

NOTICE

**THIS MEETING IS A PUBLIC MEETING AND WILL BE HELD OUTSIDE TO
SAFEGUARD THOSE ATTENDING**

To: All Members of Seaton Town Council

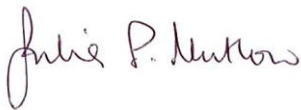
**Extraordinary Meeting of Seaton Town Council
on Wednesday, 19 May 2021 at 5.45pm**

14th May 2021

You are hereby summoned to attend the above meeting to be held on **Wednesday, 19th May 2021 at 5.45pm in the car park of the Marshlands Centre, Harbour Road, Seaton EX12 2LT.**

It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.



**Julia Mutlow
Town Clerk**

AGENDA

- 21/COU/01 Apologies for absence**
To receive any apologies for absence
- 21/COU/02 Declarations of Interest**
To receive any Members' declarations of interest in respect of items on the agenda
- 21/COU/03 Minutes**
To agree the minutes of the Council's Annual General Meeting held on Tuesday 4th May 2021.

21/COU/04 Report of Internal Auditor 2020/21

To receive and note the report of the Internal Auditor and accompanying documents.

21/COU/05 Annual Governance Statement 2020/2021

To agree and approve Section 1 - Annual Governance Statement

21/COU/06 Accounting Statements 2020/2021

To agree and approve Section 2 – Accounting Statements

21/COU/07 Co-option of new councillor

To consider an application for co-option to Seaton Town Council

Confidential Items

The Chairman will move that in accordance with the Council's Standing Order 1(d) press and public will be excluded from the meeting during the discussions of item 8 on this agenda as there are matters being discussed which may include sensitive information or information that could identify an individual.

21/COU/08 Staffing

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

Present:

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

Town

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

Officers: Town Clerk and Deputy Town Clerk

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

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

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

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

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

3. Apologies for absence

No apologies for absence were received.

4. Declarations of Interest

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

5. Minutes

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

6. Public Question Time

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

7. Request to use Cliff Field Gardens

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

8. Terms of Reference for Committees

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

9. Appointments to Committees & Working Groups

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

Committee	Membership
Planning	<ol style="list-style-type: none"> 1. Cllr Beer (ex officio) 2. Cllr Hartnell 3. Cllr Macaskill 4. Cllr Russell 5. Cllr Wright 6. Cllr Ledger (ex officio) 7. Vacancy
Finance & General Purposes	<ol style="list-style-type: none"> 1. Cllr Beer (ex officio) 2. Cllr Bowman 3. Cllr Ledger (ex officio) 4. Cllr Russell 5. Cllr Singh 6. Cllr Wood 7. Cllr Wright 8. Vacancy

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

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

10. Appointments to Outside Bodies

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

Appointments to Outside Bodies	
Axe Valley Christians Against Poverty	Cllr Beer

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

11. Standing Orders

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

12. Financial Regulations

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

13. Internal Controls Document

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

14. Asset Register

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

15. Risk Management Policy & Risk Register

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

16. Code of Conduct

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

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

17. Complaints Policy

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

18. Data Protection Policy

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

19. Freedom of Information & Publication Scheme

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

20. Social Media & Electronic Communications Policy

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

21. Scheme of Delegations

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

22. Review of authorised signatories and banking arrangements

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

23. Council Priorities 2021/22

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

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

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

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

24. Adoption of Sea Hill Telephone Kiosk

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

Meeting closed at 7.18pm

Signed _____

Dated _____

Annual Internal Audit Report 2020/21

Seaton Town Council

seaton.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

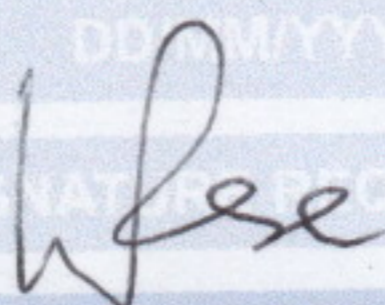
03/06/2020 05/11/2020

Name of person who carried out the internal audit

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED



Date

14/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER SEATON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

19 May 2021

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.SEATON.GOV.UK

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

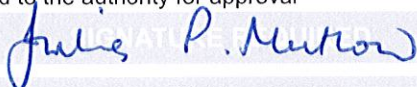
Section 2 – Accounting Statements 2020/21 for

ENTER YOUR AUTHORITY SEATON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	171,476	248,530	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	325,918	337,982	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	50,806	26,439	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	95,560	134,500	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	203,110	185,909	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	248,530	292,542	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	250,734	290,854	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	RESTATED 345,381	347,098	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 17 May 2021

I confirm that these Accounting Statements were approved by this authority on this date:

19 May 2021

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED