



Seaford Town Council

Minutes of a meeting of Seaford Town Council's Finance & General Purposes Committee on Thursday, 18 December 2025

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

Present:

Councillors S Dubas (Chair), L Boorman, R Buchanan, S Dunn, F Hoareau, S Markwell, O Matthews and M Wearmouth

Steve Quayle, Town Clerk

Darryl Keech, Deputy Town Clerk & Responsible Financial Officer

Lucy Clark, Finance Manager

Georgia Raeburn, Senior Committee Clerk

There were no members of the public attendance

F24/12/25 Apologies for Absence

Apologies for absence were received from Councillors S Ali (Councillor M Wearmouth substituted), J Meek, R Stirton and L Wallraven (Councillor S Dunn substituted).

F25/12/25 Disclosure of Interests

There were no disclosures of interests.

F26/12/25 Public Participation

There was no public participation.

F27/12/25 Finance & General Purposes (Non-Finance) Update Report – December 2025

The Committee considered report 111/25 providing an update on non-finance areas of responsibility for the Finance & General Purposes Committee.

(7.03pm – Councillor Matthews joined the meeting)

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

F28/12/25 Finance & General Purposes Report for 1 April 2025 to 31 October 2025

The Committee considered report 127/25 presenting the income and expenditure for 1 April to 31 October 2025 for the Finance & General Purposes Committee and to highlight significant variances from budget.

Members discussed the level of mayor's allowance within civic expenses and whether this needs reviewing in line with inflation on an annual basis to enable the Mayor to carry out their role effectively throughout the whole year, and the use of the civic earmarked reserve to cover costs associated with the new honorary Deputy Town Crier post being explored. It was **RESOLVED** to **NOTE** the contents of the report.

F29/12/25 Receipts, Payments and Bank Reconciliation Reports for August, September and October 2025

The Committee considered report 126/25 advising the Committee of Receipts, Payments and Bank Reconciliations for August, September and October 2025.

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

F30/12/25 Review of Website Provision

The Committee considered report 123/25 providing an update on the review of the Town Council's website provision and the plans in place to upgrade the Town Council's and Seaford Head Golf Course's websites.

Officers provided a verbal update on the costs associated with the works required to the websites being less than anticipated.

Members queried the accessibility guidelines (commonly referred to as WCAG 2.2 AA), the geographical location of the website providers that were approached and looking at local suppliers when undertaking procurement processes, and the use of external online websites to check compliance with the accessibility guidelines.

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

F31/12/25 Finance & General Purposes Committee Draft Budget Report 2026 - 2027

The Committee considered report 120/25 presenting the Finance & General Purposes Committee Draft Budget for 2026 – 2027 for consideration and recommendation to Full Council.

Members queried the definition of the 'tax base figure', the impact on the CCLA account if the interest rate came down in the coming financial year and the interest percentage

applied, whether the mobile and landline contract is due to be reviewed, the subscriptions list due to come to Full Council for review, the grants earmarked reserve being budgeted to be used in the 2026 – 2027 financial year, and the increased election costs and having to build up suitable reserves to cover this.

It was **RESOLVED** to **RECOMMEND** the draft Finance & General Purposes Committee Budget 2026 – 2027 to Full Council.

F32/12/25 Full Council Draft Budget Report 2026 – 2027

The Committee considered report 121/25 presenting the Full Council Draft Budget for 2026 – 2027 for consideration by this Committee and recommendation to Full Council.

Officers dynamically updated the draft budget to include the provisional impact of the grounds maintenance contract that had been calculated the previous day, and shared a document showing the revised budget figures as a result of the reduction in these costings. This document is included as an appendix to these minutes.

Members confirmed that there are no other outstanding significant changes to the budget figures.

Members queried the remaining Community Infrastructure Levy and General Reserve balances if revised option 3 were pursued, the future savings that would be seen from the Golf Water Recycling Washdown System, vehicle leasing and the oversight of this by the Golf, Open Spaces & Climate Action Committee, dog bin emptying being split across all relevant committees, the Nature Reserve Expenses covering the Sussex Wildlife Trust management fee for the Nature Reserve, the consistency of applying a 3.8% Consumer Price Index increase on hire fees, and any predicted costs required for this coming financial year as a result of Local Government Reorganisation.

It was **PROPOSED** to **RECOMMEND** the revised Option 3 Full Council Budget 2026 – 2027 to Full Council: the **MOTION** was **CARRIED**.

F33/12/25 Review of Updated Seaford Head Golf Course

Membership Terms & Conditions

The Committee considered report 130/25 presenting the revised Seaford Head Golf Course Membership Terms & Conditions for comment.

It was **RESOLVED** to **NOTE** the Seaford Head Gold Course Membership Terms & Conditions being introduced.

F34/12/25 Review of the Town Council's Concessions Tendering Process and Policy

The Committee considered report 125/25 presenting a review of the Town Council's concession tendering process – following lessons learned from previous programmes and the introduction of the Procurement Act 2023 – in preparation for the 2026 concessions tender programme.

Members queried reviewing the concession sites and the need from this before launching new tender processes, the positive step of looking strategically at the Town Council's concessions, and any further membership of the Concessions Working Group.

- F34.1** It was **RESOLVED** to **NOTE** the contents of the report and the specifics of the 2026 concessions tender program.
- F34.2** It was **RESOLVED** to **RECOMMEND** that Full Council adopts the revised Concessions Policy ahead of the 2026 concessions tender programme being launched, noting that a fuller and more comprehensive review will be carried out by the Concessions Working Group during 2026, as part of the Strategy Programme 2025 – 2027.

F35/12/25 Policy Review Update – December 2025

The Committee considered report 122/25 presenting an update on the review of the Town Council's suite of policies.

Members welcomed the significant work on the policies and identification of linked policies. It was **RESOLVED** to **NOTE** the contents of the report.

F36/12/25 Policy Reviews x 4 – IT and Data Protection Policies

The Committee considered report 118/25 presenting the review of four interrelated IT and Data Protection policies for consideration by Committee and recommendation to Full Council for adoption.

Members queried how to maintain confidentiality of personal email addresses if sending a group email, when and how the Town Council would consider the provision of councillor devices, and the removal of the Town Council's IT provider being able to require access to any devices including councillor personal devices from the IT & Cyber Security Policy.

- F36.1** It was **RESOLVED** to **NOTE** the contents of the report.
- F36.2** It was **RESOLVED** to **RECOMMEND** that Full Council adopts the revised Data Protection Policy.
- F36.3** It was **RESOLVED** to **RECOMMEND** that Full Council adopts the revised Document Retention Policy.

F36.4 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the new IT & Cyber Security Policy – with the amendment discussed in the meeting - and, by doing so, archives the previous Acceptable Use of Computer, Internet & Email Facilities Policy.

F36.5 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the new Bring Your Own Device Policy.

F37/12/25 Review of Updated Purchase Ordering and Payment for Goods and Services Policy

The Committee considered report 129/25 presenting the revised Purchase Ordering and Payment for Goods and Services Policy for review and recommendation to Full Council for adoption.

Members clarified that the Scheme of Delegation to Officers Policy was not presented with this agenda and that the current Scheme of Delegation remains in force removing any immediate impact of this review being delayed.

It was **RESOLVED** to **RECOMMEND** that Full Council adopts the draft Purchase Ordering and Payment for Goods and Services Policy.

F38/12/25 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.

(8.25pm to 8.29pm – a short break was held)

F39/12/25 Receipts Due for Payment as at 1 December 2025

EXEMPT

The Committee considered exempt 128/25 detailing unpaid receipts due as at 1 December 2025.

It was **RESOLVED** to **NOTE** the Receipts Due for Payment as at 1 December 2025.

The meeting closed at 8.37pm.

Councillor S Dubas

Chair of Finance & General Purposes