



**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 Monday 2<sup>nd</sup> November 2020**

**28 October 2020**

You are hereby summoned to attend the above meeting to be held on **Monday, 2<sup>nd</sup> November 2020 at 6.15pm or immediately following the meeting of the Planning Committee, whichever is the earliest.** 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 Seaton Town Council ("the 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 ID: 997 7885 9481
- Passcode: 119323

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 the Council cannot guarantee that members of the public are not filmed, 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 interests in respect of items on the agenda

**20/COU/03 Minutes**

To approve the minutes of the Council meeting held on Monday 5 October 2020

**20/COU/04 Chairman's Report**

To note the report

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

To allow any questions or reports from members of the public

**20/COU/06 Police Report**

To note the report

**20/COU/07 County Councillor Report**

To note the report

**20/COU/08 District Councillor Reports**

To note the reports

**20/COU/09 Appointments to outside bodies**

To appoint councillors to the following outside bodies, where the Council is invited to send a representative:

- Seaton Beach Management Plan Group
- East Devon Arts & Culture Forum
- Local Action Group (LAGS)

**20/COU/10 External Auditor's Report**

To note the report from the Council's external auditors, PKF Littlejohn, on the 2019/20 annual return

**20/COU/11 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

It is **RECOMMENDED** that Members:

1. note the Clerk's report
2. agree that the town's banners should not be erected in 2021, with a view to new artwork (banners or an alternative) being considered for 2022 as part of the art trail



3. consider and agree what, if any, Covid-safe activities might be promoted by the Council, such as a town wide switch on of the lights in homes and shops to recognise the Christmas season

**20/COU/12 Community Consultation – Cllr. Ledger**

To consider the draft community consultation document, amend as Members consider appropriate and to agree the means of distribution

**20/COU/13 Update on Promote Seaton – Cllr Haggerty**

To receive an update on the work of Promote Seaton

**Confidential Items**

The Chairman will move that in accordance with the Council's Standing Order 1(d) press and public will be excluded from the meeting during the discussions of items 14 and 15 on this agenda as there are matters being discussed which include information that is commercially sensitive.

**20/COU/14 Purchase of a speed indicator device – Cllr Ledger**

To consider the options for purchase of a speed indicator device and approve the supplier and cost thereof, subject to the prior approval of relevant authorities

**20/COU/15 Marshlands**

To consider the options for carrying out legionella testing



## Minutes of the Seaton Town Council Meeting on Wednesday 5 October 2020

### Present:

**Chair:** Cllr. K. Beer

### Town

**Councillors:** D. Ledger, D. Haggerty, M. Hartnell, A. Singh, J. Russell, E. Bowman, C. Wood, D. Wright, K. Briggs and M. Macaskill

### Other

**Councillors:** Cllr. Shaw (DCC), Cllr. Rowland (EDDC)

**Officers:** Town Clerk and Deputy Town Clerk

**Public:** One member of the public was present

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

### 72. Apologies for absence

No apologies for absence were received.

### 73. Declarations of interest

Cllrs. Hartnell and Ledger declared personal interests as East Devon District Councillors

### 74. Minutes

Members **RESOLVED** to approve the minutes of the meeting of Seaton Town Council ('the Council') held remotely on 9th September 2020 (proposed Cllr. Wright; seconded Cllr. Ledger)

### 75. Chairman's Report

The Chairman highlighted the success of the outdoor cinema event, held at Cliff Field Gardens, which had been arranged to thank volunteers of the Seaton Coronavirus Support Group.

Members noted the Chairman's report.

### 76. Public Question Time

Cllr. Rowland provided some background to the damaged wall at Fisherman's Gap. When it had been damaged by storms on a previous occasion, the Council had agreed to repair it, even though it was the responsibility of Devon County Council (DCC). When it was damaged subsequently, DCC stated that as the Council had carried out the earlier repairs, DCC were no longer responsible.

Cllr. Rowland asked that he be permitted to speak on items 12, 13 and 15 also.



## 77. Police Report

No police report was available. The Chairman referred to the recent LAGS meeting and asked Cllr. Rowland if anything of note was discussed. Cllr. Rowland stated that the ongoing anti-social behaviour issues, prevalent across East Devon, had been discussed and the police would take action if incidents were witnessed by their officers. He would circulate the minutes when available.

## 78. County Councillor Report

Cllr. Shaw presented his report and added that DCC were in discussion with the Government regarding the impact of Brexit. Currently, due to the uncertainty over whether a deal would be reached, there were concerns over possible disruption to the supply of food and medicines.

Cllr. Shaw also highlighted the question of the introduction of a 20mph speed limit in parts of the town. DCC had requested that each town and parish council wishing to be considered for such restrictions, should write to DCC expressing an interest. When DCC's policy changed, they would consider these requests.

Members received and noted the report.

## 79. District Councillor Report

Cllr. Rowland presented his report and added that delays in progressing the development at Seaton Heights had arisen due to investment being withdrawn at different stages.

Cllr. Rowland also highlighted a new Government scheme to assist those on low incomes and asked that the Council help publicise this.

Members received and noted the report.

## 80. Town Clerk's report and update on 2020/21 priorities, including recommendations as to budgetary and other decisions as appropriate

Members received an update on the Council's work and priorities for the 2020/21 municipal year and noted the spreadsheet that had been produced outlining all of the Council's work and projects, who was responsible and how each matter was progressing.

Members **RESOLVED** to:

1. note the Clerk's report
2. authorise the Clerk to write to Cllr. Shaw, as Chair of the Seaton & Colyton Traffic Group and raise the issue of repairs to the wall at Fisherman's Gap
3. approve a print run of 3000 postcards depicting the new Marshlands Art Boards at a cost of £160 and authorise the Clerk to negotiate with artists/sellers the arrangements for sale as necessary

(proposed Cllr. Ledger; seconded Cllr. Bowman)



### 81. Request by Devon Wildlife Trust - Seaton Jurassic

Richard Drysdale of Devon Wildlife Trust (DWT) outlined details and reasons for the proposed extension of Seaton Jurassic which he stated would create an important link to Seaton Wetlands and encourage visitors to stay longer in the town. It would also enable both residents and visitors to engage with nature. He confirmed that at the same time as the planning application, DWT were applying for funding from RDPE. If successful, match funding of £37,600 would need to be identified. The application for funding had to be submitted to RDPE by 31 October 2020 and any funding agreed would be payable between April and December 2021. DWT had made approaches to various bodies and their request to the Council was twofold:

- support for the planning application
- a letter of support confirming an indicative sum that the Council would be prepared to fund

Cllr. Ledger asked whether provision for such a project could legally be made from the Council's grants scheme and whether any such grant could exceed £1,000. The Town Clerk agreed to check the position and report back to Members. Members agreed that the request should be considered further by the Finance & General Purposes Committee (F&GPC) who would begin the 2021/22 budget planning at their next meeting Cllr. Hartnell stated that it would be difficult to meet the 31 October deadline and the proposal should be considered with caution. If funding was agreed, the Council should be clear about its reasons for supporting this over and above other organisations in the town. Cllr. Hartnell added that if the F&GPC agreed, in principle, that funding should be made available the final decision should be made by Council and an extraordinary meeting may be required.

Members **RESOLVED** to:

1. support the planning application
2. consider the request for funding further at a meeting of F&GPC on 19 October and, if it was considered appropriate to offer financial support, a recommendation would be made to Council for a final decision to be made.

(proposed Cllr. Beer; seconded Cllr. Ledger)

### 82. Creation of a sensory garden

Cllr. Briggs introduced a report which outlined her ideas for the creation of a sensory garden in one of the town's parks, possibly Seafeld Gardens, in the area where the outdoor gym had previously been situated. With the assistance of volunteers and assistance in kind from local suppliers, she expressed the view that this project could be achieved on a small budget. Cllr. Hartnell stated that such a garden could be of great benefit to young people in the town and he liked the fact that the idea was a little different. He added that it may be easier to locate such a garden in one



of the Council's own parks, rather than Seafield Gardens which was owned by EDDC.

Members **RESOLVED** that:

1. an allocation of funding for the project should be considered as part of the Council's budget setting process for 2021/22
2. Cllr. Briggs could approach the community to gauge support for the project

(proposed Cllr. Hartnell; seconded Cllr. Ledger)

### 83. Seaton Museum

Cllr. Beer expressed his concerns about the future of the town's museum, as he would not like to see it lost. Seaton Museum faced many challenges including funding, poor accessibility, lack of profile on social media and the need for more volunteers. Cllr. Briggs had recently helped the curator by building a page on Facebook.

Members noted the concerns raised.

### 84. Town Guide 2021

Members discussed at length the question of whether a town guide should be produced for 2021, or an alternative considered. It was noted that a town map was already produced by a local marketing business. Cllr. Hartnell said that, in his view, the Council needed to consider its tourism and marketing spend for 2021/22 in its entirety and what the division should be between traditional print and digital content. This could be considered in more detail by the F&GPC as part of the budget process.

Members **RESOLVED** not to produce the town guide in its current form for 2021 and look at what the Council's marketing strategy and budget as a whole should be for 2021 onwards.

(proposed Cllr. Briggs; seconded Cllr. Hartnell)

### 85. Advertising in Coach Tours UK & Ireland Magazine

Members discussed a proposal from Cllr. Haggerty to fund an article in this publication. The article would run over 5 pages in the November edition, highlighting all that Seaton had to offer. The total cost would be £1,000 + VAT, some of which may be offset by contributions from some of Seaton's attractions. Cllr. Haggerty added that the magazine had a circulation of approximately 4000 subscribers, all of whom were coach operators and tour organisers.

Members **RESOLVED** to fund the advertisement to a maximum cost of £1,000 + VAT.

(proposed Cllr. Macaskill; seconded Cllr. Singh)



#### 86. **Purchase of a speed indicator device**

In his capacity as an EDDC councillor, Cllr. Ledger stated that he received many complaints regarding the speed at which vehicles were driven through the town. In response, he asked the Council to consider the possibility of purchasing a speed indicator device. This could be moved to different locations in the town, subject to the agreement of DCC Highways, and information provided to the police. Members agreed, in principle, that there would be benefits to the town of installing such a device.

Members **RESOLVED** that Cllr. Ledger collate further information and costs and bring a report back to Council in due course.  
(proposed Cllr. Beer; seconded Cllr. Bowman)

#### 87. **Update on Promote Seaton**

Cllr. Haggerty provided an update on the recent Promote Seaton meeting and the positive engagement by all those who attended. Progress was being made on a number of projects. The next meeting would be held on 28 October 2020.

Members noted the update.

#### 88. **Any other business**

The Town Clerk confirmed that there were currently four working groups, the membership of each and the nature of working groups generally. Members **RESOLVED** to make the following appointments:

- Marketing Working Group
  - Cllr. Briggs
- Asset Management Working Group
  - Cllr. Wright
- Seafront Enhancement Working Group
  - Cllr. Wood
  - Martin Shaw and Jack Rowland would also be approached to establish whether they would be prepared to be part of these groups as they had been when they were town councillors
- Tourist Information Working Group
  - Cllr. Mackaskill
  - Cllr. Briggs

(proposed Cllr. Ledger; seconded Cllr. Singh)

### **Confidential Items**

#### 89. **Outdoor Gym Equipment**

Members considered the report by the Town Clerk, which included the results of the tender process conducted by EDDC on the Council's behalf. Members discussed the type of equipment and agreed that a cross trainer would be more widely used than the chin up and dip or abs press equipment. Members acknowledged that the costs detailed in the quotation may increase slightly, should the cross trainer be substituted. As regards the proposed new location for siting the equipment,





Members noted concerns raised by a local resident and weighed those against the lack of alternative locations. Members concluded that a brief consultation should be conducted via social media purely as regards the proposed location.

Members **RESOLVED** to:

1. approve the supply and installation by Produlic Ltd in line with the quotation attached to the report (2009.27108), subject to:
  - a. a resistance cross trainer being substituted for the 'chin up and dip' and 'abs press'; and
  - b. a two week consultation with residents regarding the new location of the equipment
2. authorise the expenditure from CIL funds
3. authorise the transfer of said funds from EMR331 CIL Funding into general reserves  
(proposed Cllr. Ledger; seconded Cllr. Macaskill)

#### 90. **Water Refill Station**

Members considered the options and costings provided by three suppliers for the supply and installation of a water refill station on the seafront.

Members **RESOLVED** to:

1. approve the purchase and supply of a floor standing water refill station from Supplier 3 at a cost of £1460 + VAT
2. approve A&S Kingdon as contractor to install the water refill station at a cost of £452 + VAT.

(proposed Cllr. Macaskill; seconded Cllr. Singh)

Meeting closed at 20.34 pm

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## **County Councillor's Report November 2020**

### **Free school meals during holidays**

I asked the Leader of Devon County Council, Cllr John Hart, to provide school meals for children in need of them during the half-term holiday. Cllr Hart tells me that Devon has been given the smallest amount of new Covid funding of any County Council and that some Devon districts including East Devon have been given only the minimum amount. 'We were expecting a lot more money', he says. 'Our finances are already under pressure for the rest of this year with even more pressure for next year. Therefore with demands on funds I do not think it would be right to consider funding this scheme.'

I've replied urging him to reconsider. The cost of providing this support at half term and Christmas would not be huge, in the big scheme of things, but there are children in this area and in every area of Devon who really need this support. I've officers to give a figure for the cost.

In the meanwhile, since the Government and the County Council are not providing free school meals for Devon children who need them this half-term, Seaton community group Re:store Axe Valley has set up a scheme to provide them, with the aim of operating at Christmas too. A **crowdfunding page** has been set up, which is on course to raise £1,000 and I am urging every resident who can afford it to donate.

I have given the scheme £1,500 from my County Councillor's Locality Budget, as I can think of few things more important than ensuring that all children are properly fed during the current crisis.

### **Locality budget**

I have also provided support this month for TRIP community transport, Offwell Playpark, and new noticeboards in Offwell.

### **Seaton Esplanade road closure**

I have received complaints that the road has been closed for several weeks without any work being done, so I have asked the County Council to get the closure lifted unless work is started.

### **Coly Road traffic lights**

I also took up this issue on behalf of Colyton Parish Council.

### **Covid situation**

As County Councillor I receive reports when areas in the division have Covid cases. These reports are becoming more frequent.

### **Coastal erosion**

I spoke at EDDC's Strategic Planning Committee about the implications of new research from Plymouth University which predicts a different pattern of erosion over the next 20/50/100 years, with mostly improved prospects for Branscombe, Beer and Seaton Hole, but worse for the Beer

Road area north of Highcliffe Close in Seaton, with a potential threat to Beer Road itself in the longer term. The matter is going to EDDC Cabinet.

Ms J Mutlow  
Seaton Town Council  
Seaton Town Council  
Marshlands Centre  
Harbour Road  
Seaton, Devon  
EX12 2LT

Our ref DV0307  
SAAA ref SB07333

Email sba@pkf-littlejohn.com

16 October 2020

Dear Ms Mutlow

**Seaton Town Council  
Completion of the limited assurance review for the year ended 31 March 2020**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Seaton Town Council for the year ended 31 March 2020. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 November, which must include publication on the smaller authority’s website. This deadline has been extended from 30 September 2020 for 2019/20 only as a result of the restrictions imposed by the government to prevent the spread of Covid-19. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which the “Notice” must be published. There is no requirement for the “Notice” to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

## Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

**Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference DV0307 or Seaton Town Council as a reference when paying by BACS.

## Timetable for 2020/21

The timetable for this year was exceptional due to the impact of Covid-19. Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2021. It is anticipated that the instructions will be sent out during March 2021, subject to arrangements for the 2020/21 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

The timetable amendments introduced as a result of the exceptional Covid-19 circumstances apply to 2019/20 only. The arrangements for next year are expected to revert to those set out in the Accounts and Audit Regulations 2015 but if there are any changes arising from updates to the statutory requirements, you will be notified in good time.

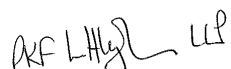
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2021, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Thursday 3 June and Wednesday 14 July 2021; and
  - at the latest, between Thursday 1 July and Wednesday 11 August 2021.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

## Feedback on 2019/20

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: [https://www.pkf-littlejohn.com/sites/default/files/24\\_satisfaction\\_survey\\_2019-20.docx](https://www.pkf-littlejohn.com/sites/default/files/24_satisfaction_survey_2019-20.docx)

Yours sincerely



PKF Littlejohn LLP

# Seaton Town Council

## Notice of conclusion of audit

### Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

	Notes
1. The audit of accounts for <b>Seaton Town Council</b> for the year ended 31 March 2020 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of <b>Seaton Town Council</b> on application to:	
(a) _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) _____ _____ _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

Ms J Mutlow  
Seaton Town Council  
Seaton Town Council  
Marshlands Centre  
Harbour Road  
Seaton, Devon  
EX12 2LT

Our ref DV0307  
SAAA ref SB07333  
Invoice no: SB20201808  
VAT no: GB 440 4982 50

Email [sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com)

16 October 2020

## INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2020	£800.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
<b>TOTAL NET</b>	<b>£800.00</b>
VAT @ 20%	£160.00
<b>TOTAL PAYABLE</b>	<b>£960.00</b>

### PAYMENT IS DUE ON RECEIPT OF INVOICE

**For payments by cheque, please return the remittance advice with your payment to:  
PKF Littlejohn LLP, Credit Control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf,  
London E14 4HD**

**For payments by credit transfer, our bank details are:-**

**HSBC Bank plc Sort Code: 40-02-31  
Account number: 11070797  
Account Name: PKF Littlejohn LLP  
Please include DV0307 or Seaton Town Council as the reference.**

**For account queries, contact [creditcontrol@pkf-littlejohn.com](mailto:creditcontrol@pkf-littlejohn.com).**

Ms J Mutlow  
Seaton Town Council  
Seaton Town Council  
Marshlands Centre  
Harbour Road  
Seaton, Devon  
EX12 2LT

Our ref DV0307  
SAAA ref SB07333  
Invoice no: SB20201808  
  
VAT no: GB 440 4982 50

Email [sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com)

16 October 2020

## REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2020	£800.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
<b>TOTAL NET</b>	<b>£800.00</b>
 VAT @ 20%	 £160.00
<b>TOTAL PAYABLE</b>	<b>£960.00</b>

### PAYMENT IS DUE ON RECEIPT OF INVOICE

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London E14 4HD**

**For payments by credit transfer, our bank details are:-**

**HSBC Bank plc Sort Code: 40-02-31  
Account number: 11070797  
Account Name: PKF Littlejohn LLP  
Please include DV0307 or Seaton Town Council as the reference.**

**For account queries, contact [creditcontrol@pkf-littlejohn.com](mailto:creditcontrol@pkf-littlejohn.com).**



## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENT 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' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
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.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

\*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:

01/07/2020

and recorded as minute reference:

MINUTE REFERENCE  
17

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

Chairman

*K. Bees*

Clerk

*Julia P. Murray*

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

Authority web address

WWW.SEATON.GOV.UK

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2019/20 for

### ENT SEATON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	103,138	171,476	<i>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.</i>
2. (+) Precept or Rates and Levies	317,330	325,918	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	42,916	50,806	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	108,091	96,560	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	183,818	201,893	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	171,476	248,530	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	176,178	250,734	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	252,296	254,247	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>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>
		✓	

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

*Julia P. Munklow*

Date

*26/06/2020*

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

*01/07/2020*

as recorded in minute reference:

*MINUTE 18 REFERENCE*

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

*15/06/2020* REQUIRED

### Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Seaton Town Council – DV0307**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2019/20

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.

- Section 2, Box 7 for the current year does not agree to Boxes 1+2+3-(4+5+6). The smaller authority has confirmed that this was due to a transcription error in the Box 6 figure which should read £203,109.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

16/10/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## **20/COU/11 Town Clerk's report and update on 2020/21 priorities, including recommendations as to budgetary and other decisions as appropriate**

### **Introduction**

In line with the new format of the clerk's report, introduced last month, Members are referred to the accompanying spreadsheet (Appendix 1) which has been updated to reflect the work/projects that have been completed and the progress made on ongoing matters.

### **Matters to note**

Matters of note, from the last month, are highlighted below:

- **outdoor gym** – the order has been placed and, at the time of writing, the equipment had been delivered and it is anticipated that installation should be completed by early-November
- **water refill station** – the order has been placed and installation is likely to be early in the new year
- **banners** – over this year several of the banners and, more importantly, many of the brackets to which they are affixed, have reached the end of their useful and safe life. These have now been removed to prevent injury and replacements are being considered. However, it was suggested at a recent informal meeting with local artists to discuss the art trail that perhaps the banners should not be reinstalled for 2021 but, instead, rather than replacing them immediately, new suggestions for designs could be sought from the community, with new banners or alternative artworks produced for 2022, as part of the art trail project. This would give the opportunity for fresh designs, ensuring safety of their fixtures and allow for the lampposts to be repainted in the meantime.
- **Coach UK Magazine** – the 4-page editorial and 1-page advertisement has been published in Coach UK November addition showcasing Seaton and its top attractions.
- **lampposts** – we finally have authority from DCC that we may paint the DCC-owned lampposts. As this has taken several months to achieve and we are now into Autumn, it is likely that this work will not be able to start until the New Year but discussions are ongoing with the Council's approved contractor regarding this work being completed as soon as practicable.
- **Christmas** – unfortunately, the traditional switch on cannot happen this year due to the pandemic. However, Members are asked to consider promotion of a town wide switch on of the lights in homes and shops or other Covid-safe activities to recognise the season.

## **RECOMMENDATIONS**

It is **RECOMMENDED** that Members:

1. note the Clerk's report

2. agree that the town's banners should not be erected in 2021, with a view to new artwork (banners or an alternative) being considered for 2022 as part of the art trail
3. consider and agree what, if any, Covid-safe activities might be promoted by the Council, such as a town wide switch on of the lights in homes and shops to recognise the Christmas season