



Minutes of a meeting of the Annual meeting of Seaford Town Council's Full Council on Thursday 9th May 2024

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

Present:

Councillor O Honeyman (2023 - 2024 Mayor) and S Markwell (2023 – 2024 Deputy Mayor)
Councillor S Markwell (2024 - 2025 Mayor) and M Wearmouth (2024 – 2025 Deputy Mayor)
Councillors S Ali, L Boorman, C Bristow, R Buchanan, R Clay, F Hoareau, R Honeyman, J Lord, O Matthews, J Meek, G Rutland, R Stirton, I Taylor and L Wallraven.

Peter White, Sergeant-at-Mace

Adam Chugg, Town Clerk

Isabelle Moulard, Assistant Town Clerk

Georgia Raeburn, Governance Manager

Natalie Simpson, Strategic Projects Officer

Becky Terry, HR & Governance Assistant

Nikki Blight, Administrative Assistant

There were ten members of the public in attendance

C01/05/24 Election of Mayor for the Municipal Year 2024 - 2025

One nomination was received: Councillor S Markwell

It was **RESOLVED** that Councillor S Markwell be **APPOINTED** as Mayor of Seaford for the forthcoming 2024 – 2025 Municipal Year.

C02/05/24 Declaration of Acceptance of Office – Mayor

The Mayor, Councillor S Markwell pursuant to the provisions of Section 83 of the Local Government Act 1972, made a Declaration of Acceptance of Office in the prescribed form before the Town Clerk.

C03/05/24 Handover of Mayoral Office

The Sergeant-at-Mace carried out the Mayor-making ceremony, welcoming the incoming Mayor and mace to the meeting.

The new Mayor thanked and honoured the previous Mayor for her service over the last two years and for her work supporting and raising money for her chosen charities.

The previous Town Mayor thanked her previous deputies and thanked fellow members and the public for all their support.

C04/05/24 Election of Deputy Mayor for the Municipal Year 2024 - 2025

One nomination was received: Councillor M Wearmouth

(7.16pm - one member of the public exited the meeting)

It was **RESOLVED** that Councillor M Wearmouth be **APPOINTED** as Deputy Mayor of Seaford for the forthcoming 2024 – 2025 Municipal Year.

(Break for photos – 7.15pm to 7.20pm)

C05/05/24 Apologies for Absence

Apologies for absence were received from Councillors S Adeniji, S Dubas and L Stirton.

C06/05/24 Disclosure of Interests

Councillor C Bristow declared a non-pecuniary interest in agenda item 12, as an employee of the South Downs National Park Authority that has worked on the Ouse Valley Climate Action Project, one of the Town Council's outside bodies. This would not prevent them for speaking or voting on the item.

C07/05/24 Public Participation

Speaker	Statement
<i>Resident A</i>	<i>Resident discussed Agenda item 12 item 2 and requested an update on where Seaford Town Council is with the opening of Hope Gap steps, whether a survey has been carried out, a cost for repairs known or a timeframe that the steps would be reopened by.</i>
Town Council Response	Thanked the resident for their contribution. Confirmed that the Hope Gap Steps are looked after in partnership with the Seaford Head Local Nature Reserve Management Committee and that key partners within a partnership group are looking into this and discussing the matter of the future of the steps. Once they have agreed, the matters of the steps will come to the Town Council.
<i>Resident B</i>	<i>Resident discussed agenda item 17 - the revised Complaints procedure – and expressed their support of removing the onus</i>

	<p><i>from the Mayor to deal with complaints relating to the Town Clerk but requested that the Town Council considered adding a completely impartial panel member to the proposed Complaints Panel.</i></p> <p><i>With regards to agenda item 18 – Councillor’s Training – the resident requested that the Town Council consider training for councillors in relation to relevant legislation, especially The Local Government Act 1972 and 2002 and The Local Government and Public Involvement in Health Act 2007.</i></p>
<p>Town Council Response</p>	<p>Thanked the resident for their contribution and that all points have been noted for when members consider those items on the agenda.</p>

C08/05/24 Petitions

There were no petitions presented for consideration at this meeting.

C09/05/24 Minutes

All outstanding minutes will be presented to the June Full Council meeting for approval.

C10/05/24 Town Clerk’s Update Report

Members considered report 12/24 providing an update on key Town Council work and work priorities for the Town Council.

The Town Clerk thanked the officers for their hard work and discussed the content of the report with the members. The Town Clerk thanked the councillors for their hard work and support with the strategic plan.

Members discussed the bus shelters and whether the Town Council is able to have an input into the design of the shelters, the meetings of the Seaford Town Football Club Working Group and the recent issues that occurred at a football match.

(7.33pm - two members of the public exited the meeting)

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

C11/05/24 2024 - 2025 Committee Memberships

Full Council considered report 05/24 presenting the necessary details to appoint members to committees, appoint the Chairs and Vice-Chairs, and consider the appointment of any new committees.

It was **RESOLVED** to **APPROVE** the Committee Structure as presented.

- C11.1** It was **RESOLVED** to **AGREE** to increase the Committee membership to 11, and to **APPOINT** members of the **Community Services Committee** as set out below for the 2024 – 2025 Municipal Year:
Councillors S Ali, C Bristow, S Dubas, O Honeyman, R Honeyman, S Markwell, J Meek, G Rutland, I Taylor, Linda Wallraven and M Wearmouth
- C11.2** It was **RESOLVED** to **APPOINT** members of the Finance & General Purposes Committee as set out below for the 2024 – 2025 Municipal Year:
Councillors S Ali, L Boorman, R Buchanan, S Dubas, F Hoareau, R Stirton, L Wallraven and M Wearmouth.
- C11.3** It was **RESOLVED** to **APPOINT** members of the Golf & The View Committee as set out below for the 2024 – 2025 Municipal Year:
Councillors S Ali, C Bristow, R Buchanan, J Meek, G Rutland, L Stirton and L Wallraven.
- C11.4** It was **RESOLVED** to **APPOINT** members of the Planning & Highways Committee as set out below for the 2024 – 2025 Municipal Year:
Councillors L Boorman, R Buchanan, R Clay, O Honeyman, R Honeyman, J Lord, and L Wallraven.
- C11.5** It was **RESOLVED** to **APPOINT** members of the Personnel Committee as set out below for the 2024 – 2025 Municipal Year:
Councillors O Honeyman, R Honeyman, O Matthews, J Meek and L Wallraven.
- C11.6** It was **RESOLVED** to **APPOINT** members of the Disciplinary / Grievance Sub-Committee as set out below for the 2024 – 2025 Municipal Year:
Councillors L Boorman, F Hoareau, G Rutland and R Stirton.
- C11.7** It was **RESOLVED** to **APPOINT** members of the Climate Change Sub-Committee as set out below for the 2024 – 2025 Municipal Year:
Councillors C Bristow, R Buchanan, R Honeyman, O Matthews, J Meek and I Taylor.
- C11.8** **Finance & General Purposes Committee:**
It was **RESOLVED** to **APPOINT** Councillor R Stirton as Chair;
It was **RESOLVED** to **APPOINT** Councillor F Hoareau as Vice-Chair.
- C11.9** **Community Services Committee:**
It was **RESOLVED** to **APPOINT** Councillor M Wearmouth as Chair;
It was **RESOLVED** to **APPOINT** Councillor I Taylor as Vice-Chair.

C11.10 Golf & The View Committee:

It was **RESOLVED** to **APPOINT** Councillor L Stirton as Chair;

It was **RESOLVED** to **APPOINT** Councillor G Rutland as Vice-Chair.

C11.11 Planning & Highways Committee:

It was **RESOLVED** to **APPOINT** Councillor L Wallraven as Chair;

It was **RESOLVED** to **APPOINT** Councillor L Boorman as Vice-Chair.

C11.12 Personnel Committee:

It was **RESOLVED** to **APPOINT** Councillor O Honeyman as Chair;

It was **RESOLVED** to **APPOINT** Councillor O Matthews as Vice-Chair.

C11.13 Disciplinary / Grievance Sub-Committee:

It was **RESOLVED** to **APPOINT** Councillor L Boorman as Chair;

It was **RESOLVED** to **APPOINT** Councillor R Stirton as Vice-Chair.

C11.14 Climate Change Sub-Committee:

It was **RESOLVED** to **APPOINT** Councillor C Bristow as Chair;

It was **RESOLVED** to **APPOINT** Councillor R Buchanan as Vice-Chair.

(7.54pm - Cllr G Rutland exited the meeting)

Full Council considered the membership and Chair positions of the standalone Appeals Committee.

C11.15 It was **RESOLVED** to **APPOINT** members of the standalone Appeals Committee as set out below for the 2024 – 2025 Municipal Year:

Councillors R Clay, J Lord, L Stirton, I Taylor and M Wearmouth.

C11.16 Appeals Committee:

It was **RESOLVED** to **APPOINT** Councillor J Lord as Chair;

It was **RESOLVED** to **APPOINT** Councillor L Stirton as Vice-Chair.

It was **PROPOSED** to **DELEGATE AUTHORITY** to the Town Clerk, in consultation with the Mayor, to fill the committee vacancies for the year ahead; this **MOTION** was **PASSED**.

(7.59pm - Nikki Blight, Administrative Assistant exited the meeting)

C12/05/24 2024 – 2025 Representations of Outside Bodies

Full Council considered report 06/24 presenting Full Council with the necessary details to review the Town Council's representation on outside bodies and appoint representation for the 2024 – 2025 Municipal Year.

C12.1 It was **RESOLVED** to **NOTE** the representative reports submitted from the 2024 – 2025 Municipal Year.

Members discussed the Youth Task Group and requested more information. Members discussed the Seaford Head Museum and wondered if it could be added to the list of Outside Body representatives.

(8.07pm - Standing Orders were suspended to allow for public input at this stage of the meeting)

Speaker	Statement
<i>Resident A</i>	<i>As Chairman of the Seaford Museum, explained that it needs to be put to the Trustees and that discussions are taking place around a new lease.</i>

(8.08pm - Standing Orders were reinstated)

C12.2 It was **RESOLVED** to **AGREE** the following recommended changes to outside bodies:

Outside Body Name	Change
Access Seaford	To agree to increase from one representative to two
Community Rail Partnership	To agree to appoint one representative and a second representative to act as a substitute
Seaford Head Golf Club	To remove the outside body from the list
Seaford Traders Group	To agree to remain with one representative to this outside body
Strengthening Local Relationships (SLR)	To note that two meetings are to be booked in each year
Community Safety Action Group (CSAG)	To remove the outside body from the list
Community Transport – Lewes Area (CTLA)	To remove the outside body from the list
Cuckmere Estuary Group	To remove the outside body from the list
Seaford Senior's Forum	To remove the outside body from the list
Stakeholders Group on Health Issues	To remove the outside body from the list (with the future intention to re-establish this as a working group)
Youth Task Group	To agree to remove the outside body from the list

Outside Body Name	Change
Chyngton Brooks Project	To agree to add to the outside bodies list, with two representatives
Save Seaford's Swifts	To agree to add to the outside bodies list, with one representative

C12.3 It was **RESOLVED** to **APPOINT** the following Town Council's representatives to outside bodies for the 2024 – 2025 Municipal Year:

Outside Body	No. of Reps	2024 – 2025 Representatives
Access in Seaford & Newhaven	2	Olivia Honeyman
		Richard Honeyman
Bishopstone United Charities	2	Linda Wallraven
		Penny Lower (non-cllr)
Chalk Coast National Nature Reserve	1	Chirstina Bristow
Chyngton Brooks Project	2	Maggie Wearmouth
		James Meek
Citizen's Advice Bureau	2	Imogen Taylor
		Lindsay Stirton
Community Rail Partnership	1 + 1 Sub	Roy Clay
		Lindsay Stirton
Crouch Bowling Club	1	Olivia Honeyman
Cuckmere Community Bus	1	John Edson (non-cllr)
East Sussex Association of Local Councils	1	Liz Boorman
Impact Seaford	2	Shah Ali
		Chistina Bristow
Lewes Community Safety Partnership - Joint Action Group	2	M Wearmouth
		(Vacancy)
Lewes District Assoc of Local Councils (LDALC)	1	Richard Honeyman
Mercread Youth Centre	1	Ruth Stirton

Outside Body	No. of Reps	2024 – 2025 Representatives
Plastic-Free Seaford Steering Group	2	Rod Buchanan
		Roy Clay
Save Seaford's Swifts	1	Rod Buchanan
Seafriends	1	Olivia Honeyman
Seaford Allotments	1	Chrsitina Bristow
Seaford Beach User Group (previously Environment Agency Meetings)	1	Ruth Stirton
Seaford Chamber of Commerce	3	Sally Markwell
		Lindsay Stirton
		Geoff Rutland
Seaford Community Partnership (inc. SCP Ouse Valley Climate Action Project)	2	Rod Buchanan
		Richard Honeyman
Seaford Environment Alliance	1	Rod Buchanan
Seaford Head Nature Reserve Management Committee	2	Christina Bristow
		James meek
Seaford Head Swimming Pool	1	Christina Bristow
Seaford Traders Group	1	Sally Markwell
Strengthening Local Relationships	3	Freddie Hoareau
		Imogen Taylor
		Linda Wallraven
Trees for Seaford	1	James Meek

(8.20pm - one member of the public exited the meeting)

C13/05/24 2024 – 2025 Fixed Asset Register Review

Full Council considered report 03/24 presenting the Town Council's Fixed Asset Register for adoption.

It was **RESOLVED** to **ADOPT** the Fixed Asset Register as at 31st March 2024 and as attached at Appendix A to report 03/24.

C14/05/24 2024 - 2025 Annual Subscriptions

Full Council considered report 04/24 presenting it with the necessary details to review the Town Council's annual subscriptions and approve the spend therein.

Members discussed the subscription to Survey Monkey and alternative Microsoft options available for public engagement.

It was **RESOLVED** to **ADOPT** and **APPROVE** the annual subscriptions for 2024 - 2025 and the spend therein with the exception of Survey Monkey.

Subscription / purpose	Predicted 2024 - 2025 Amount
Association of Accounting Technicians (AAT) - staff member subscription to ensure access to relevant accounting materials and updates	£161.00
British & International Golf Greenkeepers Association (BIGGA - key greenkeeping professional body, membership covers all greenkeeping staff and the Council, valued source of information and updates	£710.00
East Sussex Association of Local Councils (ESALC) & National ALC (NALC) - key association for support and information for local councils, also includes National Association of Local Councils membership	£2,759.53
Employer Link - via the Local Government Association, this provides employment/HR support and access to useful guidance and updates	£468.00

Subscription / purpose	Predicted 2024 - 2025 Amount
GEO (Golf Environment Organisation) Foundation OnCourse Programme – a new subscription in 2021 with a wealth of information, resources and training for the golf course for its environmental aim. Free until choose to be certified	£0
Grants Making Database – a subscription to a grant funding database containing a variety of grant funding opportunities, that is regularly updated	£95.00
NEW Local Authority Events Advisory Group – membership for two officers to a group specialising in support for local authority events officers, recommended by Brighton & Hove City Council officers	£100.00
Lewes District Council Association of Local Councils (LDALC) - key association for networking with other local councils and receiving updates and information on local council news and issues.	£20.00
NEW Prime Business Plan – plan with Amazon for businesses, to reduce delivery charges and provide access to prime member priced items	£80.00
NEW Purple Guide – the national guide for event management, providing access to vital resources as event organisers	£25.00
Seaford Chamber of Commerce - provides vital networking opportunities with local traders and helps maintain this key partnership	£90.00
Society of Local Council Clerks - key professional body for Town Clerks, this includes membership for three members of staff (the Town Clerk, Assistant Town Clerk and Governance Manager)	£1,045.00

NEW South East Employers – Provide specialist local council / public sector HR and employment law support and advice, including access to discounted consultancy rates	£356.00
Sussex Mayor's Association – an opportunity for the mayor, mayoress or consort to network and socialise with other local mayors. Established in 1939, the association is holding two luncheon events within Seaford in the coming year	£10.00

C15/05/24 Seaford Town Council's 25th Anniversary

Full Council considered report 01/24 presenting plans to mark the 25th Anniversary of Seaford Town Council.

Members discussed the proposal for a working group, ways in which to enable the Town Council to consider its 25 year plans, the attendance of members of the public who were present at the first Town Council meeting 25 years ago, and the possibility of sourcing a Seaford Town Council flag to mark the 25th anniversary.

It was **RESOLVED** to **APPROVE** to **DELEGATE AUTHORITY** to the Town Clerk and Assistant Town Clerk to mark the 25th Anniversary through appropriate activities during the 2024 – 2025 municipal year – including sourcing a Town Council flag – and reporting back via the Town Clerk's report.

C16/05/24 Youth Ambassador Report

Full Council considered report 02/24 providing a recommendation to retire the Young and Deputy Young Mayor roles with a view to replace with a Youth Ambassador Board.

The Town Clerk thanked the Civic team and the work that has gone into this report.

Members discussed how fantastic the previous Young Mayors have been, the struggles they have experienced given their term in office coinciding with exams, the need for some form of recognition in the Council Chambers to celebrate previous Young Mayor, the level of Disclosure & Barring Service checks required, the Town Council's Safeguarding Policy, the option for ambassador board members to attend some Council Committee meetings, how communications about this will be targeted to reach all younger generations in the town not just those at Seaford Head school, and the role and involvement of councillors and officers in the board's work but the councillors not actively sitting on the board.

C16.1 It was **RESOLVED** to **APPROVE** the proposed creation of a Youth Ambassador Board.

C16.2 It was **RESOLVED** to **APPROVE** the draft Terms of Reference at Appendix A of Report 02/24.

(8.57pm - five members of the public exited the meeting)

(8.57- 9.04pm – a short comfort break was held)

C17/05/24 Review of the Town Council's Complaints Procedure

Full Council considered report 08/24 presenting the review of the Town Council's Complaints Procedure.

Members welcomed the review of the complaint's procedure and discussed looking at other authorities policies, ensuring dedicated timescales within the procedure, ensuring inclusive of non-digital complaints, the inclusion of an independent panel member, how to differentiate a complaint, concern or information request, a flow diagram or other mediums to help guide the user through the process, and interested councillors coming together to assist with building on the work to review this vital procedure.

It was **PROPOSED** to **AGREE** that the review of Complaints Procedure will be deferred until July Full Council, with a task & finish group set up to consider proposals for that meeting; this **MOTION** was **CARRIED**.

C18/05/24 Town Councillor Training

Full Council considered report presenting an overview of councillor training held in 2023-2024 and training to be arranged during 2024-2025.

Members suggested training on community engagement and consultation and formal training on the Local Government Act.

C18.1 It was **RESOLVED** to **NOTE** the training offered to town councillors in 2023 - 2024 listed at point 2 of report 11/24.

C18.2 It was **RESOLVED** to **NOTE** the training to be arranged during 2024 - 2025 listed at point 3 of report 11/24.

C19/05/24 Civility & Respect – Councillor & Officer Protocol

Full Council considered report 07/24 presenting the national model Councillor & Officer Protocol for consideration and adoption by Full Council, following on from it having taken the Civility & Respect Pledge.

C19.1 It was **RESOLVED** to **ADOPT** the model Councillor-Officer Protocol.

C19.2 It was **RESOLVED** to **NOTE** the next steps being taken to assist with implementing and embedding the protocol.

C20/05/24 Annual Lease Update 2024 - 2025

Full Council considered report 10/24 providing Full Council with an overview of the leases held by the Town Council.

Members discussed leases that need to be signed off by Lewes District Council.

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

C21/05/24 Annual Policy Update 2024 - 2025

Full Council considered report 09/24 providing Full Council with an update on the 2024 - 2025 work schedule with the Town Council's policies.

Members requested that policy reviews always come through a committee to Full Council, utilising the Finance & General Purposes Committee for those that currently come straight to Full Council.

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

The meeting closed at 9.53pm.

Councillor S Markwell

Councillor Sally Markwell

Mayor of Seaford