

## **NOTICE**

**To: All Members of Seaton Town Council**  
**Meeting of Seaton Town Council**  
**on Monday 1 November 2021 at 6pm**

**26 October 2021**

You are hereby summoned to attend the above meeting to be held on **Monday, 1<sup>st</sup> November 2021 at 6pm or immediately after the Planning Committee, whichever is the earliest**, at the Marshlands Centre, Harbour Road, Seaton EX12 2LT.

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 Apologies for absence**  
To receive any apologies for absence
- 21/COU/02 Declarations of Interest**  
To receive any Members' declarations of interest in respect of items on the agenda
- 21/COU/03 Minutes**  
To agree the minutes of the Council's meeting held on Monday, 4<sup>th</sup> October 2021.
- 21/COU/04 Chairman's Report**
- 21/COU/05 Public Question Time**  
To allow any questions or reports from members of the public.

**21/COU/06 Police Report**

To note the report

**21/COU/07 County Councillor's Report**

To note the report

**21/COU/08 District Councillors' Reports**

To note the reports

**21/COU/09 Town Clerk's Report**

To receive an update on the Council's work and priorities for the 2021/22 municipal year. It is **RECOMMENDED** that Members note the updated work log.

**21/COU/10 Committee meeting minutes**

To receive and note the minutes of the following committee meetings:

- Planning Committee – 20 September and 4 October 2021
- Finance & General Purposes Committee – 20 September 2021

**21/COU/11 Review of Financial Regulations**

To review and approve the updated Financial Regulations.

It is **RECOMMENDED** that Members resolve to adopt the updated Financial Regulations.

**21/COU/12 Strategic Plan 2021-2026**

To consider and adopt the draft Strategic Plan for 2021 – 2026.

It is **RECOMMENDED** that Members resolve to adopt the Strategic Plan 2021- 2026 subject to such amendments Members consider appropriate.

**21/COU/13 Cyclefest Budget 2022**

To consider whether the Council should sponsor Cyclefest in 2022 and on what terms.

It is **RECOMMENDED** that Members consider whether to provide sponsorship for the event for 2022 and, if so, on what terms.

**21/COU/14 Community Grants**

To consider an application for a community grant for £1,000 from TRIPP.

It is **RECOMMENDED** that Members approve this application.

---

**21/COU/15 Appointment to Committees**

To consider appointment to outstanding vacancies on Committees

**21/COU/16 Promote Seaton**

To consider whether best value is provided by staff time engaged in providing administrative support for Promote Seaton.

It is **RECOMMENDED** that Council officers:

- no longer provide administrative support for meetings of Promote Seaton;
- prepare and circulate a proposal template to assist Promote Seaton in bringing forward proposals to the Council for funding and assistance

**21/COU/17 Internal Audit Report**

To receive and agree any action arising from the interim report of the internal auditor, if available.

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>1 November 2021</b>
<b>Item of business</b>	<b>21 COU 09</b>
<b>Details</b>	<b>Town Clerk’s Summary</b>
<b>Purpose of Report</b>	<b>To provide an update on the ongoing work of Seaton Town Council</b>
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members note the summary and work log.

## 1. Introduction

As in previous months, Members are referred to the work log, detailing all completed projects and ongoing work and projects currently being undertaken by the Council’s officers and the status of each. To assist Members, a summary has been provided below of matters to note since the last meeting. This is, of course, over and above the general day-to-day operational work being carried out to manage the Council’s assets.

## 2. Summary of matters to note

- **Circular bench** – Beer Men’s Shed have been commission to make a bespoke circular bench for town square from and funded by Welcome Back Fund.
- **Welcome Back Fund** – funding achieved for new picnic benches for Cliff Field Gardens and bunting for town.
- **Invest In Devon** – funding reallocated to pay for rebuilding of seafront planter and towards works on the new tourist information centre.
- **Sea wall** - pilot clean of section of seawall has been successfully completed and approval gained from the Environment Agency for cleaning entire wall. Work scheduled for early November.
- **Sensory garden** - design for sensory garden received and work being scheduled.
- **Art Trail** - first original artwork on Seaton Art Trail installed. Agreement obtained from Western Power for the installation of the fourth art board.
- **Tourist Information Centre** – contractor now instructed and works due to start in November.

- **Blue Flag & First Aid Station** – meetings held with REMS and liaison with EDDC's Beach Safety Officer to discuss work required to obtain blue flag status and beach matting pilot to improve wheelchair access to beach.
- **Local Council Awards** - application submitted for Local Council Foundation Award and currently subject to assessment.
- **Finance** – draft 2022/23 budget prepared and internal audit carried out.
- **Youth Genesis** – interviews have taken place and an appointment made, subject to necessary checks and it is hoped that progress can be made imminently.
- **Allotments** – the vehicular tracks and ditches at the allotments were significantly damaged by the heavy rainfall in October and the Clerk is currently looking into the options and costs of repair.

## RECOMMENDATIONS

It is **RECOMMENDED** that Members note the summary and work log.

## Seaton Town Council Work/Project Log

Details	Officer/Cllr/Volunteer	Status	Action
<b>Council Administration &amp; Finance</b>			
Interim audit 2021/22	JPM	Interim audit booked for 27 October 2021	Interim audit taken place and it is hoped to report to Council at November meeting.
Volunteer Policy & Risk Assessments	JPM/JH/Cllrs	To engage the community and ensure volunteers are safe and protected by the Council's insurance policy when engaged in community projects, this policy is being developed and will be brought to Council for approval in due course.	It is hoped to bring these to Council for approval in December/January.
Budget 2022/23	JPM	Draft budget compiled and v.1 considered by F&GPC at October meeting and will be considered further in November.	Ongoing.
Banking	JPM	Dual authorisation set up and, once payments approved, Clerk sets up payment and Chair of Finance confirms. Separate debit card account being set up.	DC account being set up.

Finance - general and ongoing budgetary reviews, in light of pandemic	JPM	All payments made and financial records up-to-date. Budget kept under regular review by Council. Budget quarterly review prepared for F&GP on 19 July and various virements agreed. EMR Review report considered by Council on 4 October	Quarterly reviews ongoing.
Asset register (priority)	JH/JPM	Comprehensive review and update of the Council's Asset Register has been completed and assets owned by EDDC/DCC identified.	Approved and ongoing maintenance schedules and budgets being worked on
Website Accessibility	JPM	Compliance with Accessibility Regulations which came into force in 2020 to be checked. .Now incorporates the TIC.	Completed and a year after inception is regularly updated and working well.
Staffing	JPM	Staffing structure/requirements being reviewed in light of the results of the community consultation and business needs.	Ongoing and a report will be brought to Members in December/January.
Welcome Back Fund	JPM	Approach made to EDDC regarding town centre circular bench and additional benches. Clerk liaising with EDDC funding officers and Streetscene to work to secure this funding for benches, sensory garden equipment, bunting.	Ongoing. Funding already achieved for design of Sensory Garden, bunting, new bench for town square and picnic benches for CFG and Marshlands

Invest in Devon	JPM	Negotiations resulted in £4,600 being reallocated to seafront planter repairs and TIC relocation to seafront.	Agreed and partially paid.
Community Grants Scheme	JH	JH will be responsible for the Community Grants Scheme, promulgating the Scheme, checking applications as received and seeking further information where required. Applications encouraged via social media. Policy, application form and website updated to reflect amendments agreed on 5 July 2021 by Council	Ongoing
Members Code of Conduct	JPM	Under review. Update will be brought to Members when EDDC's updated code approved.	Ongoing.
Development of a corporate plan including a community consultation (priority)	JPM/Cllr Ledger	Draft consultation document agreed and input into survey monkey. Advertising posters prepared and ready to launch on 1 August. Community consultation launched on 1 August 2021 and concluded on 31 August 2021. Results collated for discussion at strategic planning meeting in October. Draft Council Plan prepared by Clerk for consideration at same meeting with a view to formulating recommendations to Council.	Paper to Council in November to approve town plan for 2021-26



Asset strategy & transfer (priority)	JPM	Initial approach made to EDDC to establish a list of ownership of assets across the town. Response to asset consultation confirming that the Council was supportive in principle. Information on timeframes awaited. Also working on income generation generally and how that might be improved. Response to consultation to public toilets submitted to EDDC on 8 September 2021	Ongoing
CCL Accounts	JPM	Research being carried out in order to prepare a paper re possibilities for investment	Ongoing
Local Council Awards	JPM	Report to Council to consider whether application should be made for Foundation Award status	Application submitted and currently subject to assessment
<b>Staff &amp; Member Training/Seminars</b>			
Introduction to Local Government Administration (ILCA)	JH	Booked	Ongoing
Legionella Training	JPM/JH/PT	Online training booked.	Ongoing
<b>Facilities Management &amp; Maintenance</b>			

### Buildings (inc TIC)

Marshlands-redevelopment/maintenance (priority)	JPM/JH	<p>Prior to commissioning a feasibility study, as resolved by Council in July 2020, a formal request has been made to DCC to seek their views on the overage provisions binding the use of Marshlands and whether these might be waived or amended. DCC responded on 13.10.2020. Members looking at the short, medium and long term plans for Marshlands. Valuation of the site for all purposes has been received. Response to enquiry on planning uses received. EPC report received and circulated. One tenant has vacated. Others to vacate over next few weeks. Contractors approved by Council on 4 October. Planning agents preparing application re change of use. Tenants have vacated now vacated.</p>	Contractors due to start work in November
Tourist Information Centre (priority)	JPM/TIC Working Group	<p>JPM and Cllr Haggerty, as Chair of TIC Working Group, met with Richard Drysdale too discuss TIC and matters of tourism generally on 25/9. Regular catch ups between TIC and JPM will be arranged. Quarterly reports received from DWT for Q1 &amp; Q2 and circulated. DWT announced their withdrawal from Seaton Jurassic. Alternative means of providing TIC being considered. Council has taken the TIC back in house and arrangements have been made to divert to STC all calls, emails etc from TIC website. Regular updates to</p>	<p>TIC currently busy with enquiries, particularly in person and by telephone. New signage procured and temporary alterations made to signs. Contractors due to start work in November</p>

		Members on level and nature of enquiries.	
Marshlands - Business Rates	JH	In light of the nature of the building and the somewhat confusing valuation previously carried out, JH is liaising with the VOA and preparing a comprehensive plan of Marshlands and the various obligations for business rates, particularly in light of the recent vacation of the tenants.	Ongoing
Covid Safety - Marshlands	HJ	Track & Trace procedures set up by HJ and agreed with tenants in order to comply with new Government guidance. The guidance is being kept under review and risk assessments will be updated according to new regulations and easing of lockdown restrictions.	Ongoing

Town Hall - Gateway	JPM	Lease considered and the respective obligations of STC as landlord and Gateway as tenant established. JPM in discussions with Gateway trustees re lease and ensuring all safety aspects are in order. JPM met with Cllr Hartnell. Outstanding monies due to 31 March 2021 identified and Gateway advised. Meeting on 11 June 2021 with Trustees. Cllrs & officers met with trustees to discuss lease and consider possible ways forward. Quotation sought from Tozers to deal with variation to lease.	JPM - ongoing discussions re lease. JH working with Gateway team to ensure H&S compliance. Heads of terms re proposed DoV sent to Gateway and comments awaited.
Town hall - Museum	JPM	Meeting with trustees	Ongoing
Town Hall - survey	JH	Three survey quotes received to assess repairs in short, long and medium term. Wessex Surveyors instructed and survey carried out on 17 March 2021. Survey completed. Paper to be brought to Council on 21st June.	Completed and schedule of works being considered
<b>Play parks, open spaces &amp; other land</b>			
Allotments	HJ	Inspection carried out by HJ & JM in March. Annual invoices including water fees and updated tenancy agreements sent out along with questionnaire regarding the purchase of picnic benches and a shed from allotment funds for a communal area. 41 names on the waiting list. Picnic benches now ordered and will be installed by PT when capacity permits. Benches now installed. Shed ordered and awaited. All	Damage to drainage gullies and ditches caused due to excessive rainfall. Site visit arranged with engineers to assess damage. Insurers notified.

		allotments now occupied. Shed erected.	
Cliff Field Gardens	JH/JPM	<p>PT continues the ongoing maintenance of the benches. Tap at bottom of gardens now disconnected and SW Water have confirmed it has been disconnected and final bill now paid.</p> <p>The labyrinth boards are in poor condition therefore Beer Men's Shed approached regarding repair/replacement. Approaches received from individuals and organisations for the use of CFG. Labryrnth boards being repaired and reinstalled by Beer Men's Shed.</p>	Results of trial of use of CFG as an events venue report to Council on 4 October 2021. Overall asset strategy/policy on rental of all Council land and buildings being developed to be brought to Council in December for consideration.
Seaton Down Hill - refreshments van	JPM	Requests received from two potential traders and will be considered once policy agreed	Ongoing, dependant on above

Underfleet/ Elizabeth Road - tree works	JPM/PT	PT identified tree works in Underfleet. JPM notified EDDC on 29 June and EDDC officers due to inspect and take such action as is necessary. Tree works completed by EDDC. Trampoline springs repaired.	Quotations being sought for review of trees as recommended by previous arboriculture report obtained in 2019
Footpaths	HJ	Grant application to Devon County Council has been submitted. HJ will continue to liaise with footpath wardens throughout the year regarding any maintenance issues. Recent inspection by volunteer footpath wardens concluded that footpaths in good order with no issues to report.	Ongoing.
Tree Warden	HJ	HJ spoken to EDDC and obtained criteria for recruiting a volunteer Tree Warden for Seaton.	Approved by Council on 26.4.2021
Rewilding	HJ	Proofs received for signs and these will be installed at SDH and Underfleet. Signs received and now installed.	As such positive feedback has been received further sites to be identified.
<b>General amenities</b>			
Repairs, replacement and painting of planters and benches in the town	PT	Ongoing as required.	Ongoing
<b>Projects &amp; Events - ongoing &amp; future possibilities</b>			

Progression of Seafront Enhancement Scheme (priority)	All Cllrs	11.9.2020 - Planning Agents instructed. Awaiting contract. JPM Chased on 11/9, 25/9, 19/10 and 26/10. PP no longer live. Response awaited from EDDC's project management team regarding any possible way forward. Ongoing discussions with EDDC as to resubmission of existing planning application and whether a mirrored scheme would be appropriate, funding and other matters. Holding response received from EDDC.	Meeting with EDDC in mid-October for progress report was delayed as further information awaited.
Disability Beach Matting Pilot	JPM	£5K allocated to and EMR. JPM met with Beach Safety Officer to discuss pilot scheme	Ongoing
Blue Flag Status	JH	JH met with Beach Safety Officer to discuss what would be required to gain Blue Flag status. Work ongoing	Report to Council in due course.
Christmas Lights	HJ/PT	HJ and PT working on this in liaison with June Millman and Carnival Committee	Date agreed for 27 November 2021
Summer Weekend First Aid Station	JH	Agreed under delegated powers and being implemented as from 3 July 2021. Grant funding for 50% of cost agreed by ReStore and further funds being sought from locality budget, SWW and Council will make up any shortfall in cost. Publicity done and by and large positive feedback received from other stakeholders in the town. Report will be brought at its consultation advising on use of the station etc. Station extended	Final report on project will be brought to Members in due course.

		to cover Seaton Carnival and Classic Car Show dates.	
Telephone Kiosk at Seaton Hole	PT (Maintenance) /Cllrs/JPM	Paper to be brought to Council in due course	Steer sought from Council - 1.3.2021
Town Art Trail (priority)	AGD/JPM/DL	The new Art Boards at Marshlands have been well received. JPM meeting with AGD w/c 28 September to discuss ways forward and action required. JPM & Cllrs Ledger & Briggs met with AGD and artists on 9/10/2020 to discuss possibilities and budgets required to take forward. AGD is liaising with owners, including EDDC and permission being sought for installations. Mock ups of work prepared. Meeting with EDDC Green Spaces Officer. In principle, agreement for locations given. Liaison with EDDC officers over artworks ongoing. Clerk to meet with AGD shortly.	AGD has taken this forward and first 4 new boards prepared. 3 now installed. Location of board 4 and draft licence awaited. One direct installation completed.
Town Marketing	JH/JPM	Short film commission to be used for the website, the NEC Travel Show and general marketing purposes.	Final edit done . Film circulated.



Town Guide or Town Map or alternative	Marketing Working Group	Considered by Council on 5/10/2020. Was agreed not to produce TG in its current format for 2020/21 and for the Marketing Working Group to consider the Council's print and marketing strategy in its entirety and recommend a way forward.	Ongoing
Sourcing/design of new banners for town	JPM/Cllr Ledger/Cllr Briggs (with assistance from AGD)	Research to be done and brought to Council. Possibility of a fallow year for 2021 whilst lamp posts being painted etc and possible tie-in with Art Trail considered and proposals brought to Council in due course. Council agreed not to replace the banners in 2021 with a view to reinstatement in 2022 with potentially new designs as part of Art Trail.	Ongoing
Sensory Garden	JPM	Proposal by Cllr Briggs considered by Council on 5/10/2020 Agenda. Budget agreed. HJ looking into suitable locations and products & materials. Site identified in CFG. Research into this project ongoing. Town Clerk met EDDC officers at Seafeld on 20 July to discuss a joint project and further site visit in early September. Site agreed next to play park. Clerk approached Sensory Trust and local landscape designers for initial advice. Potential funding available from Re:Store, DCC Connect Fund (Re:Store made application for this purpose, possible application of CIL funds and also Welcome Back Fund.	Ongoing. Further site meeting with EDDC and landscape gardener commissioned via the Welcome Back Fund to prepare a design. Design due imminently.

Floral Display Sponsorship	JH/Promote Seaton	Quotes obtained re signage and sponsorship fees revisited. Council to consider whether to revisit scheme for 2021. All planters now sponsored and invoiced. Signs received and now in situ. £1,100 revenue received from sponsorship. .	Reviewed at F&GP in October and scheme to be extended next year
Seaton in Bloom	HJ	This event is now being advertised and application forms available with judging due in mid July.	Closing date now passed and judging done. Winners notified. Presentation for winners with Councillors arranged for 9 September.
SW in Bloom	HJ	HJ to investigate and report to Members in light of judges' comments on last entry and Cllrs discussions earlier in the year. Ongoing. More posters being put up. Midweek Herald advertisement was expensive and so discounted.	To be revisited during budget planning process, as to investments Council may wish to make in 2021 or 2022
Firework Display 2021	JH/Cllrs Singh & Haggerty with Promote Seaton	Budget request placed as part of budget setting for 2021/22 and Cllrs Singh & Haggerty researching this. JH assisting. Site visits carried out by two companies. Report to be brought to Council. Report to Council 5.7.2021. Agreed in principle. Permissions sought. On further investigation it was not possible to secure the necessary consents to	Ongoing

		conduct the events safely therefore this was deferred to 2022 for further work to be done.	
Cleaning of seawall	JPM	F&GP approved up to £10k expenditure from EMR to clean sea wall - 19.7.2021. EA approached for consent and confirmation received from them as to their requirements in terms of testing/ method statements etc. Quotations sought. Site visit carried out with one contractor on 26 August 2021. Five other approached so far. Four declined to quote and due to unavailability/inability to take on a job of this nature. Two quotations obtained and contractor approved.	EA have given permission for test panel to be carried out on basis of RAMS received from contractor. Test successful and EA approval granted for remainder of wall. Works scheduled for 8 November.
Promoting tourism in Seaton	JH/Cllr. Haggerty (Chair)/Regular attendance by several other Cllrs.	JH will attend Promote Seaton minutes and assist with agendas and minutes and keep JPM updated of the work of Promote Seaton in order that reports may be brought to Council, as the Clerk considers appropriate on items the Council may be able to support. 5 page advertisement published in Coach UK - November edition. Monthly updates to Council.	Ongoing

Markets	HJ	HJ is researching the issue of market for Seaton and a comprehensive report will be brought to Members in due course.	Ongoing
Youth Genesis	JH/Councillors	<p>CLLrs had a meeting with Youth Genesis on 30.11.2020. Proposal received.</p> <p>Service Level Agreement finalised and recruitment underway with a view to the project starting in August. Two meetings held by officers with Youth Genesis with third scheduled. Start delayed to widen recruitment. Meeting scheduled on 29 September for update.</p>	Position offered and accepted subject to DBS checks etc.
Young Car Enthusiasts	CLLrs	<p>Informal Zoom meeting arranged with Councillors, police and local youngsters regarding meeting with cars Underfleet.</p> <p>Further meeting to be arranged.</p>	Ongoing

**Minutes of Finance & General Purposes Committee Meeting  
Monday 20 September 2021**

**Present:**

**Chairman:** Cllr. D Wright

**Councillors:** K Beer, E Bowman & J Russell

**In attendance:** Town Clerk

**Public:** None

**12. Apologies for absence**

Apologies for absence were received from Cllrs. Ledger, Singh and Wood.

**13. Declarations of Interest**

There were no declarations of interest.

**14. Minutes of the previous meeting**

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 19 July 2021.  
(moved Cllr. Beer, seconded Cllr. Russell)

**15. Public Question Time**

No questions from the public.

**16. Payments, receipts & unpaid invoices**

Members received a schedule of payments, receipts and outstanding invoices as at 31 August 2021 and **RESOLVED** to:

- ratify the schedule of payments, as already approved under the Council's Scheme of Delegations
- note the receipts (moved Cllr. Bowman, seconded Cllr. Wright)

**17. Bank Reconciliation**

Members **RESOLVED** to approve the bank reconciliation to 31 August 2021.  
(moved Cllr. Wright, seconded Cllr. Russell)

**18. Petty Cash Reconciliation**

Members **RESOLVED** to approve the petty cash reconciliation to 31 August 2021.  
(moved Cllr. Beer, seconded Cllr. Wright)

**19. Play Park Inspections**



Members asked that the Clerk investigate further and discuss with the Town Maintenance Officer whether imminent work was required to trees at the Underfleet Play Park and to advise EDDC accordingly. Members **RESOLVED** to note the weekly play inspection reports of the Town Maintenance Officer.  
(moved Cllr. Wright, seconded Cllr. Russell)

## **20. Approval of Direct Debits & Standing Orders 2021/22**

Members **RESOLVED** to approve the Council's schedule of direct debits & standing orders for 2021/22. (moved Cllr. Wright, seconded Cllr. Bowman)

## **21. Planter sponsorship**

Members **RESOLVED** to extend the planter sponsorship scheme in 2022 and:

- approved the list of items and proposed sponsorship fees included in Appendix 1 to the report and authorised the Clerk to add any such additions as she considered appropriate and that budget permitted, should interest be forthcoming from businesses in other parts of the town;
- authorise officers to offer the planter and hanging basket sponsorship scheme in 2022 with effect from 1<sup>st</sup> April, the application form to clearly state that the sponsorship period is for a 3-month period between 1<sup>st</sup> June and 31<sup>st</sup> October
- approve the use of South West Signs as supplier for all signage associated with the scheme, as they retained the necessary templates

(moved Cllr. Wright, seconded Cllr. Russell)

## **Confidential Items**

The Chairman moved that in accordance with the Council's Standing Order 3(d) press and public be excluded from the meeting during the discussion of the following items due to their commercially sensitive information.

## **22. Seawall Cleaning**

Members discussed the quotations received and **RESOLVED** to:

- recommend to Council the approval of appointment of supplier 1 on the basis of the quotation supplied, subject to final approval method statement by the EA
- authorise the Clerk to liaise with the EA and chosen supplier to arrange the progression of these works

(moved Cllr. Wright, seconded Cllr. Russell)

Meeting closed at 6.48pm

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

Date: 18 October 2021

---

**Minutes of the Planning Committee  
Meeting on Monday 4 October 2021**

**Present:**

**Chairman:** Cllr M Hartnell

**Councillors:** K Beer, M Macaskill, J Russell & D Wright

**Officers:** Planning Committee Clerk and Deputy Town Clerk

**Public:** Five members of the public were present

**92. Apologies for absence**

No apologies for absence were received.

**93. Declarations of Interest**

Cllr Hartnell declared a personal interest as a Councillor with Devon County Council (DCC) and East Devon District Council (EDDC).

**94. Minutes of the Planning Committee meeting held on Monday 20<sup>th</sup> September 2021**

The Committee **RESOLVED** to agree the minutes of the meeting held on 20<sup>th</sup> September 2021.  
(moved Cllr Wright; seconded Cllr Beer)

**95. District Council Members**

It was formally noted that the participation of those Councillors, who are also members of the East Devon District Council, in both the debate and the subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

**96. Environment Policy**

Members are reminded that in reaching decisions they should take into consideration the Town Council's Environment Policy that the Planning Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications in Seaton.

## 97. Public Question Time

Cllr Jack Rowland spoke on agenda item 7, planning application 21/1782/MFUL. He said he had emailed one of the directors of Lyme Bay Leisure, who were the applicants of this application, to ask a question and thought the reply he had received would be of some help to the Committee in their deliberations. He had asked whether Lyme Bay Leisure intended to sell the individual holiday homes to investors who would then let them out as holiday accommodation or would they retain ownership of the homes and manage the lettings for the entire site. Lyme Bay Leisure replied saying they were going to keep ownership of as many homes as possible, to which they would be available for a full 52 weeks of the year as holidays lets. But they would need to sell some to help with the construction costs. The owners could ask Lyme Bay Leisure to manage the lettings of these homes on their behalf.

Mr James Dukes spoke on agenda item 8, planning application 21/2064/FUL as the applicant. He said throughout the planning process with their architects they had engaged with their neighbours and received positive feedback. He said they were not increasing the footprint of the building but were reducing the overall mass. This would not only soften the appearance of the property but would improve their neighbours views of the hills and sea. Mr Dukes had worked closely with his architects and building contractors and was proposing a subtle and sympathetic design more in keeping with the actual streetscene.

Mr Peter Burrows spoke on agenda item 7, planning application 21/1782/MFUL. He said the previous application for Seaton Heights was approved after many years of discussion. The new plan covers the whole site with little amenity space and facilities compared to previous applications. The buildings proposed were of little architectural merit compared to previous applications. As the site has become more derelict over the years any application would make it look far better than it currently is, but this latest application would not be good for Seaton.

## Applications for consideration:

### 98. 21/1782/MFUL      Lyme Bay Leisure Ltd

### Seaton Heights, Harepath Hill, Seaton EX12 2TF

Erection of No. 9 x 2-bed and No. 14 x 3-bed and 19 x 4 bed two storey detached holiday homes with associated parking and amenity space.

Discussion took place around:

- Visibility when exiting the site. Traffic coming from the right have to come over the crest of a hill so traffic leaving the site do not get enough time to exit the



development safely before a vehicle is upon them.

- Surface water run-off causes problems at the caravan site next to the application site when there has been a heavy fall of rain. Water courses down the hill which directly and adversely affects the site. The amount of ground covered in concrete on the application site will be higher than with previous applications and will therefore exacerbate this problem. No mention is made in the submitted documents of what measures are going to be taken to alleviate this issue.
- Lack of amenities and facilities which local people could use and it will provide no benefits for Seaton.
- The site has been derelict for over ten years and is in a dilapidated state. It would be good to see some development happen on the site.
- This development will be an extension of the holiday home business and will be a self-contained site. It is the wrong plan for the site and an hotel there would be significantly better for Seaton.
- Concerns over the occupancy of the holiday homes. The proposed 50 week occupancy of the units will potentially end up with them becoming second homes. A twenty eight day occupancy clause would be more suitable if it is going to be a self-catering complex.
- A pedestrian crossing going across Seaton Down Hill was proposed with the last application. No mention is made of this with the current application and the crossing should be reinstated. No transport assessment has been submitted with the application.

Cllr Hartnell proposed objecting to the application. Whilst the town council supports the principle of tourist accommodation on this site the council objects to this application on the grounds of the proposed occupancy clause on the homes, lack of visibility exiting the access to the development on Seaton Down Hill, lack of details of how surface run-off water will be dealt with on the development and the lack of provision of an uncontrolled pedestrian crossing as proposed with the last approved planning application for the site.

Cllr Beer proposed an amendment to the motion that the Planning Committee had no objection to the application but listed the concerns the Committee had with it. The motion was moved by Cllr Beer and seconded by Cllr Russell. This amendment failed by two votes for the amendment and three votes against the amendment.

Cllr Hartnell's proposal to object to the application was carried by three votes. There was one vote against the motion and one abstention.

Therefore, it was **RESOLVED** to object to the application on the grounds of:

- The fifty day occupancy period. It felt that a twenty eight day occupancy clause would be more appropriate meaning there would be a good turnaround of occupants using the holiday homes.

- No provision had been made with this application for a pedestrian crossing from the site going across Seaton Down Hill. Provision for a crossing was made in the legal agreement for the last application which was given approval.
- Visibility of traffic coming from the right of the access into the development. This traffic has to come over the crest of a hill and traffic leaving the site do not get enough time to exit safely before a vehicle is upon them.
- Surface run-off water having an adverse effect on the caravan site next door to the development site. No mention is made in the submitted documents of what measures are going to be taken to alleviate this issue.

(moved Cllr Hartnell; seconded Cllr Macaskill)

**99. 21/2482/FUL**

**J Dukes**

**Flint House, Fremington Road,  
Seaton EX12 2HX**

External alteration & remodelling of dwellinghouse with changes to external materials and fenestration. Creation of external terracing. Erection of replacement garage.

The Committee **RESOLVED** to propose no objection to the application.  
(moved Cllr Hartnell; seconded Cllr Wright)

## **100. Planning Comments**

Comments to be circulated in respect of application 21/1782/MFUL.

## **101. Decisions**

To note planning decisions made by East Devon District Council:

- 20/2887/FUL – Land Adjacent Harepath Hill, Seaton** Proposed agricultural storage building and associated works, including new access (resubmission of planning application 19/1141/FUL) – **REFUSED**.
- 21/1260/LBC – Tower House, 8 Ryalls Court, Seaton** Alteration/refurbishment of windows and doors. Replacement of external door to internal courtyard. Replacement & repair of external render and masonry – **APPROVED** – with conditions.
- 20/0830/COU – Unit 5, Grattan House, 41 Fore Street, Seaton** Change of use from storage and distribution (use class B8) to a gym (use class E(d)) – **APPROVED** – with conditions.

The meeting closed at 6.15pm.



Marshlands Centre, Harbour Road,  
Seaton, Devon EX12 2LT  
01297 21388  
admin@seaton.gov.uk  
www.seaton.gov.uk  
Town Mayor: Cllr Dan Ledger  
Town Clerk: Julia Mutlow

---

Signed\_\_\_\_\_

Dated\_\_\_\_\_

---

**Minutes of the Planning Committee  
Meeting on Monday 20 September 2021**

**Present:**

**Chairman:** Cllr M Hartnell

**Councillors:** K Beer, J Russell & D Wright

**Officers:** Planning Committee Clerk

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

In the absence of the Chairman, Cllr M Hartnell, the committee **RESOLVED** that the Vice Chairman, Cllr D Wright took the chair and opened the meeting.

**80. Apologies for absence**

Apologies were received and accepted from Cllr Ledger.  
Cllr Macaskill was absent.

**81. Declarations of Interest**

On his arrival Cllr Hartnell declared a personal interest as a Councillor with Devon County Council (DCC) and East Devon District Council (EDDC).

**82. Minutes of the Planning Committee meeting held on Monday 6<sup>th</sup> September 2021**

The Committee **RESOLVED** to agree the minutes of the meeting held on 6<sup>th</sup> September 2021.  
(moved Cllr Beer; seconded Cllr Russell)

**83. District Council Members**

It was formally noted that the participation of those Councillors, who are also members of the East Devon District Council, in both the debate and the subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

**84. Environment Policy**

Members are reminded that in reaching decisions they should take into consideration the Town Council's Environment Policy that the Planning Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications in Seaton.

## 85. Public Question Time

Mr Charles Goodier spoke on agenda item 9, planning application 21/2394/FUL, stating he objected to the application. Mr Goodier said that the garage referred to in the planning application was opposite his main living room window and overlooks his patio and garden. These are the two most used living areas of his home. The proposal will have an adverse affect on his residential amenity by reason of noise, disturbance, overlooking, loss of privacy, overshadowing and will be overbearing.

Cllr M Hartnell, the Chairman, entered the meeting and took over the chair from the Vice Chairman, Cllr D Wright.

## Applications for consideration:

<b>86. 21/2262/FUL</b>	<b>M Nevell</b>	<b>3 Foxglove Road, Seaton EX12 2UZ</b> Single storey outbuilding for use as a garden office.
------------------------	-----------------	--

The Committee **RESOLVED** to propose no objection to the application.  
(moved Cllr Hartnell; seconded Cllr Wright)

<b>87. 21/2064/FUL</b>	<b>Mr David Bishop</b>	<b>13 Elmfield Road, Seaton EX12 2EG</b> Demolish existing garage, build new garage and rear single storey extension.
------------------------	------------------------	--

The Committee **RESOLVED** to propose no objection to the application.  
(moved Cllr Hartnell; seconded Cllr Russell)

<b>88. 21/2394/FUL</b>	<b>Cindy Beadman</b>	<b>Panorama, Highcliffe Close, Seaton EX12 2QA</b> Conversion of existing garage building to form annexe.
------------------------	----------------------	--

Discussion took place around:

- The Planning Statement submitted with the application states that the conversion of the garage to form an annex is for when family come to stay. However, at what point does the annexe potentially become an additional dwelling which could then be rented out separately on a permanent basis.
- Concerns were raised that the annexe could become a holiday let. This could have a negative impact on neighbouring properties. There is limited parking available in Highcliffe Close and elsewhere in the vicinity. Access and parking would not be an

issue if the annexe was used just by family visiting. However, if the annexe were let out permanently as a holiday let or became a separate dwelling there would be issues concerning access and parking as there is little parking available nearby.

- The window to the east elevation of the proposed annexe will overlook the property opposite, Highclyffe Lodge, and will adversely affect the amenity of the occupiers of this property.

The Committee **RESOLVED** to object to the application on the grounds of:

- Proposed layout of the annexe and positioning of the windows and doors which would adversely affect the amenity of the occupiers of Highclyffe Lodge.
- The possibility of a change of use of the annexe to a holiday let or a separate dwelling. This would cause issues with accessibility and parking in the close. If planning permission were granted the Planning Committee would like to see a condition attached preventing a change of use of the annexe to a holiday let or separate dwelling.
- The Committee asked that if planning permission were granted for this application they would like to see the layout plan changed so that the bathroom and kitchen were sited on the east elevation thus enabling a small obscured glazed window to serve the bathroom and kitchen which would prevent any overlooking issues and loss of privacy into Highclyffe Lodge.

(moved Cllr Hartnell; seconded Cllr Beer)

**89. 21/1693/TRE**

**Jude Scott**

**Tamarisk, 20 Seaton Down Close,  
Seaton EX12 2JB**

Oak trees (T1, T2), reducing tips 2-3m making cuts up to 75mm pulling limbs away from the property and alleviating tip weight giving 5m clearance from the garage.

The Committee **RESOLVED** to propose no objection to the application.

(moved Cllr Hartnell; seconded Cllr Beer)

## **90. Planning Comments**

Comments to be circulated in respect of application 21/2394/FUL.

## **91. Decisions**

To note planning decisions made by East Devon District Council:

- a) **21/1304/FUL – 1 Hillymead, Seaton** Replacement of existing terrace and erection of retaining wall to enlarge lawn – **APPROVED** – with conditions.

---

**b) 21/1473/FUL – 15 York Road, Seaton** Change of use from storage and distribution (Use Class B8) to dwellinghouse (Use Class C3) and associated building operations to create 1 x 1-bed house (retrospective) – **APPROVED** – with conditions.

**c) 20/1920/TCA – 2 Parklands, Seaton** Remove 1 x Sycamore and replace with 1 x English Walnut – **APPROVED** – standard time limit.

The meeting closed at 6.01pm.

Signed\_\_\_\_\_

Dated\_\_\_\_\_



# Seaton Town Council Constitution

## Chapter 3 Financial Regulations

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

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



## **FINANCIAL REGULATIONS (May 2021)**

1. General	2
2. Accounting and audit (internal and external)	4
3. Annual estimates (budget) and forward planning	6
4. Budgetary control and authority to spend	6
5. Banking arrangements and authorisation of payments	7
6. Instructions for the making of payments	9
7. Payment of salaries	11
8. Loans and investments	12
9. Income	13
10. Orders for work, goods and services	14
11. Contracts	14
12. Payments under contracts for building or other construction works	16
13. Stores and equipment	16
14. Assets, properties and estates	17
15. Insurance	18
16. Charities	18
17. Risk management	18
18. Suspension and revision of Financial Regulations	18

These Financial Regulations were adopted by the Council at its meeting held on 4 May 2021.

## **1. General**

1.1. These financial regulations (the Regulations') govern the financial management by the Council and may only be amended or varied by resolution of the Council. These Regulations are one of the Council's two governing policy documents providing procedural guidance for members and officers. These Regulations must be observed in conjunction with the Council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These Regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices<sup>2</sup>.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of the Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office and is appointed by the Council. The Clerk has been appointed as RFO for this Council and these Regulations will apply accordingly.

---

<sup>1</sup> Seaton Town Council Standing Orders

<sup>2</sup> In these Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

#### 1.9. The RFO:

- acts under the direction of the Council;
- administers the Council's financial affairs in accordance with all legislation and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations<sup>3</sup>.

1.11. The accounting records determined by the RFO shall contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;

---

<sup>3</sup> In these Regulations, references to the Accounts and Audit Regulations shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

## **2. Accounting and audit (internal and external)**

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end. The Finance & General Purposes Committee ('F&GPC') shall verify bank reconciliations (for all accounts) produced by the RFO. Two members of F&GPC shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and, having certified the accounts, shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the Council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

### **3. Annual estimates (budget) and forward planning**

3.1. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the F&GPC.

3.2. The F&GPC shall consider annual budget proposals including recommendations for the use of reserves and sources of funding and make recommendations to the Council accordingly.

3.3. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. Budgetary control and authority to spend**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £5,000;
- a duly delegated committee of the Council for items between £2,500 and £5,000; or
- the Clerk, in conjunction with two of the Chairman or Deputy Chairman of the Council or Chairman of the Finance & General Purposes Committee, for any items below £2,500.

Such authority is to be evidenced by a minute or by email authorisation from the relevant councillors.

Contracts may not be disaggregated to avoid controls imposed by these Regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council or duly delegated committee having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year as part of the budget process and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Clerk, in conjunction with two of the Chairman or Deputy Chairman of the Council or Chairman of the F&GPC may authorise revenue expenditure on behalf of the Council which, in the Clerk's judgement, it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the Council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the F&GPC with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by F&GPC or Council as part of the budgetary control process.

## **5. Banking arrangements and authorisation of payments**

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments due and those made in accordance with paragraph 4.1 above together with the relevant invoices and present the schedule to the F&GPC. The F&GPC shall review the schedule for compliance and, having satisfied itself shall authorise payment by resolution or ratify payments already made as permitted by paragraph 4.1 (bullet point 3). The approved schedule shall be initialled by the Chairman of the meeting and one other councillor. A detailed list of all payments shall be disclosed within or as an attachment to the meeting reports at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or F&GPC meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or F&GPC;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or F&GPC; or
- c) fund transfers within the Councils banking arrangements up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or F&GPC

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or F&GPC.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants, the Council shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any revenue or capital grant in excess of £5,000 shall, before payment, be subject to ratification by resolution of the Council.

5.9. Members are subject to the Code of Conduct ('the Code') that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.



5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a member.

## **6. Instructions for the making of payments**

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Regulations 4.1 or 5.2 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. Where possible, payments shall be effected via online banking in accordance with the provisions of this Regulation 6.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or a constituent committee shall be signed by two members of Council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council or F&GPC at the next convenient meeting.

6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.

6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk and/or a member. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any debit card issued for use will be specifically restricted to the Clerk and RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by Council or F&GPC in writing before any order is placed.

6.19. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of no more than £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept substantiating the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these Regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

## **7. Payment of salaries**

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff, the Council must consider a full business case.

## **8. Loans and investments**

8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.6. All investments of money under the control of the Council shall be in the name of the Council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. Income**

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust

to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

## **10. Orders for work, goods and services**

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to the provisions of Regulation 11.1 below. Where it has not been possible to obtain three quotations, any order will be accompanied by an explanation.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. Contracts**

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these Regulations, and no exceptions shall be made, otherwise than in an emergency, provided that this Regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services, for example, those provided by legal or other professionals;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with two of the following councillors – the Chairman or Deputy Chairman of the Council or Chair of F&GPC); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the 2015 Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations<sup>4</sup>.

c) The full requirements of the 2015 Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The 2015 Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>5</sup>.

d) When applications are made to waive the Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Order 14 and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for any supply or works, other than the exceptions set out in Regulation 11.1(a) above, the Clerk or RFO shall, where practicable, obtain three quotations (priced descriptions of the proposed supply); where the value is below £2,500 and above £1,000 the Clerk or

---

<sup>4</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>5</sup> Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

RFO shall strive to obtain 3 quotations. Otherwise, and where it is permitted in approved budgets, the Clerk, in conjunction with two of the Chairman or Deputy Chairman of the Council or Chairman of the F&GPC shall authorise said payment.

i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **12. Payments under contracts for building or other construction works**

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **13. Stores and equipment**

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **14. Assets, properties and estates**



14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. Insurance**

15.1. Following the annual risk assessment (Regulation 17), the RFO shall arrange all insurances and negotiate all claims on the Council's insurers.

15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.

15.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

## **16. Charities**

16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by charity law or any governing document.

## **17. Risk management**

17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **18. Suspension and revision of Financial Regulations**

18.1. It shall be the duty of the Council to review these Regulations from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Regulations.

18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.



**DRAFT**

# Seaton Town Council Strategic Plan 2021 - 2026

Adopted:

## Seaton Town Council Vision

Seaton Town Council values its community, heritage, environment, beach and open spaces. Through a proactive rather than reactive approach, it will work towards improving the social and economic wellbeing of the town's community as it emerges from the Covid-19 pandemic, as well as strive to work in partnership with other stakeholders to develop and enhance the town's assets for the benefit of the community and visitors.

### 1. Why have a Strategic Plan?

The strategic plan ('the Plan') has been developed by Seaton Town Council ('the Council') and details its aims and objectives for the next 5 years. It is a living document that will be reviewed and updated regularly by the Council, taking into account prevailing financial and other circumstances at the time.

Over recent years, the Council has established its priorities for the coming year but has lacked longer-term plans that make realistic provision for preserving and maintaining existing assets, whilst gradually building resilience to deliver other projects. This has, on occasions, led to projects being embarked upon that were neither financially deliverable or realistic. It is the view of the existing members of the Council that such a plan is essential for the town to evolve and best serve local residents, business owners and visitors.

### 2. How was the Plan developed?

In order to inform the Plan, the Council carried out a community consultation in August 2021. The consultation was intended to enable the Council to produce a Plan reflecting issues that are important to residents, businesses and visitors to Seaton, whilst balancing those aspirations against available resources. Like any organization, the Council needs to forward plan its activities and associated budgets to achieve best value for all. It is hoped that this Plan for the next five years will help determine how the Council's limited resources are allocated and enable a cohesive partnership approach to delivery of services.

It is anticipated that further consultations may follow, directed at certain sectors of the community and to gain further insight into the community's views on proposed projects and activities.

### **3. Who is the Council?**

#### **Councillors**

The Council is made up of 12 elected and co-opted Councillors who offer their time voluntarily and work collectively on behalf of the community with the aim of improving the service provided, thereby making a difference to residents' daily lives. The current Councillors will serve until the next local council elections in May 2023. This Plan is intended to provide realistic short and longer term aims that may be delivered by the Council and built-on by future administrations.

The Council meets monthly on the first Monday in the Council Chamber at the Marshlands Centre on Harbour Road. These meetings are open to members of the public and provide an opportunity for members of the public to address the Council at the start of the meetings. All decisions taken by the Council are voted on within such meetings, and it is only those decisions made by the whole Council which are legally binding.

#### **Staff**

The Council is supported in its work by a small team of employed staff known as 'officers'. Currently the Council has the following staff:

- **Town Clerk & Responsible Financial Officer (37 hours)** – the Town Clerk manages the team and all the Council's assets and is the legally appointed 'proper officer' for the Council, who must carry out the functions required by law and issue all statutory notifications, as well as being responsible for the proper administration of the Council's finances. She also leads on various projects such as the water refill stations, outdoor gym, sensory garden, art trail and community consultation.
- **Deputy Town Clerk (28 hours)** – the Deputy Clerk supports the Town Clerk and takes primary responsibility for the management of the Marshlands Centre, supporting Promote Seaton and other special projects such as the Summer First Aid Station and Youth Genesis Project.

- **Planning Clerk (4 hours)** – the planning clerk supports the Council in its capacity as a statutory consultee on planning applications.
- **Administration & Community Events Officer (24 hours)** – the Administration & Community Events Officer runs the Council's reception and the tourist information service (which has recently been transferred from Devon Wildlife Trust). She also manages the Council's allotments and leads on special events such as Seaton in Bloom.
- **Town Maintenance Officer (37 hours)** – the Town Maintenance Officer is responsible for regular inspections of the town's play parks to ensure their safety, the general maintenance of the Council's assets and buildings and the installation of the Christmas lights. Recent projects have included the rebuilding of the seafront planter and installation of numerous benches across the town.

#### 4. What does the Council currently do?

In East Devon there are three tiers of local government, each with different responsibilities:

- **Seaton Town Council (STC)** is the first tier and has an important role to play in maintaining local assets and supporting the work of all the different groups within our community.
- **East Devon District Council (EDDC)** is the second tier and has the responsibility for services such as planning, housing, rubbish collection and street cleaning.
- **Devon County Council (DDC)** is the third tier and has the responsibility for services such as highways, education, and social services.

STC only has jurisdiction over the various buildings and land that it owns and maintains. These include:

- Cliff Field Gardens
- Seaton Down Hill
- Underfleet Play Park
- Elizabeth Road, including the play park, Martial Arts Centre & Scout Hut

- Allotments
- Seaton Town Hall
- Marshlands Centre (including the Tourist Information Centre)

It also provides, maintains and replaces as required numerous planters, benches, notice boards and other infrastructure across the town and arranges, organizes and funds the planting and watering of all the town's planters. Increasingly it works in partnership with EDDC to benefit the town – recent examples, include the outdoor gym and two water refill stations which were funded by STC and installed and maintained by EDDC. Furthermore, STC has assumed responsibility for the installation and funding of the annual Christmas lights and supports or funds other ad hoc events, community ventures and projects. It also provides substantial assistance to the Gateway Theatre Company by letting the building on a peppercorn rent and also making a significant contribution towards the upkeep of the building.

**The Council also uses its best endeavours to influence and encourage EDDC and DCC to take forward larger projects which affect the town, such as the seafront enhancement scheme and the Stop Line Way.**

## **5. Financial Information**

The Council has few income generating assets and therefore its primary source of funding is the 'precept' which is the local tax levied by the Council and collected on its behalf by East Devon District Council as part of residents' council tax bills. At present £110.47 per year (based on a Band D property) of each resident's council tax contributes to this precept. This equates to £2.12 per week.

### **Income**

The precept for 2021-22 is set at £356,939. The Council currently has a small income over and above the precept from renting land and buildings to local groups and occasion grants for specific projects.

### **Expenditure**

The Council's primary items of expenditure are:

- running the tourist information service
- maintenance of the open spaces, buildings and other assets detailed above
- provision and maintenance of the town's floral displays
- grant funding for community groups
- provision of Christmas lights
- staffing and core administration costs
- subsidizing the town's primary events venue (Gateway)
- ad hoc special projects (first aid station, youth projects, water refill stations, art trail, marketing the town, cleaning the sea wall, funding outdoor gym, sensory garden)

## 6. Key Actions

These are the things which the current Council would like to achieve, which have been split into two sections:

- Short term – by the end of the current municipal year (May 2022)
- Longer term – 2022 – 2026

The general aims have been divided into four broad areas of work:

- **Economy & tourism** – to work actively with local stakeholders, insofar as the Council's powers and finances permit, to support the local economy and promote tourism. The Council will model and share good practice through its own role as an employer, landlord and provider of community assets.
- **Community** – to maximise benefit to the community by working closely with other stakeholders in the town
- **Environment** – to protect the town's natural heritage and improve and enhance its built environment for future generations
- **Other** – to ensure the ongoing good governance and efficiency of the Council, thereby providing best value and resilience for the town



It should be noted that **these projects are over and above the general operational work of the Council which takes up much of existing officers' time**. The Plan will be reviewed regularly, particularly during the budget setting process, to ensure budgetary requirements are in place as necessary to achieve the following year's aims.

In order to progress as a Council and implement projects over and above those detailed herein, further staff will be required. In particular, the Council is mindful of the need to 'future-proof' the work it does on the town's amenities by increasing capacity over and above existing amenities staff as well as considering the appointment of staff to improve on community engagement, events and activities.

### Short Term Aims (2021-2022)

At present the following projects are ongoing - having already been the subject of earlier Council decisions and budgetary allocation:

Project	Timescale
<b>Tourist Information Centre</b> – relocation of TIC to Marshlands seafront offices	Completion by March 2022
<b>Art Trail Phase 2</b> – to complete this	May 2022
<b>Museum</b> – in partnership with the Axe Valley Heritage Association, to begin the progress of investigating further the possibility of relocation the town museum.	Ongoing
<b>Tourism</b> - to attend the Travel & Tourism Show 2021 to promote the town	Completed in September 2021
<b>Marketing</b> – to produce a marketing film and distribute as widely as possible	Autumn 2021
<b>Youth Genesis Project</b> - to encourage engagement with the towns young people to establish their needs	Recruitment process ongoing
<b>Jurassic Fibre</b> – to finalise the lease and secure the fee of £12,000	March 2022
<b>Sensory Garden</b> – working with EDDC, Re:store and other community stakeholders to develop sensory garden in Seafeld Gardens for all ages to enjoy.	Completion by Summer 2022

<b>Community Grants</b> – to encourage engagement with the scheme to ensure maximum benefit to local eligible groups	Ongoing
<b>Christmas Lights</b> – to work with community groups to re-establish this event after the hiatus in 2020, due to Covid-19	December 2021
<b>Volunteer programme</b> – to develop a volunteer policy/register to increase volunteer involvement in improving the town and increase community cohesion	Summer 2022
<b>Marshlands</b> – continuing the programme of works at Marshlands to ensure compliance with all safety and regulatory requirements and the safety of all visitors. To investigate how the Harbour Road-side might be best utilised to serve the community and generate income.	Ongoing
<b>Town Hall</b> – lease negotiations are ongoing to ensure the lease is fit for purpose for both landlord and tenant	March 2022
<b>Allotments</b> – to establish and implement the works required to repair recent storm damage to the allotments and improve generally the infrastructure (ie car park and paths)	Ongoing
<b>Sea wall</b> – to engage contractors to clean the sea wall	Autumn 2021
<b>Rewilding/trees</b> – to identify further open spaces for rewilding, planting of tree.	Ongoing
<b>Welcome Back Fund</b> – working with EDDC to secure maximum available funding to replace assets such as benches and bunting and to develop the sensory garden	March 2022
<b>Local Council Awards</b> – to achieve Foundation Award to demonstrate that the Council operates efficient systems of management, governance and transparency.	March 2022
<b>Investment strategy</b> – to develop a strategy for future reserves and investments to ensure the future of the town's assets	Ongoing

### Longer Term Aims (2022- 2026)

The following are both ongoing projects and proposals arising from the community consultation and further decisions will be made as part of the budget setting process in Autumn 2021 as to which to progress during the following financial year and beyond:

Project	Timescale
<b>Art Trail – Phase 3</b> – with a view to producing a trail to encourage footfall around the town.	Ongoing
<b>Town Map</b> – to develop a simple town plan for visitors to encourage them to explore all of the town, possibly tying in the Art Trail	Summer 2022
<b>First Aid Station/Blue Flag status</b> – to investigate extending the first aid station for longer hours in 2022, possible further funding for the project and working with EDDC to gain Blue Flag status	Ongoing for Summer 2022
<b>Museum project</b> – ongoing work to obtain funding and progress this project.	Ongoing
<b>Disability access to beach</b> – to work with EDDC and help fund a pilot beach accessibility project to improve beach access for wheelchairs, with a view to a larger scheme being implemented depending on the results of the pilot	Summer 2022
<b>Funding for a beach school programme</b> – look at possibility of funding a summer programme of events for locals and visitors	Summer 2022
<b>Income generation</b> – to increase available income, other than the precept to develop the town by: <ul style="list-style-type: none"> <li>- development of a policy for letting of the Council's assets</li> <li>- research into available grant funding for different projects</li> <li>- possible asset transfers or acquisitions such as beach huts</li> </ul>	Ongoing
<b>Maintaining community grants programme</b>	Ongoing
<b>Events</b> – to hold more events: <ul style="list-style-type: none"> <li>- 2 outdoor cinema events per year</li> </ul>	Ongoing

<ul style="list-style-type: none"> <li>- Platinum Jubilee Celebration</li> <li>- fireworks event, if feasible</li> </ul>	
<b>Youth provision</b> – continue to work in partnership with Youth Genesis to engage with young people, understand their needs and develop youth provision in the town	Ongoing
<b>Ongoing maintenance and improvement of play equipment</b> - to ensure the longevity of the town's play areas and to develop an maintenance fund	Ongoing
<b>Marshlands</b> – continuing the programme of works at Marshlands to ensure compliance with all safety and regulatory requirements and the safety of all visitors. To investigate how the Harbour Road-side might be best utilised to serve the community and generate income.	Ongoing
<b>Seaton Hole Telephone Box</b> – to refurbish the telephone box as a community project	Ongoing
<b>Comprehensive review of litter and bins in the town and investigate the cost of provision and emptying of more recycling bins and more bins generally</b>	2022/23
<b>Floral displays</b> – to increase floral displays by increasing business sponsorship.	Summer 2022
<b>SW in Bloom 2023</b> – to take necessary action to enter in 2023	2023
<b>Climate Change</b> – to carry out a review of what action the Council could realistically take to counter the effects of climate change and how it could assist in achieving 'Plastic Free Seaton'	2022/23
<b>Litter picking/beach cleaning stations</b> – provision of stations to improve the environment	2022
<b>Relocation of bus stop (The Vault)</b> – to look at possibility of relocating bus stop to improve access	2022/23
<b>General power of competence</b> – to provide greater flexibility in the work the Council does	May 2023 (next elections)

<b>Training &amp; Development</b> – toe ensure the continuing professional development of staff as required, to ensure they bring best value in their roles	Ongoing
<b>Staffing</b> – to keep staffing structures under review and build on resilience of existing team	Ongoing

## 7. Conclusions

This Plan is intended to provide realistic short and longer term aims that can be delivered by the Council and built-on by future administrations. It is a living document that will be reviewed regularly to ensure fitness for purpose.

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>1 November 2021</b>
<b>Item of business</b>	<b>21 COU 12</b>
<b>Details</b>	<b>Report on Strategic Plan 2021-2026</b>
<b>Purpose of Report</b>	<b>To provide the background and reasons for proposal to adopt a strategic plan for Seaton Town Council</b>
<b>Power/authority</b>	<b>Local Government Act 1972, s111 – power to do anything to facilitate the discharge of powers and duties.</b>
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members: <ul style="list-style-type: none"> <li>• adopt the draft Strategic Plan 2021-2026, subject to any amendments considered appropriate</li> </ul>

## 1. Introduction

The strategic plan (‘the Plan’) has been developed by Seaton Town Council (‘the Council’) and details its aims and objectives for the next 5 years. It is a living document that will be reviewed and updated regularly by the Council, taking into account prevailing financial and other circumstances at the time.

Over recent years, the Council has established its priorities for the coming year but has lacked longer-term plans that make realistic provision for preserving and maintaining existing assets, whilst gradually building resilience to deliver other projects. This has, on occasions, led to projects being embarked upon that were neither financially deliverable or realistic. It is the view of the existing members of the Council that such a plan is essential for the town to evolve and best serve local residents, business owners and visitors.

## 2. How was the Plan developed?

In order to inform the Plan, the Council carried out an community consultation in August 2021. The consultation was intended to enable the Council to produce a Plan reflecting issues that are important to residents, businesses and visitors to Seaton, whilst balancing those aspirations against available resources. Like any organization, the

Council needs to forward plan its activities and associated budgets to achieve best value for all. It is hoped that this Plan for the next five years will help determine how the Council's limited resources are allocated and enable a cohesive partnership approach to delivery of services.

It is anticipated that further consultations may follow, directed at certain sectors of the community and to gain further insight into the community's views on proposed projects and activities.

### **3. Other factors**

It is acknowledged by the Council that there are significant projects such as substantial developments to the seafront which are important to the town, but which cannot, realistically, be delivered by this Council within the financial and other resources available. However, the Council will continue with smaller enhancements that are within its powers and resources and is also committed to using its best endeavours to encourage and influence the principal authorities (DCC and EDDC), in so far as their resources permit, to deliver such schemes.

### **4. RECOMMENDATIONS**

It is **RECOMMENDED** that Members:

- adopt the draft Strategic Plan 2021-2026, subject to such amendments as Members consider appropriate

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>1 November 2021</b>
<b>Item of business</b>	<b>21 COU 13</b>
<b>Details</b>	<b>Cyclefest 2022</b>
<b>Purpose of Report</b>	<b>To decide whether the Council should allocate budgetary provision for Cyclefest 2022.</b>
<b>Power/authority</b>	<b>Local Government (Miscellaneous Provisions) Act 1976, s19</b> – power to contribute to a range of recreational facilities
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members: <ul style="list-style-type: none"> <li>consider whether to provide sponsorship for the event for 2022 and, if so, on what terms.</li> </ul>

## 1. Introduction

Cyclefest was established by the Council in 2016 and ran for four years until 2019. In conjunction with a local cycling club, the event was run by an external marketing contractor for three of those years and by an employed events officer for one year. From 2016 to 2018 the race was held on Sundays, as part of a two-day event and in 2019 Cyclefest was a one-day event. A considerable amount of officer time was also involved in the event, by the Council’s Town Maintenance and Administrative Officers.

## 2. Cyclefest Questionnaire

As questions were raised as to the benefit the event brought to the town, in early 2020, the Council conducted a paper survey to establish the views of local residents and businesses as to the benefits. There was limited engagement with the survey which resulted in 70 responses (57 positive and 13 negative). It was confirmed by the event organiser in meetings in late 2019 that over the two days of the event, in the region of 1,000 people might be expected to attend, if the weather was favourable.

## 3. Cyclefest Finance

The Council’s accounts for the last two years that the event were held show the net cost of the event to have risen by 32% between 2018 and 2019. The figures are detailed in the table below:



Financial Year	Income	Expenditure	Net Expenditure
2018 /19	4,058	14,116	10,058
2019/20	5,214	18,400	13,186

In Autumn 2019, quotations were sought from external contractors to run the event for 2020-22. One quotation was received for £5,492. The quotation was subject to various exclusions and, in addition, a marketing budget would be required along with all of the costs for road closures, equipment hire and all other disbursements associated with running the event. Furthermore, the Council's officers would be required to assist both on the day of the event and in the lead up to it. Finally, entry fees for the race and fees from the event market would go to the event organiser, possibly with a donation back to the Council.

In October 2019, the Council decided to appoint the contractor on the basis of the quotation provided. However, it was not possible to obtain sufficient clarity in order to draft an appropriate contract for the running of the event and, a further decision was therefore made, instead, to sponsor the event to the sum of £7,500 for each of the two years 2020 and 2021. Due to the pandemic, neither of those events were able to take place.

#### **4. Budget 2022/23**

Whilst the budget for 2022/23 has yet to be finally agreed by Council, which is likely to be in December 2021, the current proposed allocation for events (to include a celebration for HM Queen's Platinum Jubilee, possible fireworks display, Seaton in Bloom and any other events is £11,000). This is clearly subject to change and could be increased or decreased depending on Members' views when the final budget is agreed.

#### **5. Summary**

A request has been received from the cycling club and marketing contractor who were due to organise the event in 2020 and 2021 to ask whether the Council would be prepared to sponsor the event on similar terms for 2022. In reaching a decision Members should be mindful of their responsibility to the public purse and whether such sponsorship provides best value.

#### **RECOMMENDATION**

It is **RECOMMENDED** that Members:

- consider whether to provide sponsorship for the event for 2022 and, if so, on what terms.