

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Monday, 6 December 2021**

Present:

Chair: Cllr K Beer

Town

Councillors: E. Bowman, P. Burrows, A. Singh, C. Wood and D. Wright

Officers: Town Clerk

Public: EDDC Ward Cllr Jack Rowland.

129. Apologies for absence

Apologies for absence were received from Cllrs. Haggerty, Hartnell, Ledger, Macaskill, Russell and Steven.

130. Declarations of Interest

No personal interests.

131. Minutes

Members **RESOLVED** to agree the minutes of the Council meeting held on Monday, 1 November 2021 (moved Cllr Beer, seconded Cllr Wright)

132. Chairman's Report

There was no Chairman's report.

133. Public Question Time

No questions were raised.

134. Police Report

Members noted the report.

135. County Councillor's Report

Members noted the report.

136. District Councillors' Reports

Members noted the written report of Cllr Rowland who answered questions arising.

137. Town Clerk's Report

Members noted the report and asked that the work relating to the volunteer strategy be updated to confirm that Members had responded to the Town Clerk to confirm that a more ad hoc approach to volunteering was envisaged and they understood that the matter was being discussed with the Council's insurers as to their requirements. Furthermore, officers were thanked for their hard work, alongside the Carnival Committee and other community groups, in staging a successful Christmas lights event.

138. Committee meeting minutes

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

- Planning Committee – 18 October, 1 and 15 November 2021
- Finance & General Purposes Committee – 18 October 2021

(moved Cllr Wright, seconded Cllr Singh)

Standing Orders were suspended to hear a member of the public speak on the following item of business (moved Cllr. Singh; seconded Cllr Wright)

139. Seaton disability champion – Cllrs Hartnell & Ledger

Members heard a short statement from Ms. Nicky Dack regarding her offer to become a 'voice' to speak on behalf of those with disabilities in the town and **RESOLVED** to appoint her as a disability champion who would advise the Council informally on how – where possible - accessibility and other services may be improved (moved Cllr. Wright; seconded Cllr Wood)

140. West Walk Public Conveniences – New Door

Members considered the proposal and **RESOLVED** that, should the purchase and installation of a new door and/or mechanism for West Walk to improve disabled access not be funded by EDDC then said works, to a maximum of £3,000, would be funded from the disability improvements budget agreed for 2022-23 (moved Cllr. Wood; seconded Cllr Bowman)

141. Budget & Precept 2022/23

Members **RESOLVED** to:

1. approve the Council's budget for 2022/23, as recommended by the Finance & General Purposes (15.11.2021) plus an additional £1,400 to be added to the art trail budget, with gross expenditure estimated at £414,063, offset by predicted income of £14,876 and a transfer from general reserves of £10,000.

2. approve the precept for 2022/23 at £389,187 – a rise of £10.85 per year/20p per week on a Band D property - increasing the total annual payment from £110.47 to £121.32 on a Band D property.
(proposed Cllr. Wright; seconded Cllr. Singh)

142. Investment Policy

Members **RESOLVED** to adopt the Investment Policy.
(proposed Cllr. Wood; seconded Cllr. Wright)

143. Gazebos

Members **RESOLVED** to:

- approve the disposal of up to ten gazebos (if available) 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 expressed 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
(proposed Cllr. Wood; seconded Cllr. Bowman)

144. Resurfacing of Queen Street, Seaton

Members **RESOLVED** to authorise the Town Clerk to draft a formal response to Devon County Council, in its capacity as highways authority, highlighting:

- the need for an effective solution to the longstanding drainage issues that blighted that part of the town, not only on Queen Street, which had resulted from years of disrepair
- the need to carry out proper repairs to prevent issues with sewerage pipes that had arisen
- the preference would be for the cobbles to be retained but, if this were not possible then a surface should be used that clearly showed that it was a pedestrianized area

(proposed Cllr. Wood; seconded Cllr. Wright)

145. Innovation and Resilience Fund – Cllr Ledger

Members **RESOLVED** that, whilst they would defer further discussions on the Council's interest in the collaborative bid to the Innovation and Resilience Fund, led by Sidmouth Town Council Seaton Town Council, Cllr Wright offered to lead on this and report back to Council. (proposed Cllr. Singh; seconded Cllr. Russell)

146. Review of Working Groups

Due to the fact that several Members had had to send apologies, Members **RESOLVED** to defer the review of working groups until the next meeting (proposed Cllr. Beer; seconded Cllr. Wright)

147. Committee Membership

Members **RESOLVED** to approve the following appointments to Committees:

1. Planning Committee – Cllr Burrows
2. Personnel Committee – Cllr Bowman

(proposed Cllr. Singh; seconded Cllr. Wright)

148. Platinum Jubilee 2022

Members considered the proposal for this event and concluded that it would not provide value for money and, rather than one large event, they would prefer to mark the Jubilee in a smaller way and arrange several smaller events throughout the year. Members agreed that they would be responsible for bringing forward proposals for events for consideration by Council, after liaison with officers to ensure all financial, practical and safety issues, had been considered. Members **RESOLVED** to approve a small event to commemorate HM The Queen's Platinum Jubilee in 2022 to be held on Thursday 2 June 2022, the nature of which Members would work on and bring forward a report and proposal to Council, after consultation with the Town Clerk, in due course (proposed Cllr. Wood; seconded Cllr. Bowman)

149. Request from Seaton Primary School

Members considered a request from Seaton Primary School regarding the temporary closure of Elizabeth Road Play Park to carry out works to replace a boundary and **RESOLVED** to authorise the Town Clerk:

- to take such action and request such information as she considers necessary to ensure that the Council's assets are safeguarded and that any works are carried out safely
- to seek such indemnity from Seaton Primary School, as she considers appropriate, to ensure compliance with the Council's insurance requirements and to provide recourse to mitigate any subsequent issues which may arise upon completion of the proposed works

(proposed Cllr. Beer; seconded Cllr. Singh)

150. Civic Awards Event

Due to the fact that the Chairman was not able to be present, Members **RESOLVED** to defer this matter until the next meeting (proposed Cllr. Wright; seconded Cllr. Singh)

151. Community Grants

No applications had been received therefore this item was deferred to the next meeting.

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 item due to their commercially sensitive information and information that could identify an individual.

152. Beach School Tender

Members **RESOLVED** to:

- approve the draft tender document
- authorise the Town Clerk to take such action as necessary to instigate the tender process
(proposed Cllr. Singh; seconded Cllr. Wright)

153. Staffing

Members **RESOLVED** to:

- approve the job descriptions and salary scales for the two new posts, as set out in the report
- authorise the Town Clerk to make the necessary arrangements to advertise said posts and arrange the recruitment process.
(proposed Cllr. Burrows; seconded Cllr. Wood)

Meeting closed at 7.26pm

Signed_____

Dated_____



Devon & Cornwall
POLICE

PC 7114 Beth SALTER

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

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☎ 999 in an emergency

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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.

Our priorities are currently being reviewed so are likely to change within the next month.

Crime trends

There are no crime trends or crimes of concern to report for January. We have seen a decrease in the number of crimes reported in each area compared to January 2021.

Action & results

Rural East Devon neighbourhood team are currently taking part in a planned operation alongside Avon & Somerset Police which has been created to target vehicle offences and rural acquisitive crime. We have been out on high visibility patrols along the arterial routes between the three counties and conducting a number of traffic stops. So far, a number of vehicles have been seized for offences including driving with no insurance and no driving licence. We have more days of action coming up this week.

We have also been out conducting speed checks following complaints of speeding vehicles along the A3052 at Colyford and will be looking to do this in our other towns and villages over the next few months. Please let us know if there is a specific area you get persistent speeding complaints about.

We are dealing with a number of neighbourhood disputes at this time. We have been working alongside housing providers and East Devon District Council. We have issued a stage 1 Anti-social behaviour letter and have made some referrals for mediation.

In other news...

There has been a change of officers within the wider Rural East Devon Neighbourhood Team. PC Adam Speers is now based at Sidmouth as the neighbourhood beat manager. PC Trudgeon & PC Mingo have joined as NBM's in Honiton and PC Middleton has joined the Axminster team as the second NBM.

EDDC Councillor report for Seaton Town Council meeting on 7 February 2022

Report produced by Jack Rowland on 1 February 2022

East Devon District Council – projected budget situation by end of March

The original budget was set as £13840m and the predicted position by 31 March is £13937m (over by £97k) This will mean that the general fund reserve will be used to meet the shortfall and leave that reserve at £3.640m (still within the agreed range of £3m to £3.8m, but not a sustainable position going forward in view of the subjects mentioned in the next item).

EDDC proposed budget for 2022/23

The proposed budget is to be discussed at the Cabinet meeting this Wednesday 2 February (the day after producing this report).

The current recommendations are:

- A £5 per annum increase in Council Tax. The maximum allowed for District Councils is the greater of 2% or £5 per annum without resorting to an expensive referendum exercise.
- To increase car park charges per hour for a number of prime car parks to £2 per hour (maximum of £8 all day). Other car parks will have a pricing structure of either £1.20 or £1.50 per hour depending on location and demand. No increase in charges has been made for 10 years and during that period the Government introduced VAT being chargeable. As a result, in real terms, the net income from car park charges has gone down dramatically due to inflation over the last 10 years and the VAT imposition.

The projected additional income from car park charges which has been calculated on a basis of 80% of the potential total on a prudent basis will enable front line services to be maintained without cuts that would otherwise be needed and without having to resort to using the general fund reserve to support the budget which is not sustainable going into the future.

Please note that the budget still has to be debated at Cabinet on Wednesday and then by Full Council later this month before a final decision is known.

EDDC Council Plan 2021-23

The current administration has produced a new Council Plan that can be seen on the EDDC website and sets out the priorities.

EDDC Local Plan

A new local plan is in the process of being produced and I will defer to my Cabinet colleague, Cllr Ledger, to expand further on this subject if he wishes as this subject falls into his portfolio responsibility for strategic planning.

Seaton specific subjects

EDDC owned car parks

As mentioned in the 2022/23 budget proposals car park charges will increase from April if approved and the impact on Seaton car parks is as follows:

- Town Hall / Gateway Theatre car park - £1.20 per hour
- Orchard car park - £1.50 per hour
- Underfleet car parks (both sides) - £2 per hour

Public Toilets

At the EDDC Cabinet meeting on 1 December consideration was given to the review and the recommendations that emanated from an Overview Committee meeting. Some amendments were made and agreed at the Cabinet meeting and in terms of the impact on the public toilets in Seaton they are:

- The West Walk block will remain open, be improved and have a 40p charge via contactless payment. Disability access will still be available via radar keys plus for people who still use cash only then prepayment cards will be available to purchase.
- The Harbour Road / Thury Harcourt block will remain open in their current guise whilst negotiations continue over a maximum of 1 year (end of 2022 calendar year) with 3rd parties or a further 12 weeks with the Town Council to either take over the running or have a dual use. (In addition as part of any new lease arrangement at the Jurassic Centre then public access to the toilets will be included).
- Marsh Road block – to be offered to the Town Council on a freehold basis for a nominal peppercorn with an overage clause. If Town Council still not interested then the site will be offered for sale on the open market.
- Seaton Hole block – to be negotiated with the current café lessees to include in their lease.

Moridunum

Positive meetings have been taking place with the Directors of Fosseyway Transitions Ltd (FTL) regarding the proposed purchase and redevelopment of the Moridunum site. A meeting between the FTL Directors, EDDC Officers and Ward members took place on 13 December when revised proposals were discussed and favourably received. A meeting is in the process of being arranged to involve Seaton Town Councillors.

EDDC have appointed a consultant to work on the application for a bid to the Levelling Up fund for the Axe Valley that will incorporate Seaton based projects including potential seafront enhancements.

To progress the levelling up bid a meeting took place on 13 January attended by the consultants, EDDC Officers and Councillor Ward members from Axminster and Seaton to discuss the potential sites. A Seaton based stakeholder meeting involving the consultants, EDDC Officers, Ward and Town Councillors took place on 20 January to give the business community an opportunity to input.

Seaton Beach Management Plan (BMP)

The required grant funding of £900k is now in place to enable work to start next year to provide additional protection for the cliffs at the western end of the beach and help protect the 41 homes in the vicinity.

Seaton Jurassic Centre

Following the approval of the recommendation report to the EDDC Cabinet on 5 January 2 marketing exercises have started via a Commercial Agent in respect of:

- A self contained café operation for this summer.
- To secure interest for a new operations provider for the building

A report will then be submitted to Cabinet in the early summer on the latter subject together with a costings of the remedial work required. In the time being the cost of making the café area self contained to be able to operate this summer have been approved.

Hook & Parrott site

Along with the other ward members I spoke in favour of the planning application at the EDDC Planning Committee meeting on 19 January. The recommendation from the Environment Agency had been to refuse the application, but the Committee members voted for approval with conditions

Jack Rowland

EDDC Councillor – Seaton Ward

Portfolio Holder – Finance JRowland@eastdevon.gov.uk

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	7 February 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

- **Local Council Awards** – Seaton Town Council was awarded Foundation Award status in January 2022
- **Allotments** – Baker Estates have reinstated the drains and track across the allotment site. Harcombe have been engaged to work with Phil to repair some of the smaller tracks.
- **Gazebos** – these have now been distributed to community organisations and charities and those beyond repair have been disposed of. The storage unit has been vacated and final payment made.
- **Tree planting** – in line with the Town Plan, space has been identified at Seaton Down Hill for the planting of trees (silver birches, kindly donated by a member of the public).
- **Invest in Devon** - £4,600 has now been received and reallocated to the works to the seafront planter and towards the relocation of the Tourist Information Centre.
- **Welcome Back Fund** - £10,000 has been allocated towards replacement and additional picnic benches at Cliff Field Gardens, new bunting, a design, benches and equipment for the new sensory garden at Seafeld Gardens and a replacement

wooden bench for the town square has been commissioned from Seaton Men's Shed

- **Sea wall** – the cleaning of the seawall has been completed with positive feedback received.
- **Staffing** – interviews have been carried out for a Facilities & Projects Officer with a report to this meeting for final approval
- **Youth Genesis** – an appointment has been made and street sessions have commenced; monthly updates are held between Youth Genesis and officers
- **Jubilee Celebration** – various quotations have been sought and provisional bookings made for the infrastructure for this event and liaison is ongoing with community groups to take part
- **Cliff Field Gardens** – the electrical supply has now been upgraded and is ready for future use at events
- **Art Trail** – the fourth art board on Thury Harcourt has been installed and the original works on West Walk are due to be installed in April
- **Tourist Information Centre** – the works on the new TIC at Marshlands are well advanced and this is due to be completed by the late February/early March
- **Sensory Garden** – the sensory garden has been designed, equipment ordered and being installed and a planting scheme prepared by EDDC
- **2 Minute Clean Stations** – all work completed as to location, insurance and risk assessments. A beach clean station ordered and a town station to be ordered imminently.
- **Jurassic Fibre** – this has been postponed as planning consent was refused by EDDC for the original site agreed. Alternative locations are being considered.
- **Beach School** – this is out for tender with a closing date of 7 February 2022. A report will be brought to Council in March.

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.
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. Next review due -April 2022 F&GPC

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.	Report re new appointment to Feb meeting
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 allocated

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 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	Foundation Award achieved
Staff & Member Training/Seminars			
Planning Update	JM/SJH	SLCC webinar booked	Ongoing
Design for promotional literature	JH	SLCC webinar booked	Ongoing

Community events/Operation London Bridge	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 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. Contractors have started work on the seafront offices</p>	<p>TIC works well advanced and quotations being obtained for new signage etc.</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
Town hall - Museum	JPM	Meeting with trustees	Ongoing
Play parks, open spaces & other land			

Allotments	HJ/JPM	<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. A complaint was received expressing concerns about rats from the allotments entering a garden in the adjacent development. 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.</p>	<p>Harcombe and TMP will be carrying out further repairs to the tracks in w/c 7 February.</p>
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Cliff Field Gardens	JH/JPM	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.	Report to February Council on hire policy
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. 3 yearly inspection carried out, as recommended by previous arboricultural report obtained in 2019	Quotations being sought for the recommended works.
Footpaths	HJ	Grant application to Devon County Council has been submitted for 2021/22. HJ will	Ongoing.

		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.	
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	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.	Update meeting arranged by EDDC with FTL for 7 February.
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	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	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 March.

		etc. Station extended to cover Seaton Carnival and Classic Car Show dates.	
Telephone Kiosk at Seaton Hole	PT (Maintenance) /Cllrs/JPM	Paper to be brought to Council in due course	Steer sought from Council - 1.3.2021
Town Art Trail (priority)	AGD/JPM/DL	The new Art Boards at Marshlands have been well received. JPM meeting with AGD w/c 28 September to discuss ways forward and action required. JPM & Cllrs Ledger & Briggs met with AGD and artists on 9/10/2020 to discuss possibilities and budgets required to take forward. AGD is liaising with owners, including EDDC and permission being sought for installations. Mock-ups of work prepared. Meeting with EDDC Green Spaces Officer. In principle, agreement for locations given. Liaison with EDDC officers over artworks ongoing. Clerk to meet with AGD shortly. AGD has taken this forward and first 4 new boards installed. One direct installation completed.	Direct installation on West Walk due to be installed in April.

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 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 ordered and in process of being installed. Planting to be done in Spring/early summer.

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 2022
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 events 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
2 Minute Clean stations	JH	Cost agreed and insurance position checked. Locations identified and consent of owners given.	Beach clean station ordered. 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 to widen recruitment. Meeting scheduled on 29 September for update.	Project commenced.

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**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.

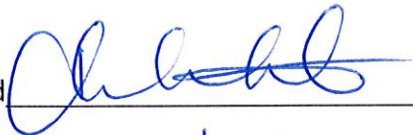
134. Decisions

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 17/1/22 _____

**Minutes of Finance & General Purposes Committee Meeting
Monday 15 November 2021**

Present:

Chairman: Cllr. D Wright

Councillors: K. Beer, D. Haggerty, D. Ledger, J. Russell, A. Singh & C. Wood

In attendance: Town Clerk

Public: None

Others: Cllrs Hartnell & Burrows were in attendance, but not members of this committee.

33. Apologies for absence

Apologies for absence were received from Cllr. Bowman.

34. Declarations of Interest

Cllr Ledger declared an interest as an East Devon District Councillor and Cllr Hartnell declared an interest as an East Devon District and Devon County Councillor.

35. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 18 October 2021.
(moved Cllr. Beer, seconded Cllr. Ledger)

36. Public Question Time

None.

37. Payments, receipts & unpaid invoices

Members received a schedule of payments, receipts and outstanding invoices as at 31 October 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)

38. Bank Reconciliation

Members **RESOLVED** to approve the bank reconciliation to 1 October 2021.
(moved Cllr. Ledger, seconded Cllr. Wright)

39. Petty Cash Reconciliation

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

40. Play Park Inspections

Members noted the weekly play inspection reports.

41. Budgetary Review & Planning 2022/23

Members considered the updated draft budget for 2022/23 (15 November 2021 v.4) which had been updated to reflect the adjustments discussed at the previous meeting of F&GPC on 18 October 2021. The draft was amended to include the following:

- an additional £4,000 to the events budget, raising it from £11,000 to £15,000
- the Chairman's Allowance was combined with the Civic Expenses budget and set at £2,000, with a view to an event being held in 2022 to make awards recognising exceptional community work in the town.

Members noted the predicted year end position and **RESOLVED to RECOMMEND** to Council:

- that the draft budget for 2022/23 (15 November 2021 v.4), adjusted to reflect the amendments details above, be adopted with gross expenditure estimated at £412,663, offset by predicted income of £14,876 and a transfer from general reserves of £10,000.
- the precept for 2022/23 should be set at £387,787 – a rise of 8.6% or £9.55 per year/18p per week on a Band D property - making the total annual payment £120.88 on a Band D property

(moved Cllr. Wood, seconded Cllr. Beer)

Meeting closed at 7.06pm

Chairman: _____

Date: _____



17/1/22

**Minutes of the Planning Committee
Meeting on Monday 6 December 2021**

Present:

Councillors: K Beer & D Wright

Officers: Town Clerk

Public: No members of the public were present.

135. Apologies for absence

Apologies for absence were received and accepted from Cllrs Hartnell, Ledger, Macaskill & Russell, due to work commitments.

The Town Clerk confirmed that the Planning Committee was inquorate as the Council's Standing Orders state that a quorum for the Planning Committee is three Councillors. The meeting was adjourned to Monday 20th December at 5.45pm.

Under the Council's Scheme of Delegations, the Town Clerk, after consultation with members of the Planning Committee, is delegated to submit comments for planning applications to East Devon District Council on any applications received where the deadline for a response is before said application may be considered by said Committee. Therefore, comments for the two applications on the agenda for this meeting will be dealt with under that delegated power.

Signed



Dated

17/1/22

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	7 February 2022
Item of business	22 COU 11
Details	An extension of the work arising from the Cliff Field Gardens (CFG) events pilot and the Council’s aim (Town Plan) of increasing income generation from the Council’s assets
Purpose of Report	To consider and approve a draft <i>Land & Buildings Hire Policy (Appendix 1)</i>
Power/Authority	Local Government Act 1972, s145 – provision of entertainment; Public Health Act 187, s 164 – power to maintain land for public recreation
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • approve the Land & Buildings Hire Policy

1. Background and Introduction

Members are referred to the previous report brought to Council in October 2021, which provided an update on the pilot use of Cliff Field Gardens as an event space. Various issues were highlighted as a result of that trial and subsequent investigations of the title of the land, and these have informed the proposed conditions of hire.

Having considered a summary of that pilot, and officers’ conclusions thereon, Members requested that the Town Clerk prepare a comprehensive asset management plan covering all relevant Council-owned assets for consideration. This work would include the actual costs of running and maintaining each asset and also a benchmarking exercise on fees, based on data from other councils and landowners in Seaton and adjacent towns.

Part of this work has now been concluded and the proposed hire policy is brought to Council as a result of that. The policy has been formulated as a result of:

- observations from the pilot scheme
- research by officers as to any limitations on the hire of assets included in the policy
- benchmarking of fees charged by other venues in Seaton and its surrounds

The second part of this work is a comprehensive budgetary forecast, to establish what reserves the Council should seek to build to maintain its assets in good order with a view to them becoming, where feasible, self-financing is underway. This work is underway, and a further report will be brought to Members in due course.

2. Town Plan

In October 2021, the Council also adopted a 5-year town plan for, which included various short- and longer-term aspirations. Some of those are relevant to this piece of work, as detailed below:

Income generation – to increase available income, other than the precept to develop the town by:

- development of a policy for letting of the Council's assets
- research into available grant funding for different projects
- possible asset transfers or acquisitions such as beach huts

Ongoing maintenance and improvement of play equipment - to ensure the longevity of the town's play areas and to develop a maintenance fund

Marshlands – continuing the programme of works at Marshlands to ensure compliance with all safety and regulatory requirements and the safety of all visitors. To investigate how the Harbour Road-side might be best utilised to serve the community and generate income.

3. Assets included in the asset management plan

The Council's assets can be broadly categorised into those with potential for income generation and those without. Both have been included in order that a comprehensive budget strategy can be included:

Assets with possible income generating potential	<ul style="list-style-type: none"> • Marshlands Centre • Seaton Town Hall • Cliff Field Gardens • Seaton Down Hill Picnic Site
Assets with no income generating potential	<ul style="list-style-type: none"> • Elizabeth Road Play Park • Underfleet Play Park

4. Primary points/changes to note as to fees

Cliff Field Gardens - the fees proposed for Cliff Field Gardens mirror those charged by East Devon district Council for its parks and open spaces within the town

Marshlands - currently the hourly rate for the hire of Marshlands is between £7 and £15

per hour plus a charge of £10 for use of the kitchen. The rates charged have not increased since they were set back in 2016/17, when the Council acquired the building and depend upon such factors as the nature of the hirer and the time of day. Hirers that have been using Marshlands, since lockdowns ended have been advised that the Council is reviewing their fees and charges and that these rates are likely to increase.

For reasons of consistency, ease of administration and a recognition that the fees have remained static for some 5 years, whilst the cost of utilities have risen, an increase is proposed which, more accurately reflects the cost of hire. It is proposed that a flat hourly rate of £12 per hour be charged to include the use of the kitchen.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- approve the Land & Buildings Hire Policy



Seaton Town Council Constitution

Chapter 28 Land & Buildings Hire Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

Booking Process

If you would like to hire the Function Room at Marshlands Centre, Seaton Down Hill Picnic Site or Cliff Field Gardens, please contact the Council offices on 01297 21388 or at admin@seaton.gov.uk

Seaton Town Council (hereinafter referred to as the “Council”) recommends that you make contact as early as possible in your planning process to ensure sufficient time is allowed to meet all the necessary requirements, for example, in terms of permits, risk assessments and public liability insurance.

Public Liability Insurance

All event organisers could be held legally liable for costs, damages or injuries which occur during the event. Evidence of Public Liability Insurance against this risk **must** be provided to the Council prior to the event taking place and must cover the whole period of the event.

Risk Assessments

A completed comprehensive risk assessment for the use of any of the Council’s land or buildings must be submitted to the Council for approval, prior to the event taking place.

Licensable Activities

Some events will require the event organiser to obtain a Temporary Event Notice from East Devon District Council. Please refer to the application form for more information.

Cancellations

Any refund for cancellations occurring less than 10 days before the date of the booking will be made solely at the discretion of the Town Clerk.

The use of Cliff Field Gardens is weather dependent and in the event of a cancellation due to poor weather, a refund will be made minus any administration fee.

Cliff Field Gardens

For all events in Cliff Field Gardens, the following terms and conditions apply:

- **Site Plan** – this must be submitted at the time of booking and must clearly indicate the position of activities, circulation routes, entrances and exits and clearly display emergency evacuation routes and assembly points which will need to be adequately marshalled.
- **Public Conveniences** – there are no toilet facilities in Cliff Field Gardens and the public toilets in West Walk cannot be relied upon. It is therefore a requirement that event organisers make provision for the hire of sufficient portaloos, the numbers applicable to each event must be agreed in

advance with the Town Clerk, and requirements will depend on the anticipated number of attendees however, a minimum of 1 unisex and 1 disabled access portaloos will be required.

- **Waste Management** – whilst Cliff Field Gardens is equipped with permanent bins, any event is likely generate additional waste and it is the event organiser's responsibility to ensure the procurement of additional waste stations. These will be dependent on the size and nature of the event and can be hired from EDDC. Please seek advice from the Town Clerk regarding the number that will be required on an event-by-event basis. It is expected that where possible, disposable items will be recyclable in line with the Council's Environment policy.
- **Sale of Alcohol** – due to a restrictive covenant on the land, the sale of alcohol is strictly prohibited.
- **Electricity** – an electricity hook-up is available for use, the cost of which is included in the hire fee.
- **Dogs** – signs are attached to each of the entrance gates clearly and clearly indicate that, with the exception of assistance dogs, dogs are not permitted in the gardens. It is the responsibility of the event organiser to ensure that this is adhered to, for the duration of the event.
- **Traffic management** - it is the event organiser's responsibility to contact Devon County Council Highways department on 0845 155 1004 to obtain a road closure or on street parking restrictions, if required. There is no designated car parking at Cliff Field Gardens, and it is the event organiser's responsibility to ensure that visitors and traders are informed of the nearest parking facilities.
- **First Aid** - depending on the number of anticipated attendees, consideration should be given to first aid provision

Function Room – Marshlands Centre

For all bookings for the hire of the Marshlands Function Room, the following terms and conditions apply:

- **Room setup** – tables and chairs will be made available. However, it is the responsibility of the room hirer to set the room up as required and leave as found. Assistance may be available to with setting up, but this cannot be guaranteed.
- **Access** – the Function Room is accessed via the buildings entrance on Harbour Road. Please arrange to collect a door code from the Council offices in advance of the event. Event organisers will be responsible for securing the building after the event.
- **Parking** – parking is permissible in any Seaton Town Council designated parking bays and is subject to availability.
- **Health and Safety** – emergency evacuation procedures and the fire assembly point are listed, along with other relevant information, on the Health and Safety noticeboard located in the Function Room. It is the

responsibility of the event organiser to ensure that they familiarise themselves with this information and that all attendees are aware.

- **Wifi** – this is available and is included in the hire fee. Attendees can access the Wifi using the guest login details which can be found next to the Health and Safety noticeboard.
- **Alcohol** - The Council does not have a licence to permit alcohol to be sold on the premises. Alcohol may only be consumed if provided by the event organiser on a non-commercial basis and it is the responsibility of the event organiser to ensure any licensing legislation is complied with.

Seaton Down Hill Picnic Site

Whilst it is not anticipated that events will take place at the Seaton Down Hill site, enquiries have been received as to the hiring of the site for a mobile food and drinks unit, which may be considered, subject to the following terms and conditions and the requirements set out on the application form:

- **Site Plan** – this must be submitted at the time of booking and must clearly indicate the position of the activity to ensure access to the site by the general public is not impeded.
- **Waste Management** – it is the responsibility of the event organiser to ensure that all waste is appropriately disposed of, with items recycled where possible in line with the Council's Environment policy and that the site is left as found. It is expected that where possible, disposable items will be recyclable in line with the Council's Environment policy.

Hire Fees

Venue	Charge
Function Room – Marshlands Centre	£12 per hour to include parking (subject to availability) and use of kitchen Storage space may be available for groups. Charges for this start from £25 per month. Please contact the Town Clerk to discuss further.
Seaton Down Hill Picnic Site	£50 per day pitch fee, plus a one-off £40 administration fee
Cliff Field Gardens <ul style="list-style-type: none"> • Commercial rate • Educational awareness / community non-profit event • Charity fundraising event 	<ul style="list-style-type: none"> • £157.00 per day, plus a £40 administration fee per event • £37.00 plus £40 administration fee • Please contact the Town Clerk to discuss

	Additional costs: <ul style="list-style-type: none"> £26 each for electricity and water, if required, will apply for all events
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Application Form - Events and Room Hire Seaton Town Council

Please return the application form and required documents to: townclerk@seaton.gov.uk

Applicants are advised to allow sufficient time for the approval process to be completed prior to the proposed date of the event.

Compliance with the Covid 19 restrictions is mandatory. The latest government guidance notes are located at www.gov.uk/guidance/working-safely-during-coronavirus-covid-19.

Event organiser's check list

Please ensure that the following documents are submitted with your application form:

- ☐ Public Liability Insurance certificate, stating you are covered for the event
- ☐ Risk assessments and safety paperwork, including fire safety and emergency evacuation procedures and compliance with Covid-19 regulations
- ☐ Evidence of temporary events notices or applications for any licensable activities
- ☐ Site plan – for Cliff Field Gardens and Seaton Down Hill site only

Contact details

Organiser's Name:			
Contact Address & Postcode:			
Contact number:		Email:	

Event Details

Name of event:					
Event Type: (please tick)		Expected Number of attendees:			
Commercial (for profit)	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Community Event	Yes No	<input type="checkbox"/> <input type="checkbox"/>

Facilities for dancing*	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Barbeque/hog roast	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Late night refreshments (sale of hot food and/or beverages from 11pm to 5am)	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Re-enactment group*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Charity street collection	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Fireworks, laser and pyrotechnics display*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
			Bonfire	Yes No	<input type="checkbox"/> <input type="checkbox"/>

Important Information

Events shown in BOLD above require a Temporary Event Notice from East Devon District Council. Please visit Apply for a temporary event notice - East Devon	Yes N/A	<input type="checkbox"/> <input type="checkbox"/>	License Number
You will need to apply directly to PRS if you are planning to have either recorded or live music at your event. Please call 02075 805544.	Yes N/A	<input type="checkbox"/> <input type="checkbox"/>	License Number
Do you plan to raise money for charity at your event? If so, you may need to apply for a street collection permit. Please visit or call 01395 517410.	Yes N/A	<input type="checkbox"/> <input type="checkbox"/>	License Number

Please provide further details for activities marked with an asterisk:

If any of your activities are not covered in the list above, please provide details:

If you intend to provide catering yourself, please specify details.

Toilets

Marshlands – WCs are available at Marshlands.

Seaton Down Hill Picnic Site – there are no toilet facilities at this site.

Cliff Field Gardens - the nearest public toilets are located at the bottom of Castle Hill therefore the hire of portaloos is a condition of hire. Please confirm number of portaloos, type and location below, after discussion with the Town Clerk:

Extra Services

Please note that water and electricity is available at Cliff Field Gardens and an additional fee is charged. It is the event organiser's responsibility to provide any additional equipment such as tables, chairs, barriers etc. Please provide details of additional equipment below:

Litter and recycling

Cliff Field Gardens and Seaton Down Hill Picnic Site only - it is the event organiser's responsibility to keep the site free from litter. **It is not acceptable to leave waste adjacent to any of the litter bins in Cliff Field Gardens or Seaton Down Hill Picnic Site. Litter must be disposed of at a licensed tip or removed by a licensed contractor.**

Please confirm the number of litter stations to be provided or how waste will be disposed of:

Temporary structures and event equipment

Will you be using any of the following:

Portable generator	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Gas cylinders	Yes No	<input type="checkbox"/> <input type="checkbox"/>
PA System	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Staging	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Stage barriers	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Lighting rig	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Crowd control barriers	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Temporary fencing	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Gazebo	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Event seating	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Marquees/Tents	Yes No	<input type="checkbox"/> <input type="checkbox"/>			
Approximate size of marquees/tents (please also provide a site plan):					

*Please note that Seaton Town Council reserves the right to cancel an event at any point should the Council members consider that sufficient measures are not in place in order for the event to proceed safely.

Data Protection

Any personal information which you provide will be held and used by Seaton Town Council for the purpose of processing and administering your application to hire Cliff Field Gardens, Seaton Down Hill Picnic Site or the Function Room at Marshlands. Your information may also be shared within the Town Council and within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise, your personal information will not be disclosed to anybody outside Seaton Town Council and East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing. Further detail about our Data Protection Policy can be found at www.seaton.gov.uk

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	7th February 2022
Item of business	22 COU 12
Details	Report on Community Celebration for Platinum Jubilee
Purpose of Report	To approval an updated proposal for an event on Thursday, 2 June 2022 to commemorate the Queen’s 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 updated proposal, at paragraph 2 below • delegate to the Town Clerk the powers to take such action and allocate such expenditure, within the approved events budget, to a maximum of £8,000, as considered necessary to deliver the event in the terms proposed in this report

1. Introduction

At a meeting of the Council on 6 December 2021, Members discussed a proposal put forward by the Town Clerk for a single large event to commemorate the Platinum Jubilee, costing up to £13,000.

Members concluded that it would not provide value for money and, whilst a date for an event on 2 June 2022 was agreed, rather than holding one large event, Members decided to mark the Jubilee in a smaller way and arrange several smaller events throughout the year. Members agreed that they would be responsible for bringing forward proposals for events for consideration by Council, after liaison with officers to ensure all financial, practical and safety issues, had been considered.

Subsequent to that meeting Members met informally to discuss possibilities for a scaled down event and then met with the Town Clerk and Deputy Clerk to discuss options and the matters that had to be taken into consideration.

This report outlines the outcome of those discussions and, whilst quotations are still be sought for various elements of the proposal, provides a framework for taking this event forward.

2. Proposal

In summary, therefore, the following is proposed for a community focused event on Thursday, 2nd June 2022 in celebration of the Queen's Platinum Jubilee:

- **Event – Platinum Party in The Park** - an inclusive picnic event for the whole community to attend and bring a picnic and to include live entertainment, children's activities, beacon lighting and the planting of trees
- **Venue** – Cliff Field Gardens – Thursday, 2 June 2022
- **Time** – 4pm to 10pm
- **Activities** - depending on availability and cost, it is proposed that these might include:
 - Entertainment, such as live music
 - Demonstrations and exhibitions by local groups, eg SAVE Food
 - Children's activities, such as circus skills, face painting and a 'barn' dance
 - Planting one or more trees (Queen's Green Canopy) – possibly 70, if these can be secured at a reasonable cost or donated.
 - Lighting a beacon (Queen's Jubilee Beacons)
- **Refreshments** – whilst it is intended that most people will bring a picnic of their choosing, community/charitable groups will also be approached, to ask if they would like to organise food stalls, selling burgers or similar (thereby supporting local groups in their fundraising activities). Enquiries will also be made regarding the provision of an ice cream van. Alcohol may be brought along as part of picnics but cannot be sold, due to a restrictive covenant over the land preventing the sale of intoxicating liquor. Recyclable cups and packaging will be encouraged where possible.

3. Considerations

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

- Litter stations
- WCs
- Staging & PA system

- First Aid Station
- Musicians and/or other entertainment
- Children's activities including the possibility of a bouncy castle
- Community food stalls
- Ice cream van
- Bunting & flags
- A suitable tree/trees
- Beacon

Other considerations:

- Publicity and filming element of event
- Signage
- Insurance
- Temporary Events Notice (EDDC)
- Stewarding requirements
- Risk assessments
- Consents as are identified as required
- Possibility of transport being provided from the town centre to Cliff Field Gardens
- Possibility of whether security will be required overnight for the stage and equipment

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. Councillors and volunteers (subject to the adoption of an appropriate Volunteer Strategy being adopted in the meantime) will also be asked to help both before the event and on the day, in an effort to reduce costs

Engagement with other stakeholders: Officers have already made tentative approaches to the Gateway, the Lions, Seaton Tramway, SAVE Food 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 Re:Store 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.

4. Budget & Officer Resource

The total approved events budget for 2022-23 is £15,000.

Due to the high demand for facilities such as WC hire and staging over that weekend, officers and councillors have already made some progress in seeking quotations and provisionally securing said infrastructure. On the basis of that work, it is anticipated that the event can be delivered for a maximum of £8,000.

This will leave £7,000 available to deliver other events, such as the outdoor cinema and possible fireworks display later in the year. The actual costs will become clearer as more quotations are available and will be reported to Members regularly.

5. Risks

As with any event held in the UK, the weather prevailing at the time cannot be guaranteed. The provision of a marquee is not proposed as it is high cost, has limited capacity and the risk still stands that all activities may have to be curtailed if the weather is particularly poor.

RECOMMENDATION

It is **RECOMMENDED** that Members:

- approve the updated proposal contained in this report
- delegate to the Town Clerk the powers to take such action and allocate such expenditure, within the approved events budget, to a maximum of £8,000, as considered necessary to deliver the event in the terms proposed in this report

LOCAL COUNCIL AWARD SCHEME | FEEDBACK FORM

Name of council	Seaton Town Council
Award level	Foundation
Date	5 Jan 2022

Summary

The Foundation Award

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
The council confirms by resolution at a full council meeting that it publishes online:					
1) Its standing orders	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
2) Its financial regulations	X				
3) Its Code of Conduct and a link to councillors' registers of interests	X				
4) Its publication scheme	X				
5) Its last annual return	X				
6) Transparent information about council payments	X				The panel noted that under the Transparency Code 2015 the council should also be publishing annually details of the grants awarded.
7) A calendar of all meetings including the annual meeting of electors	X				
8) Minutes for at least one year of full council meetings and (if relevant) all	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
committee and sub-committee meetings					
9) Current agendas	X				
10) The budget and precept information for the current or next financial year	X				
11) Its complaints procedure	X				
12) Its accessibility statement	X				
13) Its privacy notice	X				
14) Council contact details and councillor information in line with the transparency code	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
15) Its action plan for the current year			X		The panel was happy to accept this list of priorities, however they felt it should have had more specific detail on the timelines involved. Whilst this is a good list of priorities, they weren't entirely convinced it was an action plan as such.
16) Evidence of consulting the community	X				
17) Publicity advertising council activities	X				If the council decided to apply for a higher level in the future, then providing screenshots and specific links would be handy!
18) Evidence of participating in town and country planning	X				
The council also confirms by resolution at a full council meeting that it has:					
19) A risk management scheme	X				
20) A register of assets	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
21) Contracts for all members of staff			X		Whilst the panel understood why they may not want to send specific contracts, the council should have automatically provided a redacted copy or evidence that proper contracts were in place through confirmation in minutes of a council meeting (as per the LCAS guide).
22) Up-to-date insurance policies that mitigate risks to public money	X				This meets the criteria but the panel would have quite liked to have seen the insured property value included on the asset register so it could be cross referenced against the asset register.
23) Disciplinary and grievance procedures	X				The panel recommends that the council looks at updating its procedures using NALC's 2019 model documents.
24) A policy for training and development of staff and councillors	X				The panel suggests adding a date for when this will next be reviewed.
25) A record of all training undertaken by staff and councillors in the last year	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
26) A clerk who has achieved 12 CPD points in the last year	X				

The Quality Award

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:					
1) Draft minutes of all council and committee meetings within four weeks of the last meeting					
2) A Health and Safety policy					
3) Its policy on equality					

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
4) Councillor profiles					
5) A community engagement policy involving two-way communication between council and community					
6) A grant awarding policy					
7) Evidence showing how electors contribute to the Annual Parish or Town Meeting					
8) An action plan and related budget responding to community engagement and setting out a					

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
timetable for action and review					
9) Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and at least four news bulletins a year					
10) Evidence of helping the community plan for its future					
The council also confirms by resolution at a full council meeting that it has:					
11) A scheme of delegation (where relevant)					

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
12) At least two-thirds of its councillors who stood for election					
13) An annual report that is actively shared with the community					
14) Evidence of a customer service in how the council handles correspondence with the public					
15) A qualified clerk					
16) A formal appraisal process for all staff					
17) A training policy and record for all staff and councillors					

The Quality Gold Award

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:					

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
1) A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community					
2) An annual report, online material, news bulletins and other council communications with evidence of:					
a) engaging with diverse groups in the community using a variety of methods					

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
b) community engagement influencing council activity and priorities					
c) a wide range of council activities, including innovative projects, that produce positive outcomes for the community					
d) co-operating constructively with other organisations					
The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it:					

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
3) Ensures that the council delivers value for money					
4) Provides leadership in planning for the future of the community					
5) Engages with the community on issues related to the environment and climate change					
6) Manages the performance of the council as a corporate body					

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
7) Manages the performance of each individual staff member to achieve its business plan					

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	7 February 2022
Item of business	22 COU 13
Details	Report on Local Council Award Scheme
Purpose of Report	To consider the outcome of the application for accreditation under the Local Council Awards Scheme
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"> • note the feedback from the panel • note the award

1. Introduction

In the Autumn of 2021, the Council resolved to seek accreditation under the Local Council Award Scheme (‘LCAS’). This process is conducted by way of a peer review, thereby enabling local councils to demonstrate they meet the standards set for their sector and ensure continued improvement. LCAS is administered by the National Association of Local Councils (‘NALC’).

There are several reasons why the Council may benefit from such an award:

- assurance that it is up-to-date and progressive by the standards of the sector
- external validation of the work being done by councillors and officers
- confidence to the local community or other local partners that the Council is delivering to a national professional standard.

2. Outcome of application

An application for the Foundation Standard was submitted and the results announced on 22 January 2022.

Due to the work the Council has done over the last 2 years in improving its processes and operations generally, it has been successful in its application for a Foundation Award.

Some helpful feedback has been received and this is attached for Members' information at Appendix 1.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the feedback from the panel
- note the award

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	7 February 2022
Item of business	22 COU 14
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.	
Community Events & Activities Working Group	<ul style="list-style-type: none"> • Cllr ? • Cllr ? • Cllr ? • Cllr • Other representatives from within the town
Purpose – to work on and make recommendations to Council on the delivery of events and activities in the town such as the Seaton in Bloom Competition, beach clean, beach activities and the promotion of new events Input from the Deputy Clerk and/or Facilities & Projects Officer (when appointed), as necessary.	

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

Events Working Group – to bring forward recommendations for events and activities to Council for approval

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	7 February 2022
Item of business	22 COU 16
Details	Review of Financial Regulations and terms of reference for Finance & General Purposes Committee
Purpose of Report	Report on proposed amendments to the Council’s Financial Regulations and terms of reference for Finance & General Purposes Committee
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 reduced frequency of meetings of the Finance & General Purposes Committee as proposed • 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.

1. Introduction

The Council has a number of committees, each with terms of reference and delegated authority to discharge such of the Council’s functions as the Council deems fit.

One of those committees is the Finance & General Purposes Committee which currently meets on a monthly basis. Its primary functions include:

- ratifying payments made under approved budgets
- carrying out a quarterly review of expenditure as against approved budgets and earmarked reserves and agreeing such adjustments as considered appropriate



- preparing a draft budget for recommendation to Council
- managing the Council's assets

In addition to the committee structure, the Council has adopted a comprehensive Scheme of Delegations to the Town Clerk, to facilitate the effective dispatch of the Council's business.

As such, at the end of each week, all invoices within approved budgets are presented by the Town Clerk by way of a schedule to the Chair, Deputy Chair and Chair of Finance & General Purposes. Once payments are authorised the payments are made usually via internet banking. The schedule is presented each month to Finance & General Purposes Committee for review and ratification.

This process obviously includes expenditure on the maintenance of the Council's assets. Should proposed expenditure exceed those budgets, then a report is brought to Council or a constituent committee as appropriate. Where decisions are required as to significant expenditure, for example, the works necessary to relocate the tourist information centre, then a report is brought to Council, to enable the widest range of views from Members.

2. Proposal to reduce frequency of meetings

As the system is now working efficiently with invoices being paid in a timely manner, few aged debts and operating within approved budgets, it is proposed that the frequency of meetings be reduced from monthly to 5 times a year as follows:

- April
- July
- October
- November
- January

This will enable the Committee to carry out a quarterly review of income and expenditure, as against approved budgets and a review of the ongoing need for the various earmarked reserves. An additional meeting will take place in November to enable sufficient time for consideration of the budgets for the following year. Clearly, if considered necessary at any time during the year, additional meetings of said committee can be called and/or matters on which a decision is required prior to the next scheduled date may be decided by Council.

The weekly production of the schedule and authorisation, as detailed above, will continue unchanged.



RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- approve the reduced frequency of meetings of the Finance & General Purposes Committee as proposed
- 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



SEATON TOWN COUNCIL (‘the Council’)	
Date of report	7 February 2022
Item of business	22 COU 17
Details	Purchase of new planters
Purpose of Report	Report on the purchase of new planters for the seafront
Power/authority	Public Health Act 1875, s164 – power to provide and manage public walks, pleasure grounds and open spaces
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • note the decision made under the Council's Scheme of Delegations to purchase 4 planters from Supplier 1, as detailed • approve the virement from the Beachfront Management budget

1. Introduction

There are current 3 large square planters and 2 small round white concrete ones on the seafront outside Whitecliff Apartments

Two of the large planters are wooden and, having been repaired by the Town Maintenance Officer on more than one occasion, are approaching the end of their useful life. The third large blue planter is made of recyclable plastic and is in good condition.

The two small planters are situated between the 3 large square ones and appear to have just been placed there rather than adding anything of value to the streetscene.

2. Proposal for expenditure

It is therefore proposed that 4 x new metre square planters are purchased to match the existing one at a cost of £1,362.24 + VAT. The reasons for this proposal are fourfold:

- improving the street scene, especially as they will be situated on the approach to the new TIC
- fitting with the Council's Environmental Policy in that the planters are recyclable



- fitting with the Council's Town Plan in making smaller improvements to the seafront, as are feasible within available budgets
- reducing future maintenance required

3. Budget

In line with the Council's Financial Regulations, three quotations have been obtained as listed below:

Supplier	Detail	Quotation
Supplier 1	Metre Square Planter x 4 (blue)	£1,362.24 + VAT
Supplier 2	Metre Square Planter x 4 (black)	£1,482 + VAT
Supplier 3	Metre Square Planter x 4 (blue)	£1824 + VAT

Supplier 1 supplied the planter that will remain so it is intended that the new planters – whilst also providing the best value – will match as closely as possible the one that is already in situ and will remain.

It is proposed that the cost be vired from the Beachfront Management budget which, as Members will recall, has not been utilised as EDDC was able to find the full amount required from elsewhere.

Members have already been consulted on this by email and 10 positive responses received with one response stating that they would have preferred recycled plastic. Whilst this has been investigated, in order to match the planter that will remain, insofar as is possible, the recyclable rather than recycled plastic is the only option.

On that basis, the Town Clerk has exercised her delegation and placed an order for 4 new planters from Supplier 1.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the decision made under the Council's Scheme of Delegations to purchase 4 planters from Supplier 1, as detailed
- approve the virement from the Beachfront Management budget

