



Minutes of a meeting of Seaford Town Council's Full Council on Thursday 27th March 2025

Held at The View, Seaford Head Golf Course, Southdown Road, Seaford, BN25 4JS at 7.00pm

Present:

Councillor S Markwell (Mayor) and M Wearmouth (Deputy Mayor)

Councillors S Adeniji, S Ali, L Boorman, R Buchanan, S Dubas, F Hoareau, R Honeyman, J Meek, G Rutland, L Stirton, I Taylor and L Wallraven.

Steve Quayle, Interim Town Clerk

Georgia Raeburn, HR & Governance Manager

Sharan Brydon, Assets & Projects Manager

Becky Terry, HR & Governance Assistant

There were 12 members of public in attendance

One minutes' silence was held in memory of former Town Councillor Sarah McStravick who sadly passed away recently.

C122/03/24 Apologies for Absence

Apologies for absence were received from Councillors C Bristow, O Honeyman, J Lord and O Matthews.

C123/03/24 Disclosure of Interests

There were no disclosures of interests.

C124/03/24 Public Participation

Speaker	Statement
Resident A	<i>With regards to agenda item 15 Resident spoke on behalf of the Wheddon family, sharing the history of Royal Marine Gareth Wheddon and the Wheddon family's involvement with the Seaford Community. Gareth enlisted as a marine and was attached to K company Royal Marines. Gareth was deployed on active service to Northern</i>

Speaker	Statement
	<i>Ireland in 1978. One week away from completing his tour of duty Gareth was fatally injured. He died three days later. Gareth's body was returned to Seaford where he had a full military funeral. Gareth Wheddon is buried in Seaford Cemetery. Resident requested that we remember Gareth and all those who died for their country.</i>
Town Council Response	Thanked the resident for their contribution.
Resident B	<i>Spoke regarding Agenda Item 23, Martello Tower Entertainment Memorial Refund. Shared that their husband had passed away and they opted for a memorial at the Martello Tower. Stated that the families have been treated very badly and that this has added to their grief. Resident has requested an apology from the Town Council and that the situation be rectified.</i>
Town Council Response	Thanked the resident for their contribution.
Resident C	<i>With regards to agenda item 12, the resident thanked the Councillors for the exception process to the Memorials Policy and for working with Plastic Free Seaford for the last two years. Confirmed that in 2018 a motion was passed to support the Plastic Free Seaford initiative, and that Claire Sumners had pioneered Plastic Free Seaford. The resident discussed the plastic crisis and their hopes that this memorial will give people time to reflect and continue the work the Claire Sumners started in the town.</i>
Town Council Response	Thanked the resident for their contribution.
Resident D	<i>With regards to agenda item 25, the resident confirmed that they had sent an email to all Councillors with concerns about the employment matters for The Salts Cafe concession. Resident assured Councillors that they will be leaving the premises in a good state and confirmed that the equipment that will be removed can all be replaced on the handover day. Resident wanted to confirm that employment matters will be handled accordingly.</i>

Speaker	Statement
Town Council Response	Thanked the resident for their contribution.
<i>Resident E</i>	<i>The resident queried whether Wave Leisure's Disability Sports Day will be returning and whether a children's play area could be installed at College Road.</i>
Town Council Response	Thanked the resident for their contribution. The Mayor confirmed that the Town Council has heard about the sports day and will follow this up with Wave Leisure. Officers have noted the suggested about College Road.

C125/03/24 Petitions

There were no petitions presented for consideration at this meeting.

C126/03/24 Minutes

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

126.1	Full Council	23 rd January 2025
126.2	Planning & Highways Committee	9 th January 2025
		4 th February 2025
		20 th February 2025
126.3	Climate Change Sub Committee	6 th February 2025
126.4	Personnel Committee	13 th February 2025
126.5	Community Services Committee	6 th March 2025
126.6	Golf & The View Committee	10 th December 2024

C127/03/24 Mayor's Report March 2025

Full Council considered report 189/24 presenting the Mayor's update and details of engagements attended.

Members thanked and commended the Mayor and Deputy Mayor for their time in office and their dedication to the role.

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

C128/03/24 Interim Town Clerk's Update Report

Full Council considered report 182/24 updating Full Council on key Town Council work and work priorities for the Town Council.

Members discussed the external audit and AGAR queries, and any other possible uses for the concrete blocks currently sited at Bönningstedt promenade.

C128.1 It was **RESOLVED** to **NOTE** the contents of the report.

C128.2 It was **RESOLVED** to **APPROVE** the proposal to dispose of the Bönningstedt Wall temporary wall blocks to Newhaven Port & Properties at no cost to the Town Council.

C129/03/24 Town Council Working Group

Representative	Statement
Councillor R Buchanan, South Hill Barn Working Group	Councillor R Buchanan updated members on the South Hill Barn Working Group developments since the November 2024 Full Council meeting where it was agreed to move to Stage One of the project, which involved assessing the traffic and provision of power to the site. Confirmed that the working group is continuing to operate before the new governance model is introduced for the project. Confirmed that the initial report of the traffic consultant is expected in September 2025. In the meantime, the traffic consultant has been re-engaged to prepare a report for temporary interim parking management during the summer season.

C130/03/24 Outside Body Representative Reports

Representative	Statement
Councillor M Wearmouth, Chyngton Brooks Project	Councillor M Wearmouth confirmed that this is a National Trust project that will soon be seeking planning permission. They are looking to breach parts of the western bank of the Cuckmere River to allow flooding and enhance biodiversity. Seaford Town Council owns some of the land on the western bank of the Cuckmere and therefore is a stakeholder in this project. A report should be coming to the Town Council in due course.
Councillor M Wearmouth, Joint Action Group	Councillor M Wearmouth confirmed that the Lewes District Joint Action Group focusses on matters such as anti-social behaviour, drugs, minor theft, road safety etc and holds monthly meetings with Sussex Police and other local authority officials. Shared that there has been a major shoplifting issue

	in the bigger shops, but the relevant authorities are working together to try and reduce this behaviour.
Councillor R Honeyman, Sussex Downs Railway Partnership	Councillor R Honeyman confirmed that the Chair of the partnership had resigned. The partnership looks at transport access for various local plans and county councils. Confirmed that the next Mayor may have the opportunity to be involved with the Railway's 200 th Anniversary.
Councillor J Meek, Seaford Head Local Nature Reserve Management Committee	Councillor J Meek shared that Sussex Wildlife Trust is carrying out great work onsite and is working together with the Seaford Head Golf Course team. Confirmed that the National Trust is looking to identify a new lead on the Chyngton Brooks Project. Confirmed that there is great work going on and a hope that the parties can keep the integrated discussions going.

C131/03/24 District & County Councillor Update Report

Representative	Statement
Councillor S Adeniji, East Sussex County Council	<p>Councillor S Adeniji confirmed that East Sussex County Council, West Sussex County Council and Brighton & Hove City Council have submitted a proposal to the Secretary of State. The five district/borough councils in East Sussex have also agreed a proposal to form a new unitary authority within the current parameters of East Sussex. The proposal is going forward May or June with a follow up proposal ahead of September.</p> <p>Councillor Adeniji confirmed that Seaford's County Councillors attended the East Sussex County Council Cabinet meeting to discuss the Exceat Bridge Project and that this decision has been deferred. The County Council is exploring possible funding opportunities from the Bus Service Improvement Plan.</p>

C132/03/24 Memorial Policy – Exception to Pause Number 1

Full Council considered report 200/24 seeking approval from Full Council for an exception to be made to the hold on the Memorial Policy.

Members discussed their support for the memorial and thanked the resident attending the meeting for their work on this.

It was **RESOLVED** to **APPROVE** the exception to the pause on the Memorial Policy in this one-off circumstance.

C133/03/24 Memorial Policy – Exception to Pause Number 2

Full Council considered report 183/24 seeking approval from Full Council for an exception to be made to the hold on the Memorial Policy

Members discussed the work of Plastic Free Seaford, the design and placement of the bench, their support for the memorial and its aim to encourage others to look after the area they live in.

C133.1 It was **RESOLVED** to **APPROVE** to the pause on the Memorial Policy in this one-off circumstance.

C133.2 It was **RESOLVED** to **APPROVE**;

- a. that the Town Council will take on ownership of the memorial bench upon its completion, subject to the Assets & Projects Manager approving the final design, bench location and installation plans, and
- b. to delegate power to the Town Clerk to enter into a suitable management agreement with Plastic Free Seaford for the ongoing maintenance and upkeep of the bench.

C134/03/24 VE Day and Armed Forces Day

Full Council considered report 187/24 presenting Full Council with options to consider in relation to the 80th VE Day Celebration on 8th May 2025 and the Town Council's involvement in Armed Forces Day.

Members discussed how time is changing events of this nature and the need to consider this with future events, the significant nature of this year's 80th VE Day, neighbouring towns events, guidance received from Buckingham Palace as to how to mark this year's VE Day, not being successful in finding any other local groups to run the Armed Forces Day event, and a proposal to review the Armed Forces Day plan each year.

(8.13pm - one member of the public exited the meeting)

C134.1 It was **RESOLVED** to **APPROVE** that the Civic team deliver the following activities to mark VE day;

- a. raise a dedicated 80th VE Day anniversary flag and lay a wreath at the War Memorial
- b. facilitate a gathering at Splash Point to hear the Town Crier read the Tribute alongside Seaford Bonfire Society lighting the Beacon
- c. encourage shops to decorate windows, and

- d. dedicate a page on the Seaford Town Council website for members of the public and community groups to list street / garden parties (where they are open to the public).

C134.2 It was **PROPOSED** to **APPROVE** that for this year Seaford Town Council marks Armed Forces Day by delivering the following activities:

- a. raises a flag and lays a wreath at Seaford War Memorial, and
- b. raises awareness through communications, as normal practice for such awareness days, including the sharing of information about Armed Forces Day events taking place in the South East.

; this **MOTION** was **CARRIED**.

(8.23pm to 8.36pm - a short break was held. Councillor Adeniji and five members of the public exited the meeting)

C135/03/24 Final Review of the Town Council Financial Regulations 2025

Full Council considered report 203/24 presenting the revised Financial Regulations, as recommended by the Finance & General Purposes Committee, for consideration and adoption by Full Council.

Members discussed the contract value thresholds for obtaining three quotes, the inclusion of concessions within the Procurement Act 2023 and the Financial Regulations being cognisant of that, procedural differences with seeking quotes and advertising and inviting tenders, acknowledging an evaluation process within the Financial Regulations,

It was **PROPOSED** to **ADOPT** the revised Financial Regulations subject to the changes discussed within the meeting; this **MOTION** was **CARRIED**.

C136/03/24 Introduction of a Whistleblowing Policy

Full Council considered report 140/24 presenting the draft Whistleblowing Policy that the Finance & General Purposes Committee has recommended for adoption by Full Council.

Members discussed the draft policy and concerns that it had not been presented to the Personnel Committee for discussion where some of the detail could have been better discussed.

It was **PROPOSED** to **DEFER** the Whistleblowing Policy back to the next meeting of the Personnel Committee for review; this **MOTION** was **CARRIED**.

C137/03/24 Introduction of a Probationary Period Policy

Full Council considered report 201/24 presenting the draft Probationary Period Policy that the Personnel Committee has recommended for adoption by Full Council.

Members discussed with frequency of stages within the probationary review process, and the route taken with concerns being raised and which officers these are discussed with.

It was **RESOLVED** to **ADOPT** the Probationary Period Policy as presented.

C138/03/24 Mayor's Portfolio Review

Full Council considered report 198/24 presenting a review of the Mayor's Portfolio.

Members discussed supporting the office of Mayor being open to all councillors, confirming that the Committee Chair's Management Group (CCMG) Chair will be elected at the annual meeting and that CCMG is not part of the Town Council's committee structure, the plans to review the effectiveness of the changes made and that this take place on an annual basis, ensuring the document is gender neutral, and plans to review the Mayor's Allowance to ensure this is sufficient in future years.

C138.1 It was **RESOLVED** to **AGREE** the amendments to the Mayor's Portfolio as presented in Appendix B.

C138.2 It was **RESOLVED** to **AGREE** to instruct officers to reflect the amendments above in the upcoming review of both the Town Council's Complaints Policy and Standing Orders.

C138.2 It was **RESOLVED** to **ADOPT** the revised Mayor's Portfolio.

C139/03/24 Review of the Committee Chair's Management Group Policy

Full Council considered report 204/24 presenting a review of the Committee Chairs' Management Group (CCMG) Policy.

C139.1 It was **RESOLVED** to **AGREE** the amendments to the CCMG Policy as presented in Appendix B.

C139.2 It was **RESOLVED** to **AGREE** to instruct officers to reflect the amendments above which affect other Town Council policies, in the upcoming reviews.

C139.3 It was **RESOLVED** to **ADOPT** the revised CCMG Policy.

(The Mayor agreed to move forward Agenda Item 23)

(Unfortunately, the video camera suffered a technical fault and stopped recording from this point)

C144/03/24 Martello Entertainments Area Memorial Funds

Full Council considered report 195/24 recommending that Full Council offers partial refunds on payments made for the Martello Entertainment Area for reasons set out within this report.

Members discussed that an apology is due to those that purchased memorials, alternative approaches such as moving the plaques to a different area, why a partial refund is being proposed and what refund amounts should be given.

(9.58pm – Standing Order 3q was suspended to allow the meeting to carry on beyond three hours)

C144.1 It was **RESOLVED** to **NOTE** the contents of the report.

C144.2 It was **PROPOSED to APPROVE** full refunds for payments made towards the Martello Entertainment Area Memorials with a full apology - a **RECORDED VOTE** was requested;

Councillor S Ali	For
Councillor L Boorman	Against
Councillor R Buchanan	For
Councillor S Dubas	Against
Councillor F Hoareau	For
Councillor R Honeyman	For
Councillor S Markwell	For
Councillor J Meek	For
Councillor G Rutland	For
Councillor L Stirton	For
Councillor I Taylor	For
Councillor L Wallraven	For
Councillor M Wearmouth	For

this **MOTION** was **CARRIED**.

C140/03/24 Annual Review of Corporate Risk Register 2024-2025

Full Council considered report 192/24 which presented the review of the Town Council's Corporate Risk Register and subsequent action plan.

Members discussed the content of the Corporate Risk Register, the frequency of audit reports, electronic data back-up arrangements, insurance contract renewal frequency, the Tennis Welfare Officer, the Town Council's Safeguarding Policy, and arrangements with play area inspections.

C140.1 It was **RESOLVED** to **NOTE** the review of the Town Council's Corporate Risk Register.

C140.2 It was **AGREED** to **ADOPT** the revised General & Financial Risk Assessment as presented.

(10.09pm - Councillor F Hoareau exited the meeting)

C141/03/24 Annual Review of Internal Controls

Full Council considered report 193/24 allowing Full Council to Review and approve the Town Council's Internal Controls.

C141.1 It was **RESOLVED** to **APPROVE** the Town Council's Internal Controls as set out in Appendix A.

C141.2 It was **RESOLVED** to **NOTE** that Statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with, as set out in 1.4 of this report.

C142/03/24 Annual Investment Strategy 2025-2026

Full Council considered report 194/24 presenting the Annual Investment Strategy 2025 – 2026 for adoption.

C142.1 It was **RESOLVED** to **NOTE** the contents of the report.

C142.2 It was **RESOLVED** to **ADOPT** the Annual Investment Strategy 2025 - 2026 as set out in Appendix A.

C143/03/24 Appointment of an Internal Auditor

Full Council considered report 188/24 updating Full Council on the selection of a new internal auditor with the recommendation to appoint 'Parish and Town Audit Services' as the new internal auditor.

C143.1 It was **RESOLVED** to **NOTE** the report.

C143.2 It was **RESOLVED** to **APPROVE** the appointment of Parish and Town Audit Services as the new internal auditor for 2025 - 2026.

(A short break was held and two members of the public exited the meeting)

C145/03/24 Exclusion of Press & 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 remaining items of business for the reasons as set out within the agenda.

(10.15pm - five members of the public exited the meeting)

C146/03/24 Concession Request EXEMPT

Full Council considered exempt report 205/24 seeking Full Council's consideration of a request to delay the start of one concession licence.

It was **RESOLVED** to **APPROVE** that the licence for The Salts Café commences by 15th May 2025.

The meeting closed at 10.50pm.

Councillor S Markwell

Councillor Sally Markwell

Mayor of Seaford