



Seaford Town Council

Seaford Town Council Full Council Agenda – 18th May 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

The Annual Meeting of the **Full Council** will be held at **The Downs Leisure Centre**, Studio 2, Sutton Road, Seaford, BN25 4QW on **Thursday, 18th May 2023** at **7.00pm**

Adam Chugg

Town Clerk

7th May 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**
- **A group Councillor photo will be taken at this meeting**
- **As an annual meeting, this agenda has a limited number of specifically required items of business**

AGENDA

1. Election of Mayor for the Municipal Year 2023 - 2024

To receive nominations for the office of Mayor.

2. Declaration of Acceptance of Office - Mayor

Following the election of the Mayor, and pursuant to the provisions of Section 83 of the Local Government Act 1972, the person elected to be Mayor of Seaford shall make a Declaration of Acceptance of Office in the prescribed form before the Proper Officer.

3. Handover of Mayoral Office

Following a handover of the Mayor's Chain, the newly appointed Mayor will be formally introduced to the meeting by the Sergeant-at-Mace.

There is an opportunity for any brief speeches by the outgoing or newly appointed Mayor.

4. Election of Deputy Mayor for the Municipal Year 2023 - 2024

To receive nominations for the office of Deputy Mayor.

5. Declaration of Acceptance of Office – All Councillors

To note the Declaration of Acceptance of Office by all councillors, and to consider approving extensions to any councillors who have not completed their declaration.

6. 2023 – 2024 Young Mayor Office

The Town Council is saying farewell to the 2022 - 2023 Young Mayor and welcoming the new 2023 - 2024 Young Mayor to office, along with the recently elected 2023 – 2024 Deputy Young Mayor.

(Break for photographs:

- 1. Full Council*
- 2. Mayor and Deputy Mayor*
- 3. Civic Team*
- 4. Young Mayor and Deputy)*

7. Apologies for Absence

To consider apologies for absence.

8. 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.

9. 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.

10. Minutes

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

4.1	Full Council	23 rd March 2023	23.03.23 Full Council Minutes DRAFT
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4.2	Planning & Highways	30 th March 2023	<u>30.03.23 Planning & Highways Minutes DRAFT</u>
		20 th April 2023	<u>20.04.23 Planning & Highways Minutes DRAFT</u>
		2 nd May 2023	<u>Will be uploaded to the Town Council website's Meeting Page ahead of this meeting</u>

11. [General Power of Competence](#)

To consider report 01/23 facilitating the Town Council resolving that it meets the eligibility criteria to use the General Power of Competence (pages 6 to 7).

12. [2023 – 2024 Committee Memberships](#)

To consider report 04/23 presenting Full Council with necessary details to appoint members to committees, appoint the Chairs and Vice-Chairs, and consider the appointment of any new committees (pages 8 to 18).

13. [2023 – 2024 Representations on Outside Bodies](#)

To consider report 05/23 presenting Full Council with the necessary details to review the Town Council’s representation on outside bodies and appoint representation for the 2023 – 2024 Municipal Year (pages 19 to 47).

14. [Fixed Asset Register](#)

To consider report 10/23 presenting the Town Council’s Fixed Asset Register for adoption (pages 48 to 53).

15. [2023 – 2024 Annual Subscriptions](#)

To consider report 03/23 presenting Full Council with the necessary details to review the Town Council’s annual subscriptions and approve the spend therein (pages 54 to 57).

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.

The Town Council asks that you contact meetings@seafordtowncouncil.gov.uk or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

OR

2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

Public Access to the Venue:

If you are attending the meeting in person, please arrive for 6.55pm where you will be shown into the meeting for a 7.00pm start.

Public Participation:

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

1. Your statement should be 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:	01/23
Agenda Item No:	11
Committee:	Full Council
Date:	18th May 2023
Title:	General Power of Competence
By:	Adam Chugg, Town Clerk
Purpose of Report:	To facilitate the Town Council resolving that it meets the eligibility criteria to use the General Power of Competence

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To resolve that the Town Council meets the eligibility criteria as set out below from the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012:<ol style="list-style-type: none">(a) The number of Seaford Town Councillors elected at the last ordinary election exceeds two thirds of its total number of seats.(b) The Town Clerk has the nationally recognised, sector-specific, Certificate in Local Council Administration.

1. Information

- 1.1 Local Councils (Parish and Town Councils) in England were given the General Power of Competence (GPC) in the Localism Act 2011.
- 1.2 This is a power of 'first resort' and gives eligible councils "*the power to do anything that individuals generally may do*" (Localism Act 2011 s1(1)), as long as they do not break other laws.
- 1.3 For a forward-thinking and continuously evolving local council like Seaford Town Council, this power will be invaluable in supporting the Town Council in meeting its strategic objectives.

1.4 There are two eligibility criteria as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012:

- 1) *At the time of resolution*, that the number of councillors elected at the last ordinary election must equal or exceed two thirds of its total number of seats.
- 2) The Clerk must hold at least one of the sector-specific qualifications below:
 - The Certificate in Local Council Administration (CiLCA)
 - The higher education qualifications for clerks awarded by the University of Gloucestershire or its predecessor institutions, namely:
 - The Certificate of Higher Education in Local Council Administration
 - The Certificate of Higher Education in Local Policy
 - The first level of the Foundation Degree in Community Engagement and Governance (the Level Four course)
 - Any equivalent successor qualification

1.5 The requirement at 1.4 1) above has been satisfied, with more than two thirds of the total number of Council seats elected.

1.6 The Town Clerk passed the Certificate in Local Council Administration on 20th March 2023.

1.7 The Town Council is therefore able to formally resolve that it is eligible to use the General Power of Competence.

1.8 Once resolved, the Town Council is then required to revisit the resolution and reconfirm eligibility at the next 'relevant' Annual Meeting of the Council. 'Relevant' Annual Meeting of the Council is described as the annual meeting that takes place after the next ordinary elections which take place every four years.

2. Financial Appraisal

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

3. Contact Officer

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



Seaford Town Council

Report No:	04/23
Agenda Item No:	12
Committee:	Full Council
Date:	18th May 2023
Title:	2023 - 2024 Committee Membership
By:	Adam Chugg, Town Clerk
Purpose of Report:	To appoint members to committees and sub-committees, appoint the Chairs and Vice-Chairs, and consider the appointment of any new committees

Recommendations

Full Council is recommended:

1. In advance of the meeting, for councillors to give the HR & Governance Team an indication of their preferences for committee membership.
2. At the meeting, to approve the Committee Structure as presented with report 04/23.
3. To appoint members to the standing committees and sub-committees (excluding the Appeals Committee membership).
4. To appoint Chairs to the relevant committees.
5. To appoint Vice-Chairs to the relevant committees.
6. To appoint members to the stand-alone Appeals Committee.
7. To appoint the Chair and Vice-Chair of the Appeals Committee.

1. Committee Structure

- 1.1 In accordance with its Standing Orders, the Town Council is required to review its committee structure annually and then appoint membership of those committees.

- 1.2 The review of the structure includes agreeing which committees and sub-committees to have in the structure, the number of seats on each committee and any non-councillor appointments to committees.
- 1.3 The committee structure is shown at **Appendix A**.
- 1.4 Appendix A also confirms the suggested number of seats for each committee (based upon the usual number appointed each year) and those that include non-councillor membership – this being the two Seaford Head Golf Club representatives on the Golf & The View Committee.
- 1.5 Full Council may resolve to change the membership size of a committee if it is deemed necessary, although it is recommended not to reduce the membership of the following committees/sub-committees; Personnel, Climate Change, Disciplinary/Grievance and Appeals, for risk of not meeting the quorum at meetings (quorum being a minimum of three voting members present to be quorate).
- 1.6 It is the understanding of officers that there is no need for any additional committees to be created at this moment in time.

2. Appointing Membership

- 2.1 Councillors are invited to nominate themselves for any committee or sub-committee seats that they would like to. Councillors need not be a member of the parent committee in order to sit on a sub-committee.
- 2.2 For clarity about the business transacted by each committee/sub-committee, please see **Appendix B** – Town Council Committee Responsibilities. Alternatively, look at the agendas and minutes of recent meetings that are available to view on the Town Council's website.
- 2.3 Appendix B also gives an indication as to the aptitudes that councillors sitting on the committees may possess. This is purely indicative and is not a set of criteria or an exhaustive list.
- 2.4 It is important that committees have a diverse membership and in doing so, a membership that are able to represent the views of the number of different communities and user groups within the town.
- 2.5 If councillors would like more information about the commitment being made with certain committees, please speak with the Town Clerk about this.

- 2.6 One point to note is that due to the terms of reference of the Committees and the business being discussed, members may only stand on one of the following Committees/Sub-Committee; Personnel, Disciplinary/Grievance or Appeals.
- 2.7 As a standalone committee, the Appeals Committee will also ideally have members who are not Chairs of other Committees. It is therefore recommended that the Appeals Committee have members appointed as the final item of business of this report.
- 2.8 To assist with preparation and discussion on the night, please can any councillors wishing to be appointed to committees inform the HR & Governance team in advance of the meeting, who will make a note of all requests.
- 2.9 This will then be issued at the meeting for members to vote on appointments; where there are more members requesting to join a committee than seats on said committee, Full Council will need to discuss this.

3. Appointing Chairs and Vice-Chairs

- 3.1 Once committee membership has been allocated (excluding the Appeals Committee, as above) Full Council will need to elect a Chair and Vice-Chair for each of the relevant committees.
- 3.2 It is the usual practice at the Town Council for a councillor to only hold one Chair position; this is so as to not risk any one councillor taking on an unproportionate workload and also for effectiveness i.e. more councillors forming part of the Chairs Committee Management Group or to be consulted with as part of any decision-making process outside of meetings, and also if that councillor is incapacitated for any reason, it is only one Chair that is out of action.
- 3.3 Attached at **Appendix C** is the overview of the roles and responsibilities of the Chair roles, just for councillor's information.
- 3.4 There is also a Committee Chair's Management Group Policy that is available to view on the [Town Council's website](#), that sets out the purpose and activities of this group that certain Chairs automatically become a part of.

4. Appeals Committee

- 4.1 To confirm, the Appeals Committee membership and then Chair and Vice-Chair appointments will be the final items of business to be determined.
- 4.2 Members of the Appeals Committee should not be:
 - (a) Members of the Personnel Committee or Disciplinary / Grievance Sub-Committee, or
 - (b) A Chair or Vice-Chair of another committee or Sub-Committee (ideally).
- 4.3 This is in order to reduce the risk of a conflict of interest arising in any appeals presented to the Committee as a result of having been involved in the matter previously.
- 4.4 The Appeals Committee only meets as and when there is an appeal to be considered.

5. Financial Appraisal

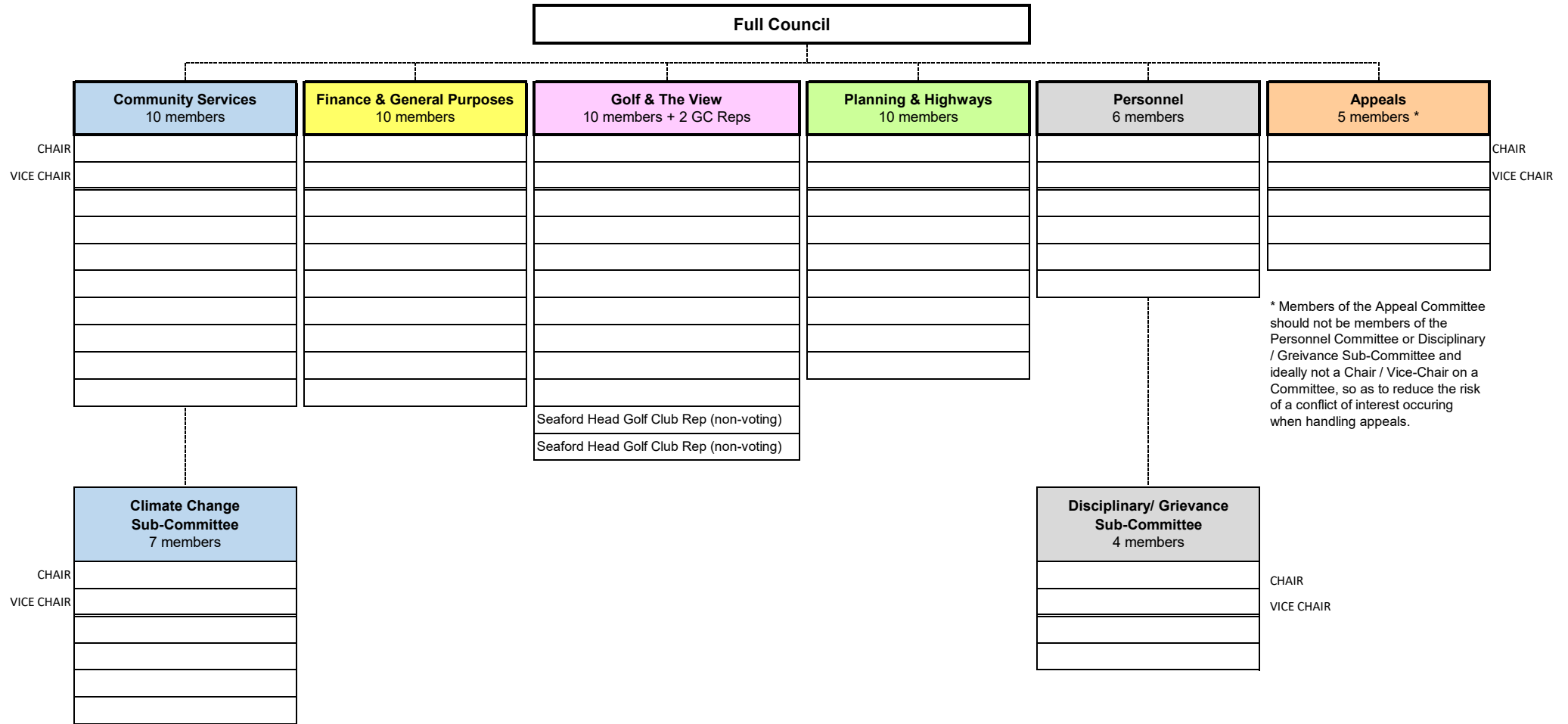
- 5.1 There are no direct financial implications as a result of this report.

6. Contact Officer

- 3.1 The Contact Officer for this report is Adam Chugg, Town Clerk.
- 3.2 Although, please note that any committee preferences should be sent to the HR & Governance team at meetings@seafordtowncouncil.gov.uk

Town Council Committee Structure and Membership 2022 - 2023

Town Council Committee Structure and Membership 2023 - 2024





Seaford Town Council

Committee Responsibilities

Below is an indicative list of responsibilities that each of the Town Council's Committee and Sub-Committees hold. Some items of business may be considered at each meeting and some may only appear once a year, if at all.

The idea is to give councillors a good insight as to the type of business they would be handling with each committee and the opportunity to assess if you think you are suitable and that the committee appeals to your areas of interest as a councillor.

Community Services	Climate Change
<ul style="list-style-type: none"> • Town Council-owned open and green spaces: parks and recreation grounds, seafront, Seaford Head Nature Reserve etc. • Town Council-owned properties: The Crypt, sports pavilions/clubhouses • Town Council facilities: benches, CCTV, toilets, bins, water refill stations etc. • Related projects and development plans • Town Council events • Concessions • Community Services budget monitoring and setting • Review of relevant policies <p>Meets: quarterly, Thursday evenings</p> <p>Aptitudes: knowledge of and passion for Seaford, engaging with the public and representing their views/needs, pragmatic decision-maker</p>	<ul style="list-style-type: none"> • Town Council's Climate Emergency Declaration: <ul style="list-style-type: none"> ◦ Identifying and planning actions to take / projects to devise ◦ Policy creation, monitoring and evaluation ◦ Public engagement and involvement ◦ Implementation of actions throughout the Town Council • Climate Change financial implication monitoring and potential budgetary requests <p>Meets: quarterly, Thursday evenings</p> <p>Aptitudes: knowledge of and passion for Seaford and climate change, committed to seeing through longer term projects and implementing organisational change, problem-solving, engaging with the public and representing their views/needs</p>

<p style="text-align: center;">Finance & General Purposes</p>	<p style="text-align: center;">Golf & The View</p>
<ul style="list-style-type: none"> • Monitoring the whole council financial performance • Recommending the whole council draft budget for approval • Annual financial grants scheme • Monitoring bad debts and write off of debts • Reviewing financial systems and internal controls • Internal audit arrangements • Civic & ceremonial matters • Electoral matters • Review of relevant policies <p style="text-align: center;">Meets: quarterly, Tuesday evenings Aptitudes: financial acumen, inquisitive, professionalism, attention to detail</p>	<ul style="list-style-type: none"> • Seaford Head Golf Course operations • The View operations • Golf Professional Service • Liaison with Seaford Head Golf Club • Golf & The View budget monitoring and setting • Review of relevant policies <p style="text-align: center;">Meets: quarterly, Tuesday evenings Aptitudes: business acumen, hospitality/sport experience, knowledge of Seaford</p>
<p style="text-align: center;">Personnel</p>	<p style="text-align: center;">Planning & Highways</p>
<ul style="list-style-type: none"> • Staffing updates and matters including: staff structure/roles/terms, appraisals, pay increases, training etc • Review of relevant policies <p style="text-align: center;">Meets: bi-annually, Thursday evenings Aptitudes: professionalism, confidentiality, resilience, impartiality</p>	<ul style="list-style-type: none"> • Planning and tree works applications within the town • Highway and traffic matters • Local and regional plans • Planning related consultations <p style="text-align: center;">Meets: tri-weekly, Thursday evenings Aptitudes: knowledge of Seaford, reviewing (online) planning documents, passionate about design, future and communities of Seaford</p>
<p style="text-align: center;">Disciplinary / Grievance</p>	<p style="text-align: center;">Appeals</p>
<ul style="list-style-type: none"> • Handling disciplinary or grievance matters <p style="text-align: center;">Meets: as and when required Aptitudes: professionalism, confidentiality, resilience, impartiality</p>	<ul style="list-style-type: none"> • Considering and resolving appeals submitted <p style="text-align: center;">Meets: as and when required Aptitudes: professionalism, confidentiality, resilience, impartiality</p>



Seaford Town Council

Committee Chair Role and Responsibilities

Role

- 1) To chair the meetings of the committee.
- 2) To work collectively via the Committee Chairs Management Committee (CCMG) to keep informed on Town Council functions.

Responsibilities

Meetings:

- 1) To manage committee meetings including public participation, ensuring discussion and any decisions are relevant to specified items on the published agenda.
- 2) To ensure committee meetings are introduced to attendees, following the Town Council's meeting guidance.
- 3) In the event of a guest speaker(s) attending a committee meeting, to make the speaker(s) feel welcome and to facilitate questions.
- 4) To move meetings through the agenda, complying with Standing Orders.
- 5) To use the casting vote, in the event of a tied vote.
- 6) To check draft minutes of the relevant committee meetings prior to them being published.
- 7) To communicate regularly with the relevant committee officer to discuss committee meeting agendas to support meeting preparation.
- 8) To attend and take part in monthly meetings of the CCMG (with the exception of the Chairs of Appeals and Disciplinary/Grievance), complying with the adopted CCMG policy.

Members and Officers:

- 9) To professionally work with Town Council officers on procedural and legal matters that may arise, including seeking officer advice as required.
- 10) To act as a conduit between committee members and officers to help harness and maintain an effective and positive working environment.

Specified within Town Council Policy:

All Committee Chairs

- 11) To be aware of and observe the Town Council's Standing Orders.
- 12) To manage public participation in committee meetings, in accordance with the Town Council's Public Participation Policy.
- 13) To be involved in the Town Council's tender selection process on tenders relevant to committee, if required, in accordance with the Town Council's Financial Regulations.

Chair of Golf and The View

- 14) To be consulted on referred or unsuccessfully concluded complaints regarding The View or Seaford Head Golf Course, in accordance with the Town Council's Complaints Procedure.

Chair of Finance and General Purposes

- 15) To be familiar with and observe the Town Council's Financial Regulations.
- 16) To be notified of any discrepancies relating to the Town Council's debit card monthly reconciliations, in accordance with the Town Council's Purchase Ordering and Payment for Goods and Services Policy.

Chair of Personnel

- 17) To approve, with the Mayor of Seaford, any additional hours requested or worked by the Town Clerk, in accordance with the Town Council's Additional Hours Policy.
- 18) To appraise the Town Clerk, with the Mayor of Seaford, in accordance with the Town Council's Appraisal Scheme Policy.
- 19) To receive any complaints of bullying and/or harassment from employees against the Town Clerk, in accordance with the Town Council's Dignity at Work Policy, after which it may refer to processes set out within the Town Council's Grievance Policy.
- 20) To assist the Mayor of Seaford with handling complaints regarding the Town Clerk, in accordance with the Town Council's Complaints Procedure and Disciplinary Procedure.
- 21) To receive any grievances raised by the Town Clerk and hold an initial informal meeting with the employee raising the grievance to discuss the nature of the grievance, in accordance with the Town Council's Grievance Policy. In the case of the Town Clerk raising a grievance against the Chair of Personnel, this stage is undertaken by the Mayor of Seaford.

Chair of Grievance/Disciplinary

- 22) To receive and deal with any formal grievances raised by or against the Town Clerk, in accordance with the Town Council's Grievance Policy.
- 23) To take steps in arranging, with relevant officers, Grievance Sub-Committee meetings and employee hearings. Including the seeking of external professional support for the meeting(s). In accordance with the Town Council's Grievance Policy.
- 24) To lead on investigating grievances, reporting back to the Grievance Sub-Committee, in accordance with the Town Council's Grievance Policy.
- 25) In the case of the Town Clerk being disciplined, to state at the disciplinary meeting the complaint against the Town Clerk and go through the gathered evidence. In accordance with the Town Council's Disciplinary Procedure.

Chair of Appeals

- 26) To receive and bring to the Appeals Committee any appeals made by an employee against a disciplinary decision, in accordance with the Town Council's Disciplinary Procedure.
- 27) To receive and bring to the Appeals Committee any appeals made by an employee against a grievance decision, in accordance with the Town Council's Grievance Procedure.
- 28) To receive and bring to the Appeals Committee any appeals made by any individual that cannot be handled by the Town Clerk and so long as this is not appealing a decision of the Full Council.

Chair of Community Services

No responsibility specified within Town Council Policy.

Chair of Planning & Highways

No responsibility specified within Town Council Policy.

General:

- 29) To commit a standard level of availability for contact during the year (save for where illness or other similar unexpected factors come into force).
- 30) To 'lead by example' as a councillor by complying with the Code of Conduct and to assist with the promotion of best practise and support of fellow councillors.

- 31) To understand and respect that the position of committee chair has no delegated powers or any powers to act on or make decisions on behalf of the Town Council.

Duties: None, unless specifically delegated

COMMITTEE VICE CHAIR

Role

- 1) To deputise the Committee Chair's role above.

Responsibilities

- 1) To chair committee meetings in the absence of the Committee Chair, encompassing all of the Committee Chair's responsibilities above.
- 2) To work closely with the Committee Chair to be informed of committee activity, and to ensure continuity should it be necessary for the Vice Chair to deputise in the Chair's absence.

Duties: None, unless specifically delegated

Reviewed: April 2024

Next review date: April 2025



Seaford Town Council

Report No:	05/23
Agenda Item No:	13
Committee:	Full Council
Date:	18th May 2022
Title:	2023 – 2024 Representation on Outside Bodies
By:	Isabelle Mouland, Assistant Town Clerk
Purpose of Report:	To review the Town Council’s representation on outside bodies and appoint representation for the 2023 – 2024 Municipal Year

Recommendations

Full Council is recommended:

1. To note that no changes are required to the Town Council’s Representation on Outside Bodies Policy.
2. To note the representative reports submitted from the 2022 – 2023 Municipal Year.
3. To consider the recommendations of changes to outside bodies listed under 1.11 and 1.12 of the report.
4. To appoint councillors to represent the Town Council on its outside bodies for the 2023 - 2024 Municipal Year.
5. To consider if it wishes to nominate a councillor representative for consideration (by East Sussex Association of Local Councils) for the East Sussex parish representative on the South Downs National Park Board.

1. Introduction

- 1.1 In order to strengthen communication and partnership working with external community bodies, the Town Council appoints councillor representatives to a number of pre-agreed organisations (known within the Town Council as ‘outside bodies’). These outside bodies are either based in Seaford or, if

not, have work that directly affects the town, its businesses, visitors and/or residents.

- 1.2 The Town Council's Standing Orders (a key policy document governing how the Town Council operates) state that, at its Annual Meeting, the Town Council will review its formal representation on any outside bodies and the arrangements for the representatives to report back.

2. Outside Body Review

- 2.1 In preparation for the meeting, a number of steps have been taken to assist Full Council in undertaking the necessary reviews.

Town Council's Representation on Outside Bodies Policy Review

- 2.2 Officers have undertaken a review of the Town Council's Representation on Outside Bodies Policy (Appendix A), which sets out the role of an outside body representative, the limitations and the reporting requirements.
- 2.3 It is recommended to continue with the current arrangements for the new administration's first year in office and then review the arrangements when the representatives have had a period of time working to the policy. This review is scheduled to take place by March 2024.
- 2.4 To confirm, there are no recommended changes to this policy document.

2022 – 2023 Representatives Written Reports

- 2.5 Councillors appointed to represent the Town Council on outside bodies are required to provide a formal written report at the end of the municipal year.
- 2.6 This report ensures that the Town Council is receiving key updates from these bodies and has an opportunity to review the representation based on up-to-date information.
- 2.7 This process also assists with the appointment of representatives for the following municipal year by ensuring clarity for councillors as to the purpose and activities of each of the bodies, and the role and level of involvement that may be expected of the representative.
- 2.8 The table at Appendix B lists the outside bodies, the number of representatives, the 2022 - 2023 councillor representatives and the reports that have been returned.
- 2.9 Representatives are encouraged in the written reports to make any recommendations relating to the arrangements for their specific outside body/bodies.

2.10 Full Council is now asked to consider these representative recommendations, as set out below:

- (a) Impact Seaford:** At its May 2023 meeting, the Board agreed there was no requirement or expectation for a Seaford Town Councillor to Chair the Board Meetings – information that can be NOTED by Full Council.
- (b) Seaford Head Nature Reserve Management Committee:** one representative may suffice, instead of the previous two, due to a Town Council officer also attending the meetings – a recommendation that can be CONSIDERED by Full Council.
- (c) Trees for Seaford:** one representative may suffice, instead of the previous two – a recommendation that can be CONSIDERED by Full Council.

Officer Feedback

2.11 Officers may also identify possible changes to the outside body arrangements mid-year and will present them for consideration as part of this annual review. The recommendations for this review are set out below:

- (a) Seaford Traders Group:** This is a new group of independent businesses in the town who work together and support each other. The Group want to build relationships with the Town Council and community groups. The Town Council is recommended to consider appointing one representative to this group – a new group for Full Council to CONSIDER.

3. Bishopstone United Charities

3.1 Due to its unique arrangement – in that councillor representatives become charity trustees - Bishopstone United Charities is highlighted within this report.

3.2 Bishopstone United Charities is responsible for the maintenance of a listed building within Bishopstone Village (Eadric House) and the welfare of the two Almshouse tenants.

3.3 The charity's constitution requires that the Town Council nominates two representatives that sit on the charity as a trustee – the representative is therefore pivotal in the operation and decision-making of the charity.

- 3.4 Since 2019, a former councillor has continued to act a chosen Town Council representative, due to their experience in this role and continued commitment to the charity. This former councillor has expressed that they are happy to continue in one of the two representative positions.
- 3.5 As a result of the above, previous experience as a trustee or with almshouse management will be beneficial for this appointment.

4. 2023 – 2024 Representation

- 4.1 To confirm, the table at Appendix B sets out the outside bodies and representative numbers that are to be appointed by Full Council at this meeting.
- 4.2 Any councillors looking for further information on the positions, the groups and/or the commitment entailed, are recommended to speak with the current councillor representative/s, where possible, or failing that, with the Assistant Town Clerk.
- 4.3 To assist with preparation and discussion on the night, any councillors wishing to be appointed to represent an outside body may inform the Assistant Town Clerk in advance of the meeting, who will make a note of all changes.
- 4.4 This will then be issued at the meeting for Full Council to vote on appointments; where there are more councillors requesting to act as representative than the current allocated number, Full Council will need to discuss this.

5. South Downs National Park Board

- 5.1 Although considered within this report, this is not a Seaford Town Council outside body, which is why it has not been listed within Appendix B. It is however an appointment of a similar nature so is relevant to be discussed during this item of business.
- 5.2 As Seaford is located within the National Park boundary, the Town Council is entitled to nominate a councillor representative to sit on the South Downs National Park Board (on behalf of East Sussex parishes).
- 5.3 This is a four-year commitment - this process occurs every four years and ensures that there are six parish representatives (two East Sussex, two West Sussex and two from Hampshire) serving the 26-seat Board.

- 5.4** Nominations are sent to, and, if necessary, ballots managed by the East Sussex Association of Local Councils.
- 5.5** Should any county have more than two nominations it will be necessary to hold a ballot and parish/town councils will be informed.
- 5.6** The Town Council is invited to consider nominating one of its councillors for this seat, however councillors must consider the fact that they would be representing the whole of East Sussex parishes wholly or partly within the South Downs National Park.

6. Financial Appraisal

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

7. Contact Officer

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



Seaford Town Council

Council Representation on Outside Bodies

Policy Ref.	Co2
Date Last Adopted	May 2021
Date of Next Review	2023-2024
Possible Prompts for Earlier Review	<ul style="list-style-type: none"> • Use of the policy and areas for improvement identified • Change in legislation and/or codes of practice
Previous Adoption Dates	April 2018 September 2015
Author	Assistant Town Clerk

Town Council Representation on Outside Bodies

1. Introduction

1.1 Seaford Town Council has Town Council Representatives on a variety of outside bodies within the local area. Representation may be for a number of reasons such as;

- ∂ The work of the outside body or group directly affecting Town Council business, services, land or property;
- ∂ The body or group specifically requesting a Town Council representative;
- ∂ It being considered key that the Town Council is aware of, and where appropriate involved in, the work the body or group is undertaking due to its impact on the town, its residents or visitors;
- ∂ The body or group being an opportunity to liaise with other external companies or authorities in the interest of the town, its residents or visitors;
- ∂ The Town Council having a financial interest or commitment with the body or group and/or its function.

1.2 The outside bodies generally fall in to one of the following categories;

- ∂ A local voluntary community group or organisation;
- ∂ A local charity;
- ∂ A larger association that has an impact on the business of the Town Council or town;
- ∂ A liaison meeting with other companies or local authorities;
- ∂ A management committee/society managing either Town Council-owned land or properties, or that the Town Council is in some way financially connected with.

2. The Role of the Town Council Representative

2.1 A Town Council representative represents the Town Council as a whole, rather than acting in personal capacity. This means that the representative must always act in accordance with Town Council policies and procedures, the member's Code of Conduct and bear in mind the limitations of the Town Council as a corporate body.

2.2 The representative allows its outside body to gain access to the expertise and knowledge of the Town Council and also ensures that the Town Council is kept up to

date with the actions and future plans of the body. The aim is that all interested parties are working together and communicating effectively for the benefit of Seaford, its residents and visitors.

2.3 The representative may choose to be an active participant in the work of the outside body if they wish to e.g. carrying out project work, attending events and other voluntary duties. This is providing doing so does not contravene any Town Council policies or conflict with the member's Code of Conduct. The representative will also need to be mindful of how their participation is recorded/promoted as a Town Council representative, as this is likely to be read as the Town Council being in support of the project/activity. Representatives should speak with the Town Clerk as soon as possible if they are at all unsure of anything concerning this.

At the same time, there is no expectation from the Town Council that the representative become more directly involved with the outside body, beyond their role as Town Council representative.

2.4 The representative should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend. The representative may ask another Town Councillor to observe the meeting for them if the outside body is willing.

2.5 Town Council representatives will be appointed at each Annual Meeting of the Council, usually held early to mid-May.

2.6 Where another councillor that is not the appointed Town Council representative wishes to liaise or work with the outside body, it will be courteous to inform the representative beforehand. Similarly, outside bodies wishing to make contact with other councillors regarding working alongside the body is advised to do so through, or in consultation with the appointed representative. This is recommended even if the other councillor/s are doing so in an individual capacity rather than as a town councillor.

3. Limitations

3.1 It is vital that the representative and the body itself understand the limitations of the Council representative.

3.2 A Town Council representative cannot commit Town Council resources or support, whether financial or 'in kind', to an outside body. If anything of this nature is requested it should be brought back to the Town Council for consideration.

3.3 Administrative support by Town Council staff is not available to outside bodies nor to Town Council representatives on outside bodies. Town Council representatives are responsible for carrying out the administration to support their own role.

3.4 An exception to the above is at liaison or management committee meetings where Town Council Officers may be present.

3.5 Any request for a Town Councillor to act as a representative on an external group shall be handled in accordance with this policy, save for where it can be clearly evidenced that the councillor is attending the group in their personal capacity and not representing the Town Council as a councillor. If there are concerns surrounding arrangements of this nature, these should be discussed with the Town Clerk in the first instance.

3.6 Any request for a Town Councillor to act as a representative on an external group shall be handled in accordance with this policy, save for where it can be clearly evidenced that the councillor is attending the group in their personal capacity and not representing the Town Council as a councillor (however please see section 3 above about consulting the appointed representative). If there are concerns surrounding arrangements of this nature, these should be discussed with the Town Clerk in the first instance.

4. Reporting

4.1 In order for both the outside body and Town Council to benefit from the representation it is important that regular updates are reported back to the Town Council by the representative.

The four methods considered most effective for reporting back are;

- ∂ Minutes of meetings;

Any minutes of meetings received by a representative should be sent to Town Council Officers for forwarding on to all Town Councillors. This is a very effective and efficient way of keeping the Town Council updated and also allows other members to pose any questions to the representative that they may have. Minutes of the outside body's meeting will only be shared where the body is in agreement with this. If the representative has any concerns sharing the content of the minutes outside of the group, they should raise this with the Chair of the group and/or Town Clerk.

- ∂ Update reports to a Full Council or Committee meeting;

If the representative feels there is a matter that needs to be considered by Full Council or a Committee then in the first instance the Town Clerk should be approached. If it is then agreed that a report is made to Full Council or one of its Committees then Town Council Officers will liaise with the representative to arrange this.

∂ Verbal updates to a Full Council meeting;

Full Council agendas will include a standard agenda item providing the opportunity for any verbal updates from Town Council representatives on outside bodies. No decisions will be made as a result of these updates, although Full Council may ask for an update report to be submitted at a later meeting (as above). It is vital that updates made do not include any information that should not be in the public domain; if a councillor is uncertain, they should speak with the outside body first or failing that, the Town Clerk.

∂ Email Updates;

Representatives may forward Town Council Officers any email updates with a request for this to be circulated to all Town Councillors. This is a quick and easy way to feedback current information from an outside body, requiring minimal officer input.

∂ Annual Reports;

All representatives will be required to submit an end of year report as part of the agenda for the Full Council's Annual Meeting. There is a standard form for this report, available from the Town Council offices, and as much information as possible should be shared.

5. Change of Representation

5.1 An outside body is free to reject a specific Town Council representative on the understanding that the replacement will be nominated by Town Council, not by the outside body. Repeated non-attendance at meetings without good reason is an example of valid grounds to reject a specific Town Council representative.

5.2 An outside body is free to inform the Town Council at any time that Town Council representatives are no longer required, if its constitution so allows.

5.3 A representative wishing to stand down from their role should first inform the outside body itself and then the Town Clerk, in writing. The Town Clerk, or in their absence the Assistant Town Clerk, will contact all councillors by email with a view to agreeing a replacement. Where consensus cannot be reached by email, a report will

then be taken to the next available Full Council meeting to appoint a replacement.

Where possible/required, the Town Clerk will invite other councillors to substitute on this body until a representative can be formally appointed by Full Council.

Draft

Appendix A**Report No: 05/23**

Outside Body	Representative/s	No. Reps	Report Ref
Access in Seaford & Newhaven	Olivia Honeyman	1	A
Bishopstone United Charities	Linda Wallraven	2	B
	Penny Lower (non-cllr)		B
Citizen's Advice Bureau	Nazish Adil	1	-
Community Rail Partnership	Richard Honeyman	1	C
Community Safety Action Groups (CSAG)	Mark Brown	1	-
Community Transport - Lewes Area (CTLA)	Sam Adeniji	1	-
Crouch Bowling Club	Morag Everden	1	-
Cuckmere Community Bus	John Edson	1	D
Cuckmere Estuary Group	Sam Adeniji	1	-
East Sussex Association of Local Councils	Mark Brown	1	-
Environment Agency Meetings	John Edson	3	E
	James Meek		-
			-
Impact Seaford	Rodney Reed	1	F
Lewes Community Safety Partnership - Joint Action Group	John Edson	2	G
	Liz Boorman		G
Lewes District Assoc of Local Councils (LDALC)	Mark Brown	1	H
Mercread Youth Centre	Liz Boorman	1	I
Plastic-Free Seaford Steering Group	Rodney Reed	2	-
	James Meek		J
Save the DGH Campaign	<i>Vacant</i>	1	-
Seaford Allotment & Leisure Garden Society	Jim Lord	1	-
Seafriends	<i>Vacant</i>	1	-
Seaford Chamber of Commerce	Liz Boorman	2	K
	Geoff Rutland		K
Seaford Community Flood Action Group	Olivia Honeyman	2	L
			-
Seaford Community Partnership	Richard Honeyman	1	-

<i>(SCP CARES Project)</i>	John Edson	1	M
Seaford Environment Alliance	Olivia Honeyman	1	N
Seaford Head Golf Club	Mark Brown	1	O
Seaford Head Nature Reserve Management Committee	James Meek	2	P
			-
Seaford Head Swimming Pool	Sam Adeniji	1	-
Seaford Senior's Forum	Dave Argent	1	Q
Stakeholders Group on Health Issues	Sam Adeniji	4	-
	Liz Boorman		-
	Bill Payne		-
	<i>Vacant</i>		-
Strengthening Local Relationships	Linda Wallraven	3	R
	Sylvia Dunn		-
	Mohamed Ali Hayder		-
Trees for Seaford	Jim Lord	2	-
	James Meek		S
Youth Task Group	Sam Adeniji	2	-
	Morag Everden		-

Outside Body Reports

A. Access in Seaford and Newhaven – Cllr Olivia Honeyman

Meeting days, times, place: 3rd Monday of the month at 6.30pm, held at Cheneys Lodge in the Coffee Shop lounge, Sutton Avenue.

How many meetings did you attend? Nine meetings.

Principal activities and purpose: To raise awareness of access issues in Seaford and Newhaven.

Achievements: Attended the Mayors International Women's Day event to raise the profile of the group. A member of the group was involved in the consultation for the Seaford parking review, she made sure that lots of people were aware of the consultation and that they filled in the consultation online, an additional disabled parking bay being planned along the Seaford seafront has been an outcome of the survey.

Any current issues of importance/current work significant to the Town

Council: There is ongoing work with getting the disabled bays to be accessible, a recent issue was raised about the lack of access to the disabled bay in West Street car park. The issues raised of Public Electric Vehicle charging points being unsuitable, as they are difficult for disabled people and those with access issues to use.

Areas of Concern: It was noted in the April Access meeting minutes that 'somebody in authority is needed to be available to address local disabled access issues on a permanent basis.' The group has contacted Lewes District Council many times for an Access Officer role to be reinstated.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: The Access group is a dedicated team who want to deal with access issues.

Any other comments relating to this Outside Body: A group with a determination to deal with access issues.

B. Bishopstone United Charities –

Cllr Linda Walraven and non-cllr Penny Lower

Meeting days, times, place: Two – three a year (unless additional meetings required for unforeseen items)

How many meetings did you attend?

(Cllr Wallraven) All

(Penny Lower) All

Principal activities and purpose:

(Cllr Wallraven) Trustee for Bishopstone United Charities who are responsible for the upkeep of Eadric House.

(Penny Lower) Trustee Board to oversee the administration of the two Almshouses.

Achievements:

(Cllr Wallraven) Restoration work of the four chimneys of the Grade II listed building.

(Penny Lower) Established tenants who have settled well. Property well-maintained with recent major restoration.

Any current issues of importance/current work significant to the Town Council: None.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:

(Cllr Wallraven) The representative councillor becomes a Trustee.

(Penny Lower) Those standing must be aware of Trustee responsibilities and the particular requirements of almshouse management.

Any other comments relating to this Outside Body:

(Cllr Wallraven) If no councillor comes forward, I am happy to continue.

(Penny Lower) I am happy to continue as the Town Council's representative.

C. Community Rail Partnership – Cllr Richard Honeyman

Meeting days, times, place: Various days of week at different venues on the line and all in person only.

How many meetings did you attend? All.

Principal activities and purpose: Promote off peak rail travel.

Achievements: The organisation is part of the Community Rail Partnerships which has national initiatives of which this is part of the Sussex group. Increased use on certain days post pandemic.

Any current issues of importance/current work significant to the Town Council: Stations are linked to Friends of Bishopstone and Martello Rotary Club.

Areas of Concern: None.

Do you think representation should continue? Yes as part of wider local authority representation.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: Happy to continue if re-elected and condition should be that representative is a regular user of the Seaford to Brighton railway line to appreciate the complexities of the issues at hand.

Any other comments relating to this Outside Body: Line has been renamed Sussex Downs Line for these purposes, but old title is still used which represents the geography more accurately.

D. Cuckmere Community Bus – Cllr John Edson

Meeting days, times, place: Stakeholder Meetings are held twice a year, in person, April and November. The venue is Arlington Village Hall, and the meetings start at 7pm. The April meeting is followed by the AGM.

How many meetings did you attend? Last year (2022) I attended two meetings (face-to-face), and this year I will attend one meeting (April).

Principal activities and purpose: Local bus services, connecting with Seaford, Lewes, Alfriston, Polegate and Eastbourne. The Company also runs a Summer Wednesday service from Eastbourne via Pevensey to Wartling.

Achievements: The Company is run and operated entirely by volunteers. There are no employees. It has been operating for over 40 years and also operates a private

hire service.

Any current issues of importance/current work significant to the Town Council: Since Covid, passenger numbers are still down but it is hoped that numbers will return to pre Covid days. (The 120 route that services the town and Bishopstone had the highest passenger numbers in fleet).

Areas of Concern: No major areas of concern, extra funding is always welcome.

Do you think representation should continue? It is important that representation should continue as local bus services are essential in rural areas.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: Important to keep representation.

Any other comments relating to this Outside Body: None.

E. Environment Agency Meetings –

Cllrs John Edson

Meeting days, times, place:

Seaford Town Council arranges.

How many meetings did you attend? One – only one held this year.

Principal activities and purpose: To bring together all interested parties in the beach environment.

Achievements: None.

Any current issues of importance/current work significant to the Town Council: The ongoing work of beach reclamation.

Areas of Concern: None.

Do you think representation should continue? Yes, important to update the Town Council with changes along the beach.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: None.

F. Impact Seaford – Cllr Rodney Reed

Meeting days, times, place: The Board of IMPACT Seaford meets on a quarterly basis, usually on a Monday evening in the Seaford Town Council Council Chamber.

How many meetings did you attend? I was appointed Outside Body Representative to IMPACT Seaford in December 2022, I then attended the two 2023 Board Meetings.

Principal activities and purpose: Economic benefit for Seaford. Including:

1. Enhancement of the Seafront as a key Seaford asset
2. Encouraging residents and visitors to patronise local businesses
3. Strengthening routes to employment and civic engagement for the community

Achievements: Effective strategic partnership working involving Seaford Town Council, Lewes District Council, East Sussex County Council, Seaford Chamber of Commerce, Seaford Community Partnership, Seaford Youth Forum, Sharing Skills CIC (now with an invitation to Seaford Environmental Alliance). Project examples by IMPACT and partners include: The Shoal, Cliff Beach Garden and Walk, Seafront Improvement Masterplan, Gateway and Signage Project, Tourism Development, 'Keep it Local' loyalty incentive scheme by the Youth Forum.

Any current issues of importance/current work significant to the Town Council: The Board Meetings in 2023 have agreed recommendations on returning the focus of IMPACT Seaford to Economic. Seaford Town Council officer and councillor membership of the Board of IMPACT Seaford is very important to the effectiveness of IMPACT Seaford and is a very useful way for the Town Council to engage the three tiers of Local Government delivering economic benefit for Seaford residents and business. The 'Achievements' listed above show why the current work and economic focus of IMPACT Seaford are significant to Seaford Town Council. The range of contacts and interests of the Board Members are also useful to the Town Council in helping identify funding sources. *At its May 2023 meeting the Board agreed there was no requirement or expectation for a Seaford Town Councillor to Chair the Board Meetings.*

Areas of Concern: East Sussex County Council were key players at member and officer level at the inception of IMPACT Seaford and steps were agreed at the recent Board meetings to encourage East Sussex County Council to re-engage. Seaford Chamber of Commerce are endeavouring to engage with traders and shop keepers

in the town in order to join those businesses into the economic development and discussions currently underway.

Do you think representation should continue? Definitely yes! IMPACT Seaford cannot be fully effective without the engagement of Seaford Town, Lewes District and East Sussex County Councillors and Seaford Town Council misses networking opportunities if not represented in IMPACT Seaford board meetings. Outside Body Representative regular verbal update Reports to Town Council meetings keep Seaford Town Council/IMPACT Seaford informed about each other's economic priorities and activities.

Is the number of representatives correct? One councillor is sufficient in addition to the Town Clerk or officer representative.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: This is a great opportunity to engage with representatives from Lewes District Council, East Sussex County Council, Seaford Chamber of Commerce, Seaford Community Partnership, Seaford Youth Forum, Sharing Skills CIC (and hopefully Seaford Environmental Alliance). Guy McQueen, Lewes District Council Regeneration Project Manager provides excellent support to Board Members and the Seaford Town Clerk (or an officer representing them) will be in Board meetings with you. Strategic partnership with economic benefit for Seaford!

Any other comments relating to this Outside Body: I did not offer to be Outside Body Representative to IMPACT Seaford at the 2022 Annual Meeting because I was not aware of the usefulness of IMPACT Seaford to Seaford Town Council as a strategic partnership. I regret that decision and have only partly made up for it by joining the Board for the two meetings in 2023. I strongly encourage a member of the 2023-2027 term to put themselves forward as Outside Body Representative to IMPACT Seaford (now with no requirement to Chair the Board meetings).

G. Lewes Community Safety Partnership – Joint Action Group
– Cllrs Liz Boorman and John Edson

Meeting days, times, place: Meetings held on the 1st Thursday of the month at 1.15pm, via Microsoft Teams for approx.1hr.

How many meetings did you attend?

(Cllr Boorman) 8

(Cllr Edson) 13

Principal activities and purpose:

Engagement and partnership support with Neighbourhood First, Sussex Police, Fire and Rescue, Parking Enforcement, and parish and town councils. Town and parish councillors can discuss issues and get partner updates. Priorities include youth and Anti-Social Behaviour, burglaries, and violence against women and girls.

Achievements:

(Cllr Boorman) Grants given to local groups to support the groups priorities.

(Cllr Edson) During one meeting I mentioned to the representative of Neighbourhood First the plight of one Lewes District Council tenant in Seaford living in a flat with no security on the front and the door to the tenants flat had been damaged. At the end of the meeting, I was told there was attendance at the flat by Neighbourhood First.

Any current issues of importance/current work significant to the Town Council: None, other than the Police's response to Anti-Social Behaviour in the town (Cllr Edson).

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: None.

H. Lewes District Association of Local Councils (LDALC) – Cllr

Mark Brown

Meeting days, times, place: Every three months during the day on Zoom – however most were cancelled at short notice during 2022-23.

How many meetings did you attend? Two.

Principal activities and purpose: A useful talking shop to discuss local Lewes District Council issues. Quite a large membership with one rep per council.

Achievements: Not a lot for Seaford.

Any current issues of importance/current work significant to the Town

Council: None of note for Seaford Town Council.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes, one is sufficient.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: None.

I. Mercread Youth Centre – Cllr Liz Boorman

Meeting days, times, place: 3rd Monday of the month 6.00pm at Mercread Youth Centre.

How many meetings did you attend? Five, meetings were on Thursdays at one point and clashed with Town Council meetings.

Principal activities and purpose: Youth services and rental of the hall.

Achievements: Became a Charitable Incorporated Organisation. Ensured all legal policies and procedures were current and in line with Government guidelines.

Any current issues of importance/current work significant to the Town Council: None.

Areas of Concern: Requires more Trustees.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: None.

J. Plastic Free Seaford Steering Group (PFS) – Cllrs James Meek

Meeting days, times, place: Arranged as needed, about two per year plus beach cleans.

How many meetings did you attend? One meeting and two beach cleans.

Principal activities and purpose: Freeing Seaford of plastic waste and discouraging use of single use plastic within the town and environs. This last year worked with the Young Mayor on her project to try to stop the use of single-use

takeaway coffee cups from outlets in the town.

Achievements: Monthly beach cleans involving sorting of plastics into types which are then sent for appropriate recycling or disposal. 30 plus volunteers on each beach clean. In 2022 130kg rubbish collected and 249kg of recyclable waste. Figures for this last year not available yet.

Any current issues of importance/current work significant to the Town Council: Plastic Free Seaford is grateful for the installation of equipment and lock-up on Seaford beach provided by Lewes District Council.

Areas of Concern: The increase of pedlars at Seaford Bonfire parade selling mountains of cheap plastic tat. Together with Seaford Bonfire Society. would like to see this stopped, as they in any case break the terms of their licences.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: To approach Lewes District Council to resolve a means to ban pedlars from trading at Seaford Bonfire parade, as this is against the principles of Plastic Free Seaford, which the Town Council adopted.

Any other comments relating to this Outside Body: An excellent and very active Outside Body which has done an immense amount to forge community action in the town and raise awareness of pollution and litter.

K. Seaford Chamber of Commerce – Cllrs Liz Boorman and Geoff Rutland

Meeting days, times, place: 1st Monday of the month 5.30pm at The View, although during the winter meetings are at V R Flowers. Approximately 1 1/2 hour. 1st Thursday of the month 7.00am start for the breakfast meeting.

How many meetings did you attend? (Cllr Liz Boorman) 9 committee meetings. (Cllr Geoff Rutland) Every breakfast meeting except one due to illness.

Principal activities and purpose: (Cllr Liz Boorman) Support and promote local businesses including tourism for the Town.

Achievements: (Cllr Liz Boorman) Held: regular events to support local business and networking opportunities; training events; competitions like 'Best dressed

window' for retail. Supported the local Seahaven Business awards.

(Cllr Geoff Rutland) Strengthened links with businesses in the Town.

Any current issues of importance/current work significant to the Town Council: None.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: (Cllr Liz Boorman) The two councillors need to work together on who can attend which meeting.

(Cllr Geoff Rutland) Get up early and arrive hungry!

Any other comments relating to this Outside Body: None.

L. Seaford Community Flood Action Group – Cllr Olivia Honeyman

Meeting days, times, place: As required.

How many meetings did you attend? No meetings were held in 2022/23, and none are scheduled.

Principal activities and purpose: To help resident flooding issues, researching planning developments in the Seaford area, that may cause a flood risk. Working with officers from Lewes District and East Sussex County Council, and Southern Water.

Achievements: None.

Any current issues of importance/current work significant to the Town Council: None.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: None.

M. Seaford Community Partnership Cares Project – Cllr John Edson

Meeting days, times, place: Directors' meetings would seem to be quarterly and are convened at the private address of one of the Directors'.

How many meetings did you attend? Four

Principal activities and purpose: Enhancing the green credentials of our town. Developing projects such as the Ouse Valley Nature Reserve, Cliff Gardens natural flower beds and promoting cycling and walking.

Achievements: Promoting the idea of a nature reserve in the Ouse Valley and designing a natural flowerbed walk in Cliff Gardens.

Any current issues of importance/current work significant to the Town Council: The Partnership is currently waiting for East Sussex County Council to sign over control of Cliff Gardens from highway to walking/cycling path.

Areas of Concern: Seaford Community Partnership relies on grant funding from various bodies and seems very good at securing funding.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: At the next meeting I will encourage the Directors to decide whether to have monthly or quarterly meetings.

N. Seaford Environment Alliance – Cllr Olivia Honeyman

Meeting days, times, place: There is no set times for formal meetings. Meetings are held as required.

The hub opening times are Monday 3.30-5pm. Thursday, Friday and Saturday the hub is open from 10am-1pm

How many meetings did you attend? I attended four events, I would have attended more, but due to work commitments was unable to.

Principal activities and purpose: Working together to tackle climate change and the ecological emergency is the aim of the group.

Achievements: Raising awareness of climate issues, engaging the local community in activities, putting on awareness raising events for example 'Protect our Oceans'

talk by Greenpeace held in September 2022.

Any current issues of importance/current work significant to the Town

Council: There are various environmental groups listed on the Seaford Environment Alliance website who work together to raise environmental awareness in how to make the Seaford and the surrounding area more environmentally friendly. The groups work with, and some of the groups advise the Town Council.

Areas of Concern: I have not been made aware of any areas of concern. More volunteers are always needed in all organisations.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: A very informative group that is involved in the community, please attend the events and meetings.

Any other comments relating to this Outside Body: To continue to support Seaford Environment Alliance.

O. Seaford Head Golf Club – Cllr Mark Brown

Meeting days, times, place: Usually meet once a month on a Friday evening at 7pm in a pub or The View.

How many meetings did you attend? Six altogether, I missed their AGM due to illness.

Principal activities and purpose: They deal with all matters affecting the Seaford Head Golf Club.

Achievements: I have established an ongoing contact with the club which is essential to show that Seaford Town Council are involved and interested in what they do.

Any current issues of importance/current work significant to the Town

Council: Allows the Town Council to overview their activities and to take back any issues that they have with Seaford Town Council.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives, correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: I would suggest that the Rep

is "Golf Aware" as most discussion is around golf activities and rules.

Any other comments relating to this Outside Body: Be a good listener and report back on Seaford Town Council comments to their concerns.

**P. Seaford Head Nature Reserve Management Committee –
Cllrs James Meek**

Meeting days, times, place: Twice yearly, April and November, sometimes in person, sometimes on zoom.

How many meetings did you attend? Two.

Principal activities and purpose: To meet with all the stakeholders concerned with the management of the nature reserve and Site of Special Scientific Interest (SSSI) both for nature and the public good. To find appropriate means to protect the rare species for which the area is known, whilst also allowing the public access for appreciation of the iconic scenery and an understanding of the heritage and importance of the site.

Achievements: Sussex Wildlife Trust has managed the nature reserve on behalf of Seaford Town Council, using grazing techniques to maintain and improve bio-diversity. They have also worked with the Head Greenkeeper of Seaford Head Golf Course to widen and improve the rides through the scrub on the course, providing much needed scallops of differing-height vegetation for invertebrates.

An initial visioning for the whole area, which sought to increase the areas of chalk downland on the site (an increasingly rare and valuable ecosystem) and promote more bio-diversity by better management of the scrub.

Any current issues of importance/current work significant to the Town Council: Sarah Quantrill who has been the ranger for Sussex Wildlife Trust for the last few years is having to move to West Sussex now which is a great loss, as she has been a great asset leading the Team at Seaford Head. It is important to build a relationship with her successor Mark Monk-Terry who will probably have less time to give to Seaford Head Nature Reserve as he has a large portfolio. Sarah felt that Sussex Wildlife Trust should input to Seaford Town Council's redevelopment of the golf course due to the cliff erosion, as bio-diversity could be better catered for with advice from ecologists.

Areas of Concern: The track down to the Coastguard cottages is in a very poor

state of repair.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes, but one might suffice as previously the Projects and Facilities Manager and/or Town Clerk have attended.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: Although this committee meets only twice a year, it is a very important Outside Body as it links Seaford Town Council with the experts who manage a valuable national asset which Seaford Town Council is responsible for and which needs their particular expertise. It would be particularly advantageous for councillors to have a knowledge of environmental issues, bio-diversity and nature reserves if wanting to be on this Outside Body.

Any other comments relating to this Outside Body: Because of its relationship with bio-diversity and conservation, Outside Body Representatives may need to feed into the Climate Change Sub-committee.

Q. Seaford Seniors Forum – Cllr Dave Argent

Meeting days, times, place: One AGM plus events.

How many meetings did you attend? AGM was held in June 2022, and it was disappointing that so few members attended. Many people still felt reluctant to join in with large crowds.

Principal activities and purpose: Many members live alone, and this brings opportunity for them to meet up with other people.

Achievements: An Older People's event was held in October, and this was well attended by 85 people. We returned to the Community Cinema who always make us very welcome.

Seaford Forum has been represented at all Health and Community Care meetings which are held in conjunction with Adult Social Care and the NHS.

Any current issues of importance/current work significant to the Town Council: None.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who

might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: None.

R. Strengthening Local Relationships – Cllrs Linda Wallraven

Meeting days, times, place: Twice a year, arranged by Seaford Town Council, in the Council Chamber.

How many meetings did you attend? One (only one meeting was held)

Principal activities and purpose: A chance to raise questions with East Sussex County Council Officers and Highways Stewards. Meetings are arranged ad-hoc if Seaford Town Council raises specific issues.

Achievements: - Pushed for more disabled parking bays along seafront. Actions were being taken to improve the storm drains along sea wall. Potholes were filled in ready for 2022 Armed Forces Day.

Any current issues of importance/current work significant to the Town Council: None.

Areas of Concern: We use to have these meetings quarterly, which was dropped to every six months, unfortunately we have had only one which was in May 2022.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: It is important to keep this outside body, so councillors can raise issues regarding their wards.

Any other comments relating to this Outside Body: -

S. Trees For Seaford (TFS) – Cllrs James Meek

Meeting days, times, place: Yearly meeting as AGM, social gathering yearly, tree planting as needed, and maintenance sessions as needed.

How many meetings did you attend? Six

Principal activities and purpose: Tree planting and maintenance in the residential roads of Seaford.

Achievements: Planted about 110 trees this last winter and maintained and cared for present stock previously planted, replacing as necessary.

Any current issues of importance/current work significant to the Town

Council: Tree planting could take place on Seaford Town Council green space assets in addition to residential roads.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Two is good, but one could be sufficient.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: Need engagement with new Assets Manager re mowing/strimming regimes on verges via Idverde.

Any other comments relating to this Outside Body: Very active, well managed and well-supported Outside Body doing amazing work for Seaford.



Seaford Town Council

Report No:	10/23
Agenda Item No:	14
Committee:	Full Council
Date:	18th May 2023
Title:	2022 – 2023 Fixed Asset Register Review
By:	Lucy Clark, Finance Manager
Purpose of Report:	To present the Town Council's Fixed Asset Register for adoption

Recommendations
Full Council is recommended:
1. To adopt the Fixed Asset Register as at 31 st March 2023 and as attached at Appendix A.

1. Introduction

- 1.1 The Town Council's Standing Orders (a key policy document) require that each year the Town Council reviews its inventory of land and other Fixed Assets, including buildings and office equipment.
- 1.2 This inventory is titled the Fixed Asset Register and is included at Appendix A.
- 1.3 The purpose of the annual review is:
 1. To enable the Town Council to complete Box 9 of the Annual Return (AR) with an up to date Fixed Asset figure as at 31st March 2023
 2. To enable the Town Council to answer 'yes' to Assertion 1 – Financial management and preparation of accounts on the Annual Governance Statement (AGS). The AR and AGS both form part of the Annual Governance and Accountability Return (AGAR), which is the prescribed form of annual accounts for Town Councils and is presented to Full Council in June of each year

3. To ensure transparency in the public domain about the assets owned and managed by the Town Council, with some key data presented alongside (asset value, insurance status, general condition etc), and
4. To ensure a dedicated annual point in time for Full Council to have the opportunity to raise any questions relating to the assets within its ownership.

1.4 Councillors are therefore asked to review this report and the Fixed Asset Register at Appendix A. This is in preparation for any discussion / questions at the meeting, at which it is recommended that Full Council adopts the 2022 – 2023 Fixed Asset Register as presented.

2. Background

2.1 A Fixed Asset Register has four main purposes, it:

- Forms a basis for completion of Box 9 of the Annual Return.
- Forms a basis for decisions on risk and insurance issues
- Provides information on the age and potential lifespan of certain items
- Provides assurance of the continued existence of the Town Council's property

2.2 The register is adopted by the Town Council after the end of the municipal year (municipal years running May to May) it relates to but is a working document throughout the following municipal year, during which officers will update and amend details, as necessary.

2.3 In order to ensure transparency and reasonableness, the following items are included in the Town Council's asset register whether purchased, gifted or otherwise acquired, together with their holding location:

- Land and buildings held freehold or on long term lease in the name of the Town Council
- Community Assets
- Vehicles, Plant & Machinery
- Assets considered to be portable, attractive or of community significance
- Other assets estimated or known to have a minimum purchase or resale value of £100
- Long term investments, shares and loans made by the Town Council

- Assets held on trust

2.4 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. Assets must be valued by one of the following means based on available information:

- The purchase price (net of VAT if VAT has been reclaimed)
- The purchase price (gross of VAT if VAT has not been reclaimed or the status of the purchase is unclear)
- The insurance valuation (where it is not possible to trace the purchase price of the asset)
- The nominal value of £1 (relating to asset gifted to the Town Council and Community Land)

2.5 Once recorded on the asset register, the value of the assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (as per the guidance within the 'Governance and Accountability for Smaller Authorities in England' publication).

3. 2022 – 2023 Fixed Asset Register

3.1 Attached at Appendix A is the 2022 - 2023 Fixed Asset Register for adoption.

3.2 The Asset Cost/Value is either based on proxy costs or the known purchase costs.

3.3 Community land is given a nominal value of £1 (as per the Governance and Accountability for Smaller Authorities in England).

3.4 The Asset Register shows the following movement during the year:

Additions:

- Seafront Telescope
- Golf Course Machinery
- Additional Salts CCTV
- Tennis Courts (Remaining costs for 22/23)
- Jubilee Beacon Brazier

Disposals:

- 1 x Bonningstedt Beach Hut (sold)
- Golf Course Machinery
- Golf Course Vehicle

4. Financial Appraisal

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

5. Contact Officer

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

Fixed Asset Register
2022-2023

31/03/2022

Box 9 on
Annual Return
31/03/2023

Description of Asset		Date Purchased	Location	Asset Cost/Value 31/03/2022	Additions	Disposals	Asset Cost/Value at 31/03/2023	Notes
Cost Ctr	Land & Buildings							
101	Seaford Head Golf Club Depot (Equipment Shed)		Seaford Head Estate	£ 84,460.00	£ -	£ -	£ 84,460.00	Construction costs used as value costs
101	Seaford Head Golf Club Greenskeepers Office		Seaford Head Estate	£ 54,887.00	£ -	£ -	£ 54,887.00	The original Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 & previous all risk.
101/103	Seaford Head Golf Club House & Pro Shop		Seaford Head Estate	£ 1,682,887.76	£ -	£ -	£ 1,682,887.76	The original Asset Cost/Value is based on Construction costs
101	Seaford Head Golf Club Equipment Shed (Chemical & Fertiliser store)		Seaford Head Estate	£ 35,000.00	£ -	£ -	£ 35,000.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
101	Shipping Container within Depot Area	Dec-20	Seaford Head Estate	£ 2,940.00	£ -	£ -	£ 2,940.00	Asset Cost/Value is based on actual cost
105	Salts Recreation Ground - Toilets		The Salts, Richmond Road	£ 135,960.00	£ -	£ -	£ 135,960.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
105	Salts Recreation Ground - Café		The Salts, Richmond Road	£ 214,240.00	£ -	£ -	£ 214,240.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
105	Salts Recreation Ground - Base		The Salts, Richmond Road	£ 88,168.00	£ -	£ -	£ 88,168.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
105	Salts Recreation Ground - Changing Area		The Salts, Richmond Road	£ 134,930.00	£ -	£ -	£ 134,930.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
105	Salts Recreation Ground - Cricket Pavilion		The Salts, Richmond Road	£ 187,460.00	£ -	£ -	£ 187,460.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
105	Salts Recreation Ground - Scout Hut		The Salts, Richmond Road	£ 320,330.00	£ -	£ -	£ 320,330.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
105	Salts Recreation Ground - Lifeguard Hut		The Salts, Richmond Road	£ 95,790.00	£ -	£ -	£ 95,790.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
105	Salts Recreation Ground - Rugby Clubhouse		The Salts, Richmond Road	£ 699,000.00	£ -	£ -	£ 699,000.00	Previously insured by Rugby Club but changed to STC insurance 2018. Asset Cost/Value is a proxy cost based on the amount that the Rugby Club used to insure it.
106	Crouch Gardens - Bowls Club		Crouch Gardens	£ 95,790.00	£ -	£ -	£ 95,790.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
106	Crouch Gardens - Football Pavilion & Changing Room		Crouch Gardens	£ 456,290.00	£ -	£ -	£ 456,290.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
106	Crouch Gardens - Log Cabin		Crouch Gardens	£ 4,671.64	£ -	£ -	£ 4,671.64	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
106	Crouch Garden - Garden Shed		Crouch Gardens	£ 1,247.06	£ -	£ -	£ 1,247.06	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
106	Crouch Garden - Football Store		Crouch Gardens	£ 9,004.07	£ -	£ -	£ 9,004.07	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
106	Crouch Garden - Groundsman Store		Crouch Gardens	£ 9,004.07	£ -	£ -	£ 9,004.07	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
113	The Crypt		23 Church Street	£ 489,557.00	£ -	£ -	£ 489,557.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
115	Martello Tower (Grade II Listed and a Scheduled Monument)		The Esplanade	£ 2,245,400.00	£ -	£ -	£ 2,245,400.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
116	South Hill Barn		Seaford Head Estate	£ 773,530.00	£ -	£ -	£ 773,530.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
117	Seaford - Martello Toilets		The Esplanade	£ 184,370.00	£ -	£ -	£ 184,370.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
117	Seaford - West View Kiosk		Promenade (opp. West View)	£ 21,630.00	£ -	£ -	£ 21,630.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
117	Seaford - Martello Kiosk		Promenade (Martello Tower)	£ 15,450.00	£ -	£ -	£ 15,450.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
117	Seaford - Shelters		Various	£ 34,241.00	£ -	£ -	£ 34,241.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
117	Seaford - Martello Beach Huts x 10 @ £8,583.33 each	2005	The Esplanade	£ 85,833.34	£ -	£ -	£ 85,833.34	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
117	Seaford - Bonningstedt Beach Huts x 1	Nov-17	Bonningstedt Parade	£ 20,483.00	£ -	£ 20,483.00	£ -	The Asset Cost/Value is based on the construction costs; £20,483 per beach hut. Sold for £50,571.50 in May 22
117	Seaford WVBH's, Concession Huts & Toilet Huts		Seaford	£ 21,274.61	£ -	£ -	£ 21,274.61	Asset Cost/Value is based on actual construction costs
117	Seaford Telescope	Oct-22	Seaford	£ -	£ 4,325.00	£ -	£ 4,325.00	Asset Cost/Value is based on actual purchase costs
119	Old Town Hall and South Street Toilets		South Street	£ 266,770.00	£ -	£ -	£ 266,770.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
206	Hurdis House		10 Broad Street	£ 850,780.00	£ -	£ -	£ 850,780.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
	Vehicles & Equipment							
101	Seaford Head Golf Club Vehicle		Seaford Head Estate	£ 8,000.00	£ -	£ 8,000.00	£ -	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012. Sold as scrap for £416.67 in Nov 22
101	Seaford Head Golf Club Machinery		Seaford Head Estate	£ 248,217.82	£ 4,506.79	£ 21,467.79	£ 231,256.82	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 plus cost of additions at know purchase costs
101	Seaford Head Golf Club Borehole & Irrigation System		Seaford Head Estate	£ 46,847.00	£ -	£ -	£ 46,847.00	Asset Cost/Value is based on actual costs
101	Seaford Head Golf Club Pump and Pumphouse	Mar-21	Seaford Head Estate	£ 46,696.00	£ -	£ -	£ 46,696.00	Asset Cost/Value is based on actual costs
101	Seaford Head Golf Club CCTV		Seaford Head Estate	£ 2,751.72	£ -	£ -	£ 2,751.72	Asset Cost/Value is based on actual costs
103	The View & Pro-Shop, Seaford Head Golf Club - Contents		Seaford Head Golf Course	£ 266,073.00	£ -	£ -	£ 266,073.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2015
105	Salts Recreation Ground - Children's Play & Gym		The Salts, Richmond Road	£ 156,357.76	£ -	£ -	£ 156,357.76	Asset Cost/Value based on actual costs (Old equipment removed and replaced with new during 2015/16).
105	Salts Recreation Ground - Skate Park		The Salts, Richmond Road	£ 215,746.19	£ -	£ -	£ 215,746.19	Asset Cost/Value is based on actual costs
105	Salts CCTV (Cricket, Skate Park & Café)		The Salts, Richmond Road	£ 4,272.48	£ 4,343.00	£ -	£ 8,615.48	Asset Cost/Value is based on actual costs - additional CCTV at Salts 22/23
105	Salts Skate Park Floodlights		The Salts, Richmond Road	£ 20,689.00	£ -	£ -	£ 20,689.00	Asset Cost/Value is based on actual costs
105	Salts Cricket Pavilion CCTV		The Salts, Richmond Road	£ 2,709.50	£ -	£ -	£ 2,709.50	Asset Cost/Value is based on actual costs
105	Salts Café CCTV		The Salts, Richmond Road	£ 2,618.75	£ -	£ -	£ 2,618.75	Asset Cost/Value is based on actual costs
105	Salts Table Tennis Tables		The Salts, Richmond Road	£ 3,800.00	£ -	£ -	£ 3,800.00	Asset Cost/Value is based on actual costs
105	Salts Water Refill Station	Mar-22	The Salts, Richmond Road	£ 1,829.50	£ -	£ -	£ 1,829.50	Asset Cost/Value is based on actual costs
105	Salts Tennis Courts	Mar-22	The Salts, Richmond Road	£ 128,610.00	£ 15,597.43	£ -	£ 144,207.43	Asset Cost/Value is based on actual costs - Valuation 3 costs added in 22/23 (Chiltern) & retention (Chiltern & Sufacelux)
105	Salts Access Gate (Tennis Court)	Mar-22	The Salts, Richmond Road	£ 6,050.00	£ -	£ -	£ 6,050.00	Asset Cost/Value is based on actual costs
105	Salts Tennis Court Floodlights	Mar-22	The Salts, Richmond Road	£ 26,983.00	£ -	£ -	£ 26,983.00	Asset Cost/Value is based on actual costs
106	Crouch Gardens - Children's Play Area		Crouch Gardens	£ 31,944.00	£ -	£ -	£ 31,944.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
107	Martello Field - Lockable Notice Board		Martello Field	£ 1,860.00	£ -	£ -	£ 1,860.00	Asset Cost/Value is based on actual costs
108	Centenary Clock		Outside Camerons, Broad Street	£ 3,380.00	£ -	£ -	£ 3,380.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
108	Place Lane - Water Refill Station	Nov-17	Place Lane	£ 1,881.56	£ -	£ -	£ 1,881.56	Asset Cost/Value is based on actual costs
117	Seaford - Telescope		West View	£ 7,000.00	£ -	£ -	£ 7,000.00	The Asset Cost/Value is a proxy cost based on an estimated cost in 2017/18
117	Seaford - The Shoal Community Bench		Splash Point	£ 51,811.00	£ -	£ -	£ 51,811.00	Asset Cost/Value is based on actual costs
117	Seaford - Disabled Beach Access	Nov-17	Esplanade	£ 5,442.50	£ -	£ -	£ 5,442.50	Asset Cost/Value is based on the amount STC Paid, although actual value was approx £28K.
117	Seaford - Bike Stations & Racks	Nov-17	Esplanade	£ 2,253.00	£ -	£ -	£ 2,253.00	Asset Cost/Value is based on actual costs
117	Seaford - Water Refill Stations	Nov-17	Esplanade	£ 5,869.50	£ -	£ -	£ 5,869.50	Asset Cost/Value is based on actual costs
134	CCTV Cameras		Various	£ 87,924.00	£ -	£ -	£ 87,924.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
135	Christmas Lights		37 Church Street (Garage)	£ 13,526.00	£ -	£ -	£ 13,526.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
205	Office 37 Church Street Contents (Including IT Equipment)		37 Church Street	£ 52,259.00	£ -	£ -	£ 52,259.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
205	Church Street - Lockable Notice Board		37 Church Street	£ 1,190.00	£ -	£ -	£ 1,190.00	Actual Costs used for Proxy Cost - To add on to insurance
210	Civic Regalia		37 Church Street	£ 51,500.00	£ -	£ -	£ 51,500.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
210	Jubilee Beacon Brazier	May-22	Splash Point	£ -	£ 1.00	£ -	£ 1.00	Nominal value as a gifted asset. Gifted assets are recorded at a nominal cost.
	Community Assets							
108	Notice Boards			£ 1,220.00	£ -	£ -	£ 1,220.00	31/03/2012 Estimate (Proxy Cost)
107	Martello Field		Martello Field	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Seaford Library Bench		Sutton Park Road	£ 1.00	£ -	£ -	£ 1.00	Donated - Nominal Amount
108	Street Planters		Various	£ 2,000.00	£ -	£ -	£ 2,000.00	31/03/2012 Estimate (Proxy Cost)
108	Street Furniture		Various	£ 14,000.00	£ -	£ -	£ 14,000.00	31/03/2012 Estimate (Proxy Cost)
108	Seating - Other		Various	£ 21,000.00	£ -	£ -	£ 21,000.00	31/03/2012 Estimate - new additions during 2015/16

Description of Asset		Date Purchased	Location	Asset Cost/Value 31/03/2022	Additions	Disposals	Asset Cost/Value at 31/03/2023	Notes
108	Street Lighting		Various	£ 21,000.00	£ -	£ -	£ 21,000.00	31/03/2012 Estimate (Proxy Cost)
108	War Memorial		Sutton Park Road	£ 20,000.00	£ -	£ -	£ 20,000.00	31/03/2012 Estimate (Proxy Cost)
108	Avondale / Blatchington 1 (see Pond)		Avondale Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Avondale / Blatchington 2		Avondale Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Bishopstone Road		Bishopstone Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Blatchington Pond		Blatchington Pond	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Broad Street		Broad Street	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Lexden Road - North Way/Firle Road		Lexden Road - North Way/Firle Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Normansal		Normansal	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Pelham Road		Pelham Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	The Ridings		The Ridings	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Sandore Road		Sandore Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Sutton Drove		Sutton Drove	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Chyngton Way		Chyngton Way	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	The Covers		The Covers	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Firle Close		Firle Close	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Gildredge Road		Gildredge Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Hardwick House		Sutton	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	High & Over		High & Over	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	The Holt		The Holt	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Village Green		Princess Drive	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Sutton Drove Allotments		Sutton Drove	£ 1.00	£ -	£ -	£ 1.00	Nominal value
108	Steyne Road Junction South Street		Steyne Road Junction South Street	£ 1.00	£ -	£ -	£ 1.00	Nominal value
116	Southdown Road wasteland		Southdown Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
116	Seaford Head Estate including Golf Course		Seaford Head Estate/Golf Course	£ 1.00	£ -	£ -	£ 1.00	Nominal value
117	Seafont - various plots of land owned along seafront, beach & promenade		Seafont	£ 1.00	£ -	£ -	£ 1.00	Nominal value
117	Seating - Seafront		Seafront	£ 30,000.00	£ -	£ -	£ 30,000.00	31/03/2012 Estimate (Proxy Cost)
301	Bus Shelters		Various	£ 8,000.00	£ -	£ -	£ 8,000.00	31/03/2012 Estimate (Proxy Cost)
-	Assets considered to be portable, attractive or of community significance. None in addition to any listed above that may also fit this description							
-	Other Assets (min. purchase or resale value of £100) None in addition to any listed above that may also fit this description							
-	Long term investments, shares and loans made by STC None							
-	Assets held on trust None							
	INTANGIBLE FIXED ASSETS			£ -			£ -	
	TOTAL ASSETS & INVESTMENTS			£ 10,944,716.83			£ 10,923,539.26	



Seaford Town Council

Report No:	03/23
Agenda Item No:	15
Committee:	Full Council
Date:	18th May 2023
Title:	Annual Subscriptions
By:	Adam Chugg, Town Clerk
Purpose of Report:	To review the Town Council's annual subscriptions and approve the spend therein

Recommendations
Full Council is recommended:
1. To approve the Town Council's annual subscriptions for 2023 – 2024, as set out within report 03/23, and the spend therein.

1. Information

1.1 The Town Council's Standing Orders require that, at each annual meeting, it reviews the subscriptions it holds with external bodies and approves the spend therein.

1.2 The Town Council and its officers hold the following subscriptions – with a commentary alongside each below to explain the purpose of the subscription - which it is recommended the Town Council approves continuing with:

	Subscription / purpose	Budgeted 2023 - 2024 Amount
a)	Association of Accounting Technicians (AAT) - staff member subscription to ensure access to relevant accounting materials and updates.	£153.00

	Subscription / purpose	Budgeted 2023 - 2024 Amount
b)	Association of Chartered Certified Accountants (ACCA) - staff member subscription to ensure access to relevant accounting materials and updates.	£270.00
c)	British & International Golf Greenkeepers Association (BIGGA) - key greenkeeping professional body, membership covers all greenkeeping staff and the Council, valued source of information and updates.	£560.00
d)	Canva Professional Account - online graphic design website used to create most of the Town Council's communications	£99.90
e)	East Sussex Association of Local Councils (ESALC) & National ALC (NALC) - key association for support and information for local councils, also includes National Association of Local Councils membership.	£2,927.40
f)	Employer Link - via the Local Government Association, this provides employment/HR support and access to useful guidance and updates.	£468.00
g)	GEO (Golf Environment Organisation) Foundation OnCourse Programme – a new subscription in 2021 with a wealth of information, resources and training for the golf course for its environmental aim. Free for the first two years (2022 – 2023 and 2023 – 2024)	£0
h)	Grants Making Database – a subscription to a grant funding database containing a variety of grant funding opportunities, that is regularly updated.	£95.00

i)	Subscription / purpose	Budgeted 2023 - 2024 Amount
j)	Lewes District Council Association of Local Councils (LDALC) - key association for networking with other local councils and receiving updates and information on local council news and issues.	£20.00
k)	Local Council Review publication - quarterly publication with local council and government updates.	£17.00
l)	Seaford Chamber of Commerce - provides vital networking opportunities with local traders and helps maintain this key partnership.	£75.00
m)	Seaford Rotary Club (Business Partnership Scheme) - membership for The View with networking opportunities and promotional activities.	£75.00
n)	Society of Local Council Clerks - key professional body for Town Clerks, this includes membership for two members of staff.	£761.00
o)	Survey Monkey - platform for Council to consult with and seek views of public easily, and effectively collate and analyse data.	£348.00
p)	Zoom Professional - video meeting platform used regularly by officers. Professional subscription allows for meetings longer than 40 minutes.	£119.90

1.3 There are two subscriptions that were previously budgeted for but it is no longer recommended to continue with, this being for the: Association of Data Protection Officers (£0 as paid £130 for two years subscription in 2022) and the Association of Democratic Services Officers (£66).

1.4 In practice, these subscriptions do not have the relevance to the work of parish and town councils and have not provided the useful resource that had been hoped.

2. Financial Appraisal

2.1 The subscriptions within this report equate to £5,989.20, which is marginally less than budgeted (£6,055.20).

3. Contact Officer

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

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