

NOTICE

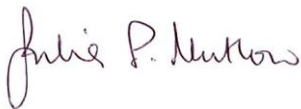
**To: All Members of Seaton Town Council
Meeting of Seaton Town Council on Monday 4 April 2022 at 6pm**

30 March 2022

You are hereby summoned to attend the above meeting to be held on **Monday, 4th April 2022 at 6pm at 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

- 22/COU/01 Apologies for absence**
To receive any apologies for absence
- 22/COU/02 Declarations of Interest**
To receive any Members' declarations of interest in respect of items on the agenda
- 22/COU/03 Minutes**
To agree the minutes of the Council's meeting held on Monday, 7th March 2022.
- 22/COU/04 Chairman's Report**
To note the report.
- 2/COU/05 Public Question Time**
To allow any questions or reports from members of the public.

22/COU/06 Police Report

To note the report.

22/COU/07 County Councillor's Report

To note the report.

22/COU/08 District Councillors' Reports

To note the reports.

22/COU/09 Town Clerk's Report

To receive an update on the Council's ongoing work. It is
RECOMMENDED that Members note the updated work log.

22/COU/10 Committee meeting minutes

To receive and note the minutes of the following committee meetings:

- Planning Committee – 21 February and 7 March 2022

22/COU/11 Volunteer Policy

To consider and approve the Volunteer Policy and associated documentation

22/COU/12 Seaton Allotments

To consider the report and review and approve updated Non-Statutory Allotment Rules and note the financial statement for 2021-22

22/COU/13 Insurance Renewal

It is **RECOMMENDED** that Members:

- note the revised premium for insurance cover for 2022/23
- delegate authority to the Town Clerk to renew the motor insurance cover for 2022/23 with the provider that represents best value and at a cost not exceeding of £658.00, inclusive of insurance premium tax

22/COU/14 Direct Debits & Regular Payments

It is **RECOMMENDED** that Members:

- review the schedule of regular direct debits and payments
- approve the schedule of regular direct debits and payments, in accordance with the Council's Financial Regulation 5

22/COU/15 Seaton Beach School Lottery Application

To note and ratify the decision to submit an application for National Lottery funding towards the delivery of Seaton's Summer Beach School

22/COU/16 Review of Asset Register

To review and approve the Council's asset register and disposals

22/COU/17 Art Trail

To consider the possibility of placing one the previously agreed artworks on the front wall of the Tourist Information Centre, rather than West Walk

22/COU/18 Update on First Aid Station 2022

To note update and costs for Summer First Aid Station 2022

22/COU/19 Seafront WC/Shelter

To authorize the Town Clerk to research the practical considerations including costing (build and ongoing cleaning and maintenance), consents required and feasibility of installing a shelter with attached WC towards the eastern end of the seafront, to be funded from the earmarked reserve for enhancements to the seafront, and bring forward an options report to Council

22/COU/20 Review of Town Plan

To review progress to date and agree priorities for 2022/23.

It is **RECOMMENDED** that Members:

- note progress to date
- approve the updated plan, including the new priorities for 2022/23
- subject to the outcome of 22/COU/19 above, to add this project as an objective for 2022/23

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

Present:

Chair: Cllr K. Beer

Town

Councillors: E. Bowman, P. Burrows, M. Hartnell, M. Macaskill, D. Wright & C Wood

Officers: Town Clerk

Public: One member of the public was present - EDDC Ward Cllr Jack Rowland.

173. Apologies for absence

Apologies for absence were received from Cllrs. Haggerty, Ledger, Russell, Singh & Steven

174. Declarations of Interest

Cllr Hartnell declared a personal interest as a Devon County and East Devon District Councillor.

175. Minutes

Members **RESOLVED** to agree the minutes of the Council meeting held on Monday, 7 February 2022 (moved Cllr Bowman, seconded Cllr Wright)

176. Chairman's Report

There was no report from the Chairman.

177. Public Question Time

No questions were raised.

178. Police Report

Members noted the report and crime figures.

179. County Councillor's Report

Cllr Hartnell gave a verbal report highlighting the following:

- Devon County Council (DCC) Strategic Plan to 2025 was now live on the DCC website
- Devon Pension Fund (DPR) – enquiries had been received as to the DPR's exposure to Russian investments. He stated that the DPR was

managed by the Brunel Partnership and invested in emerging markets. Some 3% of the fund was currently invested in Russian companies and options were being considered to withdraw from those investments as soon as possible. The DPR's exposure had already been reduced significantly, in response to recent events.

- Flooding – the report in response to the October storms had been circulated and work was ongoing.

Members noted the verbal report and Cllr Hartnell agreed to circulate his written report after the meeting.

180. District Councillors' Reports

Cllr Rowland gave a verbal report highlighting the following:

- East Devon District Council's (EDDC) budget for 2022-23 had been approved at a meeting of Council on 23 February 2022 with an increase of 3.92% of £5 per annum
- The increased parking charges for the town's car parks were confirmed along with the cost of residents' permits, which Cllr Rowland stated provided good value, in comparison to other districts in Devon.
- Axe Valley levelling up bid – EDDC had allocated a sum of £30,000 to fund the consultants instructed by EDDC to prepare a bid. He cautioned that for any bid to be successful, it had to fulfil several criteria including demonstrating that it would lead to job growth and showing the economic benefits. It was for that reason that, whilst he was trying hard to get the seafront included, any bid would inevitably have to include other areas of the town where small business units could be created.
- Team Devon Recovery Group – this was a DCC initiative where consultants had been appointed to consider projects across Devon. He stated that it was important that the work of the two sets of consultants, appointed respectively by EDDC and DCC, dovetailed together.
- Moridunum – FTL had now started construction works. There were a few licensing issues relating to access over EDDC land but weekly meetings were taking place between EDDC and FTL so that any issues could be resolved swiftly.
- Jurassic Centre – a marketing exercise was being carried out in advance of a formal tendering process and, as significant works need completing before any new operator took over the building, it was unlikely that such an arrangement would be reached for the coming season. However, work had been improved to make the café self-contained, in anticipation of it opening for the summer months of 2022.
- Business Grants – these had now closed due to the sheer volume of applications received.

- MH - Parking charges - concern

Members noted the verbal report and Cllr Rowland agreed to circulate a written report after the meeting.

The Chairman suspended standing orders to bring forward the following item of business:

181. OPCC Councillor Advocates Volunteers Scheme

Members received and noted a presentation from Mick Harrison – Community Engagement Worker, Office of the Police & Crime Commissioner

Standing orders resumed.

182. Town Clerk's Report

Members noted the summary and work log.

183. Committee meeting minutes

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

- Planning Committee – 17 January and 7 February 2022

(moved Cllr Wright, seconded Cllr Macaskill)

184. Reduction in speed limits in Seaton

Members discussed the possibility of making recommendations to Devon County Council regarding the reduction of the speed limit to 20mph on certain roads and concluded, on balance, that due to a lack of supporting evidence it would not be appropriate to make any such recommendations at the current time.

185. Dates of Meetings 2022-23

Members **RESOLVED** to approve the schedule of meetings for 2022-23 as proposed. (moved Cllr. Wright; seconded Cllr Macaskill)

186. Jubilee Lottery Application

Members **RESOLVED** to ratify the decision made, under the Council's Scheme of Delegations, to apply for a grant from the National Lottery Community Fund, towards the town's Platinum Jubilee Celebration and noted that £5,514 had been secured towards the cost of the event.

(proposed Cllr. Beer; seconded Cllr. Wright)

187. Community Grants

Members considered the deferred and updated application from Hospiscare for a community grant and **RESOLVED** to:

- approve a grant of £1,000 to Hospiscare, as requested (proposed Cllr. Wood; seconded Cllr. Macaskill)

188. Update on 'Seaton Streetbase' Project

Members noted the update from Youth Genesis

189. Financial review and year end projections for 2021-22

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

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

190. Play Park Inspections

The Town Clerk updated Members on the recommended tree works and explained that difficulties had been experienced in obtaining the requisite quotations. One had been obtained and EDDC tree officers would be conducting a site visit during week commencing 22 March to provide a further quotation for the works. Members noted the play park inspections.

Confidential Items

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

191. Update on Jurassic Fibre

Members noted the advice from the Council's solicitors and **RESOLVED** that the Council should continue with negotiations on the originally proposed licence, as opposed to entering into a lease. (proposed Cllr. Wood; seconded Cllr. Bowman)

192. Beach School Tender

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

- approve the award of the Seaton Summer Beach School 2022 programme to Contractor A at a cost of £3234.70

- authorise the Town Clerk to take such action as necessary to extend the programme, subject to demand, to include 3 additional Saturday sessions at a cost of £420.00 and 4 stand-alone sessions during October half-term at a cost of £375.00
- authorise the Town Clerk to take such action as necessary to extend the programme to include specialised inclusion sessions, subject to demand, at a cost of £15.00 per hour up to a maximum cost of £500.00 (proposed Cllr. Wood; seconded Cllr. Bowman)

193. Update on the Town Hall

Members received a verbal update on the recent meeting with the Trustees of the Gateway and noted the comments received from the Gateway's manager.

194. Staffing

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

- approve the increase in the Deputy Clerk's hours from 24 to 28 hours per week on a permanent basis
- note and approve the spinal column points increases, as recommended in the report, as from 1 April 2022,
- approve an increase in the rate paid to the Planning Clerk equivalent to one SCP (proposed Cllr. Wood; seconded Cllr. Bowman)

Meeting closed at 7.32pm

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	4 April 2022
Item of business	22 COU 09
Details	Town Clerk’s Summary
Purpose of Report	To provide an update of the highlights of ongoing work of Seaton Town Council
Recommendations	It is RECOMMENDED that Members note the summary and work log.

1. Introduction

As in previous months, Members are referred to the work log, detailing all completed projects and ongoing work and projects currently being undertaken by the Council’s officers and the status of each. To assist Members, a summary has been provided below of matters to note since the last meeting. This is, of course, is over and above the general day-to-day operational work being carried out to manage the Council’s assets.

2. Summary of matters to note

- **Tourist Information Centre** – the works on the new TIC at Marshlands are complete and the opening is scheduled for 7 April. The building and courtyard have been cleaned and signage erected. The transfer of IT provision and telephones will take place on 4 and 5 April 2022.
- **Jubilee Celebration** – the work on this event is progressing well, with various provisional bookings made and liaison is ongoing with community groups to take part. The following have been booked:
 - Staging & PA
 - Waste stations
 - WC hire
 - Vintage ice cream van
 - Laser Clay Shooting
 - Circus skills
 - Entertainment x 4

A further meeting has taken place with the various community groups - the Carnival Committee, Seaton Christians Together, British Legion, the Lions, Seaton Majorettes and representatives of Seaton Scouts and SAVE Food Hub also attended

- **Beach School** – the supplier has been appointed and is preparing publicity materials. It is anticipated that this will be launched in April/May
- **Asset Register** – this has been reviewed in readiness for approval at this meeting
- **Grant funding** – the following applications have been made:
 - National Lottery:
 - Summer Beach School – application made. Decision pending
 - Jubilee Event – an award of £5,514 granted
 - DCC - £6,450 – reimbursement agreed for repainting of lighting columns. Payment awaited.
- **First Aid Station** – supplier instructed, and arrangements made for the provision of Summer First Aid Station 2022
- **Volunteer Policy** – having taken advice from the Council's insurers, the Deputy Clerk has prepared a draft policy and associated documentation for approval at this meeting
- **Sensory Garden** – liaison ongoing with Colyton Grammar School regarding a possible mural on the wall adjacent to the garden. Planting to be finalised in April.
- **Allotments** – the Town Clerk & councillors have met with an adjacent resident who had raised concerns about rat harbourage and bonfires. The Town Clerk has updated the Allotment Rules for approval by Members and met with Environmental Protection Officers from EDDC who are satisfied that the updated rules are reasonable and proportionate to address concerns

RECOMMENDATIONS

It is **RECOMMENDED** that Members note the summary and work log.

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

Present:

Chairman: Cllr D Wright

Councillors: K Beer, P Burrows, M Hartnell & M Macaskill

Officers: Planning Committee Clerk & Town Clerk

Public: One member of the public was present.

165. Apologies for absence

Apologies for absence were received and accepted from Cllr Ledger & Cllr Russell.

166. Declarations of Interest

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

Cllr Hartnell declared a personal interest in respect of application 22/0352/OUT, 77 Seaton Down Road, Seaton EX12 2HA as the applicants were personal family friends. He would not take part in the debate or vote on the application.

167. Minutes of the Planning Committee meeting held on Monday 21st February 2022

The Committee **RESOLVED** to agree the minutes of the meeting held on 21st February 2022.

(moved Cllr Beer; seconded Cllr Wright)

168. 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.

169. 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.



170. Public Question Time

Mrs Barbara Dearden-Potter spoke on agenda item 7, planning application 22/0352/OUT, stating that she was fully aware that planning law had changed since the 1950's. Her step father had the bungalow built and Mrs Dearden-Potter lived there from 1988 to 2002 and has known the property since 1977. The reason the bungalow was built in the middle of the plot was because the council at the time insisted it was built there so nothing else could be built on the plot. If a dwelling were constructed at the back of the plot it would appear cramped as there is very little very space. Also, the water meter for the bungalow is at the bottom of the drive in Marlpit Lane which could cause issues. The applicants wish to construct a parking layby at the front of the property as the present entrance onto Marlpit Lane will be for the use of the proposed new dwelling.

Cllr Hartnell arrived at the meeting at 5.52pm

Applications for consideration:

171. 22/0352/OUT	Mr and Mrs Mears	77 Seaton Down Road, Seaton, EX12 2HA Construction of a single storey dwelling accessed from Marlpit Lane following demolition of an existing car port; and construction of a parking bay accessed from Seaton Down Road. (Outline application with all matters reserved.)
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Discussion took place around:

- Planning application 22/0353/OUT for the construction of a single storey dwelling accessed from Marlpit Lane following demolition of an existing car port; and construction of a parking bay accessed from Seaton Down Road at 77 Seaton Down Road had been withdrawn. This was a duplicate application. If application 22/0353/OUT has been withdrawn on highway issues the same must apply to this application.

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

- The proposed parking bay on Seaton Down Road would be unsafe and Devon County Highway Authority would recommend refusal of Planning Permission as the proposed development would be likely to result in an access which may not provide adequate visibility from and of emerging vehicles.

(moved Cllr Wright; seconded Cllr Beer)



172. 22/0282/FUL

Ms Fiona Gardner

White Cross Farm (Street Record), Colyford Road, Seaton, EX12 2SN

Widen path and improve visibility of existing access to farm.

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

173. 22/0444/FUL

Scott and Rachel O'Farrell

3 Fortfield, Seaton EX12 2AW

Enlargement of existing dormer window on front (south) roof elevation.

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

174. Planning Comments


Comments to be circulated in respect of application 22/0352/OUT.

175. Decisions

To note planning decisions made by East Devon District Council:

- a) **21/3315/OUT – 9 Meadow Avenue, Seaton** Construction of dwellinghouse (outline application seeking approval of details of access only) – **APPROVED** – with conditions.
- b) **20/2865/FUL – Land Rear Of 15 Townsend Road, Seaton** Demolition of existing house and erection of 8 dwellings, 5 no. 4 bed and 3 no. 3 bed, and enlargement of existing access – **REFUSED**.
- c) **21/0891/FUL – Hook and Parrot Inn, East Walk, Seaton** Demolition of existing public house and 3 residential apartments and construction of replacement bar/restaurant and 9 apartments – **APPROVED** – with conditions.

The meeting closed at 6.03pm.

Signed 

Dated 21/3/22

**Minutes of the Planning Committee
Meeting on Monday 21 February 2022**

Present:

Chairman: Cllr D Wright

Councillors: K Beer & P Burrows

Officers: Town Clerk

Public: No members of the public were present.

155. Apologies for absence

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

156. Declarations of Interest

There were no declarations of interest.

157. Minutes of the Planning Committee meeting held on Monday 7th February 2022

The Committee **RESOLVED** to agree the minutes of the meeting held on 7th February 2022.

(moved Cllr Beer; seconded Cllr Burrows)

158. 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.

159. 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.

160. Public Question Time

No questions from members of the public.



Applications for consideration:

- | | | |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 161. 22/0072/FUL | Mr A Harding | 29 Eyewell Green, Seaton,
EX12 2BN
Amendments to application
21/0678/FUL to include minor
internal alterations, addition of
rooflight over stairwell and
alterations to fenestration. |
|
The Committee RESOLVED to propose no objection to the application.
(moved Cllr Beer; seconded Cllr Burrows) | | |
| 162. 21/2991/FUL | AVMT Buses Ltd
Frances Searle | Harcombe Engineering, 101
Harbour Road, Seaton EX12 2NQ
Change of use of part of the
building and yard to a bus depot,
using part of the existing workshop
for bus maintenance and part of the
yard for bus and staff parking and
as a wash bay for buses. |

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

- | | | |
|-------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 163. 21/2499/RES | Mr & Mrs David Sheddon | Land North Of Macwood Drive,
Seaton
Amended plans for consultation.
These amendments relate to
Revised plans received on
10/02/2022. |
|-------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

Discussion took place around:

- There appeared to be no difference between the plans originally submitted in September 2021 and the amended plans.
- Original outline planning application submitted and approved in 2014 was for a dwelling of approximately 80 square metres. Now appears the square metreage of the dwelling has gone up to approximately 130 square metres.
- The rear external wall of the proposed dwelling would only be 50cms from the southern boundary fence of the neighbouring property which is just within the legal minimum requirement.



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

- The reasons stated in the Town Councils response dated 22 October 2021 appear to have not been addressed in the amended plans submitted.
- The height of the dwelling and the proximity of its rear wall in relation to the southern boundary of 1 Lydgates Road. The impact it would have on the occupiers of neighbouring properties.
- Increase in the footprint of the bungalow from 80 square metres on the approved plans for the Outline application to approximately 130 square metres with the Reserved Matters application..

(moved Cllr Wright; seconded Cllr Beer)

164. Planning Comments

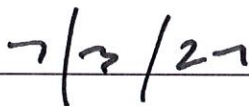
Comments to be circulated in respect of application 21/2499/RES.

The meeting closed at 5.50pm.

Signed



Dated



SEATON TOWN COUNCIL (‘the Council’)	
Date of report	4 April 2022
Item of business	22 COU 11
Details	Report on Volunteer Policy
Purpose of Report	To receive and approve a draft volunteer policy and associated documentation
Power/authority	Local Government Act 1972, s111 – power to do anything to facilitate the discharge of powers and duties.
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • approve the draft Volunteer Policy and associated documentation

1. Introduction

As part of the Council’s ongoing work, it is keen to engage positively with individuals in the town who are prepared to give their time to improve their environment, help at events and engage in any other voluntary activities where additional assistance would be beneficial.

In order to secure meaningful engagement and to ensure the safety of volunteers, a policy is required to provide a framework within which any activity will be handled. Such a policy and associated volunteer agreements not only provides information for volunteers as to the parameters within which their assistance will be given but is essential to ensure the Council satisfies the requirements of its insurers and the safety of volunteers.

Developing such a policy was one of the objectives set out in the Town Plan (November 2021).

2. Volunteer Policy

This report introduces a draft policy with the following attachments:

- Appendix A – Volunteer Agreement
- Appendix B – Contact Form

- Appendix C – Risk Assessment Template

3. Other factors

In order for policy to be effective, councillors (and occasionally officers) will be nominated as Volunteer Co-ordinators for any given activity. As the report details, before any activity can take place a risk assessment will have to be completed by the Volunteer Co-ordinator and signed off by the Town Clerk along with the volunteer agreements and contact form.

4. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- approve the draft Volunteer Policy and associated documentation

SEATON TOWN COUNCIL VOLUNTEER AGREEMENT

ONCE COMPLETED, THIS FORM MUST BE GIVEN TO THE TOWN CLERK

Task Name:			
Task Date:		Start time:	Finish time:
Location:			
Named Supervisor:			
Description of activity:			
Tools / Equipment required:			
Specific health and safety measures:			
First Aid:	<ul style="list-style-type: none"> In the event of an injury (cuts and grazes), the supervisor will be notified. A first aid kit is held by the supervisor. In the case of a serious injury, immediate first aid should be administered, and the supervisor informed. The supervisor is expected to carry with them a mobile phone and if necessary, will contact emergency services 		



Volunteer Agreement:

- I understand the scope of work described by the supervisor and agree to abide by the direction given relating to this work and, further understand, that should I not comply with such directions then the Council's policy of insurance may not cover my activities.
- I agree to comply with all health and safety direction and training that I am given in support of this work.
- I agree that I am fit and health to undertake this work.
- I agree to make the supervisor aware of any changes to my contact details or health.
- I understand that this agreement is not intended to create any contractual relationship between myself and the Council.

Volunteer Name:	
Signature:	
Changes to contact details:	

Additional Comments:





Marshlands Centre, Harbour Road,
Seaton, Devon EX12 2LT
01297 21388
admin@seaton.gov.uk
www.seaton.gov.uk
Town Mayor: Cllr Dan Ledger
Town Clerk: Julia Mutlow



admin@seaton.gov.uk



www.seaton.gov.uk

SEATON TOWN COUNCIL VOLUNTEER CONTACT DETAILS

This list is maintained by the Town Clerk. All information will be kept in accordance with the Data Protection Act 2018.

It is essential that a volunteer advises the activity supervisor of any medical condition that could put the safety of themselves and others at risk. Where a volunteer can no longer support the work of Seaton Town Council, they are to contact the Town Clerk and request that their details are destroyed in line with the Council's data protection policy.

Volunteer Contact Details:

Name:	
Address:	
Telephone:	
Email:	
Emergency contact details: <i>(name, relationship to volunteer, contact telephone number)</i>	
Volunteer signature:	
Date:	



VOLUNTEER ACTIVITY RISK ASSESSMENT



Activity Name and date: _____

What are the hazards?	Who might be harmed	Risk Rating before control measures			Control Requirements	Risk Rating after control measures			Actioned by who
		Severity 1-3	Likelihood 1-3	RISK RATE		Severity 1-3	Likelihood 1-3	RISK RATE	

Completing the risk assessment:

For each hazard that you can identify, you must assess the likelihood of the risk occurring and the impact it would have if it did occur. Score both items on a scale from 1 to 3 (3 being highest) and multiply the two together to get a Risk Rate.

Then identify steps that can be taken to reduce or remove the risk. Does the mitigation give a significantly lower risk score? If not, what further mitigation must be put into place to bring the Risk Rate to an acceptable level? If the risk remains “Intolerable” or “Substantial,” what can you do to remove that activity or area of risk completely?

		Severity/Consequence		
		Slightly harmful (1)	Harmful (2)	Extremely harmful (3)
Likelihood	Highly unlikely (1)	Trivial risk (Score 1)	Tolerable risk (Score 2)	Moderate risk (Score 3)
	Unlikely (2)	Tolerable risk (Score 2)	Moderate risk (Score 4)	Substantial risk (Score 6)
	Likely (3)	Moderate risk (Score 3)	Substantial risk (Score 6)	Intolerable risk (Score 9)

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	4th April 2022
Item of business	22 COU 13
Details	Insurance Renewal 2022/23
Purpose of Report	To provide an update on the insurance renewal premium for 2022/23
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • note the revised premium for insurance cover for 2022/23 • delegate authority to the Town Clerk to renew the motor insurance cover for 2022/23 with the provider that represents best value and at a cost not exceeding of £658.00, inclusive of insurance premium tax

1. Background

In April 2021, Members approved a 3-year policy quotation provided by Came and Company and subsequently entered into a long term agreement with this insurance provider. Came and Company now operate under the name ‘Gallagher’ (a subsidiary of Arthur J Gallagher Insurance Brokers Ltd).

2. Insurance Premium 2022/23

The following items have been added to the policy schedule over the course of the last 12 months:

- Artboards, forming part of Seaton Art Trail x 4
- Beach clean station x1
- Giant deckchair x 1
- External and internal signage for Seaton Town Council and Tourist Information Centre

These additions, together with the index linking of sums insured, has resulted in a revised premium of £3968.06 for 2022/23, plus an administration fee of £75.00. For Members' information, the premium for 2021/22 was £3761.55.

Gallagher have also provided renewal terms for motor insurance cover for 2022/23 at a cost of £657.81, inclusive of insurance premium tax. For information purposes, the premium for 2021/22 was £597.98, inclusive of insurance premium tax. Gallagher have confirmed a general increase of 10% on premiums for commercial vehicles, particularly older models, due to an increase in claims within the market. Two additional quotations have been sought in order to ensure that this quotation represents value for money however, at the time of writing, these are still awaited.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the revised premium for insurance cover for 2022/23
- delegate authority to the Town Clerk to renew the motor insurance cover for 2022/23 with the provider that represents best value and at a cost not exceeding of £658.00, inclusive of insurance premium tax

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	4 April 2022
Item of business	22 COU 14
Details	Direct debits and regular payments 2022-23
Purpose of Report	To approve direct debits and regular payments 2022-23
Power/authority	Financial Regulation 5; Local Audit & Accountability Act 2014
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • approve direct debits and regular payments 2022-23

Introduction

Each month the Council makes a number of regular payments. These payments are paid by direct debit or via online banking. It is good practise for the Council to review these payments from time to time and confirm their continued appropriateness. This report is intended to discharge this duty.

Schedule of Monthly Payments

Payee	Details	Amount (inc. VAT, where applicable)	Method
EDDC	Business rates	£926	DD
Grenke	Photocopier lease	£49.20	DD
Talk Talk	Telephone/broadband	£62.40	DD
Copycare	Photocopies	Variable	DD
EDF	Gas	Variable	DD
Smart Energy	Electricity	Variable	DD
Core IT	IT support, secure emails and cloud services	£513.60	BACS

Scalwell Lane Nurseries	Grounds maintenance	£1,320.60	BACS
R. Hardy	Window cleaning	£90.00	BACS
K. Clark	Marshlands - cleaning	Variable	BACS

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- approve direct debits and regular payments 2022-23

Gazebo + 1 First Responders + Paramedic for school holiday period

Equipment

Gazebo (supplied by REMS)	£	-
10 temporary Foamex signs for sea wall	£	115.00

TOTAL **£ 115.00**

Sat & Sun 9th & 10th July	£	570.00
Sat & Sun 16th & 17th July	£	570.00
Sat & Sun 23rd & 24th July	£	570.00
Sat & Sun 30th & 31st July	£	570.00
Sat & Sun 6th & 7th August	£	570.00
Sat & Sun 13th & 14th August	£	570.00
Sat & Sun 20th & 21st August	£	570.00
Sat / Sun / Mon 27th, 28th, 29th August	£	855.00
	£	4,845.00

TOTAL COSTS **£ 4,960.00**

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	4th April 2022
Item of business	22 COU 18
Details	Report on First Aid Station
Purpose of Report	To report on the 2021 first aid service and provide an update on the provision of a first aid service for the 2022 summer season
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • note the update and costs of the first aid station for 2022

1. Background

In June 2021 Members resolved to engage Rapid Emergency Medical Services to deliver a first aid service on Saturdays and Sundays, from 12pm to 6pm from 3rd July to 29th August 2021. The total cost of this service was £2,700.00 and was funded the Council and a grant of £1350 from Re:store CIC.

Due to the increased demand on the emergency services during 2021, as a result of the pandemic, the aim of the service was to administer treatment to people who had sustained minor injuries or illness and provide basic life support until an ambulance arrived (where one was required), thereby reducing lengthy waiting times also alleviating some pressure on the emergency services.

2. Review of 2021 first aid service

The service was positively received, by both residents and visitors to the town. Examples of assistance provided:

- treatment for head injuries, cuts and abrasions, bites and stings
- assessment of cellulitis which resulted in a trip to MIU for antibiotics. Had this not been treated immediately this would have resulted in a stay in an acute hospital for a few days.

- assessment of an individual who had woken with numbness and could not see their GP, as it was the weekend. Tests were run to rule out any neurological issues which in turn prevented the person from having to go to hospital.
- attending a fall outside the Spot-On kiosk, which resulted in the patient attending A&E for x-ray, rather than having to call an ambulance.
- assessment of a suspected fractured arm which also prevented an ambulance callout and possible visit to MIU.
- assessment of an elderly male who had collapsed twice whilst attending the classic car show. Due to Covid-19, the patient did not wish to go to hospital, therefore REMS spent several hours monitoring him and increasing his blood pressure. As a paramedic, REMS has access to the Devon Doctors health care professional line and was able to speak with a doctor about the patient's condition and discuss the best options.

In addition to the above, advice was given to those unable to obtain this from primary services thereby saving on GP appointments or hospital visits.

To put the above into a financial context, the approximate costs to the NHS for emergency treatment are as follows:

- £7 to call an ambulance.
- £252 if the ambulance has to attend and treat at the scene before transferring you to hospital.
- £160 once arriving and being treated in A&E.
- £303 for one night on a hospital ward.

In the case of the patient with cellulitis, based on a potential stay of 3 nights in hospital, the treatment given by the first aid service saved the NHS approximately £1328.00 and, in the case of the patient who had fallen and needed to attend A&E for an x-ray, a saving of approximately £419 for an ambulance call out was made.

First Aid Service 2022

A budget of £5000 has been allocated for 2022/23 to deliver a first aid station during the school summer holidays. The format will remain the same as in 2021, with a gazebo in the seafront courtyard of Marshlands, staffed by a paramedic and a first responder who will have access to an emergency vehicle, medical equipment and supplies.

The service will be delivered on Saturdays and Sundays between 12pm and 6pm, commencing Saturday 9th July and ending on the August Bank Holiday weekend of Saturday, 27th, Sunday 28th and Monday 29th August.

Despite extensive publicity of the service in 2021, through local radio, Spotlight television, local newspapers, social media and posters, some people struggled to find the station. It is, therefore, proposed that for 2022, additional temporary signage will be affixed to all access points along the length of the esplanade and this has already been approved by EDDC. In addition, the prominence of the first aid station will be supported by the relocation of the TIC and its associated publicity.

The cost of the first aid service for 2022, based on a charge of £285 per day for 1 paramedic and 1 first responder plus access to an emergency vehicle and equipment, and including the cost of additional signage, will be £4,960.00.

RECOMMENDATIONS

It is **RECOMMENDED** that:

- Members note the update and approve the cost of the first aid station for 2022

APPENDIX 1 - Seaton Town Plan 2021 - 2026

Priorities 2021 - 22

Project	Timescale	
Tourist Information Centre – relocation of TIC to Marshlands seafront offices		
Art Trail Phase 2 – to complete installations	May 2022 – an artist has been commissioned and the artworks will be installed once weather permits	
Museum – in partnership with the Axe Valley Heritage Association, to begin the progress of investigating further the possibility of relocation the town museum.	Ongoing – a working group has now been established and the newly appointed Facilities & Projects Officer will start seeking quotations from structural engineers for consideration by Council in due course. This priority will be carried forward to the next municipal year.	
Tourism - to attend the Travel & Tourism Show 2021 to promote the town		
Marketing – to produce a marketing film and distribute as widely as possible		
Youth Genesis Project - to encourage engagement with the towns young people to establish their needs		
Jurassic Fibre – to finalise the licence and secure the fee of £12,000, subject to planning permission being granted by EDDC	March 2022 – this was placed on hold, as the planning permission took some time to secure, and is now being finalised. This priority will be carried forward to the next municipal year.	
Sensory Garden – working with EDDC, Re:store and other community stakeholders to develop sensory garden in Seafeld Gardens for all ages to enjoy. Completed, all bar the planting and surfacing which EDDC are delivering.		
Community Grants – to encourage engagement with the scheme to ensure maximum benefit to local eligible groups	The level of community grants awarded during 2021/22 stands at £7,920, which is a 16.4% increase over 2020/21.	
Christmas Lights – to work with community groups to re-establish this event after the hiatus in 2020, due to Covid-19		
Marshlands – continuing the programme of works at Marshlands to ensure compliance with all safety and regulatory requirements and the safety of all visitors.		
Town Hall – lease negotiations are ongoing to ensure the lease is fit for purpose for both landlord and tenant	In line with the Council's resolution of 7 February 2022, the variation has been placed on hold for the time being and this priority will be carried forward to the next municipal year.	
Allotments – to facilitate the implementation the works required to repair October 2021 storm damage to the allotments		
Rewilding/trees – to identify further open spaces for rewilding, planting of trees. Silver birches -donated by a member of the public - planted at Seaton Down Hill with area beneath to remain wild.		
Sea wall – to the sea engage contractors to clean wall		
Seafront enhancements – Members will continue to lobby EDDC regarding the redevelopment of the Moridunum and wider redevelopment of the seafront and to make such smaller improvements to the seafront as are feasible within available budgets (such as cleaning the seawall and working with EDDC to pilot the disabled beach access project)	Lobbying EDDC	Ongoing by Members. . This priority will be carried forward to the next municipal year.
	Cleaning sea wall	
	Disabled beach access pilot	Ongoing. This priority will be carried forward to the next municipal year.
Welcome Back Fund – working with EDDC the following assets have been secured for the town -new circular bench for town square, picnic benches for Marshlands, additional recycling bins, equipment for new sensory garden in Seafeld Gardens		
Local Council Awards – to achieve Foundation Award to demonstrate that the Council operates efficient systems of management, governance and transparency. This was awarded in January 2022.		
Investment strategy – to develop a strategy for future reserves and investments to ensure the future of the town's assets		

APPENDIX 1 - Seaton Town Plan 2021 - 2026
Priorities 2021 - 22



Seaton Town Council Strategic Town Plan 2021 - 2026

Adopted: 1 November 2021

Reviewed & updated: 4 April 2022

Seaton Town Council Vision

Seaton Town Council values its community, heritage, environment, beach and open spaces. Through a proactive rather than reactive approach, it will work towards improving the social and economic wellbeing of the town's community as it emerges from the Covid-19 pandemic, as well as strive to work in partnership with other stakeholders to develop and enhance the town's assets for the benefit of the community and visitors.

1. Why have a Strategic Plan?

The strategic town plan ('the Plan') has been adopted by Seaton Town Council ('the Council') and details its aims and objectives for 2021 - 2026. It is a living document that will be reviewed and updated regularly by the Council, taking into account prevailing financial and other circumstances at the time.

Over recent years, the Council has established its priorities for the coming year but has lacked longer-term plans that make realistic provision for preserving and maintaining existing assets, whilst gradually building resilience to deliver other projects. This has, on occasions, led to projects being embarked upon that were neither financially deliverable or realistic. It is the view of the existing members of the Council that such a plan is essential for the town to evolve and best serve residents, business owners and visitors.

2. How was the Plan developed?

In order to inform the Plan, the Council carried out a community consultation in August 2021. The consultation was intended to enable the Council to produce a Plan reflecting issues that are important to residents, businesses and visitors to Seaton, whilst balancing those aspirations against available resources. Like any organization, the Council needs to forward plan its activities and associated budgets to achieve best value for all. It is hoped that this Plan for the next five years will help determine how the Council's limited resources are allocated and enable a cohesive partnership approach to delivery of services.

It is anticipated that further consultations may follow, directed at certain sectors of the community and to gain further insight into the community's views on proposed projects and activities.

3. Who is the Council?

Councillors

The Council is made up of 12 elected and co-opted Councillors who offer their time voluntarily and work collectively on behalf of the community with the aim of improving the service provided, thereby making a difference to residents' daily lives. The current Councillors will serve until the next local council elections in May 2023. This Plan is intended to provide realistic short and longer term aims that may be delivered by the Council and built-on by future administrations.

The Council meets monthly on the first Monday in the Council Chamber at the Marshlands Centre on Harbour Road. These meetings are open to members of the public and provide an opportunity for members of the public to address the Council at the start of the meetings. All decisions taken by the Council are voted on within such meetings, and it is only those decisions made by the whole Council which are legally binding.

Staff

The Council is supported in its work by a small team of employed staff known as 'officers'. Currently the Council has the following staff:

- **Town Clerk & Responsible Financial Officer (37 hours)** – the Town Clerk manages the team and all the Council's assets and is the legally appointed 'proper officer' for the Council, who must carry out the functions required by law and issue all statutory notifications, as well as being responsible for the proper administration of the Council's governance and finances. She also leads on various projects such as the water refill stations, outdoor gym, sensory garden, art trail and community consultation.

- **Deputy Town Clerk (28 hours)** – the Deputy Clerk deputizes for the Town Clerk and takes primary responsibility for special projects such as the Summer First Aid Station, Seaton Beach School, ‘Streetbase’ Seaton, Seaton’s Platinum Jubilee celebration and working with EDDC on gaining Blue Flag status for Seaton and improving disability access on the seafront.
- **Planning Clerk (4 hours)** – the planning clerk supports the Council in its capacity as a statutory consultee on planning applications.
- **Facilities & Projects Officer (37 hours)** – this is a new role, created in 2022, to lead on the day-to-day management of the Council’s buildings and lands and working with the Town Clerk on major projects such as the possible relocation of the town’s Museum and replacement of the Town Hall’s central heating systems.
- **Administration & Community Events Officer (24 hours)** – the Administration & Community Events Officer runs the Council’s reception and the tourist information service (which has recently been transferred from Devon Wildlife Trust). She also manages the Council’s allotments and leads on small events such as Seaton in Bloom and the Beach Clean.
- **Town Maintenance Officer (37 hours)** – the Town Maintenance Officer is responsible for regular inspections of the town’s play parks to ensure their safety, the general maintenance of the Council’s assets and buildings and the installation of the Christmas lights. Recent projects have included the rebuilding of the seafront planter various repairs to the allotment site’s bridges, tracks and drains and installation of numerous benches and planters across the town.

4. [What does the Council currently do?](#)

In East Devon there are three tiers of local government, each with different responsibilities:

- **Seaton Town Council (STC)** is the first tier and has an important role to play in maintaining local assets and supporting the work of all the different groups within our community.
- **East Devon District Council (EDDC)** is the second tier and has the responsibility for services such as planning, housing, rubbish collection and street cleaning.

- **Devon County Council (DDC)** is the third tier and has the responsibility for services such as highways, education, and social services.

STC only has jurisdiction over the various buildings and land that it owns and maintains. These include:

- Cliff Field Gardens
- Seaton Down Hill
- Underfleet Play Park
- Elizabeth Road, including the play park, Martial Arts Centre & Scout Hut
- Allotments
- Seaton Town Hall
- Marshlands Centre (including the Tourist Information Centre)

It also provides, maintains and replaces, as required, numerous planters, benches, notice boards and other infrastructure across the town and arranges, organizes and funds the planting and watering of all the town's planters. Increasingly it works in partnership with EDDC to benefit the town – recent examples, include the outdoor gym, two water refill stations and sensory garden which were funded by STC and installed and maintained by EDDC.

Furthermore, STC has assumed responsibility for the installation and funding of the annual Christmas lights and supports or funds other ad hoc events, community ventures and projects. It also provides substantial assistance to the Gateway Theatre Company by way of providing the building on a peppercorn rent and making a significant contribution towards the upkeep of the building.

The Council also uses its best endeavours to influence and encourage EDDC and DCC to take forward larger projects which affect the town, such as the seafront enhancement scheme and the Stop Line Way.

5. Financial Information

The Council has few income generating assets and therefore its primary source of funding is the 'precept' which is the local tax levied by the Council and collected on its behalf by East Devon District Council as part of residents' council tax bills. As from 1 April 2022,

a sum of £121.32 per year (based on a Band D property) of each resident's council tax contributes to this precept. This equates to £2.33 per week.

Income

The precept for 2022-23 is set at £389,187. The Council currently has a small income over and above the precept from renting land and buildings to local groups and occasional grants awarded for specific projects.

Expenditure

The Council's primary items of expenditure are:

- running the tourist information service
- maintenance of the open spaces, buildings and other assets detailed above, in particular the Town Hall, which is leased to the Gateway Theatre Company on a peppercorn rent
- provision and maintenance of the town's floral displays
- grant funding for community groups
- provision of Christmas lights
- staffing and core administration costs
- ad hoc special projects (first aid station, youth projects, water refill stations, art trail, marketing the town, cleaning the sea wall, funding outdoor gym, sensory garden, Summer beach school)

6. Key Actions

These are the things which the current Council would like to achieve, which have been split into sections:

- Shorter term – 2022 - 2023
- Longer term – 2023 – 2026

The general aims have been divided into four broad areas of work:

- **Economy & tourism** – to work actively with local stakeholders, insofar as the Council’s powers and finances permit, to support the local economy and promote tourism. The Council will model and share good practice through its own role as an employer, landlord and provider of community assets.
- **Community** – to maximise benefit to the community by working closely with other stakeholders in the town
- **Environment** – to protect the town’s natural heritage and improve and enhance its built environment for future generations
- **Other** – to ensure the ongoing good governance and efficiency of the Council, thereby providing best value and resilience for the town

It should be noted that **these projects are over and above the general operational work of the Council which takes up much of existing officers’ time**. The Plan will be reviewed regularly, particularly during the budget setting process, to ensure budgetary requirements are in place as necessary to achieve the following year’s aims.

In order to progress as a Council and implement projects over and above those detailed herein, further staff will be required. In particular, the Council is mindful of the need to ‘future-proof’ the work it does on the town’s amenities by increasing capacity over and above existing amenities staff as well as considering the appointment of staff to improve on community engagement, events and activities.

Shorter Term Aims (2022 - 2023)

Some of the following projects have already ongoing and others will be commenced in the coming municipal year, having already been the subject of earlier Council decisions and budgetary allocation:

Project	Timescale	
Art Trail Phases 2 & 3 – to complete installations. Phase 2 - May 2022 – an artist has been commissioned and the artworks will be installed once weather permits. Phase 3 – to work on next phase with AGD	Phase 2	May 2022
	Phase 3	March 2023
	Working Group Meetings	Quarterly

Marshlands Maintenance & Museum – in partnership with the Axe Valley Heritage Association, to begin the progress of investigating further the possibility of relocating the town museum. To arrange regular meetings of the working group, liaison with the Museum Officer at DCC, developing a project plan, start seeking quotations from structural engineers and, subsequently for construction works for repairs to roof, replacement of lift and general constructions works towards moving Museum	Project plan inc. budgets	July 2022
	DCC Museum Officer liaison	Summer 2022
	Structural engineers' quotations	Summer 2022
	Commissioning structural engineers' report	September 2022
	Construction quotations	Spring 2023
First Aid Station – to deliver the first aid station in 2022	Summer 2022	
Blue Flag - working with EDDC to gain Blue Flag status	Easter 2023	
Tourist Information Centre – to open and run the new TIC at Marshlands and to recruit new staff as appropriate	Open and run TIC	Ongoing
	Recruit new staff	September 2022
Youth Genesis Project - to build on the 'Seaton Streetbase' youth project and assess how it might be improved/progressed	Ongoing	
Summer beach school pilot programme – to work with the approved supplier to fund and deliver a summer beach school for local children, as a pilot for future schemes	Achieve grant funding	ASAP
	Deliver beach school	Summer 2022
Jurassic Fibre – to finalise the licence and secure the fee of £12,000	Summer 2022	
Sensory Garden – working with EDDC and other community stakeholders to complete sensory garden in Seafeld Gardens for all ages to enjoy.	Completion by Summer 2022	
Income generation - research into available grant funding for different projects. To follow up all opportunities for income generation from assets, including refreshment sales from SDH	Grant opportunities	Ongoing
	Hire of land	Ongoing
Events:		
<ul style="list-style-type: none"> Christmas Lights – to look at best options for either entering into a further 3-year contract for Christmas lights or creating a set of columns for the Council to own. Work with community groups to deliver another successful event 	<ul style="list-style-type: none"> December 2022 	

<ul style="list-style-type: none"> • Outdoor Cinema – to deliver an outdoor cinema event for 2022 	<ul style="list-style-type: none"> • September 2022 	
<ul style="list-style-type: none"> • Platinum Jubilee Celebration – to work with voluntary groups in the town to deliver community celebration in Cliff Field Gardens 	<ul style="list-style-type: none"> • June 2022 	
<ul style="list-style-type: none"> • Fireworks - to investigate further the possibility of a firework display 	<ul style="list-style-type: none"> • November 2022 	
Community Grants – to encourage engagement with the scheme to ensure maximum benefit to local eligible groups. The level of community grants awarded during 2021/22 stands at £7,920. It is hoped the amount awarded can be increased in 2022-23	Ongoing	
Volunteer programme – to develop a volunteer policy/register to increase volunteer involvement in improving the town and increase community cohesion	April 2022	
Disability access to beach – to work with EDDC and help fund a pilot beach accessibility project to improve beach access for wheelchairs, with a view to a larger scheme being implemented depending on the results of the pilot	Summer 2023	
Improved disability access to West Walk Public Toilets – to work with EDDC to improve accessibility	Summer 2023	
Town Hall – lease negotiations are ongoing to ensure the lease is fit for purpose for both landlord and tenant. In line with the Council's resolution of 7 February 2022, the lease variation has been placed on hold for the time being and will be revisited later in the municipal year. In the meantime, to work with the Gateway on seeking quotations for specialist advice and thereafter the cost of replacing central heating system	Lease variation	Winter 2022
	Quotations	Summer 2022
	Commission of works	
Rewilding/trees – to identify further open spaces for rewilding and planting of trees.	Ongoing	

Litter picking/beach cleaning stations – provision of stations to improve the environment	Summer 2022	
Floral displays – to increase floral displays and funding thereof by business sponsorship.	Summer 2022	
Climate change review & improvements – to carry out a review of what action the Council could realistically take to counter the effects of climate change and how it could assist in achieving 'Plastic Free Seaton'. Install new recycling bins and a possible beach toy 'library' to reduce the purchase of new plastic toys and nets	Review	Spring 2024
	New bins	Summer 2023
	Toy library	Summer 2023
SW in Bloom – to take necessary action during 2022/23 in readiness to submit an application in 2024	Ongoing	
Seafront enhancements – Members will continue to lobby EDDC regarding the redevelopment of the Moridunum and wider redevelopment of the seafront and to make such smaller improvements to the seafront as are feasible within available budgets	Ongoing	
CCLA Investments – to research and take advice as to whether the Council's finance would be better served by investing in funds, rather than retaining monies purely in Treasurer's Account	Autumn 2022	
Asset management schedules – once quotations are available, the preparation of asset maintenance schedules and related budgets for the next 2 years	Autumn 2022	

Longer Term Aims (2023 - 2026)

The following are both ongoing projects and proposals arising from the community consultation and further decisions will be made as part of the budget setting process in Autumn 2021 as to which to progress during the following financial year and beyond:

Project	Timescale
Art Trail – Phase 4 – depending on the success of Phase 3, to establish a fourth phase to include an ‘art trail map	2024
Town Map – to develop a simple town plan for visitors to encourage them to explore all of the town, possibly tying in the Art Trail	2023
Museum project – ongoing work to obtain funding and progress this project.	Ongoing
Income generation – to increase available income, other than the precept, to develop the town by: <ul style="list-style-type: none"> - 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
Maintaining community grants programme	Ongoing
Events – where, feasible to run more events in the town including such events as SW in Bloom	Ongoing
Youth provision – continue to work in partnership with Youth Genesis to engage with young people, understand their needs and develop youth provision in the town	Ongoing
Ongoing maintenance and improvement of play equipment - to ensure the longevity of the town’s play areas and to develop a maintenance and replacement programme and associated fund	Ongoing
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.	Ongoing
Seaton Hole Telephone Box – to refurbish the telephone box as a community project	Ongoing

Comprehensive review of litter and bins in the town and investigate the cost of provision and emptying of more recycling bins and more bins generally	2022/23
Floral displays – to increase floral displays by increasing business sponsorship.	Ongoing
SW in Bloom – to take necessary action during 2022/23 in readiness to submit an application in 2024	Ongoing
Climate Change – to implement the findings of the climate change review in order to work towards achieving ‘Plastic Free Seaton’	Ongoing
Seafront enhancements – Members will continue to lobby EDDC regarding the redevelopment of the Moridunum and wider redevelopment of the seafront and to make such smaller improvements to the seafront as are feasible within available budgets (such as cleaning the seawall, additional planters and benches, and working with EDDC to pilot the disabled beach access project	Ongoing
Relocation of bus stop (The Vault) – to look at possibility of relocating bus stop to improve access	2023/24
General power of competence – to provide greater flexibility in the work the Council does	May 2023 (next elections)
Local Council Awards – to ensure the Council’s governance, financial management and community engagement continues to be of sufficient standard that it is ready to apply for Quality Award status after the next elections in 2023, when 2/3 of the Council is elected	May 2023
Training & Development – to ensure the continuing professional development of staff as required, to ensure they bring best value in their roles	Ongoing
Staffing – to keep staffing structures under review and build on resilience of existing team	Ongoing

7. Conclusions

This Plan is intended to provide realistic short and longer term aims that can be delivered by the Council and built-on by future administrations. It is a living document that will be reviewed regularly to ensure fitness for purpose.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	4 April 2022
Item of business	22 COU 19
Details	Report on Town Plan 2021-2026
Purpose of Report	To receive an update on the progress of the Town Plan 2021-22 and agree priorities for the 2022-23
Power/authority	Local Government Act 1972, s111 – power to do anything to facilitate the discharge of powers and duties.
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • note progress to date • approve the updated plan, including the new priorities for 2022/23 • subject to the outcome of 22/COU/19 above, to add this project as an objective for 2022/23

1. Introduction

The Strategic Town Plan (‘the Plan’) was adopted by Seaton Town Council (‘the Council’) at its meeting on 1 November 2021. It details the Council’s aims and objectives for the next 5 years, in the short and longer term, and is a living document that is intended to be reviewed and updated regularly by the Council, taking into account prevailing financial and other circumstances at the time. The Plan was formulated to reflect the results of a community consultations carried out by the Council in August 2021.

Officers have used the Plan as a framework for their work since its adoption, some 5 months ago, and, as the new financial year begins and the new municipal year approaches, it is considered an appropriate juncture to review progress made so far and to update the Plan to reflect changes in staffing, budgets for 2022-23 and to agree the new short-term priorities for the year ahead.

2. Progress to date

The priorities for 2021-22, as stated in the Plan and agreed last November, incorporated the priorities that the Council had adopted at the beginning of the municipal year 2021/22. The progress made on these is set out in Appendix 1, along with explanations for any delay, where a priority is yet to be completed. Where a priority is shaded in orange and marked with a 😊 this denotes that the priority has been completed. The Town Clerk is pleased to report that the priorities for 2021-22 have broadly been successfully completed.

3. Updated Town Plan 2022-23

At Appendix 2 is attached an updated version of the town plan which includes up-to-date information regarding staffing and the Council's finances and proposes priorities for 2022-23, as taken from the longer-term objectives agreed in November 2021, as the Council enters a new municipal year. The 2022-23 priorities include those brought forward from 2021-22.

4. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note progress to date
- approve the updated plan, including the priorities for 2022/23
- subject to the outcome of 22/COU/19 above, to add this project as an objective for 2022/23