



Seaford Town Council

MINUTES of a Meeting of the Full Council held in the Council Chambers, 37 Church Street, Seaford on Thursday 10th May 2018 at 8.10pm.

Present:

Councillor L Wallraven (Mayor) and Councillor L Freeman (2018-2019 Deputy Mayor).
Councillors S Adeniji, D Argent, P Boorman, M Brown, D Burchett, B Burfield, N Freeman, T Goodman, O Honeyman, R Honeyman, A Latham, J Lord, P Lower, M Wearmouth, B Webb and C White.

Dominic Avey, Young Mayor of Seaford 2018-2019

James Corrigan, Town Clerk – Seaford Town Council

Georgia Raeburn, Executive Support Officer – Seaford Town Council

4 members of the public

Councillor Wallraven welcomed new Councillor, Jim Lord, to the Council.

C15/05/18 Apologies for Absence

Apologies for absence were received from Councillor J Elton.

C16/05/18 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.

C17/05/18 Public Participation

Sylvia Dunn

Raised a question regarding the removal of the caravans from Cliff Gardens (item 4 of the agenda) and the situation with the final caravan that is now on the seafront and wheel clamped.

Stated her strong objection to the proposal to reintroduce a Leader of the Council, as was discussed and rejected by the Council in April 2017.

Town Clerk

Confirmed that the caravan on the seafront wheel had seized when trying to relocate it; the caravan occupant has put on his own clamp. The Council are working with him to get him relocated. Updated that the draft Traffic Regulation Order has been released for consultation by East Sussex County Council and will be considered by the Town Council's Planning & Highways Committee on 17th May 2018.

C18/05/18 Clerk's Report

The Council considered report 20/18 presenting the Clerk's update report from March 2018 to date. Members discussed the changes to and progress of the Neighbourhood Plan, the two sites now included in the town's housing allocation (Martello Mews and the former Elm Court site), the draft Traffic Regulation Order for the seafront, the Council's lease records, the second phase of the Tourism Sign project and the definition of 'commercial income'.

The Clerk advised that recommendation 2 was an administrative error as this is now included under agenda item 12, so is to be removed from this item.

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

C19/05/18 Leader of the Council Proposal

The Council considered report 15/18 presenting a proposal put forth by Councillors Brown and Latham for a Leader of the Council to be reinstated. It was noted that Councillor Latham was seconding the proposal, not Councillor Adeniji as stated in the report.

Members held an in depth discussion on the proposal for a Leader of the Council, both in raising concerns and alternatively, support for the proposal.

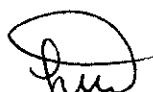
C19.1 It was **PROPOSED** to **ADOPT** the Committee Chairs Management Group Policy with the following amendment at 5.3 ‘...address them in writing to any member of the CCMG...’. A **RECORDED VOTE** was requested:

Councillor S Adeniji	For
Councillor D Argent	For
Councillor P Boorman	Abstained
Councillor M Brown	Against
Councillor D Burchett	Abstained
Councillor B Burfield	Abstained
Councillor L Freeman	Abstained
Councillor N Freeman	For
Councillor T Goodman	Against
Councillor R Hayder	For
Councillor O Honeyman	Abstained
Councillor R Honeyman	Abstained
Councillor A Latham	Against
Councillor J Lord	Abstained
Councillor P Lower	For
Councillor L Wallraven	For
Councillor M Wearmouth	Abstained
Councillor B Webb	Abstained
Councillor C White	For

The **MOTION** was **CARRIED**.

C19.2 It was **PROPOSED** to **AGREE** to the principal of electing one of the five Chairs of the Committee Chairs Management Group (CCMG) to be Chair of the CCMG and Leader of Seaford Town Council for the year 2018-19 (with subsequent elections annually thereafter). A **RECORDED VOTE** was requested:

Councillor S Adeniji	For
Councillor D Argent	For
Councillor P Boorman	Abstained
Councillor M Brown	For
Councillor D Burchett	Abstained
Councillor B Burfield	Against
Councillor L Freeman	Against
Councillor N Freeman	Against
Councillor T Goodman	For
Councillor R Hayder	For
Councillor O Honeyman	Against
Councillor R Honeyman	Against
Councillor A Latham	For
Councillor J Lord	For
Councillor P Lower	Against



Councillor L Wallraven Against
Councillor M Wearmouth Against
Councillor B Webb Against
Councillor C White Against

The **MOTION** was **NOT CARRIED**.

(Two members of public exited the meeting)

C20/05/18 Scheme of Delegation Review

The Council considered report 09/18 presenting the review of the Council's Scheme of Delegation. It was **RESOLVED** to **ADOPT** the revised Scheme of Delegation as presented in report 09/18.

C21/05/18 No Cold Calling Policy Review

The Council considered report 07/18 presenting the review of the Council's No Cold Calling Policy and discussed Seaford & Bishopstone Neighbourhood Watch playing a predominant role in the overseeing of No Cold Calling and being able to provide 'No Cold Calling' stickers to residents.

It was **RESOLVED** to **ADOPT** the revised No Cold Calling Policy as presented in report 07/18, subject to the agreed minor amendments as discussed in the meeting including removing Seaford Town Council as a point of contact regarding the No Cold Calling scheme.

C22/05/18 Gifts & Hospitality Policy

The Council considered report 10/18 presenting a draft Gifts & Hospitality Policy for adoption.

It was **RESOLVED** to **ADOPT** the Gifts & Hospitality Policy as presented in report 10/18.

C23/05/18 Acceptable Use of Computer, Internet & Email Facilities Policy

The Council considered report 15/18 presenting a draft Acceptable Use of Computer, Internet & Email Facilities Policy for adoption.

It was **RESOLVED** to **ADOPT** the Acceptable Use of Computer, Internet & Email Facilities Policy as presented in report 15/18.

C24/05/18 Deferring Review of Financial Regulations & Standing Orders

The Council considered report 11/18 regarding deferring the review of the Council's Financial Regulations & Standing Orders.

It was **RESOLVED** to **NOTE** that the review of the Council's Financial Regulations and Standing Orders will be taking place at the Council meeting in June 2018.

C25/05/18 Final Meeting Attendance Record

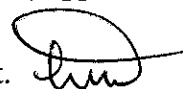
The Council considered report 06/18 presenting the meeting attendance record for the 2017-2018 Municipal Year. Members discussed the way in which the figures were presented and the planned inclusion of all Committees and Sub-Committees for the 2018-2019 year's figures.

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

C26/05/18 General Data Protection Regulations

The Council considered report 13/18 providing an update on the Council's preparations for the General Data Protection Regulations coming in to force in May 2018 and seeking approval to appoint a Data Protection Officer.

C26.1 It was **RESOLVED** to **NOTE** the contents of the report.



C26.2 It was **RESOLVED** to **APPOINT** the provider identified as 'Quote B', or such other competent organisation who can undertake the position at a lower price, as the Council's Data Protection Officer and authorise Council Officers to complete this appointment process.

C27/05/18 SUSPENDED ITEM:

The meeting was suspended and the AGM reconvened to appoint the members of the Appeals committee.

C28/05/18 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 two items on the agenda as they concern confidential personnel and employment details and ongoing litigation.

(9.35pm - All members of press & public, the Young Mayor and Councillor P Boorman exited the meeting.)

C29/05/18 Responsible Financial Officer Duties

The Council considered report 12/18 regarding appointing a Responsible Financial Officer and discussed the current situation and the options available to the Council in great depth.

The Council were mindful of designating extra responsibility to the Town Clerk and discussed this in great detail. It was requested that the Clerk record hours spent on RFO duties and alert Councillors if the demands of the role are increasing beyond that expected.

It was **PROPOSED** that Officers be **INSTRUCTED** to seek to appoint a temporary Responsible Financial Officer for 1 day per fortnight on a rolling monthly contract. **FURTHERMORE**, in the absence of successfully recruiting by 31st May 2018, that the Town Clerk will take on the Responsible Financial Officer role from 1st June 2018. A **RECORDED VOTE** was requested:

Councillor S Adeniji	For
Councillor D Argent	For
Councillor M Brown	For
Councillor D Burchett	For
Councillor B Burfield	Against
Councillor L Freeman	For
Councillor N Freeman	Against
Councillor T Goodman	For
Councillor R Hayder	For
Councillor O Honeyman	For
Councillor R Honeyman	Abstained
Councillor A Latham	For
Councillor J Lord	For
Councillor P Lower	For
Councillor L Wallraven	For
Councillor M Wearmouth	For
Councillor B Webb	For
Councillor C White	For

The **MOTION** was **CARRIED**.

(10.23pm - Councillor D Burchett exited the meeting)

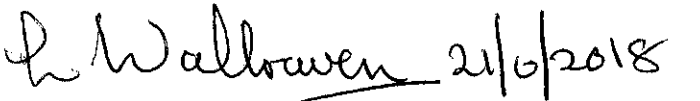


C30/05/18 Litigation with Former Employee

The Council considered report 21/18 regarding deciding who should negotiate on the Council's behalf at any mediation with a former employee. Councillor Wallraven read out an email that had been sent by the former employee for the attention of all Councillors.

It was **RESOLVED** to **AUTHORISE** the Council's Finance Consultant, Karen Singleton, and Councillor Penny Lower to enter in to mediation with the former employee within the limitations as discussed at the meeting.

The meeting closed at 10.30pm.

 Linda Wallraven 21/6/2018

Councillor Linda Wallraven
Mayor of Seaford

