



Seaford Town Council

AS A COUNCILLOR, YOU WOULD NEED TO:

- Respond to queries from your community and investigate their concerns
- Communicate Council decisions that affect your community
- Listen and be a voice of your community
- Know and work with representatives of local organisations, interest groups and businesses
- Attend meetings
- Attend ceremonial functions
- Assist the Council in creating strategies and policies to enable it to achieve the vision for the area whilst ensuring good governance
- Consider your own personal strengths and skill sets and how you could offer to apply these to be of benefit to the Council

We recognise that councillors will come from all walks of life and as such, will have varying amounts of time that can be committed to their Council duties. If you are unsure about the commitment required and how you could balance this, it is recommended to reach out and speak to a current councillor, who can talk to you about their experiences and hopefully answer any questions you may have.

BECOME A TOWN COUNCILLOR

INFORMATION AND FACTS SHEET

THE ROLE OF A COUNCILLOR

So many people's impression of what a councillor does is just attending Council meetings. Whilst this is an important part in the decision-making process that enables the Council to be operational, it is just part of the role. Another key part is the ordinary day-to-day contact with local people and businesses that councillors experience in their own community.

Councillors are elected to consider the information gathered and make a group decision. No one councillor is responsible for any single decision or taking actions on behalf of the Council. Seaford Town Councillors are not paid (although can claim some expenses) but are not volunteers, they are considered as holders of public office.

COMMITMENT

As a councillor, there is a level of commitment that is required to carry out your role:

- Attending approx. six Full Council meetings per year (usually Thursday evenings, 7 pm)
- Allocating time to digest and consider all meeting paperwork ahead of the meetings (see the Town Council website for examples of recently issued agendas)
- Engaging with local residents and the community
- Acting in accordance with the Code of Conduct at all times
- Accepting your seat in office for the term of four years (there are means of resigning, should this unfortunately be necessary mid-term)

(Optional:)

- Choice to sit on a number of the seven standing committees, mostly meeting quarterly per year (usually Tuesday or Thursday evenings, 7 pm)
- Choice to join ad hoc working groups established for specific purposes and pieces of work
- Choice to represent the Council with local interest/community groups and other external bodies, ensuring a two-way communication channel

UNDERSTANDING HOW YOUR COUNCIL WORKS

Municipal services within Seaford are provided by three tiers of Local Government – the County Council (East Sussex), the District Council (Lewes) and the Town Council. While working closely together for the town, each authority has its own areas of responsibility and service delivery. An overview of which authority provides each service can be found on the Seaford Town Council website here: <https://www.seafordtowncouncil.gov.uk/local-council-service>

Seaford Town Council is made up of a small team of council officers and 20 councillors. Councillors are elected by the electorate and look after specific areas (wards) for the period they are elected, usually four years. Officers and councillors work together to lead and manage Seaford Town Council to provide services that improve the lives of local people. This is achieved by regular meetings of the Full Council (the meeting of all councillors) and smaller committee groups (led by elected chairs).

Each year at its annual meeting the councillors elect a Mayor who then serves in office for the municipal year (May to May). The Mayor carries out the role in a non-political manner. There is a Mayor's portfolio to support and help guide the Mayor, this can be viewed here:

<https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2022/06/CC4-Mayors-Portfolio-2022-FINAL.doc>. Each Mayor will establish their priorities and interests for their year in office and will work with officers to bring these to the role.

SUPPORT

Support is available from your fellow councillors, some of whom may have served previously. The Town Council also employs a Town Clerk (the chief officer of the Council), Responsible Financial Officer and many other members of staff to ensure the delivery of the decisions and aims of the Council and also support councillors in carrying out their roles.

You would be offered training upon joining and will always be able to seek procedural advice and guidance from officers or your fellow councillors.

NEXT STEPS

If you're interested in standing for election, the Electoral Commission has a webpage dedicated to candidates in parish/town council elections:

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-council-elections-england>

Be sure to look for the 'Candidate Guidance Overview – Parish Elections in England' which contains links to further useful information and documents to guide you on your path standing for election.

You may then also look to make contact with Lewes District Council, responsible for the local electoral services, and even the current Seaford Town Councillors for any guidance they could offer based on their own election journeys.

#MAKEADIFFERENCE

Useful Contacts

Seaford Town Council

admin@seafordtowncouncil.gov.uk
www.seafordtowncouncil.gov.uk/councillors-duties-upcoming-election-information/

Local Government Association

<https://www.local.gov.uk/be-councillor>
becouncillor@local.gov.uk



Seaford Town Council

Code of Conduct for Members

As a member or co-opted member of Seaford Town Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

The Seven Principles of Public Life

Selflessness

1. Members should act solely in the terms of public interest.

Integrity

2. Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

3. Members must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

4. Members are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

5. Members should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

6. Members should be truthful.

Leadership

7. Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

On their election or co-option to the Seaford Town Council, members are required to sign an undertaking to comply with the authority's Code of Conduct.

This Code of Conduct, adopted by the authority on 16 August 2012, is set out below. It is made under Chapter 7 of the Localism Act 2011 and includes, as standing orders made under Chapter 7 of that Act and Schedule 12 of the Local Government Act 1972, provisions which require members to leave meetings in appropriate circumstances, while matters in which they have an interest are being considered.

Part 1 – General provisions

1. Introduction and interpretation

- (1) This Code applies to **you** as a member of the authority, when acting in that capacity.
- (2) This Code is based upon seven principles fundamental to public service, which are set out above. You should have regard to these principles as they will help you to comply with the Code.
- (3) If you need guidance on any matter under this Code you should seek it from the Town Clerk, Lewes District Council's monitoring officer or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.
- (4) It is a criminal offence to fail to notify the Lewes District Council's monitoring officer of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly to provide false or misleading information to the authority's monitoring officer.
- (5) Any written allegation received by the council that you have failed to comply with this Code will be dealt with by Lewes District Council under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, Lewes District Council has the right to have regard to this failure in deciding -
 - (a) whether to take action in relation to you and
 - (b) what action to take.

- (6) Councillors must comply with any reasonable request by the Monitoring Officer, the Deputy Monitoring Officer or an investigating officer appointed by them, regarding the provision of information in relation to a complaint that alleges a breach of the Code of Conduct, and must comply with any formal standards investigation.
- (7) Councillors must not misuse the standards process by, for example, making trivial or malicious allegations against another councillor.
- (8) In this Code—
 - “authority” means Seaford Town Council
 - “Code” means this Code of Conduct
 - “co-opted member” means a person who is not a member of the authority but who—
 - (a) is a member of any committee or sub-committee of the authority, or
 - (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.
 - “meeting” means any meeting of—
 - (a) the Council;
 - (b) any of the council's committees, sub-committees, or working groups;
 - “member” includes a co-opted member.
 - “register of members’ interests” means the Lewes District Council's register of members' pecuniary and other interests established and maintained by the monitoring officer under section 29 of the Localism Act 2011.

2. Scope

- (1) Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you—
 - (a) conduct the business of Seaford Town Council (which, in this Code, includes the business of the office to which you are elected or appointed); or
 - (b) act, claim to act or give the impression you are acting as a representative of Seaford Town Council,and references to your official capacity are construed accordingly.
- (2) This Code does not have effect in relation to your conduct other than where it is in your official capacity.
- (3) Where you act as a representative of Seaford Town Council—

- (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
- (b) on any other body, you must, when acting for that other body, comply with Seaford Town Council's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

3. General obligations

(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause Seaford Town Council to breach any of its the equality duties (in particular as set out in the Equality Act 2010);

(b) bully or harass any person;

(Bullying means offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Harassment means unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.

For examples of conduct that constitute bullying or harassment, see Appendix 1.)

(c) intimidate or improperly influence or attempt to intimidate or improperly influence any person who is or is likely to be—

(i) a complainant,

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings,

in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, Seaford Town Council.

4. You must not—

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(i) you have the consent of a person authorised to give it;

- (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is—
 - (a) reasonable and in the public interest; and
 - (b) made in good faith and in compliance with the reasonable requirements of the authority;
 - (b) prevent another person from gaining access to information to which that person is entitled by law.
- 5.** You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
- 6.** You—
- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;
 - (b) must, when using or authorising the use by others of the resources of your authority—
 - (i) act in accordance with your authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- 7. (1)** When reaching decisions on any matter you must have regard to any relevant advice provided to you by—
- (a) your authority's proper officer; or
 - (b) your authority's responsible finance officer,
- where that officer is acting pursuant to his or her statutory duties.
- (2)** You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2 – Interests

8. Personal interests

- (1) The interests described in paragraphs 8(3) and 8(5) are your personal interests and the interests in paragraph 8(5) are your pecuniary interests which are disclosable pecuniary interests as defined by section 30 of the Localism Act 2011.
- (2) If you fail to observe Parts 2 and 3 of the Code in relation to your personal interests-
 - (a) the Lewes District Council may deal with the matter as mentioned in paragraph 1(5) and
 - (b) if the failure relates to a disclosable pecuniary interest, you may also become subject to criminal proceedings as mentioned in paragraph 1(4).
- (3) You have a personal interest in any business of your authority where either—
 - (a) it relates to or is likely to affect—
 - (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
 - (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
of which you are a member or in a position of general control or management;
 - (iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50; or
 - (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;
- (4) In sub-paragraph (3)(b), a relevant person is—
 - (a) a member of your family or a close associate; or
 - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (3)(a)(i) or (ii).

- (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:

Interest	Description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer. Any tenancy where (to M's knowledge)—

Corporate tenancies	(a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means the person M referred to in section 30 of the Localism Act 2011;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) of the Localism Act 2011;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Localism Act 2011;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services

and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

- (6) In sub-paragraph (5), any interest which your partner may have is only treated as your interest if you are aware that that your partner has the interest.

9. Disclosure of personal interests (See also Part 3)

- (1) Subject to sub-paragraphs (2) to (5), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- (3) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest and, if also applicable, that it is a disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.
- (4) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision on any matter in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- (5) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

10. Prejudicial interest generally

- (1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where either-
 - (a) the interest is a disclosable pecuniary interest as described in paragraph 8(5),
or
 - (b) the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) For the purposes of sub-paragraph (1)(b), you do not have a prejudicial interest in any business of the authority where that business—

- (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
- (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
- (c) relates to the functions of your authority in respect of—
 - (i) an allowance, payment or indemnity given to members;
 - (ii) any ceremonial honour given to members; and
 - (iii) setting council tax or a precept under the Local Government Finance Act 1992.

11. Effect of prejudicial interests on participation

- (1) Subject to sub-paragraph (2) and (3), where you have a prejudicial interest in any matter in relation to the business of your authority—
 - (a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held—
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;
 unless you have obtained a dispensation from your authority;
 - (b) you must not seek improperly to influence a decision about that matter.
- (2) Where you have a prejudicial interest in any business of your authority which is not a disclosable pecuniary interest as described in paragraph 8(5), you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.
- (3) Where you have a prejudicial interest which is not a disclosable pecuniary interest as described in paragraph 8(5), arising solely from membership of any body described 8(3)(a)(i) or 8(3)(a)(ii)(a) then you do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

Part 3 – Registration of Interests

12. Registration of members' interests

- (1) Subject to paragraph 13, you must, within 28 days of—
 - (a) this Code being adopted by the authority; or
 - (b) your election or appointment to office (where that is later), register in the register of members' interests details of—
 - (i) your personal interests where they fall within a category mentioned in paragraph 8(3)(a) and
 - (ii) your personal interests which are also disclosable pecuniary interests where they fall within a category mentioned in paragraph 8(5)by providing written notification to Lewes District Council's monitoring officer.
- (2) Subject to paragraph 13, you must, within 28 days of becoming aware of any new personal interest falling within sub-paragraphs (1)(b)(i) or (1)(b)(ii) or any change to any personal interest registered under sub-paragraphs (1)(b)(i) or (1)(b)(ii), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

13. Sensitive information

- (1) Where you consider that the information relating to any of your personal interests is sensitive information, and Lewes District Council's monitoring officer agrees, the monitoring officer shall not include details of the interest on any copies of the register of members' interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.
- (2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify Lewes District Council's monitoring officer asking that the information be included in the register of members' interests.
- (3) In this Code, "sensitive information" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

14. Dispensations

- (1) The council, any sub-committee of the council established for the purpose, the proper officer may, on a written request made to the proper officer of the authority by a member, grant a dispensation relieving the member from either or both of the restrictions in paragraph 11(1)(a) (restrictions on participating in discussions and in voting), in cases described in the dispensation.
- (2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the council, any sub-committee of the council established for the purpose, the proper officer —
 - (a) considers that without the dispensation the number of persons prohibited by paragraph 11 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,
 - (b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,
 - (c) considers that granting the dispensation is in the interests of persons living in the authority's area; or,
 - (d) considers that it is otherwise appropriate to grant a dispensation.
- (3) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.
- (4) Paragraph 11 does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph.

Adopted: 14th July 2022

Review Date: October 2023 or when Lewes District Council changes its Code of Conduct, whichever is sooner.

Appendix 1

Non-exhaustive Examples of Bullying and Harassment

With reference to paragraph 3(2)(b) of this Code –

(1) Examples of bullying behaviour include, without limitation:

- spreading malicious rumours, or insulting someone by word or behaviour
- copying memos that are critical about someone to others who do not need to know
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion or victimisation
- unfair treatment
- overbearing supervision or other misuse of power or position
- unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decision on the basis of sexual advances being accepted or rejected.
- making threats or comments about job security without foundation
- deliberately undermining a competent worker by overloading or constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities
- invading someone's personal space
- speaking to someone in an overbearing manner
- using aggressive body language
- undermining or belittling someone
- any of the behaviours listed above, occurring on a single, repeated or habitual basis

(2) Examples of harassment include, without limitation:

- making abusive, derogatory, patronising, suggestive or sexualised comments or sounds
- making jokes or insulting gestures or facial expressions
- ridicule
- offensive e-mails, tweets or comments on social networking sites

- trolling via social networking sites
- threats of aggression or intimidation
- making false and malicious assertions
- intrusive questioning about private matters
- display of offensive material
- unwanted comments on dress or appearance
- any of the behaviours listed above, occurring on a single, repeated or habitual basis



Seaford Town Council

SEAFORD TOWN COUNCIL DELIVERY PLAN 2022/23

INTRODUCTION

This document sets out the annual 'Delivery Plan' for Seaford Town Council for the Municipal Year 2022/23.

Seaford Town Council's 5 Strategic Aims are as follows:

1. To develop the cultural and economic well-being of the town.
2. To improve the environment of the town.
3. To improve and maintain the recreational facilities of the town.
4. To help represent the needs of the community.
5. To practice good governance and fiscal responsibility.

Our plans to meet these Aims for the 'betterment of Seaford' are set out in the tables below, with one table for each of our 5 Aims.

OBJECTIVE	Q1. MAY-JULY 2022	Q2. AUGUST-OCTOBER 2022	Q3, NOVEMBER 2022-JANUARY 2023	Q4. FEBRUARY – APRIL 2023
Aim One: To Develop the Cultural and Economic Wellbeing of the Town.				
1.1 Prepare for and celebrate Her Majesty's Platinum Jubilee.	The following will take place: <ul style="list-style-type: none">• Beacon ceremony, including choir, piper, bugle playing and beacon lighting at 945pm precisely• Mayor's Jubilee Tea• Jubilee Dinner• Flying the Jubilee Flag• Exhibition on the sea front• Publicity for street parties and other celebrations on the town.	Public competition to rename Martello Fields in the town to honour the Queen and celebrate the historic royal connections to the fields.	Announce the results of the competition. Hold a ceremony to re-name the Fields.	
1.2 Develop plans for re-siting the 17 th green and 18 th tee of the Seaford Head golf course.	Discuss our initial proposals with organisations whose permission will be required, including: SDNPA, as relevant Planning Authority. SSSI MONITORS [Natural England].	Use feedback from the consultation with key stakeholders to develop final proposals. Develop estimate of costings and undertake risk assessment.	Discuss necessary funding arrangements with Seaford Head golf club. Confirm funding arrangements in the Council budget for 2023/24.	Sign off final project proposals at Full Council ahead of implementation in 2023/24.
1.3 Deliver the scheme of work for the projects agreed by the Community Services Cttee for the 2022-23 municipal year.	Confirmed projects list is signed off by the Committee.	Review of the year so far at quarterly Community Services Committee.	Review of the year so far at quarterly Community Services Committee. Consider priorities and budget for 2023/24.	Project list for 2023/24 signed off by Cllrs
1.4 Reconvene the Seaford Town Council Assets Working Group, as agreed at Full Council in 2021.		Reconvene the group.	Second meeting of group – consider recommendations for Full Council.	Report to Full Council. Confirm priorities for the group in 2023/24.

OBJECTIVE	Q1. MAY-JULY 2022	Q2. AUGUST-OCTOBER 2022	Q3. NOVEMBER 2022 - JANUARY 2023	Q4. FEBRUARY – APRIL 2023
Aim 2- To Improve the Environment of the Town.				
2.1 Take forward building the new Martello Toilets and cafe.	Review submitted tenders. Confirm with Cllrs the final design and costings. Update Risks and Assumptions Log to manage any project risks.	Confirm appointment of builders and build timetable. Prepare for building to commence. Put in place temporary toilets and other site preparations. Undertake Expression of Interest for the café tenants.	Management of building works on site – led by team appointed by the Councillors. Monthly review meetings Trouble shooting Report to Cllrs at Full Council meetings. Review Risks and Assumptions Log. Confirm income and expenditure for the 2023/24 budget.	Completion of building and preparations for opening [Spring 2023].
2.2 Work in partnership with the local community to manage our green spaces in a climate-friendly way.	Complete negotiations with groups who will help manage the green spaces.	Agreements will be signed off at Full Council. Implement and publicise new arrangements.		Review progress so far. Confirm arrangements for management of green spaces in 2023/24.
2.3 Implement the new Climate Change Sub-Cttee.	Full Council Annual meeting: Cllrs elect Chair and V Chair and also appoint the members of the Sub- Cttee.	Convene first meeting. At first meeting, confirm: Terms of Reference Updated Scheme of Delegation. Priorities for the Sub-Committee for the year.	Meeting 2 Consider matters relevant to setting the Council's budget for 2023/23	Meeting 3 Agree proposals to inform the Council's Strategic Plan in 2023/24.

OBJECTIVE	Q1. MAY-JULY 2022	Q2. AUGUST-OCTOBER 2022	Q3. NOVEMBER 2022 -JANUARY 2023	Q4. FEBRUARY – APRIL 2023
Aim 3 – To Improve and Maintain the Recreational Facilities of the Town				
3.1 Open new refurbished tennis courts and manage new coaching arrangements.	Opening Ceremony. Complete negotiations with organisation to undertake coaching and management. Sign off any remaining risks and assumptions as public use begins. Monitor first few weeks carefully and trouble shoot. Continue publicity campaign to maximise usage of the courts by the public.	Quarterly report to Community Services Cttee: Number using courts vs target Financial performance v budget Implement any learning from the project.	Quarterly report to the Community Services Cttee: Number using courts vs target Financial performance v budget Implement any learning from the project. Confirm income and expenditure budget for 2023/24.	Quarterly report to the Community Services Cttee. Liaise with tenants and negotiate arrangements for after the first year.
3.2 Assess the storm damage to the 'Gabion Wall' and implement necessary repairs.	Commission specialist maritime engineers to review the damage to, and building of, the wall and provide recommendations on next steps.	Report recommendations to Cllrs and take instruction on rebuild/repair of the wall. Work with specialist maritime engineers and construction company to: Rebuild/repair. Review and confirm storm readiness. Undertake an update risks and assumptions log to identify and manage any ongoing risks.	Complete rebuild and repair.	Monitor effectiveness of the wall.
3.3 Apply for the amendments to the Newlands S106 and prepare to implement the outcomes of this to maximise the benefits to the town.	Take report on proposed amendments to Full Council for Cllrs to agree.	Submit application for amendments.	Feedback to Cllrs results of application.	Confirm plans for 2023/24, including stakeholder consultation and work to confirm new arrangements for Cllrs to sign off in 2023/24.
3.4 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.		Review the current availability of community spaces in the town, including all of the following: Old Town Hall Library The View Mercread Centre Churches and church halls Barn and Little Theatre Community Room STFC Rugby Club Schools Any others that are identified. Include questions about the need for community space in community questionnaire.	Prepare a report to Cllrs on how well the needs of the town are met by current provision, and what the needs are going forward.	Put together plan and funding proposals for community spaces in the town beyond 2023.

OBJECTIVE	Q1. MAY-JULY 2022	Q2. AUGUST-OCTOBER 2022	Q3. NOVEMBER 2022 -JANUARY 2023	Q4. FEBRUARY – APRIL 2023
Aim 4 – To Help Represent the Needs of the Community				
4.1 Show support for the people of Ukraine.	Work with the Seaford 4 Ukraine group to provide a safe space for refugee arrivals to meet, peer network and access support Attend S4U Steering Group and put in place any other support needed from the Council	Continue to consider any additional support or appropriate actions for the Council to provide.	Continue to consider any additional support or appropriate actions for the Council to provide.	Continue to consider any additional support or appropriate actions for the Council to provide.
4.2 Provide input to the new Local Plan.	Provide regular reports to the Planning and Highways Cttee. Undertake responses to consultations from either of the two Planning Authorities, Lewes District Council and South Downs National Park Authority.	Provide regular reports to the Planning and Highways Cttee. Undertake responses to consultations from either of the two Planning Authorities, Lewes District Council and South Downs National Park Authority.	Provide regular reports to the Planning and Highways Cttee. Undertake responses to consultations from either of the two Planning Authorities, Lewes District Council and South Downs National Park Authority.	Provide regular reports to the Planning and Highways Cttee. Undertake responses to consultations from either of the two Planning Authorities, Lewes District Council and South Downs National Park Authority.
4.3 Work to develop more ‘shovel-ready’ projects to improve Seaford’s chances of attracting external funding.	Review recent funding opportunities and how Seaford fared and why.	Undertake meetings and discussions with Local Authorities and key funding bodies to consider how best Seaford can make its case for funding.	Desk top review of key funding streams and of social and material needs in the town for which funding may be sought.	Report to full council on work to increase Seaford’s ability to attract funding from 2023 onwards.
4.4 Undertake community and stakeholder engagement on priorities for the town and the Town Council.	Devise communication and engagement plan and take to full council for adoption by Cllrs.	Undertake all of the following: Online survey Visits to key stakeholders and community groups Stall/stand at community events Host open evenings.	Review results of community engagement and prepare a report for Full Council.	Confirm arrangements for a Planning Day in 2023 and sign off of new Strategic Plan in the summer of 2023.

OBJECTIVE	Q1. MAY-JULY 2022	Q2. AUGUST-OCTOBER 2022	Q3. NOVEMBER 2022 -JANUARY 2023	Q4. FEBRUARY – APRIL 2023
Aim 5 – To Practice Good Governance and Fiscal Responsibility.				
5.1 Strengthen the Council's Finances.	Prepare a report to the Finance and GP on the impact of inflationary pressures on the finances of the council.	Take a report to the Seaford Town Council Finance and General Purposes [F and GP] Cttee, reviewing the level of General and Earmarked Reserves, and asking Cllrs to consider any changes needed.	F and GP to consider implications of increases in inflation and costs, and pressures upon salaries, to inform budget setting by Full Council.	Confirm budgets and reserves positions for 2023/24.
5.2 Complete the work of 'The View' Working Group and implement the findings.	Seek agreement from Full Council to issue an Expression of Interest [E of I] for the lease and management of the restaurant catering facilities at The View site. Complete Risks and Assumptions log to identify and manage any risks from E of I. Ensure E of I is signed off by a solicitor and all necessary HR advice is in place. Work with staff at The View to maximise the financial performance of the current arrangements.	Issue and publicize the E of I. Work with the View Working Group of Cllrs to review and assess the responses to the E of I that are received. Make recommendations to Council of any of the E of Is that we want to proceed to the next stage. Invite full proposals incl Business Plan and budget from parties of interest.	Work with full Council to determine if the option for 2023/24 will be: Either: Council management of the restaurant Or: New tenants to manage the restaurant. Report to full council on the financial performance of the view in 2022 to help inform the decision on what to do next. Complete any necessary Due Diligence and lease negotiations if we proceed with the lease option.	Implement the decision of Full Council in terms of future management of operations at The View restaurant.
5.3 Put in place the necessary preparations for the Local Elections in May 2023.	Meet election officer at Lewes District Council to scope out arrangements.	Confirm election arrangements to full council, incl plans to seek new Cllrs.	Recruitment campaigns for new Cllrs, to include : Social media Information packs open evenings	Confirm outcome of recruit campaign. Confirm readiness with LDC for the elections in May.
5.4 Develop a new Communications Protocol to maximise the effectiveness of how councillors and officers work together .	Carry out desk-top research to identify good practice examples in communications policies and procedures.	Prepare a report to Full Council recommending changes.	Agree final changes with Cllrs and complete any policies and policy amendments needed.	Publish new protocol for inclusion among council public documents.



Photograph courtesy of
Wayne Spring

SEAFORD TOWN COUNCIL

2022 - 2023 INSIGHT

Your Town Council Tax Explained



Let's start at the beginning - what is Seaford Town Council?

Since 1999, Seaford Town Council has been one of the three local councils that helps to look after the town of Seaford and its residents. The other two are Lewes District Council and East Sussex County Council. We do not report in to each other, there is no chain of command, instead we work in harmony for a shared common interest; Seaford!

As a Town Council, we are the 'closest' to our town and as well as being custodian to a number of parks and facilities around the town, we are here to represent your needs - to shout Seaford's voice from the rooftops! To help ensure that Seaford fulfils its potential and continues to be great for generations to come!



Continue reading to see your Council Tax explained and learn what these funds are used for...

What do we do, you ask?

In a nutshell we...

- Provide and maintain The Salts, The Crouch, Martello Fields and other spaces
- Maintain and run Seaford Head Golf Course as an environmentally-friendly site
- As custodians, look after the seafront (its concessions and beach huts), Seaford Head Nature Reserve, South Hill Barn, the Seaford Head cliff path and the town centre War Memorial
- Facilitate memorials (benches, trees and plaques) and provide flower planting around the town
- Organise events, including Seaford Christmas Magic
- Respond to every planning application within the town
- Listen to the needs of residents and businesses
- Support the Mayor and Young Mayor of Seaford
- Lead the community through climate change action
- And many more - all with the help of many dedicated partners!



The Financial Contribution from Seaford Residents

Every town and parish council in the country is funded in part by its local residents.

Each year the Town Council, like most organisations, goes through a lengthy budget setting process for the following financial year (in this case April 2022 to March 2023). We assess our anticipated expenditure, income, use of reserves (financial savings) and are left with a figure remaining. This figure is the amount of Seaford Town Council Tax (also called the 'precept'), which is split and charged to each household in the town to ensure that we are able to keep delivering for the town.

So, what does this mean in figures?

In 2022-2023 the Town Council is budgeting outgoings of £2,677,666, offset against budgeted income and available funds of £1,632,701. This leaves £1,044,965 to be charged to the town's households as precept (Council Tax).

The precept is split across the households within the town, with each property being assigned a 'band'. Your household's Council Tax demand will identify which band your property is; the Council Tax you owe will differ depending on the band (Band A being the lowest and H, the highest).

For 2022-2023, the Town Council's Band D Council Tax (as the 'average band') is £111.09 per year. This is an increase of just under 14 pence per week on last year's amount.

What are 'Special Expenses'?

Special Expenses is the amount charged by Lewes District Council for services they deliver but which are considered Town Council services, such as Walmer Road Recreational Ground, The Brickfields and Normansal Park/Chalvington Field.

Do you want to know more of the detail behind these figures?

We realise that not everyone is interested in the details but if you are looking to find out more, do visit [our website](http://our.website): www.seafordtowncouncil.gov.uk

You may want to start with the [meetings page](#) (26 January 2022 was the date Full Council adopted the budget) and then from there is a wealth of other information at your fingertips!



Who else do I pay?

Your Council Tax payment helps support us and four other vital local authorities:



East Sussex
County Council



Lewes District Council



Sussex Police
Serving Sussex



East Sussex
Fire & Rescue Service

Visit their websites for details on their portions of your Council Tax.

What does my money do?

Despite having one of the biggest commercial incomes of any Town Council in the country, we still need support from the town's residents to deliver our services i.e. your Council Tax. Much of your money goes towards maintaining our large amount of land, properties and facilities. You help;

- keep the seafront thriving
- keep The Salts and other spaces offering activities for all ages
- keep the public conveniences available
- enable community events in the town
- offer many of the town's sports clubs a home and pitches to play on
- enable the voice of the town to be heard through us
- drive improvements and future-proofing around the town
- ensure key voluntary groups around the town are supported through our financial grants scheme (in 2021-2022 we supported 21 different local groups which all directly help Seaford's residents)
- And so much more!

What will I see in 2022-2023 from the Town Council?

This is a good question and one we ask ourselves every year! Over the last few years a lot of our plans were affected by COVID-19 and its restrictions - however, now that restrictions are lifting we have begun our recovery (like so many organisations) and can start to plan with more certainty for the future.

As it stands, we have highlighted some key projects for the coming year (in addition to the usual maintenance and upkeep of our land and services):

CONTINUE TACKLING CLIMATE CHANGE
PROVIDE REFURBISHED SALTS TENNIS COURTS
REPLACEMENT OF SEAFRONT BINS
IMPROVEMENTS TO THE SALTS PLAY AREA
MARTELLO TOILET REBUILD

During the year we will be running a series of consultations on topics such as how we communicate with you, and what improvements you would like to see in the town. Your feedback is vital to our research and service delivery, it is your town after all! See over the page for reminders on how to keep in contact...



Impact of COVID-19

As a Town Council, we were not able to avoid the effects of the COVID-19 storm and like many, we consider ourselves lucky to have made it out the other side of 2021.

During this last year, we have done all we can to keep the Town Council afloat while ensuring that the necessary duties to our town have been carried out, always with Seaford's best interests at heart.

Details of how we have responded to the pandemic are on our website or feel free to contact us with any questions.

3 NEW TENNIS COURTS AT THE SALTS OPENING SOON!



- PAY & PLAY £8*
- ANNUAL MEMBERSHIP £55*
- ONLINE BOOKING
- COACHING AVAILABLE

*AN ADDITIONAL CHARGE OF £2 FOR FLOODLIGHTS WHERE APPLICABLE

www.seafordtowncouncil.gov.uk



www.clubspark.lta.org.uk/thesaltstennis

Did you know...

That ordinary elections take place in May 2023? The Town Council will provide information later this year on what it takes to be a councillor, should you wish to find out more.

That we have created a Climate Change page on our website? This page is dedicated to raising awareness of actions being taken and how you can be involved in protecting our planet! Climate change is very important to the Town Council and will continue to be driven forward year on year.

That the Town Council protects a number of areas within its open spaces for renaturing? The Town Council has changed how it maintains some of its open spaces to allow for wild growth to support and encourage biodiversity.

That Seaford Town Council has a fully functional borehole on Seaford Head Golf Course? This means the Golf Course gets almost all of its water from the land beneath it! The Course also welcomed a colony of bees onsite, helping support the Course's Operation Pollinator status and its aims.

That Seaford Town Council has responded with very strong concerns to the proposals from central government for increased housing delivery within the town? We know it is our job to speak up on behalf of the town and are not afraid to do so!

That in 2021-2022, Seaford Town Council has received almost £40,000 from fees charged for filming and photography on Seaford Head and the seafront? Our town is a very desirable backdrop!

KEEP IN TOUCH

And finally...that you have the right to attend Seaford Town Council's meetings? Whether just to see what goes on or to actually take part and have your say on agenda items! Sign up to receive details of meetings by getting in contact (see below).

There's much more - this leaflet is just a snippet of what we do! The best way to better understand what your Council Tax helps us achieve and for those that want to, actually get involved and have your say, is to connect with us...



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