



Seaford Town Council

Minutes

Finance & General Purposes Committee Meeting

Thursday 9 July 2026

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

Present:

Councillors L Boorman (Chair) and S Ali (Vice-Chair)

Councillors R Buchanan, F Hoareau, R Honeyman, J Meek, L Wallraven, and M Wearmouth

Steve Quayle, Town Clerk

Darryl Keech, Deputy Town Clerk & Responsible Financial Officer

Lucy Clark, Finance Manager

George Raeburn, Senior Committee Clerk

There were three members of the public in attendance.

F01/07/26 Apologies for Absence

There were no apologies for absence.

F02/07/26 Disclosure of Interests

Councillors J Meek and M Wearmouth disclosed that they had accepted free tickets for the Seaford Community Music Festival arranged by Seaford Rotary Club. Councillor R Buchanan disclosed that he had been invited to attend as Deputy Mayor.

F03/07/26 Public Participation

Speaker	Statement
<i>Resident A</i>	<i>With regards to agenda item 9, thanked the Grants Working Group for the considerable work done to assess the grant applications. Respectfully requested that the Committee consider increasing the award to Seaford Rotary Club. Explained that the ambition is to make the Seaford Community Music Festival an annual celebration of and for the whole community, with over 350 performers of all ages, and involving numerous local groups, organisations and professional musicians. Provided an overview of the charitable work that</i>

	<i>Seaford Rotary Club does within the town. Confirmed that the first year of an event carries the greatest risk but that the funding – which would be towards the essential infrastructure of the event – would help to establish what is hopefully a lasting event to bring the community together, showcase talent, and strengthen community spirit.</i>
Town Council Response	Thanked the resident for their contribution and confirmed that agenda item 9 would be brought forward on the agenda, so this could be discussed straight away.

F04/07/26 2026 - 2027 Discretionary Grants Scheme Outcome

The Committee considered report 45/26 presenting details of the 2026 – 2027 grant applications and the recommended outcomes of the Grants Working Group.

Members spoke in support of the process carried out by the Grants Working Group to review all the applications and of the work that Seaford Rotary Club does in the community. Members discussed concerns relating to increasing one grant award and having to decrease others to offset this.

It was **RESOLVED** to **APPROVE** the successful grant applicants in the 2026 - 2027 scheme and amounts awarded, as per report 45/26.

(7.15 to 7.17pm – a short break was held and three members of public left the meeting)

F05/07/26 Finance Reports – Receipts, Payments & Bank Reconciliations – February, March, April and May 2026

The Committee considered report 53/26 advising of Receipts, Payments and Bank Reconciliation for February, March, April and May 2026.

Members thanked the chairs for verifying the accounting documents and officers for their work preparing these.

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

F06/07/26 Finance & General Purposes Income & Expenditure Report for the period of 1 April – 31 May 2026

The Committee considered report 55/26 presenting details of the income and expenditure position for this Committee for the period 1 April - 31 May 2026.

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

F07/07/26 Finance & General Purposes Income & Expenditure Report – Year Ended 31 March 2026

The Committee considered report 54/26 presenting details of the final income and expenditure position for this Committee for the financial year ended 31 March 2026 and an update on Earmarked Reserve movements for the year.

Members thanked officers for their work on the finances.

In response to queries from members, officers confirmed that: the charges incurred for the Church Street offices included utilities including cleaning and refuse, and; discussions will start within the Strategy Programme Working Group around allocating Community Infrastructure Levy funds and present recommendations back to October Full Council.

F07.1 It was **RESOLVED** to **NOTE** the contents of the report.

F07.2 It was **RESOLVED** to **NOTE** the Earmarked Reserve transfers that were presented to Full Council on 25 June 2026, as set out within Report 54/26 Appendix D.

F08/07/26 Finance & General Purposes Update Report

The Committee considered report 45/26 updating on progress and actions relating to the areas of responsibility for the Finance & General Purposes Committee.

Officers updated verbally that the Town Council's Town of Culture application bid had unfortunately been unsuccessful. The Committee passed its thanks to Seaford Contemporary Illustrators and Printmakers (SCIP) for their work in supporting the application bid.

In response to queries from members, officers confirmed that: they would work with SCIP to assess future uses of the postcard designed for the Town of Culture application; a report is due to come back to October Full Council providing an update on the work of the Youth Ambassador Board and the group's plans for the coming year; members of the Youth Ambassador Board spending two days at the West View Beach Huts next week to collect feedback from members of the public on green spaces within the town, and; that the Section 106 monies allocated from the former Newlands School site is currently unspent, but Lewes District Council is considering a request from the Town Council to expedite a clause within the Section 106 agreement that would enable these funds to be spent improving sports facilities in The Crouch or The Salts, although the District Council advises that this will need to wait for the new District Playing Pitch Strategy to be produced before it can be properly considered by District councillors.

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

F09/07/26 Policy Review Update – July 2026

The Committee considered report 46/26 providing an update on the review of the Town Council's suite of policies.

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

F10/07/26 Introduction of a Business Continuity Policy

The Committee considered report 44/26 presenting the Business Continuity Policy for review by the Committee, and to recommend to Full Council for adoption.

Members welcomed the initiative to aid the Town Council to be independently resilient for its own emergencies and encouraged individuals to watch the People's Emergency Briefing.

In response to queries from members, officers confirmed that: the involvement of elected members in the plan may be at extraordinary meetings for decision making or supporting communications, for example; that the National Association of Local Councils and other bodies are still pursuing the option of hybrid meetings for parish and town councils, and; the existence of General Reserves for general contingency spend.

F10.1 It was **RESOLVED** to **NOTE** the contents of the report.

F10.2 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Business Continuity Policy.

F11/07/26 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 on the agenda.

F12/07/26 Receipts Due for Payment as at 30 June 2026 EXEMPT

The Committee considered exempt report 56/26 informing the Committee of unpaid receipts due as at 30 June 2026.

It was **RESOLVED** to **NOTE** the Receipts Due for Payment as at 30 June 2026.

The meeting closed at 7.52pm.

Councillor L Boorman

Chair of Finance & General Purposes Committee