



## **Seaford Town Council Full Council Agenda – Thursday, 12<sup>th</sup> December 2024**

### **To the Members of the Full Council**

Councillors S Adeniji, S Ali, L Boorman, C Bristow, R Buchanan, R Clay, S Dubas, F Hoareau, O Honeyman, R Honeyman, J Lord, S Markwell, O Matthews, J Meek, G Rutland, L Stirton, R Stirton, I Taylor, L Wallraven and M Wearmouth

An **Extraordinary meeting** of the **Full Council** will be held at the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Thursday, 12<sup>th</sup> December 2024** at **7.00pm**, which you are summoned to attend.

A handwritten signature in black ink, appearing to be 'SQ'.

Steve Quayle

Interim Town Clerk

6<sup>th</sup> December 2024

#### **PLEASE NOTE:**

- **PUBLIC ARRIVAL TIME IS BETWEEN 6.45PM – 6.55PM, AFTER WHICH THE FRONT DOOR WILL BE LOCKED AND PUBLIC WILL NOT BE ABLE TO GAIN ACCESS TO THE MEETING**
- The public part of this meeting will be video recorded and uploaded to the Town Council's YouTube channel.
- See the end of the agenda for further details of public access and participation.
- Members of the public looking to attend are advised to register, as public attendance will be limited to 10 people due to the size of the venue

### **AGENDA**

#### **1. Apologies for Absence**

To consider apologies for absence.

## **2. Disclosure of Interests**

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

## **3. Public Participation**

To deal with any questions, or brief representations, from members of the public in accordance with relevant legislation and Seaford Town Council Policy.

## **4. Petitions**

In accordance with the Town Council Petitions Policy, this is a standard agenda item to facilitate any public petitions being presented to, and noted by, Full Council. Please note, that this would not prompt a discussion on the petition at this meeting.

## **5. Committee Structure Proposals**

To consider report 145/24 presenting the proposed changes to the Town Council's Committee Structure (pages 6 to 15).

## **6. Committee Chair Appointment – Finance & General Purposes**

To consider report 150/24 seeking any nominations for appointment of the role of Chair of Finance & General Purposes (pages 16 to 19).

## **7. Exclusion of Press & Public**

The Chair will move 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 below. The resolutions of the items will be recorded publicly in the minutes of this meeting.

*The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Freedom of Information Act 2000 and may therefore need to take place in private session. The exempt information reasons are shown alongside the items 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*

## **8. Staff Structure Review – Final Proposals EXEMPT**

To consider report 144/24 presenting the final proposals in relation to the review of the Staff Structure for consideration by Full Council (exempt pages).

*Reason for exemption: to provide confidential updates surrounding the Human Resources functions of the Town Council.*

*Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.*

## **9. Update on Business Dealings of Town Council Assets - EXEMPT**

To consider report 146/24 with a confidential update on various business dealings relating to Town Council assets (exempt pages).

*Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's assets.*

*Explanation of Reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party.*

## **10. Asset Update: Pursuing Outstanding Debt - EXEMPT**

To consider report 148/24 seeking Full Council's agreement with actions to pursue an outstanding debt (exempt pages).

*Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's assets.*

*Explanation of Reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party.*

## AGENDA NOTES

### **For further information about items on this Agenda please contact:**

Steve Quayle, Interim Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk)

Telephone: 01323 894 870

### **Circulation:**

All Town Councillors and registered email recipients.

### **Public Access:**

Members of the public looking to access this meeting will be able to do so by:

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited. The Town Council therefore asks that you contact

[meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk) or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

OR

2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

### **Public Access to the Venue:**

If you are attending the meeting in person, please arrive between 6.45 – 6.55pm where you will be shown into the meeting for a 7.00pm start.

Please note that the front door of the building will be locked at 6.55pm and remain locked during the meeting for security reasons.

As such, if you arrive after this time, you will not be able to access the meeting.

When members of the public are looking to leave, they must be escorted out of the building by a Town Council officer. There is also a signposted back door which can be exited through if required.

Entrance through the rear fire escape of the building will not be allowed.

### **Public Participation:**

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

1. Your statement should be relating to an item of business on the agenda.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.
4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
7. Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

### **Public Comments**

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all councillors.

Comments can be submitted by email to [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk) or by post to the Town Council offices.

### **Health & Safety Measures:**

While Covid restrictions are no longer mandated the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by upholding the requirement that you should not attend the meeting if you are displaying any Covid-19 symptoms (or have tested positive) as identified on the [NHS website](#) or symptoms of any similarly contagious illness



<b>Report No:</b>	<b>145/24</b>
<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Full Council – Extraordinary</b>
<b>Date:</b>	<b>12<sup>th</sup> December 2024</b>
<b>Title:</b>	<b>Committee Structure Proposals</b>
<b>By:</b>	<b>Steve Quayle, Interim Town Clerk</b>
<b>Purpose of Report:</b>	<b>To present the proposed changes to the Town Council’s Committee structure</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
<ol style="list-style-type: none"> <li>1. To note the contents of the report.</li> <li>2. To adopt the proposed Committee Structure and that this will take effect for the 2025 – 2026 municipal year.</li> <li>3. To endorse the actions to be taken by officers to prepare for and implement the new structure, as set out within the report.</li> </ol>

## **1. Introduction**

- 1.1** Work has been underway to review the Town Council’s committee structure to ensure that this is fit for purpose and enabling effective decision making within the Town Council.
- 1.2** Further to the initial brief agreed by Full Council in March 2024 and informal briefing session with councillors in mid-November 2024, this report now presents the proposed committee structure for consideration and adoption by Full Council

## **2. Current Situation**

- 2.1** The current committee structure is included at **Appendix A.**
- 2.2** The structure has undergone just a few amendments in the last decade – such as the introduction of the Climate Change and Disciplinary/Grievance

Sub Committees and the standalone Appeals Committee – but has remained largely the same since the early 2000's.

- 2.1** As discussed with councillors in November's briefing session, the shortcomings of the current structure include:
- (a)** the current structure struggling and being unpopular with some councillors and staff,
  - (b)** some committees being overworked and some having little to consider,
  - (c)** the Climate Change Sub-Committee struggling to find its place,
  - (d)** The View operation no longer being run by the Town Council, yet still being one of two primary focusses of a whole committee,
  - (e)** Full Council meetings being too long with too much to discuss and debate,
  - (f)** a lack of proper process in place for committees to make recommendations to Full Council,
  - (g)** inconsistencies with what has to go to committee or Full Council, and
  - (h)** Full Council meetings currently being more frequent than committees.
- 2.2** The review of the structure is a significant piece of work as this directly or indirectly impacts the entire Town Council and is also linked to a number of other documents and processes.
- 2.3** At this stage, the proposed structure is being presented to Full Council for adoption, with a view to this being implemented for the 2025 – 2026 municipal year (starting in May 2025). This is covered in more detail in section 4 below.

### **3. Proposed Structure**

- 3.1** The proposed structure is included at **Appendix B**.
- 3.2** As councillors will see, the number of committees remains the same (six) but with the removal of two sub-committees. The areas of responsibility of those sub-committees feature within the other proposed committees.
- 3.3** It is proposed that all committees will meet quarterly, except for Planning & Highways that will meet four-weekly (13 times a year).
- 3.4** This serves to reduce the yearly number of meetings from approximately 42 per year (not including extraordinary meetings) to approximately 33 per year.

- 3.5** The rationale behind the proposed structure and (predominantly) quarterly meetings is:
- (a)** where possible, all items coming to Full Council should have gone through a committee first,
  - (b)** committees will debate and discuss items with committee councillors,
  - (c)** committee will then make its recommendation to Full Council,
  - (d)** the committee chair will briefly introduce the item at Full Council,
  - (e)** Full Council will then hold a time-limited debate/discussion and pass a resolution.
- 3.6** The proposed areas of responsibility for the new committees are included at **Appendix C**.
- 3.7** This list is just indicative i.e. not for Full Council to approve at this meeting and would be formalised by Full Council at a later date ahead of the new municipal year. This approval would be achieved through revisions to the Scheme of Delegation, which is the policy document that governs committees' terms of reference.

#### **4. Implementing a New Structure**

- 4.1** The new structure would be implemented for the 2025 – 2026 municipal year, which begins in May 2025.
- 4.2** At the November briefing session, it was discussed with councillors that the new structure be trialled for one municipal year and assessed ahead of being permanently adopted.
- 4.3** Officers will work with the Chairs of Committees to agree a process for monitoring the effectiveness and performance of the new structure, ensuring that this includes opportunity for all councillors, officers and public to provide feedback. The final decision on the structure will then be made by Full Council later in the 2025 – 2026 municipal year
- 4.4** However, in the interim there are a number of actions that will need to be taken to prepare for this. The key actions are set out below for information and any comment on:
- (a)** The meeting timetable for the 2025 – 2026 municipal year will be drafted once the structure is decided upon and presented to January Full Council for adoption.



- (b) Officers will continue work on updating relevant policies, documents and procedures in accordance with the changes to the structure.
- (c) The Town Council's accounts and budget will need to be reformatted to reflect the changes in committee names / responsibilities. This is quite a significant piece of work, the outcome of which will be reported back to Full Council in March 2025.
- (d) The review of the staff structure (set out within an exempt report elsewhere on this agenda) will ensure that each committee has dedicated officer support.
- (e) Identifying the plan for monitoring the new structure and a communication/engagement plan to ensure feedback is received by councillors, officers and the public to inform future decision making on the structure.
- (f) Identifying what training may be required for members of certain committees.

## **5. Financial Appraisal**

5.1 There are no direct financial implications as a result of this report.

## **6. Contact Officer**

6.1 The Contact Officer for this report is Steve Quayle, Interim Town Clerk.

Report 145-24 Appendix A - Current Committee Structure

**CURRENT**

<p><b>Full Council</b></p> <p>All 20 members Meeting seven times per year 7pm, Thursdays</p>
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<p>Community Services</p> <p>11 members Meeting quarterly 7pm, Thursdays</p>	<p>Finance &amp; General Purposes</p> <p>10 members Meeting quarterly 7pm, Thursdays</p>	<p>Golf &amp; The View</p> <p>10 members Meeting quarterly 7pm, Tuesdays</p>	<p>Personnel</p> <p>6 members Meeting twice yearly 7pm, Thursdays</p>	<p>Planning &amp; Highways</p> <p>10 members Meeting tri-weekly 7pm, Thursdays</p>	<p>Appeals</p> <p>5 members Meets as required Time / date to be confirmed</p>
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<p>Climate Change Sub-Committee</p> <p>7 members Meeting quarterly 7pm, Thursdays</p>
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<p>Disciplinary / Grievance Sub-Committee</p> <p>4 members Meets as required Time / date to be confirmed</p>
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Report 145-24 Appendix B - Proposed Committee Structure

**PROPOSED**

<p><b>Full Council</b></p> <p>All 20 members Meeting quarterly plus Annual Meeting in May 7pm, Thursdays</p>
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<p>Assets &amp; Facilities</p> <p>10 members Meeting quarterly 7pm, Thursdays</p>	<p>Finance &amp; General Purposes</p> <p>10 members Meeting quarterly 7pm, Thursdays</p>	<p>Golf, Open Spaces &amp; Climate Change</p> <p>10 members Meeting quarterly 7pm, Thursdays</p>	<p>Personnel</p> <p>10 members Meeting quarterly* 7pm, Thursdays</p>	<p>Planning &amp; Highways</p> <p>10 members Meeting <u>four-weekly</u> 7pm, Thursdays</p>	<p>Appeals</p> <p>5 members Meets as required Time / date to be confirmed</p>
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\* as required, as grievance or disciplinary panel of three members, including a panel chair, will be identified from the Personnel Committee members - enabling the ability to create a panel at short notice, as required

**Indicative Committee Responsibilities**

**Full Council**

(can't be delegated)

1. Election of Mayor & Election of Committee Members
2. Approval of Budget and setting the Precept
3. Approval of the Annual Return and Audit of Accounts
4. Authorisation of borrowing
5. Adopting or changing all policies
6. Making of Orders under any statutory powers
7. Making, amending or revoking By-laws
8. Appointment of Standing Committees
9. Appointing Town Council representatives to outside bodies
10. All other matters which must, by law, be reserved to the Full Council

**All Committees**

1. Consideration of first draft of Committee's budget
2. First review of policy documents within Committee's areas of remit, and recommendation to Full Council
3. Creation and appointment of working groups, and setting of terms of reference

**Golf, Open Spaces & Climate Change Committee**

All matters (except those retained by Full Council) relating to:

1. Seaford Head Estate (including Nature Reserve, South Hill Barn, Southdown Corner, South Hill farmland and Hope Gap Steps)
2. Seaford Head Golf Course (including the Golf Professional service)
3. High & Over
4. The Salts (including all onsite facilities and properties)
5. The Crouch (including all onsite facilities and properties)
6. Martello Fields (including pump field and Cliff Gardens)
7. Seafront (not assets like beach huts or concession units)
8. Allotments

9. Blatchington Pond
10. Other open spaces as per the Town Council's Fixed Asset Register
11. Oversight of Town Council's Climate Change Emergency workstreams and performance

### **Assets & Facilities Committee**

All matters (except those retained by Full Council) relating to:

1. The View
2. Hurdis House
3. Old Town Hall
4. Public Toilets
5. Martello Café
6. Martello Tower
7. The Crypt
8. Beach Huts
9. Concessions & Street Trading
10. CCTV
11. Sutton Park War Memorial
12. Memorials (including The Shoal)
13. Street Furniture (including bins, noticeboards, lighting and benches)
14. Events
15. Grass Verges (those urban verges delegated from ESCC)
16. Bus Shelters
17. Esplanade Car Park
18. Other assets & facilities as per the Town Council's Fixed Asset Register

### **Finance & General Purposes Committee**

All matters (except those retained by Full Council) relating to:

1. Review of Full Council budget position
2. Consideration of annual budget request of all standing Committees for recommendation to Full Council
3. Approval and award of grants and donations
4. Considering and agreeing action to all Internal Audit reports
5. Risk management strategy

6. Civic & ceremonial activities
7. Electoral matters
8. Write off of debts up to £3,000 (subject to requirements of Bad Debt Policy)
9. Council Policy Programme
10. Council Offices (37 Church Street)
11. Town Council leases
12. Town Council litigation
13. Oversight of external funding performance

### **Planning & Highways Committee**

All matters (except those retained by Full Council) relating to:

1. Consultee response to planning applications
2. Consultee response to road closure applications
3. Consultee response to tree works applications
4. National and local plans
5. Highways & traffic matters
6. Street naming
7. Any other planning or highways matter the Town Council is consulted on

### **Personnel**

All matters (except those retained by Full Council) relating to:

1. Staffing matters not delegated to officers
2. Amending the staff structure (changes requiring additional budget requiring Full Council approval)
3. Authorise adjustments to employees Terms & Conditions of employment, including increases to employees contracted hours of work; subject to the Committee being presented with a fully costed business case for any changes
4. Agree financial resolutions of grievances within budget or if it is higher or an unbudgeted expenditure, this will have to be authorised by Full Council

*Via a Disciplinary / Grievance Panel made up of three Personnel Members:*

5. Consider and resolve all staff grievances unable to be dealt with by officers in accordance with Grievance Policy
6. Consider and deal with all staff disciplinary matters unable to be dealt with by officers in accordance with Disciplinary Policy

7. Consider and deal with all potential disciplinary matters relating to the Town Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures

### **Appeals**

All matters (except those retained by Full Council) relating to:

1. Consider and resolve all staff appeals concerning grievance or disciplinary matters
2. Consider and resolve Freedom of Information Act appeals, where this is unable to be dealt with by officers
3. Consider and resolve appeals to decisions relating to a complaint, where this is unable to be dealt with by officers
4. Consider appeals against decisions where this is available within a policy, where this is unable to be dealt with by officers



<b>Report No:</b>	<b>150/24</b>
<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Full Council – Extraordinary</b>
<b>Date:</b>	<b>12<sup>th</sup> December 2024</b>
<b>Title:</b>	<b>Committee Chair Appointment – Finance &amp; General Purposes</b>
<b>By:</b>	<b>Steve Quayle, Interim Town Clerk</b>
<b>Purpose of Report:</b>	<b>To seek any nominations for appointment to the role of Chair of Finance &amp; General Purposes</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
<ol style="list-style-type: none"> <li>1. To accept nominations for and appoint the Chair of Finance &amp; General Purposes.</li> <li>2. To invite any requests from councillors to fill the remaining two spaces on the Finance &amp; General Purposes Committee.</li> </ol>

## **1. Information**

- 1.1** Full Council has to elect a Chair and Vice-Chair for each of its committees on an annual basis.
- 1.2** The former Chair of the Finance & General Purposes Committee (F&GP), Councillor R Stirton, has resigned from the position of Chair due to current health concerns.
- 1.3** Full Council is now being asked to invite nominations from current F&GP members to be appointed as Chair for the remainder of the 2024-2025 municipal year.
- 1.4** For clarity, the current F&GP members are: Councillors S Ali, L Boorman, R Buchanan, S Dubas, F Hoareau (Vice Chair), R Stirton, L Wallraven and M Wearmouth.



- 1.5 There are however also currently two vacancies on F&GP, so should any other councillors wish to put their name forward to join the Committee, this can be voted on at the meeting.
- 1.6 To aid councillors' consideration of this, there is some information provided at **Appendix A** on the responsibilities of the role as Chair of F&GP and also the responsibilities of the Committee itself.
- 1.7 Thank you in advance to any councillors that would consider putting themselves forward as Chair or a Committee member.

## **2. Financial Appraisal**

- 2.1 There are no direct financial implications as a result of this report.

## **3. Contact Officer**

- 3.1 The Contact Officer for this report is Steve Quayle, Interim Town Clerk.



## **Finance & General Purposes Committee Chair Role and Responsibilities**

### **Role**

- 1) To chair the meetings of the committee.
- 2) To work collectively via the Committee Chairs Management Committee (CCMG) to keep informed on Town Council functions.

### **Responsibilities**

#### Meetings:

- 1) To manage committee meetings including public participation, ensuring discussion and any decisions are relevant to specified items on the published agenda.
- 2) To ensure committee meetings are introduced to attendees, following the Town Council's meeting guidance.
- 3) In the event of a guest speaker(s) attending a committee meeting, to make the speaker(s) feel welcome and to facilitate questions.
- 4) To move meetings through the agenda, complying with Standing Orders.
- 5) To use the casting vote, in the event of a tied vote.
- 6) To check draft minutes of the relevant committee meetings prior to them being published.
- 7) To communicate regularly with the relevant committee officer to discuss committee meeting agendas to support meeting preparation.
- 8) To attend and take part in monthly meetings of the CCMG (with the exception of the Chairs of Appeals and Disciplinary/Grievance), complying with the adopted CCMG policy.

#### Members and Officers:

- 9) To professionally work with Town Council officers on procedural and legal matters that may arise, including seeking officer advice as required.

- 10) To act as a conduit between committee members and officers to help harness and maintain an effective and positive working environment.

Specified within Town Council Policy:

*All Committee Chairs*

- 11) To be aware of and observe the Town Council's Standing Orders.
- 12) To manage public participation in committee meetings, in accordance with the Town Council's Public Participation Policy.
- 13) To be involved in the Town Council's tender selection process on tenders relevant to committee, if required, in accordance with the Town Council's Financial Regulations.

*Chair of Finance and General Purposes*

- 14) To be familiar with and observe the Town Council's Financial Regulations.
- 15) To be notified of any discrepancies relating to the Town Council's debit card monthly reconciliations, in accordance with the Town Council's Purchase Ordering and Payment for Goods and Services Policy.

**Finance & General Purposes  
Committee Responsibilities**

- Monitoring the whole council financial performance
- Recommending the whole council draft budget for approval
- Annual financial grants scheme
- Monitoring bad debts and write off of debts
- Reviewing financial systems and internal controls
- Internal audit arrangements
- Civic & ceremonial matters
- Electoral matters
- Review of relevant policies

Meets: quarterly, Thursday evenings

Aptitudes: financial acumen, inquisitive, professionalism, attention to detail