



**Minutes of an Extraordinary meeting of Seaford Town Council’s Full Council on Thursday 12<sup>th</sup> December 2024**

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

**Present:**

Councillor S Markwell (Mayor)

Councillors S Ali, L Boorman, C Bristow, S Dubas, O Honeyman, R Honeyman, O Matthews, G Rutland, L Stirton, I Taylor and L Wallraven

Steve Quayle, Interim Town Clerk

Georgia Raeburn, HR & Governance Manager

There was one member of public in attendance

**C89/12/24 Apologies for Absence**

Apologies for absence were received from Councillors S Adeniji, R Buchanan, F Hoareau, J Lord, J Meek, R Stirton and M Wearmouth (Deputy Mayor).

Councillor L Stirton advised that he would have to leave shortly before 9.30pm for a family commitment.

**C90/12/24 Disclosure of Interests**

Councillor L Boorman disclosed a non-pecuniary interest in agenda item 10n so would leave the meeting for this item.

**C91/12/24 Public Participation**

Speaker	Statement
Resident A	<p><i>Hoping all councillors had a chance to read email circulated, regarding agenda item 5.</i></p> <p><i>Welcomes agenda item but has concerns regarding the Community Services Committee, which is integral to the Town Council. The Town Council has an immense amount of land and assets, providing much needed revenue. Concerned that this will confuse issues and become time-consuming for councillors.</i></p>

Speaker	Statement
	<p><i>Would recommend that the Town Council considers having a separate committee for the Seaford Head Estate, which is a large area - including the Seaford Head Golf Course, Nature Reserve, South Hill Barn, Hope Gap Steps – and should be viewed as whole. All other open spaces, including commercial assets, would then remain within Community Services.</i></p> <p><i>With regards to the mention of time limited debate, shared that there are two rules in Standing Orders to cover this and queried whether this would apply to councillors or the debate as a whole.</i></p> <p><i>Clarified that any changes that take effect will have to be reflected in Standing Orders to ensure the management of meetings for all councillors.</i></p>
Town Council Response	Thanked the resident for their contribution.

### **C92/12/24      Petitions**

There were no petitions presented for consideration at this meeting.

### **C93/12/24      Committee Structure Proposal**

Full Council considered report 145/24 presenting the proposed changes to the Town Council's Committee Structure.

Members discussed the split of the Community Services Committee and the definition of 'open spaces'; the location and identification of climate change and climate action within the structure; the commercial assets within Seaford Head Estate and The Salts remaining within the Assets & Facilities Committee; the need to have a strategic approach to asset management; enabling Councillors to consider agenda items in greater depth; ensuring input from Committee Chair and all Councillors; utilising a one year trial to assess the effectiveness of the changes; the feasibility of a 'flexi' role for councillors on Committees e.g. reduced meeting frequency commitment; where communication and democratic services sit within the committee structure; retaining the focus on the golf course within a Committee; the Town Council's role in the local planning system and purpose of the Planning & Highways Committee; the previous use of task & finish groups to drive work forwards outside of the Committee structure; splitting the decision on the structure and

division of areas of responsibility; and the implementation of the proposed changes including reports due to come to upcoming Full Council meetings to facilitate the change.

**C93.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C93.2** It was **RESOLVED** to **ADOPT** the proposed Committee Structure - and that this will take effect for the 2025 – 2026 municipal year - with the four amendments as passed below:

**93.2.i** Amending the title to Golf, Open Spaces and Climate Action Committee.

**93.2.ii** Moving public toilets and concessions from within Golf, Open Spaces and Climate Action Committee to the Assets and Facilities Committee.

**93.2.iii** Moving grass verges and the grounds maintenance contract from the Assets and Facilities Committee to Golf, Open Spaces and Climate Action Committee.

**93.2.iv** Including communications and engagement, and democratic / Councillors services with the Finance and General Purposes Committee.

**C93.3** It was **RESOLVED** to **ENDORSE** the actions to be taken by officers to prepare for and implement the new structure, as set out within the report.

## **C94/12/24 Committee Chair Appointment – Finance & General**

### **Purposes**

Full Council considered report 150/24 seeking any nominations for appointment of the role of Chair of Finance & General Purposes.

**C94.1** It was **RESOLVED** to **APPOINT** Councillor L Stirton to fill one of the remaining two spaces on the Finance & General Purposes Committee.

**C94.2** It was **RESOLVED** to **APPOINT** Councillor O Matthews to fill one of the remaining two spaces on the Finance & General Purposes Committee.

**C94.3** It was **PROPOSED** to **APPOINT** Councillor L Boorman as Chair of the Finance & General Purposes Committee; this **MOTION** was **NOT CARRIED**.

**C94.4** It was **PROPOSED** to **APPOINT** Councillor S Dubas as Chair of the Finance & General Purposes Committee; this **MOTION** was **CARRIED**.

## **C95/12/24 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.

*(8.07pm to 8.18pm – all members of the public exited and the HR & Governance Manager exited the meeting and a short break was held)*

### **C96/12/24 Staff Structure Review – Final Proposals EXEMPT**

Full Council considered report 144/24 presenting the final proposals in relation to the review of the Staff Structure for consideration by Full Council.

**C96.1** It was **RESOLVED** to **NOTE** the contents of this report.

**C96.2** It was **RESOLVED** to **APPROVE** the revised staff structure and implementation plan.

**C96.3** It was **RESOLVED** to award **DELEGATED AUTHORITY** to the Interim Town Clerk to enable amendments and changes to the proposed structure, resulting from the staff consultation process, which lead to the extra staff cost of the structure that remain within 120% of the approved cost of the proposals.

*(9.16pm to 9.18pm – a short break was held. The HR & Governance Manager rejoined the meeting)*

### **C97/12/24 Update on Business Dealings of Town Council Assets - EXEMPT**

Full Council considered report 146/24 with a confidential update on various business dealings relating to Town Council assets.

It was **RESOLVED** to **NOTE** the updates provided.

*(9.22pm – Councillors L Boorman and L Stirton exited the meeting)*

### **C98/12/24 Asset Update: Pursuing Outstanding Debt EXEMPT**

Full Council considered exempt report 148/24 seeking Full Council's agreement with actions to pursue an outstanding debt.

**C98.1** It was **RESOLVED** to **NOTE** the contents of the report

**C98.2** It was **RESOLVED** - further to the Brighton County Court judgment (4<sup>th</sup> November 2024) - to **APPROVE** that officers employ appropriate debt collection / enforcement measures to recoup the full debt owed to the Town Council.

The meeting closed at 9.32pm.

Councillor Sally Markwell

Mayor of Seaford