



## Seaford Town Council

**MINUTES** of a **Meeting** of the **Full Council** held at Seaford Baptist Church Auditorium, Belgrave Road, Seaford on **Wednesday 26<sup>th</sup> January 2022** at **7.00pm**.

**Present:**

Councillors R Reed (Mayor) & J Cash (Deputy Mayor)

Councillors S Adeniji, N Adil, D Argent, L Boorman, M Brown, J Edson, MA Hayder, R Hayder, O Honeyman, R Honeyman, J Meek, B Payne, G Rutland, L Wallraven.

Joe Lacy, 2021-2022 Young Mayor

Adam Chugg, Town Clerk

Tony Jackson, Projects & Facilities Manager

Geoff Johnson, Assistant Town Clerk (Strategic Projects)

Karen Singleton, Responsible Financial Officer

Lucy Clark, Finance Manager

Simon Andrews, Finance Assistant

Georgia Raeburn, HR & Governance Manager

There were three members of the public physically in attendance.

### **C100/01/21 Apologies for Absence**

Apologies for absence were received from Councillors S Dunn, M Everden and J Lord.

### **C101/01/21 Disclosure of Interests**

Cllr S Adeniji declared a non-pecuniary interest in agenda item 20, as a member of Seaford Community Partnership.

### **C102/01/21 Public Participation**

<p>Resident A</p>	<p><i>Speaking on item 20. Expressed that the Memorandum of Understanding was nothing radical but instead, formalises what has developed over the years in working together. Confirmed that Seaford Community Partnership (SCP) will continue to improve communication with STC officers so aware of each other's views. Expressed hope that the Town Council would support the six projects of the climate change programme. Explained that these would have minimal impact</i></p>
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	<i>on Town Council staffing resources and while trying to address climate change, are also compatible with improving local economy and developing businesses. Updated that South Downs National Park Authority (SDNPA) funding experts are being closely worked with and an opportunity has been identified to apply to Lewes District Council's Community Infrastructure Levy fund. In addition to this, is sponsorship from the public and companies. Confirmed that SDNPA has special software to help administer the sponsorship, rather than SCP requesting Town Council officers to help.</i>
Town Council response	Thanked for their contribution.

### **C103/01/21 Minutes**

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

C103.1	Full Council	13 <sup>th</sup> October 2021
C103.2	Community Services	25 <sup>th</sup> November 2021
	It was <b>RESOLVED</b> to <b>ADOPT</b> the revised Events Policy as presented.	
C103.3	Finance & General Purposes	28 <sup>th</sup> October 2021
C103.4	Finance & General Purposes	16 <sup>th</sup> December 2021
	N.B. The recommendations at minute references F29/12/21 and F30/12/21 were considered under agenda item 11 of this meeting and as such were not approved by Full Council at this stage of the meeting.	
C103.5	Golf & The View	7 <sup>th</sup> December 2021
C103.6	Personnel	18 <sup>th</sup> November 2021
	N.B. The recommendation at minute reference PE12/11/21 had already been deferred to the March Full Council meeting and as such was not approved by Full Council at this stage of the meeting.	
C103.7	Planning & Highways	21 <sup>st</sup> October 2021
C103.8	Planning & Highways	11 <sup>th</sup> November 2021
C103.9	Planning & Highways	2 <sup>nd</sup> December 2021
C103.10	Planning & Highways	23 <sup>rd</sup> December 2021
C103.11	Planning & Highways	13 <sup>th</sup> January 2022



### **C104/01/21 Mayor's Update Report**

Full Council considered report 159/21 presenting the Mayor's update report and details of engagements.

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

### **C105/01/21 Young Mayor's Update Report**

The Young Mayor provided a verbal update since the last Full Council meeting in October. Including updates on the Young Mayor's chosen charity and free sports day event at Seaford Head School in November, attending the Remembrance services, successful fundraising at Seaford Christmas Magic and having enjoyed attending the Mayor's Carol Service.

The Young Mayor was thanked for attending and providing his update.

### **C106/01/21 Town Council Working Group Reports**

There were no working group update reports.

### **C107/01/21 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.

<i>Councillor Liz Boorman, representative to Mercread Youth Centre</i>	<i>Confirmed that the AGM was held at Mercread Youth Centre last night and that the Treasurer is stepping down in March, so the Centre is looking for a voluntary Treasurer to take over.</i>
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### **C108/01/21 District & County Councillor Update Report**

There were no updates from District or County Councillors.

### **C109/01/21 Town Clerk's Update Report**

Full Council considered report 161/21 updating Full Council on key Town Council work and work priorities for the Town Clerk.

Full Council discussed the Climate Change Working Group's plans to devise a draft policy for Full Council, the process relating to handing over the management of green spaces, the progress of the parking review and request for additional disabled parking on the seafront.

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



## **C110/01/21 Seaford Town Council Draft Budget Report 2022 – 2023 and Precept Setting**

Full Council considered report 151/21 presenting the Seaford Town Council Draft Budgets for 2022 – 2023 and projected budgets to 2026 – 2027.

The RFO provided a verbal update on three minor changes to the budget and talked Full Council through the budget setting process, the impact of changes to the budget on future years and the Town Council's reserves. The RFO provided a commentary on the budget lines included in Appendix 3 to the report.

*(7.37pm – the Young Mayor and one member of public exited the meeting)*

Full Council discussed at great depth the options available for financial savings within the budget as presented and in particular, the precept requirement and percentage increase this represents. Full Council discussed at some length the impact of any percentage increases both financially on taxpayers and also, the Town Council's ability to provide services.

A number of proposals were made and seconded, with the budget lines referred to coming from Appendix 3 of the report:

**C110.1** It was **PROPOSED** that a precept increase of 9.49% be agreed, as per the budget presented with the amendments highlighted by the RFO at the start of the agenda item.

**C110.2** It was **PROPOSED** that an amended precept increase of 0% be agreed, with amendments based on report 151/21 Appendix 3 as follows:

Utilising earmarked reserves for budget codes:

- 4272 The View Dishwasher (£4,500),
- 4273 The View Cellar Cooler (£2,000),
- 4274 The View Outdoor Tables (£2,200)

Removing budget codes:

- 4190 Election cost (-£10,000),
- 4275 Salts CCTV (-£5,000),
- 4276 Rainbow Bench (-£1,000),
- 4277 Martello Water Refill Station (-£15,000),
- 4277 Professional Fundraiser (-£3,000),
- 4276 Cuckmere Haven Signage (-£5,000),
- 4277 Martello Fence (-£10,000)

Reducing budget codes:

- 4164 Civic – other (-£4,000),



4401 Grants (-£5,000),  
4257 Seafront Improvement Plan (-£15,000),  
4424 South Hill Barn Professional Costs (-£5,000),  
4283 Salts Playground Maintenance (-£5,000),  
4284 Crouch Playground Maintenance (-£2,500).

**C110.3** It was **PROPOSED** that an amended precept increase of 4.49% be agreed, with amendments based on report 151/21 Appendix 3 as follows:

Utilising earmarked reserves for budget codes:

4272 The View Dishwasher (£4,500),  
4273 The View Cellar Cooler (£2,000),  
4274 The View Outdoor Tables (£2,200)

Removing budget codes:

4276 Rainbow Bench (-£1,000),  
4277 Martello Water Refill Station (-£15,000),  
4276 Cuckmere Haven Signage (-£5,000),

Reducing budget codes:

4164 Civic – other (-£5,000),  
4181 Mayor's Expenses (-£500)  
4424 South Hill Barn Professional Costs (-£5,000)

; this **MOTION** was **WITHDRAWN**.

**C110.4** It was **PROPOSED** that an amended precept increase of 6.76% be agreed, with amendments based on report 151/21 Appendix 3 as follows:

Removing budget codes:

4276 Rainbow Bench (-£1,000),  
4277 Martello Water Refill Station (-£15,000),  
4277 Professional Fundraiser (-£3,000)

Reducing budget codes:

4164 Civic – Other (-£4,000)

Increasing budget codes:

4401 Grants (+£5,000)

**C110.5** It was **PROPOSED** that Earmarked Reserves be used to cover:

4272 The View Dishwasher (£4,500),  
4273 The View Cellar Cooler (£2,000),  
4274 The View Outdoor Tables (£2,200)

; this **MOTION** was **CARRIED**.



**C110.6** It was **PROPOSED** that an amended precept increase of 8.6% be agreed, as per the budget presented less the funds to be met from Earmarked Reserves.

**C110.7** The Chair moved that the proposal at C110.4 be taken to a vote.

Proposal: that an amended precept increase of 6.76% be agreed, with amendments based on report 151/21 Appendix 3 as follows:

Removing budget codes:

4276 Rainbow Bench (-£1,000),  
4277 Martello Water Refill Station (-£15,000),  
4277 Professional Fundraiser (-£3,000)

Reducing budget codes:

4164 Civic – Other (-£4,000)

Increasing budget codes:

4402 Grants (+£5,000)

A **RECORDED VOTE** was requested;

Councillor S Adeniji	Against
Councillor N Adil	For
Councillor D Argent	For
Councillor L Boorman	Against
Councillor M Brown	For
Councillor J Cash	For
Councillor J Edson	Against
Councillor MA Hayder	For
Councillor R Hayder	For
Councillor O Honeyman	For
Councillor R Honeyman	For
Councillor J Meek	For
Councillor B Payne	Against
Councillor R Reed	For
Councillor G Rutland	Against
Councillor L Wallraven	Against

; the **MOTION** was **CARRIED**.

The precept level was set at £1,044,965, representing a Band D Council Tax of £111.09 per annum - an increase of £7.03 / 6.76% per annum for Band D.

*(8.40pm – Cllr Adeniji and one member of public exited the meeting)*

**C110.8** It was **RESOLVED** to **NOTE** the projected budgets for 2023 – 2024, 2024 – 2025, 2025 – 2026 and 2026 – 2027.



### **C111/01/21 Review of Financial Regulations**

Full Council considered report 153/21 presenting the review of the Town Council's Financial Regulations.

It was **RESOLVED** to **ADOPT** the Financial Regulations as presented in report 153/21, with any necessary corrections to page numbers.

### **C112/01/21 Review of Earmarked Reserves**

Full Council considered report 154/21 presenting the review of the Town Council's Earmarked Reserves.

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

### **C113/01/21 Interim Internal Audit Report 2021 - 2022**

Full Council considered report 149/21 presenting the interim Internal Audit report from Mulberry & Co. Ltd for 2021 – 2022.

Full Council thanked the Finance Manager and team for work done to achieve another successful audit.

It was **RESOLVED** to **NOTE** the Internal Auditor's report.

### **C114/01/21 Salts Tennis Courts CIL Grant Agreement**

Full Council considered report 165/21 seeking authorisation via resolution for the completion of the Community Infrastructure Levy (CIL) Grant Agreement between Lewes District Council (LDC) and the Town Council, so funds can be released towards The Salts Tennis Court project.

**C114.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C114.2** It was **RESOLVED** to **AUTHORISE** the completion of the Community Infrastructure Levy (CIL) Grant Agreement between Lewes District Council (LDC) and the Town Council for The Salts Tennis Courts refurbishment project.

### **C115/01/21 Policies for New Salts Tennis Court Activities**

Full Council considered report 160/21 presenting a Safeguarding Policy – Tennis and Diversity and Inclusion policy – Tennis for adoption to support the new tennis facilities at The Salts.

**C115.1** It was **RESOLVED** to **ADOPT** the Safeguarding Policy – Tennis as presented with report 160/21.

**C115.2** It was **RESOLVED** to **ADOPT** the Diversity and Inclusion Policy – Tennis as presented with report 160/21.



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**C115.3** It was **RESOLVED** to **NOTE** the arrangements with the Town Council's Welfare Officer responsibilities.

### **C116/01/21 Review of Strategic Plan**

Full Council considered report 162/21 enabling Full Council to sign off the old Seaford Town Council Strategic Plan.

Full Council discussed an update on Buckle Car Park.

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

*(8.56pm – comfort break held)*

*(8.57pm – Cllrs Adil & Payne exited the meeting)*

*(9.05pm – the meeting restarted)*

### **C117/01/21 Events Update 2021 & 2022**

Full Council considered report 158/21 presenting an overview of events on Seaford Town Council's open spaces for 2021-2022 and 2022-2023, in addition to the revised 2022-2023 hire fees, for noting.

Full Council discussed the Martello Fields being reserved in case of any Town Council Queen's Platinum Jubilee Events, plans for a beacon in the town and the Queen's Green Canopy.

**C117.1** It was **RESOLVED** to **NOTE** the report.

**C117.2** It was **RESOLVED** to **NOTE** the 2022 – 2023 hire fees as presented with report 158/21 and that these may be subject to change as a result of any decisions made on the Option To Tax Buildings exempt report elsewhere on this agenda.

### **C118/01/21 Fields in Trust Update**

Full Council considered report 164/21 updating update Full Council on progress with the Fields in Trust Programme.

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

### **C119/01/21 Seaford Community Partnership – Memorandum of Understanding**

Full Council considered report 163/21 updating Full Council on the latest work of Seaford Community Partnership, share the finalised Memorandum of Understanding and enable Full Council to confirm approval of works where required.

Full Council discussed the proportion of the proposed extended Ouse Valley Nature Reserve that is within the Town Council's parish boundary.

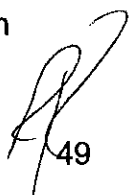




- C119.1** It was **RESOLVED** to **NOTE** the report.
- C119.2** It was **RESOLVED** to **AGREE** the finalised Memorandum of Understanding.
- C119.3** It was **RESOLVED** to **GRANT** that the Ouse Valley Nature Reserve Extension Project be classified as a STC/Partnership Project.
- C119.4** It was **RESOLVED** to **GRANT** that the Ouse Valley Nature Reserve Extension Project be given permission for the modest Town Council staffing resources that will be needed in 2022 - 2023 financial year to attend two-monthly Steering Group meetings and to progress limited follow up action that may arise as the project evolves.
- C119.5** It was **RESOLVED** to **GRANT** that the Cliff Gardens and Pump Field Educational Project be granted use of the unmade-up road and Pump Field for environmental education of the public and Seaford school children and students.
- C119.6** It was **RESOLVED** to **GRANT** that the Cliff Gardens and Pump Field Educational Project be granted permission for the planting in March and November 2022 of a native hedgerow around the boundary of two sides of the Pump Field.
- C119.7** It was **RESOLVED** to **GRANT** that the Cliff Gardens and Pump Field Educational Project be endorsed as a partnership project.
- C119.8** It was **RESOLVED** to **GRANT** that the Trees for Seaford and On The Verge Project continue to receive the Town Council's support of its support volunteers carrying out Tree Planting, Tree Care and Wildflower planting and purchasing through existing processes.
- C119.9** It was **RESOLVED** to **GRANT** that the Encouraging Cycling Project be supported.
- C119.10** It was **RESOLVED** to **GRANT** that the Encouraging Cycling Project be given access to some Town Council officer time, as a member of the Steering Group for the Town Centre study.

### **C120/01/21 Installation, Dismantling and Storing of West View Beach Huts**

Full Council considered report 166/21 seeking authorisation to waive Financial Regulations to enable Wynnes & Seaford Fencing to install, dismantle and store West View Beach Huts, toilet huts and concession huts for the next five years.



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- C120.1** It was **RESOLVED** to **NOTE** the contents of the report.
- C120.2** It was **RESOLVED** to **AGREE** to waive Financial Regulations to enable officers to instruct Wynnes & Seaford Fencing to install, dismantle and store the West View Beach Huts, toilet huts and concession huts for the next five years (2022- 2027).
- C120.3** It was **RESOLVED** to **DELEGATE POWER** to officers, in consultation with the Town Council's Responsible Finance Officer (RFO) and Chair of Community Services, to annually review the costs of these works over the five-year term.

### **C121/01/21 Exclusion of the Press & Public**

It was **RESOLVED** to **AGREE** 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.

*(9.25pm – One member of public and the venue staff exited the meeting)*

### **C122/01/21 Option to Tax Building**

Full Council considered and discussed exempt report 152/21 to seek approval to opt to tax two of the Town Council's properties.

*Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's properties.*

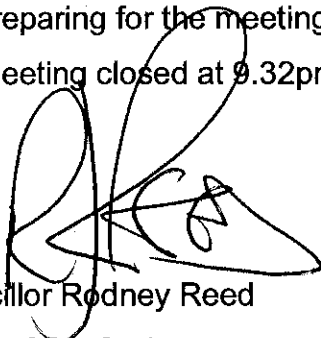
*Explanation of Reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests of activities any party.*

**C122.1** It was **RESOLVED** to **AUTHORISE** the RFO to apply to HM Revenue and Customs (HMRC) to opt to tax the Salts Café and South Hill Barn from 1<sup>st</sup> February 2022.

**C122.2** It was **RESOLVED** to **AGREE** to keep the rent for the concession at South Hill Barn the same but inclusive of VAT until 31<sup>st</sup> March 2022.

The Town Council thanked all of its officers for their work producing the agenda and reports and preparing for the meeting.

The meeting closed at 9.32pm.



Councillor Rodney Reed  
Mayor of Seaford