**Seaford Town Forum**

Seaford Town Council is pleased to announce the details of this year’s

 Annual Town Meeting that it is facilitating.

**Date: Tuesday 20th April 2021**

**Time: 7.00pm**

**Venue: Online via Zoom**

**\*see overleaf for important information to join virtual meeting and accessing password**

**PLEASE NOTE THAT THIS MEETING WILL BE VIDEO RECORDED**

**AGENDA**

1. **Welcome and Introductions by the Mayor**
2. **Minutes**

To adopt the minutes of the Annual Town Meeting held 21st May 2019 which are available on the Council’s website.

(There was no Town Forum last year. However, a video of the Awards and presentations is available on the Town Council’s YouTube Channel)

1. **Seaford Town Council Update**

The Town Clerk will present an update on the Council’s achievements over the last year including an updates on key priorities and projects for the year ahead, such as the Martello Toilets, the Salts Tennis Courts, South Hill Barn, Salts Improvement plan and the West View Beach Huts.

1. **Question & Answer Time**

Residents have the opportunity to raise questions of local interest.

A video of the 2020-2021 Mayor’s Awards, Don Mabey Award, Young Mayor’s Award and Large Grant Presentations will be available on the Town Council’s YouTube channel on 20th April.

****

Councillor Rodney Reed

Mayor of Seaford 2020/2021

****

**Hosted by Seaford Town Council**

**Public Guide to Joining the 2021 Seaford Town Forum via Zoom**

Welcome to Seaford’s first virtual annual town meeting (known locally as the Town Forum)!

The aim of this document is just to help set out the format of the meeting and how you will be able to participate if you are looking to.

**Meeting Details:**

Tuesday 20th April 2021 at 7pm via the online meeting platform, Zoom

Attending the meeting

* You will need to have got the meeting password from **admin@seafordtowncouncil.gov.uk** or a Town Council officer/councillor in order to join the meeting – to ensure a response, it is best to have requested this at least 24 hours before the meeting.
* When you join the meeting, visit [**https://zoom.us/join**](https://zoom.us/join) and enter the meeting details you have from the above step.
* You will enter the virtual waiting room and a Town Council officer (the ‘host’) will let you in to the meeting at the appropriate time.
* With Zoom, you will have the option to choose whether or not you want your video feed on, you can find lots of useful information about Zoom meeting controls, including tutorials, here [**https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials**](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials).
* Please note, most Zoom meetings are recorded and shared on the [**Town Council’s YouTube channel**](https://www.youtube.com/channel/UCjAYAaMKgdv8ckENO9NsSjA) and that by leaving your video feed on or name visible, you are consenting to this being shared publicly as part of the video. We advise that members of the public change their Zoom names to ‘Resident’.
* We ask that all members of the public remain muted during the meeting and the host of the meeting will be ensuring this by putting anyone on mute who should be.
* You are at your liberty to join or leave the meeting at any given point, although to limit distractions for others in the meeting we would usually ask that you wait until the end of an agenda item before leaving.
* If joining part way through the meeting, you may have a short period in the waiting room if the host needs to wait for a suitable point to allow you to enter.

PTO

Getting Involved in the meeting

The Town Forum is a meeting specifically with the purpose of allowing members of public an opportunity to ask questions of its Town Council. There is an agenda for the meeting, which includes the following items:

1. Welcome & Introduction by the Mayor
2. Approval of previous Town Forum Minutes
3. Seaford Town Council Update
4. Question & Answer Session for the Public
* When the Chair has indicated that it is the question and answer part of the meeting, if you have video feed and wish to speak, raise your hand and the Chair will invite you to speak.
* If you have no video feed and only audio, you will need to use the ‘chat function’ within Zoom to indicate that you wish to speak, or unmute yourself and state your wish to speak.
* You do not have to state your name if you do not want to.
* There is no time limit with statements although to ensure everyone has an opportunity to speak that wishes to and plenty of time for the Town Council to respond to questions, we would ask that statements are limited to around four minutes.
* A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.
* Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting. If this is the case, please be sure to either send the host a chat message with your contact details or drop an email to **admin@seafordtowncouncil.gov.uk** setting out your question again.
* Members of the public should not speak at other points of the meeting. You may find that the host will mute you during the meeting if you are not muted.

We look forward to seeing you there!

Presentation & Awards Videos

Please don’t forget that this Zoom meeting is just one half of the Town Forum event!

Due to ongoing restrictions, the Town Council has arranged for the presentations that would usually be made at the Town Forum to be pre-recorded and made available as a video to watch on the Town Council’s YouTube channel at:

[**https://www.youtube.com/channel/UCjAYAaMKgdv8ckENO9NsSjA**](https://www.youtube.com/channel/UCjAYAaMKgdv8ckENO9NsSjA)

This will include presentations from local groups about the work they do within the town with grant funds received from the Town Council and also the highly anticipated Mayor’s Awards, Young Mayor’s Award and Don Mabey Award.

The video will be able available to view from the morning of Tuesday 20th April 2021.