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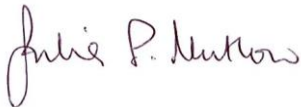
**To: All Members of Seaton Town Council
Meeting of Seaton Town Council
on Monday 6 December 2021 at 6pm**

30 November 2021

You are hereby summoned to attend the above meeting to be held on **Monday, 6th December 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, 4th October 2021.
- 21/COU/04 Chairman's Report**
To note the 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 ongoing work. 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 – 18 October, 1 and 15 November 2021
- Finance & General Purposes Committee – 18 October 2021

21/COU/11 Seaton disability champion – Cllrs Hartnell & Ledger

To consider the appointment of Nicky Dack, as a disability champion, to advise the Council on how – where possible - accessibility and other services may be improved

21/COU/12 West Walk Public Conveniences – New Door

To consider whether to fund the purchase and installation of a new door for West Walk to improve disabled access, to a maximum of £3,000, from the earmarked reserve for seafront enhancements, should said works not be funded by EDDC

21/COU/14 Budget & Precept 2022/23 – Cllr Wright & Town Clerk

To consider and approve the Council's budget, as recommended by the Finance & General Purposes Committee and any adjustments agreed by Council and to set the precept for 2022/23

21/COU/15 Investment Policy

To consider and adopt a draft Investment Policy

21/COU/16 Gazebos

To note and ratify the decision to offer the remaining gazebos stored/owned by the Council to the community

21/COU/17 Resurfacing of Queen Street, Seaton – Cllr Hartnell

To agree a formal response to Devon County Council in its capacity as highways authority, as to the Council's view on their preferred resurfacing materials for Queen Street.

21/COU/18 Innovation and Resilience Fund – Cllr Ledger

To consider whether to proceed with the expression of interest in a bid to the Innovation and Resilience Fund, potentially in collaboration with Ottery St Mary, Budleigh Salterton and Honiton Town Councils and led by Sidmouth Town Council and, if so, to agree who will lead on this bid for Seaton Town Council and report back to Council

21/COU/19 Review of Working Groups

To review existing working groups and agree which working groups are needed going forward, along with membership and terms of reference.

21/COU/20 Committee Membership

To approve the following appointments to Committees:

1. Planning Committee – 1 vacancy
2. Personnel Committee – 1 vacancy

21/COU/21 Platinum Jubilee 2022

To consider and agree proposal for a community celebration to commemorate HM The Queen's Platinum Jubilee in 2022

21/COU/22 Request from Seaton Primary School

To consider a request from Seaton Primary School regarding the temporary closure of Elizabeth Road Play Park to carry out works to replace a boundary

21/COU/23 Civic Awards Event – Cllr Ledger

To consider a report on the holding of a civic awards event in 2022 and decide whether to approve the holding of such an event

21/COU/24 Community Grants

To consider any applications received for community grants

Confidential Items

The Chairman will move that in accordance with the Council's Standing Order 1(d) press and public will be excluded from the meeting during the discussions of items 25 & 26 on this agenda as there are matters being discussed which may include commercially sensitive information or information relating to an individual.

21 COU 25 Beach School Tender

21 COU 26 Staffing

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Monday, 1 November 2021**

Present:

Chair: Cllr D Ledger

Town

Councillors: K. Beer, P. Burrows, M. Hartnell, J. Russell, C. Wood and D. Wright

Officers: Town Clerk and Deputy Town Clerk

Public: EDDC Ward Cllr Jack Rowland.

113. Apologies for absence

Apologies for absence were received from Cllrs. Haggerty, Macaskill Singh and Steven.

114. Declarations of Interest

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

115. Minutes

Members **RESOLVED** to agree the minutes of the Council meeting held on Monday, 4 October 2021 (moved Cllr Beer, seconded Cllr Burrows)

116. Chairman's Report

The Chairman stated there was little to report this month, but he had attended a meeting of the Seaside Towns Group and had also been invited to attend the James Bond gala night at the Gateway in November.

117. Public Question Time

No questions were raised.

118. Police Report

No report had been provided by the police, but several councillors had been approached by members of the public concerned about homeless individuals who had been camping around the town on land owned by EDDC. The town clerk confirmed that East Devon had confirmed earlier that day that an eviction order

had been served on said individuals. Cllr Hartnell confirmed that assistance had been offered by relevant officers at EDDC but this had been declined.

119. County Councillor's Report

Members noted Cllr Hartnell's verbal report, and the issue of electric charging points was raised. He confirmed that 4 on-street charging points had been agreed in both Exmouth and Cranbrook and Members discussed whether an expression of interest should be put forward for the installation of points in Seaton. Members agreed that this was an initiative that would benefit the town. Cllr Hartnell would provide the town clerk with the details of the relevant officer leading this initiative. It was **RESOLVED** that the Council should put forward a formal expression of interest. (moved Cllr Wood, seconded Cllr Bowman)

120. District Councillors' Reports

Members noted the written report of Cllr Rowland who answered questions arising. The following issues were discussed:

- 60 charging points were being installed across East Devon for the use of electric vehicles
- Seafront development – a response was awaited, by EDDC, from the directors of Fosseway Transition Ltd and an update would be provided to the Council in due course.
- Seaton Hospital – Cllr Rowland confirmed that Seaton Area Health Matters were still focused on the hospital being used. There were parties who had expressed an interest in taking space but no further details could be provided at present.

121. Town Clerk's Report

Members noted the update on the Council's work and priorities for the 2021/22 municipal year and asked that the draft Volunteer Policy be brought to Council for approval as a priority. The town clerk confirmed that, whilst she would endeavour to bring this to Members for consideration as soon as possible, there was a considerable amount of work involved in order for a volunteer scheme to be set up safely and effectively.

122. Committee meeting minutes

Members received and note the minutes of the following committee meetings:

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

(moved Cllr Wright, seconded Cllr Beer)

123. Review of Financial Regulations

Members **RESOLVED** to approve the updated Financial Regulations.

(moved Cllr Beer, seconded Cllr Wood)

124. Strategic Plan 2021-2026

Members **RESOLVED** to adopt the Strategic Plan for 2021 – 2026 including the following amendment:

- a commitment to continue to lobby EDDC on the redevelopment of the Moridunum and wider redevelopment of the seafront and to make such smaller improvements to the seafront as are possible within available budgets

(moved Cllr Wood, seconded Cllr Bowman)

125. Cyclefest Budget 2022

Members considered the request for sponsorship and **RESOLVED** to invite the organizers of Cyclefest to bring forward an application with all pertinent information under the community grants scheme, should they wish to do so.

(moved Cllr Hartnell, seconded Cllr Wood)

126. Community Grants

Members **RESOLVED** to approve an application for a community grant for £1,000 from TRIPP.

(moved Cllr Wood, seconded Cllr Wright)

127. Appointment to Committees

It was **RESOLVED** that Cllr Haggerty should be appointed to the vacancy on the Finance & General Purposes Committee.

(moved Cllr Wood, seconded Cllr Burrows)

128. Promote Seaton

Members **RESOLVED** that the Council's 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

(moved Cllr Bowman, seconded Cllr Hartnell)

129. Internal Audit Report

Members received the mid-year report of the internal auditor and noted that a draft investment policy would be brought to Council for consideration at its next meeting.

(moved Cllr. Ledger; seconded Cllr Beer)

Meeting closed at 7.05pm.

Signed_____

Dated_____

Covid

Confirmed cases continue to rise in Devon with the main increases in North Devon and Torridge. The highest figures remain with the 10-16 age group with young people, largely asymptomatic, passing on to parents/carers with the 40-50 age group the second highest. The higher case rates can in part be explained by the fact that Devon has previously had fewer positive cases compared to other areas, and therefore has less infection-induced immunity. Another more obvious reason is that testing in Devon is very good – roughly around 31 per cent higher in Devon compared to the England average – and the more you test, the more you identify positive cases.

Hospital admissions are also rising although at a much lower rate of rise – even so, presently there are 168 patients in our four hospitals with Covid, up from 111 early November. Deaths remain relatively low and flatlining over the past few weeks now.

Vaccinations – 94% of Devon’s population have had at least one dose.

Booster or 3rd dose –

- age 80+ - 81% jabbed
- 75-79 – 88%
- 70-74 – 71%
- 65-69 – 50%
- 60-64 – 31%
- 55-59 – 25%
- 50-55 – 21%

The good news is that demand and uptake of the booster vaccination in Devon is very high.

Household Support Fund

Allocated from the Department for Work and Pensions to each upper tier local authority in England. The notional fund for the DCC administrative area equates to £5,064,876.

The fund is for households facing financial hardship this winter, helping them to cover the cost of food, energy and water bills and/or any related essential costs. At least 50% of the fund must be used to support households with children.

The fund is being allocated across the county through various gateways such as (not exclusively) CAB – Energy Relief Scheme; Devon Food Network; Early Help Locality Teams; Action for Children Centres; Healthy Start Food Boxes and Homeless Support Groups, with £880,000 going to District Councils to provide help and support to those who are struggling financially.

Climate Change

Devon Climate Emergency - A consortium of the local authorities involved in the Devon Climate Emergency partnership were successful in their funding bid to the South West Energy Hub to deliver nine events across Devon during the COP26 fortnight (which was the first two weeks of November 2021). A total of £18,360 was awarded and was matched by £28,000 of funding from the local authorities. Most of the events were community led in partnership with local authorities. Feedback was that these were very well received.

DCC Carbon Offsetting – In order to achieve its net zero carbon target by 2030, DCC has committed to carbon offsetting for its residual emissions. The approach agreed through the DCC Carbon Reduction Plan was a ramped approach to this carbon offsetting, to cover 5% of residual emissions in Year 1 (19/20) of the Plan, rising up to 100% by 2030. Initially this was planned to be achieved through the purchase of Woodland Carbon Credits; but by Year 3 (21/22) it was proposed to use land purchase and woodland creation as the offsetting mechanism (i.e. multiple environmental / economic benefits, with DCC investing in an asset). In practice, both the purchase of Woodland Carbon Credits and the acquisition of land for woodland establishment have proved to be far more problematic (and expensive) than originally anticipated. Despite this, we achieved our first success in land acquisition recently through the purchase of 28 acres between Okehampton and Exbourne.

Retrofitting our estate

Recently approved at cabinet a £3.3 million scheme that will cut carbon emissions and reduce energy use on our buildings in Exeter, Barnstaple, Tavistock and Honiton.

Insulation will be improved and solar panels and air source heat pumps will be installed along with mechanical ventilation that recovers heat and LED lighting.

Locations;

- Great Moor House in Exeter,
- Taw View in Barnstaple,
- Abbey Rise in Tavistock
- St Michael's in Honiton.
- Lucombe House at County Hall
- further five buildings are being retro-fitted using a separate, £2 million grant and solar panels were being installed on a number of the county's salt depots.

Work will start this month and be completed in 2022

Improvements to the Pothole Repair Process

The Network Response Team have just gone live on a new process for Highway Safety Inspections. This change is the culmination of approximately 18 months work and will provide a platform for improvements in both efficiency and quality of repairs. By investing

more time in the data collected by the inspectors, the repair gangs will be better informed on the scope and scale of work they will be required to carry out. All repair gangs will be re-briefed on the expected quality standards and an improved auditing process will be implemented to address concerns with workmanship.

The team are moving on to look at improving the automated responses that are sent to the public once they have logged an enquiry through the 'report-a-problem' website. The aim of this work will be to help manage the expectations of the public.

Local Highways Issues

Unfortunately, I've not been out and about with the Neighbourhood Highway Officer during November as there have been several covid scares that have meant it wasn't advisable. I've been aware of many reported concerns regarding the flooding on 20th/21st October and these are being dealt with. In particular, lower Queen Street in Seaton is scheduled for drainage works on 2nd/3rd December followed by a temporary surface to make it safe until a proper scheme can be programmed in to tarmac the whole length, replacing the cobbles which have been an ongoing issue.

I hope to get out with our NHO in January.

Contact

You can contact me by email marcus.hartnell@devon.gov.uk

or by Mobile 07515 285 725

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 December 2021
Item of business	21 COU 09
Details	Town Clerk’s Summary
Purpose of Report	To provide an update of the highlights of ongoing work of Seaton Town Council
Recommendations	It is RECOMMENDED 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, is 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

- **ILCA** – the Deputy Clerk has completed and passed the Introduction to Local Council Administration
- **Allotments** – agreement has been reached with Baker Estates to reinstate the drains and primary track across the allotment site and this work has been undertaken.
- **Sea wall** – the cleaning of the seawall has now been completed with positive feedback received
- **Finance** – draft 2022/23 budget and new investment policy has been prepared for approval by Council at this meeting
- **Staffing** – a new structure and additional job descriptions have been prepared for approval at this meeting
- **Youth Genesis** – an appointment has been made and street sessions have commenced
- **Art Trail** – a licence has been entered into with Western Power for the installation of the fourth art board on Thury Harcourt.

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- **Christmas Lights** – officers worked with the Carnival Committee to take forward this event which was well attended, and positive feedback received from visitors
 - **Windsor Gardens** – permanent lights have been erected on the trees in Windsor Gardens
 - **Tourist Information Centre** – the contractor has now started works on the new TIC at Marshlands.
 - **Sensory garden** - design for sensory garden received and discussions ongoing with EDDC re planting and equipment.
 - **2 Minute Clean Stations** – costed and locations identified and consents obtained. Stations will be ordered imminently.

RECOMMENDATIONS

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

Seaton Town Council Work/Project Log

Details	Officer/Cllr/Volunteer	Status	Action
Council Administration & Finance			
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. In the meantime, information from Members has been requested.	Awaiting information from Members.
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 recommendation to December Council for approval
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
Staffing	JPM	Staffing structure/requirements being reviewed considering the results of the community consultation and business needs.	Ongoing and a report will be brought to Members in December re new roles.
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 circular bench for town square and picnic benches for CFG and Marshlands, new bench for sensory garden.
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.
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. Reponse 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. Result due 21 January 2021

Staff & Member Training/Seminars			
Legionella Training	JPM/JH/PT	Online training booked.	Ongoing
Facilities Management & Maintenance			

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.</p>	Contractors have started work on the relocation of the Council's reception and TIC.
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<p>Tourist Information Centre (priority)</p>	<p>JPM/TIC Working Group</p>	<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 & 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 Members on level and nature of enquiries. TIC currently busy with enquiries, particularly in person and by telephone. New signage procured and temporary alterations made to signs.</p>	<p>Contractors have started work on the seafront offices</p>
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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.	Application is being made for empty property relief on the first floor TC's office this week and will then review all business rates again for 1 st April 2022, when STC moves across to the new offices. The Council will have to continue paying for the Harbour Road side.
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.	Kept under regular review as the situation continues to evolve.

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 now received for review by Town Clerk
Town hall - Museum	JPM	Meeting with trustees	Ongoing

Play parks, open spaces & other land

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 allotments now occupied. Shed erected. Damage to drainage gullies and ditches caused due to excessive	Baker Estates have completed the work to reinstate the vehicular track swept away in the rains.
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		rainfall. Site visit arranged with engineers to assess damage. Insurers notified and discussions ongoing with Baker Estates	
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 Mens' Shed approached regarding repair/replacement. Approaches received from individuals and organisations for the use of CFG. Labryrith boards being repaired and reinstalled by Beer Men's Shed. Results of trial of use of CFG as an events venue report to Council on 4 October 2021.</p>	<p>Overall asset strategy/policy on rental of all Council land and buildings being developed to be brought to Council in February for consideration. Power supply is due to be inspected on 4th December and recommendations on how it can be upgraded will be sought thereafter.</p>

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 aboricultural 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.
General amenities			
Repairs, replacement and painting of planters and benches in the town	PT	Ongoing as required.	Ongoing

Projects & Events - ongoing & future possibilities

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.	Awaiting new date from EDDC.
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.

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 to cover Seaton Carnival and Classic Car Show dates.	Final report on project will be brought to Members in due course with a view to extending the scheme in 2022.
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 licence awaited. One direct installation completed.

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	Ongoing. Further site meeting with EDDC and landscape gardener commissioned via the Welcome Back Fund to prepare a design. Design received and discussions ongoing with EDDC re equipment.

		application of CIL funds and also Welcome Back Fund.	
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
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 2022 (possibly to be combined with Platinum Jubilee Event?)	JH/JM	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 conduct the events safely therefore this was deferred to 2022 for further work to be done.	Ongoing
Platinum Jubilee Comermoration 2022	JM & all officers	Report to be brought to Members in December for provisional decision.	Ongoing
Promote 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.	Admin support now withdrawn and requests for financial support from the Council to be submitted to Deputy Clerk and Town Clerk using the proforma provided
2 Minute Clean stations	JH	Cost agreed and insurance position checked. Locations identified and consent of owners given.	Ongoing

Youth Genesis	JH/Councillors	Cllrs had a meeting with Youth Genesis on 30.11.2020. Proposal received. 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.	Project commenced.
Young Car Enthusiasts	Cllrs	Informal Zoom meeting arranged with Councillors, police and local youngsters regarding meeting with cars Underfleet. Further meeting to be arranged.	Ongoing

**Minutes of the Planning Committee
Meeting on Monday 15 November 2021**

Present:

Chairman: Cllr M Hartnell

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

Officers: Planning Committee Clerk

Public: No members of the public were present.

125. Apologies for absence

Apologies for absence were received from Cllrs Ledger & Steven due to work commitments.

126. Declarations of Interest

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

127. Minutes of the Planning Committee meeting held on Monday 1st November 2021

The Committee **RESOLVED** to agree the minutes of the meeting held on 1st November 2021.
(moved Cllr Hartnell; seconded Cllr Beer)

128. 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.

129. 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.

130. Public Question Time

No questions from members of the public.

Applications for consideration:

131. 21/2713/FUL

Penny Wood

**Spindrift, East Walk, Seaton
EX12 2NW**

Rear extension combined with roof extension to include Velux rooflights, addition of new front porch, first floor extension with new windows added and addition of a balcony secured with frameless glass.

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

132. 21/2880/FUL

Mr Simon Prior

**Seaton and District Cricket and
Tennis Club, Court Lane, Seaton
EX12 2AT**

Installation of replacement
Floodlights.

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

133. Planning Comments

No comments for circulation.

134. Decisions

To note planning decisions made by East Devon District Council:

- a) **21/1936/FUL – 57 Seaton Down Road, Seaton** Construction of a single storey side extension – **APPROVED** – with conditions.
- b) **21/1693/TRE – Tamarisk, 20 Seaton Down Close, Seaton** 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 – **APPROVED** – with conditions.

-
- c) **21/1948/FUL – Montcalm, 57 Seaton Down Road, Seaton** Raising of roof and conversion of roof space to habitable use to include a front and rear dormer – **APPROVED** – with conditions.

The meeting closed at 5.53.pm.

Signed _____

Dated _____

DRAFT

**Minutes of Finance & General Purposes Committee Meeting
Monday 18 October 2021**

Present:

Chairman: Cllr. D Wright

Councillors: K Beer & D Ledger

In attendance: Town Clerk

Public: None

Others: Cllr Hartnell was in attendance but not a member of this committee.

23. Apologies for absence

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

24. Declarations of Interest

Cllr Ledger declared an interest as an East Devon District Councillor.

25. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 20 September 2021.
(moved Cllr. Beer, seconded Cllr. Ledger)

26. Public Question Time

None.

27. Payments, receipts & unpaid invoices

Members received a schedule of payments, receipts and outstanding invoices as at 30 September 2021 and **RESOLVED** to:

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

28. Bank Reconciliation

Members **RESOLVED** to approve the bank reconciliation to 30 September 2021.
(moved Cllr. Wright, seconded Cllr. Beer)

29. Petty Cash Reconciliation

Members **RESOLVED** to approve the petty cash reconciliation to 30 September 2021.
(moved Cllr. Beer, seconded Cllr. Wright)

30. Grant Funding

Members noted the update on external and grant funding.

31. Play Park Inspections

Members noted the weekly play inspection reports and the fact that quotations were being sought from arboriculturists to conduct a 3-yearly inspection, as recommended by the arboriculturist at the 2019 inspection.

32. Budgetary Review & Planning 2022/23

Members considered the draft budget (V.1) and **RESOLVED** that the adjustments listed below should be made and the amended budget be updated and brought to this Committee in November for final consideration and recommendation to Council:

- Art Trail – proposed budget to be increased to £4,000 and any 2021/22 budget remaining at the end of the financial year to be placed in an earmarked reserve.
- General Events – a general events budget to be set at £11,000 to cover all events including a Jubilee celebration, Seaton in Bloom, any events proposed by Promote Seaton and a fireworks event, if feasible.
- Grants – to remain at £10,000

(moved Cllr. Wright, seconded Cllr. Beer)

Meeting closed at 7.02pm

Chairman: _____

Date: _____

**Minutes of the Planning Committee
Meeting on Monday 1 November 2021**

Present:

Chairman: Cllr M Hartnell

Councillors: K Beer, J Russell & D Wright

Other Councillors: Cllr Bowman (STC) & Cllr Rowland (EDDC)

Officers: Planning Committee Clerk

Public: No members of the public were present.

114. Apologies for absence

Apologies for absence were received from Cllrs Ledger, Macaskill & Steven due to work commitments.

115. Declarations of Interest

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

116. Minutes of the Planning Committee meeting held on Monday 18th October 2021

The Committee **RESOLVED** to agree the minutes of the meeting held on 18th October 2021.

(moved Cllr Wright; seconded Cllr Beer)

117. 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.

118. 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.

119. Public Question Time

No questions from members of the public.

Applications for consideration:

120. 21/1826/FUL Mrs Alyson Hogg

**Bay View, Highcliffe Close,
Seaton EX12 2QA**

Amended plans for consultation.
These amendments relate to
amended plans altering flat roof to
pitched roofs, extension at rear
reduced in size, proposed brickwork
changed to render.

Discussion took place around:

- The amended plans indicate the roofline has been raised and the flat roof replaced with a pitched roof. The previous design was more in keeping with the design of the neighbouring properties in Beer Road.
- The height of the dwelling has been increased by about four and a half feet.
- Comments by a member of the public relating to the amended plans were noted.
- Have included Photovoltaic cells to the pitched roofs which were not part of the first design submitted and is a positive environmental addition to the design.

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

- The proposed increase in height to the dwelling was not in keeping with the surrounding properties in Highcliffe Close.
- The proposed development did not respect the key characteristics and special qualities of the surrounding area and did not ensure that the scale, massing, density, height, fenestration and materials to be used related well to the surrounding properties.

(moved Cllr Wright; seconded Cllr Beer)

121. 21/2778/FUL Mr Naylor

4 Court Lane, Seaton EX12 2AT

Single storey side extension and
detached garage.

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

(moved Cllr Beer; seconded Cllr Hartnell)

**122. 21/2648/FUL Mr & Mrs B Fletcher &
Mr & Mrs D S Forknall**

**7 Wychall Park, Seaton EX12
2EW**

Erection of a single storey rear extension, a porch/canopy and widen the existing vehicular access.

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

123. Planning Comments

Comments to be circulated in respect of application 21/1826/FUL

124. Decisions

To note planning decisions made by East Devon District Council:

- a) **21/2262/FUL – 3 Foxglove Road, Seaton** Single storey outbuilding for use as a garden office – **APPROVAL** – standard time limit.
- b) **21/2394/FUL – Panorama, Highcliffe Close, Seaton** Conversion of existing garage building to form annexe – **APPROVED** – with conditions.

The meeting closed at 5.59.pm.

Signed 

Dated 15/11/2021

**Minutes of the Planning Committee
Meeting on Monday 18 October 2021**

Present:

Chairman: Cllr M Hartnell

Councillors: K Beer, D Ledger & D Wright

Officers: Planning Committee Clerk

Public: Five members of the public were present

102. Apologies for absence

Apologies for absence were received from Cllrs. Macaskill, Russell and Steven due to work commitments.

103. Declarations of Interest

Cllr Hartnell declared a personal interest as a Councillor with Devon County Council (DCC) and East Devon District Council (EDDC). He also declared a disclosable pecuniary interest (DPI) in respect of agenda item 8, application 20/2685/FUL Land Rear of 15 Townsend Road, Seaton EX12 2AY as one of the applicant's was Cllr Hartnell's accountant. He would leave the meeting whilst the application was discussed and voted on. Cllr Ledger declared a personal interest as a Councillor and the Portfolio Holder for Strategic Planning with East Devon District Council (EDDC).

104. Minutes of the Planning Committee meeting held on Monday 4th October 2021

The Committee **RESOLVED** to agree the minutes of the meeting held on 4th October 2021
(moved Cllr Wright; seconded Cllr Beer)

105. 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.

106. 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.

107. Public Question Time

Mrs Judith Sheddon spoke on agenda item 7, planning application 21/2499/RES as the applicant. Mr and Mrs Sheddon had met with their neighbours on Saturday and gone back to their architect who had provided them with new information. Mrs Sheddon said there would be no additional shading from the proposed bungalow to the neighbouring gardens in Lydgates Road during the summer and only marginally during the winter. The dwelling would be built based upon Passivhaus principles with high indoor air quality and thermal efficiency. The property had been designed to make the best use of the shape of the plot and its topography. A Green Sedum flat roof had been chosen to increase biodiversity and it had the lowest possible roof line. The design showed there would be no overlooking or loss of privacy to properties bordering the plot. The materials to be used in the construction of the bungalow would be selected to minimise the environmental impact of the home in their production and during the life cycle of the home. The applicants hoped that the proposed bungalow would be a positive addition to Macwood Drive and Seaton.

Mrs Sue Craker spoke on agenda item 7, planning application 21/2499/RES, stating she and her husband objected to it. Mr and Mrs Craker live at 1, Lydgates Road which is to the immediate north of the proposed bungalow. They knew the plot was likely to be developed, but could not support this application. To have what was in effect a twelve foot high wall right at the bottom of their garden to the south would completely change their enjoyment of the garden and bungalow. It was the only bungalow in the immediate area, all the other properties were two storey and could look down on the plot. This proposed dwelling would tower over their small garden and bungalow. They had spoken to the applicants and put forward three suggestions which would help their situation.

Mrs Brenda Openshaw who lives at 3, Lydgates Road supported Mr and Mrs Craker in their objections to the planning application for Land North of Macwood Drive. She thought she would not be affected as much as Mr and Mrs Craker as her garden was slightly longer but it would affect the light going into the garden and she had concerns regarding the application.

Applications for consideration:

108. 21/2499/RES	Mr & Mrs David Sheddon	Land North Of Macwood Drive, Seaton
-------------------------	-----------------------------------	--

Details of layout, scale, landscaping and appearance of the building and the means of access thereto, pursuant to outline planning permission 18/1196/OUT (Outline application for two bedroom detached bungalow with off street parking space, and demolition of existing building)

Discussion took place around:

- This would overshadow and dominant the garden and amenity area of the neighbouring property.
- The distance between the rear wall of the proposed bungalow and the southern boundary of 1, Lydgates Road would only be 50cms. Even though this was just within the legal minimum requirement how would the wall be maintained going forward..
- Well-designed dwelling with excellent environmental credentials.
- It would be beneficial if the bungalow could be slopped, but could the green roof be kept on an angle.
- The drawings submitted for the Outline application showed a smaller footprint dwelling with a larger garden area surrounding it. The latest drawings submitted with this application showed the bungalow covering most of the plot with very little outside space and it would be built right up to the boundary with 1, Lydgates Road. Therefore, the proposed bungalow would be too big for what was a small awkward shaped plot.

The Committee applauded the applicants for the environmental credentials of the building, the use of materials proposed and the design of the bungalow. However, the Committee **RESOLVED** to object to the application on the grounds of:

- The size of the building compared to the size of the plot. Overdevelopment of the site.
- The height of the dwelling and the proximity of its rear wall in relation to the southern boundary of 1 Lydgates Road. The impact it would have on the occupiers of neighbouring properties.
- Increase in the footprint of the bungalow from 80 square metres on the approved plans for the Outline application to 100 square metres with the Reserved Matters application..

(moved Cllr Hartnell; seconded Cllr Wright)

Cllr Hartnell declared a Disclosable Pecuniary Interest in respect of the following application and left the meeting at 6.12pm.





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

Cllr Wright chaired the meeting in Cllr Hartnell's absence.

- 109. 20/2865/FUL Townsend Park Ltd Land Rear Of 15 Townsend Road, Seaton EX12 2AY**
Amended plans for consultation.
These amendments relate to revised house designs and updated Ecological Report.

The Committee noted the amended plans and **RESOLVED** to propose no objection to the application.

(moved Cllr Wright; seconded Cllr Beer)

Cllr Ledger abstained from voting on this application.

Cllr Hartnell returned to the meeting at 6.15pm.

- 110. 21/2614/FUL Mr Harry Marshall 45 Seaton Down Road, Seaton EX12 2SB**
Creation of a driveway to provide off-street parking.

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

(moved Cllr Hartnell; seconded Cllr Beer)

- 111. 21/0891/FUL Mr Neil Wilkins Hook & Parrot Inn, East Walk, Seaton EX12 2LN**
Amended plans for consultation.
These amendments relate to amendments to design including reduction in height and width of building.

The Committee noted the amended plans submitted and **RESOLVED** to propose no objection to the application.

(moved Cllr Beer; seconded Cllr Hartnell)

112. Planning Comments

Comments to be circulated in respect of application 21/2499/RES .

113. Decisions

To note planning decisions made by East Devon District Council:



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

-
- a) **21/1101/FUL – Flat 2 Stanmore, 36 Beer Road, Seaton** Proposed loft conversion with front rooflight, rear dormer and single storey home office in garden – **APPROVED** – with conditions.
- b) **21/2064/FUL – 13 Elmfield Road, Seaton** Demolish existing garage, build new garage and rear single storey extension – **APPROVED** – with conditions.
- c) **21/2460/CPL – 10 Churston Rise, Seaton** Installation of rear dormer – **APPROVED** – CPL Approve Part 1

The meeting closed at 6.26pm.

Signed 

Dated 1/11/2021



Seaton Town Council Constitution

Chapter 26 Investment Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT
01297 21388
townclerk@seaton.gov.uk

Investment Policy

1. Policy Background

- 1.1 Seaton Town Council's ('the Council') investment policy and its associated strategy are conducted in accordance with:
 - i) The Local Government Act 2003 ('the Act') and supporting regulations. This requires the Council to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
 - ii) The statutory guidance on local government investments (issued subsequent to the Act) which requires the production of an annual investment strategy and gives guidance on how this should be completed.
- 1.2 It is uncommon for a town council to hold investments other than in the form of easily accessible bank deposits or other short-term savings accounts. These are often used to maximise income from cash balances during the financial year.
- 1.3 The legislation and associated guidance is optional for parish councils where investments are not expected to exceed £500,000 and no action is required below £10,000. However, for councils where the sums involved exceed £500,000, the guidance is mandatory.

2. Definitions

- 2.1 **Investments** – all investments of more than 12 months in duration. This is treated as capital and all sums involved must be used for capital expenditure when the investment period ends.
- 2.2 **Treasury** – all cash deposits held in bank accounts which includes bonds of up to 12 months in duration.

3. Policy Objectives

- 3.1 The overriding policy objectives are:
 - i) To invest prudently to ensure the security of the principal sums.
 - ii) To maintain liquidity in the portfolio to meet the Council's spending plans.
 - iii) To mitigate risk.
 - iv) To seek the optimum returns available whilst remaining consistent with the proper levels of security and liquidity.

4. Investment Policy

- 4.1 The Council will not hold funds other than in bank accounts or deposit bonds of 12 months or less in duration.
- 4.2 No investments will be made in stocks and shares

5. Treasury Policy

- 5.1 The Council will hold **all** its funds as cash deposits in banks accounts or bonds or with CCLA Public Sector Deposit Fund
- 5.2 A business account will be maintained with sufficient funds for day-to-day transactions and to receive the precept and business income.
- 5.3 Council approval is required if a deposit is with an institution with which the Council does not already hold an account. The Responsible Financial Officer ('the RFO') has delegated authority to deposit funds with any of the Council's existing bankers and report this back to the Council.
- 5.4 A procedure for making a deposit can be found in Appendix A

Appendix A

Procedure for Deposits

1. The RFO to identify an appropriate deposit account or short-term bond with a financial institution that fits with the council's treasury policy. Any bonds should be capital sum guaranteed.
2. Approval of the Council is sought if the deposit is with a financial institution not currently used by the Council.
3. The RFO actions the opening of the account and the setting up of the bank mandate for Members to sign, in accordance with the Council's Financial Regulations
4. The RFO actions the deposit/transfer of funds
5. The transfer/deposit is reported to the council
6. At the end of the fixed term the RFO has delegated authority to move the funds into another bond with the same financial institution or with another of the Council's bankers.

Procedure for Bank Transfers

1. Delegated authority is given to the RFO to make transfers between the accounts of the same bank without prior approval of the council.
2. Transfers between banks will follow normal payment procedure as detailed in the financial regulations
3. Details of all transfers to be provided to the Council with the monthly finance report.

Adopted by Council: December 2021

Next Review Date: May 2022

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 December 2021
Item of business	21 COU 15
Details	Investment Policy
Purpose of Report	Report on the need for an investment policy to secure the Council’s long-term ambitions
Power/authority	Local Government Act 1972, s111 – power to do anything incidental to discharge of Council's powers and functions; Local Audit & Accountability Act 2014; Seaton Town Council Financial Regulations 2021
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • approve the draft policy

1. Introduction

On the recent interim audit, the auditor identified the need for the Council to adopt an investment policy. It is a specific requirement of the 'Statutory Guidance on Local Government Investments' (paragraph 14) that local councils, with total investments above £100,000 have in place an Investment Strategy.

2. Draft Policy

As the Council's investments are above £100,000, this warrants the requirement referred to above, and Members are asked to adopt the draft policy attached.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- approve the draft policy



SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 December 2021
Item of business	21 COU 16
Details	Disposal of gazebos
Purpose of Report	To consider how the remaining gazebos should be disposed of
Power/authority	Local Government Act 1972, s111 – power to do anything incidental to discharge of Council's powers and functions
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • approve the disposal of ten gazebos to Seaton Tramway • approve the disposal of any remaining gazebos, not required by the Council, on a ‘first come first served basis’, to any other community group or organisation that expresses an interest • approve the disposal of any remaining gazebos that have reached the end of their useful life • authorise the Town Clerk to give notice of termination of the storage licence

1. Introduction

The Council currently owns and stores a number of gazebos that have been used for different events over the years. Some were apparently purchased ten years ago by virtue of a Mary Portas grant and others have been purchased by the Council over the intervening period. During that time, some have been disposed of as they have reached the end of their useful life.

The gazebos have been utilised by various community groups over the years and until early 2020 were used by traders at the town’s artisan market. Due to the difficulties and cost of finding suitably insured individuals to safely erect and dismantle the gazebos for



the markets, the Council decided that traders should provide their own gazebos at any future markets.

Most recently the gazebos have stationed at the town's medical centre to assist in their vaccine roll out programme.

2. Costs

The gazebos are stored in a unit at Harcombe Engineering's site and the Council has entered into a site licence with Harcombe Engineering for the use of this storage unit at a cost of £1,300 + VAT per annum.

When the gazebos are used, the cost of the Town Maintenance Officer's time in loading and unloading the Council's vehicle and delivering gazebos is also a relevant consideration.

3. Disposal of gazebos

Members have recently discussed the possibility of disposing of most of the gazebos by way of offering them free of charge to the community with a small number being retained for Council use. A majority of Members confirmed by email that they felt this was appropriate.

As such, under the Council's scheme of delegations, the Town Clerk has initially made contact with the medical centre who have confirmed they wish to retain the gazebos already being utilised by them.

An approach has also been received from Seaton Tramway with a request for up to 10 gazebos, if available for use at the Natural Seaton Festival and other events.

The Town Maintenance Officer will conduct an audit of the remaining gazebos. If the Council retains four for its own use, which will be stored at Marshlands, and if the request from Seaton Tramway is agreed, it is proposed that – if any gazebos remain that are in reasonable order - the Town Clerk send an email to the community groups who have borrowed gazebos in the past and any remaining gazebos be reallocated on a 'first come first served' basis.

Notice of termination of the site licence can then be given and any gazebos beyond reasonable repair will be disposed of.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- approve the disposal of ten gazebos to Seaton Tramway



- approve the disposal of any remaining gazebos, not required by the Council, on a 'first come first served basis', to any other community group or organisation that expresses an interest
- approve the disposal of any remaining gazebos that have reached the end of their useful life
- authorise the Town Clerk to give notice of termination of the storage licence



SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 December 2021
Item of business	21 COU 19
Details	Review of Working Groups
Purpose of Report	Report on existing working groups, membership and terms of reference and their need for their continuance and the need for the establishment of any new working groups.
Power/authority	Local Government Act 1972, s111 – power to do anything incidental to discharge of Council’s powers and functions
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • approve the proposed working groups • approve the proposed purpose of each group • approve membership of each group

1. Introduction

The Council has the power to establish working groups, often known as ‘task and finish’ groups. These are usually set up for a particular short-term purpose and are not subject to the strict rules that apply to formal council meetings and do not need to be held in public.

A working group cannot make a decision on behalf of the Council, but they can explore options and present these to the Council for a decision.

Seaton Town Council currently has three working groups and their membership is listed below.

Working Group	Membership
Asset Management	<ol style="list-style-type: none"> 1. Cllr Ledger 2. Cllr Beer 3. Cllr Macaskill 4. Cllr Russell



	5. Cllr Wood 6. Cllr Wright
Seafront Enhancement Scheme	1. Cllr Bowman 2. Cllr Ledger 3. Cllr Singh 4. Cllr Wood 5. Cllr Wright
Town Marketing & Tourist Information Services	1. Cllr Ledger 2. Cllr Bowman 3. Cllr Singh

These groups have not met with any degree of regularity and some of their functions are already dealt with by the Council or its committees, so it is considered an appropriate juncture to review the ongoing need for each group and review their membership and terms of reference.

2. Proposal

It will usually be the responsibility of each working group to arrange its meetings and discuss with the Town Clerk any proposals it wishes to bring forward to Council or Committee. Officers will attend where the Clerk considered it necessary and practicable to do so to advise Members. Members on each group should always be mindful that the groups have no decision-making powers, and the outcome of any discussions should be brought to Council for a collective vote if a decision is needed.

In light of the Council's aspirations for the next 5 years, as detailed in the recently adopted town plan, the following is proposed to replace or supplement the existing working groups:

Working Group	Membership
Museum Working Group	<ul style="list-style-type: none"> • Cllr ? • Cllr ? • Cllr ? • Ted Gosling (Curator) • One other representative of Axe Valley Heritage Association
<p>Purpose – to work with officers on the initial works to scope the potential relocation of the Museum including feasibility, funding and all other relevant issues</p> <p>The Town Clerk and/or Facilities & Projects Officer (when appointed) will attend these meetings</p>	



Seafront Improvements Working Group	<ul style="list-style-type: none"> • Cllr Bowman • Cllr Ledger • Cllr Singh • Cllr Wood • Cllr Wright
Purpose – to continue to lobby EDDC regarding the resubmission of planning permission and redevelopment of the seafront and to bring forward proposals for realistic improvements	
Foreshore Working Group	<ul style="list-style-type: none"> • Cllr Ledger • Cllr Hartnell • Cllr ? • Peter Blythe (EDDC Beach Safety Officer)
Purpose – to meet twice annually and work with officers and EDDC towards Blue Flag status for Seaton. Deputy Clerk will also attend.	
Jubilee Celebration Working Group	<ul style="list-style-type: none"> • Cllr ? • Cllr ? • Cllr ? • Cllr ? • Cllr ?
Purpose – to work with officers towards delivering the proposed Jubilee Celebration, if agreed	

It is proposed that the following groups are dissolved:

Asset Management Group - as much of this work is dealt with by the Finance & General Purposes Committee and by officers under the Council's Scheme of Delegations.

Marketing and Tourist Information Services Group - the TIC is in the process of being relocated and will be run by the Council's officers and ideas for marketing the town can be brought forward to the Council from Promote Seaton and by councillors, as now.

It is proposed that the following groups are established:

Foreshore Working Group – this is a requirement of the Council's work towards blue flag status.

Museum Working Group – to work with officers on the possible relocation of the Museum

Members are asked to indicate who is prepared to sit on each group.

RECOMMENDATIONS



It is **RECOMMENDED** that Members:

- approve the proposed working groups
- approve the proposed purpose of each group
- approve membership of each group



SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 December 2021
Item of business	21 COU 21
Details	Report on Platinum Jubilee Celebration
Purpose of Report	To seek approval the principle of the delivery of a celebratory event to commemorate the Platinum Jubilee.
Power/authority	Local Government Act 1972, s145 – power to provide entertainment
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • approve the principle of such an event, subject to further research confirming the ability to deliver it within approved budgets • approve the date of Thursday 2 June 2022 • delegate to the Town Clerk the authority to take such action and allocate such expenditure, within the approved events budget, as she considers necessary to deliver an event in the terms proposed and to make such adjustments to the schedule as become necessary

1. Introduction

At its meeting on 4 October 2021, Members briefly discussed several ideas to mark HM The Queen’s Platinum Jubilee in 2022. There will be an extended 4-day bank holiday to reflect this milestone from Thursday 2nd – Sunday 5th June 2022. These included:

- Planting of the trees in line with the Queen’s Green Canopy initiative
- A reception at Marshlands followed by a fireworks display
- A community picnic event in Cliff Field Gardens
- A joint event with The Gateway Theatre company
- Lighting up the Jubilee Clock and a special outdoor cinema screening of The Crown or other royal documentary

Whilst this report has been prepared in advance of the final determination of the 2022/23 budget and staffing being agreed, it is prepared with the draft budget and staffing proposals in mind, that have been considered by the Council's committees and will be recommended to Council for approval earlier in the meeting considering this report.

This proposal also takes into the results of the community consultation in which the community stated their desire for more events.

This, in turn, informed the Council's Strategic Plan 2021-26 which included an objective to deliver the following events in 2022:

- a Platinum Jubilee Celebration
- fireworks event, if feasible
- two outdoor cinema events

Officers have been spent some time considering the options suggested by Members and also their aspirations for a fireworks event in 2022. It is the view of officers that for any event to be considered a success, it should be underpinned by the following:

- accessible and inclusive for all, regardless of age, income or mobility
- realistic in scope, in light of available budgets and officer resources
- the need for councillors to agree to assist wherever possible both on the day and in advance of the event to deliver the event within budget

2. Proposal

Officers are seeking agreement, in principle, for an event along the lines outlined below. A determination at this stage is required as, if Members are minded to hold such an event, then work will need to start immediately in the new year to seek quotations and book suppliers to ensure a successful event.

Obviously, further work will be required to investigate the practical and financial viability of such an event and updates will follow, as the project progresses.

In summary, therefore, the following is proposed:

Event: **Seaton Platinum Jubilee Celebration Event**

Date: **Thursday, 2 June 2022**

Time: **4pm – 10pm**

Venue: **Cliff Field Gardens**

Summary: a free and inclusive community picnic event for the whole community to attend and bring a picnic, reminiscent of street parties of old, to include entertainment, children's activities, planting of a commemorative tree and the lighting of a beacon followed by fireworks.

Activities: depending on availability and cost, it is proposed that these might include:

- Free children's activities, such as circus skills and face painting
- Planting a tree (Queen's Green Canopy)
- Entertainment, such as live music
- Ice cream van
- Bag pipes – to perform 'Diu Regnare', a piece, specially commissioned to celebrate the occasion
- Burger stand, provided by a local community group
- Lighting a beacon (Queen's Jubilee Beacons)
- Firework display to follow beacon lighting at 9.15pm. Members should note that any firework display will, of course, be subject to it being possible to obtain the necessary consents and the prevailing weather conditions on the day.

Infrastructure: the following infrastructure would be required to deliver this event:

- Litter stations
- WCs
- First aid station
- Marquee – to house both bar and stage and provide some cover for attendees in wet weather
- Staging
- PA system
- Bar – staff and bar structure
- Bunting & flags
- A suitable tree

Other considerations:

- Publicity and filming element of event
- Signage
- Insurance
- Temporary Events Notice (EDDC)
- Stewarding requirements
- Risk assessments
- Consent for fireworks and any such others consents as are identified as required

Staffing: the Council's existing staff have all kindly agreed to work on this bank holiday (with time off in lieu) to deliver this event. However, clearly, they cannot do this alone and councillors and volunteers (subject to the adoption of an appropriate Volunteer Strategy being adopted in the meantime). The advantage of delivering one slightly larger event, rather than smaller events through the year is that staff resource can be consolidated on this one event rather than spread thinly across several.

Engagement with other stakeholders: tentative approaches have been made to the Gateway and June Millman (due to her involvement with various community groups in the town) to establish whether they have an interest in working with the Council to deliver this event. There are, of course, other stakeholders, such as Promote Seaton and others, who may wish to get involved.

NOTE – the above lists are not exhaustive, and Members should note that other issues and costs will inevitably arise as the organisation of the event progresses.

3. Budget & Officer Resource

Should the budget, as recommended by the F&GPC be agreed then, this would amount to £15,000. Based on the figures available for delivery of outdoor cinema events, it is envisaged that £13,000 would be available for the delivery of activities and infrastructure for this event, if much of the work could be done by officers and councillors, rather than appointing an external events co-ordinator.

4. Risks

As with any event held in the UK, the weather prevailing at the time cannot be guaranteed. However, it is hoped that with the provision of a marquee, this will alleviate some of that risk and that people will still attend, albeit activities may have to be curtailed if the weather is particularly poor.

RECOMMENDATION

It is **RECOMMENDED** that Members:

- approve the principle of such an event, subject to further research confirming the ability to deliver it within approved budgets
- approve the date of Thursday 2 June 2022
- delegate to the Town Clerk the authority to take such action and allocate such expenditure, within the approved events budget, as she considers necessary to deliver an event in the terms proposed and to make such adjustments to the schedule as become necessary