



Seaford Town Council

Seaford Town Council Full Council Agenda – 9th May 2024

To the Members of the Full Council

Councillors S Adeniji, S Ali, L Boorman, C Bristow, R Buchanan, R Clay, S Dubas, F Hoareau, O Honeyman, R Honeyman, J Lord, S Markwell, O Matthews, J Meek, G Rutland, L Stirton, R Stirton, I Taylor, L Wallraven and M Wearmouth

The Annual Meeting of the **Full Council** will be held at **The View at Seaford Head**, Southdown Road, Seaford, BN24 4JS on **Thursday, 9th May 2023** at **7.00pm**

Adam Chugg

Town Clerk

3rd May 2024

PLEASE NOTE:

- The meeting will be recorded and uploaded to the Town Council's YouTube channel shortly after the meeting
- See the end of the agenda for further details of public access and participation

AGENDA

1. Election of Mayor for the Municipal Year 2024 - 2025

To receive nominations for the office of Mayor.

2. Declaration of Acceptance of Office - Mayor

Following the election of the Mayor, and pursuant to the provisions of Section 83 of the Local Government Act 1972, the person elected to be Mayor of Seaford shall make a Declaration of Acceptance of Office in the prescribed form before the Proper Officer.

3. Handover of Mayoral Office

Following a handover of the Mayor's Chain, the newly appointed Mayor will be formally introduced to the meeting by the Sergeant-at-Mace.

There is an opportunity for any brief speeches by the outgoing or newly appointed Mayor.

4. Election of Deputy Mayor for the Municipal Year 2024 - 2025

To receive nominations for the office of Deputy Mayor.

(Break for photographs:

- 1. Mayor and Deputy Mayor*
- 2. Civic Team)*

5. Apologies for Absence

To consider apologies for absence.

6. 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.

7. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with relevant legislation and Seaford Town Council Policy.

8. Petitions

In accordance with the Town Council Petitions Policy, this is a standard agenda item to facilitate any public petitions being presented to, and noted by, Full Council. Please note, that this would not prompt a discussion on the petition at this meeting.

9. Minutes

All outstanding minutes will be presented to the June Full Council meeting for approval.

10. [Town Clerk's Update Report](#)

To consider report 12/24 providing an update on key Town Council work and work priorities for the Town Council (pages 7 to 15).

11. 2024 – 2025 Committee Memberships

To consider report 05/24 presenting Full Council with necessary details to appoint members to committees, appoint the Chairs and Vice-Chairs, and consider the appointment of any new committees (pages 16 to 27).

12. 2024 – 2025 Representations on Outside Bodies

To consider report 06/24 presenting Full Council with the necessary details to review the Town Council's representation on outside bodies and appoint representation for the 2024 – 2025 Municipal Year (pages 28 to 73).

13. 2024 – 2025 Fixed Asset Register Review

To consider report 03/24 presenting the Town Council's Fixed Asset Register for adoption (pages 74 to 79).

14. 2024 – 2025 Annual Subscriptions

To consider report 04/24 presenting Full Council with the necessary details to review the Town Council's annual subscriptions and approve the spend therein (pages 80 to 83).

15. Seaford Town Council's 25th Anniversary

To consider report 01/24 presenting plans to mark the 25th Anniversary of Seaford Town Council (pages 84 to 86).

16. Youth Ambassador Board

To consider report 02/24 providing a recommendation to retire the Young and Deputy Young Mayor roles with a view to replace with a Youth Ambassador Board (pages 87 to 93).

17. Review of the Town Council's Complaints Procedure

To consider report 08/24 presenting the review of the Town Council's Complaints Procedure (pages 94 to 107).

18. Town Councillor Training

To consider report 11/24 presenting an overview of councillor training held in 2023-2024 and training to be arranged during 2024-2025 (pages 108 to 110).

19. Civility & Respect – Councillor & Officer Protocol

To consider report 07/24 presenting the national model Councillor & Officer Protocol for consideration and adoption by Full Council, following on from it having taken the Civility & respect Pledge (pages 111 to 124).

20. [Annual Lease Update 2024 - 2025](#)

To consider report 10/24 providing Full Council with an overview of the leases held by the Town Council (pages 125 to 127).

21. [Annual Policy Update 2024 – 2025](#)

To consider report 09/24 providing Full Council with an update on the 2024 - 2025 work schedule with the Town Council's policies (pages 128 to 131).

AGENDA NOTES

For further information about items on this Agenda please contact:

Adam Chugg, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

All Town Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.

Public Access:

Members of the public looking to access this meeting will be able to do so by:

1. Attending the meeting in person.

The Town Council asks that you contact meetings@seafordtowncouncil.gov.uk or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

OR

2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

Public Access to the Venue:

If you are attending the meeting in person, please arrive for 6.55pm where you will be shown into the meeting for a 7.00pm start.

Public Participation:

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

1. Your statement should be relevant to the activities of the Town Council.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.

4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
7. Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Public Comments

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all committee members. Comments can be submitted by email to meetings@seafordtowncouncil.gov.uk or by post to the Town Council offices.

Health & Safety Measures:

While Covid restrictions are no longer mandated the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by upholding the requirement that you should not attend the meeting if you are displaying any Covid-19 symptoms (or have tested positive) as identified on the [NHS website](#) or symptoms of any similarly contagious illness.



Seaford Town Council

| | |
|---------------------------|--|
| Report No: | 12/24 |
| Agenda Item No: | 5 |
| Committee: | Full Council – Annual Meeting |
| Date: | 9 th May 2024 |
| Title: | Town Clerk’s Update Report – May 2024 |
| By: | Adam Chugg, Town Clerk |
| Purpose of Report: | To update Full Council on key Town Council work and work priorities for the Town Council |

Recommendations

Full Town Council is recommended:

1. To note the contents of the report.

1. Introduction

1.1 It remains a very busy time for the Town Council, but also an exciting one with a number of key areas of work being taken forward. I want to thank Councillors and officers for all their hard work in this period that has made a real difference.

1.2 Please find below the following:

- Summary
- Key performance indicators including motions passed, complaints and Freedom of Information requests
- Forward planning
- Appendix One – update on implementation of the Strategic Plan

2. Summary

2.1 Recent and current key achievements include the following:

- 2.2 The View is now operating under new management that we expect to improve the offer to residents and golfers over the months ahead.
- 2.3 The next cycle of regular stakeholder groups has been happening as part of the work of the Town Council to strengthen its engagement.
- 2.4 The Martello Toilets, café and new Changing Places project is close to completion.
- 2.5 South Hill Barn Working Group continues to progress well ahead of reporting to Full Council later this year.
- 2.6 The staffing structure review is progressing well and will deliver proposals for Full Council to consider resulting in a more coherent structure, clearly defined roles and appropriate resourcing for the Town Council.
- 2.7 The recent successful Town Forum recognised some amazing local individuals with the Mayor's, Young Mayor's and Don Mabey Awards. It also heard about great work in our community funded by the Town Council's Community Grants. It affirmed what a wonderful town Seaford is, and the value of the support and recognition that the Town Council can offer.

3. Key Performance Indicators (KPIs)

3.1 Please find below information on motions passed, complaints received, Freedom of Information (FOI) requests received and appeals submitted since the last report in March 2024

3.2 *Motions Table*

Please note that the motions listed below are those where actions after the meeting were required by the Town Council (STC).

| DATE | MOTION | UPDATE |
|------------|-----------------------------|--|
| March 2024 | Committee Structure Review | Being enacted over the months ahead |
| March 2024 | Discretionary Grants Policy | Amended policy being enacted – current grants program is open with award decisions in June |

| DATE | MOTION | UPDATE |
|-------------|--|--|
| March 2024 | Internal Auditor | One year appointment agreed and report on future arrangements will come to Full Council |
| March 2024 | Cuckmere Buses Grant Funding Agreement | New grant funding agreement welcomed by Cuckmere Buses and new agreement being finalised |
| March 2024 | High Street Audit | Lewes District Council is aware of STC involvement – delivery to follow |
| March 2024 | Bus Shelters | Further liaison with East Sussex County Council being undertaken |
| March 2024 | Members' Allowances | Report will come to future Full Council meeting |

3.3 *Complaints Table*

Please find below details of the formal complaints received in accordance with the Town Council's Complaints Policy.

3.4 There were none submitted since the last update in March 2024.

3.5 Please note that this is the reporting that is possible in a public document. Any complaints relating directly to employees are handled confidentially in accordance with the Town Council's Complaints Policy and are not included in this update.

3.4 *FOI Requests Table*

| DATE | FOI REQUEST | UPDATE |
|-------------|---|---------------|
| March 2024 | Procurement process | In progress |
| April 2024 | Department of Transport Stopping Up Order | Response sent |
| April 2024 | Councillor expenses / 'wages' | Response sent |
| April 2024 | The View Lease | In progress |

3.5 Appeals

The Town Council has received one appeal, relating to a complaint about how the adverts on the Crouch were treated. This appeal is being considered.

4. Forward Planning

4.1 Appendix A sets out the progress made so far on the new Strategic Plan and the work anticipated during the new Municipal Year, from May 2024 – April 2025.

4.2 Highlights include:

- D-Day celebrations
- 25th anniversary working group
- Strengthen working with young people
- Action on campervan parking
- Work on the future of South Hill Barn
- New communications strategy
- Implement results of staffing structure review
- Work on environmental consideration in decisions, as part of the continuing work of the Town Council in response to the climate emergency

5. South Downs National Park Authority (SDNPA) Elections

5.1 SDNPA recently conducted a by-election for one of the members elected from town and parish councils. More details on the role can be found at

<https://www.southdowns.gov.uk/national-park-authority/our-people/members/>

5.2 The outcome of the Town Council's parish election vote on a candidate to join the SDNPA is as below –

- Paul Bevan – 5
- Steven Peter Saunders – 2
- Adrian Ross – 1

5.3 Eight town councillors sent in their votes, and one abstained. The Town Council's ballot paper has been completed by officers and sent to East Sussex Association of Local Councils which is conducting the ballot.

6. Conclusion

- 6.1 I trust this provides an overview of key Town Council business for Councillors and residents, showing the mix of operational and strategic activities.

7. Financial Appraisal

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

8. Contact Officer

- 8.1 The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk Update Report – May 2024 - Appendix A

Implementation of the Strategic Plan January 2024 – April 2025

STC = Seaford Town Council

| Description | Achieved Jan - Apr 2024 | Implementation May 24 - Apr 2025 | Outcomes |
|---|--|--|---|
| 1.1 Understand and improve connectivity in the town, especially in relation to the Town Centre | STC agrees to becoming part of Lewes District Council's High Street Audit | Work with Lewes District Council and the High Street Audit project group to take forward this piece of work The Working Group for STC's 25 th Anniversary and the next 25 years also considers connectivity as part of its brief Seaford Walking & Cycling Study reviewed to assess impact on / ideas for connectivity in the town (amongst others) | The Working Group consider how connectivity to/around the town can be improved. |
| 1.2 Work with partners to create more opportunities for young people and enable strong engagement with young people | Work with partners to deliver the 'Seaford Head project' for the Iron Age Fort connecting young people with the site and its future | Full Council considers achievements of the Young Mayor Scheme and considers adoption of the new Youth Ambassador Board and implementation of any decisions made Measures agreed by Full Council are adopted that will strengthen working with local young people | Engagement with young people is strengthened. Local young people have a say on the future of Seaford Head. |
| 1.3 Pilot new seafront concessions and offerings including consideration of sale of alcohol | New concessions tenders launched, | Arrangements reviewed by the Community Services Committee and recommendations implemented for future concessions | New model of concessions enabling new local businesses is taken forward and reviewed. |
| 1.4 Work well digitally and support digital access for all | Utilised the Town Council's website for ticket purchases for Mayor's joint fundraiser event, providing an insight into potential future uses of the website where payments are concerned Established a Town Council Instagram account, helping digital communications reach a wider | | More work on this planned in year 2. |

| Description | Achieved Jan - Apr 2024 | Implementation May 24 - Apr 2025 | Outcomes |
|--|---|---|---|
| | audience and assisting with the rollout of the Town Council's annual communications schedule as agreed in November 2023 | | |
| 1.5 Understand options to improve visitor accommodation in the town, including identifying any role the Town Council can take | | The Working Group for STC's 25 th Anniversary and the next 25 years considers visitor accommodation as part of its brief | The Working Group consider how visitor accommodation within the town can be improved. |
| 2.1 Help create a new community centre and space in the town centre, based upon need and including creative centres and workspaces | | The Working Group for STC's 25 th Anniversary and the next 25 years considers needs for a community centre | The Working Group consider needs for a community centre and how they can be achieved. |
| 2.2 Work with stakeholders to champion more affordable housing and quality jobs for young people in the town | | | More work on this is planned in year 2. |
| 2.3 Successfully deliver 15 projects that enhance the town between 2023-2027 | The Community Services Committee is monitoring this | The Community Services Committee will be monitoring this One of these is D-Day celebrations Another is actions relating to seafront and camper van parking | The Community Services Committee is overseeing the delivery of this priority and receives updates at each of its meetings on the projects log, including those completed |
| 3.1 Make South Hill Barn the best space it can be in its location, including being an environmental exemplar | Third meeting of the South Hill Barn Working Group – stakeholder inputs. Work on 'brief' – document of evidence for Full Council | Meetings 4, 5 and 6 of working group Full Council considers findings | The South Hill Barn Working Group completes its work and the findings are considered by Full Council |
| 3.2 See how best the toilets the Town Council owns can be maintained and improved | | Tender for toilets cleaning issued Arrangements are monitored Accessible, compostable toilet units are relocated within the town Martello Toilets refurbishment is completed The Changing Places Unit is opened | New arrangements for cleaning and maintenance are put in place. Improvements are made to the Martello Toilets facility Accessible and compostable toilet facilities are introduced at two sites in the town, enhancing those sites Introduction of the Town Council's first changing places facilities within the town |

| Description | Achieved Jan - Apr 2024 | Implementation May 24 - Apr 2025 | Outcomes |
|--|--|---|--|
| 3.3 See how the provision to improve wire bins and other changes to improve beach safety | | | More work on this is planned in Year 2. |
| 3.4 Explore an appropriate increase in facilities at the western end of the seafront. | | | More work on this is planned in Year 2. |
| 4.1 Work with community to champion change for the A259 incl Bishopstone Junction | | At appropriate stage in ESCC consultation and implementation, STC Planning and Highways Committee considers this matter and makes recommendations to Full Council | STC takes further steps in seeking improvements to the A259. |
| 4.2 Maximise the effectiveness of STC's engagement, consultation, stakeholder groups and partnership working | Regular meetings of new stakeholder groups. | Annual review of the Town Council's Outside Bodies undertaken Report to Full Council on upcoming Communications Strategy. Once Full Council has considered, strategy will be developed and implemented Consultations on Lewes Local Plan, South Downs National Park Local Plan and consideration of review of the Seaford Neighbourhood Plan | New Communications Strategy is developed. STC able to feed into the local plans of other local authorities STC prepared for review of the Seaford Neighbourhood Plan |
| 5.1 Create a new business plan for Seaford Head Golf Course | | Present a report to the Golf and The View Committee on how the plan will be developed. Plan is developed and reports to Committee and Full Council in early 2025. | Work begins on the new business plan for the golf course. |
| 5.2 Management of risk and good governance | Risk Register and Internal Controls reviewed by Full Council Begin review of lease systems Proposals for review of Town Council Committees agreed at Full Council Staffing Structure review has begun | Completion and implementation of the results of the: Staffing Structure Review Lease Systems Review Committee Structure Review | Strong risk management and effective governance. |
| 5.3 Financial Management | Completion of the VAT return Revised and improved the Discretionary Grants Policy | Council considers priorities for Community Infrastructure Levy (CIL) funds. Year End completed | Effective Financial Management is in place. |

| Description | Achieved Jan - Apr 2024 | Implementation May 24 - Apr 2025 | Outcomes |
|--|--|--|--|
| | Budget agreed and level of precept set | AGAR submitted Internal Audits carried out and options presented for consideration of future internal audit arrangements External Audit completed | |
| 5.4 Policies | | Program of policy reviews for 2024 - 2025 agreed at Full Council Program is implemented. | Council Policies are reviewed and updated. |
| 6.1 'Future proofing' the town | | | More work is planned on this in year two. |
| 6.2 Improve access to advice for residents on building initiatives | | | More work is planned on this in year two, |
| 6.3 Explore how best community groups and residents can use our green spaces | | Report to Community Services Committee on current community involvement on green spaces with recommendations for Council to consider Implement recommendations agreed by Full Council as a result of the above | Further progress is made in enabling more community activity to take place on the green and open spaces owned by the Town Council. |
| 6.4 Create and implement climate policy/ies that will embed environmental considerations into the work of the Council. | Climate Emergency Policy agreed Preparations for the policy to go live. | New policy becomes effective Develop climate action plan, including actions for this year and including proposals for how environmental consideration of Town Council decisions and activities will be undertaken | Climate Emergency Policy is live and its implementation is supported and measured by a climate action plan Environmental consideration of decisions and activities are in place |



Seaford Town Council

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| Report No: | 05/24 |
| Agenda Item No: | 11 |
| Committee: | Full Council – Annual Meeting |
| Date: | 9th May 2024 |
| Title: | 2024 – 2025 Committee Membership |
| By: | Georgia Raeburn, Governance Manager |
| Purpose of Report: | To appoint members to committees and sub-committees, appoint the Chairs and Vice-Chairs, and consider the appointment of any new committees |

Recommendations

Full Council is recommended:

1. In advance of the meeting, for councillors to give the Governance Team an indication of their preferences for committee membership by email to meetings@seafordtowncouncil.gov.uk
2. At the meeting, to approve the Committee Structure as presented with report 05/24, noting that a review of the structure will be taking place during the 2024 – 2025 municipal year.
3. To appoint members to the standing committees and sub-committees (excluding the Appeals Committee membership).
4. To appoint Chairs to the relevant committees.
5. To appoint Vice-Chairs to the relevant committees.
6. To appoint members to the stand-alone Appeals Committee.
7. To appoint the Chair and Vice-Chair of the Appeals Committee.

1. Committee Structure

- 1.1 In accordance with its Standing Orders, the Town Council is required to review its committee structure annually and then appoint membership of those committees.

- 1.2 The annual review of the structure includes agreeing which committees and sub-committees to have in the structure, the number of seats on each committee and any non-councillor appointments to committees.
- 1.3 As per report 183/23 presented to Full Council at its March meeting, the Committee Structure is being reviewed during the 2024 – 2025 municipal year. As such, it is recommended that there are no changes made to the structure at this point in time, with the review being the method in which to identify, assess and introduce necessary changes.
- 1.4 The committee structure is shown at **Appendix A**.
- 1.5 Appendix A also confirms the suggested number of seats for each committee (based upon the usual number appointed each year) and those that include non-councillor membership – this being the two Seaford Head Golf Club representatives on the Golf & The View Committee.
- 1.6 As per 1.3 above, it is officers understanding that there will be no changes to the structure at this point in time.

2. **Appointing Membership**

- 2.1 Councillors are invited to nominate themselves for any committee or sub-committee seats that they would like to. Councillors need not be a member of the parent committee in order to sit on a sub-committee.
- 2.2 The current membership list is included at **Appendix B**.
- 2.3 For clarity about the business transacted by each committee/sub-committee, please see **Appendix C** – Town Council Committee Responsibilities. Alternatively, look at the agendas and minutes of recent meetings that are available to view on the Town Council's website.
- 2.4 Appendix B also gives an indication as to the aptitudes that councillors sitting on the committees may possess. This is purely indicative and is not a set of criteria or an exhaustive list.
- 2.5 It is important that committees have a diverse membership and in doing so, a membership that are able to represent the views of the number of different communities and user groups within the town.
- 2.6 If councillors would like more information about the commitment being made with certain committees, please speak with the Town Clerk about this.

- 2.7** One point to note is that due to the terms of reference of the committees and the business being discussed, members may only stand on one of the following committees/sub-committee; Personnel, Disciplinary/Grievance or Appeals.
- 2.8** As a standalone committee, the Appeals Committee will also ideally have members who are not Chairs of other committees. It is therefore recommended that the Appeals Committee have members appointed as the final item of business of this report.
- 2.9** To assist with preparation and discussion on the night, please can any councillors wishing to be appointed to committees inform the Governance team in advance of the meeting by email to meetings@seafordtowncouncil.gov.uk who will make a note of all requests.
- 2.10** This will then be issued at the meeting for members to vote on appointments; where there are more members requesting to join a committee than seats on said committee, Full Council will need to discuss this.

3. Appointing Chairs and Vice-Chairs

- 3.1** Once committee membership has been allocated (excluding the Appeals Committee, as above) Full Council will need to elect a Chair and Vice-Chair for each of the relevant committees.
- 3.2** It is the usual practice at the Town Council for a councillor to only hold one Chair position; this is so as to not risk any one councillor taking on an unproportionate workload and also for effectiveness i.e. more councillors forming part of the Chairs Committee Management Group or to be consulted with as part of any decision-making process outside of meetings, and also if that councillor is incapacitated for any reason, it is only one Chair that is out of action.
- 3.3** Attached at **Appendix D** is the overview of the roles and responsibilities of the Chair roles, just for councillor's information.
- 3.4** There is also a Committee Chair's Management Group Policy that is available to view on the [Town Council's website](#), that sets out the purpose and activities of this group that certain Chairs automatically become a part of.

4. Appeals Committee

- 4.1 To confirm, the Appeals Committee membership and then Chair and Vice-Chair appointments will be the final items of business to be determined.
- 4.2 Members of the Appeals Committee should not be:
 - (a) Members of the Personnel Committee or Disciplinary / Grievance Sub-Committee, or
 - (b) A Chair or Vice-Chair of another committee or sub-committee (ideally).
- 4.3 This is in order to reduce the risk of a conflict of interest arising in any appeals presented to the Committee as a result of having been involved in the matter previously.
- 4.4 The Appeals Committee only meets as and when there is an appeal to be considered.

5. Financial Appraisal

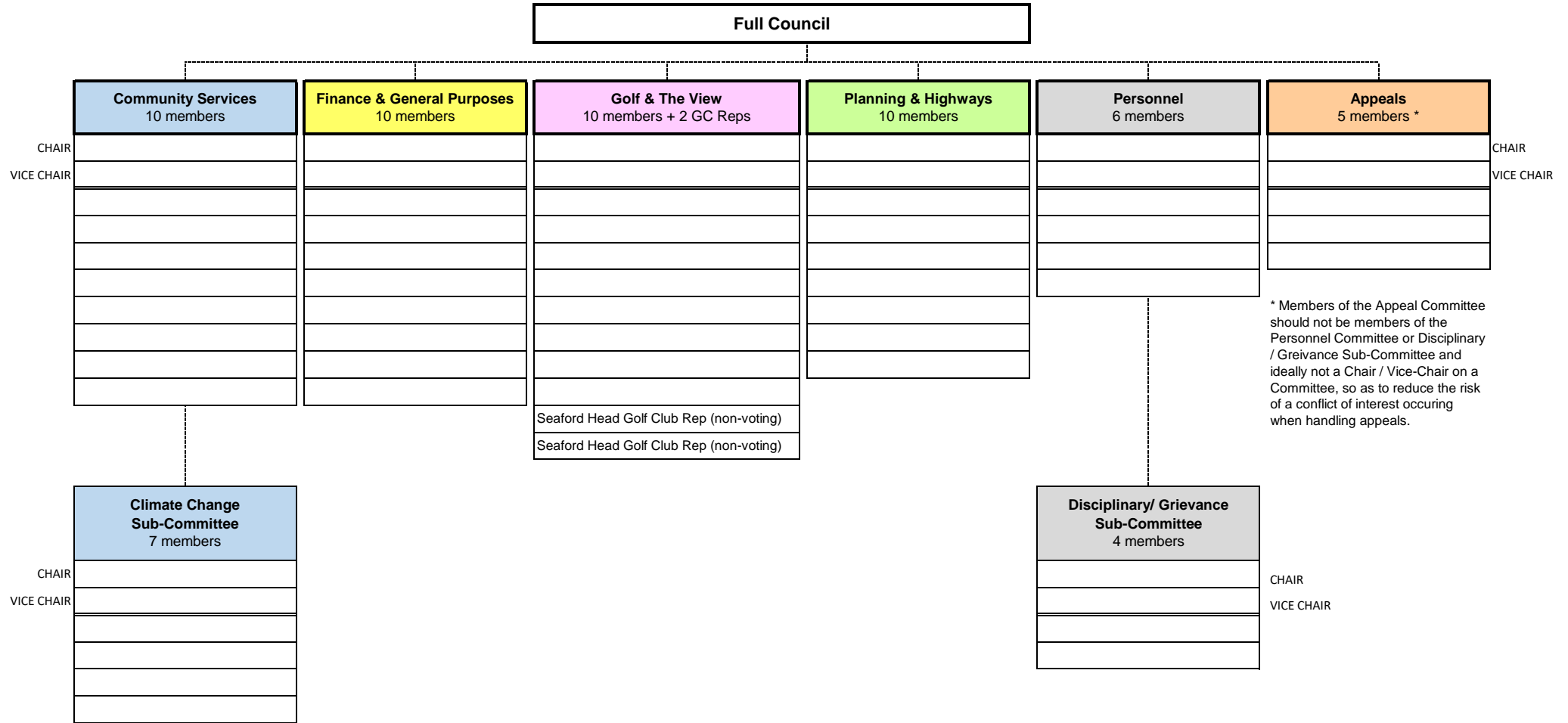
- 5.1 There are no direct financial implications as a result of this report.

6. Contact Officer

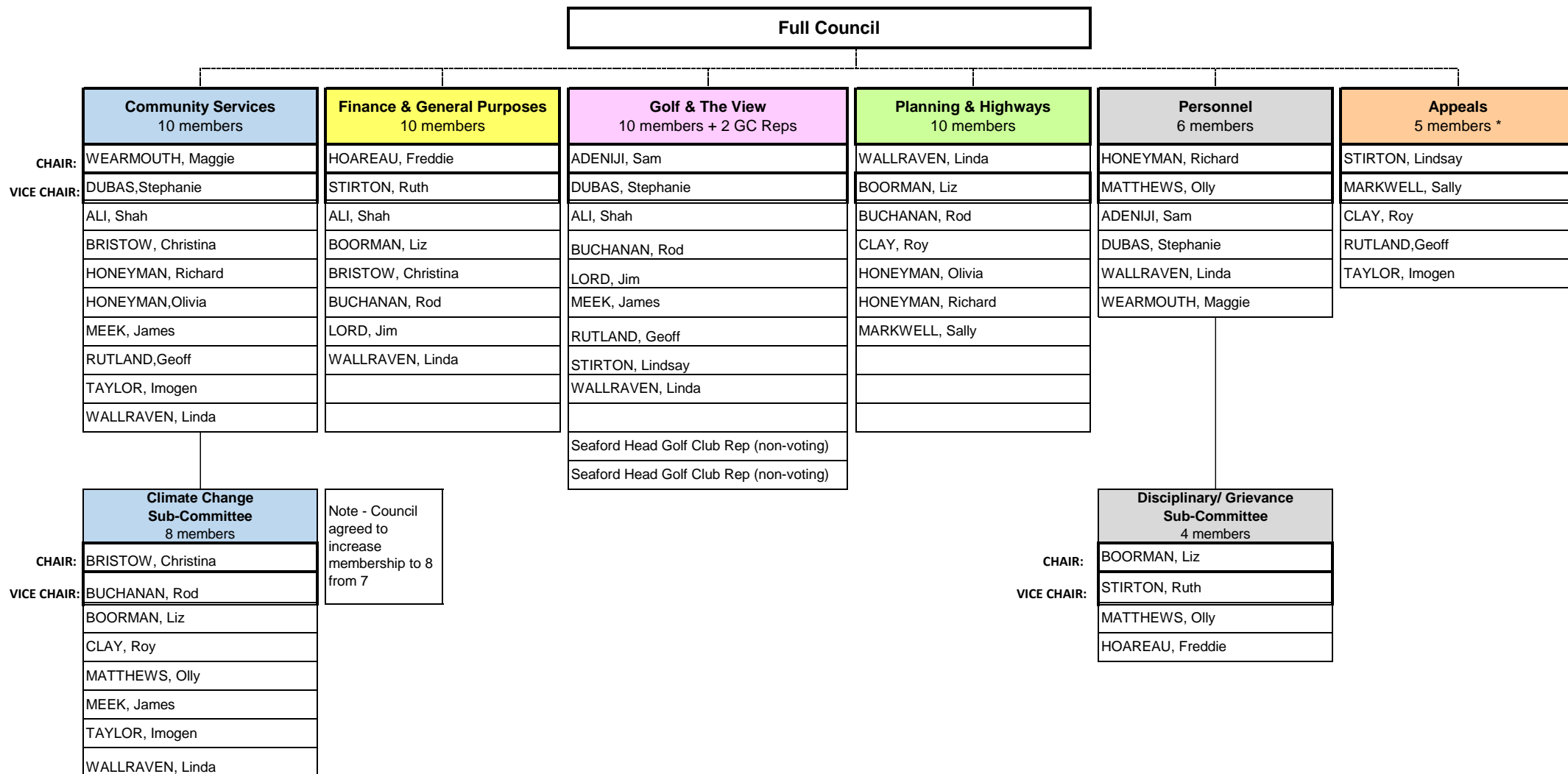
- 3.1 The Contact Officer for this report is Georgia Raeburn, Governance Manager.
- 3.2 Although, please note that any committee preferences should be sent to the Governance team at meetings@seafordtowncouncil.gov.uk

Town Council Committee Structure and Membership 2022 - 2023

Town Council Committee Structure and Membership 2024 - 2025



* Members of the Appeal Committee should not be members of the Personnel Committee or Disciplinary / Grievance Sub-Committee and ideally not a Chair / Vice-Chair on a Committee, so as to reduce the risk of a conflict of interest occurring when handling appeals.





Committee Responsibilities

Below is an indicative list of responsibilities that each of the Town Council's Committee and Sub-Committees hold. Some items of business may be considered at each meeting and some may only appear once a year, if at all.

The idea is to give councillors a good insight as to the type of business they would be handling with each committee and the opportunity to assess if you think you are suitable and that the committee appeals to your areas of interest as a councillor.

| Community Services | Climate Change |
|--|--|
| <ul style="list-style-type: none"> • Town Council-owned open and green spaces: parks and recreation grounds, seafront, Seaford Head Nature Reserve etc. • Town Council-owned properties: The Crypt, sports pavilions/clubhouses • Town Council facilities: benches, CCTV, toilets, bins, water refill stations etc. • Related projects and development plans • Town Council events • Concessions • Community Services budget monitoring and setting • Review of relevant policies <p>Meets: quarterly, Thursday evenings</p> <p>Aptitudes: knowledge of and passion for Seaford, engaging with the public and representing their views/needs, pragmatic decision-maker</p> | <ul style="list-style-type: none"> • Town Council's Climate Emergency Declaration: <ul style="list-style-type: none"> ◦ Identifying and planning actions to take / projects to devise ◦ Policy creation, monitoring and evaluation ◦ Public engagement and involvement ◦ Implementation of actions throughout the Town Council • Climate Change financial implication monitoring and potential budgetary requests <p>Meets: quarterly, Thursday evenings</p> <p>Aptitudes: knowledge of and passion for Seaford and climate change, committed to seeing through longer term projects and implementing organisational change, problem-solving, engaging with the public and representing their views/needs</p> |

| Finance & General Purposes | Golf & The View |
|---|--|
| <ul style="list-style-type: none"> • Monitoring the whole council financial performance • Recommending the whole council draft budget for approval • Annual financial grants scheme • Monitoring bad debts and write off of debts • Reviewing financial systems and internal controls • Internal audit arrangements • Civic & ceremonial matters • Electoral matters • Review of relevant policies <p style="text-align: center;">Meets: quarterly, Thursday evenings Aptitudes: financial acumen, inquisitive, professionalism, attention to detail</p> | <ul style="list-style-type: none"> • Seaford Head Golf Course operations • Golf Professional Service (outsourced) • The View Service (outsourced) • Liaison with Seaford Head Golf Club • Golf & The View budget monitoring and setting • Review of relevant policies <p style="text-align: center;">Meets: quarterly, Tuesday evenings Aptitudes: business acumen, hospitality/sport experience, knowledge of Seaford</p> |
| Personnel | Planning & Highways |
| <ul style="list-style-type: none"> • Staffing updates and matters including: staff structure/roles/terms, appraisals, pay increases, training etc • Review of relevant policies <p style="text-align: center;">Meets: bi-annually, Thursday evenings Aptitudes: professionalism, confidentiality, resilience, impartiality</p> | <ul style="list-style-type: none"> • Planning and tree works applications within the town • Highway and traffic matters • Local and regional plans • Planning related consultations <p style="text-align: center;">Meets: tri-weekly, Thursday evenings Aptitudes: knowledge of Seaford, reviewing (online) planning documents, passionate about design, future and communities of Seaford</p> |
| Disciplinary / Grievance | Appeals |
| <ul style="list-style-type: none"> • Handling disciplinary or grievance matters <p style="text-align: center;">Meets: as and when required Aptitudes: professionalism, confidentiality, resilience, impartiality</p> | <ul style="list-style-type: none"> • Considering and resolving appeals submitted <p style="text-align: center;">Meets: as and when required Aptitudes: professionalism, confidentiality, resilience, impartiality</p> |



Seaford Town Council

Committee Chair Role and Responsibilities

Role

- 1) To chair the meetings of the committee.
- 2) To work collectively via the Committee Chairs Management Committee (CCMG) to keep informed on Town Council functions.

Responsibilities

Meetings:

- 1) To manage committee meetings including public participation, ensuring discussion and any decisions are relevant to specified items on the published agenda.
- 2) To ensure committee meetings are introduced to attendees, following the Town Council's meeting guidance.
- 3) In the event of a guest speaker(s) attending a committee meeting, to make the speaker(s) feel welcome and to facilitate questions.
- 4) To move meetings through the agenda, complying with Standing Orders.
- 5) To use the casting vote, in the event of a tied vote.
- 6) To check draft minutes of the relevant committee meetings prior to them being published.
- 7) To communicate regularly with the relevant committee officer to discuss committee meeting agendas to support meeting preparation.
- 8) To attend and take part in monthly meetings of the CCMG (with the exception of the Chairs of Appeals and Disciplinary/Grievance), complying with the adopted CCMG policy.

Members and Officers:

- 9) To professionally work with Town Council officers on procedural and legal matters that may arise, including seeking officer advice as required.
- 10) To act as a conduit between committee members and officers to help harness and maintain an effective and positive working environment.

Specified within Town Council Policy:

All Committee Chairs

- 11) To be aware of and observe the Town Council's Standing Orders.
- 12) To manage public participation in committee meetings, in accordance with the Town Council's Public Participation Policy.
- 13) To be involved in the Town Council's tender selection process on tenders relevant to committee, if required, in accordance with the Town Council's Financial Regulations.

Chair of Golf and The View

- 14) To be consulted on referred or unsuccessfully concluded complaints regarding The View or Seaford Head Golf Course, in accordance with the Town Council's Complaints Procedure.

Chair of Finance and General Purposes

- 15) To be familiar with and observe the Town Council's Financial Regulations.
- 16) To be notified of any discrepancies relating to the Town Council's debit card monthly reconciliations, in accordance with the Town Council's Purchase Ordering and Payment for Goods and Services Policy.

Chair of Personnel

- 17) To approve, with the Mayor of Seaford, any additional hours requested or worked by the Town Clerk, in accordance with the Town Council's Additional Hours Policy.
- 18) To appraise the Town Clerk, with the Mayor of Seaford, in accordance with the Town Council's Appraisal Scheme Policy.
- 19) To receive any complaints of bullying and/or harassment from employees against the Town Clerk, in accordance with the Town Council's Dignity at Work Policy, after which it may refer to processes set out within the Town Council's Grievance Policy.
- 20) To assist the Mayor of Seaford with handling complaints regarding the Town Clerk, in accordance with the Town Council's Complaints Procedure and Disciplinary Procedure.
- 21) To receive any grievances raised by the Town Clerk and hold an initial informal meeting with the employee raising the grievance to discuss the nature of the grievance, in accordance with the Town Council's Grievance Policy. In the case of the Town Clerk raising a grievance against the Chair of Personnel, this stage is undertaken by the Mayor of Seaford.

Chair of Grievance/Disciplinary

- 22) To receive and deal with any formal grievances raised by or against the Town Clerk, in accordance with the Town Council's Grievance Policy.
- 23) To take steps in arranging, with relevant officers, Grievance Sub-Committee meetings and employee hearings. Including the seeking of external professional support for the meeting(s). In accordance with the Town Council's Grievance Policy.
- 24) To lead on investigating grievances, reporting back to the Grievance Sub-Committee, in accordance with the Town Council's Grievance Policy.
- 25) In the case of the Town Clerk being disciplined, to state at the disciplinary meeting the complaint against the Town Clerk and go through the gathered evidence. In accordance with the Town Council's Disciplinary Procedure.

Chair of Appeals

- 26) To receive and bring to the Appeals Committee any appeals made by an employee against a disciplinary decision, in accordance with the Town Council's Disciplinary Procedure.
- 27) To receive and bring to the Appeals Committee any appeals made by an employee against a grievance decision, in accordance with the Town Council's Grievance Procedure.
- 28) To receive and bring to the Appeals Committee any appeals made by any individual that cannot be handled by the Town Clerk and so long as this is not appealing a decision of the Full Council.

Chair of Community Services

No responsibility specified within Town Council Policy.

Chair of Planning & Highways

No responsibility specified within Town Council Policy.

General:

- 29) To commit a standard level of availability for contact during the year (save for where illness or other similar unexpected factors come into force).
- 30) To 'lead by example' as a councillor by complying with the Code of Conduct and to assist with the promotion of best practise and support of fellow councillors.
- 31) To understand and respect that the position of committee chair has no delegated powers or any powers to act on or make decisions on behalf of the Town Council.

Duties: None, unless specifically delegated

COMMITTEE VICE CHAIR

Role

- 1) To deputise the Committee Chair's role above.

Responsibilities

- 1) To chair committee meetings in the absence of the Committee Chair, encompassing all of the Committee Chair's responsibilities above.
- 2) To work closely with the Committee Chair to be informed of committee activity, and to ensure continuity should it be necessary for the Vice Chair to deputise in the Chair's absence.

Duties: None, unless specifically delegated

Reviewed: April 2024

Next review date: April 2025



Seaford Town Council

| | |
|---------------------------|--|
| Report No: | 06/24 |
| Agenda Item No: | 12 |
| Committee: | Full Council – Annual Meeting |
| Date: | 9th May 2024 |
| Title: | 2024 – 2025 Representation on Outside Bodies |
| By: | Isabelle Mouland, Assistant Town Clerk |
| Purpose of Report: | To review the Town Council’s representation on outside bodies and appoint representation for the 2024 – 2025 Municipal Year |

Recommendations

Full Council is recommended:

1. To consider the draft Town Council’s Representation on Outside Bodies Policy (revised policy at Appendix A).
2. To note the reports submitted from representatives and outside bodies for the 2023 – 2024 Municipal Year (reports at Appendix B).
3. To consider the recommendations of changes to outside bodies listed under 2.11 and 2.12 of the report (summarised at Appendix C).
4. To appoint councillors to represent the Town Council on its outside bodies for the 2024 - 2025 Municipal Year (set out in Appendix C).

1. Introduction

- 1.1 In order to strengthen communication and partnership working with external community bodies, the Town Council appoints councillor representatives to a number of pre-agreed organisations (known within the Town Council as ‘outside bodies’). These outside bodies are either based in Seaford or, if not, have work that directly affects the town, its businesses, visitors and/or residents.

- 1.2 The Town Council's Standing Orders state that, at its Annual Meeting, the Town Council will review its formal representation on any outside bodies and the arrangements for the representatives to report back.

2. Outside Body Review

- 2.1 In preparation for the meeting, a number of steps have been taken to assist Full Council in undertaking the necessary reviews.

Town Council's Representation on Outside Bodies Policy Review

- 2.2 Officers have undertaken a review of the Town Council's Representation on Outside Bodies Policy (Appendix A), which sets out the role of an outside body representative, the limitations and the reporting requirements.
- 2.3 Recommended updates have been made using tracked changes.
- 2.4 To confirm, the recommended updates are:
- (a) Section 3.4 - inclusion that Town Council representatives can ask Town Council staff to circulate outside body updates.
 - (b) Section 3.5 – removed as repeated in 3.6.
 - (c) Section 4.1 Minutes of Meetings – added that any minutes of meetings received by a representative can be sent to Town Council officers for forwarding on to all town councillors, or circulated to all town councillors from the representative directly.
 - (d) Section 4.1 Email Updates – added that representatives may forward all town councillors regular email updates or request that Town Council officers circulate updates to all town councillors on their behalf. This is a quick and easy way to feedback current information from an outside body, requiring minimal officer input if necessary. To support representatives, Town Council officers will send regular reminders inviting updates for circulation.
 - (e) Section 4.1 Annual Reports – changed to show that questions are emailed to Town Council representatives and that updates shared are used to give Full Council as much detail as possible on the outside bodies to help town councillors to decide if an outside body partnership with the Town Council should continue and if representation should increase/decrease or change.

2023 – 2024 Representative and Outside Body Written Reports

- 2.5** Councillors appointed to represent the Town Council on outside bodies are required to provide a formal written report at the end of the municipal year.
- 2.6** This year, officers have also sought information directly from outside bodies to support this report and ensure that town councillors continue to have as much information about outside bodies as possible, even where the Town Council representative has been unable to submit an annual report.
- 2.7** This report ensures that the Town Council is receiving key updates from these bodies and has an opportunity to review the representation based on up-to-date information.
- 2.8** This process also assists with the appointment of representatives for the following municipal year by ensuring clarity for town councillors as to the purpose and activities of each of the bodies, and the role and level of involvement that may be expected of the representative.
- 2.9** The table at Appendix B lists the outside bodies, the 2023 - 2024 Town Council representatives and the reports that have been returned either from the representative or outside body.
- 2.10** Representatives are encouraged in the written reports to make any recommendations relating to the arrangements for their specific outside body/bodies.
- 2.11** Full Council is now asked to consider these Town Council representative and outside body recommendations, as set out below:
- (a) Access Seaford:** A request from Access Seaford to increase representation from one Town Council representative to two so that there is continuity, should a representative be unable to attend a meeting – a recommendation that can be CONSIDERED by Full Council.
 - (b) Community Rail Partnership:** Has noted that only one representative is required, however that a substitute can be sent should the representative be unable to attend. It is recommended that the Town Council appoint one representative, but also considers appointing a substitute who will attend meetings should the appointed representative be unavailable – a recommendation that can be CONSIDERED by Full Council.

- (c) **Crouch Bowling Club:** The Crouch Bowling Club has requested regular Greens Meetings at the Town Council offices, inviting the Crouch Bowling Club and ID Verde to discuss upkeep of the green and grounds maintenance – this request will be handled by relevant Town Council officers.
- (d) **Environment Agency Meetings:** To NOTE that the name of this group has changed to Seaford Beach Users/Stakeholders Group. It is recommended that one representative may suffice, instead of the previous two – a recommendation that can be CONSIDERED by Full Council.
- (e) **Plastic-Free Seaford Steering Group:** Has requested that representation is reduced from three to two – the Town Council is recommended to appoint two representatives to the Plastic-Free Seaford Steering Group.
- (f) **Seaford Head Golf Club:** The Town Council’s representative has recommended that Seaford Head Golf Club may not need a Town Council representative due to the Club’s close working relationship with Town Council officers – a recommendation that can be CONSIDERED by Full Council. It should also be noted that the Club is represented as part of the Town Council’s Golf and The View Committee, which does allow a quarterly chance for updates.
- (g) **Seaford Traders Group:** Has reported that representation is possibly not required, however then mention that they could invite councillors as and when necessary. Officers would recommend that a representative is formally appointed to this outside body so that any invitations or feedback requested are actioned through a Town Council representative – a recommendation that can be CONSIDERED by Full Council.
- (h) **Strengthening Local Relationships (SLR):** A Town Council representative has requested that meetings be more frequent. Officers would like to advise that the SLR Terms of Reference state that parish and town councils may only have up to two meetings per year. It is however recognised that the Town Council has (within the last two years) only arranged one meeting per year and officers will

ensure to book in two meetings going forward – to be NOTED by Full Council.

- (i) **Trees for Seaford:** Has requested that the number of representatives decrease from two to one – the Town Council is recommended to appoint one representative to Trees for Seaford.

Officer Feedback

2.12 Officers may also identify possible changes to the outside body arrangements mid-year and will present them for consideration as part of this annual review. The recommendations for this review are set out below:

Outside Bodies recommended for removal:

- (a) **Community Safety Action Group (CSAG):** No representation was appointed last year, no request from the outside body for a representative has been received since nor any communications to/from the outside body throughout the year, it is recommended to remove the outside body from the list – a recommendation that can be CONSIDERED by Full Council.
- (b) **Community Transport – Lewes Area (CTLA):** No representation was appointed last year, no request from the outside body for a representative has been received since nor any communications to/from the outside body throughout the year, it is recommended to remove the outside body from the list – a recommendation that can be CONSIDERED by Full Council.
- (c) **Cuckmere Estuary Group:** This outside body disbanded last year; it is recommended that the outside body is removed from the list – a recommendation that can be CONSIDERED by Full Council.
- (d) **Seafriends:** No representation was appointed last year, no request from the outside body for a representative has been received since nor any communications to/from the outside body throughout the year, it is recommended to remove the outside body from the list – a recommendation that can be CONSIDERED by Full Council.
- (e) **Seaford Senior's Forum:** There was no activity last year and the appointed representative has received no communication from the outside body, it is recommended to remove the outside body from the list – a recommendation that can be CONSIDERED by Full Council.

- (f) **Stakeholders Group on Health Issues:** This outside body has been organised internally with appointed representatives, Town Council officers and health stakeholders. It is recommended that, to strengthen recognition of the Group, this be removed from the outside bodies list and added to the Town Council's Working Groups. If agreed, a report will be presented at the next Full Council meeting to confirm the Working Group's Terms of Reference and appoint Town Council members to the Group – a recommendation that can be CONSIDERED by Full Council.
- (g) **Youth Task Group:** No representation was appointed last year, no request from the outside body for a representative has been received since nor any communications to/from the outside body throughout the year, it is recommended to remove the outside body from the list – a recommendation that can be CONSIDERED by Full Council.

Outside Bodies recommended for adding:

- (h) **Chyngton Brooks Project:** Following the disbanding of the above Cuckmere Estuary Group, the Town Clerk was contacted with details of a similar group, the Chyngton Brooks Project. It is recommended that the Town Council adds the Chyngton Brooks Project to its list of outside bodies and appoints two representatives – a recommendation that can be CONSIDERED by Full Council.
- (i) **Save Seaford's Swifts:** The Town Council's Climate Change Sub-Committee has recommended that Save Seaford's Swifts is added to the list of outside bodies and one representative appointed – a recommendation that can be CONSIDERED by Full Council.

2.13 Appendix C summarises the above recommendations in a table for ease of considering these in the meeting.

Bishopstone United Charities

2.14 Due to its unique arrangement – in that councillor representatives become charity trustees - Bishopstone United Charities is highlighted within this report.

2.15 Bishopstone United Charities is responsible for the maintenance of a listed building within Bishopstone Village (Eadric House) and the welfare of the two Almshouse tenants.

2.16 The charity's constitution requires that the Town Council nominates two representatives that sit on the charity as a trustee – the representative is therefore pivotal in the operation and decision-making of the charity.

2.17 Since 2019, a former councillor has continued to act a chosen Town Council representative, due to their experience in this role and continued commitment to the charity. This former councillor has expressed that they are happy to continue in one of the two representative positions.

2.18 As a result of the above, previous experience as a trustee or with almshouse management will be beneficial for this appointment.

3. 2024 – 2025 Representation

3.1 To confirm, the table at Appendix C sets out the outside bodies and representative numbers that are to be appointed by Full Council at this meeting.

3.2 Any town councillors looking for further information on the positions, the groups and/or the commitment entailed, are recommended to speak with the current town councillor representative/s, where possible, or failing that, with the Assistant Town Clerk.

3.3 To assist with preparation and discussion on the night, any town councillors wishing to be appointed to represent an outside body may inform the Assistant Town Clerk in advance of the meeting, who will make a note of all changes.

3.4 This will then be issued at the meeting for Full Council to vote on appointments; where there are more town councillors requesting to act as representative than the current allocated number, Full Council will need to discuss this.

4. Financial Appraisal

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

5. Contact Officer

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



Seaford Town Council

Council Representation on Outside Bodies

| | |
|--|---|
| Policy Ref. | Co2 |
| Date Last Adopted | May 2021 |
| Date of Next Review | 2024-2025 |
| Possible Prompts for Earlier Review | <ul style="list-style-type: none">• Use of the policy and areas for improvement identified• Change in legislation and/or codes of practice |
| Previous Adoption Dates | April 2018 September 2015 |
| Author | Assistant Town Clerk |

Town Council Representation on Outside Bodies

1. Introduction

1.1 Seaford Town Council has Town Council Representatives on a variety of outside bodies within the local area. Representation may be for a number of reasons such as;

- ∂ The work of the outside body or group directly affecting Town Council business, services, land or property;
- ∂ The body or group specifically requesting a Town Council representative;
- ∂ It being considered key that the Town Council is aware of, and where appropriate involved in, the work the body or group is undertaking due to its impact on the town, its residents or visitors;
- ∂ The body or group being an opportunity to liaise with other external companies or authorities in the interest of the town, its residents or visitors;
- ∂ The Town Council having a financial interest or commitment with the body or group and/or its function.

1.2 The outside bodies generally fall in to one of the following categories;

- ∂ A local voluntary community group or organisation;
- ∂ A local charity;
- ∂ A larger association that has an impact on the business of the Town Council or town;
- ∂ A liaison meeting with other companies or local authorities;
- ∂ A management committee/society managing either Town Council-owned land or properties, or that the Town Council is in some way financially connected with.

2. The Role of the Town Council Representative

2.1 A Town Council representative represents the Town Council as a whole, rather than acting in personal capacity. This means that the representative must always act in accordance with Town Council policies and procedures, the member's Code of Conduct and bear in mind the limitations of the Town Council as a corporate body.

2.2 The representative allows its outside body to gain access to the expertise and knowledge of the Town Council and also ensures that the Town Council is kept up to

date with the actions and future plans of the body. The aim is that all interested parties are working together and communicating effectively for the benefit of Seaford, its residents and visitors.

2.3 The representative may choose to be an active participant in the work of the outside body if they wish to e.g. carrying out project work, attending events and other voluntary duties. This is providing doing so does not contravene any Town Council policies or conflict with the member's Code of Conduct. The representative will also need to be mindful of how their participation is recorded/promoted as a Town Council representative, as this is likely to be read as the Town Council being in support of the project/activity. Representatives should speak with the Town Clerk as soon as possible if they are at all unsure of anything concerning this.

At the same time, there is no expectation from the Town Council that the representative become more directly involved with the outside body, beyond their role as Town Council representative.

2.4 The representative should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend. The representative may ask another ~~T~~Town ~~C~~Councillor to observe the meeting for them if the outside body is willing.

2.5 Town Council representatives will be appointed at each Annual Meeting of the Council, usually held early to mid-May.

2.6 Where another town councillor that is not the appointed Town Council representative wishes to liaise or work with the outside body, it will be courteous to inform the representative beforehand. Similarly, outside bodies wishing to make contact with other councillors regarding working alongside the body is advised to do so through, or in consultation with the appointed representative. This is recommended even if the other councillor/s are doing so in an individual capacity rather than as a town councillor.

3. Limitations

3.1 It is vital that the representative and the body itself understand the limitations of the Town Council representative.

3.2 A Town Council representative cannot commit Town Council resources or support, whether financial or 'in kind', to an outside body. If anything of this nature is requested it should be brought back to the Town Council for consideration.

3.3 Administrative support by Town Council staff is not available to outside bodies nor to Town Council representatives on outside bodies. Town Council representatives are responsible for carrying out the administration to support their own role.

3.4 An exception to the above is where Town Council staff can be asked to circulate updates from Town Council representatives, and at liaison or management committee meetings where Town Council Officers may be present.

~~3.5—Any request for a Town Councillor to act as a representative on an external group shall be handled in accordance with this policy, save for where it can be clearly evidenced that the councillor is attending the group in their personal capacity and not representing the Town Council as a councillor. If there are concerns surrounding arrangements of this nature, these should be discussed with the Town Clerk in the first instance.~~

3.6 Any request for a ~~t~~Town ~~c~~Councillor to act as a representative on an external group shall be handled in accordance with this policy, save for where it can be clearly evidenced that the town councillor is attending the group in their personal capacity and not representing the Town Council as a town councillor (however please see section 3 above about consulting the appointed representative). If there are concerns surrounding arrangements of this nature, these should be discussed with the Town Clerk in the first instance.

4. Reporting

4.1 In order for both the outside body and Town Council to benefit from the representation it is important that regular updates are reported back to the Town Council by the representative.

The four methods considered most effective for reporting back are;

a Minutes of meetings;

Any minutes of meetings received by a representative ~~can~~should be sent to Town Council ~~o~~Officers for forwarding on to all ~~t~~Town ~~c~~Councillors or circulated to all town councillors from the representative directly. This is a very effective and efficient way of keeping the Town Council updated and also allows other members to pose any questions to the representative that they may have. Minutes of the outside body's meeting will only be shared where the body is in agreement with this. If the representative has any concerns

sharing the content of the minutes outside of the group, they should raise this with the Chair of the group and/or Town Clerk.

∂ Update reports to a Full Council or Committee meeting;

If the representative feels there is a matter that needs to be considered by Full Council or a cCommittee then in the first instance the Town Clerk should be approached. If it is then agreed that a report is made to Full Council or one of its cCommittees then Town Council oOfficers will liaise with the representative to arrange this.

∂ Verbal updates to a Full Council meeting;

Full Council agendas will include a standard agenda item providing the opportunity for any verbal updates from Town Council representatives on outside bodies. No decisions will be made as a result of these updates, although Full Council may ask for an update report to be submitted at a later meeting (as above). It is vital that updates made do not include any information that should not be in the public domain; if a councillor is uncertain, they should speak with the outside body first or failing that, the Town Clerk.

∂ Email Updates;

Representatives may forward all town councillors regular email updates or request that Town Council oOfficers ~~any email updates with a request for this to be circulated~~ updates to all tTown cCouncillors. This is a quick and easy way to feedback current information from an outside body, requiring minimal officer input if necessary. To support representatives, Town Council officers will send regular reminders inviting updates for circulation.

∂ Annual Reports;

All representatives will be required to submit an end of year report as part of the agenda for the Full Council's Annual Meeting. There ~~is a standard form for this report, available from the Town Council offices, and as much information as possible should be shared~~ are standard questions which will be emailed to Town Council representatives and the information shared will be used to give Full Council as much detail as possible on the outside bodies to help town councillors to decide if an outside body partnership with the Town Council should continue and if representation should increase/decrease or change.

5. Change of Representation

5.1 An outside body is free to reject a specific Town Council representative on the understanding that the replacement will be nominated by Town Council, not by the outside body. Repeated non-attendance at meetings without good reason is an example of valid grounds to reject a specific Town Council representative.

5.2 An outside body is free to inform the Town Council at any time that Town Council representatives are no longer required, if its constitution so allows.

5.3 A representative wishing to stand down from their role should first inform the outside body itself and then the Town Clerk, in writing. The Town Clerk, or in their absence the Assistant Town Clerk, will contact all town councillors by email with a view to agreeing a replacement. Where consensus cannot be reached by email, a report will then be taken to the next available Full Council meeting to appoint a replacement. Where possible/required, the Town Clerk will invite other councillors to substitute on this body until a representative can be formally appointed by Full Council.

Appendix B**Report No: 06/24**

| Outside Body | Representative/s | Report Ref |
|---|---|-------------------|
| Access in Seaford & Newhaven | Olivia Honeyman | A |
| Bishopstone United Charities | Linda Wallraven Penny Lower (non-cllr) | B |
| Chalk Coast National Nature Reserve | Christina Bristow | C |
| Citizen's Advice Bureau | Sally Markwell Lindsay Stirton | D |
| Community Rail Partnership | Roy Clay Richard Honeyman | E |
| Community Safety Action Groups (CSAG) | <i>Vacant</i> | - |
| Community Transport - Lewes Area (CTLA) | <i>Vacant</i> | - |
| Crouch Bowling Club | Sam Adeniji | F |
| Cuckmere Community Bus | John Edson (non-cllr) | G |
| Cuckmere Estuary Group – <i>Disbanded mid-year</i> | Roy Clay Maggie Wearmouth | - |
| East Sussex Association of Local Councils | Liz Boorman | H |
| Environment Agency Meetings | Roy Clay James Meek Lindsay Stirton | I |
| Impact Seaford | Christina Bristow Sally Markwell | J |
| Lewes Community Safety Partnership - Joint Action Group | Liz Boorman Maggie Wearmouth | K |
| Lewes District Assoc of Local Councils (LDALC) | Richard Honeyman | L |
| Mercread Youth Centre | Ruth Stirton | M |

| Outside Body | Representative/s | Report Ref |
|---|---|-------------------|
| Plastic-Free Seaford Steering Group | Rob Buchanan Roy Clay James Meek | N |
| Seafriends | <i>Vacant</i> | - |
| Seaford Allotments | Ruth Stirton | O |
| Seaford Chamber of Commerce | Sally Markwell James Meek Geoff Rutland | P |
| Seaford Community Partnership <i>(inc. SCP Ouse Valley Climate Action Project)</i> | Rod Buchanan Richard Honeyman | Q |
| Seaford Environment Alliance | Rod Buchanan | R |
| Seaford Head Golf Club | Stephanie Dubas | S |
| Seaford Head Nature Reserve Management Committee | Christina Bristow James Meek | T |
| Seaford Head Swimming Pool | Sam Adeniji | - |
| Seaford Senior's Forum | Imogen Taylor | - |
| Seaford Traders Group | Liz Boorman | U |
| Stakeholders Group on Health Issues | Sam Adeniji Liz Boorman Sally Markwell Imogen Taylor | V |
| Strengthening Local Relationships | Liz Boorman Freddie Hoareau Linda Wallraven | W |
| Trees for Seaford | Roy Clay James Meek | X |
| Youth Task Group | <i>Vacant</i> | - |

Outside Body Reports

A. Access Seaford– Responses from both Cllr Olivia Honeyman and Access Seaford

Meeting days, times, place: The meetings are held on the third Monday of the month at 6.30pm. There are no meetings in August or December. The venue is Cheney's Lodge in the Café, Sutton Avenue, Seaford.

How many meetings did you attend? I attended 7 meetings, I missed a few as the Lewes District Council meetings were on at the same time. Therefore, Cllr Richard Honeyman went as substitute for the meetings that I was unable to attend.

Principal activities and purpose: (Cllr Olivia Honeyman) To raise awareness of Access issues in Seaford and Newhaven.

(Outside Body) Too many problems are encountered by disabled people such as they can be disadvantaged by an inaccessible environment. We aim to raise awareness of disability issues in the local community and try to encourage making it possible for disabled people to have Access to facilities & services. An inclusive environment is one that can be used by everyone, regardless.

Achievements: (Cllr Olivia Honeyman) The group continues to raise awareness of access issues in for example: pubs, restaurants and various venues. They have continued to raise the issues of the lack of Accessible housing in the Lewes District.

The Access group members are in regular contact with officers and Cllrs at Seaford Town Council and Lewes District Council to try to resolve the access issues.

Any current issues of importance/current work significant to the Town Council: (Cllr Olivia Honeyman) The current issues that the group is working on is the lack of disabled parking bays in the town, plus the actual location of the bays in the car parks. The chair of the group was consulted on the Changing Places facility at the Martello Toilets.

(Outside Body) The opening of the Changing Places Toilet and the Martello complex for the summer season.

Areas of Concern: (Cllr Olivia Honeyman) There needs to be more awareness of access issues across the Seaford area.

Do you think representation should continue? (Cllr Olivia Honeyman) Yes.

(Outside Body) Yes we would appreciate continuing to have representation from STC, which has already been so helpful.

Is the number of representatives correct? (Cllr Olivia Honeyman) Yes.

(Outside Body) Two representatives should be sufficient, should one be unable to attend.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: (Cllr Olivia Honeyman) The Access group is a dedicated team who want to deal with Access issues.

Any other comments relating to this Outside Body: (Cllr Olivia Honeyman) This group works very hard gathering information and finding the right people to talk to, to resolve the access issues.

(Outside Body) Cllr Olivia Honeyman is a welcome representative, but regrettably now there is a clash with meetings.

B. Bishopstone United Charities – Responses from both non-cllr

Penny Lower and Bishopstone United Charities

Meeting days, times, place: (Penny Lower) Two or three meetings a year in Bishopstone (or as required).

(Outside Body) 2 x Trustee meetings per annum and the Annual General Meeting.

How many meetings did you attend? (Penny Lower) All

Principal activities and purpose: (Penny Lower) Oversee operation of BUC, a registered charity administering a pair of listed Almshouses. Providing accommodation for older residents of the locality.

(Outside Body) To alleviate poverty and disadvantage with the provision of affordable housing for qualifying local residents.

Achievements: (Penny Lower) Completion of major repairs to chimneys. Registering the Almshouses for the first time with Land Registry to establish ownership. Increasing insurance of the property and improving the return on financial reserves.

Any current issues of importance/current work significant to the Town Council: (Outside Body) Maintenance and repairs and ensuring a good quality of life for our beneficiaries is ongoing. This requires prudent financial management as costs have increased significantly over the last 12-24 months including insurance and building materials and labour. Our beneficiaries are encouraged and supported to engage with and contribute to local community activities to enhance wellbeing.

Areas of Concern: None.

Do you think representation should continue? (Penny Lower and Outside Body)

Yes.

Is the number of representatives correct? (Penny Lower and Outside Body) Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: (Penny Lower) The role is one of a Trustee with attendant formal/legal responsibilities and obligations.

Any other comments relating to this Outside Body: (Penny Lower) I am happy to continue as the Town Council's representative.

C. Chalk Coast National Nature Reserve – Responses from Cllr

Christina Bristow

Meeting days, times, place: Quarterly online meetings Friday mornings 10am – 12 Noon, plus ad-hoc meetings, visits and workshops as scheduled, with varying duration, days, times and modes of attendance. In addition, there may be monthly partner meetings of an hour online.

How many meetings did you attend? Two quarterly meetings.

Principal activities and purpose: To engage with the partners for the proposed National Nature Reserve with an aim to shape the proposal, and include consideration of matters pertinent to the future management of STC's land and other related assets, including commercial aspects.

Achievements: Undertook a stakeholder mapping exercise.

Consideration of and input into a future NNR Management Framework to include our Seaford Head Local Nature Reserve Management Plan.

There was a Visioning workshop in which it was decided to establish the partner vision (including Sussex Wildlife Trust) and then share aims more widely.

Discussion of Approved Body status – this will need to be put to STC committee for approval.

A contract for baseline survey studies has been awarded by Natural England.

There was a visit to Purbeck Heaths NNR which the Town Clerk attended.

STC Officers have asked Natural England (lead partner) to create a decision tree / timechart to set out the NNR proposal process. September is the possible presentation of this decision tree to councillors.

Any current issues of importance/current work significant to the Town Council: Several. Land management, nature, impact on and opportunities for cost-savings, marketing and commercial activities. Proceeding with consideration of our tenant farmer.

Areas of Concern: Timescale for declaration of NNR and actions needed to prepare for Approved Body status. Whether there is likely to be any impact on the town council's commercial opportunities.

Do you think representation should continue? Yes, this is a very important programme to continue representation on for STC.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: To ensure inclusion of OB rep in all the meetings with the key partners and provide comprehensive summary notes.

Any other comments relating to this Outside Body: None.

D. Citizen's Advice Bureau – Responses from Cllr Sally Markwell, Cllr Lindsay Stirton, and Citizen's Advice Bureau

Meeting days, times, place: (Both Representatives) One formal meeting per year, the AGM in Lewes. Create opportunities to meet the staff in Seaford.

(Outside Body) Board meetings take place quarterly on a Thursday morning. The venue varies, some remote and some in person. Our AGM will be in Seaford this year in Sept.

How many meetings did you attend? (Cllr Sally Markwell) I have had personal contact with Sarah Archer (CEO) during the year on several occasions and arranged for her to present at the Chamber of Commerce Breakfast meeting.

(Cllr Lindsay Stirton) In addition to the AGM, I attended the board meeting of Lewes District CAB in September. I have had various correspondence with Sarah Archer and Chris Lau.

Principal activities and purpose: (Both Representatives) Understanding the work of CAB has been really important in recognising the challenges and assets that we have in terms of supporting vulnerable population groups in Seaford.

(Outside Body) Advice giving, reducing poverty and destitution, research and

campaigns.

Achievements: (Both Representatives) Sharing the information presented in the AGM report with the Health Stakeholders Group and Chamber of Commerce, and raising awareness of the need for further funding and locations for CAB to work in Seaford.

Any current issues of importance/current work significant to the Town Council: (Both Representatives)

- 252 Seaford residents supported
- With 1051 differing issues (illustrating the complexity of need for the people who come to us for support)
- Over £40,000 in income gains for local people (compared the town council grant for the same reporting period with a value of £2500 - evidencing huge return on investment for local people and the local community. Alleviating hardship and bringing money into the local community)
- 66% of Seaford residents that we supported were disabled or had a long term health condition (evidencing that we support some of the most vulnerable in our communities and some of those in greatest need of specialist advice and support)
- The vast majority, of people we supported were over 55 years old (this is also the group most likely to suffer from digital exclusion and most in need of direct telephone or in person support)

Areas of Concern: (Both Representatives)

- CAB have recently been delivering outreach in Seaford in a number of community venues, in addition to operating from their office one day per week. This service has been delivered unfunded since November and has been funded from their reserves. This must now cease and is due to end in the next month as they cannot continue to run services at a loss.
- CAB operating costs to run the Seaford office for one day per week is £20,000. They receive £6500, (just increased from £5000), but this leaves a £13,500 shortfall that they now need to critically fundraise for, as they cannot fund this from reserves and with a growing deficit. If they cannot secure funding and grants to cover running costs they will need to review what can be delivered from April 25, as all work will need to be fully funded and not operate at a loss.

Do you think representation should continue? (Both Representatives) Yes.

Is the number of representatives correct? (Both Representatives) At least two.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: (Both Representatives) This organisation needs STC support, not just financial, but to be involved in and aware of the crisis facing many vulnerable groups in Seaford.

Any other comments relating to this Outside Body: (Both Representatives) Please support and try and find additional funding.

E. Community Rail Partnership – Responses from Cllr Richard Honeyman and the Community Rail Partnership

Meeting days, times, place: (Cllr Richard Honeyman) 4 times a year, weekdays, different times, daytime, various venues in person.

(Outside Body) Quarterly – alternate between Monday afternoon (2-4pm) and Friday morning (11am-1pm), at or near railway stations on the Seaford.

How many meetings did you attend? (Cllr Richard Honeyman) All.

Principal activities and purpose: (Cllr Richard Honeyman) To promote off peak rail travel including leisure activities on South Downs Line, Seaford to Brighton railway line and beyond.

(Outside Body) To connect people, places and opportunities to their railways; to promote active and sustainable travel; to boost local tourism.

Achievements: (Cllr Richard Honeyman) Rail numbers have increased to almost pre pandemic levels and a recognised a shift in travel patterns on all seven days of a week.

Any current issues of importance/current work significant to the Town Council: (Cllr Richard Honeyman) Looks at strategic issues that may affect Seaford and its hinterland and also both its stations.

(Outside Body) New station partner at Seaford; requirement for ongoing support from STC and Seaford Community Partnership.

Areas of Concern: (Cllr Richard Honeyman) No issues as good relationship with Govia Thameslink Railway.

Do you think representation should continue? (Cllr Richard Honeyman) Yes.

(Outside Body) Yes – absolutely. We like all our stations and towns to be represented at our meetings and to contribute to our discussions.

Is the number of representatives correct? (Cllr Richard Honeyman) Yes, and ongoing job share works well.

(Outside Body) One representative required. Can send a substitute if unable to attend a meeting.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: (Cllr Richard Honeyman) Need to be a regular rail user to have impact/knowledge to contribute in a positive way.

(Outside Body) Representative required to update the Steering Group on volunteer activity at the station; to provide updates on STC plans and projects which affect the station and tourism/leisure as well as businesses.

Any other comments relating to this Outside Body: (Cllr Richard Honeyman) I am willing to stand in 2024/25.

(Outside Body) Thank you for your continued support.

F. Crouch Bowling Club– Responses from the Crouch Bowling Club

Meeting days, times, place: Committee meetings are usually every six weeks either in the clubhouse or on the Green. Generally we run Short Mat sessions in the Clubhouse every weekday during the winter and play outside bowls everyday during the summer season.

How many meetings did you attend? N/A

Principal activities and purpose: Playing bowls, short mat and skittles.

Achievements: N/A

Any current issues of importance/current work significant to the Town Council: Arrangement of Greens Meeting that keeps getting cancelled, and to get approval for our path lighting.

Areas of Concern: N/A

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes, but must be constant.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: N/A

Any other comments relating to this Outside Body: Crouch Bowling Club

requests that the representative arranges and attends regular Greens Meetings at the Town Council offices, inviting the Crouch Bowling Club and ID Verde to discuss upkeep of the green and grounds maintenance.

G. Cuckmere Community Buses – Responses from Cuckmere Community Buses

Meeting days, times, place: Stakeholders' meetings in April and September plus an AGM in April. The Board meets four times a year and there are regular drivers' meetings throughout the year. (Stakeholders' are the directors and members of town and parish councils). Venues: Arlington Village Hall for Stakeholders' meetings. The Old Rectory in Litlington for Board Meetings. Berwick Village Hall for Drivers' Meetings.

How many meetings did you attend? N/A

Principal activities and purpose: To provide a bus service using 16 seater Mercedes vehicles as per the annual time table — all drivers and support staff are volunteers.

Achievements: N/A

Any current issues of importance/current work significant to the Town Council: Cuckmere Buses providing a bus service to the town as per the time table.

Areas of Concern: N/A

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: To attend the Stakeholders' meetings when possible and report back on Cuckmere Buses to STC.

Any other comments relating to this Outside Body: 2024 is our forty-eighth year of service to the community in and around Seaford. We very much appreciate your help and funding, thank you. If you would like one of the directors to come and speak about Cuckmere Buses at a council meeting, please don't hesitate to ask.

H. East Sussex Association of Local Councils (ESALC) –

Responses from ESALC

Meeting days, times, place: One AGM usually in November at an East Sussex location.

How many meetings did you attend? N/A

Principal activities and purpose: To support and advise parish and town councils on legal, procedural and HR matters.

Achievements: N/A

Any current issues of importance/current work significant to the Town

Council: N/A

Areas of Concern: N/A

Do you think representation should continue? Yes.

Is the number of representatives correct? N/A

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: When taking on this position, you are appointed as the Town Council's voting representative at the ESALC AGM.

Any other comments relating to this Outside Body: None.

I. Environment Agency Meetings* – Responses from Cllr James

Meek and the Seaford Beach Users/Stakeholders Group

**this Body is now known as the Seaford Beach Users/Stakeholders Group*

Meeting days, times, place: Twice per year, at the Town Council Offices.

How many meetings did you attend? None.

Principal activities and purpose: (Cllr James Meek) Reporting on state of beach, safety, erosion, sea defences.

(Outside Body) The Seaford Beach Users/Stakeholders Group meet to discuss all matters related to the management and maintenance of the beach and promenade.

Achievements: (Cllr James Meek) Continuation of flood defences mitigation.

Any current issues of importance/current work significant to the Town

Council: (Outside Body) The Seaford Beach Users/Stakeholders Group meet to discuss all matters related to the management and maintenance of the beach and

promenade.

Areas of Concern: N/A

Do you think representation should continue? (Both) Yes.

Is the number of representatives correct? (Cllr James Meek) One would suffice. (Outside Body) A minimum of at least one representative from Seaford Town Council is required – there is currently also STC officer involvement due to STC assets.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: N/A

Any other comments relating to this Outside Body: N/A

J. Impact Seaford – Responses from Cllr Christina Bristow and Cllr Sally Markwell

Meeting days, times, place: We have only met once in December 2023.

How many meetings did you attend? The only meeting held.

Principal activities and purpose: This was a scoping meeting between LDC and STC reps and the LDC officer, to reflect upon previous meetings, status of the Group and consider the aims of future meetings and list of stakeholders and invitees.

Achievements: We planned to meet again for a 'Refocusing Impact Seaford' in March, but this meeting was unable to be arranged so far.

Any current issues of importance/current work significant to the Town Council: We agreed there were both challenges and opportunities with working alongside the town and district councils which need to be explored further.

Areas of Concern: The main challenges appeared to be:

- No dedicated staff from LDC to support Impact Seaford
- Lack of focus from LDC on Seaford, especially for economic activities
- Appear to be barriers for local businesses in terms of recruitment and retention.
- Anecdotal lack of smaller premises for businesses or offices in Seaford (affordability)
- Data availability/evidence base and interpretation by LDC Regeneration Team.

Do you think representation should continue? It would be helpful to have at least one more meeting to engage several organisations who have previously supported

the group and consider a way forward collaboratively. The timing of this should be carefully considered, as our feeling is that following the results of the Seaford High Street Audit would be most opportune.

Is the number of representatives correct? Yes. We have had two representatives from Town Council, and LDC Cllr rep is also a town councillor.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: The communication with Guy and LDC takes time and plans change so one needs to be committed to making this work.

Any other comments relating to this Outside Body: The group needs to consider what it can do that cannot be done elsewhere.

K. Lewes Community Safety Partnership – Joint Action Group

(JAG) – Response from Cllr Maggie Wearmouth and JAG

Meeting days, times, place: (Cllr Maggie Wearmouth) First Thursday monthly by Teams for 30-60 minutes.

How many meetings did you attend? (Cllr Maggie Wearmouth) Approx. Nine.

Principal activities and purpose: (Cllr Maggie Wearmouth) To share and discuss areas of mutual interest and concern e.g. parking, road safety, funding of community safety projects, anti social behaviour / drug related crime etc.

(Outside Body) Address issues, local issues of crime, dis-order and anti social behaviour.

Achievements: (Cllr Maggie Wearmouth) Raising awareness about Seaford seafront parking/ public behaviour concerns with police and council officers.

Any current issues of importance/current work significant to the Town Council: (Cllr Maggie Wearmouth) Seafront parking.

Areas of Concern: N/A

Do you think representation should continue? (Both) Yes.

Is the number of representatives correct? (Both) Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: N/A

Any other comments relating to this Outside Body: (Cllr Maggie Wearmouth) A useful friendly and interesting group of professionals.

L. Lewes District Association of Local Councils (LDALC) –

Responses from Cllr Richard Honeyman

Meeting days, times, place: Various all daytime meetings in person across Lewes District.

How many meetings did you attend? All.

Principal activities and purpose: To promote the aims and objectives of SALC and NALC in issues across the parishes and towns in Lewes District area.

Achievements: N/A

Any current issues of importance/current work significant to the Town Council: N/A

Areas of Concern: No - more of sharing of ideas and procedures - they do their own publicity.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: Be committed to the group otherwise will lose context for future meetings and between meeting functions/activities.

Any other comments relating to this Outside Body: I am willing to continue for the 2024-25 year.

M. Mercread Youth Centre – Responses from Mercread Youth Centre

Meeting days, times, place: Meetings have been on hold the past months whilst Governance and building issues have taken precedence. We have kept people informed of our activities via an email newsletter and our social media. We plan to commence informal community meetings asap on a quarterly basis. These will be held on a week day evening, at the Mercread Youth Centre.

How many meetings did you attend? N/A

Principal activities and purpose: To keep the building up and running in order to provide services to young people and the wider local community. The main purpose

is to provide as many activities and services as possible for local young people.

Achievements: N/A

Any current issues of importance/current work significant to the Town Council: Any issues involving the Crouch, where the centre is situated.

Areas of Concern: N/A

Do you think representation should continue? We would very much like a representative from STC to attend our community meetings and keep informed of our latest news etc.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: N/A

Any other comments relating to this Outside Body: N/A

N. Plastic Free Seaford Steering Group (PFS) – Responses from Cllr Rod Buchanan and PFS

Meeting days, times, place: (Cllr Rod Buchanan) Ad hoc meetings arranged as needed plus frequent beach cleaning events.

(Outside Body) Steering group aims to meet 3 times per year, at the Climate Club, Clinton Place.

How many meetings did you attend? (Cllr Rod Buchanan) I attended one meeting. Much of the information about PFS work and events is through their WhatsApp Group.

I also attended a film event (held in conjunction with SEAHub) at the Little Green Cinema; The Story of Plastic, followed by an insightful discussion.

Additionally I attended a 'Community Listening Session' at Morrisons (lead by the Manager) which included attendees from PFS and SEAHub.

Principal activities and purpose: (Cllr Rod Buchanan) To promote and actively support the reduction of single use plastic within the town.

(Outside Body) To raise awareness of the problems of plastic pollution and support the town to eliminate single use plastics.

Achievements: (Cllr Rod Buchanan) The beach cleans and subsequent sorting of plastic types for appropriate recycling shows just how much plastic is discarded/accumulated along the seafront.

One particular issue of note taken up by PFS is the education and promotion of Plastic Free Periods products.

Any current issues of importance/current work significant to the Town Council: (Cllr Rod Buchanan) An update to the STC Plastics policy is in hand in conjunction with PFS

(Outside Body) Educational memorial to Claire Sumners, support for BinForGreenSeas, ongoing beach cleans at various locations, single use plastic & events policy review, plastic audit of Town Council assets.

Areas of Concern: (Cllr Rod Buchanan) Ongoing concern regarding the stalls at Seaford Bonfire night that continue to sell plastic items. A way should be found to replace these items with sustainable alternatives.

Do you think representation should continue? Both) Yes.

Is the number of representatives correct? (Cllr Rod Buchanan) Yes.

(Outside Body) No, this should be two.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: (Cllr Rod Buchanan) Continue to follow and support the work of this Group

(Outside Body) For the representative to attend steering group meetings, update the Town Council on any legal changes relating to single use plastic, communicate breaches of events policy to Town Council officers, and support beach cleans and PFS projects when able.

Any other comments relating to this Outside Body: (Cllr Rod Buchanan) Keep up the good work.

O. Seaford Allotments – Responses from Seaford Allotments

Meeting days, times, place: Committee meets every 2 months. AGM once a year in March. Venue: St Peter's Church.

How many meetings did you attend? N/A

Principal activities and purpose: Responsible for the management and maintenance of Seaford Allotments.

Achievements: N/A

Any current issues of importance/current work significant to the Town Council: N/A

Areas of Concern: N/A

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: For the representative to act as a liaison between Seaford Allotments and the Town Council.

Any other comments relating to this Outside Body: N/A

P. Seaford Chamber of Commerce – Responses from cllrs Sally Markwell, James Meek and Geoff Rutland, and Seaford Chamber of Commerce

Meeting days, times, place: (Representatives) First Monday of the month, 5.30pm for the Chamber Committee and then first Thursday of the month, 7.00am, for the Breakfast Meeting at The View at Seaford Head.

How many meetings did you attend?.

Cllr Sally Markwell: 7 Committees and 8 Breakfasts

Cllr James Meek: 7 Committees and 4 Breakfasts

Cllr Geoff Rutland: 10 Breakfasts

Principal activities and purpose: (Representatives) Cllrs attend the Chamber Committee to listen to discussions concerning Chamber activities and provide updates on relevant projects from STC.

(Outside Body) To support for small business' in Seaford.

Achievements: (Representatives)

- We have provided an STC presence at Chamber Committee and Breakfasts throughout this year, which has been welcomed and has increased our networking opportunities for STC.
- We have been able to contact a variety of organisations that have supported STC activities this year, including the Mayors Civic Reception and Carol Service.
- We have been impressed by the reach of the Chamber into Seaford Communities and their fund raising activities.
- We have been instrumental in supporting the Chamber navigate communication between the local Traders and STC in planning Christmas Magic.
- We have connected the Chamber with the Citizens Advice Bureau who were

able to attend and present to the Chamber at the Breakfast meeting in April 2024.

Any current issues of importance/current work significant to the Town Council:

(Representatives) There will always be an opportunity for those attending this group to align STC projects with those relevant organisations and to promote the work of STC across the Business Community.

(Outside Body) Seafront concessions and improvements, town centre improvements, and Christmas late night shopping.

Areas of Concern: (Representatives) Only the need to attend regularly as there is a high expectation of STC attendance at each meeting.

Do you think representation should continue? (Representatives and Outside Body) Yes.

Is the number of representatives correct? (Representatives) Three is a helpful number so there is always representation at both Committee and Breakfast meetings.

(Outside Body) The current level (i.e. 3 reps) is working well.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body:

(Representatives) This is an enjoyable group to belong to and very worthwhile in terms of local networking and improving communications between the Business Community and STC.

Any other comments relating to this Outside Body: (Representatives) Come along, it's a great group.

(Outside Body) We very much appreciate working with the Town Council.

Q. Seaford Community Partnership (SCP) – Responses from Cllr

Rod Buchanan and Cllr Richard Honeyman

Meeting days, times, place: (Cllr Rod Buchanan) SCP meetings held generally quarterly at a private residence of one of the Directors'.

(Cllr Richard Honeyman) Various times 4 times a year but generally daytime in afternoons on different days venue tbc.

How many meetings did you attend? (Cllr Rod Buchanan) For SCP there have been four director's/AGM meetings this year. I attended all but one (prior commitment).

(Cllr Richard Honeyman) All.

Principal activities and purpose: (Cllr Rod Buchanan) Enhancing the green credentials of the town and particularly at this time, promoting cycling and walking around Seaford.

(Cllr Richard Honeyman) Long established partner with STC/LDC and has helped to set up various community groups like On the Verge and Trees for Seaford many of which are separate to the partnership now.

Achievements: (Cllr Rod Buchanan) The main achievements this year have been the ongoing work to navigate the Cliff Gardens project through various planning authorities and the publication of the Seaford Better Cycling Options Study. The Cycling Study overseen by SCP was carried out with support from Ouse Valley Climate Action.

(Cllr Richard Honeyman) In the last year, Cliff Gardens project and ongoing maintenance like Beach Garden.

Any current issues of importance/current work significant to the Town Council: (Cllr Rod Buchanan) The Cliff Gardens project will be of significance in the short term up to completion and also with any ongoing involvement plus the Seaford Cycling Study represents a benchmark for any future discussions related to improvements to cycling activities in Seaford.

(Cllr Richard Honeyman) Cliff Gardens project and Climate group, the project of which is ongoing, and ongoing lower half of Ouse Estuary under the Ouse Valley Climate Action group (formerly CARES).

Areas of Concern: (Cllr Rod Buchanan) SCP continues to rely on grant funding and to date this has been well sourced.

Do you think representation should continue? (Both) Yes.

Is the number of representatives correct? (Both) Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: (Cllr Richard Honeyman)

This is a group that looks at Seaford partnering with STC/LDC and some of the voluntary groups - a strategic group when it meets up.

Any other comments relating to this Outside Body: (Cllr Rod Buchanan)

Recently some Directors have stepped down (all for quite legitimate reasons). It will be interesting to see how SCP projects may develop once new Directors are in place. STC should continue to support the work of SCP.

With regard to OVCA, this work encompasses a large number of partners including many events. I have attended a number of these events and through this have learnt more about one of their partners; OVESCO (Ouse Valley Energy Services Company). OVESCO provides free advice to residents about saving energy costs. Whilst this advice is currently centred in Lewes there is a chance to provide a similar advice centre in Seaford in the future.

(Cllr Richard Honeyman) I am willing to continue for the 2024-25 year.

R. Seaford Environment Alliance – Responses from Cllr Rod Buchanan and Seaford Environment Alliance

Meeting days, times, place: (Cllr Rod Buchanan) There are not set times for formal meetings.

(Outside Body) Hub open Thursday, Friday, Saturday, 10-1. Plus ad-hoc events. SEA Climate Hub, 4 Clinton Place, Seaford, BN25 1NL.

How many meetings did you attend? (Cllr Rod Buchanan) SEA Hub, based at the old Nat West Bank building, is open to residents on three days each week. There are always supporters available to afford a warm welcome and answer questions about the various displays related to the Group's activities. There are also specific events and presentations that are held at the Hub. I have attended events related to a presentation on how items deposited into recycling bins are collected, sorted and assessed for reuse (particularly plastics and paper/cardboard, or for energy production at the Newhaven incineration plant. Another event I attended was related to repurposing old tools and equipment rather than discarding these to waste. I also attended a Climate Conversations session where the group can air their concerns about the personal effects of climate change.

Principal activities and purpose: (Cllr Rod Buchanan) The Group's aim is to work together with the community to address climate change and ecological/environmental issues.

(Outside Body) Education, skills sharing and community building around the climate and ecological crises and supporting development of local and global solutions.

Achievements: (Cllr Rod Buchanan) Raising awareness of climate issues, engaging the local communities in activities. Of particular note is The Little Green Theatre that runs topical films. The films are followed by a discussion of the film's content. Two

films that I attended included The Story of Plastic (this was in conjunction with Plastic Free Seaford) and Breaking Boundaries.

Any current issues of importance/current work significant to the Town Council: Food waste; community food growing (including allotments); biodiversity loss locally; community energy projects; plastic free sanitary products initiative; baby-bank providing nearly new baby clothes and accessories for 0-3s.

Areas of Concern: (Cllr Rod Buchanan) None raised although more volunteers are always welcome.

Do you think representation should continue? (Both) Yes.

Is the number of representatives correct? (Cllr Rod Buchanan) Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: (Cllr Rod Buchanan) A well informed Group that engages with the community which can be seen by attendance at events and meetings.

Any other comments relating to this Outside Body: (Cllr Rod Buchanan) To continue to support Seaford Environmental Alliance and the work that they do.

(Outside Body) It would be great to have a more active partnership and dialogue with STC, particularly around specific campaigns.

S. Seaford Head Golf Club – Responses from Cllr Stephanie

Dubas

Meeting days, times, place: Meetings were held in The View at 7pm on various dates.

How many meetings did you attend? Three

Principal activities and purpose: There is a standard agenda where the Captain's Reports, Ladies section and the Treasurer's Report are discussed. The meetings are friendly and informative. The golfers take great pride in their community engagement work for charity as well as the competitive nature with other clubs. This is an amazing facility on our doorstep.

Achievements: I was able to listen to the golfers concerns and report back to the Town Clerk and the Head of Assets Projects and Services. A long list of issues was identified at my first ever meeting last year in July 2023. The list included safeguarding issues together with building defects and a maintenance repair list. I

was informed that the items notified were dealt with directly through the staff. This leads me to the conclusion that a representative is not required.

Any current issues of importance/current work significant to the Town Council: None.

Areas of Concern: None.

Do you think representation should continue? No (see reason under 'achievements').

Is the number of representatives correct? No, should be 0.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: If STC wish me to continue and see a role for a town councillor, I would be more than happy to attend future meetings.

**T. Seaford Head Nature Reserve Management Committee –
Responses from Cllr James Meek and Seaford Head Nature
Reserve Management Committee**

Meeting days, times, place: (Cllr James Meek and Outside Body) Twice yearly - March and Sept, on zoom, council offices, on site or where best suits.

How many meetings did you attend? (Cllr James Meek) 2 committee meetings, 2 site visits.

Principal activities and purpose: (Cllr James Meek) Convening meetings of all stakeholders to reach agreement for best forward planning for this site, for nature, the public, the nature reserve, the SDNP, SWT, prospective LNNR etc.

(Outside Body) To ensure most appropriate management of Seaford head nature reserve and to advise on other issues near the reserve as necessary.

Achievements: (Cllr James Meek) STC taking the lead with meetings, fostering agreements and instigating actions on Seaford Head.

Any current issues of importance/current work significant to the Town Council: (Outside Body) Discussion of reserve management including grassland management, scrub management, grazing, access, visitor management, parking etc.

Areas of Concern: N/A

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: (Cllr James Meek) Need to have a passion and understanding for the delicate and critical responsibility that STC holds for this asset.

Any other comments relating to this Outside Body: (Outside Body) Committee works very well and plays an important role in guiding the management of Seaford head.

U. Seaford Traders Group – Responses from Seaford Traders Group

Meeting days, times, place: Approx every 6 weeks, venue changes at a business in Seaford.

How many meetings did you attend? N/A

Principal activities and purpose: Depends on plans for the town. Things happening that need discussion. Most discussions are about events that affect the town, markets, christmas magic and drawing more people in to the town shops.

Achievements: N/A

Any current issues of importance/current work significant to the Town Council: Plans for Christmas events, summer shopping event and train station advertising.

Areas of Concern: N/A

Do you think representation should continue? Not really needed. Happy to report significant information to the Town Council or to invite Councillors along when required.

Is the number of representatives correct? One is sufficient.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: N/A

Any other comments relating to this Outside Body: N/A

V. Stakeholders Group on Health Issues – Responses from Cllr

Sally Markwell

Meeting days, times, place: At least x 4 per year, usually Wednesdays 2-4pm, in the Council Chamber, organised through STC in offices.

How many meetings did you attend? Cllr Markwell: We have held three meetings so far in October, January and March. I have facilitated these meetings since re-instating the group from October 2023.

Cllr Adeniji = 0

Cllr Boorman = 1

Cllr Taylor = 2

Principal activities and purpose:

- The group had not met since February 2022 with a clear focus upon developing a new Health Hub in Seaford-this has not happened.

- Terms of Reference (agreed January 2024):

Facilitation through Seaford Town Council of communications and engagement between stakeholders across health, social care, and health-related services across local communities including local people; to consider Seaford's health needs and assets with a view to identifying and improving health and wellbeing.

- Currently networking across multisectoral organisations with agendas supporting health, social care and vulnerable population groups.

Achievements: To date, the three meetings have been able to:

- Reach out to the local Primary Care Networks (PCN) and establish positive communications in terms of understanding improvements in service provision.

- Recognised the value of local voluntary agencies supporting the most vulnerable in our society e.g. Access Seaford, WAVE Family Support, Seafriends, Friends of Bishopstone Station (FOBS) who have also reflected upon their experiences of Seaford health and social care and the opportunities for the future.

- Heard about how Wave Active and the Seaford Primary Care Network are using their collective expertise and resources to deliver interventions that encourage healthier living and address the health inequalities that lead to conditions such as coronary heart disease.

- Held two online meetings with members of the Sussex Integrated Care Board, gaining valuable insight into the new structures, received support in terms of local

questions and received contacts across dentistry, mental health and local PCNs.

- Shared current data concerning Seaford population demographics to understand local needs and assets.
- Facilitated networking across local providers of NHS programmes e.g. Wave Active are now hosting SeaFriends for a Chatty Table in the café once a week to encourage isolated residents in their 40-50s.
- Encouraged further engagement from U3A Seaford, Citizens Advice Bureau.

Any current issues of importance/current work significant to the Town Council: Our next meeting on 22nd May will be focusing upon how local assets can address some of the needs of our most vulnerable population groups.

Areas of Concern: Due to the nature of this group, organised via STC officers, we are more akin to a Working Group than an Outside Body and this status will be reviewed during May Full Council.

Do you think representation should continue? Yes, but through a Working Group.

Is the number of representatives correct? Three appointed to the Working Group.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: I am keen to remain with this new group to support the facilitation and networking and I would be pleased to discuss the groups aims etc. with other interested Cllrs.

Any other comments relating to this Outside Body: Please come and join us!

W.Strengthening Local Relationships – Responses from Cllr

Freddie Hoareau

Meeting days, times, place: Up to two times per year, arranged by Seaford Town Council, daytime meetings in the Council Chamber.

How many meetings did you attend? One (only one meeting was held)

Principal activities and purpose: Primarily to connect the Town Council with other local authorities, particularly the County Council over issues such as roads and parking.

Achievements: Flagging serious concerns raised by residents over seafront parking. Helping to create better links to report street level issues. Discussed verge cutting and a259 safety.

Any current issues of importance/current work significant to the Town Council: N/A

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: The meetings should be more frequent, I suggest bi-monthly and should ensure it has a presence from officers at LDC, ESCC and STC.

X. Trees For Seaford (TFS) – Responses from Cllr James Meek and TFS

Meeting days, times, place: (Cllr James Meek) AGM once a year. Social once a year. Tree planting and maintenance meetings.

(Outside Body) Monthly, but Outside Body Rep could attend occasionally, at various locations.

How many meetings did you attend? (Cllr James Meek) AGM, 1 social and 2 maintenance.

Principal activities and purpose: (Cllr James Meek) Planting and maintaining trees in Seaford.

(Outside Body) Planting and caring for trees in Seaford.

Achievements: (Cllr James Meek) Circa 70 trees planted and many maintained.

Any current issues of importance/current work significant to the Town Council: (Cllr James Meek) Tree damage on Walmer road this year was significant and upsetting, although these trees were planted by ESCC. Tree damage is a concern of the group, but they monitor all trees in Seaford and report to police.

(Outside Body) Ensuring good communication / appropriate planting of trees in the right place.

Areas of Concern: None.

Do you think representation should continue? (Cllr James Meek and Outside Body) Yes.

Is the number of representatives correct? (Cllr James Meek) Yes.

(Outside Body) Would prefer one representative only.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: (Cllr James Meek) It is good to be able to get involved with the activities of tree planting and maintenance.

(Outside Body) The representative(s) must be committed to tackling the ecological crisis / interest in environmental issues / ideally someone who would like to join us on our pruning sessions / planting to understand how we work.

Any other comments relating to this Outside Body: (Cllr James Meek) A very valuable, active and keen group doing great work for the community.

2024 – 2025 Outside Body Review – Overview of Changes

The table below lists out the recommendations that Full Council is asked to consider in relation to its Outside Body arrangements.

The reference point relates to the relevant section of the text within report 06/24.

Please note that where an outside body has requested to reduce the number of representatives, this does not feature in the table below and instead, the number of representative positions available has been automatically updated.

| Reference Point | Outside Body Name | Overview of Recommendations | Approved? |
|--|---|--|-----------|
| 2.11 (a) | Access Seaford | To agree to increase from one representative to two | |
| 2.11 (b) | Community Rail Partnership | To agree to appoint one representative, and To consider appointing a second representative to act as a substitute | |
| 2.11 (g) | Seaford Traders Group | To agree to remain with one representative to this outside body | |
| 2.11 (h) | Strengthening Local Relationships (SLR) | To note that two meetings are to be booked in each year | |
| Outside Bodies recommended for removal: | | | |
| 2.11 (f) | Seaford Head Golf Club | To agree to remove the outside body from the list | |
| 2.12 (a) | Community Safety Action Group (CSAG) | To agree to remove the outside body from the list | |
| 2.12 (b) | Community Transport – Lewes Area (CTLA) | To agree to remove the outside body from the list | |

| Reference Point | Outside Body Name | Overview of Recommendations | Approved? |
|---|-------------------------------------|--|-----------|
| 2.12 (c) | Cuckmere Estuary Group | To agree to remove the outside body from the list | |
| 2.12 (d) | Seafriends | To agree to remove the outside body from the list | |
| 2.12 (e) | Seaford Senior's Forum | To agree to remove the outside body from the list | |
| 2.12 (f) | Stakeholders Group on Health Issues | To agree to remove the outside body from the list | |
| 2.12 (g) | Youth Task Group | To agree to remove the outside body from the list | |
| Outside Bodies recommended for adding: | | | |
| 2.12 (h) | Chyngton Brooks Project | To agree to add to the outside bodies list, with two representatives | |
| 2.12 (i) | Save Seaford's Swifts | To agree to add to the outside bodies list, with one representative | |

The table below can be used to assign representatives for the coming year.

This table has already been updated to reflect the changes to representation / outside body arrangements.

| Outside Body | No. of Reps | 2024 – 2025 Representatives |
|---|--------------|-----------------------------|
| Access in Seaford & Newhaven | 2 | |
| Bishopstone United Charities | 2 | |
| Chalk Coast National Nature Reserve | 1 | |
| Chyngton Brooks Project | 2 | |
| Citizen's Advice Bureau | 2 | |
| Community Rail Partnership | 1 + 1 Sub | |
| Community Safety Action Groups (CSAG) | 0 | |
| Community Transport - Lewes Area (CTLA) | 0 | |
| Crouch Bowling Club | 1 | |
| Cuckmere Community Bus | 1 | |

| 2023 - 2024 Representative/s |
|------------------------------|
| Olivia Honeyman |
| Linda Wallraven |
| Penny Lower (non-cllr) |
| Christina Bristow |
| <i>New</i> |
| <i>New</i> |
| Sally Markwell |
| Lindsay Stirton |
| Roy Clay |
| Richard Honeyman |
| <i>Vacant</i> |
| <i>Vacant</i> |
| Sam Adeniji |
| John Edson (non-cllr) |

| Outside Body | No. of Reps | 2024 – 2025 Representatives |
|---|-------------|-----------------------------|
| Cuckmere Estuary Group - <i>disbanded</i> | 0 | |
| East Sussex Association of Local Councils | 1 | |
| Impact Seaford | 2 | |
| Lewes Community Safety Partnership - Joint Action Group | 2 | |
| Lewes District Assoc of Local Councils (LDALC) | 1 | |
| Mercread Youth Centre | 1 | |
| Plastic-Free Seaford Steering Group | 2 | |
| Save Seaford's Swifts | 1 | |
| Seafriends | 0 | |
| Seaford Allotments | 1 | |

| 2023 - 2024 Representative/s |
|------------------------------|
| Roy Clay |
| Maggie Wearmouth |
| Liz Boorman |
| Christina Bristow |
| Sally Markwell |
| Liz Boorman |
| Maggie Wearmouth |
| Richard Honeyman |
| Ruth Stirton |
| Rob Buchanan |
| Roy Clay |
| James Meek |
| <i>New</i> |
| <i>Vacant</i> |
| Ruth Stirton |

| Outside Body | No. of Reps | 2024 – 2025 Representatives |
|---|-------------|-----------------------------|
| Seaford Beach User Group (previously Environment Agency Meetings) | 1 | |
| Seaford Chamber of Commerce | 3 | |
| | | |
| | | |
| Seaford Community Partnership <i>(inc. SCP Ouse Valley Climate Action Project)</i> | 2 | |
| | | |
| Seaford Environment Alliance | 1 | |
| Seaford Head Golf Club | 0 | |
| Seaford Head Nature Reserve Management Committee | 2 | |
| | | |
| Seaford Head Swimming Pool | 0 | |
| Seaford Senior's Forum | 0 | |
| Seaford Traders Group | 1 | |
| Stakeholders Group on Health Issues | 0 | |
| | | |
| | | |
| | | |

| 2023 - 2024 Representative/s |
|------------------------------|
| Roy Clay |
| James Meek |
| Lindsay Stirton |
| Sally Markwell |
| James Meek |
| Geoff Rutland |
| Rod Buchanan |
| Richard Honeyman |
| Rod Buchanan |
| Stephanie Dubas |
| Christina Bristow |
| James Meek |
| Sam Adeniji |
| Imogen Taylor |
| Liz Boorman |
| Sam Adeniji |
| Liz Boorman |
| Sally Markwell |
| Imogen Taylor |

| Outside Body | No. of Reps | 2024 – 2025 Representatives |
|-----------------------------------|-------------|-----------------------------|
| Strengthening Local Relationships | 3 | |
| | | |
| | | |
| Trees for Seaford | 1 | |
| Youth Task Group | 0 | |

| 2023 - 2024 Representative/s |
|------------------------------|
| Liz Boorman |
| Freddie Hoareau |
| Linda Wallraven |
| Roy Clay |
| James Meek |
| <i>Vacant</i> |



Seaford Town Council

| | |
|---------------------------|--|
| Report No: | 03/24 |
| Agenda Item No: | 13 |
| Committee: | Full Council – Annual Meeting |
| Date: | 9th May 2024 |
| Title: | 2024 – 2025 Fixed Asset Register Review |
| By: | Lucy Clark, Responsible Financial Officer (RFO) |
| Purpose of Report: | To present the Town Council’s Fixed Asset Register for adoption |

| |
|---|
| Recommendations |
| Full Council is recommended: |
| 1. To adopt the Fixed Asset Register as at 31 st March 2024 and as attached at Appendix A. |

1. Introduction

- 1.1 The Town Council’s Standing Orders require that each year the Town Council reviews its inventory of land and other fixed assets, including buildings and office equipment.
- 1.2 This inventory is titled the Fixed Asset Register and is included at Appendix A.
- 1.3 The purpose of the annual review is:
 1. To enable the Town Council to complete Box 9 of the Annual Return (AR) with an up-to-date Fixed Asset figure as at 31st March 2024.
 2. To enable the Town Council to answer ‘yes’ to Assertion 1 – Financial management and preparation of accounts on the Annual Governance Statement (AGS). The AR and AGS both form part of the Annual Governance and Accountability Return (AGAR), which is the prescribed form of annual accounts for Town Councils and is presented to Full Council in June of each year.

3. To ensure transparency in the public domain about the assets owned and managed by the Town Council, with some key data presented alongside (asset value, insurance status, general condition etc), and
4. To ensure a dedicated annual point in time for Full Council to have the opportunity to raise any questions relating to the assets within its ownership.

1.4 Councillors are therefore asked to review this report and the Fixed Asset Register at Appendix A. This is in preparation for any discussion / questions at the meeting, at which it is recommended that Full Council adopts the 2024 – 2025 Fixed Asset Register as presented.

2. Background

2.1 A Fixed Asset Register has four main purposes, it:

- Forms a basis for completion of Box 9 of the Annual Return
- Forms a basis for decisions on risk and insurance issues
- Provides information on the age and potential lifespan of certain items, and
- Provides assurance of the continued existence of the Town Council's property.

2.2 The register is adopted by the Town Council after the end of the municipal year (municipal years running May to May) it relates to but is a working document throughout the following municipal year, during which officers will update and amend details, as necessary.

2.3 In order to ensure transparency and reasonableness, the following items are included in the Town Council's asset register whether purchased, gifted or otherwise acquired, together with their holding location:

- Land and buildings held freehold or on long term lease in the name of the Town Council
- Community Assets
- Vehicles, Plant & Machinery
- Assets considered to be portable, attractive or of community significance
- Other assets estimated or known to have a minimum purchase or resale value of £100
- Long term investments, shares and loans made by the Town Council

- Assets held on trust

2.4 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. Assets must be valued by one of the following means based on available information:

- The purchase price (net of VAT if VAT has been reclaimed)
- The purchase price (gross of VAT if VAT has not been reclaimed or the status of the purchase is unclear)
- The insurance valuation (where it is not possible to trace the purchase price of the asset)
- The nominal value of £1 (relating to assets gifted to the Town Council and Community Land)

2.5 Once recorded on the asset register, the value of the assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (as per the guidance within the 'Governance and Accountability for Smaller Authorities in England' publication).

3. 2024 – 2025 Fixed Asset Register

3.1 Attached at Appendix A is the 2024 - 2025 Fixed Asset Register for adoption.

3.2 As set out above, the Asset Cost/Value is either based on proxy costs or the known purchase costs.

3.3 Community land is given a nominal value of £1 (as per the Governance and Accountability for Smaller Authorities in England).

3.4 The Asset Register shows the following movement during the year:

Additions:

- Compostable Toilet Units x 2
- New CCTV Cameras
- Shipping Container – Greenkeepers

Disposals:

- The View and Pro Shop, Seaford Head Golf Club - Contents
- Old CCTV Cameras
- Martello Kiosk

Compostable Toilets:

The two new compostable toilets were purchased as per Council approval and added to the Asset Register.

CCTV Cameras:

As per Council approval, the CCTV cameras around the town were disposed of and replaced with new cameras in January 2024.

Shipping Container – Greenkeepers:

A second hand shipping container was purchased to house various equipment that was stored on the mezzanine floor of the Greenkeeper Depot, following its removal due to health and safety reasons.

The View and Pro Shop, Seaford Head Golf Course – Contents

The View contents has been removed. As the original purchase price must not change on a Town Council Asset register, the actual value of the contents that was included in the transfer would be lower.

Martello Kiosk

As part of the Martello Toilet rebuild, the Martello Kiosk was demolished with a Changing Place being built in its place. (The new Changing Places will be added on the Asset register once it has final sign off and able to be used by the community).

- 3.5** The Asset Register shows that the figure for 2022 - 2023 has been 'Restated'. This is to include three defibrillators that had not been input on the Asset Register during the year they were purchased.

4. Financial Appraisal

- 4.1** There are no direct financial implications as a result of this report.

5. Contact Officer

- 5.1** The Contact Officer for this report is Lucy Clark, Responsible Finance Officer.

Fixed Asset Register

| Description of Asset | | Date Purchased | Location | Asset Cost/Value 31/03/2023 | Additions | Disposals | Asset Cost/Value at 31/03/2024 | Notes |
|----------------------|---|----------------|--|-----------------------------|-------------|-------------|--------------------------------|---|
| Cost Ctr | Land & Buildings | | | | | | | |
| 101 | Seaford Head Golf Club Depot (Equipment Shed) | | Seaford Head Estate | £ 84,460.00 | | | £ 84,460.00 | Construction costs used as value costs |
| 101 | Seaford Head Golf Club Greenskeepers Office | | Seaford Head Estate | £ 54,887.00 | | | £ 54,887.00 | The original Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 & previous all risk. |
| 101/103 | Seaford Head Golf Club House & Pro Shop | | Seaford Head Estate | £ 1,682,887.76 | | | £ 1,682,887.76 | The original Asset Cost/Value is based on Construction costs |
| 101 | Seaford Head Golf Club Equipment Shed (Chemical & Fertiliser store) | | Seaford Head Estate | £ 35,000.00 | | | £ 35,000.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 101 | Seaford Head Golf Club Shipping Container within Depot Area | Dec-20 | Seaford Head Estate | £ 2,940.00 | | | £ 2,940.00 | Asset Cost/Value is based on actual cost |
| 101 | Seaford Head Golf Club - Second Hand Shipping Container within Depot Area | Nov-23 | Seaford Head Estate | £ - | £ 2,230.00 | | £ 2,230.00 | Asset Cost/Value is based on actual cost |
| 105 | Salts Recreation Ground - Toilets | | The Salts, Richmond Road | £ 135,960.00 | | | £ 135,960.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 105 | Salts Recreation Ground - Café | | The Salts, Richmond Road | £ 214,240.00 | | | £ 214,240.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 105 | Salts Recreation Ground - Base | | The Salts, Richmond Road | £ 88,168.00 | | | £ 88,168.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 105 | Salts Recreation Ground - Changing Area | | The Salts, Richmond Road | £ 134,930.00 | | | £ 134,930.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 105 | Salts Recreation Ground - Cricket Pavilion | | The Salts, Richmond Road | £ 187,460.00 | | | £ 187,460.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 105 | Salts Recreation Ground - Scout Hut | | The Salts, Richmond Road | £ 320,330.00 | | | £ 320,330.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 105 | Salts Recreation Ground - Lifeguard Hut | | The Salts, Richmond Road | £ 95,790.00 | | | £ 95,790.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 105 | Salts Recreation Ground - Rugby Clubhouse | | The Salts, Richmond Road | £ 699,000.00 | | | £ 699,000.00 | Previously insured by Rugby Club but changed to STC insurance 2018. Asset Cost/Value is a proxy cost based on the amount that the Rugby Club used to insure it. |
| 106 | Crouch Gardens - Bowls Club | | Crouch Gardens | £ 95,790.00 | | | £ 95,790.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 106 | Crouch Gardens - Football Pavilion & Changing Room | | Crouch Gardens | £ 456,290.00 | | | £ 456,290.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 106 | Crouch Gardens - Log Cabin | | Crouch Gardens | £ 4,671.64 | | | £ 4,671.64 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 106 | Crouch Garden - Garden Shed | | Crouch Gardens | £ 1,247.06 | | | £ 1,247.06 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 106 | Crouch Garden - Football Store | | Crouch Gardens | £ 9,004.07 | | | £ 9,004.07 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 106 | Crouch Garden - Groundsman Store | | Crouch Gardens | £ 9,004.07 | | | £ 9,004.07 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 113 | The Crypt | | 23 Church Street | £ 489,557.00 | | | £ 489,557.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 115 | Martello Tower (Grade II Listed and a Scheduled Monument) | | The Esplanade | £ 2,245,400.00 | | | £ 2,245,400.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 116 | South Hill Barn | | Seaford Head Estate | £ 773,530.00 | | | £ 773,530.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 117 | Seaford - Martello Toilets | | The Esplanade | £ 184,370.00 | | | £ 184,370.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 117 | Seaford - West View Kiosk | | Promenade (opp. West View) | £ 21,630.00 | | | £ 21,630.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 117 | Seaford - Martello Kiosk | | Promenade (Martello Tower) | £ 15,450.00 | | £ 15,450.00 | £ - | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 117 | Seaford - Shelters | | Various | £ 34,241.00 | | | £ 34,241.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 117 | Seaford - Martello Beach Huts x 10 @ £8,583.33 each | 2005 | The Esplanade | £ 85,833.34 | | | £ 85,833.34 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 117 | Seaford - Seasonal WVBH's, Concession Huts & Toilet Huts | | Seaford | £ 21,274.61 | | | £ 21,274.61 | Asset Cost/Value is based on actual construction costs |
| 117 | Seaford - Telescope | | Seaford | £ 4,325.00 | | | £ 4,325.00 | Asset Cost/Value is based on actual purchase costs |
| 117 | Seaford - Compostable Toilets x 2 | Nov-23 | Seaford | £ - | £ 20,580.00 | | £ 20,580.00 | Asset Cost/Value is based on actual purchase costs |
| 119 | Old Town Hall and South Street Toilets | | South Street | £ 266,770.00 | | | £ 266,770.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 206 | Hurdis House | | 10 Broad Street | £ 850,780.00 | | | £ 850,780.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| | Vehicles & Equipment | | | | | | | |
| 101 | Seaford Head Golf Club Machinery | | Seaford Head Estate | £ 231,256.82 | | | £ 231,256.82 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 plus cost of additions at know purchase costs |
| 101 | Seaford Head Golf Club Borehole & Irrigation System | | Seaford Head Estate | £ 46,847.00 | | | £ 46,847.00 | Asset Cost/Value is based on actual costs |
| 101 | Seaford Head Golf Club Pump and Pumphouse | Mar-21 | Seaford Head Estate | £ 46,696.00 | | | £ 46,696.00 | Asset Cost/Value is based on actual costs |
| 101 | Seaford Head Golf Club CCTV | | Seaford Head Estate | £ 2,751.72 | | | £ 2,751.72 | Asset Cost/Value is based on actual costs |
| 101 | Seaford Head Golf Club, Defibrillator | Mar-17 | Seaford Head Golf Course (Outside The View entrance) | £ 1,132.00 | | £ - | £ 1,132.00 | Asset Cost/Value is based on actual costs |
| 103 | The View & Pro-Shop, Seaford Head Golf Club - Contents | | Seaford Head Golf Course | £ 266,073.00 | £ - | £ 81,689.00 | £ 184,384.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2015 |
| 105 | Salts Recreation Ground - Children's Play & Gym | | The Salts, Richmond Road | £ 156,357.76 | | | £ 156,357.76 | Asset Cost/Value based on actual costs (Old equipment removed and replaced with new during 2015/16). |
| 105 | Salts Recreation Ground - Skate Park | | The Salts, Richmond Road | £ 215,746.19 | | | £ 215,746.19 | Asset Cost/Value is based on actual costs |
| 105 | Salts CCTV (Cricket & Skate Park) | | The Salts, Richmond Road | £ 8,615.48 | | | £ 8,615.48 | Asset Cost/Value is based on actual costs - additional CCTV at Salts 22/23 |
| 105 | Salts Skate Park Floodlights | | The Salts, Richmond Road | £ 20,689.00 | | | £ 20,689.00 | Asset Cost/Value is based on actual costs |
| 105 | Salts Cricket Pavilion CCTV | | The Salts, Richmond Road | £ 2,709.50 | | | £ 2,709.50 | Asset Cost/Value is based on actual costs |
| 105 | Salts Café CCTV | | The Salts, Richmond Road | £ 2,618.75 | | | £ 2,618.75 | Asset Cost/Value is based on actual costs |
| 105 | Salts Table Tennis Tables | | The Salts, Richmond Road | £ 3,800.00 | | | £ 3,800.00 | Asset Cost/Value is based on actual costs |
| 105 | Salts Water Refill Station | Mar-22 | The Salts, Richmond Road | £ 1,829.50 | | | £ 1,829.50 | Asset Cost/Value is based on actual costs |
| 105 | Salts Tennis Courts | Mar-22 | The Salts, Richmond Road | £ 144,207.43 | | | £ 144,207.43 | Asset Cost/Value is based on actual costs - Valuation 3 costs added in 22/23 (Chiltern) & retention (Chiltern & Sufacelux) |
| 105 | Salts Access Gate (Tennis Court) | Mar-22 | The Salts, Richmond Road | £ 6,050.00 | | | £ 6,050.00 | Asset Cost/Value is based on actual costs |
| 105 | Salts Tennis Court Floodlights | Mar-22 | The Salts, Richmond Road | £ 26,983.00 | | | £ 26,983.00 | Asset Cost/Value is based on actual costs |
| 106 | Crouch Gardens - Children's Play Area | | Crouch Gardens | £ 31,944.00 | | | £ 31,944.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 107 | Martello Field - Lockable Notice Board | | Martello Field | £ 1,860.00 | | | £ 1,860.00 | Asset Cost/Value is based on actual costs |
| 108 | Centenary Clock | | Outside Camerons, Broad Street | £ 3,380.00 | | | £ 3,380.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 108 | Place Lane - Water Refill Station | Nov-17 | Place Lane | £ 1,881.56 | | | £ 1,881.56 | Asset Cost/Value is based on actual costs |
| 117 | Seaford - Telescope | | West View | £ 7,000.00 | | | £ 7,000.00 | The Asset Cost/Value is a proxy cost based on an estimated cost in 2017/18 |
| 117 | Seaford - The Shoal Community Bench | | Splash Point | £ 51,811.00 | | | £ 51,811.00 | Asset Cost/Value is based on actual costs |
| 117 | Seaford - Disabled Beach Access | Nov-17 | Esplanade | £ 5,442.50 | | | £ 5,442.50 | Asset Cost/Value is based on the amount STC Paid, although actual value was approx £28K. |
| 117 | Seaford - Bike Stations & Racks | Nov-17 | Esplanade | £ 2,253.00 | | | £ 2,253.00 | Asset Cost/Value is based on actual costs |
| 117 | Seaford - Water Refill Stations | Nov-17 | Esplanade | £ 5,869.50 | | | £ 5,869.50 | Asset Cost/Value is based on actual costs |
| 117 | Seaford - Defibrillator | Mar-17 | Martello Toilet Building | £ 1,285.00 | | | £ 1,285.00 | Asset Cost/Value is based on actual costs |
| 134 | CCTV Cameras | Mar-24 | Various | £ 87,924.00 | £ 25,204.00 | £ 87,924.00 | £ 25,204.00 | Actual Costs of Replacement Cameras |
| 135 | Christmas Lights | | 37 Church Street (Garage) | £ 13,526.00 | | | £ 13,526.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 205 | Defibrillator | Jan-23 | 37 Church Street (Outside Wall) | £ 1,140.00 | | | £ 1,140.00 | Asset Cost/Value is based on actual costs |
| 205 | Office 37 Church Street Contents (Including IT Equipment) | | 37 Church Street | £ 52,259.00 | | | £ 52,259.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 205 | Church Street - Lockable Notice Board | | 37 Church Street | £ 1,190.00 | | | £ 1,190.00 | Actual Costs used for Proxy Cost - To add on to insurance |
| 210 | Civic Regalia | | 37 Church Street | £ 51,500.00 | | | £ 51,500.00 | The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 |
| 210 | Jubilee Beacon Brazier | May-22 | Splash Point | £ 1.00 | | | £ 1.00 | Nominal value as a gifted asset. Gifted assets are recorded at a nominal cost. |
| | Community Assets | | | | | | | |
| 108 | Notice Boards | | | £ 1,220.00 | | | £ 1,220.00 | 31/03/2012 Estimate (Proxy Cost) |
| 107 | Martello Field | | Martello Field | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Seaford Library Bench | | Sutton Park Road | £ 1.00 | | | £ 1.00 | Donated - Nominal Amount |

| Description of Asset | | Date Purchased | Location | Asset Cost/Value 31/03/2023 | Additions | Disposals | Asset Cost/Value at 31/03/2024 | Notes |
|----------------------|---|----------------|-----------------------------------|-----------------------------|-----------|-----------|--------------------------------|--|
| 108 | Street Planters | | Various | £ 2,000.00 | | | £ 2,000.00 | 31/03/2012 Estimate (Proxy Cost) |
| 108 | Street Furniture | | Various | £ 14,000.00 | | | £ 14,000.00 | 31/03/2012 Estimate (Proxy Cost) |
| 108 | Seating - Other | | Various | £ 21,000.00 | | | £ 21,000.00 | 31/03/2012 Estimate - new additions during 2015/16 |
| 108 | Street Lighting | | Various | £ 21,000.00 | | | £ 21,000.00 | 31/03/2012 Estimate (Proxy Cost) |
| 108 | War Memorial | | Sutton Park Road | £ 20,000.00 | | | £ 20,000.00 | 31/03/2012 Estimate (Proxy Cost) |
| 108 | Avondale / Blatchington 1 (see Pond) | | Avondale Road | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Avondale / Blatchington 2 | | Avondale Road | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Bishopstone Road - parcel of land | | Bishopstone Road | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Blatchington Pond | | Blatchington Pond | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Broad Street | | Broad Street | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Lexden Road - North Way/Firle Road | | Lexden Road | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Normansal - green space | | Normansal | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Pelham Road - Flower Beds | | Pelham Road | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | The Ridings | | The Ridings | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Sandore Road | | Sandore Road | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Sutton Drove - Grass Verge | | Sutton Drove / The Byways | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Chyngton Way - Central Island | | Chyngton Way | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | The Covers | | The Covers | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Firle Close - Central Island | | Firle Close | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Gildredge Road - Grass Verge | | Gildredge Road | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Hardwick House - Sunken Gardens | | Esplanade | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | High & Over | | High & Over | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | The Holt | | The Holt | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Village Green | | Princess Drive | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Sutton Drove Allotments | | Sutton Drove | £ 1.00 | | | £ 1.00 | Nominal value |
| 108 | Steyne Road Junction South Street | | Steyne Road Junction South Street | £ 1.00 | | | £ 1.00 | Nominal value |
| 116 | Southdown Road wasteland | | Southdown Road | £ 1.00 | | | £ 1.00 | Nominal value |
| 116 | Seaford Head Estate including Golfcourse | | Seaford Head Estate/Golf Course | £ 1.00 | | | £ 1.00 | Nominal value |
| 117 | Seating - Seafont | | Seafont | £ 30,000.00 | | | £ 30,000.00 | 31/03/2012 Estimate (Proxy Cost) |
| 117 | Seafont - various plots of land owned along seafont, beach & promenade | | Seafont | £ 1.00 | | | £ 1.00 | Nominal value |
| 301 | Bus Shelters | | Various | £ 8,000.00 | | | £ 8,000.00 | 31/03/2012 Estimate (Proxy Cost) |
| - | Assets considered to be portable, attractive or of community significance. | | | | | | | |
| | None in addition to any listed above that may also fit this description | | | | | | | |
| - | Other Assets (min. purchase or resale value of £100) | | | | | | | |
| | None in addition to any listed above that may also fit this description | | | | | | | |
| - | Long term investments, shares and loans made by STC | | | | | | | |
| | None | | | | | | | |
| - | Assets held on trust | | | | | | | |
| | None | | | | | | | |
| | INTANGIBLE FIXED ASSETS | | | £ - | | | £ - | |
| | TOTAL ASSETS & INVESTMENTS | | RESTATED | £ 10,927,096.26 | | | £ 10,790,047.26 | |



Seaford Town Council

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| Report No: | 04/24 |
| Agenda Item No: | 14 |
| Committee: | Full Council – Annual Meeting |
| Date: | 9th May 2024 |
| Title: | Annual Subscriptions |
| By: | Georgia Raeburn, Governance Manager |
| Purpose of Report: | To review the Town Council’s annual subscriptions and approve the spend therein |

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| Recommendations |
| Full Council is recommended: |
| 1. To approve the Town Council’s annual subscriptions for 2024 – 2025, as set out within report 04/24, and the spend therein. |

1. Information

1.1 The Town Council’s Standing Orders require that, at each annual meeting, it reviews the subscriptions it holds with external bodies and approves the spend therein.

1.2 The Town Council and its officers hold the following subscriptions – with a commentary alongside each below to explain the purpose of the subscription - which it is recommended the Town Council approves continuing with:

| | Subscription / purpose | Predicted 2024 - 2025 Amount |
|----|---|-------------------------------------|
| a) | Association of Accounting Technicians (AAT) - staff member subscription to ensure access to relevant accounting materials and updates | £161.00 |

| | | |
|----|---|-----------|
| b) | British & International Golf Greenkeepers Association (BIGGA - key greenkeeping professional body, membership covers all greenkeeping staff and the Council, valued source of information and updates | £710.00 |
| c) | East Sussex Association of Local Councils (ESALC) & National ALC (NALC) - key association for support and information for local councils, also includes National Association of Local Councils membership | £2,759.53 |
| d) | Employer Link - via the Local Government Association, this provides employment/HR support and access to useful guidance and updates | £468.00 |
| e) | GEO (Golf Environment Organisation) Foundation OnCourse Programme – a new subscription in 2021 with a wealth of information, resources and training for the golf course for its environmental aim. Free until choose to be certified | £0 |
| f) | Grants Making Database – a subscription to a grant funding database containing a variety of grant funding opportunities, that is regularly updated | £95.00 |
| g) | NEW Local Authority Events Advisory Group – membership for two officers to a group specialising in support for local authority events officers, recommended by Brighton & Hove City Council officers | £100.00 |
| i) | Lewes District Council Association of Local Councils (LDALC) - key association for networking with other local councils and receiving updates and information on local council news and issues. | £20.00 |

| | | |
|----|--|-----------|
| j) | NEW Prime Business Plan – plan with Amazon for businesses, to reduce delivery charges and provide access to prime member priced items | £80.00 |
| k) | NEW Purple Guide – the national guide for event management, providing access to vital resources as event organisers | £25.00 |
| l) | Seaford Chamber of Commerce - provides vital networking opportunities with local traders and helps maintain this key partnership | £90.00 |
| m) | Society of Local Council Clerks - key professional body for Town Clerks, this includes membership for three members of staff (the Town Clerk, Assistant Town Clerk and Governance Manager) | £1,045.00 |
| n) | NEW South East Employers – Provide specialist local council / public sector HR and employment law support and advice, including access to discounted consultancy rates | £356.00 |
| o) | Survey Monkey - platform for Council to consult with and seek views of public easily, and effectively collate and analyse data | £348.00 |
| p) | Sussex Mayor’s Association – an opportunity for the mayor, mayoress or consort to network and socialise with other local mayors. Established in 1939, the association is holding two luncheon events within Seaford in the coming year | £10.00 |

1.3 There are three subscriptions that were previously budgeted for but it is no longer recommended to continue with, this being:

- (a)** Association of Chartered Certified Accountants – having belonged to a former member of staff,
- (b)** Local Council Review publication – with the publication no longer being produced,
- (c)** Seaford Rotary Club Business Partnership Scheme – having been a subscription for The View.

1.4 The subscriptions budget had previously included professional membership to Canva – an online graphic design platform – this is now accommodated for within the advertising/publicity budget and therefore no longer featured within the subscriptions list.

2. Financial Appraisal

2.1 The subscriptions within this report equate to £5,533.53, which is slightly more than budgeted (£5,321.62).

2.2 Officers endeavour to provide up to date figures within this report but it is not always possible, as some subscription costs cannot yet be confirmed. There is therefore always some movement up and down with costs incurred. If costs do represent an overspend on budget at year end, these costs would be met from underspends elsewhere within the cost centre or General Reserves.

3. Contact Officer

3.1 The Contact Officer for this report is Georgia Raeburn, Governance Manager.



Seaford Town Council

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| Report No: | 01/24 |
| Agenda Item No: | 15 |
| Committee: | Full Council – Annual Meeting |
| Date: | 9th May 2024 |
| Title: | Seaford Town Council's 25th Anniversary |
| By: | Isabelle Mouland, Assistant Town Clerk |
| Purpose of Report: | To consider plans to mark the 25th Anniversary of Seaford Town Council |

Recommendations

Full Council is recommended:

1. To consider the proposed plans to mark the Town Council's 25th Anniversary throughout the 2024 – 2025 municipal year.
2. To delegate authority to the Town Clerk and Assistant Town Clerk to mark the 25th Anniversary through appropriate activities during 2024 – 2025 municipal year, reporting back via the Town Clerk's report.

1. Introduction

- 1.1 At the Annual Meeting of the Town Council on 9th May 2024, Seaford Town Council turns 25 years old.
- 1.2 Officers have carried out research and confirm that it would not appear to be the norm to hold any extra events or allocate budget for commemorative spending due to a local council's anniversary.
- 1.3 It would however be appropriate for the Town Council to take the opportunity to highlight the 25th anniversary at its ordinary events, during the delivery of projects and services and at other suitable times throughout the year.

- 1.4 Members are therefore presented with ideas below to mark Seaford Town Council's 25th Anniversary throughout the 2024 – 2025 municipal year.

2. Marking the 25th Anniversary of Seaford Town Council

- 2.1 It is recommended that, throughout the year, the Town Council's communications such as website, social media, emails, letterheads etc. use a "25th Anniversary logo" –
- 2.2 A logo has been designed, as below, reflecting the Town Council's civic brand:



- 2.3 It is recommended that the following planned 2024 – 2025 Civic Events mark the 25th Anniversary with an opening speech and/or presentation, and invite past mayors, town councillors, and civic awardees:
- (a) Mayor's Civic Reception (usually in July)
 - (b) Mayor's Carol Service (in December)
 - (c) Annual Town Meeting (Town Forum) (29th April 2025)
- 2.4 It is recommended that the Town Clerk and Assistant Town Clerk are delegated authority to mark the 25th Anniversary through appropriate activities during the 2024 – 2025 municipal year, reporting back via the Town Clerk's report.
- 2.5 To clarify, this could be utilising the logo or raising awareness of the anniversary and celebrating the achievements of the Town Council over the last 25 years when opportunities to do so are presented (verbal or written).
- 2.6 Town Councillors – and the Mayor in their civic role – are encouraged to highlight the Town Council's 25th anniversary year where the opportunity

arises within their activities during the coming year. To provide an example, this could be as part of an update at an outside body meeting or when liaising with residents or other third parties.

3. Strategic Opportunity

3.1 When the Councillors were working on the Strategic Plan, they identified that work to mark the 25th Anniversary provided a perfect opportunity to look ahead over the next 25 years.

3.2 In the Plan, this is described as follows:

Use engagement work for the 25th anniversary of the Town Council to better understand the issues and needs.

3.3 So, the following work will be taken forward:

3.4 A new working group will be convened look at the needs of Seaford over the next 25 years, including the future of the town centre, a community centre, connectivity around the town. The group will engage with local residents and community organisations and also call upon relevant expert support.

3.5 A future Full Council meeting will consider the scope and terms of reference for this group in more detail.

4. Financial Appraisal

4.1 There are no direct financial implications as a result of this report. It is recommended that the 25th Anniversary of Seaford Town Council is marked at events already in the Town Council's calendar, and that there is no further commemorative spending.

5. Contact Officer

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



Seaford Town Council

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| Report No: | 02/24 |
| Agenda Item No: | 16 |
| Committee: | Full Council – Annual Meeting |
| Date: | 9th May 2024 |
| Title: | Youth Ambassador Board |
| By: | Isabelle Mouland, Assistant Town Clerk |
| Purpose of Report: | To consider the recommendation to retire the Young and Deputy Young Mayor roles with a view to replace with a Youth Ambassador Board |

Recommendations

Full Council is recommended:

1. To consider the development of the Young and Deputy Young Mayor of Seaford roles.
2. To consider the creation of a Youth Ambassador Board as recommended in point 3.
3. Should recommendation 2 be resolved and a Youth Ambassador Board created, to consider the draft Terms of Reference at Appendix A.
4. Should recommendation 2 be resolved and a Youth Ambassador Board created, to appoint up to two councillor representatives to the Youth Ambassador Board.

1. Introduction

- 1.1 In 2009, Seaford became the first town in the South East to elect a Young Mayor. The Scheme was set up by the Town Council in partnership with Seaford Head School. This required a lot of hard work and dedication from those involved, and thanks goes to those that enabled this Scheme to be successfully set up and delivered for the last 15 years.

- 1.2 The Young Mayor is a position held for one municipal year (May to May) with the aim of engaging younger people in the democratic process and to have a younger voice on the Town Council so that younger people's views can be fed into Town Council decisions.
- 1.3 The Young Mayor is supported by a Deputy Young Mayor, who is elected annually 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.
- 1.4 The Young Mayor, and Deputy, are invited to take part in the Civic events and occasions, some alongside the Mayor of Seaford and others representing the Mayor of Seaford. The Young Mayor is also invited to give talks or speeches where possible, to help build a relationship with the people of Seaford and increase their profile.
- 1.5 Over the last few years, officers have noted that most Young Mayors find it difficult to commit time to the role. This is due to increases to school/life pressures, and different interests.
- 1.6 Officers have had informal discussions with Seaford Head School which support a recommendation that the Town Council consider developing the roles of Young and Deputy Young Mayor to an enhanced, structured, and innovative Youth Ambassador Board.

2. Reasons to Develop the Young Mayor Role

- 2.1 Over the last few years, due to an increase in home, school and extracurricular demands, the Young Mayors have often become less available part-way through the municipal year.
- 2.2 The purpose of the Young Mayor role has also become less about being the voice of younger people in the town, and more about fundraising and attendance at community events.
- 2.3 As a result of factors outside of the control of the individuals themselves, the Young Mayor role has declined in terms of visibility and effectiveness at representing the voice of younger generations.
- 2.4 In the Town Council's recently adopted Strategic Plan, the Town Council identified a need to work with younger people in the town to support and create opportunities for the younger community, and in order to support this, officers (with support from Seaford Head School) believe it necessary

to update the current arrangements in place for the Young and Deputy Young Mayor roles.

- 2.5 It is recommended that the Town Council develops the roles of Young and Deputy Young Mayor of Seaford, and creates a new, enhanced opportunity for younger people via a Youth Ambassador Board.

3. The Youth Ambassador Board

- 3.1 The benefits of a Board would be for the Town Council to work with and reach more younger people in the town, rather than the current arrangement of just two younger people.
- 3.2 It would enable the Town Council to engage and involve younger people in its projects and services, whilst recognising that younger people will have school/life pressures - a Board can work together and share the load.
- 3.3 It is proposed that the Youth Ambassador Board consists of up to 10 younger people aged between 14 and 18 years old (appointed as 'Youth Ambassadors'), up to two members of Seaford Town Council, and relevant Seaford Town Council officers administering meetings.
- 3.4 Youth groups working in partnership with the Town Council such as Seaford Head School, Seaford Head Sixth Form, Seaford Youth Forum etc. are to be invited to send a representative to sit on the Board.
- 3.5 Seaford Head School has already expressed that the current Deputy Young Mayor of Seaford (who would have been sworn in as Young Mayor for the forthcoming year), would be its chosen representative.
- 3.6 Officers would also look to advertise the opportunity to join the Youth Ambassador Board through other communication channels such as the Town Council website and social media, to attract interest from younger people not at Seaford Head School or involved in youth groups.
- 3.7 All advertising of the opportunity to join the Youth Ambassador Board will encourage diversity.
- 3.8 The Civic Office would manage applications to join the Board. In most instances a person aged 14 – 18 years old and living in or involved in the Seaford community will be accepted to the Board.
- 3.9 Membership of the Board would be reviewed annually, however by academic year (September to August) to fit in with Board member's commitments.

- 3.10** The purpose of the Board would be for it to be involved in Town Council projects by engaging with community groups and peers and be the voice of the younger community collectively as a group.
- 3.11** In turn, the Town Council would be offering Youth Ambassadors the opportunity to see first-hand the work of the Town Council and its processes, and to gain experience in engagement, consultations, and voluntary community work to add to CVs for future job applications.
- 3.12** The Town Council can offer Youth Ambassadors different experiences year on year, for example in an ordinary election year, Youth Ambassadors can learn about Town Council elections.
- 3.13** Please find attached at Appendix A, a draft Terms of Reference for the Youth Ambassador Board for consideration.
- 3.14** Should the Town Council agree to create the Youth Ambassador Board, the Board would be established late September (allowing time to advertise for Youth Ambassadors to join post-summer holidays), with a view to having its first meeting mid-October. Meetings would then be quarterly, unless the Board is called upon to be involved in a particular project or consultation.
- 3.15** The Town Council would receive regular updates through separate project, services and engagement reports via relevant Town Council committees, and also via an annual report submitted by the Board to the AGM.
- 3.16** Should the Town Council agree to create the Youth Ambassador Board, it is recommended to appoint up to two town councillors to the Board with a view to these councillors working with and inspiring the younger people on the Board.
- 3.17** The two town councillor representatives will then be appointed at each annual meeting of the Town Council.
- 3.18** It is understood that particular safeguarding will need to be in place in order to set up and manage the Board, including DBS checks on those working with the Board. Officers will ensure all necessary arrangements are in place prior to the Boards establishment, should the Town Council agree to create the Board.

4. Financial Appraisal

- 4.1** Civic Office staff and the two appointed town councillors to the Board will be required to complete DBS checks. This would cost in the region of £80

per annum (4 X £20 per person) should representatives change year on year. Costs for DBS checking would be recovered via the Town Council's 'Civic Other' cost centre which currently stands at £1,000.

- 4.2** In terms of officer resource, the Civic Office confirm that managing a Youth Ambassador Board would take the same time allocated to the current Young Mayor roles, but with enhanced outcomes benefitting the Town Council and community.

5. Contact Officer

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



Seaford Town Council
Youth Ambassador Board

Terms of Reference

DRAFT

1 PURPOSE

- 1.1 To represent the younger people of Seaford on Seaford Town Council.
- 1.2 To share views on Seaford Town Council projects and services to help shape the town's future.
- 1.3 To engage with youth groups and peers to feedback to the Town Council.
- 1.4 To work with Seaford Town Council on consultations, including being the go-to focus group for feedback from younger people in Seaford.
- 1.5 To assist the Town Council in appropriate projects and campaigns.

2 MEMBERSHIP

- 2.1 The Youth Ambassador Board to include:
 - Up to 10 younger people aged 14-18 years old – seats offered to partnership organisations first, before being advertised to the wider community.
 - Up to two town councillors.
 - Assistant Town Clerk
 - Other officers are to be invited as required, depending on specific projects and services being discussed/consulted on.
 - Membership runs for one year, September to August.

3 FREQUENCY

- 3.1 Quarterly, the first meeting being mid-October.
- 3.2 Other meetings when necessary, between regular meetings, with notice given.

4 VENUE

- 4.1 Seaford Council Chambers as the 'norm' however on site if so required (for example, should the Youth Ambassador Board be involved in discussions about The Salts Playground, it might be necessary to meet there).

5 CHAIR

- 5.1 One of the town councillors to do the first meeting.

Contact: Isabelle Mouland

Assistant Town Clerk, Seaford Town Council

isabelle.mouland@seafordtowncouncil.gov.uk

- 5.2 The Board to then decide whether to agree a younger person to Chair and Vice Chair, or have the position change to give more people experience, or to stick with the town councillor chairing.

6 MINUTES

- 6.1 Will be taken by an officer.
- 6.2 Where necessary, feedback on particular consultations, projects, and services will be directed to relevant officers and/or fed back to the Town Council via reports to Full Council or relevant committees.

7 AGENDA ITEMS

- 7.1 To be issued by an officer two-weeks prior to meetings.
- 7.2 All members of the Board welcome to send items three-weeks prior to meetings.
- 7.3 Officer to liaise with other town council officers to bring any items to the Board's attention.

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Seaford Town Council

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| Report No: | 08/24 |
| Agenda Item No: | 17 |
| Committee: | Full Council – Annual Meeting |
| Date: | 9th May 2024 |
| Title: | Review of the Town Council’s Complaints Procedure |
| By: | Georgia Raeburn, Governance Manager |
| Purpose of Report: | To present the review of the Town Council’s Complaints Procedure |

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| Recommendations |
| Full Council is recommended: |
| 1. To adopt the revised Complaints Procedure. |

1. Introduction

- 1.1 The Town Council has a Complaints Procedure to set out how formal complaints will be held, whether relating to Town Council service delivery / decision making, the actions of a Town Council Officer or of a Town Councillor.
- 1.2 The procedure has been reviewed and is included at Appendix A with tracked changes.
- 1.3 The aims of the review were:
 1. To ensure a procedure that is clear and easy to understand, ensuring that all parties involved have clear expectations as to how the process will be handled
 2. To ease the onus on the Mayor to handle complaints relating to the Town Clerk, and

3. To ensure a procedure that allows for complaints to be handled impartially, discreetly and fairly, balancing the Town Council's responsibilities as an employer with its transparency requirements.

1.4 An overview of the recommended changes are set out below.

1. Section 1, Introduction:

- This is a new addition to aid with navigating the document

2. Section 2, General Complaints:

- The process has been better clarified, including the officers involved with complaint handling
- Appeals against the handling of complaints are suggested to go to the Appeals Committee, with clarification on the support that is offered to this Committee in this section

3. Section 3, Complaints Against an Employee of the Town Council:

- Complaints about the Clerk have been removed from here and put in section 4 below, just to try and keep things simpler for the reader
- The right to appeal against the outcome of a complaint about an officer has been removed. With the complainant not fully knowing the outcome due to complaints about officers being handled as an employment matter, it is not possible for the complainant to know what they are appealing against,
- An indicative timescale of 21 working days has been set for handling complaints about an officer but with the flexibility to extend this as required and update the complainant accordingly. The amount of time required to handle a complaint has a number of variables. While the Town Council can set an indicative timescale, it is not recommended to enforce this and risk creating a complaints process that is not fit for purpose or causes frustrations from parties involved with expectations not being met.

4. Section 4, Complaints Against the Town Clerk:

- It is recommended that, rather than the Mayor handling these on their own (with external support), these will go to a Personnel Complaints Panel to be handled, which includes the Mayor. This section mirrors sections 1 and 2 in that it sets out process and how the panel is supported

5. Section 5, Monitoring of Complaints:
 - Some greater clarification on how complaints are monitored
6. The separate section for complaints relating to Seaford Head Golf Course has been removed, as these complaints can be handled in accordance with section 2 of the policy.
- 1.5 Also attached, at Appendix B, is a draft Terms of Reference for the proposed Personnel Complaints Panel. These terms of reference would form an appendix to the Complaints Procedure.
- 1.6 To be clear, the panel would not be a formal committee and is instead a panel of councillors – made up of members of the Personnel Committee – to aid the Mayor in handling complaints.

2. Implementation

- 2.1 It is recommended that the new Complaints Procedure takes effect for complaints received after 9th May 2024.
- 2.2 Any current complaints or appeals will continue to be handled in accordance with the current Complaints Procedure.

3. Financial Appraisal

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

4. Contact Officer

- 4.1 The Contact Officer for this report is Georgia Raeburn, Governance Manager.



Seaford Town Council

Complaints Procedure

Seaford Town Council aims to provide the best possible service to the residents of Seaford. However, we recognise that from time to time, users of our services may feel that the quality or level of service is less than they could reasonably expect.

It remains the position that the Local Government Ombudsman has no jurisdiction over Town, Parish and Community Councils. Therefore, this Complaints Procedure has been adopted by the Town Council in order to allow members of the public the opportunity to submit a complaint regarding the administration of the Town Council or its procedures, and have the complaint dealt with in a fair and timely manner.

This procedure is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by a Town Council officer or member of the Town Council. This procedure applies to all services provided by the Town Council (including Seaford Head Golf Course ~~and The View~~).

Please note however that complaints about an individual employee of the Town Council would be dealt with as an employment matter. The complainant can however be assured that the complaint will be investigated and dealt with internally with appropriate actions taken as deemed necessary.

Complaints regarding a Town Councillor are subject to the jurisdiction of the Code of Conduct. Complaints of this nature will be forwarded to the District Monitoring Officer at Lewes District Council to review.

~~Complaints relating to the View or Seaford Head Golf Course are dealt with separately as detailed below, as this is a commercial operation.~~

We greatly value your continued support and good will and, therefore, if you have a complaint, we would like to hear about it.

1. CONTENTS

This Complaints Procedure covers the following areas:

Section 2 – General Complaints

Section 3 – Complaints Against an Employee of the Town Council

Section 4 – Complaints Against the Town Clerk

Section 5 – Monitoring of Complaints

Section 6 – Complaints Against a Member of the Council

Appendix – Personnel Complaints Panel Terms of Reference

2. GENERAL COMPLAINTS

1. All complaints must be made in writing (~~by post or through~~ideally via email) and addressed to the Assistant Town Clerk, who will coordinate the handling of the complaint, and must clearly state that it is a formal complaint.
2. On receiving the complaint, the Assistant Town Clerk will pass this to the relevant service manager who shall acknowledge the complaint within 5 working days ~~and try to resolve the complaint directly~~. If the relevant service manager is absent for this initial 5 working day period, this will be dealt with by another service manager in their absence.
3. The complaint will be logged by the Assistant Town Clerk with necessary deadlines set. The service manager handling the complaint will identify ~~and brief~~ action plan of who is to be involved in reviewing the complaint, what information is needed and potential actions to be taken.
4. The service manager will endeavour to respond to the complaint with a resolution within 21 working days of the date of the letter. If necessary, the service manager will send a holding letter to the complainant to allow further time to address the issues. More complex complaints are likely to require extended time to ensure they can be fully investigated.
5. Copies of all documentation will be shared with the Assistant Town Clerk to ensure these are stored centrally.
- 4.6. For more general complaints that do not sit within the remit of one service manager or complaints that are complex or sensitive in their nature, these may be handled directly by the Town Clerk.

~~5. The Town Clerk will provide an update at Full Council meetings of any complaints received and outcomes as part of the Clerk's Report. All personal details will be excluded when reporting the complaint to Full Council to ensure confidentiality is maintained.~~

General Complaint Appeal

~~6.7.~~ If a complainant is unhappy with the outcome of their complaint, they have 21 days from receipt of the outcome letter to notify the Town Clerk of this.

~~7.8.~~ The Town Clerk will then arrange for the complaint to be considered and dealt with as an appeal by the Appeals Committee.

~~8. Providing the Town Clerk has had no involvement in the investigation in to and original outcome of the complaint, they will be equipped to review the appeal of the decision fairly and impartially.~~

~~9. If the Town Clerk has had involvement in the original complaint, the appeal will need to be referred to the Town Council's Appeals Committee.~~

~~9. The Chair of Appeals will acknowledge receipt of the appeal and take the necessary steps to convene a meeting of the panel to consider the appeal.~~

~~10. In both appeal investigations, whether by the Town Clerk or the Appeals Committee, At the appeal panel meeting, the complainant appellant will be offered the opportunity to explain the nature of the complaint to the Committee ~~or Town Clerk~~ directly, should they wish to.~~

~~11. In the case of the Appeals Committee hearing an appeal, the Town Clerk will recommend prior to the meeting if the complaint warrants exclusion of the press and public at the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960.~~

~~11.~~ The decision on the complaint shall be announced at the Appeals Committee meeting, where relevant, and confirmed in writing to the complainant ~~or in the case of the Town Clerk investigating an appeal, will be confirmed in writing~~ as soon as practicably possible.

~~12. The appeal outcome determined by the Appeals Committee shall be final.~~

~~13. Internal support to the process will be provided by an officer, likely from the Town Council's HR & Governance team. This support will consist of:~~

~~a. assisting with acknowledging the appeal,~~

- b. convening panel meetings,
- c. attending and supporting panel meetings,
- d. providing access to any relevant Town Council records / documents and / or advising on Town Council policy or procedures,
- e. assisting with confirming the outcome of the appeal to the appellant,
- a-f. ensuring adequate records are stored on the Town Council's systems.

All complaints must be dealt with in writing (~~either by post or~~ ideally via email) to ensure a complete paper trail is recorded.

3. COMPLAINTS AGAINST AN EMPLOYEE OF THE TOWN COUNCIL

Any complaints regarding the actions of an employee will be handled as an employment matter and therefore a different process must be followed in order to protect the employer / employee relationship, trust and confidence.

1. Any complaints regarding the actions of an employee should be submitted in writing (by ~~post or through~~ email ideally) to the Town Clerk (complaints relating to the Town Clerk are addressed separately in section 3 below).
- ~~2. Any complaints regarding the Town Clerk should be submitted in writing (by post or through email) to the Mayor.~~
2. The Town Clerk will assess whether this is in fact a complaint about the actions of an employee, rather than about Town Council policy, process or service delivery in order to ensure that the complaint is handled in the correct manner for its nature.
3. The complaint will be acknowledged in writing upon receipt. The complaint will not be included on the Complaints Log due to its confidential nature.
4. The Town Clerk will either investigate the complaint themselves or delegate this to the service manager, where appropriate. ~~and if felt necessary, present it to the Disciplinary Sub-Committee if it is deemed to be a potential disciplinary offence. The Clerk will however endeavour to resolve the complaint directly if possible.~~
5. The Town Clerk has discretion to refer the complaint to the Town Council's Personnel Complaints Panel to handle, should this be appropriate i.e. in cases where the complaint is relating to one of the Town Clerk's direct line reports and the Town Clerk feels their involvement in the matter discounts them from handling the complaint. In this case, section 3 of the policy is taken forward.

~~5.6. The complainant may be called upon to assist the Town Clerk / manager with better understanding the nature of the complaint.~~

~~6.7. Where possible, the Town Clerk / service manager will endeavour to resolve the complaint directly.~~

~~7.8. If deemed necessary, a meeting of the Disciplinary Sub-Committee will be convened to discuss the complaint and whether there is a need to invoke the disciplinary process as per the Town Council's Disciplinary Procedure.~~

~~8. The complainant may be contacted as part of an investigation, to explain the nature of their complaint if it is felt that more information/clarification is required in order for the Disciplinary Sub-Committee to fairly reach a conclusion on action to be taken.~~

~~9. The complainant will receive a written reply to their complaint detailing the providing a suitable overview of the outcome of their complaint but ensuring that the employee in questions confidentiality is not breached.~~

~~10. Due to the nature of the complaint, the response to the complainant is likely to be brief and therefore the exact outcome of the complaint will not be known. As a result of this, there is no recourse for appealing against the outcome of a complaint about a Town Council officer.~~

~~9. If the complaint is regarding the Town Clerk, the above stages 2—7 will be taken by the Mayor. The Clerk would be excluded from having any dealings with the investigation or subsequent meetings. The Council would employ external expert support to assist in dealing with the complaint.~~

~~10. If a complainant is unhappy with the outcome of their complaint, they have 21 days from receipt of the outcome letter to notify the Town Clerk/Mayor of this.~~

~~11. The Town Clerk/Mayor will then arrange for the complaint to be considered and dealt with by the Appeals Committee. The complainant may be offered the opportunity to explain the nature of the complaint to the meeting. There may be an exclusion of press and public for this item of the meeting.~~

~~12. The decision on the complaint shall be notified to the complainant in writing and not announced publicly during the meeting.~~

~~11. Complaints will be handled as efficiently and swiftly as possible, although an exact timescale is hard to determine. If a complaint against the actions of an officer is not going to be resolved within 21 working days, the complainant will be notified of this.~~

13.12. Records of complaints about officers will be stored on the employee's personnel file.

At all times, every individual will be treated fairly and the process will remain reasonable, accessible and appropriately transparent.

4. COMPLAINTS AGAINST THE TOWN CLERK

Due to the Town Council's structure, complaints about the Town Clerk must follow a different process to that of other employees but without placing the onus on one councillor (the Mayor, for example) to handle this.

1. The Town Council has a Personnel Complaints Panel that will be called upon to handle any complaints received in relation the Town Clerk.
2. Any complaints regarding the actions of the Town Clerk should be submitted in writing (by email ideally) to the Mayor.
3. The panel members and their contact details can be found on the Town Council's website: [PAGE LINK TO BE INSERTED].
4. The panel will be supported by an external professional.

Process

5. The complaint will be acknowledged in writing by the Mayor upon receipt. The complaint will not be included on the Complaints Log due to its confidential nature.
6. The panel will be convened, with external support, to discuss the complaint and agree the correct process for investigating the complaint.
7. The complainant may be called upon to assist the panel with better understanding the nature of the complaint.
8. Where possible, the panel will endeavour to resolve the complaint directly.
9. If deemed necessary, the panel may request that a meeting of the Disciplinary Sub-Committee will be convened to discuss the complaint and whether there is a need to invoke the disciplinary process as per the Town Council's Disciplinary Procedure.
10. The complainant will receive a written reply to their complaint providing a suitable overview of the outcome of their complaint but ensuring that the employee in questions confidentiality is not breached.
11. Due to the nature of the complaint, the response to the complainant is likely to be brief and therefore the exact outcome of the complaint will not be known. As a result of this, there is no recourse for appealing against the outcome of a complaint about a Town Council officer.

Internal Support

12. Internal support to the process will be provided by the Town Council's HR & Governance team. This support will consist of:
- a. assisting with acknowledging the complaint,
 - b. convening panel meetings,
 - c. arranging appropriate external support,
 - d. providing access to any relevant Town Council records / documents and / or advising on Town Council policy or procedures,
 - e. if required, convening Disciplinary Sub-Committee meetings,
 - f. ensuring adequate records are stored on relevant personnel files.

~~5. COMPLAINTS RELATING TO THE VIEW OR SEAFORD HEAD GOLF COURSE~~

- ~~1. It is recognised that The View and Seaford Head Golf Course are commercial enterprises and it is not therefore appropriate to deal with any complaints in a public arena.~~
- ~~2. Complaints relating to The View will in the first instance be dealt with informally by the supervisor on duty at any given time. If the complaint is escalated this will be considered and dealt with by the General Manager. In the event of this proving unsuccessful the complainant will be referred to the Town Clerk to make their complaint. This complaint will be considered by the Town Clerk in full consultation with the Chair of the Golf & The View Committee.~~
- ~~3. Complaints relating to the golf course will in the first instance be dealt with informally by the Course Manager or Golf Professional.~~
- ~~4. In the event of this proving unsuccessful, the complainant will be referred to the Town Clerk to make their complaint.~~
- ~~5. This complaint will be considered by the Town Clerk in full consultation with the Chair of the Golf & The View Committee.~~
- ~~6. The decision taken by the Town Clerk in consultation with the Chair of the Golf & The View Committee will be the final decision and will be reported to the next available Golf & The View Committee meeting as a confidential item.~~

5. MONITORING OF COMPLAINTS

1. All valid formal complaints received will be entered on to the Town Council's Complaints Log (unless regarding a member of staff).

2. The Town Clerk will provide an update at Full Council meetings of any complaints received and outcomes as part of the Clerk's Report – this will include any appeals against general complaint outcomes that have been considered by the Complaints Panel. All personal details will be excluded when reporting the complaint to Full Council to ensure confidentiality is maintained. ~~include in the Clerk's Update Report to each Full Council meeting a summary of complaints logged in the period since the last report being written (not including any personal details of the complainant).~~
3. Informal complaints, concerns, queries or comments are dealt with as and when received by individual members of staff. There is then the opportunity to discuss these regularly amongst officers to look for any patterns or repeat issues. If it is felt necessary by the Town Clerk, these can be flagged with Town Councillors so they are aware of these and any steps being taken by officers to address these informal complaints/concerns. ~~Councillors may be informed or it may be included within the Clerk's Update Report as an informal complaint/s.~~
4. ~~Town Council employees shall be vigilant in responding to relevant queries and concerns as best they can, including those on social media;~~ The Town Council's communication procedures provide guidance to officers, and members, on dealing with third parties.

6. COMPLAINTS AGAINST A MEMBER OF THE COUNCIL

Seaford Town Councillors sign up to a Code of Conduct upon taking office.

Any member of public wishing to submit a complaint for breach of the code should do so to the Monitoring Officer at Lewes District Council:

The Monitoring Officer
Lewes and Eastbourne Councils
Town Hall
Grove Road
Eastbourne
BN21 4UG

Email complaints marked for the attention of 'The Monitoring Officer' can be sent to: committees@lewes-eastbourne.gov.uk

For more information on the process, please visit Lewes District Council's website at: <https://www.lewes-eastbourne.gov.uk/article/1409/Complaints-against-councillors> or contact Lewes District Council on 01273 471600.

APPENDIX

[TO BE INSERTED ONCE APPROVED – PRESENTED ELSEWHERE WITH THE FULL COUNCIL PAPERS FOR CONSIDERATION]

Adopted by Council: ~~16th May 2019~~TBC

~~Amended: December 2023 (District Council contact details updated)~~

Review: ~~January 2023~~TBC – four years after adoption date

DRAFT



Seaford Town Council

Personnel Complaints Panel

Terms of Reference

1. Purpose

The Personnel Complaints Panel is a key part of the Town Council's framework for ensuring that complaints relating to officers are handled impartially, discreetly and fairly.

2. Scope

In accordance with the Town Council's Complaints Procedure, the Personnel Complaints Panel is primarily responsible for two areas:

- handling complaints relating to the actions of the Town Clerk, and
- handling complaints relating to the actions of other officers, where referred to the panel by the Town Clerk.

3. Panel Status

The Personnel Complaints Panel is not a formal committee of the Town Council and as such, there is no public right to access these meetings or legislative requirements for agendas or minutes.

Suitable records of the panel's meetings and activities will be maintained and will be stored centrally on the Town Council's systems.

4. Appointment

- The panel is Chaired by the Mayor or Deputy Mayor in their absence
- The panel will consist of up to six members of the Personnel Committee

5. Quorum & Substitutes

- The panel's quorum shall be three
- Absent panel members can arrange for another Town Councillor to substitute in their absence (excluding members of the Disciplinary Sub-Committee or Appeals Committee)

- Substitute panel members would have full access to any documentation provided to panel members
- A Town Council officer or external support officer must be in attendance to facilitate a panel meeting and create appropriate notes

6. Meeting Frequency & Notice

- As and when required – no pre-arranged meeting dates
- The panel may choose to meet face-to-face or by Microsoft Teams
- There are no notice requirements for calling panel meetings – this will be agreed with the Chair. However, due consideration will always be given to the specifics of the complaint being considered and allowing reasonable time for this

7. Panel Decision-Making & Reporting

- The outcome of the complaint will be determined by the panel by majority vote
- An update on matters handled by the Personnel Complaints Panel will be provided at each Personnel Committee meeting

8. Panel Support

- When handling complaints against the actions of the Town Clerk, the panel will be supported by an external professional.
- The Town Council's HR & Governance Team will be responsible for providing the following support to the panel:
 - assisting with acknowledging the complaint,
 - convening panel meetings,
 - arranging appropriate external support,
 - attending relevant panel meetings,
 - providing access to any relevant Town Council records / documents and / or advising on Town Council policy or procedures,
 - if required, convening Disciplinary Sub-Committee meetings,
 - ensuring adequate records are stored on relevant personnel files.



Seaford Town Council

| | |
|---------------------------|---|
| Report No: | 11/24 |
| Agenda Item No: | 18 |
| Committee: | Full Council – Annual Meeting |
| Date: | 9th May 2024 |
| Title: | Town Councillor Training |
| By: | Isabelle Mouland, Assistant Town Clerk |
| Purpose of Report: | To present an overview of councillor training held in 2023 - 2024 and training to be arranged during 2024 - 2025 |

Recommendations

Full Council is recommended:

1. To note the training offered to town councillors in 2023 - 2024 listed at point 2 of Report 11/24.
2. To note training to be arranged during 2024 - 2025 listed at point 3 of Report 11/24.

1. Introduction

- 1.1** Seaford Town Council is committed to providing and encouraging town councillors to attend training which will build experience and support them in the delivery of their role.
- 1.2** Training starts each term (following ordinary elections) with introductions to the role and then develops to include training subjects specific to experience required as identified throughout the four-year term.
- 1.3** Some training is provided in-house by officers, other training is provided by external providers specialising in local councils such as the East Sussex Association of Local Councils, National Association of Local Councils and local authorities.

1.4 Training is held both in-person and virtually.

2. Training Held in 2023 - 2024

2.1 In 2023 - 2024, eight sessions were held on the following subjects:

| Date | Title | Provider |
|--------------------------------|--|---|
| 11 th May 2023 | Introduction to Being a Town Councillor (Roles and Responsibilities) | East Sussex Association of Local Councils |
| 25 th May 2023 | Introduction to Being a Town Councillor (Finance) | Internal Officers |
| 1 st June 2023 | Planning Introduction | Internal Officers |
| 25 th July 2023 | Chairmanship | Mulberry and Co. Ltd |
| 21 st November 2023 | Town Councillor Update | East Sussex Association of Local Councils |
| 9 th January 2024 | Budget Briefing Session | Internal Officers |
| 15 th January 2024 | Climate Literacy Training | Community Energy South |
| 8 th February 2024 | Planning Training | Steve Tilbury |

2.2 All town councillors were invited and encouraged to attend to all sessions.

3. Training for 2024 - 2025

3.1 Officers will initially look to provide training to town councillors on the following:

Code of Conduct (external provider)

Social Media (external provider)

Employer Duties (external provider)

GDPR (external provider)

Town Council Assets (internal provider)

Climate Change (ongoing) (external provider)

3.2 Further subjects will be explored throughout 2024 - 2025 with an aim to support town councillors in their development during their term of office.

3.3 Town Councillors are also encouraged to communicate any training needs with officers.

4. Financial Appraisal

- 4.1 The Town Council has budgeted £2,000 for town councillor training in 2024 - 2025.

5. Contact Officer

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



Seaford Town Council

| | |
|---------------------------|--|
| Report No: | 07/24 |
| Agenda Item No: | 19 |
| Committee: | Full Council – Annual Meeting |
| Date: | 9th May 2024 |
| Title: | Civility & Respect – Councillor & Officer Protocol |
| By: | Adam Chugg, Town Clerk |
| Purpose of Report: | To present the national model Councillor & Officer Protocol for consideration and adoption by Full Council, following on from it having taken the Civility & Respect Pledge |

Recommendations

Full Council is recommended:

1. To adopt the model Councillor-Officer Protocol.
2. To note the next steps being taken to assist with implementing and embedding the protocol.

1. Introduction

- 1.1** This meeting marks the end of the first year of the new Town Council administration and the start of the second year. This means all Councillors now have sufficient experience to be able to see how best we strengthen communications and ensure that the Town Council champions a culture of civility and respect.
- 1.2** As Councillors will be aware, Seaford Town Council is one of the many town and parish councils who are signatories to the National Association of Local Councils (NALC) Civility and Respect Pledge.

- 1.3** It is important that, as well as signing the pledge, there are concrete steps taken to practice this. One way that NALC recommends that councils do this is to adopt a Councillor-Officer Protocol.
- 1.4** This report therefore proposes the Town Council adopts a Councillor-Officer Protocol, as recommended by NALC and based upon a model protocol produced by the Civility and Respect Project.

2. The Protocol

- 2.1** As it says on page 2:

‘A strong, constructive and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.’

This exactly summarises why this work is so important and how vital a protocol such as this can be.

Key points to note from the Protocol include the following:

- 2.2** Page 2 Introduction

A summary of the key roles of councillors and officers, with distinct roles and responsibilities and a need to work together, with a direct quote from the Code of Conduct.

- 2.3** Page 3 Roles of Councillors and Officers

Some important points are made here, including:

- Avoid overly close relationships
- All councillors have these obligations not just certain individuals
- Councillors should not involve themselves in the day to day working of the council
- Treat officers with respect, dignity and courtesy
- Officers do not work under the instruction of individual councillors or groups
- Importance of officer impartiality
- Officers must implement the decisions of council and committees.
- Act within policies, practices, processes, and conventions of the council.

- 2.4** As can be seen, one of the great strengths of this document is that it sets expectations for both councillors and AND officers. Making clear expectations of both groups helps build trust and strengthen working relationships.

- 2.5** On page 6, the protocol goes on to talk more about the relationship in general, again making the point that officers and councillors have distinct responsibilities – councillors are accountable to the public and officers to the council.
- 2.6** It also describes the importance of individual councillors abiding by the decisions of the council, and of not criticising conduct or capability of officers in public.
- 2.7** More points are made about how to criticise constructively and appropriately.
- 2.8** It is also made clear that such expectations apply to officers in relation to councillors as well.
- 2.9** On page 7 is a list of expectations. These provide great checklists for how communication is to be done.
- 2.10** On page 8, the information councillors can expect access to is discussed. Then some rules on correspondence are clarified, and dealing with press and media are covered on page 9.
- 2.11** Finally, on page 10 is a useful section on what to do if things go wrong.

3. Next Steps

- 3.1** Following its adoption, the next steps to help implement and embed the protocol would be as follows:
- The protocol forming part of officer and councillor induction processes – as a document but also forming part of the induction meeting that the Town Clerk has with new officers or councillors
 - Now, given that the protocol is being adopted for the first time, an ‘open door’ for councillors or officers with the Town Clerk who may wish to discuss the protocol to better their understanding
 - The protocol being published on the Town Council’s website so there is complete transparency about the way in which we work within the Town Council
 - Councillors and officers being advised to use the protocol as a reference document when they are not sure of a certain approach or indeed something that can be referenced by councillors or officers if there is any external pressure to act outside of protocol

- The protocol being referred to when issues do arise or things go wrong, as a reminder of the standards that need to be met
- The protocol being a discussion point at the Town Clerk and Mayors line management meetings i.e. has anything arisen that challenges the protocol or indeed contravenes the protocol, how has this been handled, what learning is there etc
- The protocol being reviewed every two years by Full Council – in the second and fourth years of office of each administration

3.2 In addition to the above, other future changes to, or additions of, written procedures will be considered and presented back to Full Council. This will include:

- The internal communications protocol – helping to clarify the process referred to in page 8, paragraph 2 of this protocol
- A social media protocol – as mentioned / recommended in page 10, paragraph 3 of this protocol

4. Conclusion

4.1 This protocol provides an excellent way to underpin good working relationships between Town Council Officers and Councillors, and useful information for everyone to help achieve this.

4.2 It provides clarity, consistency and transparency for Councillors, Officers and residents.

4.3 It is therefore recommended that Full Council adopts the model Councillor-Officer Protocol. Furthermore, that Full Council notes the next steps being taken to assist with implementing and embedding the protocol.

5. Financial Appraisal

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

6. Contact Officer

6.1 The Contact Officer for this report is Adam Chugg, Town Clerk.



MODEL COUNCILLOR-OFFICER PROTOCOL

Contents

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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In

turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's protocols
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy

- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private

- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy

the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of “silent copies” should not be employed.

Acknowledging that the “BCC” system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding “CC councillor X.”

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council’s activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council’s communications protocols.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council’s position in relation to disputes, major planning developments, court issues or individuals’ complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice

for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code -

<https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, this will be handled in accordance with the council's complaints procedure and other performance management protocols.



Seaford Town Council

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| Report No: | 10/24 |
| Agenda Item No: | 20 |
| Committee: | Full Council – Annual Meeting |
| Date: | 9th May 2024 |
| Title: | Programme of Lease Work 2024 - 2025 |
| By: | Georgia Raeburn, Governance Manager, and Louise Lawrence, Head of Assets, Projects & Services |
| Purpose of Report: | To provide Full Council with an overview of the leases held by the Town Council |

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| Recommendations |
| Full Council is recommended: |
| 1. To note the contents of the update report. |

1. Introduction

- 1.1 The Town Council is acknowledged within the local council sector as having a larger than average portfolio of assets, land and properties. The current value for insurance purposes is approximately £12m.
- 1.2 This portfolio grew significantly between the years of 1999, when the Town Council was formed, and 2005, when the Town Council received its third devolution of assets from Lewes District Council.
- 1.3 Not including a significant number of benches, notice boards and other street furniture, these three phases of asset transfer saw 25 parcels of land (and the properties/structures within them) across the town transferred to the Town Council's ownership.
- 1.4 A number of these properties and open spaces transferred with tenants in situ – whether this be leasing a building or managing the land on the

Council's behalf – their original leases with Lewes District Council transferring across with the land.

- 1.5** Some of these original leases have ceased, some have been renewed and a number of new leases have been entered into since the Town Council took on ownership.

2. Current Leases

- 2.1** In order to aid understanding of the leases held by the Town Council, this report sets out an overview of the leases held and their expiry dates – please see the table at Appendix A.
- 2.2** The Town Council is currently lessor for:
12 leases
3 sub-leases (including one to be finalised)
2 management agreements
and has 3 arrangements to be reviewed and, where necessary, formalised
- 2.3** In addition to the above, the Town Council itself is lessee for two properties – both of which are sub-let (in parts).
- 2.4** The Town Council is also entering into a number of discussions with 'friends of' groups about taking on the management of certain green spaces. The work on these is ongoing.
- 2.5** For clarity, this report does not relate to the concession licences operated by the Town Council – including fixed concession licences, such as those at The Salts Café and Martello Kiosk.

3. Ongoing Work for 2024 - 2025

- 3.1** The appendix sets out the leases that will be worked on this year. This includes:
1. South Hill Farm
 2. Martello Tower / Museum
 3. The Base
 4. Lifeguard Shed
 5. Golf Club Office Space at The View
- 3.2** Efforts are ongoing to review the lease for South Hill Farm, with the intention of presenting it to Full Council for adoption in June 2024. This process entails significant engagement with relevant parties, including

legal advisors, to ensure a thorough review and modernisation of existing agreements.

3.3 Similarly, the list at 3.1 above sets out various other property-related matters.

3.4 Each of these initiatives requires meticulous attention to detail, legal expertise, and substantial officer time to facilitate necessary revisions and rewrites of agreements, ensuring alignment with current regulations and organisational objectives.

4. Lease Review Process

4.1 Terms of leases are agreed by Full Council. Relevant committees would usually be involved earlier in the lease review process but the final decision to approve a lease is reserved to Full Council.

4.2 In addition to the specific lease work above, the lease review process (including the rent review process and process for ensuring relevant permissions are in place) is being reviewed, with the aim being to formalise the process, ensuring a robust, fair and transparent process. The review will be finalised once the outcome of the review into the Town Council's staffing structure is known, to ensure complete clarity over where involvement in and responsibility for the different aspects of lease reviews sit within the structure.

4.3 In the interim, lease reviews are largely being taken forward by the Head of Assets, Projects & Services, in consultation with other relevant officers, such as the Responsible Financial Officer.

5. Financial Appraisal

5.1 There are no direct financial implications of this report.

6. Contact Officer

6.1 The Contact Officers for this report Georgia Raeburn, Governance Manager, and Louise Lawrence, Head of Assets, Projects & Services.



Seaford Town Council

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|---------------------------|---|
| Report No: | 09/24 |
| Agenda Item No: | 21 |
| Committee: | Full Council – Annual Meeting |
| Date: | 9th May 2024 |
| Title: | Annual Policy Update 2024 - 2025 |
| By: | Georgia Raeburn, Governance Manager |
| Purpose of Report: | To provide Full Council with an update on the 2024 – 2025 work schedule with the Town Council’s policies |

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| Recommendations |
| Full Council is recommended: |
| 1.To note the contents of the report. |

1. Policies Introduction

- 1.1** The Town Council has a full suite of policies governing its operations and ensuring complete transparency and openness about these processes.
- 1.2** Due to the disruption to ‘normal’ operations in recent years, some policy reviews have been forced to be delayed until such a date when they can be completed.
- 1.3** This report sets out the policy reviews scheduled for the 2024 – 2025 municipal year and some information surrounding the review process.

2. Policy Database

- 2.1** Officers maintain a policy database to keep a track of the policies and the various review dates. The policy database is reviewed annually and assigned updated review dates to each policy with the aim of creating a realistic target for policy reviews over the coming years.

- 2.2** The updated database entry for 2024 - 2025 can be found at Appendix A – this has been presented in the order of review date for ease of reading.
- 2.3** Members will note that the reviews for this current municipal year have been assigned specific review dates – these correlate to dates already scheduled within the meetings timetable. The database also sets out where a review will be taken through a committee prior to going to Full Council.
- 2.4** There are some policies where a specific review date has not been identified. Where this is the case, there is an explanatory note in the comments column.
- 2.5** To assist with scheduling review dates, a ‘future review frequency’ is assigned to each policy. There may be times when this frequency is deviated from (such as legislation change causing an earlier review of a policy) but this provides a useful guide for officers with review frequencies.
- 2.6** If a policy review is unable to take place within the anticipated timeframe, officers will inform the relevant Chair, along with the reason for having to delay the review. A delay would usually be due to it not being a practical time for the review to take place (impending legislation or best practice changes, for example) or workload demands forcing non-essential reviews to be put on hold. Officers endeavour to meet the review schedule wherever possible.

3. Policy Adoption Process

- 3.1** The process for the adoption of policies is as follows:
- (a)** Officers create a draft/revised policy in line with the review timetable and having done the necessary research and communication with stakeholders to adequately inform the review process.
 - (b)** This is presented by officers to the relevant committee or Full Council meeting for consideration, with any changes tracked and an explanation of changes being presented.
 - (c)** If going through a committee, the committee is asked to review the policy and recommend that Full Council adopts the policy (either as presented or with changes discussed in the committee meeting).

- (d) Full Council then considers this recommendation at its next available meeting. The recommended policy is presented with the agenda with a brief covering report and is NOT adopted at the point of the meeting where the committee meeting minutes are approved.
- (e) If the policy is presented straight to Full Council, this will be presented in the usual process for items of business on the agenda.
- (f) The newly adopted policy is published by officers and the policy database / review timetable updated accordingly.

3.2 Officers feel comfortable with this process but welcome any thoughts or feedback that councillors may have on the above.

3.3 Please note that step (a) above refers to working with stakeholders – this may include councillors. To be clear, for some policy reviews the document/s will be shared with councillors in advance of the meeting paperwork being issued in order to gather councillor feedback/comments to feed this into the versions included in the final meeting paperwork. The relevant policies have been identified within Appendix A in the 'Prior Engagement with Cllrs' column and include the Member's Allowance Policy or the Town Council's Standing Orders.

4. Financial Appraisal

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

5. Contact Officer

5.1 The Contact Officer for this report is Georgia Raeburn, Governance Manager.

| Policy Ref. | Title | Full Council Review Date | Committee & Review Date | Responsible Officer | Review Frequency | Prior Engagement with Cllrs | Review Notes |
|-------------|---|--------------------------|-------------------------|---------------------|------------------|-----------------------------|--|
| Co 2 | Council Representation on Outside Bodies | May-24 | - | ATC | 4 | - | |
| C4 | Complaints Procedure | May-24 | - | HRGM | 4 | - | |
| NEW | Civility & Respect - Councillor Officer Protocol | May-24 | - | TC | TBC | - | |
| C7 | Standing Orders | Jun-24 | - | HRGM | 1 | Y | |
| CC 4 | Mayor's Portfolio | Jun-24 | - | ATC | 4 | Y | |
| M3 | Traveller Policy | Jun-24 | - | HRGM | 3 | - | |
| FS 2 | Events Policy (including booked entertainment) | Jun-24 | Comm. Serv, May-24 | HAPS | 4 | - | |
| FS 3 | Corporate Sponsorship Policy | Jun-24 | Comm. Serv, May-24 | HAPS | 5 | - | |
| NEW | Concessions Tender Policy | Jun-24 | Comm. Serv, May-24 | HAPS | TBC | - | |
| C6 | Scheme of Delegation | Jul-24 | - | HRGM | 1 | Y | |
| FS 14 | Diversity & Inclusion Policy - Tennis | Sep-24 | Comm. Serv, Sep-24 | HRGM | 5 | - | |
| FS 15 | Safeguarding Policy - Tennis | Sep-24 | Comm. Serv, Sep-24 | HRGM | 5 | - | |
| P3 | Disciplinary Procedure | Nov-24 | Personnel, Oct-24 | HRGM | 3 | - | |
| P6 | Grievance Policy | Nov-24 | Personnel, Oct-24 | HRGM | 3 | - | |
| P11 | Training and Development Policy | Nov-24 | Personnel, Oct-24 | HRGM | 3 | - | |
| NEW | Recruitment Policy | Nov-24 | Personnel, Oct-24 | HRGM | TBC | - | |
| P20 | Staff Handbook | Nov-24 | Personnel, Oct-24 | HRGM | 1 | - | |
| Co 4 | Petition Policy | Jan-25 | - | HRGM | 5 | - | |
| FI 1 | Data Protection Policy | Jan-25 | - | HRGM | 5 | - | |
| P1 | Appraisal Scheme Policy | Mar-25 | Personnel, Feb-25 | HRGM | 3 | - | |
| P12 | Maternity, Paternity and Adoption Policy | Mar-25 | Personnel, Feb-25 | HRGM | 5 | - | Retitle as 'Leave Policy' |
| P14 | Acceptable Use of Computers, Internet and Email Facilities Policy | Mar-25 | - | ATC | 4 | Y | |
| P16 | Additional Hours Policy | Mar-25 | Personnel, Feb-25 | HRGM | 3 | - | |
| F5 | General & Financial Risk Assessment | Mar-25 | - | RFO | 1 | - | |
| F9 | Annual Investment Strategy | Mar-25 | - | RFO | 1 | - | |
| NEW | Communications Strategy | TBC | - | ATC | TBC | Y | Target date to be confirmed |
| CC 3 | Honorary Freedom of the Town Policy | TBC | - | ATC | 5 | - | Target date to be confirmed |
| CC 5 | Member's Allowances Policy | TBC | - | RFO | 4 | - | Target date to be confirmed |
| CC 6 | Committee Chairs Management Group Policy | TBC | - | TC | 4 | Y | Target date to be confirmed |
| F4 | Financial Regulations | TBC | - | RFO | 1 | Y | Awaiting national review of model document - likely late 2024/early 2025 |

Policy Reference Rough Guide:

- C Civic
- Co Communications
- F Finance
- FI Freedom of Information
- FS Facilities & Services
- M Miscellaneous
- P Personnel

Review Frequency Rough Guide:

- 1 = required annually
- 3 = operational
- 4 = best practice to have each Council administration review once
- 5 = strategic / led by external factors