

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Tuesday, 3 May 2022**

Present:

Chair: Cllr Ledger opened the meeting and chaired the first item and the incoming Chair – Cllr Singh - then took the Chair.

Town

Councillors: K. Beer, E. Bowman, P. Burrows, D. Haggerty, M. Hartnell, M. Macaskill, J. Russell, A. Singh, D. Wright & C. Wood

Officers: Town Clerk, Deputy Clerk, Facilities & Projects Officer

Public: No members of the public were present.

1. **Election of Mayor/Chair for the Municipal Year 2022/2023**
The Council **ELECTED** Cllr. Singh as Mayor/Chair of Seaton Town Council for the forthcoming municipal year and the Mayor/Chair read out and signed the prescribed Declaration of Acceptance of Office.
(proposed Cllr. Beer; seconded Cllr. Russell)
2. **Election of Deputy Chairman/Deputy Mayor for the Municipal Year 2022/2023**
The Council **ELECTED** Cllr. Hartnell as Deputy Mayor/Deputy Chair of Seaton Town Council for the forthcoming municipal year and the Deputy Mayor/Deputy Chair read out and signed the prescribed Declaration of Acceptance of Office.
(proposed Cllr. Beer; seconded Cllr. Wright)
3. **Apologies for absence**
Apologies for absence were received from Cllr Steven. East Devon District Cllr Rowland also asked that his apologies be noted.
4. **Declarations of Interest**
Cllr Hartnell declared a personal interest as a Devon County and East Devon District Councillor and Cllr Ledger declared a personal interest as an East Devon District Councillor.
5. **Council Minutes**
Members **RESOLVED** to approve the minutes of a meeting of Seaton Town Council held on Monday 4th April 2022. (proposed Cllr. Ledger; seconded Cllr. Beer)

6. Committee meeting minutes

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

- Planning Committee – 21 March

(proposed Cllr. Beer; seconded Cllr. Haggerty)

7. Public Question Time

There were no questions from members of the public.

8. Appointments to Committees

The following councillors were appointed to the Council's Committees, with a vote being undertaken in relation to the Finance & General Purposes Committee, for the 2022/2023 Municipal Year:

<p>Planning</p> <p>5 seats + Chair/Deputy Ex Officio</p>	<p>1. Cllr Singh (ex officio) 2. Cllr Hartnell (ex officio) 3. Cllr Beer 4. Cllr Burrows 5. Cllr Macaskill 6. Cllr Russell 7. Cllr Wright (proposed Cllr. Ledger; seconded Cllr. Haggerty)</p>
<p>Finance & General Purposes</p> <p>6 seats + Chair/Deputy Ex Officio</p>	<p>1. Cllr Singh (ex officio) 2. Cllr Hartnell (ex officio) 3. Cllr Beer 4. Cllr Bowman 5. Cllr Haggerty 6. Cllr Ledger 7. Cllr Wood 8. Cllr Wright (proposed Cllr. Ledger; seconded Cllr. Hartnell)</p>
<p>Personnel</p> <p>4 seats + Chair or Deputy</p>	<p>1. Cllr Singh 2. Cllr Beer 3. Cllr Russell 4. Cllr Ledger 5. Cllr Haggerty (proposed Cllr. Macaskill; seconded Cllr. Haggerty)</p>
<p>Appeals</p>	<p>Members to be appointed by Council as and when it is necessary to convene an appeals hearing, to include Chair, as</p>

	Deputy Chair sits on the Personnel Committee
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9. Appointments to Outside Bodies

The following councillors were appointed as representatives on the following outside bodies for the 2022/2023 Municipal Year:

Outside Bodies	
Axe Valley Christians Against Poverty	Cllr Beer
Axe Valley Local Action Group	Cllr Beer
Councillors Police Advocate Scheme	Cllr Beer
DALC County Committee	Cllr Beer
Gateway Theatre Company	Cllr Wood
IRF Stakeholder Group	Cllr Wright
Seaton Area Health Matters	Cllr Burrows
Seaton Beach Management Plan Stakeholders Forum	Cllr Wright

(proposed Cllr. Hartnell; seconded Cllr. Wright)



10. Terms of Reference for Committees

Members **RESOLVED** to approve the Council's Terms of Reference for each of its Committees for the 2022/2023 Municipal Year.
(proposed Cllr. Ledger; seconded Cllr. Beer)

11. Review of Council's Constitutional Documents & Policies

Members reviewed and **RESOLVED** to the following documents 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 Policy
- Publication Scheme
- Social Media & Electronic Communications Policy
- Community Grant Policy
- Training & Development Policy
- Equality & Diversity Policy
- Investment Policy
- Tree Management Policy

(proposed Cllr. Ledger; seconded Cllr. Bowman)

12. Report of Internal Auditor 2021/22

Members noted the report of the Internal Auditor and **RESOLVED** that thanks to the Town Clerk be recorded for her hard work in achieving an audit with no recommendations for improvements
(proposed Cllr. Ledger; seconded Cllr. Wood)

13. Annual Governance Statement 2021/2022

Members **RESOLVED** to:

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

(proposed Cllr. Ledger; seconded Cllr. Hartnell)

14. Accounting Statements 2021/2022

Members **RESOLVED** to:

- approve Section 2 – Accounting Statements
- note the explanation of variances
(proposed Cllr. Beer; seconded Cllr. Russell)

15. Update on Platinum Jubilee Event

Members noted the update on the Platinum Jubilee Event and **RESOLVED** to:

- approve quotation 2 for event insurance cover at a cost of £392
- approve quotation of up to £650 from Supplier 1 to provide a shuttlebus service to and from Cliff Field Gardens on 2nd June between 3.30pm and 10.30pm and agreed that enquiries should be made as to additional stops at different locations in the town up to a total cost for the shuttle service of £1,000, should this be necessary.
- approve the risk assessment attached to the report as Appendix A and delegated authority to the Town Clerk to sign on behalf of the Council, the fire risk assessment, emergency evacuation procedures and beacon lighting risk assessment once finalised
- subject to a suitable voucher system being formulated, agreed to fund one free ice cream for each attendee under 18, subject to a maximum cost of £1,000 (500 ice creams) (proposed Cllr. Beer; seconded Cllr. Ledger)

16. Town Clerk's Summary

Members noted the summary.

17. Police Report

Due to a change in personnel, no police report was available.

18. County Councillor Report

Members noted the County Councillor's written report.

19. District Councillor Reports

No reports were available.

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.

20. Report on quotations for tree works

Members **RESOLVED** to:

- approve Teign Trees & Landscapes to carry out the required works at a cost of £1,812 + VAT
- authorised the Town Clerk to instruct the Advanced Arboriculture experts to carry out further inspections, in the Summer, to report on is issue of ash die back at a cost of £250 + VAT

(proposed Cllr. Haggerty; seconded Cllr. Wright)

Meeting closed at 6.31pm

Signed _____

Dated 6/6/22