

## **MINUTES OF THE COUNCIL MEETING HELD ON 21st JULY 2020**

Present: The Mayor, Councillor Miss L Willis (Presiding) and Councillors R Arthur, E Bell, Mrs J Bell, Mrs G Bleasdale, Mrs K Brace, S P Colborn, S Cudlip, D Cummings, Mrs V Cummings, Mrs S Forster, G N Hepworth, Mrs L Kennedy, D McKenna, Mrs S Pratt, T Shepherd, B Taylor, R Whitehead.

Apologies: Councillors Mrs B Allen, Ms R M Gratton, K Shaw

Officers: Mrs D Rickaby (Town Clerk)  
P Fletcher (Deputy Town Clerk)  
Mrs J Knight (Finance Officer)  
Ms A Rountree (Minute Taker)

*Prior to commencement of the meeting the Chair advised members of this Committee and members of the public that in line with the amendment to 'the public bodies (admission to meetings) act 1960', which came into force in August, 2014, parts of this meeting may be recorded by photographic, video and audio means.*

### **FC75/20 DISCLOSURE OF INTERESTS**

Members were reminded prior to the start of the meeting of the need to disclose any interests, prejudicial or personal, in accordance with the Code of Conduct. Such interests must be submitted to the Town Clerk prior to the meeting.

### **FC76/20 ACCEPTANCE OF AMENDMENT**

RECOMMENDED that Members accept the amendment to the standing orders to incorporate the new regulations from the Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020, to conduct virtual Council meetings.

### **FC77/20 OPEN SESSION**

The Mayor gave brief instructions as to how the meeting would proceed.

In accordance with established policy the Council provided the opportunity at the beginning of the meeting for a 15 minute session.

A member of the public thanked the Town Clerk and Councillors R Arthur, D McKenna and the Mayor for the support they had given during the pandemic.

The member of the public raised some questions regarding item 31 on the agenda with regard to the closing of the Terrace Green. He stated that

Seaham looks closed at this present time due to the barriers still being insitu around the Terrace Green and people are being prevented from using the public space. He questioned who had decided to keep the barriers up and why had portaloos not been placed there for the public to use. He stated that the situation had cost the local businesses tens of thousands of pounds. He also queried why a County Councillor was promoting a grant of £250,000 to one business owner and questioned whether anyone had declared an interest in this and why were other businesses not supported.

The member of the public made reference to article 40 on the agenda regarding vexatious serial complaints. He noted that one County Councillor had stated that it was unsafe to help people and that Flanders were leaving food on people's doorsteps which was not true. He then referred to two County Councillors who he stated were taking photo opportunities for their own benefit whilst people on their own doorstep were going hungry. He also questioned whether a County Councillor had made a complaint regarding the red tent on the Terrace Green regarding social distancing issues and also questioned why he was asked what Flanders were charging people when all donations were given free.

The member of the public also questioned why a County Councillor had initially offered financial support to Flanders and then retracted this because the County Councillor then stated that Flanders operations was a commercial business. He also felt that the County Councillor had made derogatory comments regarding the Town Council.

A County Councillor stated that she did ask for the red tent area to be checked as there were 26 volunteers in close proximity all from different households who were not socially distanced and the Police had to speak to the member of the public about this. Also, regarding the question of how much you were charging this was in relation to your commercial side and not the donations. The County Councillor noted that the red tent was originally meant for donations to be passed on to Dawdon Foodbank and that Flanders had been shown how to make up the food parcels by Dawdon volunteers. The member of the public stated that Dawdon did not have the capacity to deal with this.

The Mayor asked if the member of the public could put all of these issues in writing to the Town Council.

A member of an allotment association stated that he had been informed that the Town Council had received large water bills in relation to Shrewsbury Street allotments which is one of the Town Councils own ran allotment sites. He felt that the water system at Shrewsbury Street was not managed and asked if the Town Council had taken this into consideration when they are planning on taking back control of Parkside and Fishbone Allotment sites. The Town Clerk stated she would have to look into this as this question had not been raised prior to this meeting. The allotment association member stated that there are two bills on the Town Councils finance reports one for £915 and the other for £882. He noted that the combined bills from Parkside

Allotments from January to April was only £237. He noted if the two bills from Shrewsbury Street are correct, they are being subsidised by taxpayer's money.

The Finance Officer stated that Shrewsbury Street Allotments site had a flood around March time which was repaired. There is now credit of over £2k for this site. The Deputy Town Clerk stated that this was on a vacant site and the Town Council will pay more attention to vacant sites in future. He also noted that Fishbone Allotments had to increase their fees recently by £20.

A Member noted that for transparency purposes he had looked at water bills from various Council run sites and the rise in water bills had been ongoing for a number of months. He felt that the Council were not managing their own sites. The Deputy Town Clerk stated that Associations also have water leaks.

Item 36 on the agenda, the Londonderry Statue was brought forward to the open session.

Mr Ernie Cooper from the Heritage Group stated that he had been invited to attend the meeting by the Town Clerk and Deputy Town Clerk to discuss the Londonderry Statue. He suggested that Mr Andrew Simpson (Mortons Solicitors) could give the Council a brief history on trying to get the statue restored.

Mr Simpson stated that in November 2012 the Destination Seaham Group has discussed that they wanted to bring the Londonderry statue into a better state of repair. Scott's Memorials had quoted £1,536. The present Lord Londonderry had offered to donate £500 and Durham County Council had allocated funds for the balance. In February 2014 it was agreed to transfer the statue to Seaham Town Council and the management company. It was agreed that the residents of Marquis Point would pay to which Kimmitt and Roberts donated £300. Mr Simpson stated he was charging no legal fees. In August 2014 Seaham Town Council agreed to proceed. In March 2020 to get everyone back on track the fees totalled £1820 with land registry £1876 and the take off of Kimmitt and Roberts donation this stands at £1576 to pay to transfer the statue to Seaham Town Council.

A Member questioned whether Mr Simpson had stated that the occupiers of Marquis Point would contribute to the maintenance of the statue as it is placed outside of the former Police Station. Mr Simpson stated that the chances of getting the residents to contribute were low, however it is within their title deeds, but they are not willing to pay.

A Member questioned if the Londonderry family are so interested in the statue why did they only offer to donate £500. The Member felt strongly that the Londonderry family had taken a lot from the people of Seaham and felt that it was disgraceful that the Town Council should take on the responsibility of the maintenance of the statue. Mr Simpson stated that it was Destination Seaham's project which prompted this, and it was put to the Londonderry's

who then offered the £500. The Member stated that Seaham can do other things with the money and felt that the Town Council should not get involved. Another Member stated that he was in total agreement with what the Member had said. He noted that it was mooted a few years ago and the Town Council had turned it down then. The Member stated that ex-miners had given blood, sweat and tears but there were overriding memories of terrible conditions that they had to work in.

Mr Cooper questioned that there are two statues in Seaham, one being Tommy and the other being the wooden statue for Lord Byron and Annabella Millbanke and questioned who had responsibility for those. The Deputy Town Clerk stated that Tommy is maintained by Seaham Town Council and the other is the responsibility of Byron Place. Mr Cooper questioned that if Tommy is the responsibility of the Town Council is there not a precedence here. The Deputy Town Clerk said there was not a precedence and it was up to Councillors to decide themselves. Mr Cooper stated that the Heritage Group were approached by the Deputy Town Clerk who he asked to get involved in the project. The Heritage Group had stated that they would help with the restoration but the group could not take on the future maintenance as the group are all volunteers.

A Member stated that regarding the historical context of the Lord Londonderry statue, Tommy represents something to be proud of whereby Lord Londonderry statue we cannot be proud of it. The Londonderry's led to many deaths and abject poverty, families were ejected from their homes if they could not work. There is no contextual similarity between the two statues. A further Member commented that the Tommy statue which is a work of art was bought by the people of Seaham and many people contributed where the Londonderry statue represents a wealthy landowner.

A Member suggested that the question be put to a vote as there were several reasons which had been outlined by Councillors. In addition, the Member noted that there had not been a long-term structural survey carried out on the statue.

A Member moved that a motion be carried for the Town Council not to have the Londonderry Statue transferred to Seaham Town Councils ownership. This motion was seconded by another Member.

For: 18  
Against: 0

**RECOMMENDED** that Seaham Town Council do not take ownership of the Lord Londonderry Statue.

**FC78/20**      **TO CONSIDER THE MINUTES OF THE MEETING OF SEAHAM TOWN COUNCIL HELD ON 25<sup>TH</sup> FEBRUARY, 2020**

RESOLVED the Minutes of this meeting, a copy of which had been previously printed and circulated to each Member, be approved, and they be signed as a correct record by the Mayor.

**FC79/20**      **REPORTS OF SERVICE COMMITTEES**

RESOLVED that the reports of the following Committees, copies of which had been previously printed and circulated to each Member, be approved:

- a) Report of the Arts and Information Committee held on 3<sup>rd</sup> March, 2020.
- b) Report of the Parks and Events Committee held on 3<sup>rd</sup> March, 2020.
- c) Report of the Finance and General Purposes Committee held on 10<sup>th</sup> March 2020, subject to the addition of Councillor Mrs L Kennedy's apologies.
- d) Report of the Planning and Environmental Committee held on 10<sup>th</sup> March, 2020, subject to the addition of Councillor Mrs L Kennedy's apologies.
- e) Report of the Clerk's Advisory Sub-Committee held on 10<sup>th</sup> March, 2020 subject to the addition of Councillor Mrs L Kennedy's apologies. A Member questioned item CA56/20 page 45 regarding the signing of the Ramside contract. The Town Clerk stated that it was signed prior to the lockdown in March. A Member noted that the Working Party were not aware of this and they should have been informed. The Town Clerk stated she would need to check if the information had been circulated.
- f) Report of the Establishment Sub-Committee held on 10<sup>th</sup> March, 2020, subject to the addition of Councillor Mrs L Kennedy's apologies.
- g) Report of the Extraordinary Council meeting held on 3<sup>rd</sup> July, 2020, subject to an amendment to the title of the meeting. This will be changed from Extraordinary meeting to Emergency meeting. A Member referred to page 53 regarding a question on who was the competent person in relation to Health & Safety for the Town Council. It was noted in the minutes that the Deputy Town Clerk has this in his job description and that the Full Council have overall responsibility. The Member questioned what the Town Clerks role was regarding Health & Safety and that his understanding was that the Town Clerk had overall responsibility. The Town Clerk stated that no Officer has overall responsibility as the Council has overall responsibility as the elective body. Officers make sure that the policies are in place. Health

& Safety is in the Deputy Town Clerks job description but can be added to the Town Clerks. The Town Clerk noted that she works with the Deputy Town Clerk on these matters. A Member stated that the Town Clerk has overall responsibility for all functions, and this should be the joint responsibility of the two Senior Officers. The Town Clerk has overall management responsibility and it is appreciated that the Town Council has corporate responsibility. A Member suggested that the minutes be altered to state the Town Clerk and Deputy Town Clerk have responsibility for health and safety. The Town Clerk agreed to this amendment.

RECOMMENDED that the wording on question 1 page 53 be changed to the Town Clerk and Deputy Town Clerk.

### **FINANCE AND GENERAL PURPOSES**

**FC80/20 ANNUAL INTERNAL AUDIT REPORT – (AGAR – page 3 of 6)**

RECOMMENDED that Members note the information.

**FC81/20 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS 2019/20**

a) **Section 1 – Annual Governance Statement – Page 4 of 6**

RECOMMENDED that this be approved and signed by the Chair and the Town Clerk.

b) **Section 2 – Accounting Statements – Page 5 of 6**

RECOMMENDED that these be approved and signed by the Chair.

**FC82/20 PUBLIC INSPECTION PERIOD**

RECOMMENDED that Members note the information provided.

**FC83/20 PAYSHEETS 1 & 2 FOR APRIL & MAY 2020**

RECOMMENDED that Members retrospectively approve paysheets 1 and 2.

**FC84/20 PAYSHEET 3 – JUNE 2020**

RECOMMENDED that Members retrospectively approve paysheet 3

**FC85/20 QUARTERLY BUDGETARY REVIEW – 30<sup>TH</sup> JUNE 2020**

RECOMMENDED that Members note the information provided.

**FC86/20 FINANCIAL STATEMENTS**

RECOMMENDED that Members note the information provided.

**FC87/20      FINANCIAL REGULATIONS**

RECOMMENDED that Members approve the amended Financial Regulations.

**FC88/20      MEDIUM TERM FINANCIAL PLAN**

RECOMMENDED that Members accept the report provided.

**FC89/20      PURCHASE OF KUBOTA TRACTOR AND FLAIL**

Members were provided with three quotes for the cost of purchasing a Kubota ST371 and a Flail MP300 (Hedgecutter). It was noted that budget provision had been allocated previously by the Budget Sub-Committee. The HPX Gator would be offset against the cost as part exchange.

Members agreed to purchase the Kubota and Flail from Lloyd Ltd who provided the lowest quotation of £25,960.

RECOMMENDED that the Kubota and Flail be purchased from Lloyd Ltd who offered the lowest quotation of £25,960.

**FC90/20      PURCHASE OF DENNIS FT510 MOWER & 10 BLADED CYLINDER**

The Parks Supervisor has requested the purchase of the above machinery to replace the old machine which is no longer fit for purpose. Three quotations were provided and Members agreed to purchase the above machinery from the lowest quote which was from Thomas Sherriff for £3,621. This price included a price reduction for part exchange of the old machine.

RECOMMENDED that the Dennis FT510 Mower and 10 Bladed Cylinder be purchased from Thomas Sherriff who offered the lowest quotation of £3,621.

**FC91/20      SPORTS CLUBS/ALLOTMENTS/GRAVE PLANT – INCOME**

RECOMMENDED that Members note the information provided.

**FC92/20      GRANT APPLICATIONS**

**a) Eastlea Community Centre**

Eastlea Community Centre requested a £1,000 donation towards the costs of an automated internal entrance accessible door. Members agreed that this would be of great benefit for people with disabilities.

RECOMMENDED that a donation of £1,000 be approved.

**b) Seaham Youth & Community Centre**

Councillor E Bell declared an interest and took no further part in the voting thereon. Councillor Bell stated that he was not aware of this application.

Seaham Youth & Community Centre requested a £1,000 donation towards the cost of running a foodbank.

RECOMMENDED that a donation of £1,000 be approved for the foodbank.

**TRUSTEES OF SEAHAM PARK AND DAWDON PARK CHARITY**

**FC93/20 Seaham Park Charity – Paysheet 1-3 (April – June 2020)**

A trustee questioned whether there had been any business rates relief on the two Charity Parks during the pandemic. The Finance Officer stated that she had not been informed of any but would look into this. The trustee also questioned why the Council were still receiving high utility bills when the pavilions had been closed. The Finance Officer stated that they were still receiving the normal utility bills, however meter readings had not been provided so there may well be a refund due to the Council. A trustee requested that this be looked into as soon as possible so the Council would be refunded in the current financial year.

RECOMMENDED that:

- (i) The trustees retrospectively approve the payments made.
- (ii) The Finance Officer looks to see if the Council can claim any business rates relief and also any refunds from the utility companies.

**FC94/20 Dawdon Park Charity – Paysheet 1-3 (April – June 2020)**

RECOMMENDED that the trustees retrospectively approve the payments made.

**PARKS AND EVENTS**

**FC95/20 ALLOTMENTS WORKING PARTY MINUTES**

RECOMMENDED that the minutes from the meetings held on 13<sup>th</sup> November 2019, 20<sup>th</sup> November 2019 and 15<sup>th</sup> January 2020 be approved.

**FC96/20 ALLOTMENTS DRAFT LEASE**

A Member stated that the draft lease provided was for Fishbone Allotments but would this same lease cover all of the Council run allotments also. The Deputy Town Clerk stated that this would cover all allotment sites, but the

Council are starting with Fishbone, Parkside, Dawdon and Deneside first as their leases are overdue. The Member questioned what the timescale would be for rolling the lease out to other sites. The Deputy Town Clerk stated this would be by next April.

A Member stated that the Working Party had recommended to the Council that this be a standard lease across all individual tenants and associations.

A Member questioned about the sites which are not due for renewal and how the Council can treat those sites. The Deputy Town Clerk requested if this could be discussed further at the next Working Party meeting. A Member stated that all sites should get the same lease.

A Member questioned whether Greenscape would get the same lease. The Town Clerk stated that Greenscape is not an allotment and a Member stated it was decided at the meeting held on the 3<sup>rd</sup> July that Greenscape is a community garden. A Member stated that the land was originally part of Fishbone Allotments.

The Town Clerk questioned that for sites which will not sign the new lease can the Members confirm that the Council can take over these sites as some Associations may not sign. The draft lease was sent out in March to the Associations for their comments. A Member asked if Councillors had seen the responses that the Associations had made. The Deputy Town Clerk stated that Deneside have said they are ready to sign. The Town Clerk stated the responses were given to the consultation group but she was not instructed to send these to all Councillors. A Member stated that all Councillors need to know that a proper consultation process had been followed and the responses should be circulated and received at the next meeting. A further Member stated that in this situation everyone should come together as this needs to be reviewed at the next meeting. A Member stated that the associations have had the draft lease since March and there has been ongoing negotiations for 4 years.

A Member stated that the lease has only been formally approved at the meeting tonight. The Council has to write to the associations and give them a deadline for their responses so offers are only made from tonight. The Town Clerk asked that if they do not sign will the Council then take action. A Member stated the Council will make further decisions when the associations come back to them. The Member stated that the associations should be given a month to make a decision and this would be in time for the next meeting.

RECOMMENDED that the associations be given one month to decide whether to accept the approved lease.

**FC97/20**

**ALLOTMENTS UPDATE**

The Deputy Town Clerk stated that Durham County Council have informed him that due to the vehicles being on site for 10 years there are no planning issues, however to keep local residents happy Councillors might make a

request to the tenant to move the vehicles away from the residents fence or boundary. There is an issue with a caravan right against the fence and the tenant has been asked to move this previously by the Deputy Town Clerks predecessor.

A Member stated that Councillors had not been made aware of this complaint. The Town Clerk stated that Officers had been working to try and reduce the problem and come to a compromise but to no avail, so they were now informing Councillors. The Town Clerk had visited the site and asked the tenant to move the vehicles to which he said he would. He stated that two vehicles were going to scrap but to date they are still there.

Members discussed this issue and agreed that the Deputy Town Clerk should write to the tenant and the association and ask that the vehicles be moved to the other side of the plot away from the resident's boundary. The Member also suggested that Officers provide a report for the next Parks and Events Committee, so Members are kept informed of the outcome.

RECOMMENDED that:

- (i) The Deputy Town Clerk writes to the tenant and the association asking the tenant to remove the vehicles away from the resident's boundary fence.
- (ii) Officers to provide a report for the next Parks & Events Committee to inform Members of the outcome of the complaint.

**FC98/20**      **RE-OPENING OF PLAY AREAS AND FACILITIES**

Members discussed the re-opening of the play areas and agreed they should re-open but signage should be placed around the play areas requesting the use of hand sanitisers etc. The Town Clerk had consulted with other Clerks in the area and it was noted that it was impossible to use the track and trace system as it was not always possible to identify where the virus had come from. The Council will put signage up and will be vigilant about how we manage and clean the play areas and the play equipment will be checked weekly.

A Member questioned whether the Council still needed to employ security guards on a weekend. The Deputy Town Clerk stated that it was still required, and the security company are covering all of the parks and the Terrace Green.

RECOMMENDED that all of the Town Council's play areas are to re-open with new signage requesting families to take precautions. This will also be publicised on social media.

**FC99/20**      **GREENSCAPE LEASE**

RECOMMENDED that Members note the information previously discussed on item FC96/20.

**FC100/20 PARKS SECURITY – TERRACE GREEN**

The Deputy Town Clerk advised that temporary CCTV has been placed on the Terrace Green, along with the barriers and a loudspeaker which can remind the public about safe social distancing if needs be.

It was previously mentioned having portaloos around the Terrace Green but it was agreed that portaloos would be a risk within themselves.

It was suggested that the barriers could be removed with signage being placed around the Terrace Green stating that no alcohol is to be consumed on the Terrace Green. The security company will Police the Terrace Green over the weekend.

The Town Clerk stated that at the last meeting Members had asked for a PSPO order to be placed on the Terrace Green. Officers had contacted Durham County Council and that it is ongoing.

RECOMMENDED that

- (i) the barriers are removed from Terrace Green and this to be publicised on social media.
- (ii) signage to be placed stating that no alcohol to be consumed on the Terrace Green.
- (iii) Portaloos only to be used for Council events.

**FC101/20 PARKS STAFF TRANSITION BACK TO WORK PLAN**

RECOMMENDED that if the coronavirus continues to reduce in this area then the Parks staff to return to normal working hours in September.

**FC102/20 TEMPORARY PARKS STAFF**

The Town Clerk received approval from the Chair of Finance for 3 temporary members of staff for 3 months as the current staff require support to catch up with the backlog of work missed due to the coronavirus.

There has been a lot of concern over Deneside Park needing extra work due to vandalism. The temporary staff will be reviewed once the current staff are back to full working hours and this will be reviewed on a month to month basis.

A Member questioned whether the staff were 'job and knock' or were they working full time as yet. The Deputy Town Clerk stated staff were not having as many breaks as normal as they couldn't all use the facilities, so they are finishing work early.

A Member stated that he agreed to the 3 extra staff as the Council are trying to catch up and the sooner Deneside Park is put in order the better.

A Member requested that a report is taken to the next Establishment Committee regarding the reduced capacity of some staff members. He noted it would be helpful for all Councillors to be aware and this can be reviewed.

RECOMMENDED that:

- (i) Approval is given for 3 temporary staff members.
- (ii) A report to be taken to the next Establishment Committee regarding the reduced capacity of some staff members and for these to be reviewed.

**FC103/20 DAWDON CRICKET CLUB COMPLETION REPORT**

RECOMMENDED that Members were asked to note the information provided and for the Town Clerk to write a letter of appreciation to Wearside Contractors and the Quantity Surveyor.

**FC104/20 SALE OF LAND AT UNION STREET**

The Town Clerk stated that she has received a further request for the purchase of this land.

RECOMMENDED that Members agreed that this item should be deferred to the next meeting with a resolution to exclude the press and public.

**FC105/20 LONDNDERRY STATUE**

This item was discussed previously within the Open Session of this meeting.

**FC106/20 SEATON PARISH COUNCIL – SLA**

RECOMMENDED that Members note the information provided.

**CLERKS ADVISORY**

**FC107/20 COUNCILLOR DISPENSATION**

The Town Clerk stated that the agenda item was added prior to updated information which was released from NALC. Members requested a list of Councillors who were in default. The Town Clerk noted that it was Councillors responsibility to attend meetings and staff send out reminder letters out of courtesy.

A Member questioned that due to there being no meetings held for a long period of time would Members still be at default.

The Town Clerk has contacted Democratic Services at Durham County Council and is currently awaiting a response.

RECOMMENDED that the Town Clerk will provide further information once this is received.

**FC108/20**    **BEREAVEMENT POLICY – Replaces point 18 (section 2) in the Employee Handbook**

The Town Clerk informed Members that the parental bereavement care came into effect on 1<sup>st</sup> April, 2020.

A Member questioned whether there was a mistake with the 3 days bereavement leave as staff were previously given 5 days. A further Member stated that the Town Council have discretion to give 5 days and he wouldn't want employees' terms reduced.

RECOMMENDED that the 3 days in the policy be changed to 5 days and the policy to be approved.

**FC109/20**    **VEXATIOUS SERIAL COMPLAINTS POLICY**

A Member requested that this item be deferred to the next Clerks Advisory Committee meeting for further discussion.

RECOMMENDED that this item to be deferred to the next Clerks Advisory Committee meeting.

**FC110/20**    **COMPLAINTS PROCEDURE – replaces point 24 (section 2 of the Employee Handbook**

The Member also noted that contrary to the Independent Investigators report the Town Council does have a complaints system which is listed as number 24 in the Employee Handbook.

RECOMMENDED that this item to be deferred to the next Clerks Advisory Committee Meeting.

**FC111/20**    **DRAFT CODE OF CONDUCT**

RECOMMENDED that this item be deferred to the next Clerks Advisory Committee meeting.

**FC112/20**    **POLICIES**

RECOMMENDED that the Policies be sent out to Councillors for review 1 month before the next meeting.

**FC113/20     RETURN TO WORK PLAN FOR ADMINISTRATION STAFF**

The Town Clerk stated that she had provided a report for the meeting held on the 3<sup>rd</sup> July and Members had requested that this be discussed at this meeting. It was noted the report requested that staff start to transition back to the office in September following Council recess.

RECOMMENDED that staff transition back to the office in September following Council recess.

**FC114/20     BOOKINGS FROM SEPTEMBER – SEAHAM TOWN HALL**

The Town Clerk noted that enquiries have been received for bookings and exercise classes and staff would be looking to transition bookings from September if it is safe to do so.

A Member questioned what was happening regarding the temporary Caretaker position. The Town Clerk stated that this had been placed on hold due to the lockdown, but she would look at this again once staff started to transition back to the office.

RECOMMENDED that Members note the information.

**FC/115/20     SEAHAM TOWN PARK – CAFÉ LEASE**

A Member had enquired about the utility bills at the café as these had not been included in the initial proposal. The Member suggested that the Working Party reviews the utility bills after 6 months.

It was noted that the café will be open 7 days per week and the utility bills could be quite large if it is all year round. The Member stated that he would be happy for the bills to be reviewed half yearly and the Town Council needs to exchange side letters to the lease with the tenant asking that he agrees to the monitoring of utility levels and he comes to an agreement on contributing towards the costs if the bills are at a high level.

It was noted that the Town Clerk and Finance Officer would monitor this situation and report to the Working Party anything untoward.

This item to be added to a Town Hall Working Party agenda for comment at review stage.

RECOMMENDED that:

- (i) The Town Clerk writes to the tenant requesting a side letter to the lease that in the case of high utilities the tenant contributes towards them.

- (ii) The Town Clerk and Finance Officer to monitor the utility bills and report anything untoward to the Town Hall Working Party
- (iii) Utilities to be added to the Town Hall Working Party agenda for comment at review stage.

The meeting was then closed by the Chair.