



Seaford Town Council

MINUTES of a Meeting of the **Full Council** held in the Council Chambers, 37 Church Street, Seaford on **Thursday 21st June 2018 at 7.00pm.**

Present:

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

Councillors S Adeniji, D Argent, M Brown, D Burchett, B Burfield, J Elton, T Goodman, O Honeyman, R Honeyman, J Lord, M Wearmouth and C White.

James Corrigan, Town Clerk – Seaford Town Council

Georgia Raeburn, Executive Support Officer – Seaford Town Council

4 members of the public

Councillor Wallraven informed the meeting that sadly former Councillor, Rita Scarfe, had recently passed away; her funeral is due to be held on 12th July at St. Peter's Church.

C31/06/18 Apologies for Absence

Apologies for absence were received from Councillors N Freeman, A Latham and P Lower.

Apologies were also received from Dominic Avey, Young Mayor, and James Jenkins, Deputy Young Mayor.

C32/06/18 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.

C33/06/18 Public Participation

Resident A Requested an update on the progress of the Neighbourhood Plan, as the last update to the website was April 2018.

Town Clerk Explained that the Steering Group are currently going through technical reviews of what has been done and reviewing lengthy documents in depth. There have been no significant issues, but the Group are redrafting the key documents to try and ensure they will meet the Inspector's expectations. The Steering Group has received some additional funding towards the Dane Valley project feasibility work, which continues to progress well. Once all documents have been reviewed, the Steering Group will meet formally again to make a decision on the next steps to be taken. Confirmed that he would ask if the website could be updated when the Group is able to.

Resident B Urged the Town Council to keep pressuring East Sussex County Council to have the caravan moved that is currently blocking an entry point to the promenade.

Concerned that the design for the Martello Toilets is an artist's impression and not a fully costed, measured design and the implications if the actual design were not within the current footprint.

Raised concerns regarding the Internal Auditors notes on the Council's General Reserve position, incurring capital expenditure before receiving capital receipts and this being referred to the External Auditor. Questioned how the Council would be addressing the three recommendations from the Internal Auditor's report.

Asked if the public would be able to have the details of the two £25k bad debts that were written off by the Council and whether there was any worry of having set a precedent.

Town Clerk

Confirmed that the Town Council continues to press East Sussex County Council regarding the caravan on the seafront, but that forced removal is not an easy process.

Corrected that the Martello Toilets design provided is a to scale architect's drawing, so the footprint is accurate. The next stage will be exact costings, but the architects have given an indication based on the average cost per square foot for such a facility.

Explained that the Council has taken on board the Internal Auditors comments about the General Reserves and Capital Expenditure, but that having spoken with others in the finance sector, is not concerned; the Internal Auditor is being understandably cautious.

Confirmed that one of the two written off loans was £25k for a tenant of Hurdis House. The other has to remain confidential due to data protection. Confirmed that both loans were a long-standing issue and there was no grounds for these having set a precedent.

C34/06/18 Minutes

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

C34.1	Full Council	10 th May 2018 - Annual
C34.2	Full Council	10 th May 2018 - Ordinary
C34.3	Planning & Highways	17 th May 2018
C34.4	Planning & Highways	7 th June 2018
C34.5	Appeals	23 rd May 2018
C34.6	Golf & The View	29 th May 2018
C34.7	Personnel	31 st May 2018

N.B. Recommendations at minute refs PE05.1, PE05.2 & PE08 discussed separately under agenda items 8f, 14 & 15 respectively.

C35/06/18 Mayor's Report


The Council considered report 61/18 presenting the Mayor's Report and details of engagements.

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

C36/06/18 Young Mayor's Report

The Young Mayor, Dominic Avey, has to provide his apologies due to attending a civic engagement. An update report will be made at the next Council meeting.

C37/06/18 Clerk's Report

The Council considered report 64/18 presenting the Clerk's update report from May 2018 to date. Members discussed the World War 1 Centenary commemorative Tommy campaign, the continued support for The View and external support being sought, the business rates at Seaford Head Golf 

Course, the draft Traffic Regulation Orders for the seafront, the recent Freedom of Information request and information sought and the wealth of information on the Council's website.

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

C38/06/18 Agenda & Minute Policy Review

The Council considered report 38/18 presenting the review of the Council's Agenda & minute Policy. Members discussed no longer naming individuals in public participation in minutes and the possibility of the agenda being issued 10 days in advance of the meeting to allow Councillors time to digest and research the reports.

It was **RESOLVED** to **ADOPT** the revised Agenda & Minute Policy as presented in report 38/18.

C39/06/18 Capital Wishlist Review

The Council considered report 39/18 presenting an update on the review of the Capital Wishlist and members discussed the alternative plans for recording the Council's aspirations and sharing this with Councillors.

C36.1 It was **RESOLVED** to **APPROVE** the rescission of the Council's Capital Wishlist.

C36.2 It was **RESOLVED** to **NOTE** that the Capital Wishlist will be maintained as an internal working document and be presented to the Council when setting the financial budgets.

C40/06/18 Complaints Procedure Review

The Council considered report 40/18 presenting the review of the Council's Complaints Procedure. It was noted that section 1.3 of the report should have been removed, having been superseded by changes to the policy. Members discussed the procedures for any complaints regarding The View or Golf Course and subsequent appeals.

It was **RESOLVED** to **ADOPT** the revised Complaints Procedure as presented in report 40/18.

C41/06/18 Standing Orders Review

The Council considered report 08/18 presenting the review of the Council's Standing Orders. Members discussed ensuring the document was gender neutral, checking document references, Councillors having access to the NALC website, dispensations, refusing motions, the removal of the financial sections, the new data protection sections and the number of Councillors required to call in a Council or Committee decision.

C36.1 It was **PROPOSED** to **AGREE** that Standing Order 7b be removed; the **MOTION** was **CARRIED**.

C36.2 It was **RESOLVED** to **ADOPT** the revised Standing Orders as presented in report 08/18 with the minor amendments agreed at the meeting.

C36.3 It was **RESOLVED** to **AGREE IN PRINCIPLE** to the next revision of Standing Orders requiring committee positions and Chair positions to be subject to completing appropriate training.

C42/06/18 Appraisal Scheme Policy

The Council considered report 42/18 presenting the review of the Council's Appraisal Scheme Policy.

It was **RESOLVED** to **ADOPT** the revised Appraisal Scheme Policy as presented in report 42/18. 

C43/06/18 Additional Hours Policy

The Council considered report 43/18 presenting a draft Additional Hours Policy for adoption.

It was **RESOLVED** to **ADOPT** the Additional Hours Policy as presented with effect from 22nd June 2018, to supersede the current Time Off In Lieu Policy.

C44/06/18 Code of Conduct for Members Review

The Council considered report 44/18 presenting the review of the Council's Code of Conduct for Members.

It was **RESOLVED** to **ADOPT** the Code of Conduct for Members, with no amendments, with a review period of four years or when Lewes District Council changes its Code of Conduct, whichever is sooner.

C45/06/18 Financial Regulations Review

The Council considered report 45/18 presenting the review of the Council's Financial Regulations. Members discussed the wording regarding the Council taking out loans, advertising of tenders on the Council's website over £25k and the new concessions on the seafront.

It was **RESOLVED** to **ADOPT** the revised Financial Regulations as presented in report 45/18, with any necessary corrections to page numbers and the minor amendments agreed at the meeting.

C46/06/18 General & Financial Risk Assessment Review

The Council considered report 46/18 presenting the review of the Council's General & Financial Risk Assessment. Members thanked the Officers involved in the writing of this policy.

It was **RESOLVED** to **ADOPT** the revised General & Financial Risk Assessment as presented in report 46/18.

C47/06/18 Petition Policy Review

The Council considered report 47/18 presenting the review of the Council's Petition Policy. Members discussed changing point 2v, regarding the duration of a petition, to three months instead of four weeks.

It was **RESOLVED** to **ADOPT** the revised Petition Policy as presented in report 47/18 with the minor amendment as agreed in the meeting and the period for collecting signatures being extended from 4 weeks to 3 months.

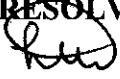
C48/06/18 Public Participation Policy Review

The Council considered report 48/18 presenting the review of the Council's Public Participation Policy. Members clarified the process for giving responses to public questions and excluding members of public from the meeting due to disorderly conduct.

It was **RESOLVED** to **ADOPT** the revised Public Participation Policy as presented in report 48/18.

C49/06/18 Premises Hire Charge Policy Review

The Council considered report 49/18 presenting the review of the Council's Public Participation Policy.

It was **RESOLVED** to **ADOPT** the revised Premises Hire Charge Policy as presented in report 49/18. 

C50/06/18 Corporate Sponsorship Policy

The Council considered report 61/18 presenting a draft Corporate Sponsorship Policy for adoption. Members discussed the potential of Councillors making sponsorship through the Council and that Councillors would not receive any preferential treatment or rates.

It was **RESOLVED** to **ADOPT** the Corporate Sponsorship Policy as presented in report 61/18.

C51/06/18 Committee & Outside Body Appointments

The Council considered report 51/18 regarding Committee and Outside Body appointments.

- C51.1** It was **RESOLVED** to **APPOINT** Councillor Sam Adeniji as Chair of the Council's Golf & The View Committee.
- C51.2** It was **RESOLVED** to **APPOINT** Councillor Mark Brown as Vice-Chair of the Council's Golf & The View Committee.
- C51.3** It was **RESOLVED** to **APPOINT** Councillor Lindsay Freeman to the Neighbourhood Plan Steering Group.
- C51.34** It was **PROPOSED** to **DELEGATE POWER** to the Town Clerk to appoint a Councillor to the remaining one vacancy on the Finance & General Purposes Committee and the one vacancy on the Planning & Highways Committee, should a Councillor wish to join at a future date in this Municipal Year; the **MOTION** was **CARRIED**.

C52/06/18 Martello Toilets Design

The Council considered report 63/18 regarding the updated Martello Toilets design. Members discussed an external electric point, outside showers at three points of the seafront, the possibility of having a shower in the Changing Places unit, the seating areas, outside water fountains and the plans for project management.

- C51.1** It was **RESOLVED** to **APPROVE** the new design and securing tenders in accordance with the Council's Financial Regulations, taking on board the comment regarding the possibility of the project management being carried out externally.
- C51.2** It was **RESOLVED** to **AGREE** that the first capital receipt received sufficient to proceed with the toilets is utilised.


C53/06/18 Annual Governance Statement 2017/2018

The Council considered report 54/18 regarding the findings of the review of the effectiveness of the Council's systems of internal control and seeking approval of the Annual Governance Statement 2017/2018.

It was **RESOLVED** to **APPROVE** the Annual Governance Statement for the Year Ended 31st March 2018, as at Appendix B of report 54/18, and authorise the Mayor and Town Clerk to sign on behalf of the Council, as required.

C54/06/18 Annual Return – Accounts Statements (Section 2) and Final Accounts 2017-18

The Council considered report 55/18 presenting the Final Accounts and Annual Return (Section 2) for the year ended 31st March 2018 for approval and adoption.

It was **RESOLVED** to **APPROVE** the Accounting Statements for the year ended 31st March 2018. 

C55/05/18 Exclusion of the Press & 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 next three items on the agenda as they concern confidential personnel/employment details and ongoing litigation.

(9.35pm - All members of press & public exited the meeting)

C56/06/18 Time Off In Lieu Balances EXEMPT

The Council considered exempt report 41/18 regarding the time off in lieu balances of employees having received verbal update on the current balances.

It was **RESOLVED** to **APPROVE** offering payment in lieu of the TOIL balances of three employees as per exempt report 41/18, with the update to one employee's balance as discussed at the meeting, prior to the new Additional Hours Policy taking effect.

C57/06/18 Responsible Financial Officer & Finance Structure EXEMPT

The Council considered exempt report 52/18 presenting the options regarding the position of Responsible Financial Officer and the finance team.

C57.1 It was **RESOLVED** to **APPROVE** a Deputy Town Clerk / Responsible Financial Officer being sought on a permanent contract, based on 37 hours per week, as per the terms and conditions in exempt report 52/18.

C57.2 It was **RESOLVED** to **APPROVE** the change to terms and conditions of the Finance Assistant role to include up to 270 hours paid additional hours per year, outside of the contracted hours of the role.

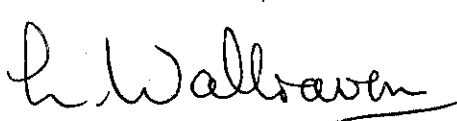
(Councillor Adeniji gave his apologies and exited the meeting)

C58/06/18 Hurdis House Litigation EXEMPT

The Council considered exempt report 60/18 regarding the ongoing litigation with a former tenant of Hurdis House.

It was **PROPOSED** to **INSTRUCT** officers to reject the offer, undertake mediation and if necessary defend the claim and issue a counterclaim as discussed at the meeting; the **MOTION** was **CARRIED**.

The meeting closed at 10.05pm.

 2/8/2018.

Councillor Linda Wallraven
Mayor of Seaford