



## Seaford Town Council

### **Seaford Town Council Extraordinary Full Council Agenda – 29 April 2026**

#### **To the Members of the Full Council**

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

An **Extraordinary meeting** of the **Full Council** will be held in the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Wednesday, 29 April 2026** at **7.00pm**, which you are summoned to attend.

Steve Quayle,

Town Clerk

23 April 2026

#### **PLEASE NOTE:**

- This meeting is taking place during a pre-election period (for the East Sussex County Council elections on 7 May 2026) – pre-election period guidance was issued to all councillors and staff via email on 16 March 2026
- **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
- See the end of the agenda for further details of public access and participation
- Ahead of the meeting, the Mayor will invite those in attendance to join her in a one minute reflection
- Councillor queries on agenda items should be reserved for the meeting so the answer and any subsequent points are shared with all councillors. If however a councillor has a question that officers may need to know in advance to prepare a response, please send this through the contact officer of the report so an answer can be prepared to be shared verbally at the meeting, rather than in advance of the meeting via email

# AGENDA

## 1. Apologies

To consider other apologies for absence for this meeting.

## 2. Disclosure of Interests

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

## 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 Seaford 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. [Proposals for the Gravel Strip Alongside the Esplanade, Adjacent to the Martello Tower](#)

To consider report 214/25 presenting the recommendation from the Golf, Open Spaces & Climate Action Committee that Full Council approves bollards to be installed along the outer edge of the gravel strip. In addition, to consider new information related to this matter. (pages 6 to 12).

## 6. [Seafront Bin Provision – Approval of Preferred Option to Trial in Summer 2026](#)

To consider report 221/25 seeking approval of the preferred option of seafront bin provision to be trialled for summer 2026 (pages 13 to 21).

### ***Policies for Consideration:***

## 7. [Review of the Mayor's Portfolio – Introduction of a Mayor and Deputy Mayor Roles and Responsibilities Policy and Mayoral Role Guidance and Expectations Policy](#)

To consider report 219/25 presenting a review of the Mayor's Portfolio and the recommended two replacement policies for adoption (pages 22 to 57).

**8. [Review and Adoption of Website Accessibility Statements Policy](#)**

To consider report 220/25 presenting Full Council with a draft Website Accessibility Statements Policy for consideration and approval (pages 58 to 68).

***Policies Recommendations from Committees:***

**9. [Adoption of an Interim Scheme of Delegation to Officers Policy](#)**

To consider report 207/25 presenting the recommendation from the Finance & General Purposes Committee to adopt an Interim Scheme of Delegation to Officers Policy (pages 69 to 77).

**10. [Adoption of the Display Screen Users Policy](#)**

To consider report 208/25 presenting the recommendation from the Personnel Committee to adopt the revised Display Screen Equipment Users Policy (pages 78 to 88).

**11. [Adoption of the Staff Travel Expenses Policy](#)**

To consider report 209/25 presenting the recommendation from the Personnel Committee to adopt the revised Staff Travel Expenses Policy (pages 89 to 99).

**12. [Adoption of the Rebranded Bookings, Hire & Events Policy](#)**

To consider report 209/25 presenting the recommendation from the Assets & Facilities Committee to adopt the rebranded Bookings, Hire and Events Policy (pages 100 to 112).

**13. [Adoption of the Discretionary Grants Policy](#)**

To consider report 218/25 presenting the recommendation from the Finance & General Purposes Committee to adopt the revised Discretionary Grants Policy (pages 113 to 124).

**AGENDA NOTES**

**For further information about items on this Agenda please contact:**

Steve Quayle, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk)

Telephone: 01323 894 870

**Circulation:**

All Town Councillors and registered email recipients.

**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](mailto: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:**

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

1. Your statement should be relevant to the activities of the Town Council.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.

4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
7. Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

## **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](mailto:meetings@seafordtowncouncil.gov.uk) or by post to the Town Council offices.



## Seaford Town Council

<b>Report No:</b>	<b>214/25</b>
<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Full Council - Extraordinary</b>
<b>Date:</b>	<b>29 April 2026</b>
<b>Title:</b>	<b>Proposals for the Gravel Strip Alongside the Esplanade, Adjacent to the Martello Tower</b>
<b>By:</b>	<b>Peter Cousin, Head of Place</b>
<b>Purpose of Report:</b>	<b>To present the recommendation from the Golf, Open Spaces &amp; Climate Action Committee that Full Council approves bollards to be installed along the outer edge of the gravel strip. In addition, to consider new information related to this matter.</b>

### **Actions**

#### **Full Council is advised:**

1. To consider the recommendation from the Golf, Open Spaces & Climate Action Committee to install bollards along the gravel strip to prevent vehicular access.
2. To note and discuss the updated information at Section 3, that officers have only become aware of after the Committee recommendation was made.
2. To move to a vote on the recommendations below.

### **Recommendations**

#### **Full Council is recommended:**

1. To note the contents of the report.
2. To approve a budget of £15,500 from Community Infrastructure Levy funds to install bollards along the gravel strip, plus the requirement to pay appropriate fees to the County Council totalling £515, to be funded from General Reserves.  
*[Should Recommendation 2 fail]:*
3. To approve officers to encourage the County Council to undertake/commence the tarmacking, line painting, and parking enforcement along the gravel strip.

## 1. Introduction

- 1.1 At its meeting on 5 March 2026, the Golf, Open Spaces & Climate Action (GOSCA) Committee considered a report regarding proposals for the gravel strip, adjacent to the Martello Tower. The full report to the GOSCA Committee can be found [here](#) (page 41 onwards).
- 1.2 The GOSCA Committee resolved to instruct officers to design and cost the option of bollards along the outer edge of the gravel strip and present a costed proposal to Full Council for consideration and approval.
- 1.3 This work is being taken forwards in accordance with Strategy 2.4C of the Town Council's 2025 – 2027 Strategy Programme, available to view on the [Town Council's website](#).
- 1.4 Since that meeting, on 21 April 2026, East Sussex County Council confirmed that the gravel strip area is covered by Highway Rights. This means that it should be (and should have been) maintained by the County Council, and that they have (and had) the right to enforce parking restrictions. This is a significant departure from their former long-held position that it was solely the Town Council's private land and not part of the adopted highway.
- 1.5 This new knowledge may influence differing opinions among councillors and a wider discussion on the future of the gravel strip.

## 2. Information

- 2.1 The gravel strip is an approximately 137m long thin stretch of land owned by the Town Council, located northwest of the Martello Tower, sandwiched between the edge of Esplanade and the promenade sea defence wall. Although it is not designated or signposted as a car park, it is frequently used as an unofficial parking area, particularly by campervans. **Appendix A** shows an aerial map of the area. Until 21 April 2026, it was the Town Council's belief, based on assurances, that the strip did not possess Highway Rights.
- 2.2 County Council officers have previously advised officers and councillors that the gravel strip is problematic for parking enforcement purposes because it sits behind the double yellow lines. Historically, erroneous signs have been erected along the gravel strip stating 'cars only', however the County Council has advised they will be taking these down as they are

causing confusion and complaints and, critically, they claim they are not legally enforceable.

- 2.3** Officers have developed a proposal to place bollards along the gravel strip to prevent vehicular access, ensuring the bollards are safe to be placed close to the roadside, and that a small number of the bollards can be lowered to gain access by the Town Council for future potential uses of this area (as yet undefined).
- 2.4** Officers have approached three companies to quote for installing bollards along the strip, with a maximum gap of 1.2m between each bollard.
- 2.5** Quotes ranged from £14,538 to £16,981. The lowest quote for traditional black and white bollards with a steel core is £14,979. An example image of the bollard is shown below.



### **3. New Information**

- 3.1** The County Council has confirmed on 21 April 2026 that Highway Rights exist along the length of the gravel strip. As a result, the Town Council is now required, in order to install bollards, to obtain a Section 142 licence, pursuant to the Highways Act 1980, from the County Council to install bollards (licence cost £68), alongside a Section 171 licence to make an

excavation the highway (licence cost £447). The Section 142 licence would expire after five years, although the County Council has a process in place to extend this term upon an 'exchange of letters' with the Traffic Manager. Importantly, County Council officers have advised a Stopping Up Order is not required in this scenario.

- 3.2** It is noteworthy that part of the requirement for a Section 142 licence is that the bollards must be located at least 450mm away from the edge of the road. This is somewhat different from the Town Council's original suggestion to place the bollards along the roadside edge of the gravel strip and will render the future usefulness of the void space (behind the bollards) less effective than planned as it will result in a significantly narrower strip of void land.

#### **4. An Alternative Approach**

- 4.1** Given that officers have now been made aware the gravel strip has Highway Rights applied to it, this means that the County Council is responsible for maintaining it to an appropriate standard, lining it, and enforcing parking along it. Given this situation, which was only uncovered on 21 April 2026, officers thought it prudent to consider the alternative approach which is to keep the gravel strip open for parking.
- 4.2** At the time of writing, given this very recent discovery, officers are yet to obtain formal confirmation from the County Council on the level of upgrading they will be willing to undertake along the strip. Officers will continue to liaise with County Council officers over coming days and will provide a verbal update on this situation at this meeting.
- 4.3** At this stage, officers are not clear on whether the County Council would be obliged to tarmac and line the gravel strip, nor when this would be done. Officers will endeavour to establish this information prior to the meeting so as to provide a verbal update.
- 4.4** Importantly, should this option be chosen, it is critical to note this would not prevent campervans from parking along the strip, even if it were tarmacked and lined. This is because County Council Parking Officers have previously advised the Town Council that they will not differentiate between parking rules for cars and campervans. This means the 12 hour parking restriction in place along the seafront would be enforced against whatever vehicle was

parked there, but that no ban on campervans would be imposed/enforced. Councillors will wish to consider whether this would materially improve the current position.

## **5. Considerations for the Future**

- 5.1** The County Council have confirmed on 21 April 2026 that due to the gravel strip being highway land, the Town Council will need to apply for a licence going forwards to use the land for alternative purposes. One such purpose will be the planned placement of temporary toilets on the far eastern end of the gravel strip (where the compostables previously stood) for the summer season of 2026, in recognition that the existing permanent toilet provision is insufficient.
- 5.2** In addition, officers are aware of various suggestions by councillors about how the void land behind the bollards could potentially be used in the future. Some ideas have been suggested such as cycle racks. Any such proposals would now need a licence from the County Council, however these are discussions for a later stage, and are not considered within this paper.
- 5.3** If the bollards are installed, officers will, in due course, bring a future paper to Full Council with various proposals for how best to use the void land in the medium to longer term.

## **6. Road Considerations**

- 6.1** Should the Town Council resolve to install bollards, and subject to the appropriate licences being obtained, the County Council has advised it is willing to erect temporary parking suspension signs along the gravel strip, at no cost to the Town Council, in order to prevent parking there while contractors carry out the bollard installation works.
- 6.2** Contractors have additionally advised that due to the proximity to the live running highway, they will need to apply to the County Council to put in some form of barriers to protect their workforce (however they do not believe they will need to put in temporary traffic lights or a closure, due to the width of the highway).

## **7. Financial Appraisal**

- 7.1** The cost of supplying and installing the bollards will be £14,979, but it is recommended that a budget of £15,500 be assigned in case of unforeseen

issues. This work has not been budgeted in 2026 – 2027 as this scheme was not approved at budget setting; it is therefore recommended that the Town Council uses its Community Infrastructure Levy funds to finance these works.

**7.2** The cost of the section 142 licence and section 171 licences from the County Council, required for the bollard installation, is a total of £515, which would be funded from General Reserves.

**7.3** In the event the bollard installation is not approved, then there are no obvious financial implications in officers encouraging the County Council to tarmac, line and enforce parking along the gravel strip.

## **8. Contact Officer**

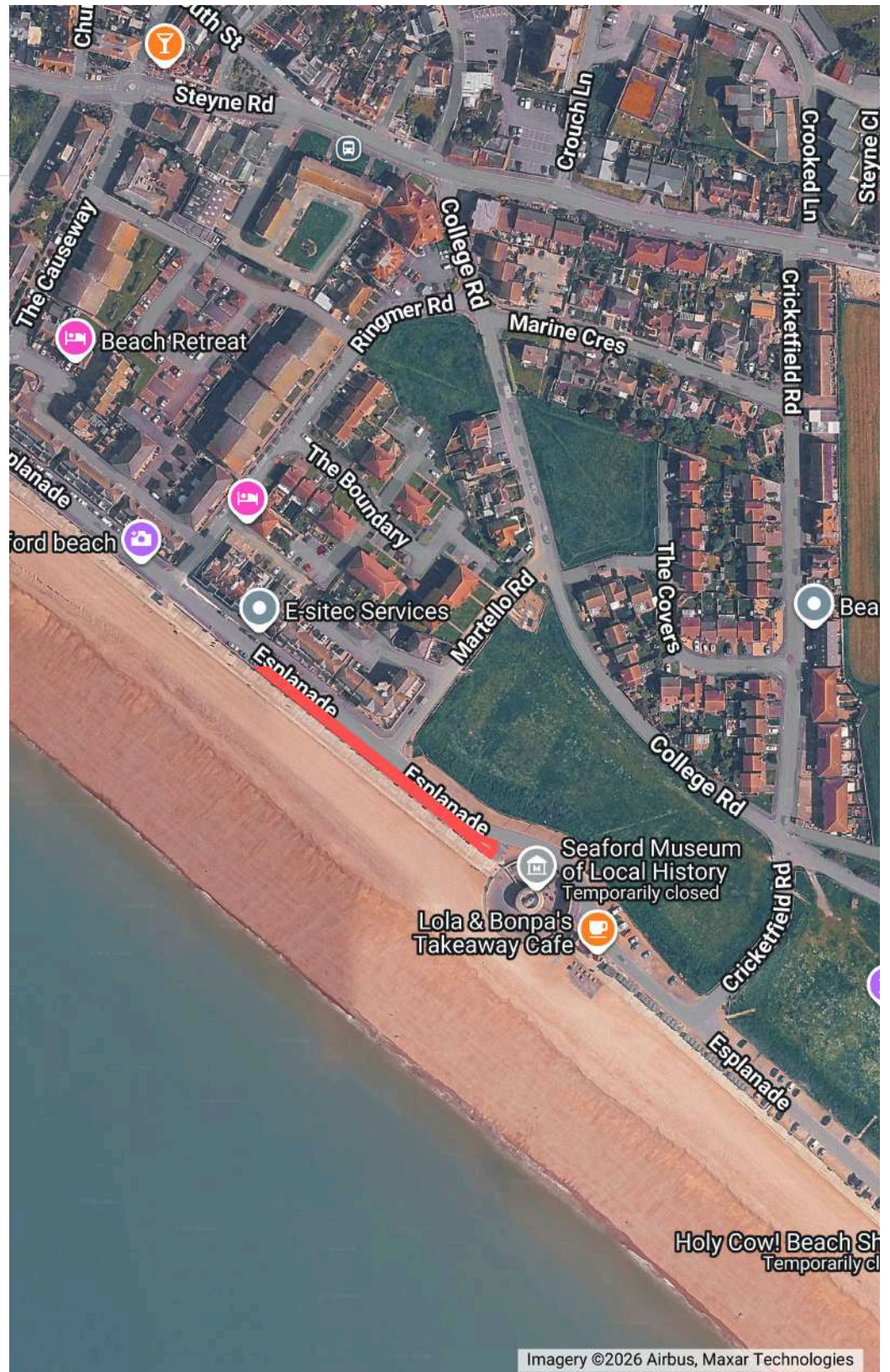
**8.1** The Contact Officer for this report is Peter Cousin, Head of Place.

# Gravel Strip

Untitled layer



Gravel Strip





## Seaford Town Council

<b>Report No:</b>	<b>221/25</b>
<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Full Council - Extraordinary</b>
<b>Date:</b>	<b>29 April 2026</b>
<b>Title:</b>	<b>Seafront Bin Provision – Approval of Preferred Option to Trial in Summer 2026</b>
<b>By:</b>	<b>Peter Cousin, Head of Place, and Sharan Brydon, Operations &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To seek approval of the preferred option of seafront bin provision to be trialled for summer 2026</b>

### **Actions**

#### **Full Council is advised:**

1. To consider and provide feedback on the contents of the report.
2. To move to a vote on the motions below.

### **Recommendations**

#### **Full Council is recommended:**

1. To note the contents of the report.
2. To approve Option 1 for seafront bin provision, to enable officers to proceed with procurement and implementation for summer 2026 trial.
3. To approve an increase in funding for the trial from Community Infrastructure Levy (CIL) funds by up to £5,000 over the pre-approved budget of £10,000.
4. To delegate authority to the Head of Place to finalise operational arrangements, exact locations, contracts for installation, removal and emptying services.
5. To note the estimated financial impact of future seafront bin emptying costs post-trial.

## **1. Introduction**

- 1.1** On 23 October 2025, Full Council approved the Strategy Programme 2025–2027, replacing the previous Strategic Plan.
- 1.2** Within the new Strategy Programme, Strategic Goal 3.3 sets out a phased approach to trying to improve the management of seafront bins, including a review of current provision, trialling alternative options during summer 2026, and a subsequent evaluation to help inform future plans.
- 1.3** Oversight of this strategic objective sits with the Assets & Facilities (A&F) Committee, with an allocated budget of £10,000 for the 2026 - 2027 financial year.
- 1.4** Following considerations by the A&F Committee in February 2026, the Committee requested further details on potential options, including costs and visuals, ahead of any trial, and referred the matter to Full Council for approval.

## **2. Background**

- 2.1** The Town Council is responsible for approximately 2.2 miles (Tide Mills to Splashpoint) of seafront litter bin provision, with 19 standard bins currently in place along this stretch.
- 2.2** Feedback from Lewes District Council indicates that, in their view, the current bins' combined capacity is no longer sufficient to manage the increased waste generated during peak summer periods, resulting in overflow, additional operational pressures, and public dissatisfaction. This view is echoed by residents and many councillors, particularly when the bins overflowing and/or are invaded by foxes, birds and rodents, which leave litter strewn all across the prom and onto the beach.
- 2.3** Outside of the summer season, these issues tend to be minimal, suggesting the existing provision capacity is sufficient for the off-peak season.

## **3. New Information**

- 3.1** Whilst in discussions relating to this matter, it has come to light that Lewes District Council has inadvertently not been charging for the emptying of the Town Council's seafront bins. They have since advised that a new fee regime must be established going forwards and have asked the Town

Council to carry out a bin audit to provide the District Council with information about its seafront bins.

- 3.2** This discovery will have significant future cost implications for the Town Council relating to waste collection, regardless of what is decided in relation to the bin trial, and regardless of who the Town Council chooses to contract to empty the seafront bins.
- 3.3** In addition, the District Council has advised that it does not have the vehicle infrastructure to empty the Big Belly bins, as detailed below in Section 4 of this report.
- 3.4** In light of the above two factors, officers have obtained quotes from alternative bin emptying providers. The preferred supplier for the trial (idverde Ltd) has confirmed they are capable of emptying the Big Belly bins and they appear to be significantly cheaper than the District Council is proposing to empty standard bins.
- 3.5** For the trial this proposed contract is not at a level that requires a tendering process to be undertaken, however looking forwards, post-trial, officers will need to run a tender process for the ongoing seafront bin emptying contract.

## **4. Options for Consideration**

### **Option 1 – Big Belly Solar Powered Smart Bins**

- 4.1** Big Belly solar powered smart bins use an internal compaction system to compress waste internally within the bin, significantly increasing capacity compared to standard bins. As part of this option, it is proposed to introduce 13 x 960-litre Big Belly solar compaction bins along the seafront.
- 4.2** The units are designed for high-footfall outdoor environments and are robust, weatherproof, and vandal resistant. Waste is deposited through a sealed hopper, which keeps refuse contained and prevents access by seagulls, foxes and other animals. Each unit is connected to a cloud-based IT system that provides real-time data on fill levels, usage, and maintenance requirements.
- 4.3** The proposed Big Belly bins are an upgraded version of those installed in Brighton & Hove in 2016, and open source data reveals Big Belly bins have been installed in Sheffield, Reigate, Bristol, Littlehampton, Bognor, Croydon, City of London, Newham, Sutton, Romford, Bournemouth, Bath,

Chelsea, Isle of Man, Orkney Islands, Deal, Islington, Rugby, Chester, Coventry and Nottingham. It is not known if all of these installations remain.

- 4.4** Current standard bins hold approximately 200 litres, whereas Big Belly units hold 960 litres, significantly increasing capacity.
- 4.5** The proposed trial would run for four months from June to September 2026. In order to have the bins in situ by 1 June, confirmation will need to be provided by 30 April at the latest.
- 4.6** The Big Belly units are being offered to the Town Council free of charge for the trial period. There would be a one-off cost of £2,594 for the trial (£199.50 per unit), which would pay for the delivery/removal charge of the bins to/from site. The provider has confirmed that the free trial of the bins will include insurance cover, installation (bolting the bins to the floor), access to the CLEAN Management software system, and regular maintenance and cleaning.
- 4.7** The provider, Futurestreet, has also offered to remove the Town Council's 19 bins, transport them to storage, and then re-site them after the trial, at no cost to the Town Council (these could be stored in the wood shed on the golf course for the trial's duration.) Allowing the 19 standard bins to remain in situ alongside the Big Belly bins is not desirable because:
- The usage data from the Big Belly bins software would be compromised and unreliable if the 19 existing bins remained open for use as well, and
  - The Town Council would need to pay for a total of 32 bins to be emptied throughout the trial, which would cost over £35,000 just for the four months of the trial, based on the quotes received to date.
- 4.8** **Appendix A** provides an image of the Big Belly units – the option being proposed is the Smart Max unit.
- 4.9** The cheapest bin emptying provider has been negotiated down by officers to £7.41 per Big Belly bin per empty. Working on the assumption they would each need to be emptied once per day for the 122 days of the trial, this would mean the cost of emptying would total £11,752.
- 4.10** Councillors will note the total cost of the Big Belly bin trial option is therefore £14,346, which exceeds the budgeted £10,000 set aside for this trial. This cost could potentially be reduced by installing less Big Belly bins (and thus emptying), however officers are keen to work on the

recommendation of the provider (which is not benefitting financially from the trial) that 13 of these bins would be the ideal number to ensure sufficient coverage along the 2.2 mile stretch of the seafront the Town Council is responsible for. The argument made is that less bins could result in more fly-tipping incidents where the public are unwilling to walk further to deposit their rubbish because the bins would have to be further apart. 13 bins would mean each bin would be approximately 300 metres from the next.

## **Option 2 – Eurobins**

- 4.11** Option 2 proposes the addition of 5 x 1,100-litre Eurobins (large wheelie bins) at identified hotspot locations along the promenade during the four months of June to September, in addition to the existing 19 seafront bins.
- 4.12** The bins would be constructed from high-density polyethylene (HDPE), a durable material commonly used for municipal waste that reportedly performs well in coastal conditions, including exposure to sun, salt spray, and colder weather.
- 4.13** There is no option to hire these units for the trial period and, as such, the Eurobins would need to be purchased by the Town Council and stored elsewhere during the off season. The cost of purchasing 5 Eurobins would be £675.
- 4.14** There are concerns from officers that the use of Eurobins during the summer trial may attract an increase in domestic fly tipping incidents, in particular where households have run out of space in their domestic bins. There are similar concerns that the lids may not be closed properly and left open which would attract seagulls, foxes and other rodents to access the rubbish. It could also mean that contaminated rainwater run-off would leach across the prom and onto the beach if the lids were left open during heavy rain.
- 4.15** Eastbourne Borough Council has recently begun placing Eurobins along their promenade and seafront at peak times, however they have the benefit of a seafront workforce in place who can ensure the lids are closed at the end of the day.
- 4.16** Appendix A provides an image of a Eurobin.
- 4.17** Because this option would require the ongoing emptying of 24 bins (the 19 existing bins twice daily, and the 5 Eurobins twice weekly) it is estimated

the total cost of this option would be in the region of £29,000 for the four months of the trial.

## **5. Recommendations**

- 5.1** Operationally officers believe the best solution would be the installation of the 13 Big Belly bins (Option 1), and the temporary removal of the 19 standard bins for the purposes of the four-month trial. The offer received from the supplier will provide a cost-effective way to increase the Town Council's bin capacity on the seafront for the summer season of 2026 with minimal visual impact. Additionally, Big Belly bins do not pose the same risks as the Eurobins, which may attract fly tipping and be left open to pests and the elements.
- 5.2** Officers will review the success of the trial and report back to the A&F Committee in December 2026 with future considerations and recommendations.

## **6. Financial Appraisal**

- 6.1** The pre-approved CIL-funding budget approved by Full Council for the seafront bins trial is £10,000.
- 6.2** The estimated total cost for each of the two options is as follows:
- Option 1, £14,346
  - Option 2, £29,130 (including the purchase of the Eurobins)
- 6.3** To clarify, councillors at this stage are not being asked to approve any spend related to purchasing Big Belly bins. If a proposal to purchase the Big Belly bins were to be made in future this would result in another report to Full Council which would require approval at that time.

## **7. Future Financial Considerations**

- 7.1** Whilst this Strategic Goal and this report are focused solely on the summer 2026 trial, officers are keen to highlight to councillors the post-trial costs for the various options. This is particularly important to emphasise because of the impending newly unbudgeted cost of bin emptying which the Town Council will be liable for going forwards.
- 7.2** Whilst it is evident that the Big Belly bins alone are more cost effective for the emptying fees, the purchase of the bins themselves is £4,500 each bin (£58,500 for 13 of them). This would mean that if the Town Council decided to make the Big Belly bins a permanent solution, then significant investment

in bin infrastructure would be required in 2027 - 2028 as a one-off expenditure.

- 7.3** Going forwards however, the ongoing emptying cost would be significantly cheaper. The cost of emptying them has been quoted at £7.41, which is 36% more expensive than the cost of emptying standard bins at £4.81. Crucially however, they can accommodate 4.8 times more rubbish before they need emptying. This would mean the emptying regime over the winter period could be reduced substantially (to say, twice weekly) and even in the summer period they would likely only need emptying once each per day.
- 7.4** Officer's estimates, which are subject to change and confirmation, show that the future annual cost of emptying Big Belly bins would likely cost around £25,000 per annum. Conversely, the future annual cost of retaining the 19 standard bins and supplementing them with 5 Eurobins for the summer season would likely cost in the region of £60,000 per annum.

## **8. Contact Officer**

- 8.1** The Contact Officer for this report is Sharan Brydon, Operations & Facilities Manager.

## Seafront Bin Provision Images

### Option 1 – Big Belly Units



Smart Max – option being considered for Town Council

Option 2 – Eurobin





## Seaford Town Council

<b>Report No:</b>	<b>219/25</b>
<b>Agenda Item No:</b>	<b>7</b>
<b>Committee:</b>	<b>Full Council - Extraordinary</b>
<b>Date:</b>	<b>29 April 2026</b>
<b>Title:</b>	<b>Review of the Mayor's Portfolio – Introduction of a Mayor and Deputy Mayor Roles and Responsibilities Policy and Mayoral Role Guidance and Expectations Policy</b>
<b>By:</b>	<b>Isabelle Mouland, Community Engagement and Democratic Services Manager</b>
<b>Purpose of Report:</b>	<b>To present a review of the Mayor's Portfolio and the recommended two replacement policies for adoption</b>

<b>Actions</b>
<b>Full Council is advised:</b>
<ol style="list-style-type: none"><li>1. To consider the contents of the report.</li><li>2. To consider the recommendation to separate the Mayor's Portfolio into one policy which details the roles and responsibilities, and another which gives guidance and sets expectations.</li><li>3. To consider the new Mayor and Deputy Mayor Roles and Responsibilities Policy at Appendix A.</li><li>4. To consider the new Mayoral Role Guidance and Expectations Policy at Appendix B.</li><li>5. To move to a vote on the motions below.</li></ol>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
<ol style="list-style-type: none"><li>1. To note the contents of the report.</li></ol>

2. To agree to separate the Mayor's Portfolio into two separate policies.
3. To adopt the Mayor and Deputy Mayor Roles and Responsibilities Policy.
4. To adopt the Mayoral Role Guidance and Expectations Policy.
5. To determine whether the title "Mayoress" should be removed and replaced with the non-gender-specific alternative, "Mayor's Consort", and, if agreed, to delegate authority to the Town Clerk to amend the policies accordingly following this meeting.

## **1. Introduction**

- 1.1 The Mayor's Portfolio serves to clearly define the responsibilities and activities associated with the civic positions within the Town Council. Its purpose is to provide incoming Mayors and Deputy Mayors with a clear outline of their roles and the expectations attached to them.
- 1.2 The Mayor's Portfolio was last reviewed in January 2025, with a further review scheduled for March 2026.
- 1.3 A review has now been completed collaboratively by the 2025 – 2026 Mayor of Seaford and the Town Council's Civic Office. This report presents the recommended amendments for consideration by Full Council.

## **2. Mayor's Portfolio Review**

- 2.1 During the early stages of the review, it became evident that additional guidance would be beneficial to support a smoother transition between Mayors and to further clarify the expectations associated with the role.
- 2.2 To achieve this, officers have developed two distinct policy documents. The first focuses on the statutory role of the Mayor and the responsibilities associated with being both Mayor and Chair of the Town Council. The second outlines the opportunities available to the Mayor during their term, how these have functioned in practice in previous years, and the expectations linked to these activities.
- 2.3 It is recommended that these two new policies supersede the existing Mayor's Portfolio.

## **3. Mayor and Deputy Mayor Roles and Responsibilities**

- 3.1 The draft Mayor and Deputy Mayor Roles and Responsibilities policy is provided at **Appendix A**.

- 3.2** This policy sets out the key responsibilities of the Mayor and Deputy Mayor. Its purpose is to provide clarity for elected members, officers, partner organisations, and the wider community regarding how these civic roles contribute to the effective governance and public representation of the Council.
- 3.3** Full Council is asked to consider and adopt the draft Mayor and Deputy Mayor Roles and Responsibilities Policy.

#### **4. Mayoral Role Guidance and Expectations policy**

- 4.1** The draft Mayoral Role Guidance and Expectations policy is provided at **Appendix B**.
- 4.2** This policy provides a clear framework outlining the activities, responsibilities, and opportunities associated with the role of Mayor. It is intended to support incoming Mayors and Deputy Mayors by explaining the practical aspects of the role, the support available, and the expectations that accompany the positions.
- 4.3** Some of the wording used to create this policy has been copied across from the previous Mayor's Portfolio which refers in several places to the title "Mayoress". While this ceremonial title is steeped in tradition and has been widely used in the past by the wives or female partners of former male mayors, it is inherently gender-specific and no longer reflects contemporary expectations around inclusivity and equality in public office.
- 4.4** Modern practice increasingly favours neutral terminology that recognises the diversity of family structures and personal identities; members will be familiar with the concept that titles such as 'actress', 'proprietress', and 'manageress' have long been phased out of general parlance.
- 4.5** Members will note that, as set out in Appendix B, officers have retained the term "Mayoress" within the document at this stage pending consideration by Full Council. Should Full Council determine that this title should be replaced with the non-gender-specific alternative, "Mayor's Consort", it is recommended that Full Council delegate authority to the Town Clerk to make the necessary amendments to the policies following this meeting.
- 4.6** Full Council is asked to consider and adopt the draft Mayoral Role Guidance and Expectations Policy.

## **5. Financial Appraisal**

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

## **6. Contact Officer**

**6.1** The Contact Officer for this report is Isabelle Mouland, Community Engagement and Democratic Services Manager.



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## THE MAYOR AND DEPUTY MAYOR ROLES AND RESPONSIBILITIES

*This policy sets out the roles and responsibilities of the Mayor and Deputy Mayor of Seaford and how these key civic positions support the effective governance and public representation of the Council.*

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

## Policy Status

<b>Version</b>	0.1	<b>Last Review Date</b>	
<b>Adopted Date</b>		<b>Next Review Date</b>	
<b>Review Period</b>	Annually	<b>Approving Body</b>	Full Council

## Version History

<b>Date</b>	<b>Version</b>	<b>Approval</b>	<b>Status</b>
	0.1	Full Council	New Policy

## Related Policies and Other References

<b>Policy Reference Code</b>	<b>Policy Name</b>
C4	Complaints Procedure
C7	Standing Orders
CC2	Member's Code of Conduct
CC6	Committee Chairs' Management Group Policy
Co6	Public Participation Policy
F7	Financial Regulations
Under consideration	Mayoral Role Guidance and Expectations

## Table of Contents

<b>Section</b>	<b>Title</b>
1.0	Introduction
2.0	Aim and Scope
3.0	Who This Applies To
4.0	Definitions
5.0	Election of Mayor and Deputy Mayor
6.0	Principles of Civic Leadership
7.0	The Mayor's Role, Duties and Responsibilities
8.0	The Deputy Mayor's Role, Duties and Responsibilities

## **1. Introduction**

- 1.1.** This document sets out the roles and responsibilities of the Mayor and Deputy Mayor. Its purpose is to provide clarity for elected members, officers, partners, and the wider community about how these key civic positions support the effective governance and public representation of the Council.
- 1.2.** The Mayor serves as the Council's first citizen and principal ambassador, representing the authority at official events, promoting community cohesion, and upholding the values and reputation of the Council. The Mayor also has an important role in chairing Council meetings and ensuring that democratic processes are conducted fairly, respectfully, and in accordance with the Council's Standing Orders.
- 1.3.** The Deputy Mayor supports the Mayor in fulfilling these duties and acts on their behalf when required. Together, the Mayor and Deputy Mayor contribute to strong civic leadership, continuity, and the smooth running of Council business.
- 1.4.** This document provides a clear reference to help those undertaking these roles to understand their functions and to ensure transparency for members of the public about how civic leadership operates within the Council.

## **2. Aim and Scope**

- 2.1.** The aim of this document is to clearly define the duties, responsibilities, and conduct required of the Mayor and Deputy Mayor to support effective civic leadership, ensure smooth operation of Council processes, and promote transparency in decision-making. It provides a consistent reference point for councillors, officers, and the public so that the functions of these roles are understood and carried out in line with the Council's governance arrangements.

## **3. Who This Applies To**

- 3.1.** This policy applies to:
  - all officers, including temporary or agency staff
  - all councillors
  - all volunteers

#### **4. Definitions**

- 4.1. Annual Meeting of the Town Council** – This is the first meeting of the municipal year (in May), where the first item of business must, by law, be to elect a Chair/Mayor.
- 4.2. Annual Town Meeting (Town Forum)** – A public forum held between March 1st and June 1st, facilitated by the Town Council, where the Town Council reports on its yearly activities and celebrates the community.
- 4.3. Civic Office** – The officer team responsible for supporting the Mayor and Deputy Mayor in the discharge of civic duties, ceremonial arrangements, engagement management, and protocol.
- 4.4. CCMG** – Committee Chairs' Management Group, an internal non-statutory group comprising committee chairs, Mayor, Deputy Mayor and the Town Clerk that supports strategic coordination of council business.
- 4.5. Mayoral Engagement** – Any official event, meeting or appearance attended by the Mayor or Deputy Mayor in a civic capacity on behalf of the Council.
- 4.6. Consort / Mayoress / Escort** – An individual appointed by the Mayor or Deputy Mayor to accompany them at civic engagements in accordance with civic protocol.

#### **5. Election of Mayor and Deputy Mayor**

##### **5.1. Statutory Requirements**

- 5.1.1. In accordance with Sections 15 and 34 of the Local Government Act 1972, the election of the Mayor must be the first item of business at the Annual Meeting of the Town Council.
- 5.1.2. The Mayor must be elected from among the serving members of Seaford Town Council.

##### **5.2. Eligibility**

- 5.2.1. Seaford Town Council has previously decided it requires that any councillor standing for election as Mayor must have completed at least one year of service as a member of the Town Council.
- 5.2.2. This requirement should be waived only in the exceptional circumstance where all 20 councillors are newly elected.
- 5.2.3. Full Council retains the authority to amend or overturn this eligibility criterion where it considers it appropriate to do so.

**5.3. Presiding at the Election**

- 5.3.1. The outgoing Mayor shall preside at the election of their successor if present.
- 5.3.2. The person presiding at the Annual Meeting must exercise a casting vote in the event of equality of votes for the office of Mayor.
- 5.3.3. In the absence of the Mayor, the Deputy Mayor shall preside.
- 5.3.4. If neither are present, the members in attendance must elect a councillor to preside for the purposes of the mayoral election.

**5.4. Acceptance of Office**

- 5.4.1. Immediately upon election, the Mayor must sign the Declaration of Acceptance to the Office of Mayor of Seaford, in addition to having previously signed the Declaration of Acceptance to Office as a councillor.
- 5.4.2. The Mayor must also sign the document accepting responsibility for the care of the Mayoral Chains.

**5.5. Term of Office**

- 5.5.1. The Mayor shall hold office for one municipal year, unless Full Council approves otherwise.
- 5.5.2. A serving Mayor may stand for re-election for a further term should they wish to do so.
- 5.5.3. Unless resigned or disqualified, the outgoing Mayor shall continue in office until their successor has been elected and has signed a valid Declaration of Acceptance to Office.

**5.6. Mayoral Appointments**

- 5.6.1. The Mayor may appoint a Mayoress or Mayor's Consort to accompany and assist at engagements.
- 5.6.2. When the Mayoress/Consort is unavailable, the Mayor may nominate an Escort. The Civic Officer must be notified in advance to inform event organisers.
- 5.6.3. The Mayor may also appoint a Chaplain or equivalent religious support to assist with civic events and may invite them to attend ahead of Full Council meetings for prayers/reflection.

## **5.7. Administrative Arrangements Following Election**

5.7.1. The Civic Office will liaise promptly with the new Mayor to discuss:

- Immediate upcoming engagements
- Plans for the municipal year and how the new Mayor would like to work with the Civic Office throughout the year
- Likely Civic events
- If the Mayor has chosen to support a charity and if so, which one
- Arrangements for the official Mayor's photograph for the Council Chamber
- Plan for quarterly catch-up meeting and budget summary discussions

## **6. Principles of Civic Leadership**

**6.1.** The Mayor and Deputy Mayor are expected to uphold the following core principles when carrying out civic duties on behalf of Seaford Town Council:

- **Dignity** – Conduct themselves with professionalism and uphold the dignity of civic office at all times.
- **Neutrality** – Act impartially in the chairing of meetings and representation of the Council, ensuring fairness, respect and inclusivity.
- **Representation** – Positively represent the Council, the town and its residents at all civic and community events.
- **Respect for Civic Protocol** – Observe civic traditions, etiquette and established practices, taking guidance from the Civic Office where required.
- **Civility and Respect** – Promote high standards of conduct, in line with the Council's Civility and Respect Pledge and Code of Conduct.

## **7. The Mayor's Role, Duties and Responsibilities**

### **7.1. Purpose of the Role**

7.1.1. Under the Local Government Act 1972 (s15), the Chair of Seaford Town Council holds the civic title Mayor of Seaford.

7.1.2. The Mayor serves as both the public representative of the Town Council and the Chair of Full Council, acting as the First Citizen of Seaford.

**7.2. Role of the Mayor**

- 7.2.1. To act as the figurehead of Seaford Town Council, representing the Council and the town at civic, ceremonial, and community events.
- 7.2.2. To promote the objectives, reputation, and interests of the Town Council within the community.
- 7.2.3. To carry out ceremonial duties on behalf of the Council, including opening Council facilities and attending official functions.
- 7.2.4. To chair Full Council meetings and the Annual Town Meeting (Town Forum), ensuring effective, fair, and lawful conduct of business.
- 7.2.5. To support councillors in performing their duties by fostering cooperation and positive decision-making within the Council Chamber.

**7.3. Statutory and Constitutional Duties**

- 7.3.1. Sign the Declaration of Acceptance to Office immediately following election as Mayor (Local Government Act 1972 s83).
- 7.3.2. Exercise a casting vote in the event of a tied vote, including during the election of Mayor (Local Government Act 1972 s15).
- 7.3.3. Where chairing the relevant meeting, sign the Town Council's Annual Governance Statement and Annual Governance and Accountability Return (AGAR) (Accounts and Audit Regulations 2015).
- 7.3.4. Recognise that the Mayor holds no delegated powers and may not make decisions on behalf of the Town Council.

**7.4. Responsibilities When Chairing Meetings**

- 7.4.1. The Mayor will be encouraged to undertake chairpersonship training at the start of the mayoral term; the Deputy Mayor shall do likewise.
- 7.4.2. Chair meetings of Full Council and ensure compliance with Standing Orders.
- 7.4.3. Facilitate public participation in accordance with the Town Council's Public Participation Policy.
- 7.4.4. Introduce meetings and welcome guest speakers, ensuring their contributions are supported and questions appropriately managed.
- 7.4.5. Progress meetings through the published agenda efficiently and lawfully.
- 7.4.6. Use the casting vote where required.
- 7.4.7. Approve draft minutes of Full Council meetings prior to publication.

**Report 219/25 Appendix A**  
**For consideration by Full Council on 29-Apr-26**

- 7.4.8. Convene Extraordinary Council Meetings, when necessary, in consultation with the Town Clerk and relevant Committee Chair.
- 7.4.9. Attend quarterly meetings of the Committee Chairs Management Group (CCMG) and comply with the CCMG Policy.
- 7.4.10. Where attending a Council committee meeting, do so in an ex-officio capacity unless formally appointed as a committee member (in which case attendance is as a councillor, not as Mayor/Chair).

**7.5. Working with Councillors and Officers**

- 7.5.1. Provide support and encouragement to the Town Clerk and cooperate on matters representing the Council externally.
- 7.5.2. Receive and acknowledge councillor resignations and notify the Town Clerk.
- 7.5.3. Work closely with the Deputy Mayor to ensure continuity of civic duties and engagement.
- 7.5.4. Act, jointly with CCMG members, as a communication link between officers and councillors to support a productive and respectful working environment.
- 7.5.5. Encourage councillors to work cooperatively for the benefit of the town and uphold the reputation of the Council.
- 7.5.6. Participate, where appropriate and advised by the Monitoring Officer, in matters concerning councillor conduct.

**7.6. Responsibilities in Relation to Council Policies**

- 7.6.1. Maintain familiarity with the Mayoral Role Guidance and Expectations document, which includes civic traditions, expectations regarding visiting dignitaries, charitable support, and hosting of and/or attendance at civic events.
- 7.6.2. Always adhere to the Council's Standing Orders.
- 7.6.3. Manage public participation during meetings in line with the Public Participation Policy.
- 7.6.4. Participate in tender selection processes, where required, in accordance with the Town Council's Financial Regulations.

**7.7. General Conduct and Professionalism**

- 7.7.1. Work with the Civic Office to ensure social media and digital communications are conducted professionally and appropriately.
- 7.7.2. Remain available to councillors, the Town Clerk, and senior officers for discussions and meetings throughout the mayoral year.

- 7.7.3. Lead by example by complying with the Code of Conduct and promoting the principles of the Council's Civility and Respect Pledge.
- 7.7.4. Uphold the dignity of the mayoral office, maintaining a respectful, professional, and impartial presence at all engagements.
- 7.7.5. Prioritise mayoral engagements within Seaford over out-of-town events unless otherwise appropriate.

## **8. The Deputy Mayor's Role, Duties and Responsibilities**

### **8.1. Purpose of the Role**

- 8.1.1. The Deputy Mayor supports the Mayor of Seaford by providing continuity of civic, ceremonial, and meeting-related duties when the Mayor is unavailable.
- 8.1.2. The nature of the Deputy Mayor's involvement may vary depending on the preferences of the Mayor, ranging from a substitute role to a more proactive coordinated civic team approach.
- 8.1.3. While modern partnership approaches may be adopted, traditional civic protocol remains important and must be upheld at all times.

### **8.2. Role of the Deputy Mayor**

- 8.2.1. To act as the substitute for the Mayor, undertaking the Mayor's duties when the Mayor is absent, including attending engagements and chairing meetings.
- 8.2.2. Where agreed with the Mayor, to participate more actively in civic life, attending regular engagements, attending engagements jointly and/or supporting day-to-day mayoral activities.
- 8.2.3. To honour civic tradition and ensure protocol is followed when undertaking civic duties.
- 8.2.4. To respect that attendance at events is determined by invitation; where an invitation is addressed to the Mayor alone, the Deputy Mayor must not attend unless express permission is granted by organisers.
- 8.2.5. When deputising for the Mayor, to appoint (if desired) a Deputy Mayoress, Deputy Mayor's Consort or Escort to accompany them.
- 8.2.6. When attending events alongside the Mayor, not to bring a companion unless specifically invited to do so.
- 8.2.7. To seek advice from the Civic Office where guidance is required on correct civic protocol.

### **8.3. Statutory and Constitutional Duties**

- 8.3.1. Sign the Declaration of Acceptance to Office immediately following election as Deputy Mayor (Local Government Act 1972 s83).
- 8.3.2. If presiding at the Annual Meeting in the Mayor's absence, exercise the casting vote in the event of a tied vote for the election of Mayor (Local Government Act 1972 s15).
- 8.3.3. Where chairing the relevant meeting, sign the Town Council's Annual Governance Statement and Annual Governance and Accountability Return (AGAR) (Accounts and Audit Regulations 2015).

### **8.4. Responsibilities When Chairing Meetings**

- 8.4.1. The Deputy Mayor will be encouraged to undertake chairpersonship training at the start of the term of office, in line with the Mayor.
- 8.4.2. Chair Full Council meetings in the absence of the Mayor, undertaking the same responsibilities expected of the Mayor when presiding.
- 8.4.3. Ensure compliance with Standing Orders and all relevant meeting protocols.
- 8.4.4. Facilitate public participation in accordance with the Town Council's Public Participation Policy when acting as Chair.
- 8.4.5. Introduce meetings, manage speakers, and ensure the orderly and lawful progression of business.
- 8.4.6. Use the casting vote where required.
- 8.4.7. Approve draft minutes of Council meetings chaired by the Deputy Mayor.
- 8.4.8. Attend quarterly meetings of the Committee Chairs Management Group (CCMG) and comply with the CCMG Policy.

### **8.5. Working with Councillors and Officers**

- 8.5.1. Work closely with the Mayor to stay informed of civic activity and ensure seamless continuity when deputising.
- 8.5.2. Support the Town Clerk, senior officers, and councillors in representing the Town Council when acting on behalf of the Mayor.
- 8.5.3. Foster positive, respectful working relationships with councillors and officers, promoting effective civic leadership.
- 8.5.4. Assist, where appropriate, in upholding good conduct and maintaining the reputation of the Town Council.

- 8.5.5. Act, jointly with CCMG members, as a communication link between officers and councillors to support a productive and respectful working environment.

**8.6. Responsibilities in Relation to Council Policies**

- 8.6.1. Maintain familiarity with the Mayoral Role Guidance and Expectations document, which includes civic traditions, expectations regarding visiting dignitaries, charitable support, and hosting of and/or attendance at civic events to enable effective deputising.
- 8.6.2. Always follow the Council's Standing Orders, including when chairing meetings.
- 8.6.3. Adhere to protocol regarding public participation, civic attendance, and engagement etiquette.
- 8.6.4. Consult the Civic Office for guidance on protocol, invitations, or procedural uncertainties.

**8.7. General Conduct and Professionalism**

- 8.7.1. Uphold the dignity of the office when acting on behalf of the Mayor, maintaining a respectful, professional, and impartial presence.
- 8.7.2. Lead by example by complying with the Code of Conduct and supporting the principles of the Council's Civility and Respect Pledge.
- 8.7.3. Maintain availability for discussions and meetings with the Mayor, councillors, and officers throughout the term of office.
- 8.7.4. Represent the Town Council with courtesy, integrity, and sensitivity to civic tradition at all times.



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## MAYORAL ROLE GUIDANCE AND EXPECTATIONS

*This guidance document is a framework which presents and explains the range of activities and opportunities associated with the position of Mayor and Deputy Mayor.*

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## Policy Status

<b>Version</b>	0.1	<b>Last Review Date</b>	March 2026
<b>Adopted Date</b>	TBC	<b>Next Review Date</b>	One year from adoption
<b>Review Period</b>	Annually	<b>Approving Body</b>	Full Council

## Version History

<b>Date</b>	<b>Version</b>	<b>Approval</b>	<b>Status</b>
n/a-new policy			

## Related Policies and Other References

<b>Policy Reference Code</b>	<b>Policy Name</b>
CC1	Civic Awards Policy
CC2	Members' Code of Conduct
P15	Gifts & Hospitality Policy
n/a-under consideration	The Mayor and Deputy Mayor Roles and Responsibilities

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9.0	Communications, Fundraising and Partnership Working
10.0	Other Activities and Civic Protocol

## **1. Introduction**

- 1.1.** This guidance document provides a clear framework explaining the activities, responsibilities and opportunities associated with the role of Mayor. Its purpose is to help incoming Mayors and Deputy Mayors understand the practical elements of the role, the support available, and the expectations that accompany the office.
- 1.2.** The document outlines key aspects of the mayoral year — including the support provided by the Civic Office, guidance on civic events and fundraising, and notes on etiquette, traditions and protocols. While not exhaustive, it is designed to be a helpful reference point throughout the Mayor’s term and will be periodically updated.
- 1.3.** This guidance should be read alongside the Mayor and Deputy Mayor Roles and Responsibilities Policy. The intention is to offer flexibility: each Mayor brings their own personality, goals and approach, and this framework is designed to accommodate that individuality, while ensuring the core civic traditions and protocols are upheld. If clarification is ever needed, the Civic Office is available to provide advice.

## **2. Aim and Scope**

- 2.1.** The aim of this document is to clearly set out the expectations, responsibilities and opportunities associated with the mayoral role. It is intended to support the Mayor and Deputy Mayor throughout their term by outlining how the role operates in practice and summarising the guidance, processes and traditions that shape the roles.

## **3. Who This Applies To**

- 3.1.** The policy applies to:
  - Civic Officers
  - The Mayor and Deputy Mayor of Seaford
  - Prospective Mayors and Deputy Mayors of Seaford

## **4. The Role of the Civic Office**

### **4.1. Overview of the Civic Office:**

4.1.1. The Civic Office is comprised of one Manager and two Officers. While the team provides support to the Mayor and Deputy Mayor, this represents only part of their wider responsibilities. On average, approximately 10% of the team's collective weekly working hours — around 10 hours per week spread across Monday to Friday — is dedicated to Mayoral support.

### **4.2. Purpose of the Civic Office:**

4.2.1. The Civic Office support aims to enable the Mayor to undertake their duties effectively, uphold civic traditions, and represent the town with professionalism. To support this, Civic Officers provide the following functions:

- **Secretariat Support:** Acting as Secretary to the Mayor and Deputy Mayor, ensuring effective communication, diary coordination and administrative support.
- **Invitations and Diary Management:** Receiving, managing and responding to invitations for the Mayor (or Deputy Mayor when deputising), ensuring all relevant information is gathered and the official diary is always accurate and up to date.

The Civic Office also maintains the official 'civic list', a distribution list of dignitaries, civic heads and key partner organisations. This list is reviewed and agreed with the Mayor at the start of each Mayoral year and is used for:

- issuing invitations to civic events,
- distributing Mayoral communications, and
- ensuring appropriate civic protocol and precedence are observed.
- **Support for Civic Events:** Coordinating, delivering and providing on-the-day support for Civic Events throughout the Municipal Year, including but not limited to:
  - The Mayor's Civic Service or Reception
  - The Mayor's Carol Service
  - Any additional events individual Mayors choose to host
- **Support for Town Council Events:** Assisting with preparations for Town Council events such as Remembrance Day or Sussex Day.

This may include help with speeches, ceremonial arrangements or any specific requirements.

- Upholding Civic Protocol: Ensuring correct protocol is followed at all civic occasions, including etiquette, ceremonial procedures, precedence and use of civic regalia.
- Support for the Mayor's Charity: Acting as the link between the Mayor and their chosen charity or charities, promoting their work and supporting any associated initiatives.
- Communications Support: Producing artwork and assisting with the development of content for the Mayor's printed and online communications, ensuring consistency of messaging and presentation.
- Civic Awards Administration: Providing support with selecting Civic Award recipients, arranging the production of awards and certificates, and coordinating presentation materials.
- Financial Updates: Providing quarterly updates on the Mayor's Allowance to support informed planning, budgeting and decision-making throughout the year.
- Reporting Support: Collating quarterly Mayoral Reports for presentation at Full Council meetings.

## **5. Working with the Civic Office**

### **5.1. Establishing Ways of Working**

5.1.1. At the beginning of the Mayor's term, a meeting will be arranged with the Civic Officers to agree preferred working methods, communication styles and expectations for the year ahead. This discussion also enables the Civic Office to outline their capacity and availability for civic-related tasks, helping to ensure a smooth, respectful and well-coordinated working relationship from the outset.

### **5.2. Planning the Mayoral Year**

5.2.1. Early in their term, Mayors are encouraged to consider whether they wish to:

- Host additional events, and/or
- Introduce a particular theme to shape their Mayoral year.

5.2.2. These ideas should be discussed with the Civic Office at an early stage to determine feasibility and support requirements.

5.2.3. Examples of Additional Events:

- Charity quiz nights
- Charity fashion shows
- Luncheons
- Concerts

5.2.4. Examples of Annual Themes:

- Youth: Supporting young people, schools and youth organisations in Seaford.
- Community Cohesion: Focusing on bringing different parts of the community together.
- Environmental Awareness: Promoting sustainability, environmental education and local green initiatives.

**5.3. Assessing Resource and Governance Implications**

5.3.1. Any proposed events or themes should be raised with the Civic Office as early as possible to allow sufficient time to consider:

- Staff capacity and availability
- Health and safety requirements
- Financial and budgetary implications
- Any risks or liabilities for the Town Council

5.3.2. This ensures that all Mayoral initiatives are both deliverable and compliant with Council policies.

**5.4. Managing Invitations and Engagements**

5.4.1. All invitations for the Mayor or Deputy Mayor must be sent directly to the Civic Office at [civic.office@seafordtowncouncil.gov.uk](mailto:civic.office@seafordtowncouncil.gov.uk)

This ensures:

- The official Mayoral diary remains accurate and up to date
- Scheduling clashes are avoided
- All information required for attendance is gathered in one place

5.4.2. If the Mayor receives any invitations personally, they should forward them to the Civic Office so that a formal response can be issued.

**5.5. Engagement Information and Preparation**

5.5.1. When the Mayor accepts an engagement, the Civic Office will send a Mayoral Engagement Form to the event organiser. This form collects all necessary details including:

- Event timings and location
- Dress code

- Responsibilities or roles required from the Mayor
- Accessibility or logistical considerations

5.5.2. This process ensures that the Mayor (or Deputy Mayor, when deputising) is fully briefed and able to attend engagements confidently and professionally.

## **6. Engagements**

### **6.1. Overview of Engagements**

6.1.1. Throughout the Mayoral year, the Mayor will receive invitations to a wide range of civic, community and ceremonial engagements. Attendance is at the Mayor's discretion; however, it is expected that they will make every reasonable effort to attend as many engagements as possible to represent the Town Council and support local organisations, charities, and community events.

### **6.2. How Invitations Are Managed**

6.2.1. All invitations are received and processed by the Civic Office. Civic Officers will contact the Mayor to confirm whether they wish to attend each engagement.

6.2.2. To assist with decision making, a Mayoral Engagement Form is used to gather essential details from the organiser.

### **6.3. Information Provided for Each Engagement**

6.3.1. The engagement form captures key information, including:

- The organisation or individual hosting the event
- Purpose and nature of the event
- Venue, date and timings
- Costs associated with attendance
- Any specific requirements (e.g., speeches, dress code, accessibility considerations)

6.3.2. This ensures the Mayor is fully briefed ahead of attending.

#### **6.4. Bookings and Costs**

6.4.1. Where attendance requires a ticket or booking (for example, theatre performances, concerts, local talks or charity functions), the Civic Office will handle all arrangements.

6.4.2. These costs will be paid from the Mayor's Allowance, provided they fall within the scope of mayoral duties.

#### **6.5. Expectations Around Attendance**

6.5.1. While the role allows flexibility, attendance at engagements forms a significant part of the Mayor's civic function. The Mayor is encouraged to make every reasonable effort to attend engagements, with priority given to those that:

- Support Seaford's voluntary, community and charitable sector
- Promote local culture, education and civic pride within Seaford
- Strengthen relationships with Seaford-based partners, groups and organisations
- Support the wider district, regional or county civic network where appropriate
- Represent the Town Council at regional and county-wide events

6.5.2. As a general principle, engagements taking place within Seaford should be prioritised over out-of-town engagements, unless there is a clear ceremonial requirement or significant benefit to the town in attending an external event.

#### **6.6. Sharing Engagements with the Deputy Mayor**

6.6.1. If the Mayor has limited availability at certain times (e.g., daytime due to work commitments), they may agree early in the term how engagements should be shared with the Deputy Mayor. Possible arrangements include:

- Deputy Mayor covering daytime events while the Mayor covers evenings
- Alternating attendance based on type of engagement
- Deputy Mayor attending when the Mayor is unavailable

6.6.2. These arrangements remain flexible and should be reviewed periodically.

## **6.7. Examples of Typical Annual Engagements**

6.7.1. Based on previous mayoral years, the following engagements are commonly attended by the Mayor of Seaford. This list is illustrative, not exhaustive:

- Seaford Rotary Club – Young Writers Competition (March)
- Seaford Rotary Club – Young Musicians Competition (March)
- East Sussex Music Service – Spring Concert (March)
- Royal Society of St George – St George’s Day (April)
- Seahaven Business Awards (May)
- High Sheriff of East Sussex – Summer Reception (May/June)
- Homelink – AGM (May/June)
- Concentus Choir – Summer Concert (June)
- Lord Lieutenant – Meeting of New Mayors (June)
- Seaford Choral Society – Summer Concert (July)
- Seafarers – Sea Sunday (July)
- RNLI Summer Fete (July)
- East Sussex Music Service – Summer Concert (July)
- Bishop of Chichester – Concert (July)
- Sussex Mayors’ Association – Lunch (July)
- Seahaven FM – Interview with the Mayor (July/August)
- Newhaven Fort – Dieppe Raid Commemoration (August)
- Bishopstone Summer Fete (August)
- Royal Society of St George – Battle of Britain Service (September)
- Royal Society of St George – Trafalgar Day (October)
- High Sheriff – Judges Service (October)
- Martello Rotary – Proms (October)
- Seaford Bonfire Celebrations (October)
- High Sheriff – Prayer Breakfast (November)
- Lewes Bonfire (November)
- Homelink – Christmas Concert (December)
- Seaford Rotary Club – Senior Citizens Christmas Party (December)
- Concentus Choir – Christmas Concert (December)
- Sussex Mayors’ Association – Christmas Lunch (December)
- East Sussex Music Service – Christmas Concert (December)

6.7.2. Each Mayor may choose to attend all, some or none of these engagements depending on availability and priorities.

## **7. Civic Events**

### **7.1. Overview of Civic Events**

7.1.1. Civic Events are formal or community focused occasions delivered by the Town Council — either independently or in partnership with local organisations. At these events, the Mayor typically acts as host, guest of honour, or performs an official civic duty on behalf of the Council.

### **7.2. Annual Civic Events**

7.2.1. The following Civic Events usually take place during the municipal year. This list reflects established practice but may be updated as required.

- Sussex Day – 16 June

A ceremony is held annually to celebrate Sussex Day. The Civic Office arranges a short event, usually at the Martello Tower on the seafront. The Town Crier and the Mayor lead the proceedings, which include:

- Raising the Sussex Day flag at 12 noon
- Reading of the official proclamation
- An optional community singing of “Sussex by the Sea”

Councillors and members of the public are invited to attend.

- Armed Forces Day – 27 June

To mark Armed Forces Day, the Mayor attends a short ceremony at the Seaford War Memorial, where the Armed Forces Day flag is raised.

- Civic Service or Civic Reception

It is customary for each Mayor to host a Civic Service or Civic Reception early in their term. The format varies each year and may include:

- A religious or civic service
- A summer garden gathering
- A luncheon or formal reception

This event:

- Must remain within the agreed budget
- Must take place within the parish of Seaford
- Should provide a dignified civic occasion for invited local and regional dignitaries

The Mayor should discuss proposals with the Civic Office to ensure feasibility and appropriate resourcing.

- *Remembrance Sunday*

Organised jointly by the Royal British Legion and Seaford Town Council. The ceremony takes place on the Sunday nearest to 11 November at the Seaford War Memorial, followed by a service at St Leonard's Church. The Mayor will lay a wreath at the War Memorial; the Civic Office arranges the wreath order.

- *Seaford Christmas Magic*

Seaford Christmas Magic is delivered collaboratively by the Town Council, Seaford Traders Group, Seaford Street Market, the Seaford Chamber of Commerce and SCIP (for lantern-making and community engagement).

The Mayor may be invited to carry out several roles, including:

- Attending lantern making workshops
- Officially opening the event
- Judging window displays
- Leading the lantern parade
- Switching on the Christmas Lights

Engagement details are provided through a Mayoral Engagement Form.

- *Mayor's Carol Service*

The Mayor may choose to hold a Carol Service, usually in early December.

This may be:

- Religious (traditionally supported by the Mayor's Chaplain), or
- Non-religious, if preferred by the Mayor

Additional features may include:

- A retiring collection in aid of the Mayor's Charity
- Invitations to civic dignitaries such as the Lord Lieutenant and High Sheriff
- Refreshments funded by the Mayor's Allowance

The service has previously supported the Town Council's gift-giving partnership with Family Support Work, providing a popular drop off point for donated gifts.

- *Town Forum & Mayor's Awards*

The Town Forum, held annually in April/May, is a meeting of Seaford residents facilitated by the Town Council. It is not a Council meeting.

The Mayor presides when attending. The Forum provides an opportunity:

- For residents to raise matters affecting the town
- For organisations receiving Town Council grants to report back to the public

The Mayor also presents the annual Civic Awards during this event.

### **7.3. Non-Town Council Annual Civic Events**

7.3.1. The following are Civic Events that usually take place during the municipal year, are not organised by the Town Council but the Mayor would usually attend as a representative of both the Town Council and town. This list reflects established practice but may be updated as required.

- *Commonwealth Remembrance - Organised by the Royal Society of St George*

Held annually on the Tuesday after Remembrance Sunday (unless it falls on 11 November, in which case it is held the following Tuesday). The service takes place at the Commonwealth War Memorial in Seaford Cemetery.

Attendees typically include dignitaries from Commonwealth nations and Ireland whose service personnel are interred in the cemetery.

The Mayor lays a wreath, ordered by the Civic Office. Details of any post service gatherings are provided by the Royal Society of St George each year.

## **8. Chain of Office and Attire**

### **8.1. General Presentation**

8.1.1. The Mayor and Deputy Mayor are expected to be smart, well-groomed and appropriately dressed for all official engagements. Their appearance should reflect the dignity and formality of the civic role.

### **8.2. Civic Regalia**

8.2.1. The Town Council owns and maintains three Chains of Office:

- Mayor's Chain of Office
- Mayor's Consort's Chain of Office
- Deputy Mayor's Chain of Office

8.2.2. When the Mayor's Chain is detached from its ribbon, it is referred to as the Badge of Office.

### **8.3. Wearing the Chains of Office**

- 8.3.1. The Chains (or Badge) of Office must only be worn when the individual is undertaking official duties in their civic capacity.
- 8.3.2. The Deputy Mayor will wear their Chain when deputising for the Mayor and may also wear it in the Mayor's presence if the Mayor has given prior agreement.
- 8.3.3. An Escort is not permitted to wear the Mayor's Consort's Chain of Office, and no alternative chain or badge is provided for Escorts.

### **8.4. Use of Regalia at Events**

- 8.4.1. Chains or the Badge of Office may be worn at official events within Seaford where the Mayor and Civic Office consider it appropriate to mark the occasion.
- 8.4.2. When attending an event within another Mayor's administrative boundary, the Seaford Mayor (or Deputy Mayor, when deputising) must obtain permission from that Mayor before wearing the Chain or Badge of Office.
- 8.4.3. If permission is not granted, the Chain or Badge must not be worn.

### **8.5. Responsibility for Civic Regalia**

- 8.5.1. The Mayor, Mayor's Consort, and Deputy Mayor are personally responsible for the safe keeping of their respective Chains during their term of office. This includes ensuring that:
  - The Chain is stored securely in the protective case provided
  - It is never left unattended in a public place (including in a vehicle)
  - It is only worn for official duties arranged through the Civic Office
- 8.5.2. Although the Chains are insured by the Town Council, individuals must take all reasonable steps to protect them from loss or damage.

### **8.6. Former Mayor's Badge**

- 8.6.1. On completion of a full term of office, an outgoing Mayor will receive a Former Mayor's Badge, consisting of a replica link from the Chain of Office — unless:
  - They are re-elected as Mayor, or
  - They have already received a Former Mayor's Badge
- 8.6.2. Where a Former Mayor has previously received the badge, their departure from office will instead be marked with a framed certificate.

## **8.7. Mayor's Community Coat**

- 8.7.1. During the 2024–2025 municipal year, the Mayor collaborated with community groups to create a patchwork 'Mayor's Community Coat', representing voluntary organisations across Seaford. The coat was produced to celebrate the 25th anniversary of Seaford Town Council.
- 8.7.2. Although not a traditional robe of office, the coat may be worn at the Mayor's discretion at appropriate community focused events such as:
- Seaford Christmas Magic
  - Town Forum
  - Local celebrations or community outreach activities
- 8.7.3. The Mayor's Community Coat is stored at the Town Council Offices and displayed in the Council Chamber.

## **9. Communications, Fundraising and Partnership Working**

### **9.1. Promoting the Town Council**

- 9.1.1. Apolitical Role of the Mayor - The Office of Mayor is strictly apolitical. The Mayor must:
- Avoid making political comments or expressing political views in speeches, conversations or public settings.
  - Not attend political meetings or events in their capacity as Mayor.
  - Not canvass, leaflet or undertake any form of electioneering when representing the Office of Mayor. (They may do so only in their capacity as a Councillor.)
- 9.1.2. Ambassadorial Role - The Mayor acts as an ambassador for Seaford, strengthening relationships with residents, organisations, community groups and regional partners. This may include:
- Attending events hosted by external bodies as the official representative of the Town Council.
  - Hosting or supporting events that:
    - Celebrate achievement
    - Recognise service to the community
    - Raise funds for charitable causes
    - Promote cohesion and civic pride
- 9.1.3. External Events and Representation - When attending events organised by outside bodies, the Mayor is attending in their civic capacity, separate from roles outlined under the Council's Representation on

Outside Bodies Policy. The Civic Office will advise on protocol, roles and suitability where required.

9.1.4. Fundraising Activities - The Mayor is encouraged to lead or support fundraising efforts for their chosen charity or local projects. With support from the Civic Office, this may include events such as:

- A Mayor's Quiz
- Community challenges
- Concerts or receptions
- Seasonal fundraising initiatives

## **9.2. Website and Social Media**

9.2.1. Website - The Civic Office will maintain and update the Mayor's section of the Seaford Town Council website, including:

- Biographical information
- Details of the Mayor's charity
- Reports, photos and updates
- Key civic messages

9.2.2. Social Media Presence - The Mayor may choose either to:

- Manage their own Mayor's Facebook page (linked to the Council's main page), or
- Delegate page management to the Civic Office.

9.2.3. Content Standards - All content posted on the Mayor's social media must:

- Be non-political
- Highlight civic engagements and community participation
- Promote the Mayor's chosen charity/charities
- Reflect the dignity and neutrality expected of the office

9.2.4. The Mayor may choose to grant access to the page to the Mayor's Consort and/or Deputy Mayor to help manage updates.

9.2.5. Monitoring: All Town Council social media, including the Mayor's page, may be periodically monitored by officers to ensure compliance with Council standards and maintain appropriate conduct.

## **9.3. Mayor's Charity**

9.3.1. Choosing a Charity or Local Project - The Mayor may select one or more charities or local projects to support throughout their civic year. Selected charities must:

- Be non-political and non-discriminatory
- Primarily benefit the residents of Seaford

- Not be profit making organisations established for commercial gain
- 9.3.2. Initial Discussion with the Civic Office - Before confirming their chosen charity, the Mayor must meet with the Civic Office to:
- Discuss preferences
  - Agree expectations
  - Establish how representation will be managed
- 9.3.3. Ongoing Support - The Civic Office will:
- Liaise with the charity
  - Promote its work
  - Support donation campaigns and fundraising events
- 9.3.4. Fundraising Logistics - Once a charity is confirmed, the Civic Office will coordinate with them to establish:
- Preferred fundraising methods
  - Banking and administrative processes
  - Donation logistics throughout the year
- 9.3.5. The preferred method is for donations to be made directly to the charity, enabling Gift Aid claims and immediate use of funds. However, the Town Council may collect funds during the year and pay them over in a single end of year transfer if appropriate.
- 9.3.6. Supporting Local Charities - The Mayor is encouraged to actively support local charities by:
- Attending their events
  - Helping raise awareness
  - Highlighting volunteer opportunities
  - Collaborating on campaigns

## **10. Other Activities and Civic Protocols**

## **10.1. Gifts**

10.1.1.Receiving Gifts - When attending an event, the Mayor or Deputy Mayor may occasionally receive a token of appreciation (often flowers or a small gift). In accordance with the Members' Code of Conduct, any gift valued at over £25 must be reported to the Town Council Office in writing within 28 days of receipt.

10.1.2.Gifts & Hospitality Policy - The Mayor and Deputy Mayor should familiarise themselves with the Council's Gifts & Hospitality Policy, which includes examples of typical gifts considered to be below the £25 threshold.

10.1.3.Presenting Civic Gifts - There may be occasions when the Mayor will need to present a civic gift (e.g., to dignitaries, visiting groups, or during formal exchanges).

10.1.4.Any civic gifts presented are funded through the Mayor's Allowance.

## **10.2. Mayor's Festive Cards**

10.2.1.Type of Cards - It is customary for the Mayor to issue festive cards each year. While many choose to send Christmas cards, the Mayor may instead (or additionally) send cards related to another festival of their choosing.

10.2.2.Format and Costs:

- Cards may be electronic or printed.
- Printed cards produced in-house are covered under the Town Council's printing and stationery budgets.
- Outsourced printing is preferred for quality and finish; these costs are met from the Mayor's Allowance.

10.2.3.Planning and Design - The Mayor should discuss their intended approach early in the Mayoral term so the Civic Office can plan resources.

Options may include:

- A children's art competition
- A local artist design
- A photograph representing Seaford
- A traditional civic design

10.2.4.Distribution: The Civic Office will support the Mayor with producing and distributing the cards. Cards are typically sent to:

- Those on the official civic list (maintained annually by the Civic Office and agreed by the Mayor)

- Additional recipients as requested by the Mayor

### **10.3. Mayor's Awards**

10.3.1.Planning the Awards - Each year, the Mayor will decide:

- Whether to assign award categories
- How many awards to present
- Whether to invite public nominations or make selections directly

Civic Officers will provide guidance, examples and administrative support.

10.3.2.Budget - A dedicated annual budget for Civic Awards is provided by the Town Council. This is separate from the Mayor's Allowance.

10.3.3.Award Criteria - Award nominations must reflect the values of the Town Council and the Members' Code of Conduct. Awards cannot be made solely for political or religious roles unless the nominee has clearly demonstrated benefit to the wider community beyond their group.

10.3.4.Presentation of Awards - Civic Awards are normally presented at the Annual Town Forum each April/May.

10.3.5.Highly Commended Certificates - The Mayor may also choose to present "Highly Commended" certificates during the year to recognise additional contributions.

### **10.4. Protocol – The Lord Lieutenant**

10.4.1.Status - The Lord Lieutenant is the Sovereign's representative in East Sussex and takes precedence at all official events they attend within the county (including within the City of Brighton & Hove).

10.4.2.Forms of Address:

- When speaking directly: "Lord Lieutenant" or "Sir/Madam", or by surname (e.g., "Mr/Mrs Smith").
- When referring to them in speech or writing: "The Lord Lieutenant".
- Formal speeches should begin: "My Lord Lieutenant, distinguished guests, ladies and gentlemen..."

10.4.3.Arrival - The Lord Lieutenant will aim to arrive precisely at the scheduled time (usually later than other guests). They should be:

- Received at the entrance by the Mayor (or Deputy Mayor if deputising)

- Escorted throughout the event by the Mayor or an appointed person
- Guests should be asked to rise when the Lord Lieutenant enters.

10.4.4. Seating: At seated events, the Lord Lieutenant always occupies the seat immediately to the right of the Mayor (or Deputy Mayor when deputising).

10.4.5. Departure: The Lord Lieutenant generally leaves first. Their departure should be:

- Announced formally
- Acknowledged by guests rising
- Accompanied by the Mayor or Deputy Mayor to the exit

10.4.6. Church Services Hosted by the Mayor - The Civic Office will arrange for:

- The Lord Lieutenant to be met at the church entrance
- Escorting to a front pew on the north side
- Provision of seating for their consort
- The congregation should rise for both entry and departure.
- The Lord Lieutenant enters immediately before the clergy and leaves immediately after.

10.4.7. Vice Lord Lieutenant and Deputy Lieutenants - When representing the Lord Lieutenant, the Vice Lord Lieutenant or a Deputy Lieutenant is accorded the same protocols.

Deputy Lieutenants must not be referred to as “Deputy Lord Lieutenant”.

## **10.5. Protocol – The High Sheriff**

10.5.1. Status - The High Sheriff is appointed annually by the Monarch and is the Sovereign’s representative for law and order in the county. They take precedence immediately after the Lord Lieutenant.

10.5.2. Forms of Address:

- When speaking directly: “High Sheriff” or their name.
- When introducing: “We are delighted to have the High Sheriff, [Name], with us...”

10.5.3. If the Lord Lieutenant is not present, the High Sheriff is referred to first in introductions.

10.5.4. Arrival: The High Sheriff will aim to arrive at the scheduled time.

If the Lord Lieutenant is also attending, the High Sheriff typically arrives first, as the Lord Lieutenant arrives last and departs first.

10.5.5.Seating: Reserved seating should be provided, and they should be escorted to their seat upon arrival.

10.5.6.Departure: The High Sheriff departs at an appropriate time, but not before the Lord Lieutenant where both are present.

10.5.7.Church Services: The same order applies: the High Sheriff must not depart before the Lord Lieutenant (or their representative).

## **10.6. Seaford Mace Details and Protocol**

10.6.1.Purpose of the Mace: The Mace symbolises the civic authority of the Mayor as Chair of the Town Council.

Authority passes to the Deputy Mayor when deputising.

10.6.2.History: The Seaford Mace dates from approximately 1580, bears the Arms of Elizabeth I, and predates formal hallmarking. It is approximately 15.5 inches long.

10.6.3.When the Mace Is Carried: The Mace is carried before the Mayor by the Serjeant at Mace (or a Council Officer) at formal functions, including:

- Mayor-making
- Civic Services
- Ceremonial parades
- Royal visits
- Town Forum
- Annual Council Meeting
- Military and church ceremonies
- Gatherings of civic dignitaries

10.6.4.Use in Council Meetings: For Full Council meetings, the Mace is placed on its cradle with the coronet facing to the Mayor's right. Meetings may proceed without the Mace only in:

- Emergencies
- Alternative venues
- Exceptional circumstances

10.6.5.Display and Educational Use: The Mace may be displayed across Council premises or loaned for educational purposes (e.g., schools, colleges).

10.6.6.Church Protocol: When in church:

- The coronet should face the altar or platform, or
- Be positioned vertically, coronet uppermost

10.6.7. Carrying Position - The Mace must be:

- Held upright or on the right shoulder (coronet uppermost)
- Carried using a gloved hand
- Reversed (coronet downwards) only in the presence of the Sovereign

10.6.8. Mourning Protocol: During periods of mourning, the top of the Mace is draped with a black cloth or ribbon in line with national/local procedures.

10.6.9. Restrictions: The Mace must never be used for:

- Commercial promotion
- Entertainment or theatrical purposes
- Political advantage

10.6.10. Care and Storage: The Town Council ensures:

- Secure storage
- Appropriate insurance
- Cleaning with warm soapy water only (no polish)
- Handling with gloves or soft cloths

10.6.11. Future of the Mace - If the Mace were ever to fall out of ceremonial use, the Town Council must consult representatives of the Sovereign regarding its future role or location.



## Seaford Town Council

<b>Report No:</b>	<b>220/25</b>
<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Full Council - Extraordinary</b>
<b>Date:</b>	<b>29 April 2026</b>
<b>Title:</b>	<b>Review and Adoption of Website Accessibility Statements Policy</b>
<b>By:</b>	<b>Isabelle Mouland, Community Engagement and Democratic Services Manager</b>
<b>Purpose of Report:</b>	<b>To present Full Council with a draft Website Accessibility Statements Policy for consideration and approval</b>

### **Actions**

#### **Full Council is advised:**

1. To consider the contents of the report.
2. To consider the Website Accessibility Statements policy at Appendix A.
3. To move to a vote on the motions below.

### **Recommendations**

#### **Full Council is recommended:**

1. To note the contents of the report.
2. To adopt the Website Accessibility Statements policy.

## **1. Introduction**

- 1.1** In line with Strategy 4.1 of the Town Council's Strategy Programme, officers have been working alongside website developers to improve the accessibility and usability of the Town Council's two websites. This strategy commits the Council to enhancing digital services and ensuring its online platforms are inclusive and compliant with recognised standards.

### Seaford Head Golf Course Website

- 1.2 A new, enhanced website for Seaford Head Golf Course was launched on Monday 30 March 2026.
- 1.3 This site incorporates improved accessibility features and has been rebuilt in line with the most recent Web Content Accessibility Guidelines (WCAG) 2.2 AA guidelines.
- 1.4 The site can be viewed at: [www.seafordheadgolfcourse.co.uk](http://www.seafordheadgolfcourse.co.uk)

### Seaford Town Council Website

- 1.5 The Town Council's website is currently undergoing a full redevelopment, with the new site expected to be ready for launch in June 2026.
- 1.6 In the interim, the existing site has undergone accessibility testing, and minor improvements have been made to support compliance with Assertion 10 of the Annual Governance and Accountability Return (AGAR), which requires public bodies to meet accessibility requirements for online information.

## **2. Requirement for Updated Accessibility Statements**

- 2.1 Under UK accessibility regulations for public sector bodies, for each website the Town Council must publish an up to date Website Accessibility Statement. This statement must reflect:
  - the website's level of accessibility against WCAG 2.2 AA,
  - any known issues or limitations,
  - what the Council is doing to improve accessibility, and
  - how users can request alternative formats or report issues.
- 2.2 Now that the new Seaford Head Golf Course website has gone live and interim improvements have been made to the Town Council's current site, it is necessary to review and update the accessibility statements for both websites.
- 2.3 To support this requirement, officers have created a draft Website Accessibility Statements Policy. This policy contains two individual accessibility statements, one for each site, and sets out the Council's approach to ensuring legal compliance and promoting digital inclusivity.

### **3. Draft Website Accessibility Statements Policy**

#### **3.1** The draft policy:

- Explains what a Website Accessibility Statement is and why it is required,
- Sets out the Town Council's aim to meet WCAG 2.2 AA standards,
- Includes separate statements for:
  - Seaford Town Council website, and
  - Seaford Head Golf Course website
- Establishes responsibilities for maintaining accessibility across all Council-managed digital content, and
- Provides a basis for consistent monitoring, reporting, and ongoing improvements.

#### **3.2** The policy is presented to Full Council at **Appendix A** for review and adoption.

### **4. Financial Appraisal**

- #### **4.1** There are no additional direct financial implications associated with adopting this policy. Any associated accessibility improvements will be considered within existing website maintenance and development budgets.

### **5. Contact Officer**

- #### **5.1** The Contact Officer for this report is Isabelle Moulard, Community Engagement and Democratic Services Manager.



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## Seaford Town Council Website Accessibility Statements

*This policy sets out the Council's required website accessibility statements to ensure compliance with UK public sector regulations and Web Content Accessibility Guidelines (WCAG) 2.2 Level AA*

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

## Policy Status

<b>Version</b>	0.1	<b>Last Review Date</b>	N/A
<b>Adopted Date</b>	TBC	<b>Next Review Date</b>	One year after adoption
<b>Review Period</b>	Annually	<b>Approving Body</b>	Full Council

## Version History

<b>Date</b>	<b>Version</b>	<b>Approval</b>	<b>Status</b>
N/A – new policy			

## Related Policies and Other References

<b>Policy Reference Code</b>	<b>Policy Name</b>

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<b>Section</b>	<b>Title</b>
1.0	Introduction
2.0	Aim and Scope
3.0	Who This Applies To
4.0	Accessibility Statement for <a href="http://www.seafordtowncouncil.gov.uk">www.seafordtowncouncil.gov.uk</a>
5.0	Accessibility Statement for <a href="http://www.seafordheadgolfcourse.co.uk">www.seafordheadgolfcourse.co.uk</a>

## **1. Introduction**

- 1.1.** Seaford Town Council is committed to providing accessible, inclusive, and user-friendly online services for all members of the community. Central to this commitment is the publication of Website Accessibility Statements— formal documents that explain how each Council-managed website meets recognised accessibility standards, and what steps are being taken to address any areas that do not yet fully comply.
- 1.2.** In line with UK accessibility regulations for public sector bodies, these statements outline the Council’s conformance with the Web Content Accessibility Guidelines (WCAG) 2.2, Level AA. These internationally recognised standards help ensure that website content is perceivable, operable, understandable, and robust, allowing people with a wide range of disabilities—and those using assistive technologies—to access information and complete tasks independently.
- 1.3.** Because Seaford Town Council manages two separate websites, this policy covers two individual Website Accessibility Statements:
  - Seaford Town Council website – [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)
  - Seaford Head Golf Course website – [www.seafordheadgolfcourse.co.uk](http://www.seafordheadgolfcourse.co.uk)
- 1.4.** Each website has its own Accessibility Statement to accurately reflect the specific design, functionality, and technical features unique to that site. Together, these statements provide transparency about the current levels of accessibility, detail any known limitations, and explain how users can report issues, request alternative formats, or seek additional support.
- 1.5.** By maintaining clear, compliant, and regularly updated Accessibility Statements for both websites, Seaford Town Council demonstrates its ongoing commitment to digital inclusion, legal compliance, and the continuous improvement of its online services.

## **2. Aim and Scope**

- 2.1.** The aim of this policy is to ensure that all Seaford Town Council managed websites are accessible, inclusive, and compliant with relevant legislation and recognised accessibility standards. This policy sets out the Council’s commitment to meeting the WCAG 2.2 Level AA and to providing clear, accurate, and regularly updated Website Accessibility Statements for each of its websites. Through this policy, Seaford Town Council seeks to remove barriers to digital access, support users of all abilities, and continuously improve the accessibility and usability of its online services.

2.2. This policy applies to all digital content, online services, and web based information published and maintained by Seaford Town Council across its two official websites:

- Seaford Town Council website – [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)
- Seaford Head Golf Course website – [www.seafordheadgolfcourse.co.uk](http://www.seafordheadgolfcourse.co.uk)

It covers:

- The creation, maintenance, and publication of two separate Website Accessibility Statements, one for each website.
- Compliance with WCAG 2.2 AA standards across all web content, including documents, images, multimedia, forms, and interactive elements.
- Responsibilities of staff, contractors, and third-party providers involved in managing or updating website content.
- Processes for identifying and addressing accessibility issues, including user feedback and requests for alternative formats.
- Ongoing monitoring, review, and improvement of accessibility practices to ensure continued compliance and digital inclusivity.

### **3. Who This Applies To**

3.1. This policy applies to all Council departments involved in content creation, digital communications, or website management and sets expectations for accessibility in all future web development and procurement activities.

#### **4. Accessibility Statement for [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)**

This website is run by Seaford Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

##### **How accessible is this website?**

We know some parts of this website aren't fully accessible:

- you can't modify the line height or spacing of text
- some PDF documents aren't fully accessible to screen reader software
- images in documents up to and including 23 September 2020 do not have a text alternative

##### **What to do if you can't access parts of this website**

If you need information on this website in a different format like accessible PDF, large print, easy read, or audio recording, for example, please use the details below to make a request:

**Email:** [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)

**Call:** 01323 894870

We'll consider your request and get back to you within 20 working days.

##### **Reporting accessibility problems with this website**

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting accessibility requirements, contact the Town Clerk:

**Email:** [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)

**Call:** 01323 894870

### **Enforcement procedure**

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

### **Technical information about this website's accessibility**

Seaford Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is currently partially compliant with the Web Content Accessibility Guidelines version 2.2 AA standard, due to the non-compliances listed below:-

*Non-compliance with the accessibility regulations:*

- 
- Images in documents up to and including 23 September 2020 do not have a text alternative (WCAG criteria 1.1.1).

*Content that is not within the scope of the accessibility regulations:*

- PDFs/documents (pre-September 2018);
- pre-recorded audio and video published before 23 September 2020;
- live audio and video;
- interactive maps unless they provide core information;
- content that is under someone else's control which the Town Council has not paid for or developed.

### **How this website was tested**

Our Website developers, Madison carried out scans and test according to the WCAG 2.2AA standard. This test was last carried out in October 2025.

### **Review**

This statement was updated on [*\*date to be added at Full Council adoption date\**]

This statement will remain under review and the Town Council will amend it when necessary to ensure its commitment to bringing its website in line with the appropriate legislation.

## 5. Accessibility Statement for [www.seafordheadgolfcourse.co.uk](http://www.seafordheadgolfcourse.co.uk)

This website is run by Seaford Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

### **How accessible is this website?**

At the time of writing the website is fully accessible and is reviewed quarterly for accessibility issues by our website provider. **What to do if you can't access parts of this website**

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording for example, please use the details below to make a request:

**Email:** [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)

**Call:** 01323 894870

We'll consider your request and get back to you within 20 working days.

### **Reporting accessibility problems with this website**

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting accessibility requirements, contact the Town Clerk:

**Email:** [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)

**Call:** 01323 894870

### **Enforcement procedure**

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we

respond to your complaint, contact the Equality Advisory and Support Service (EASS).

### **Technical information about this website's accessibility**

Seaford Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is currently compliant with the Web Content Accessibility Guidelines version 2.2 AA standard.

*Content that is not within the scope of the accessibility regulations:*

- PDFs/documents (pre-September 2018);
- pre-recorded audio and video published before 23 September 2020;
- live audio and video;
- interactive maps unless they provide core information;
- content that is under someone else's control which the Town Council has not paid for or developed.

### **How this website was tested**

Our Website developers, Aubergine carried out scans and test according to the WCAG 2.2AA standard. This test was last carried out in 30 March 2026.

### **Review**

This statement was updated on *(\*date to be added as Full Council adoption date\*)*

This statement will remain under review and the Town Council will amend it when necessary to ensure its commitment to bringing its website in line with the appropriate legislation.



## Seaford Town Council

<b>Report No:</b>	<b>207/25</b>
<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Full Council - Extraordinary</b>
<b>Date:</b>	<b>29 April 2026</b>
<b>Title:</b>	<b>Adoption of an Interim Scheme of Delegation to Officers Policy</b>
<b>By:</b>	<b>Darryl Keech, Deputy Town Clerk &amp; Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the recommendation from the Finance &amp; General Purposes Committee to adopt an Interim Scheme of Delegation to Officers Policy</b>

### **Actions**

#### **Full Council is advised:**

1. To consider the Interim Scheme of Delegations to Officers Policy.
2. To move to a vote on the motions below.

### **Recommendations**

#### **Full Council is recommended:**

1. To note the contents of the report.
2. To adopt an Interim Scheme of Delegation to Officers Policy, as recommended by the Finance & General Purposes Committee, and, by doing so, archive the previous Scheme of Delegation Policy, noting that a comprehensive review of the Policy will take place within the next 12 months.

## **1. Introduction**

- 1.1 This is an interim update to the Scheme of Delegation to Officers Policy for the purposes of correcting information within the policy which has become out of date due to the staff structure changing.

- 1.2 The staff structure has changed considerably since the last full review of the Scheme of Delegation and therefore the existing document no longer matches the existing structure and delegated authority.
- 1.3 As the first step of this review, the Finance & General Purposes Committee met and considered the revised Interim Scheme of Delegations to Officers Policy at its meeting on 26 March 2026.
- 1.4 This report is now presenting the proposed Interim Scheme of Delegation to Officers Policy for consideration and adoption by Full Council, as recommended by the Finance & General Purposes Committee.

## 2. Information

- 2.1 The proposed policy document is presented at **Appendix A** – there were no changes made to the proposed policy by the Finance & General Purposes Committee. There is, however, a tracked change at the end of the document, now including a permanent delegation that was agreed by Full Council when it met and considered the Staff Handbook on 19 March 2026.
- 2.2 The current Scheme of Delegation – which will be superseded by this new policy document - is available to view on the [Town Council's website](#) (see the Corporate policy section).
- 2.3 Report 124/25 to the Finance & General Purposes Committee provided:
  - (a) An introduction to the policy document that is the Scheme of Delegation to Officers Policy,
  - (b) Details of the review process and the reasons for the update, and
  - (c) An overview of the policy content and changes being recommended by officers.
- 2.4 Should members wish to revisit the report presented to the Finance & General Purposes Committee, this can be viewed on the [Town Council's website](#) (page 38 onwards).
- 2.5 The Committee welcomed the revisions to the policy, reflecting the increased business reliance that the revised staff structure has enabled.
- 2.6 Full Council is asked to consider the proposed Interim Scheme of Delegation to Officers Policy as recommended by the Finance & General Purposes Committee and adopt this.

2.7 Upon adoption, the revised policy will be circulated to all staff and councillors and published on the Town Council's website.

### **3. Financial Appraisal**

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

### **4. Contact Officer**

4.1 The Contact Officer for this report is Darryl Keech, Deputy Town Clerk & RFO.



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# INTERIM SCHEME OF DELEGATION TO OFFICERS POLICY

*This policy sets out the matters that have been delegated to Town Council officers to enable the efficient operation of the Town Council*

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

## Policy Status

<b>Version</b>	0.3	<b>Last Review Date</b>	May 2023
<b>Adopted Date</b>	TBC	<b>Next Review Date</b>	Within one year of adoption
<b>Review Period</b>	Annually	<b>Approving Body</b>	Full Council

## Version History

<b>Date</b>	<b>Version</b>	<b>Approval</b>	<b>Status</b>
May 2022	0.1	Full Council	Adopted Policy
May 2023	0.2	Full Council	Adopted Policy

## Related Policies and Other References

<b>Policy Reference Code</b>	<b>Policy Name</b>
[insert code]	Standing Orders Policy
[insert code]	Financial Regulations
[insert code]	Staff Handbook
[insert code]	Committee Terms of Reference

## Table of Contents

<b>Section</b>	<b>Title</b>
1.0	Introduction
2.0	Full Council and Committee Functions
3.0	Delegation to Officers

## **1. Introduction**

- 1.1. Seaford Town Council's Scheme of Delegation to Officers is an essential policy to enable the efficient operation of the Town Council (the Council).
- 1.2. The Policy sits alongside the Committee Terms of Reference Policy document giving powers to officers and committees respectively, to enable the Council to react to circumstances and operate effectively. Without these two policy documents and delegations in place, every single decision would need to be taken by Full Council which would be unworkable, disproportionate and inefficient.
- 1.3. In addition to the delegations set out in this policy, other policies also assign specific tasks, responsibilities, and processes to officers; these are not duplicated within this document.
- 1.4. There will be times when one-off or temporary delegations are agreed by Full Council or a committee to officers and these will not be recorded in this document.
- 1.5. Additional permanent delegations will be added to this document at the next available review.

## **2. Full Council and Committee Functions**

- 2.1. The Council's Committee Terms of Reference sets out the functions that are retained by Full Council and those that are delegated to a committee.
- 2.2. In the absence of a specific delegation to officers, either in this or another policy document, or by a motion from the relevant committee or Full Council, those functions are reserved for decision making by the committee or Full Council.
- 2.3. Decisions on Council business cannot be delegated to individual councillors or working groups.

## **3. Delegation to Officers**

- 3.1. The following matters are delegated to the officers to make decisions on behalf of the Council.
- 3.2. These delegations are made to the Town Clerk who, through the Council's staff structure and associated job descriptions, further

**REPORT 207/25 APPENDIX A**  
**For consideration by Full Council on 29-Apr-26**

delegates specific tasks, responsibilities and decision-making powers.

Please note:

- These decisions must be exercised in accordance with the law, the Council’s Standing Orders, and Financial Regulations, and any approved policy framework and budget.
  - Full Council may at any time, following resolution, revoke any delegated authority.
  - Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a committee or Full Council. Similarly, where officers have no delegated power to make a decision, they will report the matter to committee or Full Council for a decision.
- 3.3. The Town Clerk shall be the Proper Officer of the Council as defined in law and set out in Council policies. The table below identifies the delegations currently in place to the Town Clerk, and who shall take on these responsibilities in the absence of the Town Clerk.
- 3.4. The Deputy Town Clerk shall be the Responsible Financial Officer (RFO) of the Council as defined in law and set out in Council policies.
- 3.5. In the absence of the RFO for a significant period of time, the Proper Officer shall assume the legal responsibilities of RFO, and the Finance Manager shall assist in covering other aspects of the RFO’s workload, where required.
- 3.6. A detailed breakdown is provided below:

	Delegation to the Town Clerk:	Authorised Officer to Undertake in the Town Clerk’s Absence:
1	The responsibilities and duties of the role of Proper Officer as set out within law and the Council’s policies	Deputy Town Clerk & RFO
2	Issue all statutory notifications	Deputy Town Clerk & RFO
3	Receive Declarations of Acceptance of Office	Deputy Town Clerk & RFO and Head of Place
4	Receive and record notices disclosing pecuniary interests from both councillors and officers	Deputy Town Clerk & RFO
5	Receive and retain documents and plans	Deputy Town Clerk & RFO
6	Hold the Council’s seal and apply it to documents as approved	Deputy Town Clerk & RFO
7	Sign notices or other documents on behalf of the Council	Deputy Town Clerk & RFO and Head of Place

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**For consideration by Full Council on 29-Apr-26**

8	Receive copies of bylaws made by a principal authority	Deputy Town Clerk & RFO
9	Certify copies of bylaws made by the Town Council	Deputy Town Clerk & RFO
10	Sign summons to attend meetings	Deputy Town Clerk & RFO and Head of Place
11	Manage all the Council staff, either directly or indirectly, and delegate as appropriate specific tasks, responsibilities and decision-making powers	Deputy Town Clerk & RFO and Head of Place
12	Manage the provision of the Council services, buildings, land and resources	Deputy Town Clerk & RFO and Head of Place
13	Incur expenditure in an emergency up to £10,000 whether budgeted or not (see Financial Regulations 5.15)	Deputy Town Clerk & RFO
14	Act on behalf of the Council in an urgent situation and report back to the Town Council as soon as practical	Deputy Town Clerk & RFO and Head of Place
15	Deal with dispensation requests from Members under the Code of Conduct	Deputy Town Clerk & RFO and Head of Place
16	Deal with matters specifically delegated by Full Council or a committee	Deputy Town Clerk & RFO and Head of Place
17	Appoint employees in accordance with the Council's staff structure, with the exception of the statutory officers (the posts of Proper Officer and Responsible Financial Officer)	Deputy Town Clerk & RFO
18	Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council	Deputy Town Clerk & RFO
19	Appoint casual / temporary members of staff as needed to meet the business needs of the Council within existing budgets	Deputy Town Clerk & RFO
20	Authorise additional paid hours of work for existing staff on a temporary basis to support the business needs of the Council	Deputy Town Clerk & RFO and Head of Place
21	Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council	Deputy Town Clerk & RFO
22	Issue press releases on any Council activity, exercised in accordance with Council policy	Deputy Town Clerk & RFO and Head of Place

**REPORT 207/25 APPENDIX A**  
**For consideration by Full Council on 29-Apr-26**

23	Determine request for refunds/credits relating to membership, sports pitch hire, event or open space hire, beach hut hire, and concessions. This would also include amendments to hire fees based on seasonality and demand, and business interruption to a concession as a result of something that is within the Council's responsibility	Deputy Town Clerk & RFO
24	Amend/revise the representatives on Outside Bodies as and when necessary, where consensus is achieved (except at the beginning of each municipal year when this is done at the annual meeting)	Deputy Town Clerk & RFO
25	In consultation with the members of the Committee Chairs Management Group (CCMG), determine appropriate meeting arrangements upon Government announcements, as required	Deputy Town Clerk & RFO
26	In consultation with the relevant chairs, make amendments to the meeting timetable where justified and required, ensuring that this does not reduce the number of Full Council or committee meetings held during the municipal year	Deputy Town Clerk & RFO
27	Having consulted with the Chair of Finance & General Purposes, at the year end to earmark any underspends on any appropriate budget as long as there are sufficient underspends in the overall Council budget. Any such decisions are to be communicated promptly to the Finance & General Purposes Committee	Deputy Town Clerk & RFO
28	Subject to achieving email consensus (a majority of those who reply within the given timeframe) from councillors, to appoint members to committees outside of the Annual Meeting. Where email consensus is not achieved, this must be referred to Full Council for consideration.	Deputy Town Clerk & RFO
<u>29</u>	<u>Update the Staff Handbook as required</u>	<u>Deputy Town Clerk &amp; RFO</u>



## Seaford Town Council

<b>Report No:</b>	<b>208/25</b>
<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Full Council - Extraordinary</b>
<b>Date:</b>	<b>29 April 2026</b>
<b>Title:</b>	<b>Adoption of the Display Screen Users Policy</b>
<b>By:</b>	<b>Darryl Keech, Deputy Town Clerk &amp; Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the recommendation from the Personnel Committee to adopt the revised Display Screen Equipment Users Policy</b>

<b>Actions</b>
<b>Full Council is advised:</b>
1. To consider the revised Display Screen Equipment Users Policy. 2. To move to a vote on the motions below.

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To note the contents of the report. 2. To adopt the revised Display Screen Equipment Users Policy as recommended by the Personnel Committee.

### 1. Introduction

- 1.1 There have been no changes to legislation since this policy was last reviewed and adopted in January 2019, however there have been other changes that have required officers to update the policy.
- 1.2 As the first step of this review, the Personnel Committee met and considered the revised Display Screen Equipment Users Policy at its meeting on 19 March 2026.

- 1.3 This report is now presenting the proposed Display Screen Equipment Users Policy for consideration and adoption by Full Council, as recommended by the Personnel Committee.
- 1.4 The Personnel Committee did request changes to the draft policy document and, as such, those changes have been tracked on the version presented with this report.

## 2. Information

- 2.1 The proposed policy document is presented at **Appendix A**. The current version of the policy is available to view on the [Town Council's website](#) (see the Personnel policy section).
- 2.2 Report 192/25 to the Personnel Committee provided:
  - (a) An introduction to the policy document that is the Display Screen Equipment Users Policy,
  - (b) Details of the review process, and the reasons for the update, and
  - (c) An overview of the policy content and changes being recommended by officers.
- 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 The Committee reviewed the policy and discussed concerns about enforcing a specific optician company that staff should use, the financial cost of allowing staff to use any optician of their choice, and whether a cap should be applied on the amount the Town Council will reimburse for a sight test under the policy.
- 2.5 Officers have removed all references to the proposed partnership with Specsavers for all eye test/glasses for officers. £25 has also now been included as the maximum amount that can be reclaimed for an basic sight test. These changes are reflected in sections 9.4, 10.1 and 10.3 of the policy.
- 2.6 Full Council is asked to consider the proposed Display Screen Equipment Users Policy as recommended by the Personnel Committee and adopt this.
- 2.7 Upon adoption, the revised policy will be circulated to all staff and councillors and published on the Town Council's website. Officers will be

able to discuss the updated policy with their line manager or HR & OD Manager should they need any further clarification or guidance.

### **3. Financial Appraisal**

- 3.1** So far in 2025 - 2026, the Town Council has contributed £108 towards eye tests for four members of staff. Whilst it cannot be known how many staff will submit expense claims going forwards, the change in policy would have reduced this year's cost by 30%, to £76.
- 3.2** The Town Council's contributions towards glasses required specifically for Display Screen Equipment use has been rounded up from £49 to £50. The financial impact of this is therefore negligible.

### **4. Contact Officer**

- 4.1** The Contact Officer for this report is Darryl Keech, Deputy Town Clerk & RFO.



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# DISPLAY SCREEN EQUIPMENT (DSE) USERS POLICY

*This policy defines the Town Council's approach to the safe use of display screen equipment and to supporting the health and wellbeing of its officers through fair and transparent practice*

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

## Policy Status

<b>Version</b>	0.2	<b>Last Review Date</b>	January 2019
<b>Adopted Date</b>	TBC	<b>Next Review Date</b>	Five years from adoption
<b>Review Period</b>	Five years	<b>Approving Body</b>	Full Council

## Version History

<b>Date</b>	<b>Version</b>	<b>Approval</b>	<b>Status</b>
January 2019	0.1	Full Council	Adopted Policy

## Related Policies and Other References

<b>Policy Reference Code</b>	<b>Policy Name</b>
HRP7	Disciplinary Policy
HRP11	Flexible Working Policy
C7	Health and Safety Policy

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<b>Section</b>	<b>Title</b>
1.0	Introduction
2.0	Aim and Scope
3.0	Who This Applies To
4.0	Legal Framework
5.0	Defining Display Screen Equipment (DSE)
6.0	Roles and Responsibilities
7.0	Statement of the Council
8.0	Eye-Health Risks of Working with DSE
9.0	Eye Tests and Requesting Spectacles for DSE Use
10.0	Arranging Eye Test and Providing Reimbursement
11.0	Failure to Comply with the Policy
12.0	Further Support

## **1. Introduction**

- 1.1. Seaford Town Council (the Council) prioritises the wellbeing of its officers and aims to protect their health by creating a safe working environment.
- 1.2. The Council recognises that eye-health risks may arise from the regular use of Display Screen Equipment (DSE), such as computers, monitors or other display screens.
- 1.3. The Council is therefore committed to supporting the eye health of its officers and reducing the risks associated with DSE use.
- 1.4. This policy provides guidance to officers and managers to help them understand and benefit from the support available within the Council regarding the eye-health risks faced.

## **2. Aim and Scope**

- 2.1. The purpose of this policy is to outline the Council's arrangements for supporting the health and safety of its officers who use DSE as part of their work.
- 2.2. The Policy defines the Council's approach and responsibilities regarding DSE users and helps them to Understand the potential eye health risks associated with DSE use

## **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. This policy shall not 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.

## **4. Legal Framework**

- 4.1. The Council has a legal duty under [The Health and Safety at Work Act 1974](#) to ensure, as far as reasonably practicable, the safety of its staff in the workplace.
- 4.2. By adopting and applying this policy, the Council also complies with the [Health and Safety \(Display Screen Equipment\) Regulations 1992](#), and

extends its duty to ensure that DSE users and their workstations are safe to use, thereby reducing eye-health risks.

- 4.3. Besides prioritising the health of its officers, the Council is dedicated to providing equal access to this policy for all and preventing any form of less favourable treatment. In line with the [Equality Act 2010](#), the Council ensures that all DSE users are treated fairly and equally, without discrimination or disadvantage on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

## **5. Defining Display Screen Equipment (DSE)**

- 5.1. DSE refers to any device or equipment with a display screen regardless of the technology used. This includes laptops, desktop computers, smartphones, and similar devices, as well as any screens used during working.
- 5.2. DSE Users (or users) are individuals who regularly use DSE for a significant part of their work. For the purpose of this policy, the Council officers are considered users, if they meet any of the following criteria:
- Rely on DSE for their work in either office or remote settings, with no suitable alternatives available
  - Have received training in the specific skills required to use DSE
  - Perform a role that involves using DSE continuously for one hour or more at a time
  - Perform a role that requires a high level of concentration and focus
- 5.3. A workstation refers to a working environment equipped with computer-related devices and accessories (e.g., touchpad, headphones, keyboard and dual monitors etc.), including, but not limited to:
- A DSE including software that enables interaction between the equipment and the user
  - A keyboard or other input devices such as mouse, webcams, microphones or speakers
  - Optional or adjustable accessories including wrist supports, anti-glare or blue light screen filters, laptop stands, larger monitors and adjustable monitor brightness and contrast controls

## **6. Roles and Responsibilities**

- 6.1. The Council recognises that fulfilling the purpose of this policy (see Section 2) requires collaboration and mutual understanding between managers

and staff members. Accordingly, the roles and responsibilities are defined to reflect the Council's commitment to the policy and its guiding principles, as follows:

- **Line managers** are responsible for ensuring that they:
  - Communicate this policy clearly and effectively, making every effort to ensure it is understood by, and accessible to all users.
  - Promote and support safety and wellbeing in relation to eye health, addressing concerns wherever possible and maintaining appropriate contact with users during extended periods of DSE use.
  - Provide clear guidance and visible support on health matters, including risks identified in relation to DSE use.
  - Identify, control and monitor potential risks arising from DSE use.
  - Ensure that all identified risks and any required adjustments for DSE users are properly assessed and managed in collaboration with the HR & OD Manager.
  - Provide additional training sessions or provide relevant information when requested, to support safe and effective DSE use.
- **All Officers** will:
  - Take full responsibility for promptly reporting to their line manager any DSE-related concerns, including defective equipment or unsuitable workstations.
  - Report to their line manager any eye-health issues or discomfort believed to be associated with DSE use.
  - Seek advice regarding any health conditions that may affect, or be affected by, regular DSE use.
  - Request reasonable adjustments to their workstation where necessary.
  - Follow all instructions and attend any training provided on safe workstation set-up and use.

## **7. Statement of the Council**

- 7.1. The Council recognises that a high proportion of DSE users may experience aches, pain, or eye discomfort as result of their prolonged DSE use.
- 7.2. By acknowledging this, the Council has implemented precautionary measures and proactive steps to ensure that users can work comfortably with display screen equipment and minimise visual fatigue.

- 7.3. This policy has therefore been developed to enable users to take appropriate action to reduce DSE-related risks, including access to contributions towards eye examinations and eyesight tests.
- 7.4. The Council adopts a zero-tolerance approach to inappropriate behaviour in the workplace. Any mistreatment of an officer by a colleague in relation to a health condition will be investigated and, where appropriate, addressed in accordance with the Council's Disciplinary Policy.

## **8. Eye-Health Risks of Working with DSE**

- 8.1. The Council recognises that DSE users may face eye-health risks, including potential long-term health effects, where:
  - **Visual Discomfort and Impairment** may occur when display screens are positioned at an excessive viewing distance, set with inappropriate brightness or contrast, or when on-screen text is too small to read comfortably. These factors may lead to eye strain, reduced visual efficiency, and decreased work performance.
  - **Incorrect Vision Correction** may result from the use of inappropriate prescription spectacles or contact lenses, or from the absence of corrective eyewear. This can significantly contribute to visual discomfort and fatigue, increasing the likelihood of headaches, reduced concentration, and overall eye discomfort during screen-based tasks.
- 8.2. The Council encourages users to report any signs of ill health related to DSE use to the HR & OD Manager, or to inform their line manager where this may affect the safe use of DSE.
- 8.3. In such cases, the Council is committed to supporting users experiencing DSE-related health issues by supporting appropriate eye-examinations and eyesight tests where required or upon request.

## **9. Eye Tests and Requesting Spectacles for DSE Use**

- 9.1. The Council accepts that access to eyesight tests helps users to maintain comfort, job satisfaction, and perform their work effectively.
- 9.2. An eye test includes a comprehensive eye and vision examination, taking into account the nature of the user's work and the typical viewing distance of the screen.
- 9.3. Users are entitled to eye and eyesight tests, and corrective spectacles specifically required for DSE use, (every two years) upon request. The Council's contributions towards spectacles will be provided in accordance with this policy, accordingly, requested tests will be provided:

- As soon as reasonably practicable after a user submits a request.
  - At intervals determined by the optician’s clinical judgement for repeated examinations.
  - Where users experience visual difficulties, considering individual factors such as age or disability.
- 9.4. If an eyesight test shows that a user requires spectacles specifically for DSE work, the Council will contribute towards the cost of a basic pair of frames, in addition to covering the eye test itself. The Council’s contribution will be as follows:

<b>Eye Tests</b>	<del>Voucher Issued for Specsavers</del> £25.00 for a basic sight test
<b>Spectacles for DSE Use</b>	£50

- 9.5. If users already have spectacles (for other purposes for example driving/reading etc) that are suitable for regular work, including DSE tasks, the Council is not obligated to cover the cost of new spectacles.

## **10. Arranging Eye Test and Providing Reimbursement**

- 10.1. ~~Officers may use any optician of their choice for their eye test. The Council will reimburse up to £25 for a basic sight test as defined under the Opticians Act 1989. If staff require a more in depth eye test then they should must pay for this the extra cost themselves. The Council has arranged a discounted rate with Specsavers. A voucher will be issued on request for an eye test appointment, and this can be booked and redeemed at any Specsavers store. The eye test voucher also provides discounts again various ranges of glasses; this is at Specsavers’ cost.~~
- 10.2. Officers may request an appointment for an eye test once their employment with the Council has been confirmed.
- 10.3. For reimbursable spectacles arranged through ~~Specsavers~~ their chosen optician, officers will need to pay for their glasses initially and then follow the claims process by completing the DSE Eye Test Expense Claim Form, ensuring that all sections are fully completed.
- 10.4. Officers must ensure that the form is completed accurately, dated, signed, and submitted for authorisation at the end of the month in which the eye test and expense was incurred, or by the payroll cut-off date, in order for it to be paid within that month’s payroll.
- 10.5. Once the form is completed and signed, officers should submit it by email, to their line manager for approval. Following the line manager’s approval,

the form should be forwarded to the HR & OD Manager and the Finance Manager to ensure reimbursement.

- 10.6. The reimbursement will be processed through the officer's next available salary payment and will not be subject to tax, National Insurance, or pension deductions.
- 10.7. Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the payment.

## **11. Failure to Comply with the Policy**

- 11.1. The Council emphasises that under [the Health and Safety at Work Act](#), it is an offence to interfere with or misuse any equipment or measures provided in the interest of health and safety.
- 11.2. Any officer who fails to follow this policy for expense claims, or who misuses the Policy in any way (including submitting false claims, receipts, may be subject to a thorough investigation, and treated as a serious matter.
- 11.3. In such cases, all related expenses and/or claims will be considered unauthorised and will not be reimbursed.

## **12. Further Support**

- 12.1. Officers may seek further advice and assistance from the HR & OD Manager, if they continue to experience health issues linked to their DSE work, despite the support provided under this policy.



## Seaford Town Council

<b>Report No:</b>	<b>209/25</b>
<b>Agenda Item No:</b>	<b>11</b>
<b>Committee:</b>	<b>Full Council - Extraordinary</b>
<b>Date:</b>	<b>29 April 2026</b>
<b>Title:</b>	<b>Adoption of the Staff Travel Expenses Policy</b>
<b>By:</b>	<b>Darryl Keech, Deputy Town Clerk &amp; Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the recommendation from the Personnel Committee to adopt the revised Staff Travel Expenses Policy</b>

<b>Actions</b>
<b>Full Council is advised:</b>
1. To consider the revised Staff Travel Expenses Policy. 2. To move to a vote on the motions below.

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To note the contents of the report. 2. To adopt the revised Staff Travel Expenses Policy as recommended by the Personnel Committee.

### 1. Introduction

- 1.1 There have been no changes to legislation since this policy was last reviewed and adopted in January 2022, however, there have been other changes that have required officers to update the policy.
- 1.2 As the first step of this approval, the Personnel Committee met and considered the revised Staff Travel Expenses Policy at its meeting on 19 March 2026.

- 1.3 This report is now presenting the proposed Staff Travel Expenses 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** – there were no changes made to the proposed policy by the Personnel Committee.
- 2.2 The current version of the policy is available to view on the [Town Council's website](#) (see the Personnel policy section).
- 2.3 Report 193/25 to the Personnel Committee provided:
- (a) An introduction to the policy document that is the Staff Travel Expenses Policy,
  - (b) Details of the review process, and the reasons for the update, and
  - (c) An overview of the policy content and changes being recommended by officers.
- 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 16 onwards).
- 2.5 The Committee reviewed the policy and discussed that staff will need to maintain proof of business insurance on file before being allowed to claim for business mileage – officers are ensuring that this is case prior to processing any expenses claims.
- 2.6 Full Council is asked to consider the proposed Staff Travel Expenses Policy as recommended by the Personnel Committee and adopt this.
- 2.7 Upon adoption, the revised policy will be circulated to all staff and councillors and published on the Town Council's website. Officers will be able to discuss the updated policy with their line manager or HR & OD Manager should they need any further clarification or guidance.

## 3. Financial Appraisal

- 3.1 So far in 2025 - 2026, the Town Council has contributed £870.49 towards travel expenses. The budget for 2026 – 2027 has been increased in line with the growth of the Town Council's officer team.
- 3.2 There are no direct financial implications as a result of this report, because the business mileage reimbursement rates within the policy (section 7.5) mirror those of the HM Revenue and Customs, which remain unchanged.

#### **4. Contact Officer**

- 4.1** The Contact Officer for this report is Darryl Keech, Deputy Town Clerk & RFO.



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## STAFF TRAVEL EXPENSES POLICY

*This policy provides guidance to ensure that staff travel arrangements and expense reimbursements are processed fairly and in line with the Council's standards of transparency and accountability*

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

## Policy Status

<b>Version</b>	0.3	<b>Last Review Date</b>	January 2022
<b>Adopted Date</b>	TBC	<b>Next Review Date</b>	Five years from adoption
<b>Review Period</b>	Five years upon adoption	<b>Approving Body</b>	Full Council

## Version History

<b>Date</b>	<b>Version</b>	<b>Approval</b>	<b>Status</b>
January 2019	0.1	Full Council	Adopted Policy
January 2022	0.2	Full Council	Updated Policy

## Related Policies and Other References

<b>Policy Reference Code</b>	<b>Policy Name</b>
C7	Health and Safety Policy
CE3	Data Protection Policy
HRP7	Disciplinary Policy
HRP11	Flexible Working Policy

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5.0	Statement of the Council
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8.0	Claiming Reimbursement
9.0	Approval of the Expenses
10.0	Failure to Comply with the Policy
11.0	Monitoring and Recording

## **1. Introduction**

- 1.1. Seaford Town Council (the Council) demonstrates high standards of honesty and transparency in efficient and cost-effective use of resources. This commitment extends to all travel expenditures and their reimbursement.
- 1.2. The Council recognises the importance of reimbursing officers for travel expenses that are necessarily and exclusively incurred in connection with authorised duties undertaken on behalf of the Council.
- 1.3. Therefore, the Council accepts that no member of staff, whether paid or unpaid, should be placed at a financial disadvantage as a result of using their private vehicle or paying for public transport to conduct Council-related business.
- 1.4. The Council adopts this policy to provide clear guidance for both officers and their line managers on managing travel expenses incurred and seeking approval for reimbursement, where applicable.
- 1.5. This policy should be read in conjunction with the officer recruitment pack, which outlines any role-specific requirements, terms, or conditions, relevant to the position and this policy.

## **2. Aim and Scope**

- 2.1. The purpose of this policy is to provide guidance on the Council's approach to managing travel expenses and the necessary arrangements for claiming for these expenses.
- 2.2. To achieve this, the policy aims to:
  - Ensure that officers receive fair compensation for additional expenses incurred while performing Council business or attending events on behalf of the Council.
  - Ensure that officers are not placed at a financial disadvantage while carrying out work for the Council, nor gain any personal advantage from authorised expenses.
  - Provide clarity and direction on which travel expenses are eligible for reimbursement.
  - Promote and sustain a work ethic that supports the Council's commitment to environmentally friendly practices by encouraging officers to use sustainable modes of transport (where it is cost effective) in the course of their duties and responsibilities.

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For Consideration by Full Council 29-Apr-26**

- Ensure that all travel expenses comply with the Council's objectives and operations and represent best value from a financial perspective.
- Ensure that all managers have the necessary support and resources to clearly explain this policy and the travel expense claim process to newly employed officers, where applicable.

**3. Who This Applies To**

- 3.1. Unless stated otherwise, 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.

**4. Legal Framework**

- 4.1. By adopting and applying this policy, the Council aims to ensure that officers' travel expenses are reimbursed lawfully and transparently under the relevant regulations, thereby supporting effective participation in Council business while safeguarding the responsible use of public funds.

**5. Statement of the Council**

- 5.1. The Council is committed to adopting a responsible policy that is fair and reasonable for all officers of the Council, while preserving a culture of trust and accountability in service delivery.
- 5.2. In order to foster this culture in the workplace, the Council shall:
- Maintain a zero-tolerance approach to any unauthorised travel or travel that is strictly prohibited, which may create a safeguarding risk to officers or colleagues involved in collaborative work.
  - Ensure that all authorised and approved travel expense claims are considered in a timely manner, with proactive action taken where necessary.
- 5.3. All officers carrying out work or duties on behalf of the Council are responsible for using limited funds and financial resources responsibly and respectfully, while showing consideration for colleagues and individuals engaged with the Council's operations.

## **6. Defining Travel Expenses**

- 6.1. The Council acknowledges that travel expenses are costs associated with travelling for the purpose of conducting Council-related activities (i.e., attending a meeting on behalf of the Council or travelling to, or running an errand for business purposes).
- 6.2. The Council expects Councillors and officers to travel together or use shared transport where possible when undertaking any Council business, to promote the responsible and efficient use of Council resources. When this is not feasible, travel expenses will be considered, as follows:

### **6.2.1. Travel Expenses Covered**

- Public transport tickets (e.g., travel by train, ferry or taxi)
- Private cars and motorcycle travel costs
- Bicycle journeys
- Car parking fees (where strictly necessary)

### **6.2.2. Travel Expenses Not Covered**

- Routine commuting costs between officer's place of residence and their place of work
- Any travel undertaken without the prior approval of the Council while performing duties
- Any kind of parking fines, traffic infringements or penalties incurred while travelling to the working place
- Late booking surcharges for public transport tickets
- Luxury or premium travel upgrades (e.g., first-class train tickets) or additional costs incurred due to personal preference rather than operational or safeguarding necessities.
- Travel costs resulting from the relocation of an officer's workplace
- This list is not exhaustive and will be based on a case-by-case basis

## **7. Travel Expenses**

- 7.1. The Council emphasises that an expense will only be paid for "approved duties" as outlined in section 26(1) of the Local Authorities (Members Allowances) (England) Regulations 2003 (see Section 4) and as determined by the Council. These duties include, but are not limited to:
- Participating in approved training sessions or conferences outside the town, relevant to the Council's operations and objectives.

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For Consideration by Full Council 29-Apr-26**

- Conducting site visits, inspections, or consultations on behalf of the Council.
  - Attending events where an officer officially represents the Council.
  - Travelling between different organisations or premises to carry out official duties in relation to Council business.
- 7.2. In circumstances where shared transport (see Section 6) is not reasonably practicable, the Council may reimburse travel expenses for the following options:
- **Using an officer’s private vehicle**, as the preferred and most cost-effective option when travelling on Council business.
  - **Purchasing public transport tickets**, at standard-class fares, and booking in advance where possible to benefit from any available discounts.
  - **Travelling by taxi**, which will only be reimbursed in emergency or exceptional circumstances that involve safeguarding risks.
- 7.3. For officers to be able to claim travel expenses whilst using their private vehicles they must provide the HR & OD Manager with the following documents as proof that they have suitable “occasional business use” cover:
- A full UK driving licence
  - Proof of a valid MOT certificate and/or DVLA registration
  - Comprehensive motor insurance that includes business use
- 7.4. Travel expenses for use of the officer’s private vehicle are reimbursed on a per mile basis. Business mileage will be reimbursed in accordance with [HM Revenue and Customs](#) guidelines, as follows:

Type of vehicle	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year	Additional passenger @ 5p per mile
Cars and vans	45p	25p	50p / 30p
Motorcycles	24p	24p	29p / 29p
Bicycles	20p	20p	N/A

\*Approved mileage rates from tax year 2011 to 2012 to present date

- 7.5. The mileage is calculated from the officer’s normal place of work to the location of the activity carried out on behalf of the Council, not from their private residence.
- 7.6. Standard business mileage, as shown in the table, is paid at a fixed rate per mile up to a threshold of 10,000 miles per tax year, above which the rates decrease for car and van drivers. Officers should be aware that business mileage in all types of vehicles counts toward the 10,000-mile threshold.

- 7.7. Officers must adhere to all driving safety rules when using their private vehicle for Council business. Otherwise, the Council accepts no liability for any accident, loss, damage, or claim arising from such journeys, except where directly caused by the Council's negligence.

## **8. Claiming Reimbursement**

- 8.1. Reimbursement claims are subject to actual expenditure incurred, specifically and exclusively in connection with the Council duties.
- 8.2. Officers may claim the cost of travel to other locations (see Sections 6 and 7) if, they use their own vehicles or public transport, provided the travel is undertaken for Council business.
- 8.3. Expense reimbursement is generally valid for travel within the town and nearby locations. The Council will only reimburse travel costs for the most appropriate route.
- 8.4. If officers use their private vehicles, they can claim for the cost of business-related mileage (see Section 7). Alternatively, they may claim reimbursement for valid bus or train ticket fares (standard class) when using public transport for travel on Council business
- 8.5. To claim expenses, officers must complete the Council's Travel Expense Claim Form, providing details of why and how the expense was incurred. If an officer is unsure whether an expense is eligible for reimbursement, they must seek guidance and obtain prior authorisation from their line manager in the first instance, or the HR & OD Manager in their line manager's absence.
- 8.6. Officers must ensure that the form is completed accurately, dated, signed, and submitted for authorisation at the end of the month in which the expense was incurred, or by the payroll cut-off date, in order for it to be paid within that month's payroll.
- 8.7. Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless claiming for mileage). When claiming for travel expenses on public transport, officers must enclose the tickets showing the departure point and destination of the journey.
- 8.8. Once the form is completed and signed, officers should submit it by email to their line manager for approval or a member of the Strategic Management Team for approval in the absence of their line manager. Once approved, the claim form should be sent to the Finance Manager for payment.

- 8.9. The Council may return an expense claim form without payment if it is completed incorrectly or lacks supporting evidence.

## **9. Approval of the Expenses**

- 9.1. The Council is only responsible for, and eligible to approve, travel that is necessary for the conduct of official Council business.
- 9.2. The cost-effectiveness of travel expenses will be reviewed by the Finance Manager.
- 9.3. Once approved, the claim will be forwarded to the Deputy Town Clerk before payment is authorised by the Finance Manager.
- 9.4. Claims should be approved within four (4) months of the expenditure being incurred.
- 9.5. Line managers do not have authority to approve expenses that fall outside of the limits explained under this policy.

## **10. Failure to Comply with the Policy**

- 10.1. Any officer who fails to follow the Council's procedures for expense claims, or who misuses this policy in any way (including submitting false claims or receipts), may be subject to a thorough investigation and this will be treated as a serious matter. Depending on the severity of the breach, formal action may be taken under the Council's disciplinary or relevant conduct procedures.
- 10.2. In such cases, all related expenses and claims will be considered unauthorised and will not be reimbursed.

## **11. Monitoring and Recording**

- 11.1. All travel expenses, whether major or minor, will be subject to regular review, and expenditure performance will be monitored.
- 11.2. The Finance Manager will ensure that all travel expense records and related documentation are recorded, treated as confidential, and securely stored in the Council's database, in accordance with the Council's Data Protection Policy.



## Seaford Town Council

<b>Report No:</b>	<b>209/25</b>
<b>Agenda Item No:</b>	<b>12</b>
<b>Committee:</b>	<b>Full Council - Extraordinary</b>
<b>Date:</b>	<b>29 April 2026</b>
<b>Title:</b>	<b>Adoption of the Rebranded Bookings, Hire and Events Policy</b>
<b>By:</b>	<b>Darryl Keech, Deputy Town Clerk &amp; Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the recommendation from the Assets &amp; Facilities Committee to adopt the rebranded Bookings, Hire and Events Policy</b>

### **Actions**

#### **Full Council is advised:**

1. To consider the rebranded Bookings, Hire and Events Policy.
2. To move to a vote on the motions below.

### **Recommendations**

#### **Full Council is recommended:**

1. To note the contents of the report.
2. To adopt the rebranded Bookings, Hire and Events Policy and, in doing so, archive the current Events Policy and Premises Hire Charge Policy.

## **1. Introduction**

- 1.1** The existing Events policy, adopted in January 2022 sets out the procedures for the booking of events. However, with the changes to the Grounds Maintenance contract from 1 April 2026, which means taking bookings and payments for sport pitch hirers, it felt appropriate to include all types of hire within the proposed policy.

- 1.2 As the first step of this review, the Assets & Facilities Committee met and considered the revised and rebranded Bookings, Hire & Events Policy at its meeting on 26 February 2026.
- 1.3 This report is now presenting the proposed Bookings, Hire & Events Policy for consideration and adoption by Full Council, as recommended by the Assets & Facilities Committee.

## 2. Information

- 2.1 The proposed policy document is presented at **Appendix A** – there were no changes made to the proposed policy by the Assets & Facilities Committee.
- 2.2 The current Events Policy and Premises Hire Charge Policy – which both stand to be superseded by this new policy - are available to view on the [Town Council's website](#) (see the Facilities & Services policy section).
- 2.3 Report 168/25 to the Assets & Facilities Committee provided:
  - (a) An introduction to the policy document that is the Bookings, Hire & Events Policy,
  - (b) Details of the review process, and the reasons for the update, and
  - (c) An overview of the policy content and changes being recommended by officers.
- 2.4 As well as updating the content within the policy and aligning with current working practices, clear guidance is provided in the proposed policy in dealing with cancellations, refunds, non-payment and unauthorised access, addressing identified areas of weakness and/or risk with the Town Council's current hiring processes.
- 2.5 Should members wish to revisit the report presented to the Assets & Facilities Committee, this can be viewed on the [Town Council's website](#) (page 42 onwards).
- 2.6 The Committee reviewed the policy and discussed how this policy would apply to certain events. The Committee also welcomed the new online system and the transparency this allows regarding bookings.

## 3. Implementation

- 3.1 This proposed policy is planned to come into effect as soon as it is adopted by Full Council. Upon adoption, the revised policy will be circulated to all staff and councillors, and published on the Town Council's website.

**3.2** To ensure effective implementation of the proposed policy, in particular the new responsibility of pitch hire bookings, the Town Council has incorporated these duties within the existing staff structure, identifying a main point of contact for booking queries and management, and enabling a consistency in approach towards the handling of bookings. The Town Council is in the process of issuing clear guidance on its website, and directly to all sports clubs and regular hirers, as to how the pitch hire booking process will work from April 2026.

**3.3** A review frequency of four years has been identified for this policy, meaning the next review would be due in April 2030.

#### **4. Financial Appraisal**

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

#### **5. Contact Officer**

**5.1** The Contact Officer for this report is Darryl Keech, Deputy Town Clerk & RFO.



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## BOOKINGS, HIRE & EVENTS POLICY

*This policy provides a clear and accountable framework for the booking, hire and management of Town Council facilities and events, ensuring fair access and effective use of public spaces*

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

## Policy Status

<b>Version</b>	0.3	<b>Last Review Date</b>	January 2022
<b>Adopted Date</b>	TBC	<b>Next Review Date</b>	Four years from adoption
<b>Review Period</b>	Four years	<b>Approving Body</b>	Full Council

## Version History

<b>Date</b>	<b>Version</b>	<b>Approval</b>	<b>Status</b>
August 2020	0.1	Full Council	Adopted Policy
January 2022	0.2	Full Council	Updated Policy

## Related Policies and Other References

<b>Policy Reference Code</b>	<b>Policy Name</b>
CC4	Mayors Portfolio
CE9	Communications Policy
F6	Purchase Ordering and Payment for Goods and Services Policy
FS2	Concessions Policy
FS3	Corporate Sponsorship Policy

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3.0	Hire of Sports Pitches
4.0	Hire of Seasonal Beach Huts
5.0	Hire of Facilities for Mini, Small & Medium Events
6.0	Large Events
7.0	Event Management Plan
8.0	The Environmental Protection (Plastic Plates etc. and Polystyrene Containers etc.) (England) Regulations 2023
9.0	Event Bookings Terms of Hire
10.0	Hire Charges
11.0	Town Council Events

## 1. Introduction

- 1.1. Seaford Town Council (the Council) fully recognises that our outdoor facilities are of great value to the town, improving community well-being and visitor enjoyment. As such, the Council is pleased to allow, in principle, and subject to the conditions of this policy, organised hire of playing fields and events to be held in open spaces owned by the Council.
- 1.2. This policy outlines the responsibility of the Council in managing its own events and also the hiring of its open spaces and sports facilities.
- 1.3. This policy ensures that the management, booking and regulation of facility hire and events of the Council's facilities is for the mutual benefit of all.

## 2. Bookings and Use of the Council's Open Spaces, Seasonal Beach Huts for Hire

- 2.1. Hire of Open Spaces fall into two categories:

<b>Hire of Sport Pitches</b> for supporting use by clubs, teams or associations, or for individual use. Facilities available for hire include: <ul style="list-style-type: none"><li>• The Crouch - 11-a-side pitch</li><li>• The Crouch - Mini pitch</li><li>• The Salts - Rugby pitches x 2</li><li>• The Salts - Cricket pitches x 2</li><li>• The Salts - Football pitch</li><li>• The Salts - Tennis courts</li></ul>	<b>Hire of Facilities</b> for event use. These facilities include: <ul style="list-style-type: none"><li>• Crouch Gardens</li><li>• Martello Fields</li><li>• The Salts Recreation Ground</li><li>• South Hill Barn</li><li>• Seaford Promenade</li></ul>
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- 2.2. In addition to the outside spaces, six seasonal beach huts are available for hire on a daily basis from the beginning of June to the end of September each year. These are located on the promenade by Frankie's Beach Café.

## 3. Hire of Sports Pitches

- 3.1. With effect from 1 April 2026, sports pitches are available for hire, enquiries for hire can be taken via our website [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk) or via [bookings@seafordtowncouncil.gov.uk](mailto:bookings@seafordtowncouncil.gov.uk). A booking form must be completed for all hire of facilities.

- 3.2. Recognised Seaford sporting partner clubs will be given a priority booking window of sports pitches prior to these areas being released for hire by other organisations. These include:
  - Seaford Town Football Club
  - Premier Football Club
  - Seaford Rugby Football Club, and
  - Seaford Cricket Club
- 3.3. All bookings must be confirmed by a Council officer prior to use. Any facilities used or accessed without consent will be charged at the full commercial rate.
- 3.4. Late payments of any hire fees will result in the suspension of all future bookings until payment is received in full.
- 3.5. The Council reserves the right to refuse any booking application or terminate any booking. Only monies paid in respect of a terminated booking will be refunded and the Council accepts no liability for any other expenditure incurred or loss sustained directly or indirectly by the Hirer arising from such cancellation. In the event of any unpaid booking/s the Council will clawback monies it is owed before refunding the balance, if any, of the terminated booking/s.
- 3.6. The Hirer must provide written proof of documentation to satisfy the requirements of booking. These may include an up to date Public Liability Insurance, Safeguarding Policy and confirmation that all relevant staff and coaches have valid DBS checks, and that lead coaches have recognised coaching qualifications from their recognised governing body.
- 3.7. Full terms and conditions of hire are included on the booking forms.

#### **4. Hire of Seasonal Beach Huts**

- 4.1. With effect from 1<sup>st</sup> April 2026 Seasonal Beach Huts can be booked online via the Council's website [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)
- 4.2. Booking confirmation and details regarding how to access pre-booked beach huts will be emailed to the Hirer within 24 hours of booking.
- 4.3. Cancellation of Seasonal Beach Hut bookings are not refundable.
- 4.4. The Council reserves the right to refuse any booking application or terminate any booking. Only monies paid in respect of a terminated booking will be refunded and the Council accepts no liability for any other expenditure incurred or loss sustained directly or indirectly by the Hirer arising from such cancellation. In the event of any unpaid booking/s the Council will clawback monies it is owed before refunding the balance, if any, of the terminated booking/s.
- 4.5. Full terms and conditions of hire are provided at point of booking.

## **5. Hire of Facilities for Mini, Small & Medium Events**

5.1. The size of the event determines how to apply as detailed below:

<b>Size</b>	<b>Audience Capacity</b>	<b>How to Apply</b>
Small	Under 500	Submit an Application for Hire Form
Medium	500 – 3,000	Submit an Application for Hire Form and Event Management Plan
Large	Over 3,000	

- 5.2. For small and medium events, the event organiser must submit an Application for Hire Form ('application form') a minimum of 3 months before the event set up on site begins. However, officers may consider a shorter lead time for small events depending on the type of event and officer workload at the time.
- 5.3. Where an event is considered to have significant impact on an area, site or residents, or requires a considerable emergency services operation, it may be considered a large event regardless of estimated audience size.
- 5.4. The application form is assessed by the Projects & Facilities team and consent will be issued in the form of an email if permission is granted.
- 5.5. The application form questions will need to be completed in full before submission. Depending on the nature of the event, the Hirer may need to plan for some of the areas listed below under 'large events'.
- 5.6. A risk assessment is mandatory for all events, and the application form contains a template for completion.
- 5.7. The information required above ensures that officers have the necessary information to satisfy themselves that any event will comply with the Health & Safety Executive, Guide HSG 195 The Event Safety Guide (second edition): "A guide to health, safety and welfare at music and similar events". This guide is available from [www.hse.gov.uk](http://www.hse.gov.uk). Professional firework displays must comply with Health & Safety Executive Guide HSG 123.
- 5.8. All event requests will be considered, with approval subject to open space availability and the event delivery supporting the Council's strategic objectives.

## **6. Large Events**

- 6.1. Following an application being submitted and an initial discussion with the Projects & Facilities team, an Event Management Plan must be submitted at least 3 months before the event set up on site begins.

- 6.2. If further development of the plan is necessary, a timescale greater than 3 months is likely to be required. If the timescale for event planning is not met, the Council's consent may be withdrawn.

## **7. Event Management Plan**

- 7.1. Organisers of large events will need to produce a plan that will be subject to the approval of the Projects & Facilities team. The plan will include but not be limited to:

1. Access Provision
2. Cancellation procedure including adverse weather conditions
3. Child and vulnerable adult protection
4. Complaints procedure
5. Concessions and caterers
6. Crowd management
7. Emergency control
8. Entertainment
9. Environmental / Sustainability impact
10. Event communication plan including named contacts
11. Fire safety and evacuation
12. First aid / medical
13. Food safety
14. Infrastructure
15. Licensing requirements
16. Lost children and property procedures
17. Marketing
18. Noise management
19. Public liability insurance
20. Risk assessments
21. Sanitary provision
22. Security and stewarding provision
23. Site plans
24. Statement of intent
25. Production and event timetable
26. Toilet provision (additional to Council public toilet facilities)
27. Traffic management
28. Transport management
29. Waste management

- 7.2. Where the applicant is seeking permission for alcohol sales at an event, they must inform the Council of this in the application form and set out

the necessary risk and impact assessments specific to an event with alcohol on sale.

- 7.3. Upon reviewing the assessment documentation, the Strategic Management Team in consultation with the Chair of the Assets & Facilities Committee, may determine whether or not permission is given for the event organisers to apply to Lewes District Council for a Temporary Event Notice/permit to sell alcohol. Event organisers should look on the District Council's website for more details on the application process, timescales and fees involved.
- 7.4. It is the applicants' responsibility to notify appropriate authorities with details of the event as required.
- 7.5. It is the applicants' responsibility to arrange licenses as required, in order to ensure the event complies with the most up to date legislation. Once licenses have been obtained, copies need to be provided to the Council to support the application.
- 7.6. It remains the responsibility of the applicant to notify the Council in writing of any change of address or contact details. If required, for whatever reason, the Council will only contact the applicant via the email address or telephone number supplied by them.
- 7.7. The Council will support the marketing of the event, where possible, by sharing details on the Council's website, social media, notice boards and staff email signatures, once the application form and deposit have been received and hire provisionally agreed.

## **8. The Environmental Protection (Plastic Plates etc. and Polystyrene Containers etc.)(England) Regulations 2023**

- 8.1. Those organising events on the Council land or taking part in the Council events, are required to comply with [The Environmental Protection Regulations 2023](#) legislation.
- 8.2. Officers will carry out unannounced spot checks to assess adherence to the above legislation. Where it is found that the law is being violated, officers will address any concerns with the event Hirer and report their concerns to East Sussex County Council Trading Standards and or Lewes District Environmental Health Department.

## **9. Event Bookings Terms of Hire**

- 9.1. The Council will request a non-refundable deposit if an open space booking is made more than 3 months in advance.
- 9.2. Full payment must be made a minimum of 2 months in advance of the booking or set up date whichever is sooner.

- 9.3. If an event is cancelled by the Hirer, the Council will require notice in writing and the following refund protocols will apply to the fees paid:
- Cancellation between three months and two months before your event date – 75% refund, less deposit
  - Cancellation between two months and one month before your event date – 50% refund, less deposit
  - Cancellation less than one month before your event – no refund
- 9.4. In the case of an event cancellation due to inclement weather conditions, the Council is unable to offer a refund. However, if an alternative date can be found to host the event within a 6-month period at no additional cost to the Council, and on the same hire terms, then the Council will allow the event to be moved.
- 9.5. Refundable security deposits may be requested should the event place the open space at risk of damage. The deposit would be refundable within 10 working days of the open space passing inspection successfully after the event. Security deposits can be refunded via BACS.
- 9.6. The Council reserves the right to refuse any booking application or terminate any booking. Only monies paid in respect of a terminated booking will be refunded and the Council accepts no liability for any other expenditure incurred or loss sustained directly or indirectly by the Hirer arising from such cancellation. In the event of any unpaid booking/s the Council will clawback monies it is owed before refunding the balance, if any, of the terminated booking/s.

## **10. Fitness Licences**

- 10.1 The following process applies to all fitness instructors or businesses wishing to operate on Council land.

A Fitness Licence and the appropriate permissions must be obtained prior to any activity taking place.

This requirement applies to activities including (but not limited to):

- Yoga
- Boot camps
- Personal training sessions
- Outdoor fitness classes
- Group exercise sessions

- 10.2 The Council supports local fitness providers and offers an annual licensing arrangement to enable instructors to operate within designated outdoor spaces. From April 2026 Fitness Licences are charged at £100 per annum.
- 10.3 All fitness providers must provide written proof of documentation to satisfy the requirements of the annual licence. These may include an up-to-date Public Liability Insurance, Safeguarding Policy and confirmation that all providers have a valid DBS check and that instructors have a recognised qualification to instruct or coach.
- 10.4 Fitness licences are offered free of charge to registered charities and not-for-profit organisations (subject to eligibility criteria).

## **11. Hire Charges**

- 11.1. Hire charges for facilities are reviewed annually in line with CPI (Consumer Price Index). Once set, charges will apply without change for the full financial year (1 April to 31 March). A full list of hire charges can be found via the Council website, [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)

## **12. Town Council Events**

- 12.1. The Council hosts a number of important annual events. Officers will either be directly responsible for running these events or will work in partnership with local and national organisations to deliver these on behalf of the residents of Seaford. The details of these can be found below:

- **Sussex Day** is arranged by the Town Council, in conjunction with the Town Crier, to celebrate the identity and landscape of Sussex and is held on or as close as possible to 16 June.
- **Armed Forces Day** is usually marked with a flag-raising ceremony arranged by the Town Council and is held on or as close as possible to the national day (usually a Saturday in late June). The Council will also use its communication channels to raise awareness of the armed forces and support available to its members, veterans and/or their families.
- **Remembrance Sunday** is arranged by the Royal British Legion, with the support of the Council, usually held on Remembrance Sunday at the Sutton Road War Memorial. In addition, the Council will send representative/s to the Commonwealth Service, usually held on the Tuesday following Remembrance Sunday in Seaford Cemetery.
- **Seaford Christmas Magic** is arranged by a standalone non-Council committee including Council officers, local traders, working partners

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and other volunteers as approved by the committee. Each year, the committee will identify the preferred format, date and specific details of the event, under the oversight of Council officers.

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## Seaford Town Council

<b>Report No:</b>	<b>218/25</b>
<b>Agenda Item No:</b>	<b>13</b>
<b>Committee:</b>	<b>Full Council - Extraordinary</b>
<b>Date:</b>	<b>29 April 2026</b>
<b>Title:</b>	<b>Adoption of the Discretionary Grants Policy</b>
<b>By:</b>	<b>Darryl Keech, Deputy Town Clerk &amp; Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the recommendation from the Finance &amp; General Purposes Committee to adopt the revised Discretionary Grants Policy</b>

<b>Actions</b>
<b>Full Council is advised:</b>
1. To consider the revised Discretionary Grants Policy. 2. To move to a vote on the motions below.

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To note the contents of the report. 2. To adopt the revised Discretionary Grants Policy as recommended by the Finance & General Purposes Committee.

### 1. Introduction

- 1.1 The Discretionary Grants Policy was last reviewed and adopted in March 2024.
- 1.2 When discussing the 2025 grants scheme at its meeting in June 2025, the Finance & General Purposes (F&GP) Committee requested that a Grants Working Group meeting be arranged to review the policy, looking at “how

the Town Council evaluates the use of grants awarded, and the promotion of the grants scheme to encourage a greater number of applications”.

- 1.3 The Grants Working Group could not reconvene so officers worked through previous feedback supplied in May 2025 by the Working Group and have produced a proposed updated policy, as well as updated evaluation forms.
- 1.4 As the first step of this review, the F&GP Committee met and considered the revised policy at its meeting on 26 March 2026.
- 1.5 This report is now presenting the proposed Discretionary Grants Policy for consideration and adoption by Full Council, as recommended by the F&GP Committee.

## 2. Information

- 2.1 The proposed policy document is presented at **Appendix A** – there were no changes made to the proposed policy by the F&GP Committee.
- 2.2 The current version of the policy is available to view on the [Town Council's website](#) (see the Finance policy section).
- 2.3 Report 189/25 to the F&GP Committee provided:
  - (a) An introduction to the policy document that is the Discretionary Grants Policy,
  - (b) Details of the review process, and the reasons for the update, and
  - (c) An overview of the policy content and changes being recommended by officers.
- 2.4 Should members wish to revisit the report presented to the F&GP Committee, this can be viewed on the [Town Council's website](#) (page 53 onwards).
- 2.5 Alongside the review of the revised policy document, the report was also asking the Committee to discuss a proposal for a 'skip year', limiting grant applicants to no more than two consecutive years funding. The Committee discussed this at depth but ultimately this proposal was not put to the vote, as there were concerns about the impact of this change on the provision of vital services and activities to the local community and vulnerable people. This proposal therefore has not been included in the revised version of the policy.
- 2.6 The Committee also discussed the impact of some applicant's reliance on the Town Council's grant funding each year, the arrangements for the Town

Council's individual Grant Funding Agreements, ensuring good promotion of the grants scheme and funding opportunity, and how the Grants Working Group carefully assesses each application against the criteria on its own merit.

- 2.7 Full Council is asked to consider the proposed Discretionary Grants Policy, as recommended by the F&GP Committee, and adopt this.
- 2.8 Upon adoption, the revised policy will be circulated to all staff and councillors and published on the Town Council's website.

### **3. Financial Appraisal**

- 3.1 There are no direct financial implications as a result of this report. A budget of £26,500 has been allocated for the 2026 - 2027 grants scheme and this is not impacted by this report.

### **4. Contact Officer**

- 4.1 The Contact Officer for this report is Darryl Keech, Deputy Town Clerk & RFO.



SEAFORD  
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## DISCRETIONARY GRANTS POLICY

*This policy provides a clear and accountable approach to the allocation of discretionary grants, setting out how the Town Council uses its financial resources to enhance the wellbeing of Seaford and its community*

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

## Policy Status

<b>Version</b>	0.5	<b>Last Review Date</b>	March 2024
<b>Adopted Date</b>	TBC	<b>Next Review Date</b>	Three years from adoption
<b>Review Period</b>	Three years	<b>Approving Body</b>	Full Council

## Version History

<b>Date</b>	<b>Version</b>	<b>Approval</b>	<b>Status</b>
May 2015	0.1	Full Council	Adopted Policy
August 2017	0.2	Full Council	Updated Policy
May 2021	0.3	Full Council	Updated Policy
March 2024	0.4	Full Council	Updated Policy

## Related Policies and Other References

<b>Policy Reference Code</b>	<b>Policy Name</b>
F2	Anti-Fraud, Bribery and Corruption Policy
F3	Bad Debt Policy
F6	Purchase Ordering and Payment for Goods and Services Policy

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7.0	Payment of Awarded Grants
8.0	Monitoring and Evaluation
9.0	Transparency and Publicity
10.0	Grant Funding Agreements

## **1. Introduction**

- 1.1. A grant is any discretionary donation made by the Town Council (the Council) to an external organisation, for the specific purpose it is applied for and is generally for the well-being of the Seaford community.
- 1.2. The Council is committed, through this policy, to promote Seaford as a vibrant, active and sustainable community, and contribute to the development of projects and activities (including services) that benefit that community.
- 1.3. In doing so, the Council is aware of its responsibility for the use of public funds and for the distribution of these funds to be managed in accordance with the law and proper standards.

## **2. Rules**

- 2.1. Financial grants are awarded by the Council's Finance & General Purposes (F&GP) Committee once a year; the timetable for the process is covered in Section 5.
- 2.2. The Council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout the process.
- 2.3. The Council offers two types of financial grants:

<b>Large grants</b>	£501 up to £3,000
<b>Small grants</b>	up to £500

- 2.4. There are different application forms for small or large grants, and the applicant must ensure they are using the correct form for their requirements; the two forms are available from the Council's website when that year's grants scheme is running. Council officers can advise applicants as to which form to use.
- 2.5. The complete application and supporting documentation must be received on or before the closing date, as advertised. Applications submitted without the necessary supporting documentation will not be considered.
- 2.6. Only one (1) application can be submitted from an organisation each year. No additional financial support can be requested from Seaford Town Council (STC) for either discounted or free hire space/facilities or additional sponsorship.

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- 2.7. All applications will be considered at the same time but based on their individual merits. The final decision of assessment of applications and the level of any grant offered lies solely with the F&GP Committee.
- 2.8. The F&GP Committee will award a grant at a figure it deems suitable, considering the contents of this policy and not necessarily the figure that has been applied for.
- 2.9. Grants will be judged against clear and consistent criteria, and the successful applicants are required to adhere to a number of conditions as set out below in this policy.
- 2.10. The Council reserves the right to reclaim any grant funding not being used for the purpose specified on the application form.
- 2.11. The Council states that the following **are not** eligible to apply for grants:
  - a. Individuals, businesses, commercial organisations, religious groups<sup>1</sup> or political parties
  - b. Projects that are the statutory responsibility of other authorities
  - c. Applicants who have an outstanding loan with or are financially indebted to the Council
  - d. Grant funding must not be used to meet indirect staffing costs, core organisational costs or general operating expenditure costs which are not directly attributable to the delivery of the funded activity (suitable evidence may be requested, if required).
- 2.12. Applicants are encouraged to apply prior to their need for the funding. Grants will not be made retrospectively (except in exceptional circumstances). As there is no guarantee an award will be made, applicants should not progress with their project on the assumption the Council will approve their request.
- 2.13. Priority will be given to applications which support or work towards one or more of the aims within the Council's Strategy Programme 2025 - 2027.

### **3. Large Grants**

- 3.1. The maximum large grant amount that can be awarded by the F&GP Committee is £3,000. Exceptionally, grants over £3,000 may be considered but must be of potential benefit to the whole town and these will require Full Council's approval.
- 3.2. To be eligible to apply for a **large grant** from the Council, the applicant must meet the following criteria:

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<sup>1</sup> Unless the religious group can evidence that the project or activity will benefit the wider community, with no barriers as a result of religious beliefs

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- a. Be one of the following groups or organisations:
  - voluntary group,
  - community group,
  - not for profit organisation,
  - registered charity providing a service or activity for the benefit of the residents of Seaford.
- b. All applicants must demonstrate how a grant will provide a service or activity that would be of benefit to the residents of Seaford.
- c. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.

3.3. Documentation Requirements: Applicants are required to submit the following, with the table showing whether this is to be provided as part of the application form or a separate document to be submitted:

	Document	Application Form	Separate Document
a.	A written statement of how the grant is to be used	Y	
b.	A written set of rules, constitution, or other governing document. They shall be current and properly authorised		Y
c.	The latest bank statement showing details of a bank account held in the name of the applicant organisation		Y
d.	The accounts of the organisation, including Balance Sheet if available, for the previous financial year prior to the date of application, and indicate expenditure, income, asset and liabilities		Y
e.	Details of funding obtained from other partner bodies, if appropriate	Y	
f.	A copy of the organisation's Public Liability Insurance to the value of at least £1 million		Y
g.	In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan, for their first year of operation, in lieu of annual accounts		Y
h.	Grants requested for maintenance or improvement purposes must be supported by a minimum of two estimates for the work specified		Y
i.	A policy to ensure the safeguarding of children and/or vulnerable adults (where appropriate)		Y
j.	An Equality and/or Equal Opportunities policy (this policy may be contained within the constitution or other governing document)		Y
k.	Details of how the organisation will assess the effectiveness of the activity or project	Y	

#### 4. Small Grants

- 4.1. Small grants are awarded up to a maximum of £500.
- 4.2. To be eligible to apply for a **small grant** from the Council, the applicant must meet the following criteria:

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- a. Be one of the following groups or organisations;
    - o voluntary groups,
    - o community groups,
    - o not for profit organisations,
    - o registered charity organisations.
  - b. All applicants must demonstrate how a grant will provide a service or activity that would be of benefit to the residents of Seaford.
  - c. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.
- 4.3. Documentation requirements: Applicants are required to submit the following, with the table showing whether this is part of the application form or a separate document to be submitted:

	Document	Application Form	Separate Document
a.	A written statement of how the grant is to be used	Y	
b.	A written set of rules, constitution, or other governing document. They shall be current and properly authorised		Y
c.	The latest bank statement showing details of a bank account held in the name of the applicant organisation		Y
d.	The accounts of the organisation, including balance Sheet if available, for the previous financial year prior to the date of application, and indicate expenditure, income, assets and liabilities		Y
e.	Details of funding obtained from other partner bodies if appropriate	Y	
f.	A copy of Public Liability Insurance if the grant is to be used as a public event		Y
g.	In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan, for their first year of operation, in lieu of annual accounts		Y
h.	Grants requested for maintenance or improvement purposes must be supported by a minimum of two estimates for the work specified		Y
i.	A policy to ensure the safeguarding of children and vulnerable adults (where appropriate)		Y
j.	An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document)		Y

## 5. Awarding Criteria

- 5.1. Applications will be considered using the following criteria:
  - a. Has the applicant met the documentation requirements?
  - b. Has the applicant specified how the grant will be used?
  - c. Has the applicant specified who will benefit from the grant within the Seaford community?

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- d. Is the applicant a voluntary group, community group, not for profit organisation, or registered charity organisation?
  - e. And are they Seaford-based? If not, are they offering a significant proportion of their services within Seaford or a service not offered by others within Seaford?
  - f. Does the funding support or work towards one or more of the aims of the Council's Strategy Programme 2025 - 2027? (In the event of insufficient funds being available to meet all grant requests, priority will be given to organisations supporting the Council's Strategy Programme.)
  - g. Does the grant help promote Seaford town?
  - h. Is the grant contributing to something that has not already been funded in the past by the Council? Annual events are excluded from assessment against this criterion.
- 5.2. The key points of the consideration against the above criteria for each application will be recorded, ensuring a record of the justification behind the outcome of the application should this need to be scrutinised.

## **6. Application, Evaluation and Award of Grant Process**

- 6.1. The Council will publicise the timescale for awarding grants.
- 6.2. Application forms will be available for download from the Council's website [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)
- 6.3. Forms must be submitted electronically by email to [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)
- 6.4. Council officers will assess each application for compliance in accordance with this policy as soon as practicably possible after receiving the application. Where an early application does not meet the eligibility criteria or has not provided the correct supporting documentation, officers will attempt to contact the named contact on the application to inform them of this, but it is ultimately the applicant's responsibility to return a completed form along with all necessary supporting documentation before the closing date.
- 6.5. Applications will be reviewed by the Grants Working Group – which is open to all F&GP Committee members to attend. The group will assess each application against this policy, making recommendations for consideration by the F&GP Committee.
- 6.6. The F&GP Committee will consider the recommendations made by the Working Group at its next scheduled meeting and make the final decision on the outcome of the grant applications.

- 6.7. After agreement of the recommendations by all the F&GP Committee, appropriate arrangements will be made for payment of the agreed grants.

## **7. Payment of Awarded Grants**

- 7.1. Grants will be paid by BACs to the organisation named on the application form.

## **8. Monitoring and Evaluation**

- 8.1. All applicants will be supplied with a grant evaluation form which must be completed and returned within the timelines communicated at the point of the award. Failure to complete the grant evaluation form may result in the request for the grant funds to be returned. Future grants will not be considered from any organisation which has not completed their evaluation form.
- 8.2. If grant money is not spent, either for the purpose it was given or within the relevant financial year, the grant or any remaining monies must be returned to the Council. Organisations can request any unspent grant is carried forward but must provide details of the reasons for this request. The F&GP Committee will consider this at its next available meeting and if approved, the spending deadline will be extended appropriately.
- 8.3. Where an organisation requests a grant be carried forward to the next financial year, they will not be permitted to apply for a new grant in that same financial year.
- 8.4. Where an organisation requests a grant to be carried forward, in addition to providing reasons, they must produce all updated documentation that is requested on the application form.
- 8.5. If for any reason the organisation ceases to be constituted during the period of the grant, the Council may ask for all or part of the monies to be paid back.

## **9. Transparency and Publicity**

- 9.1. The Council will publicise the availability of discretionary grants widely throughout the community.
- 9.2. The Council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grants.

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- 9.3. In awarding grants, the Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community.
- 9.4. Organisations receiving a Council grant must acknowledge the Council in any relevant publicity or publications including by using any promotional material provided by the Council.
- 9.5. All successful applicants for large and small grants will be invited to attend the next annual Town Forum to showcase their successes, their services and the benefit experienced by the grant.

**10. Grant Funding Agreements**

- 10.1. The Council may decide to enter into grant funding agreements with individual organisations. These agreements are administered outside of this policy and approved or recommended by the F&GP Committee, subject to Full Council approval if costs would be incurred outside of allocated budgets.
- 10.2. When assessing entering into a funding agreement, the Council will however be mindful of certain aspects of this policy, namely:

<b>Eligibility Criteria</b>	2.11 (a), (b) and (c) (not d)
<b>Awarding Criteria</b>	5.1 (b), (c), (d), (e), (f) and (g), (not a or h)

- 10.3. The grant funding agreement itself will set out the documentation, monitoring, reporting and publicity requirements.