

NOTICE

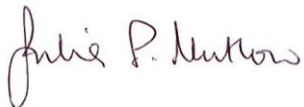
**To: All Members of Seaton Town Council
Meeting of Seaton Town Council
on Monday, 5 December 2022 at 6pm**

30 November 2022

You are hereby summoned to attend the above meeting to be held on **Monday, 5th December 2022 at 6pm, or immediately after the Planning Committee, 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 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 November 2022.
- 22/COU/04 Chairman's Report**
To note the report.

22/COU/05 Public Question Time

To allow any questions or reports from members of the public.

22/COU/06 County Councillor's Report

To note the report.

22/COU/07 District Councillors' Reports

To note the reports.

22/COU/08 Town Clerk's Report

To receive an update on the Council's ongoing work. It is **RECOMMENDED** that Members note the Town Clerk's Report.

22/COU/09 Committee meeting minutes

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

- Planning Committee – 17 October & 7 November 2022

22/COU/10 Update on the Tourist Information Centre

To note the update on the tourist information services

22/COU/11 Report on Finance

To note expenditure on a new vehicle and emergency repairs to the roof of the Town Hall and agree associated adjustment to earmarked reserves

22/COU/12 Interim Internal Audit 2022-23

To note the interim report and observations of the Council's internal auditor and the Town Clerk's comments in response

22/COU/13 Investment Policy

To approve the Council's updated Investment Policy

22/COU/14 Play Park Inspections

To receive inspection reports on the Council's play parks

22/COU/15 Community Grants

To consider the following application for a community grant:

- £1,000 – Sidmouth Jazz Blues Festival

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 16 on



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

this agenda as there are matters being discussed which may include commercially sensitive information.

22/COU/16 Marshlands Centre

To consider a report on the works required to maintain and upgrade Marshlands including consideration of the quotations from suppliers

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

Present:

Chair: Cllr Singh

Town

Councillors: K. Beer, P. Burrows, D. Ledger, & C. Wood

Officers: Deputy Town Clerk and Facilities & Projects Officer

Public: East Devon District Councillor Rowland (EDDC)

90. Apologies for absence

Apologies for absence were received from Cllrs. E.Bowman, D.Haggerty, D.Wright, J.Russell, M.Hartnell and M.Steven

91. Declarations of Interest

Cllr Ledger declared a personal interest as an East Devon District Councillor.

92. Minutes

Members **RESOLVED** to approve the minutes of a meeting of Seaton Town Council held on Monday, 3 October 2022. (proposed Cllr. Ledger; seconded Cllr. Beer)

93. Chairman's Report

Members noted the Chairman's Report.

94. Public Question Time

No questions were raised.

95. County Councillor's Report

Members noted that the County Councillor was due to provide a verbal report however, due to his absence, a written report will be circulate in due course.

96. District Councillors' Reports

Cllr Rowland introduced his written report and highlighted:

- Seaton Coach Park – discussions are ongoing between EDDC and the school bus companies with regard to alternative sites for school buses.

- Levelling Up Funding Bid - the deadline date for a decision regarding the outcome of this funding bid has been postponed until the end of the year.
- Motorhomes and campervan parking – EDDC are liaising with relevant parish and town councils to convene meetings in order to progress this issue in the various localities. Seaton Jurassic carpark has been identified as the most appropriate site in Seaton.

Cllr Ledger provided a verbal report and requested that, in addition to discussion that will take place at a future meeting, all Members participate in the local planning consultation which opened on Monday 7th November.

97. Town Clerk's Report

Members noted the Town Clerk's Report, as circulated with the agenda.

98. Committee meeting minutes

Members **RESOLVED** to note the minutes of the following committee meeting:

- Planning Committee – 3 October 2022
- Finance & General Purposes Committee – 17 October 2022

(proposed Cllr. Ledger; seconded Cllr. Beer)

99. Update on Tourist Information Centre

Members noted the update.

100. Review of First Aid Station 2022 & Water Safety Pilot Proposal 2023

Members noted the report and, for the reasons stated therein, **RESOLVED**:

- that it was not the best use of public resources to deliver a first aid service in the summer months of 2023
- to approve a maximum budget of £800 for the delivery of a water safety awareness pilot project, in conjunction with the RNLI and EDDC
- authorise the Town Clerk to take such action, as she considers necessary, to implement the proposed water safety awareness project

(proposed Cllr.Ledger; seconded Cllr. Beer)

101. Report on the Council's vehicle

Members considered the options set out in the report and **RESOLVED** to:

- approve the principle of purchasing a second-hand vehicle, when replacement becomes necessary
- increase the earmarked reserve for this purpose to £16,000 with the additional sum being taken from general reserves

- authorize the Town Clerk, in consultation with the Chairman, Deputy Chairman and the Chair of Finance & General Purposes Committee - when it is no longer financially prudent to repair the current vehicle – to identify and negotiate the purchase of a replacement vehicle up to the value of £16,000, depending what is available at that time.

(proposed Cllr. Beer; seconded Cllr. Woods)

102. Update on youth provision work

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

- authorise the Town Clerk to transfer the sum of £5,000 from this year's budget and the returned underspend of £4276.12 to a dedicated earmarked reserve for youth activities
- authorise the Town Clerk to delegate to the Facilities and Projects Officer the task of evidence and data collection regarding current activities on offer to young people within the Seaton area

(proposed Cllr. Beer; seconded Cllr. Ledger)

103. Report on proposed events for Seaton in 2023

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

- approve the principle of delivering on the dates proposed:
 - Seaton Summer Celebration
 - Seaton Children's/Youth Festival
 - Coronation Event/Activities
 - Seaton Outdoor Cinema

subject to further research confirming the ability to deliver all within approved budgets

- subject to the approval of the various proposed budgets, delegate to the Town Clerk the authority to take such action and allocate such expenditure, within said budget, as she considers necessary to deliver the events as detailed in this report, and to make such adjustments as might become necessary

(proposed Cllr. Beer; seconded Cllr. Singh)

104. Play Park Inspections

Members noted the inspection reports on the Council's play parks and noted that that new net supports had been installed at Elizabeth Road.

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 items 16, 17 & 18 due to commercially sensitive information or personal data forming part of the discussions.

105. Summer Beach School 2023

Members considered the report and, subject to the budget being agreed in December, **RESOLVED**:

- in line with previous decisions made regarding the beach school, to approve the extension of the pilot scheme awarded to Crazy Crabs in 2022-23 into 2023-24
- to approve the nominal charge of £3 per child per session
- approve a maximum budget of £6,475 for the delivery of a beach school programme for 2023/24
- authorise the Town Clerk to take such action, as she considers necessary, to implement the proposed extended programme

(proposed Cllr. Burrows; seconded Cllr. Ledger)

106. Town Hall Update

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

- note the risks highlighted in the report
- approve the updated risk register

(proposed Cllr. Ledger; seconded Cllr. Singh)

107. Staffing

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

- note the outcome of the national pay negotiations for 2022-23 and authorise the Town Clerk to make the necessary arrangements to implement the pay award to all employees and the planning assistant
- note the additional day of leave for each employee to be implemented as from 1 April 2023
- to note the successful completion of his probationary period and approve the permanent appointment of the Facilities & Projects Officer

(proposed Cllr. Beer; seconded Cllr. Singh)

Meeting closed at 6.41pm

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	5 December 2022
Item of business	22 COU 04
Details	Chairman’s Report
Purpose of Report	To provide a summary of the Chairman’s engagements in the last month
Recommendations	It is RECOMMENDED that Members note the report.

1. Introduction

The Chairman engagements for the month are detailed below.

2. Summary of engagements

- 11.11.2022 – attended and did a reading at Lions Remembrance Day commemoration in Windsor Gardens
- 13.11.2022 – attended Remembrance Day service at St Gregory’s and did a reading
- 21.11.2022 – inaugural meeting of the new Seaton Chamber of Commerce
- 22.11.2022 – attendance at the Re:Store/community meeting at the Community Waffle House

RECOMMENDATIONS

It is **RECOMMENDED** that Members note the report.

November/December Report – Cllr Marcus Hartnell, Seaton & Colyton Division

Motorhome Parking Task Group

The motorhome task group was set up by the Corporate Scrutiny committee to investigate the impact of motorhome parking across Devon, in particular at seaside locations. Last year I received several complaints from residents and businesses owing to anti-social behaviour from motorhome owners parking overnight along Seaton seafront. I sit on the task group and have made some good progress discussing options with officers.

Seaton Flood Study

Earlier this year Devon County Council commissioned consultants Arcadis to undertake hydraulic modelling work to evaluate the current and future level of surface water and ordinary watercourse flood risk in Seaton. This includes an evaluation of potential solutions that could be implemented subject to providing a successful business case to secure funding from DEFRA. Arcadis presented their draft report to members of the Seaton Flood group, which was well received. Members of the group were able to challenge the modelling and offer feedback regarding flood flows, velocities and depths based on first-hand experience based around the flood event of October 2021. Further work will continue to develop a final model along with a business case to apply for funding to deliver improvements to Seaton's drainage infrastructure.

Ongoing Gas works taking place in Colyton

I've received the following update from Wales & West Utilities regarding ongoing gas improvement works in Colyton.

"I am writing to update you on the gas works taking place in Colyton. As suspected King street has been a challenging street that included the need for over 100m of trench work to replace the feeds to the tannery and farm shop. We are carrying out the final connection at the end of king street tomorrow (2nd November) and all being well final reinstatement done on Friday.

WWU planning department have now put in the notices for the new year to highways (Dolphin street, Queen street, Queens Square and Church Street). We will be sending a newsletter to the residents and sending WWU customer service team to carry out pre job door knocks to answer and queries they may have."

A3052 Resurfacing

I am pleased to advise the stretch of the A3052 between Tower Services and just past the Three Horseshoes is now scheduled for resurfacing between 23rd January & 3rd February 2023, with road closure and diversions in place from 7pm-7am. I requested this work earlier this year following numerous customer complaints, and I have been persistently following up, so I am pleased my persistence has paid off!

Highways & Traffic management policy reviews

Cabinet has approved the submission of an application to the Department of Transport to acquire powers to enforce moving traffic offences. Existing CCTV infrastructure is to be utilised to determine potential sites with images captured to identify contraventions, with a Civil Enforcement Officer confirming the contravention before a penalty charge noticed is issued. During the first six months of operation warning notices will be issued, with subsequent contraventions resulting in a fixed penalty notice. Initial sites evaluated are as follows:

The following sites are proposed for initial consideration as they are known to contribute towards congestion:

1. Heavitree Fore Street, Exeter – Bus Lane
2. Exe Bridges, Exeter – Bus Lane
3. Exe Bridges, Exeter – Yellow Box Junction
4. Penn Inn, Roundabout Newton Abbot – Yellow Box Junction
5. Topsham Road / Burnthouse Lane, Exeter – Bus Lane
6. The Square (near Boutport Street) Barnstaple – Bus Lane.

Further pay and display schemes are to be developed in communities where a parking and traffic management need is identified. On street pay and display assists in managing parking stock effectively and can ensure the right parking opportunities are available to support town centres and helps towards a prosperous future. The policy also works to address climate change; helping to reduce congestion, reducing carbon emissions and improving air quality, and any surplus can be reinvested in public transport or environmental improvements. The following communities are to be reviewed; Braunton, Crediton, Dartmouth, Honiton, Okehampton, Salcombe, Sidmouth & Tavistock.

A contractor will be procured to manage sponsorship and advertising on highway assets such as light columns and roundabouts. This will bring in an income for DCC with no financial outlay. Around 100-120 roundabouts have been identified as suitable for sponsorship, similarly we have in excess of 79,000 lighting columns. It should be stressed that it is likely that only a proportion of lighting stock would likely be appropriate or commercially attractive for sponsorship.

We'd like your views on electric vehicles

The sale of new petrol and diesel vehicles is expected to end in eight years, as we're encouraged to use electric vehicles (EVs), so having the infrastructure and capacity in Devon to support EVs is critical.

National Government is responsible for the roll-out of EV charge points, and websites such as Zap Maps show where the public EV charge points are and who's providing them.

But we're also involved and are working with district councils to put EV car chargers in public car parks and other locations.

We have a draft Devon EV Charging Strategy, setting out how and where we will need to intervene to help deliver the infrastructure, and [we'd like your views on it please.](#)

It includes details on numbers of current and predicted EV users, capacity, number and location of existing charge points, details about current local and national policy, and forecasts of future EV uptake and chargepoint demand.

Finance

In October I reported on the financial challenges faced by DCC, and a further update by way of a report to cabinet can be viewed in the link below:

[2022-23 Month 6 Budget Monitoring Report.pdf \(devon.gov.uk\)](#)

Our new Fostering Devon website is live!

A brand-new fostering website has been launched this month that showcases fostering to the wider public and represents an improved resource bank for current foster carers. By creating this new bespoke website, we hope to continue to inspire people to become foster carers and support those children currently in our service as best we can. Take a look at the website and help to continue to spread the message of our team and fostering as a career.

<https://www.fosteringindevon.org.uk/>

END

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	7 November 2022
Item of business	22 COU 08
Details	Town Clerk’s Summary
Purpose of Report	To provide a summary of highlights of the ongoing work of Seaton Town Council
Recommendations	It is RECOMMENDED that Members note the summary and work log.

1. Introduction

The Town Clerk maintains a spreadsheet detailing all ongoing projects and the day-to-day work of officers. This document provides a summary of the highlights for Members to note. 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

- **Warm Hub** – the Council’s warm hub has opened each Tuesday since 1 November. Toys, games and art & craft supplies were kindly donated by local residents and businesses and refreshments provided by Tesco and the Council. A rota of 6 volunteers to welcome visitors, has been prepared. Devon Communities Together visited a Warm Hub session to offer energy advice, information leaflets and resources. Exeter Community Energy plan to return on 20 December to provide the same. A selection of brand new thermal hats, gloves, bed socks and fleece throws have been donated to the Warm Hub, via Re:store, for distribution to those who attend.
- **New vehicle** – since the last meeting, the Council was advised that the Council’s vehicle would be unlikely to pass its MOT without considerable works being carried out. This was in addition to other repairs that recently become necessary. Therefore, in accordance with the resolution of Council in October a new vehicle has been identified and purchase negotiated.
- **Interim Audit 2022-23** – the internal auditor attended Marshlands and carried out an interim audit on 22 November and his report is presented under separate item of business.

- **Budget 2023-24** – much of the Town Clerk’s time has been taken up with speaking to the Council’s various suppliers and finalising the draft budget for 2023-24. A recommendation will be brought to Council in January when the tax base for 2023-24 has been confirmed by EDDC.
- **Christmas lights** – the erection of the Christmas lights and Christmas trees are being finalised and the official switch on will be on Saturday, 10 December.
- **IRF Coast to Country Project** – officers have been liaising with the branding consultant and project managers engaged by Sidmouth Town Council, via the IRF Funding, to progress this work on behalf of the consortium. Cllr Haggerty has now agreed to take this forward.
- **Town Hall** – a new safety rail has been installed and at the date of issue of this report the repairs to the roof are being undertaken by the selected contractor
- **Marshlands** – much of Officers time has been taken up carrying out the necessary procurement process, following up with contractors, meeting councillor, negotiating with Devon County Council (‘DCC’) regarding the covenant attached to Marshlands and possible grant funding towards its renovation and finalising a report on the works required to Marshlands
- **Water Safety Awareness Initiative** – a meeting will take place with EDDC and RNLI on 16 December to agree next steps with a view to ensuring that this campaign is underway in readiness for the next summer season
- **Seaton Summer Celebration 2023** – enquiries have already been made of third parties regarding availability and costs of stage and sound equipment and other potential activities and a meeting is scheduled for 9 January 2023 to discuss possible music acts.
- **Seaton Beach School** – a free, drop-in Seaton Beach School Christmas craft session will take place at Marshlands on Monday 19 December as part of the beach school activities for this year. This is being promoted throughout the local community.

RECOMMENDATIONS

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

**Minutes of the Planning Committee
Meeting on Monday 7th November 2022**

Present:

Chairman: Cllr P Burrows

Councillors: K Beer & A Singh

Other Councillors: D Ledger

Officers: Deputy Town Clerk

Public: One member of the public was present.

111. Apologies for absence

Apologies for absence were received and accepted from Cllr Wright, Cllr Hartnell and Cllr Russell.

Cllr Macaskill was absent.

112. Declarations of Interest

There were no declarations of interest.

113. Minutes of the Planning Committee meeting held on Monday 17th October 2022

The Committee **RESOLVED** to agree the minutes of the meeting held on 17th October 2022.

(moved Cllr Beer; seconded Cllr Burrows)

114. 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.

115. 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.

116. Public Question Time

There were no questions raised by members of the public.

Applications for consideration:

**117. 22/2364/FUL Mr Roger Craker 1 Lydgates Road, Seaton
EX12 2BX**
Single storey side extension and
creation of roof above existing rear
deck.

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

**118. 22/2229/FUL Mr Matthew Swabey Beachcroft, Burrow Road,
Seaton, EX12 2NF**
Conversion of attached garage to
habitable use.

Discussion took place around:

- This application is a retrospective application as planning permission has not been applied for or granted for work being conducted. No notice of a planning application being submitted for this property has been posted in the nearby vicinity.
- The garage is attached to a large summerhouse. Looking at previous planning applications for this property there has not been an application submitted or approved for a building attached to the garage. Concern that the summerhouse will become part of the new one bedroom dwelling.
- This property was operating as a B & B establishment until recently and the reason for the conversion of the garage is to allow a family member to stay there.
- There are parking issues already in Burrow Road, particularly during the summer, and the removal of this garage and car parking space will not help the parking problems in Burrow Road.

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

- Retrospective application as work has already started on the conversion and no notice of the application being submitted has been posted in the nearby vicinity.
- Concerns that the summerhouse will become part of the new dwelling.
- Overdevelopment of the site with the loss of a garage and parking space.
- Loss of amenities to neighbouring residents who will not be able to park near their properties and there is no public car park nearby. One side of the road has parking laid out and the other side does not.

- There are already considerable issues with the parking in Burrow Road, particularly during the summer.
(moved Cllr Beer; seconded Cllr Singh)

119. Planning Comments

Comments to be circulated in respect of application 22/2229/FUL.

120. Decisions

To note planning decisions made by East Devon District Council:

- 22/1879/FUL – 10 Meadow Road, Seaton** Single storey front extension, new roof over bay window and demolition of existing front porch – **APPROVED** standard time limit.
- 22/1625/TRE – High Mead, Old Beer Road, Seaton** T2,T3 Poplar at the front of the property T2 : Reduce primary branch to the northeast (over drive) at 9m by 5m in length, making 2 pruning cuts up to 75mm in diameter (see report) remove deadwood larger than 25mm in diameter; crown raise to give 5.5m clearance over the road T3 : Crown raise to give 5.5m clearance over the road – **APPROVED** with conditions.
- 22/1654/TRE – White Gable, Fremington Road, Seaton** T11, Lime. Crown reduce by 2m. Reason: tree is overgrown and starting to obstruct the road as well as cause issues to the adjacent property – **APPROVED** with conditions.
- 22/1779/TRE – 30 Ryalls Court, Seaton** G1, G3, G4, G5 Limes : to be pollarded to previous pollard points in order to maintain vigour and health – **APPROVED** with conditions.
- 22/2045/FUL – 10A Everest Drive, Seaton** Conversion of flat into house with alteration to fenestration at 10A Everest Drive – **APPROVED** standard time limit.
- 22/2171/FUL – Panorama, Highcliffe Close, Seaton** Retrospective application for decking – **APPROVED** retrospective (no conds).
- 22/2179/FUL – 19 Upper Churston Rise, Seaton** Single storey rear extension with alteration to fenestration, installation and extension of balustrade on ground floor balcony, installation of render, proposed rear roof solar panels – **APPROVED** with conditions.

The meeting closed at 5.53pm.



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

Signed _____

Dated _____

**Minutes of the Planning Committee
Meeting on Monday 17th October 2022**

Present:

Chairman: Cllr P Burrows

Councillors: K Beer & J Russell

Other Councillors: E Bowman & D Ledger

Officers: Town Clerk

Public: Four members of the public were present.

98. Apologies for absence

Apologies for absence were received and accepted from Cllr Wright and Cllr Hartnell. Cllr Macaskill and Cllr Singh were absent.

99. Declarations of Interest

There were no declarations of interest.

100. Minutes of the Planning Committee meeting held on Monday 3rd October 2022

The Committee **RESOLVED** to agree the minutes of the meeting held on 3rd October 2022.

(moved Cllr Russell; seconded Cllr Beer)

101. 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.

102. 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.

103. Public Question Time

There were no questions raised by members of the public.

104. Amendment in the order of business

Cllr Burrows proposed and the Planning Committee agreed to suspend Standing Orders so that agenda item 9 could be considered next.

(moved Cllr Beer; seconded Cllr Russell)

Applications for consideration:

- | | | |
|--------------------------|-----------------------------|---|
| 105. 21/1782/MFUL | Lyme Bay Leisure Ltd | Seaton Heights, Harepath Hill,
Seaton EX12 2TF
Amended plans for consultation. These plans relate to amended plans and additional specifications/reports received on 5 October 2022 for the erection of No. 9 x 2-bed and No.14 x 3-bed and 19 x 4 bed two storey detached holiday homes with associated parking and amenity space. |
|--------------------------|-----------------------------|---|

Discussion took place around:

- Is the occupancy of the holiday homes still going to be 50 weeks? If so they cannot be considered as holiday homes as they have the potential to become second homes with the owners going away for two weeks. The Tower Chalet Country Park next to Seaton Heights have short six months occupancy levels which encourages the use of the chalets as holiday homes.
- The site has been derelict for some years. If holiday homes were built on the site there could be employment opportunities for local people.
- When the last application was approved in 2015 there was provision made for leisure facilities. There are no leisure facilities with this application and the layout of the proposed holiday homes are all over the site. The plan is like a glorified housing estate.

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

Cllr Burrows wished it to be minuted that he voted against the decision of the Planning Committee to propose no objection to the application.

- | | | |
|-------------------------|------------------------|--|
| 106. 22/2179/FUL | Sharon Chatting | 19 Upper Churston Rise, Seaton
EX12 2HD |
|-------------------------|------------------------|--|



Single storey rear extension with alteration to fenestration, installation and extension of balustrade on ground floor balcony, installation of render, proposed rear roof solar panels.

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

107. 22/2171/FUL **Cindy Beadman** **Panorama, Highcliffe Close, Seaton, EX12 2QA**
Retrospective application for decking.

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

108. 22/2224/FUL **Greg & Rachel Evans** **3 Townsend Avenue, Seaton EX12 2AZ**
Proposed single storey rear extension and alterations to rear access and parking area.

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

109. Planning Comments
No comments for circulation.

110. Decisions
To note planning decisions made by East Devon District Council:

- a) **22/1755/FUL – 30 Scalwell Park, Seaton** Proposed single storey rear extension (design changes to those approved under 21/1968/FUL) – **APPROVED** with conditions.

The meeting closed at 6.02pm.

Signed _____

Dated _____



SEATON TOWN COUNCIL (‘the Council’)	
Date of report	5 December 2022
Item of business	22 COU XX
Details	Report on Tourist Information Centre
Purpose of Report	To provide an update on tourist information services
Power/Authority	Local Government Act 1972, s144 – power to encourage visitors
Recommendations	It is RECOMMENDED that Members note the update.

1. Background

The new Tourist Information Centre opened on the seafront-side of the Marshlands Centre on 11 April 2022. In order to inform future decision making, the Town Clerk considered that it may be helpful to Members to provide regular updates as to the level of enquiries being received.

2. Summary of Enquiries

The table below provides a summary of the enquiries received since 10 April:

Month	Visits		Telephone		Total STC/TIC Enquiries 2022 (2021 figures in brackets)
	STC	TIC	STC	TIC	
	2022	2022	2022	2022	
April (16 days)	60	141	23	9	233 (no stats)
May	77	156	63	11	307 (35)
June	82	427	71	22	602 (65)
July	116	461	80	20	677 (85)
August	97	384	70	21	572 (57)
September	104	219	65	5	398 (no stats)
October	69	79	51	2	201 (no stats)
November	53	16	49	3	121 (no stats)

Total enquires to TIC/STC between 10 April and 25 November 2022.

In particular, assistance was given to visitors on the following subjects, taking 30 minutes or more:

- homelessness
- travel to Exeter to attend court

4. RECOMMENDATIONS

It is **RECOMMENDED** that Members note the update.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	5 December 2022
Item of business	22 COU 11
Details	Report on emergency expenditure and associated proposals regarding earmarked reserves
Purpose of Report	To note the emergency expenditure authorised by the Town Clerk in accordance with the Council’s Scheme of Delegations and to approve the associated recommendation regarding earmarked reserves
Power/authority	Local Audit & Accountability Act 2014 & Seaton Town Council Financial Regulations
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • note and ratify the purchase of a replacement vehicle at a cost of £10,500 + VAT in accordance with the Council’s resolution of 7 November 2022 • approve the proposed transfer from EMR332 Vehicle Replacement to EMR328 General Asset Maintenance • note the expenditure of £2,700 + VAT and action taken by the Town Clerk, under delegated power to secure urgent repairs to the roof of the Town Hall

1. Expenditure on new vehicle

Members will recall the report considered by the November meeting of Council anticipating the likely demise of the Council’s vehicle, outlining options for replacement and seeking authority for the Town Clerk, in consultation with the Chair, Deputy Chair and Chair of Finance & General Purposes, to secure a replacement within an agreed budget of £16,000, should this become necessary.

The timing of the report was in anticipation of the pending annual MOT, due to officers' concerns that the works necessary to enable the vehicle to pass its MOT may not be financially viable.

In fact shortly after the November meeting, the vehicle broke down and a lease vehicle was secured as a temporary measure. In light of the costs to repair the vehicle and the advice received as to what would be necessary for it to pass an MOT, it was apparent that repairs would not provide 'best value'.

As such, Members were advised of the situation via email and officers sourced an alternative suitable vehicle, negotiating the price down from £11,250 + VAT to £10,500 + VAT. Details were circulated to the relevant Members and the purchase was agreed, in accordance with the resolution passed on 7 November. Details were then circulated to all Members.

This report seeks to report the decision made under delegated powers by the Town Clerk and propose that the £5,500 remaining in the earmarked reserve for this purpose, be transferred to the EMR Asset Maintenance, in light of upcoming likely expenditure on both the Town Hall and Marshlands.

2. Emergency Expenditure on Town Hall Roof Repairs

In certain circumstances where time is of the essence, decisions are required urgently. This is permitted by virtue of the Council's Financial Regulations, as set out below:

'4.5 In cases of extreme risk to the delivery of the Council's services, the Town Clerk, in conjunction with two of the Chairman or Deputy Chairman of the Council or Chairman of the F&GPC may authorise revenue expenditure on behalf of the Council which, in the Clerk's judgement, it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Town Clerk shall report such action to the Council as soon as practicable thereafter.'

Due to the recent heavy rains and storms, water ingress has occurred in the auditorium at the Town Hall and, as such, emergency repairs were required to make the roof watertight. For reasons of expediency, it was not practicable to seek three quotations and a quotation was sought from a local contractor who could complete the repairs immediately. Additionally, the quotation was considered reasonable in light of recent similar quotations obtained for like works to Marshlands roof. The quotation of £2,700 + VAT was circulated to the Chair and Deputy Chair of the Council and the Chair of the Finance & General Purposes Committee who authorised the works.

As required by the Council's Financial Regulation 4.5, this action is being reported to Council as soon as practicable after the decision was made.

3. Recommendations

It is **RECOMMENDED** that Members:

- note and ratify the purchase of a replacement vehicle at a cost of £10,500 + VAT in accordance with the Council's resolution of 7 November 2022
- approve the proposed transfer from EMR332 Vehicle Replacement to EMR328 General Asset Maintenance
- note the expenditure of £2,700 + VAT and action taken by the Town Clerk, under delegated powers to secure urgent repairs to the roof of the Town Hall



Julia Mutlow
Town Clerk,
Seaton Town Council
Marshlands Centre
Harbour Road
Seaton
EX12 2LT

27th November 2022

Dear Julia,

Report on Internal Audit carried out on 21 November 2022

An audit was carried out by Kevin Rose on Monday 21 November 2022. This was the interim audit visit, part of the annual internal audit coverage of the Council.

The audit was undertaken using our standard IAC Audit Checklist, used for all Local Councils, which has 198 items. A total of 106 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. 28 additional items were checked and confirmed as being Not Applicable to your Council. The balance of 64 items will be checked during the Year End audit.

Areas subject to audit were;

the accounting system and records (Box A), the payment system (Box B), risk and insurance (Box C), budget and precept setting and monitoring (Box D), income billing, collection and VAT (Box E), petty cash (Box F), payroll (Box G), assets and investments (Box H), bank reconciliations (Box I), accounting Statements (Box J), the Exercise of Public Rights (Box M), and the publication of the Annual Governance and Accountability Return (Box N).

Of the 106 items tested a Positive response was obtained in respect of 100 tests. There were 6 Negative responses identified. 7 Observations were made, details of which are set out in the attached Interim Internal Audit Observations. A detailed breakdown of our audit testing and Responses is set out in our Internal Audit Summary and I would encourage Councillors to review this in order that they may have greater understanding of the scope of the audit and the areas tested.

The records reviewed were found to be in good order and none of the Observations raised at this stage would give rise to a Negative response in the year end Internal Audit Report. A detailed breakdown of our audit testing and Responses is set out in our Internal Audit Summary and I would encourage Councillors to review this in order that they may have greater understanding of the scope of the audit and the areas tested.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read "K. Rose". The signature is written in a cursive style with a large initial "K" and a distinct "Rose" following a period.

Kevin Rose ACMA
Director

Interim Internal Audit Summary Seaton Town Council

(shaded Internal Control Objectives are not applicable to your Council)



Interim Audit Date: 21 November 2022

Internal Control Objective		Tested	Positive	Negative	Recommendations
Box A	Appropriate accounting records have been properly kept throughout the financial year.	6	6	0	0
Box B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	29	29	0	0
Box C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	7	6	1	1
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	12	12	0	0
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	21	19	2	4
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	9	8	1	0
Box 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.	1	0	1	1
Box H	Asset and investments registers were complete and accurate and properly maintained.	1	1	0	0
Box I	Periodic bank account reconciliations were properly carried out during the year.	6	6	0	0
Box 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.	2	2	0	0
Box K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	N/A	N/A	N/A	N/A
Box 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.	N/A	N/A	N/A	N/A
Box M	The authority, during the previous year (2021/22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	5	4	1	1
Box N	The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	7	7	0	0
Box O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	N/A	N/A	N/A	N/A
Totals		106	100	6	7

Seaton Town Council
Financial Year 2022-23



IAC Audit and Consultancy Ltd

Audit date: 21 November 2022

Interim Internal Audit Observations

C *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

No.	Audit Test	Observation	Recommendation	Priority	Town Clerk's Comments
1	The value of the Councils Fidelity Insurance covers the value of the Councils cash & bank holdings	<i>The value of the Councils Fidelity Insurance does not cover the value of the Councils cash & bank holdings. The policy lists "Employee dishonesty cover" of £500,000. As at date of audit Council cash and bank balances exceed £500,000.</i>	The Council to review the level of its Fidelity insurance and consider whether it is adequate to cover the value of cash and bank balances held.	Medium	This will be addressed when the Council's insurance is renewed in April, and the level of cover increased accordingly.

E *Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

No.	Audit Test	Observation	Recommendation	Priority	Town Clerk's Comments
1	Has the Investment Strategy been published on the Councils website?	<i>The Council's Investment Policy, paragraph 1.3 refers to a mandatory threshold of £500,000. The threshold is now £100,000.</i>	Council to update date its Investment Policy on next review to amend the threshold to £100,000.	Medium	The policy has been updated and is before Council in December for approval.
2	Is income due on investments subject to regular check and verification? (Is investment performance regularly reported to Council?)	<i>The Council has significant balance balances which are not earning any interest.</i>	Council should review its bank holdings to ensure that it maximises its investment return subject to the conditions of its Investment Policy.	High	Advice is being sought from CCLA Investment Management Ltd who specialise in local council investments and a report will be brought to Council in due course.
3	If the Council receives income under leases, are the lease agreements current?	<i>It is understood that the Council has two buildings which were previous let under formal leases . One of the leases has now lapsed, although the facilities are still occupied.</i>	Council to review and update this lease agreement.	Medium	This section refers to the lease for the Scout Hut which lapsed and the Town Clerk is awaiting a response from the Scout Association agreeing heads of terms.

4	Income received has been appropriately treated for VAT purposes	<p><i>It was noted that no VAT charged on Gazebo Hire. Also no VAT charged on ADMIN (re Invoice 1152).</i></p> <p><i>The Council is also generating income in respect of the Marshlands facility which is charged on a VAT Exempt basis and has additional VAT Exempt income in respect of the Town Hall.</i></p>	<p>The Council should note that hire of equipment and Admin charges should be standard rated for VAT.</p> <p>The Council should review the VAT position of its buildings, on which its generates VAT exempt income, to ensure that it does not risk a potential loss of the reclaim of VAT due to the de minimis limits. (This was discussed with the Clerk during the visit).</p>	Medium	The error regarding the gazebos had already been noted and only related to the first invoice. VAT has since been charge on gazebo hire. Advice is currently being sought from a VAT specialist regarding the VAT treatment of the Council's two buildings.
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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.

No.	Audit Test	Observation	Recommendation	Priority	Town Clerk's Comments
1	Postings to Salaries expense codes ONLY relate to staff and do not include items such as payments to non-employees or payroll provider costs.	<p><i>It was noted that supplier invoices have been posted to the salaries nominal code 4000 Salaries.</i></p> <p><i>It was noted that posting of June pensions / NI were posted to the incorrect codes (pensions costs were posted to NI and vice versa)</i></p>	The Council to review the accounting for these items and ensure that non-payroll costs are not treated as salary expenses and are not included with the Box 4 value in the Accounting Statements.	Medium	The payments referred to are the monthly payments to the Planning Clerk. This has now been rectified and those payments are now recorded as professional fees, rather than under the code for salaries.

M The authority, during the previous year (2021/22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).

No.	Audit Test	Observation	Recommendation	Priority	Town Clerk's Comments
1	The period for the Exercise of Public Rights commenced the day after the Council published the Accounting Statements, the Annual Governance Statement and the Notice as set out in Regulation 15.3 of the Accounts and Audit Regulations 2015.	<i>The period for the Exercise of Public Rights did not commence the day after the Council published the Accounting Statements, the Annual Governance Statement and the Notice as set out in Regulation 15.3 of the Accounts and Audit Regulations 2015.</i>	The Council MUST comply with Regulation 15.3 of the Accounts and Audit Regulations 2015 in respect of the Period for the Exercise of Public Rights.	High	This observation is noted and the Town Clerk will ensure the error is rectified in 2023.



Seaton Town Council Constitution

Chapter 26 Investment Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT
01297 21388
townclerk@seaton.gov.uk

Investment Policy

1. Policy Background

- 1.1 Seaton Town Council's ('the Council') investment policy and its associated strategy are conducted in accordance with:
- i) The Local Government Act 2003 ('the Act') and supporting regulations. This requires the Council to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
 - ii) The statutory guidance on local government investments (issued subsequent to the Act) which requires the production of an annual investment strategy and gives guidance on how this should be completed.
- 1.2 It is uncommon for a town council to hold investments other than in the form of easily accessible bank deposits or other short-term savings accounts. These are often used to maximise income from cash balances during the financial year.
- 1.3 The legislation and associated guidance is optional for parish councils where investments are not expected to exceed £100,000 and no action is required below £10,000. However, for councils where the sums involved exceed £100,000, the guidance is mandatory.

2. Definitions

- 2.1 **Investments** – all investments of more than 12 months in duration. This is treated as capital and all sums involved must be used for capital expenditure when the investment period ends.
- 2.2 **Treasury** – all cash deposits held in bank accounts which includes bonds of up to 12 months in duration.

3. Policy Objectives

- 3.1 The overriding policy objectives are:
- i) To invest prudently to ensure the security of the principal sums.
 - ii) To maintain liquidity in the portfolio to meet the Council's spending plans.
 - iii) To mitigate risk.
 - iv) To seek the optimum returns available whilst remaining consistent with the proper levels of security and liquidity.

4. Investment Policy

- 4.1 The Council will not hold funds other than in bank accounts or deposit bonds of 12 months or less in duration.
- 4.2 No investments will be made in stocks and shares

5. Treasury Policy

- 5.1 The Council will hold **all** its funds as cash deposits in banks accounts or bonds or with CCLA Public Sector Deposit Fund
- 5.2 A business account will be maintained with sufficient funds for day-to-day transactions and to receive the precept and business income.
- 5.3 Council approval is required if a deposit is with an institution with which the Council does not already hold an account. The Responsible Financial Officer ('the RFO') has delegated authority to deposit funds with any of the Council's existing bankers and report this back to the Council.
- 5.4 A procedure for making a deposit can be found in Appendix A

Appendix A

Procedure for Deposits

1. The RFO to identify an appropriate deposit account or short-term bond with a financial institution that fits with the council's treasury policy. Any bonds should be capital sum guaranteed.
2. Approval of the Council is sought if the deposit is with a financial institution not currently used by the Council.
3. The RFO actions the opening of the account and the setting up of the bank mandate for Members to sign, in accordance with the Council's Financial Regulations
4. The RFO actions the deposit/transfer of funds
5. The transfer/deposit is reported to the council
6. At the end of the fixed term the RFO has delegated authority to move the funds into another bond with the same financial institution or with another of the Council's bankers.

Procedure for Bank Transfers

1. Delegated authority is given to the RFO to make transfers between the accounts of the same bank without prior approval of the council.
2. Transfers between banks will follow normal payment procedure as detailed in the financial regulations
3. Details of all transfers to be provided to the Council with the monthly finance report.

Reviewd:3 May 2022

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	5 December 2022
Item of business	22 COU 13
Details	Report on Investment Policy
Purpose of Report	To approve the update to the Council’s Investment Policy
Power/authority	Local Audit & Accountability Act 2014 & Seaton Town Council Financial Regulations
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • approve the updated Investment Policy

1. Introduction

Until recently, all local councils with investments over £500,000 were required to have an investment policy and Seaton Town Council adopted one in May 2022.

2. Update to Policy

Recently the legislation changed and now requires all councils with investments over £100,000 to have such a policy. The Council’s policy has therefore been updated to reflect this. Members are asked to approve the updated policy at Appendix 1.

3. Recommendations

It is **RECOMMENDED** that Members:

- approve the updated Investment Policy

ELIZABETH ROAD PLAY AREA

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 28th November 2022

Time Finished: 12.08pm

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets hot in strong sunshine. Rubber crumb is lifting in places	Check written warning (mostly in the Summer) Monitor
ROUNABOUT	Gap re: Rospa report, too large also rubber crumb shrinkage and wear	Monitor all issues.
FOOTBALL GOAL	Large puddle, waterlogged ground and worn playing surface	Monitor all issues.
GAMES AREA	Worn backboard, loose bolts	Monitor. Investigate costs to replace backboard
MULTIPLAY	Slight rust. Hole in matting. Chainlink notching	Monitor all issues.
TODDLER MULTI	No Hazard	Monitor
PICNIC TABLES	No Hazard	Monitor
BENCHES	Some decay and cracks	Monitor
GATES X 3	No Hazard	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
ROCKING HORSE	Gap underneath too large Re: Rospa report	Monitor
SPINNING UNIT (TITAN)	Chain link / D Shackle / T Bar notching. Rubber crumb wear	Monitor all issues.
TODDLER 1 BAY-2 SEAT	Rubber crumb wear and shrinkage	Monitor
JUNIOR 1 BAY 2 SEAT	Wear to 'D' shackle and chain link. Rubber crumb shrinkage and wear.	Monitor all issues.
SWING NET	Wear to 'D' shackle, chain link and swiss link. Rubber crumb shrinkage and wear	Monitor all issues.
SLIDE	Hole in rubber matting	Monitor
FENCE	No Hazard	Monitor
WOODEN GUARDS	REMOVED	
PATH	No Hazard	Monitor
TREES	See latest tree survey report	Carry out recommendations as per tree survey, some works completed

EQUIPMENT	HAZARD	RECOMMENDED ACTION
GENERAL		

UNDERFLEET

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 28th November 2022

FINISH TIME: 11.10am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CYCLE STAND	No Hazard	Monitor
GOAL NET X2 POSTS	Worn playing surface, rabbit holes/scratchings waterlogged and large puddles	Monitor all issues.
CYCLOPS (SPIN NET)	No Hazard	Monitor
TITAN (ROTARY)	Waterlogged ground, D shackle wear, chain link, T Bar notching, uneven matting and hole in matting.	Monitor all issues
SPIDERS WEB	No Hazard	Monitor
CLIMBING WALL	No Hazard	Monitor
DINO (ZIP WIRE)	Worn/broken wooden tread on ramp, puddle under seat, low spot	Replace tread. Monitor all issues
NEXUS VIPER (ROPE SWING)	Hole in uneven matting, D Shackle / chainlink notching	Added new tape to rope end. Monitor all issues
WILLY JEEP	General rust	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
GAPING GHYLL		Monitor
LOPING BALANCE WEAVE	Some cracking in wooden posts	Monitor
WALK/STRETCH POSTS	Some cracking in wooden posts	Monitor
NET TUNNEL	Some cracking in wooden posts, also turf at the edge is lifting	Monitor all issues
6M NET PYRAMID	Wear to 3rd rope from the top	Monitor wear to added tape on rope.
CIRCUS TRAMPOLINE	No Hazard	Monitor
LANDSCAPE TUNNEL	No Hazard	Monitor
UNIMINI KERRA (TODDLER UNIT)	Slight rust and peeling paint, wear to plywood platform	Monitor
LILLIE BASKET (SWING BASKET)	No Hazard	Monitor
ROTY INCLUSIVE ROUNDABOUT	Movement in worn bearings	Check bolts are tight (done today) Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
BENCH ON MOUND	No Hazard	Monitor
2.4 SLEEPER BENCH X 3	No Hazard	Monitor
DINSOSAUR RIBCAGE WALKWAY ARCH	No Hazard	Monitor
GATES X 2	No Hazard	Monitor
FENCE	No Hazard	Monitor
BOULDER SEATS	No Hazard	Monitor
PATH	Generally worn in places especially at base of landscape tunnel, some puddles	Monitor all issues
TREES	See tree survey	Act upon recommendations in tree survey, some works carried out already.



COMMUNITY GRANT SCHEME

One application has been received, a brief summary of which is provided below for your consideration:

Name	Amount Sought	Detail	Comments
Sidmouth Jazz & Blues Festival	£1000	To assist with the associated hire costs of the Town Hall to deliver and present a one day outreach project in Seaton in May 2023.	This festival is very much in its infancy stage and whilst the 2023 will take place in Sidmouth between 25 to 29 May an important part of the programme is to connect with the surrounding communities in the area and share the joy, learning and participation of music. In order to achieve this, applications to either the Arts Council funding or National Lottery Community Fund will be made before Christmas. As such, agreement in principle is being sought from Members for a community grant to cover the hire and equipment costs of the Town Hall to deliver this outreach event. The event will be free to attend and the aim is to make it accessible to all. The charity was dormant in the first year of its financial records and traded in the first few weeks of the second financial year therefore it is recommended that any approval is subject to the provision of up to date financial information and the requisite public liability insurance documentation. The deputy clerk has received confirmation that this will be in place at the time of the event.