Seaford Town Council

MINUTES of an **Ordinary Meeting** of the **Full Council** held at Seaford Baptist Church Auditorium, Belgrave Road, Seaford on **Thursday 20th May 2021** at **8.26pm**.

Present:

Councillors R Reed (Mayor)

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

Adam Chugg, Town Clerk

Georgia Raeburn, Executive Support Officer

Tony Jackson, Projects & Facilities Manager

There was one member of the public physically in attendance, in addition to live stream watchers.

C14/05/21 Apologies for Absence

Apologies for absence were received from Councillors N Adil and G Rutland.

Councillor J Cash (Deputy Mayor) had submitted apologies for the physical meeting with the intention of attending via Zoom as a non-voting member but unfortunately, technical issues on the night had meant this could not take place by this stage of the meeting.

C15/05/21 Disclosure of Interests

There were no disclosures of interests.

C16/05/21 Public Participation

There was no public participation.

C17/05/21 Minutes

It was **RESOLVED** to **APPROVE** the following minutes and the recommendations therein:

C17.1	**Community Services**	29th April 2021 - virtual
C17.2	**Finance & General Purposes**	8th April 2021 - virtual
	The recommendation within F33.2 of these minutes was considered separately by Full Council under agenda item 9.	
C17.3	**Full Council**	18th March 2021 - virtual
C17.4	**Full Council**	27th April 2021 - virtual
C17.5	**Planning & Highways**	25th March 2021 - virtual

C17.6	**Planning & Highways**	22nd April 2021 - virtual
C17.7	**Planning & Highways**	5th May 2021 - virtual

C18/05/21 Town Council Working Group Reports

There were no reports from the Town Council's working groups at this meeting.

C19/05/21 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.

Councillor Liz Boorman, Lewes District Council	*Confirmed that following the recent District elections, the District's Full Council meeting is being held next week so an update will be available for the next Town Council meeting.*
Councillor Sam Adeniji, East Sussex County Council	*Confirmed that the situation was the same with the County Council following the recent elections and that an update would be available for the next Town Council meeting.*

C20/05/21 Town Clerk's Update Report

Full Council considered report 08/21 updating Full Council on key Town Council work and work priorities for the Town Clerk.

The Town Clerk talked Full Council through the points of the update report, highlighting; the recent elections and welcoming the new councillors on board; and the amazing work of all the councillors and officers to reduce spending and increase general reserves over the last year.

Members requested an update on the Martello Toilets project. The Town Clerk confirmed the latest steps being taken with this priority project following the report Full Council in March and that a further report is being brought to Full Council at its next meeting on 23rd June 2021.

Members also raised concerns with parking on the part of Cricketfield Road between the two Martello Fields and the need for this to be addressed.

It was **RESOLVED** to **NOTE** the contents of the report.

C21/05/21 Annual Review of Standing Orders

Full Council was presented with report 04/21 presenting revisions to the Town Council's Standing Orders for adoption.

Consideration of his report was deferred to the Full Council meeting on 23rd June 2021.

It was confirmed that feedback or queries on the draft revised Standing Orders is welcomed by councillors within the next eight days so these can feed into the review at the June Full Council meeting and that the model Standing Orders would be circulated.

C22/05/21 Annual Review of Scheme of Delegation

Full Council considered report 05/21 presenting revisions to the Town Council's Scheme of Delegation for adoption.

Members requested an update on the plans to review the arrangements and structure of the Disciplinary / Grievance Sub-Committee.

The reasons for Planning Officer not being within this policy document were explained and the plans to review any requirements for delegated powers explained.

It was **RESOLVED** to **ADOPT** the Scheme of Delegation as presented with report 05/21, subject to the following amendment to the delegation at 3.4.10:

'Only in consultation with the Town Clerk, General Manager and Chair of Golf & The View, to amend the opening hours of The View as deemed necessary <u>and reporting his back to the Golf & The View Committee as soon as possible</u>'.

C23/05/21 Committee Chairs Management Group Policy Review

Full Council considered report 07/21 presenting revisions to the Committee Chairs Management Group Policy for adoption.

Members queried points within the revised policy, including the removal of minutes being circulated to all councillors, and explanations were provided.

It was **RESOLVED** to **ADOPT** the Committee Chairs Management Group Policy as presented with report 07/21.

C24/05/21 Single Use Plastics Policy

Full Council considered report 09/21 presenting a revised Single Use Plastics Policy for adoption.

Members thanked Plastic Free Seaford for its significant assistance with the review of policy.

It was **RESOLVED** to **ADOPT** the Single Use Plastics Policy as presented with report 07/21, subject to the addition of a map within the policy to clarify the locations of the water refill stations within the town.

C25/05/21 Government's Call for Evidence on Remote Meetings

Full Council considered report 10/21 seeking Full Council's approval of a response to the Government's call for evidence on remote meetings.

Members discussed additions to the draft response, as follows;

Q3 – add 'caring responsibilities' to the point regarding a more accessible meeting format where attending a physical meeting may be hard due to health problems or mobility issues.
Q11 – amend to highlight that due to not being able to vote remotely, this is discriminatory to those councillors with health issues or that are classed as vulnerable. Would like to see legislation changed to be permitted to vote remotely again if a valid reason exists for not being able to attend physically.

It was **PROPOSED** to **AGREE** the submission to the Government's call for evidence on remote meetings, subject to any additions councillors wish to add which should be notified to the Town Clerk by Friday 29th May 2021. The final submission will be shared once made.

C26/05/21 Insurance Arrangements

Full Council considered report 14/21 presenting and update on the Town Council's insurance arrangements.

It was **RESOLVED** to **NOTE** the contents of the report.

C27/05/21 Exclusion of the Press & Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public **BE EXCLUDED** from the meeting during the discussion on the next two items of business for the reasons as set out below.

The 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.

C28/05/21 Employee Contracted Hours of Work EXEMPT

Full Council considered exempt report 12/21 seeking approval of permanent changes to employee contracted hours of work to meet operational needs.

Reason for exemption: to progress a confidential staffing matter.

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

It was **RESOLVED** to **APPROVE** the permanent changes to the employees contracted hours of work to meet operational needs, as set out within the report.

C29/05/21 Filming Liaison Service Contract EXEMPT

Full Council considered exempt report 11/21 seeking Full Council's approval of changes to the filming liaison service provision.

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

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

C29.1 It was **RESOLVED** to **APPROVE** the proposals set out within exempt report 11/21 regarding the filming liaison service provisions.

C29.2 It was **RESOLVED** to **DELEGATE POWER** to the Executive Support Officer and Responsible Financial Officer to create the contract, reflecting the proposal with exempt report 11/21, consulting with the Chairs of Finance & General Purposes and Community Services before agreeing the final terms with the contractor.

C29.3 It was **RESOLVED** to **AGREE** that the procedure for awarding this contract is in accordance with Financial Regulation 11a ii and therefore Financial regulations do not need to be waived, due to the specialist nature of the service being provided and the value for money and quality of service offered with the identified contractor.

The meeting closed at 9.11pm.

Councillor Rodney Reed
Mayor of Seaford