



Seaford Town Council

Seaford Town Council Full Council Agenda – Thursday, 16th November 2023

To the Members of the Full Council

Councillors S Adeniji, S Ali, L Boorman, C Bristow, R Buchanan, R Clay, S Dubas, F Hoareau, O Honeyman, R Honeyman, J Lord, S Markwell, O Matthews, J Meek, G Rutland, L Stirton, R Stirton, I Taylor, L Wallraven and M Wearmouth

A meeting of the **Full Council** will be held at **The View at Seaford Head,**

Southdown Road, Seaford, BN25 4JS on Thursday, 16th November 2023

at **7.00pm**, which you are summoned to attend.

Adam Chugg,

Town Clerk

10th November 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 by a Seaford Town Councillor 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. Petitions

In accordance with the Town Council Petitions Policy, this is a standard agenda item to facilitate any public petitions being presented to, and noted by, Full Council. Please note, that this would not prompt a discussion on the petition at this meeting.

5. Minutes

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

4.1	Full Council	5 th October 2023	Will be uploaded to the Town Council website's meetings page ahead of the meeting
4.2	Personnel	12 th October 2023	Will be uploaded to the Town Council website's meetings page ahead of the meeting
4.3	Climate Change Sub-Committee	26 th October 2023	Will be uploaded to the Town Council website's meetings page ahead of the meeting
<i>N.B. The recommendations within the Climate Change Sub-Committee minutes are being considered by Full Council under agenda item 13 and therefore will not be approved at this stage of the meeting.</i>			
4.4	Planning & Highways	19 th October 2023	19.10.23 Planning & Highways Draft Minutes

6. Civic Update Reports

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

To consider report 101/23 presenting the Mayor's update and details of engagements attended (pages 7 to 9).

b. Young Mayor's Office Update

To give an opportunity for a verbal update from the Young Mayor's office.

7. [Town Clerk's Update Report](#)

To consider report 103/23 updating Full Council on key Town Council work and work priorities for the Town Council (pages 10 to 15).

8. 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.

9. 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.

10. 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.

11. [Adoption of the 2023 – 2027 Strategic Plan](#)

To consider report 107/23 facilitating the review and agreement of the 2023 – 2027 Strategic Plan (pages 16 to 70).

12. [Martello Toilets Tender Award](#)

To consider report 104/23 providing an update on the Martello Toilets project progress (pages 71 to 72).

13. [Temporary Toilets: Practices to Follow and Purchase of New Assets](#)

To consider report 108/23 enabling Full Council to agree its approach with temporary toilets and seek approval of the purchase of two accessible, compostable toilet blocks (pages 73 to 76).

14. [Bönningstedt Temporary Block Structure](#)

To consider report 105/23 and to seek approval of the cost incurred with placing a temporary structure in front of the Bönningstedt wall, to provide protection to the wall and beach huts behind (pages 77 to 79).

15. Agenda item number not used

16. [Annual Communications Schedule](#)

To consider report 95/23 presenting a suggested Annual Communication Schedule for consideration (pages 80 to 87).

17. [Committee Membership Update](#)

To consider report 96/23 updating Full Council on the Town Council's committee membership. (pages 88 to 90).

18. Exclusion of Press & Public

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next items of business for the reasons as set out below.

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

The Proper Officer considers that discussion of the following item is likely to disclose exempt information as defined in the Local Government Act 1972 and Freedom of Information Act 2000 and may therefore need to take place in private session. The exempt information reasons are shown alongside the item below.

Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.

19. The View – Determination of Next Steps EXEMPT

To consider exempt report 106/23 determining the next steps at The View (exempt pages).

Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's properties.

Explanation of Reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party.

20. Bönningstedt Wall – Determination of Next Steps EXEMPT

To consider exempt report 102/23 seeking Full Council's agreement of the next steps to be taken (exempt pages).

Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's assets.

Explanation of Reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party.

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 6.45pm 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 relevant to the activities of the Town Council.
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:	101/23
Agenda Item No:	6a
Committee:	Full Council
Date:	16 th November 2023
Title:	Mayor's Update Report – November 2023
By:	Isabelle Mouland, Assistant 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 this report.

1. Information

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

3.1 The Contact Officer for this report is Isabelle Mouland, Assistant Town Clerk.

Report 101/23 Appendix A

Mayor's Report to 16th November 2023 Full Council

Mayors' Engagements

SEPTEMBER

7th September – Celebrate Cuckmere Haven - South Hill Barn

15th September – The Royal Society of St George - Battle of Britain meal at The View, Seaford Head Golf Course

22nd September – The Walk the Chalk- South Hill Barn

OCTOBER

13th October – The Judges Service at St Anne's Church, Lewes, and the reception was at Plumpton College.

21st October – The Seaford Bonfire Society parade, starting at the White Lion.

23rd October – Watt-a-lot Castle holiday Club at St Lukes's Church, a half term event.

24th October - His Majesty's Lord- Lieutenants of West and East Sussex Awards Ceremony 2023 – Reserve Forces' and Cadets Association for the South East, held at Lancing College, the Deputy Mayor attended the event.

27th October – Cuckmere Buses Social gathering at the Arlington Village Hall

30th October – Visit to Raystede animal centre.

Deputy Mayors' Engagements

SEPTEMBER

17th September – The Seaford Rotary Calendar launch

21st September – Mayor of Peacehaven Summer reception - International Day of Peace

22nd September – Walk the Chalk with East Sussex Lord Lieutenant

30th September – Youth Counselling Project – Tea Party/Cheque presentation

OCTOBER:

8th October – Mayors' Civic Reception

10th October – Black History Month Event Seaford Cemetery / Commonwealth War Graves

13th October – East Sussex High Sheriff's Annual Judges' Service - Lewes

18th October – Seaford Rotary Special Lunch - Celebration of 50 years for Tony Lees - Seaford Golf Club

24th October – Lord-Lieutenants of Sussex Awards ceremony – Lancing College

Mayor's Update

The Mayor and Young Mayor of Seaford's Civic reception was held on the 8th October at the Mercread Youth Centre, which is one of the Mayor's charities this year.

The Mayoral theme for this year is 'Youth Promotion', the reception at the Mercread Youth Centre was very well attended. The Youth Counselling Project and the Mercread Youth Centre talked about their charity work as part of the Civic Reception programme.

The Young Mayor's charities RNLi and the Seaford Lifeguards were in attendance and talked about their charity work. There was an opportunity before and during the refreshment break for those who attended the reception to talk to the charities.

Many thanks to the acts that participated in the reception:

Rhapsody Artist Development

Ewan, Holly and Lovinia who either sang or played an instrument.

The Bond School of Dance

Music with Ruth

Chyngton Primary School

The Finale was singing 'Happy' by Pharrell Williams with everyone joining in. Thank you to everyone who was involved in organising the reception, many months of planning.

The Mayor's Christmas Carol Service will be held on Wednesday 13th December starting at 6.30pm at St Leonards Church.



Seaford Town Council

Report No:	103-23
Agenda Item No:	7
Committee:	Full Council
Date:	16 th November 2023
Title:	Town Clerk's Update Report – November 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 It remains a very busy time for the Town Council, but also an exciting one with a number of key areas of work being taken forward.
- 1.2 Please find below a new format for this report, based upon feedback from Councillors.

2. Key Performance Indicators (KPIs)

- 2.1 Please find below information on motions passed, complaints received, Freedom of Information (FOI) requests received and appeals submitted for this municipal year so far i.e. since May 2023.
- 2.2 *Motions Table*
Please note that the motions listed below are those where actions after the meeting were required by the Town Council (STC).

DATE	MOTION	UPDATE
June 2023	Crouch Bowling lights feasibility	Work is being taken forward and reported to the Community Services Committee.
June 2023	Cheque signatories	Agreed changes have been made.
July 2023	Debit cards	Agreed changes have been made.
July 2023	Southern Railway Consultation	STC response submitted.
July 2023 / September 2023	Martello Toilets	Tender issued and award made. Works to begin soon.
July 2023	Walk the Chalk	Martello Fields used as car park. Event proceeded successfully.
July 2023	The View	Heads of Terms being considered by November Full Council.
September 2023	CCTV	Work has been taken forward to prepare changes to CCTV arrangements as discussed with the Police and agreed at the meeting.
September 2023	Petitions	Policy changes have been enacted.
September 2023	The Crouch	Work has been taken forward e.g., changes to gate closure arrangements; working group; plus other work

DATE	MOTION	UPDATE
		including the first meeting of the Stakeholder Group
September 2023	RFO	Appointment enacted and work to enable new RFO in spring is on track.
September 2023	Staffing changes	Enacted: <ul style="list-style-type: none"> • New greenkeeper in post. • Sponsorship work underway.
October 2023	National Nature Reserve proposal	Councillors and officer attended the first Steering Group meeting. Matters for STC to consider will come before Full Council in due course.
October 2023	ESCC Parking Consultation	STC response submitted. The Community Services Committee will look into arrangements on land owned by STC. STC continues to work with partners on other parking issues
October 2023	FOI procedures	Amendments to reporting arrangements have been enacted.

2.3 *Complaints Table*

Please find below details of the formal complaints received in accordance with the Town Council's complaints policy.

DATE	COMPLAINT	UPDATE
June 2023	The Crouch – Bowling Club arrangements	Historic query under investigation.
June 2023	The Crouch – Football Club adverts	Full Council have now made their determination. A further response may be prepared as part of the work reviewing queries and processes at the Crouch
July 2023	Grants Process	Response has sent. The Finance & General Purposes Committee will be asked to consider some improvements to the policy.
August 23	Gates at The Crouch	A lot of work has been undertaken to ensure the football club make changes to the arrangements. With the changes implemented, STC will review if any further response is necessary
September 23	Invoice Process	Investigation completed and response will be sent shortly.

2.4 FOI Requests Table

DATE	FOI REQUEST	UPDATE
May 23	Grass verge cutting	Response sent
June 23	Crouch gardens toilets	Response sent
June 23	Salts Cricket Club lease	Response sent
July 23	Tree Protection Orders	Response sent
July 23	Third party contract for Grounds Maintenance	Response sent
September 23	Equality Act assessments	Response sent

DATE	FOI REQUEST	UPDATE
October 23	FOIs and formal complaints	Response being prepared

2.5 Appeals

The Council has received one appeal, relating to a complaint about how the adverts on the Crouch were treated. This appeal is being considered.

3. Forward Planning

3.1 In January or March, we expect the following matters to come to Full Council. Please note this list may be subject to change:

- a) Budget for 2024 - 2025 – to be agreed by the January Full Council.
- b) Policy updates – to be brought to Full Council for review/agreement.
- c) Leases - please note that discussions are taking place with the tenant at Chyngton Farm and other stakeholders about the next lease on that site.
- d) Hurdis House – an update on changes proposed by the tenant.
- e) Seaford 25 – work to mark the 25th anniversary of STC in 2024 - 2025.
- f) Cliff Gardens – an update for councillors following on from the motion to agree use of site in January 2022.
- g) Staffing Structure Review - outcomes to be considered.
- h) Climate Emergency Policy – following work by the Climate Change Sub Committee and any recommendations from Community Services Committee.
- i) Parking - any recommendations from the Community Services Committee about parking.

3.2 The Town Council will also start to enact its Strategic Plan (appearing elsewhere on this agenda).

4. Highlights

4.1 Finally, here are a couple of highlights from a very busy period.

4.2 It is great to be able to report that there were 536 responses to the public consultation about the South Hill Barn. This is a good example of the Town Council continuing to pro-actively engage in a number of ways, from more public consultation to new stakeholder groups. There are also further plans for this work in the Town Council's Strategic Plan.

- 4.3 The sheer volume of work being undertaken by the team. This is clearly demonstrated in the agenda for this meeting, which includes the Martello Toilets, The View, the Bönningstedt Wall, and the new Strategic Plan.
- 4.4 Following on from the comprehensive induction for councillors in the spring, further workshops have been arranged for councillors on the Community Infrastructure Levy (CIL) and with Trevor Leggo from ESALC.

5. Conclusion

- 5.1 I trust this provides an overview of key Town Council business for Councillors and residents, showing the mix of operational and strategic activities.

6. Financial Appraisal

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

7. Contact Officer

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



Seaford Town Council

Report No:	107/23
Agenda Item No:	11
Committee:	Full Council
Date:	16th November 2023
Title:	Adoption of the 2023 – 2027 Strategic Plan
By:	Adam Chugg, Town Clerk
Purpose of Report:	To review and agree the Strategic Plan 2023 - 2027

Recommendations

Full Council is recommended:

1. To note the report and the draft Strategic Plan 2023 - 2027.
2. To consider and agree to any proposed amendments to the Plan.
3. To confirm agreement of the Strategic Plan 2023 - 2027.

1. Introduction

- 1.1 Work has been underway on the new Strategic Plan for some time.
- 1.2 For example, this process has involved all of the following:
 1. A resident's survey to gather residents' thoughts on the town and their priorities – attracting nearly 600 responses.
 2. A presentation at the 2023 Annual Town Forum on the outcome of the residents' survey, an analysis of the findings and the process to ensue with the creation of the plan:
 - a) All presentations from the evening can be found on the [Annual Town Meeting page of the Town Council's website](#)
 - b) The video of the Town Forum can be found on the [Town Council's YouTube channel](#)
 3. A series of stakeholder workshops – attended by 15 community organisations – to feed in key priorities.

4. Workshops with Town Councillors, including an 'away day' focusing on development of the plan.

1.3 The latest version of the new Strategic Plan can be found in Appendix A.

1.4 The appendices to the plan will be included in the final publicised document.

1.5 Councillors are asked to note the following:

1. The Plan covers the four years to December 2027 – fitting well to the four-year Town Council cycle and allowing for a smooth transition at the end of the Town Council term in May 2027.
2. The core content for the report - Mission, Aims, Delivery Priorities, Visions for the Four Areas – has all come from Councillors.
3. The Plan gives the Town Council a scheme of work that is deliverable and will bring real benefits to the town over a four-year period.

2. Process in the Meeting

2.1 If Councillors have any further or final amendments, these will be sent to the Proper Officer (Town Clerk) ahead of the meeting.

2.2 At the meeting itself, the Proper Officer (Town Clerk) will take Councillors through an 'amendments' list and Full Council will decide at the meeting which ones to adopt.

3. Conclusion

3.1 Councillors have the information needed to consider and agree the Plan.

4. Financial Commentary

4.1 There are no additional financial consequences outside of the usual Town Council processes that will be followed when work under the plan is initiated.

5. Contact Officer

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



Seaford Town Council

STRATEGIC PLAN 2023 - 2027

SECTION ONE: INTRODUCTION

Welcome to the Strategic Plan for Seaford Town Council, covering the four year period to December 2027.

In this introduction, you will find the information about the following:

- The Town of Seaford
- The Town Council
- This Plan

The Town of Seaford

The town of Seaford is in the county of East Sussex on the coast of southern England, with Brighton around 12 miles to the west and Eastbourne around nine miles to the east, and roughly equidistant between the mouths of the River Ouse and the River Cuckmere.

With just over 11,000 properties and a population of 27,000, Seaford is the largest town in the Lewes District.

We are very fortunate in our setting, with over three miles of beach, as well as behind surrounded by the South Downs National Park and offering a large portfolio of open spaces and recreation/play spaces.

Seaford has a thriving community, with a large number of groups and organisations covering a wealth of different interests, activities and causes.

The town is also served by two train stations – Seaford and Bishopstone - and regular bus services.

While being blessed with many assets, the town, like many others, has challenges to face, and this plan describes the role of the Town Council in working with our community to meet these challenges.

The Town Council (www.seafordtowncouncil.gov.uk)

Seaford Town Council was created in 1999, and in 2024, we will celebrate our 25th anniversary.

Since 1999, the Town Council has been one of the three local councils that help look after the town, alongside Lewes District and East Sussex County Council. The Town Council has produced a guide for all our residents to help explain which council is responsible for what, which can be found online at www.seafordtowncouncil.gov.uk/wp-content/uploads/2023/01/A-Z-Council-Guide-A5.pdf

The Town Council is the part of local government ‘closest to the community’ and works with local residents and stakeholders on behalf of our town, from putting the views of Seaford forward to delivering projects for the ‘betterment’ of Seaford. As our mission says, the Town Council is ‘working with our community to secure Seaford’s best future.’

As well as our work for the town and our representative role, the Town Council is the owner and custodian of a number of key buildings and spaces in our town, such as:

- Seaford Head, including Seaford Head Local Nature Reserve
- The Salts
- Martello Fields
- Crouch Gardens
- Old Town Hall
- Martello Tower and Museum
- ‘Concessions’ such as refreshment kiosks
- and many others.

The Town Council also owns and manages Seaford Head Golf Course, recognised as one of the most iconic settings in Southern England, and maintained to a great standard. The Town Council is committed to managing the site with an approach that supports local ecology and wildlife, including creating and using a borehole that means that no mains water is needed for maintaining the course. This is just one example of the work the Town Council is undertaking in response to the Climate emergency (www.seafordtowncouncil.gov.uk/climate-change/).

How We Work

Councillors

20 Councillors are elected by the electoral population to serve as Town Councillors every four years. The most recent election was in May 2023, and so the Town Council is a few months into the four year term from May 2023 - May 2027.

Councillors not only represent their communities and residents, they also help to make and shape the policies of the Town Council. They do not directly manage services but they do make the decisions on what those services will be like. Councillors attend various meetings and converse with residents and other stakeholders in a variety of ways in order to carry out their duties.

These councillors represent the following nine electoral wards of the town:

Seaford Bay - Councillor Dubas

Bishopstone - Councillors Taylor and Wallraven

Central - Councillors Ali and Buchanan

East Blatchington - Councillor Boorman

East - Councillors Adeniji, Matthews, Rutland and Wearmouth

Esplanade - Councillor Hoareau

North - Councillors Clay, R Honeyman, Lord, Markwell and Meek

South - Councillors Bristow, O Honeyman, and L Stirton

Sutton - Councillor R Stirton

[\(www.seafordtowncouncil.gov.uk/councillor-contact-details/\)](http://www.seafordtowncouncil.gov.uk/councillor-contact-details/)

Mayor

Every year, the Town Council elects one of their number to act as the Mayor. The Mayor is the public face and Chair of the Council and as such is the First Citizen of the Town of Seaford. The Mayor is the ambassador of the town and can help in the promotion of the Town Council's objectives in the local community. In turn, the position of Mayor will often be held in the highest regard within the town and see the Mayor invited to carry out a full range of duties on their behalf and throughout the Town.

Young Mayor

The Town Council is committed to listen to and help develop our local young people, and to help with this the office of Young Mayor was created. Every year, pupils at Seaford Head School elect one of their number to act as the town's Young Mayor.

As Young Mayor, they are able to speak at every Full Council meeting, put forward the views of local young people to the Town Council, attend civic and local events, and support charities or themes of their choice. The Young Mayors will often also utilise their role within the school, supporting the Youth Forum and with other local stakeholders and groups.

Meetings

Town Council business is conducted, and decisions are made, at meetings open to attendance by members of the public.

These meetings are as follows:

'Full' Council – all 20 Councillors, considering and making the decisions of the Town Council.

Community Services Committee – assets and community spaces, projects on behalf of the town.

Golf and the View Committee – oversee the golf course, including the hospitality venue The View at Seaford Head.

Planning and Highways Committee – consider and respond to any planning applications, tree orders, and highways matters.

Finance and General Purposes Committee – oversee the finances and governance of the Town Council including processes to set and manage the budget, audit, and community grants.

Personnel Committee – policies in relation to staffing and other HR matters (please note these meetings are not held in public).

Climate Change Sub-Committee – oversee the work of the Town Council in response to the climate emergency.

[\(www.seafordtowncouncil.gov.uk/council-meetings/\)](http://www.seafordtowncouncil.gov.uk/council-meetings/)

Officers

Decisions of the Town Council are enacted by the officer team – a staff structure is shown in the appendices to this report.

This Plan

This document is a working document, allowing stakeholders and residents to understand the mission aims and structures of the Town Council, and what the key work of the Town Council will be for the four years to December 2027.

The document is structured as follows:

1. Introduction to the town, the Town Council and the Plan
2. Mission Statement
3. Aims to December 2027
4. Delivery of the Aims
5. 15 Project Commitments
6. Strategic Management of key areas of the town
7. Risk Assessment
8. Budget
9. Appendices

The plan will be formally adopted by the Town Council before the end of 2023.

SECTION TWO – MISSION

'Working with our community to secure Seaford's best future.'

NOTE FOR COUNCILLORS:

- Work was carried out at the Away Day to review the previous Mission ('Working Together for Seaford').
- The feedback and suggestions made by Councillors were captured.
- A group of Councillors was then convened to review this feedback and these suggestions, and this Group used these to come up with an updated mission.

SECTION THREE – AIMS

Please find below a table showing the six aims for the Town Council for the period to December 2027.

The columns show:

- The 'area' of the aim
- The input from Councillors for this aim
- The proposed final aim

AIM	FEEDBACK FROM COUNCILLORS	PROPOSED FINAL AIM
1 Economic	<ul style="list-style-type: none"> • Promote a thriving town with economic wellbeing and an active community • To enable future opportunities for the town 	Promote and develop a thriving town, enabling future opportunities for economic wellbeing and an active community
2 Wellbeing	<ul style="list-style-type: none"> • To have a vibrant and inclusive cultural environment • To develop the cultural and economic wellbeing of the town 	Develop and deliver projects to help support the wellbeing of the residents of the town
3 Facilities and Assets	<ul style="list-style-type: none"> • Develop and maintain recreational facilities for the benefit of the community • To safeguard the character of the town • To ensure safe access to recreational facilities • To improve the recreational facilities and amenities of the town 	Develop and maintain assets, settings and recreational facilities so as to: Ensure safe access Benefit the community, and Safeguard the character of the town

AIM	FEEDBACK FROM COUNCILLORS	PROPOSED FINAL AIM
4 Engagement	<ul style="list-style-type: none"> • Listen to, engage with and give voice to our residents • To actively encourage the community voice to be heard • To reflect the needs of the community 	Listen to, engage with and give voice to our residents so that the Town Council is actively encouraging community voices to be heard and our priorities reflect the needs of the communities
5 Governance	<ul style="list-style-type: none"> • Practice good governance and provide value for the community • To provide an ethical and sustainable governance • To practice good governance and fiscal responsibility 	Practice ethical and sustainable governance that shows fiscal responsibility and ensures sustainability
6 Climate	<ul style="list-style-type: none"> • Strategic Objectives and Council Action to be informed by environmental and sustainability considerations and to develop climate change initiatives • To develop the town's resilience to the effects of Climate Change • To embed sustainability and resilience criteria in all decision-making to actively promote and encourage transition to sustainable living 	To help create a sustainable Seaford, resilient to the effects of climate change

SECTION FOUR: DELIVERY OF THE AIMS OF THE TOWN COUNCIL

Please find below the actions being taken to meet the six aims of the Town Council.

The priorities were identified by the Councillors.

AIM ONE:

Promote And Develop a Thriving Town, Enabling Future Opportunities for Economic Wellbeing and an Active Community

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
1.1 Understand and improve connectivity in the town, especially in relation to the Town Centre	Create a new Town Centre Working Group Use engagement work for the 25 th anniversary of the Town Council to better understand the issues and needs. Carry out desktop research of possible solutions.	Draw up recommendations for change. Identify funding and partnerships to support change.	Fundraising, planning and implementation (more details from work in years one and two)	Fundraising, planning and implementation (more details from work in years one and two)	The Town Council increases its understanding of connectivity needs and challenges in the town, and work with partners on solutions to improve this.

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
1.2 Work with partners to create more opportunities for young people and enable strong engagement with local young people	Build on the 'youth theme' year, and make sure there is read across between the needs of local young people and the work taken forward on connectivity, community spaces etc	Build on the 'youth theme' year, and make sure there is read across between the needs of local young people and the work taken forward on connectivity, community spaces etc	Build on the 'youth theme' year, and make sure there is read across between the needs of local young people and the work taken forward on connectivity, community spaces etc	Build on the 'youth theme' year, and make sure there is read across between the needs of local young people and the work taken forward on connectivity, community spaces etc	The Town Council is doing what it can to enable more opportunities for local young people.
1.3 Pilot new seafront concessions and offerings including consideration of the sale of alcohol	The Community Services Committee will oversee a review of the current arrangements	Consult and engage on possible changes. Make plans for implementing these	Pilot new arrangements	Review	Seafront offer is 'refreshed' in the light of community feedback and learning from the past.

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
1.4 Work well digitally and support digital access for all	<p>Make this a 'cross-cutting' theme for all of our work.</p> <p>Identify areas for improvement and ways to increase digital access for all.</p> <p>Identify and protect communications for non-digital users.</p>	<p>Identify and implement specific measures to improve the Town Council's digital communication.</p> <p>Identify and protect communications for non-digital users.</p>	<p>Review impact of work so far and identify any further changes to be made.</p>	<p>Implement phase 2</p>	<p>The Town Council strengthens its digital work and works with others to help overcome digital exclusion</p>
1.5 Understand options to improve visitor accommodation in the town, including identifying any role	<p>Create a new Town Centre Working Group.</p> <p>Map the current position and understand areas</p>	<p>Work with partners to formulate plans to meet unmet need.</p> <p>Identify read-across to other work for the town centre and elsewhere to see</p>	<p>Implement measures identified</p>	<p>Review impact and make further plans</p>	<p>The Town Council works with partners to maximise visitor accommodation in the town.</p>

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
the Town Council can take	where the needs are not being met	how this work can help to appropriately increase visitor accommodation			

**AIM TWO:
Develop and Deliver Projects to Support the Wellbeing of the Residents of the Town**

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
2.1 Help create a new community centre and space in the town centre, based upon need and including creative centres and workspaces	Create a new Town Centre Working Group. Map community need. Map provision in the town. Engage with public and stakeholders. Understand the Town Council's	Convene partnership to take forward Identify and seek sources of funding	Implement	Review progress	The Town Council is part of creating a new community anchor needed by the town

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
	own needs in this context Prepare report of findings and confirmation of need				
2.2 Work with stakeholders to champion more affordable housing and quality jobs for young people in our town	In the first year, map stakeholders to work with and identify most effective ways of engaging with local young people	Commission an audit of youth opportunities in the town and use it to identify further work the council can help to lead	Implement	Implement and review	The Town Council works with stakeholders to champion opportunities for local young people.
2.3 Successfully deliver 15 projects that enhance the town	See Section 5	See Section 5	See Section 5	See section 5	The Town Council does all it can to make Seaford the best place it can be.

Please note that Aims 1 and 2 have some similarities and the Town Council will be mindful of this when we implement the plan.

AIM THREE:
Develop and Maintain Assets, Settings and Recreational Facilities so as to:
Ensure Safe Access
Benefit the Community
Safeguard the Character of the Town

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
3.1 Make South Hill Barn the best space it can be in its location, including being an environmental exemplar	Implement a new South Hill Barn working group. Consult the public Consider initial priorities	Engage with public and stakeholders on preferred option(s) Identify sources of funding. Seek necessary permissions for the work	Implement	Implement	The Town Council works towards the best use of the South Hill Barn site
3.2 See how best the toilets we own can be maintained and improved	Tender for toilers cleaning and maintenance. Consider toilet provision in the town	Implement the outcomes of needs assessments		Review the success and effectiveness of the new provision Determine any additional needs	The Town Council delivers the best facilities we can for the town.

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
3.3 See how to improve provision of wire bins and other changes to improve beach safety	Consult with the Beach Users Group and residents on the changes people want to see.	The Community Services Committee confirms the improvements to be made	Implement	Implement and review	The Town Council works with partners to improve beach safety
3.4 Explore an appropriate increase in facilities to the western end of the seafront	Consult with the Beach Users Group and residents on the changes people want to see	The Community Services Committee confirms the improvements to be made	Implement	Implement and review	The Town Council works with stakeholders and the community on appropriate changes to the western end of the seafront

AIM FOUR:

Listen to, Engage With and Give Voice to our Residents so that the Town Council is Actively Encouraging Community Voices to be Heard and our Priorities Reflect the Needs of our Communities.

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
4.1 Work with community to champion change for the A259 Bishopstone junction	The Planning and Highways Committee will review and report to Full Council on any changes the Town Council would recommend. The Town Council engages with stakeholders and the Councillors may wish to help	Work with partners on solutions	Work with partners on solutions	Review success and plan next steps	The Town Council has done all it can to bring greater safety to a key intersection in the town.

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
	campaign for change				
4.2 Maximize the effectiveness of our engagement, consultation, stakeholder groups and partnership working.	Develop a new communications strategy Audit engagement activities to understand the volume and impact of activities we carry out.	Implement new strategy and the results of the audit	Implement new strategy and the results of the audit	Review and plan for the future	The Town Council strengthens its communications and engagement.

AIM FIVE:**Practice Ethical and Sustainable Governance that Shows Fiscal Responsibility and Ensures Sustainability**

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
5.1 Create a new business plan for Seaford Head Golf Course	Commission and work with expert support to understand what we do well, what we can improve on, and what are our priorities for the future	Approve five year plan for the course	Implement	Implement and review	A long term plan for Seaford Head Golf Course is agreed and implementation underway
5.2 Management of risk and good governance	Review of leases and contracts. Update Risk register. Carry out all necessary Health and safety inspections and	Review governance measures identified in year one. Identify further areas for review.	Review governance measures identified in year two. Identify further areas for review.	Review governance measures identified in year three. Identify further areas for review. Preparations for the election and the new	The Town Council manages risks well and practices good governance

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
	fulfill responsibilities. Identify area of governance practice for review and improvement in year two			Councillors in May 2027	
5.3 Financial management	Ensure a balanced budget that minimises precept while funding necessary projects and service. Carry out Internal and external audit and implement recommendations	Ensure a balanced budget that minimises precept while funding necessary projects and service. Carry out Internal and external audit and implement recommendations	Ensure a balanced budget that minimises precept while funding necessary projects and service. Carry out Internal and external audit and implement recommendations. Confirm priorities for CIL receipts	Ensure a balanced budget that minimises precept while funding necessary projects and service. Carry out Internal and external audit and implement recommendations. Confirm priorities for CIL receipts	The Town Council practices sound financial management.

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
	Confirm priorities for Community Infrastructure Levy (CIL) receipts	Confirm priorities for CIL receipts			
5.4 Policies	Review a number of Town Council policies. Develop any appropriate new policies in the light of learning from experience and any changes proposed by NALC.	Review a number of Town Council policies. Develop any appropriate new policies in the light of learning from experience and any changes proposed by NALC.	Over-arching review of all of the Town Council's policies (year one of two)	Over-arching review of all of the Town Council's policies (year two of two)	The Town Council has strong and effective governance

AIM SIX:**To Help Create a Sustainable Seaford, Resilient to the Effects of Climate Change**

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
6.1 'Future Proofing' the town	The Town Council: Climate/energy audit The Town: Work through the Town Centre Working Group and with our stakeholder groups on how we work together to future proof the town.	Implement the results of the audit. Create an action plan to support 'future proofing' in the town	Host an event to champion change with residents and stakeholders	Review	The Town Council works on responses of town and Town Council to climate emergency.
6.2 Improve access to advice for residents on building initiatives	Map current resources available to residents	Embed within community centre and/or South Hill Barn work above	Embed within community centre and/or South Hill Barn work above.	Embed within community centre and/or South Hill Barn work above	Residents are supported by the Town Council on climate-friendly solutions to home design and use.

PRIORITY	Year 1	Year 2	Year 3	Year 4	OUTCOME
	Engage expert support to determine offer Link to community Centre work above				
6.3 Explore how best community groups and residents can use our green spaces for growing food, fruit etc	Map current usage of the green spaces we use. Develop agreements and seek community groups who can work with us.	Work with partners residents and stakeholders on plans for greater use of the Council's green spaces	Implement	Implement and review	More of the space owned by the Town Council is used by the community.
6.4 Create and implement climate policy/ies that will embed environmental considerations into the work of the Council	Develop policy/ies needed	Implement	Review	Determine any future priorities	The Town Council uses its policies to inform best practice.

SECTION 5: PROJECTS LIST - 15 COMMITMENTS TO THE TOWN 2023 - 2027

Please find below 15 projects that the Town Council will deliver by the end of 2027 to help make Seaford the best place it can be.

Project	Year 1	Year 2	Year 3	Year 4
1 In response to expected cliff erosion, move the 17 th green and 18 th tee on Seaford Head Golf Course	Initial planning Expert advice Confirm plans	Preparatory work, permissions and funding	Preparatory work permissions and funding	Implement change
2 Deliver 80 th anniversary D Day celebrations, and a refreshed annual Armed Forces Day celebrations	D-Day 80 th anniversary June 2024 – celebration for the town following national guidance. Scale back Armed Forces Day in the light of D-Day celebrations .	Review future arrangements for Armed Forces Day	Implement review results	
3 Offer Sponsorship opportunities for local business: maintain and renew current arrangements (e.g. boat;	Confirm timetable of all current arrangements and renewal dates	Renewals/refresh as per timetable Review results of trial and confirm	Renewals/refresh as per timetable Implement post-trial arrangements and	Renewals/refresh as per timetable Implement post-trial arrangements and

Project	Year 1	Year 2	Year 3	Year 4
water refill stations) and develop further opportunities	Trial new sponsorship arrangement and measure impact	arrangements for additional sponsorships Agree targets for new sponsorships	review performance against targets.	review performance against targets.
4 Carry out Bönningstedt Wall remedial works	Prepare plans and consult publicly	Make changes to the wall	Review impact and effectiveness of the changes made	
5 Consider adopting Fields In Trust status for large green or recreation spaces owned by the Council	Following submission of original application, there will be formal consideration by council of the final proposals from Fields in Trust	Implement any changes in the light of the Fields in Trust decision.		Review impact of Fields in Trust (if it happened)
6 Implement additional seafront signage on seafront to help bring visitors to the town's shops and facilities	Review plans and proposals and confirm the next steps	Implement new fingerpost signage, targeted by area and content to maximise impact and the potential increase of footfall for		Review and plan for the future

Project	Year 1	Year 2	Year 3	Year 4
		businesses and facilities in the town.		
7 Grounds Maintenance: carry out formal review of arrangements for the maintenance of the large number of spaces owned by the Town Council and implement the results		Prepare review	Carry out and implement results	
8 Carry out Martello Tower Maintenance – Seaford museum	Review specialist's report and plan for works	Secure necessary permissions and funding and begin work	Complete maintenance program	
9 Refurbishment of Martello Toilets and creation of new Changing Places facilities	Tender awarded and works begin		Review impact	
10 Take appropriate actions in relation to Camper vans and motor homes	Submit evidence of challenges to statutory partners and work with partners on ways forward	Explore possible sites for new provision Carry out a further public consultation	If agreed, implement new area of these vehicles	

Project	Year 1	Year 2	Year 3	Year 4
	Implement changes on any land owned by the Town Council			
11 Rename the Martello Fields as Queen Elizabeth fields		Public consultation and permissions	Implement	
12 Identify and implement appropriate ways to minimise carbon usage by the Town Council	Engage external expertise and undertake 'carbon' audit	Review results and begin to implement outcomes	Implement	Review
13 Look into the Town Council providing spaces for street art		Scope briefing for the project and confirm next steps with Town Council	Implement and review	
14 Update CCTV for the town	Confirm new arrangements for the town and implement improvements		Review	
15 Deliver the annual Christmas Magic event	Trial of new arrangements for December 2023, with a focus on families	Review of trial and work with partners on delivery of future events	Event	Event

Project	Year 1	Year 2	Year 3	Year 4
	and partnerships with schools, community organisations, traders and other stakeholders to maximise family feel and accessibility.			

SECTION 6: THE 4 'AREA PLANS' – PRIORITIES AND HOW WILL THEY BE IMPLEMENTED

Being mindful of its mission and role as custodian of so many spaces and assets in the town, the Town Council has also been looking strategically at Seaford's future.

The work undertaken was to consider four key areas of the town (the town centre, seafront, green or open spaces, and The Salts) and identify priorities and how the Town Council can help to deliver them – a deliberately strategic approach, being mindful of working with partners and the community to make things happen.

Set out below are the priorities and the next steps:

AREA ONE: TOWN CENTRE

The Councillors have identified the following seven priorities for the town centre of Seaford:

1. Recognise challenges for town centres, such as the cost of living crisis and internet shopping.
2. Define the area – what do we mean by a town centre?
3. How do we making it easy for people to get there?
4. How can we promote what the town centre has to offer – not just shops but coffee/art gallery/museum/history?
5. Can we create a community centre as an anchor and place for community to gather?
6. What activities and events that will bring people to the town centre?
7. Can we create more free wifi/charge points/cycle racks/ places young people may want to go?

Please note that these seven items are of equal importance,

How this work will be taken forward:

- Create a new working group
- Commission a report to explore how best we deliver these priorities
- Carry out more community and stakeholder surveys to inform need
- Report bi-annually to Full Council on progress against the list of priorities

AREA TWO: SEAFRONT

The Councillors have identified the following seven priorities for the seafront:

1. Trial new things in seasonal months – e.g. do we want to try a pop-up bar?
2. Consider doing more to attract people to town centre from the seafront and complement, not compete, with town centre
3. Highlight key walking routes – a flat promenade great for access – and links to heritage trail to encourage walking to town
4. Keep the ‘balance’ – no arcades – and consider noise issues for any new activities
5. Have better signage – not just ‘town centre’ but tell people what is there
6. Management of camper van and motorhome issues and parking
7. How best can we become as litter free as possible?

Please note that these seven items are of equal importance.

How this work will be taken forward:

- Share priorities with beach uses group and see how best we can work together
- Community Services Committee to review progress bi-annually and report to Full Council

AREA THREE: GREEN/OPEN SPACES

The Councillors have identified the following seven priorities for the green and open spaces we manage:

1. South Hill Barn is a key priority so take forward renovation and use of space given its location.
2. Undertake audit of our green spaces - how used?
3. Work with community – regular consultations on priorities and any plans
4. Identify ways to work with range of stakeholders including those who may have conflicting priorities for the use of the space
5. Review and improve signage
6. Maintain public safety e.g. cliff edges
7. Consider how to enable access to spaces and appropriate cycling routes in the spaces

Please note that these seven items are of equal importance

How this work will be taken forward:

- Create a South Hill Barn Working Group

- Convene and work with stakeholder groups in key spaces
- Reconvene the Assets Working Group bi-annually to review progress
- Work with the Seaford Head Local Nature Reserve Management Committee on management of that space

AREA FOUR: THE SALTS

The Councillors have identified the following seven priorities for the Salts:

1. Look to see if we can develop any shaded areas?
2. Provide more seating areas for families/other groups
3. Create space for younger children near skate park
4. Host events – cinema?
5. Toilets – can we improve disabled provision? Should there be compostables?
6. Refurbish the café, the scout hut and basket ball court
7. Investigate having a community performance space

Please note that these seven items are of equal importance

How this work will be taken forward:

- Bi-annual review by Community Services Committee
- Convene and work with stakeholder groups in key spaces

SECTION 7: RISK REGISTER

Identification and management of risk is vital. Every year, the Town Council produces an Annual Risk Assessment document, which is a public document and formally adopted at a meeting of Full Council.

The latest version of this organisational risk assessment can be found below.

General and Financial Risk Assessment

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Assets	Protection of physical assets detailed in the Council's Asset Register.	H	<p>All assets over a value of £1,000 are insured through Zurich Municipal, unless previously agreed by Full Council not to insurance (e.g Skate Park)</p> <p>As new assets are purchased over £1,000 in value, they are added to the policy.</p> <p>The Head of Assets & Projects (HAPS) to advise Finance team as soon as a project is completed to enable project to be insured if necessary.</p>	As and when

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
		M	<p>All leases and land registration details that are in the Council possession and are kept by the HAPS. Some original documentation is held by the Council's Solicitors.</p> <p>There are however several historical issues outstanding with regards to land ownership.</p> <p>1 Some documentation is missing.</p> <p>2 Some parcels of land in the Council's ownership have not been registered with Land Registry.</p> <p>3 Secure details of all land documents held by Solicitors.</p> <p>Target to resolve all outstanding land issues by December 2023.</p>	12
Assets	Security of buildings, equipment etc.	M	<p>Where possible buildings have alarm systems and CCTV installed. All offices routinely locked overnight. All assets at The View and Seaford Head Golf Course are securely stored. Planned programme of testing electrical and safety equipment in place.</p>	Daily

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Assets	Maintenance of buildings etc.	M	Planned ongoing maintenance schedule is worked to. Planned programme of testing electrical and safety equipment in place.	1
		M	Reactive repair allocations included in revenue budget, pool of suitable contractors to carry out works in place.	1
Finance	Banking.	M	All Council bank accounts are in place with the Cooperative Bank and CCLA's Public Sector Deposit Fund. These are reconciled every month in accordance with the Financial Regulations.	1
Finance	Risk of consequential loss of income.	L	Insurance cover in place for insurable risks	12
		H	Uninsured risks (e.g. pandemic) – expenditure reduced, grants applied for and robust reserves.	1
		H	General Reserves to be at least 50% of the precept.	Annually

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
		H	Earmarked Reserves increased for contingent liabilities (e.g. Building maintenance).	1
		H	Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed.	1
		M	Committees consider in detail draft budgets. Councillor briefing reviews all potential financial issues to ensure all relevant information is present at the Full Council where the annual budget and precept are determined.	1
		M	Precept paid 6 monthly.	6
		L	FM checks bank statements to ensure all payments are received.	1
Finance	Loss of cash through theft or dishonesty.	M	Petty cash at Council Offices and The View is managed in accordance with adopted procedures, which requires receipts for all purchases. Reconciled every month.	1

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
		H	All cash from tills at The View is reconciled with till reading every evening and banked promptly following all internal control procedures.	Daily
		L	Mayor's Charity pots- procedures in place for secure collection and banking, in accordance with National guidelines.	As req'd
		L	Cash only used where absolutely necessary- payment by BACs or Debit card the norm.	1
Finance	Financial controls and records.	L	Strict internal controls in place to separate functions relating to all form of payment transactions including electronic, debit cards and cheques. Two Councillors required to sign as well as at least two separate officers.	Daily
		L	Internal Audit 2-3 times per annum, External Audit annually.	4/6/12

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
		L	Audit Reports to be presented to the next available Finance & General Purposes (F&GP) Committee meeting, all recommendations acted upon as soon as practical and reported back to F&GP Committee.	4
		L	All electronic financial records are backed up to the server weekly.	Weekly
		L	Tenders secured for contracts when required in accordance with Financial Regulations.	As req'd
		M	All financial records stored and saved in accordance with Council's document retention policy.	12
		L	Internal Controls are reviewed annually	12
Finance	Comply with HMRC VAT Regulations.	L	VAT payments and reclaims to be calculated by the FM, quarterly.	3

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
		L	VAT reconciled monthly and claimed quarterly.	12
		L	Advice notes from HMRC followed at all times, use external advice where necessary.	12
		L	Internal auditor reviews VAT on a regular basis.	12
		M	Carry out annual Partial Exemption Calculations.	12

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Finance	Sound budgeting to underlie annual precept.	M	The Responsible Financial Officer (RFO) in consultation with the Finance Manager (FM), budget managers and Committee Chairs develop committee budgets based on previous performance and plans for the future. These are presented to the relevant committee for consideration and recommendation to F&GP who recommend the whole budget to Full Council. A briefing meeting is held with all Councillors to assess the Committee proposals and ensure that all potential contingencies are addressed in the final report. Draft figures go to the Full Council meeting in January to set the precept, avoiding any potential last-minute proposals that cannot be financially assessed ensuring financial diligence is retained.	12
		L	Expenditure against budget reported to relevant committee at least every quarter.	3
		M	Budget managers to ensure that spend does not go over budget	1

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Finance	Complying with borrowing restrictions.	L	All current loans are paid automatically via Direct Debit every six months.	6
		L	Any new loans require Full Council approval after presenting a full business case.	As req'd
Liability	Risk to third party, property or individuals.	M	Insurance in place with Zurich Municipal & Golfguard.	12
		M	Full health and safety programme of inspections of all property and land is in place and carried out by a qualified Health and Safety Officer.	Weekly
		M	A qualified officer routinely undertakes risk assessments of all individual events such as Seaford Christmas Magic, Armed Forces Day.	As req'd

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Liability	Safeguarding risks with relevant Council activities, where vulnerable adults or children are concerned.	M	An appointed Welfare Officer to ensure safeguarding requirements and processes are in place for Salts Tennis Courts activities. Refresher training to be undertaken every 3 years. Another officer trained to deputise in Welfare Officer's absence. A Town Council Safeguarding Tennis Policy adopted in line with LTA guidelines.	36 / As req'd
		M	Permissions sought from the Young Mayor and Deputy Young Mayor's parents/guardians upon taking office, relating to a number of different duties and activities. Regular communication maintained with parents/guardians by relevant officers within the Civic Office.	Annually
		M	A Golf Professional with relevant safeguarding training for the activities involving junior members / visitors at Seaford Head Golf Course.	36 / As Req'd

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
		M	An overarching Safeguarding Policy to be devised in 2023-2024 and adopted, addressing safeguarding arrangements across all of the Town Council's activities	Tbc
Liability	Legal liability as consequence of asset ownership.	H	Insurance in place with Zurich Municipal & Golfguard	12
		M	Full health and safety programme of inspections of all property and land is in place and carried out by a qualified Health and Safety Officer.	Weekly
		M	Annual checks by ROSPA of all play equipment takes place and report is acted on.	12
		M	Play areas also inspected weekly by LDC & STC H&S Inspector.	Weekly
Liability	Legal liability as consequence of personal data controlled / processed.	L	An appointed internal Data Protection Officer, with access to relevant training and resources.	As req'd

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
		H	Initial training for all councillors and staff on data protection legislation and requirements and understanding of roles where personal data is concerned. Annual refreshers of responsibilities to be arranged.	12
		H	Adequate processes in place to ensure security of personal data being processed by both councillors and staff.	12
		L	Adequate process in place for handling Subject Access Requests (currently part of the Data Protection Policy, due for review in 2022).	36
		M	Privacy notices displayed explaining why personal data is collected, how it is used and stored.	As req'd

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Employer Liability	Comply with Employment Law.	H	Membership of various national and regional bodies including NALC, SLCC, BIGGA, CIPD to ensure Managers are kept up to date with all relevant employment requirements and legislation as well as best practice.	As req'd
		L	Subscribing to HMRC information emails and bulletins.	Weekly
		M	Ensure employee's terms & conditions comply with employment law.	As req'd
		M	Annual Appraisals take place with all employees.	12
		L	Central records retained of all employee sickness absence and holidays. Hard copies of all employee's records are currently stored in a locked filing cabinet, although the aim is to go 'paperless' with personnel records.	As req'd

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
		M	All digital records can only be accessed by necessary managers to ensure compliance with the Data Protection legislation.	As req'd
		L	Routine reviews of employment terms and conditions acted on or where necessary reported to the Personnel Committee for action	
		M	Ensure all staff and councillors* involved with employment relations or processes have access to relevant training and resources. * Could change after each annual meeting and the appointment of committees. Relevant training will form part of the standard training list for relevant councillors.	12
Employer Liability	Comply with Inland Revenue requirements.	M	Regular review of current legislative requirements undertaken by managers. Internal auditor undertakes regular review.	As req'd

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Employer Liability	Safety of staff and visitors.	M	Risk assessments carried out for all premises and activities undertaken by employees.	As req'd
		M	Internal training undertaken on the job and on a regular basis formally when need arises.	As req'd
Legal Liability	Ensuring activities are within legal powers.	M	Proper Officer to clarify legal position on any new proposal.	As req'd
		M	Legal advice to be sought where necessary.	As req'd
		L	Council to maintain General Power of Competence eligibility, which collectively gives the Council the power to do anything that and individual may do, as long as it does not break any laws.	As req'd

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Legal Liability	Proper and timely reporting via the minutes.	L	All agendas are issued and displayed in accordance with the Local Government Act 1972 and/or other relevant legislation.	As req'd
		L	Council meets regularly and always receives and approves minutes of meetings held since the last meeting including all committee minutes.	2
		L	Minutes made available to press and public via the Town Council website, email distribution and social media, and (where achievable) the library, notice boards and in the Tourist Information Centre.	As req'd
Legal Liability	Proper document control.	M	Original Deeds and leases stored with Barwells Solicitors.	As req'd
		M	Copies Retained within the Council Offices and stored within a fireproof safe. Document Retention policy was adopted in 2021.	36

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Councillors	Registers of Interests, gifts and hospitality not in place.	M	Register of Disclosable Pecuniary Interest is retained in the Council Offices by the Town Clerk and sent to the Monitoring Officer at LDC who is responsible for the management.	12
		M	Declaration of interest is on the agenda at every meeting.	1
		M	If circumstances change, updating declarations of interest is the responsibility of the individual councillor.	1
		M	Emailed out annually to all councillors to ensure up to date.	12
		H	Register of Gifts & Hospitality retained in Council Offices by the Town Clerk for use by councillors and Council employees. Published annually on website. Gifts & Hospitality Policy adopted by Council in 2018.	12

SECTION 8: BUDGET

Please find below the current 'rolling' four year budget for the Town Council. This is reviewed and updated annually each January at a Full Council meeting.

COMMITTEE		2023 - 2024 APPROVED	2024 - 2025 PROJECTED	2025 - 2026 PROJECTED	2026 - 2027 PROJECTED	2027 - 2028 PROJECTED
Finance and General Purposes	Income	£49,705	£48,560	£47,434	£48,570	£49,734
	Expenditure	£704,050	£682,898	£690,296	£703,673	£747,586
	Net	£654,345	£634,338	£642,862	£655,103	£697,853
Community Services	Income	£261,310	£279,484	£291,322	£298,130	£307,127
	Expenditure	£704,195	£458,693	£462,053	£477,062	£487,786
	Net	£442,885	£179,209	£170,731	£178,933	£180,569
Golf and the View	Income	£1,050,935	£1,082,116	£1,117,206	£1,150,248	£1,184,266
	Expenditure	£1,232,660	£1,231,176	£1,274,983	£1,336,805	£1,395,932
	Net	£181,725	£149,060	£157,777	£186,557	£211,666
Total Committees	Income	£1,361,950	£1,378,978	£1,420,872	£1,463,905	£1,507,109
	Expenditure	£2,640,905	£2,374,251	£2,383,525	£2,455,708	£2,572,178
	Net	£1,278,955	£995,272	£962,653	£991,813	£1,065,069
LESS						
Funded FROM Earmarked Reserves						
EMR320 Election Costs		-£26,135				-£30,000
EMR 363 Capital Receipts		-£200,000				

COMMITTEE		2023 - 2024 APPROVED	2024 - 2025 PROJECTED	2025 - 2026 PROJECTED	2026 - 2027 PROJECTED	2027 - 2028 PROJECTED
EMR 366 Seafront Improvement		-£20,000				
Subtotal		£1,032,820	£995,272	£962,653	£991,813	£1,035,069
PLUS						
Transfers TO Earmarked Reserves						
EMR 320 Election Costs			£10,000	£10,000	£10,000	
EMR 353 Professional Fees		£10,000				
EMR 356 Playgrounds		£13,389	£10,000	£10,000	£10,000	£10,000
EMR 368 Tennis Courts		£5,400	£5,400	£5,400	£5,400	£5,400
Transfer to General Reserve			£40,937	£73,556	£44,396	£11,140
Funding Requirement from Precept		£1,061,609	£1,061,609	£1,061,609	£1,061,609	£1,061,609
Tax Base		9556.3	9556.3	9556.3	9556.3	9556.3
Band D Council Tax		£111.09	£111.09	£111.09	£111.09	£111.09

SECTION 9: APPENDICES

These will include:

- The public consultation on priorities for Seaford and the Council.
- The stakeholder engagement on priorities for Seaford and the Council
- Town Councillor List
- Staff Structure



Seaford Town Council

Report No:	104/23
Agenda Item No:	12
Committee:	Full Council
Date:	16th November 2023
Title:	Martello Toilets Tender Award
By:	Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	To provide an update on the Martello Toilets project progress

Recommendations

Full Council is recommended:

1. To note the updated project costs.
2. To approve utilising earmarked reserves and Community Infrastructure Levy funds to cover the costs, as per the financial appraisal within the report.
3. To note the outcome of the tender process.

1. Introduction

- 1.1** At its meeting on 20 July 2023, the final plans for the refurbishment of Martello Toilets were discussed and agreed by Full Council. The financial impact assessment showed the estimated total project cost as £300,000.
- 1.2** After a competitive tender, the contract has been awarded to Harrity Building & Construction in October 2023.
- 1.3** A press release has gone out informing the residents that building work will start in November.
- 1.4** There will be temporary toilets available throughout the build, including accessible toilets. The logistical arrangements for this are covered in a separate report on this agenda.

1.5 It is expected that the Toilets and Café will open in the spring 2024.

2. Project Costs

2.1 The estimated project cost for the toilet block and café is £395,000. This figure includes the possible power upgrade charge (estimated at £20,000) and fees for professionals.

2.2 The Changing Places Unit, which is a separate building and being constructed by a separate supplier, has an estimated cost of £75,000.

2.3 Lewes District Council has offered the Town Council £40,000 towards the Changing Places Unit, which comes from funds that it is required to spend before the end of March 2024.

2.4 An additional £20,000 is being added to the project budget as a contingency sum.

2.5 Therefore, the total project cost (Martello Toilets and Changing Places) is estimated at £450,000.

2.6 The total project cost is higher than the financial impact assessment in July due to material and labour costs in the construction industry being considerably higher than forecast for both companies involved.

2.7 Due to the increase in project cost, Full Council is asked to note this additional spend and approve utilising earmarked reserves and Community Infrastructure Levy funds to cover the costs, as per the financial appraisal within the report.

3. Financial Appraisal

3.1 The updated project cost of £450,000 will be funded as follows:

1. £221,018 from ear marked reserves, and
2. £228,982 / the remaining project balance* drawn down from Community Infrastructure Levy (CIL) receipts.

3.2 * the figure of £450,000 is based upon funding of £40,000 being received from Lewes District Council. If this funding does not come to fruition, the total project cost – and amount to be drawn down from CIL receipts – would increase by £40,000.

4. Contact Officer

4.1 The Contact Officer for this report is Louise Lawrence, Head of Assets, Projects & Services.



Seaford Town Council

Report No:	108/23
Agenda Item No:	13
Committee:	Full Council
Date:	16th November 2023
Title:	Temporary Toilets: Practices to Follow and Purchase of New Assets
By:	Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	To enable Full Council to agree its approach with temporary toilets and seek approval of the purchase of two accessible, compostable toilet blocks

Recommendations

Full Council is recommended:

1. To note the contents of the report.
2. To consider and approve the recommendations from the Climate Change Sub-Committee:
 - i. Make the decision to not use plastic portable toilets going forwards.
 - ii. Delegate power to officers to determine the appropriate arrangements when toilet facilities are being introduced, by considering types of alternatives toilets in the context of sustainability and environmental impact and whether temporary toilets are rented or bought, subject to the requirements of the Town Council's financial policies.
3. To approve the purchase of two accessible, compostable toilet blocks.

1. Introduction

1.1 This purpose of this report is twofold:

1. Enabling Full Council to consider the recommendations from the Climate Change Sub-Committee around the Town Council's approach regarding temporary toilets, and
2. Seeking Full Council's approval to purchase two moveable, accessible toilet blocks for use within the town.

2. Climate Change Sub-Committee Recommendations

2.1 At its October meeting, the Climate Change Sub-Committee considered a report on temporary toilets and the options available to the Town Council.

This report – report 92/23 – can be viewed online as part of the [Sub-Committee's agenda documents](#).

2.2 The Sub-Committee agreed to recommend to the Community Services Committee – its parent committee – to:

1. Make the decision to not use plastic portable toilets going forwards.
2. Delegate power to officers to determine the appropriate arrangements when toilet facilities are being introduced, by considering types of alternatives toilets in the context of sustainability and environmental impact and whether temporary toilets are rented or bought, subject to the requirements of the Town Council's financial policies.

2.3 Due to the way in which the meetings cycle falls and requirement to install temporary toilets in the near future (covered further into the report), Full Council is being asked to enact the recommendations of the Climate Change Sub-Committee and in doing so, provide the necessary steer to officers where the consideration of temporary toilets is concerned.

3. Purchase of a New Asset – Identified Need

3.1 Whilst works are underway to refurbish the Martello Toilets building, it is necessary to ensure that there are toilets provided in the near vicinity, including accessible toilets. This piece of work is time critical i.e. the temporary accessible toilets must be in place before the Martello Toilet building can be closed.

3.2 The current temporary toilets onsite – to the west of Martello Tower – do not offer accessible toilet facilities. Officers have therefore been reviewing

the options available and the recommended course of action for the Town Council to take.

- 3.3 When reviewing options available, Officers have paid heed to report 92/23 regarding temporary toilet provision and the outcome of the recent public consultation.
- 3.4 As a result of this work, it is recommended that the Town Council opts for non-plastic, compostable temporary toilets onsite at Martello and, furthermore, that the Town Council invests in its toilet facilities by purchasing rather than hiring two toilet blocks.
- 3.5 After this initial use, the Town Council's Community Services Committee will be asked to consider placement of the units going forwards.
- 3.6 For clarity, these toilets would be replacing the current compostable toilets in a phased installation, to ensure the public always have toilets available in alignment with the closure of Martello toilets.
- 3.7 If the decision were made to not purchase the units, temporary toilets would be hired for use onsite at Martello during this period.

4. Purchase of a New Asset – Approval Process

- 4.1 Financial Regulation 14.2 states that:
'No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of Full Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £5,000.'
- 4.2 The cost of the toilet blocks being proposed for purchase are estimated at £10,000 per unit and as such, Full Council approval is required before purchase.

5. Product Specifics

- 5.1 When selecting the provider, officers considered which company made specific reference and amendments to their designs to comply with new Government guidelines for accessible toilets.
- 5.2 The new units have a life expectancy of a minimum of 10 years and have been designed aesthetically to address comments from the public consultation (as set out in report 92/23 referred to above).

- 5.3 Access in Seaford & Newhaven – the local community disability access group - have approved of the design and added additional design comments which will be included to ensure the unit is fully accessible.
- 5.4 With regards to placing these units at Martello, the Environment Agency is also supportive of the use of this style of toilets. The current compostable toilets stood up to Storm Ciaran without moving or damage.

6. Financial Appraisal

- 6.1 The cost of the units is approximately £10,000 per unit, so a total of £20,000.
- 6.2 The price is double the original estimate discussed by the Climate Change Sub-Committee but this is due to these units being bespoke and complying with the new Government guidelines for accessible toilets.
- 6.3 The ongoing costs will be the annual cost of pumping, which is estimated at £1,200 per annum.
- 6.4 Upon being purchased, the units would be added to the Town Council's insurance policy, the cost impact of which will not be considerable.
- 6.5 The cost of temporary toilets – whether purchased or hired – will be met from General Reserves.
- 6.6 Ongoing costs will be budgeted for accordingly in future years.

7. Conclusion

- 7.1 This report facilitates Full Council providing the necessary steer to officers where the consideration of temporary toilets is concerned.
- 7.2 On from this, Full Council is being asked to consider the purchase of two compostable, accessible toilet blocks that will firstly be used during the Martello Toilets project.
- 7.3 Financial Regulations stipulate that Full Council approval must be given before the purchase of the assets.

8. Contact Officer

- 8.1 The Contact Officer for this report is Louise Lawrence, Head of Assets, Projects & Services.



Seaford Town Council

Report No:	105/23
Agenda Item No:	14
Committee:	Full Council
Date:	16th November 2023
Title:	Bönningstedt Temporary Block Structure
By:	Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	To seek approval of placing a temporary structure in front of the Bönningstedt Wall, to provide protection to the wall and beach huts behind

Recommendations

Full Council is recommended:

1. To approve the placing of a temporary structure in front of the Bönningstedt Wall, to provide protection to the wall and beach huts behind.
2. To waive Financial Regulations in accordance with Financial Regulation 11.1.d, to allow officers to instruct the company to carry out the works on a temporary structure at Bönningstedt, as per report 105-23.

1. Introduction

- 1.1 In order to provide a level of protection to the Bönningstedt Wall and Bönningstedt Beach Huts from any shingle damage during adverse weather, and due to the fact that it is not possible to rebuild the original wall at this stage, it is proposed to place temporary concrete blocks on the promenade.

2. Proposed Work

- 2.1 Options have been explored and it has been proposed to place 30 large concrete blocks (160cm x 80cm x 80cm, 2.4 tonnes each) in front of the

gabion wall. The blocks will be placed at regular intervals along the length of the wall (approximately 70 metres in total), with spacing of approximately 80cm between each block.

- 2.2** The blocks would be placed as close to the ORIGINAL wall as possible in order to maximise the width of the promenade available for use.
- 2.3** Once necessary permissions are received from the Environment Agency, Officers will proceed with the block placement.

3. Financial Commentary

- 3.1** The cost of the work has been quoted at £17,993.75 plus VAT.
- 3.2** This cost covers the following:
 - 1. Supply welfare facilities to meet health and safety requirements.
 - 2. Clear the existing beach from the front face of the existing stone filled cages ready for positioning of the concrete blocks.
 - 3. Remove the existing railings to allow access to the promenade for the delivery lorries/crane and replace upon completion of the works.
 - 4. Purchase, deliver and install 30No Safesite Legato Concrete Blocks
 - 5. Following completion of the works leave the site clear clean and tidy.
 - 6. Brokering if the decision is taken to sell the blocks in the future.
- 3.3** Due to the fact that the identified provider is able to provide all of the above – rather than being split between different contractors – officers have only obtained one quote for this work.
- 3.4** Full Council is therefore asked to waive Financial Regulations – as provided for in Financial Regulation 11.1.d – to enable this works contract to be agreed without further competition.
- 3.5** This is an unbudgeted cost and as such, would have to be met from General Reserves.
- 3.6** As alluded to at 3.2.6 above, officers will explore selling the blocks after they have served their purpose at Bönningstedt. It is estimated that the Town Council may be able to achieve £4,000 - 5,000 for this. The company used for the installation of the blocks would then act as broker in this process and arrange for the collection and storage of the blocks as required.

4. Contact Officer

- 4.1** The Contact Officer for this report is Louise Lawrence, Head of Assets, Projects & Services.



Seaford Town Council

Report No:	95/23
Agenda Item No:	16
Committee:	Full Council
Date:	16th November 2023
Title:	Annual Communications Schedule
By:	Isabelle Mouland, Assistant Town Clerk
Purpose of Report:	To present a suggested annual communications schedule for consideration.

Recommendations

Full Council is recommended:

1. To consider the proposed Annual Communications Schedule at Appendix A of this report.
2. To instruct officers to deliver an agreed annual communications schedule.
3. To consider that the Town Council uses its platform in the community to share communications from the partner organisations listed at section 3 of this report.
4. To instruct officers to share partner organisation communications accordingly, as set out within the report.

1. Introduction

1.1 The Town Council uses several methods to communicate with members of the public throughout the year.

1.2 The methods used are as follows:

- Press releases – emailed to the public and press contact lists.
- Noticeboard posters – there are eight across the town.
- Website – via news posts, homepage banners, the events calendar, and specific pages.

- Social media – the Town Council’s Facebook pages, and sharing partnership organisation events and information.
 - Local radio interviews
- 1.3** The Town Council uses these communication methods to promote Town Council projects, services and events.
- 1.4** The Town Council will also promote projects, services and events of partnership organisations directly involved in the Seaford community or hiring the Town Council’s land.
- 1.5** There are also a number of national and international events that town councils are suggested to raise awareness of and/or celebrate.
- 1.6** At present, the Town Council does not have an agreed schedule on what events are marked and how it shares the communications from its partners.
- 1.7** Having such a schedule in place will ensure that there is consistency in the Town Council’s communications.

2. Annual Communications Schedule

- 2.1** Officers have created a proposed Annual Communications Schedule, set out at Appendix A for consideration.
- 2.2** The Schedule is in month order and includes:
1. the Town Council’s usual services and events,
 2. regular events held on Town Council land, and
 3. national and international civic and general events, where it is suggested town councils raise awareness of and/or celebrate.
- 2.3** The Schedule will be the framework which officers can use to plan communications throughout the year.
- 2.4** The Schedule will be subject to additions, depending on any new projects, services and events by the Town Council and/or partners.
- 2.5** Full Council is asked to review the Schedule, make any comments and instruct officers to deliver communications in accordance with the Schedule.

3. Partnership Organisation Communications

- 3.1** The Town Council also works with a number of partner organisations that directly serve and benefit the town and its communities.

3.2 It is recommended that the Town Council uses its platform in the community to share communications from these partner organisations.

3.3 The partner organisations are listed below:

Organisations in Partnership:
Outside Bodies
Project Partners
Tenants
Open Space Hirers
Other Local Authorities
Civic Charities (each year)

3.4 For clarity, this would be online communications being shared via social media and with the Town Council’s email subscribers.

3.5 The town’s notice boards are available for any community organisation to add their own notices to.

3.6 Events on Town Council land are added to the Town Council’s website but it is not recommended that this offer be opened up to wider community events, due to the amount of officer time required to administer this. Instead, event organisers are advised to advertise their events via Visit Lewes.

3.7 Full Council is asked to review the information about partner organisation communications, make any comment and instruct officers to share communications accordingly as set out within the report.

4. Financial Appraisal

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

4.2 Most communications will be created as online content for the Town Council’s website and social media, and as such do not have a financial impact.

5. Contact Officer

5.1 The Contact Officer for this report is Isabelle Moulard, Assistant Town Clerk.

Report 95-23 Appendix A

Draft Annual Communications Schedule

National/International and Local days/topics	Month	Details
International Day of Education	January	24 January - To invest in people and prioritise education.
International Holocaust Remembrance Day	January	27 January - A day to remember the millions of people murdered in the Holocaust.
LGBTQ+ History Month	February	An annual month-long observance of lesbian, gay, bisexual and transgender history, and the history of the gay rights.
World Cancer Day	February	4 February - To raise awareness of cancer and to encourage its prevention, detection, and treatment.
International Women's Day	March	8 March - A celebration of women who are making a difference in their communities and in the world.
Commonwealth Day	March	11th March - The annual celebration of the British Commonwealth of Nations.
Mother's Day	March	A day to honour mothers and other mother figures.
The Great British Spring Clean / Keep Britain Tidy	March/April	The nation's biggest mass-action environmental campaign.
Earth Hour	March	Earth Hour is observed annually on the last Saturday of March. From 8:30pm to 9:30pm, people are encouraged to turn off their lights and non-essential appliances in an effort to raise awareness about the issues of climate change.
Car Boot Sales	April -	<i>Monthly car boot sales</i>

National/International and Local days/topics	Month	Details
	October	<i>*An event usually held on STC land*</i>
Community Garden Week	April	Celebrates the amazing community and school gardens across the UK.
St. George's Day	April	23 April - Remembering St. George, England's patron saint.
VE Day	May	8 May - Victory in Europe Day is the day celebrating the formal acceptance by the Allies of World War II of Germany's unconditional surrender of its armed forces on 8 May 1945.
Mayor Making	May	The announcement of the Town Council's elected Mayor following the AGM. <i>*An STC event*</i>
Volunteers Week	June	An annual celebration of the contribution millions of people make across the UK through volunteering in their communities.
World Environment Day	June	5 June - Encourages awareness and action for the protection of the environment.
D-Day	June	6 June - Commemoration of the D Day landings on 6 June 1944.
HM King Charles III's Official Birthday	June	8 June
Cycle Fest	June	A chance to network and meet local groups, encouraging cycling and showing what amazing things bikes can do.
Sussex Day	June	16 June - To celebrate the rich heritage and culture of Sussex.
Windrush Day	June	22 June - A commemoration to honour the contributions of migrants to the post-war economy.

National/International and Local days/topics	Month	Details
Father's Day	June	A day to honour fathers and other father figures.
Armed Forces Day	June	24 June - Showing support for the men and women who make up the Armed Forces community: from currently serving troops to Service families, veterans and cadets.
Seaford Motorfest 2023	June	A classic car and bike show <i>*An event usually held annually on STC land*</i>
NHS Anniversary	July	5 July
Civic Reception	July	A reception held by the Mayor of Seaford upon taking office. <i>*An STC event*</i>
Her Majesty Queen Camilla's Birthday	July	17 July
VJ Day	August	15 August - marks the day Japan surrendered, effectively ending the Second World War on 15 August 1945.
Seahaven Pride	August	A Seaford community event in celebration of the diversity of the LGBTQ+ community and to raise awareness of the issues facing the LGBTQ+ community, educating and promoting equality and inclusion so people are free to live and love without fear and prejudice. <i>*An event usually held annually on STC land*</i>
The Great British Beach Clean	September	A week-long citizen science event, where hundreds of beach cleans take place up and down the UK. Litter data collected drives conservation work and also feeds

National/International and Local days/topics	Month	Details
		into the International Coastal Clean-up (ICC).
Art Wave	September	Art exhibition by 70+ artists across various locations (including Seaford)
Emergency Services Day	September	9 September - Showing support for the NHS and emergency services.
World Suicide Prevention Day	September	10 September - An awareness day in order to provide worldwide commitment and action to prevent suicides, with various activities around the world.
Battle of Britain Day	September	15 September - To mark the day on which a large-scale aerial battle in the Battle of Britain took place on 15 September 1940.
Black History Month	October	Promotes and celebrates the contributions of those with African and Caribbean heritage to British society and to foster an understanding of Black history in general.
World Teacher's Day	October	5 October - To celebrate all teachers around the globe.
Seaford Bonfire night	October	A Seaford community event for bonfire night <i>*An event usually held annually on STC land*</i>
World Mental Health Day	October	10 October - To raise awareness of mental health issues around the world and to mobilise efforts in support of mental health.
International Day for Disaster Risk Reduction	October	13 October - Celebrates how people and communities around the world are reducing their exposure to disasters and raising awareness about the importance of reining in the risks that they face

National/International and Local days/topics	Month	Details
Recycle Week	October	16-22 October - A dedicated campaign that aims to raise awareness about the importance of recycling.
Remembrance Sunday	November	Remembering the service and sacrifice of all those that have defended our freedoms and protected our way of life.
Commonwealth Remembrance	November	Remembering those from the Commonwealth who have served alongside the British Armed Forces since the First World War, defending the freedoms and ways of life we enjoy today.
World Kindness Day	November	13 November - Originating in the late 1990's through the efforts of the World Kindness Movement. World Kindness day is observed in many different countries worldwide.
His Majesty King Charles III's Birthday	November	14 November
International Men's Day	November	19 November - A worldwide celebration of the positive value men bring to the world, their families and communities. Highlighting positive role models and raising awareness of men's well-being.
Seaford Christmas Magic	December	Seaford's community Christmas event. <i>*An STC event*</i>



Seaford Town Council

Report No:	96/23
Agenda Item No:	17
Committee:	Full Council
Date:	16th November 2023
Title:	Committee Membership Update
By:	Isabelle Mouland, Assistant Town Clerk
Purpose of Report:	To present an update on the Town Council's committee membership.

Recommendations

Full Council is recommended:

1. To consider appointing Councillor Olivia Honeyman to the Town Council's Community Services Committee.
2. To consider any further nominations to fill remaining seats on Town Council committees.
3. To delegate power to the Town Clerk to fill vacancies during the remainder of this municipal year, where interested councillors come forward.

1. Introduction

- 1.1 At its Annual Meeting of the Council in May, the Town Council reviewed its committee structure and appointed memberships of those committees.
- 1.2 Full Council agreed the committee structure and membership at Appendix A.
- 1.3 Members will see that the following committees have seats available:
 - Community Services – 1 seat available
 - Finance and General Purposes – 2 seats available
 - Planning and Highways Committee - 3 seats available

2. Appointing Membership

- 2.1 Councillor Olivia Honeyman has expressed interest in being appointed to the Community Services Committee, which has one seat available.
- 2.2 Members are therefore invited to consider appointing Councillor Olivia Honeyman to the Community Services Committee.
- 2.3 Members are also invited to nominate themselves for the remaining seats on other committees, to be considered by Full Council.
- 2.4 The Town Council is recommended to delegate power to the Town Clerk to fill vacancies on committees during the remainder of this municipal year, where interested councillors come forward.

3. Financial Appraisal

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

4. Contact Officer

- 4.1 The Contact Officer for this report is Isabelle Moulard, Assistant Town Clerk.

