



Seaford Town Council

Minutes of an Extraordinary Meeting of Seaford Town Council's Full Council on Tuesday 5 August 2025

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

Present:

Councillors M Wearmouth (Mayor) and L Stirton (Deputy Mayor)

Councillors S Ali, S Adeniji, L Boorman, R Buchanan, C Bristow, S Dubas, S Dunn, F Hoareau, O Honeyman, R Honeyman, J Lord, S Markwell, J Meek, G Rutland, I Taylor and L Wallraven

Steve Quayle, Town Clerk

Isabelle Mouland, Community Engagement & Democratic Services Manager

Sharan Brydon, Operations & Facilities Manager

Jack Turner, Independent Investigating Officer (*Virtual, for part of C48/08/25 only*)

There was one member of the public in attendance.

C38/08/25 Apologies for Absence

Apologies for absence were received from Councillors O Matthews and R Stirton.

C39/08/25 Disclosure of Interests

Councillor C Bristow declared an interest in item 11.

C40/08/25 Public Participation

Speaker	Statement
Resident A	• Set out the context of the Cliff Gardens Project • Highlighted the objectives of the Cliff Gardens Project • Set out how planning permission and the stopping up order was obtained • Explained what funding had been granted • Explained the set up of Seaford Community Partnership (SCP) • Discussed the relationship between SCP and Seaford Town Council and past projects
Town Council Response	Thanked the resident for their contribution.

C41/08/25 Petitions

There were no petitions presented for consideration at this meeting.

C42/08/25 Minutes

It was **RESOLVED** to **APPROVE** the following minutes:

42.1	Golf, Open Spaces & Climate Action	05 June 2025
42.2	Finance & General Purposes	11 June 2025
42.3	Personnel	24 June 2025
42.4	Full Council	26 June 2025
42.5	Planning & Highways	10 July 2025

It was **RESOLVED** to **DEFER** approval of the following minutes:

42.6	Assets & Facilities	22 May 2025
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C43/08/25 Declaration of Acceptance of Office - Councillor

The Town Clerk confirmed that the Declaration of Acceptance of Office has been duly completed by Councillor S Dunn.

C44/08/25 Town Council Debit Card Request

Full Council considered report 58/25 seeking Full Council's approval to issue a Town Council debit card to the Community Engagement & Democratic Services Manager.

C44.1 It was **RESOLVED** to **APPROVE** the issuing of a Town Council debit card to the Community Engagement & Democratic Services Manager.

C44.2 It was **RESOLVED** to **APPROVE** that the Responsible Financial Officer 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.

C45/08/25 CCLA Bank Account Signatory Changes

Full Council considered 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 seeking approval for signatory arrangements based on designated officer roles.

C45.1 It was **RESOLVED** to **NOTE** the contents of the report.

C45.2 It was **RESOLVED** to **APPROVE** the appointment of the Town Clerk, Steve Quayle, as an additional authorised person/signatory.

C46/08/25 Grounds Maintenance Contract – Staff Resource

Full Council considered 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.

Councillors thanked officers for accommodating this piece of work and discussed the open tendering process.

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

C47/08/25 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 set out in the agenda.

(7.27pm – one member of the public left the meeting)

(7.27-7.31pm – there was a short break)

C48/08/25 Cliff Gardens - EXEMPT

Full Council considered report 57/25 providing Full Council with an update on the Cliff Gardens project.

*7.33pm – Full Council **RESOLVED** to suspend Standing Orders to enable the Independent Investigating Officer to answer questions from members. The Independent Investigating Officer joined the meeting virtually.*

Members discussed staff resources; ongoing maintenance and management once the project is delivered; relationships; project value; and risks.

(7.57pm Cllr F Hoareau left the meeting)

8.35pm – The Independent Investigating Officer left the meeting.

8.36pm – Standing Orders were reinstated.

C48.1 It was **RESOLVED** to **NOTE** the contents of the report.

C48.2 It was **RESOLVED** to **NOTE** the independent investigator's report at Appendix A.

C48.3 It was **RESOLVED** to **NOTE** South Downs National Park Authority's proposal at Appendix B.

C48.4 It was **PROPOSED** to **APPROVE** the proposal from the South Downs National Park Authority to take over the delivery of the project under a licence to occupy from the Town Council, which includes approval of spending up to £1,000 from General Reserves to register the land with HM Land Registry; the **MOTION** was **CARRIED**.

- C48.5** It was **RESOLVED** to **DELEGATE** power to the Town Clerk to prepare and execute the required licence to occupy with South Downs National Park Authority prior to works starting on site.
- C48.6i** It was **PROPOSED** to **DELEGATE** power to the Town Clerk to draft a management and maintenance agreement with Seaford Community Partnership to maintain the asset following completion, to return to Full Council for approval; the **MOTION** was **CARRIED**.
- C48.6ii** It was **PROPOSED** that the draft management and maintenance agreement be drafted without any financial outlay to the Town Council; the **MOTION** was **NOT CARRIED**.
- (8.58pm Cllr S Adeniji left the meeting)*
- C48.7** It was **RESOLVED** to **DELEGATE** power to the Town Clerk to enter into a Memorandum of Understanding between the Town Council, South Downs National Park Authority and Seaford Community Partnership.
- C48.8** It was **RESOLVED** to **APPROVE** the Town Council's adoption of the completed asset following on from completion.
- C48.9i** It was **PROPOSED** to **AGREE** the request for this report to be exempted from confidentiality for Seaford Community Partnership; the **MOTION** was **CARRIED**.
- C48.9ii** It was **PROPOSED** to **AGREE** the request for the investigator's report to be exempted from confidentiality for Seaford Community Partnership; the **MOTION** was **NOT CARRIED**.

The meeting closed at 9.09pm.

Councillor M Wearmouth

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Mayor of Seaford