



## Minutes of the Seaton Town Council Meeting

On Monday 8<sup>th</sup> April 2019

### Present

#### **In the chair:**

Cllr K Beer

#### **Councillors:**

J Rowland, S Read, D Ledger, C Chadwick, P Burrows,  
H Sanham, D Squire

#### **Officers:**

Town Clerk  
Admin & Finance Officer

#### **Public:**

No members of the public were present

### **229. Apologies for absence**

Apologies were received and accepted from Cllrs Hartnell, Shaw & Rye.

### **230. Declarations of Interest**

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

### **231. 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 Beer; seconded Cllr Rowland)

### **232. Chairman's Report**

Discussion took place around:

- A member of the public had raised concern that the local Sports Shop had knives in the window. Cllr Beer & the local Police have visited on separate occasions and the window has now been obscured.
- The Town Crier, Mike Cordory is regrettably unable to take the position up due to ill health.

The Council **NOTED** the Chairman's Report (moved Cllr Beer; seconded Cllr Sanham)

### **233. Public Question Time**

No members of the public were present

### **234. Police Report**

No report has been submitted.

Discussion took place around:

- Response received from Police and Crime Commissioner, Town Clerk to distribute to Councillors.

- Town Clerk to check with Police contact regarding their interest in relocating to Marshlands.

### **235. County Councillor Report**

Discussion took place around:

- Regarding County Councillor report, need to make sure that the Cycle Fest circuit is in good repair.

The Council **NOTED** the County Councillor Report (moved Cllr Beer)

### **236. District Councillor Reports**

The Council considered the report of Cllr Hartnell and discussion took place around:

- The High Street clean up, Cllr Rowland to meet with Paul Johns from EDDC.
- Skatepark Consultation is good news.
- Affordable Housing Supplementary Planning document, add to Planning Agenda.
- Street Trading – Coffee Pod application, could disadvantage new tenants of Spot On Kiosk.
- Need to verify views of Spot On Kiosk.
- Cllr Burrows has already objected to the plans.

The Council **NOTED** the District Councillor Report (moved Cllr Beer)

### **237. Seaton Area Health Matters**

Discussion took place around:

- The steering group are to meet with representatives of R D & E to discuss the proposed business plan.

The Council **NOTED** the District Councillor Report (moved Cllr Beer)

### **238. Town Clerk Report**

Discussion took place around:

- Potential for a pop-up cinema, Town Clerk will present a report following on from a meeting due to be held later this month.
- Normally receive a report against the top 6 priorities that we identified at the start of the financial year.
- Update needed on status of new Service Level Agreement agreed with Devon Wildlife, is there a signed agreement?
- Town Hall – STC are to have sight of their accounts and this needs to be chased up.
- Town Hall – clarity required regarding SLA, what arrangements are in place and a copy of the maintenance schedule.
- Town Hall Roof – update required.

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

### **239. Committee meeting minutes**

The Council **RESOLVED** to adopt the minutes for:

- Personnel Committee 24th January 2019
- Communities and Open Spaces Committee 28th January 2019

- Personnel Committee 30th January 2019
- Personnel Committee 14th February 2019
- Finance & General Purposes Committee 18th March 2019  
(moved by Cllr Beer)

#### **240. Community Swimming Pool**

Discussion took place around:

- EEDC require an invoice from Seaton Primary School.
- Town Clerk has requested invoice from Seaton Primary School.
- Handover presentation to be arranged.
- Have we offered the services of One Voice for publicity?

Cllr Burrows left the meeting at 7.35pm

#### **241. Social Media Policy Review**

Discussion took place around:

- Social Media Policy to be bought back to next meeting.
- There is a need for a Communications Policy with the Social Media Policy being an annex of that.
- Policy to come to the May meeting.
- Need to improve communication, needs to be done through the clerk's office in the main.
- Issues to be dealt with on the day, or the following morning.
- Duty of care to staff.
- Declaration from each new Councillor to be signed agreeing acceptance of Agendas by email.
- Websites to be reviewed as part of the policy.
- A written report needs to come back to Council out-lining the options.

#### **242. Town Crier**

Discussion took place around:

- Town Crier handover to take place at the AGM.

Motion – The Committee **AGREED** that Adrian Walder is offered a retainer of £300 to become the new Town Crier (moved Cllr Rowland; seconded Cllr Read)

#### **243. Town Council Insurance Policy**

Discussion took place around:

- Asset register to be reviewed over the next 12 months.
- Town Clerk confirmed quotes were like for like.
- There is a painting owned by STC in the main reception area of museum.

The Council **RESOLVED** to accept the Town Clerks recommendation to continue the insurance with Zurich on the proviso that the contract is for one year (moved Cllr Ledger; seconded Cllr Ledger).

#### **244. Seafront Enhancement Working Party**

Motion - The Council **RESOLVED** that the Working Party can go ahead and prepare tender documents (moved Cllr Read; seconded Cllr Rowland).

#### **245. Air Ambulance**

Discussion took place around:

- The maintenance of the night landing equipment.
- What provision do neighbouring parish & town councils make in terms of air ambulance landing sites.
- Does this affect the insurance policy?
- Town Council only agreed to hold the money.
- Who has legal ownership of the mast?
- Information to be submitted to next meeting.

#### **246. Dates of Meetings**

The Council **RESOLVED** that the Annual General Meeting would be held on Tuesday 7<sup>th</sup> May 2019 (proposed Cllr Rowland; seconded Cllr Sanham).

The Council **RESOLVED** that the Town Meeting would take place on Thursday 23<sup>rd</sup> May 2019 (proposed Cllr Rowland; seconded Cllr Sanham).

The Council **RESOLVED** that the meeting dates for 2019/20 be bought back to the AGM for approval (proposed Cllr Rowland; seconded Cllr Beer).

#### **247. Confidential Items**

The Chairman moved, and the Council agreed to move in accordance with the Council's Standing Order 1 (c) press and public will be excluded from the meeting during the discussions of item 18 on this agenda as there is likely to be disclosure of information as matters are being discussed which could identify an individual

#### **248. Staffing Matters**

Discussion took place around:

- Where to place the advert for the Town Clerk position.
- Town Clerk advised that the SLCC website would be a good place to advertise.
- Position to also be advertised with DALC & DCC.

Meeting closed at 20.30pm

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

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