



Seaford Town Council

REVISED

Seaford Town Council Full Council Agenda – 13th October 2021

To the Members of the Full Council

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

A meeting of the **Full Council** will be held at **Seaford Baptist Church**, Belgrave Road, Seaford, BN25 3EE on **Wednesday, 13th October 2021** at **7.00pm**, which you are summoned to attend.



Adam Chugg, Town Clerk

2nd October 2021

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.**
- **All participants are encouraged to carry out a home Covid test before attending the meeting, wear a mask at the meeting (where able to do so) and ensure hands are sanitised upon entering.**
- **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.**

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	Golf & The View	14 th September 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/14.09.21-Golf-The-View-Minutes-DRAFT.pdf
4.2	Planning & Highways	18 th August 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/18.08.21-Planning-Highways-Minutes-DRAFT.pdf
		9 th September 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/09.09.21-Planning-Highways-Minutes-DRAFT.pdf
		30 th September 2021	Minutes will be available to view before the date of this meeting at https://www.seafordtowncouncil.gov.uk/meeting-year/may-2021-may-2022/
4.3	Full Council	25 th August 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/25.08.21-Council-Meeting-Minutes-DRAFT.pdf
4.4	Personnel	23 rd September 2021	Minutes will be available to view before the date of this meeting at https://www.seafordtowncouncil.gov.uk/meeting-year/may-2021-may-2022/

5. Mayor's Update Report

To consider report 91/21 presenting the Mayor's update report and details of engagements (pages 9 to 12).

6. Young Mayor's Update Report

A verbal update from the Young Mayor's office will be provided at the meeting.

7. Town Council Working Group Reports

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

The Climate Change Working Group update has informed the report presented at item 11 on the agenda.

8. Outside Body Representative Reports

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

9. District & County Councillor Update Report

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

10. Town Clerk's Update Report

To consider report 101/21 updating Full Council on key Town Council work and work priorities for the Town Clerk (pages 13 to 18).

11. New Council Committee for Climate Change, Culture and Biodiversity

To consider report 100/21 presenting the recommendation of the Climate Change Working Group that the group be dissolved at the end of 2021 -2022 and replaced by a new Town Council committee in 2022 - 2023 (pages 19 to 22).

12. Community Infrastructure Levy (CIL) – Newlands

To consider report 97/21 updating on the upcoming receipt of significant CIL monies and set out how the spending of these funds can be determined (pages 23 to 26).

13. Parking Update

To consider report 87/21 updating on work to look at key parking issues in the town and ask them to endorse the recommendations of the Planning & Highways Committee on parking provision for people with disabilities (pages 27 to 29).

14. Newlands S106 Agreement

To consider report 99/21 updating on the content of the S106 agreement and the steps the Town Council needs to take next and ask Full Council to approve expenditure for expert professional support (pages 30 to 32).

15. Salts Tennis Project Report

REVISION To consider report 90/21 providing an update on progress of the tennis court project and loan arrangements (additional pages 9 to 16).

16. Option to Tax – Martello Toilets

To consider report 83/21 seeking Full Council's approval to opt to tax the Martello Toilets site (pages 33 to 35).

17. Local Council Tax Reduction Scheme

To consider report 83/21 informing Full Council of potential changes to the Local Council Tax Reduction Scheme (pages 36 to 39).

18. Conclusion of Annual Governance and Accountability Return (AGAR) 2020-2021

To consider report 82/21 updating Full Council on the status of the 2020-2021 AGAR (pages 40 to 47).

19. Seaford Community Partnership – Memorandum of Understanding

REVISION To consider report 105/21 presenting the memorandum of understanding with Seaford Community Partnership (additional pages 17 to 23).

20. Local Nature Recovery Strategies Consultation

To consider report 96/21 presenting details of the Local Nature Recovery Strategies consultation and seeking comments for submitting to the National Association of Local Councils to help inform its response to the consultation (pages 48 to 54).

21. Safety, Health & Environment Policy Review

REVISION To consider report 103/21 presenting the review of the Town Council's Safety, Health & Environment Policy (additional pages 24 to 54).

22. Events Policy

REVISION This agenda item has been deferred and will now be considered by Community Services Committee at its November meeting.

23. Public Participation Policy Review

To consider report 93/21 presenting the revised Public Participation Policy for adoption (pages 55 to 58).

24. Document Retention Policy Review

To consider report 95/21 presenting the revised Document Retention Policy for adoption (pages 59 to 64).

25. No Cold Calling Policy Review

To consider report 94/21 presenting the revised No Cold Calling Policy for adoption (pages 65 to 68).

26. Town Council Office Christmas Shutdown 2021

To consider report 92/21 presenting details of the proposed closure of the Town Council office activities over the 2021 Christmas period and the emergency contact arrangements (pages 69 to 71).

27. Mayor's Portfolio Review

REVISION To consider report 104/21 presenting the review of the Mayor's Portfolio (additional pages 55 to 111).

28. Exclusion of the Press & Public

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

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

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

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

29. Staffing Update – Recommendations from Personnel Committee

EXEMPT

To consider exempt report 102/21 presenting recommendation from the Town Council's Personnel Committee as a result of the staffing update received (exempt pages).

Reason for exemption: to provide confidential updates surrounding and impacting certain employees of the Town Council.

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

AGENDA NOTES

For further information about items on this Agenda please contact:

Adam Chugg, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: admin@seafordtowncouncil.gov.uk

Telephone: 01323 894 870 (*please note that due to working from home, this phone line is not currently manned, so please leave a voice message and this will be picked up and forwarded to the relevant member of staff to deal with*)

Circulation:

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

Public Access:

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

1. 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

georgia.raeburn@seafordtowncouncil.gov.uk or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

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

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

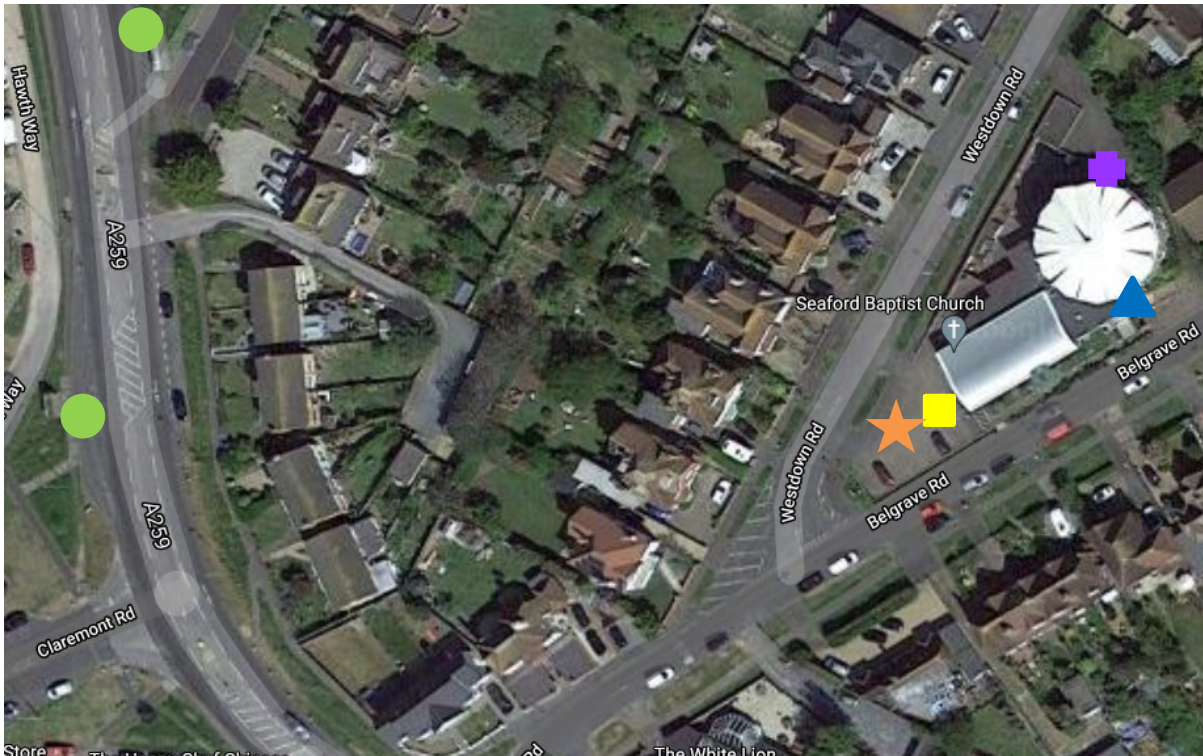
OR

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.

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



Picture key:

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

Yellow square – bike racks available onsite.

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

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

Purple cross – ramped access point

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.

Covid-safety Measures:

The Town Council meetings are being held at Seaford Baptist Church as the meeting space allows for safe distancing of participants, as well as the required equipment to livestream meetings.

In addition to the safety measures being taken in the venue itself, there are steps that you can take to protect yourself and the other participants:

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



Seaford Town Council

Report No:	90/21
Agenda Item No:	15
Committee:	Full Council
Date:	13th October 2021
Title:	Salts Tennis Courts Project Update
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To update Full Council on progress of the tennis court project and loan arrangements

Recommendations
Full Council is recommended to:
<ol style="list-style-type: none">1. Note the contents of the report and details of the tennis court development at The Salts.2. Approve the new term of the Lawn Tennis Association loan from 10 years to 7 years.3. Agree a restriction on title, meaning the Town Council will not sell, transfer or change the use of the courts without the agreement of the Lawn Tennis Association, for the term of the loan.4. Delegate power to the Town Clerk in consultation with the Responsible Financial Officer (RFO) to authorise an additional spend on the project of up to £10,000 from the CIL Receipts Earmarked Reserve (361).

1. Information

Loan Arrangements

- 1.1** Report 153/21 presented at the Full Council Meeting on 18th March 2021 updated Town Councillors on the progress of the project up to that date and also asked for approval for officers to apply for a £65,000 interest free loan

over 10 years from the Lawn Tennis Association (LTA) towards the new courts and floodlights.

- 1.2** This was approved which meant officers were able to apply to the Secretary of State for borrowing approval, this was approved on 15th July 2021.
- 1.3** With these approvals in place, officers applied to the LTA for the loan. The loan application was successful; however, the LTA came back to officers with the following conditions:
- (a)** The loan term would be over 7 years not 10.
 - (b)** That the Town Council needs to agree, through a formal letter from the Town Clerk, a restriction on title, meaning it agrees not to sell, transfer or change the use of the courts without the agreement of the LTA. This would be for the term of the loan.
- 1.4** The reason the LTA provided for changing the term of the loan is that after reviewing the business case and adjusting the cashflow forecast (Appendix 1), it felt a 7 year pay back was more than achievable. These calculations are based on the many other projects it has been involved with and takes into account factors such as local and nearby resident numbers, visitor numbers and other sports facilities within the local area.
- 1.5** The LTA has offered to weight the loan repayments so that more is paid back toward the end of the 7 years as per the table below

Year	2022	2023	2024	2025	2026	2027	2028
Loan Payment (per annum)	£3,750	£3,750	£6,500	£12,750	£12,750	£12,750	£12,750

Contingency Fund Arrangements

- 1.6** With the loan and other funding applications taking so long, mainly due to the COVID-19 pandemic, it has been 18 months since officers received the tenders to build the courts and install the flood lights.
- 1.7** During this time, building material costs, particularly steel, have steeply risen. The contractors have advised officers that this has increased the cost of the fencing by £8,193 However the contractors have come up with a proposition to reduce the specification of the fence by using slightly thinner steel mesh. This is still more than adequate and increases costs only by

£1,015. The contractors have also suggested we add 2% contingency for increased costs to other materials. These figures are shown in Appendix 2 Capital Costs.

- Column A is the original costs
- Column B includes addition costs for fencing (original specification) and 2% contingency
- Column C includes addition costs for fencing (reduced specification) and 2% contingency

- 1.8** Column B shows with the £10,000 Town Council contribution, all additional costs are covered without dipping into the 5% project contingency. However, the underspend detailed in 1.11 will decrease by £470.
- 1.9** Column C shows a contribution by the Town Council of £3,292 will cover additional costs and the underspend will remain the same.
- 1.10** Fortunately, flood light costs have remained the same.
- 1.11** There is a 5% contingency sum of £8,903 and a projected capital underspend of £2,976 which could be put towards these costs. However, officers would prefer to keep these back in case there are any unforeseen costs which is why these sums were included in the first place.
- 1.12** It is recommended to give delegated power to the Town Clerk in consultation with the Responsible Financial Officer (RFO) to authorise an additional spend on the project of up to £10,000. Officers are confident this would be sufficient to cover any increase in building and material costs. It is proposed this spend is met from the CIL Receipts Earmarked Reserve (361), which will be sufficient to cover this cost.

2. Financial Appraisal

- 2.1** Appendix 1 shows the cash forecast for the courts over the next 7 years from 2022. Year 2021 shows capital income and expenditure to build the courts.
- 2.2** Year 2021 shows a capital income (including grants from Sports England, the LTA and a contribution from the Town Council) of £191,050 and a total project spend of £188,074. This leaves £2,976 which, if not used towards contingency costs as per 1.8 above, would be carried into the next year as



shown. Capital project costs are shown in Appendix 2. Please note the project expenses include a contingency sum of £8,903 as referred to in 1.7.

2.3 Year 2022 shows a projected income of £8,465 against outgoings of £5,922, which includes a £3,750 loan repayment.

2.4 At the end of year 7, the forecast shows the Town Council will have £32,400 in the sinking fund (£5,400 set aside each year from income) and a cash balance of £42,667.

3. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	

Venue Name

5. Cashflow Forecast

Months that accounts run from/to:

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		2021	2022	2023	2024	2025	2026	2027	2028
		Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
		£	£	£	£	£	£	£	£
5.1 INCOME									
Tennis Membership		-	4,235	7,370	9,625	9,625	9,625	9,625	9,625
Other Memberships		-	-	-	-	-	-	-	-
Pay and Play & Floodlights		-	3,240	10,940	13,140	13,140	14,100	15,050	16,050
Season Ticket Income									
Pay and Play Income - Member Lights									
Pay and Play Income - Non Member Lights									
Pay and Play Income - No Lights.									
Rental Income									
Coaching Fee		-	990	2,000	2,000	2,000	2,000	2,000	2,000
Bank Interest Received									
Sundry Income									
Total income	A	-	8,465	20,310	24,765	24,765	25,725	26,675	27,675
5.2 EXPENDITURE									
Venue Registration		-	180	180	180	180	180	180	180
CIA Contract Fee		-	602	602	602	602	602	602	602
Power For Floodlight Bookings		-	500	525	550	575	600	625	650
Marketing activity		-	500	500	500	250	250	250	250
Clubspark Transaction Fees.		-	390	600	900	1,200	1,500	1,750	2,000
Depreciation - DO NOT DELETE									
Total costs	B	-	2,172	2,407	2,732	2,807	3,132	3,407	3,682
Operating profit/(loss) before tax & dividends	A-B=C	-	6,293	17,903	22,033	21,958	22,593	23,268	23,993

5. Cashflow Forecast

Months that accounts run from/to:

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2021 Actuals	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast
£	£	£	£	£	£	£	£

Cashflow adjustments

5.3 Working capital movements and non-cash items

(Increase)/decrease in debtors & prepayments								
(Increase)/decrease in stock								
Increase/(decrease) in creditors & accruals (excl loans)								
Depreciation (will be entered automatically)	-	-	-	-	-	-	-	-
Other non-cash items								
D	-	-	-	-	-	-	-	-

Net cashflow from operations	C+D = E	-	6,293	17,903	22,033	21,958	22,593	23,268	23,993
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5.4 Project and club/facility financing

Receipt of LTA Loan	65,000								
(LTA loan repayments)	-	(3,750)	(3,750)	(6,500)	(12,750)	(12,750)	(12,750)	(12,750)	
Sport England	40,000								
Lewes District Council	60,000								
Seaford Town Council	20,000								
LTA Gate Access Grant	6,050								
Total project and club financing	F	191,050	(3,750)	(3,750)	(6,500)	(12,750)	(12,750)	(12,750)	(12,750)

5.5 Capital expenditure and projects

Application project cost	(188,074)							
Other asset purchases								
Total capital expenditure	G	(188,074)	-	-	-	-	-	-

5.6 Tax

Tax received								
(Tax paid)								
Total tax cash movement	H	-	-	-	-	-	-	-

5. Cashflow Forecast

Months that accounts run from/to:

		2021	2022	2023	2024	2025	2026	2027	2028
		Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
		£	£	£	£	£	£	£	£
5.7 Cash									
Net Cash Movement	Sum E:I	2,976	2,543	14,153	15,533	9,208	9,843	10,518	11,243
Cash balance brought forward (ensure agrees to accounts)			2,976	5,519	19,672	35,205	44,413	54,256	64,774
Cash balance carried forward (CF)		2,976	5,519	19,672	35,205	44,413	54,256	64,774	76,017
non S/F cash (C/F should always be more than the S/F)		2,976	5,519	14,272	24,405	28,213	32,656	37,774	43,617

5.8 Sinking Fund (S/F)

Balance B/F			-	-	5,400	10,800	16,200	21,600	27,000
(Movement Out)									
Movement In (Tennis)				5,400	5,400	5,400	5,400	5,400	5,400
Movement In (Other Facilities)									
Balance C/F		-	-	5,400	10,800	16,200	21,600	27,000	32,400

Salts Tennis Courts Capital Costs	A
New Macadam courts x 3	£113,860
Floodlighting costs	£33,925
Fencing	£19,336
New Gate with SmartAccess system	£6,050
Net Cost	£173,171
Allowance for Fees - 8%	£6,000
Allowance for Contingencies - 5%	£8,903
Total Capital Required	£188,074

B	Notes
£116,137	Inc 2% contingency
£33,925	
£27,529	Same spec fence
£6,050	
£183,641	
£6,000	
£8,903	
£198,544	

C	Notes
£116,137	Inc 2% contingency
£33,925	
£20,351	Reduced spec fence
£6,050	
£176,463	
£6,000	
£8,903	
£191,366	

Funds Raised	
Sport England	£40,000
CIL	£60,000
Seaford Town Council	£20,000
LTA Grant	£6,050
Additional STC contribution	
Total Funds Raised	£126,050
LTA Loan (Total Capital Required - Total Funds Raised)	£65,000
Total Funds Raised and LTA Loan:	£191,050

£40,000	
£60,000	
£20,000	
£6,050	
£10,000	
£136,050	
£65,000	
£201,050	

£40,000	
£60,000	
£20,000	
£6,050	
£3,292	Reduced STC contribution
£129,342	
£65,000	
£194,342	

Underspend	£2,976
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£2,506	£470 less underspend
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£2,976	same underspend
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Seaford Town Council

Report No:	105-21
Agenda Item No:	19
Committee:	Full Council
Date:	13th October 2021
Title:	Seaford Community Partnership Memorandum of Understanding
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present Full Council with the Memorandum of Understanding with Seaford Community Partnership

Recommendations

Full Council is recommended:

1. To note the report.
2. To feedback any amendments to the attached memorandum of understanding.
3. To give delegated authority to the Proper Officer in consultation with the Chair of the Council to complete a final agreement with Seaford Community Partnership.

1. Information

- 1.1** As has been reported to Full Council, Seaford Community Partnership (SCP) and the Town Council (STC) have agreed to draw up a Memorandum of Understanding to strengthen and underpin the partnership arrangements between the two parties.
- 1.2** STC's aim is to work for the betterment of Seaford, and SCP's aim is to make Seaford a better place to live, work and relax.
- 1.3** As can be seen, there is a lot in common and so clearly successful partnership approaches is the best way of working. There is already a strong track record of working together, but all parties agree that it can only benefit from being underpinned by this memorandum of understanding.

1.4 This reenforces a commitment to an approach of partnership and mutual respect, and provides the means for working together in a clear and transparent manner.

2. Attached Draft Memorandum of Understanding

2.1 I am grateful to Keith Blackburn from SCP for putting together an initial draft.

2.2 This has been reviewed by STC officers and the latest version is attached.

2.3 Following feedback from members, a final agreement will be drawn up.

3. Financial Appraisal

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

4. Contact Officer

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

Town Clerk	
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[partner logos]

Draft Memorandum of Understanding:

Seaford Community Partnership and Seaford Town Council

Ratification Date : TBC

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CONTENTS

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2. Partnership Projects
3. Seaford Community Partnership Contribution
4. Roles
5. Functions
6. Previous Partnership Working
7. Monitoring
8. Disclaimer
9. Signatures

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1. Aims/strategic objectives

- 1.1 Overall Aim - Seaford Community Partnership ('SCP'): make Seaford a better place to live, work and relax. Objective: to help Seaford Town Council achieve its strategic aims.
- 1.2 Seaford Town Council ('STC'): The mission of STC is ***“Working together for Seaford”***
- 1.3 As can be seen, we have a lot in common and so recognise that successful partnership approaches is the best way of working to achieve these aims.
- 1.4 The principal arena for partnership working will be partnership projects as described below.

2. Partnership Projects

- 2.1 Definition of partnership projects: 'An aspect of the town where there is agreement that there is scope for enhancements or improvements'.
- 2.2 Prior joint agreement that Seaford Community Partnership should assist Seaford Town Council will be sought for each project.
- 2.3 Where this is the case, projects are described as joint - not “your project” or “my project” but “our project“.
- 2.4 The decision on projects will be taken, in advance, by STC Full Council or relevant committee (e.g. Community Services).

3. Seaford Community Partnership Contribution

- 3.1 Experience of senior roles and/or practical experience in:
 - Business
 - Local central government
 - Project management
 - Biodiversity
 - Tree planting and maintenance
 - Business planning
 - Town/neighbourhood planning
 - Education
 - Procurement
 - IT

4. Roles

4.1 Decision-making: Seaford Town Council.

4.2 Investigation, fact-finding, analysis, recommendations: Seaford Community Partnership.

5. Functions

5.1 Depending on the nature of a project, but generally:

5.1.1 Seaford Community Partnership:

- i. seeks agreement from Seaford Town Council to initiate a project that addresses the issues,
- ii. leads in fact-finding by interviews, research, questionnaires, analysis, and, if necessary, procuring specialist help, etc,
- iii. ensures that before any expense is incurred or funding bid sought, that the STC RFO has been consulted with to agree the financial/accounting process to ensue,
- iv. makes recommendations in a report/reports.

5.1.2 Seaford Town Council:

- i. decides: on progress reports at key stages and end of project
- ii. orders goods/services where this has been agreed, in advance, by Full Council/committee.
- iii. pays invoices where this is appropriate. All decisions on invoices will be made by the STC Responsible Financial Officer ('RFO') prior to the expense being incurred.
- iv. accounting where the resources are available. This will be determined by the STC RFO.
- v. assistance with budgeting.

5.1.3 Seaford Community Partnership does research, on an ongoing basis, for possible sources of funding for joint projects

6. Examples of previous partnership working with Seaford Town Council

6.1 Tree planting

6.2 Creating beach garden

6.3 The Shoal

6.4 Seaford Neighbourhood Plan

6.5 Current pipeline projects:

6.5.1 Small: Heritage Trail/exercise path

6.5.2 Large: Cliff Gardens project; Town Centre walking/cycling

7. Monitoring

- 7.1 All partners commit to ongoing monitoring, with the aim of ensuring accountability and performance against milestones.
- 7.2 There will be a bi-annual meeting of appropriate representatives of both organisations to review progress, lessons and amendments.
- 7.3 The arrangements for Town Council outside body representatives within SCP are separate from this memorandum and are governed by the Town Council's Representation on Outside Bodies Policy.

8. Disclaimer

- 8.1 It should be noted that by signing this document or by participating in the partnership, the partners are not committing to legally binding obligations. It is intended that the partners remain independent of each other and that their collaboration and use of the term 'partner' does not constitute the creation of a legal entity, nor authorise the entry into a commitment for or on behalf of each other.

9. Signatures



Seaford Town Council

Report No:	103/21
Agenda Item No:	21
Committee:	Full Council
Date:	13th October 2021
Title:	Safety, Health & Environment Policy Review
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To present the revised Safety, Health & Environment Policy for adoption

Recommendations

Full Council is recommended:

1. To adopt the revised Health and Safety Policy (previously Safety, Health and Environment Policy) as presented within report 103/21.

1. Information

- 1.1** In line with the schedule of policy reviews, officers have reviewed the Town Council's Safety, Health & Environment Policy. This is presented at Appendix A with tracked changes.
- 1.2** This policy differs from the majority of others in that it is very operational and as such, will reflect what is required to happen in practice and furthermore, as a result, will need to change over time as practises evolve.
- 1.3** The policy has been reviewed thoroughly and all relevant areas brought up to date. The following are key changes that officers felt it important to highlight:
 - (a)** It is recommended to change the title to 'Health and Safety Policy' – this is largely to remove the word 'environment' which can mistakenly lead to the belief that this policy would include environmental considerations, which it does not.



- (b) The page numbers within the contents page will be updated after adoption.
- (c) The removal of the two sentences within the Statement of Intent on page 2 does in no way reduce the health and safety practises of the organisation but instead reflects that these are not and, to the best of officers knowledge, have never been carried out. It is believed that these statements are more relevant within larger organisations with greater health and safety risks and processes (such as in the manufacturing or construction sectors).
- (d) The vibration risk assessment section has been removed from 5.14 as this is surplus to requirement – none of the Town Council’s activities expose staff to these risks.
- (e) Hands free phone kits have been removed from 5.18 as officers do not believe the Town Council should be promoting or accommodating the use of these by its employees whilst driving.
- (f) An additional section has been included within 5.28 relating to food safety and hygiene where concessions on Town Council land/property are concerned.
- (g) The closing paragraphs at 5.38 have been pared back but again, this does in no way reduce the health and safety monitoring practises of the organisation. The sentences remaining summarise the processes undertaken where monitoring and reviewing the policy are concerned.

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 Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager	
Town Clerk	



~~Safety, Health and Environment Policy~~ Health and Safety Policy

Seaford Town Council

Produced by Bob Offen - Inspector

Adopted 13th October 2021

Review annually internally – Review by Full Council in October
2024



Seaford Town Council

Safety, Health and Environment Health and Safety Policy Contents

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1. STATEMENT OF INTENT



Seaford Town Council

~~Safety, Health and Environment~~ **Health and Safety** STATEMENT OF INTENT

Seaford Town Council recognises that it has a duty to provide for the health, safety and wellbeing of its employees, councillors and others that may be affected by its activities. It is committed to continuous improvement and to allow this it will measure accidents, ill health, near miss incidents and losses.

Seaford Town Council also recognises their-its duty to ensure, so far as is reasonably practicable, to prevent or minimise emissions and wastes and any possible adverse impact of its work activities on the natural environment.

Seaford Town Council values diversity of views, background and experience. ~~We-It~~ believes s diversity leads to better decision making, innovation and creativity. Diversity also helps build the capability to be successful for Seaford town, meet the needs of the people of Seaford and aspirations of its staff and councillors.

The organisation will ensure, so far as is reasonably practicable, to provide safe and healthy working environments and premises, safe work equipment and safe systems of work and will ~~strive to attain~~ ensure legal compliance as a minimum standard.

Suitable and sufficient risk assessment will be used throughout to ensure that arrangements for health, safety and the environment are adequate and remain current.

Employees will receive adequate and appropriate health, safety and environment training and will be expected to cooperate and to contribute towards a level of excellence.

Contracted work will be carried out by fully competent persons who will be expected to provide both risk assessment and method statement 28 days prior to work commencement and will work in such a way as to ensure safety for themselves, town council employees, the public and the environment.

Health, sSafety and Eenvironment procedures will be documented and used during employee training and will periodically be reviewed to ensure they remain current and relevant. Failure to follow procedures will be taken seriously and may result in disciplinary action being taken.

Roles and responsibilities for health, safety and environment will be made clear to all employees and those working in a contractual role (example: maintenance and cleaning) from the onset of employment.

~~Seaford Town Council will aim to benchmark its their performance wherever possible against available data from similar work environments.~~

The organisation will take seriously any complaints made about health and safety or environmental issues from ~~both~~ employees, councillors and or the members of public

and will ensure that these are followed up in a prompt manner in accordance with Town Council policy.

~~Seaford Town Council will ensure that its performance records are made available and discussed at employee meetings/consultations.~~

Signed: (Town Clerk)

Date:.....

2. ORGANISATION AND RESPONSIBILITIES

To achieve the aims of the Statement of Intent, it is vital that responsibilities and reporting procedures are made clear and are understood by everyone concerned.

2.1 Organisation

The reporting structure for Seaford Town Council is shown in the organisation chart on page 5

A list of personnel and contact numbers is held by Executive Support Officer.

2.2 Business Activities

The business consists of a large local Council including many services and venues as detailed in the Town Council's corporate handbook as policies, asset registers, its website and annual report.

Work activities include office work, greenkeeping a golf course, general maintenance of outdoor spaces and parks, building maintenance, ~~and~~ public events and running a bar/restaurant/function venue.

Business activities encompass all the services provided by the Town Council as detailed in ~~its~~ the corporate handbook policies, asset registers, and website and annual report.

2.3 General Responsibilities

The Town Clerk is ultimately responsible for the management of safety, health and environment with respect to the Town Council's work activities.

The named officers responsible for each area can be changed at the discretion of the Town Clerk to reflect a number of factors including changing responsibilities, staff changes, and practical reasons for responsibilities within the policy.

Responsibility for the management and supervision of safety, health and environmental practices in each of the individual departments has been assigned to the following people who are referred to as "Managers" within this document

Department	Name	Role
Facilities and Projects	Tony Jackson	<u>Projects & Facilities</u> Manager
Finance <u>Support Services</u>	Lucy Clark <u>Karen Singleton</u>	Manager <u>Responsible</u> <u>Financial Officer</u>
<u>Corporate Management</u>	<u>Adam Chugg</u> <u>Isabelle Mouland</u>	<u>Town Clerk</u> <u>Assistant Town Clerk</u>

	<u>Georgia Raeburn</u>	<u>Executive Support Officer</u>
The View	Craig Nicol	<u>General Manager</u>
Seaford Head Golf Course	Simon Lambert <u>Fraser Morley</u>	Head Greenkeeper <u>Golf Professional (self employed)</u>

Those appointing a contractor or contractors are responsible for the supervision of safety, health and environmental matters (see details in “Managing Contractors”)

2.4 Employee Responsibilities

All employees have a responsibility to:

- Not put themselves or others at risk of harm
- Fully co-operate with Managers, their deputies; with supervisors and other employees over safety, health and environmental matters;
- Immediately report all safety, health and environmental concerns to their Manager; and to
- Not to misuse anything provided for their health and safety;

Those who fail to comply with the policy requirements and all the accompanying arrangements may find themselves facing disciplinary action, ~~which may lead to the termination of employment.~~

3.0 USEFUL CONTACTS

Seaford Town Council

37 Church Street
Seaford
East Sussex
BN25 1HG
Tel: 01323 895894894870

Health and Safety Executive

The Council Offices
Station Road East
Oxted
Surrey
RH8 0BT
www.hse.gov.uk

Employment Medical Advisory Service

The Council Offices
Station Road East
Oxted
Surrey
RH8 0BT

Environment Agency

Solent and South Downs Area Office
Colvedene Court
Wessex Business Park
Wessex Way

Colden Common
Hampshire
SO21 1WP
Tel: 03708 506506
Emergencies: 0800 807060

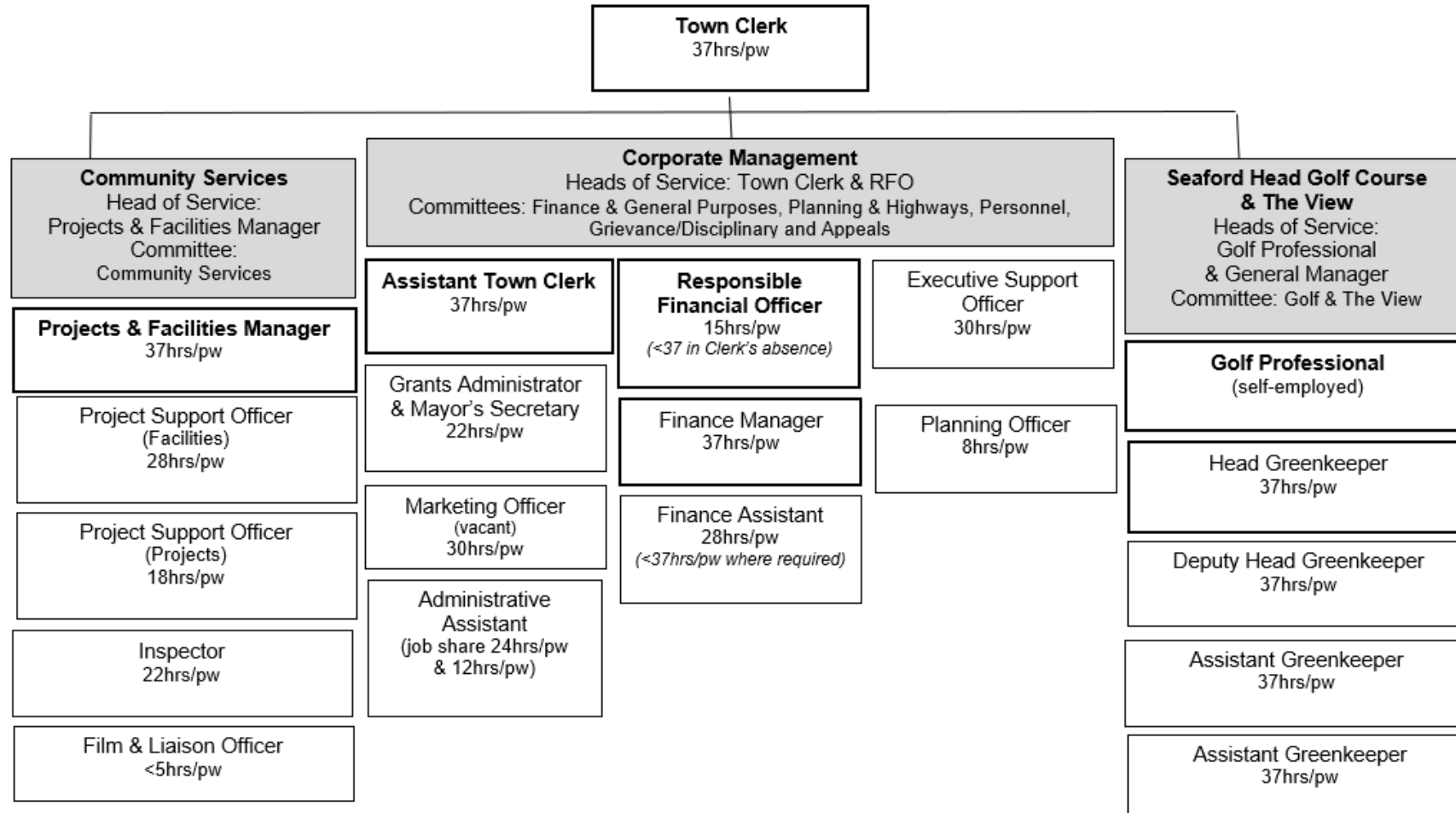
Police, Ambulance or Fire Services	Call	101 or in an emergency 999
Gas (STC/The View)	Call	Robbie Kaiser 07810 852411/Total Gas & Power 0800 111 999
Electricity (STC/The View)		Robbie Kaiser 07810 852411 <u>Kevin Sawyer 07786 748313</u> /Total Gas & Power 0800 111 999
Water (STC/The View)		<u>Kevin Sawyer 07786 748313</u> Robbie Kaiser 07810 852411 /South East Water 0333 000 0365
Maintenance		MDR Maintenance – 07775 184888
Fire Alarm, emergency lighting, Fire extinguishers (The View)		ADT – 0800 7812999
Fire Alarm (37 Church St)		TH White Security – 01380 726656
Asbestos		Amstech – 01273 510011
<u>Legionella</u>		<u>Water Hygiene Systems Ltd – 01494 453977</u>

4.0 ORGANISATIONAL CHARTS



Seaford Town Council

Town Council Offices & Golf Course Staff Structure



Bold denotes Head of Service.

Heavy outline denotes line management for those staff underneath.

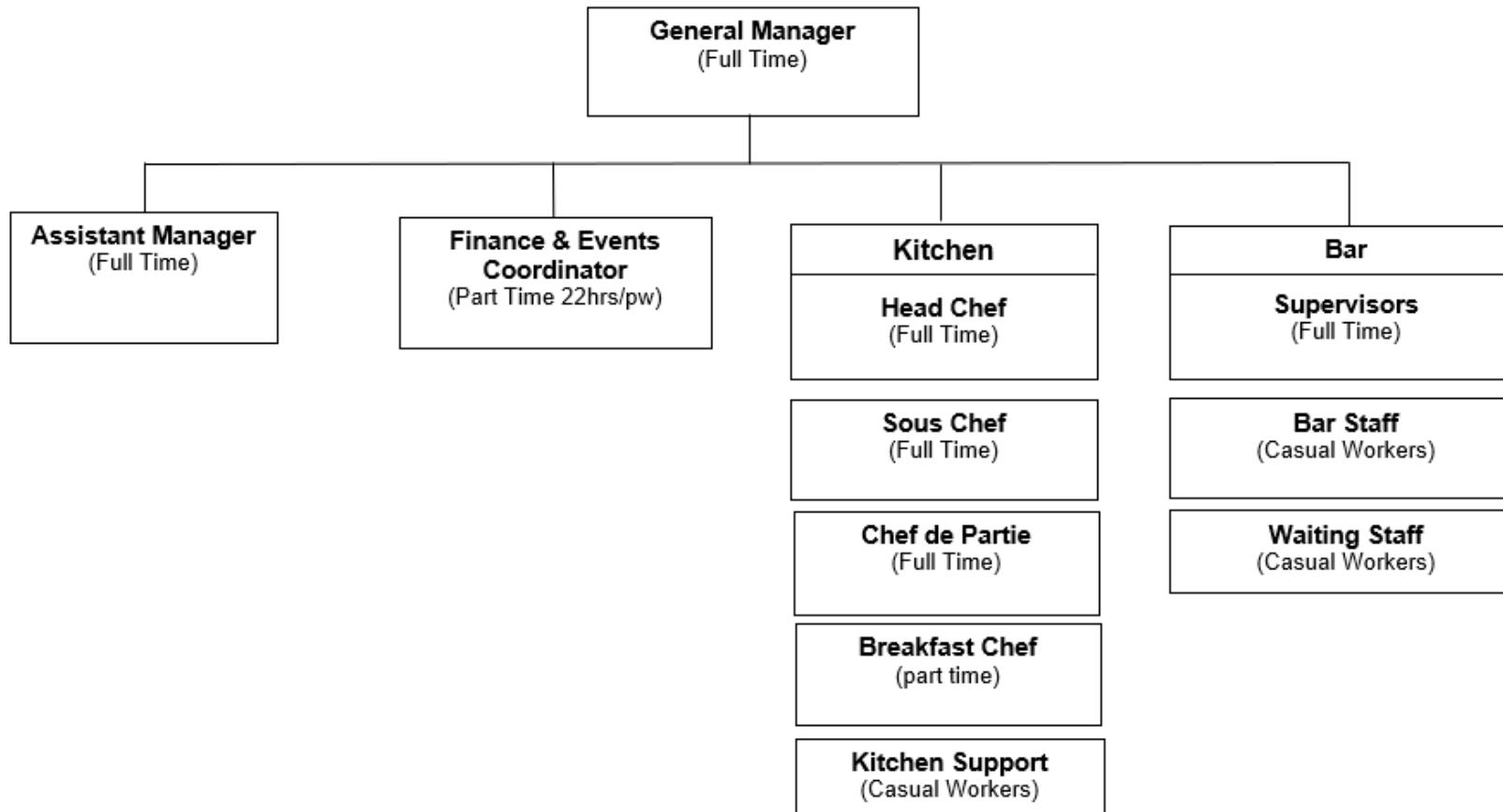
All permanent unless stated otherwise.

NJC Pay Scales available to view at <http://www.seafordtowncouncil.gov.uk/Salary-Information.aspx>



Seaford Town Council

The View Staff Structure



5.0 MANAGEMENT ARRANGEMENTS

5.1 Introduction

This section establishes the arrangements for the management of ssafety, hHealth and eEnvironmental matters at Seaford Town Council. This includes the correct procedures to be followed and the role titles for all key activities.

5.2 Premises and Occupiers Liability

Responsibility	Position
Ensuring that adequate maintenance is carried out to provide a safe working environment	Projects & Facilities Manager, <u>Head Greenkeeper and The View General Manager</u>
Provide regular inspection and monitoring to ensure that no hazards are present and that premises are in a satisfactory condition	Inspector, <u>Head Greenkeeper and The View General Manager</u>
Defects in equipment or workplace are reported to a Manager immediately	All employees

Seaford Town Council will ensure that reasonable measures are taken to ensure that their premises are safe and without risks to health and safety of people. Supervision by the Manager concerned, periodic inspections and application of risk assessment will ensure that this is achieved.

5.3 Hazard Identification, Risk Assessment and Control

Responsibility	Position
Carrying out Risk Assessments	<u>Inspector and Projects and Facilities Manager</u> All employees
Reporting risk assessment findings to the relevant employees (and contractors)	Relevant Manager
Approving control measures (to remove or control risk)	Relevant Manager
Implementation of control measure actions	Relevant Manager

Risk assessments will be reviewed at least every 12 months or when work activity changes, there is an accident or case of ill health, near miss or complaint. Hazards will be identified for all work activities undertaken at/by Seaford Town Council. Risks will be assessed and the significant findings recorded. All assessments will:

- Identify the hazards
- Identify who is at risk
- Assess existing control measures
- Identify any further precautions required.

Assessment records will identify who carried out the assessments, any further action required and suitable time scales for implementation and review. Seaford Town Council have the responsibility for undertaking risk assessment in

consultation with those employees who are responsible for carrying out work activities. Employees will be provided with adequate training, instruction and information. All routine activities will be assessed generically.

Contractors undertaking work are required to assess risks with regards to their work activities before work commencement. They will be requested to provide copies of assessment records along with work method statements by the person who has instructed them. Further details are set out in “Managing Contractors” section of this document (see section 15)

Relevant Risk Assessments carried out by the Town Council and others who are carrying out activities on Town Council owned land, will be published on the Town Council website.

5.4 COSHH and Substances Hazardous to the Environment

Responsibility	Position
Identify and carry out CoSHH assessments for all substances	Head Greenkeeper and Projects & Facilities Manager <u>Inspector</u>
Implementing actions identified in the assessments	Head Greenkeeper and Projects & Facilities Manager <u>Inspector</u>
Ensuring that relevant employees are informed of the findings	Head Greenkeeper and Projects & Facilities Manager <u>Inspector</u>
Checking that new substances can be used safely before they are purchased and where necessary look for a safer product	Head Greenkeeper and Projects & Facilities Manager <u>Inspector</u>
Keeping Training records on personnel files	Executive Support Officer

Risk assessments will be reviewed at least every 12 months or when work activity or substance changes, there is an accident or case of ill health, near miss or complaint. Substances deemed “hazardous” will be subject to appropriate control measures. This will involve:

- Identification of hazard substances used, stored or disposed of on site
- Assessment of risks involved, evaluating the nature of use and impact on the health of people, animals and the environment;
- Implementing the control measures required to reduce the risks to an acceptable level; and;
- Monitoring the effectiveness of control measures.

A record will be kept of chemicals applied to any land by Seaford Town Council employees so that their use can be monitored for environmental purposes and for the management of health and safety. Only specialist trained personnel will apply chemicals of this type. Managers will ensure that details of employee training are held on personnel records.

5.5 Legionella

Responsibility	Position
Identifying all equipment and plant under the control of Seaford Town Council which needs to be included in a written scheme of inspection and test	Inspector, <u>Head Greenkeeper and the View Manager</u>
Ensuring the implementation of suitable and effective maintenance procedures	Inspector, <u>Head Greenkeeper and the View Manager</u>
Ensuring that the scheme and all maintenance work is implemented and monitored	Inspector, <u>Head Greenkeeper and the View Manager</u>

Seaford Town Council will ensure that all reasonable steps are taken to identify potential legionella hazards in the work place and to prevent or minimise the risk of exposure. If employees are concerned about the risk of an outbreak, they should report these to the Manager concerned in order that appropriate control measures can be taken.

It may be necessary to use the services of a Legionella specialist to carry out risk assessments of this nature.

Risk assessments and associated written control schemes to minimise exposure to legionella hazards has been prepared for the irrigation and water storage systems serving the Seaford Head Golf Course, The View and other Town Council owned buildings. and Tthese are monitored.

5.6 Management of Asbestos

Responsibility	Position
Ensuring that an asbestos survey has been carried out and recorded	Projects & Facilities Manager <u>and Inspector</u>
Ensuring that an asbestos management plan is prepared, implemented and kept up to date for all premises	Projects & Facilities Manager <u>and Inspector</u>
Providing relevant information to contractors and employees	Projects & Facilities Manager <u>and Inspector</u>
Ensuring that details of properties are amended as necessary in the register following any building/maintenance work	Projects & Facilities Manager <u>and Inspector</u>
Ensuring a register and management plan is produced and record held	Projects & Facilities Manager <u>and Inspector</u>

An asbestos register and management plan has been prepared for all asbestos containing materials (ACMs) which exist or which are presumed to exist in non-domestic buildings belonging to Seaford Town Council.;

The asbestos register and management plan will be referred to before any work is carried out which has the potential to disturb asbestos fibres. Where

appropriate asbestos awareness training will be undertaken by employees who may potentially be exposed to asbestos or ACMs).

Disposal of ACMs will be carried out in line with procedures detailed in the HSE's disposal procedures "Asbestos Essentials" This can be found at:

<https://www.hse.gov.uk/pubns/books/hsg210.htm>

<http://www.hse.gov.uk/asbestos/essentials/index.htm>

Refer also to section "5.31 Waste Management"

5.7 Lone Working

Where a lone working risk assessment identifies further control measures are required, additional action will be taken as follows:

- The person carrying out the work will have participated in the risk assessment process for the work activity concerned and fully understand the type and level of the risk/s associated.
- The person carrying out the work will have undertaken appropriate training and be sufficiently experienced to work alone.
- The location of lone working will be notified to another person before work commencement.
- Address, map, grid reference or other method may be used such as What 3 Words.
- The second person will function as a contact until the worker returns from the work activity.
- Where other people are present i.e. member of the public, occupants of adjoining property, contractors etc., the lone worker may be able to notify them that they are working nearby and use them as a contact person for the duration of the work activity.
- At the end of the work activity, the contact person will be able to account for the safety of the lone worker.
- A pre-arranged time for the lone worker to report back will be agreed in advance.

Where out of hours lone working is undertaken, arrangements need to be made for a suitable contact person to be available and for the lone worker to check in with them when they have finished work. The way in which this is done needs to be suitable for the circumstances of both parties and may include a simple text message.

A contingency will be to have, someone who shares a home with the lone worker being held to account for their safe return. This person will have contact numbers for the lone worker's Manager and colleagues in order that a search

for the lone work could be mounted if they do not return at the pre-arranged time and/or cannot be contacted directly by mobile phone or land line.

All employees will be familiar with this procedure in order that they can apply its where necessary.

5.8 Manual Handling Operations (MHO)

Responsibility	Position
Ensuring that risk assessments are carried out for all manual handling activities	Inspector
Monitoring manual handling procedures and arranging the provision of further information and training	Inspector

Manual handling tasks will be undertaken in accordance with the provisions of the Manual Handling Operations Regulations 1992. This will be achieved by:

- Eliminating all manual handling operations where reasonably practicable
- Assessing all manual handling tasks where manual handling is necessary, and implementing additional precautions where appropriate
- Providing training in “Correct” lifting techniques where necessary. This, however, will not be relied upon as the only means of reducing risks associated with manual handling.
- See HSE website for further information
<https://www.hse.gov.uk/msd/manual-handling/index.htm>

Managers will monitor the overall effectiveness of control measures by way of visual inspection and consultation with employees.

Risk assessments will be reviewed at least every 12 months or when work activity changes, there is an accident or case of ill health, near miss or complaint.

5.9 Display Screen Equipment (DSE)

Users of DSE will be made aware of the provisions of the Health and Safety (Display Screen Equipment) Regulations 1992. Seaford Town Council will make the following provision for employees who use DSE regularly:

Adequate training and information;

- Proper breaks or changes of activity
- Work stations which meet the standards in the Regulations
- Eye tests
- See HSE website for further information
<https://www.hse.gov.uk/pubns/indg36.PDF>

DSE assessments will be carried out by arrangement with the I.T. Section of East Sussex County Council Inspector and records of assessments, together with details of action taken will be kept in the Risk Assessment.

5.10 Working at Height

Responsibility	Position
Risk assess all work at height activities	Relevant manager for activity <u>Inspector</u>
Inspect ladders and all other associated access equipment prior to use	Relevant manager for activity <u>Inspector</u>
Provide training and tool box talks to all those who may work at height	Relevant manager for activity <u>Inspector</u>

A risk assessment will be carried out on all work at height activities. The ~~Inspector~~manager will carry out the risk assessment with the person who will do the work.

The definition of “Height” is “any place where, if precautions are not taken, a person may fall and injure themselves” this can be as low as one step above ground level and include drops from level ground into excavations/holes in the ground. For routine activities, a generic risk assessments will be carried out and recorded.

Ladders will be used for access or for short duration work only and where risks have been assessed. Ladders will be inspected before each use by the user and checked regularly by the ~~competent Manager~~Inspector concerned to ensure that they remain safe to use. Ladder use training and subsequent tool box talks will be provided to all those working with this work equipment.

Scaffolding (including tower scaffolds) will be erected only by a competent person (someone who has been specifically trained and who has suitable experience). Where an independent tied scaffold has been erected by the contractor for use by Seaford Town Council employees a handover certificate will be obtained and retained for record purposes by the ~~Inspector~~Manager. A competent person will re-inspect all scaffolds once every seven days or after any alteration have been made or after any event that may have destabilised the scaffold, whichever is the earlier.

Tower scaffolds will be erected, used, dismantled and stored to manufacturer’s instructions.

5.11 Confined spaces

The following areas has been identified as confined spaces:

Confined space	Location
Risk Assessment	None at present
Provide specialist training	N/A

Entry into confined spaces is NOT allowed unless a suitable and sufficient risk assessment has been undertaken, agreed risk controls implemented and authorisation obtained in the form of permit to work from the Manager concerned.

5.12 Stress, Violence and Bullying

Responsibility	Position
Completing the Risk Assessment	Relevant manager for activity
Implementing remedial measures	Relevant manager for activity
Notifying Manager of stress, bullying or violence incidents	All employees

Wherever stress, bullying or violence is likely to occur within the workplace, a risk assessment of the work area and activities will be completed.

Employees experiencing stress, bullying or violence at work will speak to their Manager or the Executive Support Officer regarding their concerns in confidence. This will allow remedial measures to be implemented.

5.13 Personal Protective Equipment (PPE)

Responsibility	Position
Providing correct and compatible PPE	Relevant manager for activity
Basic maintenance and correct storage of PPE	All employees

The need for PPE will be established by Managers during risk assessment. PPE will then be provided to employees free of any charge. Employees will ensure that they use PPE where necessary and maintain it in accordance with the suppliers' instructions and not misuse. Defects or loss will be reported immediately to the Manager who will arrange for replacement.

5.14 Occupational Health Surveillance

Responsibility	Position
Identify health surveillance requirements	Inspector
Maintaining health surveillance records	Inspector
Notify new starters of smoking areas	Inspector

The Town Clerk will encourage and maintain, so far as is reasonably practicable, the highest level of physical, mental and social well-being of employees. All work that may adversely affect health will be subject to both risk assessment and periodic review.

Where risk assessments identify that where employees are exposed to significant health risks, a health surveillance programme will be implemented.

A "No Smoking" policy applies at all Seaford Town Council facilities in line with statutory health and safety requirements. New starters will be informed where designated smoking areas are to be found at their induction.

Noise levels in the workplace will be periodically assessed. This is in order that corrective action can be taken where required. Action will be taken to reduce noise at source wherever reasonably practicable. Hearing protection will be

provided where necessary and employees will be informed when they are required to use it.

~~A vibration risk assessment will be carried out and information will be provided to employees regarding Hand Arm Vibration Syndrome or whole body vibration where relevant. A programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable will be implemented.~~

Employees will notify their Managers of all medical conditions (e.g. back problems, allergies, asthma, epilepsy, diabetes etc.) or if any employee is using prescription drugs or medication which might impact on his / her / their work activities (drowsiness, fatigue etc.). This will allow Seaford Town Council to manage work activities effectively and avoid exposing employees or others to any significant risk. Employees will advise their Manager of any changes to this information/medical condition in the future.

The use of drugs or alcohol (other than prescription drugs) is prohibited and anyone who is found to be under the influence of either substance during working hours may face disciplinary action which may lead to termination of their employment.

5.15 Vehicles

Responsibility	Position
Identifying vehicles maintenance requirements	Head Greenkeeper
Implementing effective maintenance procedures	Head Greenkeeper
Ensuring that regular vehicle inspections are carried out	Head Greenkeeper
Ensuring that maintenance on vehicles is completed	Head Greenkeeper
Maintaining vehicle and maintenance records	Head Greenkeeper
Checking, prior to procurement, that new vehicles meet health and safety standards	Head Greenkeeper
Ensuring that vehicles are adequately insured for the people using them and for the purpose for which the vehicle will be used	Finance Manager
Reporting defects to managers	All employees
Maintaining photocopies of driving licences collected annually	Executive Support Officer
Update the Council with regards to any penalty points or disqualification	All employees

Only trained, approved and insured employees will use Seaford Town Council owned vehicles. All Council vehicles will be inspected regularly and will be maintained to ensure they are safe to use.

If safety critical defects are identified, employees will stop using the vehicle concerned, take it out of service and notify their Manager immediately.

Anyone using their own, private vehicle for business will ensure that they have in place a current road fund licence, suitable business insurance cover and a valid MoT certificate where applicable.

Employees who do drive company vehicles or use a private vehicle for business (not including travelling to and from work), will present their driving licence to the Executive Support Officer on an annual basis. A copy will be made and this will be held on file for 1 year. This process will be carried out annually. If in the meantime personnel accrue penalty points or are disqualified they will inform their Manager and Executive Support Officer. Those who are disqualified will not be permitted to drive company vehicles, driving whilst disqualified in a Council vehicle would be dealt with through the Council's disciplinary procedure.

5.16 Plant and Equipment

Responsibility	Position
Identifying all maintenance needs of plant and equipment	Head Greenkeeper
Implementing effective maintenance procedures	Head Greenkeeper
Ensuring that regular inspections of plant and equipment are carried out	Head Greenkeeper
Arranging testing of lifting equipment by competent person	Head Greenkeeper
Arranging testing of pressure vessels by competent person	Head Greenkeeper
Arranging water systems testing where a written scheme is required to control Legionella	Head Greenkeeper and Projects & Facilities Manager
Ensuring that the Provision and use of Work equipment regs (PUWER) risk assessments are completed and control measures are implemented	All Managers <u>(any issues to be reported to the Inspector)</u>
Implementing all other identified maintenance of plant and equipment	Head Greenkeeper and Projects & Facilities Manager
Maintaining equipment and maintenance records	Head Greenkeeper and Projects & Facilities Manager
Ensuring that health and safety standards are met prior to the procurement of new plant and equipment	Head Greenkeeper and Projects & Facilities Manager

Only appropriately trained employees may use any machinery or equipment. All plant and machinery will be adequately guarded and safe to use and will have undergone a PUWER risk assessment.

If safety critical defects are identified, employees will stop using the equipment, take it out of service and notify their Manager immediately.

5.17 Workplaces and Welfare Facilities

Responsibility	Position
Ensuring that the workplace is adequately maintained to provide a safe working environment	Inspector
Monitor and inspect workplaces regularly to ensure they are safe, clean and tidy	All Relevant Manager
Keeping workplaces safe and tidy	All employees

Seaford Town Council will ensure that reasonable measures are taken to ensure that workplaces are safe and without risks to health. Employees will report any defects to a Manager who will then arrange the necessary repairs.

Welfare facilities (sanitary conveniences, washing facilities, the provision of drinking water and hygienic places to rest and eat food) are provided for the use of employees at Seaford Town Council. These facilities will be monitored ~~and maintained~~ by Managers.

All employees will endeavor to maintain work areas in a safe and tidy condition by;

- Keeping working areas, walkways, exits and fire points and equipment free from obstruction
- Keeping workplaces tidy
- Complying with the No-Smoking policy
- Informing Manager and/or Inspector where safety or health hazards are identified.

5.18 Mobile Phones

Employees should avoid excessive use of mobile phones and should use a landline instead wherever one is available.

Where mobile phones are used for work related purposes, they will not be used in hazardous situations, such as when on a ladder or when full concentration is need for the work activity concerned.

Mobile phones should not be used while driving vehicles. ~~unless a hands free kit has been fitted in the vehicle meaning that the phone does not need to be handled. Irrespective of the existence of hands free kit, use of mobile phones while driving will be avoided and mobile phones should not be used when the circumstances require higher levels of concentration from the driver.~~

5.19 Diseases

Responsibility	Position
Reporting work related diseases to the Town Clerk	All Managers
Reporting notifiable diseases to HSE	Town Clerk <u>and Inspector</u>

Upon the notification of an outbreak of a notifiable disease at Seaford Town Council the Town Clerk will advise on the safety procedures to be implemented.

[COVID 19-the Town Council continue to follow government guidance.](#)

5.20 Construction (Design and Management) Regulations 2015 (CDM Regulations)

Responsibility	Position
Deciding on the suitability of contractors	Projects & Facilities Manager
Ensuring that an asbestos management plan is prepared, implemented and remains current	Projects & Facilities Manager
Providing relevant Environment, safety and health information to contractors and employees	Projects & Facilities Manager

Seaford Town Council will comply with the requirements of the CDM Regulations when commissioning construction work.

All arrangements regarding welfare facilities will be confirmed in advance and arranged prior to work commencement.

Where construction work involves more than one contractor, Seaford Town Council will make the following appointments in relation to the project and duty holders will discharge their duties in accordance with the provisions of the CDM Regulations. Seaford Town Council may assume all three roles wherever the work is carried out by its own personnel

- Client
- Principle Designer
- Principle Contractor

Where the construction phase will last longer than 30 working days and exceed 20 workers working simultaneously during the project, or where the construction phase will exceed 500 person days, the Seaford Town Council employee responsible for leading the project, will notify details of the project to the Health and Safety Executive.

5.21 Managing Contractors

Responsibility	Position
Maintaining the approved contractors list	Head Greenkeeper and Projects & Facilities Manager
Provide induction training for all contractors	Head Greenkeeper and Projects & Facilities Manager
Providing contractors with relevant, job specific, environmental safety and health information, ensuring that contractors are on the approved list; and supervision of the contractors	Head Greenkeeper and Projects & Facilities Manager

Monitoring work undertaken by contractors	Head Greenkeeper and Projects & Facilities Manager
Obtaining, reading and understanding contractor risk assessments and method statements	Head Greenkeeper and Projects & Facilities Manager

Contractors employed by Seaford Town Council will be suitable for the work undertaken. To ensure this the following actions will be taken:

- Contractors will provide proof of competency
- Provision of information, to contractors, regarding all significant hazards before the appointment stage
- Discussion of site risk assessment with contractors
- Periodic monitoring of contractors to ensure they are working satisfactorily
- Obtain all risk assessments and method statements prior to work commencement

All contractors will be required to act and work in a safely, to accept and follow the rules and procedures of Seaford Town Council relevant to their work; and to confirm details of their insurance cover prior to work commencement.

5.22 Electrical Safety

Responsibility	Position
Ensuring that a competent person carries out electrical testing on fixed electrical installations (distribution boards, wiring, lightning conductor etc.) and on all on portable electrical appliances and electrical plant and equipment	Projects & Facilities Manager, Head Greenkeeper, The View General Manager
Ensuring that all remedial works are carried out	Projects & Facilities Manager, Head Greenkeeper, The View General Manager
Maintaining all records of testing of fixed installations and portable appliances	Projects & Facilities Manager, Head Greenkeeper, The View General Manager
Visually inspect all electrical equipment leads and plugs prior to use for signs of damage or loose connections	All employees
Reported all defects to Managers so that repairs can be arranged.	All employees

Note to all employees: DO NOT USE POTENTIALLY DANGEROUS EQUIPMENT

All electrical test and inspection will be undertaken by approved contractors. Managers will keep and monitor the records of all electrical inspections undertaken.

5.23 Gas Safety

Responsibility	Position
Identifying all appliances requiring annual servicing	Projects & Facilities Manager
Appointing a gas safe registered gas engineer	Projects & Facilities Manager
Maintaining servicing records	Projects & Facilities Manager
Arranging the inspection and subsequent maintenance of solid fuel appliances	Projects & Facilities Manager
Arranging the inspection and subsequent maintenance of oil fired boilers	Projects & Facilities Manager

As the landlord, Seaford Town Council are responsible for the safety of its tenants. It is responsible for the maintenance and repair of flues, appliances and pipework provided for its tenants use by a Gas Safe registered engineer. It will ensure that regular, annual maintenance checks and subsequent repairs are carried out.

Seaford Town Council recognises its responsibility for ensuring an annual gas safety check is carried out within 12 months of the installation of a new appliance or flue which will be provided and carried out annually thereafter by a Gas Safe Registered engineer.

Seaford Town Council will keep a record of the safety check for 2 years and will issue a copy to each tenant within 28 days of the check being completed. A copy will be issued to any new tenants prior to taking the property on.

Carbon Monoxide (CO) alarms will be installed by a competent contractor. This is a precaution to which will provide advanced warning of dangerous levels of CO.

Should a gas leak be suspected employees will immediately follow these actions if it is safe to do so:

- Open all the doors and windows
- Call Gas Emergency Free phone number: 0800 111 999
- Shut off the gas supply at the meter control valve (if this can be located and safely accessed)

Any LPG cylinders will be both stored and disposed of in line with the LP Gas Association's Codes of Practice see link: www.uklpg.org/shop/codes-of-practice/ .

5.24 Fire Safety

Responsibility	Position
Ensuring that fire risk assessments are prepared for all buildings and reviewed at least every 12 months, after an accident, incident or complaint or wherever changes are made to the building or processes	Inspector
Ensuring that fire extinguishers are maintained by a competent contractor and checked at least every 12 months	Inspector
Ensure that regular visual inspections of all firefighting devices are carried out and recorded in Fire safety log book	Inspector
Ensuring that all furniture procured by Seaford Town Council comply with Furniture and Furnishings (Fire) (Safety) Regulations 1993	Inspector
Ensuring that any other fire safety measures are maintained in line with both regulatory requirements and manufacturers' directions	Inspector

Seaford Town Council will arrange for the implementation of suitable and sufficient arrangements to plan, organise, control, monitor and review all fire safety measures at its premises, to, comply with the current fire safety legislation, including the preparation of a fire risk assessment and the implementation of an effective emergency plan.

The Manager responsible for any Seaford Town Council premises will take charge of emergency action in the event of a fire (see section 5.25 “Emergency Procedures”). All employees will familiarise themselves with emergency procedures in order that they can deputise in the absence of their Manager.

Managers will explain the emergency procedures to all new starters during their induction training, including the evacuation procedure; the calling of emergency services; the provision of first aid and the location, identification and use of fire extinguishers; and other emergency response measures.

Maintenance of fire extinguishers is arranged by the Managers and is undertaken by approved contractors.

5.25 Emergency Procedures

Responsibility	Position
Ensuring that the emergency procedures are <u>is</u> accurate and current	Inspector
Ensuring that employees, temporary staff, visitors are familiar with the actions they need to take during an emergency	Inspector

Ensuring that contractors understand emergency procedure	Inspector
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The Management will ensure that information on the action to be taken in the event of an emergency is provided to all employees. Information will include:

- Fire and / or explosion
- Medical assistance
- Escape of a hazardous or environmentally harmful substance
- General emergency evacuation.

Managers will assume responsibility of any emergency situations that arise including medical, fire, explosion and security breaches. All employees will be aware of emergency procedures in order that they will deputise in the absence of their Manager.

Managers will clarify emergency procedures to each new employee (new starter) during new starter induction training. This will include:

- Evacuation procedure including disabled persons
- Calling of emergency services
- Provision of first aid
- Identification and use of fire extinguishers
- Location and use of spill kits (where applicable), and;
- any other emergency response measures specific to the premises or task.

Should any of the following incidents occur they will be reported directly to the Environment Agency:

- Any activity that causes/may cause environmental damage to surface water, ground water or to land that may subsequently have an adverse effect on human health.
- Environmental damage to protected species; Sites of Special Scientific Interest or natural habitats;

5.26 First Aid

Responsibility	Position
Monitoring the contents of first aid kits	Inspector
Administering first aid when required	Inspector <u>Trained Persons</u>

For the location of first aid kits see section 5.27. Employees will familiarise themselves with the locations of their most local kit.

First aid will be provided by trained employees in line with the training that they have received.

All incidents requiring first aid treatment will be reported in the accident book on site immediately.

First aid refresher training is undertaken every 3 years and will be organised by the Manager at each facility.

5.27 Accident/Near Miss and Incident Investigation and Reporting

Responsibility	Position
Maintain the Accident/Near Miss Book	General Manager, The View Golf Professional, Golf Course Inspector Executive Support Officer , Council Offices
Investigating accident and dangerous incident	Inspector
Reporting all accidents, diseases and dangerous occurrences, actual or imminent environmental damage to enforcing authority	Inspector
Act on the results of accident, near miss and incident investigations	Inspector

All accidents and dangerous incidents, no matter how minor they may appear, will be reported to a Manager immediately. The Manager will ensure that the information is recorded in the accident book which is located as follows;

STC HQ	Kitchen alongside FA kit
The View	General Manager's Office
Greenkeepers	Head Greenkeeper's office
Pro-shop	Counter of shop

Full details will be taken;

- Location where accident/incident took place
- What injuries or damage were sustained
- Who/what was involved
- Who was injured (employees, visitors ((including contractors)) and members of the public
- What was damaged
- Specific details of the injury.

Log any near miss incidents (internal/external-public) or releases of substance harmful to health or environment arising from business activities will be reported immediately to a Manager to ensure that appropriate action can be taken and to allow safety performance to be monitored.

For all reportable accidents and dangerous occurrences (RIDDOR) including cases where an accident causes an employee to be absent from work over seven days, the Manager will inform the HSE as soon as possible and within 10 days (15 days for "Over seven day" injuries) using the HSE's online reporting system at: <http://www.hse.gov.uk/riddor/index.htm>.

For major incidents or fatalities call the incident contact centre on 0345 300 9923 and inform the Town Clerk immediately.

5.28 Food/Catering

Responsibility	Position
Ensure that work with food is aligned with a documented food safety management system	General Manager or Assistant Manager
Ensuring outside caterers meet the Council's competency requirements	General Manager or Assistant Manager

Catering activities are undertaken at The View. The Manager or Assistant Manager are responsible for the supervision of all work and to ensure that this work is aligned with a documented food safety management system. Personnel handling food will be trained in food hygiene to an appropriate level. Where catering activities are undertaken by contractors, these responsibilities will pass to the contractor/s who will be subject to Seaford Town Council's competency checks prior to work commencement.

All premises used for the preparation and storage of food have been registered with Lewes District Council and all necessary local authority approvals have been obtained.

Fixed and Non-Fixed concession selling food shall at all times comply with any Food Hygiene Regulations in force at that time, and when required by the Town Council or its Officers shall produce appropriate Food Hygiene Training Certificates for relevant food handlers. A food Hygiene Rating Scheme score must be visibly displayed at all time when trading. Traders are expected to achieve a score of at least "3".

5.29 Trees

Responsibility	Position
Organising tree inspections	Projects & Facilities Manager/ <u>Inspector</u>
Ensuring those carrying out inspections and subsequent works are competent to do so	Projects & Facilities Manager/ <u>Inspector</u>
Maintaining record of inspections and subsequent works	Projects & Facilities Manager/ <u>Inspector</u>
Maintaining chainsaw users training records	Head Greenkeeper and Projects & Facilities Manager

The Projects & Facilities Manager or the Inspector will arrange for inspections to be carried out wherever there are trees in high risk locations. These will happen following high winds, heavy snow and any other severe weather conditions that may cause significant tree instability.

Tree inspections will be undertaken by competent persons. Records of all tree inspections and the actions taken will be kept by the Projects & Facilities Manager.

Only trained and approved employees will use chainsaws at/on Seaford Town Council premises. The persons listed below will carry out and record risk assessments and wear appropriate PPE for the task as per the findings of the assessment. Copies of chainsaw training certificates will be held by the Projects & Facilities Manager and chainsaw users will receive refresher training as necessary. The following employees are authorised to use chainsaws:

Name	Work activities authorised by training
Simon Lambert (Head Greenkeeper)	Ground level tree work

5.30 Visitors

Visitors will arrange their visit through a member of staff prior to entering Seaford Town Council's properties except for The View and Golf ~~Course~~ which receives paying customers. The member of staff will then be responsible for this visitor and ensure that they are made aware of any hazards that they may encounter and fire safety arrangements.

COVID 19-All visitors to sign in with their contact details which will be kept for 3 weeks. Officers will continue to follow government guidance.

Any of the following incidences must be reported to a Manager immediately:

Accident
Near miss incident
Damage to property
Damage to plant
Trespass
<u>Suspected reportable illness (i.e. COVID 19) contact</u>

The Manager will record the incident/accident in the accident book and ensure that the appropriate action taken for health and safety, security and insurance purposes.

5.31 Waste Management

Seaford Town Council will apply "Waste Hierarchy" principles wherever reasonably practicable. See the link of more information on the hierarchy https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69403/pb13530-waste-hierarchy-guidance.pdf

For information on the disposal of the following items the person providing professional Safety, Health and Environment support will be consulted:

- Hazardous waste
- Waste electrical and Electronic Equipment (WEEE)
- Transport and disposal of waste
- Storage of fuel oil
- Burning

5.32 Green Water Systems

Seaford Town Council will endeavor to minimise the environmental impacts resulting from water use. It will do this by using water as efficiently as is reasonably practicable relative to their work activities and by utilising water storage and recycling methods.

5.33 Energy Use

Seaford Town Council will endeavor to minimise environmental impacts resulting from energy use. It will do this by using energy as efficiently as is reasonably practicable relative to their work activities and by using energy obtained from clean technologies.

5.34 Provision of Information and Employee Consultation

Responsibility	Position
Provision of appropriate consultation	All Managers
Provision of training and information	All Managers
Updating information on HSE law poster	All Managers
Updating all facilities with employee liability insurance certificate	Projects & Facilities Manager

All members of staff, visitors and contractors will be provided with details of any significant risk to their safety and health whilst on Seaford Town Council’s property and details of any significant environmental protection measures requirements.

Consultation with employees is provided by the following means:

Method of Communication	Location	Frequency
The HSE Health and Safety Law Poster	Each STC site where employees work permanently	Permanent fixture
During the annual staff appraisal	n/a	Annually (with six month review)
Within the employee’s handbook/ induction pack	n/a	Updated continuously

The statutory health and safety law poster will be displayed in every Seaford Town council facility where employees work permanently.

The employer’s liability certificate is displayed in the following locations:

37 Church Street	Top of landing noticeboard
The View	Kitchen noticeboard
The Greenkeepers Office	Office noticeboard

5.35 Training, Instruction and Supervision

Responsibility	Position
<u>S.H.E</u> afety, health & environment (S.H.E) Induction training to all permanent employees (PT & FT)	Inspector

S.H.E Induction training to all temporary employees	Inspector
S.H.E Induction for contractors	(see managing contractors section)
Provision of information and instruction to all employees (including temporary staff, agency staff and volunteers)	Inspector
Supervision of employees	All Managers
Maintaining training records	Executive Support Officer
Identifying training requirements	All Managers
Organising training	All Managers and relevant staff member

Seaford Town Council will ensure that all members of staff are provided with adequate safety, health and environmental training for their work.

Managers will arrange induction training for all new permanent staff and temporary staff (including agency staff and volunteers). Induction training will be provided to all employees and temporary workers before commencement of work and will include details of emergency procedures, as well as the identification of any potential hazards and the risk reduction measures in place.

Managers will provide all employees with safety awareness training and proper instruction on the safe use of equipment and safe work methods.

5.36 “Competent Person”

Responsibility	Name	Contact details
Competent health and safety advice	Bob Offen (Inspector)	01323 894870/ 07519 121457 bob.offen@seafordtowncouncil.gov.uk

The appointed “Competent Person” for safety, health and environment is Bob Offen, Inspector.

In their absence, further advice can be obtained from:

- Health and Safety Executive www.hse.gov.uk
- Environment Agency 03708 506506

5.37 Monitoring

Responsibility	Position
Reviewing the policy and arrangements document annually	Projects & Facilities Manager Town Clerk and Inspector
Updating these documents	Project & Facilities Manager Town Clerk
Ensuring that the policy is implemented throughout Seaford Town Council	All Managers
Maintaining monitoring records and ensuring that, where identified, action is taken	Inspector

Monitoring is aimed predominantly at the prevention of accidents and ill health; to check working conditions; to ensure that safe working practices are being followed; and to prevent environmental damage. To do this Seaford Town Council will undertake the following:

Details	Frequency (not less than)
Prepare, implement and keep current an asbestos management plan	In line with risk assessments
Fixed installation Testing	Every <u>3-5</u> years
Portable electrical testing (PAT)	Every 12 – 36 months dependent on type of use
Asbestos condition surveys	In line with risk assessments
Legionella control programme, testing and monitoring	In line with risk assessments
Servicing of vehicles, plant and equipment	In accordance with manufacturer's instructions
Gas inspections and/or servicing	Every 12 months
Safety, health and environmental audits and reviews of the existing system	Every 12 months

5.38 Review and Audit

Responsibility	Position
Ensuring that there is an annual review and audit of safety, health and environmental matters.	Town Clerk
Implementing findings of review and audit	All Managers

The Town Clerk and relevant managers will continually monitor the effectiveness of this policy and all supporting documents. ~~Managers will review and provide feedback on safety, health and environmental performance across Seaford Town Council, at meetings chaired by The Town Clerk. These meetings will be minuted.~~

The policy will be reviewed after significant changes to business activities, changes in legislation or due to feedback on performance. In any event, the policy will be reviewed formally by Full Council every 3 years, not less than once every 12 months. ~~The appointed "Competent Person" will assist in the review process when requested by the Town Clerk.~~

~~A report on the results of any safety, health and environmental audit will be provided to the Town Clerk, Managers and members of the Town Council.~~



Seaford Town Council

Report No:	104/21
Agenda Item No:	27
Committee:	Full Council
Date:	13th October 2021
Title:	Mayor's Portfolio Review
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present Full Council with the amended Mayor's Portfolio for review and adoption.

Recommendations

Full Council is recommended:

1. To adopt the revised Mayor's Portfolio as within report 104/21.

1. Information

- 1.1** In line with the schedule of policy reviews, officers and the Mayor and Deputy Mayor have reviewed the Mayor's Portfolio. I am grateful to all of those who have reviewed and commented on the document.
- 1.2** There are three appendices:
 - 1.2.1** Appendix A – the 'current' version, ahead of amendment.
 - 1.2.2** Appendix B - the current version, with all of the proposed changes shown.
 - 1.2.3** Appendix C - the revised and updated Portfolio with the changes made.

Including all three documents is designed to give maximum transparency, and so members can understand the changes being made.

1.3 Councillors are asked to put forward any further amendments to Appendix C and adopt the updated Mayor's Portfolio.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk	
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Seaford Town Council

Mayor’s Portfolio

104-21 Appendix A – Mayor’s Portfolio CURRENT

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104-21 Appendix A – Mayor’s Portfolio CURRENT

1. Introduction

The aim of this Portfolio is to give to the incoming Mayor and Deputy Mayor an outline of the role and set out expectations.

The contents present several aspects of the Mayoral year, for example, general notes on the Mayor’s role, fundraising and annual events. There are notes on etiquette and the financial arrangements, including available staff resources to assist with Mayoral engagements.

Whilst the Portfolio is not comprehensive on all matters, it will hopefully prove to be a useful source of general information during the Mayor’s year of Office. The Portfolio will be subject to periodic updating.

It is important point to note that a Mayor/councillor could not be held accountable for having failed to comply with an aspect of the portfolio as these are just guidelines i.e. if a Mayor chooses not to have a photo in the Chambers, they would not be breaching Council policy. It is vital that the status of the guidance in the document remains flexible enough to cater for the change in Mayor each year and therefore the change in personalities, aims, behaviours, approaches to situations, personal wishes etc. The above said, it is important that civic protocols and traditions should be upheld. If there is any doubt as to what this refers to, please contact the Mayor’s Secretary for confirmation.

2. The Mayor’s Role

As a Town Council, Seaford Town Council’s Chair is entitled to the title of Mayor of Seaford.

The Mayor is the public face and Chair of the Council and as such is the First Citizen of the Town of Seaford. The Mayor is the ambassador of the Town and can help in the promotion of the Council’s objectives in the local community. In turn the people of the Town will have the highest regard for their Mayor, and they will expect the Mayor to carry out a full range of duties on their behalf and throughout the Town.

This is a *non-political* role and the Mayor has no more power than any other Councillor except that of a casting vote and has no power to make decisions without a resolution of the Council.

The Mayor and, in his/her absence, the Deputy Mayor will have the following responsibilities:

- To Chair Council Meetings, ensuring that effective and lawful decisions are taken and, with the assistance of Officers, guide activities by managing the meetings of the Council giving all Councillors the opportunity to speak.
- Use a casting vote in the event of a tied vote.
- To attend internal meetings with Council representatives & Officers such as the Committee Chairs Management Group (CCMG).
- To monitor the Town Clerk’s performance by signing timesheets and conducting appraisals with the Chair of Personnel and professional support.
- To focus his/her activities on the communities of the Town and, by focusing on the Council’s priorities, strengthen its links between those communities and the Council.
- To promote the Town at official functions, and at such functions represent views of the Council and not personal views.
- If necessary, call an extraordinary meeting of the Council subject to provisions in the Council’s Standing Orders.
- Attend and represent the Council at Seaford Town Council events.
- To lead on fundraising activities for the Mayor’s chosen charity/charities.

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The Mayor and Deputy will undertake chairpersonship as soon as elected to office. It should be noted that if the Mayor/Deputy Mayor were to attend any Committee of the Council, they do so in an ex-officio capacity or where they are appointed to a Committee, they are appointed as a Councillor not as Mayor/Deputy Mayor.

The Mayor/Deputy Mayor will have no automatic right to attend a meeting of a non-Standing Committee; that being the Disciplinary/Grievance Sub-Committee or Appeals Committee, unless they are appointed as a member of that Committee (again the appointment would be as a Councillor not as Mayor/Deputy Mayor).

3. Election of Mayor

Sections 15 & 34 of Local Government Act 1972 require local Councils to elect a Mayor (from members of the Council) as the first business to be transacted at the Annual Council meeting. To be eligible to stand for election of Mayor, the member of the Council is required to have at least one year’s experience of being a Council member, except for in the unusual event that at election all 20 members of the Council are new. The person presiding at the Annual Council meeting must give a casting vote in the event of any equality of votes for the election of the new Mayor.

In addition to the Declaration of Acceptance to Office as a Councillor of Seaford Town Council, at the meeting at which the Mayor is elected he/she must sign a Declaration of Acceptance to the Office of Mayor of Seaford, and sign for care of the Mayoral Chains

The term of office will be limited to 1 year only, subject to approval by Full Council. However, a Mayor can choose to re-stand as the Mayor the following Municipal Year if they so wish.

Unless he/she has resigned or been disqualified, the outgoing Mayor continues in the post until his/her successor has been chosen and made a valid declaration of office.

The outgoing Mayor will, if present, preside at the meeting to elect his/her successor. If the outgoing Mayor is not present, the Deputy Mayor shall preside at the meeting to elect the successor. If neither the outgoing Mayor or Deputy Mayor are present, the members present shall elect another member of the Council to preside.

After the new Mayor has been elected, an official photograph will be taken and framed for the Council Chamber.

The Mayor may appoint support such as a Mayoresses/Mayor’s Consort (female or male companions respectively) to accompany and assist at engagements. In the event of the Mayoress/Consort being unable to attend an engagement with the Mayor, the Mayor may choose an Escort to accompany them. It is important that the Mayor’s Secretary is informed of the Escorts planned attendance so the organisers can be informed in advance.

The Mayor may also wish to appoint a Chaplain or other religious support, to support civic events such as the Mayor’s Civic Service and Carol Service as appropriate. They may also attend five minutes before Full Council meetings to allow for prayers/reflection before the meeting opens.

104-21 Appendix A – Mayor’s Portfolio CURRENT

4. Deputy Mayor

The Deputy Mayor will also be elected at the Annual Council meeting. This position is only activated when the Mayor is unavailable, the Deputy is not invited in his/her own right to attend functions it would be the Mayor’s decision whether the engagement should be offered to the Deputy Mayor.

Invitations to engagements should not be sent to (or solicited by) the Deputy Mayor. The Deputy Mayor should not attend functions in his/her own right but only when deputising for the Mayor.

All invitations should be sent for consideration to the Mayor as First Citizen (via the Mayor’s Secretary) and, if the Mayor cannot attend, it may be appropriate to “pass down” the invitation. However, this should be by no means automatic or desirable.

On the rare occasions when the Deputy Mayor is invited to a function in his/her own right there should be a clear procedure whereby the invitation is shown informally to the Mayor for agreement, in order that there is no misunderstanding.

Where the Deputy Mayor is attending in the absence of the Mayor, they may choose a Deputy Mayoress/Deputy Mayor’s Consort/Escort to accompany them. Where the Deputy Mayor is attending an engagement in addition to the Mayor, they should not bring a companion unless specifically invited to do so.

5. Written & Verbal Protocol

The full title of the Mayor is: The Mayor of Seaford.

Addressed as: Dear Mr. Mayor or Dear Madam Mayor

6. Chains of Office

There are three chains of office under the Council’s ownership:

- Mayor’s Chain of Office
- Mayoresses/Mayor’s Consort’s Chain of Office
- Deputy Mayor’s Chain of Office

When removed from its neck ribbon, the Mayor’s Chain of Office is referred to as the Badge of Office.

The Chains (of Badge) of Office should only be worn when the above individuals are undertaking official duties in their official capacity.

The Deputy Mayor will wear his/her Chain of Office whilst deputising for the Mayor but not when attending the same function.

An Escort cannot wear the Mayoresses/Mayor’s Consort’s Chain of Office; an Escort will not have a chain or badge to wear.

The Chains (or Badge) of Office may be worn where an official invitation has been received for events within the Town where the Mayor and Town Council Office considers that those present would consider it appropriate to mark the occasion.

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When attending an event within another Mayor’s boundary, that other Mayor’s permission must be given for the wearing of the Chain and worn when invited to do so. If this permission is not forthcoming, the Chain of Office cannot be worn, nor Badge of Office.

The Mayor, Mayoress/Mayor’s Consort and Deputy Mayor are responsible for their Chains respectively during his/her term of Office. It is insured by the Town Council, but the individual must ensure that it is kept safely and securely in a protective case so that it does not get damaged and should only be worn for official duties organised by the Civic Officer. It must not be left unattended in a public place (including in a vehicle) and must be kept in their personal possession.

Outgoing Mayors will be presented with a ‘Former Mayor’s Badge’ a replica link from the chain, on completion of a full term of office, unless they are re-elected as Mayor or have previously received a Former Mayor’s Badge.

7. Dress Code

The Mayor and Deputy Mayor should look smart and well-groomed and appropriately dressed at all engagements.

8. Political Activities

The Mayor’s role is apolitical; political points should not be made. The Mayor should not attend any political gatherings in his/her capacity as Mayor and no reference to politics should be made during conversation or during a speech.

The Mayor is not permitted to canvass, leaflet or conduct electioneering during their entire term of office.

9. Promotion of the Council

The office of Mayor is a valuable avenue through which to improve ties with the local community and the Mayor has a key role in acting as ambassador, promoting the Town to the wider community.

This may take a number of forms, including attending events arranged by other organisations as the Council’s official representative; leading in the organisation of and hosting events that fundraise, recognise achievement and/or service by members of the community or to help in achieving a closer relationship or understanding with organisations in the Town.

It is expected that the Mayor will lead in the organisation of fundraising events such as the Mayor’s Quiz and the Mayor’s Garden Trail. The Mayor’s Secretary will assist in such events by issuing press releases and promotion, however it should be noted that this is a shared part-time staff resource which is limited.

10. Managing External Engagements

The Mayor’s Secretary is responsible for the Mayor’s diary. When the Mayor is elected in May, there will be a meeting arranged to discuss preferred communication about appointments.

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All invitations must come through the Mayor’s Secretary; this ensures that the diary can be kept up to date. The Mayor should notify the Mayor’s Secretary of any invitations received, so the Mayor’s Secretary can respond directly. If the Mayor is able to attend an engagement, there is a specific Mayoral Engagements Form which will be sent to the organiser of the event: this helps to collect all information needed for the Mayor’s attendance.

It should be noted that the Mayor’s Secretary position is part-time.

11. Website / Social Media

The Mayor’s Secretary will update the Mayor’s section of the website.

The Mayor will be encouraged to manage their Mayoral Facebook page (linked to the Seaford Town Council page). Posting should be non-political. Posts should highlight the Mayoral Engagements hosted and attended, and the Mayoral Charity/Charities. The Mayor’s page – as with all Seaford Town Council pages, will be from time to time monitored by officers to ensure posts and comments are appropriate.

12. Mayor’s Allowance

Section 15(5) of LGA 1972 enables a Mayor to be granted an allowance to meet the expenses of his/her office. Which is set by the Council when adopting the Council budget

The Council recognises the need for a Mayor’s allowance to deal with the expectations of the office in connection with printing, travel and refreshments. The Mayor has a budget which is set by the Council annually in January. Such expenditure is recorded by the Mayor’s Secretary and payments managed by the Finance Manager. It is important that the purpose to which the allowance is put can withstand public scrutiny.

On occasion, the Mayor may be invited to out of town engagements, it is expected that the Mayor would use their own personal funds to attend, save for where seeking to claim expenses in line with the Council’s Members Allowance Policy. Invites to events within Seaford will usually have priority over out of town events.

13. Gifts

When the Mayor attends an event to which he/she has been invited he/she may be presented with a token of appreciation – often in the form of a bouquet of flowers. It is important to remember that, under the Code of Conduct, any such gifts over a value of £25 must be reported to the Town Council Office in writing, within 28 days of receipt.

The Mayor/Deputy Mayor should familiarise themselves with the Council’s Gifts & Hospitality Policy.

There may be occasions when the Mayor will need to present a civic gift. Any such gifts will be paid for out of the Mayor’s Budget.

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14. Mayor’s Charities

If the Mayor decides they wish to support a charity* and/or local projects during their term of office they should ensure that the charity is non-political and non-discriminatory and should benefit residents of the Town. Monies must not be donated to profit making businesses established for that purpose. All monies raised or donated will be banked at Seaford Town Council and coded to the Mayor’s Charity being presented to the charity at the end of the Municipal Year at the Town Forum.

* A Mayor may choose more than one charity to raise funds for concurrently; in this instance both/all charities should be aware of this fact and the Mayor should have discussed this with the Civic Officer in advance.

See guidance notes in the appendix regarding charity pot collections.

15. Mayor’s Awards

Each year the Mayor and Young Mayor will be asked to give thought to the civic awards; whether they will assign categories, how many they will award and the process for nominations. A budget is agreed by the Council annually for both sets of awards.

The Mayor and Young Mayor may opt to choose their own recipients or open up the award scheme for nominations from the public. Council Officers will give guidance and support with either approach. Please also check the Awards Policy.

Nominations for awardees must however reflect the Council’s Code of Conduct and practices; awardees based solely on political or religious roles, for example, will therefore not be allowed unless a benefit to the community also outside of their ‘group’ can be evidenced.

Nominations for Young Mayor’s Awards will either be a young person under the age of 21 or have made a significant contribution to the youth service provision within the town.

The civic awards will be presented at the Annual Town Forum; usually held in May each year.

16. Mayor’s Christmas Card

The Mayor’s Secretary will liaise with the Mayor in the productions and distribution of the Mayor’s Christmas card. This is sent to the selected individuals on the civic list and others as agreed by the Mayor.

17. Conduct

The Mayor, when performing official duties, is the visible presence of the Council. It is important that while being seen as warm and friendly, the office of Mayor is upheld with dignity, avoiding demeaning the role or acting in a way that could be criticised.

In the first instance, any misconduct by the Mayor or Deputy should be reported to the Monitoring Officer at Lewes District Council who is responsible for Councillor conduct.

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18. Expected events

Civic Service

It is usual procedure for the Mayor to have a Civic Service around the start of their Mayoral year. This service is usually held at a local venue of the Mayor’s choice. If a Mayor’s Chaplain has been appointed they will liaise with the Mayor regarding the service arrangements.

***Note:** As this is technically a religious event, a Mayor of non-Christian faith or that follows no religion may not wish to arrange this service. If this is the case an alternative event can be arranged as an opportunity for the public to meet their new Mayor. Options will be discussed with the Mayor.*

Sussex Day

Sussex Day is celebrated officially on 16th June annually. The Projects and Facilities department arrange a small ceremony to commemorate the day which is held on the Saturday closest to the 16th June unless it’s required to be moved due to exceptional reasons.

The ceremony is held at the Martello Tower on the seafront. It is led by the Town Crier and the Mayor.

Councillors and members of the public are invited to witness the raising of the flag at 12 noon by the Mayor and hear the proclamation given by the Town Crier. They will then sing along to a rendition of “Sussex by the Sea” if they wish to take part.

Armed Forces Day

Armed Forces Day is an event held on the last Saturday in June annually. It is arranged by Seaford Town Council and other organisations such as the Royal British Legion and the Royal Society of St George. It’s mainly handled by the Projects and Facilities department.

The Mayor will be required to attend meetings prior to the event to stay current with the preparation details, they will be notified of the meeting dates and times by the Projects and Facilities department.

On the actual day of the event the Mayor will be required to open the event and give a speech. They will also be invited to inspect the parade; they should be made aware of this in the meetings so they should be prepared. It’s also generally good practice for them to stay around for the majority of the day if possible, as it’s one of Seaford Town Council’s main events for the year.

Remembrance Sunday

This is an event that is organised by the Royal British Legion and Seaford Town Council, being held on the Sunday nearest the 11th November at the War Memorial and St Leonard’s Church. The Mayor and Young Mayor lay a wreath at the War Memorial. The Mayor’s Secretary orders these from the appointed person at the Royal British Legion.

Commonwealth Remembrance

Annually on the Tuesday after Remembrance Sunday, the Royal Society of St. George facilitates a Commonwealth Remembrance Service. The service is held at the Commonwealth War Memorial in Seaford Cemetery and the Mayor will be invited to attend. Dignitaries from those Commonwealth and Irish states (Canadian, West Indian and Irish) whose soldiers from World War I are at rest in the cemetery are also in attendance. The Royal Society of St. George will advise each year with details of any planned gathering after the service.

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Blessing of the Christmas Tree

This is an optional event that some of the Mayors like to arrange. This normally takes place the Friday before Christmas Magic. It is a short ceremony usually conducted by the Mayor’s Chaplain if appointed or Vicar of St Leonards Church. The Mayor and guests attend.

Seaford Christmas Magic

The Facilities team holds regular meetings throughout the year in preparation for Christmas Magic. They will invite the Mayor and Mayor’s Secretary along once needed to discuss the Mayor’s involvement, such as:

- Opening the Event
- Window Display judging in conjunction with the Seaford Chamber of Commerce
- Switching on the Christmas Lights

The Mayor may also look at ways in which they can fundraise on the day, such as guided walks in the town.

Mayor’s Carol Service

A Mayor’s Carol Service can be arranged in early December. It is an optional short religious service. A retiring collection is usually donated to the Mayor’s Charity. Local dignitaries such as the Lord Lieutenant of East Sussex and High Sheriff for Sussex can be invited, and refreshments are usually provided after the service.

An alternative civic event could be arranged to raise funds for the Mayor’s Charity in lieu of a religious service

Town Forum & Mayor’s Awards

This is a meeting of the residents of the town of Seaford in May and *not* a Council meeting. Councillors attend the meeting as the public and the meeting should provide the opportunity for local organisations who have received Council grants to report directly to the people of Seaford. There is an opportunity for questions to discuss matters affecting the town.

This is where the Mayor would present any Civic Awards as mentioned previously in section 15.

19. Young and Deputy Young Mayor

The Young Mayor is a position held for one Municipal year (May to April) with the aim of representing the views of young people in Seaford, to Seaford Town Council.

The Young Mayor will be supported by a Deputy Young Mayor, who is elected annually in February at Seaford Head School, prior to the Annual Meeting of the Council in May, during which the previous Deputy is sworn in as Young Mayor for the forthcoming year. The Mayor’s Secretary and Seaford Head School are responsible for publicising and carrying out these elections.

The Young Mayor, and Deputy, will be invited to take part in the Civic events and occasions, some alongside the Mayor of Seaford and others representing the Mayor. The Young Mayor will be invited to give talks or speeches where possible, to help build a relationship with the people of Seaford and increase their profile.

At the beginning of the Municipal year the new Young Mayor Town Clerk, Mayor’s Secretary and Mayor of Seaford will meet with the Young Mayor and new Deputy to discuss plans for the year ahead.

More information can be obtained from the Council’s Young Mayor Handbook via the Council Office.

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Mayor’s Portfolio Appendix 1

Seaford Town Council Collection Pot Guidelines

(based on information from the Fundraising Regulator)

Collecting Money or other property

At the beginning of the Mayor’s Municipal Year, the Mayor may choose to nominate a charity or charities. Once the charity has been informed that they have been nominated, the Mayor needs to ask for a Certificate (letter) of Authority giving the Mayor permission to collect on their behalf.

Charity Pots – The labelling needs to have the charity’s;

- Logos (permission must be sought to use any images or logos from the people or organisation who holds the rights),
- Name,
- Charity number, and
- Address where ‘Registered in England’.

If, there are two charities it needs to be clear how the funds are going to be split, e.g. 50/50.

Pots left in commercial properties –

Each pot is numbered underneath. A spreadsheet record is kept of each pot including

- The date left at the premises,
- Who it was left with i.e. the manager,
- The date it was collected back in, and by whom
- Total amount collected

Ideally, they should be chained and The Council hold the key to the lock. If not possible it should be tied to something secure.

The Mayor needs a letter of authority to collect the pots (and should wear their STC name badge when collecting).

General notes re cash collected

- Unsecured cash must not be left unattended i.e. pots must be secured.
- Charity pots must be brought into the Finance Office at Seaford Town Council to be counted by a Finance Officer.
- It must be stored in a secure place if not banked immediately

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- The full amount must be given to the charity(s) or split in the way advertised if more than one charity. No deductions from the cash that you receive must be taken.
- The money will be paid into the Seaford Town Council account and coded to ‘The Mayor’s Charity Funds’ for distribution at the end of the municipal year.

Events organised by others to raise money for the Mayor’s Charities (e.g. Mad Fundraising March)

In any advertising by a 3rd party, it must state they are raising funds in support of the Mayor’s Charities and the municipal year’ e.g. ‘In support of the Mayor’s Charities 2020/2021’

Other STC Events

Charity Pots are also used at Veteran’s and Armed Forces Day and Christmas Magic events.

Veterans and Armed Forces Day (AFD)– The Royal Society of St George (RSSG) /The British Legion members on the committee borrow the pots to collect on the day for the chosen Armed Forces Charity. The Projects & Facilities team label them up accordingly.

The same procedure would apply regarding allocation and collection whether they are left in shops prior to the event or allocated to a person collecting on the day.

The Pots are collected and brought in by the volunteers and funds banked by Seaford Town Council then sent to RSSG who present a cheque to their charity at a formal dinner in September

Christmas Magic as above, but funds are collected to go towards paying for the event.

Reference:

<https://www.fundraisingregulator.org.uk/code/specific-fundraising-methods/collecting-money-or-other-property>

For advice on running a raffle/tombola or sweepstake

See the Gambling Commission – Running a Lottery

www.gamblingcommission.gov.uk

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Mayor’s Portfolio Appendix 2

The Seaford Town Mayor and the Seaford Mace: Protocol

The Mace represents the Civic Authority delegated to the Mayor as Chair of the Town Council. This responsibility is delegated to the Deputy Mayor in the Mayor’s unavoidable absence.

The Seaford Mace was presented in the reign of Elizabeth I, whose Arms it bears on the coronet c.1580. It is silver but pre-dates hallmarking and is approximately 15.5” long.

- The Mace is by custom carried before the Mayor by the Serjeant at Mace at official functions. Such functions may include, Announcement of Royal Accessions, visits by the Lord Lieutenant or High Sheriff, at Mayor-making, Civic Services, other civic functions, church or military Ceremonies, Annual Council Meeting, Town Forum, and Ceremonies involving groups of Mayors and other civic dignitaries.
- The Mace is by custom, laid before the Mayor for regular and extraordinary meetings of the Full Council: on its cradle, with the coronet facing to the right of the Mayor (when facing the room).
- Meetings of the Full Council may take place without the Mace in an emergency, in alternative premises, or *in extremis*.
- The Mace may be exhibited in Council premises; or in schools, colleges and other public premises for educational purposes.
- When rested in a Church, the Coronet should face the altar / Cross / platform; OR be vertical, coronet uppermost.
- When the Mace is carried before the Mayor, it should be held by a gloved hand, upright or on the right shoulder coronet uppermost of the Serjeant at Mace or a Council Officer (NOT a Town Councillor). In the presence of the Sovereign the position is reversed (coronet downwards) as the authority then rests in the person of the Sovereign and not in the Mace.
- In the event of announcements / ceremonies following the death of persons within the ‘National and Local Mourning Procedure’ the top (coronet) of the Mace should be draped in a black cloth or have a black ribbon affixed.

The Mace may NOT be used for purposes of commercial advertising, entertainment or party-political advantage.

Care of the Mace: should include secure storage (especially if exhibited), sufficient insurance, cleaning with warm soapy water and not polishes, and handling / carriage with soft cloth or gloved hands.

If the Mace falls into disuse through changes in custom and practice the representatives of the Sovereign should be consulted about its removal to a suitable alternative use.

Serjeant at Mace 16/3/2020



Seaford Town Council

Mayor’s Portfolio

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1. Introduction

The role of the Mayor of Seaford is a wide ranging and important one, as it carries the responsibility of ensuring an effective, open and legal administration of the town’s affairs and governance. It encompasses both civic and procedural responsibilities and includes fostering a full and open involvement with the community and achieves this by working closely and in collaboration with the Town Clerk , council officers and fellow councillors. The Mayor represents the town in an official capacity and most importantly acts as a link between the council and its residents and looks to achieve this by exploring ways of fostering open dialogue on local issues and encouraging community involvement in council plans and initiatives.

Therefore, ~~T~~the aim of this Portfolio is to give to the incoming Mayor and Deputy Mayor an outline of the role and set out expectations.

The contents present several aspects of the Mayoral year, for example, general notes on the Mayor’s role, enabling fundraising and annual and civic events. There are notes on etiquette and the financial arrangements, including available staff resources to assist with Mayoral engagements.

Whilst the Portfolio is not comprehensive on all matters, it will hopefully prove to be a useful source of general information during the Mayor’s year of Office. The Portfolio will be subject to periodic updating.

It is important point ~~to note that a Mayor/councillor could not be held accountable for having failed to comply with an aspect of that this -the-portfolio offers as these are just~~ guidelines i.e. if a Mayor chooses not to have a photo in the Chambers, they would not be breaching Council policy. It is vital that the status of the guidance in the document remains flexible enough to cater for the change in Mayor each year and therefore the change in personalities, aims, behaviours, approaches to situations, personal wishes etc. The above said, it is important that civic protocols and traditions should be upheld. If there is any doubt as to what this refers to, please contact the Mayor’s Secretary for confirmation.

2. The Mayor’s Role

As a Town Council, Seaford Town Council’s Chair is entitled to the title of Mayor of Seaford.

The Mayor is the public face and Chair of the Council and as such is the First Citizen of the Town of Seaford. The Mayor is the ambassador of the Town and can help in the promotion of the Council’s objectives in the local community. ~~In turn the people of the Town will have the highest regard for their Mayor, and they will expect In turn, the position of Mayor will often be held in the highest regard within the town and see the Mayor invited-the Mayor~~ to carry out a full range of duties on their behalf and throughout the Town.

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As Chair of the Council the Mayor seeks to enable and encourage Councillors to discharge their elected roles to the best of their ability. Co-operation and collaboration in the Council Chamber enables good decision making on policy and strategy for the Seaford Town Council and enhances the reputation of the Council and its elected Councillors in the town.

~~This is a non-political role and the Mayor has no more power than any other Councillor except that of a casting vote and has no power to make decisions without a resolution of the Council.~~

The Mayor and, in his/her absence, the Deputy Mayor will have the following responsibilities:

- ~~• To Chair Council Meetings, ensuring that effective and lawful decisions are taken and, with the assistance of Officers, guide activities by managing the meetings of the Council giving all Councillors the opportunity to speak.~~
- ~~• Use a casting vote in the event of a tied vote.~~
- ~~• To attend internal meetings with Council representatives & Officers such as the Committee Chairs Management Group (CCMG).~~
- ~~• To monitor the Town Clerk’s performance by signing timesheets and conducting appraisals with the Chair of Personnel and professional support.~~
- ~~• To focus his/her activities on the communities of the Town and, by focusing on the Council’s priorities, strengthen its links between those communities and the Council.~~
- ~~• To promote the Town at official functions, and at such functions represent views of the Council and not personal views.~~
- ~~• If necessary, call an extraordinary meeting of the Council subject to provisions in the Council’s Standing Orders.~~
- ~~• Attend and represent the Council at Seaford Town Council events.~~
- ~~• To lead on fundraising activities for the Mayor’s chosen charity/charities.~~

~~The Mayor and Deputy will undertake chairpersonship as soon as elected to office. It should be noted that if the Mayor/Deputy Mayor were to attend any Committee of the Council, they do so in an ex-officio capacity or where they are appointed to a Committee, they are appointed as a Councillor not as Mayor/Deputy Mayor.~~

~~The Mayor/Deputy Mayor will have no automatic right to attend a meeting of a non-Standing Committee; that being the Disciplinary/Grievance Sub-Committee or Appeals Committee, unless they are appointed as a member of that Committee (again the appointment would be as a Councillor not as Mayor/Deputy Mayor).~~

MAYOR OF SEAFORD – guidance on Roles and Responsibilities

2.1 Role

- a) The Chair of the Council as set out in the Local Government Act 1972 s15, known at Seaford Town Council as the Mayor of Seaford.

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- b) To be the ‘face’ of the Town Council, acting as the Town Council’s figurehead.
- c) To undertake ceremonial actions such as opening new Town Council facilities.
- d) To represent the Town Council at community and civic engagements, outside organisations, events, and meetings.
- e) To chair Full Council meetings and the Annual Parish Meeting (Town Forum).

2.2 Responsibilities

2.2.1 Meetings:

- a) To convene Extraordinary Meetings of the Town Council, as necessary.
- b) To manage Full Council meetings including public participation, ensuring discussion and any decisions are relevant to specified items on the published agenda.
- c) To ensure Full Council meetings are introduced to attendees, following the Town Council’s meeting guidance.
- d) In the event of a guest speaker(s) attending a Full Council meeting or the Town Forum, to make the speaker(s) feel welcome and to facilitate questions.
- e) To move meetings through the agenda, complying with Standing Orders.
- f) To use the casting vote, in the event of a tied vote.
- g) To agree draft minutes of Full Council meetings prior to them being published.
- h) To communicate regularly with the Town Clerk to discuss Full Council meeting agendas to support meeting preparation.
- i) To attend and take part in monthly meetings of the Committee Chairs Management Group (CCMG), complying with the adopted CCMG policy.

2.3 Members and Officers:

- a) To be a source of support and encouragement to the Town Clerk in their duties and responsibilities and to cooperate with the Town Clerk in representing the Town Council to the town and its organisations.
- b) To work with Town Council officers cooperatively and professionally on procedural and legal matters that may arise, including seeking officer advice on Town Council Standing Orders, Financial Regulations and other adopted policy.
- c) To receive a councillor’s resignation and notify the Town Clerk.
- d) To work closely with the Deputy Mayor to ensure the Deputy Mayor is engaged and kept informed of civic activity, and so to ensure continuity should it be necessary for the Deputy Mayor to deputise in the Mayor’s absence.
- e) With the Chair of Personnel, take on the required day-to-day line management tasks of the Town Clerk.
- f) To act as point of contact for the Town Clerk to discuss unexpected circumstances within the Town Council and the options / approach to be taken.
- g) To act as a conduit between councillors and officers in order to encourage and facilitate an effective and positive working environment.

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- h) To encourage councillors to work in friendly and cooperative ways for the good of the town and to enhance the reputation of the Town Council in the town.
- i) To be consulted and be involved where necessary (by the advice of the Monitoring Officer), on any matters regarding member conduct.

2.4 Specified within Town Council Policy:

- a) To familiarise themselves with the Mayor’s Portfolio and the traditions within, such as allowing other Mayors to wear their chains within the town, nominating a charitable cause to support, attending Town Council events to carry out key functions and civic events to be held during their year in office.
- b) To be aware of and observe the Town Council’s Standing Orders.
- c) To manage public participation at Full Council meetings, in accordance with the Town Council’s Public Participation Policy.
- d) To receive and deal with complaints regarding the Town Clerk, in accordance with the Town Council’s Complaints Procedure.
- e) To approve, with the Chair of Personnel, any additional hours requested or worked by the Town Clerk, in accordance with the Town Council’s Additional Hours Policy.
- f) To appraise the Town Clerk, with the Chair of Personnel, in accordance with the Town Council’s Appraisal Scheme Policy.
- g) To handle, with the Chair of Personnel, any misconduct/gross misconduct claims requiring disciplinary action in relation to the Town Clerk, in accordance with the Town Council’s Disciplinary Procedure.
- h) In the event of a grievance being raised by the Town Clerk about the Chair of Personnel, to handle this grievance in accordance with the Town Council’s Grievance Policy.
- i) To be involved in the Town Council’s tender selection process, if required, in accordance with the Town Council’s Financial Regulations.
- j) Where possible, and with the Chair of Finance and General Purposes, to be photographed with the recipients of the Town Council’s annual large grant awardees for press release purposes. In accordance with Town Council’s Discretionary Grants Policy.

2.5 General:

- a) To professionally manage the Mayor of Seaford’s Facebook page with technical support from the Mayor’s Secretary and other Officers. Keeping the Facebook page up to date with mayoral information, with support and the guidance from Town Council officers.
- b) To chaperone, as required, the Young Mayor and/or Deputy Young Mayor.
- c) To be available to the Town Clerk, Senior Officers and Councillors for discussions and meetings during the year (unless prevented by illness or other similar unexpected factors).

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- d) To ‘lead by example’ as a councillor by complying with the Code of Conduct, to assist with the promotion of best practise and engage and encourage and support fellow councillors in doing the same.
- e) To understand and respect that the position of Mayor has no delegated powers or any powers to act on or make decisions on behalf of the Town Council.

2.6 Duties

- 1) To sign a Declaration of Acceptance of Office immediately after election as Mayor (Local Government Act 1972 s83(1)).
- 2) To use the casting vote, in addition to the vote given, in the event of a tied vote when the Town Council is electing the Mayor of Seaford (Local Government Act 1972 s15(3)).
- 3) (If Chair of particular Full Council meeting where AGAR is considered) to sign the Town Council’s Annual Governance Statement and the Annual Governance and Accountability Return (Accounts and Audit Regulations 2015).

2.7 Mayor’s Secretary

To enable the Mayor to perform well in the duties of the Office, the Mayor’s Secretary provides the following support

- a) Acting as Secretary to the Mayor of Seaford and Deputy Mayor;
- b) Dealing with function invites for the Mayor (or Deputy Mayor in their absence) and preparations for functions being attended, ensuring the Mayor’s diary is kept up to date.
- c) Organising Mayoral events throughout the Municipal Year such as the Mayor’s Civic Service, Carol Service and other events that individual Mayors wish to hold during their term in the Mayoral office*.
- d) Assisting the Mayor with preparations for attendance at other Town Council events such as Remembrance Day, Armed Forces Day and Sussex Day; this will include helping with speeches or special arrangements, where required.
- e) Enabling Civic Protocol to be met and upheld.
- f) Liaising with the Mayor’s chosen charities.

* Mayors will be encouraged to give thought early in their term of office as to whether they may wish to hold additional events throughout the year and the discuss this with the Mayor’s Secretary. Where event ideas arise mid-term, the Mayor is requested to discuss this with the Mayor’s Secretary as early as possible to enable them to assess officer capacity to support the event and be able to feed into the event planning from an early stage. This includes when the Mayor is working with an external partner to organise an event, as officers will need to be able to assess the level of officer involvement (and capacity to do so) as well as any health and safety, financial or liability implications this may hold for the Town Council.

The Mayor and Deputy will undertake chairpersonship as soon as elected to office. It should be noted that if the Mayor/Deputy Mayor were to attend any Committee of the

Council, they do so in an ex-officio capacity or where they are appointed to a Committee, they are appointed as a Councillor not as Mayor/Deputy Mayor.

The Mayor/Deputy Mayor will have no automatic right to attend a meeting of a non-Standing Committee; that being the Disciplinary/Grievance Sub-Committee or Appeals Committee unless they are appointed as a member of that Committee (again the appointment would be as a Councillor not as Mayor/Deputy Mayor).

3. Election of Mayor

Sections 15 & 34 of Local Government Act 1972 require local Councils to elect a Mayor (from members of the Council) as the first business to be transacted at the Annual Council meeting. Within Seaford Town Council it has been agreed that To be eligible to stand for election of Mayor, the member of the Council is required to have at least one year’s experience of being a Council member, except for in the unusual event that at election all 20 members of the Council are new. Full Council may however of course overturn this requirement if it deems appropriate to do so.

The person presiding at the Annual Council meeting must give a casting vote in the event of any equality of votes for the election of the new Mayor. .

In addition to the Declaration of Acceptance to Office as a Councillor of Seaford Town Council, at the meeting at which the Mayor is elected he/she must sign a Declaration of Acceptance to the Office of Mayor of Seaford, and sign for care of the Mayoral Chains

~~The term of office will be limited to 1 year only, subject to approval by Full Council~~ The term of office will be set at one year only, unless Full Council approves otherwise. However, a Mayor can choose to re-stand as the Mayor the following Municipal Year if they so wish.

Unless he/she has resigned or been disqualified, the outgoing Mayor continues in the post until his/her successor has been chosen and made a valid declaration of office.

The outgoing Mayor will, if present, preside at the meeting to elect his/her successor. If the outgoing Mayor is not present, the Deputy Mayor shall preside at the meeting to elect the successor. If neither the outgoing Mayor or Deputy Mayor are present, the members present shall elect another member of the Council to preside.

After the new Mayor has been elected, an official photograph will be taken and framed for display within the Council Chamber.

The Mayor may appoint support such as a Mayoresses/Mayor’s Consort ~~female or male companions respectively~~) to accompany and assist at engagements. In the event of the Mayoress/Consort being unable to attend an engagement with the Mayor, the Mayor may choose an Escort to accompany them. It is important that the

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Mayor’s Secretary is informed of the Escorts planned attendance so the organisers can be informed in advance.

The Mayor may also wish to appoint a Chaplain or other religious support, to support civic events such as the Mayor’s Civic Service and Carol Service as appropriate.

They may also attend ~~five minutes~~ before Full Council meetings to allow for prayers/reflection at an appropriate time before the meeting opens.

4. Deputy Mayor

~~The Deputy Mayor will also be elected at the Annual Council meeting. This position is only activated when the Mayor is unavailable, the Deputy is not invited in his/her own right to attend functions it would be the Mayor’s decision whether the engagement should be offered to the Deputy Mayor.~~

~~Invitations to engagements should not be sent to (or solicited by) the Deputy Mayor. The Deputy Mayor should not attend functions in his/her own right but only when deputising for the Mayor.~~

~~All invitations should be sent for consideration to the Mayor as First Citizen (via the Mayor’s Secretary) and, if the Mayor cannot attend, it may be appropriate to “pass down” the invitation. However, this should be by no means automatic or desirable.~~

~~On the rare occasions when the Deputy Mayor is invited to a function in his/her own right there should be a clear procedure whereby the invitation is shown informally to the Mayor for agreement, in order that there is no misunderstanding.~~

~~Where the Deputy Mayor is attending in the absence of the Mayor, they may choose a Deputy Mayoress/Deputy Mayor’s Consort/Escort to accompany them. Where the Deputy Mayor is attending an engagement in addition to the Mayor, they should not bring a companion unless specifically invited to do so.~~

The role of Deputy Mayor will often vary depending on holder of office and the preferences of the Mayor.

The Deputy Mayor may act specifically as a substitute to the Mayor i.e. only usually performing in their role when standing in for the Mayor in their absence, whether this be with charring meetings or attending engagements.

Alternatively, the Deputy Mayor may take on a more proactive and involved role, which sees more of a civic partnership with the Mayor. This may involve attending engagements together and supporting the Mayor in the day-to-day activities they undertake. A Deputy Mayor of this nature would not usually negate the need for a Mayoress or Mayor’s Consort, unless the Mayor and Deputy Mayor agreed this to be the case.

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The latter of the above approaches is somewhat modernised compared to strict civic tradition and as such, may not be the approach that is welcomed by all Mayors.

It is important that civic tradition is still honoured. Below are some examples:

If a partnership approach is adopted and the Mayor receives an invite to an engagement that does not specify being extended to the Deputy Mayor too (the Town Council’s mayoral engagement form asks this question specifically) then the Deputy Mayor will not be able to attend unless express permission is sought from the engagement organisers.

Where the Deputy Mayor is attending in the absence of the Mayor, they may choose a Deputy Mayoress/Deputy Mayor’s Consort/Escort to accompany them. Where the Deputy Mayor is attending an engagement in addition to the Mayor, they should not bring a companion unless specifically invited to do so.

The Mayor’s Secretary will be able to advise on any situations where guidance is required as to correct civic protocol.

DEPUTY MAYOR OF SEAFORD guidance on Roles and Responsibilities

Role

- 1) To deputise the Mayor of Seaford’s role (above).

Responsibilities

- 1) To chair Full Council meetings in the absence of the Mayor of Seaford, encompassing the Mayor of Seaford’s responsibilities 2-9 above.
- 2) To familiarise themselves with the Mayor’s Portfolio in order to deputise for the Mayor of Seaford at civic engagements and Town Council events as and when required.
- 3) To work closely with the Mayor of Seaford to be informed of civic activity, and to ensure continuity should it be necessary for the Deputy Mayor to deputise in the Mayor’s absence.

Duties

- 1) To sign a Declaration of Acceptance of Office immediately after election as Deputy Mayor (Local Government Act 1972 s83(1)).
- 2) If chairing the Annual Meeting of the Town Council in the Mayor of Seaford’s absence, to use the casting vote, in addition to the vote given, in the event of a tied vote when the Town Council is electing the Mayor of Seaford (Local Government Act 1972 s15(3)).
- 3) (If Chair of particular Full Council meeting where AGAR is considered) to sign the Town Council’s Annual Governance Statement and the Annual Governance and Accountability Return (Accounts and Audit Regulations 2015).

5. Written & Verbal Protocol

The full title of the Mayor is: The Mayor of Seaford.

Depending on the wishes of the individual mayor, they may be Addressed as: Dear Mr. Mayor or Dear Madam Mayor or Mayor. In the event of uncertainty, ‘Mayor’ can be used.

6. Chains of Office

There are three chains of office under the Council’s ownership:

- Mayor’s Chain of Office
- Mayoresses/Mayor’s Consort’s Chain of Office
- Deputy Mayor’s Chain of Office

When removed from its neck ribbon, the Mayor’s Chain of Office is referred to as the Badge of Office.

The Chains (of Badge) of Office should only be worn when the above individuals are undertaking official duties in their official capacity.

The Deputy Mayor will wear his/her Chain of Office whilst deputising for the Mayor but not when attending the same function.

An Escort cannot wear the Mayoresses/Mayor’s Consort’s Chain of Office; an Escort will not have a chain or badge to wear.

The Chains (or Badge) of Office may be worn where an official invitation has been received for events within the Town where the Mayor and Town Council Office considers that those present would consider it appropriate to mark the occasion.

When attending an event within another Mayor’s boundary, that other Mayor’s permission must be given for the wearing of the Chain and worn when invited to do so. If this permission is not forthcoming, the Chain of Office cannot be worn, nor Badge of Office.

The Mayor, Mayoress/Mayor’s Consort and Deputy Mayor are responsible for their Chains respectively during his/her term of Office. It is insured by the Town Council, but the individual must ensure that it is kept safely and securely in a protective case so that it does not get damaged and should only be worn for official duties organised by the Civic Officer, through the Town Council’s civic officers. It must not be left unattended in a public place (including in a vehicle) and must be kept in their personal possession.

Outgoing Mayors will be presented with a ‘Past Former Mayor’s Badge’ a replica link from the chain, on completion of a full term of office, unless they are re-elected as

Mayor or have previously received a ~~Past~~Former Mayor’s Badge. For outgoing mayors that have previously received a Past Mayor’s Badge, their leaving of office shall be marked with a framed certificate.

7. Dress Code

The Mayor and Deputy Mayor should look smart and well-groomed and appropriately dressed at all engagements.

8. Political Activities

The Mayor’s role is apolitical; political points should not be made. The Mayor should not attend any political gatherings in his/her capacity as Mayor and no reference to politics should be made during conversation or during a speech.

The Mayor is not permitted to canvass, leaflet or conduct electioneering during their entire term of office.

9. Promotion of the Council

The office of Mayor is a valuable avenue through which to improve ties with the local community and the Mayor has a key role in acting as ambassador, promoting the Town to the wider community.

This may take a number of forms, including attending events arranged by other organisations as the Council’s official representative; leading in the organisation of and hosting events that fundraise, recognise achievement and/or service by members of the community or to help in achieving a closer relationship or understanding with organisations in the Town.

The Mayor is encouraged to enable fundraising for the Mayor’s chosen charities and also ~~it is expected that the Mayor will~~ lead in the organisation of appropriate fundraising events such as the Mayor’s Quiz, with the support of the Mayor’s Secretary, ~~and the Mayor’s Garden Trail. The Mayor’s Secretary will assist in such events by issuing press releases and promotion,~~ however it should be noted that this is a shared part-time staff resource which is limited.

10. Managing External Engagements

The Mayor’s Secretary is responsible for the Mayor’s diary. When the Mayor is elected in May, there will be a meeting arranged to discuss preferred communication about appointments.

All invitations must come through the Mayor’s Secretary; this ensures that the diary can be kept up to date. The Mayor should notify the Mayor’s Secretary of any

invitations received, so the Mayor’s Secretary can respond directly. If the Mayor is able to attend an engagement, there is a specific Mayoral Engagements Form which will be sent to the organiser of the event: this helps to collect all information needed for the Mayor’s attendance.

~~It should be noted that the Mayor’s Secretary position is part time.~~

At the start of their term of office, the Mayor and Mayor’s Secretary will discuss their preferred working methods and approaches and, where the Mayor’s Secretary is concerned in particular, the availability for undertaking civic office tasks. This will help ensure clear expectations from the start of office and a mutually respectful approach to the year ahead.

11. Website / Social Media

The Mayor’s Secretary will update the Mayor’s section of the website.

The Mayor will be encouraged to manage their Mayoral Facebook page (linked to the Seaford Town Council page). Posting should be non-political. Posts should highlight the Mayoral Engagements hosted and attended, and the Mayoral Charity/Charities. The Mayor’s page – as with all Seaford Town Council pages, will be from time to time monitored by officers to ensure posts and comments are appropriate.

The Mayor can decide whether or not access to the Mayor’s Facebook page is given to the Mayoress/Mayor’s Consort and/or Deputy Mayor, to enable sharing of the responsibility of updating this page.

12. Mayor’s Allowance

Section 15(5) of LGA 1972 enables a Mayor to be granted an allowance to meet the expenses of his/her office. Which is set by the Council when adopting the Council budget

The Council recognises the need for a Mayor’s allowance to deal with the expectations of the office in connection with printing, travel and refreshments. Please note that the refreshments are for the

Civic events such as Civic Service and Carol Service The Mayor has a budget which is set by the Council annually in January. Such expenditure is recorded by the Mayor’s Secretary and payments managed in accordance with Town Council financial policies by the Finance Manager. It is important that the purpose to which the allowance is put can withstand public scrutiny.

On occasion, the Mayor may be invited to out of town engagements. The Mayor is entitled to, ~~it is expected that the Mayor would use their own personal funds to attend, save for where seeking~~ to claim expenses in line with the Council’s Members

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Allowance Policy. Invites to events within Seaford will usually have priority over out of town events.

Any underspends of the Mayor’s allowance will go back into the Town Council’s funds.

13. Gifts

When the Mayor or Deputy Mayor attends an event to which he/she has been invited he/she may find they are be presented with a token of appreciation – often in the form of a bouquet of flowers. It is important to remember that, under the Code of Conduct, any such gifts over a value of £25 must be reported to the Town Council Office in writing, within 28 days of receipt.

The Mayor/Deputy Mayor should familiarise themselves with the Council’s Gifts & Hospitality Policy which provides useful examples of the sorts of gifts that are considered to be under the value of £25.-

There may be occasions when the Mayor will need to present a civic gift. Any such gifts will be paid for out of the Mayor’s Allowance Budget.

14. Mayor’s Charities

If the Mayor decides they wish to support a charity* and/or local projects during their term of office they should ensure that the charity is non-political and non-discriminatory and should benefit residents of the Town. Monies must not be donated to profit making businesses established for that purpose. All monies raised or donated will be banked at Seaford Town Council and coded to the Mayor’s Charity being presented to the charity at the end of the Municipal Year usually at the Town Forum.

* A Mayor may choose more than one charity to raise funds for concurrently; in this instance both/all charities must should be aware of this fact and the Mayor should have discussed this with the Civic Officer in advance.

Before confirming their chosen charity/project, the Mayor must have had a discussion with the Town Council’s civic officers about their preferences and agreed a process for establishing the representation.

Please also note that the Mayor will be encouraged to work alongside local charities to help boost their own fundraising efforts or support their priorities e.g. recruiting more volunteers.

See guidance notes in the appendix regarding charity pot collections.

15. Mayor’s Awards

Each year the Mayor and Young Mayor will be asked to give thought to the civic awards; whether they will assign categories, how many they will award and the process for nominations. A budget is agreed by the Council annually for both sets of awards.

The Mayor and Young Mayor may opt to choose their own recipients or open up the award scheme for nominations from the public. Council Officers will give guidance and support with either approach. Further details are available within the Town Council’s Civic Awards Policy.

~~Please also check the Awards Policy.~~

Nominations for awardees must ~~however~~ reflect the Council’s Code of Conduct and practices; awardees based solely on political or religious roles, for example, will therefore not be allowed unless a benefit to the community also outside of their ‘group’ can be evidenced.

Nominations for Young Mayor’s Awards will either be a young person under the age of 21 or have made a significant contribution to the youth service provision within the town.

The civic awards will usually be presented at the Annual Town Forum; usually held in May each year.

16. Mayor’s Festive Christmas Cards

It is usual practice for the Mayor to issue festive cards each year. Many Mayors will choose to send Christmas cards, although individual Mayors may decide whether to send cards relating to another festival either in addition or instead of Christmas cards.

The Mayor’s Secretary will liaise with the Mayor in the productions and distribution of any the Mayor’s festive Christmas cards. This is sent to the selected individuals on the civic list and others as agreed by the Mayor.

There will be a budget set by Full Council for the festive cards. The Mayor should discuss with Town Council civic officers early in the mayoral term what festive cards they anticipate wanting to send, so officers can ensure to apportion the budget and advise accordingly.

17. Conduct

The Mayor, when performing official duties, is the visible presence of the Council. It is important that while being seen as warm and friendly, the office of Mayor is upheld with dignity, avoiding demeaning the role or acting in a way that could be criticised.

~~In the first instance, any~~ misconduct by the Mayor or Deputy should be reported to the Monitoring Officer at Lewes District Council who is responsible for Councillor conduct. Concerns that can be handled informally can be raised with the Town Clerk but formal concerns regarding misconduct would need to be raised with the Monitoring Officer in line with the Town Council’s Complaints Policy.

18. Civic Expected events

Civic Service

It is usual procedure for the Mayor to have a Civic Service around the start of their Mayoral year.

In previous years this has taken the form of a civic service reflecting religious or civic importance. However, the specifics of the event are the choice of the Mayor but must be kept within the agreed budget, must be held within the parish of Seaford and must be a suitable civic occasion inviting local and regional civic dignitaries. The Mayor must discuss and agree the proposals with the Town Council’s civic officers so the full implications of organising and arranging the event are clear and can be monitored.

~~This service is usually held at a local venue of the Mayor’s choice. If a Mayor’s Chaplain has been appointed they will liaise with the Mayor regarding the service arrangements.~~

~~**Note:** As this is technically a religious event, a Mayor of non-Christian faith or that follows no religion may not wish to arrange this service. If this is the case an alternative event can be arranged as an opportunity for the public to meet their new Mayor. Options will be discussed with the Mayor.~~

Sussex Day

Sussex Day is celebrated officially on 16th June annually. The Projects and Facilities department arrange a small ceremony to commemorate the day which is held on the Saturday closest to the 16th June unless it’s required to be moved due to exceptional reasons.

The ceremony is held at the Martello Tower on the seafront. It is led by the Town Crier and the Mayor.

Councillors and members of the public are invited to witness the raising of the flag at 12 noon by the Mayor and hear the proclamation given by the Town Crier. They will then sing along to a rendition of “Sussex by the Sea” if they wish to take part.

Armed Forces Day

Armed Forces Day is an event held on the last Saturday in June annually. It is arranged by Seaford Town Council and other organisations such as the Royal British

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Legion and the Royal Society of St George. It’s mainly handled by the Projects and Facilities department.

The Mayor will be required to attend meetings prior to the event to stay current with the preparation details, they will be notified of the meeting dates and times by the Projects and Facilities department.

The Mayor is usually invited to the last meeting before the event so as to get an overview of proceedings. They will also be invited to the Friday evening run through at the Martello Field 5.00pm the night before. (The Mayor does not attend all meetings.)

On the actual day of the event the Mayor will be required to open the event and give a speech. They will also be invited to inspect the parade; they should be made aware of this in the meetings so they should be prepared. It’s also generally good practice for them to stay around for the majority of the day if possible, as it is an important event within the town. ~~’s one of Seaford Town Council’s main events for the year.~~

Remembrance Sunday

This is an event that is organised by the Royal British Legion and Seaford Town Council, being held on the Sunday nearest the 11th November at the War Memorial ~~and and in previous years being followed by a service at~~ St Leonard’s Church. The Mayor and Young Mayor lay a wreath at the War Memorial. The Mayor’s Secretary orders these from the appointed person at the Royal British Legion.

Commonwealth Remembrance

Annually on the Tuesday after Remembrance Sunday, the Royal Society of St. George facilitates a Commonwealth Remembrance Service. The service is held at the Commonwealth War Memorial in Seaford Cemetery and the Mayor will be invited to attend. Dignitaries from those Commonwealth (Canadian and West Indian) and ~~and~~ Irish states ~~(Canadian, West Indian and Irish) whose~~ whose soldiers from World War I are at rest in the cemetery are also in attendance. The Royal Society of St. George will advise each year with details of any planned gathering after the service.

Blessing of the Christmas Tree

This is an optional event that some of the Mayors like to arrange. This normally takes place the Friday before Christmas Magic. In previous years this has been a short ceremony conducted by the Mayor’s Chaplain or another chosen religious or civic figurehead. The Mayor may choose how they would like to see the ceremony arranged, if deciding to hold it, however this must be discussed and agreed with Town Council civic officers before arrangements are made.—It is a short ceremony usually conducted by the Mayor’s Chaplain if appointed or Vicar of St Leonards Church. The Mayor and guests attend.

Seaford Christmas Magic

The Projects and Facilities department ~~Facilities team~~ holds regular meetings throughout the year in preparation for Christmas Magic. They will invite the Mayor and Mayor’s Secretary along once needed to discuss the Mayor’s involvement, such as:

- Opening the Event

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- Window Display judging in conjunction with the Seaford Chamber of Commerce
- Switching on the Christmas Lights

~~The Mayor may also look at ways in which they can fundraise on the day, such as guided walks in the town.~~

Mayor’s Carol Service

~~A Mayor’s Carol Service can be~~ may choose to hold a carol service, which is usually arranged in early December. -It is an optional short religious service serviceIn previous years, mayors have held the service in a religious building with the support of their Mayor’s Chaplain. However, a mayor may choose to arrange a non-religious service should they wish to.

A retiring collection is usually donated to the Mayor’s Charity. Local dignitaries such as the Lord Lieutenant of East Sussex and High Sheriff for Sussex can be invited, and refreshments are usually provided after the service.

~~An alternative civic event could be arranged to raise funds for the Mayor’s Charity in lieu of a religious service~~

Town Forum & Mayor’s Awards

This is a meeting of the residents of the town of Seaford in May and it is important to understand that this is *not* a Council meeting. Instead a meeting of the people of Seaford that the Town Council facilitates and the Mayor would preside at when in attendance.

Councillors attend the meeting as the public and the meeting would usually should provide the opportunity for local organisations who have received Council grants to report directly to the people of Seaford. There is an opportunity for questions to discuss matters affecting the town.

This is where the Mayor would present any Civic Awards as mentioned previously in section 15.

19. Young and Deputy Young Mayor

The Young Mayor is a position held for one Municipal year ~~(May to April)~~ with the aim of representing the views of young people in Seaford, to Seaford Town Council.

The Young Mayor will be supported by a Deputy Young Mayor, who is elected annually in February at Seaford Head School, prior to the Annual Meeting of the Council in May, during which the previous Deputy is sworn in as Young Mayor for the forthcoming year. The Town Council Mayor’s Secretary and Seaford Head School are responsible for publicising and carrying out these elections.

The Young Mayor, and Deputy, will be invited to take part in the Civic events and occasions, some alongside the Mayor of Seaford and others representing the Mayor. The Young Mayor will be invited to give talks or speeches where possible, to help build a relationship with the people of Seaford and increase their profile.

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At the beginning of the Municipal year the new Young Mayor, ~~Town Clerk, Mayor’s Secretary~~ key Council Officers and Mayor of Seaford will meet with the Young Mayor and new Deputy to discuss plans for the year ahead.

More information can be obtained from the Council’s Young Mayor Handbook via the Council Office.

20. Seaford Mace

Attached to this policy as Appendix 2 is a short guide regarding the Seaford mace, its history and required protocol.

The Town Council thanks the Serjeant at Mace, Peter White, for providing this guidance.

Mayor’s Portfolio Appendix 1

Seaford Town Council Collection Pot Guidelines

(based on information from the Fundraising Regulator)

Collecting Money or other property

At the beginning of the Mayor’s Municipal Year, the Mayor may choose to nominate a charity or charities. Once the charity has been informed that they have been nominated, the Mayor needs to ask for a Certificate (letter) of Authority giving the Mayor permission to collect on their behalf if the mayor wishes to carry out any direct fundraising. If this is the case, the guidance below should be followed.

Charity Pots – The labelling needs to have the charity’s;

- Logos (permission must be sought to use any images or logos from the people or organisation who holds the rights),
- Name,
- Charity number, and
- Address where ‘Registered in England’.

If, there are two charities it needs to be clear how the funds are going to be split, e.g. 50/50.

Pots left in commercial properties –

Each pot is numbered underneath. A spreadsheet record is kept of each pot including

- The date left at the premises,
- Who it was left with i.e. the manager,
- The date it was collected back in, and by whom
- Total amount collected

Ideally, they should be chained and The Council hold the key to the lock. If not possible it should be tied to something secure.

The Mayor needs a letter of authority to collect the pots (and should wear their STC name badge when collecting).

General notes re cash collected

- Unsecured cash must not be left unattended i.e. pots must be secured.
- Charity pots must be brought into the Finance Office at Seaford Town Council to be counted by a Finance Officer.

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- It must be stored in a secure place if not banked immediately
- The full amount must be given to the charity(s) or split in the way advertised if more than one charity. No deductions from the cash that you receive must be taken.
- The money will be paid into the Seaford Town Council account and coded to ‘The Mayor’s Charity Funds’ for distribution at the end of the municipal year.

Events organised by others to raise money for the Mayor’s Charities (e.g. Mad Fundraising March)

In any advertising by a 3rd party, it must state they are raising funds in support of the Mayor’s Charities and the municipal year’ e.g. ‘In support of the Mayor’s Charities 2020/2021’

Other STC Events

Charity Pots are also used at Veteran’s and Armed Forces Day and Christmas Magic events.

Veterans and Armed Forces Day (AFD)– The Royal Society of St George (RSSG) /The British Legion members on the committee borrow the pots to collect on the day for the chosen Armed Forces Charity. The Projects & Facilities team label them up accordingly.

The same procedure would apply regarding allocation and collection whether they are left in shops prior to the event or allocated to a person collecting on the day.

The Pots are collected and brought in by the volunteers and funds banked by Seaford Town Council then sent to RSSG who present a cheque to their charity at a formal dinner in September

Christmas Magic as above, but funds are collected to go towards paying for the event.

Reference:

<https://www.fundraisingregulator.org.uk/code/specific-fundraising-methods/collecting-money-or-other-property>

For advice on running a raffle/tombola or sweepstake

See the Gambling Commission – Running a Lottery

www.gamblingcommission.gov.uk

Mayor’s Portfolio Appendix 2

The Seaford Town Mayor and the Seaford Mace: Protocol

The Mace represents the Civic Authority delegated to the Mayor as Chair of the Town Council. This responsibility is delegated to the Deputy Mayor in the Mayor’s unavoidable absence.

The Seaford Mace was presented in the reign of Elizabeth I, whose Arms it bears on the coronet c.1580. It is silver but pre-dates hallmarking and is approximately 15.5” long.

- The Mace is by custom carried before the Mayor by the Serjeant at Mace at official functions. Such functions may include, Announcement of Royal Accessions, visits by the Lord Lieutenant or High Sheriff, at Mayor-making, Civic Services, other civic functions, church or military Ceremonies, Annual Council Meeting, Town Forum, and Ceremonies involving groups of Mayors and other civic dignitaries.
- The Mace is by custom, laid before the Mayor for regular and extraordinary meetings of the Full Council: on its cradle, with the coronet facing to the right of the Mayor (when facing the room).
- Meetings of the Full Council may take place without the Mace in an emergency, in alternative premises, or *in extremis*.
- The Mace may be exhibited in Council premises; or in schools, colleges and other public premises for educational purposes.
- When rested in a Church, the Coronet should face the altar / Cross / platform; OR be vertical, coronet uppermost.
- When the Mace is carried before the Mayor, it should be held by a gloved hand, upright or on the right shoulder coronet uppermost of the Serjeant at Mace or a Council Officer (NOT a Town Councillor). In the presence of the Sovereign the position is reversed (coronet downwards) as the authority then rests in the person of the Sovereign and not in the Mace.
- In the event of announcements / ceremonies following the death of persons within the ‘National and Local Mourning Procedure’ the top (coronet) of the Mace should be draped in a black cloth or have a black ribbon affixed.

The Mace may NOT be used for purposes of commercial advertising, entertainment or party-political advantage.

Care of the Mace: should include secure storage (especially if exhibited), sufficient insurance, cleaning with warm soapy water and not polishes, and handling / carriage with soft cloth or gloved hands.

If the Mace falls into disuse through changes in custom and practice the representatives of the Sovereign should be consulted about its removal to a suitable alternative use.

Serjeant at Mace 16/3/2020



Seaford Town Council

Mayor’s Portfolio

Contents (page numbers will be updated once a final version is agreed)

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1. Introduction

The role of the Mayor of Seaford is a wide ranging and important one, as it carries the responsibility of ensuring an effective, open and legal administration of the town’s affairs and governance. It encompasses both civic and procedural responsibilities and includes fostering a full and open involvement with the community and achieves this by working closely and in collaboration with the Town Clerk, council officers and fellow councillors. The Mayor represents the town in an official capacity and most importantly acts as a link between the council and its residents and looks to achieve this by exploring ways of fostering open dialogue on local issues and encouraging community involvement in council plans and initiatives.

Therefore, the aim of this Portfolio is to give to the incoming Mayor and Deputy Mayor an outline of the role and set out expectations.

The contents present several aspects of the Mayoral year, for example, general notes on the Mayor’s role, enabling fundraising and annual and civic events. There are notes on etiquette and the financial arrangements, including available staff resources to assist with Mayoral engagements.

Whilst the Portfolio is not comprehensive on all matters, it will hopefully prove to be a useful source of general information during the Mayor’s year of Office. The Portfolio will be subject to periodic updating.

It is important point that this portfolio offers guidelines i.e. if a Mayor chooses not to have a photo in the Chambers, they would not be breaching Council policy. It is vital that the status of the guidance in the document remains flexible enough to cater for the change in Mayor each year and therefore the change in personalities, aims, behaviours, approaches to situations, personal wishes etc. The above said, it is important that civic protocols and traditions should be upheld. If there is any doubt as to what this refers to, please contact the Mayor’s Secretary for confirmation.

2. The Mayor’s Role

As a Town Council, Seaford Town Council’s Chair is entitled to the title of Mayor of Seaford.

The Mayor is the public face and Chair of the Council and as such is the First Citizen of the Town of Seaford. The Mayor is the ambassador of the Town and can help in the promotion of the Council’s objectives in the local community. In turn, the position of Mayor will often be held in the highest regard within the town and see the Mayor invited to carry out a full range of duties on their behalf and throughout the Town.

As Chair of the Council the Mayor seeks to enable and encourage Councillors to discharge their elected roles to the best of their ability. Co-operation and collaboration in the Council Chamber enables good decision making on policy and strategy for the Seaford Town Council and enhances the reputation of the Council and its elected Councillors in the town.

MAYOR OF SEAFORD – guidance on Roles and Responsibilities

2.1 Role

- a) The Chair of the Council as set out in the Local Government Act 1972 s15, known at Seaford Town Council as the Mayor of Seaford.
- b) To be the ‘face’ of the Town Council, acting as the Town Council’s figurehead.
- c) To undertake ceremonial actions such as opening new Town Council facilities.
- d) To represent the Town Council at community and civic engagements, outside organisations, events, and meetings.
- e) To chair Full Council meetings and the Annual Parish Meeting (Town Forum).

2.2 Responsibilities

2.2.1 Meetings:

- a) To convene Extraordinary Meetings of the Town Council, as necessary.
- b) To manage Full Council meetings including public participation, ensuring discussion and any decisions are relevant to specified items on the published agenda.
- c) To ensure Full Council meetings are introduced to attendees, following the Town Council’s meeting guidance.
- d) In the event of a guest speaker(s) attending a Full Council meeting or the Town Forum, to make the speaker(s) feel welcome and to facilitate questions.
- e) To move meetings through the agenda, complying with Standing Orders.
- f) To use the casting vote, in the event of a tied vote.
- g) To agree draft minutes of Full Council meetings prior to them being published.
- h) To communicate regularly with the Town Clerk to discuss Full Council meeting agendas to support meeting preparation.
- i) To attend and take part in monthly meetings of the Committee Chairs Management Group (CCMG), complying with the adopted CCMG policy.

2.3 Members and Officers

- a) To be a source of support and encouragement to the Town Clerk in their duties and responsibilities and to cooperate with the Town Clerk in representing the Town Council to the town and its organisations.
- b) To work with Town Council officers cooperatively and professionally on procedural and legal matters that may arise, including seeking officer advice on Town Council Standing Orders, Financial Regulations and other adopted policy.
- c) To receive a councillor’s resignation and notify the Town Clerk.
- d) To work closely with the Deputy Mayor to ensure the Deputy Mayor is engaged and kept informed of civic activity, and so to ensure continuity should it be necessary for the Deputy Mayor to deputise in the Mayor’s absence.
- e) With the Chair of Personnel, take on the required day-to-day line management tasks of the Town Clerk.

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- f) To act as point of contact for the Town Clerk to discuss unexpected circumstances within the Town Council and the options / approach to be taken.
- g) To act as a conduit between councillors and officers in order to encourage and facilitate an effective and positive working environment.
- h) To encourage councillors to work in friendly and cooperative ways for the good of the town and to enhance the reputation of the Town Council in the town.
- i) To be consulted and be involved where necessary (by the advice of the Monitoring Officer), on any matters regarding member conduct.

2.4 Specified within Town Council Policy:

- a) To familiarise themselves with the Mayor’s Portfolio and the traditions within, such as allowing other Mayors to wear their chains within the town, nominating a charitable cause to support, attending Town Council events to carry out key functions and civic events to be held during their year in office.
- b) To be aware of and observe the Town Council’s Standing Orders.
- c) To manage public participation at Full Council meetings, in accordance with the Town Council’s Public Participation Policy.
- d) To receive and deal with complaints regarding the Town Clerk, in accordance with the Town Council’s Complaints Procedure.
- e) To approve, with the Chair of Personnel, any additional hours requested or worked by the Town Clerk, in accordance with the Town Council’s Additional Hours Policy.
- f) To appraise the Town Clerk, with the Chair of Personnel, in accordance with the Town Council’s Appraisal Scheme Policy.
- g) To handle, with the Chair of Personnel, any misconduct/gross misconduct claims requiring disciplinary action in relation to the Town Clerk, in accordance with the Town Council’s Disciplinary Procedure.
- h) In the event of a grievance being raised by the Town Clerk about the Chair of Personnel, to handle this grievance in accordance with the Town Council’s Grievance Policy.
- i) To be involved in the Town Council’s tender selection process, if required, in accordance with the Town Council’s Financial Regulations.
- j) Where possible, and with the Chair of Finance and General Purposes, to be photographed with the recipients of the Town Council’s annual large grant awardees for press release purposes. In accordance with Town Council’s Discretionary Grants Policy.

2.5 General

- a) To professionally manage the Mayor of Seaford’s Facebook page with technical support from the Mayor’s Secretary and other Officers. Keeping the Facebook page up to date with mayoral information, with support and the guidance from Town Council officers.

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- b) To chaperone, as required, the Young Mayor and/or Deputy Young Mayor.
- c) To be available to the Town Clerk, Senior Officers and Councillors for discussions and meetings during the year (unless prevented by illness or other similar unexpected factors).
- d) To ‘lead by example’ as a councillor by complying with the Code of Conduct, to assist with the promotion of best practise and engage and encourage and support fellow councillors in doing the same.
- e) To understand and respect that the position of Mayor has no delegated powers or any powers to act on or make decisions on behalf of the Town Council.

2.6 Duties

- a) To sign a Declaration of Acceptance of Office immediately after election as Mayor (Local Government Act 1972 s83(1)).
- b) To use the casting vote, in addition to the vote given, in the event of a tied vote when the Town Council is electing the Mayor of Seaford (Local Government Act 1972 s15(3)).
- c) (If Chair of particular Full Council meeting where AGAR is considered) to sign the Town Council’s Annual Governance Statement and the Annual Governance and Accountability Return (Accounts and Audit Regulations 2015).

2.7 Mayor’s Secretary

To enable the Mayor to perform well in the duties of the Office, the Mayor’s Secretary provides the following support:

- a) Acting as Secretary to the Mayor of Seaford and Deputy Mayor;
- b) Dealing with function invites for the Mayor (or Deputy Mayor in their absence) and preparations for functions being attended, ensuring the Mayor’s diary is kept up to date.
- c) Organising Mayoral events throughout the Municipal Year such as the Mayor’s Civic Service, Carol Service and other events that individual Mayors wish to hold during their term in the Mayoral office*.
- d) Assisting the Mayor with preparations for attendance at other Town Council events such as Remembrance Day, Armed Forces Day and Sussex Day; this will include helping with speeches or special arrangements, where required.
- e) Enabling Civic Protocol to be met and upheld.
- f) Liaising with the Mayor’s chosen charities.

* Mayors will be encouraged to give thought early in their term of office as to whether they may wish to hold additional events throughout the year and the discuss this with the Mayor’s Secretary. Where event ideas arise mid-term, the Mayor is requested to discuss this with the Mayor’s Secretary as early as possible to enable them to

assess officer capacity to support the event and be able to feed into the event planning from an early stage. This includes when the Mayor is working with an external partner to organise an event, as officers will need to be able to assess the level of officer involvement (and capacity to do so) as well as any health and safety, financial or liability implications this may hold for the Town Council.

The Mayor and Deputy will undertake chairpersonship as soon as elected to office. It should be noted that if the Mayor/Deputy Mayor were to attend any Committee of the Council, they do so in an ex-officio capacity or where they are appointed to a Committee, they are appointed as a Councillor not as Mayor/Deputy Mayor.

The Mayor/Deputy Mayor will have no automatic right to attend a meeting of a non-Standing Committee; that being the Disciplinary/Grievance Sub-Committee or Appeals Committee unless they are appointed as a member of that Committee (again the appointment would be as a Councillor not as Mayor/Deputy Mayor).

3. Election of Mayor

Sections 15 & 34 of Local Government Act 1972 require local Councils to elect a Mayor (from members of the Council) as the first business to be transacted at the Annual Council meeting. Within Seaford Town Council it has been agreed that To be eligible to stand for election of Mayor, the member of the Council is required to have at least one year’s experience of being a Council member, except for in the unusual event that at election all 20 members of the Council are new. Full Council may however of course overturn this requirement if it deems appropriate to do so.

The person presiding at the Annual Council meeting must give a casting vote in the event of any equality of votes for the election of the new Mayor. .

In addition to the Declaration of Acceptance to Office as a Councillor of Seaford Town Council, at the meeting at which the Mayor is elected he/she must sign a Declaration of Acceptance to the Office of Mayor of Seaford, and sign for care of the Mayoral Chains

The term of office will be set at one year only, unless Full Council approves otherwise. However, a Mayor can choose to re-stand as the Mayor the following Municipal Year if they so wish.

Unless he/she has resigned or been disqualified, the outgoing Mayor continues in the post until his/her successor has been chosen and made a valid declaration of office.

The outgoing Mayor will, if present, preside at the meeting to elect his/her successor. If the outgoing Mayor is not present, the Deputy Mayor shall preside at the meeting to elect the successor. If neither the outgoing Mayor or Deputy Mayor are present, the members present shall elect another member of the Council to preside.

After the new Mayor has been elected, an official photograph will be taken and framed for display within the Council Chamber.

The Mayor may appoint support such as a Mayoresses/Mayor’s Consort to accompany and assist at engagements. In the event of the Mayoress/Consort being unable to attend an engagement with the Mayor, the Mayor may choose an Escort to accompany them. It is important that the Mayor’s Secretary is informed of the Escorts planned attendance so the organisers can be informed in advance.

The Mayor may also wish to appoint a Chaplain or other religious support, to support civic events such as the Mayor’s Civic Service and Carol Service as appropriate. They may also attend before Full Council meetings to allow for prayers/reflection at an appropriate time before the meeting opens

4. Deputy Mayor

The role of Deputy Mayor will often vary depending on holder of office and the preferences of the Mayor.

The Deputy Mayor may act specifically as a substitute to the Mayor i.e. only usually performing in their role when standing in for the Mayor in their absence, whether this be with chairing meetings or attending engagements.

Alternatively, the Deputy Mayor may take on a more proactive and involved role, which sees more of a civic partnership with the Mayor. This may involve attending engagements together and supporting the Mayor in the day-to-day activities they undertake. A Deputy Mayor of this nature would not usually negate the need for a Mayoress or Mayor’s Consort, unless the Mayor and Deputy Mayor agreed this to be the case.

The latter of the above approaches is somewhat modernised compared to strict civic tradition and as such, may not be the approach that is welcomed by all Mayors.

It is important that civic tradition is still honoured. Below are some examples;

If a partnership approach is adopted and the Mayor receives an invite to an engagement that does not specify being extended to the Deputy Mayor too (the Town Council’s mayoral engagement form asks this question specifically) then the Deputy Mayor will not be able to attend unless express permission is sought from the engagement organisers.

Where the Deputy Mayor is attending in the absence of the Mayor, they may choose a Deputy Mayoress/Deputy Mayor’s Consort/Escort to accompany them. Where the Deputy Mayor is attending an engagement in addition to the Mayor, they should not bring a companion unless specifically invited to do so.

The Mayor’s Secretary will be able to advise on any situations where guidance is required as to correct civic protocol.

DEPUTY MAYOR OF SEAFORD - guidance on Roles and Responsibilities

Role

- 1) To deputise the Mayor of Seaford’s role (above).

Responsibilities

- 1) To chair Full Council meetings in the absence of the Mayor of Seaford, encompassing the Mayor of Seaford’s responsibilities 2-9 above.
- 2) To familiarise themselves with the Mayor’s Portfolio in order to deputise for the Mayor of Seaford at civic engagements and Town Council events as and when required.
- 3) To work closely with the Mayor of Seaford to be informed of civic activity, and to ensure continuity should it be necessary for the Deputy Mayor to deputise in the Mayor’s absence.

Duties

- 1) To sign a Declaration of Acceptance of Office immediately after election as Deputy Mayor (Local Government Act 1972 s83(1)).
- 2) If chairing the Annual Meeting of the Town Council in the Mayor of Seaford’s absence, to use the casting vote, in addition to the vote given, in the event of a tied vote when the Town Council is electing the Mayor of Seaford (Local Government Act 1972 s15(3)).
- 3) (If Chair of particular Full Council meeting where AGAR is considered) to sign the Town Council’s Annual Governance Statement and the Annual Governance and Accountability Return (Accounts and Audit Regulations 2015).

5. Written & Verbal Protocol

The full title of the Mayor is: The Mayor of Seaford.

Depending on the wishes of the individual mayor, they may be Addressed as: Dear Mr. Mayor or Dear Madam Mayor or Mayor. In the event of uncertainty, ‘Mayor’ can be used.

6. Chains of Office

There are three chains of office under the Council’s ownership:

- Mayor’s Chain of Office
- Mayoresses/Mayor’s Consort’s Chain of Office
- Deputy Mayor’s Chain of Office

When removed from its neck ribbon, the Mayor’s Chain of Office is referred to as the Badge of Office.

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The Chains (of Badge) of Office should only be worn when the above individuals are undertaking official duties in their official capacity.

The Deputy Mayor will wear his/her Chain of Office whilst deputising for the Mayor but not when attending the same function.

An Escort cannot wear the Mayoresses/Mayor’s Consort’s Chain of Office; an Escort will not have a chain or badge to wear.

The Chains (or Badge) of Office may be worn where an official invitation has been received for events within the Town where the Mayor and Town Council Office considers that those present would consider it appropriate to mark the occasion.

When attending an event within another Mayor’s boundary, that other Mayor’s permission must be given for the wearing of the Chain and worn when invited to do so. If this permission is not forthcoming, the Chain of Office cannot be worn, nor Badge of Office.

The Mayor, Mayoress/Mayor’s Consort and Deputy Mayor are responsible for their Chains respectively during his/her term of Office. It is insured by the Town Council, but the individual must ensure that it is kept safely and securely in a protective case so that it does not get damaged and should only be worn for official duties organised through the Town Council’s civic officers. It must not be left unattended in a public place (including in a vehicle) and must be kept in their personal possession.

Outgoing Mayors will be presented with a ‘Past Mayor’s Badge’ a replica link from the chain, on completion of a full term of office, unless they are re-elected as Mayor or have previously received a Past Mayor’s Badge. For outgoing mayors that have previously received a Past Mayor’s Badge, their leaving of office shall be marked with a framed certificate.

7. Dress Code

The Mayor and Deputy Mayor should look smart and well-groomed and appropriately dressed at all engagements.

8. Political Activities

The Mayor’s role is apolitical; political points should not be made. The Mayor should not attend any political gatherings in his/her capacity as Mayor and no reference to politics should be made during conversation or during a speech.

The Mayor is not permitted to canvass, leaflet or conduct electioneering during their entire term of office.

9. Promotion of the Council

The office of Mayor is a valuable avenue through which to improve ties with the local community and the Mayor has a key role in acting as ambassador, promoting the Town to the wider community.

This may take a number of forms, including attending events arranged by other organisations as the Council’s official representative; leading in the organisation of and hosting events that fundraise, recognise achievement and/or service by members of the community or to help in achieving a closer relationship or understanding with organisations in the Town.

The Mayor is encouraged to enable fundraising for the Mayor’s chosen charities and also lead in the organisation of appropriate fundraising events such as the Mayor’s Quiz, with the support of the Mayor’s Secretary.

10. Managing External Engagements

The Mayor’s Secretary is responsible for the Mayor’s diary. When the Mayor is elected in May, there will be a meeting arranged to discuss preferred communication about appointments.

All invitations must come through the Mayor’s Secretary; this ensures that the diary can be kept up to date. The Mayor should notify the Mayor’s Secretary of any invitations received, so the Mayor’s Secretary can respond directly. If the Mayor is able to attend an engagement, there is a specific Mayoral Engagements Form which will be sent to the organiser of the event: this helps to collect all information needed for the Mayor’s attendance.

At the start of their term of office, the Mayor and Mayor’s Secretary will discuss their preferred working methods and approaches and, where the Mayor’s Secretary is concerned in particular, the availability for undertaking civic office tasks. This will help ensure clear expectations from the start of office and a mutually respectful approach to the year ahead.

11. Website / Social Media

The Mayor’s Secretary will update the Mayor’s section of the website.

The Mayor will be encouraged to manage their Mayoral Facebook page (linked to the Seaford Town Council page). Posting should be non-political. Posts should highlight the Mayoral Engagements hosted and attended, and the Mayoral Charity/Charities. The Mayor’s page – as with all Seaford Town Council pages, will be from time to time monitored by officers to ensure posts and comments are appropriate.

The Mayor can decide whether or not access to the Mayor’s Facebook page is given to the Mayoress/Mayor’s Consort and/or Deputy Mayor, to enable sharing of the responsibility of updating this page.

12. Mayor’s Allowance

Section 15(5) of LGA 1972 enables a Mayor to be granted an allowance to meet the expenses of his/her office. Which is set by the Council when adopting the Council budget

The Council recognises the need for a Mayor’s allowance to deal with the expectations of the office in connection with printing, travel and refreshments. Please note that the refreshments are for the

Civic events such as Civic Service and Carol Service The Mayor has a budget which is set by the Council annually in January. Such expenditure is recorded by the Mayor’s Secretary and payments managed in accordance with Town Council financial policies. It is important that the purpose to which the allowance is put can withstand public scrutiny.

On occasion, the Mayor may be invited to out of town engagements. The Mayor is entitled to claim expenses in line with the Council’s Members Allowance Policy. Invites to events within Seaford will usually have priority over out of town events.

Any underspends of the Mayor’s allowance will go back into the Town Council’s funds.

13. Gifts

When the Mayor or Deputy Mayor attends an event to which he/she has been invited he/she may find they are presented with a token of appreciation – often in the form of a bouquet of flowers. It is important to remember that, under the Code of Conduct, any such gifts over a value of £25 must be reported to the Town Council Office in writing, within 28 days of receipt.

The Mayor/Deputy Mayor should familiarise themselves with the Council’s Gifts & Hospitality Policy which provides useful examples of the sorts of gifts that are considered to be under the value of £25.

There may be occasions when the Mayor will need to present a civic gift. Any such gifts will be paid for out of the Mayor’s Allowance .

14. Mayor’s Charities

If the Mayor decides they wish to support a charity* and/or local projects during their term of office they should ensure that the charity is non-political and non-discriminatory and should benefit residents of the Town. Monies must not be donated to profit making businesses established for that purpose. All monies raised or donated will be banked at Seaford Town Council and coded to the Mayor’s Charity being presented to the charity at the end of the Municipal Year usually at the Town Forum.

* A Mayor may choose more than one charity to raise funds for concurrently; in this instance both/all charities must be aware of this fact

Before confirming their chosen charity/project, the Mayor must have had a discussion with the Town Council’s civic officers about their preferences and agreed a process for establishing the representation.

Please also note that the Mayor will be encouraged to work alongside local charities to help boost their own fundraising efforts or support their priorities e.g. recruiting more volunteers.

See guidance notes in the appendix regarding charity pot collections.

15. Mayor’s Awards

Each year the Mayor and Young Mayor will be asked to give thought to the civic awards; whether they will assign categories, how many they will award and the process for nominations. A budget is agreed by the Council annually for both sets of awards.

The Mayor and Young Mayor may opt to choose their own recipients or open up the award scheme for nominations from the public. Council Officers will give guidance and support with either approach. Further details are available within the Town Council’s Civic Awards Policy.

Nominations for awardees must reflect the Council’s Code of Conduct and practices; awardees based solely on political or religious roles, for example, will therefore not be allowed unless a benefit to the community also outside of their ‘group’ can be evidenced.

Nominations for Young Mayor’s Awards will either be a young person under the age of 21 or have made a significant contribution to the youth service provision within the town.

The civic awards will usually be presented at the Annual Town Forum; usually held in May each year.

16. Mayor’s Festive Cards

It is usual practice for the Mayor to issue festive cards each year. Many Mayors will choose to send Christmas cards, although individual Mayors may decide whether to send cards relating to another festival either in addition or instead of Christmas cards.

The Mayor’s Secretary will liaise with the Mayor in the productions and distribution of any Mayor’s festive cards. This is sent to the selected individuals on the civic list and others as agreed by the Mayor.

There will be a budget set by Full Council for the festive cards. The Mayor should discuss with Town Council civic officers early in the mayoral term what festive cards

they anticipate wanting to send, so officers can ensure to apportion the budget and advise accordingly.

17. Conduct

The Mayor, when performing official duties, is the visible presence of the Council. It is important that while being seen as warm and friendly, the office of Mayor is upheld with dignity, avoiding demeaning the role or acting in a way that could be criticised.

misconduct by the Mayor or Deputy should be reported to the Monitoring Officer at Lewes District Council who is responsible for Councillor conduct. Concerns that can be handled informally can be raised with the Town Clerk but formal concerns regarding misconduct would need to be raised with the Monitoring Officer in line with the Town Council’s Complaints Policy.

18. Civic events

Civic Service

It is usual procedure for the Mayor to have a Civic Service around the start of their Mayoral year.

In previous years this has taken the form of a civic service reflecting religious or civic importance. However, the specifics of the event are the choice of the Mayor but must be kept within the agreed budget, must be held within the parish of Seaford and must be a suitable civic occasion inviting local and regional civic dignitaries. The Mayor must discuss and agree the proposals with the Town Council’s civic officers so the full implications of organising and arranging the event are clear and can be monitored.

Sussex Day

Sussex Day is celebrated officially on 16th June annually. The Projects and Facilities department arrange a small ceremony to commemorate the day which is held on the Saturday closest to the 16th June unless it’s required to be moved due to exceptional reasons.

The ceremony is held at the Martello Tower on the seafront. It is led by the Town Crier and the Mayor.

Councillors and members of the public are invited to witness the raising of the flag at 12 noon by the Mayor and hear the proclamation given by the Town Crier. They will then sing along to a rendition of “Sussex by the Sea” if they wish to take part.

Armed Forces Day

Armed Forces Day is an event held on the last Saturday in June annually. It is arranged by Seaford Town Council and other organisations such as the Royal British Legion and the Royal Society of St George. It’s mainly handled by the Projects and Facilities department.

The Mayor will be required to attend meetings prior to the event to stay current with the preparation details, they will be notified of the meeting dates and times by the Projects and Facilities department.

The Mayor is usually invited to the last meeting before the event so as to get an overview of proceedings. They will also be invited to the Friday evening run through at the Martello Field 5.00pm the night before. (The Mayor does not attend all meetings.)

On the actual day of the event the Mayor will be required to open the event and give a speech. They will also be invited to inspect the parade; they should be made aware of this in the meetings so they should be prepared. It’s also generally good practice for them to stay around for the majority of the day if possible, as it is an important event within the town.

Remembrance Sunday

This is an event that is organised by the Royal British Legion and Seaford Town Council, being held on the Sunday nearest the 11th November at the War Memorial and in previous years being followed by a service at St Leonard’s Church. The Mayor and Young Mayor lay a wreath at the War Memorial. The Mayor’s Secretary orders these from the appointed person at the Royal British Legion.

Commonwealth Remembrance

Annually on the Tuesday after Remembrance Sunday, the Royal Society of St. George facilitates a Commonwealth Remembrance Service. The service is held at the Commonwealth War Memorial in Seaford Cemetery and the Mayor will be invited to attend. Dignitaries from those Commonwealth (Canadian and West Indian) and Irish states whose soldiers from World War I are at rest in the cemetery are also in attendance. The Royal Society of St. George will advise each year with details of any planned gathering after the service.

Blessing of the Christmas Tree

This is an optional event that some of the Mayors like to arrange. This normally takes place the Friday before Christmas Magic. In previous years this has been a short ceremony conducted by the Mayor’s Chaplain or another chosen religious or civic figurehead. The Mayor may choose how they would like to see the ceremony arranged, if deciding to hold it, however this must be discussed and agreed with Town Council civic officers before arrangements are made.

Seaford Christmas Magic

The Projects and Facilities department holds regular meetings throughout the year in preparation for Christmas Magic. They will invite the Mayor and Mayor’s Secretary along once needed to discuss the Mayor’s involvement, such as:

- Opening the Event
- Window Display judging in conjunction with the Seaford Chamber of Commerce

- Switching on the Christmas Lights

Mayor’s Carol Service

A Mayor may choose to hold a carol service, which is usually arranged in early December. In previous years, mayors have held the service in a religious building with the support of their Mayor’s Chaplain. However, a mayor may choose to arrange a non-religious service should they wish to.

A retiring collection is usually donated to the Mayor’s Charity. Local dignitaries such as the Lord Lieutenant of East Sussex and High Sheriff for Sussex can be invited, and refreshments are usually provided after the service.

Town Forum & Mayor’s Awards

This is a meeting of the residents of the town of Seaford in May and it is important to understand that this is *not* a Council meeting. Instead a meeting of the people of Seaford that the Town Council facilitates and the Mayor would preside at when in attendance.

Councillors attend the meeting as the public and the meeting would usually provide the opportunity for local organisations who have received Council grants to report directly to the people of Seaford. There is an opportunity for questions to discuss matters affecting the town.

This is where the Mayor would present any Civic Awards as mentioned previously in section 15.

19. Young and Deputy Young Mayor

The Young Mayor is a position held for one Municipal year with the aim of representing the views of young people in Seaford, to Seaford Town Council.

The Young Mayor will be supported by a Deputy Young Mayor, who is elected annually in February at Seaford Head School, prior to the Annual Meeting of the Council in May, during which the previous Deputy is sworn in as Young Mayor for the forthcoming year. The Town Council and Seaford Head School are responsible for publicising and carrying out these elections.

The Young Mayor, and Deputy, will be invited to take part in the Civic events and occasions, some alongside the Mayor of Seaford and others representing the Mayor. The Young Mayor will be invited to give talks or speeches where possible, to help build a relationship with the people of Seaford and increase their profile.

At the beginning of the Municipal year the new Young Mayor, key Council Officers and Mayor of Seaford will meet with the Young Mayor and new Deputy to discuss plans for the year ahead.

More information can be obtained from the Council’s Young Mayor Handbook via the Council Office.

20. Seaford Mace

Attached to this policy as Appendix 2 is a short guide regarding the Seaford mace, its history and required protocol.

The Town Council thanks the Serjeant at Mace, Peter White, for providing this guidance.

DRAFT

Mayor’s Portfolio Appendix 1

Seaford Town Council Collection Pot Guidelines

(based on information from the Fundraising Regulator)

Collecting Money or other property

At the beginning of the Mayor’s Municipal Year, the Mayor may choose to nominate a charity or charities. Once the charity has been informed that they have been nominated, the Mayor needs to ask for a Certificate (letter) of Authority giving the Mayor permission to collect on their behalf if the mayor wishes to carry out any direct fundraising. If this is the case, the guidance below should be followed

Charity Pots – The labelling needs to have the charity’s;

- Logos (permission must be sought to use any images or logos from the people or organisation who holds the rights),
- Name,
- Charity number, and
- Address where ‘Registered in England’.

If, there are two charities it needs to be clear how the funds are going to be split, e.g. 50/50.

Pots left in commercial properties –

Each pot is numbered underneath. A spreadsheet record is kept of each pot including

- The date left at the premises,
- Who it was left with i.e. the manager,
- The date it was collected back in, and by whom
- Total amount collected

Ideally, they should be chained and The Council hold the key to the lock. If not possible it should be tied to something secure.

The Mayor needs a letter of authority to collect the pots (and should wear their STC name badge when collecting).

General notes re cash collected

- Unsecured cash must not be left unattended i.e. pots must be secured.
- Charity pots must be brought into the Finance Office at Seaford Town Council to be counted by a Finance Officer.
- It must be stored in a secure place if not banked immediately

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- The full amount must be given to the charity(s) or split in the way advertised if more than one charity. No deductions from the cash that you receive must be taken.
- The money will be paid into the Seaford Town Council account and coded to ‘The Mayor’s Charity Funds’ for distribution at the end of the municipal year.

Events organised by others to raise money for the Mayor’s Charities (e.g. Mad Fundraising March)

In any advertising by a 3rd party, it must state they are raising funds in support of the Mayor’s Charities and the municipal year’ e.g. ‘In support of the Mayor’s Charities 2020/2021’

Other STC Events

Charity Pots are also used at Veteran’s and Armed Forces Day and Christmas Magic events.

Veterans and Armed Forces Day (AFD)– The Royal Society of St George (RSSG) /The British Legion members on the committee borrow the pots to collect on the day for the chosen Armed Forces Charity. The Projects & Facilities team label them up accordingly.

The same procedure would apply regarding allocation and collection whether they are left in shops prior to the event or allocated to a person collecting on the day.

The Pots are collected and brought in by the volunteers and funds banked by Seaford Town Council then sent to RSSG who present a cheque to their charity at a formal dinner in September

Christmas Magic as above, but funds are collected to go towards paying for the event.

Reference:

<https://www.fundraisingregulator.org.uk/code/specific-fundraising-methods/collecting-money-or-other-property>

For advice on running a raffle/tombola or sweepstake

See the Gambling Commission – Running a Lottery

www.gamblingcommission.gov.uk

Mayor’s Portfolio Appendix 2

The Seaford Town Mayor and the Seaford Mace: Protocol

The Mace represents the Civic Authority delegated to the Mayor as Chair of the Town Council. This responsibility is delegated to the Deputy Mayor in the Mayor’s unavoidable absence.

The Seaford Mace was presented in the reign of Elizabeth I, whose Arms it bears on the coronet c.1580. It is silver but pre-dates hallmarking and is approximately 15.5” long.

- The Mace is by custom carried before the Mayor by the Serjeant at Mace at official functions. Such functions may include, Announcement of Royal Accessions, visits by the Lord Lieutenant or High Sheriff, at Mayor-making, Civic Services, other civic functions, church or military Ceremonies, Annual Council Meeting, Town Forum, and Ceremonies involving groups of Mayors and other civic dignitaries.
- The Mace is by custom, laid before the Mayor for regular and extraordinary meetings of the Full Council: on its cradle, with the coronet facing to the right of the Mayor (when facing the room).
- Meetings of the Full Council may take place without the Mace in an emergency, in alternative premises, or *in extremis*.
- The Mace may be exhibited in Council premises; or in schools, colleges and other public premises for educational purposes.
- When rested in a Church, the Coronet should face the altar / Cross / platform; OR be vertical, coronet uppermost.
- When the Mace is carried before the Mayor, it should be held by a gloved hand, upright or on the right shoulder coronet uppermost of the Serjeant at Mace or a Council Officer (NOT a Town Councillor). In the presence of the Sovereign the position is reversed (coronet downwards) as the authority then rests in the person of the Sovereign and not in the Mace.
- In the event of announcements / ceremonies following the death of persons within the ‘National and Local Mourning Procedure’ the top (coronet) of the Mace should be draped in a black cloth or have a black ribbon affixed.

The Mace may NOT be used for purposes of commercial advertising, entertainment or party-political advantage.

Care of the Mace: should include secure storage (especially if exhibited), sufficient insurance, cleaning with warm soapy water and not polishes, and handling / carriage with soft cloth or gloved hands.

If the Mace falls into disuse through changes in custom and practice the representatives of the Sovereign should be consulted about its removal to a suitable alternative use.