



## Seaford Town Council

### **Minutes of a meeting of Seaford Town Council's Finance & General Purposes Committee on Thursday, 21<sup>st</sup> July 2021.**

Held at Seaford Baptist Church at 7.00pm.

#### **Present:**

Councillors M Brown (Chair) and B Payne (Vice-Chair)

Councillors D Argent, L Boorman, O Honeyman, R Honeyman, J Meek, R Reed and L Wallraven.

Adam Chugg, Town Clerk

Lucy Clark, Finance Manager

Georgia Raeburn, Executive Support Officer

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

#### **F01/07/21 Apologies for Absence**

Apologies for absence were received from Councillor J Cash.

Karen Singleton, Responsible Financial Officer, also submitted her apologies for the meeting.

#### **F02/07/21 Disclosure of Interests**

Councillor Richard Honeyman disclosed a non-pecuniary interest in agenda item 13, as the Town Council's representative for Seaford Community Partnership and a Partnership Director, stating that he would leave the meeting for this item.

Councillor Linda Wallraven declared a non-pecuniary interest in agenda item 4, as the Town Council's representative for and a trustee of Bishopstone United Charities as well as being a member of both Seaford Bonfire Society and Seaford Rotary Club.

#### **F03/07/21 Public Participation**

Speaker	Statement
Resident A	<i>As Chair of Seaford Community Partnership, regarding agenda item 13. Thanked the Town Council's RFO for preparing the paper. Highlighted the long-term partnership</i>

	<p><i>between the Town Council and Seaford Community Partnership and some of the key work done together for the town. <b>Confirmed that they agree with recommendations in paper, including the extent of work required from the Town Council, which is limited to financial aid, and the delegated power to officers. Raised the importance of better understanding the cashflow arrangements if the funding bid is successful. Could confirm that the bid allowed inclusion of administration costs, which was welcomed.</b></i></p> <p><i>Stressed the importance of defining the future relationship of the Town Council and Partnership and working together for the town, including utilising any funding streams available. Confirmed that they were happy to do a presentation to Full Council in August – clarifying relationships, how the work of Seaford Community Partnership does and can align with Town Council strategic objectives and specific plans for 2021/22.</i></p>
Town Council Response	<p>Thanked the resident for their contributions.</p> <p>Discussed queries over the process with the invoices.</p>

#### **F04/07/21 Grants Applications 2021 - 2022**

The Committee considered report 42/21 presenting the grant requests received for consideration.

It was **PROPOSED** to amend the recommended grant awards to include an additional £1,000 in the amount of grant agreed for Bishopstone United Charities; this **MOTION** was **CARRIED**.

It was **RESOLVED** to **APPROVE** the grant applications as set out below:

<b>Name of Organisation</b>	<b>Summarised Purpose of Grant</b>	<b>Award Agreed</b>
<b>Large Grants £501-£3,000</b>		
Bishopstone United Charities	To help defray some of the cost of re-building the stone chimneys on the Grade 2 listed Almshouse dating from 1856.	£2,000.00 Including the additional £1,000.
CTLA Community Transport	To support the continuance of Seaford Dial-a-Ride service at its pre-COVID level of activity.	£1,000.00

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Name of Organisation	Summarised Purpose of Grant	Award Agreed
Cuckmere Community Bus Ltd	To meet ongoing running costs and avoid deficits helping bridge the gap between income and expenditure.	£2,000.00
Down Syndrome Development Trust	To support six Seaford-based children with DS and their families to access their diverse range of programmes for a period of twelve months.	£1,000.00
Friends of Bishopstone Station	To furnish the unit previously known as Linda's Store. The rail operator is refurbishing and leasing to the group on a peppercorn rent.	£450.00 (towards the cost of 30 folding chairs)
Newhaven Lifeboat Station	Towards Newhaven Station running costs including crew kit, training, repairs and maintenance of the station and boat.	£1,500.00
SCIP	Towards costs of the 2022 'Beacon Show'; an outdoor exhibition of 10 contemporary illustrative art pieces stretched across the Seaford seafront running from May - Sep 2022 but where work will start from October 2021.	£0 It was agreed not to award anything this time as a grant in kind has already been given by allowing free use of the promenade for the duration of the exhibition.
SeeAbility (Royal School for the Blind)	To support our 'Powering Resilience Project' which supports mental wellbeing by addressing immediate needs and building resilience of people we support including colleagues so as to remain strong following the coronavirus.	£0 It was agreed not to award any grant this year as whilst Seaford residents benefit, it is a national charity who have more funds than Seaford Town Council. Funds have been awarded in previous years so this year it was decided to focus on more local groups.
Seaford Bonfire Society	To assist with the ever-increasing cost of event insurance, provision of medical emergency presence, event security, safety fencing and traffic management.	£1,100.00

Name of Organisation	Summarised Purpose of Grant	Award Agreed
Seaford Cricket Club	To purchase a custom-made Boundary Rope Trolley as the current trolley is falling apart and it's a struggle for the groundsman to manoeuvre.	£864.00
Seaford Dramatic Society (Seaford Little Theatre)	To install a Panasonic air conditioning system with NanoeX Air Purifier that also filters viruses.	£0 It was agreed not to award a grant as concerns of how the balance of £10,680 needed for this item would be raised. Only £720 of this was shown to have been secured.
St Wilfrid's Hospice	To buy 20 diagnostic kits for community nurses working in Seaford. The kits will include blood pressure machines, thermometers, urinalysis sticks and blood sugar testing devices.	£1,100.00
Teddy Treats Children's Charity	To support local children to develop creative talents with Teddy Treats Top Talent Sponsorship and to continue to provide toys at Christmas and panto trips for local families in need.	£1,000.00
The Youth Counselling Project	Funding would provide virtual counselling sessions enabling us to include more children. It would also allow us to reach out to 6 additional children or young people providing a total of 60 sessions with qualified children's mental health and wellbeing therapists.	£2,000.00
The Crypt Gallery	Replacement front windows as current windows are not in good working condition and rotten.	£0 It was agreed not to award a grant as the works required fall to Seaford Town Council as part of the lease so the amount will be budgeted next year when the work can be carried out.
<b>Small Grants up to £500</b>		
Ambulance Responder Team	To assist in maintaining our 4x4 Team Vehicle for one year.	£500.00
Family Support Work	To enable to provide 2-3 home visits and calls to local families per week for 10 weeks.	£0 It was agreed not to award a grant as in accordance with the

*MB*

Name of Organisation	Summarised Purpose of Grant	Award Agreed
		Discretionary Grants Policy 1.12, this organisation is not eligible to apply as they are a religious group.
Martello Rotary	Provision of equipment for the Save Our Seaford Charities fundraiser and hire fees for Martello Fields (£295)	£0 It was agreed not to give an award as it is ultimately helping out the Mayor and his work with the Charities it could be seen to be giving ourselves a grant at the expense of other applications who may need to be turned down.
Seaford Community Partnership	To fund PL Insurance; Companies House fees; Domain Website Costs and Hiring of Halls for essential meetings. This covers The Transport Group; The Seaford/Gateway Group; The Flood Action Group; Trees for Seaford; Seaford Neighbourhood Plan Steering Group and Addressing Climate Change.	£400.00
Seaford Rotary Charitable Trust	To pay for the hiring cost of the Martello East Field and use of promenade for the Rainbow Walk organised by RTN Jean Cash to support the Mayor's Charity Initiative.	£0 It was agreed not to award a grant as a similar situation as the Martello Rotary Request. In addition, the activity would have already taken place which goes against 1.13 of the Grant Policy 'Grants will not usually be awarded for projects or activities already delivered' and no bank statement or PL insurance was provided within the application.
Willett Charitable Trust Bishopstone	Offset cost of strimming, flailing and cutting on the green (called The Egg) to keep it open and available for public access.	£0 It was agreed not to award a grant as thought this work

Name of Organisation	Summarised Purpose of Grant	Award Agreed
		could be carried out by the local farmer. In addition, it is downland grass that is becoming rare and with climate change it should be encouraged to wildflower some of the area.
	Total Amount Awarded	£14,914.00

**F05/07/21      Receipts, Payments and Bank Reconciliation Reports for March, April, May and June 2021**

The Committee considered report 40/21 advising the Committee of Receipts, Payments and Bank Reconciliations for March, April, May and June 2021.

The Chair confirmed that the June 2021 Bank Reconciliation Reports had been approved since the time of writing the report.

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

**F06/07/21      Finance Report to 30<sup>th</sup> June 2021**

The Committee considered report 41/21 informing the Committee of the Income and Expenditure to 30<sup>th</sup> June 2021 and highlight significant variances from budget.

The Committee queried the seasonal beach huts and it was confirmed that the income due will offset the expenditure.

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

**F07/07/21      Finance & General Purposes Committee Year End Income & Expenditure Report 2020-2021**

The Committee considered report 37/21 presenting the 2020-2021 year-end financial position for the Finance & General Purposes Committee.

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

**F08/07/21      Town Council's Direct Debit Register**

The Committee considered report 43/21 presenting the Town Council's current Direct Debit Register for approval.

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The Committee queried the wastewater charges within The Salts and it was confirmed that the charges for The Salts Cottage are recharged.

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

### **F09/07/21      Cashless Parking Donations**

The Committee considered report 48/21 seeking approval of a method for enabling online payments through the Town Council's website.

Members discussed a suggested minimum donation, future costs if expand the use of Stripe, other potential uses of the Stripe payments system following a trial period at South Hill Barn, the security level of the Stripe software,

**F09.1** It was **RESOLVED** to **NOTE** the contents of the report.

**F09.2** It was **RESOLVED** to **APPROVE** using Stripe to enable the receipt of online payments through the Town Council's website for a trial period of six months.

**F09.3** It was **RESOLVED** to **APPROVE** the associated costs of setting up Stripe on the Town Council's Website.

### **F10/07/21      Members Allowance Policy Review**

The Committee considered report 52/21 presenting the Town Council's Members Allowance Policy for approval.

Members discussed Full Council considering the allowance and whether councillors could receive discount at The View, as employees do.

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

### **F11/07/21      Gifts & Hospitality Policy Review**

The Committee considered report 53/21 presenting the Town Council's Gifts & Hospitality Policy for approval.

Members discussed the process with staff tips at The View and the option of including a service charge instead of taking tips.

It was **RESOLVED** to **RECOMMEND** to Full Council to adopt the Gifts & Hospitality Policy as presented with report 53/21.

*(7.45pm – the member of public and the technical equipment operators exited the meeting and the livestream ended)*

RB

## **F12/07/21 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*

## **F13/07/21 Receipts Due for Payment EXEMPT**

The Committee considered exempt report 44/21 informing the Committee of unpaid receipts due on 30<sup>th</sup> June 2021.

**Reason for Exemption:** *to discuss individual payments owed to the Town Council.*

**Explanation of Reason:** *both the Freedom of Information Act 2006 and Data Prevention legislation, protect the financial affairs of other individuals or companies from being publicised with the agenda or being discussed in open session.*

It was **RESOLVED** to **NOTE** the Receipts Due for Payment list as of 30<sup>th</sup> June 2021.

*(7.47pm – Councillor R Honeyman exited the meeting having disclosed a non-pecuniary interest in the next agenda item, as the Town Council's representative for Seaford Community Partnership and a Partnership Director, stating that he would leave the meeting for this item.)*

## **F14/07/21 Request for Town Council Financial Administration Aid – Seaford Community Partnership EXEMPT**

The Committee considered exempt report 51/21 informing the Committee of a request from Seaford Community Partnership for aid with the financial administration of a grant applied for and the financial administration of the associated project work.

**Reason for Exemption:** *to facilitate open discussion on a request, which includes discussing the financial affairs and capabilities of another organisation with a view to potential contract negotiations.*

**Explanation of Reason:** *both the Freedom of Information Act 2006 and Data Prevention legislation, protect the financial affairs of other individuals or companies from being*



*publicised with the agenda or being discussed in open session. In this case, this also forms a part of potential contract negotiations, which also qualify for exemption.*

It was **RESOLVED** to **RECOMMEND** to Full Council to:

- F14.1** Agree that Seaford Town Council provides financial administration aid only for Seaford Community Partnership should its bid to the Community Renewal Fund be successful. For clarity, this does not include procurement assistance;
- F14.2** Delegate power to the Town Clerk and RFO in consultation with the Chair of Finance & General Purposes, to agree the details of the work arrangements, only if the arrangement covers all costs and there is capacity within the staff team, and;
- F14.3** Appoint a councillor to be a member of the project steering group, should the grant be successful.

The meeting closed at 8.00pm.



Councillor M Brown

Chair of Finance & General Purposes

