



Seaford Town Council

MINUTES of a Meeting of the **Full Council** held in the Council Chambers, 37 Church Street, Seaford on **Thursday 28th March 2019** at **7.00pm**.

Present:

Councillor L Wallraven (Mayor) and Councillor L Freeman (Deputy Mayor).

Councillors S Adeniji, D Argent, P Boorman, M Brown, J Elton, N Freeman, R Hayder, O Honeyman, R Honeyman, A Latham, P Lower, B Webb and C White.

James Corrigan, Town Clerk – Seaford Town Council

Colin Andrews, Deputy Town Clerk and RFO – Seaford Town Council

Isabelle Mouland, Executive Support Officer (Maternity Cover) – Seaford Town Council

Tony Jackson, Projects and Facilities Manager– Seaford Town Council

2 members of the public

C130/03/18 Apologies for Absence

Apologies for absence were received from Councillors M Wearmouth, D Burchett, T Goodman and Cllr B Burfield.

C131/03/18 Disclosure of Interests

No declarations were made of discloseable pecuniary interests or 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.

C132/03/18 Public Participation

Resident A *Raised concerns that the outside noticeboards needed cleaning.*

Town Clerk Thanked the resident for raising this and advised that Seaford Town Council is looking to replace the noticeboards outside 37 Church Street once Sussex Police Authority have carried out the planned replacement of the railing. In the short term, we will clean the noticeboards.

C133/03/18 Minutes

It was **RESOLVED** to **ADOPT** the following minutes and **RESOLVED** to **APPROVE** the recommendations therein:

C133.1	Full Council	28 th February 2019
C133.2	Planning & Highways	21 st February 2019
C133.3	Community Services	7 th February 2019
C133.4	Personnel	28 th February 2019

C134/03/18 Mayor's Report

The Council considered report 192/18 presenting the Mayor's Report and details of engagements.

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

C135/03/18 Young Mayor's Report

The Town Clerk reported that this was the last meeting of the current Young Mayor and that the Deputy Young Mayor, James Jenkins will be taking over as Young Mayor from May. The election of Deputy Mayor is underway jointly with Seaford Head School.

C136/03/18 Clerk's Report

The Council considered report 191/18 presenting the Clerk's update report from January 2019 to date.



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The Clerk gave a verbal update on various items of the report, including: training that had recently taken place within the council; planned training (including councillors training); innovative training proposals; the new skate park works which starts 1st April; the short term let beach hut project in underway; the table tennis table project underway; changes to the spike bar proposals; and the seafront traffic preservation order.

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

C137/03/18 District / County Councillor Update Report

Lewes District Council -

Members received the following highlights from the recently distributed District News:

- The 1.3m affordable housing project putting 30 new affordable homes in Newhaven and 6 in Peacehaven.
- Air pollution campaign with schools.
- LDC's pollination strategy.
- In general, that this issue included specific items relating to Seaford.

It was advised that Newhaven residents have presented LDC with a petition about the Easy Quay with regard to noise pollution from the scrap metal works. There will be an investigation carried out by the Environmental Health Department on both noise and dust pollution.

East Sussex County Council -

A dozen schools took part in the air pollution campaign, this included Denton school which trialled a road closure to discourage students to be dropped at the school gate. A petition has been presented to ESCC for a 40mph speed limit on the A259, this contained 236 signatures.

ESCC recently met with the East Sussex Youth Parliament, mental health is one of the main topics of which Seaford Head School is involved in promoting awareness.

7.20pm Councillor M Brown joined the meeting.

C138/03/18 Disaster Recovery & Business Continuity 2018-19 Update

The Council considered report 187/18 presenting an update on the Council's Disaster Recovery Policy.

C138.1 It was **RESOLVED** to **NOTE** the progress made.

C138.2 It was **RESOLVED** to **APPROVE** the programme indicated.

C139/03/18 Annual Investment Strategy 2019-20 Review and Update

The Council considered report 184/18 seeking approval for the placing of £150,000 to be invested in the long term with the CCLA Local Authority Property Fund.

C139.1 It was **RESOLVED** to **NOTE** the content of the report.

C139.2 It was **RESOLVED** to **APPROVE** the placing of £150,000 to be invested in the long term with the CCLA Local Authority Property Fund.

C139.3 It was **RESOLVED** to **NOTE** the risk as advised by James Ryan Thornhill Ltd.

C140/03/18 Annual Review of Internal Controls

The Council considered report 175/18 presenting the review of the Council's Internal Controls.

C140.1 It was **RESOLVED** to **APPROVE** the reviewed Council's Internal Controls.



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C140.2 It was **RESOLVED** to **NOTE** that statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with.

C141/03/18 Annual Review of the Corporate Risk Register

The Council considered report 176/18 presenting the review of the Council's Corporate Risk Register.

It was **RESOLVED** to **APPROVE** the reviewed Council's Corporate Risk Register.

C142/03/18 Staff Handbook

The Council considered report 186/18 presenting the updated Staff Handbook.

It was **RESOLVED** to **ADOPT** the updated Staff Handbook with the addition to paragraph 4d to include that the Personnel Committee can also give permission to staff to accept secondary employment.

C143/03/18 Planning and Highways Policy

The Council considered report 183/18 presenting the updated Planning & Highways Policy.

It was **RESOLVED** to **ADOPT** the updated Planning and Highways Policy with the retraction of paragraph 3.3i (b) of appendix B of the policy due to this having been achieved.

C144/03/18 Events Policy

The Council considered report 193/18 presenting an Events Policy.

It was **RESOLVED** to **ADOPT** the Events Policy with the addition of the "Royal Society of St. George" to paragraph 4.a.

C145/03/18 Mayor's Portfolio

The Council considered report 185/18 presenting the Mayor's Portfolio.

It was **RESOLVED** to **ADOPT** the Mayor's Portfolio with the following additional clauses: noting the Mayor's ex-officio capacity when attending committee meetings; that the Mayor can appoint a Chaplain or other religious support and this could allow for prayers five minutes *before* council meetings; attendance at internal meetings such as CCMG; monitoring the Town Clerk's performance by signing timesheets and conducting annual appraisals with the Chair of Personnel and professional support; and about the Young and Deputy Young Mayor procedure. Also, for the Mayor's Portfolio to reviewed in twelve months' time.

C146/03/18 The Crypt Gallery

The Council considered report 182/18 presenting an update from the Trustees of Art@theCrypt.

It was **RESOLVED** to **NOTE** the contents of the report and **CONGRATULATE** the Trustees of the Crypt Gallery on their hard work in making the Gallery a success and an asset to the Town.

C147/03/18 The Buckle Car Park

The Council considered report 190/18 presenting the current situation with the Buckle Car Park.

C147.1 It was **RESOLVED** to **NOTE** the content of the report.

C147.2 It was **RESOLVED** to **TAKE NO ACTION** at this meeting but for the new council to be presented with proposals for STC to ask LDC to transfer the Buckle Car Park back to Seaford Residents ownership.



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C148/03/18 Exclusion of the Press and Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the meeting during the discussion on the last two items on the agenda as it concerns confidential personnel and employment details and personal information.

8.15pm - All remaining members of press, public and the Deputy Young Mayor exited the meeting and the Council took a short comfort break.

8.21pm – The Council were back in session.

C149/03/18 Staff Structure Review

The Council considered report 189/18 presenting a proposed revised staff structure.

C149.1 It was **RESOLVED** to **ADOPT** staff structure Option C.

C149.2 It was **RESOLVED** to **AGREE** for the Town Clerk, with relevant Officers, to consult with staff on the revisions and negotiate where necessary.

C150/03/18 Hurdis House Litigation

The Council considered report 189/18 presenting the proposal submitted by solicitors on behalf of the former tenant.

8.43pm Councillor P Boorman left the room.

8.44pm Councillor J Elton left the room.

8.48pm Councillor J Elton returned.

It was **RESOLVED** to **AUTHORISE** the Town Clerk to work within the memorandum of understanding agreed within the meeting signed by the Mayor to the Town Clerk.

The meeting closed at 9.04pm

Councillor Linda Wallraven
Mayor of Seaford