

**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 7<sup>th</sup> December 2020****2<sup>nd</sup> December 2020**

You are hereby summoned to attend the above meeting to be held on **Monday, 7<sup>th</sup> December 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: 988 7828 7263
- Passcode: 371371

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 2 November 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/08B Reports from Council representatives on outside bodies**

To receive an update from the recent meetings of:

- Seaton Beach Management Group – Cllr Wright
- LAG – Cllr Bowman

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

To receive an update on the Council's work and priorities for the 2020/21 municipal year

It is **RECOMMENDED** that Members note the updated work log and the progress made since the Council's November meeting, including those items specifically listed on this agenda

**20/COU/10 Report of internal auditor**

To note the mid-year report of the Council's internal auditor and consider what, if any, adjustments are required to the Council's financial controls to take account of the observations therein.

It is **RECOMMENDED** that Members:

1. note the report of the internal auditor and the Clerk's comments on the observations made
2. ratify the updated dual authorisation of all online payments



3. consider the observation regarding use of the Council's debit card and agree any changes to the current process

**20/COU/11 Review of Risk Register & Risk Management Policy**

To note the report and review the Council's updated risk management policy and risk register for 2020/21.

It is **RECOMMENDED** that Members:

1. approve the updated Risk Management Policy (Appendix 1)
2. note the risks and measures in place to mitigate said risks and approve the risk register (Appendix 2)

**20/COU/12 Review of Financial Regulations & Standing Orders**

To review the Council's Financial Regulations and Standing Orders and approve the amendments thereto

It is **RECOMMENDED** that Members:

- adopt the updated Financial Regulations, including an increased petty cash limit of £200
- adopt the updated Standing Orders

**20/COU/13 Health & Safety Review**

To note the report and the work carried out as part of the comprehensive health and safety review of Marshlands and to approve the updated Health & Safety Policy.

It is **RECOMMENDED** that Members:

- Approve the quotation for replacement smoke detectors
- Authorise officers to obtain 3 quotations for the completion of an asbestos survey
- Authorise officers to obtain a quotation from the fire safety contractor for the cost of installing additional smoke detectors where required
- Authorise the completion of any remedial works, arising from the electrical installation condition inspection (November 2020).
- Review and approve the updated Health and Safety Policy.

**20/COU/14 Highways maintenance priorities**

To consider the priorities put forward by the community and agree which roads, footpaths and drainage sites in Seaton should be recommended to Devon County Council as a priority for works to be carried out.

**20/COU/15 Community & Shop Front Improvement Grants**

To consider and decide whether to approve the following grant applications received:



- **SAVE Food Hub** - £989 towards the establishment of a community larder
- **Re:Store Axe Valley CIC** - £1,000 towards the provision of Christmas hampers for families in need, in particular books for children
- **Monsoon** - £399 – shop front improvement
- **The Bush Hat** - £274.50 – shop front improvement

**20/COU/16 Request from Gateway for approval of works and possible funding**

To consider requests from the Gateway to:

- approve works to the Town Hall to improve facilities; and
- to make a contribution towards the costs thereof

**20/COU/17 Cyclefest 2020 – Cllr Ledger**

To review and reaffirm the sponsorship payment of £7,500 agreed in respect of Cyclefest 2021, pending an enhanced agreement by the event organisers that any monies will be returned to the Council, should the event not go ahead, by reason of the pandemic or otherwise

**20/COU/18 Memorial Benches Policy**

To consider report and agree updated policy on memorial benches and fees for installation.

It is **RECOMMENDED** that Members:

- approve the draft policy on memorial benches
- approve the fees for installation as follows:
  - £125 + VAT to install a bench on an existing base
  - £250 + VAT to build a new base and install a bench

**20/COU/19 Update on meeting with young car enthusiasts – Cllr Haggerty**

To receive an update on meeting with young car enthusiasts

**20/COU/20 Update on meeting with Youth Genesis – Cllr Haggerty**

To receive an update on the meeting with Youth Genesis and agree any actions arising

**20/COU/21 Update on Promote Seaton – Cllr Haggerty**

To receive an update on the work of Promote Seaton