



## Minutes of the Seaton Town Council Meeting On Tuesday 7<sup>th</sup> May 2019

### Present

#### In the chair:

Cllr K Beer

#### Councillors:

J Rowland, S Read, D Ledger, M Shaw, A Singh, J Russell,  
H Sanham, D Squire

#### Officers:

Town Clerk  
Admin & Finance Officer

#### Public:

No members of the public were present

### 1. Election of Mayor/Chairman for the Municipal Year 2019/20

The Council unanimously **ELECTED** Cllr Ken Beer as Mayor/Chairman for the forthcoming municipal year (moved Cllr Rowland, seconded Cllr Sanham).

### 2. Election of Deputy Mayor/ Deputy Chairman for the Municipal Year 2019/20

The Council unanimously **ELECTED** Cllr Jack Rowland as Deputy Mayor/ Deputy Chairman for the forthcoming municipal year (moved Cllr Sanham, seconded Cllr Read).

### 3. Apologies for absence

No apologies.

### 4. Declarations of Interest

Cllrs Rowland & Ledger declared a personal interest as Councillors with East Devon District Council (EDDC).

Cllr Shaw declared a personal interest as a Councillor with Devon County Council.

### 5. Minutes

The Council **RESOLVED** to defer the approval of the minutes of for the Council meeting on Monday 4<sup>th</sup> March 2019 & the Special Council meetings held on 11<sup>th</sup> & 18<sup>th</sup> March 2019 (moved Cllr Rowland; seconded Cllr Squire).

The Council approved the minutes of the meeting on the 8<sup>th</sup> April 2019, (moved Cllr Rowland, seconded Cllr Squire) subject to the following amendments:

- a. Item 237 - 3 members of the steering group were to meet with representatives from R D & E and the Clinical Commissioning Group.
- b. Item 243 - moved Cllr Ledger, seconded Cllr Rowland
- c. Item 233 - existing Service Level Agreement has been extended up to 31.10.19.

### 6. Public Question Time

No members of the public were present.

## 7. Acting Town Clerks Report

Discussion took place around:

- The Town Clerk has spent a lot of time managing a personnel issue.
- The need to resolve maintenance issues including a copy of the maintenance schedule at the Town Hall & to obtain an audited copy of accounts for the Gateway.
- The Council will see sight of the Final Accounts before the next meeting on 3<sup>rd</sup> June 2019.
- An extra-ordinary council meeting may be required to sign off the Final Accounts.
- The Town Clerk has queried with the Internal Auditor whether the accounts need to have been seen by the Council before the audit takes place, due on 16<sup>th</sup> May 2019.
- The Town Clerk confirmed there are no critical or problematic issues within the accounts.
- The Town Clerk confirmed that advertisements had been placed regarding the Town Clerk vacancy, with a closing date of the 25<sup>th</sup> May 2019.
- The need to consider applications for co-option on the Council at the next meeting on 3<sup>rd</sup> June 2019.

The Council **NOTED** the Town Clerks Report (moved Cllr Beer).

The Council **RESOLVED** to invite Co-option Applicants to attend on Monday 3<sup>rd</sup> June at 6pm to be considered for Co-option on to the Council as of Monday 3<sup>rd</sup> June 2019 (moved Cllr Rowland; seconded Cllr Sanham)

## 8. To review the Councils Scheme of Delegation

The Council **RESOLVED** to defer reviewing the Scheme of Delegation (moved Cllr Beer).

## 9. To review the Terms of Reference for Committees

The Council **RESOLVED** to agree that the review of Terms of Reference should be carried out by the appropriate Committee, to then come back to full council for ratification (moved Cllr Sanham; seconded Cllr Rowland).

## 10. Appointments to Committees

Committee	Membership	Councillors
Allotments	3	1. Cllr Squire 2. Cllr Sanham 3. Cllr Beer
Community & Open Spaces	6 plus the Chairman & Vice Chairman as ex-officio	1. Cllr Ledger 2. Cllr Singh 3. Cllr Sanham 4. Vacancy 5. Vacancy 6. Vacancy

<b>Committee</b>	<b>Membership</b>	<b>Councillors</b>
<b>Planning</b>	7 plus the Chairman & Vice Chairman as ex-officio	<ol style="list-style-type: none"> <li>1. Cllr Shaw</li> <li>2. Cllr Ledger</li> <li>3. Cllr Russell</li> <li>4. Cllr Sanham</li> <li>5. Cllr Read</li> <li>6. Vacancy</li> <li>7. Vacancy</li> </ol>
<b>Finance &amp; General Purpose</b>	6 plus the Chairman & Vice Chairman as ex-officio	<ol style="list-style-type: none"> <li>1. Cllr Ledger</li> <li>2. Cllr Russell</li> <li>3. Cllr Sanham</li> <li>4. Cllr Read</li> <li>5. Vacancy</li> <li>6. Vacancy</li> </ol>
<b>Personnel</b>	6 plus the Chairman & Vice Chairman as ex-officio	<ol style="list-style-type: none"> <li>1. Cllr Ledger</li> <li>2. Cllr Singh</li> <li>3. Cllr Squire</li> <li>4. Cllr Sanham</li> <li>5. Cllr Read</li> </ol>
<b>Appeals</b>	6 plus the Chairman & Vice Chairman as ex-officio	<ol style="list-style-type: none"> <li>1. Cllr Shaw</li> <li>2. Vacancy</li> <li>3. Vacancy</li> <li>4. Vacancy</li> <li>5. Vacancy</li> </ol>

## 11. Appointment to Outside Bodies

Seaton Regeneration Forum	Cllr Sanham Cllr Rowland Cllr Read
Seaton, Beer & Branscombe Traffic Croup	Cllr Rowland
Axe Valley Local Action Group	Cllr Beer
TRIP	Cllr Rowland
Jurassic Coast Ambassadors	Cllr Sanham to check if they want a Councillor representative.

Natural Seaton Partnership (Seaton Jurassic)	Cllr Sanham
DALC County Committee	Cllr Beer
National Association of Local Councils (NALC)	Cllr Ledger
Seaton Area Health Matters	Cllr Rowland
Seaton Beach Management Plan Stakeholders Forum	Cllr Shaw Cllr Read Cllr Sanham

#### **14. Calendar of Meetings for the 2019/2020 Municipal Year**

The Council **RESOLVED** to accept the Calendar of Meetings for the forthcoming year (moved Cllr Sanham; seconded Cllr Read).

#### **15. Standing Orders**

The Council **RESOLVED** to defer the review of Standing Orders (moved Cllr Beer).

#### **16. Financial Regulations**

The Council **RESOLVED** to defer the review of Financial Regulations (moved Cllr Beer).

#### **17. Internal Controls**

The Council **RESOLVED** to defer the review of Internal Controls (moved Cllr Beer).

#### **18. Asset Register**

The Council **RESOLVED** to defer the review of the Asset Register (moved Cllr Beer).

#### **19. Insurance**

The Council **RESOLVED** to delegate Insurance to the Finance & General Purpose Committee for review and approval (moved Cllr Rowland; seconded Cllr Shaw).

#### **20. Code of Conduct**

The Council **RESOLVED** to defer the review of the Code of Conduct (moved Cllr Beer).

#### **21. Risk Management Policy**

The Council **RESOLVED** to defer the review of the Risk Management Policy (moved Cllr Beer).

#### **22. Complaints Policy**

The Council **RESOLVED** to defer the review of the Complaints Policy (moved Cllr Beer).

#### **23. Freedom of Information**

The Council **RESOLVED** to defer the review of the Freedom of Information policy (moved Cllr Beer).

**24. Data Protection**

The Council **RESOLVED** to defer the review of Data Protection (moved Cllr Beer).

**25. Communications & Media Policy**

The Council **RESOLVED** to defer the review of the Communications & Media Policy (moved Cllr Beer).

Meeting closed at 20:08

**Chairman:** \_\_\_\_\_

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