



## Seaford Town Council

### Seaford Town Council Annual Meeting Agenda – 7 May 2025

#### To the Members of the Full Council

Councillors S Adeniji, S Ali, L Boorman, C Bristow, R Buchanan, 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

A meeting of the **Annual Meeting of Seaford Town Council** will be held at

**Council Chambers, 37 Church Street, Seaford, BN25 1HG on Wednesday, 7 May 2025 at 7.00pm**, which you are summoned to attend.

Steve Quayle,  
Town Clerk  
30 April 2025

#### 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 meeting will be recorded and uploaded to the Town Council's YouTube channel shortly after the meeting.
- 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 16 people due to the size of the venue

### AGENDA

#### 1. Election of Mayor for the Municipal Year 2025 - 2026

To receive nominations for the office of Mayor.

#### 2. Declaration of Acceptance of Office – Mayor

Following the election of the Mayor, and pursuant to the provisions of Section 83 of the Local Government Act 1972, the person elected to be Mayor of Seaford shall make a Declaration of Acceptance of Office in the prescribed form before the Proper Officer.

### **3. Handover of Mayoral Office**

Following a handover of the Mayor's Chain, the newly appointed Mayor will be formally introduced to the meeting by the Sergeant-at-Mace.

There is an opportunity for any brief speeches by the outgoing or newly appointed Mayor.

### **4. Election of Deputy Mayor for the Municipal Year 2025 - 2026**

To receive nominations for the office of Deputy Mayor.

*(there will be a short transition period – allowing for any seat swapping and the Mayor to liaise with the Clerk in preparation for the remaining items of business on the agenda)*

### **5. Apologies for Absence**

To consider apologies for absence.

### **6. 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.

### **7. Public Participation**

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

### **8. 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.

### **9. [Review of Committee Terms of Reference 2025](#)**

To consider report 01/25 presenting the proposed Committee Terms of Reference for consideration and adoption by Full Council (pages 5 to 18).

### **10. [2025 - 2026 Committee Membership](#)**

To consider report 02/25 presenting Full Council with necessary details to appoint members to committees, appoint the Chairs and Vice-Chairs, and consider the appointment of any new committees (pages 19 to 29).

## **11. 2025-2026 Outside Body Review & Appointments**

To consider report 03/25 presenting Full Council with the necessary details to review the Town Council's representation on outside bodies and appoint representation for the 2025 – 2026 Municipal Year (pages 30 to 50).

### **AGENDA NOTES**

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

Steve Quayle, 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 relevant to the activities of the Town Council.
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.



## Seaford Town Council

|                           |  |
|---------------------------|--|
| <b>Report No:</b>         | <b>01/25</b>   |
| <b>Agenda Item No:</b>    | <b>9</b>   |
| <b>Committee:</b>         | <b>Full Council – Annual Meeting</b>   |
| <b>Date:</b>              | <b>7 May 2025</b>  |
| <b>Title:</b>             | <b>Review of Committee Terms of Reference 2025</b>   |
| <b>By:</b>                | <b>Georgia Raeburn, HR &amp; Governance Manager</b>  |
| <b>Purpose of Report:</b> | <b>To present the proposed Committee Terms of Reference for consideration and adoption by Full Council</b> |

### **Actions**

#### **Full Council is advised:**

1. To consider the proposed terms of reference.
2. To move to a vote on the motion below.

### **Recommendations**

#### **Full Council is recommended:**

1. To note the contents of the report and the further review of the terms of reference during the 2025 – 2026 municipal year.
2. To adopt the Committee Terms of Reference, either as presented OR subject to amendments discussed in the meeting.

## **1. Introduction**

- 1.1** This report is presenting the draft Committee Terms of Reference for adoption by Full Council, as the policy document that enables the Town Council's committee structure to function.

- 1.2** Given their nature, the terms of reference are usually reviewed on an annual basis but this year have undergone a significant change given the revised committee structure being introduced.

## **2. Information**

- 2.1** Under the Local Government Act 1972 s101, the Town Council may appoint committees to undertake any of its functions not reserved in law for consideration by Full Council.
- 2.2** Without a committee structure in place, every decision making not delegated to officers would have to come through Full Council. The Town Council has chosen to operate under a committee structure to ensure its effectiveness.
- 2.3** The benefits of the committee structure include:
- (a)** enabling expertise and focus on certain items of business,
  - (b)** enabling councillors to decide where to apply their focus, experience and skill sets,
  - (c)** avoiding overly long and more frequent Full Council meetings,
  - (d)** ensuring the Town Council can meet the response deadlines for commenting on planning and tree works applications, and
  - (e)** enabling the roles of chairs of committees and the additional duties they carry out to support the smooth running of the Town Council and communications between the councillor and officer teams.
- 2.4** The Town Council's committee structure was revised by Full Council in December 2024, with the new structure being introduced for the 2025 – 2026 Municipal Year. This Annual Meeting is the first meeting within this new Municipal Year and, therefore, new committee structure.
- 2.5** The revised structure has been agreed on a trial basis for the year, to be reviewed in early-2026 ahead of the 2026 – 2027 Municipal Year. Officers are working on how to facilitate this review and will present a report to Full Council at a later date for consideration on this matter.
- 2.6** In the meantime, in order to allow the new committee structure to function, the Town Council must revise its terms of reference for its committees – the terms of reference being the policy document that delegates decision making powers to the committees.

- 2.7** Attached at **Appendix A** are the proposed Committee Terms of Reference. These reflect the indicative terms of reference that were presented to Full Council in December 2024.
- 2.8** Whilst the committee terms of reference were previously a part of the Town Council's Scheme of Delegation (see section 3 below), this is in effect a new policy document being proposed. Due to this and the number of changes to the document – the introduction of new committees, removal of superseded committees and changes to the layout/ordering – the changes to this document have not been tracked.
- 2.9** Full Council is asked to consider the proposed terms of reference and pass a motion adopting these for the 2025 – 2026 Municipal Year.

### **3. Terms of Reference & Scheme of Delegation – Next Steps**

- 3.1** The terms of reference for committees have historically always formed part of the Town Council's Scheme of Delegation, a policy document that also sets out the delegation to officers as well as committees.
- 3.2** Officers are separating these into two policy documents as, whilst they both set out delegations, they are quite different in nature and many other local councils hold separate policy documents for these.
- 3.3** The intention is that a revised Scheme of Delegation to Officers – reflecting the new staff structure - will be presented at the June 2025 Full Council meeting.
- 3.4** With regards to the Committee Terms of Reference and having looked at examples from other local councils, it is clear that further improvements can be made to better define the powers being delegated. At present, the terms of reference for those committees responsible for land, assets and facilities are predominantly in list form. Whilst this is fit for purpose – it makes clear which committees can consider and make decisions in which areas – it is very vague and often requires interpretation as to what the committee can decide when also considering what is delegated to officers or ought to be decided by Full Council.
- 3.5** Officers are therefore intending to continue the review of the Committee Terms of Reference over the course of the new municipal year and work on improvements that can be made to the policy document. This review will be run in parallel to the review of the new committee structure in early-2026.

#### **4. Financial Appraisal**

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

#### **5. Contact Officer**

**5.1** The Contact Officer for queries on this report is Georgia Raeburn, HR & Governance Manager.





Seaford Town Council

## Committee Terms of Reference

|  |   |   |
|--|---|---|
| <b>Policy Ref.</b>                         | CXX   |   |
| <b>Date Last Adopted</b>                   | May 2022*   |   |
| <b>Date of Next Review</b>                 | May 2025  |   |
| <b>Possible Prompts for Earlier Review</b> | <ul style="list-style-type: none"> <li>• Change in national guidance or legislation that impacts the terms of reference</li> <li>• Specific delegations agreed by Full Council or committees requiring inclusion in the policy</li> </ul> |   |
| <b>Previous Adoption Dates *</b>           | May 2021<br>March 2020<br>May 2019<br>May 2018<br>May 2017<br>May 2016  | June 2015<br>May 2014<br>May 2013<br>May 2012<br>May 2011 |
| <b>Author</b>                              | HR & Governance Manager   |   |

\* previously part of the Scheme of Delegation policy document

## Committee Terms of Reference

The Town Council's Scheme of Committee Terms of Reference is an essential policy to enable the Town Council to function efficiently and effectively. Without this, every decision would have to be taken by the Full Council.

Under the Local Government Act 1972 s101, the Town Council may appoint committees to undertake any of its functions not required by law to be dealt with by Full Council.

Decision making powers are given to both committees and officers to enable the Town Council to react to circumstances and operate effectively. This policy document sets out the delegations to committees – there is a separate Scheme of Delegation policy document that covers delegations to officers and other individuals.

There will be times when one-off / temporary delegations are agreed by Full Council or a committee – they will not be recorded in this document. Additional permanent delegations will be added to this document at the next available review.

Section 4 of the Town Council's Standing Orders confirms the status and arrangements of committees, sub-committees and working groups. Powers cannot legally be delegated to individual councillors or working groups.

Working groups are ordinarily established to investigate and/or review a particular matter then report back to the relevant committee or Full Council with its findings, which may include recommendations. Working group terms of reference do not form part of this policy document.

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## **1. Full Council Functions**

Membership: all councillors

Quorum: minimum of 7 councillors

Frequency: quarterly plus annual meeting

The following matters are to be dealt with by the Full Council:

- 1.1 Approval of budget and setting the precept
- 1.2 Approval of the Annual Return and Audit of Accounts
- 1.3 Authorisation of borrowing
- 1.4 Adopting or changing all Town Council policies
- 1.5 Making of Orders under any statutory powers
- 1.6 Making, amending or revoking byelaws
- 1.7 Appointment of standing committees
- 1.8 Appointing Town Council representatives to outside bodies
- 1.9 Appointment, or dismissal, of the Proper Officer
- 1.10 Assigning the duties of Responsible Financial Officer within the staff structure
- 1.11 Considering an external auditor's report made in the public interest
- 1.12 Confirming (by resolution) that it has satisfied the statutory criteria to exercise the General Power of Competence
- 1.13 Considering and approving the acquisition or disposal of land or assets (including entering into leases) in accordance with the Town Council's Financial Regulations
- 1.14 All other matters which must, by law or by Town Council policy, be reserved to the Full Council

## **2. Delegation to Committees**

The following matters are delegated to the Town Council's Committees to make decisions on behalf of the Town Council.

Please note:

- Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Town Council's Standing Orders and Financial Regulations, and any approved policy framework and budget
- Full Council may at any time, following resolution, revoke any delegated authority
- Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to Full Council. Similarly, where a committee has no delegated power to make a decision, it makes a recommendation to Full Council
- The Mayor of the Council (or Deputy Mayor in their absence) is an ex-officio member of all committees and entitled to vote
- Decisions on Town Council business cannot be delegated to individual councillors
- All correspondence for the Town Council and its committees shall be conducted through the Town Clerk

## **2.1 All Committees**

- 1) Consideration of first draft of the committee budget
- 2) Monitor income and expenditure within the committee budget
- 3) Expenditure decisions within the committee budget
- 4) Conduct the first review of policy documents within the committee's areas of remit, and recommendation to Full Council
- 5) Conduct the first review of leases and other similar disposals of land within the committee's areas of remit, and recommendation to Full Council
- 6) Creation and appointment of sub-committees and setting of terms of reference
- 7) Creation and appointment of working groups and setting of terms of reference

## **2.2 Assets & Facilities Committee**

Membership: 10 councillors

Quorum: minimum of 4 councillors

Frequency: quarterly

Delegated powers:

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

- 1) Beach Huts
- 2) Bus Shelters
- 3) CCTV
- 4) Concessions & Street Trading
- 5) Esplanade Car Park
- 6) Events (Town Council events – not civic events - and external events on Town Council land)
- 7) Hurdis House
- 8) Martello Café
- 9) Martello Tower
- 10) Memorials (including benches, trees and The Shoal)
- 11) Old Town Hall
- 12) Public Toilets
- 13) Street Furniture (including bins, noticeboards, lighting and non-memorial benches)
- 14) Sutton Park War Memorial
- 15) The Crypt
- 16) The View
- 17) Other assets & facilities as per the Town Council's Fixed Asset Register and not within the remit of the Golf, Open Spaces & Climate Action Committee

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

Membership: 10 councillors

Quorum: minimum of 4 councillors

Frequency: quarterly

Delegated powers:

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

- 1) Approval and award of grants and donations
- 2) Civic & ceremonial activities
- 3) Consideration of annual budget request of all standing committees for recommendation to Full Council
- 4) Considering and agreeing action to all Internal Audit reports
- 5) Electoral matters
- 6) Oversight of external funding performance
- 7) Review of Full Council budget position
- 8) Risk management strategy
- 9) Town Council leases
- 10) Town Council litigation
- 11) Town Council offices (37 Church Street)
- 12) Town Council policy programme
- 13) Write off of debts in accordance with the Town Council's Bad Debt Policy

## **2.4 Golf, Open Spaces & Climate Action Committee**

Membership: 10 councillors

Quorum: minimum of 4 councillors

Frequency: quarterly

Delegated powers:

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

- 1) Allotments
- 2) Blatchington Pond
- 3) Grass Verges (those urban verges delegated from East Sussex County Council)
- 4) Grounds Maintenance Contract
- 5) High & Over

- 6) Martello Fields (including pump field and Cliff Gardens)
- 7) Oversight of Town Council's Climate Action workstreams and performance
- 8) Seaford Head Estate (including Nature Reserve, South Hill Barn, Southdown Corner, South Hill farmland and Hope Gap Steps)
- 9) Seaford Head Golf Course (including the Golf Professional service and matters relating to Seaford Head Golf Club and members)
- 10) Seafront (not assets like beach huts or concession units)
- 11) The Crouch (including all onsite facilities and properties)
- 12) The Salts (including all onsite facilities and properties)
- 13) Trees (including Trees for Seaford)
- 14) Other open spaces as per the Town Council's Fixed Asset Register

## **2.5 Personnel Committee**

Membership: 6 councillors

Quorum: minimum of 3 councillors

Frequency: quarterly

Delegated powers:

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

- 1) Consider recommendations from officers in relation to staff matters that cannot be determined by officers
- 2) Review and approve the annual salaries budget being recommended to the Finance & General Purposes Committee for inclusion in the draft budgets
- 3) Review and approve the template terms and conditions of employment
- 4) Authorise permanent changes to the staff structure to reflect the Town Council's performance needs, so long as within budget. Any changes requiring additional budget require Full Council approval
- 5) Oversee the recruitment of the Town Clerk, except the appointment of the permanent Town Clerk which must be approved by Full Council
- 6) Ensure annual appraisals are carried out for all staff, including the Town Clerk



- 7) Authorise adjustments to employees Terms & Conditions of employment, including permanent increases to employees contracted hours of work; subject to the Committee being presented with a fully costed business case for any changes. Any changes requiring additional budget require Full Council approval
- 8) Consideration and resolution of recommendations from the Grievance / Disciplinary Panel in terms of resolving grievance or disciplinary matters. Where there is a financial resolution, this can be authorised by the Personnel Committee if within budget or, if it is higher or an unbudgeted expenditure, this will have to be authorised by Full Council

#### 2.5.a Grievance / Disciplinary Panel

Membership: 3 councillors from Personnel Committee

Quorum: minimum of 3 councillors

Frequency: as and when required

Delegated powers:

As a panel, this group will have no delegated powers and will instead make recommendations to the Personnel Committee for consideration, as follows:

- 1) Consideration of all staff grievances unable to be dealt with by officers in accordance with the Grievance Policy and making recommendations to the Personnel Committee of the suggested outcome
- 2) Consideration of all staff disciplinary matters unable to be dealt with by officers in accordance with the Disciplinary Policy and making recommendations to the Personnel Committee of the suggested outcome

## **2.6 Planning & Highways Committee**

Membership: 10 councillors

Quorum: minimum of 4 councillors

Frequency: monthly

Delegated powers:

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

- 1) Consider and provide consultee responses to planning applications, road closure applications, tree works applications and tree preservation orders

- 2) Consider and provide consultee responses to national and local planning matters
- 3) Consider and provide consultee responses to highways, transport and traffic matters, stopping up orders, and rights of way, bridleway and footpath matters
- 4) Consider and agree responses to any proposals with respect to street naming
- 5) Oversee the review of the Seaford Neighbourhood Plan in preparation for subsequent Full Council approval, reporting back to Full Council as required during the process
- 6) Any other planning or highways matter the Town Council is consulted on

## **2.7 Appeals Committee**

Membership: 5 councillors

Quorum: minimum of 3 councillors

Frequency: as and when required

Delegated powers:

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

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

*Note: the Committee cannot consider an appeal against a decision taken by the Full Council.*



## Seaford Town Council

|                           |   |
|---------------------------|---|
| <b>Report No:</b>         | <b>02/25</b>  |
| <b>Agenda Item No:</b>    | <b>10</b>   |
| <b>Committee:</b>         | <b>Full Council – Annual Meeting</b>  |
| <b>Date:</b>              | <b>7 May 2025</b>   |
| <b>Title:</b>             | <b>2025 - 2026 Committee Membership</b>   |
| <b>By:</b>                | <b>Georgia Raeburn, HR &amp; Governance Manager</b>   |
| <b>Purpose of Report:</b> | <b>To appoint members to committees, appoint the chairs and vice-chairs, and consider the appointment of any new committees</b> |

### Actions

#### Full Council is advised:

1. In advance of the meeting, for councillors to give the Governance Team an indication of their preferences for committee membership by email to [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk)
2. To move to a vote on the motions below, with the format for appointment setting recommended as follows:
  - a) Take each committee in the order presented in Appendix A – interested councillors will be asked to nominate themselves and vote on the committee as a whole, rather than individually per seat (see Section 2 of the report)
  - b) Take each chair and vice chair role in the order presented in Appendix A – handle each position separately, asking for interested councillors to nominate themselves and then vote on that appointment (see Section 3 of the report)
  - c) Officers will create a list in the meeting of which councillors remain available to form the Appeals Committee – interested councillors will be asked to nominate themselves and vote on the committee as a whole, rather than individually per seat. The newly appointed Appeals

Committee members will then be asked to make nominations for the chair and vice-chair positions, with each position voted on separately (see Section 5 of the report)

- d) Officers will create a list in the meeting of which councillors are eligible for the role of Chair of the Committee Chairs Management Group – interested councillors will be asked to nominate themselves and vote on the position (see Section 5 of the report)
- e) In the case of more than one nomination, it is recommended that votes be taken in the order they are seconded, although the chair of the meeting makes the ultimate decision on voting order. Any successful vote i.e. appointment, negates the need to hold any further votes for other nominees

## **Recommendations**

### **Full Council is recommended:**

1. To note the contents of the report.
2. To note the approved 2025 – 2026 Committee Structure.
3. To appoint members to the standing committees. (excluding the Appeals Committee membership).
4. To appoint chairs to the relevant committees.
5. To appoint vice-chairs to the relevant committees.
6. To appoint members to the standalone Appeals Committee.
7. To appoint the Chair and Vice-Chair of the Appeals Committee.
8. To appoint the Chair of the Committee Chairs Management Group

## **1. Introduction**

- 1.1** In accordance with its Standing Orders, the Town Council is required to review its committee structure annually and then appoint membership of those committees.
- 1.2** There is a set order in which these tasks must take place to ensure appointments are made appropriately. This order is set out in motions 1 to 8 above.
- 1.3** To aid with the above, this report is set out in the following sections:  
Section 2 – Committee Structure

Section 3 – Appointing Committee Membership

Section 4 – Appointing Committee Chairs and Vice-Chairs

Section 5 – Appeals Committee

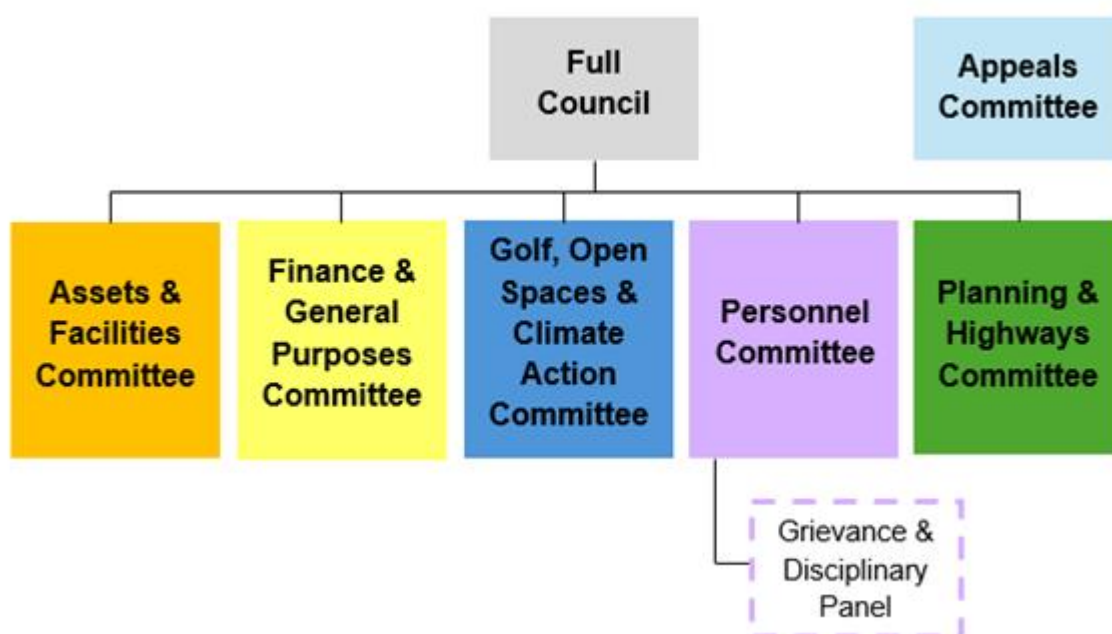
Section 6 – Chair of the Committee Chairs Management Group

- 1.4** In order to facilitate and support Full Council in making these appointments, officers will work closely with the Chair during the meeting to guide Full Council through the process.

## **2. Committee Structure**

- 2.1** At its meeting on 12 December 2024, Full Council approved a new committee structure to be implemented for the 2025 – 2026 municipal year.

- 2.2** The revised committee structure is as follows:



- 2.3** In accordance with the decision of Full Council in December, this committee structure will be trialled for the 2025 – 2026 municipal year, being reviewed in early-2026 for effectiveness ahead of the following municipal year beginning in May 2026.
- 2.4** Given its recent approval, officers are working on the basis that the structure will be as presented above for the coming municipal year. In accordance with protocol, Full Council is however at liberty to make changes to the structure should it deem this to be necessary.
- 2.5** With regards to the details of each committee, the previous item of business on this agenda facilitates the review and approval of the

Committee Terms of Reference, which includes the membership size and quorum of each committee.

### **3. Appointing Committee Membership**

- 3.1** **Appendix A** presents the blank committee membership list to guide the appointments to be made at the annual meeting.
- 3.2** Councillors are invited to nominate themselves for any committee seats that they would like to fill.
- 3.3** If councillors would like more information about the commitment being made with certain committees, please speak with the Town Clerk, Governance team, the current chair of the committee or a current committee member, where applicable.
- 3.4** To assist with preparation and discussion on the night, councillors are asked to email [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk) with their committee requests in advance of the meeting.
- 3.5** Officers will begin to populate a committee membership list based on email requests received and this will then be issued at the meeting for members to vote on appointments. Where there are more members requesting to join a committee than seats on said committee, Full Council will need to discuss this.
- 3.6** Membership of the Grievance & Disciplinary Panel will be members of the Personnel Committee, with the panel members identified as and when required. Full Council is however asked to appoint a panel chair at this meeting, so this point of contact is known and ready to be liaised with should any relevant matters arise – this appointment will be covered during Section 4 below.
- 3.7** The recent revisions to the Mayor's Portfolio by Full Council in March have introduced a provision that the Mayor (or in their absence Deputy Mayor) may attend any standing committee in a voting ex-officio capacity. Where the Mayor or Deputy Mayor are appointed to committees however, they act as a councillor, not in their mayoral/deputy mayoral capacity.

### **4. Appointing Committee Chairs and Vice-Chairs**

- 4.1** Once committee membership has been allocated (excluding the Appeals Committee) Full Council will need to elect a chair and vice-chair for each of the relevant committees.

- 4.2** It is the usual practice at the Town Council for a councillor to only hold one chair position. This is to avoid any one councillor taking on an unproportionate workload, for business continuity and effectiveness i.e. more councillors forming part of the Committee Chairs Management Group or to be consulted with as part of any decision-making process outside of meetings, and also if that councillor is incapacitated for any reason, it is only one chair that is out of action.
- 4.3** Attached at **Appendix B** is the overview of the roles and responsibilities of the committee chairs, just for councillors' information.
- 4.4** There is also a Committee Chairs Management Group (CCMG) Policy – revised by Full Council in March 2025 - that is available to view on the [Town Council's website](#), that sets out the purpose and activities of this group that most chairs automatically become a part of (with the exception of the Chair of Appeals). Please see section 6 below for details about the election of Chair of CCMG.

## **5. Appeals Committee**

- 5.1** To confirm, the Appeals Committee membership and then Appeals Chair and Vice-Chair appointments will be the final committee items of business to be determined.
- 5.2** Members of the Appeals Committee should not be:
- (a)** Members of the Personnel Committee, or
  - (b)** A chair or vice-chair of another committee (ideally).
- 5.3** This is in order to reduce the risk of a conflict of interest arising in any appeals presented to the Committee as a result of having been involved in the matter previously.
- 5.4** The Appeals Committee only meets as and when there is an appeal to be considered.

## **6. Chair of Committee Chairs Management Group**

- 6.1** In accordance with the revised CCMG Policy and Mayor's Portfolio, which were discussed in depth and adopted by Full Council at its meeting on 27<sup>th</sup> March, Full Council is asked to appoint the Chair of CCMG at the annual meeting.
- 6.2** The Chair of CCMG will be one of the following:
- (a)** Deputy Mayor

- (b) Chair of Assets & Facilities
- (c) Chair of Finance & General Purposes
- (d) Chair of Golf, Open Spaces & Climate Action
- (e) Chair of Planning & Highways

**6.3** Those councillors holding the above positions will be asked in the meeting to indicate if they are interested and a vote then taken to elect the Chair of CCMG.

## **7. Financial Appraisal**

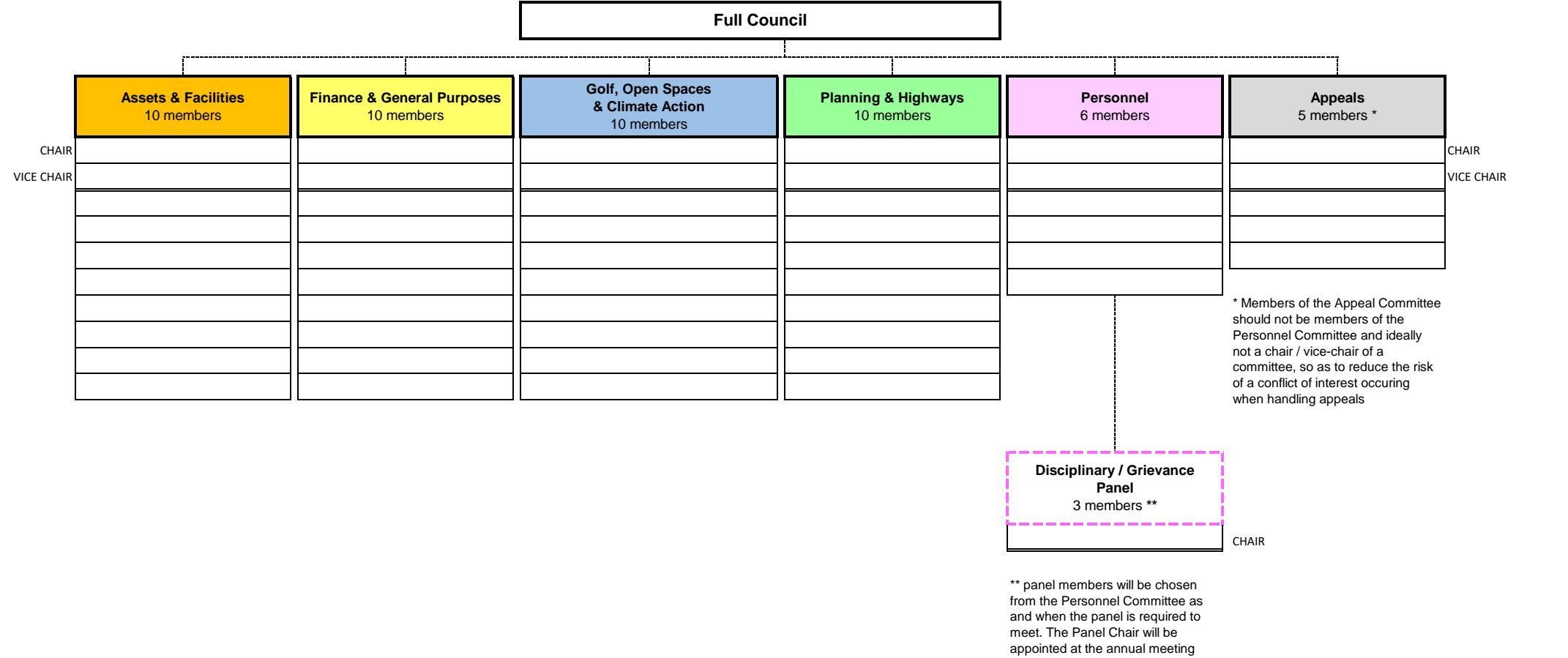
**7.1** There are no direct financial implications as a result of this report.

## **8. Contact Officer**

**8.1** The Contact Officer for this report is Georgia Raeburn, HR & Governance Manager.

**8.2** Although, please note that any committee preferences should be sent to the Governance team at [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk)







## Seaford Town Council

### Committee Chair Role and Responsibilities

This document aims to provide councillors with an insight into the role of committee chair to aid their consideration when appointing chairs and vice-chairs at the annual meeting.

This document does not include the Chair of the Council (Mayor), as these details are set out within the Mayor's Portfolio.

#### **Committee Chairs**

##### **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**

1. Meetings:
  - a. To manage committee meetings including public participation, ensuring discussion and any decisions are relevant to specified items on the published agenda.
  - b. To ensure committee meetings are introduced to attendees, following the Town Council's meeting guidance.
  - c. In the event of a guest speaker(s) attending a committee meeting, to make the speaker(s) feel welcome and to facilitate questions.
  - d. To move meetings through the agenda, complying with Standing Orders.
  - e. To use the casting vote, in the event of a tied vote.
  - f. To check draft minutes of the relevant committee meetings prior to them being published.
  - g. To communicate regularly with the relevant officer/s to discuss committee meeting agendas to support meeting preparation.

- h. To attend and take part in quarterly meetings of CCMG (with the exception of the Chair of Appeals), complying with the adopted CCMG Policy.

2. Members and Officers:

- a. To professionally work with Town Council officers on procedural and legal matters that may arise, including seeking officer advice as required.
- b. To act as a conduit between committee members and officers to help harness and maintain an effective and positive working environment.

3. Specified within Town Council Policy:

\*This list below is not exhaustive. With the introduction of the revised committee structure, the delegations to new chair roles (such as for Assets & Facilities and Golf, Open Spaces & Climate Action) will be identified as the roles are embedded\*

a. *All Committee Chairs*

- i. To be aware of and observe the Town Council's Standing Orders.
- ii. To manage public participation in committee meetings, in accordance with the Town Council's Public Participation Policy.
- iii. 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.

b. *Chair of Assets & Facilities*

- i. To be confirmed as this new role is embedded

c. *Chair of Finance & General Purposes*

- i. To be familiar with and observe the Town Council's Financial Regulations.
- ii. 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.

d. *Chair of Golf, Open Spaces & Climate Action*

- i. To be confirmed as this new role is embedded

e. *Chair of Planning & Highways*

- i. No responsibility specified within Town Council Policy.

f. *Chair of Personnel*

- i. To approve, with the Chair of the Committee Chairs Management Group (CCMG), any additional hours requested or worked by the Town Clerk, in accordance with the Town Council's Additional Hours Policy.
  - ii. To appraise the Town Clerk, with the Chair of CCMG, in accordance with the Town Council's Appraisal Scheme Policy.
  - iii. To receive any complaints of bullying and/or harassment from employees against the Town Clerk, in accordance with the Town Council's Dignity at Work Policy, after which it may refer to processes set out within the Town Council's Grievance Policy.
- g. *Chair of Grievance/Disciplinary Panel*
  - i. To receive and deal with any formal grievances raised by or against the Town Clerk, in accordance with the Town Council's Grievance Policy.
  - ii. To take steps in arranging, with relevant officers, Grievance Panel meetings and employee hearings. In accordance with the Town Council's Grievance Policy and with relevant officer or external support.
  - iii. To lead on investigating grievances, reporting back to the Grievance Panel, in accordance with the Town Council's Grievance Policy.
  - iv. To take steps in arranging, with relevant officers, Disciplinary Panel meetings and employee hearings. In accordance with the Town Council's Disciplinary Procedure and with relevant officer or external support.
- h. *Chair of Appeals*
  - i. To receive and bring to the Appeals Committee any appeals made by an employee against a disciplinary decision, in accordance with the Town Council's Disciplinary Procedure.
  - ii. To receive and bring to the Appeals Committee any appeals made by an employee against a grievance decision, in accordance with the Town Council's Grievance Procedure.
  - iii. To receive and bring to the Appeals Committee any appeals made by any individual that cannot be handled by officers and so long as this is not appealing a decision of the Full Council.
- 4. General:
  - a. To commit to a standard level of availability for contact during the year (save for where illness or other similar unexpected factors come into force).

- b. To 'lead by example' as a councillor by complying with the Code of Conduct and the Town Council's Civility and Respect Pledge and to assist with the promotion of best practise and support of fellow councillors.
- c. To understand and respect that the position of committee chair has no delegated powers or any powers to act on or make decisions on behalf of the Town Council.

**Duties:** None, unless specifically delegated

### **Committee Vice-Chairs**

#### **Role**

- 1) To deputise the committee chair's role above.

#### **Responsibilities**

- 1) To chair committee meetings in the absence of the committee chair, encompassing all of the committee chair's responsibilities above.
- 2) To work closely with the committee chair to be informed of committee activity, and to ensure continuity should it be necessary for the vice-chair to deputise in the chair's absence.

**Duties:** None, unless specifically delegated

Reviewed: April 2025

Next review date: April 2026



## Seaford Town Council

|                           |  |
|---------------------------|--|
| <b>Report No:</b>         | <b>03/25</b>   |
| <b>Agenda Item No:</b>    | <b>11</b>  |
| <b>Committee:</b>         | <b>Full Council – Annual Meeting</b>   |
| <b>Date:</b>              | <b>7 May 2025</b>  |
| <b>Title:</b>             | <b>2025 - 2026 Outside Body Review and Appointments</b>  |
| <b>By:</b>                | <b>Isabelle Mouland, Community Engagement and Democratic Services Manager</b>  |
| <b>Purpose of Report:</b> | <b>To review the Town Council's representation on outside bodies and appoint representation for the 2025 – 2026 Municipal Year</b> |

### **Actions**

#### **Full Council is advised:**

1. To consider the representative reports submitted from the 2024 – 2025 Municipal Year at Appendix A.
2. To consider the recommendations of changes to outside bodies listed under 2.7 and 2.8 of the report.
3. To move to a vote on the motions below.

### **Recommendations**

#### **Full Council is recommended:**

1. To note the representative reports submitted from the 2024 – 2025 Municipal Year.
2. To note or agree (as specified) the recommendations of changes to outside bodies listed under 2.7 and 2.8 of the report.
3. To appoint councillors to represent the Town Council on its outside bodies for the 2025 - 2026 Municipal Year.

## 1. Introduction

- 1.1 In order to strengthen communication and partnership working with external community bodies, the Town Council appoints councillor representatives to a number of pre-agreed organisations (known within the Town Council as 'outside bodies'). These outside bodies are either based in Seaford or, if not, have work that directly affects the town, its businesses, visitors and/or residents.
- 1.2 The Town Council's Standing Orders state that, at its annual meeting, the Town Council will review its formal representation on any outside bodies and the arrangements for the representatives to report back.
- 1.3 The Town Council has a Representation on Outside Bodies Policy which can be found on the [Policies Page](#) of the Town Council website.

## 2. Outside Body Review

- 2.1 In preparation for the meeting, a number of steps have been taken to assist Full Council in undertaking the necessary reviews.

### 2024 – 2025 Representatives' Written Reports

- 2.2 Councillors appointed to represent the Town Council on outside bodies are required to provide a formal written report at the end of the municipal year.
- 2.3 This report ensures that the Town Council is receiving key updates from these bodies and has an opportunity to review the representation based on up-to-date information.
- 2.4 This process also assists with the appointment of representatives for the following municipal year by ensuring clarity for councillors as to the purpose and activities of each of the bodies, and the role and level of involvement that may be expected of the representative.
- 2.5 The table at Appendix A lists the outside bodies, the number of representatives, the 2024 - 2025 councillor representatives and the reports that have been returned.
- 2.6 Representatives are encouraged in the written reports to make any recommendations relating to the arrangements for their specific outside body/bodies.
- 2.7 Full Council is now asked to consider these representative recommendations, as set out below:

To note:

- (a) **Access Seaford:** The group is called “Access in Newhaven and Seaford” – information that can be NOTED by Full Council.
- (b) **Seaford Head Local Nature Reserve Management Committee:** It is recommended that it may be useful if the outside body representatives are also on the Town Council’s Golf, Open Spaces and Climate Action Committee – information that can be NOTED by Full Council.

For Consideration:

- (c) **Bishopstone United Charities:** Non-Councillor Penny Lower is willing to continue as the Town Council’s representative – a recommendation that can be CONSIDERED by Full Council.
- (d) **Chyngton Brooks Project:** No further councillor input is required – as officers are now liaising directly with the National Trust - and so it is recommended to remove this from the outside bodies list and not appoint representatives – a recommendation that can be CONSIDERED by Full Council.  
  
N.B. Officers are liaising with the National Trust and arranging for the project leads to attend a meeting of Full Council to discuss the project and any permissions that may be required from the Town Council given the proposed involvement of a small strip of Town Council owned land.
- (e) **Cuckmere Community Bus:** Non-Councillor John Edson is willing to continue as the Town Council’s representative – a recommendation that can be CONSIDERED by Full Council.
- (f) **Seaford Environment Alliance:** It has been recommended that the number of representatives increase from one to two representatives – a recommendation that can be CONSIDERED by Full Council.
- (g) **SeaFriends:** This outside body was the Mayor of Seaford’s chosen charity for 2024 - 2025, resulting in little involvement required from the outside body representative. It is recommended that perhaps there is no longer a need for an outside body representative for SeaFriends (they do not meet regularly), although this could just have been due to it being the Mayor’s Charity for 2024 - 2025 – a recommendation that can be CONSIDERED by Full Council.



## Officer Feedback

- 2.8** Officers may also identify possible changes to the outside body arrangements mid-year and will present them for consideration as part of this annual review. The recommendations for this review are set out below:

### To note:

- (a) Chalk Coast National Nature Reserve:** This is now known as the Seven Sisters National Nature Reserve – information that can be NOTED by Full Council.

### For consideration:

- (b) East Sussex Association of Local Councils (ESALC) & Lewes District Association of Local Councils (LDALC):** There is a large crossover of information between them, as both associations are affiliates of one another. The Town Council has not received communications from LDALC since September 2024 and the information comes through ESALC. It is suggested that both ESALC and LDALC are combined on the outside bodies list, with two representatives appointed who can either both attend meetings/events or cover as appropriate – a recommendation that can be CONSIDERED by Full Council.

## **3. Bishopstone United Charities**

- 3.1** Due to its unique arrangement – in that councillor representatives become charity trustees - Bishopstone United Charities is highlighted within this report.
- 3.2** Bishopstone United Charities is responsible for the maintenance of a listed building within Bishopstone Village (Eadric House) and the welfare of the two almshouse tenants.
- 3.3** The charity's constitution requires that the Town Council nominates two representatives that sit on the charity as trustees – the representatives are therefore pivotal in the operation and decision-making of the charity.
- 3.4** Since 2019, a former councillor has continued to act a chosen Town Council representative, due to their experience in this role and continued commitment to the charity. This former councillor has expressed that they are happy to continue in one of the two representative positions.

- 3.5 As a result of the above, previous experience as a trustee or with almshouse management will be beneficial for this appointment.

#### **4. 2025 – 2026 Representation**

- 4.1 To confirm, the table at Appendix A sets out the outside bodies and representative numbers that are to be appointed by Full Council at this meeting.
- 4.2 Any councillors looking for further information on the positions, the groups and/or the commitment entailed, are recommended to speak with the current councillor representative/s, where possible, or failing that, with the Community Engagement and Democratic Services Manager.
- 4.3 To assist with preparation and discussion on the night, any councillors wishing to be appointed to represent an outside body should email officers on [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk) in advance of the meeting, who will make a note of all changes.
- 4.4 This will then be issued at the meeting for Full Council to vote on appointments; where there are more councillors requesting to act as representative than the current allocated number, Full Council will need to discuss this.

#### **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 Isabelle Mouland, Community Engagement and Democratic Services Manager.
- 6.2 Although, please note that any committee preferences should be sent to the Governance team at [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)

**Appendix A****Report No: 03/25**

| <b>Outside Body</b>  | <b>No. Reps</b> | <b>Representative/s</b>                 | <b>Report Ref</b> |
|--|-----------------|---|-------------------|
| Access in Newhaven & Seaford   | 2               | Olivia Honeyman<br>Richard Honeyman     | A                 |
|  |                 |   |                   |
| Bishopstone United Charities   | 2               | Linda Wallraven<br>non-cllr Penny Lower | B                 |
|  |                 |   |                   |
| Chalk Coast National Nature Reserve<br>(now Seven Sisters National Nature Reserve) | 1               | Christina Bristow                       | -                 |
|  |                 |   |                   |
| Chyngton Brooks Project  | 2               | Maggie Wearmouth<br>James Meek          | C                 |
|  |                 |   |                   |
| Citizen's Advice Bureau  | 2               | Imogen Taylor<br>Lindsay Stirton        | -                 |
|  |                 |   |                   |
| Community Rail Partnership   | 2               | Richard Honeyman<br>Roy Clay (Sub)      | D                 |
|  |                 |   |                   |
| Crouch Bowling Club  | 1               | Lindsay Stirton                         | -                 |
|  |                 |   |                   |
| Cuckmere Community Bus   | 1               | non-cllr John Edson                     | E                 |
|  |                 |   |                   |
| East Sussex Association of Local Councils  | 1               | Liz Boorman                             | -                 |
|  |                 |   |                   |
| Impact Seaford   | 2               | Christina Bristow<br>Shah Ali           | -                 |
|  |                 |   |                   |
| Lewes Community Safety Partnership- Joint Action Group                             | 2               | Maggie Wearmouth<br><i>Vacant</i>       | F                 |
|  |                 |   |                   |
| Lewes District Association of Local Councils                                       | 1               | Richard Honeyman                        | -                 |
|  |                 |   |                   |
| Mercread Youth Centre  | 1               | Ruth Stirton                            | -                 |
|  |                 |   |                   |
| Plastic-Free Seaford Steering Group  | 2               | Rod Buchanan<br>Roy Clay                | G                 |
|  |                 |   |                   |
| Save Seaford's Swifts  | 1               | Rod Buchanan                            | H                 |

|   |   |                   |   |
|---|---|-------------------|---|
|   |   |                   |   |
| SeaFriends  | 1 | Olivia Honeyman   | I |
|   |   |                   |   |
| Seaford Allotments  | 1 | Christina Bristow | - |
|   |   |                   |   |
| Seaford Beach User Group  | 1 | Ruth Stirton      | - |
|   |   |                   |   |
| Seaford Chamber of Commerce   | 3 | Sally Markwell    | J |
|   |   | Lindsay Stirton   |   |
|   |   | Geoff Rutland     |   |
|   |   |                   |   |
| Seaford Community Partnership (inc. Ouse Valley Climate Action Project) | 2 | Rod Buchanan      | K |
|   |   | Richard Honeyman  |   |
|   |   |                   |   |
| Seaford Environmental Alliance  | 1 | Rod Buchanan      | L |
|   |   |                   |   |
| Seaford Head Local Nature Reserve Management Committee                  | 2 | Christina Bristow | M |
|   |   | James Meek        |   |
|   |   |                   |   |
| Seaford Head Swimming Pool  | 1 | Christina Bristow | - |
|   |   |                   |   |
| Seaford Traders Group   | 1 | Sally Markwell    | - |
|   |   |                   |   |
| Strengthening Local Relationships                                       | 3 | Freddie Hoareau   | N |
|   |   | Imogen Taylor     |   |
|   |   | Linda Wallraven   |   |
|   |   |                   |   |
| Trees for Seaford   | 1 | James Meek        | O |

## Outside Body Reports

### **A. Access in Newhaven & Seaford – Responses from both Cllr**

#### **Olivia Honeyman and Cllr Richard Honeyman**

**Meeting days, times, place:** The meetings are held on the third Monday of the month at 6.30pm. There are no meetings in August or December. The venue is Cheney's Lodge in the café, Sutton Avenue, Seaford.

**How many meetings did you attend?** 10 meeting between both representatives.

**Principal activities and purpose:** To raise awareness of access issues in Seaford and Newhaven.

**Achievements:** The group continues to raise awareness of access issues in, for example, pubs, restaurants and various venues. They have continued to raise the issues of the lack of accessible housing in the Lewes District.

The Access group members are in regular contact with officers and councillors at Seaford Town Council and Lewes District Council to try to resolve the access issues.

#### **Any current issues of importance/current work significant to the Town**

**Council:** The Engagement Manager for South East Sight Loss Council, has been attending some of the Access meetings throughout the year, to talk about their work. We have also had the lead from SeaFriends attend the Access meetings.

**Areas of Concern:** None.

**Do you think representation should continue?** Yes.

**Is the number of representatives correct?** Yes, it works well, having two representatives who ensure that one of them can attend the meeting.

#### **Recommendations (if any) to the Town Council or next Councillor(s) who**

**might become representative on this Outside Body:** The group is very committed to ensuring that access issues are addressed.

**Any other comments relating to this Outside Body:** This is a very important group for the Town Council to be part of.

The group is called Access in Newhaven and Seaford (not Access Seaford).

## **B. Bishopstone United Charities – Response from non-cllr Penny**

### **Lower**

**Meeting days, times, place:** 2 x trustee meetings per annum and the Annual General Meeting.

**How many meetings did you attend?** All meetings.

**Principal activities and purpose:** To alleviate poverty and disadvantage with the provision of affordable housing for qualifying local residents.

**Achievements:** Properties maintained. Grants acquired for essential repairs. Policies and procedures reviewed and agreed.

**Any current issues of importance/current work significant to the Town Council:** None.

**Areas of Concern:** None.

**Do you think representation should continue?** Yes.

**Is the number of representatives correct?** Yes.

**Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:** The role is one of a trustee with attendant formal/legal responsibilities and obligations.

**Any other comments relating to this Outside Body:** I am willing to continue in the role.

## **C. Chyngton Brooks Project – Response from Cllr Maggie**

### **Wearmouth**

**Meeting days, times, place:** No further councillor input is required.

**How many meetings did you attend?** Two remote meetings.

**Principal activities and purpose:** Seaford Town Council was involved as it owns a small crescent of land on the contour of the Cuckmere Valley below Chyngton Farm. The Chyngton Brooks project involves breaching the public right of way along the embankment by the Cuckmere River in order to allow flooding of the land to the west of the river in order to improve biodiversity for wildlife.

The public will be required to walk around the contour of the valley over Town Council owned land that is already a footpath in order to approach Exceat via the Cuckmere Inn car park.

The lead contact left the National Trust several months ago and the future of the project remains uncertain. A biodiversity study has been undertaken, and the next stage would be planning permission. At present it is hoped that National Trust officials may be able to present a paper to Full Council or a committee to explain further.

**Achievements:** N/A

**Any current issues of importance/current work significant to the Town Council:** N/A

**Areas of Concern:** N/A

**Do you think representation should continue?** No further councillor input is required.

**Is the number of representatives correct?** N/A

**Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:** N/A

**Any other comments relating to this Outside Body:** N/A

#### **D. Community Rail Partnership – Response from Cllr Richard Honeyman**

**Meeting days, times, place:** Quarterly – alternate between Monday afternoon (2-4pm) and Friday morning (11am-1pm), at or near railway stations on the Seaford line.

**How many meetings did you attend?** All meetings.

**Principal activities and purpose:** To connect people, places and opportunities to their railways; to promote active and sustainable travel; to boost local tourism especially in off peak days and times.

**Achievements:** Supported activities within both Seaford rail stations and wider promotion of the line to Brighton itself.

**Any current issues of importance/current work significant to the Town Council:** None.

**Areas of Concern:** The emphasis now appears to be less community led as it was very much focussed on station by station but now more on the actual line and wider picture again as it comes under the South East region of partnerships.

**Do you think representation should continue?** Yes.

**Is the number of representatives correct?** Yes.

**Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:** N/A

**Any other comments relating to this Outside Body:** The Railway's 200<sup>th</sup> anniversary is this year, so expect much celebration over the summer months locally and nationally.

**E. Cuckmere Community Buses – Response from non-cllr John Edson**

**Meeting days, times, place:** Stakeholders' meetings in April and September plus an AGM in April. The Board meets four times a year and there are regular drivers' meetings throughout the year. Stakeholders' are the directors and members of town and parish councils. Venues: Arlington Village Hall for Stakeholders' meetings. The Old Rectory in Litlington for Board Meetings. Berwick Village Hall for Drivers' Meetings.

**How many meetings did you attend?** N/A

**Principal activities and purpose:** To provide a bus service using 16 seater Mercedes vehicles as per the annual time table — all drivers and support staff are volunteers.

**Achievements:** N/A

**Any current issues of importance/current work significant to the Town**

**Council:** Cuckmere Buses providing a bus service to the town as per the timetable.

**Areas of Concern:** N/A

**Do you think representation should continue?** Yes.

**Is the number of representatives correct?** Yes.

**Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:** To attend the Stakeholders' meetings when possible and report back on Cuckmere Buses to STC.

**Any other comments relating to this Outside Body:** I am willing to continue in the role.



**F. Lewes Community Safety Partnership – Joint Action Group (JAG) – Response from Cllr Maggie Wearmouth**

**Meeting days, times, place:** Meetings monthly first Thursday of the month for 30-60 minutes. Teams meetings with police, Lewes District Council officials, mainly Neighbourhood First, East Sussex Fire and Rescue, other authority councillors etc.

**How many meetings did you attend?** 11 meetings.

**Principal activities and purpose:** To form networks and lines of two-way communication about local issues such as anti-social behaviour, shoplifting, fly tipping, speeding etc. Emphasis on early detection and prevention.

**Achievements:** Contacts and resident information about drug dealing/violence in Seaford, speeding and most recently reports of a spate of mass shoplifting, children causing alarm and distress in supermarkets. This had already been addressed by police identifying the children, working with schools and visiting families to inform parents.

**Any current issues of importance/current work significant to the Town**

**Council:** N/A

**Areas of Concern:** N/A

**Do you think representation should continue?** Yes.

**Is the number of representatives correct?** Yes.

**Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:** A useful networking group that seems to be working effectively.

**Any other comments relating to this Outside Body:** N/A

**G. Plastic Free Seaford Steering Group – Response from Cllr Rod Buchanan**

**Meeting days, times, place:** Ad hoc meetings arranged as needed plus frequent beach cleaning events.

**How many meetings did you attend?** I attended one meeting which was convened to catch up on current activities, campaign priorities and future projects.

**Principal activities and purpose:** To raise awareness of the problems of plastic pollution and support the town to eliminate single use plastics.

Information about the work and efforts of Plastic Free Seaford is discussed and presented on the WhatsApp Group. The enthusiasm is there to see.

**Achievements:** Continued heroic beach cleaning efforts; promoting 'plastic free' ideas to local schools through educational school assemblies; progressing the approvals for the long-awaited memorial to the late Claire Sumners; organising, with the Mayor of Seaford, plastic free picnics to exclude single use plastics; collaboration with the newly inaugurated Plastic Free Newhaven team.

**Any current issues of importance/current work significant to the Town**

**Council:** A meeting was held with Town Council Officers to consider how to ameliorate the profusion of plastic wares at Seaford's annual bonfire night and also consider how to deal with the resulting firework debris in and around Splash Point. These efforts to be maintained. Also, how to develop and enforce the Town Council's Single Use Plastic Policy.

**Areas of Concern:** No specific issues noted.

**Do you think representation should continue?** Yes.

**Is the number of representatives correct?** Yes.

**Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:** A second active councillor would be welcome.

**Any other comments relating to this Outside Body:** Keep up the good work.

## **H. Save Seaford's Swifts – Response from Cllr Rod Buchanan**

**Meeting days, times, place:** No set times for formal meetings.

**How many meetings did you attend?** A number of ad hoc informal discussions.

**Principal activities and purpose:** The number of swifts has seen a serious decline in recent years. These birds are now Red Listed by the Royal Society for the Protection of Birds. Save Seaford's Swifts is actively involved with helping to preserve the swift population.

**Achievements:** Swifts often nest in urban environments. Save Seaford's Swifts has provided up to 50 nesting sites (swift boxes/swift bricks) for swifts in and around Seaford.

**Any current issues of importance/current work significant to the Town**

**Council:** As there is no current government requirement to include swift boxes/swift

bricks in building developments the onus falls to local authorities. The Town Council's Planning & Highways Committee now includes a request for swift nesting to be included where appropriate when planning applications are reviewed. This is still only a request as there are no enforcement measures available.

Through the Town Council's response to the draft Lewes Local Plan, the Town Council has reinforced the requirement for swift boxes/swift bricks to be included in all new and retrofitted developments and will continue to pursue this as the Local Plan solidifies. Similar requirements will be included in the next update of the Seaford Neighbourhood Plan.

**Areas of Concern:** No specific concerns although more engagement with local residents will assist Save Seaford's Swifts to survey where swifts may be nesting.

**Do you think representation should continue?** Yes.

**Is the number of representatives correct?** Yes.

**Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:** N/A

**Any other comments relating to this Outside Body:** As this is a new outside body, I think we are on a learning curve as to how best to support the work of Save Seaford's Swifts.

## **I. SeaFriends – Response from Cllr Olivia Honeyman**

**Meeting days, times, place:** No set meetings, run various activities in the town.

**How many meetings did you attend?** See recommendations.

**Principal activities and purpose:** See recommendations.

**Achievements:** See recommendations.

**Any current issues of importance/current work significant to the Town Council:** See recommendations.

**Areas of Concern:** See recommendations.

**Do you think representation should continue?** No, however this might be different in 2025 - 2026, see recommendations.

**Is the number of representatives correct?** N/A

**Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:** This outside body has worked closely with the Mayor of Seaford during 2024 - 2025 as the Mayor's Charity

for the year. It might be that formal representation on the group is no longer required, however this might be different in 2025 - 2026 when it is not the Mayor's Charity.

**Any other comments relating to this Outside Body:** N/A

### **J. Seaford Chamber of Commerce – Response from Cllr Sally Markwell & Cllr Geoff Rutland**

**Meeting days, times, place:** First Monday of the month, 5.30pm for the Chamber Committee and then first Thursday of the month, 7.00am, for the Breakfast Meeting at The View.

**How many meetings did you attend?** Cllr Markwell: 9 committees and 10 breakfasts; Cllr Rutland: 1 committee and 7 breakfasts.

**Principal activities and purpose:** To support for small businesses in Seaford. Cllrs attend the Chamber Committee to listen to discussions concerning Chamber activities and provide updates on relevant projects from Seaford Town Council (STC).

**Achievements:**

- We have provided an STC presence at Chamber Committee and Breakfasts throughout this year, which has been welcomed and has increased our networking opportunities for STC.
- We have been able to contact a variety of organisations that have supported STC activities this year, including the Mayors Civic Reception, development of the Community Coat, Christmas Magic, Carol Service and Community Volunteers Lunch.
- With work between the Mayor and Lewes District Council we were able to clarify access to the Mary Portas Funding for the Chamber who have been holding this since 2013 without any clarity as to how they may spend the fund. The Chamber are extremely grateful and are now able to put this fund towards community ventures in Seaford.
- We have been instrumental in supporting the Chamber navigate communication between the local Town Traders, Market Traders and STC in planning Christmas Magic.
- We have been impressed by the reach of the Chamber into Seaford Communities and their fundraising activities, especially in response to Havens

Food Cooperative where they were able to raise £6,000 from individual donations with 2 hours of asking!

- We have been able to provide support and ideas at the Committee level to progress the focus and marketing of the Chamber.

**Any current issues of importance/current work significant to the Town**

**Council:** There will always be an opportunity for those attending this group to align STC projects with those relevant organisations and to promote the work of STC across the business community.

**Areas of Concern:** Only the need to attend regularly as there is a high expectation of STC attendance at each meeting. This means being part of the Committee as well as attending the breakfast.

**Do you think representation should continue?** Yes definitely.

**Is the number of representatives correct?** Three is a helpful number so there is always representation at both Committee and Breakfast meetings.

**Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:** This is an enjoyable group to belong to and very worthwhile in terms of local networking and improving communications between the business community and STC.

**Any other comments relating to this Outside Body:** Come along, it's a great group.

**K. Seaford Community Partnership (SCP) (inc. Ouse Valley Climate Action Project) – Responses from Cllr Rod Buchanan and Cllr Richard Honeyman**

**Meeting days, times, place:** For SCP meetings - various times, on various days, but generally daytime afternoons, 4 times a year.

For Ouse Valley Climate Action Project (OVCA), there are no specific regular meetings scheduled, rather multiple events over the course of the year.

**How many meetings did you attend?** (Cllr Rod Buchanan) I attended a number of events arranged by OVCA; Lewes District Food and & Climate Summit (October 2024) and the OVCA Legacy Planning (November 2024) together including other events organised by OVCA partners such as the Seaford Eco Home visits in Seaford and Lewes (September 2024).

(Cllr Richard Honeyman) I attended all but one of the SCP Directors meetings plus the AGM.

**Principal activities and purpose:** SCP: Long established partner with the Town Council and Lewes District Council and has helped to set up various community groups like On the Verge and Trees for Seaford, many of which are separate to the partnership now. Enhancing the green credentials of the town and particularly at this time, promoting cycling and walking around Seaford.

OVCA Project: OVCA is a partnership project aligning with South Downs National Park Authority, Lewes District Council, Ouse Valley Energy Services Company CIC (OVESCO) and SCP amongst others. It oversees programmes designed to bring the community together to inspire positive action to mitigate the effects of climate change in the lower Ouse Valley and encompassing Seaford.

**Achievements:** (Cllr Rod Buchanan) SCP's main achievement has been the progression of the Cliff Gardens project through various stages of authority planning. SCP also arranges ongoing maintenance of the Sunken Beach Garden.

(Cllr Richard Honeyman) Transport reports are ready to be delivered within SCP or the Town Council subject to resourcing and permissions. Ouse Valley is mainly dealt with elsewhere now again with STC officer involvement.

**Any current issues of importance/current work significant to the Town**

**Council:** (Cllr Rod Buchanan) The Cycling Study overseen by SCP, with support from OVCA, should be kept on the Town Council's radar for future staged review and implementation.

(Cllr Richard Honeyman) Cliff Gardens project.

**Areas of Concern:** (Cllr Rod Buchanan) Some liaison between SCP and the Town Council is still needed to unlock certain matters to enable the full Cliff Gardens vision to be met.

(Cllr Richard Honeyman) There is officer involvement from the Town Clerk and as such makes communication with the representatives difficult to manoeuvre and also with the Ouse Valley issues which also has officer involvement.

**Do you think representation should continue?** (Both) Yes.

**Is the number of representatives correct?** (Both) Yes.

**Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:** N/A

**Any other comments relating to this Outside Body:** (Cllr Rod Buchanan) SCP's work in moving the Cliff Gardens project forward this year has been intensive and time-consuming for the senior representatives. The Town Council should continue to support SCP in their endeavours which is for the benefit of Seaford.

OVCA and their partners continue to provide valuable education through their events in many areas and particularly promoting sustainability at the community level. I am always impressed by the energy and enthusiasm that accompanies the various events both from the organisers and attendees.

(Cllr Richard Honeyman) It is not a true Outside Body as such, due to officer involvement.

#### **L. Seaford Environment Alliance (SEA) – Response from Cllr Rod Buchanan**

**Meeting days, times, place:** No set times or venues for formal meetings. SEAHub is currently based at the old Nat West Bank building and is open to residents on Thursday, Friday and Saturday mornings.

**How many meetings did you attend?** No specific attendance however I have called into the SEAHub space on numerous occasions and enjoy a welcome cup of coffee whilst discussing some of the displays and perusing the books available in the library.

**Principal activities and purpose:** Education, skills sharing and community building around the climate and ecological crises and supporting development of local and global solutions.

**Achievements:** Continued organisation of events including Climate Conversation sessions and supporting the Community Larder. Also, collaboration with OVCA / OVESCO on promotion of energy initiatives.

SeaHub's Little Green Cinema won the British Film Council's 'Cinema for All' Green Award and a commendation for outstanding individual achievement.

**Any current issues of importance/current work significant to the Town Council:** No specific issues.

**Areas of Concern:** No specific issues however SEA base will be relocating in the future as their current accommodation is planned for redevelopment.

**Do you think representation should continue?** Yes.

**Is the number of representatives correct?** A second councillor may be beneficial.

**Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:** A well-informed group that engages with the community.

**Any other comments relating to this Outside Body:** To continue to support SEA and the work that they do.

**M. Seaford Head Local Nature Reserve Management Committee (SHLNRMC) – Response from Cllr James Meek**

**Meeting days, times, place:** Twice yearly - March and Sept, on zoom, council offices, on site or where best suits.

**How many meetings did you attend?** 2 meetings.

**Principal activities and purpose:** To ensure most appropriate management of Seaford Head Local Nature Reserve and to advise on other issues near the reserve as necessary.

**Achievements:** Continued to engage with the other stakeholders about ongoing concerns, most of which unfortunately have not been addressed.

**Any current issues of importance/current work significant to the Town**

**Council:** Hope Gap Steps, the lower track disintegrating near the cottages, signage, increased visitor numbers, parking at South Hill Barn.

**Areas of Concern:** Area continues to be publicised widely around the world leading to increasing visitor numbers.

**Do you think representation should continue?** Yes.

**Is the number of representatives correct?** Yes.

**Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:** It would probably be useful for outside body representatives to also be on Golf, Open Spaces and Climate Action (GOSCA) Committee.

**Any other comments relating to this Outside Body:** This body involves highly skilled stakeholders who are very important for permissions and legislative requirements. However, these stakeholders can rarely enact the decisions the Management Committee arrives at, as they are very busy and don't necessarily have the mandate or money. As GOSCA arrives it may be that this Management



Committee, through Town Council officers and Full Council, achieve some of the recommendations and concerns the SHLNRM have.

#### **N. Strengthening Local Relationships – Response from Cllr**

##### **Freddie Hoareau**

**Meeting days, times, place:** The meetings are held twice per year, usually March and September, daytime (10am) on a Thursday in the Council Chamber.

**How many meetings did you attend?** Only one meeting was held this year in September, the other (in March) was cancelled due to ill health.

**Principal activities and purpose:** Primarily to connect the Town Council with other local authorities, particularly the County Council over issues such as roads and parking.

**Achievements:** Flagging serious concerns raised by residents over seafront parking. Helping to create better links to report street level issues. Discussed verge cutting and A259 safety.

**Any current issues of importance/current work significant to the Town Council:** N/A

**Areas of Concern:** None.

**Do you think representation should continue?** Yes.

**Is the number of representatives correct?** Yes.

**Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:** None.

**Any other comments relating to this Outside Body:** This is a positive and useful forum, and should continue.

#### **O. Trees For Seaford (TFS) – Response from Cllr James Meek**

**Meeting days, times, place:** AGM once a year. Social once a year. Tree planting and maintenance meetings.

**How many meetings did you attend?** 6 meetings.

**Principal activities and purpose:** Planting and maintaining trees in Seaford.

**Achievements:** Since the formation of Tree Wardens, which then became Trees for Seaford, the group has planted over 1,000 trees in Seaford.

**Any current issues of importance/current work significant to the Town**

**Council:** None.

**Areas of Concern:** None.

**Do you think representation should continue?** Yes.

**Is the number of representatives correct?** Yes.

**Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:** If you participate, it's useful if you can dig and are prepared to be out in inclement weather!

**Any other comments relating to this Outside Body:** A really active, friendly group who do great work in the community.