



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
Annual General Meeting of Seaton Town Council
on Tuesday 4th May 2021 at 6pm**

27th April 2021

You are hereby summoned to attend the above meeting to be held on **Tuesday, 4 May 2021 at 6pm or immediately following the meeting of the Planning Committee**. 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

Click on: 'Join Meeting' and then enter:

- Meeting ID: 999 1713 1470
- Passcode: 285843

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

21/COU/01 Election of Mayor/Chairman for the Municipal Year 2021/2022
To receive any apologies for absence

21/COU/02 The Mayor/Chairman will read out and sign the prescribed Declaration of Acceptance of Office



- 21/COU/03 Election of Deputy Chairman/Deputy Mayor for the Municipal Year 2021/2022**
- 21/COU/04 The Deputy Mayor/Deputy Chairman will read and sign the prescribed Declaration of Acceptance of Office**
- 21/COU/05 Apologies for absence**
To receive any apologies for absence
- 21/COU/06 Declarations of Interest**
To receive any Members' declarations of interest in respect of items on the agenda
- 21/COU/07 Minutes**
To agree the minutes of the Council Meeting held on Monday 26 April 2021
- 21/COU/08 Public Question Time**
To allow any questions or reports from members of the public
- 21/COU/09 Request to use Cliff Field Gardens**
To further consider the request from Seaton Eats Boutique to use Cliff Field Gardens on the following dates - Friday 29 May, 2 July, 6 August, 3 September 2021 and agree fees.
- 21/COU/10 Terms of Reference for Committees**
To review and approve the Council's terms of reference for each of its committees for the 2021/2022 municipal year
- 21/COU/11 Appointments to Committees & Working Groups**
To appoint councillors to each of the Council's committees for the 2021/2022 municipal year
- 21/COU/12 Appointments to Outside Bodies**
To appoint Councillors to any outside bodies where the Council is invited to send a representative
- 21/COU/13 Standing Orders**
To review and approve the Standing Orders.
- 21/COU/14 Financial Regulations**
To review and approve the Financial Regulations



- 21/COU/15 Internal Controls**
To review and approve the Internal Controls
- 21/COU/16 Asset Register**
To review and approve the Council's Asset Register
- 21/COU/17 Risk Management Policy & Risk Register**
To review and approve the Council's Risk Management Policy for the 2021/2022 municipal year
- 21/COU/18 Code of Conduct**
To review and approve the Council's Code of Conduct for Councillors for the 2020/2021 Municipal Year.
It is **RECOMMENDED** that this is deferred pending the adoption of a new Members' Code of Conduct by East Devon District Council.
- 21/COU/19 Complaints Policy**
To review and approve the Council's Complaints' Policy
- 21/COU/20 Data Protection**
To review and approve the Council's Data Protection Policy
- 21/COU/21 Freedom of Information**
To review and approve the Council's Freedom of Information Policy and Publication Scheme.
- 21/COU/22 Social Media & Electronic Communications Policy**
To review and approve the Council's Social Media & Electronic Communications Policy
- 21/COU/23 Scheme of Delegations**
To review and approve the Council's Scheme of Delegations for the 2021/2022 municipal year, including delegations to committees and officers
- 21/COU/24 Review of authorised signatories and banking arrangements**
To review the Councils authorised signatories and banking arrangements.
- 21/COU/24 Council Priorities 2021/22**
To agree the Council's priorities for the municipal year 2021/2022
- 21/COU/25 Adoption of Sea Hill Telephone Kiosk**
To further consider whether to apply to adopt the redundant telephone kiosk on Sea Hill.