



## Seaford Town Council

### **Minutes of a meeting of Seaford Town Council's Finance & General Purposes Committee on Thursday, 26 March 2026**

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

#### **Present:**

Councillors S Ali (Vice Chair in the Chair), L Boorman, R Buchanan, S Dunn, S Markwell, R Stirton, L Wallraven, 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

#### **F40/03/25 Apologies for Absence**

Apologies for absence were received from Councillors S Dubas (Chair) (S Dunn substituting), F Hoareau, and O Matthews.

#### **F41/03/25 Disclosure of Interests**

Councillor R Stirton declared a non-pecuniary interest as a volunteer for Seaford Contemporary Illustrators & Printmakers, which is a tenant of the Town Council.

#### **F42/03/25 Public Participation**

There was no public participation.

#### **F43/03/25 Finance Report Income & Expenditure up to 31 January 2026**

The Committee considered report 196/25 presenting the income and expenditure for 1 April 2025 to 31 January 2026 for the Finance & General Purposes Committee, and to highlight significant variances from budget.

In response to queries from members, officers discussed the entry related to Walk the Chalk.

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

**F44/03/25 Finance Report – Receipts, Payments and Bank Reconciliation – November and December 2025, and January 2026**

The Committee considered report 195/25 advising of Receipts, Payments and Bank Reconciliations for November and December 2025, and January 2026.

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

**F45/03/25 Finance & General Purposes Update Report – March 2026**

The Committee considered report 183/25 providing an update on progress and actions relating to the areas of responsibility for the Finance & General Purposes Committee.

Officers provided a verbal update on the new website for Seaford Head Golf Club due to go live on Monday.

In response to queries from members, officers confirmed that the Town of Culture workshops were well attended, with representatives from eight different groups and individual residents - positive feedback was received and officers are working on completing the Expression of Interest.

Officers will confirm when the deadline is for the South Downs National Park Authority's Community Infrastructure Levy funding application.

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

**F46/03/25 Policy Update Report – March 2026**

The Committee considered report 198/25 providing an update on the review of the Town Council's suite of policies.

Officers confirmed that the wider discussion that Full Council will be having related to policy approval is now scheduled for 23 July 2026 meeting, rather than 23 April 2026 meeting as reported, due to the volume of business being prepared for that meeting.

The Committee thanked officers for the continued policy work that is taking place.

In response to queries from members, officers confirmed that the revised Sexual Harassment Policy is also due to be brought back to Full Council on 23 April 2026.

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

**F47/03/25 Interim Update to Scheme of Delegation to Officers Policy**

The Committee considered report 124/25 presenting the revised Interim Scheme of Delegation to Officers Policy for review and recommendation to Full Council for adoption as an interim update to this key policy document.

Members acknowledged the new Strategic Management Team members now included in the Scheme of Delegation to Officers Policy to make a more resilient Town Council.

It was **RESOLVED** to **RECOMMEND** that Full Council adopts the draft Interim Scheme of Delegation to Officers Policy and, by doing so, archives the previous Scheme of Delegation Policy, noting that officers will update this to the new policy format for presenting to Full Council and that a comprehensive review of the Policy will take place within the next 12 months.

#### **F48/03/25          2025 – 2026 Grants Scheme Evaluation**

The Committee considered report 201/25 providing feedback on the 2025 – 2026 Grant Scheme and seeking formal closure of that year's scheme.

Members thanked officers for the feedback relating to the grants scheme.

Members discussed that the Grants Working Group considering each grant application on its own merits and against the criteria within the Discretionary Grants Policy, and ensuring that the grants scheme is well promoted and ensures that potential applicants are not digitally excluded.

**F48.1**     It was **RESOLVED** to **NOTE** the contents of the report and its findings.

**F48.2**     It was **RESOLVED** to **APPROVE** that the 2025 – 2026 Grants Scheme has been satisfactorily completed and can be formally closed.

#### **F49/03/25          Review of the Discretionary Grants Policy**

The Committee considered report 189/25 presenting the revised Discretionary Grants Policy for consideration by the Committee and recommendation to Full Council for adoption.

Members discussed concerns relating to the proposed 'skip year' for grant applicants every three years, and the impact of this on the provision of vital services and activities to the local community and vulnerable people. Members also discussed the impact of applicant's reliance on the Town Council's grant funding each year, the arrangements for the Town Council's individual Grant Funding Agreements, ensuring good promotion of the grants scheme and funding opportunity, and how the Grants Working Group carefully assesses each application against the criteria on its own merit.

**F49.1**     It was **RESOLVED** to **NOTE** the contents of the report.

(the second motion in the report did not find a proposer)

**F49.2**     It was **RESOLVED** to **RECOMMEND** that Full Council adopts the revised Discretionary Grants Policy.

#### **F50/03/25          Options for Back Office Digitalisation**

The Committee considered report 181/25 presenting the review on progress and plans for Back Office Digitalisation.

The Committee thanked officers for all the hard work going on behind the scenes to introduce these new systems, and understanding and correcting the land titles. In response to queries from members, officers confirmed that: once the Asset Management System is established councillors will be able to access the system and view the Town Council's land and asset ownership; the beach hut and pitch hire booking system has been launched and will be promoted following the initial soft launch; Grounds Maintenance Contractors (including verge cutting) will be able to upload images to the Assets Management System as a demonstration of completed works once the system goes live, which is anticipated by July 2026, and; officers will explore the possibility of contractors keeping images on work done in the interim to allow these to be uploaded to the system once live. In response to comments by members, officers reminded the Committee that the Town Council has previously resolved that four grass verge cuts per year is proportionate and affordable within budgets, acknowledging that some residents would prefer more cuts to take place.

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

#### **F51/03/25          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.

#### **F52/03/25          Receipts Due for Payment as at 6 March 2026 EXEMPT**

The Committee considered exempt 197/25 detailing unpaid receipts due as at 6 March 2026.

**F52.1**      It was **RESOLVED** to **NOTE** the Receipts Due for Payment as at 6 March 2026.

**F52.2**      It was **RESOLVED** to **AGREE** to write off a debt of £685 as unrecoverable.

The meeting closed at 8.05pm.

Councillor S Ali

Vice Chair of Finance & General Purposes