

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Monday, 7 February 2022**

Present:

Chair: Cllr D Ledger

Town

Councillors: K. Beer, E. Bowman, P. Burrows, M. Hartnell, J. Russell, A. Singh, M. Steven and D. Wright

Officers: Town Clerk

Public: Three members of the public were present, including EDDC Ward Cllr Jack Rowland.

154. Apologies for absence

Apologies for absence were received from Cllrs. Haggerty & Wood

155. Declarations of Interest

Cllr Hartnell declared a personal interest as a Devon County and East Devon District Councillor. Cllr Ledger declared an interest as an East Devon District Councillor. Cllrs Burrows & Steven declared personal interests arising from their involvement with Axe Valley Heritage Association.

156. Minutes

Members **RESOLVED** to agree the minutes of the Council meeting held on Monday, 6 December 2021 (moved Cllr Beer, seconded Cllr Singh)

157. Chairman's Report

The Chairman gave a verbal report highlighting:

- attendance at the 'Seaton Opportunities' meeting on 20 January 2022 to meet with consultants engaged by EDDC to consider future funding possibilities for the East Devon area
- a meeting had been arranged with the Gateway to receive an update on their position
- an update on the position regarding EDDC's discussions with possible third parties regarding the town's public toilets
- the progress on the works to the new tourist information centre with a proposal that the Annual Town Meeting be held on Thursday 7 April 2022

combined with the opening of the TIC. (moved Cllr Ledger, seconded Cllr Burrows)

158. Public Question Time

Questions were raised by two members of the public.

A question was raised regarding the proposed fees and terms of hire contained in the draft Land & Buildings Hire Policy and a written reply would be given.

Secondly, questions were raised as to the reasons for the increase in the Council's budget for 2022/23, including an allocation of £1,400 for an art installation on the approach to Cliff Field Gardens and the Council's social media policy. The Chairman explained that the primary increase related to the appointment of new staff, as the Council was now running the tourist information centre in-house and had acquired an increased portfolio of assets over recent years, whilst staff capacity had been reduced. The increase would address this imbalance. As regards, the art installation, a budgetary allocation had been provisionally made but any final decision would be subject to a comprehensive report to Council. Finally, as regards social media, the Council had a policy which could be viewed on the website and also a complaints policy so, should the member of the public have concerns, then this could be raised by way of a complaint.

159. Police Report

Members noted the report and asked that the crime figures, which were on the police website, also be circulated with future agendas.

160. County Councillor's Report

Cllr Hartnell gave a verbal report highlighting:

- the financial position of Devon County Council
- the capital programme, which included improvements to Seaton Primary School
- fees & charges, including the fact that on-street parking charges would not be increased
- the fact that the level of flooding in October 2021 had met the threshold to trigger a flood investigation, which was being undertaken, and was likely to recommend actions to improve resilience against future incidence of flooding
- climate change and the environment were the highest priorities in the County Council's latest plan
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161. District Councillors' Reports

Cllr Rowland introduced his written report and confirmed that EDDC's proposed budget had now been approved by Cabinet and a recommendation would be taken forward to Council on the terms outlined. Cllr Rowland subsequently answered questions arising thereon.

Cllr Ledger highlighted the fact that, whilst car park fees were being increased, there would be a lower rate for town centre, as opposed to seaside car parks, to encourage visitors to town centres. Furthermore, it was hoped that the additional revenue would pay for increased services. Secondly, he confirmed that the new local plan would be out for consultation by the end of the Summer and he was pleased to report that recruitment had taken place as part of EDDC's plan to deliver and build its first new housing stock for many years.

Cllr Hartnell highlighted the application by Jurassic Fibre for the siting of a data cabinet on Seaton Town Council's land at Elizabeth Road. He confirmed that he had recommended to officers that permission should be granted, despite their concerns as to the recreational designation of the land as he took the view that the proposed location would not adversely affect that designation.

Members noted the verbal and written reports.

162. Town Clerk's Report

Members noted the report and work log.

163. Committee meeting minutes

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

- Planning Committee – 15 November and 6 December 2021
- Finance & General Purposes Committee – 15 November 2021

(moved Cllr Beer, seconded Cllr Singh)

164. Land & Buildings Hire Policy

Members considered the draft report and **RESOLVED** to approve the Land & Buildings Hire Policy, subject to inclusion of further wording relating to the use of single use plastic which would be supplied by Cllr Burrows (moved Cllr. Wright; seconded Cllr Singh)

165. Platinum Jubilee Event 2022

Members considered the updated proposal for the event and discussed the possibility of the event starting earlier in the afternoon. It was agreed that the

Town Clerk would discuss this with the community groups that the Council were hoping would become involved in the event to seek their views with a view to commencing earlier. It was also suggested that Ted Gosling be invited to light the beacon. Members **RESOLVED** to:

- approve the updated proposal as contained in the report
- delegate to the Town Clerk the powers to take such action and allocate such expenditure, within the approved events budget for 2022/23, to a maximum of £8,000, as considered necessary to deliver the event in the terms proposed in the report, subject to a potential change in start time and an approach to Ted Gosling to invite him to light the beacon
(moved Cllr. Wood; seconded Cllr Russell)

166. Local Council Awards Scheme

Members noted the achievement of the Foundation Award and asked that thanks to the Council's officers be recorded for their work to bringing the Council's standards of governance, financial management and community engagement to the required level to achieve such recognition.

167. Review of Working Groups

Members considered the report of existing and proposed new working groups and **RESOLVED** to:

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

all as detailed in the schedule attached to these minutes.

(proposed Cllr. Wright; seconded Cllr. Singh)

168. Community Grants

Members considered the applications for community grants and **RESOLVED** to:

- approve a grant of £200 to Axe Valley Heritage Association (proposed Cllr. Singh; seconded Cllr. Wright)
- defer the application from Hospicecare until the next meeting, to enable a discussion with the applicant regarding the use for which the grant had been applied for (proposed Cllr. Beer; seconded Cllr. Singh)

169. Review of Financial Regulations & Committee Terms of Reference
Members RESOLVED to:

- approve the reduced frequency of meetings of the Finance & General Purposes Committee as propose
- authorise the Town Clerk to make the necessary amendments to the Council's Financial Regulations and terms of reference for Finance & General Purposes Committee to give effect to this proposal.
(proposed Cllr. Hartnell; seconded Cllr. Singh)

170. New Planters on Seafront

Members considered the report and **RESOLVED** to:

- note the decision made under the Council's Scheme of Delegations to purchase 4 large planters in blue from Amberol Ltd at a cost of £1,362.24 + VAT as detailed in the report accompanying the agenda
- approve a virement in that amount from the Beachfront Management budget
(proposed Cllr. Beer; seconded Cllr. Singh)

Confidential Items

The Chairman moved that in accordance with the Council's Standing Order 1(d) press and public be excluded from the meeting during the discussion of the following items due to their commercially sensitive information and information that could identify an individual.

171. Staffing

Members considered the report and **RESOLVED** to approve the appointment of the new Facilities & Projects Officer, on the terms proposed.
(proposed Cllr. Ledger; seconded Cllr. Beer)

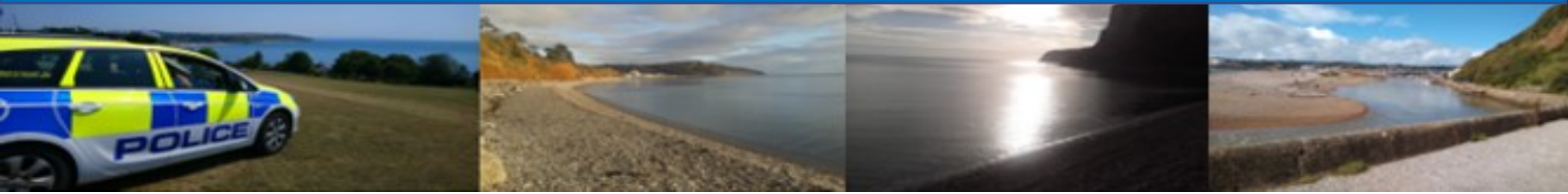
172. Update on the Town Hall

Members received a verbal update on the ongoing lease negotiations with the Gateway Theatre Company regarding the town hall and **RESOLVED** to defer finalising any variation of the lease for a period of 6 months. (proposed Cllr. Hartnell; seconded Cllr. Singh)

Meeting closed at 7.37pm

Signed_____

Dated_____



SEATON NEIGHBOURHOOD TEAM NEWSLETTER

COUNTY LINES

County lines is the name given to drug dealing where organised criminal groups use phone lines to move and supply drugs, usually from cities, into smaller towns and rural areas. A common feature in county lines drug supply is the exploitation of young and vulnerable people. Urban gangs will recruit vulnerable adults and children to act as couriers to move drugs and cash to suburban or rural areas. They will often set up a base in a rural area, taking over the home of a vulnerable person to have as a base to store and deal drugs from. Those exploited by county lines will often be victims of sexual, physical, and emotional abuse.

SIGNS OF CUCKOOING

- An increase in visitors to an address; sometimes at unsociable hours.
- Suspicious or unfamiliar vehicles outside an address.
- Unusual smells coming from a property.
- Increase in noise or anti-social behaviour coming from or near the property.
- Curtains or blinds suddenly remaining closed all the time.
- New faces appearing at the property.
- Residents not being seen or going missing for periods of time.

SIGNS OF COUNTY LINES INVOLVEMENT

- Young people regularly going missing.
- Having money, new clothes, or electronic devices with no explanation to how they got them.
- Getting high numbers of texts or phone calls and being secretive about who they are talking to.
- Disengaging from support services.
- A change in appearance, behaviour, or demeanour.
- Substance misuse and/ or in possession of drug paraphernalia.

WAYS OCG'S USE SOCIAL MEDIA

- Advertising drugs by sharing photos and videos.
- Statuses showing money, new drugs or when the dealer is open for business.
- Dealers sharing 'stories' to followers, using social platforms to expand their network with 'suggested' friends.
- Using hashtags linked to drugs.
- Using emojis as code for drug, violence, and sexual activities, e.g., the snowflake emoji (buying cocaine), 8-ball emoji (for buying an eight of a gram) or the rocket emoji (for purity of drugs).

Early intervention is key to safeguarding young and vulnerable people and in identifying and tackling gang exploitation. The Police work alongside partners to ensure a multi agency approach to effectively safeguard young people and prevent county lines happening in our area.

You can report suspicious activity or concerns to the Police either online or call 101.

If you'd prefer to contact someone anonymously, call Crime Stoppers.

Trading Standards Working in partnership

NO COLD CALLERS

You are requested to leave this property. Failure to do so could be a criminal offence (The Consumer Protection from Unfair Trading Regulations 2008). Uninvited callers will be reported to the police.



PR1026

ROGUE TRADERS

Trading Standards have warned that Rogue Traders are likely to cash in on last month's storms by targeting people with damaged buildings or fallen trees, offering their services to do work on properties that is not needed.

Rogue traders will knock on the door and state they are carrying out other storm related work in the area and will point out something like a loose tile or damaged fence and then grossly overcharge for the work they undertake. They will come back again and again, taking more money each time and may even charge without completing any work. Victims are often vulnerable, elderly and/ or isolated who know nothing of these scams and are trusting of anyone who is friendly and seems knowledgeable or genuine.

If you experience any suspicious traders who call at your door offering to carry out work, or have been a victim of a doorstep trader, call 101. Contact your local Police team for 'no cold caller' stickers.

UPDATES FROM THE TEAM

Rural East Devon Neighbourhood Team have been increasingly busy over the last month. During a search of an address following the arrest of one individual, a quantity of stolen property was located which was subsequently seized. Some items have been identified as stolen from the East Devon area.

The team have also been targeting vehicle offences, with drivers being reported for offences including no insurance and no MOT. Anti-social behaviour warning letters have also been issued to residents involved in ongoing neighbourhood disputes and others found to be involved in anti-social behaviour. The team continuously work alongside partner agencies to safeguard the vulnerable and resolve ongoing issues within the community.

ONLINE SHOPPING FRAUD: BOGUS E-SCOOTER SALES

In 2021, Action Fraud received over 350 reports about scam websites selling e-scooters. Victims will often buy the e-scooters online, for them to not be delivered. By the time the e-scooter has not arrived, the website it was purchased from has been closed down making it impossible to contact or trace the company. There have also been reports of individual sellers offering e-scooters on online marketplaces or on social media, and once paid for, the e-scooter is once again not delivered, and the account deleted.

If you have visited a website you think is a scam, report it to the National Cyber Security Centre. If you're unsure about the legitimacy of a product listing, arrange to meet the seller in person during the day in a bus, public space.

Whilst e-scooters are legal, private e-scooters cannot be used in public places or on public roads and can only be used on private land with the landowner's permission.

CATALYTIC CONVERTOR THEFT

Nationally, catalytic convertor theft is on the rise. Over the past month in East Devon, there has been an increase in this type of theft from both vehicles on residential and commercial premises. Catalytic convertors contain valuable metals and can be removed from a vehicle in less than a minute.

To keep your catalytic convertors safe, you can ask your car dealer for advice on locks or guards that are approved by the vehicle manufacturer. Alternatively, try to make sure your vehicle is parked in a garage overnight, or if you have a commercial vehicle, park it in a secure compound. If this isn't possible, park in an area that is well lit and overlooked and try to park so the converter can't be easily reached by potential thieves.

You should register your converter and mark it with a forensic marker to make it harder for thieves to dispose of.



Seaton Neighbourhood Team



INSP. 5764
Philip GRAY



SGT. 5783
Roy HUTTER



PCSO 30196
Mike MCGAULEY



PC 7114
Beth SALTER

RECORDED CRIME FEBRUARY 2022

SEATON TOWN

Violence with Injury - 1
Harassment – 3
Theft Offences – 3
Criminal Damage – 2
Public Order Offences – 4
Total: 13

SEATON RURAL

Harassment – 2
Theft Offences – 1
Criminal Damage – 2
Public Order Offences - 3
Total: 8

Want to know more about what's happening in your area?

Police.uk is a national website which allows you to view what crimes have been committed in England, Wales, and Northern Ireland. The website allows you to zoom in on areas and see crimes committed on individual streets, month by month. The website also links to Neighbourhood Policing Teams and Crime Prevention Advice.

Visit:

www.police.uk

CONTACT NUMBERS

Victim Support: 0300 303 0554 (Mon – Fri, 12pm – 6pm)
Out of Hours Victim Support: 08 08 16 89 111
Victim Care Unit: 01392 475900
Samaritans: 116 123
24 Hour Domestic Abuse Helpline: 0800 2000 247
Out of Hours Noise Complaints EDDC: 01395 516854
Devon Highways: 0345 155 1004
Citizens Advice: 0800 144 8848

Non Emergency - dc.police.uk/contact If a crime has already happened or to give information about the crime	
WebChat dc.police.uk/webchat	Report crime online dc.police.uk/reportcrime
Email 101@dc.police.uk	101 Non-emergency
999 Emergency	
When life is threatened, people are injured, offenders are nearby or immediate action is required	

Twitter: @EastDevonPolice

Facebook: Rural East Devon Police



Devon & Cornwall
POLICE

PC 7114 Beth SALTER

Seaton Police Station, 76 Queen Street, Seaton, Devon, EX12 2RJ

☎ 101 Non-urgent

☎ 999 in an emergency

🌐 www.devon-cornwall.police.uk

✉ 101@dc.police.uk

📘 [DevonAndCornwallPolice](#)

🐦 [@DC_Police](#)

📺 [dc_police.999](#)

📺 [DCPolice](#)

MONTHLY TOWN & PARISH COUNCIL REPORT **SEATON TOWN & RURAL**

Priorities

1. Anti-social driving and vehicle offences.
2. Drug possession and supply.
3. Anti-social behaviour.

We have not had any response regarding our monthly priorities, so at this time they shall remain the same.

Crime trends

We are seeing an increase in rural acquisitive crime throughout East Devon; this is including the theft of tractors, trailers, tools, and other plant machinery. It is vitally important that all property is marked, not only to deter offenders but it also allows us to identify the rightful owner should the property be recovered. More information will be included on our Rural Affairs newsletter which will be sent out later this week.

Please share with your communities the importance of reporting suspicious activity to Police, as some thieves will often visit an area to scope it out and return later to commit the theft.

Action & results

The team have continued to target vehicle offences and anti-social driving. A number of tickets have been issued to drivers in the past month for offences including speeding and using a vehicle with no insurance.

An ASB Stage 2 warning letter has also been served on an individual responsible for anti-social behaviour in the Harepath Road area.

We are still dealing with a number of neighbourhood disputes at this time and due to the nature of the disputes, they are taking up a considerable amount of our time. We are continuing to work alongside partners such as EDDC to try and resolve the issues.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	7 March 2022
Item of business	22 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

- **Tourist Information Centre** – the works on the new TIC at Marshlands are almost complete and will be ready for the opening on 7 April. The electrical and IT works are being finalised and the front of Marshlands will be cleaned in week commencing 7 March. The signage, graphics and etched window ‘glass’ is scheduled for installation in late March.
- **Jubilee Celebration** – the work on this event is progressing well, with various provisional bookings made and liaison is ongoing with community groups to take part. The following have been booked:
 - Staging & PA
 - WC hire
 - Vintage ice cream van
 - Laser Clay Shooting
 - Circus skills
 - Entertainment x 4

Officers have met with the Carnival Committee, Seaton Christians Together, British Legion, the Lions, Seaton Majorettes and Seaton Tramway regarding involvement in the event with a positive response. Site visits have been arranged with possible suppliers of the staging and PA systems and laser clay activity

- **Internal Audit** – the initial stage of the year end audit was carried out with no recommendations for improvements and the following comments – ‘the audit was very, very good with perfect records.’ The formal report will follow after the year end close down with RBS Rialtas on 8 April 2022 when the auditors will finally sign off the 2021-22 accounts.
- **Beach School** – the tender has now closed and officers have met with tenderers and a report has been brought to this meeting to approve a contractor
- **Grant funding** – an application has been made to the National Lottery for a contribution towards the town’s Jubilee event and a decision is awaited. An application has been made to the highways authority, at their request, regarding a contribution towards work undertaken by the Council in painting of the town’s lampposts.
- **Sensory Garden** – the light & sound arch, water feature, living willow arch and hedge have been installed/planted, in the sensory garden, along with additional planters and benches. An oak fingerpost and beehive finger maze have been ordered and the planting will start in late March. Colyton Grammar School have been approached regarding a possible mural on the wall adjacent to the garden. Quotations for signs are awaited.
- **Seafront improvements** – 4 large planters have been ordered for the seafront adjacent to Whitecliff Apartments. Councillors attended a meeting arranged by EDDC with FTL.
- **Allotments** – Harcombe Engineering and the Town Maintenance Officer reprofiled some of the smaller tracks at the allotments. The Town Clerk & Councillors have arranged to meet with an adjacent resident who had raised concerns about rat harbourage and bonfires.
- **Staffing** – the new Facilities & Projects Officer will start on 1 April 2022

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	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 was requested. Members advised that they wished to see a more ad hoc approach to volunteering and were advised that various work had to be undertaken regardless in terms of risk assessments etc in order to satisfy the Council's insurance requirements	A report and policy would be brought forward in 2022, in line with the town plan.
Internal Auditor Year End 2021-22	JPM	Auditor carrying out majority of audit testing on 24 February ready for sign off after Rialats year end close down on 8 April 2022. Completed with no observations	Completed

Finance -ongoing review of expenditure as against budgets and of EMRs	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. Report to March Council regarding EMRs to be taken forward.
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 as part of the asset management strategy for Council consideration in due course
Staffing	JPM	Staffing structure/requirements being reviewed in light of the results of business needs. Ongoing and a report will be brought to Members in December re new roles. New roles agreed. Advertisement ready to launch in January 2022.	New Facilities & Projects Officer will start on 1 April 2022.

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 and equipment for sensory garden.	Funds now fully allocated. Circular bench for Square to be installed by Beer Men's' Shed March/Early April.
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. Response to	Ongoing

		consultation to public toilets submitted to EDDC on 8 September 2021.	
CCL Accounts	JPM	Research being carried out in order to prepare a paper re possibilities for investment	Ongoing

Staff & Member Training/Seminars			
Operation London Bridge	JPM	SLCC webinar booked	Completed
Design for promotional literature	JH	SLCC webinar booked	Ongoing
Community events	JPM/JH	SLCC webinars booked	Ongoing
Legionella Training	JPM/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 almost completed works on the relocation of the Council's reception and TIC. Approach made to Ted Gosling to arrange an inaugural working group meeting re relocation of Museum.
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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. Contractors have started work on the seafront offices</p>	<p>Building frontage will be cleaned in w/c 7 March with signage being installed the following week.</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 now agreed with Gateway. Meeting arranged to discuss various matters. Update on March agenda
Town hall - Museum	JPM	Meeting with trustees	Ongoing
Scout Hut	JPM	Town Clerk met with District Commissioner and discussions are in hand with a view to bringing a report to Members in due course regarding a renewal of the lease.	Ongoing
Play parks, open spaces & other land			

Allotments	HJ/JPM/PT	<p>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 rainfall. Site visit arranged with engineers to assess damage. Insurers notified and discussions ongoing with Baker Estates. Baker Estates have completed the work to reinstate the vehicular track swept away in the rains. On investigation, there was no evidence of food sources that may attract rats on the adjacent plots. Evidence of food sources in the adjacent gardens were however provided by residents. However, officers assisted a plot holder in moving her compost heap and wood store away from the boundary fence. Complaints have been received about bonfires and this will be considered in due course by officers. Harcombe and TMO repaired the tracks in w/c 7 February.</p>	<p>Tracks repaired by TMO & Harcombe. Shed blown off base. TMO and Streetscene moved back into situ. Town Clerk & Cllrs visited allotments to discuss concerns over bonfires and rats. TC Took advice from Environmental Health re latter and Allotment Rules now being reviewed.</p>
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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. 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. Labyrinth 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. Overall hire policy on rental of all Council land and buildings has been drafted to be brought to Council in February for consideration. Power supply has now been upgraded. Advice taken as to the restrictive covenants binding the land. Hire Policy Agreed at February Council</p>	New benches have been ordered and consent obtained from EDDC to install them on the adjacent cliff top for Those with dog also to be able to enjoy a picnic in the area.
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	<p>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. 3 yearly inspection carried out, as recommended by previous arboricultural report obtained in 2019</p>	Quotations being sought for the recommended works. One received. Second quote awaited from EDDC tree team.

Footpaths	HJ	Grant application to Devon County Council has been submitted for 2021/22. 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	New planters to be purchased for the seafront outside Whitecliff apartments. Consent obtained from DCC	New planters ordered for outside Whitecliff and awaiting delivery.
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.	Update meeting arranged by EDDC with FTL for 7 February.
Summer Beach School	JH	Tender closed and report to March Council for a decision	Report to March for decision on supplier
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. An application has been submitted by EDDC Beach Safety Officer. Awaiting response.	Report to Council in due course.

Summer Weekend First Aid Station	JH	<p>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.</p>	<p>Work ongoing with regard to improvements that can be made for this service in Summer 2022 and a report on project will be brought to Members in April.</p>
Telephone Kiosk at Seaton Hole	PT (Maintenance) /Cllrs/JPM	<p>Paper to be brought to Council in due course</p>	<p>Steer sought from Council - 1.3.2021</p>
Town Art Trail (priority)	AGD/JPM/DL	<p>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. Mockups 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 installed. One direct installation completed.</p>	<p>Direct installation on West Walk due to be installed in April.</p>

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 (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 Seafield 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. 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.	Willow arch, solar water feature, light & sound arch, benches, and planters now installed. Behive finger maze on order. Planting to be done in late March. Large art mural on adjacent wall being discussed with Colyton Grammar

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 in 2022
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 2023
Firework Display 2022	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 event safely therefore this was deferred to 2022 for further work to be done.	Ongoing

Platinum Jubilee Commemoration 2022	JM & all officers	Report to be brought to Members in December for provisional decision. Original proposal refused and after an informal meeting with Members to discuss the various considerations an updated proposal to February meeting for approval. In the meantime, background work has been ongoing and various provisional bookings made as to staging, WCs hire, entertainment etc. Report to February meeting and budget of £8,000 agreed.	Site visits undertaken and arranged with various suppliers. Regular liaison meeting with community groups ongoing as the event is brought together.
2 Minute Clean stations	JH	Cost agreed and insurance position checked. Locations identified and consent of owners given.	Beach clean station ordered and due to be delivered imminently. Arrangements being finalised for town clean station which will be ordered imminently.
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, thereby widening recruitment. Meeting scheduled on 29 September for update.	Project commenced and progress report to Members on March agenda.

**Minutes of the Planning Committee
Meeting on Monday 7 February 2022**

Present:

Chairman: Cllr M Hartnell

Councillors: K Beer, P Burrows, J Russell & D Wright

Officers: Planning Committee Clerk & Town Clerk

Other Councillors: Cllr Rowland (EDDC)

Public: No members of the public were present.

145. Apologies for absence

There were no apologies for absence received.

146. Declarations of Interest

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

147. Minutes of the Planning Committee meeting held on Monday 17th January 2022

The Committee **RESOLVED** to agree the minutes of the meeting held on 17th January 2021.

(moved Cllr Wright; seconded Cllr Russell)

148. 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.

149. 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.

150. Public Question Time

No questions from members of the public.

Applications for consideration:

151. 21/3321/FUL

Mr & Mrs Rogers

**58 Scalwell Lane, Seaton,
EX12 2DL**

Proposed side and rear single storey extension, roof alteration to create rear first floor balcony and insert roof lights, erection of a new garage and studio, and demolition of existing garage with alteration to ground floor fenestration, and relocation of entrance from side to the front elevation.

Discussion took place around:

- For what purpose would the proposed studio at the bottom of the garden be used? If music were going to be played in the studio there would need to be sufficient sound insulation to prevent any noise affecting the amenities of neighbouring properties.
- The size of the development would cause loss of light to neighbouring properties and would impact on neighbouring properties rights to enjoy natural daylight during the day and their rights to privacy in their rear gardens/rooms. Potential for overlooking from the balcony into the gardens of neighbouring properties. These would affect the amenities of neighbouring residents.
- The plans submitted with the application were not accurate.

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

- If the proposed studio at the bottom of the rear garden was going to be used for the playing of music there was no mention in the documents submitted of any sound proofing measures that are to be included as part of the construction of the studio.
- The size of the proposed side and rear extension would cause loss of light to neighbouring properties and there would be the potential for overlooking from the balcony into the gardens of neighbouring properties both of which would affect the amenities of neighbouring residents.
- The plans submitted with the application were not accurate.

(moved Cllr Burrows; seconded Cllr Hartnell)

152. 22/0065/FUL

Mr A Harding

**29 Eyewell Green, Seaton,
EX12 2BN**

Amendments to application
21/0678/FUL to include for new
raised terrace to the rear of the
property and a Juliet balcony to the
rear elevation.

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

153. Planning Comments

Comments to be circulated in respect of application 21/3321/FUL.


154. Decisions

To note planning decisions made by East Devon District Council:

- a) **21/3205/TRE – 7 Ryalls Court, Seaton** Tree No, Species, Works and reason. T1588 - Sycamore : Cut branches overhanging fence back to main stem. One larger branch requires approximately 120mm maximum diameter cut, remainder approximately 50mm maximum diameter of cut Sever ivy at base of tree. To reduce dominance over neighbouring properties T1589- Sycamore : Remove two marked stems extending eastwards. Cut remaining crown where overhanging fence back to main stems, maximum diameter of cuts 50mm. Sever ivy at base of tree. To reduce dominance over neighbouring properties. T1590 - Sycamore : Fell. To reduce dominance over neighbouring properties. T1591 - Sycamore : Fell. To reduce dominance over neighbouring properties. T1592 -Sycamore : Remove one marked stem extending eastwards, diameter of cut approximately 200mm. Sever ivy at base of tree. To reduce dominance over neighbouring properties – **APPROVED** – with conditions.

The meeting closed at 5.57pm.

Signed  _____

Dated  _____

Minutes of the Planning Committee
Meeting on Monday 17 January 2022

Present:

Chairman: Cllr M Hartnell

Councillors: K Beer, P Burrows, J Russell & D Wright

Officers: Planning Committee Clerk & Town Clerk

Public: No members of the public were present.

136. Apologies for absence

Apologies for absence were received from Cllrs Ledger due to work commitments.
Cllr Macaskill was absent.

137. Declarations of Interest

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

138. Minutes of the Planning Committee meeting held on Monday 15th November & Monday 6th December 2021

The Committee **RESOLVED** to agree the minutes of the meeting held on 15th November 2021. (moved Cllr Wright; seconded Cllr Hartnell)

The Committee **RESOLVED** to agree the minutes of the meeting held on 6th December 2021. (moved Cllr Wright; seconded Cllr Beer)

139. 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



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of all the relevant arguments for and against.

140. 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.

141. Public Question Time

No questions from members of the public.

Applications for consideration:

**142. 21/3315/OUT D Hellier 9 Meadow Avenue, Seaton,
EX12 2AU Outline Application for erection of dwellinghouse with associated
works, including access and parking.**

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

(moved Cllr Burrows; seconded Cllr Russell)

143. Planning Comments

No comments for circulation.

144. Decisions

To note planning decisions made by East Devon District Council:

- a) 21/2614/FUL – 45 Seaton Down Road, Seaton Creation of a driveway to provide off-street parking – APPROVED – with conditions.
- b) 21/1431/FUL – Bridleways, Holyford Lane, Colyford, Colyton Landscaping and terrace – APPROVED RETROSPECTIVE – with conditions.
- c) 21/2482/FUL – Flint House, Fremington Road, Seaton External alteration & remodelling of dwellinghouse with changes to external materials and fenestration. Creation of external terracing. Erection of replacement garage – APPROVED – with conditions.
- d) 21/2778/FUL – 4 Court Lane, Seaton Single storey side extension and detached



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garage – APPROVED – with conditions.

e) 21/1826/FUL – Bay View, Highcliffe Close, Seaton Rear & Front extensions, proposed first floor addition and general re-modelling of facades – APPROVED – with conditions.

f) 21/2713/FUL – Spindrift, East Walk, Seaton 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 – APPROVED – with conditions.

g) 21/1764/VAR – 11 Newlands Park, Seaton Variation of conditions No. 2 (Approved Plans) and No. 3 (Materials) of planning permission ref: 21/0140/FUL to allow for an amendment to the exterior materials – APPROVED – standard time limit.

h) 21/2648/FUL – 7 Wychall Park, Seaton Erection of a single storey rear extension, a porch/canopy and a decked area and alterations to the existing parking and vehicular access – APPROVED – with conditions.

i) 21/0649/FUL – Axe Valley Mini Travel/Sureware, 26 Harbour Road, Seaton Demolition of existing retail store and Bus Garage and construction of residential apartment block containing 9 residential units together with associated landscaped gardens and private parking – REFUSED.

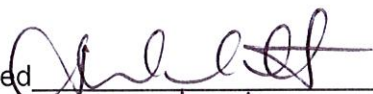
j) 21/2280/FUL – Seaton and District Cricket and Tennis Club, Court Lane, Seaton Installation of replacement floodlights – APPROVED – with conditions.

k) 21/3090/FUL – 52 Townsend Avenue, Seaton – APPROVED Replacement of a PVCu conservatory with a single-storey reverse pitch extension – APPROVED – standard time limit.

l) 21/3168/FUL – 24 Durley Road, Seaton Conversion of garage to annexe – APPROVED – with conditions.

The meeting closed at 5.57pm.

Signed



Dated

7/2/22



22 COU 13 - SEATON TOWN COUNCIL

Schedule of Meetings 2022/23*

Date	Time	Council/Committee
Monday, 4 April	5.45pm	Planning Committee
Monday, 4 April	6pm or immediately after Planning	Council
Thursday, 7 April	7pm	Annual Town Meeting 2022
Monday, 18 April	5.45pm	Planning Committee
Monday, 18 April	6pm or immediately after Planning	Finance & General Purposes Committee
Tuesday, 3 May	5.45pm	Planning Committee
Tuesday, 3 May	6pm or immediately after Planning	Council - AGM
Monday, 16 May	5.45pm	Planning Committee
Monday, 6 June	5.45pm	Planning Committee
Monday, 6 June	6pm or immediately after Planning	Council
Monday, 20 June	5.45pm	Planning Committee
Monday, 4 July	5.45pm	Planning Committee
Monday, 4 July	6pm or immediately after Planning	Council
Monday, 18 July	5.45pm	Planning Committee
Monday, 18 July	6pm or immediately after Planning	Finance & General Purposes Committee
Monday, 1 August	5.45pm	Planning Committee
Monday, 1 August	6pm or immediately after Planning	Council
Monday, 5 September	5.45pm	Planning Committee
Monday, 5 September	6pm or immediately after Planning	Council
Monday, 19 September	5.45pm	Planning Committee
Monday, 3 October	5.45pm	Planning Committee
Monday, 3 October	6pm or immediately after Planning	Council
Monday, 17 October	5.45pm	Planning Committee
Monday, 17 October	6pm or immediately after Planning	Finance & General Purposes Committee
Monday, 7 November	5.45pm	Planning Committee
Monday, 7 November	6.15pm or immediately after Planning	Council
Monday, 21 November	5.45pm	Planning Committee
Monday, 21 November	6pm or immediately after Planning	Finance & General Purposes Committee
Monday, 5 December	5.45pm	Planning Committee
Monday, 5 December	6pm or immediately after Planning	Council
Monday, 19 December	5.45pm	Planning Committee

Monday, 16 January	5.45pm	Planning Committee
Monday, 16 January	6pm or immediately after Planning	Finance & General Purposes Committee
Monday, 6 February	5.45pm	Planning Committee
Monday, 6 February	6pm or immediately after Planning	Council
Monday, 20 February	5.45pm	Planning Committee
Monday, 6 March	5.45pm	Planning Committee
Monday, 6 March	6pm or immediately after Planning	Council
Monday, 20 March	5.45pm	Planning Committee
Monday, 3 April	5.45pm	Planning Committee
Monday, 3 April	6pm or immediately after Planning	Council
Monday, 17 April	5.45pm	Planning Committee
Monday, 17 April	6pm or immediately after Planning	Finance & General Purposes Committee
Thursday, 20 April	7pm	Annual Town Meeting 2023

*** All meetings will be scheduled to begin at 5.45pm and held at the Marshlands Centre, unless the summons for the meeting states otherwise. This will be dependent on emerging legislation regulating the convening of meetings. Other meetings may from time to time be scheduled and agendas will be published in line with the relevant statutory requirements.**



COMMUNITY GRANT SCHEME

On 7 February 2022, Members resolved to defer the community grant application from Hospiscare until the next meeting, to enable a discussion with the applicant regarding the use for which the grant had been applied for. This discussion has now taken place and an amended application submitted. The use of the grant requested is for the following:

Name	Amount Sought	Detail	Comments
Hospiscare	£1000.00	The grant will be used to fund some of the costs of a Syringe Driver for the Seaton area. Syringe drivers are small, lightweight portable pumps that deliver small amounts of concentrated drugs enabling clinical nurse specialists to offer home-based flexible pain relief. Current costs are £1182 + VAT plus the cost of a storage lockbox of £101 + VAT. Syringe drivers need to be replaced every 10 years.	Hospiscare Community Team have looked after 208 patients in Seaton since January 2020 ensuring that they receive the highest quality of end-of-life medical care. Hospiscare is currently the only charity delivering specialist end-of-life care in people's homes in Seaton.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	7 March 2022
Item of business	22/COU/17
Details	Report on year end budgetary position and earmarked reserves
Purpose of Report	To note position including estimated underspend as at 31 March 2022, reserves and to agree position regarding ear marked reserves to be taken forward into 2022/23
Power/authority	Local Audit & Accountability Act 2014
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • note and ratify the budget virements made during the financial year 2021-22 • note the anticipated underspend • review existing earmarked reserves and the proposed funds earmarked to be taken forward to 2022-23, subject to any adjustments that Members consider appropriate

1. Background

As required by the Council’s Financial Regulations, statements of all receipts and payments as against the annual budget are presented regularly to the Council, enabling adjustments to be made where underspends are identified and might be more appropriately allocated and providing explanations for any material variances (ie those in excess of 15% of the requisite budget) throughout the financial year. A schedule of virements approved during the financial year 2021-22 is attached.

Additionally, the Council regularly reviews the need for existing earmarked reserves and whether these should be adjusted.

As the Council approaches the financial year end for 2021-22, this report details the Council’s financial position and reasons for deviations from the agreed budget and

makes recommendations as to how the anticipated reserves should be allocated for the new financial year.

2. General Reserves

Under guidance issued by the Joint Panel on Accountability and Governance, it is recommended that between 3- and 12-months average expenditure is held in general reserves to cover the unlikely eventuality that the Council were dissolved, and its affairs had to be wound up. The Council's internal auditor as advised that for a council of this size, 6 months average expenditure would be a reasonable level of general reserves to hold.

Over the last eleven months, since the beginning of the financial year, the Council's monthly expenditure has averaged £27,500, which warrants a general reserve of at least £165,000.

3. Earmarked Reserves

Additionally, the Council is permitted to allocate funds to specific earmarked reserves to be used on specifically identified projects or to build resilience for when existing assets require replacement or significant capital works or repairs. Earmarked reserves are reviewed regularly and adjusted. However, whilst the Council has acquired significant assets over the last 6/7 years - including the town hall, Marshlands and development of the Underfleet Play Park – earmarked reserves have not been increased to reflect likely future expenditure. This current administration has expressed a desire to build resilience in order that, as and when repairs and replacements become necessary, the Council holds sufficient funds to pay for these works. Currently, the Council holds £107,627 in such reserves and had already planned to increase these reserves, as it moves into the next financial year.

4. Anticipated year-end position

Certain expenditure allowed for anticipated for 2022-23 has not been required including beachfront mitigation works (as monies found from elsewhere by EDDC) and the ongoing impact of the pandemic. Furthermore, other expenditure has been offset by unexpected income received from grant funding and planter sponsorship.

5. Existing position and future reserves proposals

At the date of writing, the balance in the Council's treasurer's account at Lloyds stands at £377,600. After allowing for general reserves of 6 months plus £10,000 to be set against 2022-23 budget (£175,000), outstanding invoices (£3,822), earmarked reserves of £107,627 and average expenditure for March 2022 of £32,000 (increased slightly to reflect the fact that the pay award for 2021-22 has only just been agreed and back pay

to April 2021 will be payable in this financial year), totalling £318,449, it is anticipated that this will leave an underspend in the region of £59,000.

Alongside the budget process for 2022-23, and subsequent quarterly review at the end of Q3, Members had already agreed that, ideally the earmarked reserves taken forward into 2022-23 should be increased to £132,981 to begin addressing the lack of resilience, not previously allowed for.

However, since that date it has become apparent that further significant funds are likely to be required to repair and replace various assets sooner than may have been anticipated, including:

- replacement of the heating system at the town hall
- possible replacement of the Council's vehicle
- repairs the various leaks in the roof at Marshlands and, should the preliminary proposal to relocate the museum become a reality, then this will require significant capital expenditure required on structural works to the first-floor rooms and replacement of the lift

The following table therefore reflects the current earmarked reserves, additional earmarked reserves that Members had already indicated they wished to take forward to the new financial year and it is proposed that these are increased further so that a more realistic sum is available. In order to simplify the reserves position, it is further suggested that the 2 play parks reserves are combined into one and the 2 buildings reserves are merged into a general asset maintenance reserve. The following table reflects this proposal:

Earmarked Reserves		
Year	Current	Proposed 2022-23
Snow & Flood Warden	-	1,500
Election expenses	-	3,000
Art Trail	-	1,000
Marshlands Centre Maintenance	8,500	61,000 (Merged General Asset Maintenance)
Town Hall Maintenance	13,500	
Elizabeth Road Play Park	5,000	20,000

Underfleet Play Park	5,000	(Merged Play Park Equipment Replacement)
Disabled Beach Access	5,000	5,000
Bus/seafront shelters	2,800	6,000
CIL Funding	3,711	3,711
Seafront Enhancements	48,584	48,584
Staffing Contingency	4,491	4,491
Vehicle Replacement Fund	8,532	10,532
Allotments	2,509	2,020
TOTAL	107,627	166,838

6. Conclusion

If agreed, and with the new Facilities & Projects Officer in post as from 1 April 2022, it is hoped that, as well as financial resilience, additional staff capacity will mean that various of the larger maintenance projects (including initial investigative works towards the relocation of the Museum) can be taken forward in the next financial year.

7. Recommendations

It is **RECOMMENDED** that Members:

- note and ratify the budget virements made during the financial year 2021-22
- note the anticipated underspend
- review existing earmarked reserves and the proposed funds earmarked to be taken forward to 2022-23, subject to any adjustments that Members consider appropriate

ELIZABETH ROAD PLAY AREA

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil TuckleyDATE: 15th February 202212.00pm12.05pm

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets hot in strong sunshine.	Check written warning (Summer time)
ROUNABOUT	Gap re: Rospa report, too large also rubber crumb shrinkage and wear.	Monitor all issues.
FOOTBALL GOAL	Net supports bent and rusty. Worn and muddy playing surface.	Monitor all issues.
GAMES AREA	No Hazard	Monitor
MULTIPLAY	Slight rust. Hole in matting. Chainlink notching.	Monitor all issues.
TODDLER MULTI	No Hazard	Monitor
PICNIC TABLES	No Hazard	Monitor
BENCHES	Some decay and cracks	Monitor
GATES X 3	No Hazard	Monitor
ROCKING HORSE	Gap underneath too large Re: Rospa report	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
SPINNING UNIT (TITAN)	D Shackle notching. Rubber crumb wear.	Monitor all issues
TODDLER 1 BAY-2 SEAT	Rubber crumb wear and shrinkage	Monitor
JUNIOR 1 BAY 2 SEAT	Wear to 'D' shackle and chain link. Rubber crumb shrinkage and wear	Monitor all issues.
SWING NET	Wear to 'D' shackle and chain link. Rubber crumb shrinkage and wear	Monitor all issues.
SLIDE	Hole in rubber matting	Monitor
FENCE	No Hazard	Monitor
WOODEN GUARDS	Some rot and decay.	Monitor
PATH	No Hazard	Monitor
TREES	See latest tree survey report	Carry out recommendations as per tree survey

UNDERFLEET

INSPECTED BY: Phil Tuckley

DATE: 15th February 2022

FINISH TIME: 11.05am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CYCLE STAND	No Hazard	Monitor
GOAL NET X2 POSTS	Worn, puddled playing surface	Monitor
CYCLOPS (SPIN NET)	No Hazard	Monitor
TITAN (ROTARY)	D shackle wear, uneven matting and hole in matting.	Monitor all issues
SPIDERS WEB	No Hazard	Monitor
CLIMBING WALL	No Hazard	Monitor
DINO (ZIP WIRE)	Uneven ground, carriage/seat removed for repair. NOT IN SERVICE	Repair when access for machinery and contractor availability allows.
NEXUS VIPER (ROPE SWING)	Hole in matting, uneven waterlogged ground, notching in chainlink / D Shackle	Monitor all issues
WILLY JEEP	General rust	Monitor and paint in good weather
GAPING GHYLL	Artificial grass is worn away on the corner	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
LOPING BALANCE WEAVE	No Hazard	Monitor
WALK/STRETCH POSTS	some cracking in wooden posts	Monitor/fill cracks in good weather
NET TUNNEL	some cracking in wooden posts	Monitor/fill cracks in good weather
6M NET PYRAMID	Wear to 3rd rope from the top	Monitor wear to added tape on rope.
CIRCUS TRAMPOLINE	No Hazard	Monitor
LANDSCAPE TUNNEL	No Hazard	Monitor
UNIMINI KERRA (TODDLER UNIT)	Slight rust and peeling paint, wear to plywood platform	Monitor
LILLIE BASKET (SWING BASKET)	No Hazard	Monitor
ROTY INCLUSIVE ROUNDABOUT	Movement in bearings	Monitor
BENCH ON MOUND	No Hazard	Monitor
2.4 SLEEPER BENCH X 3	No Hazard	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
DINSOSAUR RIBCAGE WALKWAY ARCH	No Hazard	Monitor
GATES X 2	No Hazard	Monitor
FENCE	No Hazard	Monitor
BOULDER SEATS	No Hazard	Monitor
PATH	Generally worn in places especially at base of landscape tunnel	Monitor & fill holes when weather allows.
TREES	See tree survey	Act upon recommendations in tree survey