



Seaford Town Council

Minutes of a meeting of Seaford Town Council's Personnel Committee on Thursday, 9 October 2025

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

Present:

Councillors S Markwell (Chair), O Matthews (Vice Chair), L Boorman, S Dubas, O Honeyman, R Honeyman and G Rutland

Councillor S Dunn joined as a non-Committee member, able to participate in the public items of business but not vote

Steve Quayle, Town Clerk

Darryl Keech, Deputy Town Clerk & Responsible Financial Officer

Georgia Raeburn, Senior Committee Clerk

There were no members of the public attendance

PE10/10/25 Apologies for Absence

Apologies were received from Councillor L Wallraven (Councillor G Rutland substituted).

PE11/10/25 Disclosure of Interests

There were no disclosures of interests.

PE12/10/25 Whistleblowing Policy Review

The Committee considered report 85/25 presenting the revised draft Whistleblowing Policy for review and recommendation to Full Council to adopt.

Officers provided a summary of queries received from Councillors prior to the meeting and the associated responses, and also fielded queries raised by councillors in the meeting, covering the following areas: feedback on the proposed new policy branding, margins within the document, scene setting within the introduction, councillors coming within the scope of the policy and the processes to enable this, the legislation applicable to whistleblowers and the scope of this, continuity of terms used, adding contact email addresses to the policy, the differentiation between whistleblowing and a grievance, updates to the hierarchical table, the process for a Town Council decision to be called in by councillors and how a disclosure on a Town Council decision would differ, clarity around malicious disclosures, the examples of external agencies to make disclosures to, the

inclusion of volunteers in the policy and residents being able to use the complaints process for raising concerns.

It was **PROPOSED** to **RECOMMEND** that Full Council adopts the draft Whistleblowing Policy, subject to the changes discussed in the 9 October 2025 Personnel Committee meeting; the **MOTION** was **CARRIED**.

PE13/10/25 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 for the remainder of the meeting for the reasons as set out on the agenda.

(8.20pm – a short break was held. Councillor S Dunn and Georgia Raeburn left the meeting)

PE14/10/25 General HR Update - October 2025 EXEMPT

The Committee considered exempt report 83/25 providing an update on HR matters within the Town Council.

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

The meeting closed at 9.00pm.

Councillor S Markwell

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Chair of Personnel