




Seaford Town Council

Seaford Town Council Full Council Agenda – Thursday, 23rd February 2023

To the Members of the Full Council

Councillors S Adeniji, N Adil, D Argent, L Boorman, M Brown, 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, 23rd February 2023** at **7.00pm**, which you are summoned to attend.



Adam Chugg,
Town Clerk
16th February 2023

PLEASE NOTE:

- **The meeting will 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 that a short reflection be provided before the meeting. Anyone not wishing to take part in this reflection is invited to wait until 6.55pm 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. Minutes

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

4.1	Full Council	26 th January 2023	26.01.23 Full Council Minutes DRAFT
4.2	Climate Change Sub-Committee	12 th January 2023	<i>At its meeting on 12th January, the Sub-Committee made a recommendation to its parent Committee, Community Services, and as such, these minutes will be presented to Community Services on 2nd March before being brought to Full Council.</i>
4.3	Planning & Highways	5 th January 2023	05.01.23 Planning & Highways Minutes DRAFT
		16 th February 2023	Will be displayed on the Town Council website's meetings page before this meeting takes place

5. [Civic Update Reports](#)

- a. To consider report 175/22 presenting the Mayor's update and details of engagements attended (pages 6 to 8).
- b. To give an opportunity for an update from the Young Mayor's office.

6. 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.

7. 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.

8. 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.

9. Town Clerk's Update Report – February 2023

To consider report 176/22 updating Full Council on key Town Council work and work priorities for the Town Council (pages 9 to 11).

10. His Majesty The King's Coronation Celebrations Update

To consider report 174/22 presenting an overview of plans to celebrate His Majesty The King's Coronation in Seaford town (pages 12 to 17).

11. 2023 – 2024 Proposed Hire Charges

To consider report 173/22 presenting revised hire charges for adoption for the 2023 – 2024 financial year (pages 18 to 25).

12. 2023 – 2024 Draft Meeting Timetable

To consider report 165/22 seeking approval of the meetings timetable for the May 2023 – May 2024 municipal year (pages 26 to 28).

13. Civility & Respect Pledge

To consider report 167/22 introducing details of the Civility & Respect Project and consider passing a resolution to sign up to the Civility & Respect Pledge (pages 29 to 32).

14. Consideration of Early Day Motion 611

To consider report 168/22 introducing details of an early day motion and consider passing a resolution to support early day motion 611 and contact the local MP asking that they back this motion (pages 33 to 36).

15. 2021 Census Data

To consider report 166/22 confirming the release of the data from the 2021 Census (pages 37 to 38).

16. Town Council Debit Card Request

To consider report 160/22 seeking approval to obtain a Town Council Debit Card for the HR & Governance Manager (pages 39 to 40).

17. CCLA Change of Signatory

To consider report 163/22 providing an update on the appointed signatories for the Town Council's CCLA account and seeking approval of appointing a further authorised signatory (pages 41 to 42).

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: meetings@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. The Town Council therefore asks that you contact

meetings@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 meetings@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:	175/22
Agenda Item No:	5a
Committee:	Full Council
Date:	23rd February 2023
Title:	Mayor's Update Report – February 2023
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present the Mayor's update report and details of engagements attended

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

1. Introduction

- 1.1 Details of the mayoral engagements since the last Full Council meeting 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

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

Town Clerk	
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Report 175/22 Appendix A

Mayor's Report to 23rd February 2023 Full Council

The past couple of months there has been a lot of engagements that the Deputy Mayor and I have attended. It has been great to be invited to so many events and meet so many people.

Mayors engagements

5th November- East Sussex Prayer Breakfast, Eastbourne Downs Golf Club, organised by The High Sheriff of East Sussex, Mrs Jane King.

5th November- The Lewes bonfire parade

19th November- Seahaven dance School performance of Mirror Mirror, held at The Community Hall, Meridian Centre, Peacehaven.

20th November- Newhaven, Peacehaven and Seaford Lions Club 53rd Charter Celebration lunch - Seaford Golf Club

21st November- South Hill barn dewpond to celebrate the renovation work done by the Friends of the Dewpond team.

2nd December- Judged the best Dressed Window display in Seaford with Will Flowers

3rd December- St Thomas More Christmas Fair in aid of Food poverty in Madagascar, I opened the fair

3rd December- Seaford Magic, ran the Mayors stall, with Waves Seaford. Turned on the Christmas lights in Broad Street

4th December- The Seaford Striders Mince Pie, I assisted on the stand with Waves Seaford

4th December- The Homelink Christmas concert, with the Ashdown Singers, held at St Thomas More church.

14th December- ESCC Chairman's Christmas Reception, Blackstock Country Estate.

17th December- Concentus concert at Eastbourne, I was unable to attend the concert in Seaford due to work commitments, therefore I was kindly sent an invite to attend the Eastbourne concert.

18th December- St Leonard's Church Carol Service.

19th December- Shop Independent scheme local draw at Seaford Tourist Information Office. The scheme was to incentivise people to do their Christmas shopping in local independent shops.

19th December- The Seaford Mayor's Carol Service, Seaford Baptist Church

9th February 2023- I attended the virtual ESALC Clerks & Chairman Forum

11th February - The Mayor's Quiz night, which was held at The View to raise money for the Mayor's charities.

Deputy Mayor's engagements

4th November- Friends of Bishopstone Station event

5th November- East Sussex Prayer Breakfast

9th November- Seaford Head School Sports Awards evening.

15th November- Commonwealth Service of Remembrance.

18th November- Young Citizen of the Year Awards Ceremony.

Thanks for everyone's support for the past couple of months.

I would like to pay tribute to former Deputy Mayor Cllr Jean Cash who sadly passed away on Friday 13th January. Cllr Cash worked hard in the local community, her passions including protecting the environment and listening to residents' concerns. She will be greatly missed by all of the Councillors



Seaford Town Council

Report No:	176/22
Agenda Item No:	9
Committee:	Full Council
Date:	23rd February 2023
Title:	Town Clerk's Update Report – February 2023
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 forthcoming March Full Council meeting, I will submit a report in the usual format i.e. an update across all the priorities set for the 2022 - 2023 municipal year.
- 1.2 For this additional Full Council meeting, I am reporting on key updates.
- 1.3 It is a very busy time for the Town Council, so there is quite a lot to update, as you can see below.

2. February 2023 Update

- 2.1 Martello Toilets Refurbishment. Full Council signed off the design for the refurbishment and the commitment to also install a new Changing Places facility at the January meeting. Following on from this, the tender for the refurbishment has been issued, the applications for Planning Permission and Building Regulations have been submitted, and a public consultation is also underway.
- 2.2 Walk the Chalk Event. Following on from the January Full Council, officers are working with the organisers to ensure the conditions set by the Town

Council are being met. We will continue to update Councillors over the months ahead.

2.3 Coronation. A report on plans for the celebrations is on the agenda for this meeting.

2.4 The Crouch. A meeting was held with representatives from Crouch Concerns on the 17th January. This covered the main issues being raised, actions taken so far, and further work being undertaken. The outcomes have been shared with Councillors.

Officers have also met with the new co-Chairs of the Football Club to discuss a number of operational matters, including Grounds Maintenance, adverts, gates, floodlights and future working arrangements.

We are continuing to liaise with Lewes District Council on matters such as leases, covenants and byelaws.

2.5 Recruitment. The post of Head of Assets, Projects & Services has been advertised and we hope to appoint in mid-March. The Assets & Projects Manager will be recruited once the senior post is in place. In the meantime, arrangements have been made with Lewes District Council to provide project officer support until all the team are in place.

2.6 Consultations. As well as the consultation on Martello Toilets, there are two other public consultations currently taking place. Firstly, the request from the Salts Café to offer private function hire and sell alcohol. Secondly, the request from the Cricket Club for a new storage facility. Following on from the consultations, these matters will be considered by Full Council.

2.7 Engagement Survey and Strategic Planning. There was a good level of response to the Town Council's community engagement survey. We are reviewing the responses and will present the key findings at the Town Forum on 6th June 2023. We are now making plans for the Stakeholder workshops to hear from groups and organisations in the town. A Strategic Planning Day for all councillors is being organised for 1st July 2023.

2.8 Elections. Lewes District Council will publish the notice of elections on 20th March. All the arrangements within the Town Council are in hand, and the Assistant Town Clerk returns from maternity leave on 20th March to take elections work forward. The Town Council will still proceed with the Full Council meeting on 23rd March, but we have also arranged an additional

meeting for 16th March for a couple of items of business in order to avoid these being discussed during the pre-election period.

2.9 Complaints. A full summary of complaints received during this current municipal year will be included in the report to the March Full Council meeting.

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:	174/22
Agenda Item No:	10
Committee:	Full Council
Date:	23rd February 2023
Title:	His Majesty The King's Coronation Celebrations - Update
By:	Sharan Brydon, Events & Facilities Officer
Purpose of Report:	To present an overview of plans to celebrate His Majesty The King's Coronation in Seaford town

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To note the contents of the report and the Town Council's approach and activities relating to the upcoming coronation.2. To approve waiving the Martello Fields hire fees for the 'May Coronation Festival', being organised by Seaford Street Markets and Seaford Martello Rotary.

1. Official Information

- 1.1** Buckingham Palace has issued information surrounding the Coronation weekend plans, to take place between Saturday 6th and Monday 8th May 2023.
- 1.2** The Coronation Service will take place on Saturday 6th May. Following the service, Their Majesties will return to Buckingham Palace in a ceremonial 'Coronation Procession', joined by other members of the Royal Family and concluding with an appearance on Buckingham Palace balcony. Further details of the service are to be released in due course.
- 1.3** The Coronation Concert will take place on the evening of Sunday 7th May at Windsor Castle and will be broadcasted live by the BBC.

- 1.4 The Coronation Big Lunch is a shared event taking place across the nation, with neighbours and communities invited to join in. This will also take place on Sunday 7th May.
- 1.5 The Big Help Out takes place on Monday 8th May is a national initiative to encourage people to try volunteering within their local areas.
- 1.6 All communities and town within the nation, and even internationally, are being encouraged to come together to mark these celebrations.

2. Seaford Town Council Activities

- 2.1 The Town Council is planning a range of activities to highlight the celebration of the Coronation within Seaford and is keen to work with others wherever possible.
- 2.2 Officers have been approached by the organiser of Seaford Town Market & East Dean Village Market with a proposal to hold a 'May Coronation Festival', at the Martello Fields on Monday 8th May. The proposal is covered further in section 3 below.
- 2.3 The View will be offering a Coronation afternoon tea on Saturday 6th May, whilst showing any live broadcast from the BBC.
- 2.4 Officers are also undertaking work to festoon the streets of Seaford town. This will be with bunting, official Coronation flags, appropriately coloured bedding plants and any other relevant schemes. These would be subject to any permissions that may need obtaining, such as East Sussex Highways licensing for bunting, and availability of supplies, plants etc.
- 2.5 The Palace is encouraging community street parties, as has been seen with other national and royal celebrations over the years. Most of these will require a road closure order, which is issued by Lewes District Council. The Town Council is a consultee for road closure applications and as such will be considering applications for Coronation street parties and giving its support where it can. These applications are considered by the Planning & Highways Committee, with the first two applications for street parties actually considered by the Committee at its meeting on 16th February.
- 2.6 Contact is being made by officers with other local groups and organisations within Seaford, to ascertain if they have any plans to celebrate the Coronation over the Bank Holiday weekend.

- 2.7 Officers will create a list of activities happening (including any known street parties) on a dedicated web page on Seaford Town Council's website and also to help guide any joined up working between groups.
- 2.8 This approach was taken with Queen Elizabeth II's Platinum Jubilee in 2022, being well received and used by many when planning how they were going to join in with celebrations.
- 2.9 The Town Council engages with a good number of residents through its website, physical notice boards, social media and email channels and as such, will be able to communicate and raise awareness of celebration plans through these.

3. Seaford's 'May Coronation Festival'

- 3.1 The proposal from the organiser of Seaford Town Market & East Dean Village Market is to hold a 'May Coronation Festival', at the Martello Fields on Monday 8th May.
- 3.2 More information about this can be found in the proposal found at Appendix A.
- 3.3 This would involve partnership working with Seaford Martello Rotary and Seaford Rotary.
- 3.4 The festival will see local charities, groups, non for profit groups and small businesses involved to create a local celebration.
- 3.5 The celebration would look to be open from 11am-6pm with stalls, arena displays with local groups and a dog show.
- 3.6 The festival would give Seaford and the wider community a place to celebrate the coronation with others, along with opportunities to volunteer on the day and to be part of a celebration of volunteering and local community activity.
- 3.7 Seaford Town Council would also have its own stall and representation at the event.
- 3.8 Officers will be able to grant permission for the event going ahead, in accordance with and subject to the conditions of the Town Council's Events Policy. This includes ensuring necessary risk assessments are in place, an event management plan for proceedings, suitable insurance arrangements and all other relevant criteria to be met.

3.9 The Town Council however is being asked to consider waiving the hire fees that would usually be associated with an event taking place on both Martello Fields. In return for this, the Town Council would be identified as an event partner. The financial implications of this request are set out in further detail in section 5 below.

4. Financial Appraisal

Martello Fields Hire Fee

4.1 There is a request for the Town Council to consider waiving the hire fees that would be incurred by the proposed May Coronation Festival. The fees would be as follows:

Martello East Field not-for-profit day rate = £175

Martello West Field not-for-profit day rate = £75

Total = £250

4.2 Please note that these fees are based on the proposed 2023 - 2024 hire fees actually being considered elsewhere on this agenda. Full Council can however be confident that if not the exact figures above, it is unlikely to be significantly different from this £250 quoted.

4.3 This income has not been budgeted for in 2023 – 2024.

Other Financial Implications

4.4 There will be costs associated with purchasing and displaying decorations within the town, and possibly seeking any permissions as alluded to at 2.4 above. Unfortunately these costs are not yet known.

4.5 The Town Council has however set aside a budget of £10,000 for coronation activities – the costs associated with the activities set out in this report will be significantly less than this.

5. Contact Officer

The Contact Officer for this report is Sharan Brydon, Events & Facilities Officer.

Events & Facilities Officer	
Town Clerk	

Report 174/22 - Appendix A

Please find below an outline of the proposed event for the “May Coronation Festival”

Myself and Seaford Martello Rotary would like to work in partnership with Seaford Town council and would appreciate the gift of the two Martello fields enabling us to organise and create a local celebration of the Kings coronation and our local charities, groups, not for profit and small businesses.

I believe this event should be created for the local community by the local community, I would like to invite Seaford charities, Seaford clubs, Seaford Eateries, local businesses and displays to join in the fun.

I will be working with the Seaford Martello Rotary to organise this event, The Seaford Rotary will be asked to organise the car parking in the East Field, this has two gates which enables drivers to enter and exit separately. Seaford Rotary can charge a small fee per car keeping all profits for their charities.

The field will be filled with local charities, not for profit organisations, small businesses, children, family and community groups.

We would like to involve the Youth projects with Mercread youth centre, community projects GIA, trees for Seaford, community hubs, churches, clubs for adults, children & family's etc. Local football, Rugby and sports groups, Seaford yacht club etc

We envisage an arena with displays of local groups of singers, dancers, football, tug of war, dog show and more.

We will not have a stage but an arena for all groups to use.

The dog show can be organised by Seahaven Wildlife, they have an experience volunteer who organises dog shows, I am able to team them up with company who's employee's hold volunteering days and will work on their stall and also add to their funds raised that day.

We would like to invite local school choirs, community choirs, drama groups, local dance groups, Seaford silver Band, martial arts, solo and group performers adults and children.

To open the festival I would like invite schools and nurseries to create a crown and wear it to the opening parade for 11am, where we can have the parade around the field and arena.

Seaford Martello Rotary can provide a beer Tent, licences allowing, local eateries e.g. crepes de le creme, Seaford piggery, Charlie's ice creams and soft drinks for example.

We feel the event should be open 11-6pm this gives preparation time plus it's a full day of fun.

We will be asking for a stall fee from local businesses, this will enable us to buy advertising posters, banners, insurances, to hire equipment etc I do not envisage making a profit from the organising of this event, all moneys will pay for the event itself and all persons involved will do so on a voluntary bases.

All attendees will have their own public liability Insurance alongside the organiser insurance, all stalls will have to provide their own equipment of tables, chairs, gazebos, weights, tent pegs. A risk assessment will be asked for when booking a stall space and also carried out on each stall before the event opens.

I am hoping to work with Adam from Sussex events with our event needs.

I feel very strongly that the Coronation festival should be free for all visitors, to have something for everyone, entertainment all day but give local charities and groups a base to promote themselves. To enable small businesses to have a place and promote themselves.

A community event for a community!

With appreciation,

Miranda Bearns Lowles

Organiser Seaford Town market & East Dean village market

Working with Seaford Martello Rotary



Seaford Town Council

Report No:	173/22
Agenda Item No:	11
Committee:	Full Council
Date:	23rd February 2023
Title:	2023 – 2024 Proposed Hire Charges
By:	Sharan Brydon, Events & Facilities Officer
Purpose of Report:	To present revised hire charges for adoption for the 2023 – 2024 financial year

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To note the contents of the report.2. To approve the revised hire charges for the 2023 – 2024 financial year.

1. Information

- 1.1** Hire charges are reviewed by officers on an annual basis and, where amendments are recommended, presented to the Community Services Committee or Full Council for consideration.
- 1.2** Officers have reviewed the charges and are recommending a number of changes to both the value of the rates charged and the nature of some rates.
- 1.3** Attached in Appendix A are the proposed rates for the 2023 – 2024 financial year.
- 1.4** Officers will update the Town Council's Events Policy accordingly once the hire charges have been agreed.

2. Additional Commentary

- 2.1** Following inconsistencies across the Commercial rates and Not-for-Profit (NFP) rates, officers have looked in depth at these and introduced a new breakdown scale to ensure fairness and consistency.

- 2.2** The recommended 2023 - 2024 scale sees an increase of 5% on most Commercial rates. NFP rates are then calculated at 25% of these revised Commercial rates. Finally, set-up/close down fees are 50% of the day rate.
- 2.3** The hourly rates have been removed as they are rarely used and would vary depending on each type of booking, making it difficult to advertise a set rate. This is with the exception of the newly introduced Fitness/ Exercise Classes rate which is charged by the hour – see 2.5 (g) below.
- 2.4** There are a few exceptions to the scale rules at 2.2, these are:
- (a) Martello East Field – the NFP rate is staying at £175 which is higher than 25% of the Commercial rate. This is to discourage block bookings of this field. This green space is considered best to cater for larger commercial bookings, such as those with accompanying licences for amplified music or alcohol at events, due to its size and being the furthest away from residential areas.
 - (b) Martello East Field – the Commercial day rate has decreased to bring the rate back into line with the other rates and also help officers to be able to secure bookings due to being at a more competitive rate.
 - (c) Martello West Field – as the NFP has increased to be 25% of the Commercial rate, a reduced rate has been introduced for block bookings. The recommended block booking rate represents a 5% increase on the 2022 - 2023 NFP rate. Block bookings are regarded as being at least five bookings during the year and which must be paid in full at the time of booking. This would be non-refundable as there would be flexibility to move dates.
 - (d) Promenade – the current Commercial rate was thought to be too low for the amount of officer time spent on paperwork and risk assessments for big events. Therefore, rather than reducing the NFP rate to 25% of the Commercial rate in line with the scale rules at 2.2, officers are recommending that a 5% increase be applied to the NFP rate and the Commercial rate calculated as four times this. This has the effect of bringing the Commercial rate to a more reasonable level given the officer work involved with such bookings.
 - (e) South Hill Barn – the current Commercial rate was thought to be too high given to the lack of utilities available onsite. As at (d) above,

officers have increased the NFP rate by 5% and calculated the Commercial rate from this, this time resulting in a reduction in the Commercial rate compared to the current figure. This is considered to be a more realistic charge given the current facilities of the barn.

(f) Salts Recreation Ground – the picnic area has now been introduced as a new space to hire so these rates are new for 2023 - 2024. The space lends itself to bookings for smaller activities, which may not be suitable / comfortable in the main, larger grounds of The Salts.

(g) Fitness/ Exercise Classes – this is a new rate that has been introduced for 2023 - 2024. This would be a charge for any class size of 1 to 20 people, on all Town Council-owned green/open spaces. Officers have had enquiries about bookings of this nature so are recommending a rate be set.



3. Financial Appraisal

3.1 Budgeting for hire income is done on a prudent basis, as it is not possible to guarantee these bookings will be made. The only hire income budgeted for event bookings on green and open spaces is for Martello Fields, and for 2023 – 2024 is £5,000. This was an estimate based on event bookings already confirmed and other events that usually do return on an annual basis.

3.2 The proposed hire charges for 2023 – 2024 are set out at Appendix A and described in the report above. On average, the charges have been increased by 5%. It is not possible to put a value to the impact this increase will have on the Town Council’s finances.

4. Contact Officer

The Contact Officer for this report is Sharan Brydon, Events & Facilities Officer.

Events & Facilities Officer	
Town Clerk	

2023 – 2024 Hire Charges DRAFT

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	£185.35	£46.35
Set-Up / Close Down	£92.70	£23.20
Hourly	Fee upon request	

Crouch Gardens – Mini Pitch Area – Adjacent to the play area. Roughly 420m² with nearby public car parking facilities. Any booking request would need to consider the Football Club fixtures listings.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£185.35	£46.35
Set-Up / Close Down	£92.70	£23.20
Hourly	Fee upon request	

Martello East Field – for larger and community events.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£320.00	£175.00
Set-Up / Close Down	£160.00	£87.50
Hourly	Fee upon request	

Martello West Fields – for larger and community events.

	Commercial	Not-for-Profit / Voluntary Groups	Not-for-Profit/Voluntary Group Block Bookings of 5 Plus (paid in advance)
Day	£298.75	£75.00	£46.20
Set-Up / Close Down	£149.40	£37.50	£23.10
Hourly	Fee upon request		

Salts Recreation Ground – Larger grounds, close proximity to the train station, seafront and town centre. Any booking request would need to consider the Cricket and Rugby club fixtures listings.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£481.95	£120.50
Set-Up / Close Down	£241.00	£60.25
Hourly	Fee upon request	

Salts Recreation Ground – Green Picnic Space area, close proximity to the train station, seafront and town centre.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£184.00	£46.00
Set-Up / Close Down	£92.00	£22.50
Hourly	Fee upon request	

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

	Commercial	Not-for-Profit / Voluntary Groups
Day	£153.80	£38.45
Set-Up / Close Down	£76.90	£19.25
Hourly	Fee upon request	

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

	Commercial	Not-for-Profit / Voluntary Groups
Flat Fee	£193.20	£48.30

Fitness / Exercise Classes – for class sizes of 1 to 20 persons, on all Seaford Town Council green/open spaces.

Flat Fee for All
Hourly rate of £57.00

2022 – 2023 Hire Charges CURRENT

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



Seaford Town Council

Report No:	165/22
Agenda Item No:	12
Committee:	Full Council
Date:	23rd February 2023
Title:	2023 – 2024 Draft Meeting Timetable
By:	Georgia Raeburn, HR & Governance Manager
Purpose of Report:	To seek approval of the meetings timetable for the May 2023 – May 2024 municipal year

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To note the contents of the report.2. To adopt the 2023 – 2024 meeting timetable.

1. Information

- 1.1** Each year, Full Council adopts its meeting timetable for the coming municipal year.
- 1.2** Attached at Appendix A is the draft meeting timetable for Full Council and Committee meetings for the 2023 - 2024 municipal year.
- 1.3** The draft timetable indicates the frequency of each meeting type, as previously agreed by Full Council. The recommended dates are carefully chosen to ensure they complement key pieces of work, such as the annual grants process, budget setting process, the need for tri-weekly consideration of planning applications etc.
- 1.4** As 2023 is an ordinary election year, the timetable also identifies the councillor training dates. Councillors will also note the inclusion of an 'away day' on 1st July - this is a key part of the project timeline for the creation of a new strategic plan for the Town Council.
- 1.5** In addition to the above, there are three key points to be highlighted:
 - (a)** The 2023 annual meeting has changed date from that previously chosen. The original date of 11th May 2023 is no longer feasible due

to the additional Bank Holiday on 8th May interrupting the legally required notice period for the meeting. The new date proposed is Thursday 18th May 2023.

- (b) The Golf & The View Committee meeting due to be held in May 2023 has been cancelled and the Planning & Highways Committee meeting postponed (to 1st June), to allow adequate time for the induction and training of new councillors in May 2023.
- (c) The 2023 Town Forum date has been pushed back to Tuesday 6th June 2023. This is due the guidance for the pre-election period that local councils must be mindful of, to ensure no inappropriate communications or processes are undertaken during this period. In 2023, the pre-election period begins on Monday 20th March, as this is the date that Lewes District Council announces the election. It runs until the elections have taken place on Thursday 4th May.

- 1.6 If any Councillors have any comments on the proposed timetable, where possible could these please be sent through by email ahead of the meeting so they can be considered and any changes to the timetable made in advance, helping with the flow of the meeting on 23rd February.
- 1.7 Where necessary, meeting dates may have to change or additional extraordinary meetings be arranged. In this situation, officers will discuss this with the Chair of the relevant meeting in accordance with Town Council policy.

2. Financial Appraisal

- 2.1 There are no 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	



STC Meeting Timetable 2023-2024: Summary of Public Meetings All at 7.00pm

Committee	Frequency	2023								2024				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
No. of Meetings =		1	5	4	2	5	3	3	4	3	3	5	3	3
Council	Bi-monthly	18* Thurs	27**** Tues	20 Thurs		21 Thurs		16 Thurs		25 Thurs		28 Thurs		9**** Thurs
Community Services	Quarterly Jun, Sept, Dec, Mar		22 Thurs			14 Thurs			7 Thurs			7 Thurs		
Climate Change Sub-Committee	Quarterly Jul, Oct, Jan, Apr			13 Thurs				26 ^h Thurs		18 Thurs			18 Thurs	
Finance & General Purposes	Quarterly Jun, Sep, Dec, Mar		27 Tues			12 Tues			19 ^h Tues			12 Tues		
Golf & The View	Quarterly May, Aug, Dec, Feb	**			29 ^h Tues				5 Tues		27 Tues			27 ^h *** Tues
Planning & Highways	Tri-weekly	**	1 ^h Thurs	6 Thurs	17 ^h Thurs	7 Thurs	19 Thurs	9 Thurs	21 ^h Thurs	11 Thurs	1 Thurs	14 Thurs	4 ^h Thurs	16*** Tues
Personnel	Twice Yearly + others as required							12 Thurs				21 Thurs		
Others	Ad Hoc	11 Councillor Induction Part 1	6 2022/23 Town Forum	1 Councillor Strategic Away Day				7 Assets Tour			9 Budget Briefing Session			30 2023/24 Town Forum
		25 Councillor Induction Part 2												

Notes

- * May annual meetings to be followed immediately by an Ordinary Full Council meeting.
- ** May 2023 committee meetings cancelled/postponed to allow for induction/training of new councillors
- *** Forms part of 2024 - 2025 municipal year
- **** Full Council meeting followed immediately by F&GP meeting
- ^h In school holidays



Seaford Town Council

Report No:	167/22
Agenda Item No:	13
Committee:	Full Council
Date:	23rd February 2023
Title:	Civility & Respect Pledge
By:	Adam Chugg, Town Clerk
Purpose of Report:	To introduce details of the Civility & Respect Project and consider passing a resolution to sign up to the Civility & Respect Pledge.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To note the contents of the report.2. To consider whether or not to pass a resolution signing up to the Civility & Respect Pledge.

1. Information

- 1.1** The National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations expressed growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.
- 1.2** They have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project, with an aim of putting civility and respect at the top of the agenda and starting a culture change for the local council sector.
- 1.3** 'Civility' is described by the working group as meaning '*politeness and courtesy in behaviour, speech, and in the written word.*'

- 1.4** Examples of ways to show respect are described by the working groups as *'listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.'*
- 1.5** The [dedicated NALC webpage](#) provides a number of resources to introduce and explain the project and its aims.
- 1.6** All local councils are invited to sign up to the Civility & Respect Pledge, demonstrating that they are committed to standing up to poor behaviour across the sector and to driving through positive changes which support civil and respectful conduct.
- 1.7** To date, 980 councils have signed up to the pledge – around 10% of all parish and town councils.
- 1.8** At a recent councillor briefing session, it was recommended by East Sussex Association of Local Councils that Seaford Town Council considers signing up to the pledge. Officers are therefore presenting this report to enable Full Council to consider whether or not it wishes to sign up to the pledge.

2. The Civility & Respect Pledge

- 2.1** If Seaford Town Council signs up to the civility and respect pledge, it would be doing so to demonstrate that the Town Council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- 2.2** Signing up is a simple process, which requires councils to register and agree to the following statements:
1. The Town Council has put in place a training programme for councillors and staff
 2. The Town Council has signed up to the Code of Conduct for councillors
 3. The Town Council has good governance arrangements in place including staff contracts and a dignity at work policy
 4. The Town Council will seek professional help at the early stages should civility and respect issues arise
 5. The Town Council will commit to calling out bullying and harassment if and when it happens

6. The Town Council will continue to learn from best practices in the sector and aspire to be a role model/champion council e.g. through, for example, the Local Council Award Scheme
7. The Town Council supports the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate

- 2.3** Officers can confirm that statements 1, 2 and 3 above are in place.
- 2.4** Statements 4 and 5 are actions that the Town Council would be committing to take.
- 2.5** Statement 6 – learning from best practices - is a method of continual development that the Town Council, its officers and councillors, are constantly undertaking. The Town Council was accredited under the Local Council Award Scheme, although this accreditation expired and needs renewing. This is scheduled for officers to present to Full Council at a future date, when resources allow for the work to be undertaken.
- 2.6** Statement 7 is a further action that the Town Council would be committing to take. This also relates in part to an early day motion that has been submitted relating to intimidation at community, parish and town councils. This is set out in more detail in report 168/22 elsewhere on this agenda.
- 2.7** Please note that the Town Council does not have to support this early day motion in order to sign up to the pledge – it is just recommended.
- 2.8** Concerns have been raised in other councils that statement 7 is seeking parish and town councils to lobby for change in legislation and that this is not the role of parish and town councils. However, this may well stem from how the statement is interpreted. The statement is that the Town Council supports the lobbying rather than doing the lobbying. An example of this support could be supporting the EDM, as per 2.6 above.

3. Next Steps

- 3.1** If Full Council were to decide to sign up to the pledge, there are a number of resources on the NALC website that can be accessed and used to help ensure local councils do not stop at signing up to the pledge but instead take actions to bring about positive changes to support civil and respectful conduct.

- 3.2 Officers would review these resources and report back, as necessary, to Full Council or a relevant committee to implement any changes. This includes the likes of reviewing the Town Council's Dignity at Work Policy to make mention to the pledge.
- 3.3 It should be clarified that officers will review the resources whether or not the pledge is signed up to, as examples of recommended and best practice within the sector.

4. Financial Appraisal

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

5. Contact Officer

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

Town Clerk	
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Seaford Town Council

Report No:	168/22
Agenda Item No:	14
Committee:	Full Council
Date:	23rd February 2023
Title:	Consideration of Early Day Motion 611
By:	Adam Chugg, Town Clerk
Purpose of Report:	To introduce details of an early day motion and consider passing a resolution to support early day motion 611 and contact the local MP asking that they back this motion.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To note the contents of the report.2. To consider whether or not to pass a resolution to support early day motion 611 and to write to the local MP using the template letter appended, asking that they back this motion and have it discussed in parliament.

1. Information

- 1.1 Early day motions (EDMs) are motions submitted for debate in the House of Commons for which no day has been fixed.
- 1.2 EDMs are used to put on record the views of individual MPs or to draw attention to specific events or campaigns.
- 1.3 By attracting the signatures of other MPs, they can be used to demonstrate the level of parliamentary support for a particular cause or point of view.
- 1.4 The motion text of [EDM 611](#) is:
'That this House expresses its support and appreciation for local community, parish and town councils which are the first tier of local government in England and Wales and play a vital role in our communities;

notes with concern that whilst the vast majority of local councils are well run, there remain behavioural issues in a small minority of councils and by members of the public which involve bullying, intimidation and harassment of both councillors and their staff, as confirmed through a dedicated Civility and Respect project led by the National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC), One Voice Wales (OVW), county associations of local councils, and also highlighted by the Association of Local Council Clerks (ALCC); further notes with concern this is leading to councillors and staff leaving the sector and is creating difficulties in recruiting to those roles; and calls on the Government to re-visit its response to the Committee on Standards in Public Life report on local government ethical standards and introduce the report's recommendations in full including tougher sanctions such as suspension for poorly behaving councillors.'

- 1.5** The Committee on Standards in Public Life report is regarding local government ethical standards, including the introduction of tougher sanctions to deal with poor behaviour in local councils. The Government's response to this report is [available to view online](#).
- 1.6** The Civility & Respect Working Group is encouraging local councils to pass a resolution for the council to write to the local MP asking that they back this motion and have it discussed in parliament.
- 1.7** Attached at Appendix A is a template letter, designed by the working group, to use to contact the local MP.
- 1.8** Full Council is asked to consider if it wishes to pass a resolution to write to the local MP, Maria Caulfield, using the template letter appended, asking that they back this motion and have it discussed in parliament.
- 1.9** Councillors could consider any personal experiences that could be included in the letter, helping add context and influence.
- 1.10** If Full Council were to agree to support the EDM, officers would arrange for a letter to be sent to the local MP, as per the resolution.

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 Adam Chugg, Town Clerk.

Town Clerk	
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SLCC – Model letter for councils to local MP. November 2022

Dear **(name of local MP)**,

On behalf of **(name of town or parish council)**, I am writing to ask for your help in addressing concerns about the bullying, harassment and intimidation of local town and parish councillors and their staff, all working in and for their communities. It echoes the growing issue around the safety of our MPs whose day-to-day work is made more difficult through incivility, online and in person abuse, stalking and even threats. Public servants, whether working nationally or locally, deserve protection from this.

At local level, this is an issue with significant impact. It is partly reflected in the low numbers of candidates, particularly females, stepping forward as local councillors, uncontested elections and, in some cases, a reluctance to take on public facing work for fear of abuse (e.g., attendance at councillor surgeries and meetings). With more than 10,000 town, parish and community councils (plus 735 in Wales) and with around 100,000 councillors, this worsening situation is magnified and clearly bad for democracy.

In the last 2 years, the high turnover of professional clerks working for local councils, (a clerk is the executive officer steering the council) is now heading towards a major recruitment and retention issue. Some clerks are experiencing not only casual abuse from the public as they run their councils but, sadly, in some documented cases, persistent incivility from the councillors they serve. Unlike most other employees, clerks have no recourse to this unacceptable behaviour and often, with little in the way of sanctions, the only option is to resign.

The National Association of Local Councils (NALC), One Voice Wales (OVC) and County Associations representing local councils and councillors in England and Wales as well as the Society of Local Council Clerks (SLCC), the professional body for clerks, have together recognised this. Investment has been made in a Civility & Respect Project which is coordinating a programme to support councillors and staff within our sector via training, good governance, clear policies and intervention processes. It is working to influence relevant legislation to combat online abuse, introduce sanctions and enhance the role of monitoring officers. It is also calling for the government to revisit the recommendations set out in the Committee on Standards in Public Life (CSPL) report on local government ethical standards.

This all sits alongside work being taken forward by the Local Government Association (LGA) including its Debate Not Hate campaign to promote civility in public life for councillors and staff working for principal councils.

It is now the subject of an Early Day Motion – Intimidation at community, parish and town councils. (EDM 611 – tabled on 23 November 2022, primary sponsor - Dr Julian Lewis, MP.)

Name of council would welcome your support and that of your fellow MPs in raising this important national issue via parliament and to join your fellow MPs in adding your signature to EDM 611.

Yours sincerely



Seaford Town Council

Report No:	166/22
Agenda Item No:	15
Committee:	Full Council
Date:	23rd February 2023
Title:	2021 Census Data
By:	Georgia Raeburn, HR & Governance Manager
Purpose of Report:	To confirm the release of the data from the 2021 Census

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

1. Information

- 1.1 A census happens every 10 years and provides a picture of all the people and households in England and Wales. The last Census was held in 2021.
- 1.2 The Office for National Statistics (ONS) is responsible for the release and analysis of the census results.
- 1.3 The ONS aims to release all the main results in phases with commentary or analysis alongside, within two years of the census. The data released can be found on the [ONS website](#).
- 1.4 The ONS has also released an interactive map, which allows users to filter their chosen data results to a specific area of the map.
- 1.5 The interactive map can be accessed at:
www.ons.gov.uk/census/maps?msoa=E02004391
- 1.6 This updated data and online map interface are useful resources for the Town Council when needing to better understand the demographics of Seaford, its surrounding areas or the whole of England and Wales.

1.7 Officers will use this data to provide appropriate insights and statistics when reporting to Full Council or its committees and when undertaking other relevant activities, such as community engagement exercises. This in turn will assist the Town Council in its strategic planning, consideration of future projects and fulfilling its purposes of representing the voice and needs of the town.

2. Financial Appraisal

2.1 There are no 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:	160/22
Agenda Item No:	16
Committee:	Full Council
Date:	23rd February 2023
Title:	Town Council Debit Card Request
By:	Lucy Clark, Finance Manager
Purpose of Report:	To seek approval to obtain a Town Council Debit Card for the HR & Governance Manager

Recommendations
The Committee is recommended:
1. To give approval for the Finance Manager to apply for a Town Council Debit Card for the HR & Governance Manager.

1. Information

- 1.1 Due to the nature of some of the purchases required for the Projects & Facilities department, it is necessary to have a Town Council debit card available for use.
- 1.2 Use of the debit card is in accordance with the Town Council's Purchase Ordering and Payment for Goods and Services Policy.
- 1.3 With the departure of the Projects & Facilities Manager and following the guidelines within the Purchase Ordering & Payment for Goods and Services Policy, that debit card will be destroyed and cancelled with the bank when the employee leaves.
- 1.4 Approval is now being sought for the Finance Manager to apply for a new debit card to be issued to the HR & Governance Manager who could purchase necessary ad hoc items on behalf of the Projects & Facilities team until a new manager is in post.

- 1.5 Debit card payments are also required by the HR & Governance Manager at times for job advertisements and training bookings. Wherever possible, payment by invoice is chosen but some companies do require payment at the time of booking.
- 1.6 As per the above-named policy, the financial limit of the card shall not exceed £1,000.
- 1.7 The HR & Governance Manager will be solely responsible for its safe keeping and usage and ensuring that the card is not used by others.

2. Financial Appraisal

- 2.1 There are no financial implications as a result of this report.

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Finance Manager.

Finance Manager	
RFO	
Town Clerk	



Seaford Town Council

Report No:	163/22
Agenda Item No:	17
Committee:	Full Council
Date:	23rd February 2023
Title:	CCLA Signatory Changes
By:	Lucy Clark, Finance Manager
Purpose of Report:	To provide an update on the appointed signatories for the Town Council's CCLA account and seek approval of appointing a further authorised signatory

Recommendations

Full Council is recommended:

1. To note the signatory removal of the Projects & Facilities Manager.
2. To approve the appointment of the current Town Clerk as an authorised signatory.

1. Information

1.1 The Town Council's CCLA Public Sector Deposit Fund Account currently has four appointed signatories:

- RFO (Karen Singleton)
- Finance Manager (Lucy Clark)
- Projects & Facilities Manager (Tony Jackson)
- Assistant Town Clerk (Isabelle Moulard)

1.2 With the departure of the Projects & Facilities Manager, it is therefore necessary to remove their signature from the account.

1.3 Approval is now sought to appoint the Town Clerk (Adam Chugg) as an additional authorised signatory.



1.4 For clarity, the redemption of funds can only be transferred to the Town Council's Co-op Current Account, as per the original mandate and which requires two signatories. This CCLA account gives no option for any other payments to be made elsewhere, of any value.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Finance Manager.

Finance Manager	
RFO	
Town Clerk	