



Seaford Town Council

Minutes of the **Annual Meeting** of the **Seaford Town Council** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 8 May 2014** at **7.00pm**.

Present:

Councillor M Brown (Mayor)

Councillors S Adeniji, R E Allen, B Burfield, G Cork, S Dunn, P Franklin, S Gauntlett, T Goodman, B Groves, A Hayder, P Heseltine, A Latham, L Lord, S McStravick (7.18pm), R Needham, L Wallraven, B Warren, A White & I White.

Miss Georgia Colyer – Young Mayor

Miss Millie Hemsley – Deputy Young Mayor

Mr James Corrigan, Interim Town Clerk – Seaford Town Council

Miss Georgia Raeburn, PA to the Town Clerk – Seaford Town Council

18 members of the public.

On 2 May 2014 the local Labour Party group (Seaford, Newhaven, Alfriston and Polegate) held a 'Celebrating Seaford' event, in order to recognise how many people work hard to improve the quality of life in Seaford. Cllr Mark Brown was requested to present a certificate of thanks to Peter Gwilliam, representing Seaford Responders, as they were unable to attend on 2 May 2014, for their contribution to the town of Seaford and its residents.

Due to not being able to attend the Town Forum on 29 April 2014, Cllr Mark Brown also presented Mayor's Award to Jill Allen and Nicky Auster for their contribution to the town, its residents and services.

C1 Election of Mayor for the Municipal Year 2014-2015

It was **RESOLVED** that Cllr Mark Brown be **APPOINTED** as Mayor of Seaford for the forthcoming Municipal Year.

C2 Declaration of Acceptance of Office – Mayor

The Mayor, Councillor M Brown, pursuant to the provisions of Section 83 of the Local Government Act 1972, made a Declaration of Acceptance of Office in the prescribed form before the Interim Town Clerk.

C3 Election of Deputy Mayor for the Municipal Year 2014-2015

Two nominations were received for the position of Deputy Mayor; Cllr T Goodman and Cllr A White.

Further to a vote, it was **RESOLVED** that Cllr Terry Goodman be **APPOINTED** as Deputy Mayor of Seaford for the forthcoming Municipal Year (12 votes to 7).

C4 Apologies

Cllr S McStravick had submitted apologies in anticipation of arriving late due to late running trains.

C5 Minutes

It was **RESOLVED** that the minutes of the meetings held on 17 April 2014 and 24 April 2014 be **APPROVED**.

C6 Public Participation

Anne Nicholson asked for an update on the Seaford Museum lease.

Interim Town Clerk explained that further to three meetings in the past 10 days to try and resolve the issues with the lease, the museum met with the solicitors today and agreed the terms of the lease. However the museum has informed the Council that it is wishing to register as a charity before signing the lease. The exact timescale for this process was not known.

Mayor Brown confirmed that upon completion of the lease, he would be releasing a public apology on behalf of the Council to the museum over the handling of the lease.

Roger Foxwell wished to point out that it had been said the Council would look to staging the meetings in a bigger venue to make it more easily accessible and easier for the public to engage with the councillors.

questioned the implications further to the Council stating in a previous meeting that the Council were not going to undertake a Neighbourhood Plan.

the Neighbourhood Plan forms a part of Lewes District Council's core strategy document.

Cllr S Adeniji as a Councillor on the Lewes District Planning Committee would agree with Mr Foxwell on the importance of having a Neighbourhood Plan. Ringmer have one in place and this has been useful for them in preventing unwanted planning applications from going ahead and allows the residents a greater influence over planning decisions for their town.

This being said, a neighbourhood plan is an expensive project to undertake and was only achievable by Ringmer due to funding.

Cllr Adeniji, alongside a few other Councillors, has put a request to the Mayor for a neighbourhood plan and hopes that this will be discussed in the future.

Mayor Brown confirmed that a neighbourhood plan will be considered and the Council will look at all the implications. The last decision made on the topic was to wait and see whether other local towns have a

neighbourhood plan accepted and assess each one to help Seaford Town Council with their considerations.

(Cllr S McStravick entered the meeting at 7.18pm)

Rachel Alalawi asked whether the Council would show support for her request to the Seaford branch of Morrisons to get a customer toilet. She has the backing of a lot of members of public already.

Mayor Brown responded that it was not within the Council's remit to support a request of this nature but that he knows the manager of Morrisons personally and would discuss it with him.

Bob Brown regarding item 28 on the agenda, repair works at Splashpoint, feels that the Environment Agency ought to be asked to contribute to the works too if there is a funding shortage. Mr Brown feels that Splashpoint serves to protect the town and is an integral part of the sea defence.

Mayor Brown explained that the report states that the works are being discussed by Seaford Town Council, Lewes District Council and the Environment Agency. This would be covered in more detail under item 28 of the agenda.

C7 Review of Delegation Arrangements and Terms of Reference for Committees

Members considered report 01/14.

C7.1 Cllr P Franklin questioned why the review of the Scheme of Delegation was being delegated to the Review Working Group. In his opinion this is outside of the remit of the group that was set up on 10 April 2014.

The report from the Independent Investigation raised issues regarding delegating directly to the Leader and Deputy Leader of the Council or a Minority Group, but it did not recommend a review of the entire Scheme of Delegation.

C7.2 Cllr S Dunn, as Chairman of the Review Working Group, defended the delegation as she has already conducted a lot of research and sourcing from the likes of Sussex Association of Local Councils (SALC), National Association of Local Councils (NALC) and legal professionals.

Cllr Dunn is yet to find another Town Council with a Scheme of Delegation; it appears to be District and County Councils that have adopted these documents.

The Group originally began to look at the Scheme of Delegation as a result of the recommendation made in the investigation report regarding removing all delegations to individual councillors i.e. leaders and deputy leaders. Once the Group has finished their review this will be brought back to Full Council for approval.

C7.3 Cllr B Burfield clarified that the investigation report only specified section 4 of the Scheme of Delegation as needing reviewing.



C7.4 Mayor Brown requested that the members allow the Review Working Group to continue with the review and report back to Full Council. Then the Council can consider whether or not to adopt the changes.

C7.5 It was **RESOLVED** to **NOTE** the referral of the review of the delegation arrangements and terms of reference for Committees (Scheme of Delegation) to the Review Working Group.

C8 Committees

Members considered report 02/14.

C8.1 A document detailing the current requests for committee places was passed round the meeting.

C8.2 Standing Order 15.a.iv states that at the annual meeting the Council may appoint standing committees and 'shall, as closely as possible, reflect the same proportion of political and other members of the Council as a whole'.

C8.3 The political proportionality of the Council is Conservative 50%, Lib Dem 20%, UKIP 20% and two independents at 5% each.

C8.4 It was **RESOLVED** to **APPOINT** members of the Finance & General Purposes Committee as set out below for the forthcoming Municipal Year:

M Brown (C)	S Gauntlett (LD)
B Burfield (C)	A Hayder (LD)
S Dunn (C)	L Lord (UKIP)
P Franklin (C)	R Needham (UKIP)
B Warren (C)	R E Allen (ex-officio)
S Adeniji (I)	A Latham (ex-officio)

C8.5 It was **RESOLVED** to **APPOINT** members of the Community Services Committee as set out below for the forthcoming Municipal Year:

S Dunn (C)	A Hayder (LD)
T Goodman (C)	S McStravick (LD)
P Heseltine (C)	G Cork (UKIP)
L Wallraven (C)	L Lord (UKIP)
B Warren (C)	R E Allen (ex-officio)
A White (I)	P Franklin (ex-officio)
	A Latham (ex-officio)

C8.6 It was **RESOLVED** to **REDUCE** the size of the Planning & Highways Committee to eight members.

C8.7 It was **RESOLVED** to **APPOINT** members of the Planning & Highways Committee as set out below for the forthcoming Municipal Year:

T Goodman (C)	R E Allen (LD)
B Groves (C)	S McStravick (LD)
L Wallraven (C)	G Cork (UKIP)
S Adeniji (I)	A Latham (UKIP)
	P Franklin (ex-officio)

Political proportionality is as close as could be achieved.

C8.8 It was **RESOLVED** to **APPOINT** members of the Golf Committee as set out below for the forthcoming Municipal Year:

M Brown (C)	R E Allen (LD)
P Franklin (C)	S Gauntlett (LD)
T Goodman (C)	A Latham (UKIP)
B Groves (C)	R Needham (UKIP)
I White (C)	
A White (I)	

C8.9 It was **RESOLVED** to **APPOINT** members of the Personnel Sub-Committee as set out below for the forthcoming Municipal Year:

M Brown (C)	R E Allen (LD)
S Dunn (C)	A Latham (UKIP)
S Adeniji (I)	

Political proportionality is as close as could be achieved.

C8.10 It was **RESOLVED** to **APPOINT** members of the Grievance/Disciplinary Sub-Committee as set out as below for the forthcoming Municipal Year:

M Brown (C)	S McStravick (LD)
B Burfield(C)	R Needham (UKIP)
S Adeniji (I)	

Political proportionality is as close as could be achieved.

Mayor Brown reminded the meeting that on 17 April 2014 a special Disciplinary Sub-Committee was convened to deal with current matters at hand. This will continue to operate with its current set up until matters are resolved.

C8.11 It was **RESOLVED** to **APPOINT** members of the Appeals Sub-Committee as set out below for the forthcoming Municipal Year:

P Heseltine (C)	R E Allen (LD)
I White (C)	G Cork (UKIP)
A White (I)	

Political proportionality is as close as could be achieved.

C8.4 A **MOTION** was put forward and **ACCEPTED** to consider Chairmen and Vice-Chairmen from all political parties and others, with votes to appoint each position.

i. Finance & General Purposes:

It was **RESOLVED** to **APPOINT** Cllr B Burfield as Chairman.

Two nominations were received for Vice-Chairman; Cllr M Brown and Cllr R Needham.

It was **RESOLVED** to **APPOINT** Cllr M Brown as Vice-Chairman (12 votes to 6).

ii. Community Services:

It was **RESOLVED** to **APPOINT** Cllr B Warren as Chairman.

It was **RESOLVED** to **APPOINT** Cllr S Dunn as Vice-Chairman.

iii. Planning & Highways:

It was **RESOLVED** to **APPOINT** Cllr L Wallraven as Chairman.

It was **RESOLVED** to **APPOINT** Cllr R E Allen as Vice-Chairman.

iv. Golf:

Two nominations were received for Chairman; Cllr I White and Cllr A Latham (10 votes each).

It was **RESOLVED** to **APPOINT** Cllr I White as Chairman.

It was **RESOLVED** to **APPOINT** Cllr A Latham as Vice-Chairman.

v. Personnel Sub-Committee:

It was **RESOLVED** to **APPOINT** Cllr M Brown as Chairman.

It was **RESOLVED** to **APPOINT** Cllr S Adeniji as Vice-Chairman.

vi. Grievance/Disciplinary Sub-Committee:

It was **RESOLVED** to **APPOINT** Cllr B Burfield as Chairman.

It was **RESOLVED** to **APPOINT** Cllr S McStravick as Vice-Chairman.

vii. Appeals Sub-Committee:

It was **RESOLVED** to **APPOINT** Cllr I White as Chairman.

Two nominations were received for Vice-Chairman; Cllr G Cork and Cllr P Heseltine.

It was **RESOLVED** to **APPOINT** Cllr G Cork as Vice-Chairman (11 votes, to 8).

C8.5 It was **RESOLVED** to **APPROVE** that all other Councillors of the same political party may substitute for Committee Members.

C8.6 It was **CONFIRMED** that no additional Committees be established at this time.

C9 Review of Standing Orders and Financial Regulations

Members considered report 03/14.

C9.1 Cllr S Dunn confirmed that the Review Working Group is reviewing the Standing Orders at the moment and is hoping to have their amended version available for review by the Council soon, therefore ready to be included in the agenda for the next Council meeting in June.

C9.2 Cllr P Franklin and Cllr B Burfield both raised that they could not see where in the investigation report it justified the review of Standing Orders being referred to the Review Working Group.

Cllr Franklin queried whether the group were working to the new NALC model standing orders and whether it would be better for the Interim Town Clerk to undertake a review of the Council's Standing Orders.

C9.3 Cllr Dunn clarified that while the investigation report did not specifically recommend a review of the entire document, the Council has an opportunity here to work for the town and make the Standing Orders less restrictive and more user friendly.

C9.4 Cllr S Gauntlett agreed with Cllr Dunn's statement; it is the spirit of the report that the Council must try to take on board. The Council is a corporate body but the political affiliation must come secondary to the primary function of serving the town.

C9.5 The Interim Town Clerk's opinion of the current Standing Orders was requested; he first clarified that all bold type is a legal requirement and therefore cannot be changed, however the rest is optional as to whether or not you include it. The Council has added in additional clauses that are not legal requirement, one example being political proportionality on committees.

C9.6 Cllr Dunn confirmed that the Review Working Group has been referring to the Local Government Act 1972 and that they are seeking guidance and clarification where needed.

C9.7 Cllr Franklin queried again whether this review was within the remit of the Review Working Group as he believes it not to be. The Standing Orders have been in force for a considerable period of time and were reviewed last May by the Council.

C9.8 It was impossible to clarify the terms of reference for the Review Working Group during the meeting as the group was convened in the confidential part of the Council meeting on 10 April 2014, for which the minutes were taken by a different Acting Town Clerk and are strictly confidential.

C9.9 Cllr Dunn confirmed that in order to conduct a thorough review the Review Working Group would need to look at the whole of Standing Orders, not just the item mentioned in the investigation report.

C9.10 It was **NOTED** that the review of the Standing Orders has been referred to the Review Working Group, to conduct a review of the document in line with the independent investigation recommendations and present back to Full Council by the August Council meeting at the latest.

C9.11 It was **NOTED** that the review of the Financial Regulations is to be carried out at the next Finance & General Purposes Committee meeting in June and presented back to Full Council at the next available meeting.

(A brief break was taken from the meeting)

C10 Representation on Outside Bodies

Members considered report 04/14.

C10.1 A document detailing the current request for representation on Outside Bodies and Liaison Committees was passed round.

C10.2 The Interim Town Clerk stated that there was an imbalance with the political proportionality, as required in the Standing Orders, so some changes were needed.

C10.3 Cllr M Brown withdrew from Coastal Futures Group to allow Cllr A Latham to stand.

C10.4 Cllr P Franklin withdrew from Cuckmere Estuary Partnership to allow Cllr G Cork to stand.

C10.5 Seaford Residents Voice, the group recently set up, has requested a Council representative to sit on their committee; Cllr S Dunn put herself forward for this.

C10.6 The Base Management Committee:

- i.** Two requests had been made to sit on the Base Management Committee; Cllr A White and Cllr P Franklin.
- ii.** Cllr A White has requested to return to this committee. Cllr White was unhappy that in Cllr P Franklin's outside body report he had stated that the Base needs urgent attention as protocol is not being followed.
- iii.** Cllr White believes that the report given to the Community Services Committee on 20 March 2014, when they decided to move control of the Base back to the Council office, was misleading. Cllr White feels he has evidence enough to prove that this information was misleading and that the Base Management Committee and its processes were well managed and efficient.

- iv. Cllr White had requested a delay to the item being taken to the Community Services Committee due to the Base Management Committee's Treasurer being abroad and therefore not having access to the relevant documents and information to defend their position, but his request was denied.
- v. Cllr White stated that Cllr Franklin had submitted his resignation from the position of Chairman of the Base Management Committee recently and had not attended any of the Committee's meetings.
- vi. Cllr B Warren, as Chairman of the Community Services Committee, defended the report and stated that it was not misleading. Cllr Warren had sat down with the Officer of the report and had closely scrutinised all the facts and evidence before allowing the report to go to his Committee. Cllr Warren trusts the Officer implicitly and would not have allowed a report to go to the Committee that was misleading.
- vii. It was **RESOLVED** to **APPOINT** Cllr P Franklin to represent that Council on the Base Management Committee (10 votes to 9).

C10.7 Youth Task Group:

- i. Cllr S McStravick updated that the Youth Task Group had not had a formal meeting yet but had been very proactive since January. Cllr McStravick is happy to continue working with the group.
- ii. It was recommended that the Youth Task Group could approach the Base Management Committee with a request for one of their committee to join the group.

(Cllr A White was disruptive and left the meeting of his own accord at 8.39pm.)

C10.8 Stakeholders Group on Health Issues:

- i. Cllr S Adeniji was unhappy that he had not been included as a representative for this liaison committee.
- ii. Miss G Raeburn gave her apologies to Cllr Adeniji as it was in error that he had not been included on the list.
- iii. Cllr McStravick agreed that given that she struggled to make the meetings as they are usually during the daytime, she would step down to allow Cllr Adeniji to continue. Cllr McStravick added that she would continue to support Cllr Adeniji where she could with this group.
- iv. Cllr R Needham expressed how impressed he has been with the way in which Cllr Adeniji has handled the management of the group.

C10.9 It was **AGREED** to reduce the number of representatives for Seaford Head Nature Reserve Management Committee/Seaford Head Estate Advisory Group to two.

C10.10 It was **RESOLVED** to **APPOINT** representatives of outside bodies and liaison committees as set out below for the forthcoming Municipal Year:

Outside Bodies	Representative
Access in Seaford & Newhaven	Cllr R Needham
Bishopstone United Charities	Cllr B Groves
Bishopstone United Charities	Cllr I White
Citizen's Advice Bureau	Cllr M Brown
Coastal Futures Group	Cllr A Latham
Community Rail Partnership	Cllr S Adeniji
Community Transport - Lewes Area (CTLA)	Cllr T Goodman
Cuckmere Community Bus	Cllr R E Allen
Cuckmere Estuary Partnership	Cllr R E Allen
Fair Trade Group	Cllr L Wallraven
Lewes District Association of Local Councils (LDALC)	Cllr B Burfield
Lewes District Association of Local Councils (LDALC)	Cllr P Franklin
Mercread Youth Centre	Cllr S McStravick
Planning User Group	Cllr R E Allen
Seaford Chamber of Commerce	Cllr P Franklin
Seaford Community Partnership	Cllr M Brown
Seaford Head Swimming Pool	Cllr R Needham
Seaford Residents Voice	Cllr S Dunn
Seaford Seniors Forum	Cllr S Adeniji
Seaford Twinning Association	Cllr S Gauntlett
Smarter Seaford	Cllr L Lord
St James' Trust	Cllr T Goodman
The Base Management Committee	Cllr P Franklin
Youth Task Group	Cllr G Cork
Youth Task Group	Cllr S McStravick

Liaison Committees	Representative
Arts@the Crypt Management Committee	Cllr A Latham
Arts@the Crypt Management Committee	Cllr S McStravick
Arts@the Crypt Management Committee	Cllr B Warren
Christmas Lights Committee	Cllr G Cork
Christmas Lights Committee	Cllr T Goodman
Christmas Lights Committee	Cllr A Hayder
Christmas Lights Committee	Cllr I White
Seaford Head Nature Reserve Management Committee & Advisory Group	Cllr S Gauntlett
Seaford Head Nature Reserve Management Committee & Advisory Group	Cllr L Lord
Stakeholders Group of Health Issues	Cllr S Adeniji
Stakeholders Group of Health Issues	Cllr B Groves
Stakeholders Group of Health Issues	Cllr R Needham
Stakeholders Group of Health Issues	Cllr I White
Strengthening Local Relationships (SLR)	Cllr R E Allen
Strengthening Local Relationships (SLR)	Cllr G Cork
Strengthening Local Relationships (SLR)	Cllr S Dunn
Strengthening Local Relationships (SLR)	Cllr T Goodman
Tree Wardens Group	Cllr P Franklin

Mayor Brown brought forward item 24.c. due to the time.

C11 Young Mayor

C11.1 Mayor Brown explained that the Young Mayor, Georgia Colyer, would be handing over the role to her Deputy, Millie Hemsley, for the forthcoming Municipal Year.

C11.2 Georgia Colyer thanked the Council for the last two years she has spent working with them; her year as Young Mayor and the previous year as Deputy to Amy Gough.

Georgia talked about the most memorable events over the last two years; the Family Fun Day at the Downs Leisure Centre in 2012 which included an art gallery of children's work that were asked to portray their favourite parts of Seaford, the Young Mayors Awards in 2013 which opened her eyes to some truly amazing young people in Seaford, and the Seahaven Veterans & Armed Forces Day in June 2013 during which she learnt lots about the people of Seaford and the veterans and serving officers from the armed forces.

Georgia thanked the Council once again and exclaimed what an honour it had been to be Young Mayor.

(Georgia handed her Young Mayor's chain over to Millie Hemsley)

C11.3 Mayor Brown clarified that he had been in contact with Seaford Head School and would soon begin the process for appointing a Deputy Mayor.

C12 Review Inventory of Land and Other Assets

Members considered report 05/14.

It was **RESOLVED** to **NOTE** the schedule of land and other assets owned by the Council.

C13 Review and Confirm Insurance Arrangements

Members considered report 06/14.

It was **RESOLVED** to **CONFIRM** the existing insurance arrangements.

C14 Review of the Council's Complaints Procedure

Members considered report 07/14.

It was **RESOLVED** to **NOTE** that the review of the Council's Complaints Procedure be referred to the Review Working Group, to conduct a review in line with the independent investigation recommendations and present back to Full Council by the August Council meeting at the latest.

C15 Review of the Council's Policy and Procedures for Handling Requests Made Under the Freedom of Information Act 2000 and the Data Protection Act 1998

Members considered report 08/14.

C15.1 It was **RESOLVED** to **NOTE** that the review of the procedure for dealing with Freedom of Information and Data Protection requests is to be referred to the Review Working Group, to conduct a review in line with the independent investigation recommendations and present back to Full Council by the August Council meeting at the latest.

C15.2 Cllr S McStravick queried the publication scheme as it only deals with information being provided in hard copy or on the website, under the Equality Act the Council need to consider making this information available in other formats.

C15.3 It was **AGREED** to **DEFER** the review of the Freedom of Information Publication Scheme so the Interim Town Clerk could look into the options and costs of providing this information in other formats and report back at the Council meeting in June.

C15.4 Cllr P Franklin noted that he did not believe the review of this procedure was within the remit of the Review Working Group.

C16 Review of the Council's Policy for Dealing with the Press/Media

Members considered report 09/14.

It was **RESOLVED** to **NOTE** that the review of the Council's Press & Media Policy is to be referred to the Review Working Group, to conduct a review in line with the independent investigation recommendations and present back to Full Council by the August Council meeting at the latest.

C17 Setting Dates, Time and Place of Ordinary Meetings of the Council and its Committees for the 2014-2015 Municipal Year

Members considered report 10/14.

C17.1 Cllr L Wallraven pointed out that the Council Annual Meeting scheduled for 7 May 2015 was the same day as the General Election.

C17.2 It was **RESOLVED** to **APPROVE** the meeting schedule with the following amendments:

- i. Change the Council Annual Meeting from 7 May 2015 to Monday 18 May 2015.
- ii. Remove the Planning & Highways Committee meeting scheduled for 14 May 2015 and the Community Services Committee meeting for 21 May 2015, due to time constraints with the new elections and the Annual meeting.



- iii. Add an additional meeting of the Planning & Highways Committee on Wednesday 6 May 2015 to ensure planning applications continue to be reviewed by the Committee as close to every three weeks as possible.

C18 Notification of Leader and Deputy Leader of the Council

It was **NOTED** that Cllr P Franklin has been appointed by the Majority Group to be Leader of the Council, and Cllr B Burfield to be Deputy Leader of the Council for the 2014-2015 Municipal Year.

C19 Notification of Leader and Deputy Leader of the Liberal Democrat Group

It was **NOTED** that Cllr R E Allen has been appointed by the Liberal Democrat Group to be Leader of the Liberal Democrat Group, and Cllr S McStravick to be Deputy Leader of the Liberal Democrat Group for the 2014-2015 Municipal Year.

C20 Notification of Leader and Deputy Leader of the UKIP Group

It was **NOTED** that Cllr A Latham has been appointed by the UKIP Group to be Leader of the UKIP Group, and Cllr R Needham to be Deputy Leader of the UKIP Group for the 2014-2015 Municipal Year.

C21 Review of the Council's Public Participation Policy

Members considered report 11/14.

It was **RESOLVED** to **APPROVE** that the review of the Council's Public Participation Policy be postponed until the Review Working Group have completed the review of the Standing Orders.

C22 Review of the Council's Disciplinary Procedure

Members considered report 12/14.

C22.1 Mayor Brown requested that the Council review the amended Terms of Reference for the special Disciplinary Sub-Committee as the original Terms of Reference were agreed by Full Council on 17 April 2014.

(Mayor Brown passed round a confidential extract from the minutes of the Disciplinary Sub-Committee held on 30 April 2014, showing the revised Terms of Reference as recommended by the HR Adviser advising the Sub-Committee)

C22.2 It was **RESOLVED** to **APPROVE** the amended Terms of Reference for the special Disciplinary Sub-Committee.

C22.3 Cllr P Franklin stated that he did not feel that the review of the Disciplinary Procedure formed part of the remit for the Review Working Group.

Cllr P Franklin proposed that the item be removed from the agenda and delegated to the Finance & General Purposes Committee for referral to the Personnel Committee.

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C22.4 It was **RESOLVED** to **ACCEPT** Cllr Franklin's proposal and **REFER** the review of the Council's Disciplinary Procedure to the Personnel Sub-Committee who would then report back to the Finance & General Purposes Committee.

C22.5 A meeting of the Personnel Sub-Committee will be set up for as soon as practicably possible.

C23 Review of the Council's Grievance Policy

Members considered report 13/14.

C23.1 Cllr P Franklin stated that he did not feel that the review of the Disciplinary Procedure formed part of the remit for the Review Working Group.

C23.2 It was **RESOLVED** to **REFER** the review of the Council's Grievance Policy to the Personnel Sub-Committee, as per the Disciplinary Procedure, who would then report back to the Finance & General Purposes Committee.

C24 Mayor's Appointments and Communications

C24.1 Past Mayor's Engagements

Members considered report 14/14.

- i. Cllr R Needham expressed that he was pleased to see the column on the report indicating whether or not an event was open for Councillors to attend.
- ii. The term 'closed' on the aforementioned column is slightly misleading, so the column is to be renamed 'open or invite only'.
- iii. It was **RESOLVED** to **NOTE** the Past Mayor's engagements.

C24.2 Mayor's Engagements

Members considered report 15/14.

It was **RESOLVED** to **NOTE** the Mayor's forthcoming engagements.

C25 Outside Bodies Reports

Members considered report 16/14.

It was **RESOLVED** to **NOTE** the member's reports for outside bodies.

C26 External Audit

Members considered report 17/14.

It was **RESOLVED** to **NOTE** the schedule of dates relevant to the Annual Audit for the year ended 31 March 2014.

C27 Council's and Officer's Membership of Other Bodies

C27.1 Cllr S McStravick queried the figure under 1.1 for SALC as too why it is so large in comparison to the others; £2,634.28.

C27.2 The Interim Town Clerk explained that the figure included membership of SALC and NALC and was calculated as a charge per head of electors in the Council's area.

SALC provide the Council with a point of contact and advice in times of need and also keep the Council up to date with legislation changes.

NALC membership allows the Council to represent its sector and have an influence at a national level. This also opens the Council to national training events and networking.

It would be unwise not to pay membership of these bodies, as the cost of a member of staff researching the information needed would far outweigh the cost of subscription.

There are currently talks underway to introduce a cap on the subscription figure for larger Councils.

C27.3 Cllr P Franklin queried the entry at 1.9 for the Action in Rural Sussex Handbook, £120.00, as he was under the impression that they had withdrawn their service.

C27.4 The Interim Town Clerk felt that the handbook was still available, as the Council had downloaded the most recent edition very recently, and that the figure of £120 covered updates for the coming year. The Interim Town Clerk will look into and clarify the exact position.

C27.5 Cllr P Franklin questioned why BIGGA was not on the list; this is a national group for green keepers.

C27.6 The Interim Town Clerk was not aware of this body but will look into whether it needs to be included on the list.

C27.7 It was **RESOLVED** to **APPROVE** to continue to pay subscriptions where still required from the list in report 18/14, possibly also including BIGGA (this will be confirmed by the Interim Town Clerk).

C28 Repair Works at Splashpoint

Members considered report 19/14.

C28.1 Cllr P Franklin gave the meeting a brief background on the requirement for the contribution;

Splashpoint is a tourism hot spot but due to no ownership being accepted, it is vital for the Council to match fund with Lewes District Council for these repair works to try and achieve a quick fix and have the area open to the public for the summer.

C28.2 The Environment Agency, when requested to also contribute, have stated that they have an issue contributing to the repair works because if the sea breached Splashpoint

it would not cause any damage to or even reach the town, just the cliffs. The Council and Lewes District Council are continuing to negotiate with the Environment Agency.

C28.3 Cllr Franklin requested that the members keep in mind, in the spirit of openness and transparency, that the contribution figure is not in the budget and will have to come from Reserves, which therefore means it would need to be budgeted for with next year's precept.

C28.4 Cllr S Adeniji felt that as the Council was in a similar position a few years ago with repairs needing doing to Splashpoint and the issue of a lack of ownership/liability, the Council needs to discuss who will accept responsibility for the structure.

Similarly, the Council needs to think about the long term plan/guarantee to ensure that if damage does occur in the future, how we can try to ensure that it is not closed for such a long period again.

C28.5 Cllr B Groves asked if Splashpoint would be eligible to receive any of the £350m the government have pledged to go towards damage repairs for coastal and flood defences.

C28.6 Cllr B Burfield stated that this was not an option as the Environment Agency had already stated that Splashpoint does not constitute a flood defence.

C28.7 It was suggested that Cllr A Latham take this to the next Coastal Futures Group for discussion.

C28.8 It was **RESOLVED** to **APPROVE** that the Council make a contribution not exceeding £10,000 to support the cost of repair works at Splashpoint, to be taken from General Reserve and with no acceptance of responsibility or liability for the area concerned.

C29 Appointment of Responsible Finance Officer Duties

It was **RESOLVED** to **APPROVE** that the Responsible Finance Officer duties be temporarily assigned to the Interim Town Clerk.

The meeting closed at 9.35pm.



Cllr Mark Brown
Mayor of Seaford