

**Minutes of the Seaton Town Council
Extraordinary Meeting
on Wednesday, 19 May 2021**

Present:

Chair: Cllr D Ledger

Town

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

Officers: Town Clerk

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

25. Apologies for absence

No apologies for absence were received.

26. Declarations of Interest

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

27. Minutes

Members **RESOLVED** To agree the minutes of the Council meeting held on Tuesday 4 May 2021(moved Cllr Singh, seconded Cllr Wright)

28. Report of Internal Auditor 2020/21

Members noted the report of the Internal Auditor and accompanying documents (moved Cllr Singh, seconded Cllr Wright)

29. Annual Governance Statement 2020/2021

Members **RESOLVED** to approve Section 1 - Annual Governance Statement (proposed Cllr. Russell; seconded Cllr. Wood)

30. Accounting Statements 2020/2021

Members **RESOLVED** to approve Section 2 – Accounting Statements (proposed Cllr. Wright; seconded Cllr. Wood)

31. Co-option of new councillor

After hearing from Del Haggerty, Members unanimously **RESOLVED** to co-opt Del Haggerty onto the Council (moved Cllr Russell; seconded Cllr Wood)

Confidential Items

The Chairman moved that in accordance with the Council's Standing Order 1(d) press and public be excluded from the meeting during the discussion of the following items due to their sensitive nature/potential to identify individuals.

32.Staffing

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

- approve an increase the hours of the Administrative & Community Events Officer hours from 24 to 30 hours per week for an initial period of 3 months from week commencing 17 May 2021, with a review thereafter;
- authorise the Town Clerk, if she considers it necessary, to engage a temporary member of staff, to assist with tourist information and general administrative work to support the permanent staff;
- approve one additional SCP for Town Clerk to reflect relevant qualifications, as per her contract, backdated to 1 April 2021;
- approve the costs associated with the above recommendations above, as set out in the report accompanying the agenda; and
- ask the Town Clerk to investigate the benefits and cost of engaging SLCC to carry out a job evaluation of the role of Seaton Town Clerk and bring a comprehensive report to Members for consideration.
(proposed Cllr. Hartnell; seconded Cllr. Wright)

Meeting closed at 6.18pm

Signed



Dated

21.06.2021