



## **Minutes of a meeting of Seaford Town Council's Finance & General Purposes Committee on Wednesday, 19<sup>th</sup> March 2025**

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

### **Present:**

Councillors S Dubas (Chair), S Ali, L Boorman, R Buchanan, O Matthews, L Stirton, I Taylor and L Wallraven.

Steve Quayle, Interim Town Clerk

Lucy Clark, Responsible Financial Officer

Georgia Raeburn, HR & Governance Manager

There were no members of the public attendance

### **F32/03/24      Apologies for Absence**

Apologies for absence were received from Councillors F Hoareau (Vice Chair), O Matthews and M Wearmouth (Councillor I Taylor substituted).

### **F33/03/24      Disclosure of Interests**

There were no disclosures of interests.

### **F34/03/24      Public Participation**

There was no public participation.

### **F35/03/24      Receipts, Payments and Bank Reconciliation Reports for December 2024 and January 2025**

The Committee considered report 172/24 advising of receipts, payments and bank reconciliations for December 2024 and January 2025.

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

### **F36/03/24      Finance & General Purposes Finance Report for 1<sup>st</sup> April 2024 to 31<sup>st</sup> January 2025**

The Committee considered report 173/24 presenting the income and expenditure for 1<sup>st</sup> April 2024 to 31<sup>st</sup> January 2025 and highlighting significant variances from budget.

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

### **F37/03/24 Policy Update – March 2025**

The Committee considered report 179/24 providing the Committee with an update on the 2024 – 2025 work schedule with the Town Council's policies.

Members discussed ensuring that report text can be differentiated on printed copies of agendas, and how it is determined which committees will consider future policy reviews under the revised committee structure.

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

### **F38/03/25 Review of Town Council's Financial Regulations**

The Committee considered report 130/24 presenting the updated Financial Regulations based on the new model template issued by the National Association of Local Councils. Members discussed a number of proposed amendments and clarifications which officers will look into and be included in the final version being presented to Full Council for consideration.

It was **PROPOSED** to **RECOMMEND** the updated Financial Regulations for adoption by Full Council, subject to officers looking further into the comments raised by Committee including the addition of the Evaluation process and making the necessary amendments for presenting to Full Council; the **MOTION** was **CARRIED**.

### **F39/03/24 Introduction of a Whistleblowing Policy**

The Committee considered report 181/24 seeking the Committee's feedback on the draft Whistleblowing Policy and recommendation to Full Council.

Members discussed including a hierarchical table to ensure clarity about the handling of the process and whether the policy covers councillors that have concerns about wrongdoings.

*(7.41pm – Councillor L Boorman exited the meeting)*

It was **PROPOSED** to **RECOMMEND** that Full Council adopts the Whistleblowing Policy with immediate effect, subject to a hierarchical table being added as an addendum to the policy; the **MOTION** was **CARRIED**.

### **F40/03/24        Seaford Town Flag**

The Committee considered report 178/24 presenting the Committee with the final design and costs for the Seaford Town Flag, to be gifted to the town in celebration of Seaford Town Council's 25th anniversary.

Members discussed the Latin motto, the reasonable cost, the flag being for Seaford Town, the mirror image logistics, and the need for a civic protocol for use of the flag and permitting use by others.

**F40.1**     It was **RESOLVED** to **AGREE** the Seaford Town flag design.

**F40.2** It was **RESOLVED** to **AGREE** the proposals for the town receiving and flying the Seaford Town Flag.

#### **F41/03/24 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 item of business for the reasons as set out on the agenda.

#### **F42/03/24 Receipts Due for Payment as at 27<sup>th</sup> February 2025 EXEMPT**

The Committee considered exempt report 186/24 informing the Committee of unpaid receipts due on 27<sup>th</sup> February 2025.

**F42.1** It was **RESOLVED** to **NOTE** the Receipts Due for Payment list as of 27<sup>th</sup> February 2025.

**F42.2** It was **RESOLVED** to **APPROVE** actions to be taken in relation to an outstanding Golf Season Ticket payment.

The meeting closed at 8.12pm.

Councillor S Dubas  
Chair of Finance & General Purposes