



## 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).

## **14. Exclusion of the Press & Public**

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next item of business for the reasons as set out below.

The resolutions of the items will be recorded publicly in the minutes of this meeting.

*The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below.*

*Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.*

## **15. Toilet Cleaning Contract – Approval of Preferred Bidder EXEMPT**

To consider exempt report 223/25 informing Full Council of the results of the cleaning contract tender process, and seeking approval of the appointment of the preferred bidder (exempt pages).

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

*Explanation of reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party.*

### **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.

REVISED