

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Monday, 5 December 2022**

Present:

Chair: Cllr Singh

Town

Councillors: K. Beer, E. Bowman, P. Burrows, D. Haggerty, M. Hartnell & C. Wood

Officers: Town Clerk & Deputy Town Clerk

Public: One member of the public was in attendance

108. Apologies for absence

Apologies for absence were received from Cllrs. M. Steven, D. Ledger, J. Russell and D. Wright. East Devon District Councillor Rowland (EDDC) also requested that his apologies be noted as he was attending a meeting of EDDC's Cabinet.

109. Declarations of Interest

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

110. Minutes

Members **RESOLVED** to approve the minutes of a meeting of Seaton Town Council held on Monday, 7 November 2022. (proposed Cllr. Beer; seconded Cllr. Haggerty)

111. Chairman's Report

Members noted the Chairman's Report.

112. Public Question Time

A member of the public spoke on behalf of the community grant application by Sidmouth Jazz & Blues Festival and explained how elements of the event would operate in Seaton. In summary, the event was organized by a registered charity and had been established in 2022. The organizers wished to build on the success of that event by extending it in 2023 to include a series of projects in Seaton and other adjacent towns, both in Seaton Town Hall and in outdoor venues such as the beach and street-based activities. It was intended that the projects would appeal to a wide and multi-generational demographic from schools to care homes. An application was being made for Arts Council funding of £30,000 and support from local organizations such as Seaton and Sidmouth Town Councils would assist in demonstrating the partnership approach

being taken to deliver for the whole community. Primarily it was envisaged that if the community grant application succeeded, the monies would be used to cover the hire costs of the town hall and associated costs. As the charity had not yet completed its first full year of trading, its certified accounts were not yet available, and the application was made in the knowledge that these would be provided prior to any grant being paid.

The Council agreed to suspend its standing orders to change the order of business and brought the discussion on the community grant application forward. (proposed Cllr. Singh; seconded Cllr. Beer)

113. Community Grants

Members considered an application for a community grant and **RESOLVED**, in principle, to award £1,000 to Sidmouth Jazz Blues Festival to extend the event to deliver projects including, primarily the hire costs of the town hall. The grant was subject to the applicant supplying comprehensive financial information once available. (proposed Cllr. Hartnell; seconded Cllr. Burrows)

114. County Councillor's Report

Members noted the county councillor's report and, in particular Cllr Hartnell highlighted the following:

- the modelling work being undertaken by consultants, instructed by DCC, to advise on how the existing drainage and other infrastructure can be improved. The consultants have also met with those most affected to compare the results of this work to the real experience of residents and this information will be collated to support funding bids, by demonstrating the number of houses that would benefit if certain improvements were made.
- as regards motorhome parking on the seafront, a proposal was being considered regarding the possibility of imposing a traffic order restricting the free overnight parking of motorhomes on the seafront between 7pm and 7am. The purpose would be to discourage parking overnight and associated activities.

115. District Councillors' Reports

There were no written district councillors' reports, however, Cllr. Hartnell answered questions raised in relation to motorhome parking on the seafront and confirmed that EDDC's work was ongoing in looking at alternatives.

116. Town Clerk's Report

Members noted the Town Clerk's Report, as circulated with the agenda and the Deputy Clerk provided an update on the Warm Hub. The Chairman asked that thanks be noted to officers, for their efforts in installing the Christmas lights.



117. Committee meeting minutes

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

- Planning Committee – 17 October & 7 November 2022
(proposed Cllr. Burrows; seconded Cllr. Beer)

118. Update on Tourist Information Centre

Members noted the update.

119. Report on Finance

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

- 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 of £5,500 from EMR332 Vehicle Replacement to EMR328 General Asset Maintenance
- note and ratify 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

(proposed Cllr. Haggerty; seconded Cllr. Hartnell)

120. Interim Internal Audit 2022-23

Members considered and **RESOLVED** to note the interim report and observations of the Council's internal auditor and the Town Clerk's comments in response and the actions being undertaken to implement those observations

(proposed Cllr. Beer; seconded Cllr. Singh)

121. Investment Policy

Members considered the draft policy and **RESOLVED** to approve the updated Investment Policy.

(proposed Cllr. Beer; seconded Cllr. Haggerty)

122. Play Park Inspections

Members noted the inspection reports on the Council's play parks

(proposed Cllr. Beer; seconded Cllr. Bowman)

Confidential Items

The Chairman moved and seconded by Cllr Beer 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 item due to commercially sensitive information

123. Marshlands Centre

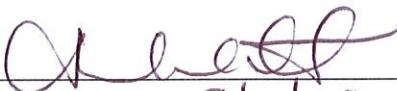


Members considered a comprehensive report and recommendations regarding options for the Marshlands Centre and an update regarding the contract finder tender process and **RESOLVED:**

- to approve refurbishment option A as the way forward for the refurbishment of the first floor of Marshlands with a view to creating more space for employment and community use, thereby increasing income generation
- to approve supplier A as the chosen supplier to implement the preferred option at a cost of £47,500 + VAT plus the repairs to the lift (supplier already approved) at a cost of £19,900 + VAT, plus any inflationary increase since the original quotation approved in July 2022
- to approve a contingency of 20% to cover any unexpected costs that arise during construction
- to authorise the Town Clerk and officers to take such action as is necessary to deliver the refurbishment, within the agreed budget
- having taken account of the comprehensive procurement process that had been undertaken including the extensive efforts to secure three quotations and noting the lack of responses, either from direct approaches or via the contract finder process, to agree to waive the requirement for three quotations for these works
- to authorise the Town Clerk, once advice received on the treatment of the Council's buildings for VAT purposes, to take such action as she considers necessary to invoke the most beneficial arrangements to the Council, on the treatment of VAT

(proposed Cllr. Beer; seconded Cllr. Haggerty)

Meeting closed at 6.51pm

Signed 
Dated 9/1/23