend a local community event in an official capacity as a councillor or employee of Seaford Town Council where hospitality is available.
- 1.16 The above may include that offered by existing concession or licence holder or tenants of the Town Council, but should not be accepted in any period of tender for said contract or a non-existing concession or licence holder (see section 7.1 below).
- 1.17 Due to the nature of the work and sector, financial tips received by employees at The View shall also be regarded as appropriate gifts under the terms of this policy. Both The View duty managers and employees must still however be mindful of ensuring that the tips are not conflicting with section 7 of this policy.

Principles for Accepting Gifts and Hospitality

- 1.18 In deciding whether it is appropriate to accept any gift or hospitality, the councillor or employee must consider the following:
- a. Do not accept a gift or hospitality as an inducement or reward for anything you do as an Officer or Councillor. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it.

- b. Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.
- c. Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:
 - i. From parties involved with Seaford Town Council in a competitive tendering or other procurement process.
 - ii. From applicants for planning permission and other applications for licences, consents and approvals in which Seaford Town Council has an involvement, even as a consultee.
 - iii. From applications for grants, including voluntary bodies and other organisations applying for public funding from Seaford Town Council.
 - iv. From parties in legal proceedings with Seaford Town Council.

1.19 Do not accept a gift or hospitality if you believe it will put you under any obligation to the provider as a consequence.

1.20 Do not solicit any gift or hospitality and avoid giving any perception of doing so.

Gifts Received and Donated to the Mayor's Charity

1.21 Councillors or employees on receiving gifts of value may pass them to the Mayor to be used for fundraising activities rather than retaining them personally.

1.22 Gifts received in this nature should still be recorded on the Register of Gifts & Hospitality (see section 9 below), save for where the gift is included within section 6.1 of this policy.

Registration of Gifts & Hospitality

1.23 Councillors and employees offered a gift or hospitality, even if not accepted and regardless of monetary value, must declare it by providing the full details in writing to the Town Clerk, who will enter it on to the Town Council's Register of Gifts & Hospitality.

1.24 This notification should include:

- a. A full description of the gift and/or hospitality offered;
- b. The best estimate of its market value or cost;
- c. Who provided it;
- d. Where and when it was received;
- e. Whether it was accepted or declined;
- f. Intention if accepted i.e. consume, partake in hospitality, share with other employees, mayor's fundraising etc.

- 1.25 The only exception to 9.1 above is those gifts and hospitality offers included at section 6.1 of this policy; to record every item of this nature would be considered excessive and a needless use of Town Council officer time.
- 1.26 Upon receiving notification of a gift or hospitality, the Town Clerk will advise (if relevant) whether the councillor or employee is able to either retain the gift or partake in the hospitality on offer.
- 1.27 The Town Clerk will be unlikely to allow retention of gifts that can be used as part of the Mayor's fundraising causes, with the exception of small gifts as mentioned at 5.2. These will be passed to the Mayor's Secretary to be used accordingly for fundraising.
- 1.28 In the situation of the Town Clerk being the intended recipient, they should include the entry in the Register of Gifts & Hospitality and inform the Mayor and Chair of Personnel of the way in which they deem the offering be best handled.

Inappropriate Gifts and Hospitality Offered

- 1.29 If any person who has or seeks to have dealings with the Town Council offers a councillor or employee, or a member of their immediate family (i.e. spouse, partner or child) a gift or hospitality and the councillor or employee has concerns about the reasons for the offer then they should refuse, politely but firmly.
- 1.30 All such refusals should be notified orally or in writing as soon as is reasonably possible to the Town Clerk, or in the case of the Town Clerk, to the Mayor and Chair of Personnel.
- 1.31 For the avoidance of doubt, inappropriate gifts and hospitality are deemed to conflict with the principles at section 7.1.

Policy Enforcement

- 1.32 If a councillor or employee is unhappy with the decision of the Town Clerk, they should register their appeal to the Chair of the Appeals Committee within 10 working days of receipt of the Town Clerk's decision.
- 1.33 Any failure to comply with this policy by a Town Council employee may be deemed gross misconduct in accordance with the Council's Disciplinary Procedure and therefore could result in an employee's summary dismissal.
- 1.34 Any failure to comply with this policy by a councillor may lead to a Code of Conduct investigation by Lewes District Council's Monitoring Officer; if a breach of the Code of Conduct is upheld there are various sanctions that can be enforced.
- 1.35 It is every manager's responsibility to ensure that all employees for whom they are responsible have a copy of this policy. All new employees should be given a copy of

this policy as part of the induction process. Heads of Service are responsible for ensuring that this policy is adhered to within their service.

- 1.36 The Town Clerk is responsible for ensuring all councillors receive a copy of this policy upon joining the Town Council and are reminded annually of the process for registering offers of gifts and hospitality.
- 1.37 The Town Council's Register of Gifts & Hospitality will be published annually on the Town Council's website to ensure complete transparency.

Adopted: XXX 2021

Review: August 2025

Draft



Seaford Town Council

Report No:	59/21
Agenda Item No:	5
Committee:	Full Council
Date:	25th August 2021
Title:	Mayor's Update Report August 2021
By:	Sue Treadwell, Mayor's Secretary
Purpose of Report:	To present the Mayor's update report and details of engagements

Recommendations

Full Council is recommended:

1. To note the content of the report .

1. Information



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

2. Financial Appraisal

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

3. Contact Officer

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

Mayor's Secretary	
Town Clerk	

Report 59/21 Appendix A

Mayor's Report to August 2021 Town Council

After 15 months behind a computer screen, I am delighted to be able to emerge into the sunlight and able to accept invitations to 'real' events. These have included 'out of town' visits to Peacehaven for their NHS Day, a walk in the garden at St Wilfrid's with the Lord Lieutenant and local Mayors and Chairs, a Civic Reception hosted by the Chair of the East Sussex County Council at Hendall Manor Barns and a wreath laying in Newhaven as part of the Dieppe Raid Commemorations. One of the first Seaford events was Seaford Rotary's 'Over the Rainbow' sponsored walk and I was pleased to be part of the 'Colourful Councillors' team. Our Deputy Mayor, Cllr Jean Cash was the imagination and the motivation that made 'Over the Rainbow' colourful and possible. This was followed soon after by 'Opening' the Seagull Gateway route and the storm gate. The walk into the town centre coincided with an opportunity to join in celebrating the opening of Lara's on Broad Street. Several days later was the launch of Martello Rotary's 2022 Community Calendar on the seafront. The Civic Service was well attended and had a good representation of neighbouring Mayors and Chairs with the Lord Lieutenant and High Sheriff attending as the principal guests. The following day I accepted an invitation to declare open 'A Greener Seaford' with its amazing array of stalls and many visitors.

The 'Mayor's Charities Initiative' has now been upgraded to include video interviews with as many of the charities and not for profit organisations which have joined in and want to be interviewed. The posting of these video interviews has generated more interest in the Mayor's Facebook. The appendix to this report shows the Mayor's Facebook activity during the month of July, including the profile of the people who are its audience and the towns and countries in which they are based. Most videos attracted an audience of several hundred, but one 'reached' 2,803!

As was explained in an earlier Mayor's report, the strategy is now to support local charities and not for profit organisations in their fundraising rather than to raise funds to donate to them. It is pleasing to report that the groups which took part in Seaford Rotary's 'Over the Rainbow Walk' raised £4,799 for themselves. On 5 September the

Martello Fields will be the venue for 'Support our Seaford Charities'. This day of fun and fundraising is being organised and led by a Planning Group comprising Martello Rotary, NP&S LIONS, Seaford Rotary, National Coastwatch Institution (Newhaven) and Seaford Bonfire Society. Forty charities and not for profit groups have now linked with the 'Mayor's Charities Initiative', twenty of these have accepted an invitation to be video interviewed by the Mayor or Deputy Mayor and thirty of these have already booked their pitches for 5 September. The groups taking part each have a 'free of charge' pitch and whatever funds they raise on the day they keep. During the event there will be a Seaford Town Council 'segment' when the funds that were put into the Mayor's Charity Account 2020/2021 will be the 'pot' for a cash draw with prizes of £250, £150 and £100. The draw is to be made by the Town Clerk and the Mayor, the names of each of the charities and not for profit organisations which have a pitch on the day will be entered into that cash draw. It is to be both a fair way to distribute the 2020/2021 Mayor's Charities Fund and act as an incentive for all of the charities and not for profits who have linked to the 'Mayor's Charity Initiative' to take up the offer of 'Support our Seaford Charities' pitch for the day.

To summarise this report's appendix about audience for the Mayor's Facebook postings. During July there were a total of 916 'likes', 'engaged' users varied between 324 and 550. The total reach during the 28 days varied between 4,382 and 7,535. During this time there were 2,786 video views and after separating repeated 'views' from single 'views' there were between 703 and 1,751 'unique views'. The charts show the age and gender of the audience, they also show that 55% of the audience were from Seaford and that 84.2% of the audience were from the UK.

The Mayoress and I look forward to receiving invitations to fetes and fayres, charity events and business openings in Seaford and to more opportunities to represent our town in neighbouring parishes and towns.

Cllr Rodney Reed

Mayor of Seaford 2021/2022

Mayor's Facebook Figures

Date	Lifetime Total Likes	Daily New Likes	28 Days Page Engaged Users	28 Days Total Reach	28 Days Total Video Views	28 Days Total Unique Video Views
7/6/21	902		324	5140	1003	703
7/7/21	903	1	456	5758	1524	1064
7/8/21	38		492	5965	1696	1169
7/9/21	905	2	498	6239	1990	1349
7/10/21	905		509	6535	2176	1476
7/11/21	905		517	6649	2289	1533
7/12/21	904		518	6670	2344	1547
7/13/21	904		522	6803	2374	1552
7/14/21	904		512	6689	2304	1497
7/15/21	905	1	493	6736	2283	1485
7/16/21	906		504	7151	2467	1560
7/17/21	906		538	7334	2578	1595
7/18/21	906	1	550	7500	2622	1610
7/19/21	906		537	7533	2640	1626
7/20/21	907		525	7535	2727	1639
7/21/21	907		524	7522	2759	1641
7/22/21	907		478	5997	2858	1652
7/23/21	907		460	5355	2876	1657
7/24/21	907		451	5235	2929	1668
7/25/21	907		465	5146	2977	1688
7/26/21	908		466	5014	3032	1693
7/27/21	908		468	5026	3060	1695
7/28/21	908		488	5131	3203	1751
7/29/21	909	1	486	4991	3144	1723
7/30/21	909		485	4957	3115	1709
7/31/21	909		486	4991	3166	1714
8/1/21	909		489	5014	3218	1723
8/2/21	916		446	4382	2786	1450

Age Range	Percentage & (number) of page followers from the total of 916
18-24	3.5% (32)
25-34	14% (128)
35-44	22.9% (210)
45-54	22.8% (209)
55-64	16.1% (147)
65+	20.7% (190)

Town/City	Percentage of page followers
Seaford	55%
Karachi (Pakistan)	8%
Newhaven	6%
Eastbourne	4%
Brighton & Hove	2%
Peacehaven	2%
Hastings	1%
Lewes	1%
Polegate	1%
Bexhill	1%
Others	19%

Report 59/21 Appendix B

Mayoral Engagements June-August 2021

Date	Time	Day	Organisation	Event	Venue
16/06/2021	10am	Wednesday	STC	Sussex Day	Martello Tower/War Memorial
16/06/2021	3.30pm	Wednesday	STC	Meeting with Deputy Mayor, Young Mayor and Deputy Young Mayor	The View
20/06/2021	1.45pm	Sunday	Seaford Rotary	Over the Rainbow sponsored walk	Splash Point
05/07/2021	11am	Monday	Peacehaven TC	NHS Day	Meridian Park
08/07/2021	10.15am	Thursday	St Wilfrid's Hospice	40th Anniversary Private tour	St Wilfred's Hospice
26/07/2021	12noon	Monday	Royal Society of St George	Commemorate England's Birth 927AD	The View
17/07/2021	11am	Saturday	Seaford Chamber of Commerce, Seaford Community Partnership	Opening of the Seaford Gateway	
19/07/2021	6.30pm	Monday	Chair ESCC, Cllr Pragnell	Summer Reception	Hendall Manor Barns, Heron's Ghyll, Uckfield, TN22 4BU
22/07/2021	10am	Thursday	Morrisons	35th Anniversary	Morrisons
24/07/2021	3.30pm	Saturday	Martello Rotary	Calendar Launch	Martello Tower
31/07/2021	3.30pm	Saturday	STC	Civic Service	Seaford Baptist Church
01/08/2021	12noon	Sunday	Seaford Environment Alliance (SEA) & STC	'A Greener Seaford' Climate & Eco Fair	The Salts
08/08/2021	12.30pm	Sunday	Mayor of Newhaven	79th Anniversary of Dieppe Raid	Denton Island



Seaford Town Council

Report No:	60/21
Agenda Item No:	10
Committee:	Full Council
Date:	25th August 2021
Title:	Town Clerk's Update Report – August 2021
By:	Adam Chugg, Town Clerk
Purpose of Report:	To update Full Council on key Town Council work and work priorities for the Town Council.

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

1. Preamble

- 1.1** A lot has been achieved this year. My report for the June meeting gave Councillors, stakeholders and the public a comprehensive update for the period December 2020 to June 2021. I have attached this report as Appendix A so councillors have access to all of this information.
- 1.2** This report covers work for the second half of the calendar year 2021, giving updates of the work so far.

2. Key Priorities

- 2.1** *Work with councillors, staff and stakeholders to update and refresh the Strategic Objectives of the Town Council:*
- (a)** A paper on this work is being presented to this, August, meeting. This sets out how the Strategic Objectives and Plan for the Town Council 2022 - 2027 can be agreed in time for the new financial year.
- 2.2** *Enable the Town Council to play its role in tackling climate emergency, working with councillors and staff to build on the Climate Emergency motion:*

- (a) A successful Climate Day was held, in partnership with Seaford Environmental Alliance (SEA), on 1st August. The Climate Change Working Group have reviewed this event and identified lessons for the future.
- (b) A lot of good work is taking place on the golf course as part of the Town Council's commitments to 'Operation Pollinator,' including beehives, wildflowers and maintenance that encourages a diversity of ecology and wildlife. We also have the borehole fully operational, which has drastically reduced the call on mains water by the course – a significant, tangible achievement from the Town Council's commitment to climate action.
- (c) The Climate Change Working Group is continuing to meet regularly, and will bring a paper to Full Council in October setting out plans to create a committee for climate action for 2022 - 2023.
- (d) Other key ongoing work includes re-wilding parts of The Salts, Normansal, Princess Drive and The Crouch, as well as a bike repair facility in the concession at High and Over.
- (e) Following the Full Council decision at the June meeting, agreements enabling climate action by community groups on green spaces managed by the Town Council are being developed and we expect to conclude the first agreement shortly.
- (f) Initial discussions have taken place with Lewes District Council to explore bidding to secure funding for electric charge points in the Town Council's car parks.
- (g) To highlight and confirm the actions the Town Council is taking to tackle Climate Emergency, we expect to develop a special page for our website. This will share these actions and send messages to our community about the importance of taking action and the leadership role the Town Council is taking.

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

- (a) Following on the motion agreed at Full Council in March, a number of measures are being taken forward.

- (b) These are reported to, and reviewed by, the Community Services Committee at its meetings, and an update report will be brought to Full Council later in the year.
 - (c) One of the new events for this year is the first ever Pride event scheduled for 29th August. Councillors have been briefed and all questions and concerns are being responded to. A lot of officer time is being spent on working with the organisers to make sure the event proceeds safely and as successfully as possible.
- 2.4** *Improve the financial stability and sustainability of the Town Council over time:*
- (a) I am working closely with the Responsible Financial Officer (RFO) on this.
 - (b) Good progress is being made and was reflected in the year-end accounts, with the increase in reserves that was achieved.
 - (c) We are continuing to monitor closely and will do all we can to deliver the further increase in reserves in 2021 -2022 in line with the Town Council's budget.
- 2.5** *Lead and oversee the Town Council response to any further Covid changes and be ready for what the future may hold:*
- (a) Following on from all the work we did in the first half of the year, we continue to monitor the situation closely.
 - (b) A further update on arrangements for Town Council meetings is on the agenda of this meeting.
 - (c) Arrangements are being agreed with staff about appropriate office and home working, in line with the requirements of their roles.
- 2.6** *Work with stakeholders to explore and develop options relating to the S106 monies from Newlands:*
- (a) I have been briefed by Lewes District Council on this matter and work to explore possible options is underway.
 - (b) A report will be brought to Full Council in due course. This is vitally important work, but the required timeline for site consideration means we can report later in the year and still be in line with this.
- 2.7** *Undertake the CiLCA qualification:*

- (a) I have undertaken a briefing with the Society of Local Council Clerks (SLCC) on getting started with my CiLCA (Certificate in Local Council Administration).
- (b) This will be followed up by pre-CiLCA training course in September and enrolment for an October start on the formal qualification.

2.8 *Take forward work to rebuild the Martello Toilets:*

- (a) We are grateful to the Lottery Fund for their liaison with officers in recent months, ahead of sending them updated information.
- (b) The architects will have presented the current outline to all councillors on 19th August, and this will be discussed at this meeting.
- (c) Following on from this, the next stages of the work will be taken forward as a matter of absolute priority.

2.9 *Ensure Seaford Town Council input into the new Lewes Local Plan:*

- (a) Lewes District Council has issued the Issues and Options consultation, and a report on this is on the agenda for this meeting.
- (b) Following on from this, a submission will be made to the District Council, based upon the feedback from councillors.
- (c) We will continue to ensure the Town Council is involved in further stages of the Local Plan process over the months ahead.

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

- (a) Work is underway to make initial plans for any necessary long-term changes to the golf course, in light of this year's cliff falls and ongoing erosion.
- (b) Officers are also making sure that all necessary actions are taking place to fence off areas, move paths etc as public safety remains a top priority.
- (c) As councillors will be aware, plans are also in development for remote archaeological investigation of the onsite Fort, given the risks posed to it by cliff erosion. It is an important part of the Town Council's role, as a custodian of the site, to work with Historic England and South Downs National Park Authority on this.

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

- (a) A paper will be brought to Full Council later in this year to look at options for the future.
- (b) This will be complemented by working closely with Lewes District Council and East Sussex County Council as aspects of parking and enforcement involve all three statutory authorities.
- (c) The Town Council will also be undertaking research into the provision of parking for people with disabilities, with a view to making recommendations if there is greater need.

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

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

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

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

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

- (a) The review is underway and partly completed.

3. Conclusion

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

4. Financial Appraisal

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

5. Contact Officer

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

Town Clerk	
------------	---

Report 60/21 Appendix A

Report 33/21 to Full Council, 23rd June 2021

Town Clerk's Update Report June 2021

Recommendation: To note the contents of the report.

1. Preamble

- 1.1 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. Updates in this report are shown in green and underlined and fronted with 'NEW'.
- 1.2 NEW Please be aware it is less than a month since I wrote the previous report so councillors may wish to refer to all items below to get a full picture of what is happening.
- 1.3 NEW This is the first meeting since the election of our new young mayor and deputy young mayor. I would like to congratulate them both and look forward to working with them over the months ahead.
- 1.4 NEW It is also the first report since it was confirmed I have passed my probationary period. I want to thank all councillors and officers for their support in my first six months in post and to thank you for confirming me in the role. I cannot emphasise enough what a pleasure it is to work with you all and how honoured I am to hold this post.

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.

(c) Work is already taking place on parts of The Salts, The Crouch, Normansal and Princess Drive. May update: To further build on this, a report will be brought to Full Council in June.

(d) NEW Confirmation on proposals for green spaces managed by the Town Council are contained in the reports of the Climate Change Working Group and Assets Working Group being brought to this meeting.

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 21/22:*

- (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) May update: Following the endorsement at the March Full Council, the first of the regular progress reports was brought to the Community Services Committee Meeting on the 29th of April.
- (c) A summary of the measures was also presented to the Town Forum on the 20th of April.
- (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.

(e) NEW A 'Staycation' report will be presented to the next meeting of the Community Services Committee.

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: The golf course re-opened on the 29th of March. The View opened for outdoor customers on the 15th of April. 'Non-essential' concessions have started to re-open on the seafront.

(c) May update: At the Full Council Meeting on the 27th of April, we agreed the steps to take to restore physical Town Council Meetings. These will be reviewed at the Full Council on the 23rd of June.

(d) In accordance with the Government's Covid roadmap, The View has re-opened to indoor customers this week.

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 our Lottery Officer in February. A report about this and our next steps was presented to the March Full Council Meeting.

(b) May update: A further meeting with the Lottery 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.

- (c) NEW There has been a brilliant response to the advert for the architect and shortlisting and final interviews are in progress.

3. Priorities

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

- (a) This work will begin after the by-election in early May.
- (b) May update: It is hoped that the continued relaxation of Covid restrictions will enable some face-to-face meetings over the summer to update our objectives. It will also be a good opportunity to liaise with residents and key stakeholders.
- (c) NEW Plans to take this work forward will be presented to councillors soon.

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: Golf Course – bee hives; maintenance that encourages ecological diversity; use of indigenous flowers and plants; reduced use of pesticides. Re-wilding – parts of The Salts, Normansal, Princess Drive and The Crouch. We are looking into how best to enable Town Council decisions to always take account of environmental factors. Climate Day in early August.
- (e) May update: So, the Town Council has been taking a number of steps and a report will be presented to the June Full Council meeting.
- (f) NEW As stated above, confirmation on proposals for green spaces managed by the Town Council are contained in the reports of the Climate Change Working Group and Assets Working Group being brought to this meeting.

(g) NEW We continue to take what steps we can, including a bike repair facility in the concession at High and Over, working with concessions to reduce single-use and signing up for 'On Course', environmental awareness in golf course management.

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.

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

(a) Working closely with the Responsible Financial Officer (RFO) on this. An updated Finance Regulations and Risk Register are on the agenda for this meeting.

(b) Good progress is being made and will be reflected in the year-end accounts.

(c) We have also introduced some new internal controls to ensure budgets are followed as far as is possible.

(d) May update: The RFO has updated councillors on the year end position and the increase in the General Reserve at the year end.

3.5 *Lead and oversee the Town Council 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: Re-opening the golf course on the 29th of March. Determining re-opening date for The View. Claiming any relevant Government funds and support outlined in the recent budget. Working closely with our concessions to work within the Covid guidelines. Updating our Position Statement. 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, Town 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.

(d) NEW At the time of writing this report, we are still awaiting the latest government guidance on the roadmap and if the planned relaxation of restrictions is postponed from the 21st June.

(e) NEW How to proceed with Town Council meetings is an item elsewhere on this agenda.

(f) NEW In addition, there is ongoing liaison with staff about office use.

3.6 *Fulfil the Proper Officer role in relation to Town Council meetings and business for the calendar year ahead:*

(a) In place.

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

(a) I have been briefed by Lewes District Council on this matter and work to explore possible options will begin shortly.

(b) May update: A report will be brought to Full Council in due course.

3.8 *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.

3.9 *Undertake the CiLCA qualification:*

(a) Expect to start in Quarter One of 2021/22.

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) May update: We have asked East Sussex Association of Local Councils to chase this up on our 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) Lewes District Council recently sent the Town Council this document so we could offer any intelligence on this list. Lewes District Council 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 Lewes District Council 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) May update: A meeting of the Assets Working Group has been convened for the 1st of June and a report will be presented to the June Full Council meeting.
- (d) NEW A report from this group is elsewhere on this agenda.

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) May update: A report about cliff erosion and the golf course will come to the June Meeting of the Golf & The View Committee.

(d) NEW The report was noted at the June meeting of the Golf & The View Committee. In addition, the Town Council has been approached by Historic England about its wish to investigate the Iron Age fort on the site and there is an item about this on this meeting's agenda.

4.6 *Seaford Town Football Club:*

- (a) Councillors should be aware that there has been a significant leak at the Football Club. 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.

4.7 NEW Talland Parade:

- (a) A report was discussed at the recent Planning & Highways Committee meeting – minutes of that meeting are on the agenda of the Full Council meeting. Following this, the position statement on the Town Council's website has been updated.

4.8 NEW Exceat Bridge:

- (a) Councillors should also be aware that the proposals for a new bridge were considered by the Planning & Highways Committee at its most recent meeting.

4.9 NEW Disability Parking and Wheelchair Access:

- (a) Following the query raised at a previous Full Council meeting, this item will be on the agenda of meetings of both Community Services and Planning & Highways in the next meetings cycle.

4.10 NEW 'Over the Rainbow Walk' June 20th:

- (a) It was great to see both councillors and officers as part of teams taking part on the 20th June.

5. Conclusion

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

6. Financial Appraisal

- 6.1 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	
------------	---

Appendix



Seaford Town Council

Report No:	62/21
Agenda Item No:	12
Committee:	Full Council
Date:	25th August 2021
Title:	Strategic Planning 2022 - 2027
By:	Adam Chugg, Town Clerk
Purpose of Report:	To set out the process for updating the Strategic Objectives of Seaford Town Council by the beginning of 2022 - 2023.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To note the report.2. To confirm it wishes to update the Town Council's Strategic Objectives including:<ul style="list-style-type: none">• Gathering feedback for local people, groups and key stakeholders.• Confirming which parts of the previous plan to take forward.• Convening to work together on the new objectives.

1. Context

- 1.1 1.1 Seaford Town Council's current strategic objectives were set in 2016 and updated in 2018.
- 1.2 The current objectives are:
 - (a) To develop the cultural and economic well-being of the town.
 - (b) To improve the environment of the town.
 - (c) To improve and maintain the recreational facilities of the town.
 - (d) To help represent the needs of the community.
 - (e) To practice good governance and fiscal responsibility.

1.3 Given:

- (a) how much has changed since 2016, especially because of Covid 19;
- (b) the age of these objectives;
- (c) and the lack of an objective relating to the Climate Emergency,

it is recommended these are now updated and a new plan put in place for the 5 years from 2022.

2. Gathering Feedback

2.1 To ensure the Town Council is listening to the views of local people and key stakeholders, the following is proposed:

- (a) A survey on the Council Website, using Survey Monkey or other appropriate platform, which will be promoted locally. This will ask people to rank things to identify their top priorities from a list, as well as being given the opportunity to add to this list. Please note that the list of questions will be shared with councillors for comments before officers proceed.
- (b) The survey questions will also be sent to key stakeholders, including East Sussex County Council, Lewes District Council, South Downs National Park Authority and Sussex Wildlife Trust as well as all local groups who have an Outside Body Representative or are in partnership working with the Town Council. Councillors will have the opportunity to add any other key stakeholders to the list.
- (c) Councillors will also be encouraged to engage with constituents on the key issues for the town and the Town Council for the five years from 2022. This connection between councillors and their local communities is a key asset that can help the Town Council.

3. Previous Plan

3.1 Significant progress has been made against the previous Town Council plan, but not all of it has been achieved largely because of the last 18 months being affected by responding to Covid 19. In addition, key work is underway in response to the Town Council passing the Climate Emergency Motion.

- 3.2** What is proposed is that the previous plan will be circulated to councillors with an update of progress. Councillors can then put forward any remaining parts they wish to see carried forward as part of the new plan.

4. Planning Day

- 4.1** Once the feedback has been gathered and collated, it is proposed that councillors and officers will be convened together for a planning day, likely to be in January 2022 so the Town Council can complete a plan by the end of March 2022.
- 4.2** Councillors and officers will be asked for their availability to find a date the largest number can attend.
- 4.3** Officers will look to arrange for the planning day to be held at The View but this is dependent on business operations at that time, so may not be possible.
- 4.4** This day will help draw together the new objectives and the priorities for meeting them over the five years from 2022.

5. Financial Appraisal

- 5.1** The Town Council may incur some small costs for venue hire for the planning day, but this is not expected to be significant and will be coded to 210-4180 (Civic Expenses-Room Hire).
- 5.2** The Town Council subscribes to Survey Monkey so should not incur any fees where this is concerned
- 5.3** As with any unbudgeted expenditure, the RFO will be consulted on any costs to be incurred.

6. Contact Officer

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

Town Clerk	
------------	---



Seaford Town Council

Report No:	63/21
Agenda Item No:	13
Committee:	Full Council
Date:	25th August 2021
Title:	Street Market Feedback
By:	Sharan Brydon, Project Support Officer (Facilities)
Purpose of Report:	To present feedback on the consultation undertaken regarding the request to host a street market within Church Street

Recommendations
Full Council is recommended:
1. To approve the street market taking place within Church Street for a trial period of up to three months, noting the delegated power to officers in consultation with the Chair of Community Services to grant a yearly licence subject to a successful trial.

1. Information

- 1.1 At its meeting on 14th July 2021, the Town Council's Community Services Committee considered report 49/21 regarding a proposal to hold a street market in Church Street.
- 1.2 Report 49/21 can be found on the meetings page of the [Town Council's website](#), from page 31.
- 1.3 The Committee received a short presentation from the market proposer, Miranda Bearn-Lowles, before a detailed discussion on the proposal took place. As a result, the following decisions were made:

CS07.1 It was RESOLVED to APPROVE the trial of a street market in Seaford for up to three months, subject to overall approval and support from adjacent businesses and residents.

CS07.2 It was RESOLVED to DELEGATE POWER to officers and the Town Clerk in consultation with the Chair of Community Services to grant a yearly licence, subject to a successful trial period.

- 1.4 The Committee has therefore approved the trial taking place and the mechanism for the continuation of this market, subject to the trial being successful.
- 1.5 The Committee was however clear that before any trial began, it wanted the Town Council to be reassured that public consultation had taken place surrounding the proposals and that this received overall support. Due to the timing of meetings, it was discussed that this Full Council meeting would be the opportunity to assess the consultation feedback and give the final approval, or not, of the market trial taking place.

2. Consultation Feedback

- 2.1 Following the Committee meeting, the market manager, Miranda Bearns-Lowles, began consulting with the public and local businesses and residents about her proposal. This was done via social media and in person.
- 2.2 Attached at Appendix A is the consultation feedback submitted.

3. Officer's Assessment

- 3.1 Having reviewed the consultation feedback, officer are of the conclusion that there was a clear consensus of support for the market and are reassured that the concerns that were raised have been considered and appropriate actions to mitigate these concerns have been identified.
- 3.2 It is therefore the recommendation of officers that the trial for up to three months be approved, having received the required overall approval and support from adjacent businesses and residents.



4. Financial Appraisal

- 4.1 The financial implications are as report within report 49/21 to the Community Services Committee but repeated here for complete clarity.

- 4.2** The street market would trade under Seaford Town Council's delegation agreement from Lewes District Council for the management of regulated street trading in designated streets within Seaford, for special events/markets, whereby the Town Council can consider a single application and issue a single consent, which covers all traders. The consent holder will then be responsible for ensuring that conditions are met by all traders.
- 4.3** This would be invoiced as Market Operators, with an annual fee of £430, plus application fee of £25, totalling £455 per year income to the Town Council.

5. Contact Officer

The Contact Officer for this report is Sharan Brydon, Project Support Officer (Facilities).

Project Support Officer (Facilities)	
Town Clerk	

Report 63/21 Appendix A

Seaford Town Market

I have sent out letters and questionnaires to local residents and businesses.
I have spent time in church street making myself available for a chat.
I have visited some shops and tea rooms (if they were busy with customers I did not want to interrupt their sales).
I have provided an email address for communication to all plus I'm easily found on Facebook messenger. I have made contact with Seaford Chamber of Commerce.

My findings have been very interesting.
Many people blame the council for the terrible and thoughtless running of the french and Italian markets, they have caused most of the problems

My findings have been that many people living in Seaford don't know what shops are available to them!

My research from face book posts

Over 80 people are very happy to have a street market in Seaford

Over 80 people are very happy with having the market in church street

Over 80 people are very happy with the time of 10-3
One person felt it should be 8-12 but others viewed his post and disagreed with him

Over 80 people were happy with the road closure
2 residents came and spoke to me and told me of their concerns for parking

Over 80 people were very happy for a fortnightly market
The 2nd and 4th Saturday per month
One person suggested weekly

Concerns

The crown pub and Osborne fish and chips, Sedici and the tea rooms were concerned about having the back of gazebos against the front of their properties.

My answer

The gazebos will run down the centre of the road no closer than the parking white line, facing the shops, pub, cafe etc

Conclusion

the shop owners are happy with this idea, church street tea room insists on keeping his moped out the front of the tea room where he can see it at all times. This shouldn't cause a problem unless he wants to place tables and chairs there.

Concern

A disabled resident lives in the flats beside the police station, she has concerned about the market being noisy setting up at 7am, due to the french and Italian market being loud previously plus generators, plus they obstructed the road and pathway making it almost impossible for her to move her wheelchair around or have easy access to her home.

My answer

There will be no generators, we will have local producers so they won't need to arrive to set up until 8am, all routes will be assessable and I will monitor these throughout set up and during the market, i explained the planned layout and the resident was happy with this.

Conclusion

Ensure all stall holders keep this area tidy and keep monitoring it
Keep residents and businesses updated with dates giving plenty of notice

Concern

A resident was concerned for the access of the church especially when weddings are on.

My answer

I have communicated with the local Vicar James Hollingsworth, I have explained the plan and he is more than happy with the market being opened and fully supports it, James has offered to show case art and artists within the church.

Conclusion

James will give me notice of weddings and funerals so that we can put respectful practices in place

Concern

Parking, two residents have commented on the lack of parking

My answer

Stall holders will be encouraged to park respectfully either in the car park or along the prom

Conclusion

Monitor this

Concern

The secret wardrobe are happy for the market to proceed but have asked for the shops to be notified with plenty of time for market dates.

The owner says she would like to see local people who can't afford a shop or retail space and for them to be supported in a sales environment

My answer

I completely agree the market should and can be a platform for people to sell their produce.

If the market is held on the 2nd and 4th Saturday of every month then all retailers, residents and customers will know when the market is on.

Conclusion

To work with local producers giving them a platform to ensure residents, shop owners are notified with plenty of notice of when the markets will be running

When asked what sort of stalls would people like, suggested where

Vegetarian and vegan
Local cheeses
Specialist breads, pastries
Honey
Local art
Artisan
Local Makers
Cakes
Pies
Refills

When asked for suggestions

Support local shops
Allow space for church street tea rooms to have tables outside

Additional items to my original plan

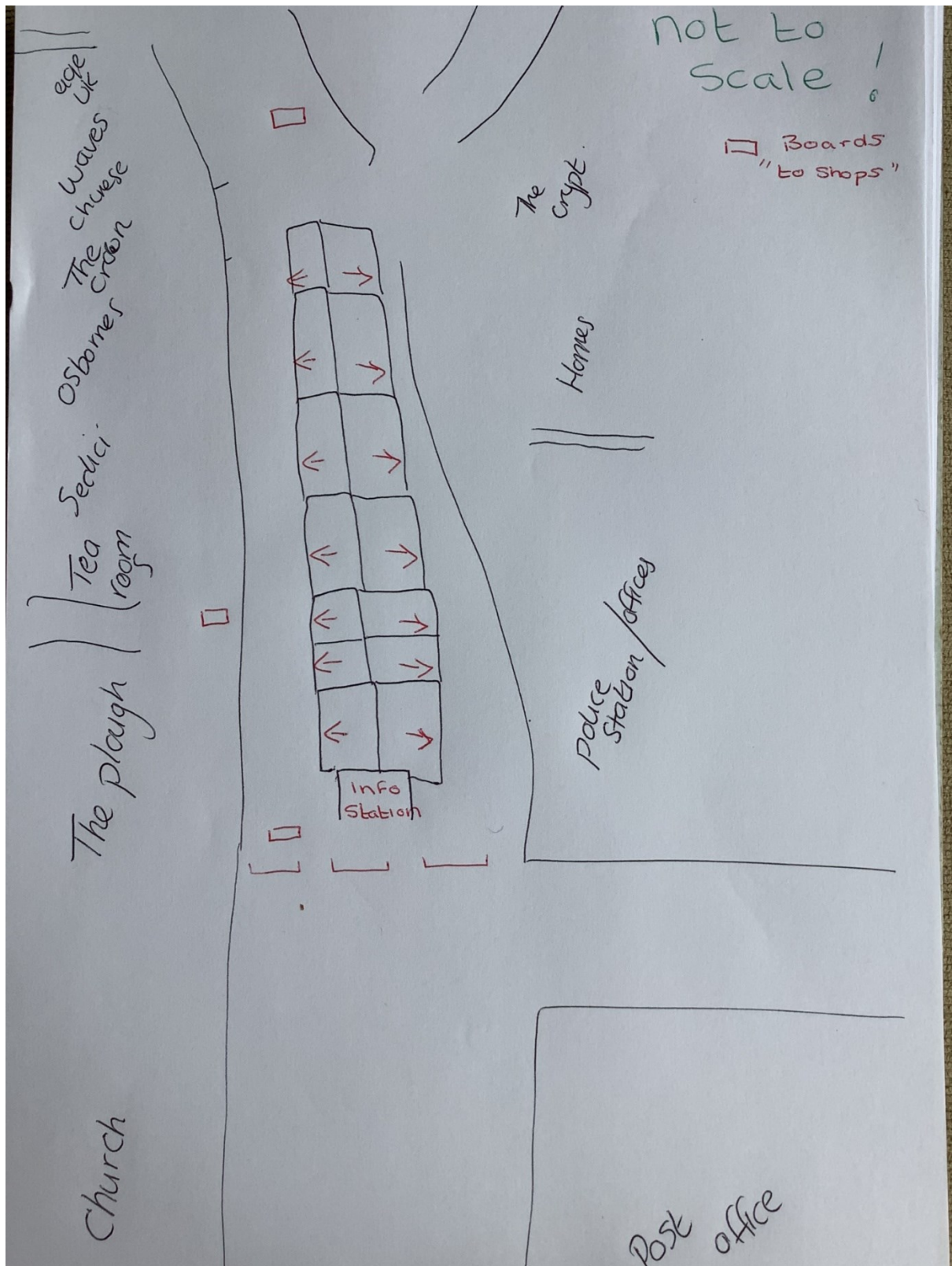
I would like to put in place an information station for the local shops to promote themselves verbally or with flyers
To use black boards with signs “ this way to the shops” at both ends of the market

I would also like to put in place a family trail, which will start at the market and with permission of the shops a picture of a market stall will be placed in some shop windows, A5 size then the participant will write down the name of the shops where they have seen the picture, we will hide 7-10 of these, then they bring the form back to the market where they place it into a draw. One winner will be drawn at the end of the market and will win £30.

This will encourage all visitors to look around the town and discover shops. We can change the picture according to the time of the year.

I have watched and monitored church street parking and pedestrian usage, people park briefly to pop into the post office and people walk through from the main town to Morrison's, there is very little movement until 1030 am. The Tea room is open early but many of the shops don't open until 10am.

The market can use the local toilets at the bottom of the town and support the town hall tea and coffee shop until 12 noon and then other tea shops thereafter.





Seaford Town Council

Report No:	72/21
Agenda Item No:	14
Committee:	Full Council
Date:	25th August 2021
Title:	Assets Working Group Part 2
By:	Adam Chugg, Town Clerk
Purpose of Report:	To enable Full Council to be updated on the work of the group and also consider proposals concerning some of the assets of the Town Council.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To note the report.2. To consider the list of assets in Appendix A and confirm or amend the recommendation(s) in each case.3. To ask the Assets Working Group to reconvene in 2022 to consider the assets agreed as being considered in this year, as well as any other relevant matters relating to the Council's assets in that year.

1. Introduction

- 1.1** Following its creation by Full Council, the Assets Working Group (AWG) has been meeting to consider proposals for Full Council regarding any assets owned by the Town Council.
- 1.2** It has been a considerable task to undertake, but the AWG is now ready to report back to Full Council, with its recommendations for consideration.
- 1.3** The assets have been divided into six groups:

Group 1: Consider sale on open market/land for development.

Group 2: Investigate sale of land to immediate neighbours.

Group 3: Offer the opportunity for local groups, residents, neighbours etc. to take on maintenance of some/all of the asset therefore reducing the Town Council's maintenance costs and also to provide opportunities for green space activities from community gardens, food growing projects, ecological preservation surveys etc.

Group 4: Explore opportunities to generate revenue while maintaining ownership.

Group 5: Not for immediate consideration but will be reviewed in 2022.

Group 6: No further action.

- 1.4 Please note that given the volume of work and outcomes to consider, the full list of assets is being considered across two Full Council meetings, i.e., some were considered by Full Council at the June meeting and the rest are being considered at this meeting of Full Council.
- 1.5 At this meeting, Full Council will consider groups 2, 5 and 6 having considered groups 1, 3 and 4 at the June meeting.
- 1.6 The AWG have been mindful of the Neighbourhood Plan and other relevant planning documents and have liaised with the Town Council's Planning Officer.
- 1.7 I want to thank the councillors and officers involved for all the work that has been done to get the Town Council to this point.

2. Assets for Consideration at the Meeting

- 2.1 Please refer to the table Appendix A.
- 2.2 This gives a complete list of assets under consideration at this meeting.
- 2.3 Full Council is asked to review and, at the meeting, confirm or amend the recommendation for each of these assets.

3. Commentary

3.1 Group 2

3.1.1 The AWG identified a distinct group of assets, often small plots of land, where it may not be sensible to sell for development but where residents and the immediate community may wish to take the opportunity to take ownership.

3.1.2 Full Council should consider the merits of each case and decide to support this recommendation or seek for the asset to remain in Town Council ownership while other options are considered.

3.2 Group 5

3.2.1 Given the volume of assets and pressures of other work, the AWG identified a group of assets where immediate action is not required, but where, in the future, there may be options for Full Council to consider.

3.2.2 Therefore, it is recommended that we return to this group of assets in 2022.

3.3 Group 6

3.3.1 There are a small number of assets where it is most appropriate to plan no further actions in the short and medium term.

4. Looking Ahead

4.1 Full Council is also asked to recommend that the AWG reconvenes in 2022, to consider recommendations for group 5 and also cover any updates/new matters relevant to the Town Council's assets.

5. Financial Appraisal

5.1 At this stage, there are no direct financial implications, but councillors should be aware that this may change as the project progresses.

5.2 Where this is the case, the Town Clerk and RFO will consider any financial implications carefully and where required, a report would be brought back to the necessary Committee/Full Council for approval of any associated expenditure. It must also be highlighted that the recommendations within this report, if approved, will require officer time.

6. Contact Officer

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

Town Clerk	
------------	---

Report 72-21 Appendix A

SUMMARY OF ASSETS RECOMMENDATIONS -AUGUST 2022

Following a review of the assets, the assets have been divided into the following 6 groups:

Group 1

Consider Sale on open market/land for development. (June Meeting).

Group 2

Investigate sale of land to immediate neighbours (August Meeting).

Group 3

Offer the opportunity for local groups, residents, neighbours etc. to take on maintenance of some/all of the asset therefore reducing Town Council maintenance costs and also to provide opportunities for green space activities from community gardens, food growing projects, ecological preservation surveys etc. (June Meeting).

Group 4

Explore opportunities to generate revenue while maintaining ownership. (June Meeting).

Group 5

Not for immediate consideration but will be reviewed in 2022. (August Meeting).

Group 6

No further action (NFA) (August Meeting).

RECOMMENDATIONS FOR GROUPS 2, 5 AND 6

GROUP	PROPERTY AND LOCATION	NOTES	RECOMMENDATION
2	The Holt, The Holt- Land adj. 2 The Holt, Seaford BN25 3HR	Small plot – unlikely to fit a house and may be more suitable for a garage. From Neighbourhood Plan Site notes: Suitability-The site is suitable for a single dwelling. Acceptability- Acceptable. As part of the Neighbourhood Plan survey carried out in 2016, 62.2% of the 945 residents who voted, were in	We note the recommendation of the Neighbourhood Plan but, given the size of the plot, it is recommended to explore option of selling to neighbouring residents for garage space.

GROUP	PROPERTY AND LOCATION	NOTES	RECOMMENDATION
		favour of the council selling this site for development.	
2	Nr to Blatchington Pond-Sutton Drove - Small strip of land opposite Blatchington Pond - on Sutton Drove	An overgrown piece of land with established trees on it. STC could approach the two houses behind to see if they would want to extend their gardens. Not sure what else It could be used for.	Investigate sale to neighbours
2	Sutton Drove – at junction with The Byeways	This small plot is divided into 2 areas with a substation in the middle. In the 1 st instant we could look to approach the immediate neighbour as buying the land would increase the size of their garden	Establish status of /arrangements for sub station. Following this, explore sale to residents. If no interest, can offer opportunities for use a green space by community group in 2022.
5	Firle Close	It is NOT clear who owns this site, and so immediate action would not be sensible. This a small plot surrounded by 15 houses in a cul-de-sac, so in future years it may be worth approaching residents about options for land.	2022: work to establish ownership and report back to STC.
5	Land at end of Maurice Road	It is unused land between houses and golf course. Any plans likely to be opposed strongly by residents. At same time, given location, may be worth exploring with SDNPA if, in the medium/long term, this is a suitable site for development in the future – more work would be needed to explore this option more completely.	2022: Discuss with SDNPA as Planning Authority.
5	Old Town Hall	In the long term, we may want to make improvements to this space // see how it fits to strategic developments in the area.	Return to this in 2022.

GROUP	PROPERTY AND LOCATION	NOTES	RECOMMENDATION
		However, a community group have taken a lease until 2023 so not appropriate to take action at this time.	
5	Martello Beach Huts	There are 10 STC owned huts that are rented out for 3 years at a time. Cllrs need to decide whether they feel selling the huts is in the best interest of the Council. It would be appealing to have a capital receipt of around £300,000 less VAT, but it is also good to have the revenue each year from renting, currently £1,423 a year per hut	Consider options in 2022, considering: A the benefits to residents from having huts accessible to those who cannot buy vs B. benefits to Council projects and precept levels from taking the income
6	Chyngton way roundabout - sponsorship	Ownership of the site is uncertain and so we would need to establish this and we are not sure this would produce the outcome needed The group also felt that sponsorship of this site would not be in keeping with the character of the area	NFA
6	The Covers – College Road	Low lying and surrounded by housing It is designated flood alleviation land. Designated public amenity open space We are exploring the extent can be re-wilded and will cover this in discussions with LDC on Grounds Maintenance.	NFA
6	The Covers – Ringmer Road	Low lying and floods. It is designated flood alleviation land. We are exploring the extent it can be re-wilded as above.	NFA
6	Nr Blatchington Pond – Avondale Road	Green space. Electricity Board has rights for access to cables with associated restrictions on planting and building. Basically a bank on the side of a road. Impractical for a friends of group to take on. Costs STC just under £60 a year to maintain. Suggest no further action.	NFA

GROUP	PROPERTY AND LOCATION	NOTES	RECOMMENDATION
6	Gildredge Road	Maintenance costs are approx. £65 a year. Very little chance of selling as is basically two banked verges to the side of the road. Suggest no further action.	NFA
6	Land near Hardwick House and Sunken Garden	<p>This parcel of land accessed from Green Lane. It adjoins the Sunken garden already maintained by 'Friends of' group.</p> <p>Given the location, very hard to envisage significant development potential.</p> <p>From Neighbourhood Plan Site notes:</p> <p>This land is part of a larger title between The Esplanade and Green Lane (see details below) which is affected by a Transfer dated 2 November 1966 between Timberline Ltd and SUDC, where, in the Second Schedule, clause 2 requires SUDC "to maintain and keep the same in a tidy condition as a permanent open space". Clause 3 further states, "no buildings whatsoever shall be erected or placed upon the land hereby transferred other than small buildings for the purposes of lavatory accommodation or shelters built completely or partly below ground levels"....</p>	NFA



Seaford Town Council

Report No:	61/21
Agenda Item No:	15
Committee:	Full Council
Date:	25th August 2021
Title:	Councillor Motion: Anti-Social Behaviour
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present a motion to discuss anti-social behaviour on the seafront and other open spaces

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1.To consider and discuss the motion put forth regarding anti-social behaviour on the seafront and other open spaces.2.To make recommendations of actions for the Town Council and/or other stakeholders to take.

1. Information

- 1.1** Councillor Dunn has requested a motion be added to this Full Council agenda regarding anti-social behaviour on the seafront and other open spaces.
- 1.2** The motion is presented below, which Full Council is recommended to consider and discuss.

2. Motion: Anti-Social Behaviour

- 2.1** Purposes: to discuss anti-social behaviour, and what we can do about it, and to minute any decisions.
- 2.2** The anti-social behaviour includes the following:
 - (a)** Litter and Over-Flowing Bins.

- (b) Overnight Camping on the Beach, where there are no facilities. Residents' gardens and the walkway between the houses and the pumping station used as a toilet. As well as the beach.
- (c) Overnight sleeping by Campervans and Large Vans, the signage is too ambiguous, and is misread.
- (d) Campervan Parking at Splash Point, in the disabled bays, this is also a turning point for all vehicles.
- (e) Parking between the two Martello Fields, on both sides, blocking the pavement for disabled and buggy users. Preventing Emergency Services.
- (f) Parking on College Road, blocking the pavement, and preventing Emergency Services getting through.
- (g) Parking in and around the seafront is an issue.
- (h) Campervan parking longways taking up 2/3 vehicle parking spaces.
- (i) BBQs not correctly disposed, causing fires in and around the bins.

3. Further Information

3.1 Officers are aware of these issues and the actions taken have included the following:

- (a) Re: Camping – continued liaison with the Police who have told us they are increasing patrols on the beach on fine summer evenings.
- (b) Installing additional 'No Camping Overnight' signs.
- (c) Where they can, Town Council officers will patrol the beach during the day. Where they come across a tent, they will politely ask them not to camp overnight.
- (d) Liaise with colleagues in Lewes District Council who also patrol the beach.
- (e) Re: rubbish and waste – officers have asked Lewes District Council to undertake additional collections
- (f) Re: Parking including Campervans – officers are working behind the scenes, and expect to bring a paper to Full Council later in the year.

3.2 It may also be helpful for Full Council to consider additional actions it wishes the Town Council and/or others to take.


4. Financial Appraisal

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

5. Contact Officer

The contact regarding the motion is Councillor Sylvia Dunn.

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

Town Clerk	
------------	---



Seaford Town Council

Report No:	67/21
Agenda Item No:	16
Committee:	Full Council
Date:	25th August 2021
Title:	Standing Orders Review
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present the revised Standing Orders for consideration and adoption

Recommendations
Full Council is recommended:
1. To consider and adopt the revised Standing Orders as presented with this report.

1. Information

- 1.1 At its meeting on 20th May 2021, Full Council deferred the review of Standing Orders to allow councillors more time to consider the revisions in comparison to the national model standing orders given the important of the document.
- 1.2 Members were invited to submit comments to officers to enable these to be taken into account when reviewing the document.
- 1.3 The revised version of Standing Orders at Appendix A incorporates those changes originally presented to Full Council as well as further comments received by members and changes as a result of these. All changes are tracked for ease of identifying them.
- 1.4 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.

- 1.5** To remind councillors, those standing orders in bold are legal requirements and therefore must be included. Most standing orders not in bold text are recommended by NALC as best practice, in addition to some clauses that have been specifically added by the Town Council in previous reviews of the document.
- 1.6** 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. These change are not tracked so as not to distract from the actual changes, rather than 'cosmetic' changes.
- 1.7** To provide an overview, the amendments are:
- (a)** 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.
 - (b)** New clauses under Standing Order 1 providing clarity of the key basics of discussions in a meeting.
 - (c)** Standing Orders 3b, 3c and 3e have been reworded, without effecting a change to their meaning, to ensure clarity within these clauses.
 - (d)** Standing Orders 3f and 3g were swapped around and reworded for clarity.
 - (e)** Standing Order 4 has been expanded to include working groups and provide clarity on the difference types of committee and their purposes.
 - (f)** Standing Order 4 has also been expanded to provide clarity with the process surrounding exempt documents and exempt sessions of meetings.
 - (g)** The removal of Standing Order 5jx, the insurance arrangement from the required agenda items of annual meetings, 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.

- (h) Reducing the number of councillors required to call an extraordinary committee or sub-committee meeting (Standing Order 6d), so this reflects that of Full Council meetings.
 - (i) Reducing the number of councillors required to 'call in' a previous resolution (Standing Order 7a) to reflect model standing orders.
 - (j) Standing Orders 9b, 9f and 9i have just been further clarified.
 - (k) Standing Order 25 has been retitled and had a new section added to ensure a balance where councillor activities are concerned, rather than just a negative list of activities councillors should not undertake.
- 1.8** A review date of May 2022 has been recommended to ensure that Standing Orders continued to be reviewed annually, as is recommended.
- 1.9** It is officer's intentions at a future review to look at the language and tone used throughout the document, to see if this can be simplified and made more user-friendly.
- 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.

2. Financial Appraisal

- 2.1** At the time of writing 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	
------------	---



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, procedural matters for meetings and enable good and effective working relationships between officers and members.

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

Contents

Standing Order	Page
1 Rules of Debate at all meetings	3
2 Disorderly Conduct at meetings	5
3 Meetings generally	5
4 Committees and Sub-Committees	7
5 Ordinary Full Council Meetings	8
6 Extraordinary meetings of the Full Council and Committees and Sub-Committees	10
7 Previous resolutions	10
8 Voting on appointments	10
9 Motions for a meeting that require written notice to be given to the Proper Officer	10
10 Motions at a meeting that do not require written notice	11
11 Management of Information	12
12 Draft Minutes	12
13 Code of conduct and dispensations	13
14 Code of conduct complaints	14
15 Proper Officer	14
16 Responsible Financial Officer	15
17 Accounts and accounting statements	16
18 Financial controls and procurement	16
19 Handling staff matters	16
20 Responsibilities to Provide Information	17
21 Responsibilities under Data Protection Legislation	17
22 Relations with the press/media	18
23 Execution and sealing of legal deeds	18
24 Communicating with District and County or Unitary Councillors	18
25 Restrictions on Town Councillor activities	18
26 Standing Orders generally	18

Seaford Town Council

Standing Orders

1 Rules of debate at all meetings

New 1a Councillors shall address the presiding Chair.

New 1b A Councillor shall indicate that they wish to speak by raising a hand and Councillors shall be heard in the order in which they indicated. If two or more Councillors indicate at once, the presiding Chair shall call upon one of them to speak before the other.

New 1c Whenever the presiding Chair speaks during a debate all other Councillors shall be silent.

- 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 their 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 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 With the exception of 1q above, ~~T~~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 they are concerned by.
- t A point of order shall be decided by the Chair of the meeting and 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 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. A minimum of three clear days' notice of Full Council meetings must be given to councillors and the public. The minimum three clear days for notice of a meeting must not include~~

1. the day on which notice was issued.

2. the day of the meeting.

3. a Sunday.

4. a day of the Christmas break, a day of the Easter break, a bank holiday or a day appointed for public thanksgiving or mourning.

~~c~~ The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting. A minimum of three clear days' notice of a Committee or Sub-Committee meeting must be given to councillors and the public. The minimum three clear days for notice of a meeting must not include

1. the day on which notice was issued.

2. the day of the meeting.

~~bd~~ 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 who are present at meetings during public participation may 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~~ A person present at a meeting may not create an oral report or oral commentary (such as, for example, using an audio recorder to record that person's commentary on the meeting, or to take that person's verbal notes of the meeting) about a meeting as it takes place without permission. This is so as to prevent disruption to or confusion at the meeting.

~~eg~~ Subject to Standing Order 3 (fg), a person attending the meeting is permitted to film, photograph, make an audio recording of the meeting, or other means, in order to enable those not present to see or hear an accurate account of the meeting as it takes/took place or later in order to give them an accurate oral or written account of the meeting. 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.

~~d~~ A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

- eh** 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.
- fi** 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 their absence be done by, to or before the Vice-Chair of the Town Council (if any).
- gi** 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.
- hk** 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.
- il** 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 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.
- jm** 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 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.
- kn** 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.
- lo** 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 their right to

participate and vote on that matter.

mp 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.

mq 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.

mr A meeting shall not exceed a period of three hours.

ps 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 Full Council (or Committee) on whether to proceed with the item or adjourn or defer the matter for subsequent debate at a larger venue.

qt All formal meetings of Full Council and its committees must be administered by an appropriate Town Council Officer or, where that is not deemed appropriate, ~~from~~ **by** an officer sourced from another local authority or authorised local government body.

4 **Committees, ~~and~~ Sub-Committees and Working Groups**

New 4a The Town Council can operate two different types of committee or sub-committee;

- i. Standing Committees/Sub-Committees, which have ongoing responsibilities concerning the performance of the statutory powers and functions of the Town Council and related work.
- ii. Advisory Committees/Sub-Committees, which are usually created with short-term responsibilities or where the terms of reference do not fall within those of an existing committee.

New 4b Reference to a 'committee' or 'sub-committee' within the Standing Orders document refers to both standing and advisory committees/sub-committees.

- a Unless Full 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 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.~~
- f** 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.
- eg** Any exception to the 4f above would be determined by the Proper Officer in consultation with Chair of the relevant Committee, but councillors must understand that some matters will be absolutely confidential to the members of the meetings.
- fh** Full Council may appoint standing Committees or ~~other advisory~~ 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.

- h Full Council or one of its committees or sub-committees may appoint a working group to undertake a specific task.
- i. Working groups are not subject to those Standing Orders relating to committees/sub-committees. For clarity, working group meetings are not public meetings; there are no notice or minutes requirements and no right for the public to access the meetings.
- i When a working group is established, its parent committee will determine clearly defined terms of reference, including whether or not the group has the ability to co-opt its own members, whether councillors or non-councillors.
- j. Working groups will not have any decision-making powers beyond the ability to co-opt their own members, whether councillors or non-councillors. A working group will usually report back to its parent committee, making recommendations for decisions to be made.
- k. Working groups are not usually subject to being re-established at each annual meeting (as committees/sub-committees are), save for in an ordinary election year where a change in councillors may mean this is required.
- l. A working group will dissolve when its terms of reference have been completed or its parent committee determines the groups work has finished.

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 the 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 they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their**

successor is elected at the next annual meeting of the Council.

- g The Vice-Chair of the Town Council, if any, unless they resign or become 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, they 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, they shall preside at the meeting until a new Chair of the Town Council has been elected. They 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 their 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 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 Full Council and Committees and Sub-Committees

- a The Chair of the Town Council may convene an extraordinary meeting of Full**

Council at any time.

- b If the Chair of the Town Council does not or refuses to call an extraordinary meeting of Full 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 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~~ two members of the Committee or the Sub-Committee, any ~~four~~ two 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~~ seven 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, such as national policies or those of a principal authority, waste services, anti-social behaviour, transport/education/health infrastructure etc.-
- 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 to be improper by the Proper Officer, 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, which will have been informed to the proposer of the motion.-

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, 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 their 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 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 they have a prejudicial interest. They may return to the meeting after it has considered the matter in which 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 Full Council, or Committee or Sub-Committee for which the dispensation is required and that decision is final.
- e A dispensation request shall confirm:
- the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - 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 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 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, Full Council shall consider what, if any, action to take against 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 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 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 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 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.
- b. Subject to Standing Order 25a, councillors are encouraged to:
 - i. maintain open communication with the electorate, members of public, local businesses and other routes in which to ensure they can represent the wishes and needs of the town.
 - ii. sit on Town Council committees, sub-committees and/or working groups and partake in meetings and the decision-making process.
 - iii. attend and support Town Council events and public activities.
 - iv. represent the Town Council on identified Outside Bodies, maintain two-way communications for the betterment of both parties.
 - v. help positively promote the work and activities of the Town Council within the local communities and wider area.
 - vi. work collaboratively with officers for the benefit of the Town Council and town.
 - vii. familiarise themselves with Town Council policy documents.
 - viii. bring to the attention of relevant councillors, chairs or officers, anything that they believe is relevant to the business and activities of the Town Council.
 - ix. commit to enacting their role and duties in accordance with the Member's Code of Conduct.

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 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:	65/21
Agenda Item No:	17
Committee:	Full Council
Date:	25th August 2021
Title:	Lewes Local Plan Issues & Options Consultation
By:	Geoff Johnson, Planning Officer
Purpose of Report:	To enable a final detailed submission to be agreed to the consultation on the Lewes Local Plan Issues & Options Consultation.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To note the report.2. To make and discuss responses to the main issues covered in the consultation.3. To give delegated authority to the Town Clerk, in consultation with the Mayor and Chair of the Planning & Highways Committee, to submit the final response to Lewes District Council, based on feedback received from councillors.

1. Introduction

- 1.1** The appended report, which was considered by the Planning and Highways Committee on 28th July, sets out the background to and the details of the consultation being carried out by Lewes District Council on the new Local Plan.
- 1.2** The Issues and Options consultation document published by Lewes District Council was circulated to all members on 8th July.

- 1.3 This preliminary stage of the Local Plan process is aimed at identifying the favoured issues and options in each area of planning and development to be covered by the Plan.
- 1.4 The Planning and Highways Committee has forwarded its views for consideration at this meeting. This is now an opportunity for all members to consider those views together with any additional issues arising from the document and to reply to Lewes District Council.

2. Planning & Highways Committee Response

- 2.1 The Planning and Highways Committee identified a number of issues at last month's meeting. These were :-
- (a) More weight to be given to Neighbourhood Plans as they had been specifically supported by the local residents.**
 - (b) Development in Seaford is constrained by the National Park and the sea, its brownfield sites have been developed and remaining green spaces protected so there is very little scope for further development**
 - (c) The A259 is struggling with current traffic demands.**
 - (d) Concerns at the smaller, rural villages coping with new housing demands and how this could change the villages fundamentally.**
 - (e) Infrastructure will struggle to cope with such increased population**
 - (f) Specifying that roof gardens should be a requirement for new blocks of flats**
 - (g) Building on flood risk areas should be prohibited**

3. Housing

- 3.1 The preparation of the new Local Plan is overshadowed firstly by the changes in Government policy in recent years which have led to Lewes District's new housing delivery requirement rising from 345 dwellings per year to 782 and secondly the Government's proposals in the forthcoming Planning Bill to replace the current Local Plan system.
- 3.2 The increase in the housing delivery requirement and the other Government proposals are being challenged by the District Council. At the full Council meeting on 15th July 2021 the following resolution was passed:-
'This Council resolves to ask the Government to:

1) Use the opportunity of planning reform to introduce an approach that puts the climate and biodiversity emergencies at the heart, that works with not against the Environment Bill, and which retains local control.

2) Remove the system of housing targets.

3) Remove the punitive housing delivery test.

4) Retain and strengthen our Town and Parish adopted Neighbourhood Plans.

That the Cabinet Member for Planning and Infrastructure be requested to write to Robert Jenrick MP, Secretary of State for MHCLG, setting out these requests, and to the two local MPs, asking them to support these requests and champion them on our behalf in parliament.'

3.3 It will be interesting to see what the response will be but, in the meantime, the Local Plan process continues

4. Other Issues

4.1 There are six main issues covered in the consultation document with options for selection within each section to give essential feedback to the District Council.

4.2 The issues covered are :-

(a) Tackling Climate Change

(b) Protecting the Environment

(c) Accommodating and Delivering Growth

(d) Improving Access to Housing

(e) Promoting a Prosperous Economy and

(f) Creating Healthy Communities with Infrastructure

4.3 All these issues are vital to the future of the Town and District and need to be considered carefully so that the Council's response is constructive and relevant.

4.4 Another vital issue is Neighbourhood Planning. The impending reforms are likely to drastically alter the current system but as no Planning Bill has been published as yet all parties involved remain in the dark.

4.5 There are 60 questions in total in the document covering the six main issues; some straightforward and some lengthy. It is not practical to deal



with all these questions at the meeting so members may prefer instead to agree its general responses to the main issues and give delegated authority for these issues to be set out and explained in a full response to be drafted and agreed by the Town Clerk, in consultation with the Mayor and the Chair of Planning & Highways Committee, and submitted to Lewes District Council prior to the consultation deadline on 3rd September.

5. Financial Appraisal

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

6. Contact Officer

6.1 The Contact Officer for this report is Geoff Johnson, Planning Officer.

Planning Officer	
Town Clerk	

Report 65/21 Appendix A

Report 54/21 to the Planning & Highways Committee, 28th July 2021

Lewes Local Plan – Issues and Options Consultation

Recommendation: To forward comments to Full Council for consideration at the meeting on 25th August when the final decision will be made on the Town Council's response to the consultation.

1. Introduction

1.1 Lewes District Council (Lewes DC) has started the formal process of replacing the Lewes Local Plan 2016, which expired in May this year, by publishing an Issues and Options document for public consultation.

1.2 The purpose of the Plan, as explained in this document, is to set out a vision for the Lewes District up to 2040. In particular it covers what type of housing, commercial development and infrastructure is required, where that development should be located and how the need for development can be reconciled with the need to mitigate climate change and safeguard the environment.

1.3 This preliminary stage in the process is standard procedure in the preparation of all Local Plans.

1.4 The consultation document can be found on Lewes DC's website here:

https://planningpolicyconsult.lewes-eastbourne.gov.uk/connect.ti/LDLP_IO/consultationHome

2. Consultation

2.1 The Issues and Options document was circulated to all Town Council members on 8th July together with an invitation to join a briefing by Lewes DC officers on Microsoft Teams at 4.00pm on Wednesday 21st July.

2.2 All members will have an opportunity to comment on the Plan either at the Committee meeting on 28th July, the Full Council meeting on 25th August or at both meetings.

2.3 The consultation period expires on 3rd September 2021.

3. Relevant Background

3.1 The full document explaining the purpose of the consultation is relatively brief, well laid out and deserves to be read in full.

3.2 In this report I will however attempt to bring out the main points and explain some of the external issues which are bound to influence the preparation and processing of the Plan.

3.3 Circumstances in planning have changed significantly since the adoption of the expired Local Plan/Core Strategy in May 2016.

3.4 The method of assessing the housing requirement for each district was revised and amended by the Government in 2018 and implemented in 2019. The outcome of this for the Lewes District is that its housing requirement is now based on housing need and a country-wide target of 30,000 new homes per year. The requirement has therefore been increased from 345 new dwellings per year (which Lewes DC was managing to achieve) to 782 dwellings (603 outside the South Downs National Park).

3.5 The ability of a district to provide sufficient land to meet this level of requirement is not cited in the National Guidance as a relevant factor in the assessment but, in Lewes DC's case, is bound to be the most prominent issue in the process.

3.6 Added to this is the fact that 56% of the Lewes District is within the National Park which, understandably, will bear a far lighter burden.

3.7 The Plan is also being prepared against a background of major proposed reforms of Planning rules and procedures, the most significant and wide-ranging reforms since the introduction of the current system in 1948.

3.8 The new planning proposals were set out in a White Paper published by the Government last autumn, which drew criticism from all quarters. This was mainly down to the intention to introduce a completely new Local Plan procedure and a land zoning system across the country, where any application would gain virtually automatic approval if it was within the zone allocated for that type of development.

3.9 The Bill to implement these changes was announced in the Queens Speech, which indicates that the Government intends to get the legislation through Parliament this year. There has been no indication from the Government that the proposals have been 'softened' to take account of the critical response to the White Paper but no Bill has been published as yet.

Against this uncertain background Lewes DC has no choice but to carry on with the preliminary stages of the new Plan, so that it is in a position to deal with whatever new requirements emerge from the proposed legislation.

3.10 The Government still insists that the public will have a significant input to development proposed under the new system. The White Paper makes it clear however that in order to avoid applications for residential development taking years to pass through the system due to neighbour and local authority objections, the main public input would be scaled down to comments/objections into the zoning of areas in the new revised Local Plans. The input into applications would be restricted to design issues. The Local Plan process would therefore become the focal point of public involvement in planning and the principle of development would be settled by the Plan prior to the application.

4. Issues and Options

4.1 Housing Delivery

4.2 The consultation document deals with the issues relating to location of new housing under six preferences (pages 26-28) namely :-

- 1) Intensification of development within coastal towns
- 2) Further outward expansion of Newhaven and Peacehaven
- 3) Urban Extensions to Burgess Hill and Haywards Heath
- 4) Focus growth on the most sustainable villages in the Low Weald
- 5) Disperse growth across all Low Weald villages
- 6) A new settlement in the Low Weald

4.3 The advantages and disadvantages of these six options form the crucial section of the document and should be read in full.

4.4 The case against allocating an increased housing requirement for Seaford, apart from the natural constraints of the South Downs National Park and the sea, is:

- (a) that there are few brownfield sites,
- (b) that the limited number of greenfield sites need protection,
- (c) that redevelopment often means overdevelopment and harm to the character of existing areas, and
- (d) that the road infrastructure is already under severe strain.

4.5 Affordable Housing

4.6 Apart from the number and location, the type of new housing is a vital issue covered in the document. The section on Affordable Housing starts at page 30 and the options are listed on page 31 i.e:

- (a)** Should the new Local Plan seek the maximum viable affordable housing target on sites of 10 or more dwellings?
- (b)** Should the new Local Plan maintain the [District] Council's preference for an affordable housing tenure split of 75% affordable rented homes and 25% intermediate homes, or should it pursue a different approach?
- (c)** Should the new Local Plan have a locally specific approach to supporting the development of 'First Home exception sites' (as it currently has for rural exception sites) or should the [District] Council rely on national planning policy?

4.7 One of the benefits of the former Newlands School site development is that it will contribute 46 units of affordable housing for local residents and families. The figures indicate that will meet most of the local 'identified need' for this type of housing.

4.8 This does not mean however that the issue can be overlooked. There will always be a need in all areas of the Lewes District for housing at affordable rents i.e 80% of the market rent or less. The Government recent policies, as evidenced in the former Newlands School site development, is that whatever provision is required in a Local Plan, the final quota depends on the viability of the particular scheme and whether the developer can earn the 20% profit allowed them.

4.9 The Government argue that this is to encourage developers to build but it has resulted in a massive under provision of affordable housing especially across the country and in particular, in areas of high land value. A second issue is that requiring a certain level of affordable housing in every scheme could leave less developer contribution towards essential infrastructure.

4.10 Other options relating to housing issues are listed at page 36.

5. Neighbourhood Planning

5.1 The new Local Plan will provide an up-to-date strategic policy framework for towns and parishes that are preparing or reviewing a neighbourhood plan. It will set out a strategy for the pattern and scale of new development within the plan area and identify a housing delivery requirement for each designated neighbourhood area outside of the National Park.

5.2 The new Local Plan will have to allocate sufficient sites to ensure that the overall development strategy for the area can be delivered. However, neighbourhood plans can still have a role to play in allocating non-strategic sites (i.e. sites not allocated in the Local Plan Part 1) to help deliver this strategy.

6. Conclusions

6.1 It is not possible to set out a comprehensive summary of all the issues and options covered in the document. These include Climate Change and Commercial Development. The questions to answer and the options to consider on all the topics covered are on the coloured blocks in each of the main sections and members are recommended to study carefully each of these sets of options in preparation for the meeting.

7. Financial Appraisal

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



Seaford Town Council

Report No:	68/21
Agenda Item No:	18
Committee:	Full Council
Date:	25th August 2021
Title:	Full Council/Committee Meeting Arrangements
By:	Adam Chugg, Town Clerk
Purpose of Report:	To seek steer and decisions from Full Council on certain aspects of the Town Council's meeting arrangements

Recommendations

Full Council is recommended:

- 1.To consider and discuss what level of digital presence the Town Council requires with its public meetings (*section 2 below*).
- 2.To approve continuing with livestreaming (regardless of venue), subject to the process of this proving successful and not overly onerous (*section 2.15 below*).
- 3.To consider and discuss the sections of the report regarding Zoom participation within physical meetings (*section 2.16 below*).
4. To agree to cease including Zoom participation within its physical meetings, as a result of the trial of this from May 2021 to August 2021 (*section 2.19 below*).
- 5.To consider and discuss the sections of the report regarding days of the week meetings are held on (*section 3 below*).
- 6.To consider and discuss the sections of the report regarding the meeting venue options (*section 4 below*).
- 7.To agree to the following meetings arrangements for the remainder of the 2021 – 2022 Municipal Year:
 - Full Council – at the church venue on a Wednesday evening

- Committees – within the Council Chambers on a Thursday evening (Tuesday for Golf & The View)
 - Working Groups (just for clarity) – freedom to meet when and how each group feels comfortable doing so
8. To note the delegated power to officers as given in June 2023, in consultation with the members of the Committee Chairs Management Group (CCMG), to determine appropriate meeting arrangements upon Government announcements, as required.
9. To note that the draft 2022 - 2023 meeting timetable will not be presented to Full Council for adoption until January 2022 (*section 6 below*).

1. Background

- 1.1** As a direct result of COVID-19 and the associated restrictions, the Town Council was forced to review its public meeting arrangements following the removal of the ability to meet remotely/virtually from May 2021.
- 1.2** In April 2021, the decision was made to return to holding physical meetings but at Seaford Baptist Church, rather than in the Council Chambers. This decision was made due to the spaciousness of the church's venue, allowing for ease of social distancing, and the venue also having the necessary equipment installed to provide high quality video and audio feed to be livestreamed to the Town Council's YouTube channel, which is then also stored as a permanently available for watching at a future date.
- 1.3** In June 2021, Full Council agreed to extend these arrangements through to the end of August 2021. Due in part to the success of the physical meeting experiences but also to allow for a better understanding of any restrictions remaining in place, the comfort levels of participants and proper analysis of how a change in arrangements could impact on the accessibility and inclusiveness of meetings.
- 1.4** As it stands, the Town Council has the church venue booked up until this Full Council meeting on 25th August 2021. Officers were delegated power in June 2021, in consultation with the members of the Committee Chairs Management Group (CCMG), to determine appropriate meeting arrangements. In order for officers to decide arrangements for the Town Council's future Full Council and Committee meetings, whether on a short-

term or more longer-term basis, some direction from Full Council needs to be sought.

2. Digital Presence of Meetings

- 2.1** To inform the decision on meeting venue, it is officer's belief that Full Council first needs to make a decision on its priorities where the digital presence of meetings is concerned.
- 2.2** The legal requirement is that members of the public are able to have open access to Full Council and Committee meetings. The law does not specify that 'access' includes livestreaming or indeed recordings of meetings available to watch at a later date.
- 2.3** The Town Council has however uploaded recordings of its meeting to its YouTube channel since 2015 and since April 2020, has had its meeting live to view online; initially with online Zoom meetings and more recently with the livestreaming.
- 2.4** The dilemma the Town Council finds itself in at present is that to maintain the current level of digital presence (with a high-quality video and audio livestream), meetings would have to remain at the church venue. Certainly at least until such a date at which professional expertise could be sought to assess equipment needs and coordinate sourcing and installation of the require equipment at a Town Council venue, followed by training for staff members.
- 2.5** However, if the Town Council is minded accepting a reduction in digital quality and availability, then other venues (such as The View) can be considered.
- 2.6** To be clear, this would include a return to a fixed wide-shot video of the meeting room (rather than focussing on individual speakers) and a reduction in audio quality, as well as number of microphones able to be used.
- 2.7** The Town Council would have to purchase equipment if it moved away from the church venue; the financial implications of this will be considered by officers when agreeing arrangements going forwards but are covered briefly in section 5 below.

Livestreaming

- 2.8** For clarity, it is officer's understanding that livestreaming would still be an option for the Town Council using purchased equipment. It must however be made quite clear that the quality of the stream will be reduced compared to the current livestreaming from the church venue and that the risk of technical issues/disruptions will be increased, due to relying on officers to operate the equipment rather than trained operators.
- 2.9** Of the nine physical meetings since May 2021, viewers of the livestream have been as follows:

Date	Mtg Type	Live Views
20-May-21	Council	2-8
25-May-21	P&H	3-5
08-Jun-21	G&TV	0-2
16-Jun-21	P&H	0-8
23-Jun-21	Council	0-6
07-Jul-21	P&H	0-3
14-Jul-21	CS	0-7
21-Jul-21	F&GP	0-2
28-Jul-21	P&H	0-3

- 2.10** The reason for this being a range of viewing numbers is because it is evident that viewers dip in and out of the meeting, so viewers can range for none to up to eight as the meeting progresses.
- 2.11** In addition to the above, officers were also able to extract the total number of viewers of the recording of these meetings i.e. not watching live but watching at a later date, as follows:

Date	Mtg Type	Total Views
20-May-21	Council	47
25-May-21	P&H	26
08-Jun-21	G&TV	15
16-Jun-21	P&H	106
23-Jun-21	Council	83
07-Jul-21	P&H	36
14-Jul-21	CS	46
21-Jul-21	F&GP	36
28-Jul-21	P&H	26

- 2.12** What the above provides evidence towards is that Full Council may be encouraged not to let the quality of livestreaming/recording be the main

factor in its decision-making process, as the numbers of public this impacts is minimal when taken as a percentage of the town's population.

2.13 Full Council may also wish to consider whether to end livestreaming and return instead to uploaded recordings of meetings, which are available within a few days of the meeting.

2.14 Livestreaming does however remove the officer time of editing and uploading videos after a meeting and also ensure more instant access for members of the public to meetings.

2.15 Based on the above, **officers would recommend that Full Council approves continuing with livestreaming (regardless of venue), subject to the process of this proving successful and not overly onerous.**

Under the power previously delegated in June 2021, the Town Clerk in consultation with the Committee Chairs Management Group shall be able to determine whether or not to continue with livestreaming.

Zoom Participation

2.16 One further aspect of digital presence is the use of Zoom meetings 'within' the physical meeting.

2.17 To date, of the nine physical meetings since May 2021, five have had attendees via Zoom. This can be summarised as presented below:

Date	Mtg Type	Zoom Attendees	Speaking via Zoom?	Notes
20-May-21	Council	2	N	Severe technical issues and lack of clarity of process, resulting in no participation and frustration for those involved.
16-Jun-21	P&H	1	Y	Considerable echo/feedback and time delay were experienced.
23-Jun-21	Council	1	Y	Presentation but time delay of approx.. 20 seconds.
07-Jul-21	P&H	1	N	Attended but didn't speak.
28-Jul-21	P&H	1	Y	Considerable echo/feedback and time delay of approx.. 40 seconds were experienced.

- 2.18** A successful Zoom meeting is yet to be experienced as part of a physical meeting. At the church venue, the technology and equipment are capable of including the Zoom meeting but the technical issues have caused disruption to meetings, frustrations for those involved and currently provide the only real element of uncertainty with the physical meetings.
- 2.19** Based on the number of Zoom attendees above and the participation levels – three speakers across nine meetings through this platform – **officers would recommend that Full Council agrees to cease including Zoom participation within its physical meetings.**
- 2.20** Members of the public will still be able to attend meetings physically, submit comments in writing to officers to be read aloud and either watch a recording or view the livestream (depending on Full Council's decision where this is concerned).

3. Meeting Day Options

- 3.1** Some councillors have expressed frustrations at the changing day of meetings i.e. moving away from the usual Thursday evenings (Tuesday for Golf & The View).
- 3.2** In a recent poll of all councillors, support for meeting days was as follows:

Day	No. of Councillors in Support
Monday	0
Tuesday	3
Wednesday	1
Thursday	10
Friday	0

- 3.3** As councillors will be aware, to continue at the church venue would require meetings being held on a Wednesday evening due to another long-standing booking the church venue has for a Thursday.
- 3.4** If looking to hold meetings at The View, Thursday evenings are also unlikely, as this is generally (within the sector) a day of the week to stay open later, whether it be for functions, dining or simply bar drinks. When meetings are held at The View, it is not legally allowed to be serving alcohol on the premises. So the Town Council would be making the decision that its meetings take precedence over trading.

- 3.5** It is also very hard to predict which meeting days would be successful at The View due to the uncertainty and variance in trading patterns. For example, in the summer it would not be sensible to ask The View to close in the evenings to enable a meeting to take place and turn away customers. In the winter season (October to March), Monday to Wednesday evenings may be more achievable but that said, officers would not wish to go down the route of different 'seasonal' days of meeting, as this is more likely to cause confusion.
- 3.6** It is looking likely that the Town Council will end up with differing meeting days. What is certain is that it is very unlikely to be possible to have all meetings held on a Thursday as the only venue that can accommodate this is the Council Chambers, which are no longer considered suitable for Full Council meetings (see 4.6 below).

4. Meeting Venue Options

- 4.1** There are three options where the meeting venue is concerned;
- (a)** No change – continue to meet physically in the Baptist Church venue for all Full Council and Committee meetings;
 - (b)** Part change – continue to meet physically in the Baptist Church venue for some meetings but utilise another venue for others;
 - (c)** Full change – change venue for all meetings.
- 4.2** As reported in April 2021, the other logical meeting venues within town are a return to the Council Chambers or The View.
- 4.3** With the removal of COVID-19 restrictions as a legal requirement, many of the reasons for not using these venues have been resolved. This being the need to be able to socially distance and consideration of the use and cleanliness of shared facilities, for example.
- 4.4** The other factor that contributed to using the church venue over the Town Council's own venues, was the availability of technical equipment to livestream meetings and ensure a higher quality video/audio record of the meeting (as per section 2 above).
- 4.5** Having considered what level of digital presence the Town Council requires, officers should be in a better position to consider meeting venues under the delegated power agreed in June 2021.

4.6 Full Council should however be aware that the Council Chambers would not be recommended for Full Council meetings, as this previously required participants sitting shoulder-to-shoulder, which officers do not believe should be recommended, even with the removal of social distancing requirements.

4.7 It is the recommendation of officers that the Town Council agrees to the following meetings arrangements for the remainder of the 2021 – 2022 Municipal Year:

(a) Full Council – at the church venue on a Wednesday evening

(b) Committees – within the Council Chambers on a Thursday evening (Tuesday for Golf & The View)

(c) Working Groups (just for clarity) – freedom to meet when and how each group feels comfortable doing so

5. Remote Meeting Call for Evidence

5.1 To confirm that the Government's call for evidence surrounding remote meetings closed on 17th June 2021. The responses from this consultation are being reviewed and the Government will respond 'in due course'.

5.2 It is not possible to put a timescale to this process and as such, all local authorities are advised to continue to plan meetings arrangements with remote meetings no longer being a legal option for decision-making meetings.

5.3 For clarity, working groups and other informal meetings are able to meet remotely should they wish to.

6. 2022 – 2023 Meeting Timetable

6.1 Full Council is asked to note that officers do not intend to present the draft meeting timetable for the 2022 – 2023 Municipal Year to Full Council until January 2022, at which point the Town Council should have a much better understanding of its meeting arrangements for the next municipal year and can therefore set dates accordingly and importantly, with more certainty.

7. Conclusion

7.1 Full Council is being asked to consider, discuss and provide steer on the following aspects of meeting arrangements:

(a) Digital presence of meetings, including livestreaming

(b) Zoom participation at meetings


- (c) Days of the week for meetings
 - (d) Meeting venues based on the preferences of (a) to (c) above
- 7.2** Officers are then able to make decisions on the meeting arrangements, in consultation with the CCMG, as per the delegated power, surrounding future meetings. All councillors will be updated and a public announcement made if there are significant changes to meeting arrangements.
- 7.3** Depending on the outcomes of this meeting, officers may be minded, under delegated powers, to extend the booking with the church venue to include September 2021 to enable any changes to be implemented, equipment to be sourced, officer resources to be planning and prepared etc.

8. Financial Appraisal

- 8.1** There are not expected to be any direct financial implications of the report itself.
- 8.2** This said however, the decisions made by Full Council and steer given to officers to make decisions under delegated powers, will have consequential financial implications.
- 8.3** To ensure thoroughness, these are set out below as best possible:
- (a) The hire, equipment and operator cost per meeting within the church venue averages at £275 per meeting.
 - (b) The estimated cost of equipment to enable recording of meetings within The View or Council Chambers and the trial of livestreaming, would be in the region of £300-400.
 - (c) The 'cost' of hiring The View for meetings is being confirmed. This would be an internal transfer but should still show as a cost against meetings, to be completely transparent where this is concerned.

9. Contact Officer

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

Town Clerk	
------------	---



Seaford Town Council

Report No:	66/21
Agenda Item No:	19
Committee:	Full Council
Date:	25th August 2021
Title:	Outside Body Representative Appointments
By:	Adam Chugg, Town Clerk
Purpose of Report:	To seek the appointment of councillors to Outside Bodies as a Town Council representative.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To consider appointing representatives to Save the DGH Campaign.2. To note Cllr Edson being appointed as the second (but non-Director) outside body representative for Seaford Community Partnership.

1. Information

- 1.1 Following the annual appointment of outside body representatives in May 2021, there are now three further representative positions for Full Council to consider.

2. Save the DGH Campaign

- 2.1 Officers have been contacted by the Chair of the Save the (Eastbourne) DGH Campaign Group, looking specifically for a representative of the 'Seaford voice' given that Eastbourne DGH covers not only Eastbourne but Seaford, Polegate and Hailsham areas too.
- 2.2 Appendix A sets out further details on the group, meeting times and also regarding what the role of the representative could entail. Members are encouraged to have a read through this if they are interested in putting themselves forward for this opportunity.

3. Seaford Community Partnership

3.1 At the Town Council's Annual Meeting, Full Council resolved to ask SCP if it could have two outside body representatives for them; in general rather than for specific projects. SCP has agreed, confirming that the current representative (Cllr R Honeyman) would continue as a Director and the second one not be a Director.

3.2 In accordance with the decisions at the Annual Meeting, Cllr Edson has therefore taken on this role of second outside body representative for SCP. Full Council is therefore just being asked to note this appointment.

4. Other Outside Body Arrangements

4.1 Officers are currently progressing other arrangements where outside bodies are concerned and expect to present a report to Full Council at its meeting in October regarding representative/s for:

- (a)** Seaford Community Partnership – Seaford Sustainable Spaces Project Steering Group
- (b)** Seaford Environmental Alliance / Friends of Sutton Drove

5. Financial Appraisal

5.1 At the time of writing there are no direct financial implications as a result of this report.

6. Contact Officer

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

Town Clerk	
------------	---

Report 66/21 Appendix A

Save the DGH Campaign Group

Contact received from the Chair of the Save the DGH Campaign Group:

‘At our last Campaign meeting, it was discussed about having a representative from Polegate, Hailsham and Seaford Councils on our Campaign group. The reason being that Eastbourne DGH (EDGH) does not just serve Eastbourne residents and often as a Campaign Group it has been perceived that the Campaign is just for Eastbourne residents, despite us insisting it is for the catchment area of EDGH.

It has been announced by Boris Johnson that Eastbourne is to have a new hospital with hundreds of millions committed to this project. We want to ensure core services are returned to our Eastbourne hospital and would like our focus to be for all the patients including those outside of the Eastbourne boundary, which is why we would like to have a representative from Seaford on our Campaign Group. The Save the DGH Campaign Group normally meets on the first Saturday of the month at 8.30am at Eastbourne Town Hall.

It was a few years ago that I attended several Seaford events and at that time full support was given to the Save the DGH Campaign. We feel that with the massive plans for the hospital, it will be essential for all the core services (including Maternity and paediatrics) to be returned to our local hospital. So this is our opportunity to make it clear with any new build hospital at Eastbourne, all core services should be provided and this is non-negotiable. This will be for all those who use the hospital including Seaford.

I hope there is someone who will be able to represent the Seaford voice and join our group. Please let me have their contact details or they can contact me direct.’

Further information to help any councillors that may be interested in representing the Town Council on this group:

- We have a meeting normally on the first Saturday of the month at 8.30am at Eastbourne Town Hall. Our next meeting is due to be on 4th September as we met last Saturday ie. a week early as availability of Campaign members was better.

- There may be events discussed which would be good to have support for but this is up to the individual representative and equally there may be events which Seaford would like our campaign group to support. So for example we have agreed to have a float at the Eastbourne Carnival on 18th September.
- Now it may be that the Seaford rep would suggest we do something similar for Seaford. It is mainly about getting our message across and not just to Eastbourne residents. As there is an expected new build hospital at Eastbourne, we want to highlight the difficulties of those not just living in the Eastbourne boundary when we are fighting to get all the core services in place at the new build hospital in Eastbourne
- The Seaford rep (if it is decided to have one) would be on the circulation list of all the main issues concerning the campaign. Even if the Seaford rep just wanted to know what was going on and be on the circulation list, at least they would know what is going on, but I would recommend attending the once a month Campaign meeting (which normally is finished by 10am) as this gives a full update on all that is currently happening.
- Further information at:

<https://www.savethedgh.org.uk>

<https://www.facebook.com/savethedgh>

<https://twitter.com/SaveTheDGH>

We have got to update all of these and are looking for someone who could help with social media.



Seaford Town Council

Report No:	69/21
Agenda Item No:	20
Committee:	Full Council
Date:	25th August 2021
Title:	Member's Allowance Policy Review
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present the Member's Allowance Policy for review

Recommendations
Full Council is recommended:
1. To consider the Member's Allowance Policy and whether to adopt as presented or if the policy requires amending.

1. Information

- 1.1** At its meeting on 21st July 2021, the Town Council's Finance & General Purposes Committee considered report 52/21 regarding the review of the Town Council's Members Allowance Policy.
- 1.2** Report 52/21 has been included at Appendix A, for complete clarity and to ensure all members are easily able to access the relevant information.
- 1.3** The Committee discussed the report and whilst the decision was:

'It RESOLVED to RECOMMEND to Full Council to adopt the Members Allowance Policy as presented with report 52/21'

The Committee was clear in that it wanted Full Council to be able to properly discuss and decide on this policy, due to having an impact on all members.

- 1.4** As a result, report 52/21 is now being presented to Full Council (at Appendix A) for consideration.

2. Financial Appraisal

- 2.1** At the time of writing there are no direct financial implications as a result of this report.
- 2.2** If Full Council were to instruct officers to look at options for a member's allowance with a view to reporting back at a later meeting date, in line with the guidance, any allowance would take effect from the start of a municipal year and could therefore be included in the relevant budget setting process.

3. Contact Officer

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

Town Clerk	
------------	---

Report 69/21 Appendix A

Report 52/21 to the Finance & General Purposes Committee, 21st July 2021 Members Allowance Policy Review

Recommendation: To recommend to Full Council to adopt the Members Allowance Policy as presented with report 52/21.

1. Information

- 1.1** In line with the schedule of policy reviews, officers have reviewed the Town Council's Members Allowance Policy. This is presented at Appendix A.
- 1.2** There are no recommended changes to the policy. The rates for travel expense claims remain in line with those of HM Revenue & Customs, so do not require changing.
- 1.3** There has been no indication of a wish to review the Town Council's position of not offering its members an allowance for undertaking councillor duties, or a budget set aside within this financial year, and therefore this is not recommended to change.
- 1.4** Lewes District Council issues annual guidance, from its independent remuneration panel, about parish and town council allowances. The 2020 guidance is attached at Appendix B for information. This guidance sets out the maximum allowance that can be offered (based on a set of pre-agreed calculations) and consultation responses from local councils within the Lewes District about allowances offered.
- 1.5** If Committee members do wish to change the Town Council's position regarding members allowances, it is suggested that officers would need to be instructed to research this further and present this information to a future Full Council meeting for consideration. It would also be advisable that any change in policy and payment of allowance could not take effect until the start of a future municipal year, to ensure this could be budgeted for accordingly.

- 1.6** Members may notice that formatting changes have been made to the policy, to make this document more accessible and reader-friendly – this is the extent of the changes.

2. Financial Appraisal

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

3. Contact Officer

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

Appendix



Seaford Town Council

Member's Allowance Policy

Basic Allowance

The introduction of The Local Authorities (Members' Allowances) (England) Regulations 2003 gave town and parish councils the ability to pay an allowance to local councillors in order to recognise the time and effort they put into their council duties. There is however no obligation to pay such allowances.

It is the policy of Seaford Town Council not to pay its elected members a basic annual allowance under the powers of the above regulations.

Members Travel Expenses

The Local Authorities (Members' Allowance) (England) Regulations 2003 state that a council can provide a travel allowance to be paid for:

- 1.A meeting of the authority;
- 2.A meeting of some other body to which the authority make appointments or nominations;
- 3.A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations;
- 4.A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which the representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups);
- 5.A meeting of a local authority association of which the authority is a member;
- 6.Duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened

7. Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
8. Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
9. Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

In accordance with HM Revenue & Customs rates, it is the policy of Seaford Town Council that its members are entitled to claim back travel and mileage expenses at the following rates:

Cars: 45p/pm for the first 10,000 business miles in the tax year, 25p/pm thereafter

Motorbikes: 24p/pm for the first 10,000 business miles in the tax year, 24p/pm thereafter

Bicycles: 20p/pm for the first 10,000 business miles in the tax year, 20p/pm thereafter

A mileage claim form must be completed and submitted to the Town Clerk, along with supporting documentation, for authorisation before payment is made. Travel expenses may not be claimed for travel within the town boundaries. Travel expenses may be claimed for use of public transport and/or accommodation where the most reasonable price has been sourced and upon receipts being produced.

Adopted: XXX 2021

Review: August 2025 or as rates change, whichever sooner



REPORT OF THE INDEPENDENT REMUNERATION PANEL

FOR LEWES PARISH AND TOWN COUNCILS

FEBRUARY 2020

(updated November 2020)

South East Employers
The Guildhall
The High Street
Winchester
Hampshire
SO23 9GH

Contents

1. Introduction..... 1

2. Terms of Reference..... 1

3. Approach.....2

4. Arriving at the Recommendations.....2

5. Recommendations..... 3

6. Travel and Subsistence. 3

Appendix

Report from the Parish and Town Councils

Independent Remuneration Panel

February 2020

Introduction

The Parish Remuneration Panel was convened by Lewes District Council as the 'Responsible Authority' so required by the 2003 Regulations:

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Parish Allowances/ or Members of Parish Council is:

“91. Parish councils may choose to pay their members an allowance, known as ‘parish basic allowance’, to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance.”

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

Terms of Reference

The Panel was asked to consider and make recommendations to Parish and Town Councils regarding:

- Basic Allowance
- Chairs Allowance
- Travel and Subsistence Allowance
- Indexing

The Parish and Town Independent Remuneration Panel

The Parish Independent Remuneration Panel comprised of the same membership as the Independent Remuneration Panel which met on the **28th, 29th and 30th January 2020** to review the allowances for Lewes District Council and Eastbourne Borough Council. The members of the panel are set out below:

The Panel comprised the following members:

- Mark Palmer, Development Director, South East Employers (Chair)
- Daphne Bagshawe, .MA JP, Consultant on Local Government
- Ian Buckingham, Management Consultant and Local Resident.

The Panel meeting was held in private session.

The report recommendations apply to the twenty-two Parish and Town Councils within the boundaries of Lewes District Council. The last review was undertaken in December 2003.

Approach

All Parish and Town Councils were invited to provide views through a questionnaire that was sent to all twenty-two Councils and responses were received from fourteen of the Councils. A summary of the responses is included as Appendix 1. The Councils also had an opportunity to take part in an interview/workshop session on the **29th January 2020**, the following Parish and Town Council representatives were interviewed as part of the review:

- Councillor Robinson, Telscombe Town Council
- Councillor Baah, Lewes Town Council
- Councillor Lamb, Lewes Town Council
- Councillor Catlin, Lewes Town Council
- Councillor Jordan, Chair, Chailey Parish Council

The Panel paid close attention to the Government Guidance in arriving at the recommendations.

Arriving at the Recommendations

The Panel was of the view that whilst parish councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

The recommendations are based on the information provided from the responses to the questionnaire, the interviews and consideration was given to:

- Frequency of meetings
- The number of Committees

- Levels of responsibility and
- Hours worked

Recommendations

Basic Allowance

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the Basic Allowance paid by Lewes District Council.

The Panel therefore recommends that those Towns and Parish Councils who feel that a basic allowance would be appropriate should be able to pay an amount up to 15% of the Basic Allowance of Lewes District Council.

The basic allowance for the Council for 2020/21 (and 2021/22) is £3,260 subject to any indexation; 15% of this is £489 per annum, subject to any indexation. This should in accordance with the statutory regulations only be paid to Councillors who are elected not those co-opted.

Chair's Allowance.

Should any Parish or Town wish to set an allowance for Chair, in addition to the civic and ceremonial allowance then the Panel is again given authority to award any amount up to 100 per cent of the basic allowance paid by Lewes District Council.

The Panel did both hear and receive responses in respect of the increasing levels of responsibility and hours worked by Chairs of the Councils.

The Panel therefore recommends that those Town and Parish Councils who feel that a chair's allowance is appropriate should be able to pay an amount up to 30% of the Basic Allowance for Lewes District Council

The recommended Chair's Allowance is therefore any amount up to £978, 30% of the proposed Basic Allowance for Lewes District Council.

Travel and Subsistence.

The Panel recommends that the Parish and Town Councils should pay Travel and Subsistence Allowances in line with those agreed as part of the Members Allowances Schedule for the District Council.

Indexation of Allowances

The indexation of the allowances paid to Members of the Parish and Town Councils should be in accordance with the indexation applied to Members Allowances at the District Council. The recommended approach to indexation is in line with the District Councils annual staff salary increase when applicable.

Forgoing Allowances.

A Councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the Parish/Town Council.

Publicity

With regard to the allowances, the Panel recommends that the Town and Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For- example they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more local newspapers.”

The Panel recommends that the Town/Parish Clerk should also publicise the allowances scheme to all Parish and Town Councillors.

Implementation

The Panel recommends the new allowances should be implemented from April 2020. If a decision on allowances has not been made by Lewes District Council before the start of the new municipal year then allowances payable to Parish Councillors can be backdated to April 2020.

Mark Palmer- Chair, Independent Remuneration Panel

Daphne Bagshawe- Independent Remuneration Panel

Ian Buckingham- Independent Remuneration Panel

February 2020

	Town / Parish	Response received from Clerk	Responses received from Town / Parish Cllrs	Q1	Q2	Q3	Q4	Q5
1	Barcombe	Yes - Julie Shelley, Clerk		None	No	No	No	Monthly
2	Chailey	Yes - Bettina Newell, Clerk		The Chairman of Chailey Parish Council is paid a quarterly allowance of £200 (gross).	Chailey Parish Councillors are paid for expenses incurred only, ie. travel mileage if the Councillor/s attends meetings on the Parish Council's behalf. Possibly hotel costs if attending a course paid by the Council. Councillors do not receive expenses for attending monthly committee meetings.	The Chairman already receives an allowance, as above (1)	The Parish Councillors are entitled to receive travelling expenses, as above (2)	Full Council and Planning & Environs meetings are held monthly. Planning & Environs are sometimes held bi-monthly if urgent planning matters arise.
3	Ditchling	No response						
4	East Chiltington	No response						
5	Falmer	Yes - Melanie Cutress, Clerk		Falmer Parish Council pays no allowances or travel expenses and has no intention to do so at present.	No	No	No	Every two months.
6	Firle	Yes - Cllr Andrew Barr, Chairman		Firle Parish Councillors have in the past not claimed allowances, in the belief that we carry out our role with a sense of duty to our Parish. We do claim expenses if we have to travel far, but as a rule we do not. We believe that once we have paid our clerk we do not have much left and do not want to increase our precept greatly. We have been diligent and built up a reserve for budgeted work and as a contingency but feel that claiming for ourselves is out of order.	No	No	Yes - if travelling far (as above)	no response given.
7	Glynde and Beddingham	Yes - Cllr J Denis, Chair		No	Yes	Yes	Yes	Every 2 months.
8	Hamsey	No response						
9	Kingston	Yes - Jeanne Peterson, Clerk		No	No	No	The parish council already pays travelling expenses for attendance at meetings, training or other council business.	Bi-monthly

	Town / Parish	Response received from Clerk	Responses received from Town / Parish Cllrs	Q1	Q2	Q3	Q4	Q5
10	Lewes Town	Yes - Steve Bridgen, Clerk	Cllrs Catlin, Lamb, Makepeace	YES - £700pa	YES – we have paid such allowances since 2004	NO – the limited amount would be inadequate	YES – we have paid such allowances since 2004	Council meets x 10 per year. Planning Committee x17. Audit Panel x4. Ad hoc Working Parties and other committees — approx. 30 per year in aggregate
11	Newhaven Town	No response						
12	Newick	No response						
13	Peacehaven Town	Yes - Tony Allen, Clerk	Cllr Simmons	Yes - £1500 as Mayor's allowance.	Yes	Yes	Yes	9 Councils a year - see timetable for all meetings.
14	Piddinghoe	Yes - Julian Peterson, Clerk		No	No	No	Yes to travelling allowance	5 times a year.
15	Plumpton	Yes - Anita Emery, Clerk		No	Yes - but it depends on whether it affects the PC's precept.	As Q2 above	Yes - as Q2 above	Monthly
16	Ringmer	No response						
17	Rodmell	Yes - Alison Stevens, Clerk		No	No	No	not answered	not answered
18	Seaford Town	Yes - James Corrigan, Clerk	Cllrs Reed, Wallraven	Yes , £1500 per annum	The Council has not considered this since the May 2019 elections, equally there has been no request to do so up to now.	As Q2 above	The Council currently pays for mileage and public transport when on official business outside of town, such as training.	Council x 6, Personnel x 2, Community Services x4, Finance and General purposes x 4, Golf and The View x4, Planning x 13, AGM x 1, Annual Parish Meeting x 1, plus ad hoc Meetings as and when needed.
19	South Heighton	No response						
20	Telscombe Town	Yes - Stella Newman, Clerk	Cllrs Gallagher, O'Connor, Robinson	YES - £1,500 pa	Yes	Yes	Yes	Full Council and 2 of its Cttees meet monthly, 1 Cttee meets every 3 weeks. We have 3 Sub-Cttees, 2 of which meet twice a year and the third approx. 3-4 times a year.
21	Westmeston	No response						
22	Wivelsfield	Yes - Liz Gander, Clerk		We have a budget heading of Chairman's fund (£300) to provide for things like thank you gifts for volunteers, but this money is not paid across to the Chairman, but rather used as required.	Possibly	No	Yes	Monthly



Seaford Town Council

Report No:	70/21
Agenda Item No:	21
Committee:	Full Council
Date:	25th August 2021
Title:	NALC Survey – 2021 Local Elections
By:	Adam Chugg, Town Clerk
Purpose of Report:	To inform Full Council of NALC's current survey regarding the 2021 Local Elections in addition to seeking a formal response from the Town Council.

Recommendations
Full Council is recommended:
1.To inform the Town Council's response to NALC's 2021 Local Election Survey

1. Information

- 1.1 As announced by the National Association of Local Councils (NALC); NALC has launched two surveys aimed at local (parish and town) councils and councillors on the 2021 local elections.
- 1.2 The surveys will gather valuable insights and data on election support, social media, promotion, planning and resources, and help better understand the number of contested and uncontested seats.
- 1.3 The surveys will contribute to shaping future campaigns to support and encourage more candidates of all backgrounds and experiences to stand for the election and ensure that the election process is fit for purpose.
- 1.4 Cllr Sue Baxter, NALC chair, said: "NALC is dedicated to continuing to carrying out research. The research has helped NALC capture in-depth analysis of local elections. We will continue this approach as we look to compare the responses from the 2021 elections to previous ones."

- 1.5 Links to the survey can be found on the News page of the [NALC website](#) (the article being dated 12th July).
- 1.6 Councillors are encouraged to complete the councillor survey themselves, should they wish to.
- 1.7 Full Council is then asked to consider the relevant points required for a formal response from the Town Council to the local council survey.

2. Local Council Survey


- 2.1 Of the 17 questions in the local council survey, 13 are factual answers, so can be completed by officers. There are however four questions that members will need to guide on, to agree an appropriate response; questions 11, 12, 16 and 17. These are set out in Appendix A.
- 2.2 Members are asked to consider the responses to these four questions and discuss these at this Full Council meeting.
- 2.3 The aim is for officers to have final comments from members by Friday 10th September to be able to compile and submit a response on behalf of the Town Council before the closing date of 30th September.

3. Financial Appraisal

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

4. Contact Officer

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

Town Clerk	
------------	---

NALC's 2021 Local Election Survey – Draft Response

Below are the questions which will require the input of members to reach an agreed response as a Town Council.

Question 11

Has the development of a neighbourhood plan encouraged more people to stand for election? [in the 2021 elections]

Answer – This is a multiple-choice answer. Members are requested to confirm which applies.

- a. Yes
- b. No
- c. Other (please specify)
- d. None of the above

Question 12

What has the effect of the coronavirus pandemic been on this election cycle?

Answer – This is a text box answer. Members are requested to provide officers with points/comments to aid the drafting of a response.

Question 16

What more can be done to encourage candidates to stand at the next election?

Answer – This is a text box answer. Members are requested to provide officers with points/comments to aid the drafting of a response.

Question 17

Please tell us here if there are any specific changes to electoral or nominations processes you would like to see.

Answer – This is a multiple-choice answer. Members are requested to confirm which apply and whether there are any additional changes to highlight.

- a. Cost of elections
- b. Simplified forms
- c. Expense forms process
- d. Nomination forms
- e. Nomination process
- f. Clearer understanding of the election process
- g. Guidance and support from Principal Authorities
- h. Other (please specify)
- i. None of the above



Seaford Town Council

Report No:	71/21
Agenda Item No:	22
Committee:	Full Council
Date:	25th August 2021
Title:	National Resilience Strategy Call for Evidence
By:	Adam Chugg, Town Clerk
Purpose of Report:	To inform Full Council of the Cabinet Office's call for evidence into the development of its National Resilience Strategy and NALC's request for examples of resilience to submit as part of its response.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1.To consider the report and any relevant questions of the call for evidence to which the Town Council may wish to submit a response.2.To delegate power to the Town Clerk to collate a response to this call for evidence to be submitted to NALC, based on any members comments and a draft having been circulated to members for comment ahead of submission.

1. Information

- 1.1** In July 2021, the Cabinet Office released details of its call for evidence into developing the National Resilience Strategy. The National Association of Local Councils (NALC) has announced that it will be responding to this call for evidence and would like to gather examples of resilience strategies from local councils to submit as part of its response.
- 1.2** Further details of the National Resilience Strategy and the call for evidence can be found on the [Gov.uk website](#).

- 1.3** NALC has issued a useful consultation briefing note, as included at Appendix A.
- 1.4** The list of consultation questions is lengthy, spanning pages three to six of the appendix. It is therefore recommended that members give thought to any questions that they believe the Town Council is in a position to provide an answer to and/or evidence towards.
- 1.5** Due to the complexity of the questions, it is not realistic to expect a response to be agreed at the Full Council meeting. It is therefore recommended that members discuss any points believed to be relevant, with a view to sending further comments to officers by Sunday 29th August. Officers will then collate a response based on these and circulate this to members for any comments ahead of submitting the response to NALC by the deadline of 10th September.
- 1.6** The final response will be circulated to members and uploaded to the Town Council's website.
- 1.7** If councillors are minded to, they may submit a response direct to the Cabinet Office using the link at 1.2 above – just a reminder that this should be done in a personal capacity and not on behalf of the Town Council.

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	
------------	---

29 JULY 2021

PC5-21 | NATIONAL RESILIENCE STRATEGY

Summary

The Cabinet Office (CO) has recently launched a call for evidence into its development of a National Resilience Strategy. The COVID-19 pandemic has stretched the capacity of governments around the world and their resources. This has demonstrated the importance of a resilient society with well-developed plans and capabilities and response structures able to react appropriately to the unexpected.

A National Resilience Strategy is required to help frame such future responses and this needs to include strengthening Local Resilience Forums and examining in some depth how local communities can play their part. This call for evidence seeks public views regarding how best to frame a National Resilience Strategy supporting UK National Resilience and the objectives required for it. The main consultation document can be downloaded [here](#). The consultation closes at the Cabinet Office on 27 September 2021.

Context

The government's stated aim for the National Resilience Strategy is to make the UK the most resilient nation. In delivering this vision, the government will be guided by a series of core principles:

- We should understand the risks we face, including the impacts they could have, and our exposure to them.
- We should invest in preparation to better prevent, mitigate and recover from risks.
- We should energise and empower everyone who can make a contribution.

The government's vision for 2030 is to have a strengthened ability to assess and understand the risks we face. The national suite of systems, infrastructure and capabilities (including international systems) for managing those risks should become more proactive, adaptable and responsive; and there should be fewer regional inequalities in resilience terms.

As a result, the government wants our local communities, businesses, and the UK as a whole, to be more cohesive, resistant to shocks and stresses, and ultimately more adaptable to future threats and challenges.

Questions in this Call for Evidence focus on six broad thematic areas:

- Risk and Resilience: Strengthening our ability to manage an evolving risk landscape depends on improving our ability to both predict and adapt to identified and unexpected challenges.
- Responsibilities and Accountability: It is fundamentally important that all those involved in building resilience have a clear understanding of when, where and how to apply tools, processes and relationships effectively.
- Partnerships: Resilience is not solely a government or public sector responsibility. Other parts of society play an essential role in building our collective resilience.
- Community: A whole-of-society approach will be central to strengthening the UK's resilience, with a revived effort to inform and empower all parts of society who can make a contribution.
- Investment: The challenge of where to place investment in the risk cycle is one that affects the public and private sectors alike. As government, individuals and businesses, we face choices around what, and how much, to invest.
- Resilience in an Interconnected World: UK resilience is closely entwined with the wider global context. Challenges and opportunities are frequently experienced on a global scale.

NALC's current policy positions

NALC will be responding to this call for evidence given many local (parish and town) councils are already working with partners and supporting the community. We would also like to gather examples of resilience strategies from local councils or county associations to submit as part of our response.

Consultation Questions

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

Questions on Vision and Principles:

- 1. Do you agree with the proposed vision of the Resilience Strategy? Is there anything you would add, amend, or remove?**
- 2. Do you agree with the principles laid out for the strategy? Is there anything you would add, amend, or remove?**

Risk and Resilience:

- 1. Is there more that the government can do to assess risk at the national and local levels? If so, what?**
- 2. Is there more that the government can do to communicate about risk and risk appetite with organisations and individuals? If so, what?**
- 3. How could the government make risk assessment and data more accessible by frontline personnel in an emergency?**
- 4. How does your organisation assess risks around unlikely or extreme events, when there is limited or no data?**
- 5. How could the current local risk assessment process, managed through Local Resilience Forums, be strengthened to help local partners?**

Responsibilities and Accountability:

- 1. Do you think that the current division of resilience responsibilities between Central Government, the Devolved Administrations, local government and local responders is correct? If not, why?**
- 2. How can the UK Central Government, DAs, local and regional forms of government and local responders better collaborate on resilience?**

3. What role, if any, should the UK Central government have in assuring that local areas are effectively carrying out their resilience responsibilities, whilst also respecting local responsibilities?

Partnerships:

Critical National Infrastructure (CNI) owners and operators:

1. Do you think that the resilience of CNI can be further improved? If so, how?

2. Do you think the introduction of appropriate statutory resilience standards would improve the security and resilience of CNI operators? Why? a. How would such standards define the necessary levels of service provision? b. Are there any risks associated with implementing such standards?

3. What do you think is the most effective way to test and assure the resilience of CNI? a. To what extent do you think regulators should play a role in testing the resilience of CNI systems and operators?

4. During an emergency, what do you think should be the role of the operators of CNI in ensuring continued provision of essential services (e.g. water, electricity, public transport)? a. How can the government support CNI owners or operators during an emergency?

Wider critical sectors

5. What role, if any, does your business or sector play in national resilience?

6. What are the risks that your business is most concerned about?

7. What information, tools or guidance could the government provide to help your business better assess or prepare for these types of risk?

8. What is your business' approach to building resilience in any key supply chains that your business is part of?

9. How useful have vehicles such as Local Enterprise Partnerships, Growth Hubs and other local business support services been strengthening your organisations' resilience? Why?

Academic and research organisations

10. What can the government do to make collaboration between academic and research organisations more effective?

11. Are there areas where the role of research in building national resilience can be expanded?

Community and local resilience:

1. Do you agree that everyone has a part to play in improving the UK's resilience? If not, why not?

2. Do you understand the types of emergencies that might impact you and other members of your community? a. What would help you better understand the risks that could affect your community? b. Do you know where to access information about emergencies that could affect you?

3. Have you considered the actions you might take to prepare for or during an emergency? a. What has motivated you to plan or make preparations? b. What has stopped you from planning or making preparations? c. What would help you to be able to make a plan or prepare?

4. Have recent emergencies (e.g. COVID-19 pandemic, flooding, terrorist attacks) made you think differently about risks or changed the way you prepare for emergencies?

5. Are there any barriers in accessing local volunteering schemes or finding community groups that discuss local emergency planning? If so, what are the barriers?

Investment:

- 1. How does your organisation invest in your approach to the risks outlined in this document? Is your investment focussed on particular stages of the risk lifecycle (for example, on prevention)?**
- 2. Has the COVID-19 pandemic impacted the way your organisation is investing, or will invest, in preparing for these risks? If so, how?**
- 3. Are there models of successful resilience investment? If so, to what extent could they be adopted in the UK?**
- 4. Are there examples of where investment (whether by the government, by businesses or by individuals) has driven improvements in resilience?**

Resilience in an Interconnected World:

- 1. Where do you see the UK's resilience strengths?**
- 2. Are there any approaches taken by other countries to resilience that you think the UK could learn from?**
- 3. Which of the UK's international relationships and programmes do you think are most important to the UK's resilience?**
- 4. What international risks have the greatest impact on UK resilience?**
- 5. How can the UK encourage international partners to build resilience to global risks?**

Your evidence

Please email your responses to this consultation to chris.borg@nalc.gov.uk by 17.00 on Friday 10 September, 2021 along with any examples of local resilience

strategies. County associations are asked to forward this briefing onto all member councils in their area.

© NALC 2021