



Seaford Town Council

Minutes of a meeting of Seaford Town Council’s Full Council on Thursday 23rd March 2023

Held at The View at Seaford Head, Southdown Road, Seaford, BN25 4JS, at 7.00pm.

Present:

Councillors O Honeyman (Mayor)

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

Adam Chugg, Town Clerk

Karen Singleton, Responsible Financial Officer (RFO)

Sharan Brydon, Events & Facilities Officer

Georgia Raeburn, HR & Governance Manager

Becky Terry, HR & Governance Assistant

There were seven members of the public in attendance.

Members congratulated the Town Clerk for getting his Certificate in Local Council Administration.

C129/03/22 Apologies for Absence

Apologies for absence were received from Councillors L Boorman and B Webb.

C130/03/22 Disclosure of Interests

There were no disclosures of interests.

C131/03/22 Public Participation

Speaker	Statement
Resident A	<i>Resident thanked members for the progress with the Crouch queries / issues, noting that the site feels like a public open space now. Raised queries around the ongoing arrangements with regards to the floodlights and advertising hoardings, including their permanency, better fixings and the process and timeline for obtaining the required permissions. Noted that Newhaven Football Club, in a private football ground, removes the hoardings</i>

	<i>after each match. Queried the status of a number of unanswered outstanding complaints regarding process.</i>
Town Council Response	Thanked the resident for their contribution. Confirmed that the Town Council is awaiting a decision from the District Council on the permissions required and in the meantime in inspecting the hoardings regularly to ensure safety is maintained. Confirmed that a meeting with the Crouch Concerns group in January helped express and address issues raised and if there were any outstanding issues not on the list to confirm this with officers ahead of the follow up meeting in April.
<i>Resident B</i>	<i>Thanked the Town Council for continued relating to The Crouch but expressed disappointment at there being no mention to the petition from November 2022 in the Town Clerk's Update Report. Requested that the petition be formally acknowledged and recorded, also making the public feel formally heard.</i>
Town Council Response	Thanked the resident for their contribution. Confirmed that the petition would be brought to a Full Council meeting.
<i>Resident C</i>	<i>Having been in discussion with the Town Council about a management agreement for the Blatchington Green green space, would like to see the group offered a similar scheme as that offered for the Blatchington Pond as this would make it easier to operate. Expressed concerns that the offer for Blatchington Green is not fair and progression has moved slowly.</i>
Town Council Response	Thanked the resident for their contribution. Confirmed that officers are dealing with this matter but the Town Council is unable to offer the same agreement given to an established group, to a new group. Confirmed that the Town Council is happy to keep the dialogue going but is duty bound to take a more cautious approach with a new group.
<i>Resident D</i>	<i>Regarding the football club's planning applications and the bypassing of planning permissions to date, queried if the matter would automatically be considered by the</i>

	<i>Town Council's Community Services Committee – it being important to have a policy of the Town Council as landowner, rather than just Lewes District Council as planning authority.</i>
Town Council Response	Thanked the resident for their contribution. Confirmed that once the District Council has made its decision, due process would be followed and the Town Council will be able to consider any recommendations from the District Council on this matter.

C132/03/22 Minutes

It was **RESOLVED** to **APPROVE** the following minutes:

4.1	Full Council	23 rd February 2023
4.2	Full Council	16 th March 2023
4.3	Community Services	2 nd March 2023
4.4	Finance & General Purposes	14 th March 2023
	<i>N.B. The two recommendations for Full Council within these minutes were addressed during agenda items 14 and 15 and therefore were not considered when approving the minutes.</i>	
4.5	Golf & The View	28 th February 2023
4.6	Planning & Highways	16 th February 2023
4.7	Planning & Highways	9 th March 2023

C133/03/22 Civic Update – Mayor's Report

Full Council considered report 199/22 presenting the Mayor's update and details of engagements attended.

The Mayor thanked the Deputy Mayor for their support and hard work during the municipal year.

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

C134/03/22 Civic Update – Young Mayor's Office

There was no update to be made at this meeting.

C135/03/22 Town Clerk's Update Report – March 2023

Full Council considered report 200/22 providing an update on key Town Council work and work priorities for the Town Council.

The Town Clerk took members through the content of the report, it being the final Full Council meeting of the municipal year. The Town Clerk thanked all the officers for their hard work during the year.

Full Council thanked the Assistant Town Clerk for the pre-election guidance issued and also clarified the progress of the 'friends of' green space management agreements.

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

C136/03/22 East Blatchington Pond Society – Management Agreement Renewal

Full Council considered report 193/22 seeking approval for the renewal of the Management Agreement with the East Blatchington Pond Conservation Society.

The Town Clerk introduced the report and members clarified the arrangements for dissolving the agreement, should it be required.

It was **RESOLVED** to **APPROVE** the revised management agreement with East Blatchington Pond Conservation Society as per report 193/22.

(7.39pm - two members of the public exited the meeting)

C137/03/22 Councillor Motion – Conduct at Council Meetings

Full Council considered report 194/22 presenting a written motion submitted by two councillors regarding conduct at Council meetings.

. Members raised queries on which meetings this would apply to and arrangements for committee meetings, the Chair's responsibilities with regards to speakers standing and the exception for any participants that suffer discomfort or are unable to stand.

It was **PROPOSED** to **AMEND** Standing Orders to include the following clauses in the relevant section of the document;

- i. A Councillor shall indicate that they wish to speak by raising their hand and Councillors shall be heard in the order in which they indicated. When given permission by the Chair of the meeting to speak Councillors shall stand whilst addressing the Chair (except when a Councillor has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a Councillor to be seated when speaking.
- ii. A Councillor who speaks at a meeting shall direct their comments to the Chair of that meeting.

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

(7.46pm – three members of the public exited the meeting)

C138/03/22 Final Draft 2023 - 2024 Meeting Timetable

Full Council considered report 195/22 presenting the final draft of the 2023-2024 meeting timetable for adoption.

It was confirmed that the option of monthly Planning & Highways Committee meetings had been explored but was not being recommended due to the reasons set out within the report.

It was **RESOLVED** to **ADOPT** the 2023-2024 meeting timetable as presented with report 195/22.

C139/03/22 Review of Financial Regulations

Full Council considered report 144/22 presenting the review of the Town Council's Financial Regulations.

The RFO introduced the report, with members raised questions around the process for obtaining quotes and specialist services.

It was **RESOLVED** to **ADOPT** the revised Financial Regulations as presented in report 144/22, with any necessary corrections to page numbers.

C140/03/22 Recommendation to Adopt Revised Discretionary Grants Policy

Full Council considered report 202/22 presenting the Finance & General Purposes Committee recommendations to Full Council to adopt the revised Discretionary Grants Policy.

The RFO advised that this policy had been through the Finance & General Purposes Committee.

Members raised queries around the information provided to committee members at the grants decision-making meeting and how the Town Council monitors the spend of financial grants made.

It was **RESOLVED** to **ADOPT** the Discretionary Grants Policy as per the Finance & General Purposes Committee recommendation presented with report 202/22.

C141/03/22 Recommendation to Adopt the Annual Investment Strategy 2023-2024

Full Council considered report 203/22 presenting the Finance & General Purposes Committee recommendation to Full Council to adopt the Annual Investment Strategy 2023 – 2024.

It was **RESOLVED** to **ADOPT** the Annual Investment Strategy 2023 - 2024 as per the Finance & General Purposes Committee recommendation presented with report 203/22.

C142/03/22 Annual Review of Corporate Risk Register 2023

Full Council considered report 197/22 seeking the review and approval of the Town Council's Corporate Risk Register and subsequent action plans.

C142.1 It was **RESOLVED** to **NOTE** the review of the Town Council's Corporate Risk Register

C142.2 It was **RESOLVED** to **APPROVE** the Town Council's Corporate Risk Register Action Plans as set out in Appendix A of report 197/22.

C142.3 It was **RESOLVED** to **ADOPT** the revised General & Financial Risk Assessment as presented in Appendix B of report 197/22.

C143/03/22 Annual Review of Internal Controls

Full Council considered report 198/22 seeking the review and approval of the Town Council's Internal Controls

C143.1 It was **RESOLVED** to **APPROVE** the Town Council's Internal Controls as set out in Appendix A of report 198/22.

C143.2 It was **RESOLVED** to **NOTE** that Statements 2,5,6 and 7 of the Annual Governance Statement have been complied with as set out in Appendix B of report 198/22.

C144/03/22 Review of Seaford Head Nature Reserve Filming Policy

Full Council considered report 196/22 presenting the revised Filming Policy for Seaford Head Nature Reserve for consideration

The Town Clerk introduced the report, thanking the officer team for the updated Filming Policy. Members requested that a more definitive time allowance for generators running on site be allocated and received a brief update on Sussex Wildlife Trust's arrangements for managing the site.

It was **RESOLVED** to **AGREE** the revised Seaford Reserve Filming Policy as presented with report 196/22, noting that this is subject to final approval by Natural England.

The Mayor took the opportunity to thank the Town Clerk, RFO, all the officers and Councillors for their hard work and support, working together as a team to overcome challenges.

(8.08pm - two members of the public and the Events & Facilities Officer exited the meeting)

(8.10-8.17pm – a short break was held)

C145/03/22 Exclusion of the Press and Public

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

C146/03/22 Business Card EXEMPT

Full Council considered exempt report 204/22 providing an update on matters relating to a business account card

It was **RESOLVED** to **NOTE** the outcomes of matters relating to the business account card and confirm actions to be taken in accordance with exempt report 204/22.

C147/03/22 Office Staffing Resource Levels EXEMPT

Full Council considered exempt report 205/22 presenting an update on the office staff structure and the staffing resource levels.

C147.1 It was **RESOLVED** to **NOTE** the contents of the report.

C147.2 It was **RESOLVED** to **AGREE** the expansion of the senior leadership structure by the equivalent of three days and the budgetary implications of this.

The meeting closed at 8.53pm.

Councillor O Honeyman

Councillor Olivia Honeyman

Mayor of Seaford