



Seaford Town Council

Seaford Town Council Full Council Agenda – 05 August 2025

To the Members of the Full Council

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

An **Extraordinary meeting** of the **Full Council** will be held at **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Tuesday, 5 August 2025** at **7.00pm**, which you are summoned to attend.

Steve Quayle,
Town Clerk
18 July 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 non-exempt parts of this meeting will be video 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.
- Ahead of the meeting, the Mayor will invite those in attendance to join her in a one minute reflection.

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. 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.

3. 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.

4. 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.

5. Minutes

To note the following minutes, approving or not approving recommendations as required:

5.1	Assets & Facilities	22 May 2025	<u>22.05.25 Assets & Facilities Draft minutes</u>
5.2	Golf, Open Spaces & Climate Action	05 June 2025	<u>05.06.25 GOSCA Draft Minutes</u>
5.3	Finance & General Purposes	11 June 2025	<u>11.06.25 Finance & General Purposes Draft Minutes</u>
5.4	Personnel	24 June 2025	<u>24.06.25 Personnel Draft Minutes</u>
5.5	Full Council	26 June 2025	<u>26.06.25 Full Council Draft Minutes</u>
5.5	Planning & Highways	10 July 2025	<u>10.07.25 Planning & Highways Draft Minutes</u>

6. Declaration of Acceptance of Office

To note the Declaration of Acceptance of Office by the newly elected councillor from 17 July 2025 north ward by-election, or to consider approving an extension where they have not completed their declaration.

7. [Town Council Debit Card Request](#)

To consider report 58/25 seeking Full Councils approval to obtain a Town Council Debit card for the Community Engagement & Democratic Services Manager (pages 6 to 8)

8. CCLA Bank Account Signatory Changes

To consider report 59/25 providing Full Council with an update on the appointed signatories for the Town Council's CCLA Public Sector Deposit Fund account and seek approval for signatory arrangements based on designated officer roles (pages 9 to 10).

9. Grounds Maintenance Contract - Staff Resource

To consider report 60/25 providing Full Council with an update on the arrangements for staff resources for the 2025-2026 financial year in preparation for the Grounds Maintenance Contract being tendered by the Town Council (pages 11 to 12).

10. Exclusion of the Press & Public

The Chair will move 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 set out below.

The resolutions of the item will be recorded publicly in the minutes of this meeting.

The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below.

Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.

11. Cliff Gardens - EXEMPT

To consider exempt report 57/25 providing Full Council with an update on the Cliff Gardens project (exempt pages).

Reason for exemption: to consider commercially sensitive arrangements relating to the contractual arrangements of the Town Council assets.

Explanation of Reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party.

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

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 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 or by post to the Town Council offices.



Seaford Town Council

Report No:	58/25
Agenda Item No:	7
Committee:	Extraordinary Full Council
Date:	5 August 2025
Title:	Town Council Debit Card Request
By:	Lucy Clark, Responsible Financial Officer (RFO)
Purpose of Report:	To seek approval to obtain a Town Council Debit Card for the Community Engagement & Democratic Services Manager

Actions
Full Council is recommended:
<ol style="list-style-type: none">1. To consider the issuing of a Town Council debit card for the Community Engagement & Democratic Services Manager.2. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To approve the issuing of a Town Council debit card to the Community Engagement & Democratic Services Manager.2. That the RFO be authorised to apply for and manage the issue of the card in accordance with the Purchase Ordering and Payment for Goods and Services Policy.

1. Background

- 1.1** Section 12 of the Purchase Ordering and Payment for Goods and Services Policy, 'Use of Council Debit Cards', allows for the issue of debit cards where the need to purchase goods or services of an urgent nature

or for which a purchase order followed by an invoice will not be accepted, or for which there will be a significant saving with an online purchase.

- 1.2** Debit cards are currently held by the Operations & Facilities Manager, the Governance & Policy Manager and the RFO. These cards are not transferable.
- 1.3** Due to the Governance & Policy Manager leaving the Council on 22 July, and with the RFO's card primarily used for withdrawing petty cash, only the Operations & Facilities Manager will hold a card for business use.
- 1.4** It is therefore proposed that a new card be issued to the Community Engagement & Democratic Services Manager to help provide resilience, continuity planning, and to enable the efficient functioning of the operation of the Town Council.
- 1.5** In some cases, the use of a debit card is the only practical or cost effective method of purchase. There may also be a need to make one-off or urgent purchases of project related or maintenance related goods and materials.
- 1.6** As the policy restricts use to the named cardholder only, difficulties could arise where the Operations & Facilities Manager is on leave, absent, or working remotely.
- 1.7** While this request would usually be considered by the Finance & General Purposes Committee, the timing of meetings and the imminent departure of the Governance & Policy Manager means it is appropriate for Full Council to consider this request as soon as practicable. Future planned applications will continue to be brought through the Finance & General Purposes Committee in accordance with the policy.

2. Proposal

- 2.1** It is proposed that a debit card be issued to the Community Engagement & Democratic Services Manager to support efficient day-to-day operations and reduce delays in essential purchasing enabling officers to carry out their duties more effectively.
- 2.2** The card will be:
 - a)** Issued solely in the name of the Community Engagement & Democratic Services Manager.

- b)** Subject to a daily transaction limit of £500, with a maximum policy limit of £1,000.
 - c)** Used strictly in accordance with the policy.
- 2.3** The RFO will apply for and administer the new card in line with the Purchase Ordering and Payment for Goods and Services Policy.
- 2.4** The Community Engagement & Democratic Services Manager will be required to:
 - a)** Keep the card safe and secure at all times.
 - b)** Not share the card or allow use by another person.
 - c)** Use the card solely for Town Council business in line with their responsibilities.
 - d)** Not use the card at any ATM machines to withdraw cash.
 - e)** Maintain accurate transaction records, supported by receipts, and submit monthly forms as required by the Town Council's procedures.
- 2.5** For clarity, the only exception to this is the RFO, whose debit card has previously been approved to withdraw cash for the purpose of topping up the Town Council's petty cash.

3. Financial Appraisal

- 3.1** There are no financial implications as a result of this report. All spend will be restricted to existing approved budgets and will continue to be subject to scrutiny via monthly reconciliation, oversight by the RFO, and review by councillors.

4. Contact Officer

- 4.1** The Contact Officer for this report is Lucy Clark, Responsible Financial Officer.



Seaford Town Council

Report No:	59/25
Agenda Item No:	8
Committee:	Extraordinary Full Council
Date:	5 August 2025
Title:	CCLA Bank Account Signatory Changes
By:	Lucy Clark, Responsible Financial Officer
Purpose of Report:	To provide an update on the appointed signatories for the Town Council's CCLA Public Sector Deposit Fund account and seek approval for signatory arrangements based on designated officer roles.

Actions

Full Council is recommended:

1. To consider the signatory arrangements for the Town Council's CCLA Public Sector Deposit Fund account.
2. To move to a vote on the motions below.

Recommendations

Full Council is recommended:

1. To note the contents of the report.
2. To approve the appointment of the Town Clerk, Steve Quayle, as an additional authorised person/signatory.

1. Information

1.1 The Town Council's CCLA Public Sector Deposit Fund Account currently has two authorised persons/signatories:

- RFO (Lucy Clark)
- Community Engagement & Democratic Services Manager (Isabelle Mouland)

- 1.2 The CCLA procedures require two existing authorised persons/signatories to authorise any transfer of funds into the Town Council's designated Co-Op current account.
- 1.3 The CCLA mandate allows for up to four authorised persons/signatories, which is considered good practice for resilience and business continuity.
- 1.4 It is therefore proposed to appoint the Town Clerk (Steve Quayle) as a third authorised person/signatory. This would ensure continued access to the account in the event of leave, sickness or other absence, With only two persons listed, the Town Council is exposed to operational risk if one of these individuals is unavailable, which could delay urgent fund access or administrative updates.
- 1.5 Once the new Deputy Town Clerk & Responsible Financial Officer has been appointed and taken up their post, it is proposed that a further report will be brought to Full Council to formally approve and minute that individual's name, in line with CCLA's requirement to name each authorised person/signatory and confirm their role.
- 1.6 It should be emphasised that the way the CCLA account is set up means that funds can only be transferred to the Town Council's designated Co-op current account, in accordance with the original mandate. All redemptions require two authorised signatories, and it is not possible to make payments to any other account under any circumstances.

2. Financial Appraisal

- 2.1 There are no financial implications as a result of this report.

3. Contact Officer

- 3.1 The Contact Officer for this report is Lucy Clark, Responsible Financial Officer.



Seaford Town Council

Report No:	60/25
Agenda Item No:	9
Committee:	Extraordinary Full Council
Date:	5 August 2025
Title:	Grounds Maintenance Contract – Staff Resource
By:	Steve Quayle, Town Clerk
Purpose of Report:	To update Full Council on the arrangements for staff resources for the 2025 - 2026 financial year in preparation for the Grounds Maintenance Contract being tendered by the Town Council

Actions
Full Council is advised:
1. To consider and discuss the report 2. To move to a vote on the motion below

Recommendations
Full Council is recommended:
1. To note the contents of the report

1. Background

- 1.1 At [Full Council on 26 June 2025](#) the Town Council approved officers to devise and create a compliant procurement process to enable the Town Council to run its own tender process for a Seaford Town Council Grounds Maintenance Contract with effect from 1 April 2026.
- 1.2 At that stage, detailed work on the extra staff resource had yet to be determined, so officers proposed to report back to this extraordinary

meeting in relation to the required extra officer capacity required during the 2025 - 2026 financial year to oversee the procurement of this contract.

2. Information

- 2.1** Since the Town Council's Grounds Maintenance Contract was approved by Full Council, officers have worked to identify an appropriate officer who will oversee this process in preparation for the start of the new contract on 1 April 2026.
- 2.2** The Projects & Facilities Officer who has been identified to do this extra work is comfortable they can fit this extra work into their existing workload because a number of their ongoing projects have come to an end, are about to be concluded, or other work has been shifted around with colleagues. The Operations & Facilities Manager is also comfortable with this arrangement.
- 2.3** Therefore, at this time, officers do not need to recruit additional capacity to oversee this process within the 2025 - 2026 financial year.

3. Financial Appraisal

- 3.1** There are no direct financial implications as a result of this report.
- 3.2** Due to a small revision to the staffing structure that took place earlier in the year, precipitated by a management resignation, and was approved by the [Personnel Committee on 24 June 2025](#), the 2025 - 2026 approved staffing budget does have some capacity for the recruitment of extra resources this financial year if it is needed as the year progresses. If this is deemed necessary at a later point this matter will be brought back to Personnel Committee or Full Council in due course.
- 3.3** It is noteworthy that the oversight and management of the Town Council's Grounds Maintenance Contract once it is in place will likely need staff resource allocated to it. However, this cost will be realised from the start of the 2026 - 2027 financial year and so will be discussed and agreed as part of the annual budget setting process.

4. Contact Officer

- 4.1** The Contact Officer for this report is Steve Quayle, Town Clerk.