



## Seaford Town Council

### Minutes

### Full Council Meeting

**Thursday 25 June 2026**

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

#### **Present:**

Councillors L Stirton (Mayor) and R Buchanan (Deputy Mayor)

Councillors L Boorman, S Dubas, J Lord, S Markwell, O Matthews, G Rutland, I Taylor, 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 no members of the public in attendance.

#### **C20/06/26      Apologies for Absence**

Apologies for absence were received from Councillors S Adeniji, C Bristow, S Dunn, F Hoareau, O Honeyman, R Honeyman, J Meek, and R Stirton.

The reasons for absence were approved as follows: Councillors S Adeniji (unwell), C Bristow (personal commitment), S Dunn (personal commitment), J Meek (work commitment), F Hoareau (work commitment), O Honeyman (personal commitment), R Honeyman (personal commitment), J Meek (work commitment), and R Stirton (personal commitment).

Councillor S Ali was unaccounted for.

#### **C21/06/26      Disclosure of Interests**

There were no disclosures of interests.

#### **C22/06/26      Public Participation**

There was no public participation.

#### **C23/06/26      Petitions**

There were no petitions presented.

**C24/06/26 Minutes**

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

| Ref.  | Meeting                            | Meeting Date                                                                                                                       |
|-------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| C24.1 | Assets & Facilities                | No meetings held in this period                                                                                                    |
| C24.2 | Finance & General Purposes         | No meetings held in this period                                                                                                    |
| C24.3 | Full Council                       | 23 April 2026                                                                                                                      |
|       |                                    | 29 April 2026                                                                                                                      |
|       |                                    | 14 May 2026                                                                                                                        |
| C24.4 | Golf, Open Spaces & Climate Action | 4 June 2026                                                                                                                        |
| C24.5 | Personnel                          | 21 May 2026                                                                                                                        |
| C24.6 | Planning & Highways                | 12 May 2026 subject to updating the attendance list to reflect that Councillor I Taylor was substituting for Councillor O Honeyman |

**C25/06/26 2025 – 2026 Asset Register Review**

Full Council considered report 26/26 presenting the Town Council's Fixed Asset Register for adoption. In response to queries from members, officers confirmed that they would look into the defibrillator entries, whether or not the painting in the Council Chambers is included in the register, and including wording to confirm that the register does not list each individual item of equipment/asset.

*(7.18pm – Councillor O Matthews left the meeting)*

It was **RESOLVED** to **ADOPT** the Fixed Asset Register as at 31 March 2026, as presented with Report 26/26.

**C26/06/26 Internal Audit Report Year Ended 31 March 2026**

Full Council considered report 15/26 presenting the Final Internal Audit Report from Parish and Town Audit Services for 2025 – 2026.

In response to queries from members, officers confirmed that the Internal Auditor has advised that a separate document be published to confirm details of contract entered into over £5,000 and that officers will look at the frequency of this information being published. Officers will also look into a query that was raised regarding tender documents being kept available to view on the Town Council's website after the procurement process has been completed.

**C26.1** It was **RESOLVED** to **NOTE** the Annual Internal Audit Report section of the AGAR.

**C26.2** It was **RESOLVED** to **NOTE** the Final Report of the Internal Auditor.

**C27/06/26      Annual Governance Statement 2025-2026**

Full Council considered report 16/26 presenting the Annual Governance Statement 2025 – 2026 for Full Council to discuss and approve.

Officers provided a verbal update on the advice from the Internal Auditor to publish a statement alongside Section 1 Assertion 2 of the Annual Governance & Accountability Return providing further explanation alongside the assertion.

- C27.1** It was **RESOLVED** to **AGREE** that, to the best of its knowledge and belief, it has complied with all assertions in the Annual Governance Statement for the year ended 31 March 2026.
- C27.2** It was **RESOLVED** to **APPROVE** the Annual Governance Statement for the year ended 31 March 2026 (Appendix A) and authorise the Mayor and Town Clerk to sign section 1 of the Annual Governance and Accountability Return on behalf of the Town Council.
- C27.3** It was **RESOLVED** to **NOTE** the Public Notice dates of 1 July 2026 to 11 August 2026.

**C28/06/26      Annual Governance and Accountability Return – Accounting Statements (Section 2) and Final Accounts 2025 – 2026**

Full Council considered report 17/26 presenting the Final Accounts and Annual Governance and Accountability Return (Section 2) for the year ended 31 March 2026 for approval and adoption.

- C28.1** It was **RESOLVED** to **APPROVE** Section 2 of the Annual Governance and Accountability Return - Accounting Statements 2025 - 2026, by resolution.
- C28.2** It was **RESOLVED** to **AUTHORISE** the Mayor, as Chair of the Town Council, to sign Section 2 of the Annual Governance and Accountability Return 2025 - 2026, on behalf of the Town Council.
- C28.3** It was **RESOLVED** to **NOTE** the Earmarked Reserve movements including capital receipts and expenditure in the year.
- C28.4** It was **RESOLVED** to **APPROVE** further Earmarked Reserve movements presented in Appendix J.

*(7.33pm to 7.38pm – a short comfort break was held)*

**C29/06/26      Review of Risk Arrangements 2026 – 2027**

Full Council considered report 23/26 asking Full Council to review and approve the Town Council's Corporate Risk Register and subsequent action plans.

- C29.1** It was **RESOLVED** to **NOTE** review of the Town Council's Corporate Risk Register.
- C29.2** It was **RESOLVED** to **ADOPT** the revised 2026 – 2027 General & Financial Risk Assessment as presented in Report 23/26 Appendix A, noting that this is a working document that will be updated as the need arises and presented for adoption annually.

**C30/06/26      Review of Internal Controls 2026 - 2027**

Full Council considered report 22/26 seeking Full Council's review and approval of the Town Council's Internal Controls.

**C30.1** It was **RESOLVED** to **APPROVE** the Town Council's Internal Controls as set out in Report 22/26 Appendix A.

**C30.2** It was **RESOLVED** to **NOTE** that Statements 2, 5, 6, 7 and 10 of the Annual Governance Statement have been complied with, as set out in Section 1.6 of Report 22/26.

**C31/06/26      Appointment of the 2026 – 2027 Internal Auditor**

Full Council considered report 25/26 seeking approval of the appointment of Parish and Town Auditing Services as the Town Council's Internal Auditor for the 2026 - 2027 Financial Year and to note the Letter of Engagement.

**C31.1** It was **RESOLVED** to **NOTE** the satisfactory completion of the 2025 - 2026 Internal Audit process undertaken by Parish and Town Auditing Services.

**C31.2** It was **RESOLVED** to **APPROVE** the appointment of Parish and Town Auditing Services as the Town Council's Internal Auditor for the 2026 - 2027 Financial Year.

**C31.3** It was **RESOLVED** to **NOTE** the attached Letter of Engagement for 2026 – 2027, as attached at Appendix A.

**C32/06/26      Staff Travel Expenses Policy – Update to Mileage Claim Rate**

Full Council considered report 24/26 providing an update on the Government's recommended mileage claim rates and seeking to update the Staff Travel Expenses Policy accordingly.

In response to queries from members, officers confirmed that the Member's Allowance Policy is scheduled for review in December 2026, to decide on whether to introduce a member's allowance for the new administration from May 2027.

Members discussed that they can claim for certain travel expenses and that there is a need to ensure that potential future councillors are not excluded due to costs incurred with carrying out councillor duties.

**C32.1** It was **RESOLVED** to **AGREE** that the mileage rates within the Staff Travel Expenses Policy are increased from 45 pence per mile up to 55 pence per mile and backdated to 1 April 2026, as per Government guidance.

**C32.2** It was **RESOLVED** to **AGREE** a permanent delegation of power to the Town Clerk to update the Staff Travel Expenses Policy in the event of any further mileage claim rate changes by the Government, reporting any updates back to the Finance & General

Purposes Committee at the next available opportunity. Furthermore, that officers will add this delegation to the Interim Scheme of Delegation Policy

### **C33/06/26      Committee Chair Appointment – Finance & General Purposes Committee**

Full Council considered report 32/26 seeking any nominations for appointment to the role of Chair of Finance & General Purposes Committee

It was **PROPOSED** to **APPOINT** Councillor L Boorman as the Chair of the Finance & General Purposes Committee; the **MOTION** was **CARRIED**.

### **C34/06/26      Additional Signatory for Banking and Investment**

Full Council considered report 28/26 seeking approval for the Deputy Town Clerk and Responsible Financial Officer to be appointed as a signatory for both the Co-operative Bank and the CCLA Public Sector Deposit Account.

**C34.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C34.2** It was **RESOLVED** to **APPROVE** Darryl Keech, Deputy Town Clerk and Responsible Financial Officer, as an authorised signatory for the Co-operative Bank Account.

**C34.3** It was **RESOLVED** to **APPROVE** the authorised persons / signatories on the CCLA Public Sector Deposit Fund, as follows, and authorise the Finance Manager to complete and submit the necessary documentation to update the account mandates:

- Steve Quayle, Town Clerk
- Darryl Keech, Deputy Town Clerk and Responsible Financial Officer
- Lucy Clark, Finance Manager

### **C35/06/26      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 two items of business for the reasons as set out on the agenda.

*(8.00pm to 8.04pm – a short break was held)*

### **C35/06/26      Update on Sale of Hurdis House EXEMPT**

Full Council considered exempt report 34/26 updating Full Council on the sale of Hurdis House and request approval to accept the offer received.

**C35.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C35.2** It was **RESOLVED** to **DELEGATE POWER** to officers to accept the offer received on Hurdis House.

**C36/06/26      Amendment to the Staff Structure EXEMPT**

Full Council considered exempt report 36/26 seeking approval of a change to the staff structure and an increase in expenditure against the 2026 - 2027 staffing budget.

**C36.1**    It was **RESOLVED** to **NOTE** the contents of the report.

**C36.2**    It was **RESOLVED** to **APPROVE** the alteration to the staff structure as detailed in Exempt Report 36/26.

**C36.3**    It was **RESOLVED** to **APPROVE** the additional expenditure over and above the salaries budget for 2026 – 2027, as detailed in Exempt Report 36/26.

The meeting closed at 8.15pm.

*Councillor L Stirton*

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Mayor of Seaford