

**Minutes of the Seaton Town Council  
Annual General Meeting  
on Tuesday, 4 May 2021**

**Present:**

**Chair:** Cllr. K. Beer opened the meeting and subsequently passed the Chairmanship to Cllr D Ledger when Cllr Ledger was elected as Mayor and Chairman.

**Town**

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

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

**Public:** Five members of the public attended at different stages of the meeting present

**1. Election of Mayor/Chairman for the Municipal Year 2021/2022**

The Council unanimously **ELECTED** Cllr Dan Ledger as Mayor/Chairman of Seaton Town Council ('the Council') for the forthcoming municipal year and the Mayor/Chairman read out and signed the prescribed Declaration of Acceptance of Office (moved Cllr Hartnell, seconded Cllr Beer).

**2. Election of Deputy Chairman/Deputy Mayor for the Municipal Year 2021/2022**

The Council unanimously **ELECTED** Cllr Kenneth Beer as Deputy Mayor/Deputy Chairman of Seaton Town Council for the forthcoming municipal year and the Deputy Mayor/Deputy Chairman read out and signed the prescribed Declaration of Acceptance of Office (moved Cllr Hartnell, seconded Cllr Wright).

**3. Apologies for absence**

No apologies for absence were received.

**4. Declarations of Interest**

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

**5. Minutes**

Members **RESOLVED** To agree the minutes of the Council meeting held on Monday 26 April 2021 (moved Cllr Singh, seconded Cllr Hartnell).

**6. Public Question Time**

There were no questions or reports from members of the public.

## 7. Request to use Cliff Field Gardens

Members considered a request from the owner of Seaton Eats Boutique to use Cliff Field Gardens as a venue for Seaton Eats events on the following dates - Friday 29 May, 2 July, 6 August, 3 September 2021. After questions were raised over accessibility, the provision of portable WCs and litter stations, the number of stalls and fees Members **RESOLVED** to allow the use of Cliff Field Gardens by the applicant on the dates, for a fee of £50 per event, as a pilot scheme to enable the Council to assess the suitability of the site for events of this nature and others and to enable the development of an appropriate policy for hire of the land. The use would be subject to the submission of appropriate risk assessments, provision of proof of public liability insurance and Members stated that the applicant should provide appropriate signage to direct attendees to the nearest public conveniences and advise adjacent residents that the events (moved Cllr Hartnell, seconded Cllr Ledger).

## 8. Terms of Reference for Committees

Members reviewed and **RESOLVED** to approve the Council's terms of reference for each of its committees for the 2021/2022 municipal year. (moved Cllr Singh, seconded Cllr Macaskill).

## 9. Appointments to Committees & Working Groups

The following appointments were made to each of the Council's committees and working groups for the 2021/2022 municipal year (moved Cllr Beer, seconded Cllr Wood).

Committee	Membership
Planning	1. Cllr Beer (ex officio) 2. Cllr Hartnell 3. Cllr Macaskill 4. Cllr Russell 5. Cllr Wright 6. Cllr Ledger (ex officio) 7. Vacancy
Finance & General Purposes	1. Cllr Beer (ex officio) 2. Cllr Bowman 3. Cllr Ledger (ex officio) 4. Cllr Russell 5. Cllr Singh 6. Cllr Wood 7. Cllr Wright 8. Vacancy

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Personnel	<ol style="list-style-type: none"> <li>1. Cllr Beer (ex officio as Deputy Mayor)</li> <li>2. Cllr Russell</li> <li>3. Cllr Singh</li> <li>4. Vacancy</li> <li>5. Vacancy</li> </ol>
Appeals	Members to be appointed by Council as and when it is necessary to convene an appeals hearing, to include Mayor, as Deputy Mayor sits on the Personnel Committee

Working Group	Membership
Asset Management	<ol style="list-style-type: none"> <li>1. Cllr Ledger</li> <li>2. Cllr Beer</li> <li>3. Cllr Briggs</li> <li>4. Cllr Macaskill</li> <li>5. Cllr Russell</li> <li>6. Cllr Wood</li> <li>7. Cllr Wright</li> </ol>
Seafront Enhancement Scheme	<ol style="list-style-type: none"> <li>1. Cllr Bowman</li> <li>2. Cllr Ledger</li> <li>3. Cllr Singh</li> <li>4. Cllr Wood</li> <li>5. Cllr Wright</li> </ol>
Town Marketing & Tourist Information Services	<ol style="list-style-type: none"> <li>1. Cllr Ledger</li> <li>2. Cllr Briggs</li> <li>3. Cllr Bowman</li> <li>4. Cllr Singh</li> </ol>

#### 10. Appointments to Outside Bodies

The following appointments were made to outside bodies where the Council is invited to send a representative for the 2021/2022 municipal year (moved Cllr Beer, seconded Cllr Hartnell).

Appointments to Outside Bodies	
Axe Valley Christians Against Poverty	Cllr Beer

Axe Valley Local Action Group	Cllr Bowman Cllr Singh
TRIP	Cllr Beer
DALC County Committee	Cllr Beer
National Association of Local Councils (NALC)	Cllr Ledger
Seaton Area Health Matters	Cllr Wright
Seaton, Beer & Branscombe Traffic Group	Cllr Wright
Seaton Gateway	Cllr Hartnell

#### 11. Standing Orders

Members reviewed and **RESOLVED** to approve the Council's updated Standing Orders (moved Cllr Singh, seconded Cllr Macaskill).

#### 12. Financial Regulations

Members reviewed and **RESOLVED** to approve the Council's updated Financial Regulations (moved Cllr Singh, seconded Cllr Wright).

#### 13. Internal Controls Document

Members reviewed and **RESOLVED** to approve the Council's updated Internal Controls Document (moved Cllr Beer, seconded Cllr Russell).

#### 14. Asset Register

Members reviewed and **RESOLVED** to approve the Council's updated Asset Register for the 2021/2022 municipal year (moved Cllr Beer, seconded Cllr Macaskill).

#### 15. Risk Management Policy & Risk Register

Members reviewed and **RESOLVED** to approve the Council's updated Risk Management Policy and Risk Register for the 2021/2022 municipal year (moved Cllr Wright, seconded Cllr Wood).

#### 16. Code of Conduct

Members **RESOLVED** to defer reviewing the Council's Code of Conduct for Councillors and reaffirm the previously adopted Code of Conduct for Councillors, pending the



adoption of a new Members' Code of Conduct by East Devon District Council (moved Cllr Ledger, seconded Cllr Wright).

**17. Complaints Policy**

Members reviewed and **RESOLVED** to approve the Council's updated Complaints Policy (moved Cllr Beer, seconded Cllr Hartnell).

**18. Data Protection Policy**

Members reviewed and **RESOLVED** to approve the Council's updated Data Protection Policy, subject to the deletion of the first sentence of paragraph 11, (moved Cllr Macaskill, seconded Cllr Singh).

**19. Freedom of Information & Publication Scheme**

Members reviewed and **RESOLVED** to approve the Council's updated Freedom of Information Policy and Publication Scheme (moved Cllr Beer, seconded Cllr Russell).

**20. Social Media & Electronic Communications Policy**

Members reviewed and **RESOLVED** to approve the Council's updated Social Media & Electronic Communications Policy (moved Cllr Wright, seconded Cllr Singh).

**21. Scheme of Delegations**

Members reviewed and **RESOLVED** to approve the Council's updated Scheme of Delegations for the 2021/2022 municipal year and Cllr Hartnell asked that thanks to the Town Clerk for the efficient manner in which the Council was now being run be recorded in the minutes, (moved Cllr Singh, seconded Cllr Macaskill).

**22. Review of authorised signatories and banking arrangements**

Members reviewed the Council's authorised signatories and banking arrangements and **RESOLVED** that the existing authorised signatories and banking arrangements should continue. (moved Cllr Beer, seconded Cllr Russell).

**23. Council Priorities 2021/22**

Members discussed proposals for priorities for 2021/22 and **RESOLVED** that the following would be the Council's priorities for 2021/22:

- Create an asset register of all Seaton street furniture and who is responsible for it and work with partner authorities to implement a maintenance schedule that is adhered to. Where practicable, councillors to be involved in small projects such as painting and tidying to improve the look of the town.
- Work with DCC, EDDC and MPs to see how enhancements to the seafront may be progressed.
- Develop an asset strategy on how to improve the assets and buildings currently owned by STC including increased income generation and to decide on an approach for the acquisition of new assets, as appropriate, in the future (including

asset devolution from EDDC & open market acquisition for community benefit and revenue). This will include the development of appropriate policies to govern the hire of land owned by the Council.

- Complete phase 1 of Art Trail.
- Work towards creating a council plan to be finished in 2022, including a public consultation in August/September to feed into budget discussions for 2022/23
- Improving interaction with the community through social media channels, surveys, pop-up town centre meet & greet with councillors and the organisation of more events (when permitted), thereby increasing the confidence the community has in its councillors.
- Tourist information Services – to consider how tourist information services should be provided and managed going forward in the short and longer term after the withdrawal of Devon Wildlife Trust from Seaton Jurassic  
(moved Cllr Hartnell, seconded Cllr Briggs)

#### **24. Adoption of Sea Hill Telephone Kiosk**

Members **RESOLVED** to delegate authority to the Town Clerk to liaise with the relevant parties and, if available, take the necessary action to adopt the redundant telephone kiosk on Sea Hill with a view to incorporating it into the art trail (moved Cllr Beer, seconded Cllr Hartnell)

Meeting closed at 7.18pm

Signed 

Dated 19.05.2021