

**To: All Members of the Town Council**

**Meeting of Seaton Town Council  
on Tuesday, 3rd May 2022 at 5.30pm**

**26<sup>th</sup> April 2022**

You are hereby summoned to attend the above meeting to be held on **Tuesday, 3rd May 2022 at 5.30pm**, whichever is the earliest, 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 Election of Mayor/Chairman for the Municipal Year 2022/2023**
- 22/COU/02 The Mayor/Chairman will read out and sign the prescribed Declaration of Acceptance of Office**
- 22/COU/03 Election of Deputy Chairman/Deputy Mayor for the Municipal Year 2022/2023**
- 22/COU/04 The Deputy Mayor/Deputy Chairman will read and sign the prescribed Declaration of Acceptance of Office**
- 22/COU/05 Apologies for absence**  
To receive any apologies for absence.
- 20/COU/06 Declarations of Interest**

To receive any Members' declarations of interest in respect of items on the agenda

**22/COU/07 Minutes**

To approve the minutes of a meeting of Seaton Town Council held on Monday 4<sup>th</sup> April 2022

**22/COU/08 Committee meeting minutes**

To receive, and to adopt the decisions therein, the meetings of the following Committee meetings:

- Planning Committee – 21 March

**22/COU/09 Public Question Time**

To allow any questions or reports from members of the public

**22/COU/10 Appointments to Committees**

To appoint Councillors to each of the Council's Committees for the 2022/2023 Municipal Year

**22/COU/11 Appointments to Outside Bodies**

To appoint Councillors to any outside bodies where the Council is invited to send a representative

**22/COU/12 Terms of Reference for Committees**

To review and approve the Council's Terms of Reference for each of its Committees for the 2022/2023 municipal year

**22/COU/13 Review of Council's Constitutional Documents & Policies**

To review and approve/adopt the standing orders, financial regulations, scheme of delegations, policies and schedules for the 2022/2023 municipal year:

- Standing Orders
- Financial Regulations
- Risk Register
- Scheme of Delegations
- Complaints Policy
- Risk Management Policy
- Data Protection Policy
- Data Breach Policy
- Member & Officer Protocol
- Freedom of Information
- Publication Scheme

- Social Media & Electronic Communications Policy
- Community Grant Policy
- Training & Development Policy
- Equality & Diversity Policy
- Investment Policy
- Tree Management Policy (new policy)

**22/COU/14 Report of Internal Auditor 2021/22**

To receive and note the report of the Internal Auditor

**22/COU/15 Annual Governance Statement 2021/2022**

To agree and approve Section 1 - Annual Governance Statement and note the dates for exercise of public rights

**22/COU/16 Accounting Statements 2021/2022**

To agree and approve Section 2 – Accounting Statements and note the explanation of variances

**22/COU/17 Update on Platinum Jubilee Event**

To receive an update on the event, to approve risk assessments and consider further proposals as regards the additional insurance premium, shuttlebus service and subsidised refreshments

**22/COU/18 Town Clerk's Summary**

**22/COU/19 Police Report**

**22/COU/20 County Councillor Report**

**22/COU/21 District Councillor Reports**

**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 discussion of item 22 on this agenda as there are matters being discussed which may include commercially sensitive information.

**22/COU/22 Report on quotations for tree works**