



## NOTICE

**THIS WILL BE A REMOTE MEETING WHICH MEMBERS OF THE PUBLIC MAY ATTEND BY FOLLOWING THE LINKS BELOW**

**To: All Members of the Town Council**

**Remote Meeting of Seaton Town Council  
on Wednesday 6th May 2020 at 5.30pm**

**1st May 2020**

You are hereby summoned to attend the above meeting to be held on **Wednesday 6th May 2020 at 5.30pm**. In accordance with the provisions of *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*, this meeting will be held remotely and Members of the Town Council and members of the public can access the meeting by taking the following steps:

Download this: <https://www.webex.com/downloads.html>

Click on: 'Join Meeting' and then enter meeting room identification no. [147440412](#)

It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

**This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.**

**Julia Mutlow  
Town Clerk**

## AGENDA

**20/COU/01 Apologies for absence**  
To receive any apologies for absence

**20/COU/02 Declarations of Interest**  
To receive any Members' declarations of interest in respect of items on the agenda



**20/COU/03 Minutes**

To agree the minutes of the Extraordinary Council Meeting held on Friday 20<sup>th</sup> March 2020

**20/COU/05 Public Question Time**

To allow any questions or reports from members of the public

**20/COU/06 County Councillor Reports**

To receive and note the County Councillor's report for:

- April 2020
- May 2020

**20/COU/07 Seafront Enhancement Project**

To receive an update on the project from the Seafront Enhancement Working Group and agree the way forward

**20/COU/08 Council Priorities 2020/21**

To consider proposals and agree the Council's priorities for the 2020/21 municipal year

**20/COU/09 Payments, receipts and unpaid invoices**

To note the Council's financial position and schedule of approved payments & receipts as at 30 April 2020

**20/COU/10 DALC and SW Councils Memberships**

To consider whether these memberships should be renewed for 2020/21

**20/COU/11 Update on Covid-19**

To receive a verbal update on Covid-19 and the work of the Seaton Coronavirus Community Group

**20/COU/12 Any Other Business**

To consider any other business the Chairman considers urgent



## Minutes of the Seaton Town Council Meeting on Friday 20 March 2020

### Present:

Chair: Cllr K Beer

Councillors: J Rowland, D Haggerty, J Russell and A Singh

Officers: Town Clerk

Public: EDDC Councillor Marcus Hartnell (leaving after Public Question Time)  
and one member of the public

### 228. Apologies for absence

Apologies for absence were received from Cllrs. Shaw & Ledger

### 229. Declarations of Interest

Cllr Rowland declared a personal interest as a Councillor with East Devon District Council (EDDC)

### 230. Minutes

The Council **RESOLVED** to approve the minutes of the Council meeting held on Monday 2<sup>nd</sup> March 2020 (moved Cllr Rowland; seconded Cllr Haggerty)

### 231. Public Question Time

In light of the cancellation of the upcoming election, due to the ongoing public health pandemic, Cllr Hartnell made a statement commending the immediate co-option to the Town Council of the two electoral candidates (himself and Eric Bowman). Both had demonstrated their commitment to the Seaton community. He added that, in light of the evolving crisis, and the likelihood that further self-isolation may be necessary, coupled with the fact that the Council currently had several vacancies, it would be helpful to increase the number of Councillors as soon as possible to ensure it could continue to perform its duties to the local community. Cllr Beer asked if they were both able and willing to stand and they confirmed that they were.

### 232. COVID-19 - Operation of the Town Council

The Council expressed thanks to Ben Tucker of Seaton Baptist Church for all his hard work in co-ordinating an effective response to the public health situation so quickly.

To enable the Council to fulfil its responsibilities to its residents during any period of restricted activity due to the Covid-19 virus, Members **RESOLVED** to:



1. extend the existing 'Delegation of Powers to the Town Clerk' (December 2019) to enable the Clerk, in consultation with two of either the Chair, Vice Chair or Chair of Finance & General Purposes, to make decisions on behalf of the Council where such decision cannot, in the Clerk's view, be reasonably deferred to a meeting of the Council or one of its constituent Committees. All Members will be kept informed of any decisions made, which will be formally ratified at the first possible properly convened meeting of the Council thereafter.
2. postpone all Artisan Markets and not organise further art or other events, until further notice
3. postpone the Town Meeting on 16 April, until further notice
4. cancel existing bookings of the function room at Marshlands and accept no further bookings, until further notice
5. close the Council offices to the public, until further notice
6. subject to completion of the appropriate declarations, to co-opt Marcus Hartnell and Eric Bowman to Seaton Town Council and postpone the co-option process for the three remaining vacancies, until further notice
7. to cancel all currently scheduled meetings of the Council and its Committees, until further notice
8. to respond to all consultations on planning applications from EDDC by email

(moved Cllr Rowland; seconded Cllr Haggerty)

### **233. Any other items that the Chairman considers necessary**

Members discussed briefly matters that had arisen since the agenda had been published and were affected by the current public health crisis, including the date of the town's planned VE Day event, the print run of the Town Guide 2020 and video conferencing during the pandemic. Cllr Singh confirmed video conferencing would be possible and Cllr Rowland confirmed that trials had been carried out at EDDC. The Clerk advised that, until the emergency legislation had been passed meetings could not be held via this means, but she would keep Members updated as matters evolved.

Furthermore, the Clerk sought authorisation to make two payments to HMRC & Devon Pension Fund via internet banking rather than cheque, which exceeded her internet banking authorisation limit.

In light of the fact that Cllr Beer had previously indicated that he would be stepping down as Mayor & Chairman of Seaton Town Council in May, and meetings of the Council would be cancelled until further notice, Cllr Rowland gave thanks to Cllr Beer for his willingness to step up into the role of Mayor & Chairman at a difficult time and for all his hard work during his appointment. Cllr Beer responded with his own vote of thanks to Cllr. Rowland for all his advice and support in his role as Vice Chairman.



Members **RESOLVED** to:

- support the postponement of the VE Day event to the date of VJ Day in August 2020, or any subsequent later date as may be appropriate
- reduce the print run of the Town Guide from 20,000 to 5,000 copies
- authorise the Clerk to make the two payments discussed, following the usual authorisation by two Councillors

(moved Cllr Rowland; seconded Cllr Haggerty)

### Confidential Items

The Chairman moved that in accordance with the Council's Standing Order 3 (d) press and public will be excluded from the meeting during the discussions of item 07 on this agenda as there is likely to be disclosure of personal information.

### 234. Staffing Matters

Members **RESOLVED** to:

- approve the appointment of Stephanie Hidson-Jones to the post of Administrative & Events Officer as from April 2020
- approve the increase in hours of Phil Tuckley as Town Maintenance Person from part time (32 hours) to full time (37 hours) from 1 April 2020, with funding from general reserves
- note that the recruitment for a Deputy Town Clerk would be postponed temporarily and proceeded with as soon as practicable, depending on how the public health situation evolved

(moved Cllr Rowland; seconded Cllr Haggerty)

Meeting closed at 10.55am

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



## **County Councillor's Report, April 2020**

### **The coronavirus crisis**

I am pleased that the Government has finally introduced a comprehensive lockdown. I do not want to spread false optimism, but there now may be some hope that the South West will be spared the very worst, since our known rate of infection is lower than other regions'.

However we also started with the least provision of any region for ICU beds. So our NHS will still come under great pressure, however much beds, ventilators and staffing are improved, as the NHS are making huge efforts to do.

I was the first county councillor to raise the coronavirus crisis, at the Council meeting on 20th February. I said then that we in Devon faced a 'perfect storm' if the virus took hold, due to our elderly population and underprovision in the NHS, and pressed for urgent action.

During March I have repeatedly pressed for stronger social distancing measures. I issued a statement together with four other members of the Health Scrutiny Committee, urging the Government to accelerate the introduction of stronger measures. Obviously it is good that in the end, the Government listened, but their delays will cost lives.

The County Council has stated that a major priority is to look after people in the care homes for which it is responsible.

### **Town and parish responses and funding**

I am heartened that many councils and communities now have local schemes in place to support those who need help, and these will be coordinated with the national NHS volunteer support scheme, being managed in Devon by the County Council.

The County Council has launched the **COVID-19 Prompt Action Fund** (details already sent to parishes) to help, and local schemes can apply for instant grants of up to £500.

My Locality Budget is also available, of course, and I can now fast-track applications for the 2020-21 money.

**Sutton Tip** is now closed.

### **Bus services and community transport**

The County Council says: Bus companies are facing a very difficult situation as passenger numbers fall drastically alongside staffing issues and loss of income.

In response, bus companies are planning to reduce their services, inevitably with less than the usual notice period. They are doing this in discussion with the County Council who are supporting them in obtaining short-notice authorization from the Traffic Commissioner. Some community transport groups have closed down, others have altered their services.

At present the best advice for anyone having to undertake essential travel is to check with their local bus company or community transport group before travelling.

### **Devon NHS Long-Term Plan**

By chance I joined the Health and Adult Care Scrutiny Committee, at its meeting on 12th March, the last meeting I attended before self-isolating. One item was this plan, drafted before the present crisis, trying to achieve further reductions in spending. I'm afraid to say that it did not even mention pandemic or epidemic planning. I think it is safe to conclude that it will have to be looked at from top to bottom, as will national NHS policy, when this crisis is over.

### **Highways delays**

I received general information before the lockdown that the contractors are behind because of the wet weather. Now, of course, the lockdown will hamper their attempts to catch up.

### **Bus service consultation**

The Government has extra funding to allow councils to increase support for bus services. There is a consultation <https://www.traveldevon.info/bus/dft-bus-funding-consultation-20-21/> to help decide Devon's response. I urge you to fill it in, as well as sending me your ideas.

### **Progress on 20 mph limits**

Seaton, Colyton and Beer have now all agreed that they wish to move towards 20 limits in their centres. The County Council has decided, however, that before a comprehensive change in Speed Limit Policy can be implemented the results of the Newton Abbot 20 mph trial scheme must be evaluated, as this will inform what the policy should be.

A Cabinet working group will now consider how new requests for 20 mph schemes should be managed in the meantime and make a recommendation. I will follow up when we know this.

## **County Councillor's Report, May 2019**

### **Covid-19 crisis**

While formal meetings have been suspended, I have been trying to obtain information on the situation in Devon, to influence policy where possible, and to answer constituents' questions about the evolving situation.

#### ***Please continue to observe the lockdown***

It is essential that everyone continues to observe the lockdown conditions. Please do not be complacent. Although the epidemic is at a modest level in East Devon, dozens of people have died here and more have suffered serious illness. It is only social distancing which has saved us from a much wider spread of the infection.

A girl aged 11 from our area was on a ventilator. I gather that she has recovered but cases like this should be a warning to all that this disease is unpredictable and no one should assume they are safe. The new Government public health advertisement since Easter says that Covid-19 is 'threatening to people of all age groups'. More of the patients in ICUs nationally are in the 60-69 age group and even 50-59 age group than 70-79. Although vulnerability increases with age, it is not only over-70s who may be badly affected.

#### ***The importance of contact tracing***

It is essential that we use the next month to prepare the safest possible exit from the lockdown. This must involve extended tracing of contacts of all infected people. Together with two other members of the Health Scrutiny Committee, I have been attempting to persuade Council leaders to press the Government to allow Devon and Cornwall to take the initiative on re-introducing community testing and contact tracing. Given our relatively low level of infection it would be more manageable to contain the virus here than in other areas.

Unfortunately it seems that nothing will happen until a national system is ready. While I am encouraged that work on this is finally underway, I am worried (as are many experts) that not enough people will be employed, or soon enough, to do this on the scale needed.

#### ***Information to councillors***

As a Health Scrutiny member, I am not always receiving as much information as I would like, especially about the situation in care homes. Health Scrutiny has not met since 12th March, and requests for a video-conference meeting, even informal, have been turned down. I appreciate that NHS and DCC officials are under great pressure, but in view of the public concern about some issues in the lockdown I will continue to press for greater transparency.



## **Highways**

Some Highways work continues to be carried on during the lockdown. I have taken up several issues and have had reports of one or two longstanding issues resolved.

## **Traffic Group**

The traffic group meeting due on 7th May has been cancelled but I will ask Steve Kelly to produce an update on all outstanding issues, which I will circulate.

## **Seaton Seafront Enhancement Scheme**

I have supported the Town Council in their efforts to get Highways approval for the work on the first phase of the scheme to be carried out at Fisherman's Gap as soon as conditions permit.

## **Northleigh defibrillator**

I have made a contribution from my locality budget to support the installation of a defibrillator at Northleigh Village Hall.

## **Cllr. Ledger - Proposals for Seaton Town Council Priorities 2020/21**

**to be considered on 6 May 2020**

- **Community Engagement** – building on the positive community response to the Covid-19 crisis and promoting better community engagement through:
  - a comprehensive public consultation to understand what the community's priorities are and how they view the Council – what it has done well and what it could do better
  - closer involvement and engagement with Promote Seaton
  - the establishment of a volunteer network to engage in projects around the town to improve its appearance
  - working more closely with key community stakeholders such as Seaton Gateway to support events to develop projects.
  - all of the above to influence priorities of 2021/22
- **Virtual Town Hall** – again working closely with local stakeholders, such as Seaton Gateway, to establish a virtual town hall providing activities by local individuals such as cookery and exercise classes, craft sessions and talks that can be accessed via social media, to help alleviate social isolation both during lock down and beyond.
- **Marshlands** – to carry on the work of the Marshlands Working Group and scope out the redevelopment of Marshlands to incorporate an increased number of small business units, more user-friendly hire space, as well as new council offices. To put at the highest priority the town's declared climate emergency ensuring that any redevelopment is to a passive rating/standard. (Possible benefits for Seafront Enhancement in s106 funding from the development here).
- **Street Furniture** – to continue and complete the remaining street furniture painting by the end of the year and to include the residents in town/community days (building on the volunteer network as suggested above) starting with furniture in Cliff Field Gardens.
- **Website** – to have the new website live by the end of summer.
- **Town Art Trail** - starting with the replacements of the boards at Marshlands with art or photographic work by local artists/art students and establishing an art trail across the town, with bigger projects on certain buildings as summarised in the attached brief. (App. 1 – Art Trail Proposal)

### **APPENDIX 1 – ART TRAIL PROPOSAL**

#### **ART BOARDS OUTSIDE MARSHLANDS & TOWN ART TRAIL**

##### **Art Boards - Marshlands**

Below is a proposal for the consideration of Seaton Town Council for replacing the art boards currently in place on the wall outside of Marshlands.

With the current lockdown and the wonderful work Phil Tuckley has done in repairing and freshening the walls, we feel it is the perfect opportunity to replace the existing art work with exciting new pieces by local artists, art students or photographers. This would hopefully be the first stage in an exciting Art Trail project that Promote Seaton has discussed and are keen to develop. More details of which are at the end of this proposal.

In regards to the art work outside Marshlands, it is an important position with high footfall, through traffic into Seaton, near the coach park, and therefore the space should be utilised to its full potential. It would be a great way of showcasing local creative talent and an attractive welcome to Seaton.

Some local artists have been contacted as regards this project and the response so far has mostly been positive.

The proposed theme would be "Life in Seaton", and this could range from a seascape, landscape, an event, wildlife to buildings etc. We would not look to be too restrictive as to not impede artistic creativity. What we would ask is that the work produced is not offensive or in any way presents a negative view of Seaton.

Hopefully we will have a choice of between several artist/photographers for the 6 available slots.

#### The Project:

- Currently 8 slots available. However we propose that 6 are filled by the new work, 1 is for the council notice board, and the other would be a rotating display/space which can be used for banners (such as the current NHS one) or details of upcoming events such as The Grizzly, Cyclefest etc
- The artworks are not commissions; however, Seaton Town Council would cover the cost of materials including paints, boards, framework, finishing treatment for longevity
- The deadline for the artists would be end of June for delivery, although some flexibility to the end of July is likely to be needed due to the current climate.
- The size of the panels would be: 2m x 1.1m instead of 8'x4' (the current size) as each section has slight indentations so would frame the pictures better

### **Art Trail**

The idea of the Art Trail would be to increase curb appeal to the town, draw visitors up from the seafront and into less frequently visited areas of the town, promote local talented artists and their work and to promote Seaton as a thriving arts town. It will

help lift some of the more “tired” areas of the town helping to give Seaton a more unique identity.

Combined with good signage, the Art Trail would benefit the whole town, in particular the art and cultural quarter.

The project would be very inclusive and draw inspiration from our beautiful coastline and surrounding areas and highlight our impact and relationship with the environment.

An ideal would be to encourage some of the empty shops to allow them to be used as short term/temporary pop up exhibitions as well as possibly using them as a canvas to display temporary or more permanent works of art. For example, the side of Byrne Jones could be used as a blank canvas for street art and as the shop has been empty for a significant period of time, the windows could be used for temporary displays even if the shop itself cannot. The entrance with its mosaic flooring and mirrored arch as well as the period features of the exterior are of important historical and artistic value and should be a part of a bustling high street and therefore a feature of the Art Trail.

A benefit could be to create merchandise lines based on the art around the town which will help to give Seaton its unique identity and to promote the town. Local businesses, such as Coastal Craft Collective, are proving that there is a market for well-designed and good quality local souvenirs as well as demand for work by local artists.

One possibility is to refresh the current banners in Seaton (seafront and/or town centre) based around a theme of subject or colour and potentially incorporated in to the Art Trail.

In addition to local artists benefiting, I believe all of the businesses below would benefit directly by an Art Trail:

Imagine Design Create  
Savooni  
Grandpa's Gallery  
Lyme Bay Photography  
Gallery Usala  
The Gateway  
Seaton Museum  
Seaton Print & Design  
Coastal Craft Collective  
So Sophie  
Seaton Jurassic & Tourist Information  
Seaton Tramway

Seaton Library  
Seaton Art Society  
Seaton Artisan Market  
Devon Artist Network Open Studios

There are several possible sites where art works of various sizes could be situated:

Byrne Jones  
Milkbere Cottages (side wall down towards Le Pisani)  
The empty shop on Fore Street near the dentist  
Old Nat West Bank building  
Yorkshire Building Society (side of building)  
Gateway Theatre/Museum  
Windsor Gardens (Sculpture & artwork)  
Penny's Estate Agents (wall)  
Empty shop on corner of Cross Street and Queen Street  
Sorting Office Building (painting or seasonal projection work)  
Library (empty display boxes already in situ on wall)  
Reds (side of building facing Eyre Court Pub)  
Jubilee Gardens  
Seafeld Gardens  
Cliff Field Gardens  
East Walk towards The hideaway  
The Hideaway Café (side or back wall)  
Esplanade (sculptures & small art work every 30/40ft)  
Harbour (sculptures & small art work)  
Harbour towards Haven Cliffs (sculpture)  
Passiflora (side of building)  
Hammet Associates (side of building)  
Bus stops throughout town  
Seaton Jurassic  
Tramway  
Murals outside Marshlands  
Skate Park (Graffiti Art)  
Thury Harcourt Place  
Old Picture House  
Trevelyan Road (existing sculpture or replace)  
Moridium  
All Sorts (side of building)  
Galley Café (back of building)  
Seaton Hole

Even though the above list of possible sites is extensive it may be worth starting with a few, around 12, then progress and expand from there. By starting off this way it may also allow us to keep costs down and apply for Arts Grants to assist with the development of the trail.

Using the AxMag as a template a small booklet could be produced with details of where the art is located with a map indicating the trail.

Included in the booklet would be all the local art related shops and galleries with information and an indication on where further info on the artists on the trail can be sourced.

For example an information leaflet (and possible souvenirs of the artists' work) of the artist Bob Bradshaw can be found at Grandpa's Gallery.

The booklet could have a minimal charge which could help pay for production as well as limited advertising to increase revenue.

The style of the booklet and map could also be designed by local artists, or at least they could be heavily involved.

Likely costs to be involved:

- Creation and printing of booklet
- Possible contribution towards Artists materials – though Artists would already likely incur these outlays and there is scope to apply for Arts Council grants to assist with the trail
- Signage – both street signs and plaques/information boards
- Installation – could be minimal depending on artwork and location
- Banners

Incorporated into the art trail could also be a temporary work of art that would be moved around and could be part of an 'art trail hunt' during holiday seasons.

In order for this project to work artists, businesses, the council and the community need to embrace the idea and all be on board with creating something unique not just for Seaton but for the East Devon.

Seaton and the surrounding area are full of talented creative individuals and we should be showcasing this.

Inspiration should be taken from various towns and communities across the world as well as projects around the UK such as Mythic Coast on Cleveleys Seafront.

Cllr Dan Ledger & Andrew Gwyn Davies

30 April 2020



## **Proposed top priorities for Seaton Town Council for the 2020/21 financial year**

### **Agenda item for 6 May 2020 – 5.30pm Virtual Conference meeting**

**Prepared by Jack Rowland on 30 April 2020**

The following suggestions are intended to engender a debate on 6 May in order to give a focus and objectives for the next financial year so that once the priorities are agreed that monthly reports will be provided by the Town Clerk on the status of each until completion. Once a priority is completed then we can debate and agree on whether a new priority should be added to the list. In addition when we agree the priorities at the 6 May meeting then no new priorities will be added to the list unless an emergency situation arises that requires immediate action.

The following are not shown in a priority listing at this stage.

1. Progress Phase 1 of the seafront enhancement scheme to completion and to start before August this year in order to secure the current planning application to enable funding possibilities to be explored and progressed for the remaining phases.
2. Complete the renovation and painting of street furniture and planters that are the responsibility of Seaton Town Council and work with EDDC and DCC to complete and / or start the street lamp painting maintenance required in the Town Centre and along the seafront.
3. Identify and discuss with the owners of empty retail premises in the Town Centre regarding what scope is possible to improve the appearance of the frontages e.g. window displays and voluntary help to renovate and paint the exteriors.
4. Agree a tender for a feasibility / outline planning report for the Marshlands site to:
  - Re-develop the site into new purpose built offices / meeting rooms for Seaton Town Council and a potential new home for Seaton Museum at ground floor / first floor level with apartments above.
  - Provide a temporary home for Seaton Town Council during the redevelopment phase.
5. Launch the new Seaton Town Council website by an agreed date and ensure the content is kept up to date on a daily basis.
6. Work with East Devon District Council to examine the feasibility of asset transfers by looking at the complete picture for Seaton and not just on a piecemeal basis e.g. Windsor Gardens.
7. In view of the Covid-19 pandemic and the potential impact on all Council budgets then carry out a review of the budget for 2020/21 to highlight any risk areas and agree a plan in the event of the risks becoming a reality.

## **Proposals for Seaton Town Council Priorities 2020/21**

**to be considered on 6 May 2020**

### **Cllr. Haggerty**

- **Promotion of Seaton as a tourist destination** – to include:
  - Establishment of a webcast link with businesses and groups, or a Promote Seaton update webcast.
  - Completing the Coach Friendly accreditation process
  - Attendance at the Tourism & Travel Show in October 2020 to promote the town for 2021, with the Council covering the cost of the stand (£1000) and procuring appropriate 'dressing' for the stand at a cost of approximately £800 with donations sought from local businesses who would like their promotional material distributed at the show.

### **Cllr. Singh**

- **Project to repair and recycle unwanted laptops/tablets for community use** – a request to the Seaton community to donate unwanted laptops and tablets, for refurbishment by Cllr Singh donating his time, with Council covering any associated minor costs, for use by the elderly in Seaton's care homes to enable them to feel part of the wider community. This would tie in well with the Virtual Town Hall proposal.

### **Cllr. Shaw**

- **Seafront Enhancement** - delivering the first phase of Seafront Enhancement and obtaining finance for the rest of the project.
- **Marshlands** – considering and researching future possibilities for Marshlands.

SCHEDULE OF RECEIPTS - STC - April 2020 (2020-21)						
STC REF	Payment Reference	Date Received	Payee	Description	Amount inc. VAT	Cheque/ BACS/Cash
	CR5-63429	01/04/2020	EDDC	Precept	£ 169,510.65	BACS
	4326867	07/04/2020	DCC	Covid-19 Prompt Action Grant	£ 495.00	BACS
	April	20/04/2020	Jane D'Arcy	Tenant - service charge	£ 24.65	BACS
	CR5-69230	21/04/2020	EDDC	CIL Receipt	£ 800.73	BACS
	Grizzly	22/04/2020	Axe Valley Runers	Donation - Grizzly	£ 250.00	Cheque
Plot 1A	538	22/04/2020	Ms Lelah Amato	Allotment Fee - 2020/21	£ 34.50	BACS
Plot 1B/2A	539	23/04/2020	Mr M. Freidrich	Allotment Fee - 2020/21	£ 55.80	BACS
Plot 2A	541	24/04/2020	Mrs C Hunt	Allotment Fee - 2020/21	£ 21.30	BACS
Plot 3A	542	28/04/2020	Ms Z. Jones	Allotment Fee - 2020/21	£ 49.20	BACS
Plot 4	543	23/04/2020	Mrs A. Kelf	Allotment Fee - 2020/21	£ 49.80	BACS
Plot 36A	545	23/04/2020	Ms E. Markham	Allotment Fee - 2020/21	£ 22.65	BACS
Plot 6A	546	23/04/2020	Ms P. Halliwell	Allotment Fee - 2020/21	£ 29.70	BACS
Plot 36A	547	28/04/2020	Ms. Andrea Marshall	Allotment Fee - 2020/21	£ 22.65	Cheque
Plot 6B	548	23/04/2020	Mr A Stone	Allotment Fee - 2020/21	£ 24.30	BACS
Plot 7A	550	24/04/2020	Mr. Paul Courts	Allotment Fee - 2020/21	£ 32.10	BACS
Plot 37	552	23/04/2020	Mr & Mrs K Ledger	Allotment Fee - 2020/21	£ 24.00	BACS
Plot 8	553	28/04/2020	Ms S. Porter	Allotment Fee - 2020/21	£ 57.60	Cheque
Plot 38	556	24/04/2020	Ms A Burt & Mr M. Wills	Allotment Fee - 2020/21	£ 29.70	BACS
Plot 9B	558	28/04/2020	Mrs P. M. Denham	Allotment Fee - 2020/21	£ 37.20	Cheque
Plot 10	561	24/04/2020	Mr A. Davidge	Allotment Fee - 2020/21	£ 26.10	BACS
Plot 41	562	24/04/2020	Mr & Mrs B Hazel	Allotment Fee - 2020/21	£ 21.30	Cheque
Plot 42	564	28/04/2020	Mr & Mrs Sykes	Allotment Fee - 2020/21	£ 35.40	Cheque
Plot 42A	565	28/04/2020	Miss S. Warters	Allotment Fee - 2020/21	£ 24.30	BACS
Plot12a	570	23/04/2020	Mrs A. Pushkarev	Allotment Fee - 2020/21	£ 29.70	BACS
Plot 47	573	30/04/2020	Mr & Mrs J. Lord	Allotment Fee - 2020/21	£ 21.00	BACS
Plot 13	575	27/04/2020	Mr & Mrs C. Seaward	Allotment Fee - 2020/21	£ 28.20	BACS
Plot 51	576	24/04/2020	Mrs J. Bennett	Allotment Fee - 2020/21	£ 30.30	BACS
Plot 14	577	23/04/2020	Ms A. McLoughlin	Allotment Fee - 2020/21	£ 50.10	BACS
Plot 52	578	24/04/2020	Mr & Mrs W. Ballard	Allotment Fee - 2020/21	£ 24.00	BACS
Plot 15	580	23/04/2020	Ms Hesta Shaw	Allotment Fee - 2020/21	£ 21.00	BACS
Plot 57	581	24/04/2020	Mr & Mrs Davis	Allotment Fee - 2020/21	£ 16.80	BACS
Plot 16	582	28/04/2020	Ms. V. Berg	Allotment Fee - 2020/21	£ 26.25	BACS
Plot 58	583	27/04/2020	Mr & Mrs Ody	Allotment Fee - 2020/21	£ 16.80	BACS
Plot 17A	584	24/04/2020	Mr P. Godbeer	Allotment Fee - 2020/21	£ 21.00	BACS
Plot 61	588	24/04/2020	Mr D. Harrison	Allotment Fee - 2020/21	£ 25.20	Cheque
Plots 62/63	589	28/04/2020	Mr. Hobley	Allotment Fee - 2020/21	£ 51.30	BACS
Plot 64	592	28/04/2020	Mr S. Lewis	Allotment Fee - 2020/21	£ 21.00	Cheque
Plot 65	593	29/04/2020	Mr D. Ashley	Allotment Fee - 2020/21	£ 14.40	Cheque
Plot 48	597	23/04/2020	Mrs D. Wheaton	Allotment Fee - 2020/21	£ 21.00	BACS
Plot 18	599	23/04/2020	Mr A. Stone	Allotment Fee - 2020/21	£ 24.00	BACS
Plot 18C	591	23/04/2020	Ms H. McLellan	Allotment Fee - 2020/21	£ 21.00	BACS
Plot 40A	601	23/04/2020	Ms Jenny Oldfield	Allotment Fee - 2020/21	£ 33.00	BACS
Plot 70	605	24/04/2020	Mrs L. Stride	Allotment Fee - 2020/21	£ 35.70	BACS
Plots 71A/73	606	24/04/2020	Mr Phil Tuckley	Allotment Fee - 2020/21	£ 32.40	BACS
Plot 21A	607	23/04/2020	Ms Carolyn Cox	Allotment Fee - 2020/21	£ 17.70	BACS
Plot 22A	609	28/04/2020	Mr. Wood	Allotment Fee - 2020/21	£ 12.60	BACS
Plot 22	22	28/04/2020	Mrs. Wood	Allotment Fee - 2020/21	£ 17.10	BACS
Plot 71	611	23/04/2020	Ms P. Ingham	Allotment Fee - 2020/21	£ 15.00	BACS
Plot 23B	614	28/04/2020	Mrs M. Pengilly	Allotment Fee - 2020/21	£ 21.00	BACS
Plot 24B	617	28/04/2020	Mrs C. Hopson	Allotment Fee - 2020/21	£ 21.30	BACS
Plot 26	620	30/04/2020	Mr G.H. Rowland	Allotment Fee - 2020/21	£ 17.10	Cheque
Plot 27A	623	28/04/2020	Mr B. Cooper	Allotment Fee - 2020/21	£ 29.40	Cheque
Plot 29B	628	28/04/2020	Mr T. Fox	Allotment Fee - 2020/21	£ 27.30	BACS
Plot 30	630	23/04/2020	Mr Derek Hallett	Allotment Fee - 2020/21	£ 38.70	BACS
Plot 33	635	23/04/2020	Mr & Mrs Verran-Smith	Allotment Fee - 2020/21	£ 24.30	BACS
				<b>TOTAL</b>	£ 172,347.48	

Receipt details entered:

30/4/2020 - noted by KB/DL

SCHEDULE OF PAYMENTS - STC - 1 to 30 April 2020 (2020-21)								
STC REF	Invoice Reference	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials	
945	43891	25.3.2020	NEST	Pension Contributions	£ 32.38	DD	KB	JR
958	43922	01/04/2020	Grenke Leasing	Photocopier Lease	£ 49.20	DD	KB	DL
959	30347823	01/04/2020	EDDC	Marshlands - Business Rates-April 2020	£ 151.90	DD	KB	DL
960	30347814	01/04/2020	EDDC	Marshlands - Business Rates-April 2020	£ 68.60	DD	KB	DL
961	PO/20-21/2	20.4.2020	Luke Fulcher	Repairs to Town Hall roof	£ 1,135.00	BACS	KB	DL
962	47845	01/04/2020	Playsafety Ltd	RoSPA Play Park Inspections	£ 244.20	BACS	KB	DL
963	PO/20/17	24/03/2020	Signs South West	Time Line Replacement Signs	£ 287.28	BACS	KB	DL
964	10211	29/03/2020	Devon Wildlife Services	TIC Services - March 2020	£ 2,100.00	BACS	KB	DL
965	62620	29/02/2020	Copycare Ltd	Photocopies	£ 59.96	DD	KB	DL
966	TG310320	31/03/2020	KfMarketing	Town Guide 2020 - Balance	£ 500.00	BACS	KB	DL
967	43891	01/04/2020	John Widger	Groundworks - March 2020	£ 1,259.17	BACS	KB	DL
968	7707	01/04/2020	Harcombe Ltd	Storage	£ 130.00	BACS	KB	DL
969	6930 2646	24/03/2020	Bradfords	Padlocks & Chains - Play Parks	£ 64.54	DC	KB	DL
970	63300	31.03.2020	Copycare Ltd	Photocopies	£ 27.22	DD	KB	DL
971	20851388	28/04/2020	Talk Talk	Marshlands - phone/broadband	£ 38.28	DD	KB	DL
972	Apr-20	17/04/2020	R. Hardy	Marshlands - Window Cleaning	£ 90.00	BACS	KB	DL
973	44189550	16.4.2020	Zurich	Renewal 2020-21	£ 3,605.03	BACS	KB	DL
972	30347805	01.04.2020	EDDC	Marshlands - Business Rates - April 2020	£ 337.20	DD	KB	DL
974	43	01/04/2020	Tower Services	Diesel	£ 40.02	DC	KB	DL
975	ORD570179	17.4.2020	SLCC	Arnold Charles Baker - TC Resource	£ 116.80	DC	KB	DL
976	2018	07.04.2020	Seaton Design & Print	Covid-19 Booklets (PO/20-21/1)	£ 650.00	BACS	KB	DL
977	1064089	14.04.2020	Gazprom	Marshlands - Gas	£ 468.48	DD	KB	DL
Cashbook	183276	17/04/2020	Julia Mutlow	Amazon-100th Birthday Card - Resident	£ 5.11	Cash	KB	DL
978	1559825	20.4.2020	iZettle	Card Machine & Dock	£ 81.60	DC	KB	DL
979	961973.PY	30/04/2020	Thomas Westacott	Payroll - April 2020	£ 88.80	DD	KB	DL
Cashbook		22.04.20	Julia Mutlow	Post Office - Stamps x 36	£ 23.40	Cash	KB	DL
Cashbook	43922	25.4.2020	STC Employees	Salaries/Pensions/NIC x 4	£ 10,625.86	Telepay/BACS	KB	DL
980	770842	17/04/2020	British Gas Lite	Marshlands - Electricity	£212.78	DD	KB	DL
981	422119733	29.2 2020	Abbotts	Ironmongery - misc.	£ 12.28	BACS	KB	DL
<b>TOTAL</b>					£ 22,505.09			

Payment authorised:

4 April 2020 - payments authorised by email  
17/20 April 2020 - payments authorised by email  
24 April 2020 - payments authorised by email  
30 April 2020 - payments authorised by email

## **20 COU 10 - Report on benefits of continued Membership Devon Association of Local Councils & SW Councils**

### **1. NALC/DALC**

#### **1.1 About DALC**

The Devon Association of Local Councils Ltd (DALC) is a membership organisation run by and for its member councils. It's stated aim is to 'REPRESENT, ADVISE, CONSULT, COMMUNICATE, TRAIN, INFORM AND LISTEN'.

Member councils vary in size from large town councils to tiny parish meetings and DALC seeks to uphold the interests of its diverse membership through its national body the National Association of Local Councils (NALC) which represents local councils at a national level. It is funded through member subscriptions

DALC also works closely with other bodies at regional, county and district level and with professional bodies such as the Society of Local Council Clerks (SLCC). The cost of renewing membership for 2020/21 is £1011.59 including VAT.

#### **1.2 Benefits of Membership**

The Association provides a range of benefits, including:

- regular news bulletins
- access to advice, guidance and publications on our website
- legal advice via the National Association of Local Councils
- training for members and officers
- a national voice for policy changes

The Clerk has sought advice on salary benchmarking and the like but DALC was not able to assist so this information was obtained via her own research. Equivalent advice is also available from SLCC of which the Clerk is a member. However, SLCC training is only available to the Clerk and not to Councillors. DALC does not offer services to non-members.

Both the Dorset and Somerset Associations of Local Councils have been contacted to ask if we could access their courses as non-members as this was possible last year, but no reply has been received thus far.

In the 2019/20 year, the Council has used DALC's services only once, when Council sent five new councillors on a training course with DALC, but have not subscribed to any other training courses with them. A nominal fee is charged for training, over and above the annual membership fee. This particular training cost £144.

### **2. South West Councils**

#### **2.1 About SW Councils**

South West Councils has extensive experience of providing employment support and training opportunities. The cost of renewing membership for 2020/21 is £513.60 including VAT.

## **2.2 Benefits of Membership**

Their team of specialists offer the following services:

- Employment Advice and Consultancy
- Recruitment and Staff Development
- Job Evaluation / Pay and Grading
- Disciplinary Investigations
- Mediation
- National Pay and Pensions Negotiations
- Conferences and Workshops

The Council used SW Council's services to advise and assist in the recruitment of the Clerk in the Summer of 2019. However, this attracted an additional fee of £620 including VAT over and above the membership fee.

## **3. Society of Local Council Clerks**

### **3.1 About SLCC**

As the professional body for local council clerks and senior council employees, SLCC ensure that their members are equipped with the necessary knowledge, training and skills to best support their council and community.

Many councils understand the benefits of having a clerk who is trained, fully briefed on current issues within the sector and able to access accurate advice quickly. As such, 90% of SLCC members' councils pay for their clerks' annual subscription, as encouraged by the Local Government Act 1972 s 143 (1) (b), 'a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed'.

The SLCC does not provide training for Councillors as it is a professional body for council clerks and senior council employees. Any training required for Councillors would have to be done through NALC or by other means.

SLCC and NALC also co-operate in a number of other areas and are currently exploring the publication of joint dispute resolution advice and are supporting each other in seeking to establish with Government an improved Standards Regime for the sector.

## **4. Other resources**

**Tozers** – the Council currently has an annual retainer with Tozers Solicitors who provide advice and precedent documents on a range of legal matters at a cost of £2000 per year. This also includes free access to public training sessions provided by their team. Bespoke training for Councillors can also be arranged at a cost of



£300 per long half day or £400 for a full day. Advice has been given on various matters including employment law, contracts and GDPR in the last 6 months.

**Clerk's forums** - the Clerk is also a member of Dorset RFO Group and an online forum for clerks, both of which provide useful sources of advice.

**Publications** - if Members decide not to renew the Council's subscription to DALC there are two publications which are available to download from the internet which are a source of information to new and existing councillors namely:

- Guidance for New Councillors 2019/20 – Local Government Association
- The Good Councillor's Guide 2018 – National Association of Local Councils

There are other publications which can also be downloaded from the internet which may be of help such as guides to finance and transparency, neighbourhood planning, transport and being a good employer.

### **Conclusions**

In conclusion, albeit that various resources are available online as regards helpful guidance for new and existing Councillors, if the Council wishes to take advantage of DALC's training courses, along with membership of the National Association of Local Councils (NALC), it will have to renew its subscription with DALC.

Renewed membership of SW Councils does not appear beneficial at the current time, as the type of advice that may be needed can be obtained via other means such as SLCC and Tozers.