



*Seaford Town Council*

**Minutes of an Extraordinary Meeting of Seaford Town Council's Full Council on Wednesday 18 March 2026**

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

**Present:**

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

Councillors S Adeniji, S Ali, L Boorman, C Bristow, R Buchanan, F Hoareau, O Honeyman, J Lord, S Markwell, O Matthews, I Taylor, and L Wallraven

Steve Quayle, Town Clerk

Darryl Keech, Deputy Town Clerk & Responsible Financial Officer

George Raeburn, Senior Committee Clerk

There were no members of the public in attendance

**C114/03/25 Apologies for Absence**

Apologies for absence were received from Councillors S Dunn, R Honeyman, and G Rutland.

Councillors C Bristow, S Dubas, and S Markwell advised in advance of their lateness.

**C115/03/25 Disclosure of Interests**

There were no disclosures of interests.

**C116/03/25 Public Participation**

There was no public participation.

**C117/03/25 Petitions**

There were no petitions presented at this meeting.

**C118/03/25 Adoption of Updated Purchase Ordering and Payment for Goods and Services Policy \*deferred from 29 January Full Council meeting\***

Full Council considered report 146/25 presenting the recommendation from the Finance & General Purposes Committee to adopt the revised Purchase Ordering and Payment for Goods and Services Policy.

**C118.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C118.2** It was **RESOLVED** to **ADOPT** the revised Purchase Ordering and Payment for Goods and Services Policy, as presented within the report.

**C119/03/25 Adoption of a Sexual Harassment Policy \*deferred from 29 January Full Council meeting\***

Full Council considered report 147/25 presenting the recommendation from the Personnel Committee to adopt the new Sexual Harassment Policy.

In response to queries from members, officers confirmed that the policy could be amended to include the term 'protected characteristics' and 'trans', the policy already includes councillors within its remit, and also confirms the process for any complaints relating to councillors.

*(7.17pm – Councillor L Stirton joined the meeting)*

Members raised concerns about if a trade union or employee representative group had been consulted on the draft policy, the expectation of the policy to have line managers ensure certain actions that the Town Council is then responsible for, the policy placing the responsibility on the victim to report their own abuse, and the policy making frequent reference to 'promptly' and 'frequently' which may not always be possible where harassment is concerned due to a number of factors.

It was **PROPOSED** to **WITHDRAW** the paper - a **RECORDED VOTE** was requested:

Councillor S Adeniji	For
Councillor S Ali	For
Councillor L Boorman	For
Councillor R Buchanan	For
Councillor F Hoareau	For
Councillor O Honeyman	For
Councillor J Lord	For
Councillor O Matthews	For
Councillor J Meek	For
Councillor L Stirton	For
Councillor I Taylor	For
Councillor L Wallraven	For
Councillor M Wearmouth	For

; the **MOTION** was **CARRIED**.

**C120/03/25 Adoption of an Absence Management Policy \*deferred from 29 January Full Council meeting\***

Full Council considered report 148/25 presenting the recommendation from the Personnel Committee to adopt the new Absence Management Policy.

**C120.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C120.2** It was **RESOLVED** to **ADOPT** the Absence Management Policy, as recommended by the Personnel Committee.

**C121/03/25 Adoption of a Menopause Policy \*deferred from 29 January Full Council meeting\***

Full Council considered report 149/25 presenting the recommendation from the Personnel Committee to adopt the new Menopause Policy.

Members raised a number of concerns in relation to the draft policy as presented, including ways in which the policy could be viewed as quite outdated, arguably paints a negative picture of the menopause, does not reflect the way the modern NHS works, the importance of other professional advice and support available, and various omissions from the policy.

*(7.40pm – Councillor S Markwell joined the meeting)*

*(7.42pm – Councillor S Dubas joined the meeting)*

**C121.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C121.2** It was **PROPOSED** to **ADOPT** the Menopause Policy, as recommended by the Personnel Committee, with a further review in six months' time and **DELEGATE POWER** to the Personnel Committee to adopt the revised policy; the **MOTION** was **CARRIED**.

**C122/03/25 Review and Classification of the Staff Handbook \*deferred from 29 January Full Council meeting\***

Full Council considered report 162/25 presenting the recommendation from the Personnel Committee to adopt the revised Staff Handbook and to henceforth disapply the Staff Handbook from being considered as a 'policy'.

**C122.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C122.2** It was **RESOLVED** to **ADOPT** the updated Staff Handbook, as recommended by the Personnel Committee.

**C122.3** It was **RESOLVED** to **AGREE** that, with immediate effect, the Staff Handbook is no longer to be treated or considered as a 'policy', as recommended by the Personnel Committee.

**C122.4** It was **RESOLVED** to **DELEGATE POWER** to the Town Clerk and Deputy Town Clerk to update the Staff Handbook as required, as recommended by the Personnel Committee.

### **C123/03/25 Revisions of the 2026 – 2027 Meeting Timetable**

Full Council considered report 182/25 seeking approval of revisions to the 2026 – 2027 Meeting Timetable.

It was **RESOLVED** to **APPROVE** the revised dates as presented within 182/25.

### **C124/03/25 Annual Review of the Corporate Risk Register 2025 - 2026**

Full Council considered report 185/25 review and approve the Town Council's Corporate Risk Register and subsequent action plans.

In response to queries from members, officers confirmed that the General & Financial Risk Assessment will be updated to include a risk relating to data integrity and resilience.

**C124.1** It was **RESOLVED** to **NOTE** the review of the Town Council's Corporate Risk Register.

**C124.2** It was **PROPOSED** to **ADOPT** the revised General & Financial Risk Assessment as presented in Appendix A, noting that officers will update this to the new policy format prior to publication and as amended by comments in the meeting; the **MOTION** was **CARRIED**.

### **C125/03/25 Annual Review of Internal Controls 2025 – 2026**

Full Council considered report 186/25 seeking Full Council's review and approval of the Town Council's Internal Controls.

In response to queries from members, officers confirmed that: the wording of the Annual Governance and Accountability Return assertions cannot be changed; the new website for Seaford Head Golf Course is due to go live imminently; the recent improvements to the Town Council's website have ensured this complies with assertion 10, and; the new Town Council website is due to go live in 12-14 weeks.

**C125.1** It was **RESOLVED** to **APPROVE** the Town Council's Internal Controls as set out in Appendix A.

**C125.2** It was **RESOLVED** to **NOTE** that statements 2, 5, 6, 7 and 10 of the Annual Governance Statement have been complied with, as set out in 2.6 of this report.

### **C126/03/25 Adoption of the Annual Investment Strategy 2026 - 2027**

Full Council considered report 187/25 presenting the Annual Investment Strategy 2026 – 2027 for adoption.

In response to queries from members, officers confirmed that where investments are to be made, due diligence would be carried out with regards to the green credentials.

**C126.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C126.2** It was **RESOLVED** to **ADOPT** the Annual Investment Strategy 2026 - 2027 as set out in Appendix A, noting that officers will update this to the new policy format prior to publication.

### **C127/03/25 Review of the Financial Regulations Policy**

Full Council considered report 188/25 presenting the review of the Financial Regulations Policy to Full Council for adoption.

Members discussed suggested amendments at section 5.2 and 20.1 of the Financial Regulations Policy.

**C127.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C127.2** It was **RESOLVED** to **ADOPT** the revised Financial Regulations Policy with immediate effect, subject to the amendments to 20.1 as discussed in the meeting, noting that officers will update this to the new policy format prior to publication.

Full Council thanked the Deputy Town Clerk for all of their work preparing the papers for this meeting, and providing support and advice in the meeting.

### **C128/03/25 Exclusion of the Press & Public**

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public **BE EXCLUDED** from the meeting during the discussion on the next item of business for the reasons as set out in the agenda.

*(8.18pm to 8.27pm – a short break was held and the Town Council entered exempt session)*

### **C129/03/25 Update on Land - EXEMPT**

Full Council considered exempt report 199/25 updating on a land situation and seeking Full Council's resolution for the proposals contained within the report.

*(8.39pm – Councillor C Bristow joined the meeting)*

**C129.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C129.2** It was **PROPOSED** to **AGREE IN PRINCIPLE** that the Town Council is interested in bidding on the land; the **MOTION** was **CARRIED**.

**C129.3** It was **PROPOSED** to **DELEGATE POWER** to the Town Clerk to bid on the land, under the powers bestowed by section 124 of the Local Government Act 1972, as discussed in the meeting; the **MOTION** was **CARRIED**.

*(9.27pm – Councillors L Boorman and C Bristow, and the Senior Committee Clerk exited the meeting)*

**C130/03/25 Update on Staffing Situation - EXEMPT**

Full Council considered exempt report 200/25 updating Full Council on a staffing situation, and seeking Full Council's resolution for one of the positions contained within the report.

**C130.1** It was **RESOLVED** to **NOTE** the contents of the report

**C130.2** It was **RESOLVED** to **APPROVE** the position of the Town Council as set out in Section 5.13 of Exempt Report 200/25.

The meeting closed at 9.38pm.

*Councillor M Wearmouth*

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Mayor of Seaford