



Seaford Town Council

Seaford Town Council Full Council Agenda – 14th July 2022

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 **The View at Seaford Head**, Southdown Road, Seaford, BN25 4JS on **Thursday, 14th July 2022** at 7.00pm, which you are summoned to attend.

Adam Chugg, Town Clerk

8th July 2022

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.**
- **Ahead of the meeting, the Mayor has requested a short reflection be provided for the meeting. Anyone not wishing to take part in this reflection is invited to wait until 6.50pm 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. Seaford Lifeguards Presentation

To receive a brief presentation from Seaford Lifeguards providing an update on this year's lifeguard service and their future plans.

5. Minutes

To note the following minutes, approving or not approving recommendations as required:

4.1	Full Council	16 th June 2022	16.06.22 Full Council Minutes DRAFT
4.2	Finance & General Purposes	28 th June 2022	Will be displayed on the Town Council website's meetings page before this meeting takes place
4.3	Planning & Highways	9 th June 2022	09.06.22 Planning & Highways Minutes DRAFT
4.4	Planning & Highways	30 th June 2022	Will be displayed on the Town Council website's meetings page before this meeting takes place
4.5	Personnel	7 th July 2022	Will be displayed on the Town Council website's meetings page before this meeting takes place
	<i>N.B. The recommendations from the 7th July Personnel minutes appear elsewhere on this agenda and will therefore not be considered for approval until later in the meeting.</i>		

6. [Mayor's Update Report](#)

To consider report 55/22 presenting the Mayor's update and details of engagements attended (pages 7 to 8).

7. Town Council Working Group Reports

A standard agenda item to accommodate reports from active Town Council Working Groups. N.B. There are no working group reports for this meeting.

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 – July 2022

To consider report 54/22 updating Full Council on key Town Council work and work priorities for the Town Council (pages 9 to 12).

11. Community & Stakeholder Engagement

To consider report 53/22 enable Full Council to begin identifying the strategic priorities for Seaford Town Council with regards to community and stakeholder engagement (pages 13 to 18).

12. Amendments to the Events Policy – Lead Time Change

To consider report 56/22 presenting a revised Events Policy for adoption, allowing a shorter lead time for 'mini events' (pages 19 to 32).

13. Corrections to the Member's Code of Conduct

To consider report 52/22 presenting a corrected Member's Code of Conduct for adoption (pages 33 to 34).

14. Personnel Committee Recommendation: Reservist Policy

To consider report 58/22 presenting the recommended Reservist Policy for adoption (pages 35 to 46).

15. Tree Planting at The Crouch

To consider report 50/22 presenting councillors with a request from Trees for Seaford to plant three trees in The Crouch as part of HM The Queen's Green Canopy. (pages 47 to 50).

16. Completion of CCTV at The Salts

To consider report 51/22 updating Full Council on progress to complete the CCTV project to The Salts Recreation Ground and requesting that Financial Regulations be waived to enable this (pages 51 to 52).

17. 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 reason as set out below.

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

The Proper Officer considers that discussion of the following item is likely to disclose exempt information as defined in the Local Government Act 1972 and Freedom of

Information Act 2000 and may therefore need to take place in private session. The exempt information reasons are shown alongside the 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.

18. Personnel Committee Recommendations: Contracted Hours of Work EXEMPT

To consider exempt report 57/22 presenting a recommendation from the Personnel Committee regarding an employees contracted hours of work (exempt pages 3 to 5).

Reason for exemption: to provide confidential updates surrounding 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

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

admin@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.

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.

Public Comments

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all committee members. Comments can be submitted by email to admin@seafordtowncouncil.gov.uk or by post to the Town Council offices.

Health & Safety Measures:

While Covid restrictions are no longer mandated the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by upholding the requirement that you should not attend the meeting if you are displaying any Covid-19 symptoms (or have tested positive) as identified on the [NHS website](#) or symptoms of any similarly contagious illness.



Seaford Town Council

Report No:	55/22
Agenda Item No:	6
Committee:	Full Council
Date:	14th July 2022
Title:	Mayor's Report July 2022
By:	Heidi Brown, Office Manager
Purpose of Report:	To present the Mayor's update report and details of engagements attended

Recommendations
Full Council is recommended:
To note the content of the report.

1. Information



- 1.1 Details of mayoral engagements between 9th June and 7th July can be found at Appendix A below, along with the Mayor's update.

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 Heidi Brown, Office Manager.

Office Manager	
Town Clerk	

Report 55/22 Appendix A

Mayor's Report to 14th July 2022 Full Council

Details of mayoral engagements from the 9th June - 1st July:

Mayor's engagements

11th June - The Concentus - Sings in Summer

20th June - The Lord Lieutenant's afternoon tea

20th June - Seahaven FM interview

25th June - Armed Forces Day

29th June - East Sussex Association of Local Councils (ESALC) Zoom session

Deputy Mayor's engagements

16th June - Sussex Day

17th June - SCDA

I am pleased to announce that the Mayor's Charities will be:

Seahaven Storehouse

WAVES Seaford

Refuge

I have met with members from WAVES Seaford and Refuge to discuss how I can help raise to support the charities. I will be meeting a member of the Seahaven Storehouse in July.

The theme that I have chosen for my year in the Mayoral office is 'Healthy Living'.

More details will follow, on the Mayors Facebook page, the Town Council's website and the Full Council Mayor's reports.

Councillor Olivia Honeyman

Mayor of Seaford 2022 to 2023



Seaford Town Council

Report No:	54/22
Agenda Item No:	10
Committee:	Full Council
Date:	14th July 2022
Title:	Town Clerk's Update Report – July 2022
By:	Adam Chugg, Town Clerk
Purpose of Report:	To update Full Council on key Town Council work and work priorities for the Town Council.

Recommendations
Full Council is recommended:
1. To note the contents of the report.

1. Introduction

- 1.1 At the May Full Council, the key work for this municipal year was approved, and this report provides an update against these priorities.

2. June Update

- 2.1 *Taking forward key work from 2021 - 2022, including:*

(a) Martello Toilets

Following the last Full Council meeting and decisions, work is underway on the 'Value Engineering' and further tendering processes. Councillors will be kept informed.

(b) Tennis Courts

Following on from the successful opening in May, a further report will be brought to the September Full Council.

(c) HM The Queen's Platinum Jubilee Celebrations

As councillors will be aware, in June everything that was agreed and budgeted for was carried out successfully, from the Beacon Ceremony to Jubilee Tea.

Moving forward, following the vote taken at the June Full Council, the next steps towards the renaming of Martello Fields are underway.

Officers are liaising with Trees for Seaford about plans for autumn tree planting as part of The Queen's Green Canopy.

(d) *Ukraine*

No further updates since the last meeting.

(e) *Bönningstedt Gabion Wall*

Work is underway to complete a review of the damage caused by the storms and to enable the necessary re-building to take place before the winter.

(f) *Further strengthening the Town Council's finances*

I asked the RFO to present an initial report on the effects of inflation to the June Finance & General Purposes meeting; which was presented and noted. More work will be done later in the year ahead of setting the next budget.

(g) *Implementing the outcomes of The View Working Group*

Following on from the discussion and vote at the last Full Council meeting, the Expression of Interest was issued in early July.

(h) *Partnership work on green spaces*

The Planning Officer continues to progress the relevant discussions and agreements.

We have also progressed our application for Fields in Trust status for the three sites (being The Salts, The Crouch and Martello Fields) and will keep councillors posted on the outcomes.

(i) *17th Green Plans*

The Planning Officer has been finding out what information is needed by the South Downs National Park Authority for the relevant application.

(j) *Newlands S106*

Following on from the report and vote at the June Full Council, the application to Lewes District Council to amend the S106 agreement is proceeding.

(k) *Local Plans*

A report about the latest stage of the South Downs National Park local plan process is being taken to the Planning and Highways Committee.

2.2 In addition, we will work on all of the following:

(a) *Deliver the scheme of work for projects agreed by the Community Services Committee for the 2022 - 2023 Municipal Year.*

No update – these are matters for the next Community Services Committee.

(b) *Prepare for the 2023 election.*

I am working with the Office Manager on the preparations and will provide more details nearer the time.

(c) *Re-convene the Assets Working Group.*

The group will meet in September.

(d) *Develop a new Communications Protocol to maximise the effectiveness of how councillors and officers work together.*

I will bring a report to the September Full Council.

(e) *Implement the new Climate Change Sub-Committee.*

The arrangements are being made for the first meeting.

(f) *Work to develop more 'shovel ready' projects to improve Seaford's chances of attracting external funding.*

Following the work to consider an application to Lewes District Council for the Shared Prosperity Fund, I will bring a report on work to improve our chances to secure government funding to councillors later in the year.

(g) *Deepen our understanding of the current provision of community spaces in the town so as to make the best of what we have, understand unmet need, and work towards how best to deliver what the town needs over time.*

This work will be carried out in the autumn.

(h) *Undertake community and stakeholder engagement on priorities for the town and the Town Council.*

I am working with the Office Manager on this and a report on this work is on the agenda of this Full Council meeting.

(i) *In summary, be a small and dedicated team, working with our Councillors and as hard as we can for the betterment of Seaford.*

3. Conclusion


- 3.1** I trust this paper gives councillors a good understanding of the key areas of work and priorities for the Town Council and my role.
- 3.2** I have endeavoured to provide the transparency and accountability councillors need, and strike the right balance between strategic and operational priorities required by the role.

4. Financial Appraisal

- 4.1** There are no direct financial implications as a result of this report.

5. Contact Officer

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

Town Clerk	
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Seaford Town Council

Report No:	53/22
Agenda Item No:	11
Committee:	Full Council
Date:	14th July 2022
Title:	Community & Stakeholder Engagement
By:	Heidi Brown, Office Manager
Purpose of Report:	To begin identifying the strategic priorities for Seaford Town Council with regards to community and stakeholder engagement.

Recommendations

Full Council is recommended:

1. To note the contents of the report and the upcoming councillor Zoom meeting to feed into the creation of the Town Council's communications strategy

1. Introduction

- 1.1 To achieve its vision for Seaford, the Town Council is committed to working closely with the public. Everyone should be involved in making Seaford the type of community they want it to be, whether they are a resident, a local group, or a business. The Town Council's role is to represent the views of its constituents, give people a voice, secure better services and involve them in decisions affecting their quality of life.

2. Aims

- 2.1 The Town Council strives to:
Inform by providing information about what is happening to help local people – including young people and hard-to-reach groups - understand an issue, service or planned actions, options, or solutions.

2.2 This will be done by:

- (a)** Posters, flyers, banners, advertising, and publications
- (b)** Local newspaper press releases, publications, radio and TV, interviews
- (c)** Reinstating the Town Council Newsletter and looking into an appropriate release schedule
- (d)** Leaflets
- (e)** Information stalls, i.e. at Town Council events/open days/exhibitions
- (f)** Identifying appropriate events to place a stall
- (g)** Town Council website detailing all Town Council services and activities
- (h)** Optimising layout and Keywords for Search Engine Optimisation (SEO)
- (i)** Social Media:
 - i.** Better management of the Seaford Town Council Facebook page
 - ii.** Optimising posting times to busiest times
 - iii.** Exploring positive ways to respond to comments
 - iv.** The creation of a Seaford Town Council Facebook Group linked to the Seaford Town Council Facebook page
 - v.** The use of the 'Facebook Live' feature to promote events as they happen AND/OR the use of 'live' Q and A's on specific topics
 - vi.** Pre-recorded videos.
- (j)** Exploring the use of other social media platforms to help engage different audiences including Twitter, Instagram and Tik Tok
- (k)** Working with Town Councillors to explore their options for sharing information from the Town Council, to help reach a wider audience and better utilise the communication channels that councillors have to offer
- (l)** Working with the Young Mayor and Deputy Young Mayor to explore options for targeting younger audiences, parents/guardians and family households.

2.3 The profile of the Town Council will be raised through:

- (a) Inviting residents to be actively involved in our meetings
- (b) Encouraging residents to link to the Town Council's Facebook page, and other social media feeds e.g. Google Business Profile
- (c) Widely publicising open meetings
- (d) Encouraging the use of the Town Council website
- (e) Issuing press releases covering activities of the Town Council, helping to take ownership publicly of what the Town Council is achieving and involved in
- (f) Working with Lewes District Council to update the Seaford Town Guide.

2.4 **Consult** by asking for feedback, advice, or opinions on a particular issue. This will be done by:

- (a) Questionnaires and surveys, feedback forms are available at information stalls/Seaford Town Council Website
- (b) Online surveys and questionnaires. Example, Seaford Town Council annual residence survey via Survey Monkey encompassing all areas e.g. projects, website, The View, Golf Course etc
- (c) Residents' user panels and community groups
- (d) Written consultation through letter or email
- (e) Online consultation
- (f) Attendance at relevant public, neighbourhood or specific meetings or surgeries
- (g) 'On street/in person' surveys, where relevant, for specific purposes i.e. local projects, play area improvements etc

2.5 To achieve good community engagement Seaford Town Council will explore the following methods

- (a) Working with Councillors and staff to enable better communication methods where necessary, i.e. Social Media Training
- (b) Support Town Councillors to continue the various outside body interaction to ensure good two-way communication with regular reports of these meetings made to the Council
- (c) Web-based engagement – inviting comments from the community, especially hard to reach groups

- (d) Good internal communications – making sure staff and councillors are informed and give out consistent messages and representations on behalf of the community
- (e) Town surveys are carried out to address important issues affecting the community
- (f) Residents may contact the Town Council offices in person (10am – 4pm) and by telephone Monday to Friday (10.30am – 12.30pm) with an answerphone provided for messages outside these hours and a monitored admin email inbox
- (g) Regularly updated noticeboards promoting the work of the Town Council, its partners, and other local organisations
- (h) Identify new opportunities to work with local community groups, including those who may not have access to the internet and may not be familiar with online communication
- (i) Make full use of modern communication methods, while not forgetting the importance of offline communications
- (j) Ensure its communications are as accessible as possible and being open to requests for information in different formats to ensure its accessibility
- (k) Take steps to establish that equality, diversity and inclusivity are clearly at the forefront of its activities. Including ensuring that councillors and officers are appropriately trained and the Town Council showing public support of key dates/awareness campaigns, such as Pride Month, Black History Month and others.

2.6 All forms of communication will be clear, factual, and appropriate; use plain English and, where appropriate, adhere to the Town Council's corporate design and logo.

3. Next Steps

- 3.1** After considering all, the above, officers will aim to create a Community Engagement Strategy and would like to invite all councillors to follow this up with a Zoom meeting to hear the view and responses for this policy document.
- 3.2** It may be that the Town Council has already implemented some of these methods, so the question may be how does the Town Council improve

what it is already doing to ensure it is engaging to the best of its potential with the community?

3.3 However, one of the key takeaways from this potential policy is how the Town Council reaches residents of Seaford that are not actively engaged. Several demographic groups may fall into this area: Youth, LGBTQ+, and Ethnic Minorities, as examples. How can the Town Council implement any of the above to encourage a wider community engagement? Your views and ideas to bring this forward would be very much appreciated.

3.4 Attached at Appendix A is an expected timeline for the next steps and delivery of this key communication strategy.

4. Financial Appraisal

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

5. Contact Officer

The Contact Officer for this report is Heidi Brown, Office Manager.

Office Manager	
Town Clerk	

Report 53/22 Appendix A

Timeline of community and stakeholder implementation

(To be reviewed with a full timeline of plans once discussion has taken place)

INDICATIVE DATE	STEP	NOTES
Late July	Zoom Meeting to discuss views and responses for this policy to guide implementation of a communication plan/strategy and policy with input from councillors.	
August - September	Information gathering to assist in identifying the strategic priorities for the council and the creation of a draft communication plan (Full Timeline) i.e. local events, topics, surveys, social media channels. Officers to draft communication strategy/plan & policy.	Methods to explore identified on Page 2 – Consult.
October	Social media training.	Has been discussed for councillors previously, would also benefit officers Full Council 10 th November
Early October	Full website review – including keywords/SEO.	
Late October	Final draft policies to Full Council: Communication Plan/Strategy Communication Policy.	
November onwards	Full communication plan including results of consultation with public and stakeholders on the strategic priorities for the town shared with councillors and officers and timeline to be reviewed at Full Council.	Full Council 26 th January



Seaford Town Council

Report No:	56/22
Agenda Item No:	12
Committee:	Full Council
Date:	14th July 2022
Title:	Amendments to the Events Policy – Lead Time Change
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To present a revised Events Policy for adoption, allowing a shorter lead time for ‘mini events’

Recommendations
The Full Council is recommended:
1.To adopt the revised Events Policy, as presented within report 56/22.

1. Information

- 1.1 Officers have been working in accordance with the Events Policy over the last year.
- 1.2 During the year, officers have been approached by organisers looking to hold events that in practise are considerably smaller than the ‘small events’ identified within the current Events Policy.
- 1.3 These smaller events have significantly under 500 attendees and don’t involve infrastructure or licences and have a minimal/no impact on the local area or residents.
- 1.4 Examples of smaller event of the natures are public gatherings, such as outdoor prayer sessions or vigils.
- 1.5 Importantly, these types of mini events do not require the higher level of information disclosure and record keeping from the event organisers or Town Council officers, and as such, require significantly less officer time

than other small and medium events. If they did require this level of preparation, they would not be classed as a mini event.



- 1.6 With this in mind, officers believe that there is no need to require a minimum of 3 months' notice in advance of what is being called a 'mini event'. Especially when adhering to this notice period could see events being turned down that could otherwise take place.
- 1.7 Officers are instead proposing a 6-week notice period for mini events, where under 100 attendees are expected and the conditions at 1.3 above are met. Furthermore, officers are proposing within the policy that, subject to size of event and available officer time, officers have the ability to further reduce this notice period if it is felt appropriate/sensible.
- 1.8 There is one further change, the introduction of a new section at 2.e, just providing the reader with more clarity surrounding hire fees at an earlier stage of the document.
- 1.9 Please see Appendix A for the revised Events Policy, incorporating the above changes, that Full Council is recommended to adopt.

2. Financial Appraisal

- 2.1 There are no direct financial implications 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	



Events Policy

1. Introduction

Seaford Town Council fully recognises that outdoor events are of great value to the town, improving community well-being and visitor enjoyment. As such, the Town Council is pleased to allow, in principle and subject to the conditions of this policy, organised events to be held in open spaces owned by the Town Council, whether organised by the Town Council itself or external organisations.

This policy outlines the responsibility of the Town Council in organising and managing its own events and also the hiring of its open spaces and/or other assets (not including The View or Seaford Head Golf Course).

This policy ensures that the management and regulation of events organised and held in open spaces is for the mutual benefit of all.

2. General bookings and use of Seaford's Open Spaces

- ❖ Crouch Gardens
- ❖ Martello Fields
- ❖ The Salts Recreation Ground
- ❖ South Hill Barn
- ❖ Seaford Promenade

- a) All applications for events in open spaces must be made on the Town Council's application form to ensure the request can be recorded and monitored.
- b) This ensures that officers have the necessary information to satisfy themselves that the event will comply with the Health & Safety Executive, Guide HSG 195 The Event Safety Guide (second edition): A guide to health, safety and welfare at music and similar events. This guide is available from www.hse.gov.uk.

Professional firework displays must comply with Health & Safety Executive Guide HSG 123.

- c) All event requests will be considered, with approval subject to open space availability and the event delivery supporting the Town Council's strategic objectives.
- d) The **size** ~~and type~~ of the event determines how to apply: ~~and fees payable.~~

Size	Audience capacity *	How to apply
<u>Mini</u>	<u>Under 100, subject to conditions **</u>	Submit an Application for Hire Form
Small	Under 500	
Medium	500 – 3,000	
Large	Over 3,000	Submit an Application for Hire Form & Event Management Plan

* Audience capacity is the maximum number of people expected at the event at any one time, including any staff or volunteers.

** To be classed as a mini event there must be no infrastructure or licensing requirement and very little, if any, impact to the local area and residents. Failing that, this would likely be classed as a small event.

- e) The **type** of the event determines the fees payable – please see section 8 below.

3. **Mini, Small & Medium Events**

- a) For small and medium events, tThe event organiser submits an Application for Hire Form ('application form') a minimum of 3 months before event set up on site begins.

- a)b) For mini events, the event organiser submits an application form ideally a minimum of 6 weeks before the event takes place. However, officers may consider a shorter lead time depending on the type of event and officer workload.

~~b)c)~~ Where an event is considered to have significant impact on an area, site or residents, or requires a considerable emergency services operation, it may be considered a large event regardless of estimated audience size.

~~e)d)~~ The application form is assessed by the Projects & Facilities team and consent will be issued by form of an email if permission is granted.

~~d)e)~~ The application form questions will need to be completed in full before submission. Depending on the nature of the event, the hirer may need to plan for some of the areas listed below under 'large events'.

~~e)f)~~ A risk assessment is required for all events and the application form contains a template.

4. Large Events

- a) Following an application being submitted and an initial discussion with the Projects & Facilities team, an Event Management Plan must be submitted at least 6 months before event set up on site begins.
- b) If further development of the plan is necessary, a timescale greater than 6 months is likely to be required. If the timescale for event planning is not met, the Town Council's consent may be withdrawn.

5. Event Management Plan

- a) Organisers of large events will need to produce a plan that will be subject to the approval of the Projects & Facilities team. The plan will include but not be limited to:
 - i. Access Provision
 - ii. Cancellation procedure including adverse weather conditions
 - iii. Child and vulnerable adult protection
 - iv. Complaints procedure
 - v. Concessions and caterers
 - vi. Crowd management
 - vii. Emergency control
 - viii. Entertainment
 - ix. Environmental / Sustainability impact
 - x. Event communication plan including named contacts
 - xi. Fire safety and evacuation

- xii. First aid / medical
 - xiii. Food safety
 - xiv. Infrastructure
 - xv. Licensing requirements
 - xvi. Lost children and property procedures
 - xvii. Marketing
 - xviii. Noise management
 - xix. Public liability insurance
 - xx. Risk assessments
 - xxi. Sanitary provision
 - xxii. Security and stewarding provision
 - xxiii. Site plans
 - xxiv. Statement of intent
 - xxv. Production and event timetable
 - xxvi. Traffic management
 - xxvii. Transport management
 - xxviii. Waste management
- b) Where the applicant is looking to seek permission for alcohol sales at an event, they must inform the Town Council of this on the application form and set out the necessary risk and impact assessments specific to an event with alcohol on sale.
- c) Upon reviewing the assessment documentation, Town Council officers in consultation with the Chair of Community Services may determine whether or not permission is given for the event organisers to apply to Lewes District Council for a Temporary Event Notice/permit to sell alcohol. Event organisers should look on the District Council's website for more details on the application process and timescales and fees involved.
- d) It is the applicants' responsibility to notify appropriate authorities with details of the event as required.
- e) It is the applicants' responsibility to arrange licenses as required, in order to ensure the event complies with the most up to date legislation. Once licenses have been obtained, copies need to be provided to the Town Council to support the application.

- f) It remains the responsibility of the applicant to notify the Town Council in writing of any change of address or contact details. If required for whatever reason, the Town Council will only make contact with the applicant via the last address supplied by them.
- g) The Town Council will support the marketing of the event, where possible, by sharing details on the Town Council's website, social media, notice boards and staff email banners, once the application form and deposit have been received and hire provisionally agreed.

6. Plastic Free Events Charter

Those organising events on Town Council land or taking part in Town Council events, are informed that Seaford is a plastic free town and therefore not to:

- use plastic for their takeaways

The Town Council has committed to work towards also including not to:

- use plastic bags
- use balloons both plastic and helium, or
- use plastic cutlery.

In addition to the above, they are also asked to:

- reduce the amount of plastic bottled drinks sold, and
- encourage reusable cups for drinks (hot drinks and pint glasses) during 2021 with a view to becoming compliant by 2022.

Officers carry out unannounced spot checks to assess adherence to the above measures. Where it is found that the plastic free events charter is not being adhered to, officers will assess what steps can be taken to address this/prevent recurrence.

Actively reminding events organisers/partners of these aims for events within the town sends a strong message about the kind of town Seaford is aspiring to be and the kind of environment the town wants to hold.

7. Deposits & Cancellations

- a) It is at the Town Council's discretion to ask for a non-refundable deposit, if an open space booking is made more than three months in advance.
- b) Full payment will be invoiced one month in advance of the booking date, with payment to be made no later than two weeks before the booking date.

- c) Cancellation fees will apply to all open space bookings.
- d) Cancellations fees will be charged as follows:
 - within 28 days of the event or set up date (whichever sooner), 25% of the total booking fee
 - within 10 days of the event or set up date (whichever sooner), 50% of the total booking fee
 - within 48 hours of the event or set up date (whichever sooner), 100% of the total booking fee
- e) Cancellation of an event due to weather conditions –If an event is cancelled due to bad weather conditions, the Town Council is unable to offer a refund, however, can look at re-arranging the event on an alternative date in the calendar year for the existing price charged.
- f) Refundable security deposits can be requested should the event place the open space at risk of damage. refundable within 10 working days of the open space passing inspection successfully after the event. Security deposits can be refunded via BACS.
- g) The Town Council reserves the right to cancel a scheduled event, where it is required to do so, and will notify the applicant in this circumstance. Where the Town Council cancels an event booking, the hirer will receive a full refund of any payments they have made.

8. Hire Charges

Hire charges for all outdoor spaces for commercial and not-for-profit/ voluntary groups according to hire location:

Crouch Ornamental Gardens – lends itself to open-air style theatre productions due to the great acoustics.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£176.50	£34.50
Set-Up / Close Down	£86.00	£17.50
Hourly	£29.00	£7.00

Martello East Fields – for larger and community events.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£437.00	£175.00
Set-Up / Close Down	£196.00	£88.00
Hourly	£109.50	£44.00

Martello West Field – for larger and community events.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£284.50	£44.00
Set-Up / Close Down	£98.50	£22.00
Hourly	£55.00	£14.50

Salts Recreation Ground – Large grounds, close proximity to the train station, seafront and town centre.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£459.00	£184.00
Set-Up / Close Down	£207.00	£89.00
Hourly	£109.50	£92.00

South Hill Barn – ideal for showcasing exhibitions or holding talks.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£220.80	£36.60

Set-Up / Close Down	£110.40	£18.60
Hourly	£55.20	£8.40

Seaford Promenade - stretching from Splash Point to Seaford & Newhaven Sailing Club, great for sponsored walks/runs.

	Commercial	Not-for-Profit / Voluntary Groups
Flat Fee	£110.63	£46.00

Hire charges will be reviewed by officers on an annual basis, to complement the budget setting process. Where changes are recommended, these will be presented to the Community Services Committee and/or Full Council for consideration.

9. Town Council Events

9.1 Sussex Day

- a) Sussex Day is arranged by the Town Council's Projects & Facilities team and is held on the closest Saturday to 16th June each year, at 12noon.
- b) The Town Council welcomes the Town Crier to, as the master of ceremonies, to deliver the Sussex charter at 12noon.
- c) The Town Council arranges for the Mayor to raise the blue Sussex flag at the Martello Kiosk location.
- d) The Town Council arranges for 'Sussex by the Sea' to be sung following the raising of the flag and will provide printed copies of the song for all to join in the singing.
- e) The Town Council invites the Freeman of the Town and Town Councillors to attend and join in at the event.
- f) The Town Council arranges event support and funding in line with the budget agreed annually by Full Council.
- g) Changes from the above event format would be discussed with Mayor and Chair of Community Services Committee.

9.2 Armed Forces Day

- a) Armed Forces Day is arranged with a standalone non-Town Council committee including Town Council officers, Seaford Town Councillors, the Royal British Legion and Royal Society of St. George, as well as others approved by the committee.
- b) Armed Forces Day is held on the last Saturday in June, unless otherwise specified and agreed by the Armed Forces Day Committee.
- c) The committee agrees on an annual basis which military charity funds raised from the Armed Forces Day are to be donated to. The committee creates the programme of events, approves marketing materials used, and assists with fundraising activities.
- d) The Town Council arranges road closure applications to allow a military parade to be held between the hours of 11.30am and 1pm on the day, as agreed by the committee.
- e) The Town Council arranges event support, entertainment, marketing materials and funding, in line with the budget agreed annually by Full Council.
- f) Changes from the above event format would initially be discussed by the Armed Forces Day Committee and then with the Mayor and Chair of Community Services Committee.

9.3 Remembrance Sunday

- a) The Town Council supports the annual Remembrance Sunday celebration/commemoration activities with the Royal British Legion.
- b) The Town Council arranges installation of the wreath frame, event management and road closure for the Remembrance Sunday parade, in line with the budget agreed annually by Full Council.
- c) The Town Council arranges road closure applications to allow the wreath laying and parade to be held, between the hours of 10am and 11.30am on the Sunday after 11th November. This includes arranging a LANTRA to close the main A259 road.
- d) The Mayor's Secretary arranges wreaths as appropriate for the Mayor and Young Mayor.

- e) Changes from the above event format would initially be discussed with the Royal British Legion and then with the Mayor and Chair of Community Services Committee.

9.4 Seaford Christmas Magic

- a) Seaford Christmas Magic is arranged with a standalone non-Town Council committee including Town Council officers, local traders, working partners and other volunteers as approved by the committee.
- b) With the support of the committee, the Town Council arranges an annual festive celebration for residents, visitors and traders, usually on the first Saturday of December.
- c) The Town Council arranges road closure applications for the day before the event, between the hours of 4pm – 12 midnight, to allow for set-up of structures and also the day of the Seaford Christmas Magic event, from 6am – 10pm.
- d) The Town Council arranges road closures, event support, entertainment, marketing materials, and funding in line with the budget agreed annually by Full Council.
- e) The Town Council will advise and work with residents living within the town centre, traders and other organisation who need to have access during the road closures, for smooth running during the event.
- f) Seaford Bonfire Society works with the Town Council to manage the road closures during the Seaford Christmas Magic event.
- g) The Town Council works with the event management company to look at the layout of the event on the closed roads, to include health and safety factors, access points and flow of large numbers of visitors to the event. Also booking first aid support to be available throughout the day.
- h) The Town Council provides a full risk assessment for the event.
- i) The Town Council will advertise for local stallholders, arranging bookings and payments from traders in the run up to the event. This will include various enquiries from stallholders regarding the event and also set-up information to be produced by the Town Council for access, set-up and close down for the event.
- j) The Town Council will work with the Christmas Magic Committee to seek sponsorship of the event and coordinate any advertising in exchange for

sponsorship. This includes contacting local businesses and asking if they would like to support and sponsor the Christmas Magic event.

- k) The Town Council seeks to provide a free lantern making activity for the children, where lanterns and products to decorate will be sourced and packs made to provide to each child. This includes organisation of the hall, working with partner businesses and arranging volunteers on the day of the event.
- l) The Town Council works with the Christmas Magic Committee and business partners to arrange for a stage and entertainment to be provided throughout the day, with a list of the entertainment provided to the community through advertising.
- m) The Town Council works with local community groups and partner businesses to provide a Christmas grotto, with Father Christmas and presents for each child attending the grotto.
- n) The Town Council works with the Christmas lights contractor, the Mayor and Seaford Rotary Club to organise a countdown and switching on of the Christmas lights as part of the Christmas Magic event.
- o) The Town Council and Christmas Magic Committee look at and provide contingency plans for all aspects of the event.
- p) The Town Council runs the event with the help of the Christmas Magic Committee and other voluntary groups. Briefing sessions are required on the build up to the event and also on the day of event and the Town Council provides a work rota for all volunteers.
- q) The Town Council works with the Chamber of Commerce in judging the 'Best Dressed Window' competition, which the Mayor of Seaford announces before the Christmas lights are switched on.
- r) The Town Council will issue a press release on the build up to the event. Along with updating the Town Council's website and social media applications with this information. A press release is also completed after the Christmas Magic event and distributed in the same way.
- s) The Town Council also looks at various grant and sponsorship options which may be available to help support the event for the community.

- t) The Town Council provides a feedback questionnaire to all traders and residents regarding the Christmas Magic event to analyse and see where the event can be improved on each year for all.
- u) Changes from the above event format would initially be discussed with the Christmas Magic Committee and then with the Mayor and Chair of Community Services Committee.

Adopted: ~~January~~ July 2022

Review: January 2025

DRAFT



Seaford Town Council

Report No:	52-22
Agenda Item No:	13
Committee:	Full Council
Date:	14th July 2022
Title:	Correction to Member's Code of Conduct
By:	Georgia Raeburn, HR & Governance Manager
Purpose of Report:	To present a corrected Member's Code of Conduct for adoption

Recommendations
Full Council is recommended:
To adopt the correct Member's Code of Conduct as presented with report 52/22.

1. Information

- 1.1** As a town council, Seaford must have an adopted Code of Conduct for its members. It is best practice to have a Code of Conduct that mirrors that of the local principal authority, as the authority that the relevant Monitoring Officer will work within. In Seaford's case, this is Lewes District Council.
- 1.2** The Town Council's Member's Code of Conduct was last adopted in 2019 and is usually only reviewed when the District Council reviews/changes its own Code of Conduct.
- 1.3** It has been noticed that there are three important words omitted from the Town Council's current version of the document, so this report is therefore just seeking to get this corrected.
- 1.4** The clause in question is section 8 (5), which should read as follows (the underlined text being added in):

'(5) Subject to sub-paragraphs (6), you have a disclosable pecuniary interest as defined by section 30 of the Localism Act 2011 in any business of your

authority where (i) you or (ii) your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) **has any interest** within the following descriptions:’

- 1.5 Officers have compared the rest of the document with the District Council’s Code and are satisfied that this is the only change required.
- 1.6 If members wish to, they can view the whole Code of Conduct document on the [Town Council’s website](#).
- 1.7 Full Council is therefore asked to adopt the corrected Member’s Code of Conduct as presented with this report.
- 1.8 Full Council should be aware that there was a new model code released in 2021. A significant number of principal authorities do however have some reservations about the model code and are taking their time to ensure they adopt a code that is fit for their purpose. Officers are in communications with the District Council’s Monitoring Officer about this and will be ready to present a revised code to the Town Council, as and when appropriate to do so.

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 Georgia Raeburn, HR & Governance Manager.

HR & Governance Manager	
Town Clerk	



Seaford Town Council

Report No:	58/22
Agenda Item No:	14
Committee:	Full Council
Date:	14th July 2022
Title:	Personnel Committee Recommendation: Reservist Policy
By:	Georgia Raeburn, HR & Governance Manager
Purpose of Report:	To present the recommended Reservist Policy for adoption

Recommendations
Full Council is recommended:
To adopt the Reservist Policy as presented with report 58/22.

1. Information

- 1.1 At its meeting on 7th July 2022, the Personnel Committee considered a draft Reservist Policy.
- 1.2 This policy was presented by officers in response to a query that was raised, by a current employee, as to whether or not the Town Council would approve them applying to become a Reservist with the Armed Forces.
- 1.3 This is not something that the Town Council has considered before and would come with the need to adopt a policy setting out the rights and responsibilities of both employer and employee that are Reservists.
- 1.4 Officers have researched this – there being a wealth of information available on the Gov.uk website, supporting and encouraging employers to open themselves up to employing Reservists.
- 1.5 The draft policy is attached at Appendix A and is based on the Ministry of Defence's model policy.

- 1.6** The Personnel Committee recommends that Full Council adopt this Reservist Policy, as presented, and commits to becoming a Reservist Employer.

2. Financial Appraisal

- 2.1** As was presented to the Committee, it is very hard to assess the financial implications of becoming a Reservist Employer.
- 2.2** The financial implications if an employee were mobilised would depend on the period of mobilisation, the nature of the individual's role within the Town Council and what cover the Town Council needed in their absence.
- 2.3** If an employee Reservist is mobilised, the Town Council would not be liable for the Reservist's salary costs while mobilised or the pension contributions (both being covered by the Ministry of Defence). The Town Council may also be eligible for support towards the salary costs of a temporary replacement, agency fees and advertising costs, training costs for the temporary replacement or Reservist on their return after mobilisation and any handover costs before/after mobilisation.

3. Contact Officer

- 3.1** The Contact Officer for this report is Georgia Raeburn, HR & Governance Manager.

HR & Governance Manager	
Town Clerk	



Seaford Town Council

Reservist Policy

1. Introduction

- 1.1 Seaford Town Council employ staff who are members of the Reserve Forces and they recognise the valuable contribution that Reservists make to the UK Armed Forces, their communities and the civilian workplace.

2. Purpose and Scope

- 2.1 The Town Council has pledged its support for members of, or those wishing to join the Reserve Forces and acknowledges the training undertaken by Reservists that enables them to develop skills and abilities that are of benefit to both the individual and their employer. This policy intends to define its obligations towards all employees who are members of the Reserve Forces.
- 2.2 The Town Council will not disadvantage those Reservists who notify the Town Council of their Reserve status or those Reservists who are made known to the Town Council directly by the Ministry of Defence (MoD).
- 2.3 The Town Council shall, subject to the provisions set out in Section 5, agree to release Reservists for attendance at Reserve Forces Training events where these take place on their normal working days.
- 2.4 The Town Council shall, subject to the provisions set out in Section 6, agree to the release of all employees mobilised for Reservist duties.
- 2.5 The Town Council will continue to treat the contracts of employment of employees mobilised for Reserve Service as operable throughout the period of such service and there will be no loss of continuous service or service related benefits.

3. Types of Reservist

- 3.1 There are two main types of Reservist:
- Volunteer Reservists - civilians recruited into the Royal Naval Reserves, Royal Marines Reserves, Army Reserve and Royal Auxiliary Air Force.
 - Regular Reservists - ex-regular servicemen who may retain a liability to be mobilised depending on how long they have served in the Armed Forces.

3.2 The Reserve Forces Act 1996 also provides for other categories, such as:

- Full Time Reserve Service -Reservists who wish to serve full time with regulars for a predetermined period in a specific posting
- Additional Duties Commitment - part-time service for a specified period in a particular post
- Sponsored Reserves - These are personnel employed by a contractor to provide a service to the Ministry of Defence (MoD).
- High Readiness Reserves – These are Reserves, usually with a particular skill set, that are available at short notice (with written agreement from their employer)

4. Reserve Status Notification

4.1 Reservists are required to inform their employer that they are a member of the Reserve Forces and the specific force that they belong to. This is so that the Town Council can provide the appropriate level of support to the Reservist. It also assists with resource planning during periods of leave e.g. training and/or mobilisation. The Town Council also recognises the additional skills and experiences that being a Reservist can bring to the Town Council and therefore it is useful for the Town Council to have an understanding of where these particular skills and experiences exist.

4.2 Reservist employees are also required to grant permission for the MoD to write directly to their employer. This is known as 'Employer Notification' and ensures the Town Council is made aware that the employee is a Reservist and the benefits, rights and obligations that apply.

4.3 The MoD will issue written confirmation to the employer informing them the employee is a Member of the Reserve Forces. The letter will provide detail of mobilisation obligations and rights as an employee; rights as an employer; and details of the financial assistance available if an employee is mobilised. Where possible, it will also provide details of any annual training commitments. The MoD will also send a follow-up letter each year to confirm that the information held is still accurate.

4.4 It is the responsibility of the Reservist to ensure their personal details are kept up to date e.g. if they change employer or leave their respective Reserve Force.

4.5 In any circumstance, the Reservist will not be disadvantaged as a result of notifying the Town Council of their Reserve status.

5. Training commitments and Time off

5.1 The Town Council recognises the importance of the training undertaken by Reservists that enables them to develop skills and abilities that are of benefit to their respective Reserve Force, the individual and the Town Council.

5.2 Reservists are typically committed to 24-40 days training per year. Training tends to take place one evening per week, over various weekends throughout the year and one two-week training period also known as 'annual camp'.

Training commitments vary but in most cases include:

- **Weekly training** - most Reservists train at their local centre for around two-and-a-half hours, one evening a week.
- **Weekend training** - all Reservists are expected to attend a number of training weekends which take place throughout the year.
- **Annual training** - a two-week annual training course sometimes referred to as 'annual camp'. This may take place at a training establishment, as an attachment to a Regular Unit, a training exercise or a combination of any of these. Training normally takes place within the UK, although each year some Reservists train overseas.

5.3 The Town Council is committed to granting additional paid leave of two weeks per year to Reservists specifically to enable them to attend their annual camp.

5.4 The Town Council will do its best to grant requests from the Reservist for paid annual leave (from their usual entitlement) or unpaid leave for short periods of training provided adequate notice is given and where such training cannot be undertaken in off-duty time. Attendance at weekend training which cannot be undertaken during off-duty will be subject to the same arrangements.

5.5 Line Managers will facilitate work rosters to allow attendance at annual camp and other training commitments (e.g. weekly or weekend training sessions) unless there are exceptional circumstances.

5.6 Reservist employees should give as much notice as possible of training commitments to allow appropriate planning for absences. Permission once given will not be rescinded unless there are exceptional circumstances.

6. Mobilisation

6.1 Mobilisation is the process of calling Reservists into full time service with the

Regular Forces, in order to make them available for military operations. The maximum period of mobilisation will depend on the scale and the nature of the operation and is typically no longer than 12 months.

6.2 The Call-out papers for mobilisation are sent by post to the Town Council or sometimes delivered in person by the Reservist to their line manager. The documentation will include the call-out date and the anticipated timeline. Whenever possible, Defence aims to give at least 28 days' notice of the date that a Reservist will be required to report for mobilisation, although there is no statutory requirement for a warning period prior to mobilisation.

6.3 A period of mobilisation comprises three distinct phases:

- Medical and pre-deployment training;
- Operational tour;
- Post-operational tour leave

6.4 Line Managers and the HR team will refer to the MOD's relevant guidance documents for further information on the following actions:

Pre-mobilisation

- Meet with Reservist to ensure all mobilisation paperwork completed (including pay, benefits & pension arrangements)
- Make a claim for financial assistance as appropriate (see s.10 of policy)
- Discuss any handover of work and return of equipment
- Arrangements for keeping in touch
- Refer to checklists in Line Manager and Reservist Guidance document

During mobilisation

- Keep in touch with Reservist as arranged

Post-mobilisation

- Ensure both employer and reservist fulfil their return to work obligations (including reference to template letters)
- After care and support requirements

7. Applying for Exemption/Deferral/Revocation

7.1 In all cases of mobilisation, the Town Council will release the Reservist to report for duty unless there are exceptional circumstances, whereby the decision and reasoning will be explained to the Reservist.

7.2 In such circumstances line managers have the right to seek exemption, deferral or revocation if the Reservist's absence is considered to cause serious

harm to service delivery.

- 7.3** Definitions of 'harm' will vary from case to case, but may include;
- loss of reputation, goodwill or other financial harm
 - impairment of the ability to produce goods or provide services
 - harm to the research and development of new products, services or processes (which could not be prevented by the granting of financial assistance under sections 83 and 84 of The Reserve Forces Act 1996).
- 7.4** Details of how to apply for exemption are included in the call-out pack. The application must reach the Adjudication Officer within seven days of the Town Council receiving a call-out notice. If this timescale is not met, permission to make a late application will need to be obtained from the Adjudication Officer. The Reservist also has the right to apply for exemption or deferral if the call-out papers arrive at a difficult time.
- 7.5** If an unsatisfactory decision is received following the application for a deferral, the Town Council can appeal for a hearing by the Reserve Forces Appeals Tribunal. Appeals must reach the Tribunals Secretary within five days receipt of written notice of the decision. If the tribunal rejects the application for exemption or deferral, the Town Council will be required to release the Reservist for mobilisation.

8. Treatment of Terms and Conditions during mobilisation

- 8.1** The Town Council will continue to treat the contracts of employment of employees mobilised for Reserve Service as operable throughout the period of such service and there will be no loss of continuous service or service related benefits.

Pay

- 8.2** The MoD will assume responsibility for the Reservist's salary for the duration of their mobilisation. They will pay a basic salary according to the Reservist's military rank. If this basic element is less than the Reservist receives from the Company, it is the Reservist's responsibility to apply to the MoD for the difference to ensure that they suffer no loss of earnings. This is known as a Reservist Award.
- 8.3** Where mobilisation occurs the employee will be given special unpaid leave of absence.

- 8.4** The Town Council is not required to pay the Reservist's salary during the period of mobilisation.

Benefits

- 8.5** Contractual benefits that are suspended by the Town Council during mobilisation can be claimed by the Reservist as part of their Reservist Award.
- 8.6** The Line Manager and Reservist should discuss benefit arrangements during the pre-mobilisation meeting. This should cover those benefits which will be suspended and for any continuing benefits, arrangements should be made as to how these are paid.

Pension

- 8.7** If the Reservist is a member of the Town Council pension scheme and the employer suspends the employer contribution, and the Reservist chooses to remain within it, then the MoD will make the employer contributions for the period of mobilisation, as long as the Reservist continues to make their personal contributions.

Annual Leave

- 8.8** Reservists should be encouraged to take any accrued annual leave before mobilisation. The Town Council is not obliged to accrue annual leave for a Reservist employee during the period of mobilisation. Reservists accrue annual leave with the MoD whilst they are in full time service. When they demobilise, Reservists are entitled to a period of post-operational leave (POL). During this period they will continue to be paid by the MoD.
- 8.9** Where possible, annual leave will be used in the current leave year. The Town Council will allow the Reservist to carry forward any untaken annual leave across leave years that have been unable to be used as a result of being mobilised in the current leave year. If the leave has not been taken by the end of the next leave year (being the year it was carried forward in to), this will be sacrificed.

Dismissal/Redundancy

- 8.10** A Reservist's employment cannot be terminated on the grounds of their military duties or their liability to be mobilised. To do so would be a criminal offence under s.17 of The Reserve Forces (Safeguarding of Employment) Act 1985.
- 8.11** Reservists can be included in the redundancy pool if this is necessary due to a downturn in business or closure of a department. However, all employees

should be treated consistently, and redundancy criteria should not discriminate against Reservists on the grounds of their Reserve service or call-up liability.

Sick Pay

- 8.12** During the period of mobilisation the Reservist will continue to accrue any rights to service-related Town Council sick pay. Should a Reservist become sick or injured during mobilisation they will be covered by Defence Medical Services and any financial assistance will continue to be received (including pay) until demobilised. If the sickness or injury continues and this results in early demobilisation, the Reservist will remain covered by Defence until the last day of paid military leave.
- 8.13** After this time The Reservist will be covered by the Town Council sickness arrangements (in line with local policy).
- 8.14** If the Reservist becomes ill post mobilisation, and a notional return to work date has been agreed, they will be covered by the Town Council Sickness arrangements (in line with local policy).

9. Return to work

- 9.1** Both the Reservist and their employer have obligations under The Reserve Forces (Safeguarding of Employment Act) 1985 regarding the return to work process

Reservist:

- 9.2** The Reservist must write to their employer by the third Monday after their last day of military service making their request to return to work and suggesting a date which should fall within six weeks of their last day of full-time service. This letter formally starts the return to work process.
- 9.3** They are also encouraged to informally contact the employer to discuss their return to work at the earliest opportunity, whether via a letter, a meeting or a telephone call. The formal application must be made in writing for it to be valid under the Act.
- 9.4** If a Reservist is not happy with the offer of alternative employment they must write to the employer stating why there is reasonable cause for them not to accept it. If a Reservist believes that an employer's response to their application denies their rights under the Safeguard of Employment Act 1985, an application can be made to a Reinstatement Committee for assessment.

This committee will consider the Reservist's application and can make an order for reinstatement and/or compensation.

Employer:

- 9.5** The Employer has an obligation under Reserve Forces (Safeguarding of Employment) Act 1985 to reinstate the Reservist, where possible to their former role, and if not, to a mutually acceptable role on the same terms and conditions prior to mobilisation.
- 9.6** The Reservist should be reinstated within six weeks of the last day of their full-time service. They must be reinstated for a minimum period of 13, 26 or 52 weeks, depending on their length of service prior to mobilisation.
- 9.7** Sometimes Reservists may need refresher training when they return to work, or be given time to familiarise themselves with processes and procedures in the workplace. Financial assistance may be available for retraining if it is required as a direct result of their mobilisation, although applications cannot be made for training courses that would have taken place anyway. Evidence of costs will be required in addition to evidence that the Reservist could not reach the required standard by any other means, such as workplace experience.

10. Aftercare

- 10.1** A Reservist returning to work will benefit from a smooth re-integration into the workplace/team. The following should be considered as part of this process:
- The need to update on changes and developments in the Company.
 - The need to offer specific refresher training where it is sought/considered necessary.
 - Where the job duties have changed since mobilisation a period of skills training may be required to assist with new aspects of the job.
 - Whether the reservist can meet up with colleagues informally or socially before or after return to work to prevent any feeling of dislocation, if this is sought.
 - Reasonable time off to seek therapeutic treatment if required.

Performance Review

- 10.2** Line managers who carry out Performance Review meetings with a Reservist should be aware that Reserve Forces activities undertaken by an individual (either through training or mobilisation) bring essential skills into the workplace

such as leadership, communication, team working and organisational ability, which ultimately lead to improved performance in the workplace.

11. Financial Assistance

11.1 Financial assistance for employers in the event of an employee who is a Reservist being mobilised is governed by the Reserve Forces (Call out and recall) (Financial Assistance) Regulations 2005. These cover additional costs above the normal earnings of the called-up Reservist associated with replacing that employee. There are three types of award available:

One-off costs

- Agency fees, if a recruitment agency or employment agency is used to find a temporary replacement; or Advertising costs
- No financial cap on claims, but any claim must be supported by relevant documentation

Recurring costs

- Overtime costs, if other employees work overtime to cover the work of the Reservist [by the amount that such costs exceed earnings of the Reservist]
- Costs of temporary replacement [by the amount that such costs exceed earnings of the Reservist]

11.2 The maximum claim available is £110 per day (£40,000 per annum). Claims can be made for every normal working day that the Reservist is away on service. An application for one-off costs and recurring costs must be made within 4 weeks of the end of full time Reservist service.

Training award

11.3 If a returning Reservist has to undertake additional training as a direct result of their mobilisation (routine training excluded), then the Town Council can make an application for the financial assistance.

12. Further information

Further sources of guidance and information can be obtained from the following:

- Defence Relationship Management
<https://www.gov.uk/government/groups/defence-relationship-management>
Helpline: – 0800 389 5459. This is a free telephone helpline open during office hours where advice and guidance can be obtained on training, mobilisation and employment issues.

- Royal Navy website www.royalnavy.mod.uk/the-fleet/maritime-reserves
- Army website: www.army.mod.uk/join/20233.aspx
- Royal Air Force website www.raf.mod.uk/rafreserves

Adopted: July 2022

Review: Annual check for change to Ministry of Defence Example Policy that would prompt the need to review this policy document.

DRAFT



Seaford Town Council

Report No:	50/22
Agenda Item No:	15
Committee:	Full Council
Date:	14th July 2022
Title:	Tree Planting at the Crouch
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To present councillors with a request from Trees for Seaford to plant three trees in The Crouch as part of HM The Queen's Green Canopy.

Recommendations

Full Council is recommended:

1. To note the contents of the report.
2. To consider approving the planting of three trees in The Crouch this autumn and the installation of a water butt (the latter being subject to permission from the building owners).

1. Information

- 1.1** Trees for Seaford (TFS) approached officers with regards to planting three trees in The Crouch.
- 1.2** This had come about as TFS themselves had been approached by three local organisations (Churches Together, Seaford Rotary Club and Seaford WI) wanting to plant a tree each in celebration of HM The Queen's Platinum Jubilee as part of HM The Queen's Green Canopy.
- 1.3** Further details regarding the type of trees, their location and ongoing maintenance are in Appendix 1.
- 1.4** TFS would also like to install a water butt at the rear of the Mercread Youth Centre, subject to permission from the building owners. Although this will

be connected to the building, it will be positioned in The Crouch, therefore on Town Council land.

1.5 The water butt will be owned and maintained by TFS.

2. Recommendation



2.1 Councillors are recommended to approve the planting of all three trees and a water butt.

3. Financial Appraisal

3.1 There are no financial implications for the Town Council as the cost of the trees and water butt will be met by TFS and the three organisations mentioned earlier in the report.

4. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	

Report 55/22 Appendix 1

Queen Platinum Jubilee Green Canopy project

Trees for Seaford (TforS) has been approached by Churches Together, Seaford Rotary Club and Seaford WI if we could suggest, assist and advise on planting trees for the Queen's Green Canopy (QGC) in her Jubilee year. Each group approached us independently wishing to plant a tree for the QGC.

TforS has spoken to Tony Jackson and indeed met with him to discuss the potential of planting some trees.

At that meeting we discussed several sites, but it has been suggested that The Crouch is the most favourable place to plant the 3 trees in the autumn. The site is just in front of the Mercread Youth Centre on the west side of The Crouch.

Presently there is a row of cherry trees planted some years ago in front of a fence. Housed behind is a playground area. There is space to continue the row of cherry trees up to the Mercread Centre. It was agreed that it would finish off the row nicely. See site below, Pic 1



Representatives from TforS has met with the 3 groups and shown them the suggested site. They are delighted with the site suggestion and with the cherry trees. One of the group, The Rotary Club, was involved in raising funds for the youth centre.

TforS would like to ask The Council for approval to site the QGC trees in the site suggested by Tony. It is agreed with the groups that TforS will order the trees at the end of July for an autumn planting. A date will be arranged with the 3 groups to plant in the autumn.

Watering in the first 2 years will be important for the survival of the trees. The group have agreed to set up a watering rota especially in the dry weather. There is water close by at the community allotment/garden and that will make water access easier.

TforS will also assist in monitoring the trees when carrying out their maintenance on the trees already planted in The Crouch.

The cost of the trees will be covered by TforS and a donation from the 3 groups.

Whilst looking at The Crouch, TforS volunteers identified a potential site for a waterbutt. We will approach The Mercread Youth Centre to discuss in the near future. The cost of both the waterbutt and the installation will be covered by TforS, if approved. See pic 2 below.





Seaford Town Council

Report No:	51/22
Agenda Item No:	16
Committee:	Full Council
Date:	14th July 2022
Title:	Completion of CCTV to The Salts Recreation Ground
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To update Full Council on progress to complete the CCTV project to The Salts Recreation Ground and request that Financial Regulations be waived to enable this

Recommendations

Full Council is recommended:

1. To note the contents of the report.
2. To approve that Financial Regulations are waived so that the company who service and maintain the existing CCTV system at The Salts can install the remaining cameras and infrastructure.

1. Information

- 1.1 As part of The Salts Skatepark project in 2019, CCTV was installed that covered approximately 60% of the Salts Recreation Ground.
- 1.2 There were not enough funds available at the time to complete the project. The pandemic then further delayed the completion of the project.
- 1.3 Last year councillors agreed to a budget of £5,000 to complete the project in year 2022 - 2023.
- 1.4 The original company that installed the system dissolved in the pandemic, which meant officers had to approach other companies to manage and maintain the system.

- 1.5** Through a competitive tender process, officers chose a local contractor, Cloud, Voice and Data (CVD) to carry out this work over a three year contract, concluding in 2024.
- 1.6** Officers have been very impressed with the service provided by CVD and approached them to quote for the remaining works.
- 1.7** Financial Regulations state for projects up to £5,000, three quotes are required.

2. Recommendation


- 2.1** CVD know the system very well, provide an excellent service and are partway through a service contract with the Town Council. Officers therefore recommend that Financial Regulations are waived in this instance, to allow CVD to complete the CCTV project without officers having sought the require three quotes.

3. Financial Appraisal

- 3.1** The financial details of the quote will be shared with councillors as a confidential appendix due to its commercial sensitivity. If Full Council did decide not to waive Financial Regulations and required officers to seek two more quotes for the work, it would give the quoting companies an unfair advantage to see what CVD had quoted.

4. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	