



Seaford Town Council

Minutes of a meeting of Seaford Town Council's Finance & General Purposes Committee on Wednesday, 11 June 2025

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

Present:

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

Steve Quayle, Town Clerk

Lucy Clark, Responsible Financial officer

Georgia Raeburn, Governance & Policy Manager

There were no members of the public attendance

F01/06/25 Apologies for Absence

Apologies for absence were received from Councillors O Matthews (Councillor F Hoareau substituted) and J Meek.

F02/06/25 Disclosure of Interests

There were no disclosures of interests.

F03/06/25 Public Participation

There was no public participation.

F04/06/25 2024 - 2025 Year End Finance Report for Finance & General Purposes

The Committee considered report 18/25 presenting the 2024 - 2025 year-end financial position of the Finance & General Purposes Committee.

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

F05/06/25 Receipts, Payments and Bank Reconciliation Reports for February and March 2025

The Committee considered report 17/25 advising the Committee of Receipts, Payments and Bank Reconciliations for February and March 2025.

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

F06/06/25 Finance & General Purposes Update Report – June 2025

The Committee considered report 26/25 updating the Committee on non-finance related areas of responsibility for the Finance & General Purposes Committee.

Members discussed the breakdown of the suggested increased by-election costs from District Council and any ways in which the Town Council could seek to reduce these costs. It was **RESOLVED** to **NOTE** the contents of the report.

F07/06/25 2025 - 2026 Discretionary Grant Applications

The Committee considered report 19/25 presenting the grant applications received for consideration and approval as relevant.

Members discussed the Discretionary Grants Policy: the policy of not allowing for grants towards staffing costs and whether this needs reviewing alongside the other criteria for awarding grants, a Grants Working Group meeting will be arranged to review the policy later in the calendar year, how the Town Council evaluates the use of grants awarded, and the promotion of the grants scheme to encourage a greater number of applications.

F07.1 It was **AGREED** to **APPROVE** the successful grant applicants in the 2025 - 2026 scheme and amounts awarded.

F07.2 It was **AGREED** to **APPROVE** the recommendation of the Grants Working Group to move any underspend from the Grants Pool budget into an earmarked reserve.

F08/06/25 2025 Concessions Tender Programme

The Committee considered report 21/25 detailing the completed programme, licences awarded and lessons learned, to inform future concession tender programmes.

Members discussed how the Town Council considers whether to continue with concession sites when licences are due for renewal, and any feasibility for a concession to be introduced e.g. High & Over. Councillors welcomed the staff lessons learned log to inform future implementation and a review of the Concessions Policy prior to the next launch. It was **RESOLVED** to **NOTE** the completed 2025 Concessions Tender Programme.

F09/06/25 Policy Update – June 2025

The Committee considered report 28/25 providing the Committee with an update on the 2025 – 2026 work schedule with the Town Council's policies.

Members discussed policy reviews that are a priority (including the Communications Strategy and Complaints Procedure), Standing Orders and linkage to other policies. A timetable of policy review dates is to be presented at the next meeting of the Committee. It was **RESOLVED** to **NOTE** the contents of the report.

F10/06/25 Annual Review of Standing Orders

The Committee considered report 29/25 presenting the annual review of the Town Council's Standing Orders policy document.

Members discussed the process for councillor disqualification after a period of absence of six months and required clarity as a councillor could provide apologies indefinitely and the six month rule would not apply – can a committee not accept a councillor's apology for absence each time so the six month rule would apply? Clarity was sought on the removal of aspects of the Code of Conduct complaint process and for this to be fed back to June Full Council. Once new staff are in post there will be a task allocation to provide links between policies and Standing Orders in particular.

It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Standing Orders policy document as presented within report 29/25.

F11/06/25 Exclusion of the Press & Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public **BE EXCLUDED** from the meeting during the discussion on the next item of business for the reasons as per the agenda.

F12/06/25 Receipts Due for Payment as of 31 May 2025 EXEMPT

The Committee considered report 20/25 informing the Committee of unpaid receipts due as at 31 May 2025.

F12.1 It was **RESOLVED** to **NOTE** the Receipts Due for Payment list as of 31 May 2025.

F12.2 It was **RESOLVED** to **APPROVE** the write-off for the Golf Membership debt, as detailed within the report.

F12.3 It was **RESOLVED** to **APPROVE** the write-off the LYT Productions debt, as detailed within the report.

The meeting closed at 8.21pm.

Councillor S Dubas

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Chair of Finance & General Purposes