



## Seaford Town Council

### **Minutes of the Annual meeting of Seaford Town Council's Full Council**

held on **Thursday 18<sup>th</sup> May 2023**. Held at **The Downs** Leisure Centre, Studio 2, Sutton Road, BN25 4QW, at 7.00pm.

#### **Present:**

Councillors O Honeyman (2022-2023 Mayor) and L Boorman (2022-2023 Deputy Mayor)

Councillors O Honeyman (2023-2024 Mayor) and S Markwell (2023-2024 Deputy Mayor)

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

Peter White, Sergeant-at-Mace

Erin Franklin, 2022-2023 Young Mayor

Nia Waite, 2023-2024 Young Mayor

Adam Chugg, Town Clerk

Isabelle Moulard, Assistant Town Clerk

Melanie Nicholls, HR & Governance Manager

Georgia Raeburn, Compliance Officer

Becky Terry, HR & Governance Assistant

Lucy Clark, Finance Manager

Zoe Polydorou, Projects Officer

There were 15 members of the public in attendance.

#### **C01/05/23 Election of Mayor for the Municipal Year 2023-2024**

To receive nominations for the office of Mayor.

One nomination was received; Councillor O Honeyman

Proposal – Councillor O Honeyman to be appointed as 2023-2024 Mayor of Seaford

; the **MOTION** was **CARRIED** and it was **RESOLVED** that Councillor O Honeyman be **APPOINTED** as Mayor of Seaford for the forthcoming Municipal Year.

#### **C02/05/23 Declaration of acceptance of Office – Mayor**

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

### **C03/05/23 Handover of Mayoral Office**

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

### **C04/05/23 Election of Deputy Mayor for the Municipal Year 2023 - 2024**

Two nominations were received; Councillor L Boorman and Councillor S Markwell.

It was **RESOLVED** that Councillor Sally Markwell be **APPOINTED** as Deputy Mayor of Seaford for the forthcoming Municipal Year

### **C05/05/23 Declaration of Acceptance of Office – All Councillors**

Councillors noted the Declaration of Acceptance of Office and considered approving extensions to any councillors who have not completed their declaration.

It was **RESOLVED to NOTE** the Declaration of Acceptance of Office by all councillors.

### **C06/05/23 2023 – 2024 Young Mayor Office**

The 2022 – 2023 Young Mayor, Erin Franklin, passed on her thanks to those that have supported her, discussed her achievements whilst in post which included raising £416.61 for Seaford Environmental Alliance.

The 2023 – 2024 Young Mayor, Nia Waite, introduced herself to the meeting and set out her aims and charities that she is looking to support which are RNLI and Seaford Lifeguards. Nia chose these charities as she feels that they are essential services as we live so close to the sea. Nia stated that she enjoyed being Erin's Deputy and she is now excited to work closely with the new Deputy, Ella Yule.

(Break for photographs: 07.13PM)

### **C07/05/23 Apologies for Absence**

There were no apologies for absence.

### **C08/05/23 Disclosure of Interests**

There were no disclosures of interests.

### **C09/05/23 Public Participation**

Speaker	Statement
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Former Councillor Mark Brown	Mark thanked the Town Council and all the members of staff for all their help, support and guidance and advice given to him during his time as a Councillor. Mark asked the new council to acknowledge the work that the former council undertook and to carry that work forward for the benefit of the residents of Seaford.
Town Council Response	Thanked former Cllr Brown for his contribution
Former Councillor A Hayder	Ali thanked the Council and the team for their support during his time as councillor. Ali Offered advice to the new Councillors and wished them good luck.
Town Council Response	Thanked former Cllr Ali Hayder for his contribution
Former Councillor R Hayder	Rahnuma congratulated the new Councillors and thanked the Town Council officers for their hard work over the years
Town Council Response	Thanked former Cllr Rahnuma Hayder for her contribution

(7.20PM 4 members of the public exited the meeting)

## **C10/05/23 Minutes**

It was **RESOLVED** to **APPROVE** the following minutes:

10.1	Full Council	23 <sup>rd</sup> March 2023
10.2	Planning & Highways	30 <sup>th</sup> March 2023
		20 <sup>th</sup> April 2023
		2 <sup>nd</sup> May 2023

## **C11/05/23 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

It was **RESOLVED** that the Town Council meets the eligibility criteria as set out below from the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012:

(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.

### **C12/05/23 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.

**C12.1** It was **RESOLVED** to **APPOINT** members of the **Community Services Committee** as set out below for the 2023 – 2024 Municipal Year:

Councillors; S Ali, C Bristow, S Dubas, R Honeyman, J Meek, G Rutland, I Taylor, L Wallraven, M Wearmouth

(7.35PM 3 members of the public exited the meeting)

**C12.2** It was **RESOLVED** to **APPOINT** members of the **Finance & General Purposes Committee** as set out below for the 2023 – 2024 Municipal Year:

Councillors; S Ali, L Boorman, C Bristow, R Buchanan, F Hoareau, J Lord, R Stirton, L Wallraven.

**C12.3** It was **RESOLVED** to **APPOINT** members of the **Golf & The View Committee** as set out below for the 2023 – 2024 Municipal Year:

Councillors; S Adeniji, S Ali, S Dubas, R Buchanan, J Lord, J Meek, G Rutland, L Stirton, L Wallraven.

**C12.4** It was **RESOLVED** to **APPOINT** members of the **Planning & Highways Committee** as set out below for the 2023 – 2024 Municipal Year:

Councillors L Boorman, R Buchanan, R Clay, O Honeyman, R Honeyman, S Markwell, L Wallraven.

**C12.5** It was **RESOLVED** to **APPOINT** members of the **Personnel Committee** as set out below for the 2023 – 2024 Municipal Year:

Councillors; S Adeniji, S Dubas, O Matthews, R Honeyman, L Wallraven, M Wearmouth.

**C12.6** It was **RESOLVED** to **APPOINT** members of the **Disciplinary / Grievance Sub-Committee** as set out below for the 2023 – 2024 Municipal Year:

Councillors L Boorman, F Hoareau, O Matthews, R Stirton,

**C12.7** It was **RESOLVED** to **APPOINT** members of the **Climate Change Sub-Committee** as set out below for the 2023 – 2024 Municipal Year:

Councillors; L Boorman, C Bristow, R Buchanan, R Clay, O Matthews, J Meek, I Taylor, L Wallraven.

Members confirmed that this committee will increase from 7 member to 8 members.

Full Council considered the positions of Chair and Vice-Chair for the Committees

**C12.8 Finance & General Purposes Committee:**

It was **RESOLVED** to **APPOINT** Councillor F Hoareau as Chair;

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

**C12.9 Community Services Committee:**

It was **RESOLVED** to **APPOINT** Councillor M Wearmouth as Chair;

It was **RESOLVED** to **APPOINT** Councillor S Dubas as Vice-Chair.

**C12.10 Golf & The View Committee:**

It was **RESOLVED** to **APPOINT** Councillor S Adeniji as Chair;

It was **RESOLVED** to **APPOINT** Councillor S Dubas as Vice-Chair.

**C12.11 Planning & Highways Committee:**

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

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

**C12.12 Personnel Committee:**

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

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

**C12.13 Disciplinary / Grievance Sub-Committee:**

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

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

**C12.14 Climate Change Sub-Committee:**

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

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

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

**C12.15** It was **RESOLVED** to **APPOINT** members of the standalone Appeals Committee as set out below for the 2023 – 2024 Municipal Year:

Councillors; R Clay, G Rutland, S Markwell, L Stirton, I Taylor.

**C12.16 Appeals Committee:**

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

It was **RESOLVED** to **APPOINT** Councillor S Markwell as Vice-Chair.

(7.56PM 1 member of the public exited the meeting)

**C13/05/23 2023 – 2024 Representations on Outside Bodies**

Full Council considered report 05/23 presenting necessary details to review the Town Council’s representation on outside bodies and appoint representation for the 2023 – 2024 Municipal Year.

**C13.1** It was **RESOLVED** to **NOTE** the representative reports submitted from the 2022 – 2023 Municipal Year

**C13.2** It was **RESOLVED** to **AGREE** the recommended changes to outside bodies, as follows:

- a. **Impact Seaford** – Members **NOTED** at its May 2023 meeting, the Board agreed that there was no requirement or expectation for a Seaford Town Councillor to Chair the Board Meetings
- b. **Seaford Head Nature Reserve Management Committee**: Members **AGREED** that one representative may suffice, instead of the previous two, due to a Town Council officer also attending the meetings.

(7.59PM Cllr Adeniji exited the meeting)

- c. **Trees for Seaford**: Members **AGREED** that one representative may suffice, instead of the previous two.

**C13.3a** Members **AGREED** that The Town Council will provide an outside body representative for Seaford Traders Group.

**C13.3b** It was **RESOLVED** to **APPOINT** the following Town Council’s representatives to outside bodies for the 2023 – 2024 Municipal Year:

Members queried whether, Save the DGH and Seaford Environment alliance needed to be added.

Members of the committee questioned whether the Outside body Representative roles should be shared. Town Clerk advised that sharing aid consistency if a councillor is absent. Committee agreed that some will be shared and some will not and this will be decided on a case by case basis by Councillors

<b>Outside Body</b>	<b>Representative/s</b>
Access in Seaford & Newhaven	Olivia Honeyman
Bishopstone United Charities	Linda Wallraven

	Penny Lower (non-cllr)
Citizen's Advice Bureau	Sally Markwell / Lindsay Stirton
Community Rail Partnership	Roy Clay / Richard Honeyman
Community Safety Action Groups (CSAG)	(vacant)
Community Transport – Lewes Area (CTLA)	(vacant)
Crouch Bowling Club	Sam Adeniji
Cuckmere Community Bus	(vacant)
Cuckmere Estuary Group	Roy Clay / Maggie Wearmouth
East Sussex Association of Local Councils	Liz Boorman
Environment Agency Meetings	James Meek
	Roy Clay
	Lindsay Stirton
Impact Seaford	Sally Markwell / Christina Bristow
Lewes Community Safety Partnership - Joint Action Group	Liz Boorman
	Maggie Wearmouth
Lewes District Assoc of Local Councils (LDALC)	Richard Honeyman
Mercread Youth Centre	Ruth Stirton
Plastic-Free Seaford Steering Group	Rod Buchanan / Roy Clay
	James Meek
Seaford Allotment & Leisure Garden Society	Ruth Stirton
Seafriends	(vacant)
Seaford Chamber of Commerce	James Meek / Geoff Rutland / Sally Markwell
Seaford Community Flood Action Group	(vacant)
Seaford Community Partnership Ouse Valley Climate Action Project ( <i>previously CARES Project</i> )	Richard Honeyman
	Rod Buchanan
Seaford Environmental Alliance	Rod Buchanan
Seaford Head Golf Club	Stephanie Dubas
Seaford Head Nature Reserve Management Committee	James Meek
	Christina Bristow

Seaford Head Swimming Pool	Sam Adeniji
Seaford Senior's Forum	Imogen Taylor
Stakeholders Group on Health Issues	Liz Boorman
	Sally Markwell
	Sam Adeniji
	Imogen Taylor
Seaford Traders Group	Liz Boorman
Strengthening Local Relationships	Liz Boorman
	Linda Wallraven
	Freddie Hoareau
Tree Wardens Group	James Meek
	Roy Clay
Youth Task Group	(vacant)
	(vacant)

Committee confirmed that Eastbourne Save The DGH Outside body representatives to be agreed after it is determined if this group is still active.

**MOTION** passed to **AGREE** the above Representatives of the Outside bodies.

Committee members considered and agreed to nominated Councillor L Stirton for consideration (by East Sussex Association of Local Councils) for the East Sussex parish representative on the South Downs National Park Board.

**MOTION** carried to put Councillor L Stirton forward for the representative for East Sussex Town Council.

### **C14/05/23 Fixed Asset Register**

To consider report 10/23 presenting the Town Council's Fixed Asset Register for adoption Members queried the budget set for the street lighting. Town Clerk noted that it will be looked into.

Member questioned some of the assets within the report.

It was confirmed that the asset valuation figure for street lights will be confirmed and that the green spaces asset valuation was set by LDC when they transferred these lands to the Town Council.

It was **RESOLVED** to **ADOPT** the Fixed Asset Register as at 31<sup>st</sup> March 2023 and as attached at Appendix A to report 10/23.



### **C15/05/23 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.

It was asked what the value of the GEO subscription will be when it ceases to be free and officers will investigate.

It was **RESOLVED** to **ADOPT** and **APPROVE** the annual subscriptions for 2023-2024 and the spend therein as follows;

	<b>Subscription / purpose</b>	<b>Budgeted 2023 - 2024 Amount</b>
a)	Association of Accounting Technicians (AAT) - staff member subscription to ensure access to relevant accounting materials and updates.	£153.00
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)	Employer Link - via the Local Government Association, this provides employment/HR support and access to useful guidance and updates.	£468.00
f)	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
g)	Grants Making Database – a subscription to a grand funding database containing a variety of grant funding opportunities, that is regularly updated.	£95.00

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

Meeting Closed at 8.43 PM

*Councillor O Honeyman*

Councillor O Honeyman

Mayor of Seaford

