



## Seaford Town Council

### Minutes of a meeting of Seaford Town Council's Full Council on Thursday 28<sup>th</sup> March 2024

Held at The View at Seaford Head, Southdown Road, Seaford, BN25 4JS

#### Present:

Councillor O Honeyman (Mayor) and S Markwell (Deputy Mayor)

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

Nia Waite, 2023 – 2024 Young Mayor

Adam Chugg, Town Clerk

Georgia Raeburn, Governance Manager

Becky Terry, HR & Governance Assistant

There were seven members of the public in attendance

A minute's silence was observed for former Councillor P Gower.

#### **C115/03/23 Apologies for Absence**

Apologies for absence were received from Councillors L Boorman and M Wearmouth.

#### **C116/03/23 Disclosure of Interests**

Councillor L Wallraven declared a non-pecuniary interest on agenda item 20, as a regular user of Cuckmere Buses.

Councillor O Honeyman declared a non-pecuniary interest on agenda item 21 as a Lewes District Councillor.

#### **C117/03/23 Public Participation**

Speaker	Statement
Resident A	<i>Resident spoke about The Old Town Hall being a community hub used by elderly residents. The resident requested that the Town Council withdraw the tender opportunity for the Town Hall and to not enter into any contract. Resident proposed that this asset be excluded from future tendering processes and</i>

	<i>remains a community hub. Resident requested that the Town Council publish the community assets register</i>
Town Council Response	Thanked the resident for their contribution. The Old Town Hall lease was for a fixed term, and it had come to the end of the lease period. It has been a transparent and open process for the next licence holders. Due process was followed in determining the best bid which the Council received. It is in the interest of the public that the Council follow due process around lease and concessions. Town Clerk noted the point about publishing the community assets register.
<i>Resident B</i>	<i>Resident spoke about Cliff Gardens – resident queried the three years consultation process and how the Council went about this consultation and how the Town Council came to the figure of the objectors and supporters. Resident queried whether the Council knew about the Department of Transport Consultation that is currently running.</i>
Town Council Response	Thanked the resident for their contribution. Town Clerk confirmed that Full Council considered the permission for the land in January 2022 and gave permission for the project holders to start their project then. The project will return to Full Council during the process to ensure that Councillors are updated on the project and if any additional decisions are to be made, Full Council will be made aware of them. Members confirmed that the figures were from Lewes District Council planning application with a link to the planning meeting online.
<i>Resident C</i>	<i>Resident commented on the proposed Seaford App and questioned whether this would replace the Seaford Notice Board. As a representative of Seaford Chamber of Commerce, also expressed that the group had been able to see both the pros and cons of such an app.</i>
Town Council Response	Thanked the resident for their contribution and confirmed that members will cover this during the item.

**C118/03/23 Petitions**

There were no petitions presented for consideration at this meeting.

## C119/03/23 Minutes

It was **RESOLVED** to **APPROVE** the following minutes:

5.1	Full Council	25 <sup>th</sup> January 2024
		15 <sup>th</sup> February 2024
5.2	Finance & General Purposes	12 <sup>th</sup> March 2024
5.3	Golf & The View	27 <sup>th</sup> February 2024
5.4	Planning & Highways	1 <sup>st</sup> February 2024
		22 <sup>nd</sup> February 2024
		14 <sup>th</sup> March 2024

Members discussed the Concessions Policy that was adopted at January Full Council and concerns relating to the implementation of the new policy during the recent concessions tendering process. The Town Clerk confirmed that a policy amendment must go through due process.

Members raised an issue with the Community Services minutes – the Town Clerk confirmed that appropriate steps will be taken to agree amended minutes at the next Full Council meeting.

## C120/03/23 Civic Update Reports

### a. Mayor's Update Report

Full Council considered report 184/23 presenting the Mayor's update and details of engagements attended.

Members thanked the Mayor for the last two years' service.

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

### b. Young Mayor's Office Update

The Young Mayor confirmed that a Cocktail Mocktail event was held at The Mercread Youth Centre, was very successful and raised £634.00. The Young Mayor thanked everyone involved for their support. Funds raised will go to the Young Mayor's chosen charities; RNLI and Seaford Lifeguards.

*(7.26pm - Young Mayor and two members of the public exited the meeting)*

## C121/03/23 Town Clerk's Update report

Full Council considered report 198/23 updating Full Council on key Town Council work and work priorities for the Town Council.

Members discussed progress of and updates on the Cliff Gardens project by Seaford Community Partnership, the Concessions policy and procedures linked to this, the National

Association of Local Councils recommending trialling new policies, the Town Council's approach for handling conflicts of interest, and the positive working relationships between officers and Committee Chairs.

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

### **C122/03/23 Town Council Working Group Reports**

Whilst there are active working groups, there were no written working group reports for this meeting.

Representative	Statement
Councillor R Buchanan, South Hill Barn Working Group	<i>Members of the working group had a meeting with key stakeholders. Various ideas were discussed; including use as an educational space, ecofriendly use, sustainable employment amongst others. Next meeting will be divided into two parts, part one in April held at The Barn and part two in May will be conducted to map out a vision of usage and purpose of the Barn. Draft briefing will be presented in June and finalised in September to be brought to Full Council.</i>
Councillor C Bristow, Crouch Seaford Town Football Club Working Group	<i>Members discussed the need for a working group meeting soon before the end of the football season. This is being pursued with the Working Group Chair.</i>

### **C123/03/23 Outside Body Representatives Reports**

A standard agenda item to enable Town Councillors appointed as representatives of outside bodies of the Town Council to give brief verbal updates on relevant business / activities of the outside body.

Representative	Statement
Councillor R Honeyman, Community Rail Partnership	<i>AGM happened in February; a member of the group has been awarded volunteer of the year UK and second place for work on improvement to the station. Falmer Station</i>

	<i>University of Brighton has signage improvements to Stanmer Park.</i>
Councillor J Meek, Citizen's Advice Bureau	<i>Citizen's Advice Bureau (CAB) is lacking in funds and so many people are using their services, so any support to CAB locally would be welcomed.</i>
Councillor S Markwell, Citizens Advice Bureau	<i>CAB are grateful for the increase that the Town Council is providing but unfortunately funds they are receiving do not meet their outgoings. They are thinking creatively about how they can fundraise.</i>

### **C124/03/23 District & County Council Update Report**

A standard agenda item to give an opportunity for an update from councillors at a District or County level on business and activities that effect Seaford and the local area.

Representative	Statement
Councillor O Honeyman, Lewes District Councillor	<i>District Council meeting 12<sup>th</sup> February – Zane's Law Motion on contaminated land and land fill sites. The motion was passed through Lewes District Council that contaminated land should be listed.</i>
Councillor C Bristow, Lewes District Councillor	<i>Princess Drive - waiting on the play equipment to be replaced, happening early Summer. A Community consultation will be carried out to put in fruit and orchard trees in Seaford and appropriate areas.</i>
Councillor S Adeniji, East Sussex County Council	<i>Confirmed the Council Tax rise, that the County Council are promoting foster parenting, that public can log photos on the Fix my Street app and you can see what work on potholes has been logged, on-street car parking charges will rise 2<sup>nd</sup> April (not really applicable in Seaford), and that people are</i>

	<i>being encouraged to travel by bus this Easter, the Flexibus is £1.</i>
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### **C125/03/23 Request for the Town Council's Support of a Seaford App**

Members considered report 191/23 updating the committee on the creation of and consider supporting the Seaford App.

Members discussed the app and concerns around the Town Council giving its support outweighing the benefits. For this reason, the Town Council agreed that it was too early to offer its support of the app.

**C125.1** It was **RESOLVED** to **NOTE** that a Seaford App is being created by Swappi and that it will be a free, online information hub for the community.

**C125.2** It was **PROPOSED** to **NOT AGREE** to give the Town Council's support to the Seaford App being created by Swappi, at this point in time, but to wish them the best; this **MOTION** was **CARRIED**.

*(8.17pm - two members of the public exited the meeting)*

### **C126/03/23 Committee Structure Review**

Members considered report 183/23 providing a briefing on the review to be carried out on the Town Council's Committee structure.

Members shared some initial thoughts on potential changes to the committee structure and discussed the plans for engagement with councillors in the review process.

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

### **C127/03/23 2024-2025 Proposed Meeting Timetable**

Members considered report 196/23 presenting the proposed 2024 - 2025 meeting timetable for adoption by Full Council.

Member discussed some updates to the proposed timetable. It was confirmed that the frequency and timing of meetings will form part of the committee structure review.

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

### **C128/03/23 Final Adoption of Discretionary Grants Policy**

Members considered report 194/23 presenting the revised Discretionary Grants Policy for final adoption, as recommended by the Finance & General Purposes Committee.

Members sought clarity of some specific wording within the draft document.

It was **RESOLVED** to **ADOPT** the revised Discretionary Grants Policy as recommended by the Finance & General Purposes Committee.

### **C129/03/23 Financial Regulations Review**

Members considered report 185/23 presenting the review of the Town Council's Financial regulations.

Member discussed the contract awarding framework within the table at 11.1 and the Town Council's financial policies governing the use of the general reserves

**C129.1** It was **RESOLVED** to **NOTE** that the National Association of Local Councils is working on updating its 2019 Model Financial Regulations for England and Wales.

**C129.2** It was **RESOLVED** to **RE-ADOPT** the Financial Regulations as presented in report 185/23, with any necessary corrections to page numbers.

### **C130/03/23 Annual Investment Strategy**

Members considered report 189/23 presenting the Annual Investment Strategy 2024 - 2025 for adoption.

Member discussed reviewing the use of 'prudent' standard and any scope to use reasonable instead - this will be considered when setting the 2025 - 2026 budget.

**C130.1** It was **RESOLVED** to **ADOPT** the Annual Investment Strategy 2024 - 2025 as set out in Appendix A.

**C130.2** It was **RESOLVED** to **NOTE** the contents of the report.

### **C131/03/23 Annual Review of Corporate Risk Register 2024**

Members considered report 188/23 seeking Full Council's review and approval of the Town Council's Corporate Risk Register and subsequent action plans.

Member suggested that the Council consider Climate Change risks in future reviews of the register.

**C131.1** It was **RESOLVED** to **NOTE** the review of the Town Council's Corporate Risk Register.

**C131.2** It was **RESOLVED** to **ADOPT** the revised General & Financial Risk Assessment as presented in Appendix A.

### **C132/03/23 Annual Review of Internal Controls**

Members considered report 187/23 allowing Full Council to review and approve the Town Council's Internal controls.

**C132.1** It was **RESOLVED** to **APPROVE** the Town Council's Internal Controls as set out in Appendix A.

**C132.2** It was **RESOLVED to NOTE** that Statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with as per report 187/23.

### **C133/03/23 Appointment of the Internal Auditor**

Members considered report 186/23 proposing a three-year agreement with the current appointed internal auditor, Mulberry & Co.

Members discussed that the current auditors have been the Town Council's auditors for 10 years, avoiding conflicts of interest and the need for comparatives when assessing the options available.

It was **PROPOSED to APPROVE** a one-year agreement with the current appointed auditor, Mulberry & Co, with an assessment of the options ahead of the 2025 – 2026 municipal year; this **MOTION** was **CARRIED**.

### **C134/03/23 Cuckmere Buses – Proposed Grant Funding Agreement**

Members considered report 190/23 seeking approval to a three-year Grant Funding Agreement with Cuckmere Buses and the amount of grant funding given.

**C134.1** It was **RESOLVED to APPROVE** that a three-year Grant Funding Agreement be entered into with Cuckmere Buses.

**C134.2** It was **RESOLVED to APPROVE** the level of grant funding given to Cuckmere Buses being set at £2,500 per annum over the course of the funding agreement.

**C134.3** It was **RESOLVED to DELEGATE POWER** to the Town Clerk and Responsible Financial Officer, in consultation with the Mayor and Chair of Finance & General Purposes, to finalise the service funding agreement based upon discussions with Cuckmere Buses.

*(9.14pm - Councillors S Adeniji & G Rutland exited the meeting)*

*(9.14pm to 9.19pm - comfort break)*

### **C135/03/23 Lewes District Council's High Street Audit – Opportunity for Seaford**

Members considered report 195/23 briefing Full Council on proposals from Lewes District Council for a 'High Street Audit' for Seaford, including a financial contribution from the Town Council.

Members discussed the need to ensure a proportionate focus on and representation from Seaford, and the brief missing an assessment of people and the demographics.

It was **RESOLVED to AGREE** to take part in Lewes District Council's High Street Audit and provide £5,000 of funds towards the project.



### **C136/03/23 South Hill Farm Lease**

Members considered report 192/23 providing an update on the review of the lease for South Hill Farm – the farmland on the Seaford Head Estate.

**C136.1** It was **RESOLVED** to **NOTE** contents of the professional report assisting with the review of the South Hill Farm Lease.

**C136.2** It was **RESOLVED** to **NOTE** the final lease will be brought before Full Council for approval at a later date.

### **C137/03/23 New Asset – Bus Shelters**

Members considered report 199/23 presenting an opportunity for the Town Council to take on ownership of three new bus shelters within the town.

Members discussed that vandalism costs need be considered, any impact of the new assets on the Town Council's public liability insurance, how the need for the shelters was identified, advertising opportunities and environmental considerations, such as the materials used.

It was **PROPOSED** to **AGREE** to engage with East Sussex County Council and seek further clarification with advertising and environmental consideration; this **MOTION** was **CARRIED**.

*(9.56pm – Standing Order 3t was suspended to allow the meeting to continue beyond three hours)*

*(9.57pm - Cllr J Lord exited the meeting)*

### **C138/03/23 Member's Allowance Policy**

Members considered report 193/23 providing an opportunity for Full Council to consider a review of its Member's Allowance Policy.

It was **PROPOSED** to **INSTRUCT** officers to research this further and present this information to a future Full Council meeting for consideration, including any budgetary considerations; this **MOTION** was **CARRIED**.

### **C139/03/23 Exclusion of Press & Public**

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public **BE EXCLUDED** from the meeting during the discussion on the remaining items of business for the reasons as set out on the agenda.

*(10.07pm - all public members exited the meeting)*

### **C140/03/23 Assets Update – Bönningstedt Wall & Hurdis House EXEMPT**

Members considered report 197/23 providing a confidential update relating to two of the Town Council's assets.

*(10.17pm - Councillor S Dubas exited the meeting)*

It was **RESOLVED** to **NOTE** the updates within the report.

The meeting closed at 10.24pm

*Councillor O Honeyman*

Councillor Olivia Honeyman

Mayor of Seaford