



## **NOTICE**

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

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

**Remote Meeting of Seaton Town Council  
on Wednesday 1<sup>st</sup> July at 6.30pm**

**25<sup>th</sup> June 2020**

You are hereby summoned to attend the above meeting to be held on **Wednesday 1<sup>st</sup> July at 6.30pm**. 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:

Log on to: [www.zoom.us](http://www.zoom.us)

Click on: 'Join Meeting' and then enter:

- Meeting Room ID: 984 1339 6730
- Password: 055927

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**

Council

To agree the minutes of the Council meeting held remotely on Wednesday 6<sup>th</sup> May 2020

Committees

For those Members present at relevant Committee meeting, to agree the minutes of Community & Open Spaces Committee held on Monday 24<sup>th</sup> February 2020

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

To allow any questions or reports from members of the public

**20/COU/06 Report of Internal Auditor 2019/20**

To receive and note the report of the Internal Auditor and accompanying documents

**20/COU/07 Annual Governance Statement 2019/2020**

To agree and approve Section 1 - Annual Governance Statement

**20/COU/08 Accounting Statements 2019/2020**

To agree and approve Section 2 – Accounting Statements

**20/COU/09 Town Clerk's report and update on 2020/21 priorities, including recommendations as to budgetary and other decisions as appropriate**

To receive an update on the Council's work and priorities for the 2020/21 municipal year, including **RECOMMENDATIONS** that Members:

1. approve the website and authorise the Clerk to arrange its launch as soon as practicable, including amending priority (2) to reflect this has been done
2. note the town improvements already carried out
3. approve the first part of the Seaton Art Trail including:
  - a. the allocation of a maximum of £1,200 for the replacement of the boards at Marshlands; and
  - b. approval of the 6 complementary works by local artists
4. note the conclusions reached regarding the Virtual Town Hall Project and remove this as a priority for 2020/21
5. commission a feasibility report including the drafting of a tender process, to enable the Council to explore the possibility of redeveloping the Marshlands Centre by demolishing existing buildings and replacing them with



purpose-built accommodation for Seaton Town Council and a museum, together with residential units on upper floors so that the overall development is in keeping with the surroundings and height of the Fosseyway Court redevelopment. The report should also include options for temporary accommodation for Seaton Town Council and the associated costs **(Cllr Rowland)**

**20/COU/10 Appointment to Committees**

It is **RECOMMENDED** that Cllrs Hartnell and Bowman be appointed to the following Committees:

- Cllr. Hartnell – Planning Committee and Finance & General Purposes Committee
- Cllr Bowman - Finance & General Purposes Committee

**20/COU/11 Approval of Direct Debits 2020/21**

It is **RECOMMENDED** that Members ratify the schedule of monthly direct debits payments for 2020/21, as already approved under the Council's Scheme of Delegation

**20/COU/12 Replacement of outdoor gym equipment using CIL – Cllrs Hartnell & Rowland**

To receive verbal reports from Members and Clerk on actions taken as regards the replacement of the town's outdoor gym equipment and to consider the allocation of CIL monies towards the replacement of the same

It is **RECOMMENDED** that Members resolve to allocate all available CIL receipts of £16,506 towards the purchase of new outdoor gym equipment at Seaford Gardens, subject to East Devon District Council agreement and subject to the completion of an agreement with EDCC to carry out all necessary checks and maintenance of the equipment, in line with the manufacturer's requirements for the duration of its lifetime

**20/COU/13 Review of Council's Grants Scheme - Cllr Hartnell & Town Clerk**

To consider and approve the updated Community Grants Scheme and application form and associated Business/Shop Front Grants Scheme to businesses to assist in the general improvement of the town

It is **RECOMMENDED** that Members:

1. approve the updated Community Grants Scheme and application form
2. approve, in principle, the Business/Shop Front Grants Scheme and application form, subject to such amendments as are necessary to ensure compliance with the Council's powers under s137 or otherwise



### 20/COU/14 **Seafront Enhancement Scheme**

To receive an update on the Seafront Enhancement Scheme and status of planning permission 17/0369/FUL and proposed way forward.

It is **RECOMMENDED** that Members:

1. agree that the existing planning permission cannot be implemented lawfully or in line with the Council's Financial Regulations and Public Contract Rules prior to its current expiry date
2. agree whether, or not, a new application should be submitted to EDDC mirroring the existing scheme
3. note the financial implications of the submission of a new application and agree a budget for the cost of such a resubmission

### 20/COU/15 **Request from the Gateway Theatre**

To receive and consider a request from the Gateway Theatre for financial assistance in light of the Covid-19 crisis

### 20/COU/16 **Budgetary Review and Adjustments 2020/21**

In light of the underspend of existing budgets, identified as part of the budgetary review by the Finance & General Purposes Committee, it is **RECOMMENDED** that Members note the report and:

1. agree how the identified underspend of £17,500 should be reallocated and whether any part of those monies should be allocated to:
  - an increased grants budget
  - a new Shop Front/Business Grants Scheme
  - replacement of outdoor gym equipment
  - such other budgets as Members consider appropriate
2. agree to reallocate the sum of £7,500, included in the current budget as a contribution towards the Streetscene service for an all year round barrow service, but instead agree that East Devon District may utilise this towards the costs involved in opening an additional toilet facility in Marsh Road. **(Cllr Rowland)**

### 20/COU/17 **Allotments**

To consider the report on allotments including the results of the recent inspection, current financial position, review of risk and Non-Statutory Rules and the dissolution of the Allotments Committee

It is **RECOMMENDED** that Members:

1. approve the updated Non-Statutory Allotment Rules including the provision on one plot per household
2. note the 2020/21 Risk Assessment



3. dissolve the existing Allotments Committee
4. agree that the fees for 2020/21 should not be increased

**20/COU/18 Christmas Lights 2020**

To receive a report on the Council's Christmas lights event

It is **RECOMMENDED** that Members:

1. approve the date of the 'Christmas Lights Switch On' as Saturday 28 November 2020
2. resolve to enter into a three-year contract with Supplier 1 for the provision of Christmas Lights
3. authorise officers work with other stakeholders in the town to take forward the organisation of the Christmas Lights event, along the lines of the itinerary at appendix 3, making adjustments as necessary to ensure compliance with any rules and guidance that prevail at the time

**20/COU/19 Walking & Cycling Interventions for Town & Parish Councils – Cllr Shaw**

To receive and note the 'Reallocation of Road Space for Active Travel Framework and Guidance' produced by Devon County Council

**20/COU/20 Updates on Covid-19 in Seaton**

To receive and note any verbal updates on the current situation

**20/COU/21 Any other business**

To consider any other business the Chairman considers urgent



## Minutes of the Seaton Town Council Meeting on Wednesday 6 May 2020

**Present:**

**Chair:** Cllr K Beer

**Councillors:** J Rowland, D Ledger, D Haggerty, M Shaw, A Singh, M. Hartnell and E Bowman

**Officers:** Town Clerk and Administrative & Community Events Officer

**Public:** 5 members of the public

**Note:** All attendees accessed the meeting remotely and could be either seen and/or heard

**1. Apologies for absence**

Apologies for absence received from Cllr. Russell

**2. Declarations of Interest**

Cllrs Ledger, Hartnell & Rowland declared a personal interest as a Councillor with East Devon District Council (EDDC)

Cllr Shaw declared a personal interest as a Councillor with Devon County Council (DCC)

**3. Minutes**

Members **RESOLVED** to approve the minutes of the Council meeting held on Friday 20<sup>th</sup> March 2020 (proposed Cllr. Rowland; seconded Cllr. Ledger)

**4. Public Question Time**

Richard Drysdale, Manager of Seaton Jurassic, updated Members on the current situation with the Tourist Information Centre and Seaton Jurassic:

- in line with Covid-19 legislation the centre is closed, and staff are furloughed.
- East Devon District Council are supporting the centre with their rateable value and grants
- all calls to the Tourist Information Centre are being diverted to Richard.
- the centre is putting activities out on social media sites
- there are PDF's of various walks created by the Seaton Visitor Centre Trust which are available as hard copies from outside Seaton Jurassic and the Tesco store



- Seaton Jurassic, along with Seaton Tramway and other attractions in Devon, are working together with Visit Devon, Visit South Devon and other organisations to look at Seaton going forward. It will be a tough summer, but the centre will be making the most of this time to make sure it is in the best possible place going forward.

## 5. County Councillor Report

Cllr Shaw presented his reports for April & May 2020 and, additionally, updated Members on:

- Covid-19 – there have sadly been several deaths at a care home in Seaton with one member of staff in a serious condition in intensive care at the RD&E in Exeter. Devon has the lowest death rate of any council area in the country. It would be good if, at a later date, the Town Council could commemorate the people who have died in this pandemic. People are still being sent into care homes from hospitals, but more precautions are being taken by the homes.
- Cllr Shaw has been pressing Devon County Council to consider different ways of how to approach this epidemic. The lack of testing and tracing has been a problem in Devon as, given the level of infection which the county has, should have been implemented sooner. Now waiting to see if there will be a national scheme for testing and tracing which will work and help the county.
- Pecorama have been making ear guards to help people in care homes who are wearing masks to take the pressure off their ears. Cllr Shaw has been trying to get these distributed to local care homes.

Members noted the report.

## 6. Seafront Enhancement Project

Members received an update from Cllrs. Shaw and Rowland on the Seafront Enhancement Project:

- Efforts were being made to commence Phase 1 as planning permission was due to expire in August. It was therefore important that the development be commenced in order to stop the planning permission from lapsing. If work could not commence before August, due to the Covid-19 crisis, the question was raised whether East Devon District Council might extend the period for commencement of the works. Cllr Rowland would raise this with EDDC.
- Devon County Council Legal Department were preparing a draft Section 278 Agreement for consideration by the Town Council. This is a legal agreement required for works to the existing highways.

Members unanimously **RESOLVED** to proceed with Phase 1 of the Seafront Enhancement Scheme.

(moved Cllr Rowland; seconded Cllr Shaw)



## 7. Council Priorities 2020/21

A number of proposals were brought forward by different Members for consideration as priorities for 2020/21, as summarised below:

- Progression of Phase 1 of Seafront Enhancement Scheme, with commencement prior to August 2020 to enable the planning permission to remain extant **(Cllrs. Rowland & Shaw)**
- Launch and ongoing management of STC website **(Cllrs. Rowland & Ledger)**
- Community Engagement – building engagement with individual volunteers and key stakeholders within the community **(Cllr Ledger)**, which could encompass the proposed unwanted laptop scheme **(Cllr Singh)**
- Completion of the renovation and painting of the street furniture **(Cllrs Ledger & Rowland)** with possible engagement of volunteers linking into priority 3 above **(Cllr Ledger)**
- Establishment of Virtual Town Hall **(Cllr Ledger)**
- Marshlands – to implement a tender process to look at options for the redevelopment of the Marshlands site as a space for hire, business units, the Council Offices and possibly a residential element **(Cllrs. Rowland, Ledger & Shaw)**
- Liaison with building owners to improve the aesthetic appeal of retail units with window displays and painting **(Cllr Rowland)** with possible engagement of volunteers linking into priority 3 above **(Cllr Ledger)** and look into the possibility of having a grant scheme which business owners could apply to for assistance to help them smarten up their shop fronts **(Cllr Hartnell)**
- Promotion of Seaton for tourism **(Cllr. Haggerty)**
- Establishment of a Town Art Trail starting with the replacement of the boards at Marshlands **(Cllr Ledger)**
- Work with EDDC to examine feasibility of asset transfers on a comprehensive basis **(Cllr Rowland)**
- Review of Council's budgets for 2020/21 to assess risk areas in light of Covid-19 **(Cllr Rowland)**

A comprehensive discussion ensued around the various proposals and Members unanimously agreed that:

- where possible, the 2020/21 priorities should build on the very positive response of the community towards the current pandemic and to actively engage with individual volunteers and key stakeholder organisations within Seaton to support the community going forward; and
- to offer support, where possible, to help regenerate the town

This resulted in the following priorities being agreed for 2020/21:





1. **Progression of Phase 1 of Seafrost Enhancement Scheme** - with commencement prior to August 2020 to enable the planning permission to remain extant
2. **Website** - Launch of and ongoing management of the new STC website, as a key tool providing advice and information to residents and visitors alike
3. **Town Improvements** – to include:
  - Completion of the renovation and painting of the street furniture with possible engagement of volunteers linking into overarching desire to engage the community
  - Liaison with building owners to improve the aesthetic appeal of retail units with window displays and paint
  - Establishment of a Town Art Trail, starting with the replacement of the boards at Marshlands
4. **Virtual Town Hall** – in conjunction with Seaton Gateway, to establishment a Virtual Town Hall
5. **Marshlands** – to commission a feasibility study to look at options for the redevelopment of the Marshlands site as a space for hire, business units, the Council Offices and possibly a residential element
6. **Promotion of tourism** – to include attendance by representatives of the Town Council at the British Tourism & Travel Show at Birmingham NEC in October 2020 and the funding of a stand  
Members unanimously **RESOLVED** to support attending the British Tourism & Travel Show in October  
(moved Cllr Rowland; seconded Cllr Amrik)
7. **Asset Transfers** - work with EDDC to examine feasibility of asset transfers on a comprehensive basis
8. **Budgetary Review** – to review the Council’s budgets for 2020/21 to assess risk areas and also where monies may be reallocated from projects/budget codes that, in light of the pandemic, will no longer be used as originally intended

In the course of the discussions it was further agreed that:

- Cllrs Hartnell and Bowman would join the **Marshlands Working Group**
- **Laptop Scheme** – to seek donations of unwanted laptops and tablets to be refurbished by Cllr. Singh and redistributed by the Council within the community, initially to care homes, to help provide access to the isolated and relieve loneliness.  
Members unanimously **RESOLVED** to support the **Laptop Scheme**  
(moved Cllr Rowland; seconded Cllr Haggerty)



- Cllr Ledger, in conjunction with the Clerk and Cllr Hartnell, to go through the budget to see what the Council could afford to put towards a grant scheme for business owners to improve their shop fronts and bring a proposal back to the next Council meeting

Members unanimously **RESOLVED** to support the **Council Priorities 2020/21** (moved Cllr Rowland; seconded Cllr Ledger)

#### 8. **Payments, receipts and unpaid invoices**

Members noted the Council's financial position as at 30 April 2020 that the balance in the Treasurer's Account stood at £397,997.78 and Petty Cash at £152.70 and ratified the schedule of payments & receipts made as at 30 April 2020, which had already been approved in line with the delegation agreed by full Council on 20 March 2020.

#### 9. **DALC and SW Councils Memberships**

Members considered the report prepared on the benefits, any overlapping benefits and gaps in services provided by the two organisations and in light of the fact that the Council had to be a member of DALC to access training for Councillors, but had not had cause to seek advice from SW Councils since the interview process for the Clerk, Members **RESOLVED** to:

- Renew membership of DALC
- Not renew membership of SW Council

(proposed Cllr Beer; seconded Cllr Haggerty)

#### 10. **Update on Covid-19**

Members had been updated to a great extent on the situation regarding Covid-19 in Seaton by Cllr Shaw, as part of his County Councillor Report. Additionally, Andrew Gwyn Davies had sent in figures of what the co-ordinators and volunteers had achieved during the pandemic. Cllr. Rowland thanked Andrew Gwyn Davies, Cllr Ledger and the Clerk for all the work they had done during the Covid-19 crisis along with all the co-ordinators and volunteers Cllr Rowland said the level of support across the town has been fantastic.

Finally, Cllr Beer thanked the Seaton Coronavirus Group and its many volunteers for all they were doing and had indeed been helped himself by two of them.

Members noted the update.

#### 11. **Any Other Business**

Cllr Haggerty thanked Andrew Gwyn Davies and his team, including Cllr Bowman for all the work they had put into the VE Day celebrations. Even though



the celebrations had been postponed the town looked great with all the flags flying.

Meeting closed at 19.20pm

Signed \_\_\_\_\_

Dated \_\_\_\_\_



**Minutes of the Community & Open Spaces Committee Meeting  
on  
Monday 24<sup>th</sup> February 2020**

**Chairman:** Cllr Ledger  
**Councillors:** Beer, Singh, Haggerty  
**In attendance:** Town Clerk  
Councillor Hartnell (EDDC)

- 16. Election of Chair**  
Due to the resignation of Cllr Sanham from the Town Council, Cllr Ledger was elected Chair of the Community & Open Spaces Committee (proposed Cllr Singh; seconded Cllr Haggerty)
- 17. Apologies for absence**  
Cllr Rowland
- 18. Declarations of Interest**  
Cllr Ledger declared a personal interest as Councillor with East Devon District Council (EDDC)
- 19. Minutes of the previous meetings**  
The Committee approved of the minutes of the meetings held on 28 October 2019 and 27 January 2020
- 20. Public Question Time**  
No questions raised.
- 21. Artisan Markets**  
Members noted the update on the Artisan markets that there would be 6 this year and between 9 and 16 traders had booked for each. The first would take place on Saturday 7 March at Thury Harcourt. Cllr Haggerty raised the possibility of combining the Artisan Markets and Art in the Garden events and Members agreed that was something they would look into further, in due course.

Th ongoing difficulties of finding appropriate contractors to erect the gazebos at a reasonable cost with appropriate insurance was discussed, along with the possibility of not supplying gazebos at future markets to alleviate this problem. After some discussion, Members,



**RESOLVED** to continue running the markets but, as of the Artisan Market in May, going forward gazebos and tables would no longer be provided. Members noted that someone would still need to attend to manage the set up each month but this would present less risk and less cost than supplying gazebos as currently happened (proposed Cllr. Beer; seconded Cllr. Haggerty)

**22. Consideration of budget 2019/20**  
This was deferred to the next meeting.

**23. Play Park Inspections**  
Members received and noted the play park inspections with the most pressing works highlighted using the traffic light system.

**24. CONFIDENTIAL ITEMS**

**Painting of lamp posts**  
Members noted the email from Cllr. Rowland confirming that officers from EDDC would be visiting the town on 13 March for a walkabout and would consider the painting of lamp posts as part of this.

It was **RESOLVED** to defer this item of business until after that walkabout once more information was available from EDDC. (proposed Cllr. Ledger; seconded Cllr. Haggerty)

The meeting ended at 6.45pm

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

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



Julia Motlow  
Town Clerk  
Seaton Town Council  
Marshlands Centre  
Harbour Road  
Seaton  
Devon  
EX12 2LT

03/06/2020

Dear Julia,

Further to our Internal Audit of your Council for the financial year 2019/20 I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of the Control Objectives K, L and M and we are required to explain why we have done this.

The reason for the Not Covered response for Objective K is that it is not applicable to your Council as you did not certify yourself as exempt from External Audit.

For Objective L we have given a 'Not Covered' response to this as, although we have seen the completed Notice document, there is no formal documentary evidence that the required Notice was posted as required. You will be aware that there is, in fact, no requirement for this documentary evidence to be maintained by you and therefore it is impossible for an auditor to independently verify this. We are aware that this issue has been discussed with the External Auditors and we expect most, if not all, Councils to also have 'Not Covered' as a response to Objective L from their Internal Auditors.

We have responded 'Not Applicable' in respect of Objective M as it is our understanding that the Council does not act as Trustee.

I have also emailed you an Internal Audit summary of our audit testing which you may find useful. This sets out the number of tests that we have carried out and the number of positive and negative responses. Care should be taken when using this Summary as these tests are not given a weighting to reflect their relative importance and the Summary must therefore be considered in conjunction with our Internal Audit Observations.

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I have made some Observations in respect of the year end audit which I would be grateful if you could draw to the Council's attention in due course. If the Council should have any queries regarding any points raised please do not hesitate to contact me.

I would like to express our thanks for the assistance you provided to us during the course of the audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA  
Director

# Seaton Town Council

## Financial Year 2019-20

### Year End Internal Audit Observations



Visit date: 1 June 2020

**E** *Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

| No. | Audit Conclusion  | Observation  | Recommendation   | Priority |
|-----|---|--|--|----------|
| 1   | Fees and charges have not been subject to review and approval by Council during the year. | <i>The Council fees and charges have not been subject to annual review in 2019-20.</i> | The Council should establish a process for the regular review of fees and charges. The Council may wish to incorporate this into the annual budgeting process. | Medium   |

**I** *Periodic and year-end bank account reconciliations were properly carried out.*

| No. | Audit Conclusion  | Observation  | Recommendation   | Priority |
|-----|---|--|--|----------|
| 1   | The Council did not record the dates of independent review of the bank reconciliations. | <i>The Council bank reconciliations have been initialed as independently reviewed but not dated.</i> | The Council to ensure that the dates of independent review are recorded on the bank reconciliations. | Medium   |



|                    |                            |                  |
|--------------------|----------------------------|------------------|
| <b>Client</b>      | <b>Seaton Town Council</b> |                  |
| <b>Clerk name:</b> | Julia Mutlow               |                  |
|                    | <b>Name</b>                | <b>Date</b>      |
| Pre Audit          | Paula Sakalla              | 30 December 2019 |
| Visit 1 Auditor:   | Kevin Rose                 | 20 January 2019  |
| Year End Auditor   | Paula Sakalla              | 1 June 2020      |

**Internal Audit Summary 2019-20**

**Complete**  
Yes  
Yes  
Yes



| Annual Return – Compliance with Requirements |   | Not checked | Not applicable | Positive | Negative | Overall | Interim Recommendations | Year End Recommendations | Observations   |
|--|---|-------------|----------------|----------|----------|---------|-------------------------|--------------------------|--|
| <b>Box A</b>                                 | Appropriate accounting records have been kept properly throughout the year.   | 0           | 0              | 2        | 2        | 50.00%  | 2                       | 0                        |  |
| <b>Box B</b>                                 | This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.  | 0           | 6              | 27       | 4        | 87.10%  | 3                       | 0                        |  |
| <b>Box C</b>                                 | This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.  | 1           | 0              | 9        | 1        | 90.00%  | 1                       | 0                        |  |
| <b>Box D</b>                                 | The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   | 0           | 1              | 16       | 3        | 84.21%  | 2                       | 0                        |  |
| <b>Box E</b>                                 | Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  | 0           | 6              | 8        | 6        | 57.14%  | 5                       | 1                        | The Council should refer to the attached Internal Audit Observations |
| <b>Box F</b>                                 | Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.   | 0           | 0              | 4        | 5        | 44.44%  | 5                       | 0                        |  |
| <b>Box G</b>                                 | Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.  | 0           | 4              | 8        | 0        | 100.00% | 0                       | 0                        |  |
| <b>Box H</b>                                 | Asset and investments registers were complete and accurate and properly maintained.   | 0           | 4              | 4        | 0        | 100.00% | 0                       | 0                        |  |
| <b>Box I</b>                                 | Periodic and year-end bank account reconciliations were properly carried out.   | 0           | 1              | 7        | 1        | 87.50%  | 1                       | 1                        | The Council should refer to the attached Internal Audit Observations |
| <b>Box J</b>                                 | Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | 0           | 2              | 5        | 0        | 100.00% | 0                       | 0                        |  |
| <b>Box K</b>                                 | IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt.   | 0           | 2              | 0        | 0        | 0.00%   | 0                       | 0                        |  |
| <b>Box L</b>                                 | During summer 2019 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.  | 0           | 0              | 3        | 0        | 100.00% | 0                       | 0                        |  |
| <b>Box M</b>                                 | Trust funds (including charitable) – The council met its responsibilities as a trustee.   | 0           | 4              | 0        | 0        | 0.00%   | 0                       | 0                        |  |

Total

|          |           |           |           |               |
|----------|-----------|-----------|-----------|---------------|
| <b>1</b> | <b>30</b> | <b>93</b> | <b>22</b> | <b>80.87%</b> |
|----------|-----------|-----------|-----------|---------------|

# Annual Internal Audit Report 2019/20

## Seaton Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective   | Agreed? Please choose one of the following |     |                |
|--|--|-----|----------------|
|  | Yes  | No* | Not covered**  |
| A. Appropriate accounting records have been properly kept throughout the financial year.   | ✓  |     |                |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.  | ✓  |     |                |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.  | ✓  |     |                |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   | ✓  |     |                |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  | ✓  |     |                |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.   | ✓  |     |                |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.  | ✓  |     |                |
| H. Asset and investments registers were complete and accurate and properly maintained.   | ✓  |     |                |
| I. Periodic and year-end bank account reconciliations were properly carried out.   | ✓  |     |                |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓  |     |                |
| K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>   |  |     | ✓              |
| L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.   |  |     | ✓              |
| <b>M. (For local councils only)</b><br>Trust funds (including charitable) – The council met its responsibilities as a trustee.   | Yes  | No  | Not applicable |
|  |  |     | ✓              |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

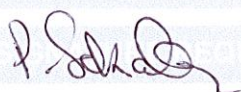
Date(s) internal audit undertaken

20/01/2020      30/12/2019      17/07/2019

Name of person who carried out the internal audit

Paula Sakalla AAT - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

03/06/2020

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

SEATON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

|   | Agreed |     |  |
|---|--------|-----|--|
|   | Yes    | No* |  |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | ✓      |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>   |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>   |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | ✓      |     | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>   |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | ✓      |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |     | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |     | <i>responded to matters brought to its attention by internal and external audit.</i>   |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A  |
|   |        |     | ✓  |

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

### Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

WWW.SEATON.GOV.UK

## Section 2 – Accounting Statements 2019/20 for

### ENT SEATON TOWN COUNCIL

|   | Year ending        |                    | Notes and guidance  |
|---|--------------------|--------------------|---|
|   | 31 March 2019<br>£ | 31 March 2020<br>£ |   |
| 1. Balances brought forward   | 103,138            | 171,476            | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.  |
| 2. (+) Precept or Rates and Levies  | 317,330            | 325,918            | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts   | 42,916             | 50,806             | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.   |
| 4. (-) Staff costs  | 108,091            | 96,560             | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments   | 0                  | 0                  | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments   | 183,818            | 201893             | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).   |
| 7. (=) Balances carried forward   | 171,476            | 249,745            | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).   |
| 8. Total value of cash and short term investments                                   | 176,178            | 250,734            | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>  |
| 9. Total fixed assets plus long term investments and assets                         | 252,296            | 254,247            | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.  |
| 10. Total borrowings  | 0                  | 0                  | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes                | No                 | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.   |
|   |                    | ✓                  | N.B. The figures in the accounting statements above do not include any Trust transactions.  |

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## **20 COU 09 Town Clerk's report and update on 2020/21 priorities, including recommendations as appropriate**

### **INTRODUCTION**

For Members' ease of reference, and as this is the first Clerk's update since the start of the municipal year, key areas of work and achievements have been summarised in list form below. Where appropriate, items will be dealt with in more detail under separate agenda reports.

Since the last meeting, and despite the restrictions and challenges faced as a result of Covid-19, the Clerk is pleased to report that much has been achieved and the Council is enjoying much greater positive engagement with the community of late, both via meetings and the Council's social media channels. This accords with the Council's decision to actively engage with individual volunteers and key stakeholder organisations within the town, whilst working towards its priorities for 2020/21.

As part of that, and with the Chair's leave, the Clerk will be inviting one of our most active volunteers to contribute - Andrew Gwyn Davies. Andrew has kindly volunteered a great deal of his time and worked closely with officers and some councillors on several projects over recent weeks including:

- Coronavirus Community Support Group
- Virtual Town Hall
- Seaton Art Trail

As the report provides updates on the priorities which various councillors have also been specifically working on who may wish to provide updates.

### **KEY AREAS OF WORK**

For the purposes of this report, work carried out since the last meeting has been divided into two sections –updates on the Council's 2020/21 priorities and general matters. Where an area of work links into one of the Council's priorities or to a separate agenda item, it is accompanied by a number or agenda reference in bold type. Corresponding recommendations are included under each update:

### **2020/21 PRIORITIES**

- **Seafront Enhancement Project (1)** – after liaison with EDDC's planning officers, the internal auditor and the project manager assisting the Council with this project, the Clerk presented a report to the Finance & General Purposes Committee outlining her concerns regarding budget and also about the Council's ability to implement this project lawfully, prior to the expiry of the planning consent on 7 August. As such this matter was referred to full Council for further consideration, as per the report for agenda item **20 COU 14**
- **Website & Social Media (2)** – the Clerk and administrative team have been working closely with Blaze Concepts on the detail of the website, which we hope Members will agree will become a great asset to the town, as it showcases:
  - the Council, and what it does, in an easily accessible format, along with regular news updates via social media
  - the community, and what it has, to offer and provides a platform for local community groups to highlight what they are doing

- Seaton as a destination for visitors and tourism
- the businesses in the town and the services each offers

The link has been circulated to Members for information and, where possible, the website has been altered to reflect any comments received and Members are asked to sign off the website and agree its launch.

## RECOMMENDATION

1. It is **RECOMMENDED** that Members approve the website and authorise the Clerk to arrange its launch as soon as practicable and amend priority (2) to reflect this has been done.
- **Town Improvements (3)** – this priority is divided into three parts:
    - **Street furniture** - the town's maintenance team (Phil Tuckley working in conjunction with John Widger and other contractors, as required) has made substantial progress in this regard and the Council has received positive feed back as a result. In summary:
      - **Benches:**
        - repainting of several benches
        - old EDDC benches, that were due for disposal, have been rescued and recycled into a new one
        - two new benches installed in Cliff Field Gardens
      - **Planting and planters**
        - repainting of several planters
        - flowerbeds, planters and hanging baskets have been planted and installed
      - **Marshlands**
        - Marshlands front wall has been repainted, a new railing commissioned and the utilities store repaired
        - cleaning graffiti from Marshlands, recently repainted, wall
      - **Play Parks**
        - repairs to the path at The Underfleet Play Park
        - at time of writing, HAGS are in the process of repairing the damaged lily basket play equipment
      - **General**
        - flagpole in Windsor Gardens has been repaired and repainted
        - banners and bunting have been erected
        - cleaning graffiti from bus shelters
      - **Further works in progress include:**
        - quotations are being sought for the repair of the damaged brick wall opposite the Vault
        - ongoing painting and repairs to remaining planters and benches
        - a pending inspection of the recently acquired Seaton Hole telephone box to establish what repairs and repainting might be required what works would be required to repurpose it with shelving or the like

- the longest footpath in the area running from Seaton Down Hill picnic area (Footpath 20) will be cleared and trimmed by Phil as soon as his schedule permits
- **Liaison with building owners** – a comprehensive list of owners and occupiers of business premises in the town is being compiled and this will be utilised as part of the liaison with owners to improve the aesthetic appeal of the town
- **Seaton Art Trail (Marshlands boards)** – I would ask Members to note all the work that Andrew Gwyn Davies has done on this project in liaising with the town’s creative community and sign makers, to establishing the mechanics and costs of producing replacement boards for the external wall of Marshlands as the existing ones have reached the end of their useful life. It is intended that this be the first step in establishing a Seaton Art Trail. This information has been collated into his report (attached Art Trail Appendix), along with the relevant costs and a possible mock-up of how a selection of complementary images from local artists would look. Whilst it has not been possible to include works by everyone who has kindly offered at this stage, it is hoped that as the Art Trail progresses, further artist may be incorporated in this format or alternative forms. Members are asked to resolve to approve the recommendations on priority 3 below.

#### **RECOMMENDATION**

It is **RECOMMENDED** that Members:

2. note the town improvements already carried out
3. approve the first part of the Seaton Art Trail including:
  - the allocation of a maximum of £1,200 for the replacement of the boards at Marshlands; and
  - approval of the 6 complementary works by local artists

- **Virtual Town Hall (4)** – this has been considered in some detail and a meeting held that was attended by the Town Clerk, Cllr Ledger and representatives of the Gateway including Elga Mackie and Andrew Gwyn Davies (Trustee). Whilst in principle this was considered a proposal worthy of further consideration, after detailed research carried out by Andrew Gwyn Davies, it has become apparent that this may not be the best use of time and resources for either the Council or the Gateway as it duplicates many online forums already being offered by businesses and community groups and also in light of the Gateway’s recent decisions arising from the ongoing pandemic. Members are therefore asked to remove this priority for 2020/21

#### **RECOMMENDATION**

4. It is **RECOMMENDED** that Members note the conclusions reached regarding the Virtual Town Hall Project and remove this as a priority for 2020/21.

- **Redevelopment of Marshlands (5)** – the Council resolved at its last meeting on 6 May that one of its priorities for 2020/21 would be to commission a feasibility study to look at the redevelopment of Marshlands. No work has been carried out on this priority, as yet. However, Cllr Rowland has asked that the following resolution be considered. A budget for the commission of such a report will also need to be set.

### RECOMMENDATION

5. It is **RECOMMENDED** that Members commission a feasibility report, including the drafting of a tender process, to enable the Council to explore the possibility of redeveloping the Marshlands Centre by demolishing existing buildings and replacing them with purpose-built accommodation for Seaton Town Council and a museum, together with residential units on upper floors so that the overall development is in keeping with the surroundings and height of the Fosseyway Court redevelopment. The report should also include options for temporary accommodation for Seaton Town Council and the associated costs.

- **Promotion of Tourism (6)** – the Clerk has been liaising with Cllr Haggarty on this matter and Members should note that British Travel & Tourism Show at Birmingham NEC has been postponed until March 2021. However, the stand is still available and the Council will be represented by Cllr Haggarty and others at the later date. Further updates will be brought to Members in due course.
- **Asset Transfer from EDDC (7)** – an approach has been made by the Clerk to officers at EDDC to establish the availability of a comprehensive list of assets within the town. She has been advised that this is not currently available but EDDC are looking into this. Further updates will be brought to Members in due course.
- **Budgetary Review (8)** – a meeting of the Council's Finance & General Purposes Committee met on 16 June 2020 to review the 2020/21 budget generally and assess where monies may be reallocated from existing projects/budget codes that, due to the pandemic or generally, would no longer be used as originally intended. This will be considered further at agenda item **20 COU 16**

### GENERAL MATTERS

- **Finance** – the internal auditor carried out her audit on 1 June 2020 and identified only two minor issues as per the report attached at **20 COU 06**. Whilst it has taken a considerable amount of time to get the Council's financial records to this stage, going forward, the reporting of the Council's affairs will



be more transparent and more easily accessible to Councillors and members of the public alike.

- **Policy Reviews** – due to the hiatus without a Clerk, various of the Council’s policy documents have not been reviewed for some years. It is the Clerk’s intention to bring further policies to each Council meeting so that all have been reviewed by the end of 2020/21. Furthermore all documents are now filed in a constitutional library on the new website, making it considerably easier for members of the public to understand how the Council operates and for the Clerk and Councillors to easily identify when policies are due for review. The Clerk has made a start on these reviews as detailed below and recommendations will be presented under the relevant agenda items:
  - **Community & Business Grants Scheme**
  - **Allotments Rules**
- **Laptop Project** – after recent coverage in the Midweek Herald who reported on this initiative the Council has now had six old laptops and two tablets donated, including three from Ottery St. Mary Town Council. Cllr. Singh is refurbishing these donations and enquiries are being made as where they may provide most benefit.

## ART BOARDS OUTSIDE MARSHLANDS

The local artists who have shown an interest in showcasing their artistic talent on the art boards currently in place on the wall outside of Marshlands are:

Alison Foxcroft

Barry Seaforth

Bob Bradshaw – via Mark Bradshaw

Ian Flynn

Kerri-Ann Briggs

Mike Jackson

Trudi Day

John Buckley

Rich Webster

There are 6 available slots and the 9 artists mentioned above have all presented options of their work for consideration.

Please can Seaton Town Council discuss the proposal and agree on the combination outlined on page 3.

This combination I believe works well together and compliment one another with very diverse styles and representations.

Based on the images provided by the various Artists I feel this showcases 3 very different interpretations of the beautiful seafront on the left hand side and then 3 very different views and styles of the town on the right.

Page 11 also shows a combination of other artwork submitted with very different styles and views of 'Life in Seaton' provided by the artists mentioned above.

The proposed theme is "Life in Seaton" and the aim is to provide an attractive welcome to the town by promoting the creative talents of local artists and their views of Seaton. I believe the artists presented highlight the diverse talent that there is in the area offering a range of styles and imagery.

As these works are not commissions, the proposal with the artists was to provide a piece of their artwork which Seaton Town Council will then select and cover the costs of materials such as digital scanning/professional photography, professional printing on to the required size, and installation.

Although the size of the panel looking to be filled is 2mtr x 1.1mtr, I would suggest some flexibility with this as the artwork may need to be trimmed or distorted to meet these proportions. In order to retain the quality and composition of the artists work it would be better to upsize the pieces to scale based on the dimensions of the original artwork.

The images on pages 4-10 show how the various artists work would look in situ without any cropping or distortion.

Each page has a slight variation on where the details of each piece can be placed so this would need to be decided and factored into the process.

## COSTS FOR APPROVAL

### DIGITAL SCANNING / PROFESSIONAL PHOTOGRAPHY

- **Mark Bradshaw – Digital Scan**
- Digital scanning of original artwork
- Cost: £20 up to A3 / £25 A3-A2 / £35 A2-A1
- The price above depends on the size of the original artwork chosen
  
- **Richard Nash – Professional Photographer**
- Rate for photo shoot is £65 per hour
- Would take approx 2 hours
  
- Some artwork may already be of a high enough DPI or resolution so may not need to be digitally scanned or photographed

### PRINTING

- **RH Signs**
- Aluminium composite board – 3mm thick – lasts a long time. Longevity approx 5 years +
- **Cost: £250 each x 6**
  
- **South West Signs**
- Print onto a digital vinyl and then apply to either a foamex board or an aluminium composite board.
- Would recommend aluminium composite, it is generally harder wearing and does with stand any impact it may get. Cost for a printed board this size would be about **£150.00 + VAT**.  
There could be additional costs depending on what needs to be done to the artwork file, delivery and installation.

### **TOTAL PROJECTED COST - £1200 & VAT**

(based on a large digital scan for each art work and printing via South West Signs. Also includes a small contingency for fittings)



Artists' work in situ – for approval



Name of  
artwork

Artist



Website

Name of  
artwork  
Artist



Website



Name of  
artwork  
Artist

Website



Name of artwork Artist

Website



Name of  
artwork

Artist

Website



Printed by



Name of  
artwork  
Artist  
Website

Printed by

Name of  
artwork  
Artist



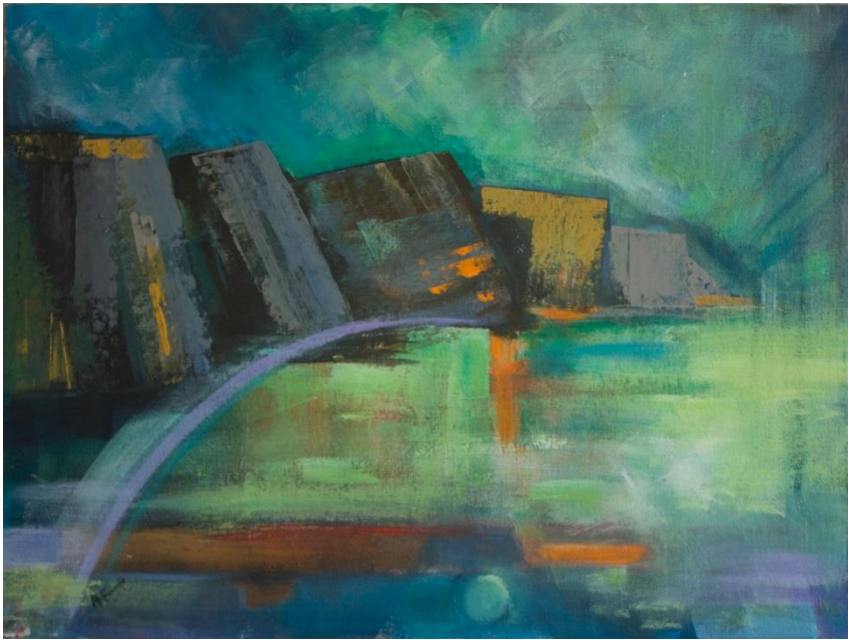
Website

Printed by



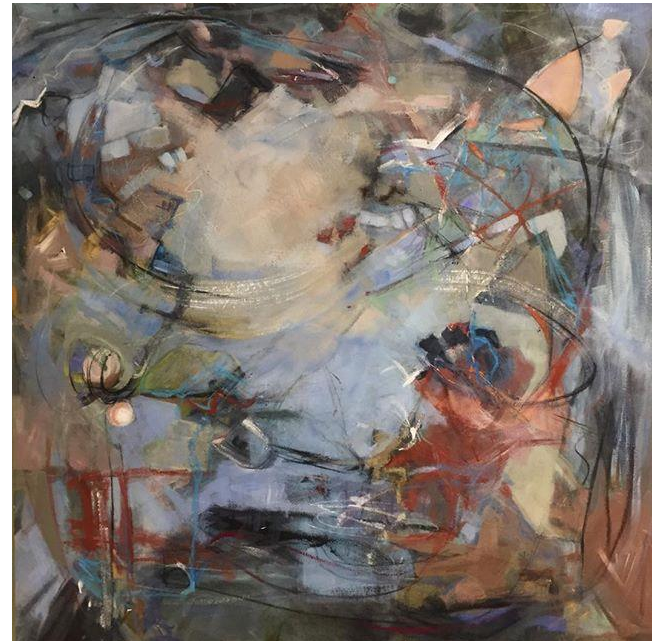
Example showing other artists' work in situ





## ALISON FOXCROFT

Her work has gone increasingly abstract although it still represents a unique view of Seaton done by a talented local artist.





BARRY SEAFORTH





BOB BRADSHAW





## IAN FLYNN

The above is an acrylic painting created from sketches made using sharpie pens. If one of the sketches on the right is preferred then he can create as a painting.







## KERRI-ANN BRIGGS

She can adapt the colour or brightness of the pieces to suit for printing.

The concept for these sea and flora designs she feels combines the aspects of Seaton as a seaside town with the beautiful flowers and nature surrounding us.

MIKE JACKSON





The Apple Tree



Dandelions

## TRUDI DAY

“Beer Head” is inspired by the geraniums and grasses at the bottom of seafield gardens

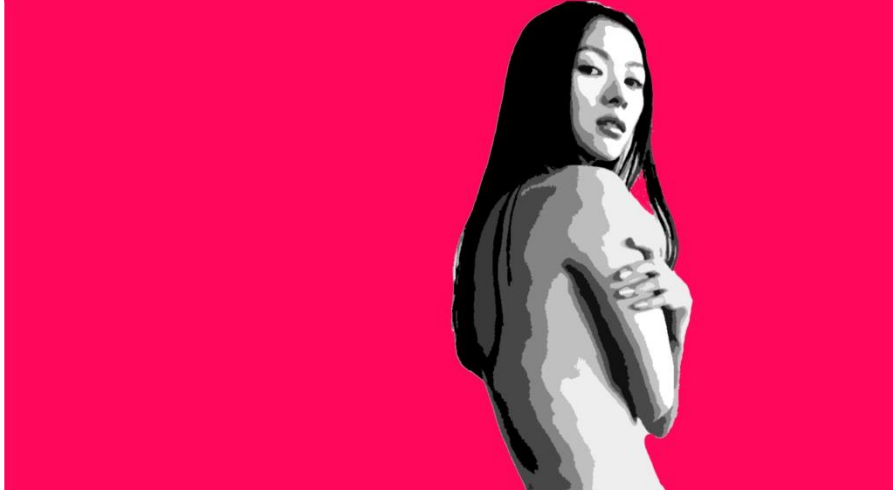
The Apple Tree painting is not specifically of Seaton but it is by a Seaton based artist and depicts the beautiful countryside we have around us



Beer Head

JOHN BUCKLEY





RICH WEBSTER

| Direct Debits & Standing Orders - 2020-21 |                   |              |                  |  |                 |                     |                     |    |
|---|-------------------|--------------|------------------|--|-----------------|---------------------|---------------------|----|
| STC REF                                   | Invoice Reference | Invoice date | Payee            | Description                            | Amount inc. VAT | Cheque No./ BACS/DD | Councillor initials |    |
|   | 30347832          | 1st          | EDDC             | Marshlands-Business Rate(query raised) | £568.00         | DD                  | KB                  | DL |
|   | 30347823          | 1st          | EDDC             | Marshlands - Business Rates            | £155.00         | DD                  | KB                  | DL |
|   | 30347814          | 1st          | EDDC             | Marshlands - Business Rates            | £70.00          | DD                  | KB                  | DL |
|   | 113010499         | 1st          | Grenke Leasing   | Photocopier Lease                      | £49.20          | DD                  | KB                  | DL |
|   | CUS38553          | 16th         | Gazprom          | Marshlands - Gas                       | Variable        | DD                  | KB                  | DL |
|   |                   | 26th         | Talk Talk        | Telephone                              | Variable        | DD                  | KB                  | DL |
|   | BGL20276          | 31st         | British Gas Lite | Marshlands - Electricity               | Variable        | DD                  | KB                  | DL |
|   | 961973.PY         | 31st         | Thomas Westacott | Payroll (until EDDC take over)         | £84.00          | DD                  | KB                  | DL |
|   | CFCH26789         | 31st         | Copycare Ltd     | Photocopies                            | Variable        | DD                  | KB                  | DL |
|   |                   |              |                  |  |                 |                     |                     |    |
|   |                   |              |                  | <b>TOTAL</b>                           | £ 926.20        |                     |                     |    |

**Payment details entered:**

**Payment details checked:**

16.4. 2020 - approved by email KB & DL  
under delegated powers



# Seaton Town Council Constitution

## Chapter 16 Community Grants Scheme

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

[townclerk@seaton.gov.uk](mailto:townclerk@seaton.gov.uk)

# **Community Grants Scheme**

## **1. Introduction & Policy Statement**

1.1 Seaton Town Council (“the Council”) recognises the immense value of voluntary and community activity and its contribution to residents’ well-being, the local economy and the sustainability of a wide range of services which benefit visitors and people living and working in the town. The following policy and procedures are based on the principles of fairness, responsiveness to local need and accountability.

1.2 The Council has the authority to make grants under the Local Government Act 1972, s 137, which allows a local authority to spend a limited amount on activities for which it has no specific power, but which the authority considers ‘will bring direct benefit to the area, or any part of it or all of some of its inhabitants’. The Local Government and Housing Act 1989 added the requirement that the benefit obtained should be commensurate with the expenditure incurred.

1.3 The grants are usually one-off payments for projects, such as the provision of new equipment.

1.4 The Council allocates a finite amount of funding each year for capital grants.

1.5 Capital grant requests usually exceed the funds available.

1.6 The aim of this policy is to enable the Council to make an informed and fair assessment of relative need and thereby seek to ensure that the finite resources are distributed fairly. Capital grant requests exceeding £1,000 will not normally be met in full.

## **2. Principles**

2.1 Recipients of previous grants should not assume that they will be awarded a grant in future years. Grants will be awarded based on the criteria and assessment process set out in this policy, as amended from time to time.

2.2 Grants are awarded at the absolute discretion of the Council.

## **3. Eligibility Criteria**

3.1 Grants will only be awarded to organisations or partnerships which demonstrate that they:

- a) Have a need for grant funding. Grants will not be given to any organisation with significant uncommitted funds
- b) Have, in the opinion of the Council, sound governance arrangements



- c) Have, in the opinion of the Council, sound financial management and plans
- d) Represent good value for money
- e) Have clear policies on equality and inclusion covering service users, subject to recognised exemptions

3.2 Applications from consortia and partnerships are accepted, when submitted by an organisation accepting lead responsibility for delivery. This organisation must be able to provide evidence and supporting documents confirming their eligibility.

3.3 Grants may only be awarded to branches of regional or national organisations which clearly demonstrate how the funding is to be used to specifically benefit the people of Seaton.

#### **4. Application and Determination Process**

4.1 Application forms are available on the Council's website.

4.2 Grant applications can be submitted for consideration at any time during the Council year; however, applicants should be aware that applications are generally discussed at Council meetings in July and January, although the dates can be subject to change. The grant funding available does diminish over the course of the financial year and early applications are therefore encouraged.

4.5 Original applications are circulated to all members of the Council for scrutiny. On occasions, the Town Clerk may be asked to seek further information or clarification from the applicant and visits to applicants' organisations may be requested.

4.6 All organisations in receipt of grants will be required to provide a short report for the Annual Parish Meeting each year, to explain how the grant has been used for the benefit of their organisation.

#### **5. Supporting documentation required**

5.1 The following items are required in support of each application:

- Insurance: evidence of current Public Liability Insurance covering a minimum of £2 million, Employer's Liability Insurance (if you are employing staff) and buildings / contents insurance (if applicable)
- Accounts – you must provide a copy of your audited accounts for the latest complete financial year and bank statements covering the last three months
- Aims of the organisation/constitution/memoranda and articles/terms of reference
- Child protection and vulnerable adult policies

5.2 The application itself must contain the following information:

- a) Names and addresses of key contact
- b) The overall aims and objectives of your organisation
- c) Description of the service provided, project or event to be supported
- d) Reason for application with details of how the grant will be used
- e) Number of clients served
- f) How much funding is being applied for
- g) How the grant will benefit the town and people of Seaton
- h) Other sources of funding for the same purpose, whether secured or unsecured

## **6. Eligibility**

The eligibility of applications will be assessed against the following criteria:

6.1 If the applicant has received funding in the previous year, the Council must be satisfied that the applicant has delivered that project or service to a satisfactory level.

6.2 Applicants must answer all the questions on the application form.

6.3 Applications must demonstrate direct benefit to the inhabitants of Seaton.

6.4 The funding requested must be commensurate with the benefit obtained by the inhabitants of Seaton.

6.5 A schedule of awarded grants will be published on the Council's website annually.

6.6 Feedback on individual grant applications may be given on request to the organisation concerned.

## **7. Conditions**

7.1 Minor changes may be allowed subject to the funding being used in line with the original application. Any such changes must be applied for to the Council and agreed in writing.

7.2 Records should be kept showing how the grant has been spent.

7.3 Any funds not utilised for the original purpose must be returned to the Council.

Adopted - July 2020



## Seaton Town Council

### Community Grants Application Form 2020-21

Seaton Town Council is empowered to award grants under a specific section of the Local Government Act 1972, usually known simply as “Section 137”. Section 137 enables a local council to incur expenditure which is “in the interests of and will directly benefit its area or any part of it and some or all of its inhabitants”. Section 137 has a spend restriction. The maximum amount which a council may spend under section 137 in any one year (i.e. from 1 April to the following 31 March) is currently £8.32 per elector. The limit increases in line with the Retail Price Index.

Section 137 does not award the Council any additional funds. The section merely grants a limited freedom to spend part of the Council’s budgeted income or reserves on items for which no other statutory power exists. The benefit accruing must be commensurate with the expenditure incurred, which is a decision for the Council.

Please note that the **total** amount of grant funding allocated by Seaton Town Council under Section 137 for 2020-21 is limited. It is therefore unlikely that individual grants above £1000 will be approved.

Successful applicants will be expected to attend the Annual Town Meeting and give a short presentation to explain how the grant funding has been used.

Applications are usually considered by the Council at its meetings in July and January and application forms should be returned to:-

Julia Mutlow  
Town Clerk  
Seaton Town Council  
Marshlands Centre  
Harbour Road  
Seaton EX12 2LT

Email: [townclerk@seaton.gov.uk](mailto:townclerk@seaton.gov.uk)  
Tel: 01297 21388

Help and advice about making an application is available. Please contact the Town Clerk.

|                            |   |
|----------------------------|---|
| <b>FOR OFFICE USE ONLY</b> |   |
| Date received:             |   |
| Date of Council Meeting    |   |
| Total funding allocated    | £ |

## SECTION 1. CONTACT DETAILS

1a. Name of your organisation:

|  |
|--|
|  |
|--|

1b. Address where the project or activity is, or will be based:

|          |            |
|----------|------------|
| Address  |            |
|          |            |
|          | Post Code: |
| Website: |            |

2a. Main contact for this application – this is someone in a management position who knows the organisation's activities and can ideally be contacted during normal office hours.

|       |                      |               |                      |
|-------|----------------------|---------------|----------------------|
| Title | <input type="text"/> | First name(s) | <input type="text"/> |
|       |                      | Surname       | <input type="text"/> |

|                |        |
|----------------|--------|
| Position held: |        |
| Telephone:     | Email: |

2b. Address for correspondence (if different from the address given in 1b above):

|         |            |
|---------|------------|
| Address |            |
|         |            |
|         | Post Code: |

Alternative contact name and details in case main contact is unavailable:

|  |
|--|
|  |
|  |
|  |

3. Do you have any particular communication needs (such as textphone, sign language, other language)?

|  |
|--|
|  |
|--|

## SECTION 2: ABOUT YOUR ORGANISATION

4. Please indicate the legal status of your organisation (tick those that apply):

|  |  |  |  |
|--|--|--|--|
| Unincorporated voluntary or community group              |  | Charitable unincorporated association      |  |
| Local branch of a national organisation (see question 5) |  | Charitable Incorporated Organisation (CIO) |  |
| Charitable company limited by guarantee                  |  | Awaiting Charity registration              |  |
| Trust  |  | Other (describe)                           |  |

|                          |  |
|--------------------------|--|
| Charity Registration no: |  |
|--------------------------|--|

|             |  |
|-------------|--|
| Company no: |  |
|-------------|--|

5. If you are a branch of or related to a larger organisation, please tell us which one. Please indicate what your relationship is with this organisation.

|  |
|--|
|  |
|--|

6. What are your organisation's overall aims and objectives?

|  |
|--|
|  |
|--|

**SECTION 3: ABOUT THE SERVICE/ACTIVITY FOR WHICH YOU REQUEST A GRANT**

Seaton Town Council is seeking to award grants to voluntary, community and similar not-for-profit organisations which provide services that improve the quality of life for Seaton residents.

7. Name of the activity to be funded (write 'core activities' if the grant is to cover the whole of the organisation's activity rather than a specific project or activity):

8. Brief description of the activity:

9. What do you expect to achieve through use of the grant?

10. How precisely will the grant be used to achieve this?

11. What evidence is there of a relevant need for these outcomes (stated in Question 9) in Seaton and its communities, and at what level?

12. What other provision is there in Seaton which works towards similar outcomes?

13. How many people do you expect to benefit from your activity?

a. Adults aged 18 years or above:  
Of these, how many are likely to be residents of Seaton?

b. Children and young people aged under 18 years:  
Of these, how many are likely to be residents of Seaton?

c. Vulnerable adults:  
Of these, how many are likely to be residents of Seaton?

14. How will the success of your project be evaluated or measured?

#### SECTION 4. GRANT REQUESTED

15. Sum requested as a grant from Seaton Town Council, in words and figures. Please note that the **maximum** amount of grant which will be considered is £1,000

|  |   |
|--|---|
|  | £ |
|--|---|

16. Breakdown of the total budget of the activity for which you are seeking funding:

| <b>EXPENDITURE</b>  |          |
|---|----------|
| a. Employee Costs   | £        |
| b. Premises Costs, including utilities  | £        |
| c. Transport Costs  | £        |
| d. Supplies and services costs  | £        |
| e. Other Costs (specify)  | £        |
| <b>Total Expenditure</b> (equal to sum of above 5 lines)  | <b>£</b> |
| <b>INCOME</b>   |          |
| f. Income from this grant (as in 21 above)  | £        |
| g. If the total costs of your activity are greater than the amount you are requesting from Seaton Town Council, please tell us how you will fund the rest of the activity.<br><br>Income from other grants (specify from whom, and whether secured yet) <ul style="list-style-type: none"><li>• Other local authorities (please specify which)</li><li>• Central government</li><li>• Health authorities</li><li>• European Funds</li><li>• Companies / trusts</li><li>• National Lottery</li><li>• Other grants – please specify from whom</li></ul> | £        |
| h. Income from fees, charges etc  | £        |
| i. Income from fundraising activities   | £        |
| j. Income from other sources – please specify which   | £        |
| <b>Total income</b> (equal to sum of lines f, g, h, i and j above)  | <b>£</b> |



17. Describe how your activity is sustainable and other ways in which you will secure funding to carry it out:

18. What contribution (financial and / or in kind) if any, are you making towards this activity from your own resources?

## SECTION 5. DOCUMENTS AND ACCOUNTS

19. INSURANCE – Please provide evidence of current:

- Public Liability Insurance covering a minimum of £2 million
- Employer’s Liability Insurance, if you are employing staff

If your insurance cover is provided by another organisation, for example through a group scheme, you must provide their name and address

20. ACCOUNTS – You must provide a copy of your audited accounts for the latest complete financial year. If the period covered by these accounts finished before 1 January 2018, or if the accounts have not been audited, or if your organisation has recently been established and you are unable to provide audited accounts, please provide a written explanation:

|  |
|--|
|  |
|--|

21. Please provide a copy of the following financial information about your organisation’s most recent accounts:

|                                   |            |
|-----------------------------------|------------|
| Name of Bank or Building Society: |            |
| Account/s Name/s:                 |            |
| Account/s Number/s:               |            |
| Sort Code/s:                      |            |
| Address/s:                        |            |
|                                   |            |
| Post Code:                        | Telephone: |

22. Please provide the details of two unrelated signatories to the above account, who can approve withdrawals:

|                        |
|------------------------|
| Signatory one (print): |
| Role in Organisation   |
| Signatory two (print): |
| Role in Organisation:  |

23. What level of reserves (savings) do you hold and for what purpose?

|  |
|--|
|  |
|--|

## 24. Agreement and Undertaking:

Please read this section carefully before signing. It is your responsibility to ensure your application is properly presented.

- Please ensure you have completed every part of this application form. Omissions of vital information in your application may lead to it being rejected.
- Please ensure that all the necessary supporting information and documentation is provided with this application form. If there are missing documents by the submission deadline date it will lead to the application being refused.
- By signing this agreement you undertake:

**Data Protection Act** – Seaton Town Council will use the information provided on the application form and supporting documents during assessment and for the life of any grant awarded. In addition, the information and supporting documentation will be used in the analysis of the Council's grant process and for our own research. The Council may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way the Council's funding programme works and the effect they have. The Council recognises the need to maintain the confidentiality of applicants and their details will not be made public in any way, except as required by law.

**Freedom of Information Act** - The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act the Council will release it, subject to exemptions; although the Council may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

## 25. Declaration:

I the undersigned agree:

- i. to utilise any grant from Seaton Town Council solely in connection with the activity described in this application form. If for any reason the grant is unused it will be repaid before the end of the twelve-month grant period
- ii. to keep the appropriate officer of the Council informed of any proposed changes to the activity, the organisation's manager or changes in contact details
- iii. to recognise Seaton Council in any and all literature related to the activity.
- iv. to provide the Council with information which will enable the Council to monitor achievement of the stated outcomes. I understand that, if successful in my application, my organisation will be required to provide a report for the Annual Town Meeting.

If the activity which this application relates to involves children, young people or vulnerable adults, I confirm that the appropriate DBS checks will have been obtained for all volunteers, staff and management committee members in direct contact with children, young people or vulnerable adults by the date that the funding of the project is due to commence.

The application form must be signed by the chairperson of the organisation or someone in a similar position. **This should not be the same person as the Main Contact in Section 1.**

|        |                |          |
|--------|----------------|----------|
| Title: | First name(s): | Surname: |
|--------|----------------|----------|

|                                   |  |
|-----------------------------------|--|
| Position within the organisation: |  |
|-----------------------------------|--|

Home/business address:

|       |          |
|-------|----------|
|       |          |
|       |          |
|       | Postcode |
| Phone | Email    |

### Declaration

The Council will take your signature on this form as confirmation that you understand the obligations under the Data Protection Act 2018 and the Freedom of Information Act 2000 and that you accept that the Council will not be liable for any loss or damage to you in fulfilment of our obligations under the relevant law.

Signature: \_\_\_\_\_ Position \_\_\_\_\_

Date: \_\_\_\_\_

### Application checklist:

Please check that you have enclosed

|  |  |
|--|--|
| A copy of audited accounts and annual report   |  |
| Bank statements covering the last three months   |  |
| A copy of your organisation's Constitution (if applicable)   |  |
| A copy of your organisation's Terms of Reference or Articles of Association (If applicable)  |  |
| A copy of the certificates of employer insurance (if applicable)   |  |
| A copy of the public liability insurance   |  |
| A copy of certificates building/contents insurance (if applicable)   |  |
| If your service/activity involves children, young people or vulnerable adults, you are required to verify that CRB checks will have been made by the date that the grant is due to commence by signing the above Declaration. You are also required to submit the following policies for your organisation: Child Protection Policy and Vulnerable Adult Policy. |  |

If you have any additional information that you would like to add to this application, please attach it to this application form.

## **20 COU 13 Seaton Town Council Shop Front Improvement Grant**

1. The purpose of the grant scheme is to assist businesses in Seaton to improve the look and appearance of their premises post the Covid-19 lockdown. The scheme will prioritise retail and hospitality businesses (Use classes A1-A5)<sup>i</sup>, but will consider other applications on merit.

Businesses in the following areas will be prioritised:

- Fore Street
- Queen Street
- Beer Road (from Queen St up to junction with Orchard Car Park)
- Cross Street
- Marine Place
- The Square
- Harbour Road
- Esplanade
- Seafront (all kiosks and cafes)

2. Eligible businesses should:
  - be independent with no more than 2 shops
  - have traded in the parish of Seaton for at least 6 months
  - have a shop premises registered with East Devon District Council for business rates
  - Either own the property or have permission from the landlord
3. Seaton Town Council will pay a grant up to 50% of the eligible project cost, up to a maximum of £500. Applications cannot be made retrospectively. The type of work that can be funded includes:
  - New shop fronts
  - Repair to any or all of a shop front fixture that is visible from the street and is for commercial use
  - Improve accessibility to the premises
  - Repainting of shop fronts
  - Signage
  - External lighting
  - Hanging Baskets (or other fixed floral display)
4. The grant can be used to fund materials and labour for works. All relevant planning consent should be sought by the business where applicable. Fees or charges incurred for surveys/consultancy/professional advice are not included.

5. The business is required to obtain 3 like-for-like quotes and submit these with the application form and a brief schedule of works.
6. Businesses can only apply once. Approved grants will be paid (to the applicant only) on completion of the works, and production of receipted invoices from approved contractors/suppliers as per the original application. If the business is VAT registered the expenditure and grant will be excluding VAT.
7. Where possible the business should use local suppliers within the East Devon area and must use environmentally safe and sustainable materials.
8. If the business grant is approved works must be completed within 2 months of the date printed on the approval letter.
9. The business agrees to take part in any publicity or media events that the Town Council uses to promote Seaton.

**APPLICATION FOR A SHOP FRONT GRANT 2020/21**

|   |  |
|---|--|
| 1. Name of Business   |  |
| 2. Address of Business  |  |
| 3. Is the business VAT registered? If so, please provide the VAT No.  |  |
| 4. Name of business owner   |  |
| 5. Email address  |  |
| 6. Contact telephone number   |  |
| 7. Are the premises owned or leased? Please state which. If leased have you obtained the consent of your landlord?  |  |
| 8. Please give a description of your project – you should include detail about how it will improve the street scene and what steps you have taken to ensure environmental sustainability. <i>Continue on a separate sheet if necessary.</i> |  |

|   |  |
|---|--|
| 9. Total project cost<br>(excluding VAT if registered)  |  |
| 10. Funding requested from Seaton Town Council (Up to 50% Max £500)   |  |
| 11. I agree to  |  |
| 12. Bacs Details<br><i>This must be the account used for your business.</i>   | Sort Code:<br><br>Account No:<br><br>Account Name: |
| <p><b>DECLARATION</b></p> <p>I declare I have completed this form accurately and truthfully to the best of my knowledge. I confirm I will check with East Devon District Council planners to ascertain if planning permission is required and obtain this before any works commence if necessary. I understand that Seaton Town Council will make checks to verify this information and I give consent for my data to be held by Seaton Town Council for the purpose of administrating this grant application.</p> <p>Signed:</p> <p>Print Name:</p> <p>Date:</p> |  |
| <p><b>Checklist</b></p> <ul style="list-style-type: none"> <li>✓ Fully completed application form</li> <li>✓ Copy of business rates invoice from East Devon District Council <ul style="list-style-type: none"> <li>✓ 3 like-for-like quotations from local suppliers</li> <li>✓ Schedule of works document</li> </ul> </li> <li>✓ Photograph(s) of property as it is now</li> </ul>  |  |



Office Checklist:

- ✓ Check VAT no. online
- ✓ Check business rates online/with EDDC
- ✓ Check business had been trading for min 6 months
- ✓
- ✓
- ✓
- ✓

---

<sup>1</sup> Class A1 – Shops & Retail outlets

Class A2 – Professional services

Class A3 – Food & Drink

Class A4- Drinking establishments

Class A5 – Hot food & takeaway

DRAFT

## 20 COU 14 Seafront Enhancement Scheme

### Introduction

At the last meeting of Council on 6 May, Members resolved that the first phase of the Seafront Enhancement Scheme (“the Scheme”) should be progressed, prior to the expiry of the planning permission for the scheme in August 2020.

However, since that date further information has come to the Clerk’s attention, including an updated cost schedule which, collectively, highlighted various issues which rendered it impossible for the Scheme to be implemented within the time limit.

As this resolution was passed within the last 6 months, it can only be reversed in certain circumstances, including in pursuance of the recommendation of a committee. In light of the budgetary issues that had come to light since the 6 May the a report was brought to the Finance & General Purposes Committee on 16 June who agreed that the decision to progress the Seafront Enhancement Scheme should be referred back to Council for reconsideration in light of the recently identified budgetary and other issues requiring resolution prior to commencement of the development.

### Issues relating to implementation of the current Scheme

In summary the issues, that preclude the Scheme from being implemented within the remaining time frame (5 weeks), are thus:

- **Procurement/Tender Process** - whilst it appears that a tender process of sorts was carried out, the available information pertaining to this is incomplete. On the basis of the information that is available, the Clerk has taken advice from the internal auditor and, if the project progressed, in light of the cost of the works, any tender should have been in compliance with the Public Contract Regulations and, if it was not, the rationale for this deviation should have been minuted and approved by Council. This was not done.

Furthermore, if the Council did not use the Government’s Contracts Finder process and the Clerk can find no evidence that it did, then the pre-selection of tenderers should be subject to the approval and minute of the Council. This was not done. Therefore, in conclusion, he would expect to issue an adverse audit report and, furthermore, advise the Council that it should carefully consider what responses gives in respect of its Annual Governance Statement for 2020/21. A further process will therefore have to be conducted in compliance with the above.

- **Planning Conditions** - attached to the planning permission for the Scheme are a number of pre-commencement conditions which must be discharged or, at the very least, varied prior to commencement of the development. From what the Clerk has been able to ascertain, some discussions took place with EDDC planning officers regarding this in Autumn 2019 but, to date, no application to discharge or vary has been made. The conditions include the submission and approval of:
  - Construction Management Plan
  - Additional design and material details

- Details of finished ground levels of walkway over and to rear of Moridunum
- Landscaping Scheme
- Ownership and management responsibilities to different parts of the site
- Phasing programme

There is no provision in the budget for the preparation of these documents. Currently, the Council is being assisted by a local developer (Carl Northcott) who has kindly offered his time and expertise for free.

- **Construction Contract** - there is currently no contract for the construction works. A draft contract has been requested by the Clerk on several occasions. This is still awaited.
- **S278 Obligations** – this is the agreement with DCC which governs works to the highway. The draft document includes various obligations upon the developer (ie STC) including:
  - a requirement to employ a suitably qualified supervisor for the works to oversee construction and liaise between STC, DCC and the contractor. This will have costs implications.
  - approval of the contractor by DCC
  - submission of a ‘Programme of Works’.

These obligations also have to be included in the construction contract. As far as the Clerk is aware none of these obligations have been met.

- **Budget** – even if the procurement process had been carried out correctly, as matters stand there is a shortfall in the budget as follows:

**Available budget**

|                          |                   |
|--------------------------|-------------------|
| EMR Seafront Enhancement | £62,834.00        |
| 2020/21 Budget           | <u>£11,000.00</u> |
| Total                    | £ 73,834.00       |

**Projected Costs**

|  |                 |
|--|-----------------|
| Phase 1 costs as per schedule                              | £67,828.11      |
| Electronic Bus Display                                     | £ 4,091.00      |
| DCC inspection fee - 7% - of cost of works (if not waived) | £ 5,034.33      |
| DCC legal fees in respect of the s278                      | <u>£ 500.00</u> |
|  | £76,953.44      |

This leaves a **shortfall of £3,119.44**. Furthermore, there is **no contingency** available should the build costs overrun.

**Action taken by Clerk**

In light of the above, since the 6 May the Clerk has:-

- met with Carl Northcott and Cllrs Beer & Rowland to discuss and explain the outstanding issues preventing implementation within the available timeframe
- taken advice from the Council’s internal auditor
- been in discussions with EDDC’s planning officers to confirm here understanding of the position and consider a way forward
- researched changes to legislation pertaining to the Town & Country Planning Act as a result of covid-19. Whilst it was announced on 22 June that time

limits for the implementation of existing planning permissions may be extended, at the time of writing, this has not been brought into law

## Conclusions

In light of the above, the current Scheme cannot be implemented lawfully, prior to its expiry on 6 August 2020.

Therefore, there are two possible scenarios:

- **Change in law** – if regulations are made passed to extend the time for implementation then there is a possibility that the existing permission may be implemented. However, the following will have to happen before its does:
  - Correct procurement process be carried out in line with the Council's Financial Regulations and the Public Contract Rules, including agreeing a properly drawn-up, legally binding construction contract for the works
  - Discharge or variation of all pre-commencement planning conditions
  - Completion of the s278
  - Review and increase of the budget which already exceeds the current budgetary provision, and this could increase, depending on the outcome of a proper procurement process. Furthermore, the Council is currently placing substantial reliance on the good will of Carl Northcott at present. If, for any reason, this assistance were no longer available, then the cost of employing appropriate expertise to project manage the discharge of the relevant conditions and the like would add further significant costs to the project.
- **Resubmission of the same application** – if new Regulations to extend time are not issued then, a new application could be resubmitted which mirrors the existing. Any such application would still be subject to the usual consultations and time periods and there would be costs attached:
  - **Planning fees** – these would be in the region of £1,500 - £2,000. The Clerk has made enquiries as to whether these might be waived by EDDC in light of the nature of the Scheme but has been advised that this is unlikely.
  - **New surveys** – whilst it would be the Council's intention to issue the application, as existing, without updated surveys EDDC planning officers have indicated that further surveys may be required and, this being so, there would clearly be costs attached.
  - **Pre-application meeting** – in line with EDDC's scales of fees and charges a sum of between £500 and £750 is likely to apply if a pre-application meeting with EDDC planning officers is sought

It should be noted that all of the above are additional costs, over and above those that will apply whether either the existing or a new scheme is implemented

## **RECOMMENDATIONS**

It is **RECOMMENDED** that Members:

1. agree that the existing planning permission cannot be implemented lawfully or in line with the Council's Financial Regulations and Public Contract Rules prior to its current expiry date
2. agree whether, or not, a new application should be submitted to EDDC mirroring the existing scheme
3. note the financial implications of the submission of a new application and agree a budget for the cost of such a resubmission

## 20 COU 16 Budgetary Review & Adjustments 2020/21

The Council's Finance & General Purposes Committee met on 16 June 2020 to review the 2020/21 budget and assess where monies may be reallocated from existing projects/budget codes that, due to the pandemic or generally, would no longer be used as originally intended. In accordance with its terms of reference, the Committee identified a total of £17,500 that would be unspent and authorised the transfer of this amount to a temporary contingency budget, to enable full Council to consider how it should be reallocated. Possible uses discussed at that meeting included:-

- **Increased grants budget** - to increase the existing allocation for LGA 1972 S137 grants £8,000 to £13,000 **(Cllr Hartnell)**
- **Shop Front/Business Grants Scheme** - to establish a specific business grants scheme with a budget of £5,000 -10,000 to improve shop fronts, which would also tie in with priority **(3)** of improving the aesthetic appeal of the town, and priority **(6)** in increasing the town's appeal to visitors **(Cllr Hartnell)**
- **Replacement of outdoor gym equipment** – to replace the outdoor gym equipment in Seafield Gardens, which had recently been removed by EDDC. It was further suggested that CIL monies may be allocated to this. **(Cllr Rowland)**.

**Streetscene budget** - Cllr Rowland also raised the possibility of reallocating of the amount of £7,500, that had been allocated in the 2020/21 budget as a contribution towards the Streetscene service for an all year barrow service. He proposed that, in light of the pandemic, and the additional cleaning costs being incurred, this amount should be reallocated towards the costs involved in opening an additional toilet facility in Marsh Road. Due to the additional public health safety requirements arising from the Covid-19 pandemic, EDDC toilets now had to be cleaned 4 times per day - if they were to be open from 8am to 8pm during the summer period..

### RECOMMENDATIONS

It is **RECOMMENDED** that Members note the report and:

1. agree how the identified underspend of £17,500 should be reallocated and whether any part of those monies should be allocated to:
  - an increased grants budget
  - a new Shop Front/Business Grants Scheme
  - replacement of outdoor gym equipment
  - such other budgets as Members consider appropriate
2. agree to pay East Devon District the sum of £7,500, included in the current budget as a contribution towards the Streetscene service for an all year round barrow service, but instead reallocated towards the costs involved in opening an additional toilet facility in Marsh Road. **(Cllr Rowland)**

## **20/COU/17 Report on Seaton Allotments**

### **Summary**

The Council has responsibility for providing and managing the town's allotments, which are essentially self-funding.

An recent inspection of the allotments was carried out by officers who noted that the majority of the plots were well tended and in compliance with the Council's Non-Statutory Allotment Rules ("the Rules"). Various positive conversations were had with plot holders. The allotments are generally self-policing and, when issues arise, the office is notified by members of the Allotment Volunteer Management Group ("AVMG") and individual plot holders and action taken, as the Clerk considers appropriate, in line with the power delegated to her by full Council on 4 November 2019.

As a result of the inspection, 14 plots were identified as requiring a warning letter in line with the Rules. Since then 7 plots have been relinquished and re-let, 7 plot holders agreed to tidy their plots and a further inspection on 25 June confirmed that 6 of the 7 had done so.

Where we have been advised notified that a tenant is self-isolating, arrangements have been made with adjacent plot holders to tend the areas surrounding their neighbouring plot until the self-isolating tenant can return.

### **Current position**

105 plots

2 empty plots - offered to next on waiting list

27 names on waiting list

### **Allotment Finances & Fees**

Allotment fees were last reviewed in 2018/19, when some of the plots were divided to enable residents to take on smaller plots if, if they preferred. As a result, some plot fees increased, and others were reduced. By virtue of the Rules, if fees are to be increased, plot holders should be given 12 months' notice.

During the 2020/21 financial year, the following further income has been received and invoices rendered:

- Income - £2,881 received
- Outstanding – £0

A separate bill has just been received from SW Water, on which a query has been raised with the utility provider as it is higher than in previous years. However, by virtue of the Rules, any charges for water are the responsibility of and divided between plot holders and bills will be rendered by the Council once the query has been resolved.

In light of the fact that the allotments are self-funding, it is the Clerk's view there is no need to increase fees for the municipal year 2020/21.

## **Allotment Management & Documents Review**

Officers have carried out an assessment of the current documentation and arrangements for allotment management in Seaton.

### Committee Review

Currently, the Council has an Allotments Committee which meets twice a year at the beginning and end of the growing season. However, in October 2019, Councillors met with plot holders who established the aforementioned AVMG and a delegation was subsequently given to the Clerk enabling her to manage the allotments, whilst obviously reporting to Members, as necessary, on any pertinent matters.

As such, the existing Allotment Committee is no longer required, and it is recommended that this Committee be dissolved.

### Document Review

As part of this process the following documents have been reviewed and updated, as appropriate:

- 2020/21 Risk Assessment
- Council's Non-Statutory Allotments Rules
- Eviction Process

Whilst most of the changes merely improve clarity, there is one substantive additional rule proposed at 5.2 concerning the allocation of allotments. Currently, existing plot holders are eligible to apply for additional plots should they so wish and are added to the waiting list along with all new applicants. However, in recent months, particularly since the onset of the pandemic, the Council has received an increasing number of applications for plots.

As such, in the interests of fairness and ensuring that as many residents as possible benefit from the allotments, it is proposed that, as of the 1 July, Members limit the allocation to one plot per household. Those plot holders who already have more than one plot will be permitted to retain them unless or until the tenure is relinquished in line with the Rules.

## **RECOMMENDATION**

It is **RECOMMENDED** that Members:

1. Approve the updated Non-Statutory Allotment Rules (July 2020)
2. Note the 2020/21 Risk Assessment
3. Dissolve the existing Allotment Committee
4. Agree that the fees for 2020/21 should not be increase





# Seaton Town Council Constitution

## Chapter 17 Allotment Non-Statutory Rules

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

[townclerk@seaton.gov.uk](mailto:townclerk@seaton.gov.uk)

# Seaton Allotments Non-Statutory Rules (July 2020)

## The Tenancy of any Allotment shall be subject to the Seaton Allotments Non-Statutory Rules detailed herein

### Rent

1. Rent for each plot shall be paid to Seaton Town Council ("the Council") immediately upon taking up first occupation of a plot and thereafter within 14 days of the annual demand for rent which will be sent out on or around the 1st April each year. One reminder will be sent and if no payment has been received by 1<sup>st</sup> May then notice of eviction will be given, without further notice. The Council will provide 12 months' notice to tenants of any increase in the annual rent.
2. The Council provides metered water to the site, the cost of which shall be divided equally between all plots and a bill rendered to each tenant.
3. All tenants must reside within the parish of Seaton and it is the responsibility of each tenant to advise the Council of any change in circumstances or contact details. Should a tenant move from the parish of Seaton then their tenancy will automatically terminate.

### Livestock & other animals

- 4.1 Tenants may keep chickens on their allotments, providing prior written permission has been obtained from Seaton Town Council. The keeping of chickens must be in compliance with the guidelines issued by the National Allotment Society which can be found at <https://www.nsalg.org.uk/allotment-info/hens-on-allotments/>. No other livestock will be permitted.
- 4.2 Dogs – No dogs shall be allowed on any part of the allotment site at any time.

### Subletting, sharing and allocation of allotments

- 5.1 The tenant shall not assign the tenancy nor sub-let or part of the allotment. With the written consent of the Council, two or more persons may share an allotment, provided they each reside within the parish of Seaton during the continuance of the tenancy, the tenancy agreement being in the name of one person only.
- 5.2 As of 1 July 2020, with the exception of those tenants who at that date already occupy more than one allotment, only one plot shall be permitted per household.

### Enclosure of Plots

6. The tenant may enclose their plot, preferably with chicken wire or similar mesh, which shall not protrude more than two metres above ground level, and should not cause obstruction on any pathway. Solid fencing must not be used as this obstructs sunlight to neighbouring plots.

### Sheds and other structures

- 7.1 Each plot can house **ONE** temporary structure on the allotment, without first obtaining the written consent of the Council, provided that said structure:
  - in the case of a shed or greenhouse, does not exceed a maximum floor area of 183cms x 244cms (6ft x 8ft) and, preferably, is equipped with guttering and water butt
  - in the case of a poly tunnel, must not exceed 8'6" wide x 8'6" long x 6'6" high
  - is maintained in good condition and used solely for the storage of garden

implements and materials

- is removed from the plot on cessation of the tenancy

7.2 Any subsequent structure shall not be permitted on the allotment without the prior written consent of the Council.

### **Paths & drainage ditches**

8.1 Tenants shall not obstruct, or permit the obstruction, of any of the paths on the allotment site. Tenants shall keep all paths adjacent to their plot cut and, where a pathway runs between two allotments, the tenants on either side will be responsible for cutting the grass to the middle of the path. All path widths must be maintained and not encroached upon.

8.2 Tenants shall not take, sell or carry away any mineral, sand or clay, dump material nor allow material to enter the drainage ditch on the allotment site, nor shall they cut, lop or fell any trees other than those on a tenant's own allotment.

### **Conditions of cultivation**

9. Tenants shall cultivate the allotment and use it only for the production of fruit, vegetables and flowers for domestic consumption by the tenant and their family in adherence with the following conditions:

- the growing of any illegal crop is prohibited
- only dwarf, cordon and espalier fruit trees may be grown on plots and these must be kept to a maximum height of 8 feet
- no other trees will be permitted
- no less than 75% of the allotment must be cultivated

### **Nuisance**

10. Tenants shall not do anything to cause nuisance, annoyance or obstruction to any other allotment holder. Live animal traps, air rifles, excavators or any other form of commercial machinery, are ONLY to be used on the allotment site, following written permission from the Council.

### **Waste**

11.1 Compostable waste or materials to be used as manure or mulching may be kept on plots.

11.2 All other materials must be removed from site and no waste materials can be brought in from off-site gardens, homes or building sites. Tenants must ensure that no compostable waste or other materials are stored in a manner that may hinder grass cutting or drainage.

11.3 All glass is to be kept in a safe place and broken glass removed from the allotment site by the tenant.

11.4 No asbestos and other noxious material will be allowed on site.

### **Signage**

12. Furthermore, tenants shall be responsible for ensuring that each corner of their plot has a sign stating the number of the plot.

### **Bonfires**

13. The lighting of small fires is permitted between the months September – February, excluding during October and February half-terms. Only waste from tenants' plots may be kept/burned at the allotment site. The lighting of fires should not take place when adjacent residents would be caused unnecessary nuisance.

### **Right of entry and inspection**

14. Any Officer or Councillor shall be entitled at any time to enter, re-measure any allotment,

and inspect the allotment site.

15. The Council does not accept responsibility for any loss or damage to tenants' property, implements, tools, goods, materials or crops on or around the allotment site howsoever such loss or damage was incurred.

### **Termination**

16.1 A tenancy will be terminated in the following circumstances:

- a) automatically on the death of a tenant
- b) if, in the opinion of the Council, a plot is not managed in compliance with the Rules detailed herein, kept free of noxious weeds and productively cultivated as per Rule 9 above, a warning letter will be sent requiring compliance within one month. If, in its absolute discretion, the Council considers that appropriate action to rectify the breach has not been taken within that month, and there is no reasonable excuse for such failure, this will result in the immediate termination of the tenancy
- c) if action is taken to rectify a breach in line with the provisions of 16.1 (b) above and a second incident of non-compliance occurs within a year of the date of the warning letter, the tenancy in question will be terminated
- d) nonpayment of rent as detailed at Rule 1 above

16.2 Any cost incurred by the Council in returning a plot to a standard necessary to enable re-letting will be claimed from the outgoing tenant.

### **Review**

17. Rules will be reviewed on an annual basis and published on the Council's website. Hardcopies will be available on request. It is the responsibility of each tenant to ensure compliance with these Rules and any amendments thereto as may from time to time be made.

Tenant

On behalf of Seaton Town Council

Signature.....

Signature .....

Name .....

Name .....

Plot No (s) .....

Position in Organisation .....

# Seaton Allotment Risk assessment - 2020/2021



STC = Seaton Town Council

| What are the hazards?  | What is the current situation?  | Do you need to do anything else to manage this risk?                                | Likelihood x Severity | Action  |
|--|---|---|-----------------------|---|
| <b>ENTERING AND EXITING THE SITE</b>   |   |   |                       |   |
| Potential accident when entering and exiting the allotment site  | Vehicles and pedestrian use one entrance. Everyone aware there is one entrance, people take care on entering and exiting either when walking or driving. There is a low volume of traffic<br><br>Gate is currently open – which provides easy access.<br><br>Entrance kept clear. Ensure brambles are kept back | Maintain area and monitor.<br><br>Hedges to be kept clear                           | 1 x 3 = 4             |   |
| Accident with young children   | It is the responsibility of the plot holder to supervise their children   |   | 1 x 3 = 4             |   |
| Accident with animals  | Dogs are banned from the allotments   |   | 1 x 1 = 2             |   |
| <b>TRIPS AND FALLS</b>   |   |   |                       |   |
| Tripping or falling into small stream and/ or causing bodily harm  | Contractor has instructions to keep this clear by cutting the area at least three times a year. Contract to be reviewed regularly.  | Monitor growth surrounding stream to ensure it is visible to anyone walking nearby. | 2 x 2 = 4             |   |
| Paths not kept in good condition or littered with objects ie hosepipes   | Plot holders responsible for cutting and maintaining of paths surrounding and leading to their plot, others to be maintained by council. Be aware of holes/damage caused by rabbits.  | Everyone to be aware and report to council any dangerous areas that need attention  | 2 x 2 = 4             | Review issues caused by plots digging down lower than neighbouring plot |
| Falling into water containers  | Lids should be used to cover containers of water.   | Plot holders to be vigilant   | 1 x 2 = 3             |   |
| <b>MACHINERY</b>   |   |   |                       |   |
| Injury from operating machinery<br><br>Strimmers and similar machines could cause stones or other flying objects onto adjacent plots | It is the responsibility of the plot holder/council employee to ensure their equipment is maintained and used safely (including wearing appropriate PPE) in accordance with operators instructions.<br><br>Machines to be used with care  |   | 1 x 2 = 3             |   |
| Injury from operating or getting injured on damaged equipment, caused by burglary or vandals.  | Plot holders can erect sheds and lock with padlocks. Working with local PSCO's to minimise risk<br>ie engaging with initiatives such as Allotment Watch and Tool Marking initiative.  |   | 1 x 1 = 2             | Review Allotment Watch with local police                                |

| What are the hazards?  | What is the current situation?   | Do you need to do anything else to manage this risk?   | Likelihood x Severity | Action |
|--|--|--|-----------------------|--------|
| <b>HAZARDOUS SUBSTANCES</b>  |  |  |                       |        |
| Poisoning from<br>– swallowing seeds, berries<br>inhalng pathogens from<br>compost heaps and manure<br>- being in contact with weedkillers<br>and pesticides | Plot holders and Council employees have sufficient<br>knowledge to avoid these fruits and to take care around<br>compost heaps   | Monitor compost heaps and poisonous<br>berries during inspections  | 1 x 2 = 3             |        |
| Hazardous substances found on<br>site ie Asbestos  | Allotment inspected by Councillors regularly   | If found to be reported to STC who will<br>organise disposal.  | 1 x 1 = 2             |        |
| Leakage of Flammable fuel<br>causing bodily harm by causing a<br>fire or inhaling or swallowing<br><br>Storage of Fertilisers                                | Risk to user if chemicals are not used in accordance with the<br>manufacturer's instructions.<br>If chemicals are held on a Plot holder's plot they should be<br>stored securely in a non flammable container. Storage<br>conforms to Fertilisers Regulations 1992 and Agricultural<br>Industries codes of practice. |  | 1 x 3 = 3             |        |
| <b>PESTS / DISEASES</b>  |  |  |                       |        |
| Catching diseases –<br>Rats can carry diseases ie, weils<br>Infected ticks – Lyme disease<br><br>Rats or vermin on site                                      | Sighting of rats to reported to STC<br><br>Check compost bin for evidence of vermin – ie<br>burrows/dropping/sightings<br><br>Be aware of the potential danger of ticks if found on skin   | STC will if necessary lay poison and put up<br>notices to advise if this is done   | 1 x 3 = 4             |        |
| Being stung from wasps/hornets   | Currently there are no nests on site.  | Everyone to be vigilant and to advise STC if<br>a nest is discovered   |                       |        |
| Legionella from stored water   | No water is stored at the temperature that would promote<br>this bacteria.<br><br>There is no drinking water on site   |  | 1 x 3 = 4             |        |
| <b>ILLEGAL ACTIVITY</b>  |  |  |                       |        |
| Raves, theft, trespassing, growing/<br>usage of illegal crops, or any other<br>inappropriate or illegal activity   | No issues on site  | Any issues will be dealt with immediately.<br>Police will be informed and if there is any<br>involvement from allotment plot holders,<br>notice on plot will be given. | 1 x 4 = 4             |        |
| <b>STRUCTURES / BOUNDARIES</b>   |  |  |                       |        |
| Danger of structures (ie sheds)<br>falling and injuring someone  | Check foundations, roof, doors, windows, walls are safe.<br>Chemicals and fuel stored safety – shed locked. Should not<br>contain broken glass or other hazards.   | STC will inspect plots and contact plot<br>holder should they have not dealt with<br>dilapidated sheds/structures.   | 1 x 2 = 2             |        |

| What are the hazards?   | What is the current situation?   | Do you need to do anything else to manage this risk?                   | Likelihood x Severity | Action |
|---|--|--|-----------------------|--------|
| Breakage of greenhouse glass causing cuts and grazes  | Broken glass to be removed from site   |  |                       |        |
| Boundary fencing/ hedge to entire site<br><br>Individual plot boundary  | All fencing checked at least annually by Chair of Allotments committee to ensure it is in good condition.<br><br>All fencing to be kept in reasonable condition, not overhanging on paths or drive ways. | Any problems reported to council will be dealt with in a timely manner | 1 x 1 = 2             |        |
| <b>BONFIRES</b>   |  |  |                       |        |
| Inherent danger in a bonfire spreading if left unattended causing damage to other plots. People receiving burns | It is the responsibility of the plot holder to conform to rules regarding bonfires and to be vigilant at all times.  | Monitor any issues   | 1 x 3 = 4             |        |

*This document has been completed in consultation with the allotment plot holders, Councillors and the volunteer committee*

|                              |                      | Potential severity of harm |                  |                        |
|------------------------------|----------------------|----------------------------|------------------|------------------------|
|                              |                      | Slightly Harmful<br>1      | Harmful<br>2     | Extremely Harmful<br>3 |
| Likelihood of harm occurring | Highly unlikely<br>1 | Trivial<br>1               | Tolerable<br>2   | Moderate<br>3          |
|                              | Unlikely<br>2        | Tolerable<br>2             | Moderate<br>4    | Substantial<br>6       |
|                              | Likely<br>3          | Moderate<br>3              | Substantial<br>6 | Intolerable<br>9       |

## 20 COU 18 Christmas Lights

### Introduction

During the initial lock down period, Hester Johnson spent time going through the Christmas archives and has produced a comprehensive background report (Appendix 1) as to how the town of Seaton has celebrated Christmas since 2013 and has also considered what other towns do. Over the years, a variety of activities have been organised by key stakeholders within the town, some in conjunction with Seaton Town Council, and the Council has been primarily responsible for the infrastructure supporting these events and, in particular the installation of the Christmas Lights.

### Christmas Lights

As the Council's 3-year contract for the rental of lights ended last year, Hester has worked closely with Phil Tuckley regarding the lights required as Phil carried out a comprehensive audit of the lights last year. Additionally, during the initial lock down period Phil has been able to refurbish some of the existing Council-owned lights. Three quotations have been sought comparing the cost of both purchase and entering another 3-year contract rental. On balance it appears that the best option is to enter in a further contract and the three options are outlined in the table below. It is recommended that Members agree to a 3-year contract with Supplier 1 who provide the best value. If more information on the different suppliers is required then this can be circulated to all.

|  | Supplier 1       | Supplier 2        | Supplier 3        |
|--|------------------|-------------------|-------------------|
| Motif Columns<br>Total Rent for 3<br>Years       | £8,151.90        | £4,050.00         | £6,000.00         |
| Festoon Lights Total<br>Rent for 3 Years         | £0.00            | £5,252.85         | £3,825.90         |
| Icicles Lights 100m<br>Total Rent for 3<br>Years | £1,261.00        | £2,638.59         | £3,135.60         |
| <b>TOTAL</b>                                     | <b>£9,412.90</b> | <b>£11,941.44</b> | <b>£12,961.50</b> |

All prices above exclude Vat

### Itinerary

Since staff have returned to the office, Hester and Phil have met with June Millman, due to her extensive involvement in the event and discussed what worked well and what could be improved. Clearly, at the current time, it is not known what the situation will be at Christmas, as regards the pandemic, and what rules and guidance



as to social distancing, gatherings and the like will be in place at the time. Therefore, whilst a suggested itinerary for the event has been tentatively agreed clearly this may be subject to change. This is attached as Appendix 2.

## **RECOMMENDATIONS**

It is **RECOMMENDED** that Members:-

1. approve the date of the 'Christmas Lights Switch On' as Saturday 28 November 2020
2. resolve to enter into a three-year contract with Supplier 1 for the provision of Christmas Lights
3. authorise officers work with other stakeholders in the town to take forward the organisation of the Christmas Lights event, along the lines of the itinerary at appendix 3, making adjustments as necessary to ensure compliance with any rules and guidance that prevail at the time



# Appendix 1 - Background Report on 'Christmas Lights Switch On' and associated activities organised by Seaton Town Council



## Report by Hester Johnson - April 2020

### 1. Introduction

1.1 In light of the fact that the Council's 3-year contract for the leasing of Christmas lights ended in 2019, it seemed a good time for Members to consider what the Christmas Lights Switch On might look like going forward.

1.2 As such, Officers have prepared an overview of Seaton's Christmas activities and attractions over recent years, including the associated costs, what has worked well, what could be improved and what Members and the community might like to see going forward. Furthermore, research has been done into how other similar towns celebrate Christmas events to provide Members with a comprehensive report on what may be possible.

### 2. Summary of Christmas activities & attractions - 2013 to 2019

2.1 The following table summarises the attractions, competitions and other activities that have taken place over the last 7 years, with input from the Council and other key stakeholders in the town (as listed at Appendix 1):

| ACTIVITY   | YEAR |
|--|------|
| Santa Saunter - 1.4 mile walk around the town with various activities and a quiz for children along the way, ending at Windsor Gardens for Christmas carols, mince pies, hot chocolate, etc.   | 2013 |
| Design a Christmas Card Competition  | 2014 |
| Design a poster for the 'Christmas Lights Switch On' Competition   | 2015 |
| Ice Rink - Co-Op car park this was considered, but did not take place as was not feasible costs-wise   | 2015 |
| Horse and Cart rides - Harbour Road - this should have been repeated in 2016 but the ride operator failed to turn up. This would not be a realistic possibility in the future, as it would not be possible to run this alongside the carnival procession | 2015 |

|  |              |
|--|--------------|
| Christmas Bake Off - Windsor Gardens and The Square - children and adult prizes for best decorated Xmas biscuit, best mince pie, best Yule Log, etc.   | 2015         |
| Victorian Themed Fayre - a fancy dress event with: <ul style="list-style-type: none"> <li>• a Victorian Artisan Market and Food Fayre</li> <li>• juggling and games in The Square</li> <li>• Scrooge reading 'A Christmas Carol' in the book shop,</li> <li>• dancing chimney sweeps &amp; music in Windsor Gardens</li> <li>• Best dressed competition</li> <li>• Velo Vintage cyclist</li> </ul>   | 2016<br>2017 |
| Best Christmas Shop Window Display Competition   | 2017         |
| Christmas Trail - a Christmas themed treasure hunt around the town   | 2017         |
| Independent Traders' Loyalty Card Scheme   | 2017 & 2018  |
| Best Decorated Christmas Tree in the town (shops & businesses)   | 2018         |
| <ul style="list-style-type: none"> <li>• Artisan Market in Windsor Gardens during ' Lights Switch On'</li> <li>• Christmas Market the following Saturday</li> </ul>  | Every Year   |
| Activities in the Town for the 'Christmas Lights Switch On': <ul style="list-style-type: none"> <li>• Father Christmas</li> <li>• Seaton Eats Boutique</li> <li>• Primary School Choir, Axe Vale Singers, Sunshine Samba &amp; Ukelele Band</li> <li>• Seaton Majorettes</li> <li>• Town Crier</li> <li>• Carnival Procession</li> <li>• Late night shopping</li> <li>• Snow machine and disco</li> <li>• Animal Santa</li> <li>• Pat A Pony - Shetland Rescue</li> <li>• Library hosting craft making, face painting and other children's activities</li> <li>• Seaton Jurassic Centre late opening and various themed activities</li> <li>• Polar Express on Seaton Tramway</li> </ul> | Every Year   |

2.2 Members input is invited as to what they considered a success, what not so and what competitions or activities - either entirely new or any of those listed above - that that should be part of the Christmas 2020 event.

2.3 Regarding the activities that are driven by the Council, I would suggest:

- Competition to design a poster for the 'Christmas Lights Switch On' event
- Best Christmas Shop Window Display Competition
- Independent Traders' Loyalty Card Scheme

- Best Decorated Christmas Tree in the town (shops & businesses)

This involves the wider community and engages with local groups, businesses and organisations to make the event open to everyone of all ages.

New ideas to consider:

- Encourage the art and craft businesses to run in house competitions such as best decoration, best Christmas card, most unusual miniature Christmas tree, prettiest looking snowman, etc
- Christmas bingo - hosted by The Gateway?
- Have a Christmas themed colouring book made up for children
- Consult with the Promote Seaton Group and ask for their input and ideas.

### 3. Christmas Trees

3.1 The table below provided a summary of Christmas trees purchased over the last 5 years:

|      |   |
|------|---|
| 2015 | 36 x small trees fitted onto brackets in the town centre made by Harcombe Engineering and also installed by Harcombe Engineering  |
| 2016 | 25 ft Tree for The Square   |
| 2017 | 15 ft Tree for Windsor Gardens<br>15 ft Tree for Thury Harcourt (paid for by Tesco). However, due to power supply issues on Thury Harcourt a tree can no longer be installed there. |
| 2018 | 25 ft Tree for The Square<br>15 ft Tree for Windsor Gardens   |
| 2019 | 25ft Tree for The Square<br>15ft Tree for Windsor Gardens   |

3.2 The larger trees are purchased from a local supplier and delivered to the EDDC lock up unit on the Colyford Road. They are then collected by a local contractor and delivered to The Square and Windsor Gardens.

3.3 The Town Maintenance Person then liaises with the contractor and EDDC to install and illuminate trees and, similarly, arranges their disposal in the New Year.

3.4 As regards the 36 small trees, these were acquired from EDDC free of charge as were surplus to their requirements. However, whilst they enhance the Christmas lights display, they were extremely labour intensive to erect and there were frequent issues over identifying and obtaining permission from building owners, access for the replacement of batteries which failed after a

short period, trees that required cutting down to size and the need for new brackets as some of the existing ones require replacement. As a possible alternative, a quotation has been obtained for artificial trees with lights which would start at £85 per tree, but if this route were taken, many of the problems would still exist.

- 3.5 In the past a small real tree was displayed in the reception area at Marshlands. However, in 2017 and 2018, this was replaced with an artificial tree. Due to staff shortages and sickness, no tree was put up in reception in 2019 but it would seem appropriate to have a tree going forward to welcome visitors.

#### **4. Barriers**

- 4.1 These were historically erected around the big tree in The Square to protect the tree from the general public and hired from EDDC at a cost of £5 per barrier per week plus £17.50 per hour for an EDDC operative to deliver, install and remove.
- 4.2 In 2017 and 2018, the Town Maintenance Team erected the barriers, but they were not used in 2019 as they generated a lot of criticism due to their lack of aesthetic appeal. In any event, the barriers were predominantly used to affix a Christmas banner to, but this could be placed on the railings on Fore Street as an alternative. Going forward therefore there is no need for barriers.

#### **5. Christmas Lighting**

- 5.1 In previous years the Council has entered into 3-year contracts to hire lights from The Festive Lighting Company Ltd, Taunton (2014 - 2016) and LITE (2017-2019). The LITE contract has now come to an end and lights will need to be sourced for 2020 onwards.
- 5.2 A comprehensive list of the lighting required, including additional lighting for Fisherman's Gap, has been prepared and four companies have been approached to supply a quotation. Members will be asked to consider these and decide on a supplier in the confidential part of the meeting.
- 5.3 Additionally, over the years the Council has acquired additional lighting to supplement the contracts. In 2019, the Town Maintenance Person carried out an audit of the lights, along with recommendations as to what he considered would be needed for the future, attached at Appendix 1. Furthermore, during the lockdown he has refurbished some of the older lights which can now be used again. These will all be PAT tested in readiness for this year's event.
- 5.4 Furthermore, the Council has received feedback from previous years that more lighting is required in Windsor Gardens for the both the Christmas Market and Seaton Boutique.

- 5.5 The additional Christmas lights are installed in November each year by the Town Maintenance Person, assisted by Harcombe Engineering using their cherry picker. This can take up to a week as a lot of maintenance and running repairs are done at the same time as some of the lights remain in place all year round.

## 6. 'Christmas Lights Switch On' Event

### History

- 6.1 Traditionally this has taken place on the first Friday in December from 4pm to 8pm. In the past, there has also been a second Christmas Market on the Saturday following that.
- 6.2 However, in 2017, due to severe rain and strong winds, the carnival procession due to take place in September was postponed and, instead was run alongside the 'Christmas Lights Switch On' event in December. Again, due to severe gales and rain forecast for the Friday night, the 'Switch On' and carnival procession was moved to the Saturday. The event has taken place on Saturday ever since.
- 6.3 Much of the organisation of the event can be done in advance, in liaison with June Millman and the Carnival Committee who are very proactive. A comprehensive checklist has been prepared of the numerous organisations and equipment that has to be booked/ordered and licences/orders applied for. These tasks can be carried out as soon as dates are confirmed by Members.

### Infrastructure & Equipment

- 6.4 Staging is built for the various musical performances, the plunger (to turn lights on) and disco. The stage is erected by Ledger Scaffolding, free of charge, usually on the day before the Christmas Lights Switch On and removed the following day. It comprises poles and wooden planks and is 13ft x 10 ft.
- 6.5 The Council applies to Devon County Council for a pavement/scaffolding license giving the location and a drawing of the erection as it will look when in place.
- 6.6 Furthermore, the Town Maintenance Person then installs a tarpaulin as a makeshift roof for the structure, as shelter for the performers. This is done on the day and taken down the following morning by Phil. The stage is decorated with lights.
- 6.7 Power supply to the stage is provided by Regency Windows via cabling and leads organised by the Town Maintenance Man. Electricity for the lights is supplied by EDF and costs in the region of £150 per year.

- 6.8 The plunger (imitation big "switch") is kept at Marshlands and the Mayor and sometimes the Carnival Queen, or a primary school pupil, turn the lights on using the plunger on the stage, whilst the Town Maintenance Man is standing next to the power supply to actually switch the lights on.
- 6.9 A contractor provides the music system (speakers, disco music player and bass enhancers) and the public address system for announcements and microphones for the musicians.
- 6.10 The Axe Valley Choir used to bring their own piano but this did not travel well and does not like cold weather so often used to play out of tune. An electronic keyboard is now hired from a member of the Carnival Committee, via June Millman.
- 6.11 Cllr. Hartnell owns a snow machine which he kindly lends to the event each year for use during the disco. The Council purchases refill fluid from Dreads Audio Equipment in Axminster. The Council has plenty of refill fluid in stock for this year.
- 6.12 The Carnival Committee are responsible for organising the road closures for the procession and the Council bears 50% of the fee.

## 7. **Advertising**

The Council has in previous years used an advertising banner, but this could not be located in 2019. If this cannot be found it is proposed that a replacement is commissioned. We can put the banner this year on the railings at the bottom of fore street where it meets with Harbour Road. Signs South West can produce a new banner for approx. £120. A programme of events is drawn up, usually following the previous year's format and a flyer and posters are produced by Seaton Print & Design. The same format is followed each year as it is a schedule that is proven to work, so we repeat the same itinerary each year.

- 7.1 Flyers are distributed to the Primary School and posters are circulated around the town to shops, pubs and restaurants by Council Officers & Councillors.
- 7.2 Social media and the Council's website are used to promote the event.
- 7.3 An advertisement is put in the Midweek Herald over a two-week run, to be included in their Christmas issues and online.

## 8. **Markets**

Some research has been carried out as to what other local towns as regards Christmas Markets and a summary is listed below:

- 8.1 **Seaton** has traditionally had an Artisan Market from 4pm to 8pm alongside the Eats Boutique in Windsor Gardens for the lights switch on event. There was a second Christmas themed market the following Saturday from 10am to 3pm.

- 8.2 **Chard** have their usual lights switch on event Friday evenings so do not have a market because Chard holds a weekly market every Saturday, which becomes seasonal at Christmas time.
- 8.3 **Axminster** had their 2019 light switch on Saturday 23<sup>rd</sup> November with a special Christmas market in the square in addition to their weekly Thursday market.
- 8.4 **Honiton** lights switch on around the 20<sup>th</sup> November on a Saturday with a seasonal Christmas market every Tuesday, Thursday and Saturday
- 8.5 **Sidmouth** have their lights switch on, on Saturday 21<sup>st</sup> November 2020 and another late-night shopping on Friday 4<sup>th</sup> December 2020 but NO outdoor or indoor markets, only the shops.
- 8.6 **Colyton** have their lights switch on Wednesday 2<sup>nd</sup> December with shops staying open late and various market stalls around the town and in the pubs and the guildhall.
- 8.7 **Bridport** - Bridport has a Lights switch on mid-week in late November/ early December with various food traders, fairground rides and a procession.
- 8.8 **Eype** Maker's Market - Tuesday 19<sup>th</sup> November 2019 from 10am to 4pm at Highland's End Holiday Park - a craft themed artisan market for Christmas gifts and food.
- 8.9 **Symondsburry** Christmas Market - a specialist one day event was held on Sunday 1<sup>st</sup> December 2019 in the village 11am to 6pm with over 60 exhibitors - mostly local artists and makers and artisan food stalls

## 9. Conclusion

- 9.1 The town's Christmas activities, especially the switching on of the Christmas Lights, are a popular part of the town's calendar, enjoyed by the whole community.
- 9.2 Despite the fact that 2020 has been a particularly difficult year for the whole country, a substantial community of volunteers in Seaton, in common with many others communities across the UK, has worked closely with the Council to support each other throughout the Covid-19 pandemic.
- 9.3 Councillors may consider that the 2020 event should be extra special to bring the community together once more and build on those bonds formed throughout the crisis.



## Appendix 1 - Key Players / Stakeholders

- Seaton Wetlands - wreath making courses
- Seaton Tramway - Polar Express
- Seaton Jurassic - Christmas dinosaur themed activities
- Carnival Committee - procession and fundraising activities in the town
- Majorettes - parade
- Library - many activities for children
- Animal Botanical - Santa Claus for pets and special offers
- Seaton Gateway - indoor craft fair
- Town Crier - part of whole event
- Seaton Eats Boutique - Windsor Gardens
- Shops and Local Businesses - late night opening and offering refreshments, in-shop competitions, story-telling, fancy dress, etc.
- Munchkins Pony Rescue - pat a pony (attended for the first time in 2019 and proved very popular)
- Musicians:
  - Axe Valley Choir
  - Primary School Choir
  - Sunshine Samba Band
  - Ukelele Band

## 20 COU 18 – Appendix 2

### Suggested Christmas Lights Switch-On Itinerary 2020

It was agreed that Saturday is the preferred choice for the event, not a Friday evening.

Based on the itinerary for 2019, the suggested itinerary for this year is as follows:

#### **Windsor Gardens**

4-8pm Seaton Eats Boutique street food  
NO Artisan Market. Not enough traders were interested last year, the location is too dark, cold and muddy on the ground and not enough buyers or people spending money on gifts.

#### **The Square (outside the Malthouse Pub)**

4pm Music via the Majorettes sound system  
5.30pm Majorettes parade down from the Town Hall to the Square for a display  
5.45pm Lights switch on, using the Majorettes PA and speakers.  
Temporary platform to be erected in place of the bigger stage  
6pm Carnival procession and fancy-dress parade  
6pm Sunshine Samba band playing  
6.45pm Father Christmas and the snow machine

#### **Queen Street**

4.30-5pm Youth drama performance in the Library  
5-7pm Face painting and other children's activities in the Library  
5-7pm Pet's Corner in Animal Botanical  
5-7pm Munchkins Shetland Pony – pat a pony corner – TBC

Polar Express Tramway – operating times TBC

The above activities are all subject to weather and dependant on social distancing rules at the time.

#### **Amendments this year:**

No Axe Vale Choir

No Artisan Market in Windsor Gardens

No stage for the switch on event as not necessary

No need for Andrea Helyar as using Majorettes PA and sound equipment

#### **Suggestions for this year:**

Contact all artisan market traders and ask if they would attend a market providing it was on Thury Harcourt?

Have a bouncy castle, hot food stalls and candyfloss at Thury Harcourt?

Have a hot chestnut stall – location?

Promote Seaton Group to arrange competitions, window displays, treasure hunts, etc. for the businesses to take part during the switch on event with late night opening hours.

# **Reallocation of Roadspace for Active Travel**

Framework and Guidance

May 2020

# Walking & Cycling Interventions

## BACKGROUND

On Saturday 9th May the government published new statutory guidance for highway authorities regarding the urgent need to reallocate road space towards pedestrians, cyclists and 'active travel'.

The government recognised this moment as a once in a generation opportunity to deliver a lasting transformative change in how we make short journeys in our towns and cities. According to the National Travel Survey, in 2017-18 over 40% of urban journeys were under 2 miles – perfectly suited to walking and cycling.

Active travel is affordable, delivers significant health benefits, has been shown to improve wellbeing, mitigates congestion, improves air quality and has no carbon emissions at the point of use. Towns and cities based around active travel will have happier and healthier citizens as well as lasting local economic benefits.

The government therefore expects local authorities to make significant changes to their road layouts to give more space to cyclists and pedestrians. Such changes will help embed altered behaviours and demonstrate the positive effects of active travel.

**COVID-19**

**Maintain  
social  
distance**

# Walking & Cycling Interventions

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## **FUNDING**

The government has announced a national fund of £250m to enable these changes to be implemented.

At the time of writing, we are still awaiting details of the scope, amount of funding for Devon and delivery arrangements.

For the schemes that we take forward we must also consider the costs of

- installation;
- maintaining and keeping temporary measures safe;
- any modification that might be required;
- removing the measures.

# Walking & Cycling Interventions

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## **WHAT IS DELIVERABLE?**

There is wide range of interventions that can be considered.

Some can be delivered quickly, for example educational messages, or simple traffic management (TM) such as cones and barriers. In some instances, with approval from our teams a community could mobilise to self deliver in a matter of days.

Some will take more time, for example restricting access for motorised vehicles where a Temporary Traffic Regulation Order (TTRO) might be needed, would require at least 14 days before implementation.

Larger scale changes such as pedestrianisation of central areas would need significant planning, development and consultation. Therefore, these will be out of scope for this project except where officers have previously developed schemes that can be bought forward and can demonstrate support from the community.

This presentation looks at interventions starting with the easiest to deliver.

# Walking & Cycling Interventions

## 1. Non Traffic Regulation / Traffic Management options

### Road Safety Messages

- Posters to highlight likelihood that peds may step off pavements and cyclists may take a wider berth due to social distancing on footways (similar to those we have used for “Biker in your blindspot” etc)
- Variable Message Signs (DCC ‘matrix’ type signs).



Suggested poster campaign designs

Think Campaign, Uk



Tacoma City,  
Washington, USA



# Walking & Cycling Interventions

## 2. “Pop-Up” Cycle Facilities

Installing ‘pop-up’ cycle facilities with a level of physical separation from volume traffic e.g.

- cycle lanes, using light segregation features such as road markings or flexible plastic wands;
- converting traffic lanes into temporary cycle lanes (suspending parking bays where necessary) but not to the detriment of public transport;
- widening existing cycle lanes to enable cyclists to maintain distancing.



| Timescale | Design     | Advertising | Implementation   | Total (some activities overlap) |
|-----------|------------|-------------|--|---------------------------------|
| TM Only*  | 5 - 7 days | n/a         | 2 - 14 days<br>Dependant on local availability             | 14 days                         |
| TTRO      | 7 days     | 7 days      | 14 days<br>Dependant on availability of cones and barriers | 21 days                         |

\*Where communities can facilitate implementation of TM (i.e. cones / barriers can be sourced locally, and there are Chapter 8 trained staff), we will approve scheme proposals within 7 days before agreeing implementation



# Walking & Cycling Interventions

## 3. Creating Space for Social Distancing:

Using cones and barriers

- to widen pedestrian provision along lengths of road, particularly outside shops and transport hubs
  - TM only where restrictions don't need to be suspended e.g. existing double yellow lines
  - TTRO where restrictions need to be suspended e.g. parking bays
- to provide more space at bus stops to allow people to queue and socially distance
- to widen pedestrian refuges and crossings (both formal and informal) to enable people to cross roads safely and at a distance.



**COVID-19**  
**Maintain social distance**

| Timescale | Design      | Advertising | Implementation | Total (some activities overlap) |
|-----------|-------------|-------------|----------------|---------------------------------|
| TM Only*  | 7 days      | n/a         | 14 days        | 14 days                         |
| TTRO      | 7 – 14 days | 7 days      | 14 - 21 days   | 21 - 28 days                    |

\*Where communities can facilitate implementation of TM (i.e. cones / barriers can be sourced locally, and there are Chapter 8 trained staff), we will approve scheme proposals within 7 days before agreeing implementation

# Walking & Cycling Interventions

## 4. Cycling Parking Facilities

Providing additional cycle parking facilities at key locations

- outside bus and train stations
- in high streets
- in car parks.

This could be achieved

- off-street where sufficient space allows for social distancing
- on-street by repurposing parking bays to accommodate cycle racks.



| Timescale  | Design | Advertising | Implementation   | Total (some activities overlap) |
|--|--------|-------------|--|---------------------------------|
| Off-street locations   | 7 days | n/a         | 14 days<br>Depending on availability of stands from supplier | 14 days                         |
| On-street locations<br>i.e. TTRO for suspending parking bays | 7 days | 7 days      | 14 days  | 21 days                         |

# Walking & Cycling Interventions

## 5. Restricting Access for Motor Vehicles

**Encouraging Walking & Cycling To School** for example through the introduction of ‘school streets’. These are areas around schools where motor traffic is restricted at pick-up and drop-off times, during term-time. They can be effective in encouraging more walking and cycling, particularly where good facilities exist on routes to the school and where the parents, children and school are involved as part of the scheme development.

**Pedestrian & Cycle Zones** by restricting access for motor vehicles at certain times (or at all times) to specific streets, or networks of streets, particularly town centres and high streets. This will enable active travel but also social distancing in places where people are likely to gather.

**Modal Filters** closing roads to motor traffic, for example by using planters or large barriers. Often used in residential areas, this can create neighbourhoods that are low-traffic or traffic free, creating a more pleasant environment that encourages people to walk and cycle, and improving safety.



Consideration will need to be given to bus routes, enforcement, residents access and for loading. Therefore, detailed design will need to be undertaken and these solutions may not be suitable for main roads.

|         | Timescale | Design  | Advertising | Implementation | Total (some activities overlap) |
|---------|-----------|---------|-------------|----------------|---------------------------------|
| TM Only |           | n/a     | n/a         | n/a            | n/a                             |
| TTRO    |           | 28 days | 7 days      | 28 days        | 56 – 63 days                    |

Signs with fixed posts may be required

# Walking & Cycling Interventions

**NEW ROAD  
LAYOUT  
FOR SOCIAL  
DISTANCING**

## 6. Junction Redesign

Changes to junction design to accommodate

- more cyclists – for example, extending Advanced Stop Lines at traffic lights to the maximum permitted depth of 7.5 metres where possible
- more pedestrians – temporary barriers to tighten the junction radius to reduce traffic speed and narrow the road width to reduce pedestrian crossing times.

| Timescale | Design  | Advertising | Implementation | Total (some activities overlap) |
|-----------|---------|-------------|----------------|---------------------------------|
| TM Only   | 28 days | n/a         | 14 – 28 days   | 42 – 49 days                    |
| TTRO      | 28 days | 7 days      | 14 – 28 days   | 56 – 63 days                    |

# Walking & Cycling Interventions

## 7. Area wide consideration

### Strategic Route Reviews

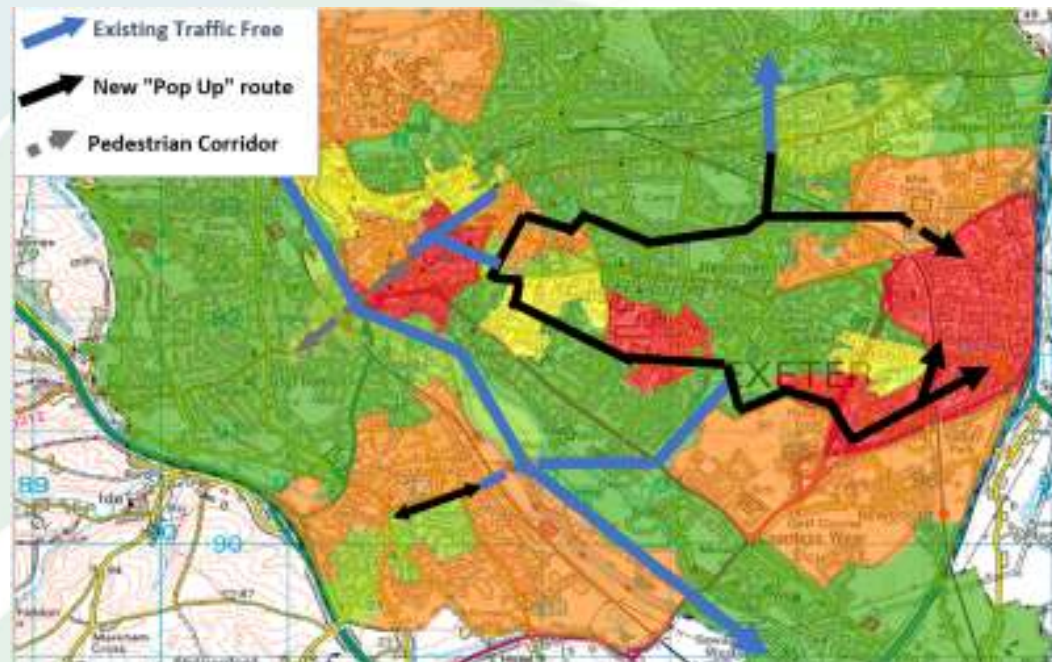
Whole route approaches to create corridors for buses, cycles and access only on key routes into town and city centres.

Reviewing and considering the linking of numerous requests along a route.

### Bringing forward planned schemes

DCC are identifying and bringing forward permanent schemes already planned (for example under Local Cycling and Walking Infrastructure Plans) that can be constructed relatively quickly.

*\*Larger schemes will have significant impact on communities and require careful development. Therefore it is unlikely that new requests will be able to be delivered as part of this initiative\**



# Walking & Cycling Interventions

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## **What can Temporary Traffic Regulation Orders (TTROs) be used for?**

- Community supported temporary locations similar to Special Events e.g. High Streets, Market areas.
- Localised schemes which require an existing restriction to be suspended e.g. Suspending a parking bay outside a shop to provide pedestrian queuing space.

## **TTRO Process**

- Community application (TTSE-G4-CV19) submitted to DCC's Neighbourhood Team (NHT). Maximum duration of order is 12 months with DfT Approval (Section 16, Events on Highway)

Or

- NHT to process the localised schemes and Community requests via the TTRO system (maximum duration 18 months). (Section 14, Preventing danger to public)

Followed by an on-street Notice, free standing signs and cones which are to be placed by the co-ordinator for the community scheme or by Skanska for the localised schemes.

TTRO legal costs to be funded from the DfT emergency active travel fund.

# Walking & Cycling Interventions

## What can Experimental Traffic Regulation Orders (ETROs) be used for?

- Temporary measures which may require Traffic Management layout changes or could be considered to be made permanent.
- Schemes which involve more complex Traffic Management measures. These may have to be more permanent in their nature to ensure the temporary scheme is safe e.g. new kerbs / bus boarders / large traffic signs etc.

These more involved schemes are likely to be outside of scope for this project due to limited financial and staff resources.

## ETRO Process

- Scheme designed in house by DCC design teams.
- Traffic Management Team (TMT) and Legal Team process ETRO (prepare notices, advert, consultation documents)
- Legal constraints – requirement for newspaper advert, min 6 months public consultation period follows implementation of the order (max 18 months)

**Steps to deliver:** Scheme design, TMT to draft ETRO documents (advert, consultation documents, legal Order), on-street Notice and advance warning signs displayed at location (NHT), scheme implemented by contractor.