



## **Minutes of a meeting of Seaford Town Council's Finance & General Purposes Committee on Tuesday, 16<sup>th</sup> July 2024**

Held in the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** at 7.00pm.

### **Present:**

Councillors R Stirton (Chair), F Hoareau (Vice Chair), S Ali, L Boorman, R Buchanan, S Dubas, L Wallraven and M Wearmouth.

Lucy Clark, Responsible Financial Officer

Adam Chugg, Town Clerk

Georgia Raeburn, Governance Manager

There were no members of the public attendance.

### **F01/07/24 Apologies for Absence**

There were no apologies for absence.

### **F02/07/24 Disclosure of Interests**

Councillor L Wallraven declared a non-pecuniary interest in respect to agenda item 7 as the Town Council trustee for Bishopstone United Charities – this would not prevent them from taking part in any discussion or vote.

### **F03/07/24 Public Participation**

There was no public participation.

### **F04/07/24 Receipts, Receipts, Payments and Bank Reconciliation Reports for February, March, April & May 2024**

The Committee considered report 35/24 advising of receipts, payments and bank reconciliations for February, March, April and May 2024.

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

### **F05/07/24 Finance & General Purposes Committee Year End Income & Expenditure Report 2023 - 2024**

The Committee considered report 36/24 presenting the year end 2023 - 2024 financial position for the Finance & General Purposes Committee.

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

## **F06/07/24      Finance & General Purposes Finance Report to 31<sup>st</sup> May 2024**

The Committee considered report 37/24 presenting the income and expenditure for 1<sup>st</sup> April 2024 to 31<sup>st</sup> May 2024 for the Finance & General Purposes Committee and to highlight significant variances from budget.

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

## **F07/07/24      2024 – 2025 Grants Application**

The Committee considered report 38/24 presenting the grant applications received for consideration and approval as relevant.

Members discussed the approach taken with the working group scrutinising the applications, the contact from Gardening in Action and a suggestion for them to liaise with the community garden in the Crouch regarding perennial plants, how to encourage more environmental applicants in the future, guiding applicants to ensure they are including a breakdown of what the grant is proposed for as this assists with considering amounts to be awarded, and the grant to Bishopstone United Charities being conditional to planning permission being received.

**F07.1** It was **RESOLVED** to **AGREE** the successful grant applicants in the 2024 - 2025 scheme and amounts to be awarded, as follows:

<b>Awardee</b>	<b>Amount Awarded</b>
Air Ambulance Charity Kent Surrey Sussex	£500.00
The Base	£350.00
Seahaven Poets	£125.00
Seaford Community Garden	£300.00
Bishopstone United Charities	£2,000.00
Care for the Carers	£603.00
Cuckmere Valley Canoe Club	£2,586.00
Culture Connect Project CIC	£1,050.00
Family Support Work (FSW)	£1,000.00
GIA (Gardening in Action) CIC	£1,000.00
Newhaven & Seaford Sea Cadet Corps	£1,050.00
Seaford Bonfire Society	£2,000.00
Seaford Community Events Committee	£900.00
Seaford District Guides	£1,600.00
Seaford Dramatic Society (Seaford Little Theatre)	£1,750.00

SEDS Connective	£504.00
St James's Trust (Seaford)	£2,400.00
St Wilfrid's Hospice (Eastbourne)	£1,000.00
Teddy Treats Children's Charity	£2,000.00

**F07.2** It was **RESOLVED** to **AGREE** to ear mark any underspend in the grants budget at year end.

### **F08/07/24 Policy Review Update – July 2024**

The Committee considered report 44/24 providing an update on the 2024 – 2025 work schedule with the Town Council's policies.

Members discussed the Committee structure review and ensuring the correct labelling of tender and concession policy work.

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

### **F09/07/24 Standing Orders Review**

The Committee considered report 29/24 presenting the annual review of the Town Council's Standing Orders policy document.

Members discussed motions requiring written notice, legal responsibility for preparing agendas and clarity on this process within the document, not requiring standing at committee or sub-committee meetings just Full Council, the required notice of meetings, and length of meetings.

It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Standing Orders policy document as presented with report 29/24 and as amended in the Finance & General Purposes Committee meeting.

### **F10/07/24 Exclusion of the 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 next 2 items of business for the reasons as set out below.

The Proper Officer considers that discussion of the following item is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below. Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.

### **F11/07/24 Receipts Due for Payment as 1<sup>st</sup> July 2024 EXEMPT**

The Committee considered exempt report 39/24 informing the Committee of unpaid receipts due as 1<sup>st</sup> July 2024.

It was **RESOLVED** to **NOTE** the Receipts Due for Payment list as of 1<sup>st</sup> July 2024.

### **F12/07/24 Write Off of Bad Debt EXEMPT**

The Committee considered exempt report 40/24 requesting the Committee to consider recommending that Full Council agrees to write-off an outstanding debt.

**F12.1** It was **RESOLVED** to **NOTE** the contents of the report.

**F12.2** It was **PROPOSED** to **INSTRUCT** officers to pursue the bad debt as discussed; this **MOTION** was **CARRIED**.

The meeting closed at 8.03pm.

*Councillor R Stirton*

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Chair of Finance & General Purposes