



Seaford Town Council

MINUTES of a Meeting of the Appeals Committee held at the Council Chambers, 37 Church Street, Seaford on **Wednesday 23rd May 2018 at 4.00pm.**

Present:

Councillor B Burfield (Chair), C White (Vice Chair), P Boorman & B Webb.
Georgia Raeburn, Executive Support Officer – Seaford Town Council (Clerk)
James Corrigan, Town Clerk – Seaford Town Council (representing the Town Council)
3 members of the public were present (representing the complainant)

AP01/05/18 Apologies for Absence

There were no apologies for absence.

AP02/05/18 Disclosure of Interests

No declarations were made of disclosable 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.

Councillor P Boorman declared that whilst he had been copied in on the original complaint emails as a County Councillor, he had had no involvement in the communications.

AP03/05/18 Appeal Hearing

The Committee discussed the appeal in great depth. Hearing a sequence of events from the Town Clerk, who handled the complaint, and also hearing from the three representatives of the complainant. The Committee discussed the nature of the original complaint, the way in which the complaint was handled, the Memorials Policy of the Council and the way in which this is enforced, the nature of the appeal, the remedial actions taken by the Council in light of this complaint and the possible outcomes of the appeal.

(Members of the public and James Corrigan, Town Clerk, exited the meeting)

The Committee summarised all points discussed and considered the possible Appeal outcomes.

(Members of the public re-entered the meeting)

It was **RESOLVED** to **AGREE** an outcome to the appeal as below:

AP03.1 The Committee agreed that the complaint had been handled in line with existing Council Policy and processes; the appeal therefore was not upheld.

AP03.2 The Committee agreed that whilst the Memorial Policy has been greatly improved, the Council will review the Policy and also the processes behind administering the Policy; in particular improving communication, where possible.

AP03.3 The Committee apologised to the complainant and her representatives for the overall situation, resulting in the need for a formal Appeals Hearing.

AP03.4 The Committee thanked the representatives for attending and providing additional prospective to the issues and stated that the Council will take

on board what was said and that changes to internal process will be made in a sympathetic spirit more appropriate for a Memorial Policy.

The meeting closed at 4.42pm.

A handwritten signature in blue ink, appearing to read 'B. Burfield'.

Councillor Barry Burfield
Chairman