



Seaford Town Council

To the Members of the Full Council

A Meeting of the **Full Council** will be held electronically via Zoom* on **Thursday 20th August 2020** at 7.00pm, which you are summoned to attend.

Isabelle Mouland
Assistant Town Clerk
10th August 2020

***see overleaf for important information to join virtual meeting and accessing password**

PLEASE NOTE THAT THIS MEETING WILL BE VIDEO RECORDED

AGENDA

(Please note that prior to the meeting beginning there will be a short reflection by the Mayor's Chaplain, Andy Machin, Minister of Seaford Baptist Church. This will commence at 6.55pm ahead of the meeting opening at 7pm but is not a part of the Council meeting itself. If you do not wish to be present for the reflection, please either join the meeting and mute/step away from your device during the reflection or inform the Host Officer who will be able to place you in the virtual waiting room and have you re-enter for the meeting starting.)

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

To deal with any disclosure by Members of any disclosable pecuniary interests and 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.

3. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with Seaford Town Council Policy and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

4. Minutes

To note the following minutes, approving or not approving recommendations as required:

4.1	Community Services	30 th July 2020 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/01/30.07.20-Community-Services-Minutes-DRAFT.pdf
N.B. There are four recommendations and one referral to Full Council within the draft minutes, as set out below:			
CS07.3	It was RESOLVED to RECOMMEND to Full Council that it delegate power to the Community Services Committee to approve the allocation and spend of CIL balances.		

	CS08.2	It was RESOLVED to RECOMMEND that Full Council allocate up to £10,000 from Earmarked Reserve 361-CIL Receipts to contribute towards repair works at Splash Point.	
	CS09.2	It was RESOLVED to RECOMMEND that Full Council allocate approximately £3,000 from Earmarked Reserve 361-CIL Receipts towards the installation of three water refill stations along Seaford promenade.	
	CS10.3	It was PROPOSED to REFER to Full Council to make the decision on granting permission for concession holders on the seafront to seek permission to sell alcohol from Lewes District Council; this MOTION was CARRIED. (presented for discussion under item 7 of this agenda)	
	CS10.4	It was RESOLVED to RECOMMEND that Full Council adopt the Events Policy, with the amendment detailed in the report, at its next ordinary Council meeting, with the addition of the additional clause being done in consultation with the Chair of the Community Services Committee. (pages 9 to 12)	
4.2	Full Council	18 th June 2020 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/06/18.06.20-Council-Meeting-Minutes-DRAFT.pdf
		28 th July 2020 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/07/28.07.20-Council-Meeting-Minutes-DRAFT.pdf
4.5	Finance & General Purposes	9 th July 2020 – virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/01/09.07.20-FGP-Minutes-DRAFT.pdf
N.B. There are seven recommendations to Full Council within the draft minutes, as set out below:			
	F04.1	It was RESOLVED to RECOMMEND to Full Council that the balances on EMR 334 – Seaford Head Nature Reserve and 355 - The Seaford App are transferred back to the General Reserve.	
	F04.2	It was RESOLVED to RECOMMEND to Full Council that the balances on the Capital Receipts Reserve is used to fund any capital expenditure in the year.	
	F04.3	It was RESOLVED to RECOMMEND to Full Council that any remaining balance on EMR 365 is returned to the General Reserve when the pump house is complete.	
	F05.1	It was RESOLVED to RECOMMEND to Full Council that all projects are ceased for the year 2020/2021 unless funding can be source.	
	F08	It was RESOLVED to RECOMMEND to Full Council to adopt the Bad Debt Policy as presented with report 154/19 v2. (pages 13 to 14)	
	F09	It was RESOLVED to RECOMMEND to Full Council to adopt the Purchase Ordering & Payment for Goods & Services Policy as presented with report 159/19 v2. (pages 15 to 26)	
	F10.2	It was RESOLVED to RECOMMEND to Full Council to adopt the Mayor’s Portfolio as presented with report 151/19 v2 with the further amendments as discussed in the meeting. (pages 27 to 37)	

4.6	Golf & The View	23 rd June 2020 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/06/23.06.20-Golf-The-View-Meeting-Minutes-DRAFT.pdf
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5. Civic Update Reports

a. Mayor's Update Report

To note report 38/20 presenting the Mayor's Update Report and Engagements from May 2020 to date (pages 38 to 42).

b. Young Mayor's Update Report

To provide an opportunity for a verbal update from the 2020-2021 Young mayor, Chanel Pritchard.

6. District & County Cllr Update

To give opportunity for an update from Councillors at a District or County level on business and activities that effect Seaford and the local area.

7. Seafront Concession Alcohol Sales Proposal

To consider report 40/20 presenting the details of a request by potential concession holders to be granted permission to apply for a permit to sell alcohol on Seaford promenade (referred to Council by Community Services) (pages 43 to 44).

8. Coat of Arms Request – Cinque Ports

To consider report 36/20 presenting an application requesting a licence to use the Town Council's Coat of Arms (pages 45 to 46).

9. Climate Change Working Party Update

To consider report 39/20 presenting an interim update report from the Climate Change Working Party (pages 47 to 63).

10. Seaford Head Golf Course Pump House Tender

To consider report 37/20 seeking permission from Full Council to waive Financial Regulations in order to accept a tender for the Seaford Head Golf Course pump house replacement (pages 64 to 65).

For further information about items appearing on this Agenda please contact:

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Email: admin@seafordtowncouncil.gov.uk

Telephone: 01323 894 870 (*please note that due to working from home, this phone line is not currently manned, so please leave a voice message and this will be picked up and forwarded to the relevant member of staff to deal with*)

Circulation: All Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.

*Zoom Meeting:

In line with the Coronavirus Act 2020 and subsequent regulations governing local authorities meetings, the Council will be holding this meeting via the online video conference facility, Zoom.

To join the Zoom meeting follow this link:

<https://us02web.zoom.us/j/84472480669?pwd=Rmlhd3pxTIQ3ZTFkRE9uaitIRE1LZz09>

Meeting ID: 844 7248 0669

Password: (to ensure online security it is recommended that meeting passwords are not publicised and are given directly to those intending to attend the meeting. Please therefore email admin@seafordtowncouncil.gov.uk for the password at least 24 hours before the scheduled meeting date)

Telephone number to join by audio only: 0203 051 2874 (you will be prompted to enter the meeting ID and password before joining the meeting)

Taking Part in a Zoom Meeting

Please note that the following instructions are for joining a meeting using a laptop, computer or tablet device. Accessing with a smartphone may differ.

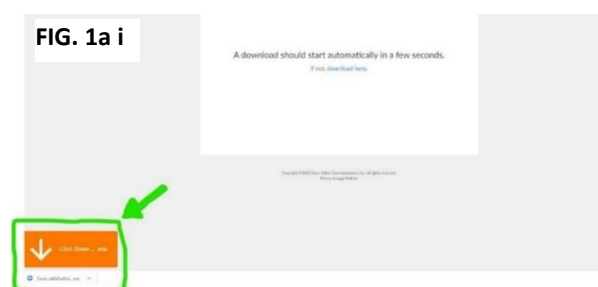
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1 – Joining

Follow the link provided by email/on the agenda.

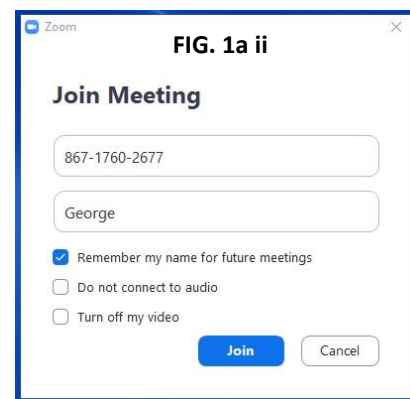
1a – If this your first time, i. you will probably see the screen to the right. Click the Zoom icon at the bottom to open the desktop app.



ii. Then you will be prompted to enter the meeting id and your name (note, this will be visible by all meeting participants). The meeting id can be found on the agenda, Council’s website or circulated email.

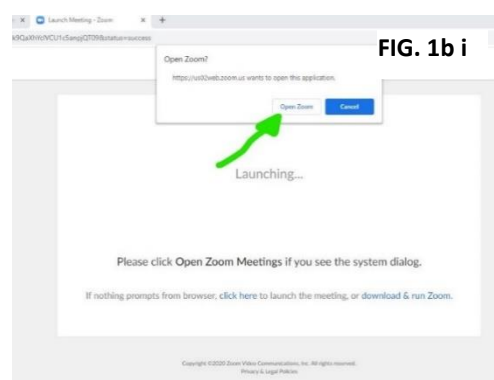
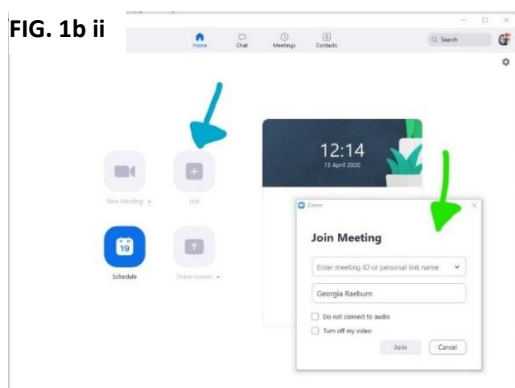
- For councillors, please do not choose to not connect your audio or turn off your video with the tick boxes.
- Members of the public will need audio as a minimum and whilst video is preferred, it is optional.

You will then be prompted to enter the meeting password, on the agenda, Council’s website or circulated email. Enter this and click to ‘join meeting’ (skip 1b and go to 2).

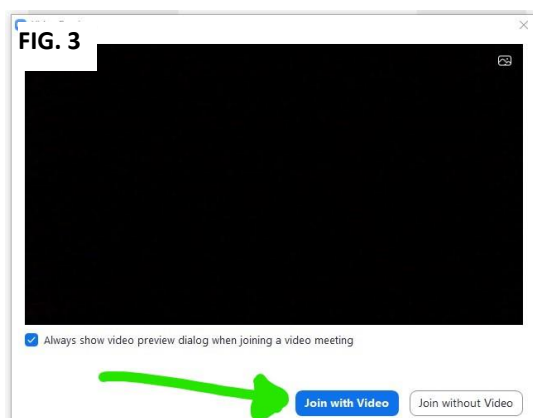
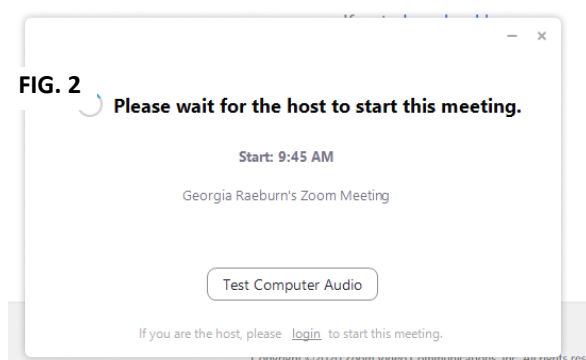


1b - If you have already downloaded the Zoom app, you can either:

- Follow the link and you should see the screen to the right. Click the button to ‘open Zoom’ (go to 2)
- Open the Zoom desktop app and click ‘join’ (blue arrow) and then enter the meeting details (green arrow) (go to 2)

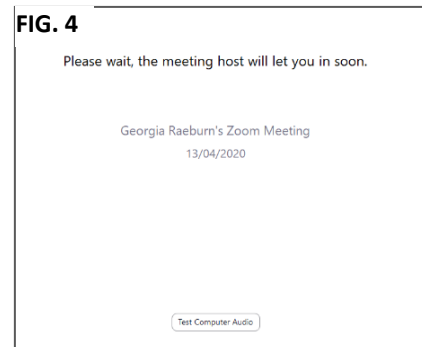


2 – Once in the desktop app, if the meeting has not yet started, you may see this below. If you wait, the host of the meeting just needs to start the meeting.

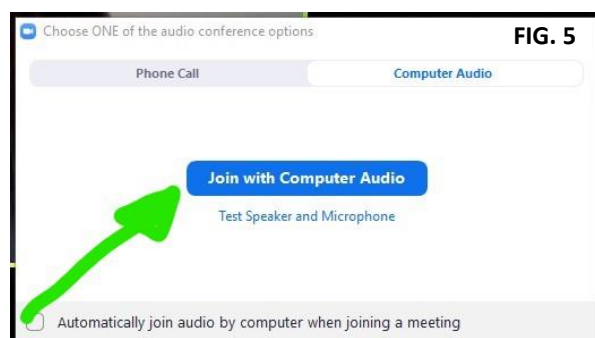


3 – Once the host starts the meeting, you will see the pop up below in your desktop app. Click the button to ‘join with video’.

4 – You will then join the ‘waiting room’ and the host will have to approve you entering. Your screen will probably show the below.



5 – Once admitted entry by the host, you will see the screen below. Click to ‘join with computer audio’.



6 – Settings

6a - Screen View

Once in, you will see all participants in the meeting so far. More participants may join and the screens will get smaller/move around to accommodate this. If you can just see one big person and the rest are fitted around, you are on ‘speaker view’ change in the top right hand corner of the screen; try out ‘gallery view’ and see which you prefer!

6b - Mute / Unmute

Check to see if you are muted (shows on bottom left of screen):

- If it says ‘unmute’ with a red line this means you are muted and can’t be heard
- If it says ‘mute’ you can be heard

It will be best to remain muted until you want to speak – this prevents too much background noise and will make it easier for everyone to hear the speaker.

6c - Technical Run Through – Chat Function

We will go through the meeting at the start to make sure everyone can hear and see and be heard and seen. If you have any problems with the audio and can’t hear/be heard, we can use the ‘chat’ function to try to resolve this.

Click on ‘chat’ at the bottom of the screen. Type your issue in the text box and hit ‘enter’ – your message will go to the host only who will respond to try and help.

7 – Once everyone is up and running, the Chair will conduct the meeting in the usual manner; going through the agenda. The Host (an officer) will monitor the IT/technical side of the meeting.

8 – Participation

Please remember to keep yourself on mute unless you are speaking (save for the Chair and host, who will need to be able to speak freely). It is imperative that all participants are able to clearly hear the speakers without lots of background noise.

8a – Public Participation

- i. The Chair will introduce public participation and invite any members of the public wishing to speak to raise their hands clearly in the video.
- ii. The host will note down those wishing to speak (using the name/id shown by the person’s screen).

- iii. The host will inform the Chair in turn who is next to participate.
- iv. Once at the end of the list, the Chair will check if any other members of the public were wishing to speak.
- v. The Chair, or an officer and other councillor if invited to do so, will respond where relevant to the member of public.
- vi. The public statement and any response will be recorded for the minutes in the usual manner.
- vii. If a member of public does not have video feed, when the Chair is asking who would like to participate, the member of public should unmute themselves and state their name and that they wish to speak. They will be noted down in the list by the host and they will be invited to participate at the relevant stage by the Chair.

8b – Councillor Discussion/Participation

To try and prevent councillors from speaking over each other, it is encouraged that councillors keep their video/audio 'muted' until invited to speak by the Chair.

- i. Councillors wishing to speak should raise their hand clearly in the video (as above) and a note will be made of the hands raised. All hands then go down, when prompted.
- ii. The Chair will invite the relevant councillors to speak.
- iii. The councillor speaking first should 'unmute' themselves and make their statement; then 'mute' their video/audio again.
- iv. The Chair will either respond or ask an officer to reply, where necessary.
- v. The Chair will then ask if any other councillors are wishing to respond to the councillor's statement by show of hands. The host will note the hands raised and prompt the Chair as to who to invite to speak.
- vi. Then follow the above steps ii-iv and work through the list of councillors wishing to respond.
- vii. Then return to the list of councillors who had originally wanted to speak and follow the above steps again.
- viii. If councillors do not have video feed, when the Chair is asking which councillors would like to speak or respond to another councillor's statement, the councillor should unmute themselves and state their name. They will be noted down in the list by the host and they will be invited to participate at the relevant stage by the Chair.

This may feel over the top but is trying to ensure that all councillors have a fair chance to partake in discussions. Hopefully when we are all more accustomed to this way of 'meeting', this will all become more second nature.

8c – Voting

The Chair/an officer will clearly read out what it is that is being voted on, in the usual manner.

Votes will either be taken by show of hands, where achievable and it is clear to determine individual's votes. If it is not however or the vote is close, the host will then read through councillor's names asking for their vote, whether 'for', 'against' or 'abstain'. This is to ensure that votes are marked down correctly and remove any error of doubt.

The host will confirm verbally whether or not the resolution was carried.

Please note, this does not mean they are recorded votes and individual votes will not be shown in the minutes; a councillor would still have to specifically request a recorded vote if one was wanted.

9 – Leaving the Meeting

To leave the meeting, you can click on the 'leave meeting' in red text at the bottom right hand of the screen. You will be prompted to confirm you want to leave.

If you leave by accident, please follow the above steps in section 2 to re-join the meeting.

9a – Exclusion of Press & Public

Where an exclusion of press & public is resolved, all members of press and public will need to leave the meeting. They can do this themselves or the host does also have the ability to remove them.

The host will then 'lock' the meeting so no new attendees can join and interrupt the confidential session.

9b – Declaration of Interest

If a councillor has declared an interest in an item on the agenda and it is deemed best that they 'leave the meeting' for that item. They should leave following the meeting in the usual manner but keep their Zoom desktop app open. The host will then 'invite' them to return once the item has concluded.

When invited to return, a pop up will appear that the councillor should then 'accept' and they will re-join the meeting.

RECOMMENDATION CS10.4:

It was RESOLVED to RECOMMEND that Full Council adopt the Events Policy with the amendment detailed in the report, at its next ordinary Council meeting, with the addition of the additional clause being done in consultation with the Chair of the Community Services Committee.



Seaford Town Council Events Policy

1. Introduction

Seaford Town Council will permit, in principle and subject to the conditions of this policy, organised events to be held in open spaces owned by the Council, organised by other organisations or Seaford Town Council. The Council fully recognises that regular outdoor events provide a valuable amenity function, improving community well-being and visitor enjoyment. Seaford Town Council organises four Council run events a year – Sussex Day, Armed Forces Day, Remembrance Day and Seaford Christmas Magic. This policy outlines the responsibility of the Council in organising and managing these events.

This policy ensures that the management and regulation of events organised and held in open spaces is for the mutual benefit of all.

2. General bookings and use of Seaford's Open Green Spaces

- a) All applications for events in open spaces must be made on the Council's application form to ensure the request can be recorded and monitored in line with Council Health and Safety Procedures.
- b) All event requests will be considered with approval subject to open space availability and the event delivery supporting the Council's strategic objectives.
- c) It is the applicants' responsibility to provide the Council with Risk Assessments, a draft programme of event and a plan/layout of the event a minimum of 10 working days before the event start date.
- d) Where the applicant is looking to seek permission for alcohol sales at an event, they must inform the Council of this on the application form and set out the necessary risk and impact assessments specific to an event with alcohol on sale. Upon reviewing the assessment documentation, Council Officers in consultation with the Chair of Community Services may determine whether or not permission is given for the event organisers to apply to Lewes District Council for a Temporary Event Notice/permit to sell alcohol. Event organisers should look on the District Council's website for more details on the application process and timescales and fees involved.
- e) It is the applicants' responsibility to notify appropriate authorities with details of the event as required.
- f) It is the applicants' responsibility to arrange licenses as required in order to ensure the event complies with the most up to date legislation.
- g) It remains the responsibility of the applicant to notify the Council in writing of any change of address or contact details. If required for whatever reason the Council will only make contact with the applicant via the last address supplied by him/her.
- h) A non-refundable deposit of 25% of the full amount is required on application, with payment in full provided 10 working days prior to the event start date.
- i) Cancellation fees will apply to all green space bookings. Cancellations within 28 days of event booking will be charged a 25% of the total booking. Within 10 days of an event booking 50%

of the total booking fee will be charged and 48 hours of the event 100% of the total booking fee will be charged.

- j) Cancellation of an event due to weather conditions: The Council rates reflect outdoor events, if an event is cancelled due to bad weather conditions the Town Council is unable to offer a refund, however, can look at re-arranging the event on an alternative date in the calendar year for the existing price charged.
- k) Refundable security deposits can be requested should the event place the open space at risk of damage, refundable within 2 working days of the open space passing inspection successfully after the event. Security deposits can be refunded via BACS or cheque.
- l) The Council will assist with marketing the event where possible on the Council website, social media, notice boards and staff email banners, once the application forms and deposit has been received and hire provisionally agreed.
- m) The Council reserves the right to cancel a scheduled event and will notify the applicant in this circumstance.
- n) Bookings for Seaford green spaces are accepted from January each year for the following calendar year to be reviewed and accepted by the Projects and Facilities team.

3. Sussex Day

- a) Sussex Day is arranged by the Town Councils, Projects and Facilities events team.
- b) Sussex Day is held on the closest Saturday to 16th June each year at 12noon.
- c) The Council arrange for the Town Crier to be the master of ceremonies and deliver the Sussex charter at 12noon.
- d) The Council arrange for the Mayor to raise the blue Sussex flag at either the Martello Kiosk or Martello Tower location
- e) The Council arrange for Sussex by the sea to be sang and hand out printed copies of the song for all to join in the singing.
- f) The Council invite Freeman of the Town and Town Councillors to join the event.
- g) The Council arranges event support, entertainment, marketing materials, and funding in line with a pre-agreed budget set by Officers and agreed by Full Council.

4. Armed Forces Day

- a) Armed Forces Day is arranged with a standalone non-Town Council committee including Seaford Town Council Officers, Seaford Town Councillors, the Royal British Legion and Royal Society of St. George as well as others approved by the committee.
- b) Armed Forces Day is held on the last Saturday in June unless otherwise specified and agreed by the Armed Forces Day committee.
- c) The committee agree which military charity funds from the Armed Forces Day are raised for on an annual basis. Along with the programme of events, approves marketing materials used, and assists with fund raising activities.
- d) The Council arranges Road Closure application to allow a military parade to be held between the hours of 12noon and 1pm on the day as agreed by the committee.
- e) The Council arranges event support, entertainment, marketing materials, and funding in line with a pre-agreed budget set by Officers and agreed by Full Council.

5. Remembrance Day

- a) The Council supports the annual Remembrance Day celebration/commemoration activities with the Royal British Legion.
- b) The Council arranges installation of the wreath frame, event management and road closure for the Remembrance Day parade, with a pre-agreed budget set by Officers and agreed by Full Council.

- c) The Council arranges Road Closure application to allow the wreath laying and parade to be held between the hours of 10.30 and 11.30 on the day as agreed by the committee. Along with arranging a LANTRA to close the main A259.
- d) The Mayor's Secretary orders wreaths as appropriate for the Mayor as per the Mayor's Secretary Guide.

6. Seaford Christmas Magic

- a) Seaford Christmas Magic is arranged with a standalone non-Town Council committee including Seaford Town Council Officer, local traders and other volunteers as approved by the committee.
- b) With the support of the committee, the Council arranges an annual festive celebration for residents, visitors and traders on the first Saturday of December.
- c) The Council arranges road closure applications for the day before the event, between the hours of 4pm – 12 midnight, to allow for set-up of structures and also the day of Seaford Christmas Magic event from 6am – 10pm.
- d) The Council arranges Road Closures, event support, entertainment, marketing materials, and funding in line with a pre-agreed budget drafted by Officers and agreed by Full Council.
- e) The Council will advise and work with residents living within the Town Centre, traders and other organisation who need to have access during the road closures, for smooth running during the event.
- f) Seaford Bonfire Society work with the Town Council to man the Road Closures during the Seaford Christmas Magic event.
- g) The Council works with the event management company to look at the layout of the event on the closed roads, to include health and safety factors, access points and flow of large numbers of visitors to the event. Also booking first aid support to be available throughout the day.
- h) The Council provides a full risk assessment for the event.
- i) The Council will advertise for local stall holders and arrange bookings and payments from traders in the run up to the event. This will include various enquiries from stall holders regarding the event and also set-up information to be produced by the Council for access, set-up and close down for the event.
- j) The Council will work with the Christmas Magic committee to arrange sponsorship of the event. This includes contacting local businesses and asking they would like to support and sponsor the Christmas Magic event. Processing forms and also any advertising agreed.
- k) The Council provides a free lantern making activity for the children, where lanterns and products to decorate will be sourced and packs made to provide to each child. This includes organisation of the hall and volunteers on the day of the event.
- l) The Council works with the Christmas Magic committee to arrange for a stage and entertainment to be provided throughout the day, with a list of the entertainment provided to the community through advertising.
- m) The Council works with a local community group to provide a Christmas grotto, with Father Christmas and presents for each child. This also includes sourcing and decorating the grotto.
- n) The Council works with Christmas Lights contractor, The Mayor and The Rotary to organise a countdown and switching on of the Christmas Lights.
- o) The Council and Christmas Magic Committee look at and provide contingency plans for all aspects of the event.
- p) The Council run the event with the help of the Christmas Magic Committee and other voluntary groups. Briefing sessions are required on the build up to the event and also on the day of event and the Council provide a work rota for all volunteers.
- q) The Council work with The Chamber of Commerce in judging the 'Best Dressed Window' competition, which the Mayor of Seaford announces before the Christmas lights are turned on.

- r) The Council, Projects and Facilities team will write press releases on the build up to the event and distribute to the Council's contacts list. Along with updating the Council website and social media applications with this information. A press release is also completed after the Christmas Magic event and distributed in the same way.
- s) The Council also look at various grant options which may be available to help support the event for the community. Applications are written and submitted by the Projects and Facilities team.
- t) The Council, Projects and Facilities team provide a feedback questionnaire to all traders and residents regarding the Christmas Magic event to analyse after each year to see where the event can be improved on each year for all.

Adopted: March 2019

Review: March 2023

RECOMMENDATION F08:

It was RESOLVED to RECOMMEND to Full Council to adopt the Bad Debt Policy as presented with report 154/19 v2.



Seaford Town Council

Bad Debt Policy

1. Introduction

This policy outlines Seaford Town Council's procedures for dealing with late payments and outstanding accounts (bad debts) in accordance with Financial Regulations.

2. Policy Objectives

The aim of this policy is to make clear the procedure that Seaford Town Council will follow to identify, minimise and recover potential bad debts and write off any debts which cannot be recovered.

3. Credit Control

All income due will be collected in accordance with Financial Regulations and any sums found to be irrecoverable or any subsequent bad debts shall be reported to the Finance & General Purposes Committee and Full Council.

Unpaid income and bad debts shall be treated in the following manner:

- Invoices which remain unpaid after 30 days will receive a telephone call or email reminding the customer that the invoice remains unpaid.
- Invoices which remain unpaid after 45 days will receive a letter reminding the customer that the invoice remains unpaid.
- Invoices which remain unpaid after 60 days will receive a letter reminding the customer that the invoice remains unpaid and that all of the town councils' financial information, including bad debts, is reported to Council and published on its website.
- Invoices which remain unpaid after 90 days will receive a letter reminding the customer that the invoice remains unpaid, that all of the town councils' financial information, including bad debts, is published on its website and notifying of the withdrawal of the service provided. This letter will also include a statement that Seaford Town Council will actively pursue all outstanding debts through the legal system.
- All letters will be accompanied by a statement of account from the town council's financial system.

4. Write off bad debts

Seaford Town Council will seek to minimise the cost of write offs by taking all necessary action to recover what is due. Debts will be subject to the full recovery, collection and all reasonable legal procedures.

The Town Council recognises that where a debt is irrecoverable, prompt and regular write off of such debts is good practice. Whilst writing off bad debts is a non-routine function; all practical means should be taken to recover outstanding amounts due to the Town Council before the RFO recommends writing off a bad debt to the Finance & General Purposes Committee. Before this decision is made, due diligence consideration should include the following: -

- The cost of recovery against the amount owed.
- The likelihood of success.
- Where the correct credit control procedures followed.
- Could procedure and practices be improved.

Any debts to be written off should be reported in the form of a write off schedule to the Finance & General Purposes Committee, who have delegated powers to write off bad debts of up to £3,000; any larger debts must be reported to Full Council. The write off schedule should contain the following information:

- Customer Reference.
- Invoice number.
- Date of invoice.
- Amount of debt.
- Reason for write off.
- Recovery history.
- Date of write off.
- Authorisation of write off.

5. Year-end write offs

The RFO should ensure any bad debts and doubtful debts are correctly accounted for at year end.

To be Adopted: July 2020
Review Date: April 2022

RECOMMENDATION F09:

It was RESOLVED to RECOMMEND to Full Council to adopt the Purchase Ordering & Payment for Goods & Services Policy as presented with report 159/19 v2.



Seaford Town Council

Purchase Ordering and Payment for Goods and Services Policy

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1. Introduction

- 1.1 This policy sets out the Council's arrangements for ordering, receiving, authorising and subsequently paying for the supply of goods, materials, services and works to the Council. The policy sets out the detailed rules and procedures around the Council's purchase ordering system and payments.
- 1.2 The policy encompasses the following areas:
- Raising of purchase orders for goods or services or works.
 - Receiving and checking of goods and services upon delivery.
 - Certification of orders and authorisation of expenditure.
 - Accounting for payments for goods and services.
 - Direct debit payments.
 - Use of the Council debit cards.
 - Petty cash arrangements.
- 1.3 This policy provides the detail behind the overall financial framework as set out in the Council's approved Financial Regulations, particularly under the 'Payments for Goods and Services' section and in the Standing Orders for Financial Control and Procurement which set out the framework for the procurement of all works, goods, materials and services and the Council's tendering and contract procedures.
- 1.4 The Finance Manager is ultimately responsible for all systems and procedures in relation to the ordering and payment for goods, services and works provided to the Council.

2. Links to Strategic Objectives

- 2.1 This policy contributes to the strategic objective '*to practice good governance and fiscal responsibility*'.

3. Aims of the Policy

- 3.1 The aims of the policy are to supplement the Financial Regulations and Standing Orders for Financial Controls and Procurements by setting out detailed procedures and controls for the ordering and the authorisation of expenditure on the supply of goods, services and works to the Council.
- 3.2 In particular the Policy aims to ensure that;
- Purchase orders are raised only by authorised officers.
 - Orders are placed only when sufficient budget provision exists.
 - Appropriate checks are made upon delivery of goods and services to enable the effective future authorisation of the expenditure.
 - Invoices received from creditors are properly checked for cost, arithmetic, VAT etc prior to release for payment.
 - Invoices are certified for payment only by an authorised officer.
 - Systems are in place for the effective checking and authorisation of regular payments and direct debits.
 - Robust procedures are in place for the use of petty cash.

- Robust systems are in place for the use of the Council's debit cards.
 - Creditors are paid on time, within the relevant payment terms.
 - All expenditure is properly and accurately accounted for.
- 3.3 The policy is intended for use by all officers of the Council with responsibility for ordering goods, services and works, and subsequently verifying and authorising that expenditure as well as the staff of the Finance Section in managing the purchase ordering system and checking, paying and accounting for all expenditure.

4. Purchase Order Responsibilities

- 4.1 The key principle of separation of duties must be observed, as far as is practicable within the staffing resources available, in connection with the following areas of ordering and purchasing:
- a) The duty of ordering the goods, services and works.
 - b) The duty of receiving those goods and services.
 - c) The duty of checking invoices received for payment and authorising expenditure.
 - d) The duty of payment of invoices.
 - e) The duty of recording and reconciling expenditure in the Council's financial management system.
- 4.2 Responsibility for raising orders for goods and services, receiving those goods and services and checking invoices received from suppliers for payment in respect of those goods and services lies with the senior officers within the departments.
- 4.3 It is important to note that in the application of the following procedures for purchase ordering, and in particular the requirement for separation of duties as set out above, there is an acceptance that due to the small size of the Council, the importance of operation requirements, and the limitations of the staffing structure, that full adherence to this procedure may not always be possible. This fact will be taken into account during the audit of procedures in each department by the Council's Internal Auditor. However, all managers must ensure as far as possible that one officer does not take part in all aspects of ordering, receiving and certifying purchases.
- 4.4 Responsibility for the payment of all invoices for goods, services and works supplied to the Council and for recording and reconciling expenditure in the Council's financial management system lies with the Finance Department. All invoices received from suppliers will in the first instance be received and checked by the Finance Department.
- 4.5 The Finance Department is responsible for the following procedures:
- Setting up new suppliers on the computerised RBS Omega Accounts Package.

- Entering all purchase invoices onto the purchase ledger.
- Checking the calculation and arithmetic of amounts due.
- Ensuring the correct VAT treatment and calculation.
- Ensuring the correct coding of the expenditure.
- Ensuring payment of creditors within the payment terms.
- Reconciliation of expenditure through the purchase ledger, cash books and bank statements.

5. Ordering Goods and Services

5.1 An official purchase order must be raised by an authorised officer for every supply of all goods, services and works to the Council with the exception of the following:

- Regular payments such as utilities costs, telephones etc.
- Payments made by direct debit and standing order.
- Goods and services of an emergency nature.
- One off purchases made using a debit card.
- Services for which a formal contract has been entered into.
- Petty cash purchases.
- Kitchen Food (only) for The View

5.2 The approved authorised officers with responsibility for raising and certifying purchase orders are as follows:

- Town Clerk
- Assistant Town Clerk
- Projects and Facilities Manager
- Executive Support Officer
- General Manager, The View
- Assistant Manager, The View
- Golf Professional
- Head Greenkeeper
- RFO (only in the absence of no other duly authorised officer or to countersign all orders over £2,000).

5.3 The above officers only have the authority to sign a Purchase Order if the expenditure is within the approved budget or has been approved by the Relevant Committee. For emergency expenditure, in extreme cases of risk the Town Clerk is authorised to spend up to £5,000. This expenditure should be reported to Council as soon as possible thereafter. See Financial Regulation 4.

5.4 All POs over £2,000 must be countersigned by the Town Clerk or RFO

5.5 Completed purchase orders must include enough detail i.e. not just what is being ordered but what it is being used for, using the description field on the order to enable proper checking of the subsequent invoice. If multiple orders are being placed, each individual item or set of items must be shown on a separate line on the order.

- 5.6 Purchase Orders must be coded to the correct account code and cost centre using the Council's Budget Book approved coding list. These codes determine which Budget the expenditure is to be charged against and authorised officers should ensure that only codes relating to their own responsible budget area are used unless with the knowledge and acceptance from other budget managers. Officers must check that there is sufficient funds remaining within the budget. If there is insufficient funds within the budget the officer should speak to the Finance Manager or the RFO in the first instance.
- 5.7 Suppliers must be supplied with the relevant purchase order number and a copy of the order forwarded if required. The supplier should be requested to quote the Council's official order number on the invoice relating to the order placed. The carbon pink copy of the purchase order should then be forwarded to the Finance Department and placed in the Live File.
- 5.8 In accordance with the Financial Regulations, Regulation 10.3 (Orders for Work, Goods and Services); all officers involved in the ordering process are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of all purchase orders.
- 5.9 In accordance with the Financial Regulations, Regulation 11.1 (hi), (Contracts); When the Council enters into a contract of ~~less-more~~ than £20,000 in value for the supply of goods or materials or for the execution of works or specialist services the Clerk or RFO should check that 3 quotations have been obtained; ~~where the value is below £7,000 and above £3,000 the Clerk or RFO should check that 3 estimates are obtained~~ Contracts over £25,000 are subject to the Public Contracts Regulation. 3 quotations must be obtained, and the contract should be listed on contract finder.
- 5.10 Where an Authorised Officer proposes to enter into a contract of more than £20,000, a project plan and financial plan will be brought to the Central Management Team for consideration before seeking tenders. Thereafter the performance of the contract will be reported to the CMT throughout its progress until the contract is complete.

6. Receiving Goods and Services

- 6.1 In order to comply with the minimum expected level of internal control and ensure value for money, the duties of ordering, receiving and certifying goods and services must be separated as far as possible, within the constraints of a small organisation, limited staffing structure and the need to meet day to day operational requirements.
- 6.2 The easiest way to achieve this is to ensure that the duty of raising a purchase order is separated from the duty of receiving and checking the goods and services.
- 6.3 Where the goods are to be delivered to the Council premises, the receiving officer should examine the goods at the point of delivery, check all items against the delivery notes or original order and then sign, whether this is manually or electronically, only for those items present. The officer must then ensure that the goods are stored in a secure area.

- 6.4 Signed delivery notes or goods received notes should be forwarded to the appropriate authorising officer to enable the proper certification of purchase orders when the invoice is subsequently received.
- 6.5 When food orders are delivered to The View, the delivery note is also the invoice. This is checked against the order and signed and dated by the Head Chef as confirmation that this can be paid.

7. Certification of Purchase Orders

- 7.1 The duty of certifying purchase orders and therefore authorising expenditure will normally be undertaken by the authorised officer who originally raised the purchase order. As such, it is important that this duty is, as far as practicable, separated from the duty of receiving and checking the goods and services as per Section 6.
- 7.2 Wherever possible, certification of purchase orders should be made by reference to the signed delivery note, or other proof that the works, goods or services have been received, delivered in the correct quantity and to an acceptable quality and standard. It is acknowledged that in a minority of cases, this proof may be based on the knowledge of the certifying officer, rather than physical verification.
- 7.3 Purchase orders should be part certified if only part of the works, goods or services have been received or if the Council has only been part invoiced for the goods or services.
- 7.4 Certification of a purchase order by an authorised officer, provides the confirmation from that officer that the goods or services have been received as per the original order and to an acceptable standard and quality and that responsibility is taken for the subsequent expenditure.
- 7.5 There should be no instances where an officer would need to be the only officer involved in all three stages of the ordering process as detailed in Sections 5, 6 & 7 above. If circumstances are such, then it should be ensured that another senior officer e.g. the Town Clerk or RFO is the final certifying officer when the invoice is authorised for payment.

8. Invoice Processing and Authorisation

- 8.1 The process for receiving, checking and processing for payment all invoices received from suppliers, service providers and contractors and accounting for the subsequent expenditure is split between the Finance Department and the authorised officer within the relevant department.
- 8.2 Invoices are initially received by the Administration Section, Facilities and Projects Department, Seaford Head Golf Club and The View and are then forwarded to the Finance Department.
- 8.3 The Finance Assistant will first separate invoices between those for which a purchase order has been raised and those which relate to direct debit payments. The procedures in respect of direct debits are set out in Section 11 of this Policy.

- 8.4 Invoices for which a purchase order has already been raised are then matched with the purchase order and forwarded to the relevant authorised officer with a copy of the purchase order and an authorisation slip attached.
- 8.5 The authorised officer should first check back to the purchase order and delivery note. If the cost of the invoice varies from that of the purchase order, the authorising officer will either investigate and put the invoice on hold or amend and counter sign the purchase order if the variation is correct. The authorisation slip on the invoice should then be completed. This records the purchase order number, whether the goods or services were received and is signed by the officer certifying the purchase order.
- 8.6 If the Purchase Order has been raised and receipted by the same Officer, then the authorisation of the invoice for payment should be undertaken by another authorised officer e.g. the Town Clerk or the RFO.
- 8.7 Once the authorisation slip has been completed and duly signed certifying the purchase order and invoice, the invoice should then be returned to the Finance Assistant for processing.
- 8.8 Any invoices in dispute should be notified to the Finance Department and held back by the relevant authorising officer.

9. Payment of Invoices and Accounting for Expenditure

- 9.1 The process of payment of invoices and the subsequent accounting for the expenditure for all creditors is the responsibility of the Finance Section and is therefore separated completely from the purchase order process.
- 9.2 Once the invoices have been received back from the authorising officers, the Finance Assistant will undertake a number of final checks on the invoices including checking of cost, arithmetical accuracy, coding of the expenditure and the calculation of any VAT. The Finance Manager/RFO will then sign as being ready for payment.
- 9.3 The Finance Assistant will process the invoices on the RBS Omega Accounts System.
- 9.3 The invoices will then be filed in an 'invoices awaiting payment' file and will be paid in the next weekly payment run ~~in and~~ in accordance with the relevant payment terms for each supplier.
- 9.4 Payments to creditors are made by BAC's transfer, ~~which~~ the Finance Department actively encourages ~~suppliers to accept~~this rather than payment by cheque as this method is quicker and cheaper. Cheque payments are only made however if the supplier so requests.
- 9.5 All payment runs, and suppliers accounts are reconciled on a monthly basis and all expenditure is also checked and verified independently to supplier statements and via the cash book and bank reconciliations. Internal Audit checks are also undertaken regularly on the purchase order system and creditors payments.

10. BAC's and Cheque Payment Authorisation

- 10.1 The Finance Assistant will process all invoices on the RBS Omega Accounts System.
- 10.2 Each week, prior to the creditors payment run, the Finance Assistant will provide the Finance Manager with a copy of the 'Proposed Payment of Invoices' list produced from the RBS Omega Accounts System. Copies of all source documents such as supplier invoices and other similar requests making up the payment run will be attached.
- 10.3 The Finance Manager is responsible for undertaking a final check of the invoices due for payment, including querying any invoices or payments which look unusual.
- 10.4 The 'Proposed Payment of Invoices' list including all source documents will be presented to the Town Clerk/RFO and two Councillors for approval. Each will check and sign the Authorisation Sheet attached to the report. In the Town Clerk or the RFO's absence, the Finance Manager will sign.
- 10.5 The Finance Assistant will process the approved payments from the Council's Co-operative Bank Account by using the Financial Director (FD) Online banking system and entering them as payment requests.
- 10.6 The RFO or the Finance Manager will then make a final check that the payment requests have been entered correctly and continue to approve. Following this approval, the suppliers will be paid by immediate payment (or by 'future dated payment' if necessary).
- 10.7 The Approved Authorised Users with access to the online bank account, Financial Director (FD) Online are as follows:
- Responsible Finance Officer
 - Finance Manager
 - Finance Assistant
- 10.8 In the interest of security, it should be noted that whilst the Finance Assistant has access to the Council's online banking system, his function only allows the creation of payments and they are physically unable to authorise any payments. Whilst the RFO and Finance Manager can create and authorise payments, their function only allows the authorisation of a payment created by a separate user. No single user can create and authorise any payment and there will always be the need for at least two users to complete a payment transaction
- 10.9 A token is required each time the online banking system is accessed. Each user has their own token with their own unique log on and passcode. These are held by each individual in a secure place.
- 10.10 Any changes to the operators must be approved by the Town Clerk or RFO.

- 10.11 Where ~~a small number of~~ payments are required by cheque, an Authorisation Sheet is attached to the source documentation such as an invoice or similar along with a hand-written cheque from the current cheque book.
- 10.12 This is presented to the Town Clerk/RFO and two Councillors who are current signatories in accordance with the council's bank mandate for signature. The cheque will be signed by the two councillors who will also initial the cheque stubb.
- 10.13 In the interest of security, the cheque books are kept with the Finance Manager in a locked drawer.
- 10.14 All payments made by the Council will be made available to the internal auditor for validation during internal audits.

11. Direct Debit Payments

- 11.1 Regular payment invoices relate to those payments which are received on a regular basis throughout the year e.g. monthly, quarterly, annually and for which a 'purchase order' is not therefore raised. In most of these cases the payment to suppliers will be set up on a direct debit from the Council's current account, in line with supplier requirements or to avoid paper billing charges. Examples of direct debit payments include gas, electricity and water bills, business rates, rental charges, service agreements, telephone bills, payroll and pension costs, banking charges, loan repayments and subscriptions.
- 11.4 In order to set up a new direct debit with a supplier, a direct debit mandate will need to be signed by two councillors who are signatories in accordance with the Council's bank mandate and the instructions reported to the Finance and General Purposes Committee.
- 11.3 As set out in Section 8 of the policy, direct debit invoices are separately identified by the Finance Section and checked and authorised in a slightly different way.
- 11.4 The invoices will be forwarded to the relevant authorised officer with a Authorisation Slip attached.
- 11.5 The invoice should be checked, the authorisation slip be completed and returned to the Finance Assistant for processing.
- 11.6 Any invoices in dispute should be notified to the Finance Department and held back by the relevant authorising officer.
- 11.7 The Finance Assistant will undertake a number of final checks on the invoices including checking of cost, arithmetical accuracy, coding of the expenditure and the calculation of any VAT. The Finance Manager will then sign as payment being verified.
- 11.8 The Finance Assistant will process the invoices on the RBS Omega Accounts system.
- 11.9 Direct debit invoices will be filed on the direct debit file and reconciled to the bank account when the payment is taken, via the cash book and bank reconciliation.

- 11.10 A monthly list of direct debits with the invoices attached will be presented to the Town Clerk/[RFO](#) and two councillors for verification.
- 11.11 As per the Financial Regulation 6.4, the approval of the use of direct debit shall be renewed by resolution of the Council at least every two years.

12. Use of Council Debit Cards

- 12.1 On occasions, Department Managers may need to purchase goods or services of an urgent nature or for which a purchase order [followed by an invoice](#) will not be accepted, or for which there will be a significant saving with an online purchase.
- 12.2 In view of the above, Seaford Town Council may authorise the issue of debit cards to managers for business use.
- 12.3 The issue of a Council debit card to a manager must be authorised by the Finance and General Purposes Committee and be issued to a named employee for their use only, no other individual may use the debit card.
- 12.4 The financial limit of each issued debit card shall not exceed £1,000. Upon being issued a debit card, the manager shall be advised of their individual limit.
- 12.5 Each manager issued with a debit card is solely responsible for its safe keeping and usage and for ensuring that the card is not used by others. In particular, PIN numbers will only be issued to the cardholder and must be kept confidential, as must the (CSC/CVN) number.
- 12.6 Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing via the Finance Manager or in their absence directly by the named cardholder themselves. The RFO must also be informed.
- 12.7 In the event of the named cardholder's termination of employment, the debit card must be returned to the Finance Manager for the card to be destroyed. The issuing bank will be advised to cancel the debit card to prevent any unauthorised usage.
- 12.8 Cash withdrawals are only permitted when being made to top-up of petty cash and shall not be used for any other purpose. Cash withdrawals cannot exceed the financial limit of the petty cash float itself and must be authorised by the Finance Manager or RFO. When making a cash withdrawal to top-up the Petty Cash accounts, the cash withdrawal must be reconciled with the monthly Petty Cash statement.
- 12.9 A debit card issued to an employee shall be used for business purposes only and in conjunction with the employee's job role. It shall not be used for any non-business transactions nor for any personal purchases.
- 12.10 Every debit card transaction must be entered by the cardholder on to their Debit Card Monthly Transaction spreadsheet. Receipts for all purchases must be submitted with the spreadsheet to the Finance Department on the 1st working day of each month. The spreadsheet and accompanying receipts are checked

by the Finance Manager and are subsequently reviewed by the Town Clerk and two councillors.

- 12.11 The transaction receipts shall be reconciled monthly with the bank statements. In the event of any discrepancy, the RFO and Chair of the Finance & General Purposes Committee must be notified, and an investigation initiated.
- 12.10 The cardholder is responsible for obtaining and submitting receipts for all transactions. The cardholder may become liable for any payments that cannot be supported by a valid receipt.
- 12.11 If the cardholder misuses the debit card or fraudulently uses the card, this will result in disciplinary action being taken against them.

12.12 Wherever possible if a debit card is used to top up petty cash this should be done at the Post Office, where the exact amount required can be withdrawn, not at ATM machine.

13. Accounting for Petty Cash

13.1 Petty Cash Floats allow responsible officers to purchase small sundry or one-off items that may be required immediately to meet operational needs, with out the need to raise a purchase order.

13.2 Petty Cash Floats are currently issued to the following departments:

- Council Offices £250
- The View £250

13.3 The following general rules apply to the use of Petty Cash Floats:

- (a) There is a Petty Cash Float limit of £250
- (b) Receipts must be retained for payments made from petty cash to substantiate the payment. VAT receipts should be requested for all purchases to which VAT applies.
- (c) Any income (cash) received by the department must not be paid into the Petty Cash Float but must be separately banked.
- (d) A Petty Cash Voucher should be completed in order to make a claim for reimbursement of payments made from Petty Cash Floats.
- (e) Petty Cash Vouchers and accompanying receipts are passed to the Finance Manager for approval and entered onto the relevant Cash Book on the RBS Omega Accounts System.
- (f) Payments to reimburse Petty Cash Floats will be made by the Finance Manager by making a debit card cash withdrawal via the Post Office only.

RECOMMENDATION F10.2:

It was RESOLVED to RECOMMEND to Full Council to adopt the Mayor's Portfolio as presented with report 151/19 v2 with the further amendments as discussed in the meeting.



Seaford Town Council

Mayor's Portfolio

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1. Introduction

The aim of this Portfolio is to give to the incoming Mayor and Deputy Mayor an outline of the role and set out expectations.

The contents present several aspects of the Mayoral year, for example, general notes on the Mayor's role, fundraising and annual events. There are notes on etiquette and the financial arrangements, including available staff resources to assist with Mayoral engagements.

Whilst the Portfolio is not comprehensive on all matters, it will hopefully prove to be a useful source of general information during the Mayor's year of Office. The Portfolio will be subject to periodic updating.

It is important point to note that a Mayor/councillor could not be held accountable for having failed to comply with an aspect of the portfolio as these are just guidelines i.e. if a Mayor chooses not to have a photo in the Chambers, they would not be breaching Council policy. It is vital that the status of the guidance in the document remains flexible enough to cater for the change in Mayor each year and therefore the change in personalities, aims, behaviours, approaches to situations, personal wishes etc. The above said, it is important that civic protocols and traditions should be upheld. If there is any doubt as to what this refers to, please contact the Mayor's Secretary for confirmation.

2. The Mayor's Role

As a Town Council, Seaford Town Council's Chair is entitled to the title of Mayor of Seaford.

The Mayor is the public face and Chair of the Council and as such is the First Citizen of the Town of Seaford. The Mayor is the ambassador of the Town and can help in the promotion of the Council's objectives in the local community. In turn the people of the Town will have the highest regard for their Mayor, and they will expect the Mayor to carry out a full range of duties on their behalf and throughout the Town.

This is a *non-political* role and the Mayor has no more power than any other Councillor except that of a casting vote and has no power to make decisions without a resolution of the Council.

The Mayor and, in his/her absence, the Deputy Mayor will have the following responsibilities:

- To Chair Council Meetings, ensuring that effective and lawful decisions are taken and, with the assistance of Officers, guide activities by managing the meetings of the Council giving all Councillors the opportunity to speak.
- Use a casting vote in the event of a tied vote.
- To attend internal meetings with Council representatives & Officers such as the Committee Chairs Management Group (CCMG).
- To monitor the Town Clerk's performance by signing timesheets and conducting appraisals with the Chair of Personnel and professional support.
- To focus his/her activities on the communities of the Town and, by focusing on the Council's priorities, strengthen its links between those communities and the Council.
- To promote the Town at official functions, and at such functions represent views of the Council and not personal views.
- If necessary, call an extraordinary meeting of the Council subject to provisions in the Council's Standing Orders.
- Attend and represent the Council at Seaford Town Council events.
- To lead on fundraising activities for the Mayor's chosen charity/charities.

The Mayor and Deputy will undertake chairpersonship as soon as elected to office. It should be noted that if the Mayor/Deputy Mayor were to attend any Committee of the Council, they do so in an ex-officio capacity or where they are appointed to a Committee, they are appointed as a Councillor not as Mayor/Deputy Mayor.

The Mayor/Deputy Mayor will have no automatic right to attend a meeting of a non-Standing Committee; that being the Disciplinary/Grievance Sub-Committee or Appeals Committee, unless they are appointed as a member of that Committee (again the appointment would be as a Councillor not as Mayor/Deputy Mayor).

3. Election of Mayor

Sections 15 & 34 of Local Government Act 1972 require local Councils to elect a Mayor (from members of the Council) as the first business to be transacted at the Annual Council meeting. To be eligible to stand for election of Mayor, the member of the Council is required to have at least one year's experience of being a Council member, except for in the unusual event that at election all 20 members of the Council are new. The person presiding at the Annual Council meeting must give a casting vote in the event of any equality of votes for the election of the new Mayor.

In addition to the Declaration of Acceptance to Office as a Councillor of Seaford Town Council, at the meeting at which the Mayor is elected he/she must sign a Declaration of Acceptance to the Office of Mayor of Seaford, and sign for care of the Mayoral Chains

The term of office will be limited to 1 year only, subject to approval by Full Council. However, a Mayor can choose to re-stand as the Mayor the following Municipal Year if they so wish.

Unless he/she has resigned or been disqualified, the outgoing Mayor continues in the post until his/her successor has been chosen and made a valid declaration of office.

The outgoing Mayor will, if present, preside at the meeting to elect his/her successor. If the outgoing Mayor is not present, the Deputy Mayor shall preside at the meeting to elect the successor. If neither the outgoing Mayor or Deputy Mayor are present, the members present shall elect another member of the Council to preside.

After the new Mayor has been elected, an official photograph will be taken and framed for the Council Chamber.

The Mayor may appoint support such as a Mayoresses/Mayor's Consort (female or male companions respectively) to accompany and assist at engagements. In the event of the Mayoress/Consort being unable to attend an engagement with the Mayor, the Mayor may choose an Escort to accompany them. It is important that the Mayor's Secretary is informed of the Escorts planned attendance so the organisers can be informed in advance.

The Mayor may also wish to appoint a Chaplain or other religious support, to support civic events such as the Mayor's Civic Service and Carol Service as appropriate. They may also attend five minutes before Full Council meetings to allow for prayers/reflection before the meeting opens.

4. Deputy Mayor

The Deputy Mayor will also be elected at the Annual Council meeting. This position is only activated when the Mayor is unavailable, the Deputy is not invited in his/her own right to attend functions it would be the Mayor's decision whether the engagement should be offered to the Deputy Mayor.

Invitations to engagements should not be sent to (or solicited by) the Deputy Mayor. The Deputy Mayor should not attend functions in his/her own right but only when deputising for the Mayor.

All invitations should be sent for consideration to the Mayor as First Citizen (via the Mayor's Secretary) and, if the Mayor cannot attend, it may be appropriate to "pass down" the invitation. However, this should be by no means automatic or desirable.

On the rare occasions when the Deputy Mayor is invited to a function in his/her own right there should be a clear procedure whereby the invitation is shown informally to the Mayor for agreement, in order that there is no misunderstanding.

Where the Deputy Mayor is attending in the absence of the Mayor, they may choose a Deputy Mayoress/Deputy Mayor's Consort/Escort to accompany them. Where the Deputy Mayor is attending an engagement in addition to the Mayor, they should not bring a companion unless specifically invited to do so.

5. Written & Verbal Protocol

The full title of the Mayor is: The Mayor of Seaford.

Addressed as: Dear Mr. Mayor or Dear Madam Mayor

6. Chains of Office

There are three chains of office under the Council's ownership:

- Mayor's Chain of Office
- Mayoresses/Mayor's Consort's Chain of Office
- Deputy Mayor's Chain of Office

When removed from its neck ribbon, the Mayor's Chain of Office is referred to as the Badge of Office.

The Chains (of Badge) of Office should only be worn when the above individuals are undertaking official duties in their official capacity.

The Deputy Mayor will wear his/her Chain of Office whilst deputising for the Mayor but not when attending the same function.

An Escort cannot wear the Mayoresses/Mayor's Consort's Chain of Office; an Escort will not have a chain or badge to wear.

The Chains (or Badge) of Office may be worn where an official invitation has been received for events within the Town where the Mayor and Town Council Office considers that those present would consider it appropriate to mark the occasion.

When attending an event within another Mayor's boundary, that other Mayor's permission must be given for the wearing of the Chain and worn when invited to do so. If this permission is not forthcoming, the Chain of Office cannot be worn, nor Badge of Office.

The Mayor, Mayoress/Mayor's Consort and Deputy Mayor are responsible for their Chains respectively during his/her term of Office. It is insured by the Town Council, but the individual must ensure that it is kept safely and securely in a protective case so that it does not get damaged and should only be worn for official duties organised by the Civic Officer. It must not be left unattended in a public place (including in a vehicle) and must be kept in their personal possession.

Outgoing Mayors will be presented with a 'Former Mayor's Badge' a replica link from the chain, on completion of a full term of office, unless they are re-elected as Mayor or have previously received a Former Mayor's Badge.

7. Dress Code

The Mayor and Deputy Mayor should look smart and well-groomed and appropriately dressed at all engagements.

8. Political Activities

The Mayor's role is apolitical; political points should not be made. The Mayor should not attend any political gatherings in his/her capacity as Mayor and no reference to politics should be made during conversation or during a speech.

The Mayor is not permitted to canvass, leaflet or conduct electioneering during their entire term of office.

9. Promotion of the Council

The office of Mayor is a valuable avenue through which to improve ties with the local community and the Mayor has a key role in acting as ambassador, promoting the Town to the wider community.

This may take a number of forms, including attending events arranged by other organisations as the Council's official representative; leading in the organisation of and hosting events that fundraise, recognise achievement and/or service by members of the community or to help in achieving a closer relationship or understanding with organisations in the Town.

It is expected that the Mayor will lead in the organisation of fundraising events such as the Mayor's Quiz and the Mayor's Garden Trail. The Mayor's Secretary will assist in such events by issuing press releases and promotion, however it should be noted that this is a shared part-time staff resource which is limited.

10. Managing External Engagements

The Mayor's Secretary is responsible for the Mayor's diary. When the Mayor is elected in May, there will be a meeting arranged to discuss preferred communication about appointments.

All invitations must come through the Mayor's Secretary; this ensures that the diary can be kept up to date. The Mayor should notify the Mayor's Secretary of any invitations received, so the Mayor's Secretary can respond directly. If the Mayor is able to attend an engagement, there is a specific Mayoral Engagements Form which will be sent to the organiser of the event: this helps to collect all information needed for the Mayor's attendance.

It should be noted that the Mayor's Secretary position is part-time.

11. Website / Social Media

The Mayor's Secretary will update the Mayor's section of the website.

The Mayor will be encouraged to manage their Mayoral Facebook page (linked to the Seaford Town Council page). Posting should be non-political. Posts should highlight the Mayoral Engagements hosted and attended, and the Mayoral Charity/Charities. The Mayor's page – as with all Seaford Town Council pages, will be from time to time monitored by officers to ensure posts and comments are appropriate.

12. Mayor's Allowance

Section 15(5) of LGA 1972 enables a Mayor to be granted an allowance to meet the expenses of his/her office. Which is set by the Council when adopting the Council budget

The Council recognises the need for a Mayor's allowance to deal with the expectations of the office in connection with printing, travel and refreshments. The Mayor has a budget which is set by the Council annually in January. Such expenditure is recorded by the Mayor's Secretary and payments managed by the Finance Manager. It is important that the purpose to which the allowance is put can withstand public scrutiny.

On occasion, the Mayor may be invited to out of town engagements, it is expected that the Mayor would use their own personal funds to attend, [save for where seeking to claim expenses in line with the Council's Members Allowance Policy](#). Invites to events within Seaford will usually have priority over out of town events.

13. Gifts

When the Mayor attends an event to which he/she has been invited he/she may be presented with a token of appreciation – often in the form of a bouquet of flowers. It is important to remember that, under the Code of Conduct, any such gifts over a value of £25 must be reported to the Town Council Office in writing, within 28 days of receipt.

The Mayor/Deputy Mayor should familiarise themselves with the Council's Gifts & Hospitality Policy.

There may be occasions when the Mayor will need to present a civic gift. Any such gifts will be paid for out of the Mayor's Budget.

14. Mayor's Charities

If the Mayor decides they wish to support a charity* and/or local projects during their term of office they should ensure that the charity is non-political and non-discriminatory and should benefit residents of the Town. Monies must not be donated to profit making businesses established for that purpose. All monies raised or donated will be banked at Seaford Town Council and coded to the Mayor's Charity being presented to the charity at the end of the Municipal Year at the Town Forum.

* A Mayor may choose more than one charity to raise funds for concurrently; in this instance both/all charities should be aware of this fact and the Mayor should have discussed this with the Civic Officer in advance.

See guidance notes in the appendix regarding charity pot collections.

15. Mayor's Awards

Each year the Mayor and Young Mayor will be asked to give thought to the civic awards; whether they will assign categories, how many they will award and the process for nominations. A budget is agreed by the Council annually for both sets of awards.

The Mayor and Young Mayor may opt to choose their own recipients or open up the award scheme for nominations from the public. Council Officers will give guidance and support with either approach. Please also check the Awards Policy.

Nominations for awardees must however reflect the Council's Code of Conduct and practices; awardees based solely on political or religious roles, for example, will therefore not be allowed unless a benefit to the community also outside of their 'group' can be evidenced.

Nominations for Young Mayor's Awards will either be a young person under the age of 21 or have made a significant contribution to the youth service provision within the town.

The civic awards will be presented at the Annual Town Forum; usually held in May each year.

16. Mayor's Christmas Card

The Mayor's Secretary will liaise with the Mayor in the productions and distribution of the Mayor's Christmas card. This is sent to the selected individuals on the civic list and others as agreed by the Mayor.

17. Conduct

The Mayor, when performing official duties, is the visible presence of the Council. It is important that while being seen as warm and friendly, the office of Mayor is upheld with dignity, avoiding demeaning the role or acting in a way that could be criticised.

In the first instance, any misconduct by the Mayor or Deputy should be reported to the Monitoring Officer at Lewes District Council who is responsible for Councillor conduct.

18. Expected events

Civic Service

It is usual procedure for the Mayor to have a Civic Service around the start of their Mayoral year. This service is usually held at a local venue of the Mayor's choice. If a Mayor's Chaplain has been appointed they will liaise with the Mayor regarding the service arrangements.

Note: *As this is technically a religious event, a Mayor of non-Christian faith or that follows no religion may not wish to arrange this service. If this is the case an alternative event can be arranged as an opportunity for the public to meet their new Mayor. Options will be discussed with the Mayor.*

Sussex Day

Sussex Day is celebrated officially on 16th June annually. The Projects and Facilities department arrange a small ceremony to commemorate the day which is held on the Saturday closest to the 16th June unless it's required to be moved due to exceptional reasons.

The ceremony is held at the Martello Tower on the seafront. It is led by the Town Crier and the Mayor.

Councillors and members of the public are invited to witness the raising of the flag at 12 noon by the Mayor and hear the proclamation given by the Town Crier. They will then sing along to a rendition of "Sussex by the Sea" if they wish to take part.

Armed Forces Day

Armed Forces Day is an event held on the last Saturday in June annually. It is arranged by Seaford Town Council and other organisations such as the Royal British Legion and the Royal Society of St George. It's mainly handled by the Projects and Facilities department.

The Mayor will be required to attend meetings prior to the event to stay current with the preparation details, they will be notified of the meeting dates and times by the Projects and Facilities department.

On the actual day of the event the Mayor will be required to open the event and give a speech. They will also be invited to inspect the parade; they should be made aware of this in the meetings so they should be prepared. It's also generally good practice for them to stay around for the majority of the day if possible, as it's one of Seaford Town Council's main events for the year.

Remembrance Sunday

This is an event that is organised by the Royal British Legion and Seaford Town Council, being held on the Sunday nearest the 11th November at the War Memorial and St Leonard's Church. The Mayor and Young Mayor lay a wreath at the War Memorial. The Mayor's Secretary orders these from the appointed person at the Royal British Legion.

Commonwealth Remembrance

Annually on the Tuesday after Remembrance Sunday, the Royal Society of St. George facilitates a Commonwealth Remembrance Service. The service is held at the Commonwealth War Memorial in Seaford Cemetery and the Mayor will be invited to attend. Dignitaries from those Commonwealth and Irish states (Canadian, West Indian and Irish) whose soldiers from World War I are at rest in the cemetery are also in attendance. The Royal Society of St. George will advise each year with details of any planned gathering after the service.

Blessing of the Christmas Tree

This is an optional event that some of the Mayors like to arrange. This normally takes place the Friday before Christmas Magic. It is a short ceremony usually conducted by the Mayor's Chaplain if appointed or Vicar of St Leonards Church. The Mayor and guests attend.

Seaford Christmas Magic

The Facilities team holds regular meetings throughout the year in preparation for Christmas Magic. They will invite the Mayor and Mayor's Secretary along once needed to discuss the Mayor's involvement, such as:

- Opening the Event
- Window Display judging in conjunction with the Seaford Chamber of Commerce
- Switching on the Christmas Lights

The Mayor may also look at ways in which they can fundraise on the day, such as guided walks in the town.

Mayor's Carol Service

A Mayor's Carol Service can be arranged in early December. It is an optional short religious service. A retiring collection is usually donated to the Mayor's Charity. Local dignitaries such as the Lord Lieutenant of East Sussex and High Sheriff for Sussex can be invited, and refreshments are usually provided after the service.

An alternative civic event could be arranged to raise funds for the Mayor's Charity in lieu of a religious service

Town Forum & Mayor's Awards

This is a meeting of the residents of the town of Seaford in May and *not* a Council meeting. Councillors attend the meeting as the public and the meeting should provide the opportunity for local organisations who have received Council grants to report directly to the people of Seaford. There is an opportunity for questions to discuss matters affecting the town.

This is where the Mayor would present any Civic Awards as mentioned previously in section 15.

19. Young and Deputy Young Mayor

The Young Mayor is a position held for one Municipal year (May to April) with the aim of representing the views of young people in Seaford, to Seaford Town Council.

The Young Mayor will be supported by a Deputy Young Mayor, who is elected annually in February at Seaford Head School, prior to the Annual Meeting of the Council in May, during which the previous Deputy is sworn in as Young Mayor for the forthcoming year. The Mayor's Secretary and Seaford Head School are responsible for publicising and carrying out these elections.

The Young Mayor, and Deputy, will be invited to take part in the Civic events and occasions, some alongside the Mayor of Seaford and others representing the Mayor. The Young Mayor will be invited to give talks or speeches where possible, to help build a relationship with the people of Seaford and increase their profile.

At the beginning of the Municipal year the new Young Mayor Town Clerk, Mayor's Secretary and Mayor of Seaford will meet with the Young Mayor and new Deputy to discuss plans for the year ahead.

More information can be obtained from the Council's Young Mayor Handbook via the Council Office.

Mayor's Portfolio Appendix 1
Seaford Town Council Collection Pot Guidelines
(based on information from the Fundraising Regulator)

Collecting Money or other property

At the beginning of the Mayor's Municipal Year, the Mayor may choose to nominate a charity or charities. Once the charity has been informed that they have been nominated, the Mayor needs to ask for a Certificate (letter) of Authority giving the Mayor permission to collect on their behalf.

Charity Pots – The labelling needs to have the charity's;

- Logos (permission must be sought to use any images or logos from the people or organisation who holds the rights),
- Name,
- Charity number, and
- Address where 'Registered in England'.

If, there are two charities it needs to be clear how the funds are going to be split, e.g. 50/50.

Pots left in commercial properties –

Each pot is numbered underneath. A spreadsheet record is kept of each pot including

- The date left at the premises,
- Who it was left with i.e. the manager,
- The date it was collected back in, and by whom
- Total amount collected

Ideally, they should be chained and The Council hold the key to the lock. If not possible it should be tied to something secure.

The Mayor needs a letter of authority to collect the pots (and should wear their STC name badge when collecting).

General notes re cash collected

- Unsecured cash must not be left unattended i.e. pots must be secured.
- Charity pots must be brought into the Finance Office at Seaford Town Council to be counted by a Finance Officer.
- It must be stored in a secure place if not banked immediately
- The full amount must be given to the charity(s) or split in the way advertised if more than one charity. No deductions from the cash that you receive must be taken.
- The money will be paid into the Seaford Town Council account and coded to 'The Mayor's Charity Funds' for distribution at the end of the municipal year.

Events organised by others to raise money for the Mayor's Charities (e.g. Mad Fundraising March)

In any advertising by a 3rd party, it must state they are raising funds in support of the Mayor's Charities and the municipal year' e.g. 'In support of the Mayor's Charities 2020/2021'

Other STC Events

Charity Pots are also used at Veteran's and Armed Forces Day and Christmas Magic events.

Veterans and Armed Forces Day (AFD)– The Royal Society of St George (RSSG) /The British Legion members on the committee borrow the pots to collect on the day for the chosen Armed Forces Charity. The Projects & Facilities team label them up accordingly.

The same procedure would apply regarding allocation and collection whether they are left in shops prior to the event or allocated to a person collecting on the day.

The Pots are collected and brought in by the volunteers and funds banked by Seaford Town Council then sent to RSSG who present a cheque to their charity at a formal dinner in September

Christmas Magic as above, but funds are collected to go towards paying for the event.

Reference:

<https://www.fundraisingregulator.org.uk/code/specific-fundraising-methods/collecting-money-or-other-property>

For advice on running a raffle/tombola or sweepstake

See the Gambling Commission – Running a Lottery

www.gamblingcommission.gov.uk

Mayor's Portfolio Appendix 2

The Seaford Town Mayor and the Seaford Mace: Protocol

The Mace represents the Civic Authority delegated to the Mayor as Chair of the Town Council. This responsibility is delegated to the Deputy Mayor in the Mayor's unavoidable absence.

The Seaford Mace was presented in the reign of Elizabeth I, whose Arms it bears on the coronet c.1580. It is silver but pre-dates hallmarking and is approximately 15.5" long.

- The Mace is by custom carried before the Mayor by the Serjeant at Mace at official functions. Such functions may include, Announcement of Royal Accessions, visits by the Lord Lieutenant or High Sheriff, at Mayor-making, Civic Services, other civic functions, church or military Ceremonies, Annual Council Meeting, Town Forum, and Ceremonies involving groups of Mayors and other civic dignitaries.
- The Mace is by custom, laid before the Mayor for regular and extraordinary meetings of the Full Council: on its cradle, with the coronet facing to the right of the Mayor (when facing the room).
- Meetings of the Full Council may take place without the Mace in an emergency, in alternative premises, or *in extremis*.
- The Mace may be exhibited in Council premises; or in schools, colleges and other public premises for educational purposes.
- When rested in a Church, the Coronet should face the altar / Cross / platform; OR be vertical, coronet uppermost.
- When the Mace is carried before the Mayor, it should be held by a gloved hand, upright or on the right shoulder coronet uppermost of the Serjeant at Mace or a Council Officer (NOT a Town Councillor). In the presence of the Sovereign the position is reversed (coronet downwards) as the authority then rests in the person of the Sovereign and not in the Mace.
- In the event of announcements / ceremonies following the death of persons within the 'National and Local Mourning Procedure' the top (coronet) of the Mace should be draped in a black cloth or have a black ribbon affixed.

The Mace may NOT be used for purposes of commercial advertising, entertainment or party-political advantage.

Care of the Mace: should include secure storage (especially if exhibited), sufficient insurance, cleaning with warm soapy water and not polishes, and handling / carriage with soft cloth or gloved hands.

If the Mace falls into disuse through changes in custom and practice the representatives of the Sovereign should be consulted about its removal to a suitable alternative use.

Serjeant at Mace 16/3/2020



Seaford Town Council

Report 38/20

Agenda Item No:	5a.
Committee:	Council
Date:	20th August 2020
Title:	Mayor's Update Report & Engagements
By:	Sue Treadwell, Mayor's Secretary
Purpose of Report:	To present the Mayor's update report and details of Mayoral engagements.

Recommendations

The Council is recommended:

- 1. To note the contents of the report.**
-

1. Information

Attached at Appendix A is the Mayor's update report and Appendix B provides details of the Mayor's engagements for period of 21st May 2020 to date.

2. Financial Appraisal

There are no financial implications as a result of this report.

3. Appendices

[Appendix A – Mayor's Update Report August 2020](#)

[Appendix B – Mayor's Engagements 21st May to 1st August 2020](#)

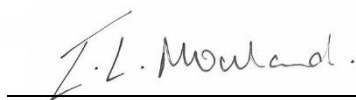
4. Contact Officer

The Contact Officer for this report is Sue Treadwell, Mayor's Secretary.

Mayor's Secretary



Assistant Town
Clerk



Mayor's Report to August Seaford Town Council

Starting out as Mayor with only 'virtual' opportunities available to engage with the town and community has produced a range of unexpected opportunities and of course, challenges.

The Chain of Office was received 'socially distanced' outdoors over a garden wall from the previous Mayor and the Deputy Mayor's badge of office similarly arrived at arm's length. Both Badges of office and the Mayor's Consort's badges were then worn at the St Leonard's Church Lych Gate on Saturday 23 May 2020 when the Town Crier of Seaford announced the Appointment of the Mayor and Deputy Mayor. This announcement was then posted as a video onto Facebook.

Sunday 7 June was an interview for BBC Surrey and BBC Sussex about the Mayor's Charity Initiative. Tuesday 9 June was a recording on the same subject with Reg Dove for Seahaven FM which was subsequently aired on the morning of 14 June and 17 June.

16 June was the socially distanced 'Sussex Day Flag Raising' beside the Martello Tower, at the flag staff by the Lifeguard Station, and at the War Memorial. Thanks are due to Councillor Argent as the Flag Master and to Town Crier of Seaford Peter White.

Videoring for the virtual Civic Service took place week commencing 15 June and at Seaford Baptist Church on the morning of 19 June. The large number of contributors and the variety of media in which the contributions were received proved a challenging opportunity for our Officers and my thanks to our Council Officers and others who invested time and skill in editing the finished video. The Civic Service was subsequently uploaded to YouTube on 4 July.

27 June, the Mayor was at a socially distanced Armed Forces Day Service at The War Memorial led by the Mayor's Chaplain, Rev. Andy Machin and organised by the Royal Society of St George. Photographs were subsequently posted to the Mayor's Facebook. Sunday morning 28 June and the Mayor was part of a socially distanced beach clean organised by Plastic Free Seaford. 7am on Thursday 2 July the Mayor was in a virtual breakfast meeting with the Chamber of Commerce, having accepted their invitation. On the afternoon of Friday 3 July was Lord Lieutenant's virtual garden party and briefing. Attendees included the High Sheriff and Mayors and Chairs of Councils in the County. At 9am on Saturday 4 July the Mayor was cutting the ribbon for the opening of the Grumpy Chef's breakfasts. That afternoon the Civic Service was posted to YouTube.

Week beginning 6 July saw the launch of the 'Secret Gardens' led by Deputy Mayor Councillor Jean Cash. Photographs and videos will be posted to the Mayor's Facebook during August. This is an opportunity for people who are socially isolating or otherwise confined to their homes to see the beauty of many of Seaford's gardens and allotments in their homes. Also, an opportunity for gardens too small to be able to host visitors 'walking through' to show off their gardeners' skills.

On 9 July, the Mayor and Consort were at The View for a photographed brunch promoting its re-opening. Later that day the Council's Finance & General Purposes Committee discussed and agreed the updated version of the Mayor's Protocol incidentally enabling to Mayoress to be referred to by the title. Saturday 11 July and the Mayor and Mayoress were at The View with Councillors for coffee.

Tuesday 14 July would have been the Town Forum if COVID-19 had not intervened. As no permission was in place for virtual Town Forums the reports that would have been presented were videoed in advance as were the Award Announcements and the Seaford Town Council grant recipients making their reports. The edited video was again posted to the Town Council's Facebook and the Mayor's Facebook and thanks are due to Council Officers for their technical skills and time committed necessary to achieve this.

Thursday 16 July and the Mayor and Deputy Mayor were in a ZOOM meeting with the Young Mayor and Deputy Young Mayor discussing opportunities to co-operate during the year. Friday 17 July was the judging for the Plastic Free Seaford children's poster competition. Sixty-five entries were received in total from Cradle Hill Community Primary School, Annecy RC Primary School and Seaford Primary School. The top six posters are to be turned into 'take your waste home' and 'protect our oceans' posters for display on the seafront.

On Saturday 18 July, the Mayor and Mayoress were with Maria Caulfield MP at the Seaford Town Football Club, helping launch the Club's discount card and awarding Club Prizes to Players and Members. On Tuesday 21 July and the Mayor was interviewed about the Secret Gardens Event on Radio Sussex. There may also be opportunities for Cllr Jean Cash as Deputy Mayor to be interviewed on Seahaven FM to promote Secret Gardens.

As Mayor of Seaford, I am given discretion to grant permission for other dignitaries to wear their Chains of Office when within our town boundaries. I have previously voiced my commitment to working collaboratively for the good of the town and Council during my term of office, including working closely in partnership with the Deputy Mayor. Councillor Jean Cash, has already been a great support during these first few months that I have served as Mayor. In recognition of the importance of her role, I would hereby like to formally grant permission for the Deputy Mayor to wear her Chain of Office within the town's boundaries including when I am present as Mayor.

Sunday 26 July the Mayor was present on the beach for the launch of the Martello Rotary Club Seaford Community Calendar accompanied by the Mayoress, Deputy Mayor, Young Mayor and Deputy Young Mayor. Saturday 1 August the Mayor and Mayoress spent the day on the Exley's Coaches 'Mystery Tour'.

I have decided not to select one or two charities for support this municipal year but rather to offer fund raising opportunities to all 'not for profit' organisations and charities based or delivering services to the town. Twenty groups have already joined in the 'Mayor's charities Initiative' and have had their profile raised by their details being posted on the Mayor's Facebook. Plans are well underway by Seaford Rotary, NPS Lions, Martello Rotary, Seaford Bonfire Society and National Coastwatch Institution-Newhaven for a 'Support our Seaford Charities' event on the Martello Fields. Martello Rotary has made a formal application to Seaford Town Council for the hire of the Martello Fields for a Sunday during September.

I have encouraged 'shop local' and 'buy local' in Seaford to support the town and businesses emerging from the COVID-19 restrictions and have been photographed buying at local shops and businesses and opening and visiting businesses to raise their profile including The View, Grumpy Chef and Crepes de la Crème (on the seafront). Businesses visited include Motors and Mowers, K&L Jewellers, Oscar Computers, Badger Inks, Shortcuts Barbers, Brooklyn Hyundai, Dymocks Farm Shop, JCB Meats & Provisions (at Dymocks Farm Shop) and Bibiane

Boutique-haberdashery. Being part of the launch of the Seaford Town Football Club Discount Card with Maria Caulfield MP was a promotional opportunity for the Club and for their Discount Card and support to the 'Buy Local – Seaford – Shop Local' initiatives in our town.

There will be more 'virtual' opportunities and challenges going forward but I do look forward to being able to carry out the full range of Mayoral Duties 'face to face' hopefully including more 'real' events before the end of 2020.

Cllr Rodney Reed – Mayor of Seaford

Appendix B Mayor's Report – August 2020

Date	Time	Day	Organisation	Event	Venue
7.6.2020	12.15pm	Sunday	Radio Sussex and Surrey	Radio Interview	home
12.6.2020	1pm	Friday	Seahaven FM	Radio Interview	home
22.6.2020	10.45 for 11am	Monday	Armed Forces Day Flag Raising	Armed Forces Day	War Memorial
27.6.2020	10.45 for 11am	Saturday	Armed Forces Day Service	Armed Forces Day	War Memorial
3.7.2020	3pm	Friday	East Sussex Lieutenancy	Virtual Tea Party	Virtual
4.7.2020	All day	Saturday	Mayor's Virtual Civic Service	Virtual on STC YouTube Channel	Virtual
4.7.2020	9am	Saturday	Re-Opening of the Grumpy Chef	Ribbon Cutting	at Restaurant Broad Street
14.7.2020	All day	Tuesday	Seaford Town council	Virtual Town Forum	Virtual
16.7.2020	Afternoon	Thursday	Plastic Free Seaford	Photo judging	virtual
18.7.2020	1.30pm	Saturday	Seaford Town Football club	Launch of Discount card	Seaford Football club
21.7.2020	9.45am	Tuesday	BBC Sussex and Surrey	Radio Interview re Secret Gardens	home
25.7.2020	12noon	Saturday	Crepe de la Crème	Re opening New hut	Esplanade
26.7.2020	2pm	Sunday	Martello Rotary	Calendar Photo Launch 2021	Esplanade
1.8.2020	9.30am	Saturday	Exley's Travel	Mystery Tour	Seaford Library
15.8.2020	11.00am	Saturday	Various	VJ Day	Various



Seaford Town Council

Report 40/20

Agenda Item No:	7
Committee:	Council
Date:	20th August 2020
Title:	Seafront Concession Alcohol Sales Proposal
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To consider the request by potential concession holders to be granted permission to apply for a permit to sell alcohol on Seaford promenade.

Recommendations

The Council is recommended:

- 1. To consider the request by potential concession holders for permission from Seaford Town Council to apply to Lewes District Council for a permit to sell alcohol on Seaford promenade.**
-

1. Information

- 1.1** At its meeting on 30th July 2020, the Town Council's Community Services Committee considered report 29/20 regarding, amongst other items, a number of proposals that had been submitted by potential concession holders looking for the Town Council's permission to apply for a permit from Lewes District Council to sell alcohol on Seaford promenade.
- 1.2** The Committee discussed this at great depth, with two of the potential concession holders that had submitted proposals also in attendance to answer questions from the Committee.
- 1.3** The Committee decided that it did not feel comfortable making a decision of this nature, as this would be a significant change to the seafront which currently has no alcohol sales taking place, and that therefore it wished to refer the decision to Full Council.
- 1.4** The proposals submitted are considered as exempt appendices, due to the commercial sensitivity, and therefore are available for members of the Town Council to view securely on the Councillors Drive.
- 1.5** It was confirmed at the Community Services meeting that despite receiving three proposals, officers are only intending to offer a concession licence to one trader due to the number of concessions already on the promenade and the aim to avoid having competing traders.
- 1.6** If a licence is granted (and subject to the District Council approving the sale of alcohol), specific terms could be written into the licence such as not allowing

takeaway services and just consuming in a specific/seated area, how litter is handled, opening times etc.

1.7 If the Council is minded to, it may be that it looks to grant permission for the sale of alcohol on the seafront (subject to the necessary approval by the District Council) and that in line with delegated powers, the Projects & facilities Manager in consultation with the Chair of Community Services agrees the chosen trader to grant a licence to on a trial period, such as for six weeks, and the specific terms of that licence.

1.8 If made, the decision to grant permission for the sale of alcohol on the seafront (subject to necessary District Council permits) would be a policy decision of the Council and therefore officers would look to have one concession selling alcohol on the seafront going forwards (subject to the necessary application and vetting processes). The terms of any concession licence would however allow for this permission to be revoked where required/felt necessary, subject to terms and conditions.

2. Financial Appraisal

The financial implication of this report is the potential for additional income from a new concession holder.

3. Appendices

Appendix A – ABYSS Brewery Proposal EXEMPT (please note the additional text at Appendix A1, also submitted since being presented to Community Services)


Appendix B – Off the Wagon Proposal EXEMPT

Appendix C – Harley House Proposal EXEMPT (please note the additional text at Appendix C1, also submitted since being presented to Community Services)

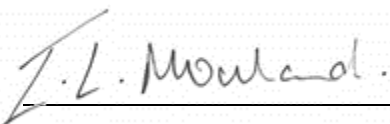
4. Contact Officer

The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager



Assistant Town Clerk





Seaford Town Council

Report 36/20

Agenda Item No:	8
Committee:	Council
Date:	20th August 2020
Title:	Coat of Arms Application – Cinque Ports
By:	Isabelle Moulard, Assistant Town Clerk
Purpose of Report:	To consider an application received requesting a licence to use the Town Council's Coat of Arms.

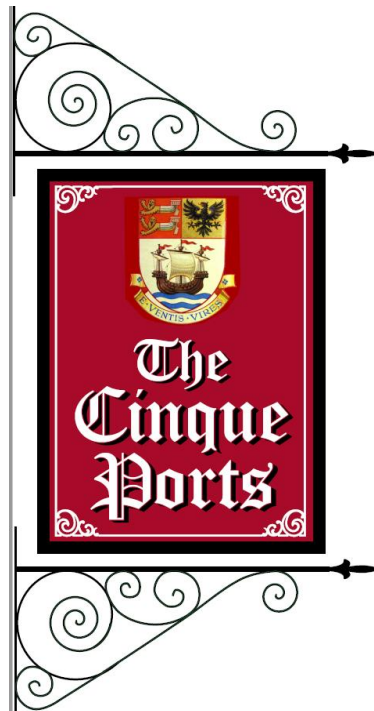
Recommendations

The Council is recommended:

1. To consider granting the applicant a licence to use the Town Council's Coat of Arms.
 2. To consider any specific terms of use or limitations to be set out within a licence should it be granted.
-

1. Information

- 1.1 The Town Council has received an application from Robert Thomsett, the licensee of the Cinque Ports pub, who would like to use a colour image of the Town Council's Coat of Arms on the Pub's new sign and other items such as food menus.
- 1.2 The image below shows how the replacement sign would look with the Coat of Arms:



1.3 As per the Town Council's [Coat of Arms Policy](#), Full Council is required to consider the application and if successful, issue a Licence of Agreement setting out any terms of use and limitations.

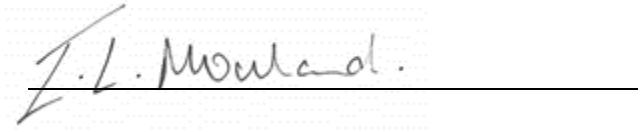
2. Financial Appraisal

2.1 As a commercial organisation, the licensee will be required to pay a fee of £300.00 for a three-year licence period plus the difference between the licence start date and the following 1st April (circa £50 to be added to the £300 3 year licence starting 1st April 2021).

3. Contact Officer

The Contact Officer for this report is Isabelle Mouland, Assistant Town Clerk.

Assistant Town Clerk

A handwritten signature in blue ink that reads "I.L. Mouland." The signature is written over a horizontal line. The background of the signature area has a light dotted grid pattern.



Seaford Town Council

Report 39/20

Agenda Item No:	9
Committee:	Council
Date:	20th August 2020
Title:	Climate Change Working Group Interim Report
By:	Isabelle Moulard, Assistant Town Clerk
Purpose of Report:	To present an interim update report from the Climate Change Working Party

Recommendations

The Council is recommended:

- 1. To note the contents of the Working Party's Update Report and appendices.**
 - 2. To agree that when the Council's Strategic Objectives are reviewed, a new objective aimed at tackling and raising awareness of climate change be included.**
 - 3. To not pursue a Climate Change Awareness Day on 19th September 2020 but encourage the Working Party to begin preliminary plans for an event of this nature in 2021.**
-

1. Background

- 1.1** At its meeting on 17th October 2019, the Town Council established a Climate Change Working Party (CCWP) with the purpose of:
'Considering the climate change situation in town and bringing forward recommendations for climate change actions/amelioration measures; reporting back at 3, 6 & 9 months.'
- 1.2** The members of the CCWP are Councillors J Meek, J Cash, J Edson, M Everden and R Reed. The CCWP had initially prepared an update report for the Council meeting in March 2020, however with this meeting being cancelled due to COVID-19 this report was not considered by Council.
- 1.3** Attached at Appendix A is the revised interim update report of the Group for the Council to consider.
- 1.4** Having read the report, whilst understanding the importance of highlighting the issue of climate change, officers are a little concerned as to the aspirations of the report in the current circumstances.
- 1.5** It is therefore the recommendation of officers that the contents of the Working Party's Update Report and appendices be noted and that when the Council's Strategic Objectives are reviewed, a new objective aimed at tackling and raising awareness of climate change be included.

- 1.6** The review of the Strategic Objectives will take place when a new Town Clerk is settled in and there is a better understanding of the Council's financial situation as a result of COVID-19 and the effect this will have over the coming years.
- 1.7** In the interim, officers would suggest that the Working Party be asked to research and recommend smaller scale changes and actions to highlight and tackle climate change, that can be achieved at zero cost.
- 1.8** To confirm, officers cannot support the recommendation for a Climate Change Awareness Day on 19th September 2020; this is too short notice for the planning and preparation that would be required and there are no officer resources to dedicate to this. To provide an example, for a pre-scheduled event with a road closure, officers would usually look to submit the application for the road closure to Lewes District Council three months before the event itself; this is just one of many processes that there would not be time to properly carry out.
- 1.9** As with similar awareness days this year such as World Oceans Day and Plastic Free July, officers would be able to share information posts via the Council website and Facebook pages, should the content be provided by the Working Group.
- 1.10** The recommendation of officers would therefore be that the Working Party spend time making preliminary plans for an event of this nature to be held in 2021; also removing the risks surrounding COVID-19 that would be present with any events arranged at this point in time.

2. Financial Appraisal

In the current financial year there is no budget for this project.

The financial implications are briefly referred to within the attached update report at Appendix A but to reiterate the points made above; officers cannot support the commitment by Council of any funds to the aspirations within the report, save for where external funding can be sourced.

3. Appendices

[Appendix A – Climate Change Working Party Interim Update Report](#)

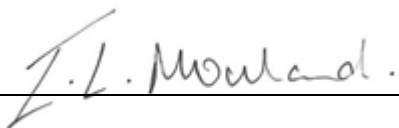
[Appendix A1 – Update Report from March 2020](#)

[Appendix A2 – Business Case for Proposals](#)

4. Contact Officer

The Contact Officer for this report is Isabelle Mouland, Assistant Town Clerk.

Assistant Town Clerk



39/20 Appendix A - REPORT BY CLIMATE CHANGE WORKING PARTY – 20/8/2020

Seaford -Towards a Greener Future

The working party (CCWP) recommends Council agrees the following actions to move us forward to the first stage of this community initiative,

1. Declare a Climate Change Emergency

Reasons:

1. To demonstrate that Seaford Town Council recognises the threat that Climate Change poses to our community and the planet
2. To precipitate action to mitigate against the effects of Climate Change and create sustainability and environmental and economic resilience in the town.
3. To release funding and grants from various bodies for 2 above.

2. To become a full member of Greenhavens and consider associating with other local environmental, sustainability and resilience groups, to demonstrate the Council's aspiration to lead in these fields as an example to the community. This would enable us to share resources and grants as well as showing our commitment as a council to making our town greener.

3. To mandate that all decisions in council be measured against environmental criteria, just as they are for financial implications.

4. To begin the mapping project suggested below.

5. Consider and note the financial recommendations and suggestions below.

6. To allow and support the CCWP to organise a street fair to inaugurate the Council's commitment to climate change initiatives.

CONTEXT

As councillors will be aware, the CCWP was formed last year to look at the Climate Change situation as opposed to declaring a Climate Emergency. Since that decision much has changed. We have seen unprecedented climate effects in the world, there have been severe storms locally and Splash Point has had to be closed due to storm and wave damage. This, if nothing else, demonstrates that measures need to be taken locally to protect the town and its residents as far as possible from changing weather and to embed structural change in the town and the lives of its people to avoid irreversible climate and environmental breakdown.

Councillors may also be aware that this working party was to report its findings at the March full council meeting, but due to the ravages of the pandemic, the agenda then was too full and it was deferred. This therefore is an updated report, taking into account the fall-out from Covid 19 and its devastating effects on the Council's finances, and aims to look at expedient actions the Council could take immediately, at little cost, to attempt to address this urgent problem whilst also considering the council's difficult financial position.

The original extensive findings and report prepared for the March meeting can be found as Appendix 1 to this report which we would ask be used now as a reference to these suggestions.

MINIMAL COST ACTIONS:

Initial scheme. Towards a Greener Future: Seaford's Community Mapping Project

To create a large, physical visual aid to map Seaford's existing and on-going green initiatives and identify areas for future projects and developments.

To work with others to provide a lead in clarifying our existing green/climate change credentials, our flood prevention initiatives and identify other steps which are already being taken towards achieving a "Carbon Neutral Seaford ". This will establish where we are now and focus the council and our community on how we can move forward together. We can establish what we want to achieve in our town in cooperation with existing local groups and plan how we can increase and engage community interest and involvement.

This idea would be an initial practical project to focus ideas, survey where we are at the moment and pinpoint areas for future projects. It could involve useful visual aids with accompanying documentation to present to others (including schools) and get views/ideas, support and new volunteers. This could be achieved with the Seaford Community Partnership in collaboration with the members of the Greenhavens Network and other partners who are achieving and promoting exciting and ground breaking community programmes along the coastal strip from Saltdean to Seaford and up the Ouse Valley as far as Barcombe.

The CCWP would:-

A. Investigate and mark on the map existing and on-going projects and note the community groups already involved, and any council led initiatives.

B. Highlight sites on the map for possible new initiatives. (E.g. the South Barn project and the Splash Point Community Garden and new meadows and hedgerows)

C. Leaflets or pamphlets and signage, as aids to improve access and green tourism. Show existing footpaths, cycle routes, train stations, disabled access, cafes, WCs, water refill sites and places of natural interest e.g. Brickfields, Sea gardens, Nature reserves etc. from Tidemills along the Seafront onto Seaford Head, South Barn and into the Cuckmere Valley

D. Using information from C to think about designing a visitors' information pack by mapping sites of interest as things progress and highlighting relevant local business. Marketing Seaford for its green credentials.

General comments

Community groups, schools, businesses and individuals would then be able to expand ideas in more detail on specific areas of interest.

Updating the mapping as projects progress will give all involved a good overview of what others are achieving, encourage cooperation and the sharing of expertise. We could take pride in working together as a community to achieve common aims and objectives and in taking the first steps to create a brighter greener future for our town, its businesses and most importantly our children.

FINANCIAL IMPLICATION ACTIONS:

The pandemic has blown a huge hole in the Council's income and the obvious action is to cut expenditure. This has resulted in all projects being halted temporarily to stem losses. Although we accept that money must be saved, some investment could be judicious.

Power Down:

Whilst looking at the finances it was noticed that the **monthly** electricity bill at the View is recorded as £1,500. This equates to £18,000 per year. Additionally it was noted that the gas bill is about £6,000 per year. The working party thinks these need to be looked at and suggests the following:

1. Investigate different suppliers to find a lower tariff to reduce these bills
2. Research alternative technologies for long term reduction – PV array in the works compound at The View and house battery to supply evening usage, subject to discussion and permissions from South Downs National Park Authority.
3. Audit other council bills to see if more savings can be made throughout the expenditure through different suppliers, smart systems and power reductions.

Investment Opportunity:

1. The South Hill Barn development will now be in abeyance possibly due to the state of the council's finances but also perhaps due to the enormous expense that this project presently is expected to cost. We suggest that the Council could consider promoting letting the building as it is, with minimal improvement to satisfy H&S requirements, and build up reserves rather than considering borrowing a vast amount for a huge refit? Although borrowing at very preferential rates is attractive, there is something to be said for building up capital gradually, particularly in the present circumstances where council finances are stretched and we have additional administrative costs and liabilities.
2. A potential money-making idea, as well as an environmentally sound amenity for local residents, would be a Natural Burial Site in the vicinity of South Hill Barn. A considerable income could be gained by STC from the sale of natural burial plots, far in excess of that gained from the letting of grazing land. The project idea and business plan can be found in Appendix 2. It is suggested that council note this business initiative and request that it be investigated as an associated project idea with the South Hill Barn project, but one that officers could work on immediately to provide a business plan for councillors to approve in advance of the large project that is South Hill Barn. This would give the opportunity for the council to initiate a money-generating business at low cost which could complement the Barn project as it develops.

A CLIMATE ACTION AWARENESS DAY

As an opening initiative to raise awareness and also demonstrate that Seaford Town Council is serious about addressing the climate crisis, the CCWP would like to hold an 'open day' in the town centre as an opportunity to introduce this subject in the town, provide information to residents about climate initiatives and also support our local traders.

It is suggested this takes place on Saturday 19th September (3 days before World Car Free day) at the bottom end of Broad St, which could be closed to through traffic between 9am and 4pm. This would allow pedestrianisation of that area of the town as happens in other areas when for instance the French market is held, or Christmas Magic. This would need little cost – traders would be able to set up stalls outside their shops, cafes could increase their customers by having tables on the street allowing social distancing, and information could be supplied by local sustainability groups like Trees for Seaford, Plastic Free Seaford and the Crouch Community Garden, as well as possibly from professional suppliers like Mr Cycle demonstrating e-bikes and BHESCo with information on home energy production and economies.

This would allow an opportunity for a sense of community action, which has already been witnessed in some of these groups, but which could be brought to a wider public by being given prominence in the town centre.

Appendix A1

Seaford Town Council

Committee: Climate Change Working Party

Date: 26 March 2020

By: Cllr James Meek as Working Party Chair

Purpose of Report: To inform the Council of progress and actions relating to the Climate Change Working Party

Recommendations

You are recommended:

1. To note the contents of the Report
2. To acknowledge the imperative of the town aspiring to achieve carbon neutrality by 2030
3. To approve a motion to declare a Climate Emergency
4. To approve becoming a Member, rather than continuing as a Supporter, of the Greenhavens Group
5. To begin an audit and mapping of existing community projects and groups in the town specific to climate change interests and capabilities
6. To lead in building a diverse, community-volunteer base to address the many issues.

1. Information

- 1.1 Initial Findings
- 1.2 Background studies referenced
- 1.3 Suggested Initial Scheme and Actions

- Appendix A - summarises the studies and reports consulted
- Appendix B - summarises recent actions taken by Local Government
- Appendix C - attempts to illustrate the many and diverse actions that STC and the community could undertake to address the issues of climate change

2. Financial Appraisal

The financial implications of this report and its proposals will be appraised in future meetings of the Working Group and reported to future Council meetings.

3. Environmental Considerations

A new consideration for all Seaford Town Council Reports – the specific content of this Report.

4. Contact for this Report

Cllrs Meek, Everden, Cash, Edson and Reed – members of the Climate Change Working Party.

1.1 Initial findings

- That Climate Change is a real and present risk – see Appendix A
- That Seaford Town Council (STC or the Council) should consider implementing adaptation and amelioration actions to help protect the town from climate change effects – see Appendices.

SUGGESTIONS TO STC FOR MITIGATION, PROTECTION AND AMELIORATION	Short term	Medium term	Long term
1 STC POSSIBLE DIRECT INITIATIVES:			
i. Audit all Council owned and used properties for sustainability and carbon footprint	X		
ii. Audit all Council direct transportation environmental costs	X		
iii. Assess potential for all Council assets to reduce carbon footprint	X		
iv. Investigate Council’s supply chains, both in and out, for sustainability	X		
v. Assess Burley’s sustainability accountability	X	X	
vi. Assess Council’s concession holders for sustainability		X	
vii. Investigate Council’s energy suppliers and change to sustainable providers if not	X	X	
viii. Make sustainability and environmental accountability paramount in all decisions	X	X	X
ix. Declare a Climate Emergency, to focuses minds and inspire action	X		
2 STC INDIRECT INITIATIVES (i.e. Working with others)			
A. Transport	X		X

B. Green Spaces, Parks, Sports Facilities, Seaford Head,	X	X	X
C. Sea Defences and Flooding			X
D. Sustainable Power		X	X
E. Planning and New Developments		X	X
F. Procurement	X	X	
G. Health and Well-Being	X	X	X
H. Sustainable Economic Regeneration and Jobs			
I. Consider Carbon Capture Potentials in all Planning Considerations		X	X
J. Encourage the community to be involved in Climate Action	X		

1.2 Background studies

- Appendix A summarises the studies and reports consulted
- Appendix B summarises recent actions taken by Local Government
- Appendix C attempts to illustrate the many and diverse actions that STC and the community could undertake to address the issues of climate change

1.3 Suggested Initial Scheme and Actions

- Estimate and recommend means to reduce the Council's 'carbon footprint' – examples in Appendix C
- Consider adaptation and amelioration actions which can be implemented immediately in the town and by the Council
- Consider longer term adaptation, amelioration and resilience actions and the time frame once the realities of budgeting and scheduling are considered
- To create a visual aid by the mapping of:-
 - Seaford's nature corridors and green spaces.
 - Existing green credentials.
 - Flood prevention initiatives.
 - A Carbon Neutral Seaford in order to show.....where the town and Council are now, with the objective of focussing the Council and our community on what we have already achieved and on what the Council wants and can achieve in our town by cooperating with local groups and residents.

This idea would be a practical project, designed to focus ideas, survey where the Council are now, and pinpoint areas for future projects. It could involve useful visual aids with accompanying documentation to present to others (including schools) and get views/ideas, support and new volunteers. This could be achieved in collaboration with the Greenhavens Network which is achieving and promoting exciting and ground-breaking community programmes along the coastal strip from Saltdean to Seaford and up the Ouse Valley as far as Barcombe.

STC could:-

- Investigate and mark on the map existing and on-going projects and note the community groups already involved as well as any Council-led initiatives.
- Highlight sites on the map for possible new initiatives. (e.g. South Barn project and the Splash Point Community/council/environment agency project etc.)
- Show footpaths, cycle routes, stations, disabled access, cafes, water refill sites etc.
- In the longer term, think about designing a residents' and visitors' pamphlet to share useful information as things progress.

Advantages

Community groups, schools and individuals would then be able to expand ideas in more detail on specific areas of interest.

Updating this as projects progress would give all involved a good overview of what others are achieving and encourage cooperation, shared expertise and the sense of working together as a community to achieve common aims and objectives, and take the steps to creating a brighter greener future for our town which we can all be proud of.

For the later consideration

Appendix A gives an idea of the wide range of initiatives which could be developed and actioned under the heading of Climate Change Initiatives for the Council and for the community.

Appendix A Background

1. It is immediately apparent that the subject of Climate Change is immensely complicated, far-reaching and controversial. It is complicated in that even amongst top scientists there is no consensus about exactly what is happening, over what time period and with what potential effects. It is far-reaching as there is dramatic evidence that it will affect every aspect of the world. It is controversial because still not everyone subscribes to its presence or cause, although the facts proving it, together with the visual evidence in the media and documentaries, far outweigh the contrary view.
2. The overwhelming opinion worldwide is that the climate situation is critical, almost certainly fuelled by human activities and threatens our present existence.
3. It is also emphasised by most scientists that addressing the heating of the planet must be done now and the 1.5C degree cap on warming signed up to in the Paris Agreement should be met, and certainly 2C not exceeded.
4. It is further acknowledged that this must be achieved earlier than the 2050 previously set, with 2030 now the new goal for many governments and councils.
5. Climate Change as an issue headlined much of the recent general election and now occupies centre stage in the media, in debates and in people's daily lives.

6. The COP 26 summit is being held in Glasgow in November and provides another opportunity for world leaders to reach agreement about carbon reduction policies, which they singularly failed to do in Madrid.

Observations

- i. Climate Emergencies have been declared in 1,330 jurisdictions worldwide affecting 810 million people. 270 councils in Britain have declared Climate Emergencies, affecting 57 million people, 85% of the population.
- ii. When the Climate Emergency motion was put to STC in October 2019 there was some scepticism expressed, so the Climate Change Working Party was formed.
- iii. Since that motion part of the Splash Point walkway has been destroyed by storms
- iv. Since that motion vast areas of Australia have burned and evidence of massive thawing in the Arctic and Antarctic has been proved.
- v. Since that motion the UN has confirmed unprecedented biodiversity decline and loss of a million species.
- vi. Also, since that motion the British Government has advanced the cut-off date for diesel and petrol cars to 2035 from 2040, which acknowledges the severity of the situation.
- vii. Mark Carney's valedictory speech at the Bank of England warned companies to gear up to climate change or face economic losses long term.
- viii. A Declaration of a Climate Emergency acknowledges that a council recognises there is an urgent issue which needs addressing to mitigate a potential danger and safeguard the citizens it represents.
- ix. Acknowledging the problem gives a precedent to taking action in response to it.
- x. In the present absence of Central Government initiatives and undertakings to engage fully with the problem, and the possibility that world leaders will again not reach consensus in Glasgow, it is apparent that action must be taken locally

Appendix B Action in Local Government

1. While it is true that many councils have done little more than declare a climate emergency, some did this several years ago and now have action plans.
2. Depending on the council and its influence and resources these can be very detailed and relate to most aspects of the area and its citizens, from agriculture to renewable energy plants, from poverty to transport.
3. There is an increasing body of knowledge becoming available as to what councils can do to attempt to achieve carbon neutrality. The Working Party understand that NALC are compiling a template to enable Councils to audit their carbon footprint and sustainability.

4. Lewes District Council (LDC) and East Sussex County Council have both declared Climate Emergencies and LDC has recently appointed a Sustainability Officer to draft a sustainability plan for the next four years.
5. Eastbourne Borough Council unanimously declared last summer and has pledged to try to achieve carbon neutrality by 2030, as have many others.
6. Local government exists to act in the interests of its citizens and take responsibility for public spaces, public buildings and the welfare of its citizens. It should also take appropriate action to safeguard its citizens and properties.
7. STC's options as a town council are limited, due to its budget and limited liabilities for infrastructure compared to those of LDC. It can nonetheless have great local influence in addressing climate change issues which do not attract large costs
8. Thus, STC can identify its sustainability and existing carbon footprint and address means to reduce it. STC can also encourage residents and local businesses to do the same. STC can foster local organisations, both voluntary and commercial, to work together in aspiring to make Seaford carbon neutral by, say, 2030.
9. Actions that STC could take range from immediate audits followed by appropriate reductions in carbon output, to long term strategies which could take time to implicate but reap substantial benefits. What is apparent, is that ALL options should be considered and initiated as soon as possible, after first evaluating the situation as far as practical.
10. It is critical to make an Action Plan, based on good assessment of Seaford's present situation, considering present carbon liability and sustainability. Also, to take advice in order to set achievable measurable goals over a period, to an eventual goal of carbon neutrality by a given date. Many councils are setting a 2030 target as imperative to address the situation, rather than the Government's 2050 date.
11. In the absence of an action plan, opportunities for the funding of adaptation, amelioration and resilience actions may be lost to STC, as may opportunities to learn from P]plans put in place by neighbouring and national authorities

Appendix C Some possible actions by Seaford Town Council for Carbon footprint reduction - Ideas for Mitigation and Protection Actions

1 STC Premises/Estates:

- i. Solar PV panels for the STC office
- ii. More solar PV panels for The View
- iii. Solar hot water for The View
- iv. South Hill Barn renovations to include solar PV, solar hot water and a bio-digester
- v. Solar PV and solar hot water for the Salts Cafe
- vi. Solar PV and solar hot water to be included in the rebuild of the Martello toilets
- vii. Solar PV panels for the Martello cafe and Salts concessions

2 STC Direct Initiatives:

- i. Audit all Council owned and used properties for sustainability and carbon footprint
- ii. Audit all Council direct transportation environmental costs
- iii. Assess potential for all Council assets to reduce carbon footprint
- iv. Investigate Council's supply chains, both in and out, for sustainability
- v. Assess Burley's sustainability accountability
- vi. Assess Council's concession holders for sustainability
- vii. Investigate Council's energy suppliers and change to sustainable providers if not
- viii. Make sustainability and environmental accountability paramount in all decisions
- ix. Pressurise ESCC to divest their pension investments away from fossil fuel companies
- x. Pressurise ESCC to release Warwick House as a Seaford asset for community use. This could be a hub for a permanent climate action initiative display and help-centre.
- xi. Declare a Climate Emergency, as this focuses minds and inspires action

3 STC Indirect Initiatives:

- A. Transport
- B. Green Spaces, Parks, Sports Facilities, Seaford Head,
- C. Sea Defences and Flooding
- D. Sustainable Power
- E. Planning and New Developments
- F. Procurement
- G. Health and Well-Being
- H. Sustainable Economic Regeneration and Jobs
- I. Consider Carbon Capture Potentials in all Planning considerations
- J. Encourage the Community to be Involved in Climate Action

A. Transport

- i. Encourage healthy transport and walking options in the town
- ii. Promote cycling and public transport use within, and to, Seaford
- iii. Provide cycle parking facilities in town centre sites – Broad Street
- iv. Develop safe and easy cycle routes within town and linked to main inter-town routes
- v. Develop better cycle connection routes between towns and centres: Buckle by-pass
- vi. Investigate potential for extending Cuckmere bus service
- vii. Investigate potential for electric public transport facilities
- viii. Encourage take up of electric bikes in Seaford, with charging points
- ix. Encourage private electric car ownership, with charging points – Hyundai?

B. Green Spaces, Parks, Sports Facilities, Seaford Head

- i. Audit the council owned green spaces for their suitability for more diverse uses
- ii. Examine potential for more insect-friendly and bio-diverse planting in council holdings
- iii. Examine the sustainability of the 'Seaford in Bloom' contract
- iv. Investigate the potential for less cutting of verges/open spaces with biodiversity in mind
- v. Investigate funding for regenerative bio-diversity initiatives in urban areas

- vi. Investigate the potential for ‘bio-diversity corridors’ within the town
- vii. Consider the possibility of more wildflower marginal areas in public parks and facilities
- viii. Assess value of grazing land on Seaford Head against potential for alternative management

C. Sea Defences and Flooding

- i. Consult with the Environment Agency (EA) about advisability of seawall between Martello Tower and Splash Point
- ii. Consult with East Sussex Highways about clearing of drains in Brooklyn Road and Corsica Road (done)
- iii. Investigate flood mitigation due to run off from unmade, un-adopted roads
- iv. Assess implications of local planning flood risk areas in the town
- v. Assess the risk of flooding in Martello Fields and resultant sewage in watercourses
- vi. Ask EA for advice on long-term strategy for sea defences in face of increased sea levels
- vii. Link with Newhaven, Lewes & Lullington Councils to take combined initiatives on flood risks

D. Sustainable Power

- i. Incorporate power generation in all new initiatives if possible, plus retrofitting (Hurdis?)
- ii. Actively look to install renewable energy generation schemes on Council properties
- iii. Investigate funding for same
- iv. Investigate possibility of collaborating with businesses in town re energy projects
- v. Consider consulting with local renewable firms such as OVESCO

E. Planning and new Developments

- i. In the absence of central Government regulation, insist on sustainability in new builds
- ii. Object to planning proposals that are unsustainable and environmentally damaging
- iii. Encourage eco-development in all construction planning
- iv. Challenge local builders and developers to support Seaford’s sustainability agenda
- v. And engage them actively to adopt environmentally friendly criteria
- vi. Engage actively eco-responsible companies and service-providers in all building projects

F. Procurement

- i. Look to employ sustainable suppliers for all contracts
- ii. Consider linking with other councils to procure services and supplies at scale
- iii. Consider engaging local suppliers to reduce transport and infrastructure eco-costs
- iv. Consider sourcing materials from local production outlets

G. Health and Well-Being

- i. Promote healthy lifestyles amongst the population for a vibrant town
- ii. Involve the community in decision making to engage them in best health practice
- iii. Investigate the possibility of finding/funding/building a community hall in town centre
- iv. Evaluate the limited use of the library for social initiatives – solar array on roof?
- v. Evaluate extent of homeless people living in Seaford- it’s reported there might be 50
- vi. Investigate if there are any vacant properties or potential sites for occupation in town
- vii. Investigate the poverty level in Seaford

- viii. Invoke positive action re climate crisis to defray potential negative psychological impact

H. Sustainable Economic Regeneration and Jobs

- i. Are there ‘Green New Deal’ initiatives which could create jobs and boost local economy?
- ii. Are there grants or public funding for Green infrastructure initiatives in the town?
- iii. Are there any small eco-businesses STC could encourage to come to, or start up in, Seaford?
- iv. Could the Council investigate a ‘start-ups’ initiative with the Chamber of Commerce?
- v. Are there any potential sites in the town for regeneration/sustainable development?
- vi. Does the Council have any corners of land or properties that could be developed?
- vii. Investigate untapped potential of local celebrities, sites, associations - Virginia Woolf?

I. Carbon Capture Potentials

- i. Consider any possibilities for carbon capture on Council land in addition to chalk swathe
- ii. Consider carbon capture potential generally in the town
- iii. Research proven carbon capture models and instigate where possible
- iv. Research possible high-carbon capture cottage industries for local initiatives – biochar?

J. Encourage the Community to be Involved in Climate Change Avoidance Action

- i. Engender a community mindset to address the problem as a town
- ii. Consider hosting/encouraging/facilitating town events to profile carbon reduction
- iii. Instigate community initiatives to encourage everyone to get involved
- iv. Create a website of resources people could use with contacts, help and benefits
- v. Encourage local businesses to get onboard to provide local support
- vi. Encourage the local community to shop and source locally- street markets?
- vii. Tap the huge resource of Greenhavens voluntary groups by joining to collaborate: At present STC are shown as a supporter of Greenhavens whereas other councils are members. This would enable STC to share ideas, resources and grants, as well as showing our commitment to making the town greener. Greenhavens with the SDNP are in process of bidding for a Lottery Fund Grant to address climate change and are keen that STC be seen to be a partner in that bid, which if successful, STC would benefit from for projects STC might identify in the town.

Appendix A2

BUSINESS IDEAS FROM THE CLIMATE CHANGE WORKING PARTY

Introduction

At the full council meeting on the 18th June the full extent of the financial implications resulting from Covid 19 were laid bare to councillors. Our town council generates a substantial income but also has large outgoings dependant on that income. Obviously that income has been severely compromised recently and the financial outlook expects a reduction in Council’s financial capacity to increase the reserve to the required level, advance any projects that were planned or perhaps even maintain present services. It is

also apparent that we will not know for some time the further financial implications for the council, as there are still many unknowns as we move forward.

As councillors know, the CCWP was formed to work on investigating the situation regarding climate change, what measures the Council could take to address them and make the town more resilient and accountable to the climate crisis. The report we drafted has yet to be presented to council but has been available for councillors to read. This report identified many varied actions and policies the Town Council could adopt, some of which could involve substantial financial investment but some of which require hardly any, with many on a sliding scale between. While it goes without saying that councillors will presently be reluctant to be investing in projects to generate income, we suggest that we should be looking to our assets and if they required a modest investment, this may be a way to alleviate some of our financial problems.

Some of our proposals involve life-style choices and incentives, which are dependent on higher authority investment and agreement, but it looks as if some will be enacted by ESCC anyway through the Government's emergency fund for social distancing as town centres re-open. Others we would like to suggest for councillors to consider as options for a way forward out of the present crisis and in conjunction with the need to be environmentally accountable.

SOUTH HILL BARN

As councillors know this is a major asset the council holds and it has been a project in the pipeline for some time now. Officers had been working on the proposal until the beginning of the crisis, when all projects were shelved. Officers had laid out grand ideas for the making over of this site for weddings, primarily, as a wonderful way to generate income. I think many of us would have to acknowledge that this would certainly be a cash cow for the Council if developed. However, a reservation for many might have been the expected price tag for the make-over, anything between a quarter and half a million pounds possibly. Obviously, the proposal was for a very attractive venue, with much facility, which comes at a cost. This would have to be borrowed, giving the council more debt, even if at very preferential interest rates. Many would now be loath to incur such debt given the present situation.

However, we don't have to develop the site immediately. The venue is already there and could be let for wedding hire as it is, as Cllr Everden suggested at one of our meetings. I work (usually!) in the events industry and venues are regularly hired that have no infrastructure. Events companies just bring in whatever is needed for that particular function and bill the client accordingly. So long as the venue is safe, regulated, insured and registered anything else can be brought in – toilet facilities, seating, decoration etc. Many people will be attracted by the rustic aspect, but what most will value is the position and setting, the 'USP'.

We would propose that Council look at the possibility of opening the venue gradually, building up business over time and investing in better facilities there as money begins to be generated. This will avoid massive initial expense, massive debt and extensive infrastructure upheaval.

As councillors are aware, SDNP recently declared Seaford Head a 'Dark Skies' zone and this happened subsequent to the initial development idea by the Town Clerk, so this difficulty with the project wasn't considered. A way round that hurdle is to offer the venue as a daylight venue only, all activities there having to cease at sundown.

The spin-off from this venue would be the possible use of The View for the reception afterwards. The Council would be able to offer a reception with all facilities nearby to prospective clients in an attractive 'package'. In this way the Council would only need to

invest modestly to bring the place up to a minimum level of functionality to be able to generate a basic rental fee. Naturally a cost analysis would be needed to assess the implications properly, and consultation with SDNP undertaken. Additionally, the venue could be used by Seaford groups, either as a hire or a community asset, for education, arts and crafts, gathering and well-being. The recent 'Green' weekend seemed to be successful and more activities like that would publicise its use as a venue for many different events.

A NATURAL BURIAL SITE FOR SEAFORD

The Climate Case:

Natural burial sites are a relatively recent but increasingly popular alternative to cremation or traditional consecrated graveyard burial. From the CCWP's point of view they are a sustainable option, the USP being 'The Ultimate Carbon Sink' – bury your personal carbon when you die! Cremation is a very polluting exercise. It not only involves high temperature burning of the corpse, which is a fuel-heavy process, but obviously releases carbon into the atmosphere. Burial locks the carbon in the ground, a far more sustainable alternative.

The Community Case:

With a population of about 27,000 Seaford doesn't have a Natural Burial site, the nearest being, I believe, Brighton. Families living in the town deserve to bury loved ones nearby so that they can visit the burial site to grieve and continue to pay their respects. Travelling distances to do so obviously increases car use and is avoidable travel. With a higher than average older population the demand will be there. When my parents died about fifteen years ago we ended up burying them at East Meon which was one of the nearest natural burial sites at the time.

Most natural burial sites are found in peaceful areas, hopefully with pleasant and attractive surroundings which are appealing for those burying loved ones. A burial site near to Seaford, in the countryside that the deceased has loved and cherished in their life, would be an appropriate and valued asset for the community.

STC owns plenty of land at Seaford Head which is one of the iconic local areas, much loved and used by residents and visitors alike, and would be a perfect place for a natural burial site. An elevated site overlooking the Cuckmere Valley would be a highly appealing proposition for elderly people to choose for their place of rest.

The Business Case:

Internment and cremation come at a price and burial plots are not cheap. An average cost of buying a natural burial plot is not far short of £1,000. Additionally there are the actual burial costs themselves involving digging fees, equipment hire and other onsite services. These are in addition to the undertakers'/ funeral directors' costs and are in the order of £800.

Income generated from the grazing land at Seaford Head raises £10,000 per year total on a rolling lease for many acres. One would only need a small part of that area for a burial ground. For the sake of argument, assume that each burial generates merely £1,000 net, you would only need 10 burials a year to match the total income from the grazing lease, but you would only be appropriating a fraction of the land, the rest of which could still be let for grazing.

Burial plots are small; you can fit hundreds in an acre. As long as you have a population you have a market for internment in the future. This is a sustainable income going forwards as people look to be environmentally responsible and will service STC's finances as well as the community's carbon footprint reduction. It would not be unreasonable to assume that after a few years there might be 50 burials per year; £50,000, as well as the possible spin-off income mentioned below, is a substantial addition to our income.

The burial site once occupied could be maintained as wildflower meadow, with 2 cuts per year. Alternatively it could be planted with coppice woodland, providing raw material for a local industry such as charcoal production or bio-char, a soil improver and carbon sequester. Or possibly for hazel which could provide the raw material for a local industry making natural basket-weave coffins, another sustainable feature of natural burial sites. Related business advantages would be the hire of South Hill Barn for a ceremony before the burial and possibly refreshments after – additional income for STC. Alternatively, clients could be offered the facilities at The View.

Where my parents were buried they provided a replica Victorian hand bier so that the family could wheel the deceased to the burial site and complete the burial themselves if they so wished. This was a very attractive and memorable part of the proceedings - as someone commented, like a scene out of a Thomas Hardy novel. The site I am suggesting is out of view of South Hill Barn but only ten minutes walk downhill; an electric golf buggy could be provided for those less able to walk.

Pet burial:

Additionally, there is the potential to create another burial site for pets. Recently, pet cremation and pet burial have become popular. British people are notoriously fond of their pets and lavish pounds of attention on them during their lives. Many will want to lay them to rest appropriately, and what better site than up on the Head where dog owners will undoubtedly have walked them and where that association will resonate so strongly. Financial implications would need to be looked at, but I'm sure £100 net would be generated for this service.

Permissions:

Obviously the SDNP would need to be consulted and give their permission. The site itself would need to be sensitively chosen, but having surveyed the area, I would suggest the north east slope of The Head looking over the Cuckmere Valley next to Harry's Bush. The grazing land there is heavily used and seems to have few Chalk Downland species as it is so trodden and grazed, so a wildflower meadow there would increase bio-diversity. For people walking the footpaths in the valley a wildflower meadow on the hill would be an attractive sight. Advice from SDNP and Sussex Wildlife Trust would obviously be sought.

Any disadvantages would seem to be heavily out-weighed by the potential gains.

Cllr James Meek – Chair, CCWP. 31/7/2020



Seaford Town Council

Report 37/20

Agenda Item No:	10
Committee:	Council
Date:	20th August 2020
Title:	Seaford Head Golf Course Pump House Tender
By:	Isabelle Mouland, Assistant Town Clerk
Purpose of Report:	To seek permission from Full Council to waive Financial Regulations in order to accept a tender for the Seaford Head Golf Course pump house works.

Recommendations

The Council is recommended:

- 1. To approve waiving Financial Regulations to allow the contract for the building of a replacement pump house at Seaford Head Golf Course to be awarded to the only tender received, following a full tender process.**
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1. Information

- 1.1** The Town Council has recently carried out a full tender process for the building of a replacement pump house at Seaford Head Golf Course.
- 1.2** The tender details and application were advertised on the Town Council's website and the Contracts Finder website from the week commencing 8th June. The closing date for applications was 12 noon Monday 13th July.
- 1.3** As part of the tender exercise, any interested contractors were able to contact the Projects & Facilities Manager and/or Head Greenkeeper to arrange a site visit. Five contractors visited the site.
- 1.4** A virtual meeting took place on Tuesday 21st July with the Responsible Financial Officer, Assistant Town Clerk, Projects & Facilities Manager and Cllr Brown (Chair of both the Finance & General Purposes and Golf & The View Committees) to 'open' the tenders received via the shared screen function on Zoom. Only one tender application was received and therefore opened.
- 1.5** This tender application has been reviewed against quality questions by the Projects & Facilities Manager and the Head Greenkeeper and their weighted scores have confirmed that they are pleased with the quality of the submission.
- 1.6** The Town Council's Financial Regulations state that three quotations/ tenders must be obtained for a contract of this size.
- 1.7** As only one quotation has been received, despite a full tender process and five companies visiting the site, Officers recommend that the Town Council waive Financial Regulations in order for the contract to be awarded to the one tender received for the works.

1.8 The Seaford Head Golf Course pump house replacement is an urgent project requiring works to commence as soon as possible due to the risk of the pump house failing.

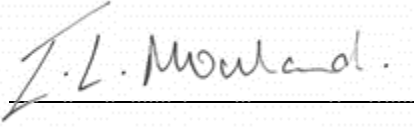
2. Financial Appraisal

The Town Council has budgeted £40,000 for the Seaford Head Golf Course replacement pump house and the tender received is within this figure.

3. Contact Officer

The Contact Officer for this report is Isabelle Mouland, Assistant Town Clerk.

Assistant Town Clerk



Responsible Financial Officer

