



## Seaford Town Council

### Seaford Town Council Full Council Agenda – 30<sup>th</sup> March 2022

#### 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, 30<sup>th</sup> March 2022** at **7.00pm**, which you are summoned to attend.



Adam Chugg, Town Clerk

18<sup>th</sup> March 2022

#### PLEASE NOTE:

- **Public attendance at this meeting will be limited to 28 people.**
- **The meeting will also be recorded and uploaded to the Town Council's YouTube channel shortly after the meeting.**
- **See the end of the agenda for further details of public access and participation.**
- **Ahead of the meeting, the Mayor has requested that his Chaplain provide a short reflection for the meeting. Anyone not wishing to take part in this reflection is invited to wait until 6.55pm before attending the meeting.**
- **A minute's silence will be held at the start of the meeting for the people of Ukraine.**

### AGENDA

#### 1. Apologies for Absence

To consider apologies for absence.

#### 2. Disclosure of Interests

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

#### 3. Public Participation

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

## 4. Minutes

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

4.1	Full Council	26 <sup>th</sup> January 2022	<a href="#">26.01.22 Full Council Minutes DRAFT</a>
4.2	Community Services	17 <sup>th</sup> February 2022	<a href="#">17.02.22 Community Services Minutes DRAFT</a>
4.4	Golf & The View	8 <sup>th</sup> March 2022	Will be published on the <a href="#">Town Council's website</a> by the time of this Full Council meeting.
4.6	Planning & Highways	10 <sup>th</sup> February 2022	<a href="#">10.02.22 Planning &amp; Highways Minutes DRAFT</a>
		24 <sup>th</sup> February 2022	Will be published on the <a href="#">Town Council's website</a> by the time of this Full Council meeting.
		17 <sup>th</sup> March 2022	Will be published on the <a href="#">Town Council's website</a> by the time of this Full Council meeting.

## 5. [Mayor's Update Report](#)

To consider report 200/21 presenting the Mayor's update report and details of engagements (pages 6 to 13).

## 6. Young Mayor's Update Report

An opportunity to receive an update from the Young Mayor's office.

## 7. Town Council Working Group Reports

A standard agenda item to accommodate reports from active Town Council Working Groups. *N.B. There are no working group reports for this meeting.*

## 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 – March 2022](#)

To consider report 199/21 updating Full Council on key Town Council work and work priorities for the Town Clerk (pages 14 to 18).

**11. South Downs National Park Authority Presentation and New Interpretation Plaques Report**

To receive a presentation from South Downs National Park Authority representatives, introducing the new interpretation plaques project. Then to consider report 198/21 seeking approval of a request from the South Downs National Park Authority to install three new interpretation plaques hosting digital content (pages 19 to 23).

**12. Seaford Town Football Club – Football Pitch Maintenance**

To consider report 195/21 seeking approval, subject to a one year trial period, of the request from Seaford Town Football Club to take on the maintenance responsibilities of the main football pitch at The Crouch (pages 24 to 26).

**13. Fields in Trust Update Report**

To consider report 197/21 providing an update on the Fields in Trust programme and seeking approval to apply for Fields in Trust status for The Crouch, The Salts Recreation Ground and Martello Fields (pages 27 to 30).

**14. Golf Machinery Quotations and Financial Regulations Update**

To consider report 194/21 seeking approval to waive Financial Regulations in respect of the purchase of a Toro GP 1260 Green Roller and to amend Financial Regulations (pages 31 to 39).

**15. 2022 – 2023 Meeting Timetable and Arrangements**

To consider report 196/21 presenting the draft 2022 – 2023 meeting timetable and details of meeting arrangements (pages 40 to 53).

**16. Annual Review of Corporate Risk Register 2022**

To consider report 187/21 presenting the Town Council's Corporate Risk Register and subsequent action plans for review and approval (pages 54 to 65).

**17. Annual Review of Internal Controls**

To consider report 185/21 presenting the Town Council's Internal Controls for review and approval (pages 66 to 73).

**18. 2022 – 2023 Annual Investment Strategy**

To consider report 186/21 seeking approval of the 2022 – 2023 Annual Investment Strategy (pages 74 to 78).

**19. Sickness Absence Policy Review**

To consider report 155/21 presenting a revised Sickness Absence Policy as considered by the Town Council's Personnel Committee (pages 79 to 86).

## 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](mailto:admin@seafordtowncouncil.gov.uk)

Telephone: 01323 894 870

### **Circulation:**

All Town Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.

### **Public Access:**

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

1. Attending the meeting in person.

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

[admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk) or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

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

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

OR

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

### **Public Access to the Venue:**

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

### **Public Participation:**

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

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

1. Your statement should be regarding business on the agenda for that meeting.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.

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

## **Public Comments**

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all committee members. Comments can be submitted by email to [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk) or by post to the Town Council offices.

## **Health & Safety Measures:**

While Covid restrictions are no longer mandated the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by continuing to observe the following:

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 NHS website).
2. 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 the Gov.uk website or by calling 119 (open 7am to 11pm, calls are free).
3. If you test positive, please do not attend the meeting; you are advised to self-isolate immediately for a minimum of five days.
4. You are encouraged to wear a mask at the meeting if you are comfortable doing so.



## Seaford Town Council

<b>Report No:</b>	200/21
<b>Agenda Item No:</b>	5
<b>Committee:</b>	Full Council
<b>Date:</b>	30 <sup>th</sup> March 2022
<b>Title:</b>	Mayor's Report March 2022
<b>By:</b>	Gemma Saunderson-Barker, Mayor's Secretary
<b>Purpose of Report:</b>	To present the Mayor's update report and details of engagements

<b>Recommendations</b>
<b>Full Council is recommended:</b>
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 engagements 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

- 3.1 The Contact Officer for this report is Gemma Saunderson-Barker, Mayor's Secretary.

Mayor's Secretary	<i>G.Saunderson-Barker</i>
Town Clerk	

## **Report 200/21 Appendix A**

### Mayor's Report to March 2022 Town Council

This is my last report as Mayor to the Council. Since my previous Report there have been an increasing number of face-to-face meetings and opportunities to meet residents, leaders of organisations and with business owners but some meetings have been by ZOOM including the scheduled monthly meetings between the Mayor and the Town Clerk.

The spreadsheet which is an Appendix to this Report lists the Mayor's Engagements which were booked using the Mayoral Engagement Form.

The Mayor's Facebook has been kept updated for events involving the Mayor and events and activities significant for our town.

Because this is my last Mayor's Report I want to use it to update on this half year's Mayor's Charity Project i.e. Seaford's defibrillators.

#### **1 The scope**

- 1.1 Identifying and mapping the publicly accessible defibrillators in Seaford
- 1.2 Finding out which defibrillators are in working order and which need to be repaired or replaced
- 1.3 Finding funding to repair or replace the unserviceable defibrillators and to regularly maintain all of 24/7 accessible defibrillators in good order.

Note –

1.1 & 1.2 achieved working with a Seaford Rotary charity defibrillator mapping project started two years ago.

1.3 achieved supporting a defibrillator maintenance project conceived by volunteer Greg Anderson now with The Rotary Club of Seaford Martello Trust Fund ready to collect, hold and disburse funds for the ongoing maintenance of 24/7 publicly available defibrillators.

#### **2 The wider project**

- 2.1 Provide an opportunity and motivation for the owners of defibrillators that are inside their premises, and so of limited public availability e.g. WAVES Leisure, Morrisons, Tesco, Seaford Head Upper and Lower Schools to be relocated to the outside of their premises and to provide 24/7 availability. Hopefully STC relocating the defibrillator at The View to outside the premises will serve as motivation and be an example of good practice.
- 2.2 To encourage others to place defibrillators in parts of the town that currently have none readily available i.e. in Bishopstone Village, Broad Street, Princess Drive, Lexden Road



- 2.3 Have the Seaford Tourist Map/Guide updated to identify and locate all of the publicly accessible 24/7 available defibrillators within our STC boundary.
- 2.4 A Freedom of Information (FOI) Act Request made by a member of the Seaford Defibrillator Working Group to SECAMB produced a list of the defibrillators known to SECAMB in Seaford. The results of a Freedom of Information Act Request the British Heart Foundation 'Circuit' for the location and ownership details they hold about publicly available defibrillators located in Seaford is expected shortly. SECAMB and the British Heart Foundation Circuit will be requested by the Seaford Defibrillator Working Group to link this mapping with their defibrillator location databases for use by the emergency services.

### **3 The challenges**

- 3.1 A range of generous donors donating a variety of makes and models of defibrillator over several years – needing a range of replacement batteries and replacement parts
- 3.2 Replacement batteries and spare parts and 'consumables' not being available 'off the shelf'
- 3.3 No fund available to pay for maintenance. For example, a charity or other organisation agrees to accept the donation of a defibrillator and to become the owner or 'custodian' and to have a defibrillator installed in or (preferably) outside their premises. If the defibrillator and cabinet does not come with the promise of funds to maintain it (batteries, casualty consumables etc) in the years that follow, and the unit may go out of use within a few years as happened recently for example at The Sailing Club and The Salts
- 3.4 Residents in Seaford are not aware of the locations of the town's publicly available defibrillators. Location mapping and town site signposting is needed a printed map, a Google map, with What3Words and postcode identifiers for all of the 24/7 defibrillators.
- 3.5 A second stage is to Identify and mapping all of the other defibs available in an emergency in Seaford – those available only when the premises are open e.g. WAVES Leisure, Morrisons, Tesco, Seaford Head Upper and Lower Schools and those in some of the Nursing and Care Homes in Seaford
- 3.6 SECAMB, British Heart Foundation (Circuit) presently have no way to know which of the Seaford 24/7 publicly available defibrillators are unserviceable at any one time for example because of battery faults, vandalism or 'defibrillator casualty pads' used in an emergency and not replaced by the owner or custodian
- 3.7 A Charity was needed to raise, hold and disburse funds donated for the repair or replacement of unserviceable defibrillators and funds to pay to regularly maintain all of 24/7 accessible defibrillators in good order
- 3.8 Training in First Aid and emergency resuscitation is needed, including defibrillator use training in order to have the confidence to use one in an emergency.

### **4 Actions needed**

- 4.1 Listing of recommended/qualified local first aid training providers.



- 4.2 A further listing is needed of the publicly accessible defibrillators in Seaford available only during the premises opening hours e.g. Seaford Head School, WAVES Leisure, TESCO, Morrisons, Nursing and Care Homes
- 4.3 **Repairing or replacing the unserviceable defibrillators in Seaford, as at 11/3/2022:-**  
The Sailing Club (funds have been raised by Seaford Lifeguards but spares are proving difficult to source)  
The Salts (funds have been raised by Seaford Lifeguards but spares are proving difficult to source)  
St Leonard's lych gate (St Leonard's Church are being assisted with fundraising by the organiser of the Seaford Town Market on 23 April)  
37 Church Street (STC has agreed to make an application to the Police Property Act Fund for a replacement defibrillator to be mounted externally)
- 4.4 **Filling gaps, the Areas of Seaford with no defibrillator close by, as at 11/3/2022:-**  
Bishopstone Village (*Identifying a site for a defibrillator in Bishopstone Village is problematic – the nearest defibrillator is in Bishopstone Station*)  
Broad Street (with an offer to donate a defibrillator and external cabinet by a local Service organisation),  
Princess Drive, (Watertight International have a defibrillator available as a 'social value donation' from the Brooklyn Road Flood Resilience Project)  
Lexden Road (Seaford Rotary have expressed an interest in donating defibrillator and external cabinet)

## 5. Tasks completed

- 5.1 The Rotary Club of Seaford Martello Trust Fund has agreed to hold donated funds for defibrillator maintenance and encourage donations for a project led by volunteer Greg Anderson.
- 5.2 We will work with Lewes District Council to include all of the 24/7 defib locations next time there is a reprint of Seaford tourist maps and leaflets. The current edition identifies only 6 defibrillators and one of those is only accessible during school hours
- 5.3 Seaford Rotary are in negotiations with local illustrators/graphic designers, specialist in mapping, in order to produce, print and distribute a 24/7 defibrillator map for Seaford
- 5.4 An on-line 24/7 defibrillator location map of Seaford is being devised to be Google based.
- 5.5 The FOI request to SECAMB elicited their intention to list the defibrillators known to them with the British Heart Foundation Circuit database in March 2022. The Seaford Defibrillator Working Group will provide accurate details of Seaford defibrillator locations and their condition to Circuit
- 5.6 Seaford Rotary have published information about their defibrillator mapping project in their Seaford Rotary 'Newsmonger' and an Article for the April edition of Seaford Scene

5.7 There will be a Mayor's Charity Project STC Press Release to summarise the Project.

## **6. In conclusion**

The generosity of the Seaford community over several years has provided many defibrillators for community use, including the defibrillators donated to the town by Young Mayor's Jessica Batchelor and James Jenkins.

The defibrillator maintenance fund should overcome the challenge of having funds readily available when new batteries or replacement parts or repairs are needed AND remove the current disincentive to accept the donation of a defibrillator i.e. having to accept responsibility for its ongoing costs as well.

Gaps in defibrillator provision in the town have been identified and donors are coming forward to place defibrillators to fill those gaps. Information about the locations of the 24/7 publicly available defibrillators will be made available by maps and online.

A final note - always dial 999 and let the Emergency Service Operator direct you to your nearest available defibrillator IF they recommend that you use one!

Cllr Rodney Reed  
Mayor of Seaford 2021/22



## Report 200/21 Appendix B

### Mayoral Engagements February 2022 – March 2022

Date	Day	Organisation	Event	Venue
01/02/2022	Tuesday	Seahaven FM	Radio Interview	Seahaven FM, Saxon Lane
05/02/2022	Saturday	LDC Chair Cllr Christine Brett	All Day Food Bank	Waitrose Lewes
12/02/2022	Saturday	Miranda Bowles-Lowles	Seaford Town Market	Church Street
14/02/2022	Monday	Morrisons	Technology Drive Collection	Morrisons, Dane Road
04/03/2022	Friday	World Day of Prayer Committee	World Day of Prayer Service	St Andrews Church, Bishopstone Village
06/03/2022	Sunday	Seaford Town	Vigil for Ukraine	St Leonards Church, Seaford
11/03/2022	Friday	Seaford Rotary	75 Years of Service	Crossway Church, Clinton Place



## Seaford Town Council

<b>Report No:</b>	<b>199/21</b>
<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>30<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Town Clerk's Update Report – March 2022</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To update Full Council on key Town Council work and work priorities for the Town Council.</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To note the contents of the report.

### 1. Introduction

- 1.1 When I started at the Town Council in December 2020, it quickly became apparent that there were a number of urgent priorities to address.
- 1.2 These included:
  - (a) Managing the ongoing response of the Town Council to the Covid crisis.
  - (b) Increasing the level of the Town Council's General Reserve.
  - (c) Taking forward the building of the Martello Toilets.
  - (d) Enacting the results of the review of the Town Council's assets.
  - (e) Work to maximise the financial returns the Town Council can achieve at The View.
- 1.3 Significant progress has been made but work on The View has had to wait until the Covid situation changed sufficiently for this to be possible.
- 1.4 Now that Covid restrictions are being relaxed, I have briefed the Golf & The View Committee and it has set up a new working group of myself and five councillors to identify how best the Town Council takes things forward.

- 1.5 The first meeting of this group is on the 31<sup>st</sup> of March and the group will present recommendations to the Golf & The View Committee soon, while business as usual is maintained at The View.
- 1.6 The rest of this report provides a progress report on the operational priorities agreed for this municipal year.

## **2. Ukraine**

- 2.1 We are all aware of the terrible events taking place in that country.
- 2.2 We are doing all we can. The Town Council moved quickly in putting out an appropriate message of support for the people of Ukraine, obtaining and flying a Ukrainian flag, and acting as a source of information including signposting to official schemes/charities offering support including the Homes for Ukraine scheme and the DEC Ukraine Humanitarian appeal.
- 2.3 We have also kept councillors informed about local work and responses that the Town Council may be involved in or be able to appropriately support.

## **3. Key Priorities**

- 3.1 *Work with councillors, staff and stakeholders to update and refresh the Strategic Objectives of the Town Council:*
  - (a) The old plan has been signed off by Councillors and an update has been placed upon the Town Council's website.
  - (b) A summary of the key priorities for the financial year 2022 - 2023 will be posted on the website in April.
  - (c) We are working on the arrangements for the engagement work that will help to inform the new plan that is being developed.
- 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 on the necessary policies and actions, so that the working group meetings can come to an end.
  - (b) Work is taking place to prepare for the new Climate Change Sub-Committee in May.
  - (c) Important climate emergency work continues on the Golf Course, and in developing more arrangements with green groups, Trees for Seaford and others.

- (d) A paper on Fields in Trust is on this agenda.
  - (e) We have also implemented the web page which will be regularly updated: <https://www.seafordtowncouncil.gov.uk/climate-change/>.
- 3.3** *Work with Councillors and staff to confirm and implement work that can maximise revenue from ‘Staycation’ opportunities in 2021*
- (a) In January, a report was presented to Full Council on the Town Council’s successful events programme in 2021. We achieved a good balance of new and old events, with a breadth of interest, while not overwhelming our town with too many visitors too often.
  - (b) One of the highlights was the successful Seahaven Pride event, which plans to return in 2022.
- 3.4** *Improve the financial stability and sustainability of the Town Council over time:*
- (a) As councillors will be aware, thanks to our hard work, the level of the General Reserve has continued to increase, and the Town Council is in a significantly stronger position than it was in 2020.
  - (b) The budget for 2022 - 2023 includes a further increase to the General Reserve, in line with the advice from the Town Council’s Internal Auditor.
- 3.5** *Lead and oversee the Town Council response to any further Covid changes and be ready for what the future may hold:*
- (a) We have successfully adapted to the relaxation of the government guidance.
  - (b) We continue to be ready should this situation change.
  - (c) A number of staff and councillors have had Covid in recent times, but we have all been able to work together to maintain business continuity throughout this period.
- 3.6** *Work with stakeholders to explore and develop options relating to the S106 monies from Newlands:*
- (a) Following on from the plans agreed in October, a further report will be brought to the May Full Council meeting.
- 3.7** *Undertake the CiLCA qualification:*
- (a) I am registered and have begun to submit work. I expect to complete this before the end of the year.



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

(a) The tender for the rebuild has been issued and a link to the page on the website can be found here:

<https://www.seafordtowncouncil.gov.uk/community/tenders-sought-for-rebuild-of-the-newly-designed-martello-toilet-facility/>

(b) The level of interest is very high and so we are confident that a strong candidate can be selected.

(c) A lot of other important work is taking place so we can be ready to begin the build. We will know a more exact timetable once we have reviewed all the tender submissions.

**3.9** *Ensure Seaford Town Council input into the new Lewes District Council Local Plan*

(a) There is no new update for this meeting, but we will come back to councillors at the appropriate time.

(b) In the meantime, we are meeting with Lewes District Council to discuss planning process on the 30<sup>th</sup> of March.

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

(a) Work is underway to make initial plans for any necessary long-term changes to the golf course, in the light of recent cliff falls and ongoing erosion. Our Planning Officer is undertaking a review of the steps we need to take for permission to carry out the works.

(b) Following on from the archaeological investigation of the Iron Age Fort on top of Seaford Head, a report of the work and supporting films and podcasts will be available soon. These will give councillors a great opportunity to consider any future actions relating to this site, as well as enabling our town to learn a lot more about one of its assets.

(c) The project has also enabled Seaford to receive new local and national media attention, including the BBC and the Sunday Telegraph.

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

(a) A paper will be brought to the Planning & Highways Committee 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) These matters will also be discussed at the upcoming Strengthening Local Relationships meeting with the County Council.

**3.12** *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 and we are continuing to work towards the best solution.

**3.13** *Review and update the arrangements relating to the Golf Professional:*

- (a) We have successfully clarified the status of the Golf Professional and enabled the return of teaching in 2022 - 2023.

**3.14** *Prepare for the celebrations of the Queen’s Platinum Jubilee in June:*

- (a) Work is underway to plan for the celebrations of the Queen’s Platinum Jubilee in June.
- (b) This includes plans for a Beacon ceremony, working with Trees for Seaford on appropriate planting, and working with community and other groups in the town looking at picnics, street parties and services of celebration. In addition, our website will be an important source of information for local people on what is taking place.

**4. Conclusion**


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

**5. Financial Appraisal**

- 5.1 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	
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## Seaford Town Council

<b>Report No:</b>	<b>198/21</b>
<b>Agenda Item No:</b>	<b>11</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>30<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>South Downs National Park Authority New Interpretation Plaques</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To seek Full Council's approval of a request from the South Downs National Park Authority to install three new interpretation plaques hosting digital content.</b>

### Recommendations

Full Council is recommended:

1. To agree to the request to install three new interpretation plaques, giving delegated authority to officers to confirm final locations.

### 1. Information

- 1.1** The Town Council has been approached by South Downs National Park Authority (SDNPA) for permission to install three new interpretation plaques, hosting digital content featuring spoken work performance by writers participating in the 'We See You Now' project.
- 1.2** Full details of the request and the work it relates to may be found at Appendix A.
- 1.3** These new plaques are part of a broader cultural initiative being led by SDNPA covering the Sussex Heritage Coast from Beachy Head to Seaford.
- 1.4** The work has the in principle support of the National Trust and the District Council.

1.5 In the light of these factors, and based upon the information submitted, officers see no reason to turn down this request.

**2. Financial Appraisal**

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

**3. Contact Officer**

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

Town Clerk	
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## Report 198-21 Appendix A

### Overview

The South Downs National Park Authority (SDNPA) is seeking permission to install up to three interpretation plaques, hosting digital content featuring spoken word performances by writers participating in the [We See You Now](#) Project.

### Background: The project

*We See You Now* is a literature focused arts programme, creating a new body of writing reflecting the diverse stories and experiences to be found within the Sussex Heritage Coast landscape. Drawing on a range of themes, such as change, belonging and identity, the project explores contemporary issues for our rural landscapes today, such as climate change, biodiversity loss and inclusion. The project draws together a range of creative writing talent from across Sussex and the wider South East, and supports writers to develop their creative practice through immersive writing and walking experiences, a podcast series called *The Colour of Chalk*, as well as blogs, spoken word performances and news features.

A flavour of the creative outputs from the project can be found in Alinah's initial work that inspired the project [We See You Now \(Prologue\)](#), which explores a speculative landscape future for the Sussex Heritage Coast through meditative prose; likewise, Alinah's recent work [The Hidden Valley](#), for BBC Radio 3's 'Into the Wild' season on *The Essay*.

### The proposal

We would like to install a series of digital interpretation plaques across the Sussex Heritage Coast, forming a trail supported by a booklet guide. There will be an estimated 10-12 plaques in total.

The three interpretation plaques we are seeking to install within the area of land owned by Seaford Town Council will therefore be part of a larger trail stretching from Beachy Head, through Seven Sisters and into Seaford.

The trail will feature spoken word performances by a series of writers, reflecting new work to emerge from the project. Each writer has been inspired by the rich stories of the South Downs landscape – many of which are under-told and lesser known. Histories such as the Caribbean soldiers who were stationed at Seaford during the First World War, or the vessels loaded with the goods of empire that crashed and sank in unforgiving seas off the Sussex coast. These histories are ripe for telling global stories, exploring landscape through fresh perspectives. There are also more personal reflections around the role of landscape in wellbeing and resilience.

Each plaque will feature an NFC and QR code, which enables hand held personal devices (such as mobile phones) to access audio content.

We have undertaken discussions with the National Trust and Eastbourne Council, both of whom are supportive of this initiative in principle.

## **Report 198-21 Appendix A**

### **The plaques**

The plaques will be similar to those designed by the SDNPA as part of a partnership with the National Trust and Worthing Museum at Cissbury Ring, featuring the National Park Shared Identity, partner logos, a title and an 'invitation to participate' in the form of a quote or question. An example of the 'introduction' plaque developed for Cissbury Ring can be found at the bottom of this paper (Figure 1).

Attached to existing landscape furniture (such as gate posts, fence posts, benches and existing interpretation boards) the aim is avoid the complexities and impact of installing posts in areas covered by a variety of statutory protections (i.e. Scheduled Monuments, Sites of Special Scientific Interest etc.).

The plaques are designed and produced by Fitzpatrick Woolmer in white PVC acrylic with full colour print and anti-graffiti laminate.

### **The trail**

The digital plaques will form a trail stretching from Beachy Head to Seaford. A booklet will accompany it, providing walking routes and plaque locations, some information on the project and biographies of the writers.

The booklet will be distributed via Visitor Centres and Tourist Information Centres, such as Beachy Head Story and Seven Sisters Visitor Centre.

### **The Locations**

We will confirm proposed location for approval by the Town Council by June 2022.

### **The Technology**

Near Field Communication (or 'NFC') is the same technology used to enable contactless payment via a bank card or mobile phone. NFC tags are a fully secure technology. Once programmed, it is a standalone tag that can only do what it has been programmed to do; in this case it will only offer a link to the audio content without any other data being swapped between it and a mobile phone.

A Quick Response (or 'QR') code is a machine readable 2D barcode, and works in the same way as a barcode in a supermarket. They have become familiar to the public through the NHS Contact Tracing App during pandemic, and have proved more popular than NFC in similar interpretation applications, although both are auto enabled and readily accessible technologies on mobile phones.

### **Design, production and cost**

The SDNPA will design the plaques, providing opportunities for the supporting partners to provide feedback. The SDNPA will also liaise with Fitzpatrick Woolmer on production. Plaques will be produced for installation, with three additional rounds of replacements also provided for each plaque in the event of vandalism or damage.

The SDNPA will fund the design and production costs for the plaques.

### Lifespan

If the three replacement rounds are used within 5 years, SDNPA will cover costs for further replacements. Once the installation reaches 5 years old, SDNPA will review content and messaging, ensuring ongoing relevance and replace / update or remove as appropriate. This is our standard policy in relation to 'permanent' interpretation.

The landowner would be expected to report any issues in terms of damage, or in the event of any failure to the NFC and QR tags.



**Figure 1:** Introduction plaque at Cissbury Ring. The plaques at Cissbury measured between 80mm x 185mm or 80mm x 280mm in order to fit on existing infrastructure, such as gate and fence posts.





## Seaford Town Council

<b>Report No:</b>	<b>195/21</b>
<b>Agenda Item No:</b>	<b>12</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>30<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Seaford Town Football Club - Football Pitch Maintenance</b>
<b>By:</b>	<b>Tony Jackson, Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To approve, subject to a one year trial period, the request from Seaford Town Football Club to take on the maintenance responsibilities of the main football pitch at The Crouch.</b>

### Recommendations

#### Full Council is recommended:

1. To note the report.
2. To approve that Seaford Town Football Club (STFC) take on maintenance responsibilities of the main football pitch at The Crouch for a trial period of one year.
3. To approve, subject to approval of point 2, that money currently paid to Lewes District Council to maintain the pitch as part of the Grounds Maintenance Contract be transferred to STFC.
4. To delegate authority to the Projects & Facilities Manager in consultation with the Chair of Community Services, to extend the agreement after the trial period.

### 1. Information

- 1.1** The maintenance of the main football pitch at The Crouch is currently carried out by ID Verde on behalf of Lewes District Council (LDC).
- 1.2** The Town Council pays for this through the Grounds Maintenance Contract it has in place with LDC.

- 1.3 STFC is a successful, progressive and all-inclusive club.
- 1.4 STFC feels it is not possible to achieve the standard of football pitch they would like to have, through the current municipal maintenance contract.
- 1.5 Because of this, STFC would like to take on full maintenance responsibility of the pitch.
- 1.6 STFC will continue to let the pitch be used as public land when not in use.
- 1.7 Please see Appendix 1 which is an email sent by the Chair of STFC and gives further information on why the club would like to take on the football pitch maintenance, how this will be achieved and what it would mean for residents and the Town Council.

**2. Timeframe**



- 2.1 STFC have proposed taking on maintenance from 1<sup>st</sup> June 2022.
- 2.2 Officers recommend reviewing this after one year, before possibly granting a more permanent agreement should both parties wish to continue with this this arrangement.

**3. Financial Appraisal**

- 3.1 The Town Council at present pay approximately £4,750 to LDC to maintain The Crouch football pitch.
- 3.2 Should Full Council approve the recommendation to transfer maintenance responsibilities for the pitch, it is recommended that the yearly money that would have been paid to LDC be given to STFC instead.

**4. Contact Officer**

- 4.1 The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager	
Town Clerk	

## Report 195-21 Appendix 1

Good Morning Tony,

In summary, Seaford Town FC would like to take over the responsibility of maintaining the football pitch at The Crouch.

I have been the Chairman for coming up to three years now and the standard of the pitch maintenance has been a continuous hot topic the whole time. We understand the Town Council's Grounds Maintenance Contractors have a big contract to fill with the council and it is not easy for them to give us the standard of maintenance we would like. But the club is now in a position in which we can take on this responsibility and take on a private local contractor who can give the pitch the additional attention we feel it desperately needs.

The pitch is the clubs only real asset and it needs special attention. It is hard enough for us to manage with all the vandalism we receive and the lack of respect many dog walkers have for the playing field but with that on top of it not being maintained as well as we would like it to be, we are always on the back foot. The club has big ambitions but the pitch is holding us back. Many players won't join the club due to the standard of the pitch and for us to fulfil our aspirations it starts with a quality playing surface.

We understand the pitch is public land and we don't have the right to tell people not to go on it but our hope is that if it is maintained better it will be visibly seen as something that deserves respect. Very much like Seaford Head Golf Course Greens. People know they have the right to walk across the golf course, but they respect the greens as they are maintained to a high standard. We would look to put signs up around the pitch that quotes something along the lines of "This pitch is paid for and maintained by Seaford Town Football Club. Please respect the playing surface and avoid walking across it."

We do not want this change to come to any expense to the town council. From our conversation it was mentioned it maybe possible that the council could divert the funds currently being paid to the contractors to us and we have the required funds to pay for the additional work required. The hope is it is one less thing for the council to worry about and the standard of maintenance will be dramatically improved. So a win win for both parties.

It was discussed that we would look to start this arrangement from June 1st so our new team can begin the pre-season works. I'm available for the next council meeting on March 30th and will be in attendance should anyone have any questions.

Thank you again for your support.

Kindest,  
Tom



**Tom Webster**  
**Chairman**  
**Seaford Town Football Club**



## Seaford Town Council

<b>Report No:</b>	<b>197/21</b>
<b>Agenda Item No:</b>	<b>13</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>30<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Fields In Trust Update Report</b>
<b>By:</b>	<b>Geoff Johnson, Assistant Town Clerk (Strategic Projects)</b>
<b>Purpose of Report:</b>	<b>To provide an update on the Fields in Trust programme and seek approval to apply for Fields in Trust status for The Crouch, The Salts Recreation Ground and Martello Fields.</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
<ol style="list-style-type: none"><li>1. To note the contents of the update report.</li><li>2. To approve that an application be made for Fields In Trust status for the three local sites, The Crouch, The Salts Recreation Ground and Martello Fields, and that the Deeds of Dedication for each site be brought to Full Council for approval in due course.</li></ol>

### 1. Background

- 1.1** The idea of designating Town Council-owned recreational and green spaces as Fields in Trust (FIT) was first reported to the Community Services Committee at the meeting on 4<sup>th</sup> February 2021.
- 1.2** The FIT programme to protect green spaces allows a 'Deed of Dedication' to be drawn up between the landowners and the Trust which creates a legal agreement that the land will be retained for use as 'a green space, usually a public park, playing field or recreation ground', 'in perpetuity'.

- 1.3 The change of status does not remove the ownership of the land from the Town Council but does ensure it remains as an open green space.
- 1.4 Three potential Town Council sites which could be protected through FIT's programme were identified: The Salts Recreation Ground, The Crouch, and Martello Fields.
- 1.5 At the Committee meeting it was RESOLVED:-

To instruct officers to research protected green space status for The Salts Recreation Ground, The Crouch and the Martello Fields through the Fields in Trust programme.

That this work is carried out as part of the work for the Assets Working Group feasibility studies being conducted on those sites.

- 1.6 All three sites were the subject of feasibility studies through the Town Council's Assets Working Group. The Group's decision, later endorsed by Full Council, was that the sites should be retained for recreational use only

## **2. Implications of Fields in Trust Status**

- 2.1 It is suggested that protecting green space(s) could provide the Town Council with the following opportunities:
  - (a) Raise the profile of local green spaces as important to health and well-being ;
  - (b) Secure the local green space(s) for continued and increased participation in a diverse range of physical and community activities;
  - (c) Improve community cohesion, mental and physical health through participation in physical activity;
  - (d) Demonstrate publicly its commitment to the long-term provision and protection of local community green space;
  - (e) A community engagement event to unveil the Green Spaces for Good commemorative plaque (provided free).
- 2.2 If it is resolved to seek FIT status the next stage would be to agree terms of a Deed of Dedication which would set out, through a series of covenants, what the Town Council could or could not do with the land without consulting FIT.

- 2.3 The aim of the Deed is to provide sufficient protection while taking account of local circumstances.
- 2.4 The Deed would have a certain level of flexibility built into it. In general, changes to the space which are ancillary to its use - i.e. supporting the primary activities taking place - are usually fine and do not require consent.
- 2.5 Anything which is not ancillary to a space's use, such as buildings, commercial leases and changes of use, can be permissible but generally require consent. A landowner can seek this consent by making an application through the Field Change Request procedure, with any such applications being considered by FIT's Land and Planning Committee of Trustees.

### **3. Liaison with Lewes District Council**

- 3.1 When the Community Services Committee first considered this in February 2021 it also RESOLVED:-

That Lewes District Council be contacted to request they research the same Fields in Trust protection for the Downs site and Walmer Road.

- 3.2 Since then discussions have taken place and Lewes District Council has concluded that it does not intend to proceed with its own application for The Downs and Walmer Road, as it considers that it may interfere with possible further developments at these sites.

### **4. Conclusion**

- 4.1 If the Town Council's resolves to proceed with applications for The Crouch, The Salts Recreation Ground and Martello Fields, the next stage would be to contact the Organisation and discuss a Deed of Dedication for each site. The Deed would need to be approved by Full Council prior to any formal dedication taking place.
- 4.2 Once it's agreed the Deed would be lodged with the Land Registry.
- 4.3 Overall it is considered that a suitably drafted Deed would enhance the status of the three sites and help to promote health and well-being for the Town's residents. In view of the acknowledged under-provision of recreational sites in the town, protection of the existing sites would be a logical and sensible step to take

## 5. Recommendation

5.1 That an application be made for Fields In Trust status for the three local sites, The Crouch, Salts Recreation Ground and Martello Fields.



5.2 For the Deeds of Dedication for each site be brought to Full Council for approval in due course.

## 6. Financial Appraisal

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

## 7. Contact Officer

7.1 The Contact Officer for this report is Geoff Johnson, Assistant Town Clerk (Strategic Projects).

Assistant Town Clerk (Strategic Projects)	
Town Clerk	





## Seaford Town Council

<b>Report No:</b>	<b>194-21</b>
<b>Agenda Item No:</b>	<b>14</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>30<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Golf Machinery Quotations</b>
<b>By:</b>	<b>Simon Lambert, Head Greenkeeper and Karen Singleton, RFO</b>
<b>Purpose of Report:</b>	<b>To seek approval to waive Financial Regulations in respect of the purchase of a Toro GP 1260 Green Roller and amend Financial Regulations</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
<ol style="list-style-type: none"><li>1. To waive section 11.1 of the Financial Regulations enabling the purchase the necessary machinery.</li><li>2. To amend section 11 of the Financial Regulations as laid out in section 2 of this report.</li></ol>

### 1. Information

- 1.1 The Head Greenkeeper is in the process of procuring golf machinery as part of the five year replacement program, as previously agreed by Full Council.
- 1.2 As per section 11 of the Town Council's Financial Regulations, it states that a minimum of three quotes should be obtained for purchases of the value between £2,001 and £24,999.
- 1.3 One piece of machinery to be purchased is a Toro GP 1260 Green Roller, for which the Head Greenkeeper has requested four quotations from four different companies:
  - Reesink Turfcare
  - Hopkins Machinery

- Oakleys
- Olivers Landpower

**1.4** Oakleys and Olivers Landpower did not quote.

**1.5** Hopkins Machinery said they could not quote and advised using the local company.

**1.6** Reesink Turfcare are the only company to have responded and they are the local company who Hopkins Machinery had advised we used.

**1.7** Reesink Turfcare are the only local dealer in Toro Equipment and this is why it has proved difficult to find companies to quote. Companies further afield are not coming forward with quotes.

**1.8** With the quotation price only being held for a certain period, it is recommended that Financial Regulations are waived in order to make the purchase. It has been advised that due to the ever-increasing cost of living and retail price rises, this machinery is likely to go up by approximately 7% in April.

## **2. Financial Regulations update**

**2.1** Financial Regulations state that for all purchase over £2,000, a minimum of three quotes must be obtained. The above situation shows that quite often it is not possible and to wait to take the decision to the next Full Council meeting can sometimes mean that a good price is lost.

**2.2** It is recommended that the Financial Regulations are amended in section 11 to include:

**11.1e** Where three quotes are unobtainable and after assessment by the RFO or Town Clerk it is found to be for legitimate reasons, the decision to accept a quote from those presented, can be approved by the RFO in conjunction with the Town Clerk. The final acceptance will still be as per the table in 11.1l.

**2.3** The revised section of the Financial Regulations, including table 11.1l, is attached as Appendix 1.

## **3. Financial Appraisal**

**3.1** The current quotation given by Reesink Turfcare for the Toro Green Roller is £14,013.12. This is within the budget for the year. This could increase by 7% plus if the purchase was made later in the year.

#### 4. Contact Officer

4.1 The Contact Officers for this report are Simon Lambert, Head Greenkeeper, and Karen Singleton, RFO.

Head Greenkeeper	
RFO	
Town Clerk	

## 11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (viii) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Town Council;
  - v. for additional audit work of the external auditor up to an estimated value of £1,000 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chair of the Finance & General Purposes Committee, and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - vii. contracts of employment;
  - viii. any contract, for the sale or purchase of any right in or over land or premises;
  
- b. Where the Town Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Town Council shall comply with the relevant requirements of the Regulations<sup>1</sup>
  
- c. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>

- d. When applications are made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to Full Council.
- d.e. Where three quotes are unobtainable and after assessment by the RFO or Town Clerk it is found to be for legitimate reasons, the decision to accept a quote from those presented, can be approved by the RFO in conjunction with the Town Clerk. The final acceptance will still be as per the table in 11.1l.
- e-f. Invitations to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk. Each firm tendering shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. Except as in 11.1 (i), see table 11.1 (k)
- f.g. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Town Council.
- g-h. All invitations to tender issued under this regulation shall be subject to the Town Council's Standing Orders.
- h-i. The Town Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i-j. Electronic tenders can be accepted where specified by the Town Council for all contracts.
- j-k. Should it occur that the Town Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Town Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k-l. Where the estimated costs of works, goods, services or materials are as set out below, after the required budget provision has been agreed, the arrangements for the invitation of tenders or quotes as appropriate and the subsequent acceptance thereof shall be as shown in the table below.

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<sup>2</sup> Thresholds currently applicable are:

a) For public supply and public service contracts £213,477  
b) For public works contracts £5,336,937

Estimated Value of purchase	Method of Procurement	Accepted by
£2,000 and under	Best Practice and value for money in line with FR 10.3 – power to spend.	Budget holder
£2,001 to £24,999	Minimum 3 quotes - No quote should be accepted without approval from the Town Clerk or RFO.  Quotes can be received electronically.	Town Clerk/ RFO
£25,000 to £49,999	Minimum 3 quotations from at least three firms.  All contracts over £25,000 to be scrutinised by the Central Management Team prior to advertising of contract.  Advertise all contracts over £25,000 on the Town Council's website and the Contracts Finder website within 24 hours of advertising elsewhere. Unless the Town Council chooses to use an existing list of approved suppliers (framework agreement).  A contract for over £25,000 is subject to Regulations 109-114 of the Public Contracts Regulations 2015.  Quotes can be received electronically.	Town Clerk/ RFO plus 1 Member of the Town Council (Chair of relevant Committee if possible)
£50,000 to above	Minimum 3 quotations from at least three firms.  All contracts over £25,000 to be scrutinised by the Central Management Team prior to advertising of contract.  Tender process for contracts for the supply of goods, materials, services or	<b>£50,000- £199,000</b>  Town Clerk/RFO plus 2 Members of the Town Council (Chair plus 1 other member of the relevant committee)

Estimated Value of purchase	Method of Procurement	Accepted by
	<p>the execution of works shall include, as a minimum, the following steps:</p> <ul style="list-style-type: none"> <li>• a specification for the goods, materials, services or the execution of works shall be drawn up;</li> <li>• an invitation to tender shall be drawn up to confirm               <ul style="list-style-type: none"> <li>(i) the Town Council's specification</li> <li>(ii) the time, date and address for the submission of tenders</li> <li>(iii) the date of the Town Council's written response to the tender and</li> <li>(iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;</li> </ul> </li> <li>• All Contracts over £25,000 shall be advertised on the Town Council's website and the Contract Finder website within 24 hours of advertising elsewhere. Unless the Town Council chooses to use an existing list of approved suppliers (framework agreement).</li> <li>• The invitation to tender shall be advertised via the Town Councils website, social media, and a press release as well as any other manner that is appropriate.</li> <li>• Any invitation to tender issued under this regulation shall refer to the terms of the Bribery Act 2010.</li> <li>• Quotes can be received electronically.</li> <li>• A minimum of three tenders shall be</li> </ul>	<p>or the Mayor if possible)</p> <p><b>ALL TENDERS OVER £200,000 TO BE ACCEPTED BY FULL COUNCIL</b></p>

Estimated Value of purchase	Method of Procurement	Accepted by
	<p>invited to tender.</p> <ul style="list-style-type: none"> <li>• Tenders shall be opened by the Town Clerk/Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed.</li> <li>• The Town Council is not bound to accept the lowest tender.</li> <li>• The outcome of the tender process will be recorded in the Town Council's tender file held by the Finance Manager and will be reported to the next appropriate meeting.</li> </ul>	
<p>In excess of £213,477 for services or £5,336,937 public works contract</p>	<p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £213,477 for a public service or supply contract or in excess of £5,336,937 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.</p> <p>A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £426,955 for a supply, services or design contract;</p>	<p><b>ALL TENDERS OVER £200,000 TO BE ACCEPTED BY FULL COUNCIL</b></p>



<b>Estimated Value of purchase</b>	<b>Method of Procurement</b>	<b>Accepted by</b>
	or in excess of £5,336,937 for a works contract. The value of these contracts is calculated over the whole lifetime of the contract inclusive of VAT	



## Seaford Town Council

<b>Report No:</b>	<b>196/21</b>
<b>Agenda Item No:</b>	<b>15</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>30<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>2022 – 2023 Meeting Draft Timetable and Arrangements</b>
<b>By:</b>	<b>Georgia Raeburn, HR &amp; Governance Manager</b>
<b>Purpose of Report:</b>	<b>To present the draft 2022 – 2023 meeting timetable and details of meeting arrangements</b>

### Recommendations

#### Full Council is recommended:

1. To approve the draft 2022 – 2023 meeting timetable and that this will be presented for final approval at the Full Council meeting on 12<sup>th</sup> May 2022 (the meeting immediately after the Annual Meeting).
2. To note the update regarding the meeting arrangements and approve the following:
  - a. Full Council meetings will be held at The View, with the Seaford Head School hall as a back-up venue (subject to availability);
  - b. Committee meetings continue to be held in the Council Chambers, with The View as a back-up venue (subject to availability);
  - c. Meetings will be video recorded using Town Council equipment and uploaded to the Town Council's YouTube channel – no change;
  - d. Meetings will not be livestreamed or have provision for hybrid meetings – no change;
  - e. Public participants are welcomed to attend the meeting in person and make representations in the usual manner – no change.
3. To consider whether it wishes to pass the following motion showing continued support of legislation being introduced to allow councils to option

to hold virtual or hybrid meetings:

“This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.”

## **1. Draft 2022 – 2023 Meeting Timetable**

- 1.1** Attached at Appendix A is the draft meeting timetable for the 2022 – 2023 Municipal Year.
- 1.2** This year, officers have overhauled the meeting timetable, starting from a blank canvas, identifying meeting needs that are set in stone, other priorities to be met and then working with this to have the timetable create a cycle of meetings – a rhythm which will see committee meetings feeding into Full Council meetings and a steadier frequency.
- 1.3** The meeting needs that are non-negotiable were identified as:
  - (a)** Three-weekly Planning & Highways meetings
  - (b)** Budget meetings in late-November/December for committees
  - (c)** Full Council meetings in January (budget setting), May (annual meeting) and June (approving the Annual Return). In an election year (2023), the annual meeting must also be within 14 days of the election.
- 1.4** The other priorities identified were:
  - (a)** More frequent Full Council meetings to enable committee meetings to feed into these and also to reduce the length of agendas and the meetings themselves.
  - (b)** Quarterly Finance & General Purposes meetings to meet best practice with having the Town Council’s financial position and transactions reviewed by committee.
  - (c)** Being mindful of a previous wish expressed by councillors to avoid meetings in the month of August as best possible.
  - (d)** Avoiding doubling up with more than one meeting in each week.

**1.5** The timetable we have arrived at would therefore benefit from the following commentary:

- (a)** A set frequency for each meeting type has been achieved, as shown on the appendix. The only exception being an additional meeting in June for the legally required approving of the Annual Return by Full Council before 30<sup>th</sup> June.
- (b)** Having this frequency will mean that councillors and staff will know which month each year the meetings will fall and can plan accordingly. It will also help with the process of setting the timetable in future years.
- (c)** August has two meetings scheduled; a Planning & Highways Committee meeting and a Golf & The View meeting, at the end of the month.
- (d)** As it stands, the timetable has clear busier months and quieter months - June, September and March being busy but offset by July, August, October and April as much quieter months. To spread the meetings out across the year more evenly would mean losing the quarterly rhythm.
- (e)** Community Services Committee has a pre-arranged meeting scheduled for 5<sup>th</sup> May 2022. This meeting has been left unchanged despite the quarterly frequency setting meetings in June instead of May. Reports for the May meeting have already been planned and waiting until June to meet would likely result in a delay to the work and project flow.
- (f)** Finance & General Purposes Committee meetings are recommended to move to a Tuesday evening. The reason for this was primarily to ease the demand of trying to schedule so many meetings throughout the year on the same day of the week. By moving another committee to Tuesdays (as Golf & The View usually is), this enables greater flexibility with meeting dates. In addition to this, Tuesdays are a normal working day for the Town Council's Responsible Financial Officer and as such, avoids this part-time role from having to commit to attending meetings on a evening where

they would not have worked the day and similarly, would not usually work the day after (Friday) for any follow up actions.

- (g)** January 2022 Planning & Highways Committee meetings. The second meeting has been brought forward to the Wednesday to allow the budget setting Full Council meeting to take place on Thursday 26<sup>th</sup> January. Planning & Highways will instead take place on Wednesday 25<sup>th</sup> January, thus ensuring the Committee's comments on planning applications can be submitted to the District Council in time to be considered.
- (h)** The removal of pre-scheduled dates for the Personnel Committee. This is recommended having looked back at the Personnel Committee meetings over recent years, which have more often than not felt quite forced or have had to be rescheduled because they weren't at a suitable time for business to be presented to the Committee. If the removal of the dates is agreed, Officers would work with the Chair of the Personnel Committee to ensure a minimum of two meetings per year, to ensure the Committee are receiving updates but that these get scheduled during the year for dates when they are actually useful to operational needs.
- (i)** It is also worth highlighting that the annual meeting date for the 2023 – 2023 Municipal Year could be subject to change. This meeting must be held within 14 days of the election. It is believed that the election date will be Thursday 4<sup>th</sup> May 2023 but this will be confirmed.

**1.6** Councillors will notice that the Climate Change Sub-Committee, as agreed in October 2021, does not feature within the meeting timetable. To explain, sub-committees are not usually included in the meeting timetable and instead are empowered to arrange their own meeting dates. This method allows greater flexibility for the timing of meetings and also helps to ensure that dates are set around the availability of sub-committee members as best possible.

**1.7** This Sub-Committee will have its membership appointed at the Annual Meeting on 12<sup>th</sup> May 2022, after which the Town Clerk will work with the Sub-Committee Chair and members to agree future meeting dates.

## **2. Approval of the Meeting Timetable**

- 2.1** This year it is recommended that the draft meeting timetable be approved at this March Full Council meeting and then final approval be given at the Full Council meeting on 12<sup>th</sup> May 2022 (the meeting immediately after the Annual Meeting).
- 2.2** This enables any necessary changes to be made between now and the start of the 2022 – 2023 Municipal Year in May 2022 and also ensures councillors are happy with the meeting dates at the point at which they are making their committee and Chair/Vice-Chair commitments.
- 2.3** This is the method adopted by Lewes District Council and appears to be an effective way of doing so.
- 2.4** Looking ahead to 2023 – 2024, this also ensures that the newly elected Town Council in May 2023 is able to agree its own meeting timetable.

## **3. Meeting Arrangements**

- 3.1** Full Council last considered its meeting arrangements in August 2021 and has been meeting in the same manner since. It was however also agreed that the Town Council would review its meeting arrangements again in January 2022 – this was deferred to this March meeting due to the number of agenda items being tabled in January.
- 3.2** Physical meetings have been held predominantly in the Council Chambers but using Seaford Baptist Church for Full Council meetings and at Seaford Head School where any meeting venue has had to be changed at shorter notice.
- 3.3** It was discussed at the time whether or not The View would be a suitable venue. There were however some reservations about this option, relating to interrupting trade at The View, and the decision was made not to utilise this venue for meeting.
- 3.4** Aside from the venue to be used, other decisions made in August were:
  - (a)** Not to continue with livestreaming of meetings;
  - (b)** To accept a lower-quality video and audio recording of meetings;
  - (c)** Not to continue offering a hybrid meeting environment i.e. enabling a Zoom meeting to allow people to remotely access the meeting, and;
  - (d)** That public participants are welcomed to attend the meeting in person and make representations in the usual manner.

- 3.5** Town Council Officers have received no negative feedback on the decisions that were taken in August 2021 and have experienced no significant issues with the meeting arrangements.
- 3.6** The risk assessment for the Council Chambers identified the maximum number of people that could gather for a meeting, which left a maximum number of 10 public seats available. Due to this, it has been necessary to use an alternative venue when larger numbers of the public have been anticipated.
- 3.7** For these meetings, a hall within Seaford Head School has been hired and has proven a very suitable alternative when it is simply a larger meeting space required i.e. no need for the specialised video and audio equipment on offer at Seaford Baptist Church.
- 3.8** Having given some thought to venues option again, Officers feel more comfortable that using The View for meetings could be more of a viable option for the following reasons:
- (a)** As a venue, it offers ample space even for a Full Council meeting and public gallery;
  - (b)** The video and audio recording capabilities are the same as within the Council Chambers;
  - (c)** It is estimated that any potential loss in income as a result of the meetings would be minimal and would be less than the cost incurred to the Town Council with hiring other venues. Evening trade at The View does tend to be quieter, unless there is a function or event planned;
  - (d)** If a function booking were made for the day of a meeting, this would usually have a number of weeks' notice and would enable us to relocate the meeting if felt appropriate (likely to Seaford Head School, to prevent a date change as is more likely with Seaford Baptist Church) and allow The View to take the booking;
  - (e)** This is an opportunity to help promote The View and its facilities;
  - (f)** This enables the Town Council to continue meeting on a Thursday for Full Council meetings.

**3.9** With all of the above points in mind, the recommendation of Officers is as follows:

- (a)** Full Council meetings will be held at The View, with the Seaford Head School hall as a back-up venue (subject to availability);
- (b)** Committee meetings continue to be held in the Council Chambers, with The View as a back-up venue (subject to availability);
- (c)** Meetings will be video recorded using Town Council equipment and uploaded to the Town Council's YouTube channel – no change;
- (d)** Meetings will not be livestreamed or have provision for hybrid meetings – no change;
- (e)** Public participants are welcomed to attend the meeting in person and make representations in the usual manner – no change.

**3.10** It should be highlighted the two delegations of power still remain in force, enabling the Town Council to react accordingly to any enforced changes to meeting arrangements. These being:

- (a)** Officers in consultation with the members of the Committee Chairs Management Group (CCMG), to determine appropriate meeting arrangements upon Government announcements, as required (delegated June 2021).
- (b)** That in consultation with the relevant Chairs, amendments may be made to the meeting timetable by the Proper Officer where justified and required, ensuring that this does not reduce the number of Full Council or Committee meetings held during the 2021 – 2022 Municipal Year (delegated October 2020).

**3.11** It is officer's intentions that these two delegations be recommended for inclusion in the Town Council's Scheme of Delegation when it is reviewed in May 2022.

## **4. NALC Motion**

**4.1** It would be remiss not to make mention to the efforts of some local authorities to see the Government reintroduce legislation that allows local councils to utilise remote meetings. Following the consultation undertaken in summer 2021, the Government is yet to announce an outcome of this work.



- 4.2** More recently, there was considerable pressure on the Government to again reintroduce emergency legislation to enable remote meetings due to the Omicron variant. Ministers voted to reject these calls for emergency legislation and as such, physical meetings have continued.
- 4.3** The National Association of Local Councils (NALC), and other partners, are continuing to call on the Government to allow councils to use virtual and hybrid council meeting options. To support their efforts a petition has been launched and councils are being asked to consider passing a motion showing support of this petition – support which should then be sent to the Secretary of State.
- 4.4** Attached at Appendix B is a short paper setting out the motion and the background to this.
- 4.5** Full Council is now asked to consider whether it wishes to pass this motion and have officers submit this to the Secretary of State. For complete clarity, the motion is:
- 4.6** “This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.”

## **5. Financial Appraisal**

- 5.1** The cost to hire other external venues for the Town Council’s meetings varies between £200-325 depending on meeting length, as venues generally charge an hourly rate. Based on seven Full Council meetings in the year, this could be up to £2,275 of hire costs for meetings – plus additional amounts for any other meetings that had to be held in alternative venues.
- 5.2** The cost to hold meetings at The View would be less, at £75 per meeting, and would not be incurred in the same manner. This would be an internal transfer between cost centres, rather than an actual expenditure and would not impact on the Town Council’s overall figures.

- 5.3 Using The View, there would be no function income loss – if a booking enquiry was submitted for a meeting date, it is highly likely that the meeting venue could be changed to enable the paying function to take priority.
- 5.4 It is very difficult to estimate the ‘walk in’ income losses that may be experienced by closing The View to enable a meeting to take place (The View would remain open but it couldn’t legally have the bar open while the meeting was ongoing). Having liaised with the General Manager at The View however, it is not believed that any losses would be particularly significant. There could also be a slight saving in salary costs, as The View would not have to staff the venue during meetings which, during the summer longer opening hours, would represent a slight reduction in hours the venue needs to be staffed.
- 5.5 There is a figure of £2,550 in the budget approved by Full Council in January 2022, just to ensure that if other venues did have to be used, there is a budget available for this cost.

**6. Contact Officer**

6.1 The Contact Officer for this report is Georgia Raeburn, HR & Governance Manager.

HR & Governance Manager	
Town Clerk	



**STC Meeting Timetable 2022-2023:  
Summary of Public Meetings  
All at 7.00pm**

Committee	Frequency	2022								2023				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
<b>Council</b>	<b>Bi-monthly</b>	12 * Thurs	16 ** Thurs	14 Thurs		29 Thurs		10 Thurs		26 Thurs		23 Thurs		11*** Thurs
<b>Community Services</b>	<b>Quarterly Jun<sup>!</sup>, Sept, Dec, Mar</b>	5 Thurs				15 Thurs			1 Thurs			2 Thurs		
<b>Finance &amp; General Purposes</b>	<b>Quarterly Jun, Sep, Dec, Mar</b>		21 Tues			6 Tues			20 <sup>h</sup> Tues			14 Tues		
<b>Golf &amp; The View</b>	<b>Quarterly May, Aug, Nov, Feb</b>	24 Tues			30 <sup>h</sup> Tues			15 Tues			28 Tues			30 <sup>h</sup> *** Tues
<b>Planning &amp; Highways</b>	<b>Tri-weekly</b>	19 Thurs	9 Thurs 30 Thurs	21 Thurs	11 <sup>h</sup> Thurs	1 Thurs 22 Thurs	13 Thurs	3 Thurs 24 Thurs	15 Thurs	5 Thurs 25 Wed	16 <sup>h</sup> Thurs	9 Thurs 30 Thurs	20 Thurs	2 Tues
<b>Personnel</b>	A minimum of two Personnel Committee meetings to be held in the year at times that best suit operational needs.													

\* May 2022 Annual Meeting to be followed immediately by an Ordinary Council Meeting.

\*\* Council Meeting to approve the Annual Return ONLY.

\*\*\* Forms part of 2023/24 Municipal Year.

<sup>h</sup> In school holidays

! June's Community Services meeting has been scheduled for May, as this date had been previously agreed and moving this would impact on the timeline of reports planned for this May meeting date.

2022/23 Town Forum	Elections
11 <sup>h</sup> Tues	4 Thurs



Association of  
Democratic Services  
Officers



## **Local Authority Remote/Hybrid Meetings**

### Model Motion for Council Meetings

On 5 January 2022, the Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) launched a petition calling on the Government to change the law to give councils (ranging from county, district and unitary authorities, through to town and parish councils) the freedom to hold remote meetings when local circumstances suit. This includes hybrid meetings.

This follows the unsuccessful High Court action in 2021 and the subsequent judgement that it was for Parliament to change the law not the courts - as indeed the devolved administrations have done in Wales and Scotland to allow for on-line meetings.

We do not wish to impose remote meetings on councils. You should have the choice to decide how you run your meetings depending on local circumstances. We also accept that some meetings (for example full council meetings) are more suited to physical attendance.

You will be aware that the Government issued a call for evidence on 21 March 2021 in relation to remote meetings. We are still awaiting their response to the large number of submissions from local authorities, relevant organisations and the public.

The period of lockdown showed that remote meetings bring so many benefits to local democracy and residents, apart from the obvious public health safeguards. It is no longer just a response to Covid, although we are aware that some councillors are still not able to attend meetings for health reasons either relating to them or their families.

The wider benefits are:

- Increased attendances at remote meetings by both councillors and the public

- Significant cost savings for some authorities arising from much less travel to meetings
- The environmental benefits of less travel, particularly in the large county authorities
- A better work/life balance for councillors
- Improved equality of access to meetings for all and opening up opportunities for more people to stand for election as councillors
- More transparency and openness for the public to see council meetings
- An option to move meetings online when there are constraints, for example bad weather such as snow or flooding.

We therefore ask Councils to consider passing the following motion and writing to the Secretary of State showing your support:

“This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.”

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Further information about our organisations is attached. For further enquiries on the above motion, please contact John Austin, ADSO Chair – [john.austin@adso.co.uk](mailto:john.austin@adso.co.uk)

10 February 2022

## More about our organisations

### **Association of Democratic Services Officers (ADSO)**

Formed in 2009, ADSO is the professional body for Governance and Democratic Services Officers in principal local authorities. We provide professional services, training and qualifications to our members as well as representing them in national and local issues. We also support local authorities in developing best practice in governance and related matters.

### **Lawyers in Local Government (LLG)**

LLG was formed in April 2013 by the merger of the Association of Council Secretaries and Solicitors (ACSeS) and Solicitors in Local Government (SLG). It's primary purpose is to represent, promote and support the interests of its members.

Membership is open to local government legal or governance officers working within a local authority, including Monitoring Officers and their deputies, solicitors, barristers, legal executives, licenced conveyancers and trainees.

Lawyers in Local Government is a limited company registered in England and Wales. Registered Number: 8379439. Registered Office: Sycamore House, Sutton Quays Business Park, Sutton Weaver, Runcorn, Cheshire, WA7 3EH.

### **Centre for Governance & Scrutiny (CfGS)**

CfGS exists to promote better governance and scrutiny, both in policy and in practice. They support local government, the public, corporate and voluntary sectors in ensuring transparency, accountability and greater involvement in their governance processes. CfGS is a social purpose consultancy and a national centre of expertise. Their purpose is to help organisations achieve their outcomes through improved governance and performance.

### **National Association of Local Councils (NALC)**

Established in 1947, the National Association of Local Councils is the national body that represents the interests of 10,000 local (parish and town) councils in England. NALC works in partnership with county associations to support, promote and improve local councils.

### **Society of Local Council Clerks (SLCC)**

Founded in 1972, SLCC represents clerks in over 5,000 parish and town councils in England and Wales.

As the professional body for local council clerks and senior council employees, it ensures that its members are equipped with the necessary knowledge, training and skills to thrive within their role and best support their council and community.



## Seaford Town Council

<b>Report No:</b>	<b>187/21</b>
<b>Agenda Item No:</b>	<b>16</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>30<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Annual Review of Corporate Risk Register 2022</b>
<b>By:</b>	<b>Karen Singleton, Responsible Financial Officer</b>
<b>Purpose of Report:</b>	<b>To review and approve the Town Council's Corporate Risk Register and subsequent action plans.</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1.To acknowledge the review of the Town Council's Corporate Risk Register. 2.To adopt the revised General & Financial Risk Assessment as presented in Appendix A.

### 1. Corporate Risk Register

- 1.1 Local Councils are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of their resources. Part of good governance is the annual review of the Town Council's Corporate Risk Register including General and Financial Risk.
- 1.2 Risk Management is the process whereby councils methodically address the risks associated with what they do and the services that they provide. Identifying things that could go wrong and taking the appropriate steps to avoid this or manage the consequences where the risk cannot be avoided.
- 1.3 Members are ultimately responsible for risk management because risk threatens the achievement of policy objectives. The Governance and



Accountability in Local Councils Guide therefore recommends that once per year Full Council should:

- Take steps to identify and update its record of key risks facing the Town Council
- Evaluate the potential consequences for the Town Council if an event that is identified as a risk, takes place
- Decide upon measures to avoid, reduce or control the risk or its consequences, and
- Record any conclusion or decision reached.

**1.4** If a risk has a score of more than 4 then an action plan is created, in previous years this has been attached to this report. The current risks have been reviewed and updated by the Town Council's senior officers and approved by the Town Clerk and the RFO. This year no risk had a score of 4 or above so there is no requirement for an action plan. The controls in place have mitigated the level of the risk.

**1.5** This risk score (1- 3, 3 being the highest) is calculated as: the likelihood of the risk happening X the impact of risk.

E.g. the risk associated with *the failure to comply with legal requirements*:

Likelihood = Low 1

Impact = Medium 2

Risk score is  $1 \times 2 = 2$ , therefore no action is required.

The likelihood of this happening is low because there are controls in place to make sure it doesn't.

**1.6** The full Risk Register (61 pages) will be circulated to all members electronically, should they wish to read the entire document.

## **2. General & Financial Risk Assessment**

**2.1** The Town Council originally adopted its General & Financial Risk Assessment in March 2017, as a document that should be reviewed annually.

**2.2** Officers have reviewed the document and made the recommended changes/updates as included at Appendix A.

### 3. Annual Governance Statement

**3.1** Councils are expected to make a number of representations and assertions in eight statements of assurance, which together comprise the Annual Governance Statement, about the accountability of the council. The following Statements appertain to this report. This review of the Corporate Risk Register gives the assurance required for Full Council to approve the Annual Governance Statement, in June.


Statement	Explanatory note
<p>5. 'We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where require'</p> <p>6. 'We maintained throughout the year an adequate and effective system of Internal Audit of the Council's accounting records and control systems.'</p>	<p>These representations cover the Council's responsibility to develop, implement and regularly monitor the effectiveness of systems of internal control covering:</p> <ul style="list-style-type: none"> <li>• The overall control environment, including Internal Audit;</li> <li>• The identification, evaluation and management of operational and financial risks;</li> <li>• Budgetary control and monitoring arrangements; and</li> <li>• The documentation and application of control procedures</li> </ul>

### 4. Financial Appraisal

**4.1** This report has no direct financial implications.

### 5. Contact Officer

**5.1** The Contact Officer for this report is Karen Singleton, RFO.

RFO	
Town Clerk	



## Seaford Town Council

## General and Financial Risk Assessment

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Assets	Protection of physical assets detailed in the Council's Asset Register.	H M	<p>All assets over a value of £1,000 are insured through Zurich Municipal. As new assets are purchased over £1,000 in value, they are added to the policy.</p> <p>All leases and land registration details that are in the Council possession <u>and</u> are <u>kept by with the Town Clerk Projects &amp; Facilities Manager. S,</u> some original documentation is held by the Council's Solicitors.</p> <p>There are however several historical issues outstanding with regards to land ownership.</p> <p><b>1 Some documentation is missing.</b></p> <p><b>2 Some parcels of land in the Council's ownership have not been registered with Land Registry.</b></p> <p><b>3 Secure details of all land documents held by Solicitors.</b></p> <p><b>Target to resolve all outstanding land issues by December <del>2021</del>2022.</b></p>	<del>12</del> <u>as and when</u> 12
Assets	Security of buildings, equipment etc.	M	Where possible buildings have alarm systems and CCTV installed. All offices routinely locked overnight. All assets at The View and Seaford Head Golf Course are securely stored. Planned programme of testing electrical and safety equipment in place.	Daily
Assets	Maintenance of buildings etc.	M M	<p><b>Planned <u>ongoing</u> maintenance schedule is worked to, <del>with a view to developing a five-year maintenance plan in due course.</del></b></p> <p>Planned programme of testing electrical and safety equipment in place. Reactive repair allocations included in revenue budget, pool of suitable contractors to carry out works in place.</p>	1 1

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Finance	Banking.	M	All Council bank accounts are in place with the Cooperative Bank and CCLAs Public Sector Deposit Fund. These are reconciled every month in accordance with the Financial Regulations.	1
Finance	Risk of consequential loss of income.	L	Insurance cover in place for insurable risks	12
		H	Uninsured risks (e.g. pandemic) – expenditure reduced, grants applied for and robust reserves	1
		H	General Reserves to be increased to £500,000 or 50% of the precept, whichever is the greater.	annually
		H	Earmarked Reserves increase for contingent liabilities (e.g. Building maintenance)	1
			Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed	
		<del>M</del>	<del>Financial and performance targets for The View and Golf are included within the Strategic Plan.</del>	<del>12</del>
		M	Committees consider in detail draft budgets. Councillor briefing reviews all potential financial issues to ensure all relevant information is present at the Full Council where the annual budget and precept are determined.	1
		M	Precept paid 6 monthly.	6
		L	FM checks bank statements to ensure all payments are received.	1
Finance	Loss of cash through theft or dishonesty.	M	Petty cash at Council Offices and The View is managed in accordance with adopted procedures, which requires receipts for all purchases. Reconciled every month.	1
		H	All cash from tills at The View is reconciled with till reading every evening and banked promptly following all internal control procedures.	Daily
		L	Mayor's Charity pots- procedures in place for secure collection and banking, in accordance with National guidelines	As req'd
		L	Cash only used where absolutely necessary- payment by BACs or Debit card the norm	1

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Finance	Financial controls and records.	L	Strict internal controls in place to separate functions relating to all form of payment transactions including electronic, debit cards and cheques. Two Councillors required to sign as well as at least two separate officers.	Daily
		L	Internal Audit 2-3 times per annum, External Audit annually.	4/6/12
		L	Audit Reports to be presented to the next available Finance & General Purposes (F&GP) Committee meeting, all recommendations acted upon as soon as practical and reported back to F&GP Committee.	4
		L	All electronic financial records are backed up to the server weekly.	Weekly.
		L	Tenders secured for contracts when required in accordance with Financial Regulations.	As req'd
		M	All financial records stored and saved in accordance with Council's document retention policy.	12
		L	Internal Controls are reviewed annually	12
Finance	Comply with HMRC VAT Regulations.	L	VAT payments and reclaims to be calculated by the FM, quarterly.	3
		L	VAT reconciled monthly and claimed quarterly.	12
		L	Advice notes from HMRC followed at all times, use external advice where necessary.	12
		L	Internal auditor reviews VAT on a regular basis.	12
		<u>M</u>	<u>Carry out annual Partial Exemption Calculations</u>	<u>12</u>

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Finance	Sound budgeting to underlie annual precept.	M	The RFO in consultation with the FM, budget managers and Committee Chairs develop committee budgets based on previous performance and plans for the future. These are presented to the relevant committee for consideration and recommendation to F&GP who recommend the whole budget to Full Council. A briefing meeting is held with all Councillors to assess the Committee proposals and ensure that all potential contingencies are addressed in the final report. Draft figures go to the Full Council meeting in January to set the precept, avoiding any potential last-minute proposals that cannot be financially assessed ensuring financial diligence is retained.	12
		L	Expenditure against budget reported to relevant committee at least every quarter.	3
		M	Budget managers to ensure that spend does not go over budget	1
Finance	Complying with borrowing restrictions.	L L	All current loans are paid automatically via Direct Debit every six months. Any new loans require Full Council approval after presenting a full business case.	6 As req'd
Liability	Risk to third party, property or individuals.	M	Insurance in place with Zurich Municipal & Golfguard	12
		M	Full health and safety programme of inspections of all property and land is in place and carried out by a qualified Health and Safety Officer.	Weekly
		M	A qualified officer routinely undertakes risk assessments of all individual events such as Seaford Christmas Magic, Armed Forces Day.	As req'd

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
<u>Liability</u>	<u>Safeguarding risks with relevant Council activities, where vulnerable adults or children are concerned</u>	<u>M</u>	<u>An appointed Welfare Officer to ensure safeguarding requirements and processes are in place for Salts Tennis Courts activities. <del>Annual</del> Refresher training to be undertaken every 3 years. Another officer trained to deputise in Welfare Officer's absence. A Town Council Safeguarding Tennis Policy adopted in line with LTA guidelines.</u>	<u>36 / As req'd</u>
		<u>M</u>	<u>Permissions sought from the Young Mayor and Deputy Young Mayor's parents/guardians upon taking office, relating to a number of different duties and activities. Regular communication maintained with parents/guardians by relevant officers within the Civic Office.</u>	<u>Annually</u>
		<u>M</u>	<u>A Golf Professional with relevant safeguarding training for the activities involving junior members / visitors at Seaford Head Golf Course.</u>	<u>36 / As Req'd</u>
		<u>M</u>	<u>An overarching Safeguarding Policy to be devised in 2022 and adopted, addressing safeguarding arrangements across all of the Town Council's activities</u>	<u>tbc</u>
Liability	Legal liability as consequence of asset ownership.	H	Insurance in place with Zurich Municipal & Golfguard	12
		M	Full health and safety programme of inspections of all property and land is in place and carried out by a qualified Health and Safety Officer.	Weekly
		M	Annual checks by ROSPA of all play equipment takes place and report is acted on.	12
		M	Play areas also inspected weekly by LDC & STC H&S Inspector.	Weekly

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Liability	Legal liability as consequence of personal data controlled/processed	L	An appointed internal Data Protection Officer, with access to relevant training and resources.	As req'd
		H	Initial training for all councillors and staff on data protection legislation and requirements and understanding of roles where personal data is concerned. Annual refreshers of responsibilities <u>to be arranged</u> . <del>Training for staff to be arranged in 2021.</del>	As req'd & 12
		H	Adequate processes in place to ensure security of personal data <u>being processed by both councillors and staff</u> . <del>Review currently underway of how councillors access confidential meeting paperwork that does not compromise security of data.</del>	12
		L	Adequate process in place for handling Subject Access Requests (currently part of the Data Protection Policy, due for review in 2022).	36
		M	Privacy notices displayed explaining why personal data is collected, how it used and stored.	As req'd



Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Employer Liability	Comply with Employment Law.	H	Membership of various national and regional bodies including NALC, SLCC, BIGGA, CIPD to ensure Managers are kept up to date with all relevant employment requirements and legislation as well as best practice.	As req'd
		L	Subscribing to HMRC information emails and bulletins.	Weekly
		M	Ensure employee's terms & conditions comply with employment law.	As req'd
		M	Annual Appraisals take place with all employees. <b>This has not happened recently due to the Pandemic but will be reinstated from 2022.</b>	12
		L	Central records retained of all employee sickness absence and holidays.	As req'd
		M	Hard copies of all employee's records are <u>currently</u> stored in a locked filing cabinet, <u>although the aim is to go 'paperless' with personnel records in 2022.</u> <u>All digital records can only be accessed by necessary managers to ensure compliance with the Data Protection legislation.</u>	As req'd
		L	Routine reviews of employment terms and conditions acted on or where necessary reported to the Personnel Committee for action.	12
		M	Ensure all staff and councillors* involved with employment relations or processes have access to relevant training and resources. * Could change after each annual meeting and the appointment of committees. <u>Relevant training will form part of the standard training list for relevant councillors.</u>	As req'd & 12
Employer Liability	Comply with Inland Revenue requirements.	M	Regular review of current legislative requirements undertaken by managers. Internal auditor undertakes regular review.	As req'd
Employer Liability	Safety of staff and visitors.	M	Risk assessments carried out for all premises and activities undertaken by employees.	As req'd
		M	Internal training undertaken on the job and on a regular basis formally when need arises.	As req'd

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
<b>Legal Liability</b>	Ensuring activities are within legal powers.	M	Proper Officer to clarify legal position on any new proposal.	As req'd
		M	Legal advice to be sought where necessary.	As req'd
		L	Council to maintain General Power of Competence eligibility, which collectively gives the Council the power to do anything that and individual may do, as long as it does not break any laws.	As req'd
<b>Legal Liability</b>	Proper and timely reporting via the minutes.	L	All agendas are issued and displayed in accordance with the Local Government Act 1972 and/or other relevant legislation.	As req'd
		L	Council meets regularly and always receives and approves minutes of meetings held since the last meeting including all committee minutes.	2
		L	Minutes made available to press and public via the Town Council website, email distribution and social media, and (where achievable) the library, notice boards and in the Tourist Information Centre.	As req'd
<b>Legal Liability</b>	Proper document control.	M	Original Deeds and leases stored with Barwells Solicitors.	As req'd
		M	Copies Retained within the Council Offices and stored within a fireproof safe. <b>Document Retention policy was adopted in 2017 and will be reviewed in 2020.</b>	36

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
<b>Councillors</b>	Registers of Interests, gifts and hospitality not in place.	M	Register of Disclosable Pecuniary Interest is retained in the Council Offices by the Town Clerk and sent to the Monitoring Officer at LDC who is responsible for the management.	12
		M	Declaration of interest is on the agenda at every meeting.	1
		M	If circumstances change, updating declarations of interest is the responsibility of the individual councillor.	1
		M	Emailed out annually to all councillors to ensure up to date.	12
		H	Register of Gifts & Hospitality retained in Council Offices by the Town Clerk for use by councillors and Council employees. Published annually on website. Gifts & Hospitality Policy adopted by Council in 2018.	12

Adopted: March 2021

Review: March 2022



## Seaford Town Council

<b>Report No:</b>	<b>185/21</b>
<b>Agenda Item No:</b>	<b>17</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>30<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Annual Review of Internal Controls</b>
<b>By:</b>	<b>Karen Singleton, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To review and approve the Town Council's Internal Controls.</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
<ol style="list-style-type: none"><li>1. To review, comment upon and approve the Council's Internal Controls as set out in Appendix A.</li><li>2. To note that Statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with as set out in Appendix B.</li></ol>

### 1. Information

- 1.1** Local Councils are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of their resources. Part of good governance is the annual review of the Town Council's Internal Controls, including measures designed to prevent and detect fraud and corruption.
- 1.2** Part of this process is performed by the Internal Auditor who performs tests to check the effectiveness of the Internal Controls.
- 1.3** The Town Council's Internal Controls have been reviewed by officers and are attached as **Appendix A** for Full Council to review, comment upon and approve.

**1.4** Councils are expected to make a number of representations and assertions in eight statements of assurance, which together comprise the Annual Governance Statement, about the accountability of the Town Council. The statements in the table attached in **Appendix B** appertain to this report. The review of Internal Controls gives the Town Council the assurance required to approve the Annual Governance Statement at its meeting in June.

## **2. Financial Appraisal**

**2.1** This report has no direct financial implications.

## **3. Contact Officer**

**3.1** The Contact Officer for this report is Karen Singleton, RFO.

RFO	
Town Clerk	

## SEAFORD TOWN COUNCIL

### INTERNAL CONTROLS

INTERNAL CONTROL	RESPONSIBILITY
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#### Minutes

CHECK QUORUM PRESENT FOR EACH FULL COUNCIL MEETING	CLERK TO MEETING
CHECK MINUTES PROPERLY SIGNED	CLERK TO MEETING
PAGES IN MINUTE BOOKS SEQUENTIALLY NUMBERED	CLERK TO MEETING
MINUTES REVIEWED BY TC AND CHAIR	CLERK /TC/CHAIR

#### Assets & Investments

<b><u>1. Assets</u></b>	
REGISTER OF ALL COUNCIL ASSETS KEPT AND UPDATED AT LEAST ANNUALLY	RFO/FM
ASSET REGISTER AS PER FINAL ACCOUNTS & ANNUAL RETURN	RFO/FM
<b><u>2. Investments</u></b>	
CHAIR OF F&GP TO CHECK MONTHLY WITH BANK RECONCILIATION	CHAIR OF F&GP

#### Income

<b><u>1. Cash</u></b>	
CASH BANKED FREQUENTLY AT LEAST ONCE PER WEEK	FM/FA
<b><u>2. Credit Income</u></b>	
CHECK BOOKINGS MATCH INVOICING	FM/FA
<b><u>3. Credit Control</u></b>	
CHECK DEBTOR BALANCES MONTHLY	FM/FA
<b><u>4. Bad Debts</u></b>	
REVIEW REASONS FOR NON PAYMENTS	RFO/FM
CHECK ALL REASONABLE STEPS TAKEN TO COLLECT DEBTS	RFO/FM
F&GP AUTHORITY OBTAINED FOR BAD DEBTS WRITTEN OFF	TC/RFO/FM

## SEAFORD TOWN COUNCIL

## INTERNAL CONTROLS

INTERNAL CONTROL	RESPONSIBILITY
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Cash & Bank

<b><u>1. Receipt of Money- Admin Office</u></b>	
BANKED PROMPTLY - KEPT IN LOCKED TIN UP TO £250	FM/FA
MOST INCOME IS RECEIVED BY BANK TRANSFER	FM/FA
<b><u>2. Receipt of Money- The Golf Club</u></b>	
LOCKED TILL	All Pro Shop Staff
CASH REMOVED FROM TILL TO SAFE OVER NIGHT	All Pro Shop Staff
FIRE PROOF SAFE	TC/GP
ALL CASH KEPT IN LOCKED SAFE OR TILL	GP
ALL CASH RECONCILED TO ACCOUNTS	GP
COLLECTION OF CASH AND BANK WEEKLY	FA
<b><u>3. Receipt of Money- The View</u></b>	
LOCKED TILL	All View Staff
CASH REMOVED FROM TILL TO SAFE OVER NIGHT	Staff on Duty
SAFE	TC/GM
ALL CASH KEPT IN LOCKED SAFE OR TILL	GM
ALL CASH RECONCILED TO ACCOUNTS	GM
CASH BANKED WEEKLY	GM
<b><u>4. Bank Reconciliation</u></b>	
PERFORMED AT LEAST ON A MONTHLY BASIS AND ALL BANK ACCOUNTS AGREED	FM/FA
CHECK & ENSURE NO PAYMENTS OR RECEIPTS ARE BEING C/F FOR A NO. OF MONTHS	FM/RFO
CHAIR OF F&GP TO CHECK & SIGN MONTHLY WITH CORRESPONDING BANK STATEMENTS-REPORTED TO COMMITTEE	FM/ CHAIR F&GP
REVIEW CHEQUES OUTSTANDING FOR OVER 6 MONTHS AND ENSURE WRITTEN OFF	RFO/FM

## SEAFORD TOWN COUNCIL

## INTERNAL CONTROLS

INTERNAL CONTROL	RESPONSIBILITY
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Payments

<b><u>1. Payments</u></b>	
PURCHASE ORDERS RAISED FOR MOST PURCHASES	STAFF/ RFO/FM
PURCHASE ORDER BOOKS KEPT SECURELY AND ALLOCATED TO SPECIFIC STAFF MEMBERS	RFO/FM/STAFF
PURCHASE ORDERS AUTHORISED BY APPROVED BUDGET HOLDER	COUNCIL / INTERNAL AUDITOR/ STANDING ORDERS
INVOICE APPROVED BY BUDGET HOLDER BEFORE PAYMENT	STAFF
RFO AUTHORISES ALL INVOICE PAYMENTS (FM IN ABSENCE)	RFO/FM
ORDER & AUTHORISE FOR PAYMENT SLIP ON INVOICE AND SIGNED BY SEPARATE OFFICERS	BUDGET HOLDER/FM/RFO
ORDERS & DELIVERY NOTES CHECKED AGAINST INVOICE BEFORE PAYMENT	FM/FA
CONTROL COPY OF ORDER KEPT IN SEPARATE FILE	FA
TWO AUTHORISED COUNCILLOR SIGNATORIES REQUIRED FOR EACH PAYMENT APPROVAL	STANDING ORDERS/ FM/FA
PAYMENT SCHEDULE PRESENTED OR EMAILED (WITH CHEQUES IF ANY) TO RFO/FM & AUTHORISED COUNCILLOR SIGNATORIES	FM/FA
PAYMENT SCHEDULE SIGNED/AUTHORISED BY EMAIL BY RFO/FM & 2 AUTHORISED SIGNATORIES	RFO/FM/FA
SECURITY OF CHEQUES & PETTY CASH - STORED IN LOCKED ROOM WHEN KEY STAFF ARE OUT OF OFFICE	FM
MAJORITY OF PAYMENTS BY BACS. 1 PERSON INPUTS & ANOTHER AUTHORISES. NO ONE PERSON CAN MAKE A PAYMENT - NEED TWO PEOPLE USING THEIR OWN PERSONAL FOB	FM/FA/RFO
<b><u>2. Petty Cash</u></b>	
EXAMINE PETTY CASH EXPENSES AND CHECK BALANCES	FM/GM
CHECK VAT IS APPROPRIATELY CLAIMED ON PETTY CASH RECEIPTS	FM
REGULAR FREQUENCY OF RECONCILIATION	FM
CHECK APPROVAL OF RECEIPTS & REIMBURSEMENTS	FM
<b><u>3. Debit Card payments</u></b>	
FOUR DEBIT CARDS ISSUED TO TC, GM, PFM & FM	TC/FM
STAFF MEMBER RESPONSIBLE FOR OWN CARD	STAFF
CARD HOLDER UPDATES SPREADSHEET & CODES, COUNCILLORS GIVEN SHEET & RECEIPTS EACH MONTH TO SIGN	STAFF/FM



## SEAFORD TOWN COUNCIL

### INTERNAL CONTROLS

INTERNAL CONTROL	RESPONSIBILITY
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#### Payroll

PREPARE CONTRACTS OF EMPLOYMENT FOR ALL STAFF	TC/HRM
CHECK GROSS PAY FOR EACH EMPLOYEE IS AT CORRECT RATE	FM/HRM
CHECK SICK LEAVE/PAY AGAINST REPORTING MECHANISM & TIMESHEETS	HRM
CHECK ANNUAL LEAVE/PAY AGAINST REPORTING LEAVE CARDS & TIMESHEETS	HRM
CHECK ANY STATUTORY SICK PAY OR MATERNITY PAY DEDUCTIONS	FM/HRM
TC APPROVAL FOR NEW STARTERS / GM APPROVAL FOR NEW CASUAL WORKERS	TC / GM / HRM
PROMPT REMOVAL OF LEAVERS FROM PAYROLL SYSTEM	FM/HRM
RFO TO COUNTERSIGN PAYROLL AND LIST OF PAYMENT MADE	RFO
COUNCILLORS TO APPROVE BACS	COUNCILLORS/FM
INTERNAL AUDIT TO AUDIT ANNUALLY	RFO/FM
LINE MANAGER AUTHORISES ALL OVERTIME & MILEAGE COUNTERSIGNED BY TC	TC/RFO/LINE MANAGERS
STAFF GRADING REVIEWED ANNUALLY BY COUNCIL	HRM/TC/RFO/CLLRS

#### Supplier Invoices

CHECK PURCHASE ORDERS & DELIVERY NOTES MATCH INVOICES	FA
CHECK PURCHASE ORDERS AUTHORISATION	FA
CHECK UNMATCHED PURCHASE ORDERS	FA
CHECK EXPENDITURE CODING - CORRECT BUDGET HEAD & COST CENTRE	FA/FM
CHECK AUTHORISATION FOR PAYMENT OF INVOICE	FA/FM
ENSURE SUPPLIER STATEMENTS CHECKED AGAINST PURCHASE INVOICE RECORDS	FA
CHECK ANY OLD CREDITORS & ASCERTAIN WHY STILL UNPAID	FM

#### Insurance

REVIEWED ANNUALLY FOR ACCURACY	FM/RFO
INDEX LINKED	FM/RFO
PROVIDER REVIEWED EVERY 3-5 YEARS	FM/RFO
RELEVANT ASSETS ADDED TO INSURANCE AT TIME OF ACQUIREMENT	FM/RFO

## SEAFORD TOWN COUNCIL

## INTERNAL CONTROLS

INTERNAL CONTROL	RESPONSIBILITY
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**General**

CHECK TRIAL BALANCE MONTHLY	FM
PERFORM A DATA CHECK IN OMEGA MONTHLY	FM
CHECK VAT RETURN & VAT CONTROL ACCOUNT MATCH MONTHLY	FM
AT LEAST TWICE EACH FINANCIAL YEAR - CHECK ACTUAL EXPENDITURE AGAINST ESTIMATES & INVESTIGATE ANY OVERSPENDS	FM
CHECK REGULAR REPORTING OF EXPENDITURE AND VARIANCES FROM BUDGET	FM/RFO
MONTHLY CHECKING OF ALL TRANSACTIONS FOR CORRECT CODING	FM
STANDING ORDERS PREPARED IN LINE WITH BEST PRACTICE & REVIEWED REGULARLY	TC/FM/HRM
REGULAR CONTRACTS REVIEWED ANNUALLY	RFO/FM
CODE OF CONDUCT ADOPTED FOR MEMBERS	TC

TC=Town Clerk; RFO= Responsible Financial Officer; FM= Finance Manager;

FA=Finance Assistant; GM=General Manager; HRM=HR Manager; PFM=Projects & Facilities Mgr

Statement	Explanatory note
<p>2. 'We maintained an adequate system of Internal Control, including measures designed to prevent and detect fraud and corruption and review its effectiveness'</p>	<p>This statement covers the Council's responsibility to ensure its affairs are managed in accordance with proper standards of financial conduct and arrangements exist to prevent and detect fraud and corruption. The Council also asserts that it has tested those arrangements at least once in the year to make sure that they are working in an adequate and effective way</p>
<p>5. 'We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where require'</p> <p>6. 'We maintained throughout the year an adequate and effective system of Internal Audit of the Council's accounting records and control systems.'</p> <p>7. 'We have taken appropriate action on all matters raised in reports from Internal and External audit.'</p>	<p>These representations cover the Council's responsibility to develop, implement and regularly monitor the effectiveness of systems of internal control covering:</p> <ul style="list-style-type: none"> <li>• The overall control environment, including Internal Audit;</li> <li>• The identification, evaluation and management of operational and financial risks;</li> <li>• Budgetary control and monitoring arrangements; and</li> <li>• The documentation and application of control procedures</li> </ul>



## Seaford Town Council

<b>Report No:</b>	<b>186/21</b>
<b>Agenda Item No:</b>	<b>18</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>30<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Annual Investment Strategy 2022-2023</b>
<b>By:</b>	<b>Karen Singleton, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To approve the Annual Investment Strategy 2022-2023.</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
<ol style="list-style-type: none"><li>1. To approve the Annual Investment Strategy 2022-2023 as set out in Appendix A.</li><li>2. To note the contents of the report.</li></ol>

### 1. Information

- 1.1 The Town Council is required to produce an Annual Investment Strategy and review it each financial year.
- 1.2 The 2022-2023 Annual Investment Strategy is attached at Appendix A. It is a requirement that this Strategy is made available to the public and therefore when approved, a copy will be put on the Town Council's website.
- 1.3 Commercial Interest Rates are very low in general and have been so for a number of years.



### 2. Financial Appraisal

- 2.1 The Town Council has a current account with the Co-Op Bank and also invests in CCLA's Public Sector Deposit fund which is an instant access fund. The yield began the year very low at 0.0177% largely due the COVID-19 pandemic. However this has slowly recovered month by month with the

rate being 0.3589% at 28<sup>th</sup> February 2022. Due to the interest rates being so low during the year, the total interest received to the 28<sup>th</sup> February is only £764.64, which is significantly lower than last year (£1,056.82 as at 28<sup>th</sup> February 2021). There is currently £1,125,000 in the CCLA account and this is expected to remain the same at the end of this financial year.

### 3. Contact Officer

3.1 The Contact Officer for this report is Karen Singleton, RFO.

RFO	
Town Clerk	



## Seaford Town Council

**Annual Investment Strategy 2022 - 2023**

1. The Town Council has had regard to the Department for Levelling Up, Housing and Communities (DLHC) Guidance on Local Government Investments and CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes.
2. This Annual Investment Strategy states which investments the Town Council may use for prudent management of its treasury balances during the financial year.
3. **Investment Objectives**
  - 3.1 All investments will be in sterling.
  - 3.2 The general public policy objective for this Town Council is the prudent investment of its treasury balances.
  - 3.3 The Town Council's investment priorities are the security of reserves and liquidity of its investments.
  - 3.4 The Town Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.
  - 3.5 The DLHC maintains that the borrowing of monies purely to invest or to lend and make a return is unlawful and this Town Council will not engage in such activity.
4. **Investment Balances/Liquidity of Investments**
  - 4.1 Based on its cash flow forecasts, the Town Council anticipates its fund balances in the financial year 2022 - 2023 will be up to £1,700,000.
  - 4.2 The Town Council has considered the current level of balances and estimated levels over the next three years coupled with the need for liquidity, its spend commitments and provision for contingencies. Investments may be made for longer than one year but only in CCLA's Local Authorities Property Fund (LAPF) and only balances that will not be needed for at least two years.
  - 4.3 In order to maintain sufficient security and liquidity the Town Council will manage any surplus funds mainly through CCLA's Public Sector Deposit Fund, which provide an optimal rate of interest. At the discretion of the

Responsible Financial Officer (RFO), in consultation with the Town Clerk, deposits in other UK banks, with a minimum long term Moody's (or equivalent) credit rating of 'A', may be used if offering a higher rate of interest.

## **5. Investments Defined as Capital Expenditure**

- 5.1 The acquisition of share capital or loan capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investment will have to be funded out of capital or revenue resources and will be classified as "non specified investments".
- 5.2 A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has been made for policy reasons or if it is an investment for treasury management purposes. The latter will be governed by the framework set by the Town Council for "specified" and "non-specified" investments.
- 5.3 It is not envisaged that any investments of a capital expenditure nature will be entered into during 2022 - 2023. Investment in the LAPF is not classed as Capital Expenditure.

## **6. Provisions for Credit Related Losses**

- 6.1 If any of the Town Council's investments appear at risk of loss due to default (i.e. a credit rated loss, and not one resulting from a fall in price due to movements in interest rates), the Town Council will make revenue provision of an appropriate amount.

## **7. Investment Strategy to be Followed In House**

- 7.1 To retain not less than three month's average working capital (revenue) requirement in the current and instant access accounts giving immediate access.
- 7.2 Amounts representing the balance on Capital Receipts Earmarked Reserve at the beginning of the financial year may be placed on deposit of up to one year's duration depending on the prevailing interest rates.
- 7.3 Any other funds may be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.

7.4 Suitably available funds may be placed for more than one year in CCLA's LAPF, depending on cash flow requirements, up to a maximum of £2,000,000. See 4.2.

**8. End of Year Investment Report**

8.1 During the budget process the RFO will report on investment forecasts.

8.2 At the end of the financial year, the RFO will prepare a report on investment activity.

Adopted: March 2022

Review: March 2023

Draft





## Seaford Town Council

<b>Report No:</b>	<b>155/21</b>
<b>Agenda Item No:</b>	<b>19</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>30<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Sickness Absence Policy Review</b>
<b>By:</b>	<b>Georgia Raeburn, HR &amp; Governance Manager</b>
<b>Purpose of Report:</b>	<b>To present a revised Sickness Absence Policy as considered by the Town Council's Personnel Committee</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To adopt the Sickness Absence Policy as presented with report 155/21.

### 1. Information

**1.1** The Town Council's Personnel Committee considered the review of the Sickness Absence Policy at its meeting on 18<sup>th</sup> November 2021.

**1.2** The following resolution was made by the Committee:

It was RESOLVED to RECOMMEND that Full Council adopt the revised Sickness Absence Policy, with amendments as discussed by the Personnel Committee. The revised policy will be presented as part of the agenda for the Full Council meeting in January 2022.

**1.3** Attached at Appendix A is the revised policy with tracked changes, as recommended by the Personnel Committee.

**1.4** The majority of changes identified bring the policy in line with current practice but members will also note that it is recommended to remove the Sickness Absence Bonus Scheme.

**1.5** The Sickness Absence Bonus Scheme is a non-contractual benefit i.e. staff are not contractually entitled to receive the bonus.

- 1.6** In 2020 Full Council made the decision to postpone the 2020 scheme due to the financial constraints and uncertainty of the Town Council during the height of the Covid-19 pandemic.
- 1.7** When setting the budget for 2021 – 2022 it was again decided to postpone the 2021 scheme.
- 1.8** The bonus scheme was originally introduced in 2017 as ‘a motivational perk and, whilst there is not a high level of sickness absence in the Council, discourages unnecessary absences from work’. The bonus scheme was an idea raised by a senior officer, rather than a request from employees, but was well received by many.
- 1.9** Across both years of no bonus scheme being run however, only one negative comment was raised by a staff member, who has since left the Town Council’s employ. Comments received from other staff have all be understanding of the reasons behind the scheme not being run.
- 1.10** Due to the scheme having been postponed for the last two financial years, it was relevant to present the Personnel Committee with an opportunity to discuss the scheme and whether or not it recommends that the Town Council’s policy continues to make provision for this.
- 1.11** The Personnel Committee discussed the policy and scheme in great depth, agreeing that it did not deem the scheme to be appropriate to continue for the following reasons:
- (a)** It could be discriminatory on the grounds of health,
  - (b)** It could encourage staff to work when unwell and/or attend work when infectious,
  - (c)** It could unfairly favour staff who can work from home over those who cannot,
  - (d)** To extend the scheme to the Town Council’s casual workers (which it currently isn’t) would be overly complex and involve a considerable amount of officer time.
- 1.12** It is officer’s intentions that staff be surveyed this year on the employee perks and benefits offered. This will be done with a view to reviewing these and ensuring that the perks and benefits offered by the Town Council are actually in line with the needs of its staff. If there were financial implications

as a result of this, these could be factored in to the 2023 – 2024 budget setting process.

## 2. Financial Implications

- 2.1 As it stands, Town Council policy is that a sickness absence bonus is paid and as such, this would be due in December 2022 although it must be noted that this was not included in the budget adopted by Full Council in January 2022.
- 2.2 Based on a full bonus payment being made i.e. no sickness absence, and estimated staffing levels, the 2022 scheme represents an additional cost of £3,800 across three different cost centres (Finance & General Purposes, the Golf Course and The View), including employer's pension and national insurance contributions.
- 2.3 The Personnel Committee's recommendation is however that the scheme be removed and that this additional cost is not incurred.

## 3. Contact Officer

The Contact Officer for this report is Georgia Raeburn, HR & Governance Manager.

HR & Governance Manager	
Town Clerk	



## Seaford Town Council

### Sickness Absence Policy

Seaford Town Council is committed to maintaining the health, well-being and attendance of all its employees.

The Town Council's absence policy is based on the following principles:

- It undertakes to provide reasonable payments to employees who are unable to work due to sickness.
- It will support employees who have genuine grounds for absence for whatever reason. This support includes a flexible approach to the taking of annual leave and returning to work after long term sickness.
- It will respect the confidentiality of all information relating to an employee's sickness and information will be held in line with all data protection legislation.

Regular, punctual attendance is an implied term of every employee's contract of employment and the Town Council asks each employee to take responsibility for maintaining good attendance and reporting absence according to the procedures set out in this policy.

#### 1. Absence reporting

An employee must report their absence from work owing to illness to their line manager by telephone as early as possible and no later than one hour after they are due to commence their working day on which the absence first occurs.

When possible, notification of absence should be given the previous evening to allow staff cover to be arranged. When reporting their absence, the employee should give a clear indication of the nature of their illness and the likely date of their return to work.

In the case of the Town Clerk being absent, they should inform key department managers so they are aware of the absence [as well as the Chair of Personnel and Mayor](#). If the Town Clerk's absence is to be over one week an email should be sent to all councillors by the senior member of staff on duty, advising them accordingly as well as advising of contingencies that are in place.

#### 2. Certification

Sickness certificates are required for all absences and should cover all calendar days, including work days, weekends, public holidays and any days not normally worked.

A self-certification may be made for the first seven calendar days of absence. From the 8<sup>th</sup> day onwards a medical certificate is required. A final Doctor's statement giving the date on which the employee will be fit to resume work must be given to their line manager prior to their return to work of absences where a medical certificate has been obtained.

The Town Council reserves the right to require an employee to attend an Occupational Health Doctor / professional where it is deemed appropriate.

If the absence is not continuously covered by a self certificate, Doctor's statement or in-patient certificate, it may be treated as unauthorised absence and dealt with using the disciplinary procedures.

### **3. Return to Work**

On return to work the employee should complete and give to their line manager a Self-Certification Form.

A 'fit for work' certificate is required should the employee wish to return to work before their medical certificate runs out.

On return to work the line manager will have an informal discussion with the employee in order to establish: the reason for and cause of absence, the employee's fitness to return to work and whether they need any support to return to work.

### **4. Sent Home**

If while an employee is at work they decide that they are unwell and need to go home, for health and safety purposes they must inform their line manager before they leave the building. The employee will need to discuss with their line manager how this absence is to be treated i.e. sickness absence or time off in lieu.

### **5. Medical, Dental, hearing or Optician Appointments**

Where possible medical appointments should be made outside of working hours. If this cannot be arranged they should disrupt the working schedule as little as possible, e.g. made early or late in the day. Employees will be required to make up the time to cover such absences or take it as unpaid leave.

Where attendance for a medical or hospital appointment necessitates a complete day's absence from work, this will be treated as sick leave (unless annual leave is utilised) and the procedure for self-certification should be followed.

An exception to the above is where an expectant mother/father/person due to have parental responsibility is taking time off to attend an antenatal appointment, as per the Council's Maternity, Paternity & Adoption Leave Policy.

## 6. Use of Leave

The Council recognises that some employees choose to take annual leave or allocate time off in lieu (TOIL) on days or periods where they are ill. This should be discussed with the employee's line manager, who will consider the request for alternative leave instead of sickness absence. The use of annual leave instead of sick leave is however discouraged, as it is not the most beneficial use of an employee's annual leave which is intended to ensure employees take adequate rest periods from work throughout the year.

There may be occasions where it is possible for an employee to work from home despite not being fit enough to attend work, an example may be post-operation/ injury recovery or in the circumstances of contagious illnesses, that physically means they cannot attend the workplace but may still be able to carry out work functions from home. The employees line manager will be able to discuss with the employee whether or not working from home will be possible and arrangements for this.

~~The Town Clerk will have to consider and approve any requests to work from home and the employee will have to evidence the work done afterwards.~~ The principle consideration when making this decision will be the employee's wellbeing.

## 7. Absence during pregnancy

Pregnancy-related absence will be dealt with separately from sickness absence in accordance with the Town Council's Maternity Policy.

## 8. Sick Pay

An employee will be paid their agreed basic remuneration in line with the scale of payment for any one year that runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

Entitlement to payment is subject to notification of absence and production of medical certificates as required above.

The Town Council operates the Statutory Sick Pay scheme and the employee is required to cooperate in the maintenance of necessary records. For the purposes of calculating entitlement to Statutory Sick Pay 'qualifying days' are those days on which an employee is normally required to work. Payments made to an employee by the Town Council under its sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Town Council's liability to make payment to an employee under the Statutory Sick Pay scheme.

The Town Council reserves the right to require an employee at any time to submit to a medical examination by a medical practitioner nominated by the Town Council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the Town Council.

Whilst on absence due to sickness or incapacity or for any other reason under this policy, the employee is not permitted to undertake any paid work for another employer or for any business established by the employee without express permission from the Town Clerk. In the case of the Town Clerk, permission will need to be sought from the Mayor and Chair of Personnel and this shall be reported back to the Personnel Committee at the next available time.

~~The Town Clerk~~Line managers shall have discretion to discuss with employees as to whether certain tasks can be carried out from home during sick leave without impacting on their entitlement to sick pay and agree all necessary arrangements. This can be utilised in assisting with an employee's phased return to work after a longer-term period of absence, where relevant.

The scale of payment is set out in all employee's contracts of employment, subject to meeting the conditions of the scheme.

### **9. Sickness Levels**

Where an employee's levels of sickness absence are causing concern, the ~~Town Clerk~~HR & Governance Manager will work with line managers to investigate the matter; checking for any patterns in absence or recurring reasons for absence, and looking at whether any adaptations may be needed within the workplace to assist an improvement in absence levels.

Where there is belief that absence levels are at an unacceptable level or unjustified, this may be dealt with initially through informal meetings with the employee or if felt necessary, through the Town Council's Disciplinary Procedure.

### **10. Sickness Bonus**

~~The Town Council will reward employees with a small annual bonus within the December pay for those employees with low sickness records for the prior 12 months (1<sup>st</sup> December to 30<sup>th</sup> November) on the following basis;~~

<del>Zero day's sickness absence</del>	<del>=</del>	<del>£100</del>
<del>Up to and including one day's sickness absence</del>	<del>=</del>	<del>£75</del>
<del>Up to and including two day's sickness absence</del>	<del>=</del>	<del>£50</del>
<del>Up to and including three day's sickness absence</del>	<del>=</del>	<del>£25</del>
<del>Four or more day's absence</del>	<del>=</del>	<del>£0</del>

~~The bonus entitlement will be calculated pro-rata, by days, for part time employees i.e. an employee that works four days a week would receive 80% of the bonus amount. This will also be calculated pro-rata due to length of service for those employees that have joined during the respective period.~~

~~Any bonus due will still be paid to employees who are working within their notice period at the cut off date (30<sup>th</sup> November), as recognition for their sickness levels during their employment.~~

Adopted: ~~January 2020~~ January 2022

Review: January ~~2026~~ 2024 (or if legislation changes)

Draft