



Seaford Town Council

Agenda

Full Council Meeting

Thursday 23 July 2026

To the Members of the Full Council, you are summoned to attend a meeting as follows:

Meeting Date	Thursday 23 July 2026
Meeting Time	7.00pm
Meeting Venue	Council Chambers, 37 Church Street, Seaford, BN25 1HG
Members	Councillors L Stirton (Mayor), R Buchanan (Deputy Mayor), S Adeniji, S Ali, L Boorman, C Bristow, S Dubas, S Dunn, F Hoareau, O Honeyman, R Honeyman, J Lord, S Markwell, O Matthews, J Meek, G Rutland, R Stirton, I Taylor, L Wallraven, and M Wearmouth

Steve Quayle, Town Clerk

14 July 2026

PLEASE NOTE:

- For members of the public that have registered to attend the meeting, please see the end of the agenda for further details of public access and participation
- 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
- 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 meeting will be recorded and uploaded to the Town Council's YouTube channel shortly after the meeting
- The Mayor has chosen to do a short secular reflection ahead of each Full Council meeting

For further information about items on this Agenda please contact:

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Postal Address: Seaford Town Council, 37 Church Street, Seaford, BN25 1HG

AGENDA

1. Apologies for Absence

To receive details of any apologies for absence.

To approve or not the reasons for absence.

Please see the Information for Councillors at the end of this agenda for supporting information on this.

2. Members Interests

2a. Disclosure of Interests

To receive any disclosure by councillors of interests that they are aware of in relation to matters on the agenda, whether registered or not, and confirmation of any procedural steps they will take because of this.

Councillors arriving late in the meeting will be asked to confirm if they have any interests to disclose at the point that they arrive.

Please see the Information for Councillors at the end of this agenda for supporting information on this.

2b. Dispensations:

Item 20 - A dispensation was granted, by the Town Clerk in December 2024, to all members to take part in discussion and vote on agenda items relating to member's allowances. This dispensation was granted in order for the Town Council to be quorate and to consider its policy in relation to member's allowances. This dispensation will last the duration of this current administration i.e. until May 2027.

ACTION: None required

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 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 in the table below.

Where there are recommendations to Full Council within the minutes, these are subject to a separate report elsewhere on the agenda, at which point the recommendation will be considered.

5.1	Assets & Facilities	2 July 2026	The draft minutes have not yet been approved for publication,
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			so will be presented at the next Full Council meeting
5.2	Finance & General Purposes	9 July 2026	The draft minutes have not yet been approved for publication, so will be presented at the next Full Council meeting
5.3	Full Council	11 June 2026	<u>11.06.25 Extraordinary Full Council Minutes Draft</u>
		25 June 2026	<u>25.06.26 Full Council Minutes Draft</u>
		30 June 2026	The draft minutes have not yet been approved for publication, so will be presented at the next Full Council meeting
5.4	Golf, Open Spaces & Climate Action	No meetings held in this period	
5.5	Personnel	No meetings held in this period	
5.6	Planning & Highways	11 June 2026	<u>11.06.26 Planning & Highways Minutes Draft</u>
		N.B. The draft minutes have been amended since first issue, with the disclosure of interests section being updated	
		7 July 2026	<u>07.07.26 Planning & Highways Minutes Draft</u>

6. [Mayor's Update Report](#)

To consider report 47/26 presenting the Mayor's update report and details of engagements (pages 8 to 12).

7. [Strategy Programme Update – July 2026](#)

To consider report 50/26 presenting an update on progress against the Town Council's 2025 – 2027 Strategy Programme (pages 13 to 20).

8. [Town Clerk's Update Report - July 2026](#)

To consider report 49/26 providing an update on key Town Council work and work priorities for the Town Clerk (pages 21 to 27).

9. [Complaints, Freedom of Information Requests and Appeals Update Report – July 2026](#)

To consider report 43/26 updating Full Council on Complaints, Freedom of Information Requests and Appeals (pages 28 to 29).

10. Town Council Working Group Updates

A standard agenda item to accommodate verbal updates from active Town Council Working Groups. No decisions can be taken on updates given.

11. Outside Body Representative Updates

A standard agenda item to enable Town Councillors appointed as representatives of outside bodies of the Town Council to give brief verbal updates on relevant business / activities of the outside body. No decisions can be taken on updates given.

12. District & County Councillor Update

To give an opportunity for a verbal update from councillors at a District or County level on business and activities that effect Seaford and the local area. No decisions can be taken on updates given.

13. [Cliff Gardens – Deed of Dedication Approval](#)

To consider report 59/26 providing an update and seeking approval to enter into a Deed of Dedication for Cliff Gardens (pages 30 to 65).

14. [Proposal for Memorials Policy](#)

To consider report 37/26 proposing the principle of a new memorials process, and if approved, seeking delegated powers to the Assets & Facilities Committee to fine-tune the detail, adopt the new policy, and implement the new process from the autumn (pages 66 to 85).

15. [Conclusion of External Audit Relating to the Annual Governance & Accountability Return for the Year Ended 31 March 2024](#)

To consider report 60/26 presenting the conclusion to the external audit completed by PKF Littlejohn LLP in respect of the Annual Governance & Accountability Return for the year ending 31 March 2024 (pages 86 to 97).

16. [Committee Adoption of Revised Policies](#)

To consider report 62/26 presenting a proposal for adoption of revised policies by committees, complete with the introduction of a 'call-in' process for Full Council (pages 98 to 105).

17. [Review and Adoption of Standing Orders](#)

To consider report 64/26 presenting the revised Standing Orders for adoption by Full Council (pages 106 to 141).

18. [Adoption of Sexual Harassment Policy](#)

To consider report 51/26 presenting the recommendation from the Personnel Committee that Full Council adopts the Sexual Harassment Policy (pages 142 to 156).

19. Adoption of a Performance Management Policy & Capability Policy

To consider report 52/26 present the recommendation from the Personnel Committee that Full Council adopts the Performance Management Policy and Capability Policy (pages 157 to 187).

20. Members Allowance Policy – Update to Mileage Claim Allowance

To consider report 58/26 providing an update on the Government's recommended mileage claim rates and seek to update the Members Allowance Policy accordingly (pages 188 to 189).

21. 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/s of business for the reasons as set out below.

The resolutions of the items 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.

22. The View Seaford Ltd – Lease Arrangements EXEMPT

To consider exempt report 61/26 providing an update on the financial performance of The View Seaford Ltd, and to consider their requests to vary the existing financial elements of the lease agreement (exempt pages).

Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's 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.

23. Amendment to the Staff Structure EXEMPT

To consider exempt report 63/26 presenting a proposed amendment to the staff structure (exempt pages).

Reason for exemption: to provide confidential updates surrounding the Human Resources functions of the Town Council.

Explanation of reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.

- Agenda End -

INFORMATION – MEMBERS OF THE PUBLIC

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.

There is a lift for those requiring it to access the first floor. Please note that motorised scooters cannot be brought into the lift. Electric and other wheelchairs can be accommodated but there is a maximum weight limit of 400kg.

Public Participation:

Public participation must take place in person during the designated agenda item. Members of the public may make a verbal statement relevant to an agenda item, for up to four minutes, when invited by the Chair. Speakers do not have to give their name and will be guided by the Chair on when to speak. Statements are recorded in summary form in the minutes of the meeting (without personal details) and public participation will normally last no more than 20 minutes, with the Chair having overall discretion.

The full version of the Town Council's Public Participation Policy can be viewed on the [Town Council's website](#).

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.

INFORMATION – COUNCILLORS

Councillor Questions:

Councillor should normally raise queries at the meeting so responses are shared with everyone. If a question needs advance preparation, it should be sent to the report's contact officer beforehand so it can be answered verbally at the meeting.

Councillor Apologies for Absence:

Section 85 of the Local Government Act requires that councillors must attend meetings regularly and that failure to attend any meetings for six consecutive months without an approved reason may lead to disqualification. Apologies must be submitted directly to an officer in advance, include a reason, and be formally approved by the meeting to be recorded. Apologies received late can be considered at the next appropriate meeting, but absences without a reason cannot be approved.

Councillor Interests:

Please see the [Town Councillor Interests Guide](#) for information about what interests councillors must declare, when those interests become a problem for decision-making, and what councillors must do if they have them.



Seaford Town Council

Report Number:	47/26
Agenda Item Number:	6
Meeting:	Full Council
Date:	23 July 2026
Title:	Mayor's Report July 2026
Strategy Programme Ref:	N/A
Purpose of Report:	To present the Mayor's update report and details of engagements
Contact Officer:	Darryl Keech, Deputy Town Clerk & RFO Authored by: Isabelle Mouland, Community Engagement & Democratic Services Manager
Supporting Documents:	Appendix A – Mayor's Report to July 2026 Full Council

Officer Recommendations

1. To note the contents of the report.

1. Introduction

- 1.1 The Mayor's update report can be found at **Appendix A**.
- 1.2 Details of mayoral engagements attended since 14 May, at the time of writing, can be found below:

Attended by	EVENT	DATE	ORGANISATION
Mayor	Ukrainian Vyshyvanka Day Celebration	16.05.26	Association of Ukrainians in Great Britain – Eastbourne Branch
Mayor	Rural Outreach Annual Tea Party, Bishopstone Station	22.05.26	Lewes District Citizen's Advice
Mayor	Licensing of Revd Janice Bartholomew to Seaford, St Leonard's Church	22.05.26	Seaford Parish Church

Attended by	EVENT	DATE	ORGANISATION
Mayor	Fundraising coffee morning performance at St Wilfrid's Hospice	29.05.26	Eastbourne Concert Orchestra
Deputy Mayor	Sussex Day	16.06.26	Seaford Town Council
Mayor (self-funded)	From Minimum Income to Basic Income in the City of São Paulo, PUC-SP	17.06.26	Brazilian Basic Income Network (RBRB)
Mayor (self-funded)	Visit to UNAS Heliópolis - União de Núcleos, Associações dos Moradores de Heliópolis e Região	19.06.26	Brazilian Basic Income Network (RBRB) / UNAS
Deputy Mayor	The Festival of the Sea	20.06.26	Newhaven & Seaford Sailing Club
Mayor (self-funded)	85 th Birthday Celebration of Deputy Eduardo Suplicy	21.06.26	Eduardo Suplicy's Office
Mayor (self-funded)	Visit to São Paulo State Legislature	23.06.26	Eduardo Suplicy
Mayor & Deputy Mayor	Armed Forces Day	27.06.26	Seaford Town Council
Mayor & Deputy Mayor	Maelstrom Opening Event	30.06.26	Art by Ruth Hannah Stirton

1.3 Future engagements at the time of writing (up to 23 July) that the Mayor and/or Deputy Mayor will be attending can be found below:

To be attended by	EVENT	DATE	ORGANISATION
Mayor & Deputy Mayor	Sutton Barn Community Club 60 th anniversary celebrations	04.07.26	Sutton Barn Community Club
Mayor	Rotary Junior Community Award presentation	06.07.26	Seaford Rotary
Mayor	Summer Concert	11.07.26	Seaford Choral Society
Mayor	Sea Sunday Service	12.07.26	St Andrew's Church, Bishopstone
Deputy Mayor	Seaford Nature Recovery Programme Biodiversity Project	18.07.26	Seaford Natural History Society

To be attended by	EVENT	DATE	ORGANISATION
Mayor & Deputy Mayor	Seaford Rotary Community Music Festival	18.07.26	Seaford Rotary

2. Financial Appraisal

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

Report 47/26 Appendix A

Mayor's Report to July 2026 Full Council

It is a great honour to write my first report as Mayor of Seaford.

The first few weeks in the role have already shown me how varied, serious and rewarding the civic role can be. I have attended events marking solidarity, service, faith, music, charity, community outreach and remembrance.

One of my first engagements was the Ukrainian Vyshyvanka Day Celebration. It was a moving occasion, and a reminder that civic welcome matters. Seaford, like many towns, is strengthened when people who have come here in difficult circumstances are not only accommodated, but recognised as part of our shared community life.

I was also pleased to attend the Rural Outreach Annual Tea Party at Bishopstone Station, organised by Lewes District Citizen's Advice (LDCA). LDCA do valuable work in a town that is not dramatic, but vital: helping people navigate difficulties, and making sure people are not left to face problems alone.

The licensing of Revd Janice Bartholomew at St Leonard's Church was another significant occasion. Churches and faith communities continue to play an important role in the civic and social life of Seaford, and it was good to mark a new chapter in that ministry.

I also attended (and performed at) a fundraising coffee morning performance at St Wilfrid's Hospice, organised by Eastbourne Concert Orchestra. Music, charity and care came together in a way that was both enjoyable and deeply humane. It was a reminder that the arts are not an optional extra in community life; they are one of the ways communities express care, memory and solidarity.

During June I also had the opportunity, while in Brazil on a work engagement (non-Town Council), to attend as Mayor a number of events in São Paulo connected with basic income, social rights and community organisation. These included an event at PUC-SP on the movement from minimum income to basic income in the City of São Paulo, a visit to UNAS - União de Núcleos, Associações dos Moradores de Heliópolis e Região - and meetings connected with Deputy Eduardo Suplicy, one of the world's longest-standing advocates of the right to a basic income. These engagements were opportunities to learn from communities and public figures thinking seriously about poverty, dignity, civic participation and the practical responsibilities of local

government. Seaford is, of course, a very different place from São Paulo, but the underlying questions - how communities care for one another, how public institutions build trust, and how people are enabled to live with dignity - are shared ones.

Armed Forces Day, organised by Seaford Town Council, gave us the opportunity to recognise service and sacrifice, and to honour those who serve, have served, and support those who serve.

I am pleased to confirm that my Mayor's charity for the year will be Aspens. Aspens supports autistic people and people with learning disabilities, together with their families, across the South East. I have chosen Aspens because I am an autistic man, and because I know how important it is that people are understood, respected and supported as themselves.

My mayoral year will therefore have a particular focus on inclusion, dignity and community belonging. My ambition is not only to raise funds, important though that is. I also hope to use the year to raise awareness, start conversations, and encourage practical inclusion in civic and community life. Seaford is at its best when people are able to contribute as themselves, not by pretending to be someone else.

I look forward to the months ahead, to meeting more of the people who make Seaford what it is, and to doing what I can to serve the town with energy, warmth and seriousness of purpose.

Councillor Lindsay Stirton, Mayor of Seaford 2026 to 2027



Seaford Town Council

Report Number:	50/26
Agenda Item Number:	7
Meeting:	Full Council
Date:	23 July 2026
Title:	Strategy Programme Update – July 2026
Strategy Programme Ref:	Whole Document
Purpose of Report:	To update Full Council on progress made towards the Strategy Programme 2025 - 2027
Contact Officer:	Steve Quayle, Town Clerk
Supporting Documents:	Appendix A – 2025 – 2027 Strategy Programme July 2026 Update

Officer Recommendations

1. To note the contents of the report.

1. Introduction

- 1.1** The Town Council adopted its 2025 – 2027 Strategy Programme in October 2025, which is available to view on the [Town Council's website](#).
- 1.2** The Strategy Programme is reviewed quarterly at each Full Council meeting. Officers also provide each committee with updates on all strategies and goals that the committee has oversight of.

2. Update

- 2.1** **Appendix A** presents a narrative update for each of the 79 objectives within the Strategy Programme, alongside a RAG rating (red, amber, green rating) to demonstrate the progress for each one in comparison to the timeframe envisaged in the Strategy Programme.
- 2.2** The Strategy Programme Working Group has recently been reconvened to begin the 2026 review of the Strategy Programme. The group will be meeting during the summer, with the aim of presenting a recommended, revised Strategy Programme to the October 2026 Full Council meeting.

- 2.3** This is a light-touch review of the strategic goals of the Town Council, which will predominantly focus on updating the programme – removing completed goals, reviewing the goals specifically listed for review in October 2026, and a general review of the rest of the goals, including an update of target dates where needed. The aim will be a refreshed set of strategic goals that are realistic and attainable, enabling the current administration to end its term in May 2027 with a Strategy Programme that is on track and being delivered against.

3. Financial Appraisal

- 3.1** There are no direct financial implications as a result of this report.

STC Strategy Programme 2025-2027																
October 2025 - October 2027																
(To be reviewed and updated October 2026)																
Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers (<u>main contact underlined</u>)	Progress RAG Rating								Latest Update		
						25/26 Q3	25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2		27/28 Q3	
1																
1.1	Concession, Licence, Lease Management	A	Establish A&F 'Concessions Working Group' to review the current concession, lease and licence process/arrangements	Nov-25	A&F	Operations Manager, HOP & <u>Town Clerk</u>	A	G	Completed						A) Completed. B) Officers plan to take WG's recommendations to A&F in September & FC in Oct C) On track	
		B	A&F Concessions Working Group to devise recommendations and obtain Full Council approval	Oct-26			G	G	G							
		C	Implement new processes and arrangements	Apr-27			G	G	G							
1.2	Improve Accessibility of STC website & Golf Course website	A	Identify areas of improvement required for 'WCAG 2.2' protocols compliance across both websites	Dec-25	F&GP	Comm.Eng Manager & <u>DTC</u>	Completed								A) Completed B) Completed C) Quarterly inspection is undertaken of both websites by provider to ensure compliance	
		B	Make necessary changes required to ensure 95% score rating is achieved	Apr-26			G	Completed								
		C	Monitor continued compliance and address failings, as necessary	Mar-27			G	G	G							
1.3	Improve & Refresh Signage	A	Refresh Heritage Board Signage, in conjunction with Museum & Heritage Society and Seaford Chamber of Commerce	May-26	A&F	Operations Manager & <u>HOP</u>	G	R	R						A) Museum/Chamber have advised they now wish to install digital interactive boards, this will require additional funding and further development delaying the completion of this goal B) Completed. C) Was on track, but 2-Jul A&F requested Cllr oversight in replacement signs - will cause delay	
		B	Undertake signage audit across STC sites, identifying improvements available, and where amalgamation can occur	May-26			G	G	Completed							
		C	Commence incremental programme of signage changes, following on from signage audit	Jul-26			G	G	A							
1.4	Golf Course Improvements (* Dependent on Higher Tier Funding from RPA)	A	* Prepare necessary works for the redevelopment of the 17th green and 18th tees	Sep-26	GOSCA	Golf Course Manager, HOP & <u>Town Clerk</u>	G	G	G						A) & B) Project continues to progress on track C) Approval acquired from Countryside Stewardship Scheme, so works now planned for Winter 26/27 D) Completed E) Completed	
		B	* Achieve required approvals to commence works on 17th green and 18th tees	Sep-27			G	G	G							
		C	* Create new rides through scrub areas	Apr-27			G	G	G							
		D	Install new washdown facilities to recycle water and clippings	Apr-27			G	G	Completed							
		E	Commence a programme of extending wildflower areas	Apr-27			G	G	Completed							

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers (<u>main contact underlined</u>)	Progress RAG Rating									Latest Update
						25/26 Q3	25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3	

2	WELLBEING: Develop & deliver projects to support the wellbeing of the Town's residents															
2.1	Evidence Base for New Community Centre	A	Map the community group provision already existing in the town	Feb-26	A&F	Operations Manager & <u>HOP</u>	G	A	Completed							A) Completed B) Questionnaire/survey has been issued in Jul 26 C) On track
		B	Engage with residents and stakeholders to map the need for further provision	Jul-26			G	A	A							
		C	Finalise and, if approved, work up project including next steps, as appropriate (Oct-26 refresh to dictate next steps)	Oct-26			G	G	G							
2.2	The Salts Improvement Plan	A	Undertake consultations with key stakeholders	Mar-26	GOSCA	Operations Manager & <u>HOP</u>	R	A	A							A) Consultation is currently ongoing B), C) & D) On track
		B	Develop a selection of plans in partnership with planning authority	Oct-26			G	G	G							
		C	Undertake public consultation on proposed plans, to find a preferred solution	Mar-27			G	G	G							
		D	Finalise and achieve Full Council resolution for preferred solution (Oct-26 refresh to dictate next steps)	Oct-27			G	G	G							
2.3	Acquisition / Disposal of Assets	A	Work to acquire appropriate LDC assets, ensuring they deliver positive impact for Seaford and are sustainable for STC	May-27	A&F	Operations Manager, <u>HOP</u> & <u>Town Clerk</u>	G	G	G							A) STC has submitted list of nominated sites and awaits LDC's response B) The building is now sold subject to contract C) Following 2-Jul A&F this is now delayed pending an informal meeting of councillors as requested by A&F D) Completed - 2-Jul A&F resolved not to sell beach huts and to manage them differently from 2027 onwards
		B	Reach a final decision on future of Hurdis House - then action decision	Feb-26			G	G	Completed							
		C	Devise plan for future office location of STC (including the option to remain at Church Street, if appropriate)	May-26			A	A	R							
		D	Review management / potential sale of STC-owned Martello Beach Huts and obtain approval for recommendation	May-26			G	R	Completed							
2.4	Parking Solutions	A	Undertake a comprehensive review all STC car parking management	Mar-27	GOSCA	Operations Manager & <u>HOP</u>	G	G	G							A) On track B) Completed C) Delayed by ESCC Apr-Jul - issue now resolved and license applied for
		B	If approved, undertake trial of pay and display (consider BN25 resident discount) at South Hill Barn car park	Jun-26			G	G	Completed							
		C	Plans for gravel strip options west of Martello Tower, and obtain approval for recommendation	Oct-26			G	G	G							
2.5	Emergency Plan	A	Establish links with Sussex partners and understand overarching SRF's plans and how to complement them	Jan-26	Full Council	Operations Manager, <u>HOP</u> & <u>Town Clerk</u>	R	R	Completed							A) Completed B) Now ongoing, but delayed by the delay experienced in A C) On track
		B	Develop a Seaford Community Emergency Plan involving councillors, community groups and local emergency services	Jun-26			G	G	A							
		C	Seek Full Council adoption of the Seaford Community EP, and then monitor and adapt plan as circumstances dictate	Oct-26			G	G	G							

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers (<u>main contact underlined</u>)	Progress RAG Rating									Latest Update
						25/26 Q3	25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3	

3	FACILITIES / ASSETS: Develop and maintain assets, settings and recreational facilities															
3.1	South Hill Barn Project	A	Compile reports and studies needed to bring Stage 1 of the project to a conclusion	Dec-25	SHB WG & Full Council	Senior Projects Officer & HOP	R	R	R							A) As advised previously, the WG have paused work whilst legal issues are explored B) Stage 1 of project cannot proceed while the outstanding legal work mentioned above is unresolved C) Without Stage 1 completion and approval, Stage 2 cannot commence
		B	Present Stage 1 of project to Full Council. Seek to obtain approval to move to Stage 2 including necessary budget	Jan-26			R	R	R							
		C	Commence Stage 2 of project in line with project plan (Oct-26 refresh to dictate next steps)	Apr-26			A	R	R							
3.2	Toilet Provision	A	Review and run tender for toilet cleaning and maintenance	Feb-26	A&F	Operations Manager & HOP	G	A	Completed							A) Completed B) On track C) On track D) Completed - to be presented to Council as part of B
		B	Review toilet provision - town centre, seafront and open spaces, considering options for internal/external provision	Oct-26			G	G	G							
		C	Develop plan for toilets provision and obtain approval for recommendation (Oct-26 refresh to dictate next steps)	Jan-27			G	G	G							
		D	Establish viability of the reinstatement of public toilet at The Crouch (Oct-26 refresh to dictate next steps)	Jul-26			G	G	Completed							
3.3	Seafront Bin Provision	A	Undertake review to ensure best possible management of seafront bins, including options to help prevent overspill	Mar-26	A&F	Operations Manager & HOP	G	G	Completed							A) Completed B) Completed C) On track
		B	Trial various options through summer 2026 to see what has an impact	Jun-26			G	G	Completed							
		C	Review success of 2026 trials and work up future plans, informed by review (Oct-26 refresh to dictate next steps)	Nov-26			G	G	G							
3.4	Grounds Maintenance Contract	A	Undertake tendering process to appoint Ground Maintenance Contractors	Nov-25	GOSCA	Operations Manager, HOP & Town Clerk	Completed									A) Completed B) Completed C) On track
		B	Award and onboard new Grounds Maintenance Contract appointed contractor	Apr-26			G	Completed								
		C	One year comprehensive review of Grounds Maintenance Contract	Apr-27			G	G	G							
3.5	Hope Gap Steps	A	Make an informed, final Full Council decision on the future of Hope Gap Steps	Oct-25	Full Council	Senior Projects Officer & HOP	R	R	R							A) FC voted to defer this decision in October FC and delay by six months whilst officers tendered for a contractor to provide a quote. Contractor appointed to work up proposed scheme and costing B) The above will continue to delay B
		B	Commence process of implementing decision (Oct-26 refresh to dictate next steps)	Apr-26			R	R	R							

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers (<u>main contact underlined</u>)	Progress RAG Rating									Latest Update
						25/26 Q3	25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3	

4	ENGAGEMENT: Give voice to residents actively directing our priorities to reflect their needs																
4.1	Communications Strategy & Working Digitally	A	Review STC's website and establish need for revised website, or completely new website	Dec-25	F&GP	Comm.Eng Manager & DTC	Completed								A) Completed B) New STC website to go live in September 2026 C) New comms strategy being worked up - to be presented to Oct FC		
		B	Make improvements to website resulting from review, or commence tender for new website if replacement necessary	Mar-26			G	G	G								
		C	Review STC's communication methods. Map audiences, preferred communication methods and branding of STC	Dec-26			G	G	G								
4.2	Youth Ambassador Board	A	Establish Youth Ambassador Board in conjunction with Seaford Head School and other educational settings	Oct-25	F&GP	Comm.Eng Manager	G	G	Completed						A) & B) Completed. C) Intentionally delayed due to slow start to A) and B)		
		B	Facilitate rolling schedule of meetings with Youth Ambassador Board	Nov-25			G	G	Completed								
		C	Obtain feedback from participants on effectiveness and potential improvements going forwards	Jun-26			G	G	A								
4.3	Weekend Cover/Seafront Management Plan	A	Review need for an on-call weekend officer or a Seafront Officer to patrol weekends in peak season	Jan-26	Personnel	HR Manager, DTC & HOP	Completed								A) Completed B) Completed C) Completed		
		B	Obtain approval for preferred solution. Recruit appropriate officer, if necessary. Personnel policies to be updated	Mar-26			G	G	Completed								
		C	If approved, implement either on-call officer or Seafront management officer in line with new staffing budgets	May-26			G	G	Completed								

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers (<u>main</u> <u>contact</u> <u>underlined</u>)	Progress RAG Rating										Latest Update	
						25/26 Q3	25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3			
5																	
GOVERNANCE: Practice ethical and sustainable governance that demonstrates fiscal responsibility and sustainability																	
5.1	Land & Leases	A	Review of existing leases and contracts, including the undertaking of rent reviews	Sep-26	Full Council	<u>Assets & Contracts Manager</u>	G	G	G							A) & B) On track	
		B	Register all land owned by STC correctly at HM Land Registry	Sep-26		<u>Manager</u>	G	G	G								
5.2	Financial Management	A	Identify areas of STC governance practice for review and improvement	Mar-26	F&GP	Finance Manager, <u>DTC</u> & Town Clerk	G	G	Completed							A) Completed B) Completed C) On track D) On track	
		B	Carry out internal audit and implement recommendations	Jul-26			G	G	Completed								
		C	Undertake a 'peer review' of STC's performance and management	Jan-27			G	G	G								
		D	Confirm priorities for CIL spending plans (Oct-26 refresh to dictate next steps)	Oct-26			G	G	G								
5.3	Policy & Risk Management	A	Review all STC policies and identify priority list of those that need creating / reviewing / updating	Dec-25	Personnel/ F&GP	Policy & Risk Officer, HR Manager, <u>DTC</u> & Town Clerk	Completed										A) Completed B) On track C) Completed D) Approval given for draft at 9-Jul F&GP - needs to be tested after F&GP approval, and prior to FC approval in Oct
		B	Develop, seek approval, and implement policy creation, review and update for all policies	Mar-27			G	G	G								
		C	Update, maintain and publish Risk Register, alongside establishment of SMT quarterly review of risk register	Mar-26			G	G	Completed								
		D	Develop / test BCP for continued operation of STC in the event of fire, flood, building loss, cyber attack, etc	Jun-26			G	A	A								
5.4	Back Office Digitalisation	A	Establish options for digitalising and modernising processes, including base lines and improvement aspirations	Mar-26	F&GP	<u>DTC</u> & Town Clerk	G	G	Completed							A) & B) Already introduced IT systems, payroll/HR system, bookings system, asset management system, and golf bookings system. Further work being done to digitalise the Purchase Order process and Golf membership software by end of Dec C) On track	
		B	Commission best option/s, following on from approval	Jul-26			G	G	G								
		C	One year comprehensive review of efficacy and improvements gained from new option/s, alongside lessons learned	Jul-27			G	G	G								

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers (<u>main</u> <u>contact</u> <u>underlined</u>)	Progress RAG Rating								Latest Update
						25/26 Q3	25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3

6	CLIMATE: To help create a sustainable Seaford, resilient to the effects of climate change															
6.1	Climate Action Plan & Climate Emergency Policy	A	Working Group and officers to pull together final proposals and obtain approval from Committee and Full Council	Apr-26	GOSCA	HOP	G	A	A							A) CAP approved by January FC. CEP to follow, subject to GOSCA approval. HOP arranging WG to meet to progress
		B	Ensure all features from Climate Action Plan are succesfully rolled out (Oct-26 refresh to dictate next steps)	Nov-27			G	G	G							B) On track
6.2	Fields in Trust	A	Establish pros and cons of Fields in Trust and bring paper to Full Council enabling informed decision	Jan-26	Full Council	Assets & Contracts Manager	A	G	Completed						A) Completed	
		B	Subject to approval of proposal, rollout Fields in Trust status to Martello Fields, The Crouch and The Salts	Jun-26			A	A	A							B) Due to delay in A, this has delayed B
		C	Consider Fields in Trust status on other land, including applicable land acquired from LDC's asset devolution agenda	Jan-27			G	G	G							C) On track
6.3	Chalk Paths - Seaford Head Estate	A	Restoration of chalk paths on route past Coastguard Cottages, consideration given to sinking fund to restore five-yearly	May-27	GOSCA	Operations Manager & HOP	G	G	G							A) Partly done by SDNPA/NE/EA. Officers working towards restoration of remaining parts. SDNPA CIL application made.
		B	Work alongside ESCC for restoration of chalk footpath from Splash Point to Seaford Head via external funding	Apr-27			G	A	A							B) Officers have engaged with ESCC and SDNPA. Site inspection has taken place and work requirement agreed but they have limited capacity and budget to undertake works.
		C	Restoration of path and improvements to access and conservation at High & Over in conjunction with SDNPA and NT	Mar-27			G	G	G							C) CIL application has been made to SDNPA & LDC
6.4	Cliff Gardens	A	Establish a Memorandum of Understanding with SDNPA & SCP. Provide SDNPA with a Licence to Occupy	Oct-25	GOSCA	Senior Projects Officer & HOP	Completed						A) Completed			
		B	Assist and oversee the delivery of the Cliff Gardens project - delivered by SDNPA but with STC project officer oversight	Jun-26			A	G	A							B) Ongoing - deadline is dependent on speed of project (out of STC's hands)
		C	Establish Management & Maintenance (M&M) framework with SCP. Implement M&M to oversee ongoing maintenance	Sep-26			G	G	G							C) Meetings have commenced between officers and SCP to work up M&M agreement to be presented to next FC meeting

Glossary of acronyms:

- A&F Assets & Facilities Committee
- BCP Business Continuity Plan
- CIL Community Infrastructure Levy
- Comm. Eng. Manager Community Engagement & Democratic Services Manager
- DTC Deputy Town Clerk & Responsible Financial Officer
- EA Environment Agency
- EP Emergency Planning / Plan
- ESCC East Sussex County Council
- F&GP Finance & General Purposes Committee
- FC Full Council
- GOSCA Golf, Open Spaces & Claimte Action Committee
- HLF Higher Level Funding
- HOP Head of Place
- LDC Lewes District Council
- M&M Management and maintenance
- NE Natural England
- NT National Trust
- Q Quarter (of the year)
- RAG Red, Amber, Green rating
- RPA Rural Payments Agency
- SCP Seaford Community Partnership
- SDNPA South Downs National Park Authority
- SHB South Hill Barn
- SMT Strategic Management Team
- SRF Sussex Resilience Forum
- STC Seaford Town Council
- WCAG Web Content Accessibility Guidelines
- WG Working Group
- YAB Youth Ambassador Board

RAG Rating Glossary

- R

Red = significant problems or delay in timescale or unacceptable risk
- A

Amber = caution / potential issues
- G

Green = good / on track
- Completed



Seaford Town Council

Report Number:	49/26
Agenda Item Number:	8
Meeting:	Full Council
Date:	23 July 2026
Title:	Town Clerk's Update Report – July 2026
Strategy Programme Ref:	N/A
Purpose of Report:	To update Full Council on Strategy Programme progress, and other notable Town Council workstreams
Contact Officer:	Steve Quayle, Town Clerk
Supporting Documents:	N/A

Officer Recommendations

1. To note the contents of the report.

1. Introduction

- 1.1** This report seeks to provide councillors and residents with an update on key workstreams of the Town Council and is produced for each quarterly Full Council meeting; in July, October, January and April.
- 1.2** I am very thankful for the tireless efforts of Town Council officers for their continued hard work and dedication. I would also like to pay testament to the many officers who spend significant time researching and writing reports for Council and Committee meetings to ensure Councillors are fully informed and feel able to confidently take the strategic decisions we ask of them. I would also like to thank Town Councillors who give up a significant proportion of their own time, completely unpaid, to read and consider the many hundreds of pages of reports officers produce, and for their good humour in the many meetings they are required to attend.

2. Strategy Programme Update

- 2.1** The Strategy Programme 2025 - 2027 was approved by Full Council in October 2025 and since that time has become the driving force of the Town

Council and much of the focus of officer's efforts. To that end, each quarterly Full Council meeting provides an opportunity to update councillors and residents on the progress of the 79 goals contained within.

2.2 Please see the standalone update appearing elsewhere on this agenda.

3. Further Key Updates

3.1 Aside from the progress made in the Strategy Programme, councillors and residents are invited to note the following notable updates:

(a) The trial of the Big Belly Bins along the seafront commenced on 1 June and almost immediately it transpired that the contractor appointed to collect the waste was unable to do so effectively, despite their earlier assurances. Officers worked hard to escalate this with the contractor's senior management team and ultimately in mid-June they agreed to surrender the contract. Since that time officers have worked at pace to re-engage with Lewes District Council's waste collection team, who in turn began emptying the rubbish from 27 June onwards. The sheer level of people on and around the beach throughout recent weeks, and the level of waste being produced has, in truth, overwhelmed the bins, the officer team, and the bin collection crews. An incredible statistic reported to officers is that across the weekend of 27-28 June, 11,000 litres of waste was collected from Seaford's seafront bins, by comparison the City of Brighton & Hove, with more than twice as many bins and ten times the population, only collected 22,000 litres over the same weekend; obviously the disparity in budgets, staffing, resources, and facilities between a City Unitary Authority and a Town Council are stark. The bins have continued to fill up in less than 24 hours day after day, which is a logistical problem with the District Council having limitations on their ability to collect the waste as often as is required. As a result of intensive officer work, from 8 July onwards the District Council will empty all 13 of the bins every single day and in addition, (following on from a successful trial over the weekend of 4-5 July), ATW Clearance Ltd have now acquired a licence to tip public waste, and so they will also undertake a Saturday and Sunday nightly sweep of the side waste that has accumulated throughout the day – which is partly the result of the bins being full, and partly from residential domestic waste from homes and campervans being left next to the bins.

Unfortunately, no bin collection company is able/willing to provide an ad-hoc service on a daily basis – meaning if the Town Council wants two collections a day it have to pay for two a day even if the bins do not need emptying twice, or if we pay for one a day then they will only come once per day even if more is needed. The trial continues and officers continue to try and manage the situation as well as possible, whilst being very mindful of the cost to taxpayers of all this waste collection activity.

- (b)** The day after Full Council approved the installation of bollards on the gravel strip area near the Martello Tower, East Sussex County Council (which maintains Highway Rights over this piece of land) unexpectedly advised the Town Council they would not support an application for bollards in this location. The Town Clerk has been working hard with colleagues from the County Council to allay their concerns and find solutions to the issues raised. At the time of writing, it has just been confirmed that the County Council has now instructed Balfour Beatty to approve the Town Council's licence application and so the application has been submitted. Once the licence has been received, officers will instruct the contractor to install the bollards along the strip.
- (c)** Following on from a delay in the receipt of planning approval, parking meters were installed at South Hill Barn and began operating from 12 June. In addition, Car Parking Attendants have been stationed at the site since April for all weekends, bank holidays and school holidays. Their role is to ensure appropriate parking at the Barn and then, once the car park is full, to turn away vehicles at the bottom of the track to prevent parking along the side of the track, and to operate a one in-one out system. In addition, they permit a small number of coaches to access a non-public section of the car park to wait and turn around to prevent blockages in the car park area. The Town Council is currently recruiting to the position of Car Park Attendant to ensure we have a large enough workforce to cover the role every day throughout the summer holidays. Councillors will be pleased to note that the set-up costs for this scheme are predicted to have been covered by the parking income during July and it is noteworthy that none of this income has been required from Seaford residents – all of whom are entitled to free parking permits available from the Tourist

Information Centre in Church Street upon production of ID/a council tax bill.

- (d) Recognising the massive up-spike in tourism that is now affecting Seaford throughout the year, the Town Council has become a member of the Heritage Coast Partnership aimed at developing a long-term strategic Visitor Management Plan. This group incorporates South Downs National Park Authority (SDNPA), National Trust, Forestry England, Lewes District Council, Eastbourne Borough Council, Wealden District Council, Natural England, East Sussex County Council Highways and several private landowners and interested parties. The group's goal is to appoint a specialist consultant to work up a draft of the plan for input by all partners.
- (e) Cliff Gardens has continued to progress at pace, and the scheduled completion date is now August 2026. Officers have continued to be involved in oversight of the project, while all costs have been borne by SDNPA, funded by the National Lottery Fund. Officers continue to work with Seaford Community Partnership in devising a Maintenance & Management Agreement for the upkeep of the project, and it is planned for this to be presented to Full Council in October 2026.

4. Quarterly Meetings Update

- 4.1 Since the last quarterly Full Council meeting in April, councillors and officers have been kept very busy by a large array of meetings. On an informal basis, three meetings of the Concessions Working Group have taken place, and a training session for Planning & Highways Committee members has also been undertaken. The following formal meetings have been held:

- (a) **Extraordinary Council** met on 29 April. This meeting was effectively an addendum to the Full Council meeting held on 23 April because there was simply too much to fit on the agenda of the former. This meeting considered proposals for the gravel strip by the Martello Tower and the provision of a summer-long Big Belly Bin trial for the seafront. The meeting also considered a confidential report to appoint a new toilet cleaning contractor. In addition, Full Council adopted the following policies:
 - i. Mayor/Deputy Mayor Roles & Responsibilities Policy
 - ii. Mayor/Deputy Mayor Guidance & Expectations Policy

- iii. Website Accessibility Statements Policy
- iv. Interim Scheme of Delegations to Officers Policy
- v. Display Screen Equipment Users Policy
- vi. Staff Travel Expenses Policy
- vii. Bookings, Hire & Events Policy
- viii. Discretionary Grants Policy

- (b) **Annual Meeting of the Council** was held on 14 May. This statutory meeting must take place each year in May, and during the evening the new Mayor and Deputy Mayor for 2026 - 2027 were elected. In addition, councillors took up positions on committees, including chair and vice chair roles, and new outside body representatives were selected. During the meeting, Standing Orders were suspended so councillors could hear an update from James McCleary, MP for Lewes, and ask questions.
- (c) **Personnel Committee** met on 21 May. Councillors considered a confidential update on general HR matters. The Committee also considered the draft Equality Diversity & Inclusion Policy but requested that this be reworked and presented back to the Committee in September. In addition, the Committee reviewed and recommended for adoption the following policies:
- i. Sexual Harassment Policy
 - ii. Performance Management Policy
 - iii. Capability Policy
- (d) **Golf, Open Spaces & Climate Action Committee** met on 4 June. The Committee considered reports providing an update on golf course matters, the Town Councils open spaces and climate action, and activities at Seaford Head Local Nature Reserve. The Committee considered reports relating to its financial position year to date and at the 2025 – 2026 year end, Seaford Lifeguards, the Crouch Bowling Green, the South Hill Farm Objective Plan, and a Heritage Coast Partnership proposal.
- (e) **Extraordinary Full Council** met on 11 June for an urgent, short meeting to approve the Town Council's response to the Government's revised proposals for Local Government Reorganisation in Sussex.
- (f) **Full Council** met on 25 June for the dedicated Annual Governance & Accountability Return (AGAR) meeting, required of the Town Council each

year by 30 June, to approve its financial position for the year end 2025 - 2026. In addition to resolving the AGAR paperwork, councillors also considered reports regarding: the Fixed Asset Register; the Internal Audit Report for 2025 – 2026; the review of risk arrangements for 2026 – 2027; the review of internal controls for 2026 – 2027; the appointment of the 2026 - 2027 Internal Auditor; the Staff Travel Expenses Policy; the appointment of a new Chair for the Finance & General Purposes Committee, and; a signatories for banking and investment accounts. Full Council also considered two confidential reports regarding the sale of Hurdis House and an amendment to the staff structure.

- (g) **Extraordinary Full Council** met on 30 June to discuss a number of matters relating to The Crouch and Seaford Town Football Club's use of that open space.
- (h) **Assets & Facilities Committee (A&F)** met on 2 July. The Committee considered reports providing an update on the Town Council's assets and facilities. The Committee considered reports relating to: its financial position year to date and at the 2025 – 2026 year end; the Seaford Street Market Consultation; the signage audit project, and; a review of the Town Council-Owned Martello Beach Huts. The Committee also considered confidential reports regarding the Town Council Offices and clarification on a legal position.
- (i) **Planning & Highways Committee** met on 12 May, 11 June and 7 July to consider various planning, highways and tree works applications in the Town Council's vital role as a statutory consultee. In addition, the Committee approved the Town Council's formal response to the East Sussex County Council Lewes District Parking Review 2026.

4.2 In addition, the **Town Forum** was held on 30 April. Whilst not technically a Town Council meeting, this annual meeting is facilitated by the Town Council. The meeting, which was, this year, very well attended by over 60 residents, heard presentations from the outgoing Mayor for 2025 - 2026 Councillor Wearmouth, alongside a presentation from the Town Clerk on Town Council activities over the last year and the potential impacts of Local Government Reorganisation on Seaford. The meeting also celebrated a tranche of awards to local residents, including the prestigious Don Mabey Award, to community

and voluntary groups and individuals across the town for their tireless work helping and inspiring others. The evening concluded with a Q&A session.

5. Financial Appraisal

5.1 There are no direct financial implications as a result of this report.



Seaford Town Council

Report Number:	43/26
Agenda Item Number:	9
Meeting:	Full Council
Date:	23 July 2026
Title:	Complaints, Freedom of Information Requests, and Appeals – Update Report July 2026
Strategy Programme Ref:	N/A
Purpose of Report:	To update Full Council on complaints, Freedom of Information requests, and appeals
Contact Officer:	Darryl Keech, Deputy Town Clerk & RFO Authored by: Isabelle Mouland, Community Engagement & Democratic Services Manager
Supporting Documents:	N/A

Officer Recommendations

1. To note the contents of the report.

1. Introduction

- 1.1 This report provides Full Council with updates on complaints, Freedom of Information (FOI) requests, and appeals.

2. Complaints

- 2.1 Since the last update was written, two formal complaints have been received:
 - (a) Seaford Street Market and Organiser, received 28 April 2026
 - (b) Seaford Street Market Road Closure, received 13 May 2026
- 2.2 In accordance with the Town Council's Complaints Procedure, the complaints were investigated and responded to by an appropriate Town Council Officer.
- 2.3 The investigations concluded that complaint 2.1(a) was not upheld, while complaint 2.1(b) was upheld, with appropriate actions taken.

3. Freedom of Information Requests

3.1 The table below sets out updates regarding FOI requests since the last Full Council meeting in April 2026:

DATE	FOI REQUEST	UPDATE
April 2024	The View lease	Response Sent (was on hold pending resolution of a legal matter)
April 2025	STC job roles enquiry	Response Sent – in part
December 2025	Cost of all of Seaford's Christmas arrangements	Response Sent
April 2026	Seven Sisters National Nature Reserve	Response Sent
May 2026	Crouch Bowling Club	Response Sent
May 2026	Seaford Town Football Club Outside Body	Response Sent

3.2 Where FOI requests are received, officers review these for patterns and identify any steps to be taken as a result of this i.e. publishing information that has not previously been published, issuing communications to better explain the Town Council's stance on a matter or actions being undertaken, or reviewing the ease of locating information on the Town Council's website, to provide examples.

4. Appeals

4.1 At the last Full Council meeting, it was reported that the Town Clerk had received one appeal which challenged the outcome of a complaint titled *'Failure to assess current hire charges for Crouch bowling green and STC report 159/25 adopting incorrect figures'*.

4.2 In accordance with the Town Council's Complaints Procedure, the Town Clerk was able to undertake an impartial review of the appeal, as they were not involved in the original investigation or in determining the initial outcome.

4.3 The review has now been concluded. The appeal was not upheld, and the original complaint outcome remains unchanged.

5. Financial Appraisal

5.1 There are no direct financial implications as a result of this report.



Seaford Town Council

Report Number:	59/26
Agenda Item Number:	13
Meeting:	Full Council
Date:	23 July 2026
Title:	Cliff Gardens - Deed of Dedication Approval
Strategy Programme Ref:	6.4
Purpose of Report:	To provide an update and obtain approval to enter into a Deed of Dedication for Cliff Gardens
Contact Officer:	Peter Cousin, Head of Place
Supporting Documents:	Appendix A – Draft Deed of Dedication Appendix B - Grant Offer Letter (<i>Appendix 1 of the Deed</i>) Appendix C – Grant Conditions (<i>Appendix 2 of the Deed</i>) Appendix D – Plan (<i>Appendix 3 of the Deed</i>) Appendix E – Plan of works for Cliff Gardens (<i>for councillor's reference</i>)

Officer Recommendations

1. To note the contents of the report.
2. To delegate power to the Town Clerk to enter into and execute the Deed of Dedication for Cliff Gardens for a period of five years from the date of practical completion, as detailed in the report.

1. Introduction

- 1.1** At the Full Council meeting on 5 August 2025, an exempt paper pertaining to Cliff Gardens was brought to Full Council. Subsequently, Full Council approved the proposal from the South Downs National Park Authority (SDNPA) to take over the delivery of the Cliff Gardens project under a licence to occupy from the Town Council. Full Council also approved spending up to

£1,000 from General Reserves to register the Town Council as legal owner of the land with HM Land Registry, which should have been completed historically, but for unknown reasons had never been actioned

- 1.2 The recipient of the National Lottery Community Fund funding for the Cliff Gardens project is the South Downs National Park Trust (the official charity of the SDNPA).
- 1.3 Whilst the project is ongoing, Cliff Gardens is occupied by SDNPA under a licence to occupy, however, once the project is complete (projected completion in August 2026), the asset will be handed back to Seaford Town Council as landowner.

2. Information

- 2.1 The Town Council has recently been approached by the National Lottery Community Fund ('the Fund'), requesting that it signs a Deed of Dedication for the Cliff Gardens project, lasting for a period five years from the date of practical completion. As the Town Council was not the recipient of the funds, officers were not aware, and were not previously advised, that this would be a requirement of the Town Council.
- 2.2 Deeds of dedication are common for grants of this nature, and are put in place to ensure that the project remains in situ for a minimum amount of time and therefore gives assurance to the funder that there is some longevity to the works that they are funding.
- 2.3 The draft Deed of Dedication is attached in **Appendix A (please note, Appendices B, C & D are the appendices to the Deed of Dedication)**.
- 2.4 In essence, the Deed will be in place to ensure that the work completed as part of the project will not be removed within the next five years from the date of practical completion. The key obligations are at clauses 2 and 3 of the deed, setting out what the Town Council can and cannot do with the land once the funding is in place.
- 2.5 Appendices B and C (draft offer letter and grant condition), refer to the wider Ouse Valley project for which Cliff Gardens is a part.
- 2.6 **Appendix E** is for Councillor's reference to better show the site plan and layout.
- 2.7 Specifically, the Town Council would be agreeing to sections 2.1 – 2.3 of the Deed as follows:

- (a) Not without the prior written consent of the Fund, assign, transfer or charge the Land or grant any lease or licence, agree to grant any lease or licence or enter into or permit any parting with possession or sharing arrangements whatsoever in respect of the Land except to the Grant Recipient;
 - (b) not, save with the prior written consent of the Fund, use the Land other than for the purpose of the Project; and
 - (c) not damage or destroy the Project.
- 2.8** If prior consent to any of the above transactions is granted (2.4 a, b and c), the Town Council is covenanting to comply with those conditions (and these may affect whether or not it proceeds with any proposed transaction) and to obtain a covenant from any incoming owner that it will enter into a deed of covenant to comply with the deed.
- 2.9** The Deed of Dedication will not prevent the Town Council from entering into a Management & Maintenance Agreement (MMA) with Seaford Community Partnership for the site, nor require written consent from the Fund, as the MMA does not trigger the terms as per 2.7 above.
- 2.10** Should the Town Council not agree to sign the Deed of Dedication, this would mean that the Fund may try to recover all the costs for the project from the SDNPA/South Downs Trust. This would add substantial financial strain on their organisation and be damaging to the otherwise good working relationship with the Town Council.
- 2.11** The Town Council solicitors have checked the Deed of Dedication for the Town Council, completed the legal undertaking and signed off the certificate of title. All costs for this have been covered by SDNPA as part of the project. The Town Council's solicitor has advised they do not believe there is anything unacceptable or untoward with the Deed of Dedication, unless the Town Council had any plans to do something different with the land within the next five years from completion of the project.
- 2.12** At the time of writing, the land registration has not yet been completed due to delays at HM Land Registry. Officers have therefore requested that this be expedited to ensure that the Town Council is able to sign the Deed of Dedication as registered landowners. The registration is expected to be completed prior to this meeting taking place.

- 2.13** If approved, the Deed of Dedication will require signature from the Town Clerk and two councillors, along with the official Town Council seal.

3. Financial Appraisal

- 3.1** In order to register the covenant with HM Land Registry, there will be a charge of £40. There will also be associated legal fees of up to £500. These will be funded from existing budgets and therefore are not spends that require specific approval.

TRIPARTITE DEED OF DEDICATION

DATED the _____ day of _____ 2026

BETWEEN

- (1) **SEAFORD TOWN COUNCIL** of 37 Church Street, Seaford, BN25 1HG (“the Landowner”), and
- (2) **SOUTH DOWNS NATIONAL PARK TRUST** of South Downs Centre, North Street, Midhurst, GU29 9DH (“the Grant Recipient”), and
- (3) **THE BIG LOTTERY FUND (OPERATING AS THE NATIONAL LOTTERY COMMUNITY FUND)**, a body corporate established by the National Lottery Act 2006, of 4th Floor Society Building, 8 All Saints Street, London, N1 9RL (“the Fund”)

BACKGROUND

- (A) The Grant Recipient has made a successful application to the Fund for an award to fund the Project.
- (B) The Landowner has agreed to a Project being carried out on Land belonging to the Landowner, with the use of money to be provided by the Fund.
- (C) The Landowner and the Grant Recipient have agreed to enter into this Deed in recognition of the fact that the Project is to be funded in whole or in part by the Fund.
- (D) The Landowner has agreed to enter into an agreement with the Grant Recipient to manage and operate the Project. The Grant Recipient acknowledges that it will remain directly responsible to the Fund for all aspects of the Project and monitoring of the Project by the Fund, pursuant to the obligations contained in the Terms and Conditions of the grant.

NOW THIS DEED WITNESSETH

1 Definitions

- 1.1 In this Deed the following words and phrases shall have the following meanings save where the context otherwise requires:

“Asset Liability Period”	means the period from 29 September 2022 to 5 years from the Date of Practical Completion
“Capital Grant”	means the grant awarded to the Grant Recipient by the Fund for the Project as set out in the Grant Offer Letter and subject to the Grant Conditions
“Date of Practical Completion”	has the same meaning as given in the Grant Conditions
“Grant Offer Letter”	means the grant offer letter made by the Fund to the Grant Recipient dated 15 July 2022 which incorporated the Grant Conditions a copy of which is included at Appendix 1
“Grant Conditions”	means the terms and conditions attached to the Grant Offer Letter a copy of which is annexed to this Deed at Appendix 2 and as amended from time to time
“the Land”	means all that land at Cliff Gardens, Seaford as the same is registered at the Land Registry under title number SX 4608 and as edged red on the Plan
“the Plan”	means the plan attached hereto at Appendix 3
“the Project”	means the project to be funded under URN: 20194363 and subject to the Fund’s Standard Terms and Conditions of grant

1.2 Unless the contrary intention is expressed the defined terms in the standard conditions shall have the same meaning here.

1.3 Unless the contrary intention appears references in this deed to:

1.3.1 parties and other persons include their successors and assigns.

1.3.2 an obligation of the Landowner do something shall include an obligation to procure that it is done and an obligation not to do something shall include an obligation not to permit, suffer or allow it; and

1.3.3 a defined term shall include each and every part.

- 1.3.4 particular legislation (unless stated otherwise) include any reference to that legislation as amended, consolidated or re-enacted from time to time and to all subordinate legislation made under it from time to time.
- 1.4 Where the words “include(s)” or “including” are used they are deemed to have the words “without limitation” following them.
- 1.5 Except where a contrary intention appears, a reference to a clause is a reference to a clause of this Deed.
- 1.6 The appendices form part of this Deed and have effect as if set out in the body of this Deed. Any reference to this Deed includes the appendices.
- 1.7 Words importing:
 - 1.7.1 the singular number also include the plural and vice versa;
 - 1.7.2 any gender include every gender;
 - 1.7.3 natural persons include firms companies and corporations and vice versa.
- 1.8 Where the expression “Landowner” and/or “Grant Recipient” refers to more than one person or company:
 - 1.8.1 any reference in this Deed to “Landowner” and/or “Grant Recipient” is a reference to each and every party comprising the Landowner and/or Grant Recipient, as applicable.
 - 1.8.2 any covenant required by this Deed to be given by the Landowner and/or the Grant Recipient is to be given jointly and severally by all persons or companies comprising the Landowner and/or the Grant Recipient.
 - 1.8.3 the liability of the Landowner under this Deed is the joint and several liability of all persons or companies comprising the Landowner.
 - 1.8.4 the liability of the Grant Recipient under this Deed is the joint and several liability of all persons or companies comprising the Grant Recipient.
- 1.9 A reference to writing or written excludes fax and e-mail.

- 1.10 A reference to **this Deed** or to any other agreement or document referred to in this Deed is a reference to this Deed or such other agreement or document as amended and restated varied or novated (in each case, other than in breach of the provisions of this Deed) from time to time.
- 1.11 Any reference to the consent or approval of the Fund being required is to a consent or approval in writing which must be obtained before the relevant act is taken or event occurs
2. In consideration of the Fund funding the Project by way of the Capital Grant the Landowner and Grant Recipient hereby covenant with the Fund that in respect of the Land the Landowner and Grant Recipient will:-
 - 2.1 not without the prior written consent of the Fund, assign, transfer or charge the Land or grant any lease or licence, agree to grant any lease or licence or enter into or permit any parting with possession or sharing arrangements whatsoever in respect of the Land except to the Grant Recipient;
 - 2.2 not, save with the prior written consent of the Fund, use the Land other than for the purpose of the Project; and
 - 2.3 not damage or destroy the Project.
3. Where the Fund grants consent to any transfer, lease or other disposition of the Land (or any part or parts of the Land) pursuant to clause 2.1 the Landowner and/or Grant Recipient (as applicable) must first:
 - 3.1 comply with the terms of any conditions attached to the Fund's consent to the Fund's satisfaction; and
 - 3.2 procure that the person acquiring such interest (or if more than one person then such persons jointly and severally) covenants with the Fund in equivalent terms (mutatis mutandis) to this Deed and agrees to an equivalent restriction being placed on the title to the property transferred.
4. The Fund may assign the benefit of this Deed to such person as it thinks fit.

5. The Landowner represents that it has power to execute and deliver this Deed and the execution and performance of this Deed has been validly authorised and that this Deed will be valid legal and binding on the Landowner.
6. The Grant Recipient represents that it has power to execute and deliver this Deed and the execution and performance of this Deed has been validly authorised and that this Deed will be valid legal and binding on the Grant Recipient.
7. Without prejudice to any right or remedy of the Fund for breach of covenant occurring before the expiration of this Deed, this Deed shall expire at midnight on the last day of the Asset Liability Period.
8. The Landowner hereby consents to and applies on Form RX1 (or such other form as may be prescribed from time to time) to the Chief Land Registrar for the registration at H M Land Registry against the title to the Land or any part of the Land which is now or at any time during the ownership of the Landowner registered at H M Land Registry of a restriction in substantially the following terms:-

"No disposition of the registered estate by the proprietor of the registered estate or by the proprietor of any registered charge, not being a charge registered before the entry of this restriction, is to be registered without a written consent signed by the Big Lottery Fund of 4th Floor Society Building, 8 All Saints Street, London, N1 9RL , or their conveyancer."
9. The Landowner shall at its own cost and within 28 days of the date of this Deed register and maintain the registration of the restriction referred to in clause 8.1 against the title to the Land or any part of the Land which becomes at any time after the date of this Deed but during the ownership of the Landowner registered at HM Land Registry and shall deliver to the Fund an official copy of such title showing registration of the restriction.
10. A person who is not a party to this Deed is not intended to have any right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Deed.

11. The law of England and Wales governs the construction of this Deed and any dispute arising in connection with it. The courts of England and Wales have exclusive jurisdiction to settle any dispute in connection with this Deed.
12. This instrument was executed as a deed but not delivered until the date set out above.

Executed as a deed by affixing the seal)

Of the **BIG LOTTERY FUND**)

(OPERATING AS THE NATIONAL LOTTERY)

COMMUNITY FUND) and authenticated by an)

authorised officer:-)

.....
Signature

.....
Name of authorised officer

.....
Title of authorised officer

The Common Seal of **SEAFORD TOWN COUNCIL**

was hereto affixed in the presence of

Position:

Signed as a deed on behalf of

SOUTH DOWNS NATIONAL PARK TRUST

by [] []

INSERT NAME IN BLOCK CAPITALS

Signature of Trustee

as a trustee of
South Downs National Park Trust
under an authority conferred pursuant to
section 333 of the Charities Act 2011
in the presence of:

Signature of witness: _____

Name (in BLOCK CAPITALS): _____

Address: _____

Signed as a deed on behalf of

SOUTH DOWNS NATIONAL PARK TRUST

by [] []

INSERT NAME IN BLOCK CAPITALS

Signature of Trustee

as a trustee of
South Downs National Park Trust
under an authority conferred pursuant to
section 333 of the Charities Act 2011
in the presence of:

Signature of witness: _____

Name (in BLOCK CAPITALS): _____

Address: _____

Appendix 1

Grant Offer Letter

(See Report 59-26 Appendix B)

Appendix 2

Grant Conditions

(See Report 59-26 Appendix C)

Appendix 3

Plan

(See Report 59-26 Appendix D)



Robin Parr
Company Secretary
South Downs National Park Trust
South Downs Centre
North St
Midhurst GU29 9DH

Project ID: 20194363

15 July 2022

Hello Robin

We're going to fund your project!

We're happy to tell you that we are going to fund your **Climate Action Fund** application for National Lottery funding. We want to give Ouse Valley Climate Action £2,042,999.19 over 3 years.

Please read over this before you sign and send us the things we need

Make sure you're happy with all the information included and the terms before you sign by reading over:

- the information about your project
- the difference your project aims to make
- how to share the good news about your funding
- our terms and conditions (so you know what you're agreeing to when you sign at the end)

We've made some changes around how you return your offer letter and bank statement

We want to be as flexible as we can. We know some people won't have access to a scanner or printer. So to make it easier to return information to us:

- we're saying it's fine to send us either a photo or scanned copy of your signed documents via email or a hard copy of your signed documents via post.

The National Lottery Community Fund
1st Floor Peel Building, 2 Marsham Street, London, SW1P 4DF
tnlcommunityfund.org.uk
0345 410 2030 ☎ 18001 + 0345 410 2030

Chair
Blondel Cluff CBE
Chief Executive
David Knott

What happens after you've sent us everything we need

After we've got your signed agreement (with the terms and conditions attached) along with your bank statement copy - your funding officer will contact you.

You'll be able to talk through when you'd like to start your project, your funding payments and dates, and any next steps. Your funding officer will be happy to help you with any questions too.

What happens if you don't get back to us on time

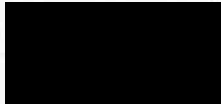
We may withdraw the funding we've offered your project if you don't send us back this signed agreement by **12 August 2022** and you haven't been in touch to let us know you aren't able to meet this date.

If you know you can't get it back to us by this date, let us know as soon as you can.

And last, but not least - well done

Congratulations again on your funding. Thank you for everything you do to support your community.

Best wishes,



Nick Gardner
Head of Climate Action

Read your project summary and aims before signing the agreement

Information about your project

Your whole project is going to cost £2,510,979.13. We've said we'll give you £2,042,999.19 of this over 3 years.

The difference your project aims to make

As part of your application you told us the difference you wanted to make:

Project activities will be delivered across the Ouse Valley, with the majority taking place in the coastal towns of Seaford, Newhaven and Peacehaven. Activities can be divided into three broad strands, with a fourth strand focused on legacy and sustainability.

- **Nature Recovery, Resilience and Connectivity:** implement natural solutions to sequester carbon and 'make space for water' in the Ouse catchment area, reduce flood risk and improve drought resilience; connect habitats, improve water quality, support food growing, improve green space, wellbeing and education. New groups and events will help people feel more connected to the Ouse valley and local landscape and understand its value and role.
- **Knowledge, Wellbeing and Skills:** supporting residents to develop their understanding of climate change and sustainable living through information and activities, including carbon literacy training for adults and children and helping improve people's capacity and motivation to act at a personal, household and community level, and also their employability.
- **Sustainable Energy and Active Travel:** develop new Community Energy Groups, focusing on the Havens and riverside villages with technical support to establish a pipeline of community-owned renewable energy projects that help build local energy resilience and reduce carbon emissions. There will be surgeries at community centres offering 1-2-1 advice. The project Engagement Co-ordinator will support active travel initiatives and promote cycling and walking routes.

The grant is made up of the following amounts:

Cost type	Amount
Revenue	£1,820,060.99
Capital	£222,938.20
TOTAL	£2,042,999.19

The grant is split across the project partners as follows:

Partner	Amount allocated	Cost items
South Downs National Park Authority	£1,329,245	Project activities, communications, evaluation (£860,638), Salaries, overheads, (£245,668), Capital (£222,938)
Railway Land Wildlife Trust	£33,967	Community rewilding, tree and wildflower nursery, support for youth, education, nature recovery, wellbeing
Ovesco	£476,302	Salaries and overheads (£372,000), Community Energy groups (£20,000), Energy Efficiency Advice (£40,000), Renewables Technical Development (£36,000)
Transition Town Lewes	£15,762	Public sustainability activities in Lewes
Community Energy South	£16,500	Support for community energy projects (£16,500)
Sussex Community Development Association (SCDA)	£171,223	Salaries (£169,022)

We expect you to monitor the impact your project is having on your community. We also want you to record your progress towards meeting your aims.

We know things can change and evolve as the project does. So your Portfolio Officer will talk to you about what to do if things change.

We've included our terms and conditions with this letter

When your senior contact signs this agreement (which is made up of this grant offer letter and our Terms and Conditions), your organisation is agreeing to our terms and conditions. If your organisation fails to meet them, and/or our reporting requirements, we might suspend payment of the grant and/or take legal action to recover all or part of the funding (which we also call your grant).

Read the terms and conditions over so you know what you're agreeing to. And hold on to a copy, so you can look back on them whenever you need to.

This Grant Offer Letter is also subject to the following **additional conditions** that must be satisfied before you use the budgeted amount of the grant:

- You will provide us with written confirmation that the matched funding detailed in your application form is in place. You understand that funding of Year 2 and Year 3 of the grant is subject to you providing us with this written confirmation. You will promptly inform us in writing if there are any changes to the provision of this additional funding. If the additional funding is not in place by the end of Year 2 of the project, we may withdraw the remainder of this grant.
- Before we pay any grant funds to your organisation, you will enter into a signed project delivery agreement, with South Downs National Park Authority,

Seaford Community Partnership, Transition Town Lewes, 3VA, Ouse Valley Energy Services (OVESco), Community Energy South, Lewes District Council, Sussex Community Development Association and Railway Land Wildlife Trust within six months of this grant offer or before your project start date, whichever is sooner. You are responsible for checking your partners are financially stable and have appropriate governance arrangements in place. You must ensure that your partners accept and comply with our Terms and Conditions and follow any guidelines issued by us. If they fail to do so, we may exercise our rights including to terminate the grant and/or require repayment. In the event additional partners are added during the lifetime of the project, clause 4.2 of the standard terms and conditions applies.

- All grants for projects involving land and buildings, vehicles or equipment are subject to the Capital Terms and Conditions, which require you to meet specific legal requirements.

Before we can make capital payments of £100,000 or more (aggregate), you must provide:

- a) a completed Certificate of Title for every separate parcel of land from your solicitor; and
- b) a completed Deed of Dedication or Legal Charge and/or
- c) a completed Land Ownership Agreement, where the land is owned by a third party.

Before we can make capital payments for building work you must provide:

- a) evidence that you have all necessary statutory consents;
- b) evidence that you have undertaken a competitive tender process; and
- c) evidence that you have the relevant authority/consents to carry out the works where this is on third party owned land.

Where the nature of your Project under this programme is to be carried out over third party owned land, and we have agreed to fund the proposed works, you must provide us with satisfactory evidence of the legal agreements between you and the third party landowner and these agreements must contain sufficient legal interests to allow you to carry out the proposed works. We may in those circumstances also require that the third party landowner enter into an agreement between them, you and the Fund to ensure that the Project may continue to operate for the duration of the Asset Liability Period.

If these conditions are not satisfied, this offer of £2,042,999.19 may be withdrawn.

Who should sign the agreement

The person you named as your senior contact in your application should sign the agreement. They must be least 18 years old and hold one of these senior positions:

Types of organisation	Senior Contact's role in the organisation
Organisations incorporated under the Companies Act (including if your organisation is <u>also</u> a registered charity)	<i>If you're a company we need two senior contacts to sign the agreement, they can be:</i> A Director and the Company Secretary Or A Director and another Director
Charitable Trusts and Charitable Incorporated Organisations	Trustee
Local authorities and statutory health bodies	Chief Executive or Director
Schools	Headteacher
Town or parish councils	Clerk to the Council or Office Bearer
Community councils (Scotland only)	Chair
All other types of organisation	Chair, Vice Chair, Treasurer or Trustee

How to share the good news about your funding

Celebrate with your community

You should share the good news with your community and your local MP:

- [Tell the world about your funding via social media](#)
- [Get in touch with your local press](#)
- [Download our logo to tell people about your National Lottery funding](#)
- [Order free plaques, stickers, bunting and more](#)

We encourage you to keep telling everyone about the difference your project is making throughout the life of your funding.

Sharing news about your project with your community can be a great way to keep them involved and engaged.

We'll share the news about your funding too

We'll publish the good news on our website and share it with the media.

We've set out more information about how you can use The National Lottery Community Fund logo in Annex 1 below.

Now you've read all the above, we need:

The senior contact(s) to send us a photograph or photocopy of the signed signature page and the first page of the agreement by email

If you're not able to send us photos or a photocopy, email us to say:

- in sending this email to us, it's the same as you returning your agreement to our grant terms - it's as though you've signed the offer letter; and
- you agree to send us the signed offer letter as soon as it's possible for you to do so.

This should be returned to us by 12 August 2022.

An emailed copy of a photograph or photocopy of a recent bank statement for the account that you would like the funding paid into; this is the information we need to see.

Your agreement - please sign and email back to:

nicolas.croll@tnlcommunityfund.org.uk

Keep a copy of your agreement and terms and conditions (for your records). You can find more information on what happens next on our website.

Project details

Organisation name: South Downs National Park Trust
 Project name: Ouse Valley Climate Action (OVCA)
 Project Reference: 20194363

Agreement

I am/we are authorised on behalf of the organisation named above to accept this offer of grant on the terms and conditions stated.

Senior contact (named in your application process)

First name (in full)	Last name
ROSIE	PRICE

Position in organisation

Company Secretary

Signed

Date

[Redacted Signature]	29/9/22
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Second senior contact (for companies including if your organisation is also a registered charity)

This second senior contact must be a Director of the company, or the Company Secretary, as they are listed at Companies House. They also have to be a different person from the senior contact named above.

First name (in full)	Last name
GREG	MAHON

Position in organisation

DIRECTOR - TRUSTEE

Signed

Date

[Redacted Signature]	29/9/2022
----------------------	-----------

Read the Terms and Conditions before signing, send a copy back with your agreement, and keep a copy of your agreement for yourself.

Annex 1

Information about using The National Lottery Community Fund logo (“Beneficiary Logo”)

Our Beneficiary Logo is made up of The National Lottery crossed fingers and the words “Community Fund.” The Gambling Commission owns the trademark for the crossed fingers part.

You are hereby granted a right to use our Beneficiary Logo, for the purposes of promoting your National Lottery funded project. This permission is personal to your project and you can’t transfer any of your rights to another person or project.

We might share your details with Camelot UK Lotteries Limited, and The Gambling Commission, in order to fulfil our obligations under our agreement with Camelot. We have the right to end your permission straightaway to use the Beneficiary Logo, at any time and for any reason. This might be in the following circumstances:

- if Camelot or the Gambling Commission ends our permission to use it
- if you don’t comply with our guidelines
- if your grant from National Lottery funds is withdrawn, suspended or terminated.

When this permission ends, you must stop using the Beneficiary Logo immediately.

If you have any questions about publicising your grant email us at branding@tnlcommunityfund.org.uk

Climate Action Fund

Standard Terms and Conditions for the Climate Action Fund

In these terms and conditions, The National Lottery Community Fund is referred to as “us” or “we”, and the organisation that is awarded a grant is referred to as “you”. We refer to the project, event or activity described in your application, or as otherwise agreed with us, as “the project”.

1. By accepting this grant, you agree to:

- 1.1. hold the grant on trust for us and use it only for your project;
- 1.2. use the grant only for costs incurred after the date of your grant offer letter and only during the term of the project as agreed with us;
- 1.3. start your project and draw down the first instalment of the grant within six months of signing the grant offer letter, unless otherwise agreed with us;
- 1.4. provide us promptly with any information and reports including relevant monitoring information we require about the project and its impact on your community, both during and after the end of the project;
- 1.5. work with any third party we may contract with or appoint for the benefit of the project and/or this funding programme;
- 1.6. obtain our written consent before making any significant changes to your project or to the status, ownership or constitution of your organisation;
- 1.7. let us know promptly about any significant issues or delays with your project or about any fraud, other impropriety, mismanagement or misuse in relation to the grant or any legal claim and/or investigation made or threatened against you, any member of your governing body, or any organisation, employee or volunteer working on the project;
- 1.8. act lawfully in carrying out your project, in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us in relation to the programme or use of the grant;
- 1.9. advance equality of opportunities in line with the law and any guidelines issued by us;
- 1.10. if the grant is for a salary of a new post, advertise the vacancy externally unless otherwise agreed with us, and carry out a fair and open recruitment process in line with the law and any guidelines issued by us;
- 1.11. acknowledge National Lottery funding using our logo in accordance with the relevant guidelines for recognising your grant, which can be found on our website <https://www.tnlcommunityfund.org.uk/>;

- 1.12. hold the grant in a UK based account or building society account, which is in the legal name of the organisation that is applying for funding from The National Lottery Community Fund;
- 1.13. adhere to our guidance at <https://www.tnlcommunityfund.org.uk/funding/financial-governance> on financial controls and banking arrangements, ensuring that no single individual has sole responsibility for any single transaction from authorisation to review and completion, and that the account is managed by at least two unrelated and authorised individuals in your organisation;
- 1.14. treat the grant as restricted funds in your annual accounts using the reference “the National Lottery Community Fund” and the programme name “Climate Action Fund” and if required by us, open a separate designated bank or building society account for each grant from us for the sole purpose of receiving and administering that grant;
- 1.15. immediately return any part of the grant that is not used for your project or that has not been spent by the end of the project, as agreed with us;
- 1.16. comply with our safeguarding policy for grant holders, which is available on our website at <https://www.tnlcommunityfund.org.uk/about/customer-service/national-lottery-community-fund-policy-for-grantholders>;
- 1.17. have an appropriate written whistleblowing policy and procedure/s in place, ensure the policy and/or procedures are publicised internally and ensure that staff are trained on its principles and operation, review and update your whistleblowing policy and procedures at least every two years;
- 1.18. comply with all applicable data protection legislation including the General Data Protection Regulations 2018 (GDPR) and the Data Protection Act 2018 and, where appropriate, you will obtain the consent of your beneficiaries to enable us to receive and process their Personal Data in connection with the project and for us to contact them;
- 1.19. keep accurate and comprehensive records about your project both during the project and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant such as original paper or electronic receipts, invoices, and bank statements;
- 1.20. We may commission research into and/or evaluation of your funding. You confirm that you will co-operate with any research or evaluation-related activities which we carry out and further confirm that we may use any part of your application and/or project information for research or evaluation purposes;
- 1.21. allow us and/or the Comptroller and Auditor General reasonable access to relevant premises and systems to inspect the project and grant records. You agree that it may be necessary for you to share relevant Personal Data (as defined in the GDPR) with us in order to fulfil your obligations under this clause. You will be transparent about your obligations under this clause with your beneficiaries (Data Subjects (as defined in the GDPR)) and ensure you

have a lawful basis to share any relevant Personal Data with us in order to comply with this clause;

- 1.22. us publicising and sharing information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish in any format any project information you give us. You will let us know when you provide the information if you don't have permission for it to be used for these purposes; and
 - 1.23. if your project is being delivered in Wales, enable people to engage in both Welsh and English, treating both languages equally. Welsh speakers must be able to access information and services in Welsh and all materials must be produced bilingually.
2. If any part of the grant is used to buy goods or services, or to buy or develop intellectual property, costing more than £10,000 you will:
- 2.1. carry out a competitive tender for the goods and/or services and comply with UK and EU procurement rules if applicable to you;
 - 2.2. use assets purchased or enhanced using the grant only for the project and keep them safely, in good repair and condition and adequately insured for the life of the project and any subsequent asset monitoring period specified in the relevant guidelines;
 - 2.3. protect any intellectual property rights purchased or developed using the grant and not commercially exploit these rights without our prior written consent; and
 - 2.4. obtain our prior written consent for any disposal of assets purchased, developed or enhanced using the grant and if required, pay us a share of proceeds from such disposal.
3. You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant and/or impose additional conditions in the following situations. You must let us know if any of these situations have occurred or are likely to occur.
- 3.1. You use the grant in any way other than as approved by us or fail to comply with any of these terms and conditions, or any additional conditions set out in our grant offer to you.
 - 3.2. You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the impacts agreed with us.
 - 3.3. You have match funding for the project withdrawn or receive or fail to declare any duplicate funding for the same project costs as funded by the grant.
 - 3.4. You provide us with false or misleading information, either on application or after award of the grant, act dishonestly, or if you or anyone involved in the project or your organisation is under investigation by us, a regulatory body or the police.

- 3.5. You do or fail to do anything that brings us or the National Lottery into disrepute, or which we consider for any reason puts public funds at risk, or we terminate or suspend any other grant we have given you.
 - 3.6. You enter into, or in our view are likely to enter into, administration, liquidation, receivership, dissolution or, in Scotland, have your organisation's estate sequestrated.
 - 3.7. You receive any grant money incorrectly either as a result of an administrative error or otherwise. This includes where You are paid in error before You have complied with your obligations under these terms and conditions and Offer Letter. Any sum, which falls due under this paragraph 3.7, shall fall due immediately. If the You fail to repay the due sum immediately, or as otherwise agreed with us, the sum will be recoverable summarily as a civil debt.
4. You acknowledge that:
- 4.1. by accepting this grant:
 - 4.1.1. you confirm that the information in your application has been authorised by the governing body of your organisation;
 - 4.1.2. your organisation is able to deliver the project described in your application; and
 - 4.1.3. the grant is not consideration for any taxable supply for VAT purposes;
 - 4.2. the grant is for your use only and you may not share or transfer the grant (or any part of it) to anyone else unless approved by us. If we agree to you sharing or transferring the grant, you are responsible for ensuring that your partners and other recipients of the grant accept and comply with these terms and conditions and follow any guidance issued by us. If they fail to do so, we may exercise our rights in clause 3, including to terminate the grant and require repayment. You must enter into a legally binding agreement, with anyone with whom you share the grant and provide us with a copy on request;
 - 4.3. if any part of the grant is used to buy or build, refurbish, extend or alter buildings or land or to purchase or enhance vehicles or equipment you must comply with our additional capital grant conditions;
 - 4.4. we will not increase the grant if you spend more than the agreed budget on your project and we can only guarantee the grant as long as the National Lottery continues to operate and we receive sufficient funds from it;
 - 4.5. the grant comes from public funds and you will not use it in a way which does not comply with the UK's international subsidy control commitments effective from 1 January 2021. If the grant is deemed to be unlawful subsidy, you will repay the entire sum immediately. If you are concerned about subsidy control commitments, you will seek independent legal advice;

- 4.6. we have no liability for any costs or consequences incurred by you or third parties that arise either directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law; and
- 4.7. 4.7. These terms and conditions will continue to apply for (i) one year after payment of the last grant instalment; or (ii) until the project has been completed; or (iii) for as long as grant monies remain unspent, whichever is the longer. Clauses 1.4, 1.11, 1.12, 1.13, 1.14, 1.15, 1.18, 1.19, 1.20, 1.21, 1.22, 2.2, 2.3, 2.4, 4.3, 4.5, 4.6 and 4.7 shall survive termination or expiry of these terms and conditions.

Climate Action Fund

Capital terms and conditions for grants relating to property, vehicles and/or equipment

'we' 'us' and 'our' means the National Lottery Community Fund and includes our employees and those acting for us.

'you' and 'your' refer to the organisation receiving the Capital Grant.

'Asset Liability Period' has the meaning given in paragraph 11.

'Capital Grant' means the grant awarded to you by us for the Project as set out in the Grant Agreement.

'Grant Agreement' means the grant offer letter addressed to you and from us which you have signed and accepted, and which incorporates these terms and conditions (with any special conditions we have agreed).

'Project' has the meaning given to it in the Grant Agreement.

'Practical Completion' means the later of i) the date that a certificate of practical completion (or its equivalent) is issued for any building work or ii) the date the Property is ready for the use described in the Grant Agreement. If the Project involves more than one certificate of practical completion, it will be the date of the final certificate.

'Property' means the land and/or buildings to be acquired and or developed as part of the Project.

1. If any part of the Capital Grant is to buy or build, refurbish, extend or alter a Property, these standard terms and conditions will apply to your Grant in addition to all other conditions we have required of you.
2. You must own either the freehold or leasehold interest in the Property before we release more than 5% of the Capital Grant.
3. You understand and accept that we will require security over the Property to secure repayment of the Capital Grant in appropriate circumstances. Usually this will be:
 - 3.1. a legal charge in our standard form; or
 - 3.2. a deed of dedication in our standard form, to include: i) if the Property is registered, a restriction on title to be registered at the Land Registry, or ii) if the Property is unregistered, a land charge at the Land Charges Department.

If we have asked for security, you understand that we will not pay more than a maximum of 5% of the Capital Grant until we have received satisfactory proof of ownership and the security documents completed to our satisfaction.

4. You confirm that you do not have any undisclosed loans secured against the Property and that you will not take out any loans secured against the Property unless you receive our agreement in writing first.
5. If any part of the Project is to acquire, refurbish or build upon Property (including any extension or alteration(s) to building(s)), you will send to us the following documents:
 - 5.1. a surveyor's report on the condition of the Property, its value and whether it is suitable for the Project;
 - 5.2. confirmation by your solicitors that all necessary consents for the development and/or use of the Property for the purposes of the Project have been obtained and satisfactory evidence that all pre-commencement conditions (issued by the relevant Planning Authority) have been satisfied in full;
 - 5.3. if the Capital Grant is £50,000 or over for a purchase or if it is £100,000 or over for a refurbishment or development, a satisfactory certificate of title (if requested) completed by your solicitors (in the form which we will supply);
 - 5.4. a breakdown of the various strands of the Project, the land owners, who will be delivering each strand, and a breakdown of the revenue and capital costs of each strand. Whilst the Capital Grant for individual strands may be less than the thresholds set out in these terms and conditions, we will assess the overall Capital Grant of the Project to determine the security required, if any;
 - 5.5. if the Capital Grant is £100,000 or over, a deed of dedication and if the Property is registered, your solicitors' undertaking to register a restriction on title at the Land Registry or, if unregistered, a land charge at the Land Charges Department;
 - 5.6. if the Capital Grant is £500,000 or over and you are not a statutory body (whose constitution prevents the giving of security), a signed legal charge and your solicitors' undertaking to register it at the Land Registry or Land Register and at Companies House, (if appropriate); and
 - 5.7. if the Capital Grant is for £500,000 or over and you are not a statutory body (whose constitution prevents the giving of security), confirmation (by way of a legal opinion in the form which we will supply) from your solicitors, that you have the legal powers necessary to sign the documents and that the obligations will constitute valid legal and binding obligations on you enforceable against you in accordance with their terms.
6. If any part of the Project is to acquire, refurbish or build (including by way of extension or alteration(s)) upon leasehold Property, then you will ensure that the lease will be for the following minimum term of years from the date of Practical Completion:
 - 6.1. For a Capital Grant of up to £100,000: a lease of at least 5 years without a break clause;

- 6.2. For a Capital Grant of up to £500,000: a registered and assignable lease of at least 5 years without a break clause;
- 6.3. For a Capital Grant of £500,000 or more but less than £1 million: a registered and assignable lease of at least 10 years without a break clause;
- 6.4. For a Capital Grant of £1 million or more but less than £5 million: a registered and assignable lease of at least 15 years without a break clause;
- 6.5. For a Capital Grant of £5 million or more: a registered and assignable lease of at least 20 years without a break clause; and

you will send us a copy of the lease to approve, which must satisfy us that it is suitable security for the grant.

Where the Capital Grant is above £100,000 the lease of the Property must not be subject to forfeiture on insolvency provisions.

- 7. In addition to clauses 5 and 6, if all or part of your Capital Grant is to be used for **any building work** you understand and accept:
 - 7.1. that we will keep 95% of the Capital Grant until you have provided in a form which is completed to our satisfaction:
 - 7.1.1. evidence that you have received any necessary planning permission, listed building or conservation area consent and building regulations consent (or other applicable consents or regulations) required for the building work; and
 - 7.1.2. evidence that a competitive tender process has been undertaken with a minimum of three estimates received from three independent builders to ensure value for money including for pre-tendered arrangements, evidence of the tender process identifying existing contractors and details of any mini-competition between pre-appointed building contractors and, in each case, evidence of a fair, transparent and documented process (compliant with any statutory requirements applicable to the building works).
 - 7.2. that we will make payments in stages when you receive builders' invoices or against interim certificates completed on the RIBA (Royal Institute of British Architects) form or other appropriate invoices and/or certification in terms first approved by us;
 - 7.3. that we will keep 5% of the Capital Grant until we receive the certificate of Practical Completion. You will then send us the making good defects certificate, confirmation that you have obtained the building regulations completion certificate, and confirmation that you have obtained the buildings insurance certificate and any defects insurance and guarantees; and

- 7.4. that if you want to make significant changes to the scope of the building works, you must get our permission in writing first.
8. In addition to clauses 5 and 6, if your Capital Grant is for more than £100,000 and to be used for **any building work** you understand and accept that:
 - 8.1. we will keep 95% of the Capital Grant until you have provided in a satisfactory form:
 - 8.1.1. a copy of the tender review report for pre-tendered arrangements, evidence that demonstrates that costs have been market tested to confirm value for money;
 - 8.1.2. an up to date capital project cost summary, cash flow and programme;
 - 8.1.3. evidence that you have secured all the required partnership funding for the Project; and
 - 8.1.4. all the legal documents requested by us.
 - 8.2. you must employ a lead building professional to manage the tender process and to certify that the building works have been properly carried out;
 - 8.3. if structural work is necessary, you must employ a structural engineer;
 - 8.4. you will use building professionals that are fully qualified members of an approved professional body with the necessary experience and expertise for the Project and have all necessary professional indemnity insurance cover with indemnity limits appropriate to the nature of the Project and approved by us; and
 - 8.5. if building works come under the Construction (Design and Management) Regulations 2015 (as amended from time to time), you will confirm that you have appointed a planning supervisor and otherwise complied in full with the Regulations.
9. You understand that if you do not make payment claims for Capital Grant within three months of incurring the relevant capital expenditure, then we will proportionally reduce your Capital Grant in line with the actual capital expenditure incurred in the claim period.
10. You will not sell, lease, let, sub-let or otherwise dispose of or change the use of the Property without first obtaining our written consent, which may contain conditions which you will have to meet. If you sell or dispose of the Property, you may have to repay us all or part of the money you have received from us. The amount you repay will be in direct proportion to the share of the Project cost that came from us. If you sell the Property with our consent, it must be at full market value which you have demonstrated to our satisfaction.
11. We will continue to have an interest in the Property and you will supply information about and allow us to monitor and inspect the Property for the

following periods commencing from and including the date of acceptance of the grant offer letter:

- 11.1. for Capital Grants of up to £499,999, to and including the date which is 5 years after the date of Practical Completion;
- 11.2. for Capital Grants of £500,000 or more but less than £1 million, to and including the date which is 10 years after the date of Practical Completion;
- 11.3. for Capital Grants of between £1 million and £4,999,999, to and including the date which is 15 years after the date of Practical Completion;
- 11.4. for Capital Grants of £5 million or more, to and including the date which is 20 years after the date of Practical Completion,

defined as our 'Asset Liability Period'.

PROVIDED THAT if all or any part of the Capital Grant has become repayable, or any other amount has become due from you to us, and the relevant amount has not been paid on the date when the Asset Liability Period would otherwise end in accordance with this clause 11, the Asset Liability Period shall continue until the date all amounts due to us have been paid in full.

- 12. During the carrying out of any building works you will procure that the building contractor(s) will at all times:
 - 12.1. maintain an 'all risks' insurance policy covering the usual risks in respect of the building works, their carrying out and all unfixed goods and materials in connection with the building works for, in every case, the full reinstatement or replacement costs;
 - 12.2. if requested, supply evidence to us of the insurance policy;
 - 12.3. if any of the building works or any materials or goods required for the works are destroyed or damaged, make a claim under the insurance policy and use any proceeds for rebuilding, reinstatement or replacement of the works; and
 - 12.4. not do or permit anything which may render the insurance policy void or voidable.
- 13. You will pay and indemnify and keep us indemnified from and against all loss damage costs claims and any liability and expense in respect of any injury to or the death of any person damage to any property movable or immovable pollution or sign of likely pollution or disturbance or destruction of any rights easement or privilege or otherwise by reason of or arising out of the erection and completion of any building works or the condition existence or user of the works.
- 14. You will permit us to enter the Property to view the state and progress of the building works provided that we are accompanied by your representative or contractor, we shall not interfere with progress of the building works and we

will make any communications and representations only to you and not direct to your contractor.

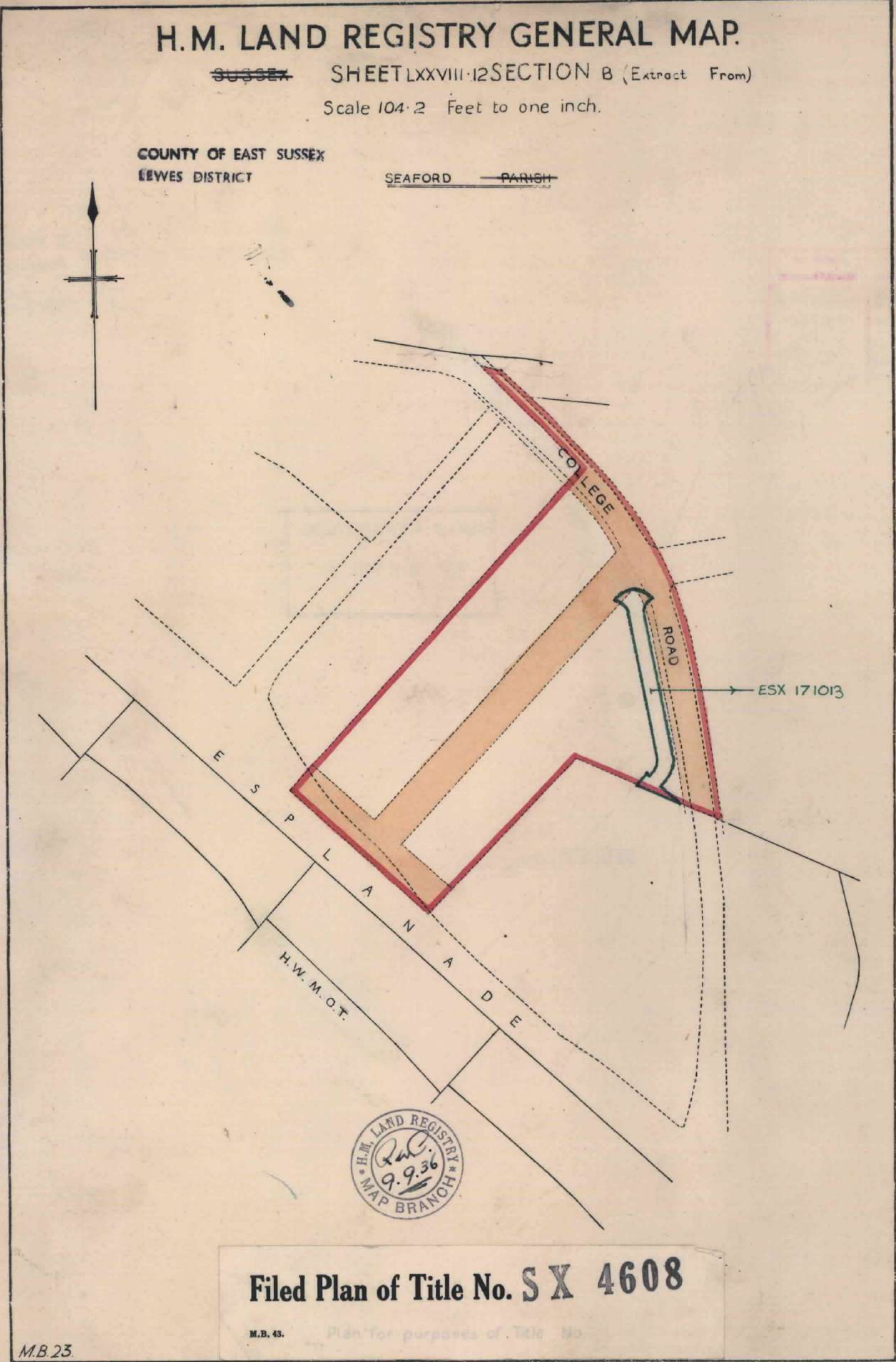
15. In exceptional circumstances, we may permit works to land which is owned by a third party or multiple third parties. If we approve this, you will enter into agreements with each land owner. Any third party land owner agreements must be provided to us for approval and must include the following:

- 15.1. Details of the parties;
- 15.2. Confirmation of how the Property is held (freehold or leasehold);
- 15.3. A description of the Property (including plans);
- 15.4. Covenants on the part of the land owner to maintain the Property and ensure continued use of it for the duration of the Asset Liability Period in accordance with the terms of the Capital Grant; and
- 15.5. A provision that any onward disposal of the Property should be subject to the third party land owner agreement.

All third party land owner agreements should be completed and in place before any funds are released for work on each plot of land owned by a third party. Where the land is held in multiple ownership, you must keep a clear record of all third party land owners and provide agreements for each plot where capital works will be carried out.

16. If your Capital Grant is to fund the purchase or enhancement of vehicles or equipment, the following conditions will apply:
 - 16.1. You must provide us with evidence that the vehicles or equipment are validly owned by you;
 - 16.2. You must retain the vehicles or equipment for the duration of the Project and use them only for the Project;
 - 16.3. You must not sell or dispose of the vehicles or equipment during that time without first obtaining our written consent and if required, you must pay us a share of the proceeds from any disposal; and

You must keep the vehicles or equipment safely, in good repair and condition and adequately insured for the duration of the Project.



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Key Scale 1:1250 @ A3

Extinguishment of vehicular rights

Proposed highway to be improved

National Transport Casework Team

Department for Transport

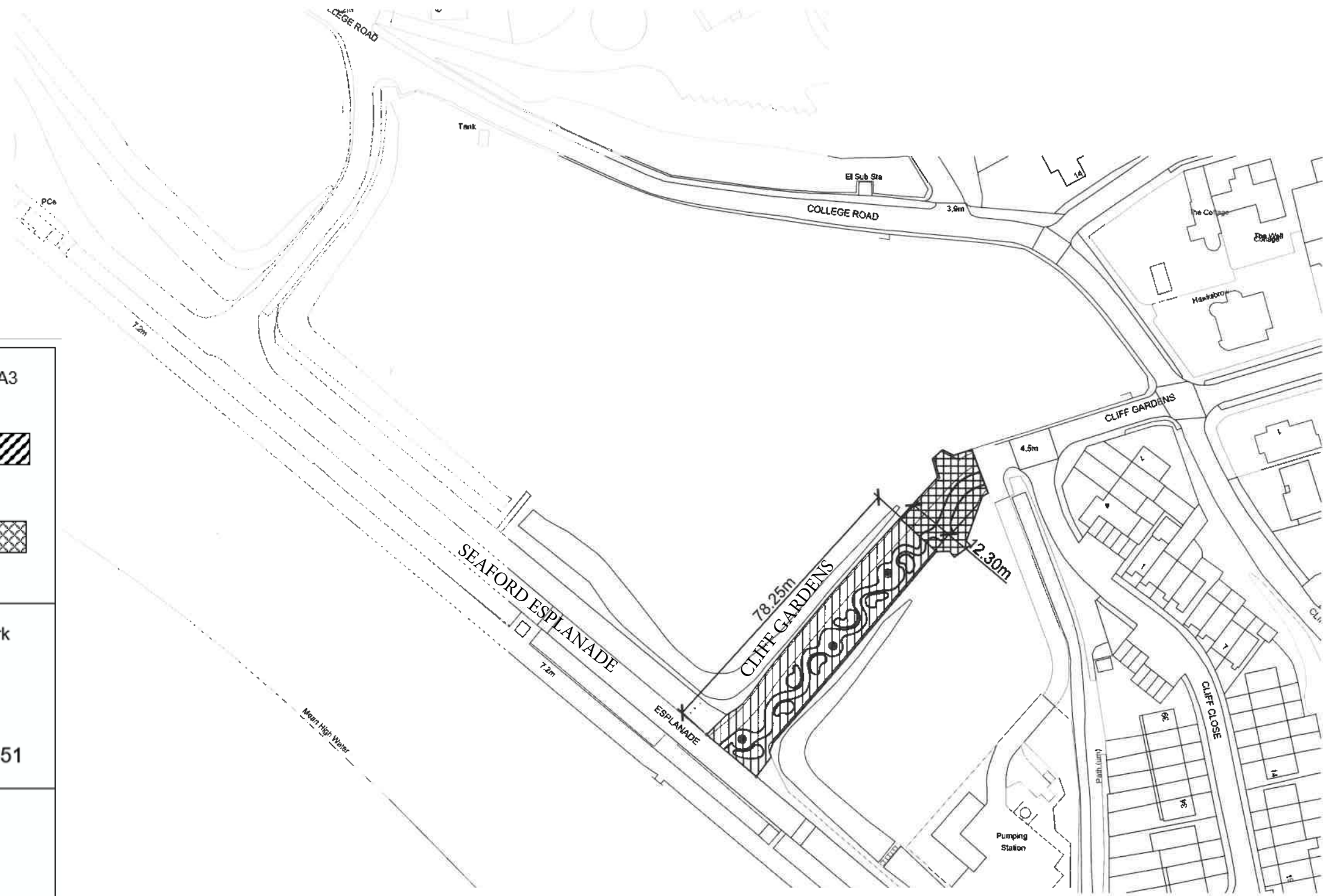
Plan No:
NATTRAN/SE/S249/5651

Signed by Authority of the Secretary of State

On 15 January 2025

Signature

GARETH LEIGH
An Official in the
National Transport Casework Team
Department for Transport





Seaford Town Council

Report Number:	37/26
Agenda Item Number:	14
Meeting:	Full Council
Date:	23 July 2026
Title:	Proposal for Memorials Policy
Strategy Programme Ref:	5.3B
Purpose of Report:	To propose the principle of a new memorials process to Full Council, and if approved, to delegate powers to Assets & Facilities Committee to fine-tune the detail, adopt the new policy, and implement the new process from the autumn
Contact Officer:	Peter Cousin, Head of Place Authored by: Sharan Brydon, Operations & Facilities Manager, and Steve Quayle, Town Clerk
Supporting Documents:	Appendix A – Bench Location Map Appendix B – Benchmarking Exercise Appendix C – Future Memorial Project Examples

Officer Recommendations

1. To note the contents of the report.
2. To approve the principle of the new memorials process, as detailed in Report 37/26.
3. To delegate authority to Assets & Facilities Committee to approve the pricing structure for memorials for the remainder of 2026 - 2027.
4. To delegate authority to Assets & Facilities Committee to approve the creation of a new Earmarked Reserve, dedicated to hold the pooled maintenance fund.

5. To delegate authority to the Assets & Facilities Committee to adopt the new Memorials Policy.
6. To recommend the development of an alternative self-funding (non-bench) memorial project be considered by the Strategy Programme Working Group and for the group to come forward with suggestions for further consideration.
7. To approve the process for exceptions to the new Memorial Policy as detailed in Section 11 of Report 37/26.

1. Caveat by the Town Clerk

- 1.1** This paper was originally intended to be presented to Assets & Facilities (A&F) Committee on 2 July for consideration and a recommendation to Full Council. Regrettably, it was not possible to meet this timeframe, however it was thought that waiting until September's A&F meeting to recommend this to October's Full Council meeting to delegate authority to A&F's December meeting would unduly delay the Policy's reintroduction, hence this matter being presented directly to Full Council at this meeting, prior to being considered and adopted by A&F in September.

2. Introduction

- 2.1** The purpose of this report is to provide:
- a) an update on the status of the Town Council's Memorial Policy,
 - b) the results of an audit on existing memorials,
 - c) the results of benchmarking that has taken place,
 - d) the proposed approach for the Policy's reinstatement,
 - e) to agree a new exceptions process to the Memorial Policy, and
 - f) some proposals for the future for Council's consideration.

3. Policy On Hold

- 3.1** The Memorial Policy was placed on hold, initially by officers in 2023, and then formally by Full Council in 2025. The rationale for placing the policy on hold was a combination of operational and practical constraints.
- 3.2** In particular, the availability of suitable locations for new memorials had become increasingly limited and officers were concerned about a saturation of memorial benches across the town, especially in high-demand seafront

areas where most applicants requested to locate benches. As a result, capacity within these locations had largely been reached.

3.3 In addition, the Town Council at the time was experiencing a period of intense short-staffedness, which had severely limited the capacity of officers to effectively manage, administer, and further develop the Memorials Policy.

3.4 Since being formally on hold, Full Council has permitted three exceptions to proceed for one-off circumstances – for Gareth Wheddon, Claire Sumners, and Jon Freeman. The Town Clerk also currently has two further requests for Full Council’s potential consideration in due course.

4. Audit of Memorial Benches

4.1 Over recent months, officers have undertaken a comprehensive audit of existing memorial benches located within Seaford’s open spaces. All locations have been mapped, with records maintained detailing key information such as location, condition, ownership (where known), and installation dates (where known). This is detailed in **Appendix A**, *which is best accessed electronically*.

4.2 The benches have been mapped using Google Maps software, with records created to capture both the precise location and the current condition of each bench.

4.3 The audit identified that Seaford Town Council currently has 303 memorial benches across its open and green spaces, which are all, except one, currently maintained via the Town Council’s annual budget.

5. Officer Conclusions on Audit

5.1 In addition to the very high number of memorial benches across the town already, officers are currently maintaining a waiting list for new applicants amounting to 66 new memorial requests, at the time of writing. Officers suspect it likely that demand will continue at a similar pace over the years to come.

5.2 There comes a point where there are a sufficient number of memorial benches, and to add more would be superfluous and would run the risk of unduly cluttering the town’s open and green spaces with unnecessary street furniture. Officers believe the town has likely already reached that point, with over 300 benches now in place.

- 5.3** An additional consideration for extra benches along the seafront, in particular, is the width of the promenade, which fluctuates along its length, and adding more street furniture in some parts would represent a health and safety risk for both cyclists and pedestrians, particularly those with limited mobility.

6. Benchmarking

- 6.1** As part of the review of the Memorials Policy, officers have undertaken benchmarking of memorial bench schemes operated by a selection of other local councils. This work has identified a varied range of approaches to contract length, maintenance responsibility, and funding models, all of which has helped inform the development of options for Seaford. The results are detailed in **Appendix B**
- 6.2** This exercise has highlighted a range of approaches, however, there appears to be a general theme across the benchmarked local councils for offering agreements with fixed end dates.
- 6.3** It seems that a 10-year placement term is the majority view, after which the first right to renew is offered to the original sponsor. Should the original sponsor not want to pay again, or if they cannot be found, then that spot can then be offered to the next applicant on the waiting list.
- 6.4** Insofar as maintenance models are concerned, other local councils have adopted a variety of approaches, ranging from offering a fully managed service, to the sponsor holding personal responsibility for its upkeep; all with varying levels of officer involvement.
- 6.5** Cost transparency and fee structures are a mixed picture across other local councils due to various packages offered ranging from all-inclusive to self-funding approaches. End of life and replacement arrangements are also varied depending on which packages are offered for maintenance.

7. Proposals

- 7.1** Weighing up all the pros and cons of the various schemes in existence, officer's views have been considered, and the consensus has now coalesced around a single proposal as follows:
- a) New memorial benches should only be considered on a replacement basis where there is already a memorial bench (no new sitings).

- b) New additional memorial bench sitings would not normally be permitted unless the Town Council agrees on an identified clear public need for additional seating; the determination of which to be delegated to the discretion of the Town Clerk on a case-by-case basis via the Memorials Policy to be adopted by A&F.
- c) For all replacement memorial benches to be selected from a brochure prepared by the Town Council, with the requirement of the fee to be paid upfront to the Town Council, which in turn will commission the supplier to build the bench and site it accordingly.
- d) The agreement will last for 10 years from placement of the bench, after which time the bench will be offered to be taken away by the sponsor, or alternatively recycled. This approach provides appropriate funding for the Town Council and clarity for the sponsor. The sponsor will be offered the opportunity to pay for another replacement bench in the same location, and if they do not wish to, or cannot be contacted, then the site will be issued to the next person on the waiting list.
- e) The fee payable will intentionally result in a surplus balance, which will be held by the Town Council in a pooled maintenance fund in a dedicated new Earmarked Reserve, and these funds will be used to pay for maintenance, upkeep, repair and, if necessary, replacement of all benches during their 10-year lifecycle.
- f) As a result of the new Earmarked Reserve holding the funds, no taxpayer precept should be required to subsidise the maintenance and upkeep of memorial benches, as is the case currently. Due to the fact that, in time, no benches will be over 10 years old, it is hoped the maintenance and repair requirements will significantly reduce going forwards and will consume less officer time.
- g) For existing benches:
 - (i) For those already over 10 years old, officers will contact the sponsor to ask if they would like to take the bench away and enquire whether they would like to purchase a replacement for the same site. If the sponsor declines this, or is unknown, or cannot be reached, the bench will be recycled and the site offered to the next applicant on the waiting list.

- (ii) For those under 10 years old, these will be maintained at the Town Council's expense from the existing maintenance budget (not the pooled maintenance fund) until they reach 10 years old.
- (iii) For those where it is unknown how old they are, officers will use their best judgment, and evidence available, to establish if they are over ten years old. If reasonably believed to be over 10 years old then officers will contact the sponsor, if known. If the sponsor is able to provide evidence the bench is less than 10 years old this will be accepted, and these benches will revert to the process detailed in (ii) above. If the sponsor cannot be located, or if they agree the bench is over 10 years old then these benches will revert to the process detailed in (i) above.
- (iv) For the Plastic Free Seaford bench (Claire Sumners) this is maintained at the expense of Plastic Free Seaford and is to be disregarded for the purposes of this process, as an exception.

8. Fee Proposals

- 8.1** A professional brochure with images of the various benches available, and the associated costs, will be produced ready for A&F Committee to approve. This will also detail the types of benches available at different locations because it is important to note that the benches that are suitable for South Hill Barn are not the same as those suitable for the seafront, due to the inability to affix the bench into the chalk surface, hence there will be rules around which benches can be located in which spaces.
- 8.2** At this stage the proposed fees are yet to be agreed, based on an estimate of the likely cost of maintenance over the term, but currently the thinking is the fee will be in the region of £3,500. A&F Committee will be provided with a final proposed fee, with workings, for their approval. Whilst recognising this amount is a significant outlay, it would cover:
 - (a) the purchase of the bench,
 - (b) affixing of a stainless steel engraved plaque,
 - (c) installation of the bench,
 - (d) maintenance, repair, upkeep of the bench for 10 years,
 - (e) replacement of the bench if it becomes unrepairable, and
 - (f) recycling of the bench after 10 years.

9. Proposed Supplier

- 9.1** The Town Council's chosen supplier for memorial benches, plaques and engraving services has been selected, (from within a very limited marketplace), following an assessment of quality, sustainability, locality, value for money, and the ability to provide both plaque engraving and bench slat engraving. The chosen supplier is High Weald Furniture, which has previously made memorial benches for the Town Council.

10. Proposal for Implementation

- 10.1** Recognising the proposals contained herein are a significant departure from the previous process, and also recognising that immediately after relaunching the Memorials Policy and process there will be a large influx of work for officers to manage, which they are not best placed to do at the height of summer, the proposals for implementation are as follows:
- a) Propose for Full Council to approve the information contained within this report.
 - b) Propose for Full Council to delegate power to the Assets & Facilities Committee to approve the new policy, fee structure and establishment of the Earmarked Reserve, with the fine-tuned details of the policy to be agreed by that Committee.
 - c) Upon approval by A&F Committee in September, the new policy to launch a week later from 1 October 2026, which would provide officers with the space and capacity they would need to focus on the influx of work this will generate, outside of the main summer season when the team is already very stretched.

11. Exceptions Process

- 11.1** It is proposed that an exception process is retained for requests for bespoke memorials, for example, a memorial tree or an art installation. It is proposed this should be treated as an exceptional request to be considered on a case-by-case basis by the A&F Committee. It is proposed that such requests be considered by the A&F Committee only where the proposal has obtained the written support to the Town Clerk of at least seven Town Councillors. This proposed process follows the same principles as the existing exceptions process that has existed since January 2025, with the only difference being decision-making power transferred to the A&F

Committee, instead of Full Council. In the event the Committee feels a particular request is too controversial, too high profile, and/or needs more councillor's input, it reserves the right, at all times, to defer this decision to Full Council.

12. Future Memorial Projects

- 12.1** As part of the review, officers have also explored alternative large-scale memorial options, similar to that provided by The Shoal project in recent years. This sort of scheme would provide a much more cost-effective solution to residents who may struggle to afford the significant outlay required for a memorial bench. This approach would seek to incorporate multiple commemorative plaques within a single installation, as per the examples at **Appendix C**.
- 12.2** It is proposed that any such alternative memorial scheme also be fully self-funding to ensure the ongoing maintenance and upkeep is not subsidised by council taxpayers via the precept.
- 12.3** It is hoped this approach would also help to reduce the waiting list substantially and allow a large number of residents the ability to have a memorial plaque much quicker than by continuing to wait for a bench site to become vacant.
- 12.4** This approach would support the development of commemorative opportunities in a more sustainable way, whilst offering a wider selection of commemorative options, supplementing and moving beyond the current reliance on traditional memorial benches.
- 12.5** Officers propose the alternative memorial scheme be considered by the Strategy Programme Working Group who will come forwards in due course with ideas for further consideration.

13. Financial Appraisal

- 13.1** The proposals establish a new Earmarked Reserve which will be used to hold the pooled maintenance fund paid by sponsors for repair, upkeep, maintenance and replacement memorial benches.
- 13.2** The proposal to structure the Memorial Policy so that the payment of fees creates a pooled maintenance fund means that there should be no cost to the Town Council and the model should be entirely self-funding.

13.3 These proposals will engage a significant amount of officer time, especially initially, to manage the situation, however this is not extra financial cost and is unquantifiable.

Current Bench Concentration:

See below interactive map of current bench locations

Memorial Key:

Grey - 1920

Purple - 1980-1989

Maroon - 1990-1999

Red - 2000-2009

Blue - 2010-2019

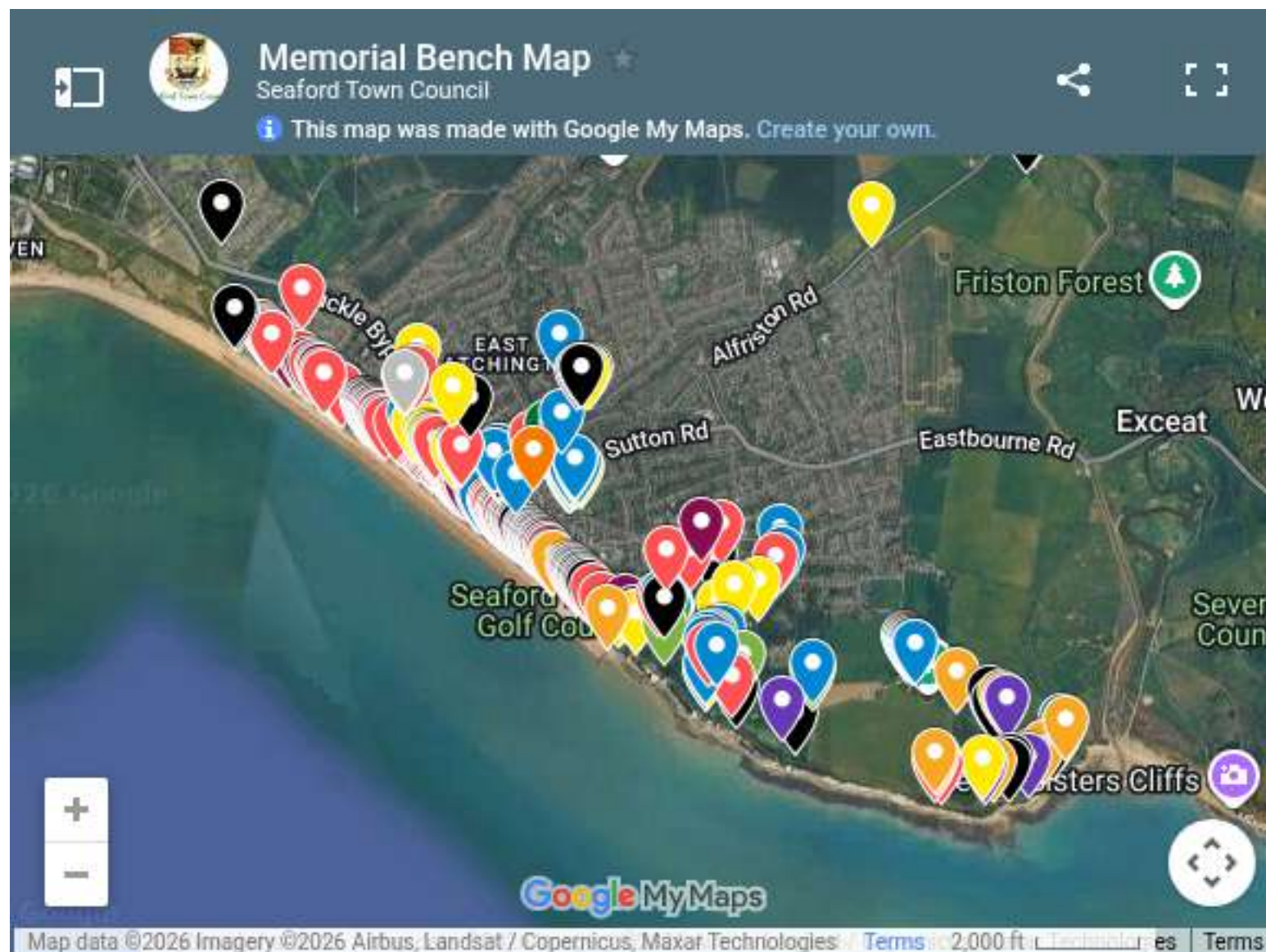
Green - 2020-2025

Orange - multiple
plaques

Black - no date

Yellow - no name

Dark Green - Art
bench



Interactive map available online - [click here](#)

Council	Contract Length	Maintenance Responsibility	Initial Cost	Info	Source
Dover District Council	10 years	Included in initial payment	£3,600	An extra 5 years can be purchased for £520 Offering only 3 locations within District as also full	https://www.dover.gov.uk/Leisure-Culture-Tourism/Leisure-Facilities/Parks--Open-Spaces/Memorial-Bench-Service.aspx?utm_source=chatgpt.com
Lewes Town Council	15 years	Included	Varies	Plaque only Contract can be reviewed for extension ore plaque returned, whereby Council will reallocate bench Due to be reviewed 7/7/26	https://www.lewes-tc.gov.uk/wp-content/uploads/sites/116/2026/04/bench-policy-2023v3.pdf
Lydd Town Council	10 years	Included	Varies	Fee covers supply of bench, installation, delivery, installation kit, plaque with inscription and maintenance for a 10-year period Each memorial bench is individually costed and quoted after assessment requirements	https://www.lyddtowncouncil.gov.uk/_UserFiles/Files/Memorial%20Bench%20policy%20October%202025.pdf
Rother District Council	10 years	Included	Varies Installation £331 Maintenance £662 Plaque £225	Council maintenance budgets used to maintain bench's If vandalism makes repairs uneconomical, council may replace the bench with a similar one and transfer the plaque free of charge.	https://www.rother.gov.uk/births-marriages-and-deaths/commemorative-seats-and-trees/commemorative-seats-scheme-terms-conditions/

Hailsham Town Council	15 years	Not included sponsor responsible	Not stated	Bench, tree or shrub provided by approved supplier All replacement and maintenance cost fall to sponsor Third-party management only by agreement £100 installation fee for memorial benches £50 installation fee for shrubs/trees	POLICY-HTC-Memorial-Bench-and-Memorial-Tree-Mar-25.pdf
Peacehaven Town Council	Not stated	Not included	Varies	Memorial bench owner is responsible for the maintenance of their bench Providing a signed Maintenance Agreement to the Council, unless agreed otherwise. Council will only notify owner of damage, remove bench if becomes unsafe Council not responsible for replacements with damage, theft, vandalism	https://www.peacehaventowncouncil.gov.uk/wp-content/uploads/2024/08/Memorial-Benches-Policy-Jan-2024.pdf
Haslemere Town Council	Not stated	Shared responsibility	Varies	Cost of bench (purchased & installed by sponsor) + £75 council admin fee. Sponsor to arrange Installation, by an approved contractor Sponsor to maintain bench, council may consider repairs at its own cost if sponsor is unable	https://haslemere-tc.gov.uk/wp-content/uploads/2023/08/2022-Memorial-bench-policy.pdf
East Grinstead Town Council	15 years upon review of bench	Shared responsibility	£920	Council responsible for routine upkeep, with limited liability for damage	https://www.eastgrinstead.gov.uk/i/uploads/2022/12/Memorial-Public-Bench-Policy-2023.pdf
Eastbourne Borough Council (policy no longer in place)	10 years	Included	Not stated	Council responsibility for damage, vandalism and removal of bench if beyond repair Council does not replace benches damaged or beyond repair	

Painted walls

Ensure weather proofing
Contract painter/sign writer
Anti-graffiti coatings to stop staining

Opportunity for families to design their own
allocated space

More uplifting than conventional memorials



Trees

A stone plaque in a wood in St Ives Estate, Bingley. Names of those who have had a tree planted in their memory are listed upon the plaque.

Plaques placed around trees

Opportunities to increase woodland areas and to work with community groups like Seaford Action for Nature



Sculptures

Memorial Tree Sculpture in open green space

Option to add additional family members to a family tree



Colourful glass sculptures where inserts can be added by color & message chosen by family



Free standing memorial panels

Various examples of freestanding memorials panels which could hold numerous family plaques like The Shoal Sculpture



Floor plaques in an open space or garden



Digital Memorial - linked to a page on the TC website, family can add pictures, an excerpt of their lives and achievements. Accessible through QR code & website address.

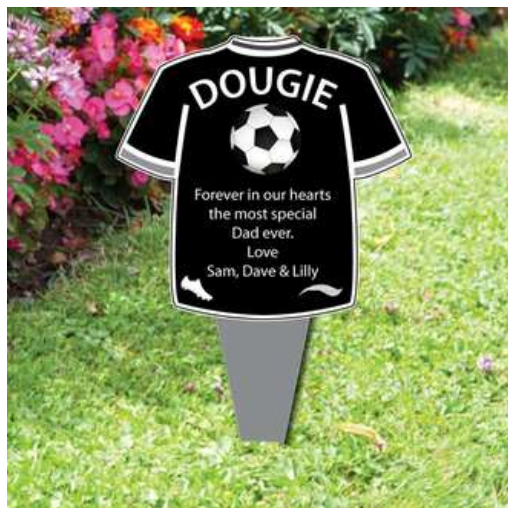
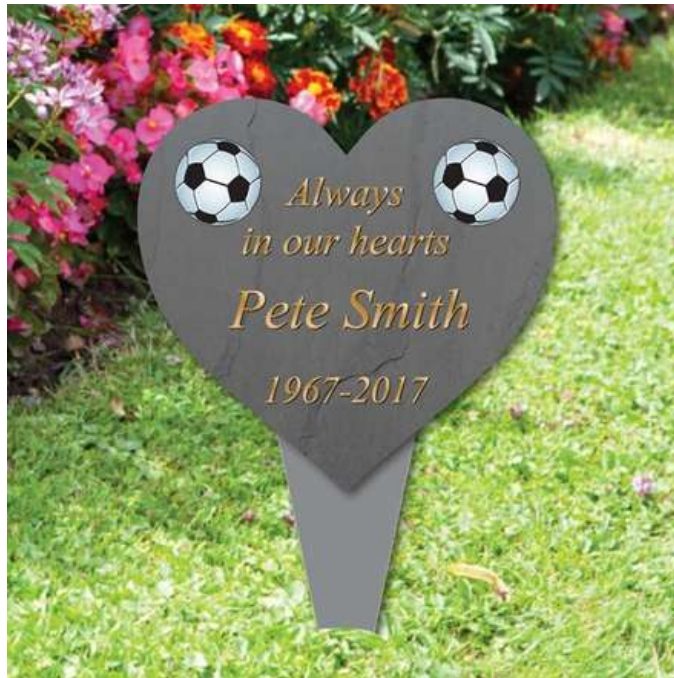


Other types of memorials

Memorial bird bath various plaques can be added
benefits to local wildlife in open green spaces
South Hill Barn / The Crouch / Sunken Garden / Isolated beach area



Memorial Garden plaques



Personalised memorial plaque



Sunken Garden

Painted walls
Plaques on walls
Rock memorial stones
Pet memorial



Bonningstedt Memorial Area

Sculptured seating area or bespoke benches, to hold multiple plaques





Seaford Town Council

Report Number:	60/26
Agenda Item Number:	15
Meeting:	Full Council
Date:	23 July 2026
Title:	Conclusion of External Audit relating to the Annual Governance & Accountability Return for the Year Ended 31 March 2024
Strategy Programme Ref:	5.2
Purpose of Report:	Presenting the conclusion to the external audit completed by PKF Littlejohn LLP in respect of the Annual Governance & Accountability Return for the year ending 31 March 2024
Contact Officer:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer
Supporting Documents:	Appendix A – Sections 1 & 2 of the Annual Governance & Accountability Return for the year ending 31 March 2024 Appendix B – Section 3 External Auditor's Report and Certificate 2023 - 2024 Appendix C – Final External Auditor Report

Officer Recommendations

1. To note the contents of the report.

1. Introduction

- 1.1 In June 2024, the Town Council submitted its Annual Governance and Accountability Return for the year ending 31 March 2024 ('2023 – 2024 AGAR').

- 1.2** Between July and August 2024, two residents raised individual objections regarding the 2023 - 2024 AGAR. The first (Resident A) raised nine objections and the other (Resident B) just the one objection. The objections were submitted accordingly to both the Town Council and the external auditor PKF Littlejohn LLP (PKF).
- 1.3** Councillors are reminded the identity of the objectors are legally protected and must not be divulged.
- 1.4** On 19 September 2024, PKF issued a report detailing the results of its limited assurance review of Sections 1 and 2 of the Town Council's 2023 – 2024 AGAR. PKF explained that it was unable to certify completion of the review at that time.
- 1.5** The report further stated that *'we do not certify completion because: We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities'*.
- 1.6** On 23 June 2026, the Town Clerk received an email from PKF providing the completion letter, a Notice of Conclusion of the Audit template, and the fee invoice for the 2023 -2024 AGAR. The email also contained:
- A copy of Sections 1 & 2 of the Annual Governance & Accountability Return on which PKF's report is based,
 - A copy of Section 3 of the AGAR which included PKF's 'interim' report already issued, and
 - A copy of PKF's Final External Auditor Report and Certificate.
- 1.7** These reports have been displayed on the [Town Council's website](#) alongside the 2023 – 2024 AGAR.

2. Summary and Outcome of Objections

- 2.1** Detailed below are a summary of the objections raised and the outcome of the External Auditor's (PKF) decision as to whether the objection/s have been upheld and any recommended action.
- 2.2** **Objections raised by Resident A:**

Objection 1 – Assertions 2 and 6 due to the appointment of an internal auditor as the Responsible Financial Officer.

PKF Conclusion – Section 1, Assertions 2 and 6 have been incorrectly completed. The internal auditor was appointed as Responsible Financial Officer of the smaller authority during the year under review. This is in contravention of the smaller authority's financial regulations as well as proper practices regarding the independence of the internal auditor. As a result, these assertions should have been answered 'No'.

Explanatory Note for Councillors: Councillors will recall this matter was considered in Exempt Report 40/25 in June 2025, and the following resolution was passed:

To approve officers' recommendation in respect of Objection 1 that a commitment be made that the Town Council will always retain a separation between statutory roles and as such will not again appoint an Internal Auditor as the RFO, on a locum (temporary) or permanent basis.

Objection 2 – The objection relates to an item of account in Box 9 of the Accounting Statements, the valuation of the Bowls Clubhouse.

PKF Conclusion – The objection was not upheld.

Objection 3 – This objection relates to the response given in Assertion 2 of the 2023 -2024 AGAR. The Disposal of the Crouch Toilets.

PKF Conclusion – The objection was not upheld, as the objection referred to occurred in 2017 - 2018.

Objection 4, 5 and 6 – PKF deemed as ineligible since they did not relate to a governance assertion or item of account on the 2023 - 2024 AGAR.

Objection 7 – This objection relates to the response given in Assertion 2 of the AGAR statement and the Council's alleged failure to review fees and charges as part of the budget setting process.

PKF Conclusion – Section 1 Assertion 2 has been incorrectly completed. Information has come to our attention that the smaller authority did not comply with its Financial Regulations in respect of income receivable and the regular review of fees and charges. As a result, this assertion should be answered 'No'.

Explanatory Note for Councillors: Councillors will recall this matter was considered in Exempt Report 40/25 in June 2025, and the following resolutions was passed:

To approve officers' recommendation in respect of Objection [7] that the Town Council approach Lewes District Council to raise concerns over its contractor's management of sports facilities, with particular regard to the fact that hire charges have been incorrectly applied during 2023 - 2024 for the sports teams that have hired facilities, and ascertain why the incorrect hire fees have been applied during the 2023 - 2024 financial year for all except one hirer.

Objection 8 and 9 - PKF deemed as ineligible since they did not relate to a governance assertion or item of account on the 2023 - 2024 AGAR.

2.3 Objection Raised by Resident B:

Objection 1 – This objection relates to the response given in Assertion 3 of the AGAR statement and the disclosure by officers of conflicts of interest in contracts.

PKF Conclusion – *Section 1, Assertion 3 has been incorrectly completed. Information has come to our attention that there was a failure to comply with the Local Government Act 1972 and the Public Contracts Regulations in respect of the declaration of any conflict of interest within the procurement process. As a result, this assertion should have been answered 'No'. The smaller authority has subsequently amended its procurement process to ensure this does not recur.*

Explanatory Note for Councillors: Councillors will recall this matter was considered in Exempt Report 72/25 in September 2025, and the following resolutions was passed:

The Town Council resolves that, with immediate effect, all concessions and tendering processes undertaken will fully comply with the Procurement Act 2023 and Local Government Act 1972, ensuring a thorough and compliant conflict of interest process is undertaken by Officers, Councillors and Applicants.

2.4 In addition to the above responses to the objections raised, PKF noted:

“Other matters not affecting our opinion which we draw to the attention of the authority’ as highlighted from their report below.

1) We note that the smaller authority has a considerable number of assets with a significant value of over £10 million. In order to improve transparency, we recommend that the smaller authority enhances its fixed asset register to follow the recommendations of the Practitioners’ Guide paragraph 5.58.

2) We received challenge correspondence in relation to the 2023/24 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.”

3. Recommendations from the 2023 – 2024 AGAR External Audit

- 3.1** Whilst PKF has advised that the Town Council should have answered ‘No’ to two assertions, this cannot be retrospectively changed and, as such, the only action to take is to publish the external auditor’s report alongside the completed AGAR (as per 1.6 above, this has been published and will remain available on the Town Council’s website).
- 3.2** The Town Council has made a number of changes to its policies, procedures, and practices as a result of the items identified in this audit. The Town Council has also established and appointed an entirely new Strategic Management Team structure since June 2024.
- 3.3** Resident A, Objection 1 – new internal auditors have been appointed and the Town Council has informed the previous internal auditors of the outcome of this report and the feedback received regarding the incorrect advice they provided to the Town Council.
- 3.4** Resident A, Objection 7 – fees and charges are part of the established annual budget process and updated fees implemented for 1 April every year. Furthermore, the management of external sports pitch hire has now been brought in house and there are established procedures for managing the bookings and income received.
- 3.5** Resident B, Objection 1 - the procurement and concessions processes have been reviewed and updated to ensure that any conflict of interest either officer or member are identified at each stage of the process. A further review

of the concessions process is being undertaken by the Concessions Working Group due for conclusion in autumn 2026.

- 3.6** Officers are undertaking a full review of the Fixed Asset Register to expand the headings in line with the guidance provided by PKF and provide the detail under each of these headings.

4. Update on 2024 – 2025 and 2025 – 2026 AGARs

- 4.1** PKF Littlejohn returned Section 3 of the 2024 - 2025 AGAR on 24 September 2025, advising that they were unable to complete their review work as a result of correspondence received in relation to the 2024 - 2025 financial year and/or prior years.
- 4.2** Now the 2023 – 2024 external audit has been completed, it is anticipated that the 2024 – 2025 external audit should follow shortly, although no definitive timeline has been provided.
- 4.3** With regards to the 2025 - 2026 AGAR, on 22 June 2026 the Town Council received correspondence from PKF suggesting that the Town Council should consider its response to Section 1, Assertion 2 of the 2025 – 2026 AGAR, as a direct result of the outcome of its investigations into sports pitch hire charges linked to the 2023 – 2024 AGAR (Objection 7 above) and due to the fact that the revised arrangements for managing the sports pitches were not implemented until after the end of the 2025 – 2026 financial year.
- 4.4** ***Explanatory Note for Councillors:** Once the Town Council became aware of this objection, it commissioned an independent investigation that reported in 2025. That investigation discovered that sports pitch fees had not been correctly collected by the District Council's appointed contractor. During 2025 the Town Council resolved to exit the District Council's Grounds Maintenance Contract and bring it back in house from April 2026. As a result of this, a further objection has been made that the same failings of the contractor continued through 2024 - 2025 and 2025 - 2026 before being ended by the contractor no longer being involved in the collection of fees. Because they were collecting fees on behalf of the Town Council, the strict letter of the law means the Town Council has not complied with its Financial Regulations in terms of income receivable, however there was no practical way for the Town Council to extricate itself from the contractual obligations any faster.*

- 4.5** The correspondence from PKF was received after the agenda and supporting reports for the 25 June 2026 Full Council meeting had been published. As a result, it was not possible to amend and reissue the AGAR documentation within the '3 clear days' statutory notice period whilst still complying with the statutory deadline of 30 June 2026 for approval of the AGAR.
- 4.6** Following receipt of the correspondence, the Responsible Financial Officer sought advice from the Town Council's Internal Auditor and discussed the matter with PKF. The advice received was that the Town Council should proceed with consideration of the AGAR as published and should inform members that a statement would accompany the publication – members were informed of this verbally at the meeting on 25 June.
- 4.7** The statement has been produced and submitted to PKF with the AGAR, and published alongside the AGAR on the [Town Council's website](#).

5. Financial Appraisal

- 5.1** The invoice received from PKF in respect of the limited assurance review of the 2023 – 2024 AGAR and other fees total a Net figure of £6,880; this will be met from a combination of budget and Earmarked Reserves.

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

SEAFORD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

20/06/2024

and recorded as minute reference:

C29/06/24

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Signature

Clerk

Signature

www.seafordtowncouncil.gov.uk ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

SEAFOORD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,150,339	1,742,786	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,044,965	1,061,609	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,858,980	1,590,398	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	905,279	1,022,372	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	121,854	119,979	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,284,365	1,567,721	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,742,786	1,684,721	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,887,534	1,694,421	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	RESTATED 10,927,096	10,790,047	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,397,286	1,325,624	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNATURE REQUIRED

Date

31/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

20/06/2024

as recorded in minute reference:

C30/06/24

Signed by Chair of the meeting where the Accounting Statements were approved

 SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Seaford Town Council - ES0088**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2023/24 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and ‘other’ matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

19/09/2024



Final External Auditor Report and Certificate 2023/24 in respect of Seaford Town Council ES0088

Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor's limited assurance opinion 2023/24

On 19 September 2024, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2024. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

- 1) Section 1, Assertion 3 has been incorrectly completed. Information has come to our attention that there was a failure to comply with The Local Government Act 1972 and the Public Contract Regulations in respect of the declaration of any conflict of interest within the procurement process. As a result, this assertion should have been answered 'No'. The smaller authority has subsequently amended its procurement process to ensure this does not recur.
- 2) Section 1, Assertion 2 has been incorrectly completed. Information has come to our attention that the smaller authority did not comply with its Financial Regulations in respect of income receivable and the regular review of fees and charges. As a result, this assertion should have been answered 'No'.

- 3) Section 1, Assertions 2 and 6 have been incorrectly completed. The internal auditor was appointed as responsible financial officer of the smaller authority during the year under review. This is in contravention of the smaller authority's financial regulations as well as proper practices regarding the independence of the internal auditor. As a result, these assertions should have been answered 'No'.

Other matters not affecting our opinion which we draw to the attention of the authority:

- 1) We note that the smaller authority has a considerable number of assets with a significant value of over £10 million. In order to improve transparency, we recommend that the smaller authority enhances its fixed asset register to follow the recommendations of the Practitioners' Guide paragraph 5.58.
- 2) We received challenge correspondence in relation to the 2023/24 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

PKF Littlejohn LLP

PKF Littlejohn LLP

18/06/2026



Seaford Town Council

Report Number:	62/26
Agenda Item Number:	16
Meeting:	Full Council
Date:	23 July 2026
Title:	Committee Adoption of Revised Policies
Strategy Programme Ref:	5.3
Purpose of Report:	Proposal for adoption of revised policies by committees, complete with the introduction of a 'call-in' process for Full Council
Contact Officer:	Steve Quayle, Town Clerk
Supporting Documents:	Appendix A – Proposed List of policies to be devolved to committees

Officer Recommendations

1. To note the contents of the report.
2. To approve the devolution of revised policy adoption to committees, as detailed in Report 62/26 Appendix A *[as amended in the meeting]*.
3. To approve the implementation of a 'call-in' mechanism for policies to be reconsidered by Full Council, as detailed in Report 62/26.
4. To delegate power to the Town Clerk to amend the Committee Terms of Reference document, as necessary.

1. Introduction

- 1.1** The Town Council currently has 69 live policies.
- 1.2** The Town Council's 'Committee Terms of Reference 2025' policy document reserves the right for adoption of all policies solely to Full Council. As a result, all new or revised policies must be discussed and considered by the relevant committee, before being recommended to Full Council proposing the latter adopts the policy. This process often results in many of the same observations and discussions happening again at Full Council.

- 1.3** This long-winded process has meant that, since the Strategic Management Team began the process in late 2025 of refreshing the suite of policies, a total of 22 of them have passed through Full Council agendas (plus five other policies on this agenda).
- 1.4** This has led frequently to overwhelming quantities of reports to get through at Full Council meetings and has resulted in at least two Extraordinary Full Council meetings being called in 2026, as there has been simply too many agenda items to make the meetings feasible.
- 1.5** The Town Council's Standing Orders dictate that no meeting shall last more than three hours unless a motion is passed to extend the meeting for longer. Regrettably, it has become something of the norm for this extension to be invoked at the vast majority of Full Council meetings, and this is not being helped by the need for Full Council to adopt large numbers of policies on a regular basis.
- 1.6** To that end, there is a clear need to try and cut down the level of content being put forward to Full Council meetings.

2. Considerations

- 2.1** The Strategic Management Team have informally floated the idea for some policies to be adopted solely by committees, and a number of councillors have indicated their support for such a proposal.
- 2.2** Committees regularly interrogate and study each proposed policy in significant detail, and as the group of councillors most closely associated with the purview of the committee's activities, it could be argued that committee members are the most adept at reviewing and amending the policies relevant to that committee's responsibilities.
- 2.3** It is something of an anachronism that committee members are elected by Full Council and are granted responsibility for managing and spending significant budgets, yet they are prohibited from adopting policies that relate specifically to the committee's areas of expertise.

3. Assurance Safeguards

- 3.1** Recognising that some councillors may feel concerned or anxious about the loss of authority and autonomy of Full Council as a result of this proposal, officers recommend three assurance safeguards be established, as follows:

- (a) Firstly, if a committee feels uncertain or reticent about adopting a particular policy themselves and would prefer for the policy to be reconsidered and/or reviewed by Full Council then the Committee would reserve the right not to adopt it at committee level, but instead to recommend its adoption to Full Council, as per the current process.
- (b) Secondly, for the adoption of a brand new policies, officers recommend these continue to follow the process of recommendation by the relevant committee, followed by adoption by Full Council. Only after they have been adopted for the first time should they be devolved to the relevant committee to be adopted again in the future.
- (c) Thirdly, if any councillors feel that a policy has been adopted that they are unhappy with, officers propose a 'call-in' process be established. This would see a minimum of seven councillors (representing over one third of councillors) writing to the Town Clerk to ask for a specific policy to be 'called-in'. Once seven councillors have requested this, the Town Clerk would then bring that policy to the next available Full Council meeting for the policy to be reopened, reviewed, amended and/or revoked as appropriate.

3.2 Officers hope that with these three safeguards being introduced, councillors will feel relatively comfortable with the proposal that committees be authorised to adopt their own revised policies without the need for Full Council to have the final say.

4. Proposal of Policies to be Devolved

- 4.1** Officers have considered all the policies as they currently exist and have proposed that a proportion of policies should be devolved to the appropriate committees to henceforth review, amend, approve and ultimately adopt.
- 4.2** **Appendix A** contains the detailed list of proposals, alongside a rationale for those policies proposed to be retained for adoption by Full Council.

5. Full Council Sovereignty

- 5.1** Councillors are reminded that Full Council is sovereign within the Town Council, and at any time Full Council can withdraw this authorisation to any or all of the committees should it wish to do so. In other words, granting this authorisation is not a permanent feature and can be undone at any point in the future by a further resolution of Full Council.

6. Financial Appraisal

6.1 There are no direct financial implications as a result of this report.

Policies Proposed to be Devolved to Committees

45 policies recommended for delegation to committees

Policy Ref	Policy Name	Policy Category	Devolved to Committee
FS1	Busking Policy	Facilities & Services	A&F
FS2	Concessions Policy	Facilities & Services	A&F
FS5	Bookings, Hire and Events Policy	Facilities & Services	A&F
FS6	Memorial & Donation Policy	Facilities & Services	A&F
C3	Coat of Arms Policy	Corporate	F&GP
C5	Complaints Policy	Corporate	F&GP
CE1	Bring Your Own Device Policy	Comms & Engagement	F&GP
CE3	Data Protection Policy	Comms & Engagement	F&GP
CE4	Document Retention Policy	Comms & Engagement	F&GP
CE5	IT and Cyber Security Policy	Comms & Engagement	F&GP
CE6	Petition Policy	Comms & Engagement	F&GP
CE10	FOI Publication Scheme	Comms & Engagement	F&GP
CE11	FOI Requests Procedure	Comms & Engagement	F&GP
CE12	Website Accessibility Statements Policy	Comms & Engagement	F&GP
F1	Annual Investment Strategy 2026-2027	Finance	F&GP
F3	Bad Debt Policy	Finance	F&GP
F4	Discretionary Grants Policy	Finance	F&GP
F6	Purchase Ordering and Payment for Goods & Services Policy	Finance	F&GP
FS7	Safeguarding Policy (Tennis)	Facilities & Services	GOSCA
FS8	Tree Policy	Facilities & Services	GOSCA
FS4	Diversity & Inclusion Policy (Tennis)	Facilities & Services	GOSCA

Policy Ref	Policy Name	Policy Category	Devolved to Committee
FS3	Corporate Sponsorship Policy	Facilities & Services	GOSCA
C11	Traveller Policy	Corporate	GOSCA
HRP1	Absence Management Policy	HR & Personnel	Personnel
HRP2	Additional Hours Policy	HR & Personnel	Personnel
HRP4	Appraisal Policy	HR & Personnel	Personnel
HRP5	Child and Vulnerable Adult Protection Policy	HR & Personnel	Personnel
HRP6	Dignity at Work Policy	HR & Personnel	Personnel
HRP7	Disciplinary Policy	HR & Personnel	Personnel
HRP8	Display Screen Equipment (DSE) Users Policy	HR & Personnel	Personnel
HRP9	Equality, Diversity and Inclusion Policy	HR & Personnel	Personnel
HRP12	Gifts and Hospitality Policy	HR & Personnel	Personnel
HRP13	Grievance Policy	HR & Personnel	Personnel
HRP14	Menopause Policy	HR & Personnel	Personnel
HRP16-1	Performance Management Policy	HR & Personnel	Personnel
HRP16-2	Capability Policy	HR & Personnel	Personnel
HRP17	Probationary Policy	HR & Personnel	Personnel
HRP18	Recruitment, Induction and Leavers Policy	HR & Personnel	Personnel
HRP19	Reservist Policy	HR & Personnel	Personnel
HRP20	Sexual Harassment Policy	HR & Personnel	Personnel
HRP21	Sickness Absence Policy	HR & Personnel	Personnel
HRP22	Staff Travel Expenses Policy	HR & Personnel	Personnel
HRP23	Training and Development Policy	HR & Personnel	Personnel
HRP24	Whistleblowing Policy	HR & Personnel	Personnel
HRP25	Staff Handbook	HR & Personnel	Personnel

Policies Proposed to be Retained by Full Council

21 recommended for retention by Full Council

Policy Ref	Policy Name	Category	Notes re not delegating to committee
C2	Climate Emergency Policy	Corporate	Strategic policy
C4	Committee Terms of Reference Policy	Corporate	Can only be Full Council as it impacts all committees
C6	Councillor/Officer Protocol Policy	Corporate	Can only be Full Council as needs buy-in of all councillors
C7	Health and Safety Policy	Corporate	Strategic policy
C8	No Cold Calling Policy	Corporate	A designation for the whole parish area, so should not be delegated to a committee
C9	Interim Scheme of Delegation to Officers Policy	Corporate	Can only be Full Council as impacts all committees
C10	Standing Orders Policy	Corporate	Can only be Full Council as impacts all committees
C13	Seaford Town Neighbourhood Plan	Corporate	Strategic policy that could be scrutinised by Planning & Highways, but should remain Full Council due to level of influence as a policy
C14	Strategy Programme 2025 - 2027	Corporate	Strategic policy
CE2	Council Representation on Outside Bodies Policy	Comms & Engagement	Should remain Full Council as relates to the role of all councillors
CC 1	Civic Awards Policy	Civic and Councillor	Strategic policy
CC 2	Code of Conduct for Members Policy	Civic and Councillor	Impacts all councillors, should be Full Council
CC 3	Committee Chairs Management Group Policy	Civic and Councillor	Impacts all chairs, should be Full Council

Policy Ref	Policy Name	Category	Notes re not delegating to committee
CC 4	Co-option Policy	Civic and Councillor	Relates to how councillors are co-opted, so should have Full Council level approval
CC 5	Honorary Freedom of the Town Policy	Civic and Councillor	Strategic policy
CC 6	Members Allowance Policy	Civic and Councillor	Impacts all councillors, should be Full Council
CC7	National and Local Mourning Procedure EXEMPT	Civic and Councillor	Strategic policy
CC8	Mayor and Deputy Mayor Roles and Responsibilities Policy	Civic and Councillor	Relates to Mayoral role
CC9	Mayoral Role Guidance and Expectations Policy	Civic and Councillor	Relates to Mayoral role
F7	Financial Regulations	Finance	Strategic policy
F8	General & Financial Risk Assessment	Finance	Strategic policy

Policies That Fall Outside Scope

3 policies that fall outside the scope of this recommendation

Policy Ref	Policy Name	Category	Reason not applicable
C1	Agenda and Minutes Policy	Corporate	To be incorporated within Standing Orders
CE7	Press and Media Policy	Comms & Engagement	To be incorporated within Communication Strategy
CE8	Public Participation Policy	Comms & Engagement	To be incorporated within Standing Orders



Seaford Town Council

Report Number:	64/26
Agenda Item Number:	17
Meeting:	Full Council
Date:	23 July 2026
Title:	Review and Adoption of Standing Orders
Strategy Programme Ref:	5.3B
Purpose of Report:	To present revised Standing Orders for adoption by Full Council
Contact Officer:	Steve Quayle, Town Clerk Authored by: George Raeburn, Senior Committee Clerk
Supporting Documents:	Appendix A – Revised Standing Orders

Officer Recommendations

1. To adopt the revised Standing Orders, with any amendments agreed in the meeting and a decision as to which approach to adopt with Standing Order 5.23.
(Subject to recommendation 1 being passed:)
2. To archive the Public Participation Policy and Agendas & Minutes Policy due to now being incorporated within the Standing Orders.

41. Introduction

41.1 Council Standing Orders are the written rules and procedural bylaws that govern how a local council operates. They regulate the proceedings of council meetings, ensure legal compliance, and outline internal administrative, organisational, and financial procedures

41.2 As a core part of a local council's governance framework, it is considered best practice that local councils review their Standing Orders annually.

41.3 The National Association of Local Councils (NALC) produces the national model Standing Orders. All parish and town councils are recommended to

adopt Standing Orders, using the NALC model as the basis, although recommending that councils tailor these to their specific needs.

41.4 The latest edition of the NALC model Standing Orders is from March 2025 and can be found on the [NALC website](#). The Town Council last updated and adopted its Standing Orders in June 2025, based upon the revised model.

41.5 Whilst the Town Council's Standing Orders set out the majority of the rules and guidance that are required, councillors and officers have both acknowledged for a number of years that they are lacking in terms of accessibility. Concerns have been discussed around the document not being particularly user-friendly in terms of layout, navigation, and the language and terminology used.

41.6 Officers have carried out a review of the Standing Orders and are presenting a revised version for consideration and adoption by Full Council.

42. Information

42.1 The proposed revised Standing Orders are included at **Appendix A**.

42.2 The focus of the review, as per 1.5 above, has been to create a set of Standing Orders that are:

- (a) Tailored to Seaford Town Council and its procedural norms, providing clarity where needed,
- (b) Written in plain language, as far as possible,
- (c) Clear with expectations where meeting procedures are concerned and where chairs have discretion over certain matters,
- (d) Able to be used by new councillors and staff joining, aiding with their induction process, whilst also acting as a reference document that current councillors and staff feel confident using and referring to.

42.3 Achieving the above has required some quite significant changes in terms of layout and order of the document, as well as additions to fill in the gaps of the Seaford Town Council specific information.

42.4 Officers have used tracked changes on the appendix but only where there are key or policy changes to the document, or additions clarifying current practice. Changes to the layout/order or language simplifications have not been tracked to make draft document readable.

42.5 By way of reassurance, all legally required Standing Orders from the model standing order (those in bold in the policy) remain intact.

42.6 An overview of the key changes is as follows:

- (a)** Sections 2 and 3 are new additions – they provide an overview of the Town Council’s decision making and meetings functions, with the aim that even someone new to the Town Council (whether councillor, officer or member of the public) can fairly quickly gain a broad understanding of how these areas work within the Town Council and some key terms.
- (b)** Standing Orders now reflect the amended process surrounding the approval of councillor reasons for absences at meetings, and make mention to the six-month automatic vacation of office in certain circumstances.
- (c)** Section 5 has seen the most changes to layout and order, with the aim of more clearly guiding the reader through the format and flow within a meeting, including the handling of amendments.
- (d)** Full Council is asked to choose which approach it wishes to adopt at Standing Order 5.23, in relation to voting on appointments where there is more than one nominee.
 - (i)** 5.23.a) reflects current practice, although officers are aware that not all councillors are comfortable with this approach.
 - (ii)** 5.23.b) reflects an alternative approach, which is recommended by officers

N.B. There is no prescribed way for local councils to manage this process – a council will need to determine its own ‘local rules’ for this.

- (e)** Section 6 covers the press and public attendance at meetings, as well as arrangements for participation and recording meetings. Officers have incorporated the current Public Participation Policy within this section, removing the need for a separate policy where not required.
- (f)** Most changes to Section 6 are small clarifications or updates to the text where needed. Under Standing Order 6.2.b, officers are, however, recommending a change in policy, requiring members of the public to register to speak in advance of the meeting. This is an approach adopted by many parish and town councils, as well as Lewes

District and East Sussex County Councils. This enables officers to better prepare for the meeting and aids keeping public participation to its 20-minute allotted time period. The chair will, however, have discretion to extend this, should it be deemed needed in exceptional circumstances.

- (g) Sections 4 and 8 cover the creation and publication of agendas and minutes, negating the need for a separate Agendas & Minutes Policy. No policy changes have been made, just small clarifications or updates to the text where needed.
- (h) Standing Orders 2.5 and 13.1.c relate to the proposal that appears elsewhere on this agenda in relation to delegating power to committees to adopt specific policies. If this proposal is not agreed by Full Council, these two Standing Orders will be removed.
- (i) Standing Order 10.7 reflects the new Mayor and Deputy Mayor Roles and Responsibilities Policy adopted in April 2026, reiterating the Mayor's ability to attend committees they are not a member of in a voting ex-officio capacity.
- (j) Standing Order 11.10.h relates to the review of the Fixed Asset Register which, from 2026 onwards, will be reviewed by Full Council annually in June, when approving the Annual Governance & Accountability Return.
- (k) Standing Order 15.9 grants dispensations to all councillors for their four-year term of office in relation to the setting of precept and consideration of members allowances. The inclusion of these dispensations in the Standing Orders removes the risk of these not being granted at meetings where they are required.
- (l) Section 19 has been simplified due to the number of personnel policies the Town Council now holds.
- (m) Standing Order 21.5 has been deleted as this is covered within Standing Order 21.1.

42.7 There are two guidance documents linked to within the Standing Orders, relating to the role and responsibilities of chairs and councillor interests. These documents are available to view on the Town Council's website and do not form part of the adopted policy document.

42.8 The current Standing Orders are available to view of the [Town Council website](#), should councillors wish to refer to these.

43. Financial Appraisal

43.1 There are no direct financial implications as a result of this report.



Standing Orders

Standing Orders are used to confirm the Town Council's internal organisation, administrative procedures, procedural matters for meetings, and support good and effective working relationships between officers and councillors

"Working with our community to secure Seaford's best future"

Policy Status

Version	0.14	Last Review Date	June 2025
Adopted Date	June 2025	Next Review Date	TBC
Review Period	Annually	Approving Body	Full Council

Version History

Date	Version	Approval	Status
2025	0.13	Full Council	Adopted Policy
2024	0.12	Full Council	Adopted Policy
2022	0.11	Full Council	Adopted Policy
2021	0.10	Full Council	Adopted Policy
2020	0.9	Full Council	Adopted Policy
2019	0.8	Full Council	Adopted Policy
2018	0.7	Full Council	Adopted Policy
2017	0.6	Full Council	Adopted Policy
May 2016	0.5	Full Council	Adopted Policy
November 2014	0.4	Full Council	Adopted Policy
June 2013	0.3	Full Council	Adopted Policy
June 2012	0.2	Full Council	Adopted Policy
March 2011	0.1	Full Council	Adopted Policy
Standing Orders will have been in existence from May 1999, however the Town Council no longer holds an electronic record of these documents			

Related Policies and Other References

Standing Orders relate to most Town Council policies, however below are the key related policies:

Policy Reference Code	Policy Name
C4	Committee Terms of Reference Policy
C9	Interim Scheme of Delegation to Officers Policy
CC2	Code of Conduct for Members Policy
CE10	FOI Publication Scheme
CE11	FOI Requests Procedure
CE3	Data Protection Policy
CE4	Document Retention Policy
CE6	Petition Policy
F6	Purchase Ordering and Payment for Goods and Services Policy
F7	Financial Regulations Policy

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1. Introduction

- 1.1. Standing Orders are the written rules of Seaford Town Council. They are used to confirm the Town Council's internal organisation, administrative procedures, procedural matters for meetings and enable good and effective working relationships between officers and members.
- ~~1.2. Meetings of Full Council and its committees, councillors, the Proper Officer and Responsible Financial Officer are subject to many statutory (legal) requirements. The Standing Orders confirm those statutory requirements.~~
- ~~1.2. The National Association of Local Councils (NALC) produces national model Standing Orders. These set out the Standing Orders that are a statutory requirement and those that are designed to help the Town Council operate effectively but do not contain statutory requirements so they may be amended to suit each council's needs.~~
- ~~1.3. These Standing Orders are based on the national model produced by the National Association of Local Councils (NALC). The Town Council has created a plain language version of the Standing Orders to provide a policy that is more user-friendly, whether for experienced or newly joining councillors or officers, or members of the public aiming to better understand the Town Council's governance operations.~~
- ~~1.3.1.4. The Town Council has ensured that all statutory requirements – as set out within the NALC model document - are included within its Standing Orders (those sections within **bold type**)~~
- ~~1.4. Sections that are within bold type contain statutory requirements and it is therefore recommended that councils adopt them without changing them. Other sections not in bold are designed to help the Town Council operate effectively but do not contain statutory requirements so they may be amended to suit the Town Council's needs.~~
- ~~1.5. The Town Council has a suite of other policies that may be made mention to in the Standing Orders. The Town Council has its adopted Financial Regulations which regulate and control the financial affairs and accounting procedures of the Town Council.~~

2. Decision Making within the Town Council

- ~~2.1. There are three different methods of decision-making within the Town Council:~~
- ~~a. Decisions already set out within Town Council policy.~~
- ~~b. Decisions made by Town Council officers, in accordance with the Town Council's Scheme of Delegation to Officers Policy, and~~
- ~~a.c. Decisions made by formally constituted meetings of the Town Council.~~

Suite of Policies

- 2.2. The Town Council has a suite of policies, all of which are published on its website, except for any that have an exemption from being published.
- 2.3. Standing Orders may make mention to other policies to avoid duplications.
- 4-6:2.4. The Town Council has adopted separate Financial Regulations that regulate and control its financial affairs and accounting procedures, although **Section 20** of this document provides a further overview of these arrangements.
- 2.5. [SUBJECT TO BEING APPROVED BY FULL COUNCIL ELSEWHERE ON THE 23 JULY AGENDA] Town Council Committees are empowered to adopt certain policies that govern their areas of responsibilities. The details of these delegations are set out within the Committee Terms of Reference Policy.

Officer Decisions

- 2.6. The Town Council's Scheme of Delegation to Officers Policy sets out the decision-making that has been delegated to officers.
- 2.7. Delegations are made to the Town Clerk, who then determines whether and how to further delegate these within the Town Council's staff structure.

Decisions within Meetings

- 2.8. Any decisions that do not fall within policy or officer delegated powers will have to be brought to a formally constituted meeting for consideration.
- 2.9. Town Council meetings and the decisions made within them are overseen and regulated by these Standing Orders.

2-3. *Town Council Meeting Overview*

Part 1 – Municipal Years

- 2-1:3.1. Town Council meetings operate in municipal years, which run from May to May.

Part 2 – Committee Structure

- 3.2. At each annual meeting, Full Council is asked to confirm its committee structure for the coming municipal year.
- 3.3. In reality, unless they have been planned and researched in advance by officers, changes to the committee structure cannot usually be implemented immediately, as there are significant workload consequences to implement a change to the structure. Where a change is requested, officers will therefore work with councillors to agree how this will be investigated and the timeline for presenting this back to Full Council for consideration.

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2-2-3.4. **Section 10** of these Standing Orders sets out general details around committees and sub-committees.

Part 3 – Meeting Timetable

3.5. Each year Full Council agrees the Town Council’s schedule of meetings for the coming municipal year.

3.6. Where a meeting date is required to be changed, the Town Clerk may do so in consultation with the relevant chair, subject to this not reducing the number of meetings held within the municipal year.

3.7. There may be times when additional meetings are required – known as extraordinary meetings – **Section 12** provides more detail on extraordinary meetings.

Part 4 – Appointment of Committee Membership

3.8. At each annual meeting, Full Council appoints membership of its committees and sub-committees.

3.9. Outside of the annual meeting and where there are committee vacancies, the Town Clerk may appoint councillors to committees subject to obtaining votes from councillors by email. If the emailed majority vote is against appointment, Full Council will be asked to consider the appointment.

Part 5 – Appointment of Chairs and Vice Chairs

3.10. At each annual meeting, Full Council appoints chairs and vice chairs to each of its committees.

3.11. Where a chair or vice chair role becomes vacant, Full Council will be asked to make the appointment at the next available opportunity.

3.12. If a meeting of the committee takes place before the appointment is made, the vice chair steps in to chair the meeting in the absence of a chair. If both the chair and vice chair are not present, the committee will be asked to appoint a chair for that meeting only from within its membership, with the meeting clerk overseeing proceedings until a chair is appointed.

3.13. If the vice chair is absent from a meeting but the chair is present, a committee does not need to appoint a vice chair.

Part 6 – Role of the Chair

3.14. A chair must be present to preside over any meeting.

3.15. There is a guidance document available on the Town Council’s website that sets out the committee chair and vice chair roles and responsibilities both in and outside of meetings, including those that are derived from Town Council policy. This is a working document that is updated as required.

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3.16. Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Town Council (or one of its committees) may in their absence be done by, to or before the Vice-Chair of the Town Council (or one of its committees).

3.17. The meeting chair will need to ensure that Standing Orders are complied with in the meeting, with the guidance and support of the meeting clerk.

2.3.3.18. These Standing Orders also set out where the chair has discretion over meeting proceedings, with their decision being final.

Part 7 - Quorum

2.4.3.19. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Full Council or committee are in attendance at the meeting (~~regardless of~~ if they have declared an interest and abstained from voting or exited the meeting for an agenda item, **that member will not count towards the quorum**) and in no case shall the quorum of a meeting be less than three.

2.5.3.20. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

Part 8 – Apologies for Absence & Disqualification from Non-Attendance

3.21. Every meeting agenda will have an item of business to receive apologies for absence from councillors.

3.22. If a councillor is unable to attend a meeting that they have been summoned to, they should submit their apologies in writing to the meeting clerk, with their reason for absence. The apologies will be conveyed at the meeting and the reason for absence either approved or not.

3.23. **Section 10** sets out the guidance around substitutes attending a meeting in a councillor's absence. Substitutes must be arranged by the absent councillor and cannot be arranged by officers or other councillors on their behalf.

3.24. **If a councillor fails to attend a meeting of the Full Council, committee or sub-committee, or an outside body to which that councillor has been appointed as a representative, for a period of six months and their reasons for absence have not been approved during that time, or an extended period of absence granted, the councillor will automatically vacate their office.** The responsibility for this lies with individual councillors. Officers will however work supportively and proactively with councillors to try to avoid this situation occurring.

Part 9 – Disclosure of Interests

3.25. Every meeting agenda will have an item of business to invite councillors to disclose any pecuniary or non-pecuniary interests in relation to matters of

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business on the agenda. Councillors joining a meeting late will be asked by the chair if they have any interests to disclose.

- 3.26. Section 15 sets out the legislative requirements and guidance around interests and dispensations.

4. Creation and Issue of the Agenda

2-6-4.1. The agenda and associated reports are created and issued by the Proper Officer.

2-7-4.2. The Proper Officer will work collaboratively with the chair to agree the items of business being included on the agenda. The Proper Officer does however have final say on this.

4.3. The Proper Officer will sign off the agenda and associated reports, ensuring that the reports present the required information to support any decision-making and clear recommendations, where applicable, for consideration by councillors.

2-8-4.4. For Full Council meetings, the notice of the meeting, summons to the meeting for councillors (the agenda), and associated reports will be issued at least three clear days prior to the meeting. Three clear days does not include the day the notice was issued, the day of the meeting itself, Sundays, Bank Holidays, Christmas Day, or days of public mourning.

2-9-4.5. For committee and sub-committee meetings, the Town Council has determined that it will issue the notice of the meeting, summons to the meeting for councillors (the agenda), and associated reports, at least three clear days prior to the meeting (with the same exceptions as Standing Order 4.4 above).

2-10-4.6. Officers endeavour to issue the agenda and associated reports as early as possible, aiming for at least one week prior to the meeting, where possible.

2-11-4.7. A notice of the meeting will be published on the Town Council's website, external noticeboard at the Council offices, and, where available, its social media channels.

2-12-4.8. Agendas and associated reports are issued electronically via email to those that have opted in for such communications and are posted on the Town Council's website.

- a. Agendas relating to meetings of the Appeals Committees will be removed after the date of the meeting and will be available to view in line with the Town Council's publication scheme.

4.9. From the public perspective, all agendas should be clear, succinct and enable the reader to appreciate what will be discussed at the Town Council meeting and when and where that meeting will take place.

**Showing key and policy changes and additions clarifying current practice
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~~2.13.4.10.~~ Full Council agendas will include a standard item for noting petition submissions, in accordance with the Town Council's Petitions Policy.

~~2.14.4.11.~~ The agenda will not include 'Any Other Business' as this can lead to illegal decisions. If councillors wish to share information with colleagues on a matter that is not on the agenda, they should ask the chair before the meeting if they can bring this information to the attention of the councillors after the meeting has closed but understand that no decisions can be taken on the matter.

~~4.12.~~ Where there are confidential items of business on the agenda, the agenda will make clear why the item of business is being treated as confidential. **Standing Orders 10.9 and 10.10** set out details of how exempt papers are issued.

~~3.5.~~ Rules of debate at all meetings Meeting Format and Flow

~~Part 1 - General Debate~~ Meeting Order

~~5.1.~~ The agenda will be worked through in the order as issued. The chair does however have discretion to change the order of agenda items, where required.

~~5.2.~~ A motion will need to be passed by the committee or Full Council to defer or not consider an item of business on the agenda. The minutes of the meeting will clearly record the reasons for this.

~~Part 2 – Discussion on Agenda Items~~

~~5.3.~~ The chair and officers will work together to introduce each agenda item and confirm what outcome is being sought from this item i.e. any decisions to be made. This may include any verbal update on the information provided within agenda or associated report. The chair will then open the item up for discussion by councillors.

~~3.1.5.4.~~ Councillors should raise their hand to show that they wish to speak. The chair will invite councillors to speak in the order that they observe hands being raised.

~~3.2.5.5.~~ Councillors shall address the chair not other councillors, officers, or members of the public in attendance.

~~3.3.5.6.~~ Councillors will speak one at a time and avoid interrupting others in the meeting. The chair will take priority when speaking.

~~3.4.5.7.~~ In Full Council meetings, councillors will stand to speak, except where the chair grants permission to stay seated (usually due to disability or if likely to suffer discomfort from standing).

~~Part 3 – Reaching a Decision / Voting~~

~~5.8.~~ The agenda and any associated report will clearly set out any recommendations for consideration.

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- 3-5-5.9.** During the discussion on the agenda item, councillors may ask relevant questions or points of clarification to aid their considerations of the decision to be made.
- 3-6-5.10.** Councillors are strongly encouraged to ensure a full discussion on the agenda item prior to the recommendations being considered or amendments being proposed.
- 3-7-5.11.** Before a motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated.
- 5.12.** A recommendation will need to be proposed and seconded by separate councillors before it becomes a motion and can be voted upon.
- 5.13.** The chair will seek proposers and seconders.
- 5.14.** The chair will lead the vote and ask councillors to vote for, against, or abstain from voting, with the exception of voting on appointments as per Standing Order 5.23.
- 5.15.** **Unless Standing Orders provide otherwise, voting shall be by a show of hands.** The chair has discretion to agree an alternative method of voting where a show of hands is impractical for any councillor (usually due to disability or where it will cause discomfort).
- 3-8-5.16.** **Votes will be determined by a majority being achieved.**
- 3-9-5.17.** The chair may give an original vote on any matter put to the vote, and in the case of a tied vote may exercise their casting vote whether or not they gave an original vote.
- 5.18.** The Town Council does not recognise proxy votes or votes from councillors not physically within the meeting room.
- 5.19.** **Any councillor may request a recorded vote, which will record in the minutes how each councillor present voted. Such a request will be made before or after the vote** but certainly before moving on to the next item of business on the agenda. The meeting clerk will lead the recorded vote – asking each councillor in turn for their vote and recording this.
- 3-10-5.20.** In the interests of expediency, the chair may suggest that all motions are voted upon as a group at once, rather than separately. If any councillor requests otherwise, individual votes will be taken for each motion.
- 3-11-5.21.** See **Standing Orders 11.5 to 11.9** for the ~~different additional~~ rules that apply in the election of the Chair of the Town Council at the Annual Meeting of the Town Council.
- 3-12-5.22.** If a recommendation does not achieve a proposer or seconder, it will be treated as withdrawn. See Standing Orders 8.2.h regarding how this is recorded in the minutes.

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5.23. [FULL COUNCIL IS ASKED TO CHOOSE WHICH OF THE FOLLOWING APPROACHES IT WISHES TO ADOPT FOR INCLUSION IN THE POLICY, OFFICERS RECOMMEND THE ADOPTION OF THE NEW PROCESS 5.23b):]

- a. Where more than one person is nominated for a position (e.g. Mayor or Deputy Mayor, committee chair, outside body representative or working group vacancy, for example), the chair will invite nominations initially and then seek seconders for the nominees. Votes will be taken immediately, in the order that the chair observes a nomination being seconded. Once a seconded, councillor nominee achieves a majority in favour, no further votes will be held on any remaining nominees.

OR

- ~~b. —~~ Where more than one person is nominated for a position (e.g. Mayor or Deputy Mayor, committee chair, outside body representative or working group vacancy, for example), the chair will invite all nominations and seconders. Councillors will be asked to vote for their preferred nominee, rather than the usual 'for or against' style of voting. Councillors may still abstain from voting, should they wish. Where there is a tied vote between two or more nominees, the chair's casting vote must be used.

~~3.13. — Where more than two persons have been nominated for a position to be filled by the Town Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.~~

Part 4 - Amendments

~~3.14.~~5.24. If a councillor does not feel comfortable with the recommendation as written, or motion as proposed, they may suggest an amendment. An amendment may remove, add or change words to the recommendation but must not negate it completely.

5.25. Officers will work with the councillor in the meeting to agree the suitable amendment wording.

~~3.15.~~5.26. The chair has discretion to determine how much discussion is required on an amendment that has been proposed.

5.27. At the point an amendment is proposed and any discussion held, the chair will seek a seconder and, if successful, take a vote on the amendment to the recommendation/motion wording.

- a. This vote is to agree that the amended wording becomes the new motion to be voted upon (the 'substantive motion'), it is not a vote upon the new motion itself.

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a-b. If the vote is not carried, the original recommendation / motion remains intact.

5.28. If there are more amendments to the substantive motion, the process at **Standing Orders 5.24 to 5.27** is repeated for each, in the order the chair observes that they are proposed.

3.16-5.29. If an amendment has already been seconded but not yet voted upon and is suggested to be withdrawn, both the proposer and seconder will need to approve this.

Part 5 – Councillor Input

5.30. It is imperative that meetings facilitate the required decision making and maintain the necessary momentum to enable this. As such, it is crucial that councillors read the agenda and associated reports ahead of the meeting.

5.31. Councillors are encouraged to submit relevant questions on agenda items via email to the listed contact officer in the report at least 48 hours ahead of the meeting. Officers will provide a verbal update at the beginning of the discussion on the agenda item.

3.17-5.32. Within the meeting itself, a councillor may speak once in the debate on a motion and this shall not exceed three minutes. The chair will have discretion to decide whether to allow a councillor to speak again if they are introducing new information.

3.18-5.33. The exceptions to **Standing Order 5.32** are where a councillor is seeking:

- a. to speak on each amendment moved by another councillor,
- b. to make a point of order (see **Part 6**),
- c. to exercise their right of reply to queries or statements in relation to a motion they have moved themselves,
- d. to disclose an interest that has come to light, or
- e. to give a personal explanation.

Part 6 - Point of Order

3.19-5.34. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking.

3.20-5.35. A councillor raising a point of order shall identify the Standing Order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

3.21-5.36. A point of order shall be decided by the chair of the meeting and their decision shall be final.

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Part 7 - Disorderly Conduct at Meetings

~~3.22.5.37.~~ No person shall obstruct the transaction of business at a meeting or behave offensively or improperly – this includes councillors, officers, members of the public or other third parties present. If this Standing Order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

~~3.23.5.38.~~ If person(s) disregards the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may propose that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

~~3.24.5.39.~~ If a resolution made under **Standing Order 5.38 above** is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting. In extreme cases, the Police may be called.

4.6. Press and Public Attendance at Meetings

Part 1 – Press and Public Attendance

4.1-6.1. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

Part 2 – Public Participation

4.2.6.2. Public participation is welcomed at Full Council and committee meetings. Set out below is guidance surrounding participation by members of the public at meetings:

a. Public participation will be included in all Town Council agendas except for the Personnel and Appeals Committees - it is at this time in the meeting where members of the public may speak.

a.b. Members of the public are asked to register their intention to speak in advance of the meeting (the details of how to do this will be set out on the agenda). If members of the public do not register to speak, they risk not being able to speak if public participation has already exceeded its allotted time (see **6.2.c below**).

c. Members of the public will be given a maximum of four minutes each to speak. Public participation shall take no longer than 20 minutes in total. The Chair shall have discretion to allow additional public participation only in exceptional circumstances.

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- b.d.** Questions or statements made at committees must be related to an item on the agenda and not general matters. Questions or statements at Full Council meetings can be on any reasonable matter.
- c.e.** Members of the public wishing to make comments on a specific planning application being considered by the Planning & Highways Committee will be invited to do so immediately before each application is considered, rather than during the public participation agenda item.
- d.f.** Only one person is permitted to speak at any time. The member of public should raise their hand when wishing to speak; the Chair will decide the order in which members of the public speak. When speaking they should stand (unless they have mobility issues or are likely to suffer discomfort from doing so).
- e.g.** To take part in public participation the member of public must be present at the meeting to ask their question or make their statement – the Town Council will not read statements out on behalf of members of the public.
- f.h.** Any comments made or questions asked should be directed at the chair. Members of public are asked to state which agenda item (where relevant) their question is regarding.
- g.i.** Every effort will be made to give a response at the meeting, where required; a summary of any response given will be included in the minutes of the meeting, which will be published on the Town Council's website.
- h.j.** A verbal response may be provided by the Chair, a councillor or Town Council officer, through the Chair.
- i.k.** The public question will not start a discussion.
- j.l.** Members of the public will not have an automatic right to reply to the response given; the chair may consider a request to reply if made, however this is likely to only be granted if new information is being provided.
- k.m.** A request for the Town Council to pursue a public services matter with another public sector body will only be pursued if the requestor can evidence they have attempted to do this themselves first.

4.3.6.3. Any member of public wishing to submit a petition should refer to the Town Council's Petition Policy, which is available on the Town Council's website.

Part 3 – Reporting On or Recording Proceedings

4.4.6.4. A person present at a meeting may not create an oral report or oral commentary (such as, for example, using an audio recorder to record that person's commentary on the meeting, or to take that person's verbal notes of the meeting) about a meeting as it takes place without

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permission from the meeting Chair. This is so as to prevent disruption to or confusion at the meeting.

4.5-6.5. Subject to **Standing Order 6.1**, a person attending the meeting is permitted to film, photograph, make an audio recording of the meeting, or other means, in order to enable those not present to see or hear an accurate account of the meeting as it takes/took place or later in order to give them an accurate oral or written account of the meeting.

4.6-6.6. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

7. Motions

4.7-7.1. With regards to motions that are considered at these meetings, these will come about in one of three ways:

- a. motions presented within a report accompanying the agenda (see **Section 4**)
- b. motions that a councillor wishes to include on an agenda and that require written notice (see **Section 7 Part 1**)
- c. motions that can be raised in the meeting by a councillor and require no written notice (see **Section 7 Part 2** below)

Part 1 - Motions for a meeting that require written notice to be given to the Proper Officer

4.8-7.2. The preferred operation of the Town Council is for councillors and officers to work in partnership to prepare motions for reports at meetings where this is necessary. However, if a councillor wishes to prepare a report alone the procedure below must be followed.

4.9-7.3. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event, shall relate to the performance of the Town Council's statutory functions, powers and obligations or an issue which specifically affects the Town Council's area or its residents, such as national policies or those of a principal authority, waste services, anti-social behaviour, transport / education / health infrastructure etc.

4.10-7.4. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

4.11-7.5. The Proper Officer may, before including a motion on the agenda received in accordance with **Standing Order 7.4**, correct obvious grammatical or typographical errors in the wording of the motion.

4.12-7.6. The motion shall be included on the agenda with a brief covering report from the Proper Officer, appending the councillor motion.

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~~4.13.7.7.~~ If the Proper Officer considers the wording of a motion is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.

~~4.14.7.8.~~ If the wording or subject of a proposed motion is considered to be improper by the Proper Officer, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

~~4.15.7.9.~~ The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

~~4.16.7.10.~~ Motions received shall be recorded and numbered in the order that they are received.

~~4.17.7.11.~~ Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection, which will have been informed to the proposer of the motion.

Part 2 - Motions at a meeting that do not require written notice

~~4.18.7.12.~~ The following motions may be moved at a meeting without written notice to the Proper Officer:

- a. to correct an inaccuracy in the draft minutes of a meeting,
- b. to move to a vote,
- c. to defer consideration of a motion,
- d. to refer a motion to a particular committee or sub-committee,
- e. to appoint a person to preside at a meeting,
- f. to change the order of business on the agenda,
- g. to proceed to the next business on the agenda,
- h. to require a written report,
- i. to appoint a committee or sub-committee and their members,
- j. to extend the time limits for speaking,
- k. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest,
- l. to not hear further from a councillor or a member of the public,
- m. to exclude a councillor or member of the public for disorderly conduct,
- n. to temporarily suspend the meeting,
- o. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements),

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- p. to adjourn the meeting, or
- q. to close a meeting.

5.8. Minutes of Meetings

8.1. The purpose of the minutes is to record who attends and the legal decisions taken at a Town Council meeting.

5.1-8.2. The minutes of a meeting shall include an accurate record of the following:

- a. the time and place of the meeting;
- b. the names of councillors present and absent, noting those that have given apologies and any reasons for absence that are approved;
- c. interests that have been declared by councillors and non-councillors with voting rights;
- d. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- e. whether a councillor or non-councillor with voting rights left the meeting, including when matters that they held interests in were being considered;
- f. if there was a public participation session,
- g. if specific Standing Orders were suspended and the reason for this,
- h. if recommendations within a report did not find a proposer and/or seconder and therefore were not voted upon, and
- i. the resolutions made, including those in confidential session.

8.3. For each agenda item, the minutes will briefly record that the debate took place about a, b and c, with the exception of confidential items of business.

8.4. The minutes will not record proposers and seconders, nor who voted in favour or against, unless a recorded vote is requested.

8.5. Individuals will not be named in minutes – whether this be councillors, officers or members of the public - save for where necessary to ensure the minutes are clear and meaningful. Officers will be referred to by job title, rather than individual name. Political parties will not be named.

5.2-8.6. If the meeting has executive power to make the decision this will be recorded as “It was resolved to.” if it does not have executive powers, it will be recorded as “It was recommended...”. This recommendation will then be considered by the appropriate decision-making body .

8.7. The minutes of public participation will simply record that a “resident” asked a question about a, b and c and was advised x, y and z in an abbreviated format. Statements will not be recorded verbatim.

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8.8. Individual minute references and page numbers will be consequential separately for Full Council and each committee throughout the municipal year.

5.3.8.9. Draft minutes are created by an officer before being circulated to the meeting clerk and chair for approval to publish.

5.4.8.10. Draft minutes are issued electronically via email to those that have opted in for such communications and are posted on the Town Council's website.

8.11. Minutes relating to meetings of the Appeals Committees will not be issued via email or posted on the Town Council's website but will be available to view in line with the Town Council's publication scheme.

5.5.8.12. All draft minutes will be presented to Full Council for approval as an accurate record of the meeting. At that Full Council meeting:

- a. There shall be no discussion about the draft minutes of a preceding meeting except for any motion to correct their accuracy.
- b. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- c. If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- d. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes for which approved minutes exist shall be destroyed and the approved minutes displayed on the Town Council's website.

6.9. Meetings Generally

6.1.9.1. All formal meetings of Full Council and its committees must be administered by an appropriate Town Council Officer or, where that is not deemed appropriate, by an officer sourced from another local authority or authorised local government body.

6.2.9.2. A meeting shall not exceed a period of three hours, except where a motion is passed by the meeting to extend beyond three hours.

9.3. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other suitable premises are available free of charge or at a reasonable cost.**

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6.3.9.4. In the event that a larger number of people than that which can be accommodated are present for a single item, it must be decided by Full Council (or committee) on whether to proceed with the item or adjourn or defer the matter for subsequent debate at a larger venue.

7.10. Committees, Sub-Committees and Working Groups

Part 1 - Committees & Sub-Committees

7.1.10.1. The Town Council can operate two different types of committee or sub-committee;

- a. Standing committees/sub-committees, which have ongoing responsibilities **and delegated powers** concerning the performance of the statutory powers and functions of the Town Council and related work.
- b. Advisory committees/sub-committees, which are usually created with short-term responsibilities or where the terms of reference do not fall within those of an existing committee, **and do not hold decision-making powers.**

7.2.10.2. Reference to a 'committee' or 'sub-committee' within the Standing Orders document refers to both standing and advisory committees/sub-committees.

7.3.10.3. Unless Full Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

7.4.10.4. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Town Council.

7.5.10.5. Unless Full Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

10.6. Councillors who cannot attend a committee or sub-committee can appoint any councillor to attend in their absence as a voting ex-officio member (a 'substitute'). The absent councillor must advise the meeting clerk of the nomination.

7.6.10.7. Where the Mayor attends a committee that they are not a member of, they do so in a voting ex-officio capacity (as set out within the Mayor and Deputy Mayor Roles and Responsibilities Policy).

7.7.10.8. All councillors who are not members of a committee (save for those attending as a substitute) are entitled to attend the said meeting and participate but not vote and will leave for any confidential items of business.

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~~7.8:~~10.9. Exempt committee papers for all committees and sub-committees will be issued to committee members and any substitutes but not non-committee or non-sub-committee councillors.

~~7.9:~~10.10. Any exception to **Standing Orders 10.8 and 10.9** would be determined by the Proper Officer in consultation with chair of the relevant committee, but councillors will understand that some matters shall be confidential to the members of the meetings.

~~7.10:~~10.11. Full Council may appoint standing committees or advisory committees as may be necessary, and:

- a. shall determine their terms of reference,
- b. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of Full Council,
- c. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings,
- d. shall, subject to **Standing Order 10.3**, appoint and determine the terms of office of members of such a committee,
- e. may, subject to **Standing Orders 10.6 to 10.10**, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the meeting clerk before the meeting that they are unable to attend,
- f. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee,
- g. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- h. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three members,
- i. shall determine if the public may participate at a meeting of a committee,
- j. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee,
- k. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend, and
- l. may dissolve a committee or sub-committee.

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Part 2 – Working Groups

~~7.11.10.12.~~ Full Council or one of its committees or sub-committees may appoint a working group to undertake a specific task.

~~7.12.10.13.~~ Working groups are not subject to the Standing Orders relating to committees/sub-committees. For clarity, working group meetings are not public meetings; there are no notice or minutes requirements and no right for the public to access the meetings.

~~7.13.10.14.~~ When a working group is established, its parent committee will determine clearly defined terms of reference, including whether or not the group has the ability to co-opt its own members, whether councillors or non-councillors.

~~7.14.10.15.~~ Working groups will not have any decision-making powers beyond the ability to co-opt their own members, whether councillors or non-councillors. A working group will usually report back to its parent committee, making recommendations for decisions to be made.

~~7.15.10.16.~~ Working groups are not usually subject to being re-established at each annual meeting (as committees/sub-committees are), save for in an ordinary election year where a change in councillors may mean this is required.

~~7.16.10.17.~~ A working group will dissolve when its terms of reference have been completed or its parent committee determines the group's work has finished.

~~8.11.~~ Annual Meetings

~~8.1.11.1.~~ In an ordinary election year, the annual meeting of the Town Council shall be held on or within 14 days following the day on which the new councillors are elected take office.

~~8.2.11.2.~~ In a year which is not an ordinary election year, the annual meeting of the Town Council shall be held during the month of May.

~~8.3.11.3.~~ If no other time is fixed, the annual meeting of the Town Council shall take place at 7pm.

~~8.4.11.4.~~ In addition to the annual meeting of the Town Council, at least three other ordinary meetings shall be held in each municipal year on such dates and times as the Town Council directs.

~~8.5.11.5.~~ The first business conducted at the annual meeting of the Town Council shall be the election of the Chair (Mayor) and Vice-Chair (Deputy Mayor) of the Town Council.

~~8.6.11.6.~~ The Chair of the Town Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.

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~~8-7-11.7.~~ **The Vice-Chair of the Town Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Town Council at the next annual meeting of the Town Council.**

~~8-8-11.8.~~ **In an ordinary election year, if the current Chair of the Town Council has not been re-elected as a member of the Town Council, they shall preside at the annual meeting until a successor Chair of the Town Council has been elected. The current Chair of the Town Council shall not have an original vote in respect of the election of the new Chair of the Town Council but must give a casting vote in the case of a tied vote.**

~~8-9-11.9.~~ **In an ordinary election year, if the current Chair of the Town Council has been re-elected as a member of the Town Council, they shall preside at the meeting until a new Chair of the Town Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Town Council and must give a casting vote in the case of a tied vote.**

~~8-10-11.10.~~ **Following the election of the Chair of the Town Council and Vice-Chair of the Town Council, the business of the annual meeting shall include:**

- a. **In an ordinary election year, delivery by the Chair of the Town Council and councillors of their acceptance of office forms unless the Town Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Town Council of their acceptance of office form unless the Town Council resolves for this to be done at a later date,**
- b. Confirmation of the accuracy of the minutes of the last meeting of Full Council and its committees,
- c. Consideration of any recommendations made by a committee,
- d. Appointment of members to existing committees,
- e. Appointment of any new committees in accordance with **Section 10** above,
- f. ~~Review Appointment~~ of representation on ~~outside bodies or work with external bodies and arrangements for reporting back, and;~~
- g. In an ordinary election year, and where relevant, to reaffirm that the Town Council is eligible to exercise the General Power of Competence.
- h. ~~Review of inventory of land and assets including buildings and office equipment.~~

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9.12. Extraordinary Meetings

9.1.12.1. An extraordinary meeting can be defined as a meeting that has not been previously agreed by Full Council (a committee or sub-committee) and is scheduled on a needs basis during a municipal year.

9.2.12.2. **The Chair of the Town Council may convene an extraordinary meeting of Full Council at any time. The chair and Proper Officer will work together to create and issue the agenda as per Section 4.**

9.3.12.3. **If the Chair of the Town Council does not or refuses to call an extraordinary meeting of Full Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of Full Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors. The two councillors and Proper Officer will work together to create and issue the agenda as per Section 4.**

9.4.12.4. The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time. **The chair and Proper Officer will work together to create and issue the agenda as per Section 4.**

9.5.12.5. If the chair of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of a committee or a sub-committee. **The two councillors and Proper Officer will work together to create and issue the agenda as per Section 4.**

9.6.12.6. The Proper Officer looking to arrange an extraordinary meeting will do so in consultation with the relevant meeting Chair and where there is a clear justification for an additional meeting.

10.13. Previous Resolutions

10.1.13.1. A resolution shall not be reversed within six months except either by:

- a. a special motion, which requires written notice by at least 50% plus one of those in attendance at the meeting where the original decision took place, to be given to the Proper Officer in accordance with **Section 4**, or
- b. by a motion moved in pursuance of the recommendation of a committee or a sub-committee, **or**
- b.c. **[SUBJECT TO BEING APPROVED BY FULL COUNCIL ELSEWHERE ON THE 23 JULY AGENDA] a special motion, which requires written notice by at least seven councillors, to 'call in' a policy document that has**

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been adopted by a committee, which will subsequently be presented to Full Council for review.

~~10.2.13.2.~~ When a motion moved pursuant to **Standing Order 13.1.a** has been disposed of, no similar motion may be moved within a further six months.

~~11.14.~~ Councillor Activities

~~11.1.14.1.~~ The Town Council's Councillor Officer Protocol sets out the roles and responsibilities of councillors and officers, and how both work in partnership to ensure the success of the Town Council.

~~11.2.14.2.~~ Unless authorised by a resolution, no councillor shall:

- a. inspect any land and/or premises which the Town Council has a right or duty to inspect (this does not apply to publicly accessible property); or
- b. issue orders, instructions or directions to any member of staff or contractor carrying out work on behalf of the Town Council.

~~11.3.14.3.~~ Subject to **Standing Order 14.1**, councillors are encouraged to:

- a. maintain open communication with the electorate, members of the public, local businesses and others to ensure they can represent the wishes and needs of the town,
- b. sit on Town Council committees, sub-committees and/or working groups and partake in meetings and the decision-making process,
- c. attend and support Town Council events and public activities,
- d. represent the Town Council on identified outside bodies, maintain two-way communications for the betterment of both parties,
- e. help positively promote the work and activities of the Town Council within the local communities and wider area,
- f. work collaboratively with officers for the benefit of the Town Council and town,
- g. familiarise themselves with Town Council policy documents,
- h. bring to the attention of relevant councillors, chairs or officers, anything that they believe is relevant to the business and activities of the Town Council,
- i. monitor their own attendance at Town Council meetings to ensure they do not automatically vacate their office as a result of six months of inactivity (see **Standing Order 3.6**),
- j. commit to enacting their role and duties in accordance with the Member's Code of Conduct.

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12.15. Code of Conduct, Disclosure of Interests, and Dispensations

12.1.15.1. All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Town Council.

15.2. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Town Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on their right to participate and vote on that matter.

12.2.15.3. There is guidance document relating to councillor interests available to view on the Town Council's website.

12.3.15.4. Unless they have been granted a dispensation – permission to take part in the discussion and vote on an item they have declared an interest in – a councillor or non-councillor with voting rights shall withdraw from the meeting room when it is considering a matter in which they have a prejudicial interest (whether pecuniary or non-pecuniary). They may return to the meeting after it has considered the matter in which they had the interest.

12.4.15.5. When declaring a non-prejudicial interest, the councillor or non-councillor with voting rights will inform the meeting if they intend to remain in the meeting room, take part in the discussion and / or take part in the vote. A councillor may wish to seek the advice of the meeting clerk or chair on this, ideally ahead of the meeting or alternatively, as soon as the interest is realised and declared.

12.5.15.6. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

12.6.15.7. Dispensation requests raised at least 48 hours before a meeting shall be determined by the Proper Officer. Where a dispensation request is raised at the start of the meeting, this shall be determined by the Council / committee itself under the guidance of the Proper Officer or meeting clerk.

12.7.15.8. A dispensation request shall confirm:

- a. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates,
- b. whether the dispensation is required to participate at a meeting on a discussion only basis, or a discussion and a vote basis,
- c. the date of the meeting or the period (not exceeding the next ordinary election date) for which the dispensation is sought, and
- d. an explanation as to why the dispensation is sought.

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~~12.8.15.9.~~ A dispensation may be granted in accordance **with Standing Order 15.7** if having regard to all relevant circumstances the following applies:

- a. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business, or
- b. granting the dispensation is in the interests of persons living in the Town Council's area, or
- c. it is otherwise appropriate to grant a dispensation.

~~15.10.~~ Through these Standing Orders, **and in accordance with Standing Order 15.8a**, the Town Council grants a standing dispensation to all councillors for their four year term of office in respect of the following two matters:

- a. ~~to all members who pay council tax to take part in discussion and vote on agenda items relating to considering and setting the precept. This dispensation is granted in order for the Town Council to be quorate and to set its annual budget and precept requirement.~~
- ~~d.b.~~ to all members to take part in discussion and vote on agenda items relating to member's allowances (including member's expenses). This dispensation is granted in order for the Town Council to be quorate and to consider its policy in relation to member's allowances.

~~13.16.~~ Code of Conduct Complaints

~~13.1.16.1.~~ Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, Full Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

~~13.2.16.2.~~ Councillors and the Proper Officer will utilise the support and guidance of the Monitoring Officer where queries regarding the Code of Conduct – its application or interpretation - are concerned.

~~14.17.~~ Proper Officer

~~14.1.17.1.~~ The Proper Officer **is a statutory role and** shall be either (i) the clerk or (ii) other staff member(s) nominated by the Town Council to undertake the work of the Proper Officer when the Proper Officer is absent (known as the Acting Proper Officer).

~~14.2.17.2.~~ The Proper Officer shall (either themselves or via delegation to other officers - N.B. emboldened items may not be delegated other than to the designated Acting Proper Officer):

- a. **At least three clear days before a meeting of Full Council**, a committee or a sub-committee,

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- i. Serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - ii. Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Town Council convened by councillors is signed by them).**
- b. Subject to **Section 7 above**, include on the agenda all councillor motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming their withdrawal of it,
- c. **convene a meeting of Full Council for the election of a new Chair of the Town Council, occasioned by a casual vacancy in their office,**
- d. **facilitate inspection of the minute book by local government electors,**
- e. **receive and retain copies of byelaws made by other local authorities,**
- f. retain acceptance of office forms from councillors,
- g. retain a copy of every councillor's register of interests,
- h. assist with responding to requests made under the freedom of information and environmental information legislation and rights exercisable under data protection legislation, in accordance with and subject to the Town Council's policies and procedures relating to the same,
- i. receive and send general correspondence and notices on behalf of the Town Council except where there is a resolution to the contrary,
- j. assist in the organisation of, storage of, access to, security of, and destruction of information held by the Town Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980),
- k. arrange for legal deeds to be executed (see also **Section 25**),
- l. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Town Council in accordance with its Financial Regulations,
- m. record every planning application notified to the Town Council and the Town Council's response to the local planning authority in a book for such purpose,

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- n. refer a planning application received by the Town Council to the Chair, or in their absence Vice-Chair (if any), of the Planning & Highways Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning & Highways Committee,
- o. manage access to information about the Town Council via the publication scheme, and
- p. retain custody of the seal of the Town Council which shall not be used without a resolution to that effect (see also **Section 25**).

15.18. Responsible Financial Officer

18.1. The Responsible Financial Officer is a statutory role responsible for the financial administration of the Town Council.

15.1.18.2. The Town Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

16.19. Handling Staff Matters

19.1. The Town Council has a suite of personnel policies that govern its activities as an employer. The Town Clerk is responsible for recruiting and appointing all staff and managing their employment lifecycle in accordance with Town Council policy.

16.1.19.2. Certain committees and chairs will be involved in the personnel activities of the Town Council and are expected to understand the expectations of them, as set out within Town Council Policy. Relevant officers will provide guidance, support, and/or training, as required.

16.2.19.3. An employment matter relating to a member or group of staff that is being considered by a meeting of Full Council or the Personnel Committee will be treated as a confidential item of business.

~~16.3.—The Town Clerk shall manage the Town Council's sickness absence in accordance with Town Council Policy.~~

~~16.4.—The Town Council's Appraisal Policy sets out the details of the annual review of performance, including those for the Town Clerk.~~

~~16.5.—All staff grievances will be conducted in accordance with the Town Council's Grievance Policy.~~

~~16.6.—Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.~~

16.7.19.4. The Town Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and

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electronic records shall have access restricted accordingly and be encrypted.

17.20. Financial Controls and Procurement

17.1.20.1. The Town Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- a. the keeping of accounting records and systems of internal controls,
- b. the assessment and management of financial risks faced by the Town Council,
- c. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually,
- d. the inspection and copying by councillors and local electors of the Town Council's accounts and/or orders of payments, and
- e. whether contracts with an estimated value below £30,000 including VAT, or due to special circumstances, are exempt from a tendering process or procurement exercise.

17.2.20.2. Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose, or where updated national model financial regulations are published.

17.3.20.3. All payments by the Town Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations and other relevant policy documents.

17.4.20.4. When devising and reviewing financial policies and procedures, the Responsible Financial Officer will refer to the Practitioners' Guide for Governance and Accountability for Smaller Authorities in England produced by the Smaller Authorities Proper Practices Panel.

18.21. Management of Information

18.1.21.1. The Town Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

18.2.21.2. The Town Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Town Council's retention policy shall confirm the period for which information (including personal data) shall be retained or, if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

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~~18.3.21.3.~~ The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

~~18.4.21.4.~~ Councillors, staff, the Town Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

~~18.5.21.5.~~ In accordance with Standing Order 11(a), unless authorised in advance by the Town Clerk, only managers with line management responsibilities shall have access to staff records referred to in Standing Orders 19(e) and (f) above if so justified.

~~19.22.~~ Responsibilities to Provide Information

~~19.1.22.1.~~ In accordance with freedom of information **and environmental information** legislation, the Town Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Town Council.

~~19.2.22.2.~~ The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

~~20.23.~~ Responsibilities under Data Protection Legislation

(Below is not an exhaustive list)

~~20.1.23.1.~~ The Town Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.

~~20.2.23.2.~~ The Town Council shall have a written policy in place for responding to and managing a personal data breach.

~~20.3.23.3.~~ The Town Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects, and the remedial action taken.

~~20.4.23.4.~~ The Town Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

~~20.5.23.5.~~ The Town Council shall maintain a written record of its processing activities.

~~21.24.~~ Relations with the Press/Media

~~21.1.24.1.~~ Requests from the press or other media for an oral or written comment or statement from the Town Council, its councillors or staff shall be handled in accordance with the ~~Town Council's Press & Media Policy, Press Release Procedure and~~ Communications Strategy.

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22.25. Execution and Sealing of Legal Deeds

~~22.1.25.1.~~ A legal deed shall not be executed on behalf of the Town Council unless authorised by a resolution.

~~22.2.25.2.~~ **Subject to Standing Order 25.1**, the Town Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

**23.26. Communicating with ~~District and County or Unitary~~
Councillors Other Elected Members**

~~23.1.26.1.~~ An invitation to attend a meeting of Full Council shall be sent, together with the agenda, to the ward councillors of the district, ~~and~~ county, ~~or unitary~~ councils representing the area of the Town Council (~~where applicable~~).

~~26.2.~~ Where deemed necessary by the ~~relevant officer~~ Town Clerk, correspondence sent to the district ~~or~~ county, ~~or unitary~~ councils shall be copied to the relevant district, ~~or~~ county, ~~or unitary~~ councillor(s).

~~23.2.26.3.~~ Upon request, the local Member of Parliament may attend a Town Council meeting to provide an update on local matters affecting Seaford and answer questions, at a suitable meeting as agreed with the Town Clerk.

24.27. Standing Orders Generally

~~24.1.27.1.~~ All or part of a Standing Order, except one that incorporates mandatory statutory requirements (those in bold), may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

~~24.2.27.2.~~ A motion to add to, vary or revoke one or more of the Town Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, with written notice by at least ten councillors to be given to the Proper Officer in accordance with **Standing Order 9** above. This provision does not apply when Full Council is carrying out a scheduled review of the Standing Orders policy document.

~~24.3.27.3.~~ The Proper Officer shall provide a copy of the Town Council's Standing Orders to a councillor as soon as possible after they have delivered their acceptance of office form.

~~24.4.27.4.~~ The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.



Seaford Town Council

Report Number:	51/26
Agenda Item Number:	18
Meeting:	Full Council
Date:	23 July 2026
Title:	Adoption of a Sexual Harassment Policy
Strategy Programme Ref:	5.3B
Purpose of Report:	To present the recommendation from the Personnel Committee that Full Council adopts the Sexual Harassment Policy
Contact Officer:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer
Supporting Documents:	Appendix A – Proposed Sexual Harassment Policy

Recommendations from Committee

At its meeting on 21 May 2026, the Personnel Committee made the following recommendation to Full Council:

1. To adopt the proposed Sexual Harassment Policy.

Officer Recommendations

None in addition to the recommendation above from Committee

1. Introduction

- 1.1** Officers have been continuing to progress work on the draft Sexual Harassment Policy, following this initially being considered by the Personnel Committee and Full Council in January 2026 and March 2026 respectively.
- 1.2** As the latest step of this review, the Personnel Committee met and considered the revised policy at its meeting on 21 May 2026.

- 1.3 This report is now presenting the proposed policy for consideration and adoption by Full Council, as recommended by the Personnel Committee.

2. Information

- 2.1 The proposed policy document is presented at **Appendix A**.
- 2.2 Report 05/26 to the Personnel Committee provided:
- (a) An overview of the policy and the overarching legislation,
 - (b) Details of the review process including the staff consultation process, and
 - (c) An overview of the changes made since March 2026 Full Council.
- 2.3 Should members wish to revisit the report presented to the Personnel Committee, this can be viewed on the [Town Council's website](#) (page 5 onwards).
- 2.4 At the meeting, in response to queries from members, officers confirmed that there was no need to define gender at birth within the policy given its already all-inclusive nature and gender (sex) being one of the nine protected characteristics. Officers also confirmed that the policy is aligned to ACAS guidance on this subject.
- 2.5 The Committee were satisfied with the proposed policy as presented and recommended this for adoption by Full Council.
- 2.6 Upon adoption, the revised policy will be circulated to all staff and councillors and published on the Town Council's website.
- 2.7 As a new policy, this will be revised initially after one year, at which point the ongoing review frequency will be agreed.

3. Financial Appraisal

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



SEXUAL HARASSMENT POLICY

This policy sets out the Town Council's commitment to providing a supportive, inclusive, and respectful working environment, where unacceptable behaviour is immediately identified, challenged, and addressed, and offers guidance on how to raise and handle a complaint about sexual harassment that occurs within, or is associated with the Council

"Working with our community to secure Seaford's best future"

Policy Status

Version	0.1	Last Review Date	TBC
Adopted Date	TBC	Next Review Date	One year after adoption
Review Period	TBC	Approving Body	Full Council

Version History

Date	Version	Approval	Status
n/a – new policy			

Related Policies and Other References

Policy Reference Code	Policy Name
HRP6	Dignity at Work Policy
HRP7	Disciplinary Policy

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1. Introduction

- 1.1. Seaford Town Council recognises that all officers and other parties carrying out work or duties on behalf of the Council (see section 3 for who this policy applies to) have the right to work in an environment where the dignity of individuals is respected and is free from harassment. Thus, the Council is committed to providing a workplace without any forms of harassment and discrimination, including sexual harassment.
- 1.2. The Council expects all of its officers and other parties carrying out work or duties on behalf of the Council to maintain high standards, ensuring safety across all areas of the Council, and to act at all times in accordance with the Council's Sexual Harassment Policy.
- 1.3. The Council is committed to preventing sexual harassment and any victimisation associated with it, to ensure that all officers feel a sense of belonging and protection.
- 1.4. Apart from this understanding, all officers and other parties carrying out work or duties on behalf of the Council are entitled to:
 - Be treated with dignity, respect and courtesy
 - Experience no form of unlawful discrimination
 - Be valued and regarded for their skills and abilities

2. Aim and Scope

- 2.1. The purpose of this policy is to maintain a supportive, inclusive, and respectful working environment within the Council, where unacceptable behaviour is immediately identified, challenged, and addressed.
- 2.2. The policy includes guidance on how to raise a complaint about harassment that has occurred and is associated with the Council.
- 2.3. It is intended that the Policy will enhance staff safety, boost morale, and reduce stress to support officers' commitment to the Council and its standard operating procedures.
- 2.4. The Policy applies to sexual harassment on any grounds related to **any of the nine protected characteristics below**: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 2.5. **This protection expressly includes anyone who is undergoing, has undergone, or proposes to undergo gender reassignment, including trans individuals.**

- 2.6. This policy also ensures that any allegation of harassment at work is taken seriously and investigated.

3. Who This Applies To

- 3.1. This Policy shall apply to all officers of the Council, irrespective of their employment status i.e., whether they are engaged on a full-time, part-time, temporary or permanent basis.
- 3.2. The provisions of this Policy shall also extend to all individuals associated with the Council, including, but not limited to, elected members and contractors acting on behalf of the Council. These groups are hereafter referred to within this policy as 'other parties carrying out work or duties on behalf of the Council'.
- 3.3. This policy shall also apply to any third parties engaged in work on behalf of the Council, including, but not limited to, agency personnel, consultants, and providers of services or supplies whose staff carry out duties for, or in association with, the Council. Also, referred to within this policy as 'other parties carrying out work or duties on behalf of the Council'.

4. Legal Framework

- 4.1. On 26 October 2024, the Worker Protection Act 2023 (Amendment to the Equality Act 2010) came into effect, making a significant change to the law regarding an employer's obligations to protect its employees from sexual harassment. The Equality Act 2010 now places a legal duty on employers to take reasonable steps to prevent sexual harassment in the workplace.
- 4.2. In accordance with the Act, the Council commits to taking necessary actions to prevent sexual harassment in the workplace. These steps include:
- Developing a culture of respect and inclusion through practices such as the Council's Staff Skills Training program for Bullying and Harassment.
 - Providing a clear understanding and communication between the Council and officers through the Council's Sexual Harassment Policy
 - Taking proactive steps to identify and mitigate risks of sexual harassment under the guidance of the HR & OD Manager.

- Ensuring that other parties carrying out work or duties on behalf of the Council are aware, and have a clear understanding, of the Council's Sexual Harassment Policy and how this applies to them.

5. Defining Sexual Harassment

- 5.1. Sexual harassment is any unwanted physical, verbal, or non-verbal conduct of a sexual nature that has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- 5.2. Sexual harassment can happen to men, women, and people of any gender identity or sexual orientation. Anyone who sexually harasses someone at work is responsible for their own actions, regardless of their sex or gender.
- 5.3. A single incident can be considered sexual harassment without systematic repetition. It also includes treating someone unfairly because they have previously accepted or rejected unwanted sexual conduct.
- 5.4. Types of behaviours which constitute sexual harassment include, but are not limited to:
 - 5.4.1. Physical conduct:
 - Unwelcome physical contact including patting, pinching, stroking, kissing and hugging
 - The use of job-related threats or rewards to solicit sexual favours
 - Physical violence, including sexual assault and rape
 - Fondling and inappropriate touching
 - 5.4.2. Verbal conduct:
 - Coercion
 - Sexual banter
 - Sexual advances, flirting
 - Making sexual jokes or comments
 - Sexual comments about someone's sexual orientation or gender identity
 - Spreading sexual rumours about a person or their sexual conduct outside of work
 - Addressing colleagues by using inappropriate nicknames
 - Unwelcome comments on someone's appearance, body shape, age or private life
 - Gossiping and speculating about someone's sexual orientation, including spreading malicious rumours.
 - Intrusive questioning or suggestions about someone's personal life

- Repeated and unwanted social invitations for dates, meetings or physical intimacy

5.4.3. Non-verbal conduct:

- Sexually suggestive gestures that act as a sexual intent
- Sending, sharing, or displaying sexually explicit materials such as improper messages, images, and videos by any medium, or posters and calendars that expose nudity
- Sending inappropriate emojis while emailing or messaging
- Inappropriate facial expressions such as whistling, winking, licking lips, or raising eyebrows in a suggestive manner

5.5. The complainant(s) refers to any officer(s) or other parties carrying out work or duties on behalf of the Council who raise a concern about sexual harassment. Equally, a respondent refers to any officer(s) or other parties carrying out work or duties on behalf of the Council who are the subject of the complaint.

5.6. Sexual harassment is usually directed at an individual, but it might not always be the case. Sexual harassment in the workplace can sometimes occur as generalised behaviour that is not directed at a specific individual but may be witnessed or overheard. In such cases, any officer or other parties carrying out work or duties on behalf of the Council who observes or is affected by this behaviour is entitled to raise a concern or make a formal complaint.

5.7. Intent is not required for behaviour to be considered sexual harassment. Any unwelcome conduct may still be deemed harassment regardless of the respondent's intention. For instance, an officer may experience harassment, even if they were not the intended target e.g., when pornographic images are displayed on a colleague's computer in the workplace.

5.8. Sexual harassment can take place at any time and any location, including the workplace or at any workplace events (e.g., while travelling with colleagues to an event or online work events). Incidents occurring within these environments remain subject to the provisions of this policy.

6. Statement of the Council

6.1. Seaford Town Council is committed to providing a safe and trustworthy environment for all officers and other parties carrying out work or duties on

behalf of the Council by adhering to the Policy, while fostering a culture of mutual respect.

- 6.2. In order to foster a culture of respect and dignity in the workplace, the Council shall:
- Maintain a zero-tolerance approach for sexual harassment of any kind.
 - Ensure that all complaints are considered promptly and that appropriate proactive action shall be taken where necessary.
 - Confirm that this Policy applies to all officers of the Council and other parties carrying out work or duties on behalf of the Council, irrespective of their role or status.
 - Investigate cases fairly, sensitively and confidentially.
 - Ensures that all officers and other parties carrying out work or duties on behalf of the Council are informed of, and will follow, the procedures for raising concerns and the complaint process as set out in this Policy
- 6.3. All officers and other parties carrying out work or duties on behalf of the Council are responsible for ensuring that they behave in an appropriate manner, showing respect for colleagues and individuals engaged with the Council's standard operations. Therefore, where possible, the Council expects its officers and other parties carrying out work or duties on behalf of the Council to challenge inappropriate behaviour that they witness or that is directed towards them.
- 6.4. The Council emphasises that complainant(s) are not required to negotiate with respondent(s) to resolve the issue informally and personally. Instead, respondent(s) are solely obligated to report the matter (see section 8 below).
- 6.4.1. The Council confirms that the complainant(s) will not be discriminated against or victimised for raising a complaint. Furthermore, any information relating to a raised concern shall remain confidential and will only be disclosed where necessary to address a safeguarding risk.

7. Roles & Responsibilities

- 7.1. The Council acknowledges that achieving the purpose of this Policy (see Section 2) requires collaborative effort between managers and officers. Accordingly, the roles and responsibilities are defined to reflect the Council's commitment to this Policy and the principles outlined herein:

- **Line managers** are responsible for ensuring that they:
 - Monitor the workplace to ensure that zero-tolerance boundaries regarding any sexual harassment are in effect.
 - Be proactive in implementing any reasonable adjustments as necessary.
 - Support the creation of a culture where officers feel confident to work, raise concerns, and feel listened to.
 - Be a role model for promoting appropriate and professional behaviours in the workplace.
 - Support the implementation of the Policy in a fair, consistent and transparent manner.
- **The HR & OD Manager** is responsible for ensuring that they:
 - Ensure that appropriate immediate actions are identified and implemented upon receipt of a complaint
 - Provide guidance and advice throughout the complaint and investigation process
 - Ensure that a person is not targeted or mistreated for making, or being involved in, a complaint of sexual harassment.
- **Officers and other parties carrying out work or duties on behalf of the Council** will:
 - Take accountability for raising any concern about sexual harassment in the workplace.
 - Co-operate with the Council and the overall harassment investigation process, whether a complaint has been filed against them or they have submitted a complaint.

8. Reporting Process

- 8.1. The Council recognises that complainants may feel uncertain about how to proceed when faced with a distressing issue. In this case, an informal discussion with their line manager or HR & OD Manager may help them to understand the situation clearly.
- 8.2. Any complaint may be formally reported by either:
 - Officers or other parties carrying out work or duties on behalf of the Council who have been sexually harassed, in the workplace or relating to their work or duties for the Council.

- Officers or other parties carrying out work or duties on behalf of the Council who have witnessed sexual harassment, in the workplace or in relation to their work or duties for the Council.

8.3. The Council encourages anyone who experiences or witnesses sexual harassment to report it as soon as they feel able to do so. The Council recognises that experiences of sexual harassment can be distressing and that individuals may require time to process what has happened before coming forward. There is no expectation or requirement to report immediately and delays in reporting will not affect how a concern is treated or investigated.

8.4. For officers, ideally the report should be submitted to the Council's HR & OD Manager, who is responsible for and trained in managing the process properly and accurately. Alternatively, complainant(s) can raise the issue with their line managers or another work colleague if they feel more comfortable to do so.

8.5. If the complaint relates to the conduct of the complainant's manager, the complainant may choose to discuss the matter with the HR & OD Manager or senior management.

8.6. Reporting can be made verbally or in writing. The complainant(s) should keep a record of any incidents, detailing when, where, what occurred and who witnessed.

8.7. The Council encourages its officers and other parties carrying out work or duties on behalf of the Council to raise their concerns in a transparent manner. If a person does not feel comfortable or safe raising a complaint, they can do so anonymously. However, reporting sexual harassment anonymously may cause a delay in conducting a thorough investigation and gaining a clear understanding of the situation.

8.8. Any concern raised shall be managed in accordance with the Council's Sexual Harassment Policy and, where appropriate, the Council's Disciplinary Policy.

8.9. Upon receiving a concern of sexual harassment, the Council will promptly and impartially investigate the allegations. The related investigation will be conducted by the HR & OD Manager with the support of the Town Clerk or a member of the strategic management team. Where not appropriate, the HR & OD Manager can be substituted by the Deputy Town Clerk or other suitably experienced individual e.g. an external HR professional.

8.10. Both the complainant(s) and respondent(s) shall be offered appropriate support under the guidance of the HR & OD Manager. Following meetings with the complainant(s) and respondent(s), additional interviews or investigations may be conducted if further information is required to assess the allegations.

- 8.11. Following the investigation, the Council will provide a report outlining its decision on the outcome of the complaint(s).
- 8.12. The Council prioritises confidentiality throughout the investigation process. Thus, any information received during the investigation meetings will be kept securely to ensure the safeguarding of individuals. However, the Council reserves the right to seek advice from, or share information with, appropriate external authorities (e.g., police) if it believes it is under an obligation to do so.
- 8.13. While the Council encourages the reporting of genuine concerns, making a false accusation of sexual harassment may be investigated as a potential disciplinary offence in line with the Council's disciplinary policy.
- 8.13.1. In the case of other parties carrying out work or duties on behalf of the Council, this may result in the termination of a works contract held with the Council.
- 8.13.2. In the case of councillors, this may result in a complaint being submitted to the Monitoring Officer.

9. Outcomes

- 9.1. The Council may reach one of the following conclusions to complete the investigation process:
- There is insufficient evidence to support the complaint; accordingly, no action will be taken, and the complaint is not upheld.
 - A sexual harassment incident has occurred thus, appropriate action will be taken in accordance with the Council's formal disciplinary process depending on the severity of the offence.
 - The complaint is upheld. The outcome and recommendations are communicated, including referral for disciplinary action depending on the severity of the offence and additional support to complainant(s).
- 9.2. A complainant(s) who is not satisfied that their complaint against an officer has been taken seriously must raise a formal Grievance outlining their concerns and this will be investigated following the formal processes in the Council's Grievance Policy.
- 9.2.1 In the case of other parties carrying out work or duties on behalf of the Council, this may result in the termination of a works contract held with the Council.
- 9.2.2 In the case of councillors, this may result in a complaint being submitted to the Monitoring Officer.

10. Dealing with Third-Party Sexual Harassment

- 10.1. The Council acknowledges that it carries the responsibility to protect its officers other parties carrying out work or duties on behalf of the Council from any third-party harassment.
- 10.2. Third-party sexual harassment can result in legal liability and will not be tolerated by the Council. Therefore, all officers and other parties carrying out work or duties on behalf of the Council are encouraged to report any third-party (e.g., contractors, consultants, service suppliers, customers or clients) harassment they are victim of, or witness, in accordance with this policy.
- 10.3. If any third-party harassment of officers or other parties carrying out work or duties on behalf of the Council occurs, the Council will take necessary steps to receive any complaints and to prevent it. The steps including, but not limited to, warnings to respondent(s) about their behaviour, banning them from the Council premises, reporting any criminal acts to the police, and sharing further information with other teams, units and services of the Council.
- 10.4. Any sexual harassment concern from a third party towards an officer or other parties carrying out work or duties on behalf of the Council must be reported immediately as per section 8 of this policy. The HR & OD Manager should assist the respondent officer or other parties carrying out work or duties on behalf of the Council as a part of the support mechanism within the Council.
- 10.5. The Council prioritises preventing third-party sexual harassment to maintain a safe workplace. To ensure this, the Council has:
 - A clear Sexual Harassment Policy that outlines third-party sexual harassment in addition to verbal, non-verbal and physical harassment
 - A training mechanism for recognising and responding to third-party harassment and outlining the responsibilities of line managers and the HR & OD Manager to assist officers in case of any concern.
 - Confidential reporting channels
 - A working culture where officers and other parties carrying out work or duties on behalf of the Council feel supported in reporting any misconduct

11. Handling Time-Off

- 11.1. The Council adheres to its policies and legal requirements regarding any time off connected to sexual harassment issues or concerns.
- 11.2. If an officer requests time off after experiencing harassment, the Council will respond promptly and with empathy towards the request.
- 11.3. If needed, the Council will consider legal requirements regarding paid leave (e.g., sick leave for experiencing emotional distress or mental health issues or paid leave to allow the investigation to proceed while protecting the complainant(s) from harassment-related situations.
- 11.4. The Council ensures that taking leave for reasons related to harassment will not negatively affect the position or standing of the complainant within the Council.
- 11.5. The Council also commits to helping the complainant(s) feel secure and safe upon their return, including possible changes to working schedules or working environment arrangements.

12. Assessing and Managing Risks of Sexual Harassment

- 12.1. The Council acknowledges that sexual harassment is a risk that can occur in the workplace.
- 12.2. Therefore, the Council undertakes a Sexual Harassment Risk Assessment to assess and eliminate the possible risks.
- 12.3. In addition to this assessment, the Council employs the following measures to prevent and address sexual harassment:
 - Having a process for reviewing policies and training
 - Having managerial level oversight (e.g., Town Clerk or Deputy Town Clerk) to make sure the Council is taking necessary actions to eliminate sexual harassment
 - Implementing preventive controls such as proper supervision and a clear code of conduct.

13. Further Support

- 13.1. The Council is open to providing additional information and guidance to its officers on how to address concerns and complaints of sexual harassment in the workplace, upon request.
- 13.2. The Council understands that concerns regarding sexual harassment may cause stress, anxiety, and mental health problems. The Council will

consider reasonable adjustments to encourage its officers to seek help and be supported.

- 13.3. Under these circumstances, the Council also attaches importance to its officers having access to free counselling and advice. All council officers can contact Care First on 01179342121 who provide a 24-hour counselling helpline for additional mental health support.
- 13.4. For further support and contact, the following channels are also suggested by the Council:
- Sussex NHS Partnership website for accessing resources and signposts for local mental health support:
<https://www.sussexpartnership.nhs.uk/your-mental-health/getting-help>
 - The Samaritans to access free listening services by calling 116 123 or by messaging jo@samaritans.org email address.



Seaford Town Council

Report Number:	52/26
Agenda Item Number:	19
Meeting:	Full Council
Date:	23 July 2026
Title:	Adoption of a Performance Management Policy and Capability Policy
Strategy Programme Ref:	5.3B
Purpose of Report:	To present the recommendation from the Personnel Committee that Full Council adopts the Performance Management Policy and Capability Policy
Contact Officer:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer
Supporting Documents:	Appendix A – Proposed Performance Management Policy Appendix B – Proposed Capability Policy

Recommendations from Committee

At its meeting on 21 May 2026, the Personnel Committee made the following recommendations to Full Council:

1. To adopt the Performance Management Policy subject to amendment to 14.3.3 to include “One of the possible outcomes of this hearing may be dismissal”.
2. To adopt the Capability Policy, subject to the amendments at 9.4.2 and 9.4.6, as agreed.

Officer Recommendations

None in addition to the recommendations above from Committee

1. Introduction

- 1.1 As part of the ongoing review of policies and risk management, officers have identified the needs for a specific policy and process to deal with officer performance management, including capability.
- 1.2 Due to the differences between performance management and capability, it was felt best to create two distinct policies addressing the specific areas.
- 1.3 At its meeting on 21 May 2026, the Personnel Committee discussed the two draft policy documents. This report is now presenting the proposed policies for consideration and adoption by Full Council, as recommended by the Personnel Committee.

2. Information

- 2.1 **Appendix A** presents the proposed Performance Management Policy.
- 2.2 **Appendix B** presents the proposed Capability Policy.
- 2.3 Report 07/26 to the Personnel Committee provided:
 - (a) An overview of the policies and the need for these to be introduced, and
 - (b) Details of the review process.
- 2.4 Should members wish to revisit the report presented to the Personnel Committee, this can be viewed on the [Town Council's website](#) (page 20 onwards).
- 2.5 At the meeting, in response to queries from members, officers confirmed that: anyone going through a performance management process would need to go through each stage and cannot jump stages; anything considered misconduct would be dealt with by the disciplinary process; dismissal is a potential outcome at the end of the performance management process; internal promotion and performance and capability management will be addressed using the policy proposed, and; redeployment could be an option for certain roles, if required, which officers confirmed would be subject to availability/a vacant post and the relevant skillset of the employee.
- 2.6 The Committee requested one change to the Performance Management Policy – section 14.3.3 making mention to dismissal as a possible outcome. This change has been made to the version of the policy at Appendix A.

- 2.7** The Committee requested two additional words to the Capability Policy in section 9.4.2 and 9.4.6. These additions have been made to the version of the policy at Appendix B.
- 2.8** Upon adoption, the revised policies will be circulated to all staff and councillors and published on the Town Council's website.
- 2.9** As new policies, these will be revised initially after one year, at which point the ongoing review frequency will be agreed.

3. Financial Appraisal

- 3.1** There are no direct financial implications as a result of this report.



PERFORMANCE MANAGEMENT POLICY

This policy establishes the approach the Town Council will take to manage performance, providing a clear and consistent process for addressing any concerns in a fair, transparent and constructive manner

"Working with our community to secure Seaford's best future"

Policy Status

Version	0.1	Last Review Date	March 2026
Adopted Date	TBC	Next Review Date	One year after adoption
Review Period	Annually	Approving Body	Full Council

Version History

Date	Version	Approval	Status
n/a – new policy	-	-	-

Related Policies and Other References

Policy Reference Code	Policy Name
HRP15	Capability Policy
HRP1	Absence Management Policy
HRP7	Disciplinary Policy
CE3	Data Protection Policy
C7	Health and Safety Policy
HRP9	Equality, Diversity and Inclusion (EDI) Policy
HRP23	Training and Development Policy
HRP13	Grievance Policy
HRP20	Sexual Harassment Policy
HRP14	Menopause Policy
HRP21	Sickness Absence Policy

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1. Introduction

- 1.1. Seaford Town Council (the Council) recognises that delivering satisfactory services is dependent on the effective work performance of its officers.
- 1.2. Thus, the Council expects its officers to maintain satisfactory levels of job performance.
- 1.3. To ensure this, the Council conducts a thorough recruitment process to build a team equipped with the skills and capabilities required to fulfil their responsibilities.
- 1.4. The Council recognises that there may be instances where an officer's performance falls below expected standards. To address this, the Council promotes effective and efficient service delivery by fostering job satisfaction, engagement and motivation. This policy is therefore designed to:
 - Inform officers about required performance standards for their role
 - Support officers in maintaining satisfactory performance by addressing any performance gaps
 - Outline how the Council will support officers to enhance motivation and integration into their work
 - Support managers in addressing unsatisfactory performance and in implementing effective performance management methods

2. Aim and Scope

- 2.1. The purpose of this policy is to provide guidance on enhancing the Council's operational effectiveness by improving the performance of its officers and managers while promoting their individual motivation to work.
- 2.2. To achieve this, the policy also addresses:
 - Providing clarity and direction on how the Council will manage performance and capability-related issues
 - Addressing any performance gap to maintain long-term satisfactory working efficiency
 - Ensuring that all officers are aware of their roles and are accountable for complying with their responsibilities and tasks through performance monitoring
 - Supporting officers in maximising their potential, realising their full capabilities, enhancing job satisfaction and professional fulfilment, and sustaining meaningful engagement with their work

- Identifying ways in which the performance of the officers can be improved to the benefit of the Council.
- Identifying performance objectives, targets and key performance indicators (KPIs) for the year, both individual and team level, if needed.

3. Who This Applies To

- 3.1. This policy shall apply to all officers of the Council, irrespective of their employment status, i.e., whether they are engaged on a full-time, part-time, temporary, casual, or permanent basis.
- 3.2. This policy does not apply to individuals who are not directly employed by the Council but are engaged to carry out work on its behalf, including (but not limited to) agency workers, consultants, contractors, or suppliers.
- 3.3. Any concerns relating to the performance or conduct of such individuals will be managed through their employing or representative organisation in accordance with the relevant contractual arrangements, rather than under this Performance Management Policy.
- 3.4. This policy does not apply to councillors. Concerns regarding the actions, activities or behaviours of a councillor are covered in the Member's Code of Conduct.
- 3.5. In the case of performance issues relating to the Town Clerk, the above will be undertaken by the Chair of Personnel and Chair of the Committee Chairs' Management Group (CCMG), as the Town Clerk's line management representatives. If HR support were felt required, the HR & OD Manager will make the arrangements for suitable and appropriate support.

4. Legal Framework

- 4.1. By adopting and applying this policy, the Council will promote equal opportunities for all and prevent discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, in accordance with the Equality Act 2010.
- 4.2. Additionally, the Council is committed to support disabled individuals and those with long-term health conditions that affect their performance, in accordance with the Equality Act 2010. Therefore, the Council will endeavour to make reasonable workplace adjustments where required. Any agreed adjustments will be monitored as part of the performance management process to ensure appropriate support is identified and

provided when addressing any performance-related matters involving an officer.

- 4.3. The Council uses this approach to ensure that all officers have equal access to professional development and opportunities to discuss their support plans.

5. Defining Performance Management

- 5.1. Performance Management is an umbrella term for the entire set of policies and practices an organisation can utilise to ensure that those within the organisation attain their goals.
- 5.2. In the context of this policy, performance management refers to how managers and individual staff members work together to ensure each officer performs to the best of their ability while upholding the Council's values and business standards.
- 5.3. The Council defines effective performance management as a structured and proactive process which includes, but not limited to, the following:
 - Aligning individual and team performance with the Council's strategic priorities, service objectives and available resources
 - Identifying underperformance at an early stage and taking appropriate, proportionate action
 - Undertaking timely, transparent and ongoing monitoring, evaluation and review of operational activity to support continuous improvement in service delivery

6. Performance Management in Relation to Capability

- 6.1. The Council takes into consideration the distinction between performance and capability to apply the most appropriate procedures and actions (see Section 10) when managing officer's performance.
- 6.2. *Capability* refers to an officer's ability to perform the work expected of them to the required standard. It may be evaluated by reference to an officer's skills, knowledge, abilities, aptitude, health, or any other physical or mental competence in relation to the job they are employed to perform. Therefore, it covers all matters related to performance and attendance. Please refer to the Capability Policy for more details.
- 6.3. On the other hand, *Performance Management* encompasses all aspects of work-related performance, excluding matters of capability. It does not, however, apply to issues of misconduct, which will be addressed in accordance with the Council's Disciplinary Policy or other relevant procedures.

- 6.4. Line managers are expected to remain vigilant for any signs of underperformance or potential capability gaps. Where possible, these issues should be identified and addressed proactively by the manager before the formal application of this policy.
- 6.5. If a manager is uncertain about which policy applies to the intended concern, any uncertainty must be raised with the HR & OD Manager for further consideration and clarification.

7. Performance Improvement Plan (PIP)

- 7.1. The Council aims to ensure that all officers are provided with the necessary support to perform their duties as expected. To achieve this, the Council adopts the use of PIPs for its officers.
- 7.2. A PIP refers to a framework designed to support and improve officer's performance. Therefore, a PIP is created to address and remedy recurring performance issues.
- 7.3. In basic terms, the PIP states clear performance objectives, measurable targets, defined timescales, and references the officer's job description besides any other relevant performance standards. The Council's PIP addresses, but is not limited to, the following:
 - The specific nature of the performance and/or capability issues
 - The required improvements and the actions the Council will take to support officers in achieving those improvements
 - The support, training, advice, or reasonable adjustments that have been provided or will be made available to assist officers, and,
 - The timescale for achieving the required improvement, which will be proportionate to the nature of officer's role and allow sufficient time for improvement and completing further assessment.
- 7.4. In the first instance, the timescale for improvement will normally be within 12 weeks depending on the complexity of the role or the nature of the performance issue/s. However, depending on the progress made, the line manager may agree with the officer to shorten or lengthen the duration of the PIP.
- 7.5. When requested by officers, appropriate guidance, assistance and further clarification will be provided by the HR & OD Manager to help the officers to achieve their required level of performance and improvement.
- 7.6. Officers are expected to continue working towards the targets identified in the PIP with the support of their line manager.

8. Statement of the Council

- 8.1. The Council is committed to ensuring that all officers are given the opportunity to work to their full potential in an inclusive manner where all individuals are supported to achieve their best.
- 8.2. This policy aims to create a supportive working environment for all managers and officers, promoting performance, continuous improvement, and adaptability, while minimising inefficiencies in service delivery.
- 8.3. The Council maintains a zero-tolerance approach to any form of discrimination and is committed to supporting and listening to its officers. Any instance of mistreatment by a manager or colleague related to an officer's performance will be investigated and, where appropriate, addressed in accordance with the Council's Disciplinary Policy.

9. Roles and Responsibilities

- 9.1. The Council recognises that achieving the objectives of this policy (see Section 2) requires collaboration between managers and individual staff members. The following demonstrates the Council's commitment to these principles:
 - **Line managers** are responsible for ensuring that they:
 - Clearly define roles and responsibilities so that officers understand their duties and key responsibilities
 - Have regular conversations with officers with feedback provided, and any performance concerns are addressed straight away
 - Work with officers to identify the underlying causes of poor performance and provide an achievable plan to address any performance gap
 - Maintain confidentiality while following the Council's performance management procedures
 - Recognise officers' high performance and encourage a culture of continuous improvement
 - Identify poor performance, discuss it, and take the necessary action to support improved work performance
 - **HR & OD Manager** is responsible for ensuring that they:
 - Provide support, advice, and guidance to managers on implementing the policy and in circumstances where the use of any performance management process is needed

- Ensure that all elements of the performance management process are accurately maintained, comply with relevant legislation, and are applied fairly and consistently across all officers
- Provide consistent support and training to address performance concerns
- **Individual staff members** will take steps to:
 - Take full responsibility for understanding their duties under this policy and be proactive in developing the skills and capability required to meet work-related expectations
 - Take personal responsibility for managing their workload, working schedule, and responsibilities, while maintaining consistency in their working hours
 - Undertake their contractual responsibilities to achieve a satisfactory level of performance
 - Seek clarification of any points not fully understood around the feedback they receive on performance and any expected actions they are asked to undertake to improve performance
 - Take ownership of their own professional development and seek support where needed
 - Engage in any training or support sessions that have been identified to help meet any gaps in performance
 - Notify managers of any circumstances that may be impacting their performance negatively

10. Defining Underperformance

- 10.1. The Council emphasises that officers must carry out their day-to-day work, as outlined in their job description, in a timely and professional manner.
- 10.2. In this context, the Council defines *underperformance* as:
- Incapability to understand what is expected of the officers in terms of their responsibilities
 - Failure to complete and pass the compulsory trainings provided by the Council
 - Failure to meet agreed performance targets or service delivery standards, despite appropriate support and guidance
 - Repeated errors or poor quality of work that negatively impact the Council's service delivery or compliance
 - Failure to apply the required skills, knowledge, or competencies essential to the role, even after training or reasonable adjustments have been provided

- Ongoing difficulties in managing workload or prioritising tasks effectively, resulting in missed deadlines that affect team or organisational performance
 - Repeated failure to follow adopted Council policies, procedures or instructions, relevant to the officer's role, despite clarification and guidance provided
- 10.3. Where further support is required to address an officer's underperformance, the Council may implement a PIP (see Section 7) prior to taking any formal action under this policy or the Capability Policy.

11. Identifying Poor Performance

- 11.1. The Council acknowledges that there might be some possible reasons for reduced performance in officers' work.
- 11.2. Officers are required to raise any issues that may be negatively impacting their performance. In such cases, the officer's line manager must provide support by discussing the concerns and identifying any appropriate support mechanisms that can be implemented.
- 11.3. The possible reasons to indicate underperformance at the workplace include, but are not limited to:
- Failure to comply with the Council's rules and procedures related to job requirements (e.g., irregular attendance, missing work meetings, or repeated absences)
 - Insufficient training and development opportunities to support officers in meeting required standards
 - Officers' lack of experience, skills, knowledge or abilities necessary to perform in their role
 - Unexpected changes to an officer's role or job title
 - Inadequate equipment or working conditions that restrict or limit working performance of the officer
 - Inadequate managerial support
 - Uncertainty or ambiguity about an officer's job description, individual responsibilities, or overloaded and unmanageable workload
 - Deliberate failure to follow reasonable management instructions and/or defiance of work-related directives
 - Experiencing or witnessing any harassment issue (see Sexual Harassment Policy)
 - Life-altering occurrences such as menopause or bereavement (see Menopause Policy and Absence Management Policy)

- An extreme level of stress and continuous anxiety due to personal reasons
- 11.4. When poor performance arises from personal reasons, officers may be reluctant to disclose or discuss the issues involved. In such cases, regular brief meetings should be arranged to foster trust and open communication between officers and managers.

12. Performance Management Procedure

- 12.1. The Council recognises the importance of addressing performance issues promptly. Accordingly, guidance and support will be provided to ensure the effective and smooth running of Council business.
- 12.2. Line managers are responsible for monitoring performance and providing guidance to support officers in overcoming any difficulties. The Council acknowledges that performance management may involve both informal and formal processes to achieve this.

13. Informal Process

- 13.1. In cases of minor unsatisfactory performance, the line manager will meet informally and confidentially with the individual staff member to discuss and resolve issues and concerns identified.
- 13.2. This meeting will be conducted between the line manager and the individual staff member only but may include the HR & OD Manager, where required.
- 13.3. The informal meeting should cover the following:
- Explaining the performance or capability concerns identified and ensuring that the officer clearly understands the issues raised
 - Understanding the underlying reasons for performance concerns, and taking into account any specific issues (e.g., health concerns, domestic violence or sexual harassment in the workplace)
 - Reaffirming the standards, responsibilities, and expectations outlined in the officer's job
 - Considering whether any adjustments (e.g., additional training) are needed to enforce officer's working performance
- 13.4. Notify the officer of any forthcoming performance monitoring and review period. Informal meetings will be scheduled as in-person meetings, wherever possible. The line manager will inform the officer of all meeting details and provide confirmation by email.

- 13.5. The line manager may request follow-up meetings to monitor the officer's overall performance and ensure that the officer is supported in overcoming any difficulties experienced throughout the review process.
- 13.6. If the issue is deemed more serious than expected, or if informal discussions fail to deliver expected results, the line manager may proceed with a formal procedure.

14. Formal Process

- 14.1. In rare cases, formal performance management procedures will be applied when, despite all reasonable support, an officer's performance continues to fall short of the Council's required standards.
- 14.2. At any point during the formal process, individual staff members may raise concerns with their line manager if they feel their skills or abilities do not fully align with their role. In such cases, as with the informal process, the line manager will provide guidance and support to facilitate the individual staff member's ongoing professional development.
- 14.3. Additionally, where an individual staff member is unable to meet or maintain the standards set during the informal process, the Council will implement its formal three-stage performance management procedure, as outlined below:

14.3.1. Stage 1: First written warning

- The line manager or an appropriate alternative line manager, will inform the individual staff member of the nature of the performance concern and will confirm it in writing.
- The written warning will clearly outline the specific areas where the individual staff member's performance continues to fall below the standards expected by their line manager
- In certain cases, a first written warning may be issued immediately, even if no prior action has been taken under this policy, depending on the seriousness of the situation.
- The written warning will include the following, but not limited to:
 - Explaining the concerns regarding the individual staff member's work performance
 - Referencing the previous informal meeting and the tasks that were not met or discussed during the informal stage
 - Explaining the expected performance standards
 - Identifying possible outcomes and consequences of failing to meet the expectations outlined in the written warning

- If the individual staff member meets the requirements set out in the first written warning, their line manager, or the alternative line manager may decide that no further action is necessary. However, if the required standards are not met, the next stage of the formal process will commence.
- The Stage 1 warning will remain in effect for a period of six (6) months to allow for monitoring and assessment of progress.

14.3.2. Stage 2: Second Written Warning

- This stage of the process will involve the Deputy Town Clerk, who will notify the individual staff member about a Support Plan, designed to support and improve the officer's performance in line with the Council's objectives and required standards. The support plan will be confirmed in writing, managed by the line manager, and overseen by the Deputy Town Clerk.
- The support plan will address the areas of concern identified in the warning and will provide clear guidance and support to help the officer improve their performance, with a focus on measurable indicators aimed at achieving and sustaining acceptable standards of work.
- The support plan will be agreed upon through mutual understanding between the individual staff member and the line manager, and will include:
 - **Timescale** to identify specific deadlines for achieving individual milestones
 - **Targets** to define the tasks, responsibilities or improvements needed
 - **Feedback** will be provided by the appointed line manager or the Deputy Town Clerk to evidence, monitor and assess the extent of the officer's performance improvement
- The stage 2 warning will remain valid for a period of twelve (12) months to monitor its progress.
- If the individual staff member successfully meets the requirements of the support plan, the Deputy Town Clerk may decide that no further action is necessary. However, if the required standards are not met within three (3) months, or if any unacceptable performance results from deliberate neglect rather than a lack of skills or training, the matter will proceed to a performance management hearing.

- NB. In the event of performance issues relating to the Deputy Town Clerk, the steps above will be undertaken by the Town Clerk

14.3.3. Stage 3: Performance Management Hearing

- The individual staff member will be given no less than five (5) days' written notice of the hearing by the Deputy Town Clerk, specifying its date, time and location.
- Once it is agreed that a performance management hearing is the best route, the individual staff member will be invited to a formal performance management hearing to consider the concerns identified by the line manager and the Deputy Town Clerk, including any areas of performance that continue to fall below the required standard.
- At the hearing, the individual staff member will be given the opportunity to respond to the concerns raised about their performance and to make representations regarding the issues identified.
- The hearing will be conducted by the Deputy Town Clerk, with assistance from the HR & OD Manager.
- One of the possible outcomes of this hearing may be dismissal.
- The individual staff member may appeal against any decision taken under this procedure. The appeal should be submitted in writing to the Town Clerk, stating the officer's full grounds of appeal within five (5) days of the decision being communicated. The Town Clerk will then assess whether to consider the appeal, or whether to request the appeal is considered by the Appeals Committee, where appropriate. In either circumstance the outcome of the appeal will be communicated to the officer in writing within ten (10) days (where this is not practicable, this will be communicated to the officer), including a clear explanation of the grounds on which the decision was reached.
- NB. In the event of performance issues relating to the Deputy Town Clerk, the steps above will be undertaken by the Town Clerk, with any subsequent appeal being considered by the Appeals Committee.

15. Failure to Comply with the Policy

- 15.1. All managers and officers are required to comply with this Performance Management Policy to ensure that the Council effectively manages performance in pursuit of its responsibilities and strategic objectives.
- 15.2. Any officer who fails to adhere to the required procedures, misuses their position, or abuses their work responsibilities, may be subject to a full investigation. Depending on the seriousness of the breach, this may result in formal action under the Council's Disciplinary Policy or other relevant conduct procedures.

16. Evaluation and Review

- 16.1. The Council will store all records and documentation related to the performance management process, including both informal and formal processes, as required.
- 16.2. All concerns regarding officers' performance will be recorded and securely stored in the Council's database, in compliance with the Council's Data Protection Policy.



CAPABILITY POLICY

This policy outlines a framework for addressing and managing capability issues, ensuring that concerns are handled fairly and in a structured way, in alignment with the Council's Performance Management Policy

"Working with our community to secure Seaford's best future"

Status

Version	0.1	Last Review Date	TBC
Adopted Date	TBC	Next Review Date	One year after adoption
Review Period	Annually	Approving Body	Full Council

Version History

Date	Version	Approval	Status
n/a – new policy	-	-	-

Related Policies and Other References

Policy Reference Code	Policy Name
HRP16	Performance Management Policy
HRP1	Absence Management Policy
HRP7	Disciplinary Policy
CE3	Data Protection Policy
C7	Health and Safety Policy
HRP9	Equality, Diversity and Inclusion (EDI) Policy
HRP23	Training and Development Policy
HRP13	Grievance Policy
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1. Introduction

- 1.1. Seaford Town Council (the Council) acknowledges that its officers may experience difficulties that impact on their ability to carry out their duties and responsibilities at work.
- 1.2. This policy applies where there is a genuine lack of capability displayed in the work that officers are expected to deliver (e.g., lack of skills, knowledge, health related issues that impact officer's work, and adaptability).
- 1.3. This policy will be applied in the following circumstances, where:
 - A further evaluation of an officer's capability is needed due to inefficiency in their performance
 - Officers fail to achieve a qualification that is essential for their role
 - Repeated short-term absences due to ill-health, where the application of the Absence Management Policy and any related procedure has not resulted in sufficient improvement in attendance
- 1.4. In most cases, capability issues can be addressed through guidance and additional support provided by the Council, through line managers. However, in some cases, a structured approach is required due to continued unsatisfactory performance.
- 1.5. Although, the Council's primary goal is to support and encourage officers, the capability management process may involve formal actions, including dismissal, in cases of severe underperformance issues.

2. Aim and Scope

- 2.1. The Capability Policy provides a formal approach to address underperformance concerns.
- 2.2. Relatedly, this policy explains the Council's approach when an officer's performance falls short due to a lack of skills, knowledge, or ability needed for their role.
- 2.3. The Council aims to ensure that its operations run effectively while all officers are treated fairly and consistently in relation to performing their duties and fulfilling their responsibilities. To achieve this, this policy looks to:
 - Support, guide, and advise officers who may be experiencing difficulties in performing their duties to the required standards (e.g., quality and accuracy of work and application of skills and knowledge etc.)

- Provide line managers with a clear framework to monitor and evaluate officers who may be underperforming, in a consistent manner
 - Support a culture of continuous professional development and improvement
- 2.4. The implementation of this policy should not be seen as a forerunner to dismissal, however, in some cases, a formal management process may ultimately be necessary if no improvement is made.

3. Who This Applies To

- 3.1. This Policy shall apply to all officers of the Council, irrespective of their employment status, i.e., whether they are engaged on a full-time, part-time, temporary, casual or permanent basis.
- 3.2. This policy does not apply to individuals who are not directly employed by the Council but are engaged to carry out work on its behalf, including (but not limited to) agency workers, consultants, contractors, or suppliers.
- 3.3. Any concerns relating to the performance or conduct of such individuals will be managed through their employing or representative organisation in accordance with the relevant contractual arrangements, rather than under this Capability Policy.
- 3.4. This policy does not apply to councillors. Concerns regarding the capabilities of a councillor are covered in the Member's Code of Conduct.
- 3.5. In the case of capability issues relating to the Town Clerk, the above will be undertaken by the Chair of Personnel and Chair of the Committee Chairs' Management Group (CCMG), as the Town Clerk's line management representatives. If HR support were felt required, the HR & OD Manager will make the arrangements for suitable and appropriate support.

4. Legal Framework

- 4.1. Under the [Employment Rights Act 1996](#), *capability* is defined as an employee's aptitude, skill, health, or any physical/ mental quality required to perform their contracted work. Thus, the Council acknowledges this definition and uses the term *capability* in this policy accordingly.
- 4.2. Thus, the Council recognises its responsibilities under the Health and Safety at Work Act 1974 and the Equality Act 2010 to manage staff capability issues sensitively, as far as reasonably practicable.
- 4.3. For health-related capability issues, the Council manages the process constructively, through this policy. This includes making reasonable adjustments, providing training and support mechanisms to its officers'

working terms, conditions, and methods as required under the Equality Act 2010.

- 4.4. Under the Equality Act 2010, an individual is considered to have a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The Council acknowledges that it is the employer's responsibility to make *reasonable adjustments* where:

- An employer's provision, criteria or practices place a person with disabilities at a substantial disadvantage compared with a person who is not disabled,
- The employer's premises have physical features that place a person with disabilities at a substantial disadvantage, or
- An employee with disabilities would be placed at a substantial disadvantage if they are not provided with an auxiliary aid.

5. Defining Capability

- 5.1. In the context of performance, *capability* refers to an officer's inability to perform their work as expected as part of their job description due to insufficient skills, knowledge or aptitude.
- 5.2. *Underperformance*, or an officer's inability to meet the required standards, may arise from a range of factors, including lack of experience, training, adequate supervision, health issues and/or sudden changes in their role or positions.
- 5.3. Capability issues may also arise when officers are unable to perform due to poor attendance caused by sickness, ill health or disability. In this case, the Council may follow its Absence Management Policy if there are ongoing concerns regarding an officer's long-term sickness absence, including situations related to permanent disabilities.
- 5.4. In rare circumstances, officers may have the necessary skills to perform their duties but fail to apply them due to lack of effort, motivation or interest. Where this is deemed to be the case the Council will address this matter using the Performance Management Policy or the Disciplinary Procedure, as appropriate.

6. Capability Issues

- 6.1. The Council commits to managing capability issues in a supportive and constructive manner. Thus, it is the Council's responsibility to identify capability issues as early as possible and take steps to try to resolve them

informally or formally by providing guidance, supervision, training and counselling to support officers to achieve the required standards.

- 6.2. The Council acknowledges that line managers need to be alert to identify potential issues that may lead to any inefficiency in working performance.
- 6.3. In addition, the Council recognises a range of capability issues, including but not limited to the following:

6.3.1. Capability Issues Related to Ill-Health

- a) The Town Council is committed to supporting officers who experience ill-health, ensuring their wellbeing is prioritised while treating them with dignity and respect.
- b) In cases where officers' capability issues are related to ill-health, the Council will make reasonable effort to support their recovery and facilitate a return to work. This may include considering redeployment options and/or appropriate workplace adjustments (e.g., adjusted working hours or allowing time off for medical appointments), in accordance with the Absence Management Policy.
- c) The Council asserts that sickness absence properly reported as a result of genuine illness will not lead to disciplinary action. Disciplinary measures will apply only in cases of unauthorised absence and/or misleading claims of sickness that may amount to deliberate underperformance.
- d) Where officer's sickness record results in frequent short-term sickness absences (with reference to the Sickness Policy), the Council may request a meeting with the officers to discuss the matter.
- e) In cases of long-term sickness, where the illness indicates an underlying issue or potential long-term health conditions affecting officer's capability to perform their role, the Council will consider the following throughout the process:
 - i. Implementing alternative work arrangements (e.g., job sharing, flexible-working hours, temporary re-assignment or modification to the job description)
 - ii. Providing or recommending support or counselling services to assist the officer
- f) All reasonable adjustments will be fully explored before implementing this policy, in the case of officers with disabilities.
- g) In rare cases where an officer is incapable to continue working due to ill health, early retirement on ill-health may be considered. If early retirement is not feasible, dismissal on the grounds of ill health may be

appropriate. In such cases, the Council will comply with the statutory dismissal procedures outlined in this policy (see Section 9).

6.3.2. Capability Issues Related to Statutory Ban

- a) In exceptional cases, an officer may be subject to a legal restriction that prevents them from undertaking certain duties of their role. A common example is a driving ban where driving is an essential part of the officer's job.
- b) In this scenario, a meeting will be held with the officer to decide whether the role can still be performed safely and effectively, using reasonable adjustments or reallocating duties.

6.3.3. Capability Issues Based on Skills Gap

- a) The Council recognises that capability concerns may arise where an officer does not possess, or has not sufficiently developed, the skills, knowledge, or competencies required to perform their role effectively. A skills gap is not regarded as misconduct; rather, it reflects an area where additional support, development, or adjustment may be required.
- b) The following factors may contribute to a skills gap and may result in underperformance:
 - i. **Insufficient Role-Specific Knowledge** where the officer has not acquired the technical or professional knowledge necessary to meet the operational standards of the post
 - ii. **Lack of Appropriate Training or Development** where the officer has not received adequate training, induction, or ongoing development to carry out their duties competently
 - iii. **Inability to Adapt to New Working Practices** where the officer experiences difficulty adapting to new policies, procedures, or service delivery models
 - iv. **Insufficient Experience in Key Tasks** where the officer is newly appointed, recently reassigned, or has limited experience performing the essential responsibilities of the role
 - v. **Reduced Confidence Affecting Performance** where a lack of confidence, not constituting a health matter, impacts the officer's ability to perform tasks to the required standard
 - vi. **Workload Management Skills** where challenges in planning, prioritising, or organising work leads to delays, errors, or reduced quality of output

- vii. **Communication or Interpersonal Skill Limitations** where gaps in communication, collaboration, or customer facing skills affect service delivery or team effectiveness
- c) The Council is committed to identifying the root causes of capability concerns and providing reasonable support, guidance, and training to help officers improve. A structured improvement plan may be implemented to ensure expectations are clear and measurable, and to allow the officer an appropriate opportunity to demonstrate progress.

7. Capability Management Process

- 7.1. This procedure applies when officers are making efforts to fulfil their responsibilities, but are unable to do so due to various individual reasons (see Section 5).
- 7.2. The Council is committed to monitoring capability issues to maintain meaningful capability management.
- 7.3. Therefore, the Council uses both informal and formal processes to ensure that officers' capability is evaluated consistently, supporting the achievement of effective capability management.

8. Informal Capability Process

8.1. Day-to-Day Management

- 8.1.1 The Council seeks to resolve minor capability concerns through an informal process.
- 8.1.2 It is the line manager's responsibility, in the first instance, to raise any issues promptly through their day-to-day management and 1:2:1 meetings.
- 8.1.3 The line manager will ensure that such matters are handled sensitively and treated in confidence. In parallel, officers will be informed of all meeting details and receive written confirmation of review meetings. .
- 8.1.4 The purpose of the informal discussion will be to identify areas of concern, determine the root causes of underperformance, and assess any supervision or training needs, and, where necessary, set specific targets for improvement.
- 8.1.5 The meetings may cover, but not limited to, the following areas:
 - a) The likely causes of underperformance
 - b) Further clarification of required standards
 - c) A methodology and timetable for improvement and review

- d) Scheduling training and support mechanisms to overcome identified underperformance
- 8.1.6 All officers are encouraged to engage in open and honest dialogue with their line manager regarding concerns raised and any anticipated difficulties faced. Further, capability issues arising from domestic, personal or work-related circumstances should be discussed with the officer's line manager at the earliest opportunity.
- 8.1.7 In most cases, these meetings should provide sufficient guidance, support and clarification to address persistent underperformance and resolve capability-related concerns. However, the line manager may decide to proceed with a formal process, if:
 - a) The previous informal discussion/s and guidance have not resulted in improvement, and/or
 - b) The officer's capability remains insufficient despite all support measures provided by the Council.

9. Formal Capability Process

9.1. Formal Capability Review Meeting

- 9.1.1 If the informal capability process does not achieve the significant change as expected, the line manager may proceed with a Formal Capability Review Meeting.
- 9.1.2 This meeting will bring together the underperforming officer, their line manager and the HR & OD Manager, who will act as an advisor and provider of additional support, throughout the discussion.
- 9.1.3 Officers will receive a written confirmation of the meeting. Officers should make every reasonable effort to attend the meeting on the confirmed date and time. If the meeting needs to be rescheduled for any reason, the officer must provide a valid reason and propose an alternative date and time within three (3) working days, in consultation with their line manager.
- 9.1.4 This meeting solely intends to provide a constructive approach to evaluating officer's underperformance, explore any underlying causes of the shortfall and agree on clear actions to help the officer to achieve their improved their underperformance. To achieve this, the meeting will include the following:
 - a) A review of the issues identified by the line manager, including clear reference to the informal process followed, its outcomes, and the evidence supporting progression to the formal process

- b) A focused discussion on the capability gaps, with the aim of identifying hidden reasons not previously recognised
 - c) Mutual understanding on the required improvements and the targets for achievement
 - d) Development of a Capability Improvement Plan outlining any additional training or further tasks
 - e) Full consideration of any extenuating circumstances that may be affecting the officer's capability
- 9.1.5 Officers will be notified by email within seven (7) business days after the meeting ends, including one of the following outcomes:
- a) A decision to take no further action
 - b) An agreed monitoring period to assess officer's performance and review effectiveness of training and support provided
 - c) A written warning clearly outlining that the officer has not met the expected performance standards and specified expectations for performance improvement

9.2. First Written Warning

- 9.2.1 If the officer's performance remains unsatisfactory following the formal meeting, a formal written warning will be issued. This stage will be a first written warning.
- 9.2.2 A copy of the written warning will be placed in officer's file and stored by the HR & OD Manager. The warning will normally remain in effect for a minimum of six (6) months from the date it is issued.
- 9.2.3 The written warning will include examples where the officer has not met the targets outlined, a copy of the Council's Capability Policy, and a copy of the officer's job description. The letter will also refer to the possible outcomes of this stage, in addition to the following:
- a) The reason for issuing the written warning
 - b) The specific performance improvements that are required and should be addressed urgently
 - c) A realistic timeframe for achieving the necessary improvements
- 9.2.4 The purpose of this warning is to give the officer a clear opportunity to enhance their performance before the next stage, while ensuring the Council provides any guidance or support as much as possible.
- 9.2.5 If the line manager is satisfied with the officer's improved performance at the end of the six-month period, no further action will be taken. The warning will also be removed from the officer's file, following approval by the line manager.

- 9.2.6 However, where the line manager is not satisfied with the officer's performance despite the support and measures put in place, the matter may be progressed to the next stage of the formal process.

9.3. Final Written Warning

- 9.3.1 A final written warning will be issued if, despite receiving a prior written warning, the officer fails to improve their performance to the required standard, or if the officer's performance falls significantly below an acceptable standard.
- 9.3.2 This written warning will outline the areas in which the employee continues to fall short of the required performance standards. It will also specify the targets for improvement, including any measures taken to support improvement, such as additional training or supervision.
- 9.3.3 A copy of the final written warning will remain on the officer's file for a period of 12 months.
- 9.3.4 The officer's performance will continue to be closely monitored throughout the review period. At the end of that period, or earlier if appropriate, the line manager will meet with the employee to formally review their performance and will confirm the outcome in writing.
- 9.3.5 If the line manager is satisfied that the officer's performance has improved to the required standard, no further action will be taken. However, if the line manager remains dissatisfied with the officer's performance, the matter will progress to the final stage of the process, at which point dismissal or another appropriate outcome may be considered.

9.4. Dismissal or Other Outcome

- 9.4.1 The line manager may consider dismissal or other alternative outcomes when all informal and formal capability discussions have been exhausted, and the required standards have not been met or sustained.
- 9.4.2 If the line manager decides that the officer's **capability** remains unsatisfactory despite all possible efforts, the final decision may include:
- a) Dismissal of the officer
 - b) Redeployment or relocation of the officer to a different position*

- 9.4.3 If the Council decides to dismiss an officer, the dismissal will be carried out with the appropriate period of notice, following the Council's internal procedures and in line with the officer's employment contract. The officer will be informed of the final decision in writing. In all cases, officers are required to acknowledge the decision and confirm the outcome in writing within five (5) working days of the notification email/letter being issued.
- 9.4.4 The decision to dismiss must be made by the Deputy Town Clerk or Town Clerk.
- 9.4.5 Dismissal on the grounds of capability does not imply misconduct on the part of the officer. Rather, it reflects a continued insufficiency in the officer's skills or abilities to meet the required standards of the role.
- 9.4.6 Dismissal may be avoided, where **extenuating** circumstances exist, by considering alternative options such as redeployment or relocation, provided a suitable vacancy that aligns with the officer's skills and experience is available.

10. The Right of Appeal

- 10.1. Any officer who believes the decision taken regarding their performance needs to be re-considered, will have the right to submit a written appeal to the Town Clerk, specifying the grounds for the appeal. The appeal must be submitted within five (5) working days from the date the officer was notified of the formal decision.
- 10.2. The Town Clerk will then assess whether to consider the appeal, or whether to request the appeal is considered by the Appeals Committee, where appropriate. In either circumstance the outcome of the appeal will be communicated to the officer in writing within ten (10) days (where this is not practicable, this will be communicated to the officer), including a clear explanation of the grounds on which the decision was reached.
- 10.3. NB. In the event of capability issues relating to the Deputy Town Clerk, the steps above (in Sections 9 and 10) will be undertaken by the Town Clerk, with any subsequent appeal being considered by the Appeals Committee.

11. Evaluation and Review

- 11.1. All files and records created during the capability management processes will be securely stored in the Council's database, in accordance with the Council's Data Protection Policy.

- 11.2. The Council understands that managers may sometimes be uncertain whether underperformance is due to a capability or other causes. In these instances, line managers should seek advice from the HR & OD Manager for clarification before further action.

12. Sources of Support

- 12.1. **ACAS (Advisory, Conciliation and Arbitration Service)**, provides free, impartial advice on performance management, capability, and your legal rights.
- 12.2. **HR Department**, while HR supports managers, they are also responsible for explaining the procedure to officers, ensuring fairness, and advising on support mechanisms.
- 12.3. **Trade Unions**, can provide members with advice, support and accompany officers to formal meetings at work.
- 12.4. **Citizens Advice** offers free, independent advice on employment problems.
- 12.5. **Equality Advisory Support Service (EASS)** provides help if the capability issue is related to discrimination.
- 12.6. **Law Centres** offer free, legal advice and representation, particularly if an officer is experiencing discrimination.



Seaford Town Council

Report Number:	58/26
Agenda Item Number:	20
Meeting:	Full Council
Date:	23 July 2026
Title:	Members Allowance Policy – Update to Mileage Claim Rates
Strategy Programme Ref:	N/A
Purpose of Report:	To provide an update on the Government's recommended mileage claim rates and seek to update the Members Allowance Policy accordingly
Contact Officer:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer
Supporting Documents:	N/A

Officer Recommendations

1. To agree that the mileage rates within the Members Allowance Policy are increased from 45 pence per mile up to 55 pence per mile and backdated to 1 April 2026, as per Government guidance.
2. To agree a permanent delegation of power to the Town Clerk to update the Members Allowance 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.

1. Information

- 1.1** Since 2011, the recommended Government approved mileage rate has remained at 45 pence per mile for the first 10,000 business miles in the tax year.
- 1.2** Town Council policy has always been aligned to the Government guidance on this matter.

- 1.3** On 21 May 2026, the Government announced changes to the existing mileage claim rates for the first time in 15 years, with an increase of mileage claim from 45 pence per mile to 55 pence per mile for the first 10,000 business miles. This rate has been backdated to commence from 1 April 2026. See the [Gov.uk website](#) for further information.
- 1.4** The rate for mileage claims over 10,000 miles remains unchanged at 25 pence per mile.
- 1.5** Other rates remain unchanged, including motorcycle rates, bicycle rates, and passenger payments (for carrying a colleague in your vehicle).
- 1.6** At its meeting on 25 June 2026, the Town Council agreed to update the staff travel expenses rates to reflect these new rates from Government. Officers have noted that the mileage rate for members is set out within the Members Allowance Policy and, therefore, this needs updating accordingly.
- 1.7** In 2021, Full Council approved the Members Allowance Policy, which is available to view on the [Town Council's website](#). Officers are recommending that, instead of bringing the whole policy back to Full Council for review, approval is granted to amend the Members Travel Expenses section of the policy reflective of the updated mileage claim rate.
- 1.8** Officers are also recommending that permanent delegation of power be agreed for the Town Clerk to update the Members Allowance Policy in the event of any further mileage claim rate changes by the Government. Any updates would be reported to the Finance & General Purposes Committee at the next available opportunity. As a permanent delegation, officers will add this to the Interim Scheme of Delegation Policy.
- 1.9** Officers recognise that, given it has taken 15 years for this increase to be implemented, it is unlikely that there will be any changes forthcoming in the immediate future.
- 1.10** For information, the Members Allowance Policy in its entirety is due for review later this year, ahead of the new administration joining in May 2027.

2. Financial Appraisal

- 2.1** There have been no mileage claims from members so far in this financial year and therefore no back pay is owed.
- 2.2** Mileage claims from members are relatively rare and, as such, the impact of this change in claim rate is negligible.