



## Seaford Town Council

### **Minutes of a meeting of Seaford Town Council's Full Council on Thursday 29<sup>th</sup> June 2023**

Held at The Downs Leisure Centre, Studio 2, Sutton Road, Seaford, BN25 4QW at 7.00pm.

#### **Present:**

Councillors O Honeyman (Mayor) and S Markwell (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, O Matthews, J Meek, R Stirton, L Stirton,

L Wallraven and M Wearmouth.

Adam Chugg, Town Clerk

Karen Singleton, Responsible Financial Officer

Lucy Clark, Finance Manager

Melanie Nicholls, HR & Governance Manager

There were 8 members of the public in attendance.

#### **C16/06/23 Apologies for Absence**

Apologies for absence were received from Councillors I Taylor and G Rutland.

#### **C17/06/23 Disclosure of Interests**

There were no disclosures of interests.

#### **C18/06/23 Public Participation**

Speaker	Statement
<i>Resident A</i>	<i>Raised a matter relating to the minutes of the last meeting and the number of vacancies still available on committees and for outside body representatives, urging councillors to consider these.</i>
Town Council Response	Thanked the resident for their contribution. Confirmed that Councillors have been advised to come forward if they want to join any additional outside bodies and committees, being mindful that the role of councillor is unpaid and voluntary.

<i>Resident B</i>	<i>Raised concerns with the venue and the sound.</i>
Town Council Response	Thanked the resident for their contribution. Confirmed that other venues are usually preferred but due to lack of availability, this venue had to be used. Confirmed that microphones have been made available at this meeting to help residents hear the meeting.
<i>Resident C</i>	<i>Thanked the Town Council for allowing them to represent the outside body Cuckmere Community Buses, run by volunteers.</i>
Town Council Response	Thanked the resident for their time and expressed the Town Council's thanks to those volunteers that run the bus service.

### **C19/06/23 Minutes**

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

C19.1	Full Council Minutes	18 <sup>th</sup> May 2023
C19.2	Planning & Highways	1 <sup>st</sup> June 2023

### **C20/06/23 Civic Update – Mayor's**

Full Council considered report 24/23 presenting the Mayor's update and details of engagements attended.

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

### **C21/06/23 Civic Update – Young Mayor's Office**

The Young Mayor stated that over the past two weeks they been building links with the RNLI and look forward to helping that charity as much as they can.

*(7.12pm - the Young Mayor exited the meeting)*

### **Town Council Working Group Reports**

There are no working group reports for this meeting.

### **C22/06/23 Outside Body Representative Reports**

A standard agenda item to enable Town Councillors appointed as representatives of outside bodies of the Town Council to give brief verbal updates on relevant business / activities of the outside body.

Representative	Statement
<i>Councillor L Wallraven</i>	<i>Bishopstone United Charities met earlier this month. After their annual inspection they are hoping to replace the loft insulation in the loft to help with heating. Hoping that during the summer the outside of the building will be done. Finances are looking good.</i>
<i>Councillor R Honeyman</i>	<i>Attended a meeting of the Sussex Community Rail Partnership so fed back concerns of that committee, including the need to better promote rail travel.</i>
<i>Councillor S Dubas</i>	<i>Unable to attend outside body the Seaford Head Golf Club meeting but will circulate the minutes for councillor's information.</i>

### **C23/06/23 District & County Councillor Update Report**

A standard agenda item to give an opportunity for an update from councillors at a District or County level on business and activities that effect Seaford and the local area.

Representative	Statement
<i>Councillor C Bristow, Lewes District Councillor</i>	<i>Confirmed that following the local elections, 41 councillors have returned – an alliance between parties has been formed.</i>
<i>Councillor S Adeniji, East Sussex County Council</i>	<i>Confirmed that there is extra funding for potholes. Councillors can raise questions to the contractors regarding fixing the potholes and these will be answered in July.</i>

### **C24/06/23 Town Clerks Update Report June 2023**

Full Council considered report 25/23 providing an update on key Town Council work and work priorities for the Town Council.

Town Clerk thanked the Town Councillors for their strong engagement so far, confirmed the upcoming Councillor's Strategic Away Day and arrangements with Town Councillor email addresses. The Town Clerk then updated members on the contents of the report.

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

### **C25/06/23 Crouch Bowling Club Footpath Lights**

Full Council considered report 27/23 detailing a proposal from the Crouch Bowling Club to install footpath lights for the Town Council.

Members considered the report, discussing the process with contractors on site and a site-wide need for soft environmental lighting.

It was **PROPOSED** to support that lights are required for the Crouch Bowling Club subject to more detailed feasibility study, including risk assessments, ongoing maintenance and solar options; this **MOTION** was **CARRIED**.

### **C26/06/23 Annual Internal Audit Report Year Ended 31<sup>st</sup> March 2023**

Full Council considered report 06/23 presenting the Final Internal Audit Report from Mulberry & Co Ltd for 2022 - 2023.

**C26.1** It was **RESOLVED** to **NOTE** the Annual Internal Auditor report.

**C26.2** It was **RESOLVED** to **NOTE** the Final report of the Internal Auditor.

**C26.3** It was **RESOLVED** to **APPROVE** the appointment of Mulberry & Co Ltd as the internal auditor for 2023 - 2024.

### **C27/06/23 Annual Governance Statement 2022-2023**

Full Council considered report 07/23 enabling Full Council to discuss and approve the Annual Governance Statement 2022 - 2023.

**C27.1** It was **RESOLVED** to **AGREE** that to the best of its knowledge and belief, it has complied with all assertions in the Annual Governance Statement for the Year ended 31<sup>st</sup> March 2023.

**C27.2** It was **RESOLVED** to **APPROVE** the Annual Governance Statement for the Year Ended 31<sup>st</sup> March 2023 and authorise the Chair and Town Clerk to sign Section 1 of the Annual Governance and Accountability Return (AGAR) on behalf of the Town Council.

### **C28/06/23 Annual Governance and Accountability Return – Accounting Statements (Section 2) and Final Accounts 2022-2023**

Full Council considered report 08/23 presenting the Final Accounts and Annual Governance and Accountability Return (section 2) for the Year ended 31<sup>st</sup> March 2023 for approval and adoption.

**C28.1** It was **RESOLVED** to **APPROVE** Section 2 of the Annual Governance and Accountability return - Accounting Statements 2022 – 2023.

**C28.2** It was **AGREED** to authorise the Mayor, as Chair of the Town Council, to sign Section 2 of the Annual Governance and Accountability Return 2022 – 2023, on behalf of the Town Council.

**C28.3** It was **RESOLVED** to **NOTE** the Earmarked Reserve movements, Capital Receipts and Expenditure in the year.

Members thanked the Responsible Financial Officer for their hard work during their time at the Town Council.

### **C29/06/23 Co-operative Bank – Change of Signatories**

Full Council considered report 14/23 to appoint signatories to the Co-operative Bank Accounts for Seaford Town Council and to agree the necessary resolution.

**C29.1** It was **RESOLVED** to **AGREE** to appoint up to an additional five Councillors as signatories on the Co-operative Bank account for the Town Council.

**C29.2** It was **RESOLVED** to **APPROVE** keeping the same Bank Signatories for their term(s) on the Town Council.

**C29.3** It was **RESOLVED** to **AGREE** that the Finance Manager will become an additional signatory on the Town Council's Co-operative Bank account for the reasons set out in report 14/23.

### **C30/06/23 Communications Update**

Full Council considered report 26/23 updating Councillors on how best internal communications are carried out and trail future developments.

Members discussed the report and feedback was gathered ahead of report being brought back to Full Council.

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

### **C31/06/23 Annual Policy Update 2023 - 2024**

Full Council considered report 23/23 providing Full Council with an update on the 2023 - 2024 work schedule with the Town Council's policies.

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

### **C32/06/23 Annual Review of Standing Orders**

Full Council considered report 02/23 presenting the Annual Review of the Town Council's Standing Orders policy document for approval and adoption.

Members queried the length of time allocated for public participation and the purpose and process of dispensation.

It was **RESOLVED** to **ADOPT** the Standing Orders policy document as presented with report 02/23.

**C33/06/23 Exclusion of the Press and Public**

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public **BE EXCLUDED** from the meeting during the discussion on the next item of business for the reasons as set out on the agenda.

**C34/06/23 Update Report for Full Council on The View Working Group EXEMPT**

Full Council considered exempt report 28/23 providing Full Council with a confidential and comprehensive update ahead of decisions to be taken at the July Full Council.

It was **RESOLVED** to **NOTE** the confidential report.

The meeting closed at 9.15pm.

*Councillor O Honeyman*

Councillor O Honeyman

Mayor of Seaford