

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Monday, 9 January 2023**

Present:

Chair: Cllr. Hartnell initially chaired the meeting and this Chair was then taken by Cllr Singh on his arrival shortly after the start of the meeting Singh

Town

Councillors: E. Bowman, P. Burrows, D. Haggerty & D. Ledger

Officers: Town Clerk

Public: One member of the public was in attendance – East Devon District Councillor Rowland.

124. Apologies for absence

Apologies for absence were received from Cllrs. K. Beer, J. Russell, M. Steven, C. Wood & D. Wright.

125. Declarations of Interest

Cllr Hartnell declared a personal interest as an East Devon District and Devon County Councillor (DCC). Cllr Ledger declared a personal interest as an East Devon District Councillor (EDDC) and a personal and prejudicial interest, as a resident whose home was directly opposite one of the sites identified in the Local Plan Consultation.

126. Minutes

Members **RESOLVED** to approve the minutes of a meeting of Seaton Town Council held on Monday, 5 December 2022. (proposed Cllr. Haggerty; seconded Cllr. Ledger)

127. Public Question Time

There were no representations from the public,

128. Committee meeting minutes

Members **RESOLVED** to defer noting the minutes of the Planning Committee on 5 December 2022 to the Next meeting of Council, as they had not yet been approved by the Planning Committee.
(proposed Cllr. Burrows; seconded Cllr. Haggerty)

129. Budget & Precept 2023-24

Members **RESOLVED** to:

1. approve the Council's budget for 2023-24, as recommended by the Finance & General Purposes (17.10.2022), with gross expenditure estimated at £443,156, offset by predicted income of £35,686
2. approve the precept for 2023-24 at £407,470 – a rise of £4.79 per year/9p per week on a Band D property - increasing the total annual payment from £121.32 to £126.11 on a Band D property.
(proposed Cllr. Hartnell; seconded Cllr. Haggerty)

130. Local Plan Consultation Response

Members considered the draft response to the local plan consultation, as recommended by the Planning Committee and **RESOLVED** to agree the response as drafted, subject to a minor amendment providing clarification on the Clay Common site. Cllr Ledger left the Council Chamber during this item of business.
(proposed Cllr. Burrows; seconded Cllr. Haggerty)

Meeting closed at 6.09pm

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 February 2023
Item of business	23 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 since the December meeting of Council are detailed below.

2. Summary of engagements

- 07 December 2022 - attended presentation at the Gateway Theatre Company
- 10 December 2022 - Christmas Lights switch on and judging fancy dress competition
- 13 December 2022 - attended drinks for volunteers of the Gateway Theatre Company
- 24 January 2023 - requested to attend Musbury Primary School to observe the children cooking Chinese dishes to celebrate the Chinese New Year

RECOMMENDATIONS

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

23 COU 07 - Report of EDDC Cllr Rowland

Seaton specific matters

Axe Valley Levelling up Bid

As you are all probably aware by now the bid was not successful and we are waiting for feedback as to the reasons to see if this will help in the event of a round 3 process being announced. In any event I, along with other relevant Cabinet members, will be attending a meeting with EDDC Officers on 6 February to review the next steps to still explore providing funding to deliver the schemes involved in the bid for Seaton and Axminster.

Moridunum site

See my comment above as this site was included in the Levelling Up bid.

Jurassic Centre

The Heads of Terms have been issued to the Tramway and fortnightly meetings are now being held with them attended by EDDC Officers and relevant elected district Councillors that includes myself. One of the issues to resolve involves the requirements of 2 of the building funders, Devon County Council and the Heritage Lottery Fund, regarding usage of the building as an interpretation and educational centre and how this equates to the proposed use by the Tramway. The most recent of the fortnightly meetings was held on 27 January when a number of action points were agreed to make progress.

Motorhome & Campervan parking in EDDC carparks

I chaired an informal meeting on 17 January that was attended by the Seaton Town Councillors who indicated they wanted to be involved (Cllrs Bowman, Hartnell and Haggerty) along with Richard Easthope (EDDC Carpark Services Manager).

The informal meeting was to agree whether there were any suitable carparks in Seaton that could be considered so that a formal local Task and Finish Group (TAFF) could be set up to make recommendations to the EDDC Cabinet. I should point out that as I am a Cabinet member that precludes me from being a TAFF member. At the informal meeting it was agreed by 2 votes to 1 to set up a TAFF to consider the Seaton Jurassic carpark as a potential location to allow Motorhome / Campervan overnight parking for a fee to happen as this could dovetail with the work of Devon County Council to stop overnight parking of these vehicles on the seafront.

Seaton Heights site

I continue to keep in regular contact with the owners of the site to bring to their attention issues with security and illegal access. My latest contact has resulted in the owners arranging for concrete blocks to be placed at the entrance as the gate and fencing were regularly being broken. I also follow up the planning application progress as ideally approval will at least enable demolition of the derelict buildings to happen and this and the setting up of a construction site will improve security and not be the attraction the site is in the current state. Although the company that own the site is named Lyme Bay Leisure the company is based in Huntingdon hence the reason why I keep in contact to alert them to issues with the site.

District wide subjects within my Finance portfolio

Budget for 2023/24

The budget has gone through 2 stages of the approval process, namely Cabinet on 4 January and a Joint Overview and Scrutiny Committee process over 2 days on 11 and 12 January. The final stage is

via Full Council on 22 February. To date no amendments to the proposed budget have been made and if agreed next month will result in a £5 per annum increase (3.2%), but no cuts in any frontline services by taking an amount from the general reserve fund whilst maintaining that fund at the required level and producing a balanced budget. This is despite losing in real terms over £50m over the past ten years in grant funding from Central Government and the current inflationary pressures being experienced. As a reminder only 7% of the total collected by EDDC in Council tax is retained by EDDC as 73% goes to DCC, 12% to the Police, 4% to the Fire Service and 4% to Town / Parish Councils.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 February 2023
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, 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 have kindly been donated by local residents and businesses and refreshments provided by Tesco and the Council. 6 volunteers have been recruited to assist with this initiative and all regularly offer their time. Devon Communities Together and Exeter Community Energy have each attended 2 warm hub sessions to offer energy advice, information leaflets and resources. A selection of brand new thermal hats, gloves, bed socks and fleece throws have been donated to the Warm Hub, via Re:store, and distributed to attendees. Attendance has been erratic with some sessions being busier than others. To date a total of 49 people have attended, some return each week however a total of 30 individuals have visited at least one session. The sessions have been well supported by community enablers and Rachel Cox, social prescriber working alongside Seaton’s GPs. It would seem that other reasons for attending are social interaction and general advice on accessing other services.
- **New vehicle** – the new vehicle was delivered in December and the necessary highways works warning signage commissioned.

- **Marshlands** – a great deal of work has been carried out by officers practically, in terms of seeking quotations for works and meeting with potential. The number of community bookings using the building have increased slightly. Please see separate report.
- **Finance** – as at the 31 January 2023, the Council's finances are in good order with expenditure standing at 83.1% of the month 10 target of 83.3%. The Town Clerk has researched potential investment options for the Council's reserves and the results are reported in separate report.
- **Seaton Summer Celebration, Children's Festival & Coronation 2023** – preparations for all 3 events are well underway with event infrastructure such as WCs and bins due to be booked (after 3 quotations sought) and provisional bookings of live music acts. Officers met representatives of a variety of community groups on Friday 27 January to discuss how they might like to be involved in any or all of the events. The meeting was very well attended 19 in attendance representing 14 different groups. A further meeting is booked for early March. Information regarding the small community grants for Coronation events has been distributed to the groups.
- **Youth Project** -research by the Facilities & Projects Officer is ongoing as to the types of activities that might be popular with young people in the town and how this might be funded
- **Seaton Beach School** – a free, drop-in Seaton Beach School Christmas craft session took place at Marshlands in December and two further sessions (Jolly Jellyfish and Crazy Crabbing) are taking place during half term, as part of the beach school activities for this financial year. These are promoted throughout the local community and have been well attended. The beach school programme for the rest of 2023 has now been confirmed with Crazy Crabs delivering 3 sessions per week during the school summer holidays.
- **Water Safety Awareness initiative** – officers have worked with RNLI to draft the appropriate water safety guidance information which is now with the Council's web designers who will create the additional webpages required and upload to the Council's website. A quotation has been sought for the design and printing of vinyl stickers and officers have liaised with East Devon District Council regarding the sites for these. The aim is to have these in place on life rings, parking signs and other sites by Easter.
- **Town Hall clock restoration** – officers have liaised with 3 separate building contractors and are in the process of obtaining 3 quotations for the scaffolding and brick repair works required to enable the Cumbrian Clock Company to complete the necessary clock dial restoration works. It is hoped that a report will be brought to Members at the March meeting.



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

RECOMMENDATIONS

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

**Minutes of the Planning Committee
Meeting on Monday 16th January 2023**

Present:

Chairman: Cllr P Burrows

Councillors: K Beer, M Hartnell & J Russell

Officers: Town Clerk

Public: No members of the public were present

133. Apologies for absence

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

134. Declarations of Interest

There were no declarations of interest.

135. Minutes of the Planning Committee meeting held on Monday 5th December 2022

The Committee **RESOLVED** to agree the minutes of the meeting held on 5th December 2022.

(moved Cllr Beer; seconded Cllr Burrows)

136. 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.

137. 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.

138. Public Question Time

There were no questions raised by members of the public.

Applications for consideration:

**139. 22/2819/ADV Aldi Stores Limited Co-Operative Pioneer (CWS)
The Underfleet, Seaton EX12
2PQ**
Installation of various signage.

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

Cllr Hartnell entered the meeting at 5.48pm.

**140. 22/2830/ADV Aldi Stores Limited Co-Operative Pioneer (CWS)
The Underfleet, Seaton EX12
2PQ**
2 no. non-illuminated temporary
banner signs.

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

**141. 22/2799/FUL Mr David Wayne 191 Beer Road, Seaton EX12
2QB**
Demolition of an existing house and
a proposed replacement dwelling
with 4 bedrooms.

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

142. Planning Comments
There were no comments for circulation.

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

- a) **22/1841/CPE – 8 Seafield Road, Seaton** Certificate of existing lawfulness to demonstrate that the property has been used as a residential dwelling – **CPE APPROVED.**
- b) **22/1492/FUL – 2 Harepath Road, Seaton** Proposed conversion of existing building to create 1 no. dwelling, including the creation of amenity space to rear, and other external alterations – **APPROVED** with conditions.

- c) **22/2114/VAR – Flint House, Fremington Road, Seaton** Variation of condition no. 2 (approved plans) of planning permission 21/2482/FUL (External alteration & remodelling of dwellinghouse with changes to external materials and fenestration. Creation of external terracing. Erection of replacement garage) to amend fenestration and retain existing pitched roof and stair turret – **APPROVED** with conditions.
- d) **22/2489/FUL – 2 Court Lane, Seaton** Replace entrance porch, change roof to bay windows and replace existing annexe extension – **APPROVED** standard time limit.
- e) **22/1457/MOUT – Land At Whitecross Farm, Colyford Road, Seaton** Outline application with all matters reserved for spa facility (to include spa facility/activity buildings, associated outdoor recreation areas; a bar/restaurant/shop), accommodation, alterations to existing access and erection of farm buildings (relocated within site) – **WITHDRAWN**.

The meeting closed at 5.53pm.

Signed _____

Dated _____

**Minutes of the Planning Committee
Meeting on Monday 5th December 2022**

Present:

Chairman: Cllr P Burrows

Councillors: K Beer & A Singh

Other Councillors: E Bowman, D Haggerty & C Wood

Officers: Town Clerk

Public: No members of the public were present

121. Apologies for absence

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

122. Declarations of Interest

There were no declarations of interest.

123. Minutes of the Planning Committee meeting held on Monday 7th November 2022

The Committee **RESOLVED** to agree the minutes of the meeting held on 7th November 2022.
(moved Cllr Beer; seconded Cllr Burrows)

124. 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.

125. 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.





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

126. Public Question Time

There were no questions raised by members of the public.

Applications for consideration:

127. 22/2542/FUL Chris Hammett Land Adjacent Harepath Hill, Harepath Hill, Seaton
Formation of new agricultural field access.

Discussion took place around:

- Highway concerns which have been raised in the past
- Harm the proposal would cause to the character and appearance of the area

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

- Concerns over highway safety which have been raised in the past.
- Proposal would harm the character and appearance of the area.

(moved Cllr Burrows; seconded Cllr Beer)

128. 22/2429/FUL Mr & Ms D Harvey 1 The Burrow, Seaton EX12 2LW
Alterations to fenestration of ground floor commercial unit.

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

129. 22/2582/FUL Mr Justin Werb Barnards (land adjoining), Harepath Hill, Seaton EX12 2TF
Erection of one dwelling and associated works.

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

130. 22/2559/TRE Mr Bruce Smith 5 Major Terrace, Seaton EX12 2RF
T1, Ash : dbh. 76cm, pollard at the highest suitable pollard points, just above the previous historical pollarding points, with as small as possible targeted pruning cuts. T2, Horse chestnut : dbh 1.2m. Reduce crown growing to the north by no

more than 2.5m. Maximum diameter of pruning cut 75mm. T3, Lime : dbh 60cm Remove deadwood on property side, along with pruning back the branches by up to 1.5m, off of the neighbouring South side boundary roof, with maximum pruning cuts of no more than 75mm. T4, Strawberry/Red horse Chestnut tree : dbh 60cm. Thin the crown by up to 15% with pruning cuts of up to no more than 50mm.

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

131. Planning Comments

Comments to be circulated in respect of application 22/2542/FUL.

132. Decisions

To note planning decisions made by East Devon District Council:

- a) **22/1605/FUL – 36 Durley Road, Seaton** Conversion of roof space to habitable use to include a side and rear dormer and 1 x rear rooflight. Replacement single storey rear extension with pitched roof to include 3 x roof lanterns – **APPROVED** standard time limit.
- b) **22/2224/FUL – 3 Townsend Avenue, Seaton** Proposed single storey rear extension and alterations to rear access and parking area – **APPROVED** standard time limit.
- c) **22/1947/TEL – Lant At The Underfleet, Seaton** The proposed installation of a replacement base station consisting of a 20m monopole comprising 6 no. antennas and 2 no. dishes together with 3 no. ground based cabinets and ancillary development thereto – **WITHDRAWN**.
- d) **22/1635/FUL – Former Co-op Store, The Underfleet, Seaton** Single storey extension to south west, single storey extension to north west, single storey extension to north east and two storey extension to north east. External alterations to existing building and minor alterations and landscaping to wider site – **APPROVED** with conditions



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

- e) **22/2364/FUL – 1 Lydgates Road, Seaton** Single storey side extension and creation of roof above existing rear deck – **APPROVED** with conditions.

The meeting closed at 5.54pm.

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 February 2023
Item of business	23 COU 10
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 11 April 2022:

Month	Visits		Telephone		Total STC/TIC Enquiries 2022/23 (2021 figures in brackets)
	STC	TIC	STC	TIC	
	2022/23	2022/23	2022/23	2022/23	
April days) (16	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	66	18	59	3	146 (no stats)
December	26	3	36	-	65 (no stats)
January	48	15	51	1	115 (no stats)

4. RECOMMENDATIONS

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

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 February 2023
Item of business	23 COU 11
Details	Report on Investment Proposal
Purpose of Report	To consider proposals for investments in the CCLA Public Sector Deposit Fund
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"> • consider whether the Council wishes to invest in the CCLA Public Sector Deposit Fund • consider and approve the amount of deposit • authorise the Town Clerk to take the necessary action to give effect to the agreed deposit, in line with the Council’s Investment Policy

1. Introduction

In December 2022, the Council adopted an updated Investment Policy (‘the Policy’). The Policy governs the way in which the Council may invest in funds other than its day-to-day operational bank account with Lloyds.

The overriding policy objectives are:

- to invest prudently to ensure the security of the principal sums.
- to maintain liquidity in the portfolio to meet the Council’s spending plans.
- to mitigate risk.
- to seek the optimum returns available, whilst remaining consistent with the proper levels of security and liquidity.

One of the Council’s objectives, as set out in its 5 year plan, was to consider how it might optimise income by considering income-generating investments. This is

particularly relevant as interest rates are rising and, additionally, a review was recommended by the Council's internal auditor in his 2022-23 interim report.

2. Summary of relevant policy considerations

The Policy defines '**investments**' as any investment 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. The associated policy states that:

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

It defines '**treasury**' as any cash deposits held in bank accounts which includes bonds of up to 12 months in duration. The associated policy states that:

- the Council will hold **all** its funds as cash deposits in banks accounts or bonds or with CCLA Public Sector Deposit Fund
- a business account will be maintained with sufficient funds for day-to-day transactions and to receive the precept and business income.
- the Council's 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.

3. Council's Current Financial Position

As at the 31 January 2023, the balance in the Council's Treasurer's account stood at £465,000, comprised as follows:

Earmarked Reserves*	£192,650
General Reserves (6 months average expenditure @ £33,500 per month)	£201,000
2022-23 (months 11 & 12) anticipated expenditure	£67,000
TOTAL	£460,650

*the earmarked reserves include £50,000 in long term fund which is increased year on year so that funds area available for the future replacement of the town's playparks. It is therefore unlikely that it will be drawn upon in the upcoming financial year.

As such, a sum of **up to £250,000** (£50,000 EMR and £200,000 general reserves) could be considered for deposit in the Fund. However, this should be considered in the context of the risk warning below.

As at 31 January 2023, should the Council decide to invest this suggested amount, the yield generated, on current levels, would be **in the region of £730 per month**.

4. Investment Proposal

The principal investment option that has been considered is the CCLA Public Sector Deposit Fund, which is a fund used by 22 County/unitary Councils, 400+ Parish, Town and Community Councils and 100+ District/Borough Councils, Police, Fire plus the LGA, NALC, 6 County Associations, SLCC, NILGA, 3 Port Authorities and 2 crematoriums.

The Town Clerk has canvassed other town and parish clerks who use CCLA with entirely positive feedback.

A summary of the fund provided by CCLA, is detailed below:

- Fund size is £1.2bn+; yield 3.1114%, net of fees (16 January 2023)
- CCLA (Churches, Charities & Local Authorities) is a mutually owned firm of investment managers, owned by LAMIT (Local Authorities Mutual Investment Trust), the Church of England (Central Board of Finance) Investment Fund and the Charities (COIF) Investment Fund
- 35,000+ clients and manages £14bn+ of cash and investments
- The Local Government Association invited CCLA to develop the Fund in collaboration with the sector, as a result of the Icelandic banking crisis. It was launched in May 2011
- The PSDF is a "Qualifying Money Market Fund" (QMMF) which is classed as a "low volatility net asset value" (LVNAV) short term money market fund. The fund is managed with the priorities of security, liquidity and yield
- The fund is not covered by the FSCS, but it has a AAmmf credit rating by Fitch (highest possible rating). The rating was affirmed on the 10 September 2021 by the credit rating agency, Fitch Ratings and offers an independent assessment of the strength of the fund. The rating reflects the Fund's extremely strong capacity to achieve the investment objectives of preserving principal and providing shareholder liquidity through limiting credit, market and liquidity risk. The main drivers of the AAmmf rating are the high credit quality of the portfolio, the

limited range of invested security types and the Fund's highly conservative investment guidelines as well as Fitch's assessment of the competencies of CCLA

- The Fund boasts strong governance with an Advisory Board comprised of representatives of the LGA, CIPFA and treasury specialists from the sector, including representatives of the LB of Waltham Forest and the GLA
- The Fund is managed on a very conservative basis (beyond the requirements of AAAMmf rating), only using plain cash products and instruments with well rated (minimum F1 short term) banks: call; term and certificates of deposit - the kind of products that Councils themselves feel comfortable using. There is no exposure to the stock market, derivatives, other funds, asset backed securities
- The minimum initial investment is £25,000 and a number of parish and town councils make use of the Fund, as well as principal authorities
- Access is same day
- As a share class 4 investor, the fee is currently 0.08%.
- The assets of the fund are strictly placed within agreed limits with a diversified list of quality counterparties in order to achieve a low level of risk and high security of capital, the list of approved counterparties is constantly monitored following credit rating upgrades or downgrades. Prior to adding a counterparty to the approved list of financial institutions we assess corporate governance, approach to sustainability and climate change.
- The Public Sector Deposit Fund ("PSDF") is a UK regulated fund and is subject to the FCA COLL Regulations ("COLL"). COLL requires that the assets of a regulated fund are held by the Depositary of the fund. The Depositary is responsible for the safe keeping of the assets of the fund. The Depositary of PSDF is HSBC Bank plc. The assets of the fund cannot be co-mingled with the assets of CCLA. While CCLA is the manager of PSDF, PSDF is a separate legal entity. The assets of PSDF could not be combined with the assets of CCLA in the event of the insolvency of CCLA.
- The Public Sector Deposit Fund is a short term LVNAV Qualifying Money Market Fund. This change from the previous Constant Net Asset Value (CNAV) structure is the result of European reforms intended to replicate some of the utility of the previous CNAV funds but with greater sensitivity to market pricing and extra controls built into the fund structure to protect investors.
- **RISK WARNING** - the Fund is not covered by the Financial Services Compensation Scheme, nor is it a guaranteed investment. An investment in the Fund is different to an investment in deposits and investors may not get back what was invested. The risk of loss is borne by the investor. The Fund does not rely on external support for guaranteeing liquidity or stabilising the share price.

As part of the research on this option, the Town Clerk consulted fellow town and parish clerks and of the 14 responses received from other towns and parishes that invested in this fund, all were positive.

Additionally, the Town Clerk consulted EDDC to ask whether they invested in this fund. They do place short term investments up to £3 million in the fund. Their response is attached as **Appendix 1**.

5. Recommendations

It is **RECOMMENDED** that Members:

- consider whether the Council wishes to invest in the CCLA Public Sector Deposit Fund
- consider and approve the amount of deposit
- authorise the Town Clerk to take the necessary action to give effect to the agreed deposit, in line with the Council's Investment Policy

23 COU 11 – Appendix 1

CCLA is a highly regarded investment management firm. It manages investments on behalf of the Church of England, other denominations of churches, charities, local authorities and others. It offers tailored products to its customers, and for local authorities, one of the funds it offers is the Public Sector Deposit Fund, a collective investment scheme, designed for investment of short term cash. East Devon District Council uses the Public Sector Deposit Fund itself for short term cash investment up to £3m; (EDDC places limits on the deposit amount which its Treasury team may place with each institutions, £3m being the highest amount).

The Public Sector Deposit Fund is not the same as making a deposit with a bank or building society. It is the purchase of shares in a collective investment scheme. The scheme then invests in various securities to generate a return that it uses to make distribution to its own shareholders, (after charges which it deducts before making a distribution).

Please see the risk warning below, taken from its website:

Risk warning

In addition to the general risk factors outlined in the Prospectus investors should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder.

There are 3 main credit rating agencies that assess the credit quality etc. of various investment products. These are Fitch, Moody's and Standard and Poor's. CCLA The Public Sector Deposit Fund is rated as a money market fund and Fitch gives it a AAmmf rating, which is the highest available. It has consistently held this rating over a number of years.

All investments carry a risk warning and though the AAmmf credit rating means it is extremely unlikely, in the very worst scenario the risk warning is saying there could be a temporary or permanent loss of the all/some of your investment value or there could be a temporary restriction on your ability to withdraw money from the fund.

There is a minimum initial investment in the PDSF of £25,000 and minimum subsequent investment of £5,000. The Yield on the Fund as at 23.1.2023 was 3.5219% (compared to 3.5% bank rate at that date). The daily yield on the fund will usually track bank base rate quickly and closely. This is an advantage in an environment where bank base rate is increasing but may be disadvantageous when rates are decreasing. Bank base rates are expected to peak in quarter 2 of 2023 so we may then find ourselves in a declining interest rate environment.

EDDC now uses an investment portal to deal on the money markets but our team has dealt with CCLA in the past via the use of email and manual forms and it is quite straightforward. The main difficulty that you may find is that if you require more than one signatory to administer sales and purchases of units, then those signatories may not necessarily be available to sign when you need them.

The Set up and Administration is straightforward and the CCLA Client Services Team can be contacted by telephone and are very helpful. Forms are held on the CCLA website so can be downloaded for completion. If you complete an Email Indemnity Form, then CCLA will accept your email with a PDF form attached as your instruction to purchase/sell units, provided it, (and any cleared funds if you are purchasing units), reach CCLA's email inbox by 11.30am on a business day. If it reaches them after 11.30a.m then the deal will most likely be postponed until the following business day. Sale proceeds will be remitted directly to your nominated bank account.

Distributions of income for a month are made in the first few days of the following month and can be remitted directly to your nominated bank account or they can be reinvested.

See the CCLA website for details of the costs charged to the PSDF but note that there are no entry or exit charges to investors and costs are deducted before distributions of income are made to investors.

Overall EDDC's experience of investing in CCLA The Public Sector Deposit Fund has been very positive.



Seaton Town Council Constitution

Chapter 5 Members' Code of Conduct

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

Purpose of the Code of Conduct

- 1.1 The purpose of this Code of Conduct ('the Code') is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, Council officers and the reputation of local government
- 1.2 It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The Local Government Association encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.
- 1.3 The Code is based on the Model Code of Conduct produced by Local Government Association and broadly follows the Code of Conduct adopted by East Devon District Council (EDDC). The Local Government Association has also produced guidance on their Model Code of Conduct and regard should be had to that advice when considering the obligations and expectations of this Code. The guidance can be found [here](#), although it should be noted that the Model Code of Conduct has not been adopted in its entirety and there is some local variation.

2. Definitions

For the purposes of the Code:

- 2.1 a "**councillor**" means a member or co-opted member of Seaton Town Council ('the Council')
- 2.2 a "**co-opted member**" means a person who is not a member of the Council but who sits on any committee or sub-committee of the Council, whether or not they are entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.
- 2.3 a "**disclosable pecuniary interest**" means an interest of yours, or of your partner, if you are aware of your partner's interest, as described in Table 1 of Appendix B.
- 2.4 a "**meeting**" means any meeting of:
 - the Council
 - any of the Council's committees, sub-committees,

- one or more councillors, formal or informal and with or without officers, relating to the discharge of the Council's functions where a formal record is made
- 2.5 a "**partner**" means a spouse or civil partner, or a person with whom you are living, as if you are a married couple, or a person with whom you are living as if you are civil partners
- 2.6 a "**sensitive interest**" is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation

3. **General principles of councillor conduct**

Everyone who holds public office - all who serve the public or deliver public services including ministers, civil servants, councillors and local authority officers - should uphold the **Seven Principles of Public Life**, (the Nolan Principles, as set out in Appendix A). Building on these principles, the following general principles have been developed specifically for the role of councillor.

- 3.1 In accordance with the public trust placed in me, on all occasions:
- I act with integrity and honesty
 - I act lawfully
 - I treat all persons fairly and with respect; and
 - I lead by example and act in a way that secures public confidence in the role of councillor
- 3.2 In undertaking my role:
- I impartially exercise my responsibilities in the interests of the local community
 - I do not improperly seek to confer an advantage, or disadvantage, on any person
 - I avoid conflicts of interest
 - I exercise reasonable care and diligence; and
 - I ensure that public resources are used prudently in accordance with my Council's requirements and in the public interest

4. **Application of the Code of Conduct**

- 4.1 The Code applies to you as soon as you sign your declaration of acceptance of the office of councillor, or attend your first meeting as a co-opted member, and continues to apply to you until you cease to be a councillor or co-opted member.
- 4.2 This Code applies to you when you are acting in your capacity as a councillor, which may include when:
- you misuse your position as a councillor, or

- your actions would give the impression to a reasonable member of the public, with knowledge of all the facts, that you are acting as a councillor

4.3 The Code applies to all forms of communication and interaction, including:

- face-to-face meetings
- online or telephone meetings
- written communications
- verbal communication
- non-verbal communication
- electronic and social media communication, posts statements and comments.

4.4 You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

4.5 You are encouraged to seek advice from the Town Clerk and/or the Monitoring Officer of EDDC ('the Monitoring Officer') on any matters that may relate to the Code.

5. Standards of councillor conduct - specific obligations

5.1 Courtesy and Respect - as a councillor:

5.1.1 I treat other councillors and members of the public with courtesy and respect.

5.1.2 I treat officers, employees and representatives of partner organisations and volunteers with courtesy and respect and respect for the role they play.

5.1.2.1 Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack. In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

5.1.2.2 In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the Council, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Code, officers, where concerns should be raised in line with the Council's Protocol on Member Officer Relations.

- 5.2 Bullying, harassment and discrimination - as a councillor:**
- 5.2.1 I do not bully any person.**
 - 5.2.2 I do not harass any person.**
 - 5.2.3 I promote equalities and do not discriminate unlawfully against any person.**
 - 5.2.4 I do not do anything which may cause the Council to breach a statutory duty or any of the equality enactments (as defined in section 33 of the Equality Act 2010)**

5.2.4.1 The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as 'offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

5.2.4.2 The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

5.2.4.3 Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

5.2.4.4 The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

5.3 Impartiality of officers of the Council – as a councillor:

5.3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council.

5.3.1.1 Officers work for the Council as a whole and must be politically neutral (unless they are political assistants). They

should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

5.4 Confidentiality and access to information – as a councillor:

5.4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:**
 - i. I have received the consent of a person authorised to give it**
 - ii. I am required by law to do so**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the Council; and**
 - 3. I have consulted the Town Clerk prior to its release**

5.4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests

5.4.3 I do not prevent anyone from getting information that they are entitled to by law.

5.4.3.1 Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5.5 Disrepute – as a councillor:

5.5.1 I do not bring my role or the Council into disrepute.

5.5.1.1 As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your Council and may lower the public's confidence in your or your Council's ability to discharge functions. For example, behaviour that is considered dishonest and/or deceitful can bring your Council into disrepute.

5.5.1.2 You are able to hold the Council and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code.

5.6 Use of position – as a councillor:

5.6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

5.6.2 I will not act as agent for people pursuing planning matters within the Council's administrative area.

5.6.2.1 Your position as a member of the Council provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

5.7 Use of the Council's resources and facilities – as a councillor:

5.7.1 I do not misuse Council resources.

5.7.2 I will have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986 or any similar Communications Protocol or Code produced by the Council

5.7.3 I will, when using the resources of the Council or authorising their use by others:

a. act in accordance with the Council's requirements; and

b. ensure that such resources are not used for political purposes, unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or of the office to which I have been elected or appointed.

5.7.3.1 You may be provided with resources and facilities by the Council to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of Council buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Council's own policies regarding their use.

5.8 Complying with the Code and the Council's codes and protocols – as a councillor:

5.8.1 I undertake Code of Conduct training provided by my Council.

5.8.2 I cooperate with any Code of Conduct investigation and/or decision.

5.8.3 I do not intimidate or attempt to intimidate any person who is likely to be a complainant, a witness or involved with the administration of any investigation or proceedings that any councillor has failed to comply with the Council's Code of Conduct.

5.8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

5.8.5 I will comply with the Codes and Protocols forming part of the Council's Constitution

5.8.5.1 It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Council or its governance. If you do not understand or are concerned about EDDC's processes in handling a complaint you should raise this with the Monitoring Officer.

5.8.5.2 Following the regular election of Members or upon election following a by-election or a co-option, each Member must attend mandatory Code of Conduct, equalities and safeguarding training and the Council has resolved, by adopting this Code of Conduct, that a failure to do so may preclude Members from sitting on any committee of the Council, should the Council resolve this to be appropriate.

6. Protecting your reputation and the reputation of the Council Interests – as a councillor:

6.1

6.1.1 I register and disclose my interests in accordance with Appendix B

- 6.1.1.1 Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of each Town & Parish Council.
- 6.1.1.2 You need to register your interests so that the public, officers and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.
- 6.1.1.3 You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.
- 6.1.1.4 Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Town Clerk or Monitoring Officer.

6.2 Gifts and hospitality – as a councillor:

- 6.2.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.**
- 6.2.2 I register with the Town Clerk who will update the register of interests any individual gift or hospitality with an estimated value of at least £50 or number of gifts or hospitality from the same donor which individually are below the estimated value threshold but which cumulative result in an estimated value of at least £50 in any calendar year within 28 days of its receipt.**
- 6.2.3 I register with the Town Clerk any significant gift or hospitality that I have been offered but have refused to accept.**
- 6.2.4 I disclose the existence of any gift or hospitality where I am present at a meeting where the gift or hospitality**

received is relevant to the matter of business being discussed irrespective of whether it has been entered into the register in accordance with paragraph 6.2.2 above.

6.2.4.1 In order to protect your position and the reputation of the Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Town Clerk or Monitoring Officer for guidance.

Appendix A - The Seven Principles of Public Life ('the Nolan Principles')

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Registering and disclosing interests

General

1. Within 28 days of becoming a councillor or your re-election or re-appointment to office you must register with the Town Clerk the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**. A co-opted member who has no voting rights is not expected to complete a register of interest.
2. When completing the register of interests, councillors shall provide sufficient information to properly describe the land **and** also provide HMLR title numbers or field numbers to enable land to be identified.
3. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Town Clerk.
4. Where you have a 'sensitive interest' you must notify the Town Clerk or Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees you can withhold the interest from the public register.

Nonparticipation in case of 'Disclosable Pecuniary Interest'

5. Where a matter arises at a meeting which **directly relates** to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion, or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. A dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of 'Other Registerable Interests'

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests 'directly relating' to financial interest or well-being

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary

Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests 'affecting' financial interests or well-being

8. Where a matter arises at a meeting which *affects*:
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision; and
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the councillor or his / her partner .
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his / her partner (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of#) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her partner (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the councillor or his/her partner is a partner of or a director* of or has a beneficial interest in the securities# of.
Securities	Any beneficial interest in securities# of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities# exceeds £25,000 or one hundredth of the total issued share capital of that body; or

	(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor or his/ her partner have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
--	---

* 'director' includes a member of the committee of management of an industrial and provident society.

'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

<p>You must register as an Other Registerable Interest:</p> <p>a) any unpaid directorships.</p> <p>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by the Council.</p> <p>c) any body</p> <ul style="list-style-type: none"> (i) exercising functions of a public nature, (ii) directed to charitable purposes, or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management. <p>d) membership of any body which, in your view, might create a conflict in carrying out your duties as a councillor (such as membership of the Freemasons or any similar body).</p>
--

THIS SECTION DOES NOT FORM PART OF THE CODE OF CONDUCT AND IS FOR GUIDANCE ONLY

LGA guidance on the Model Code of Conduct in relation to interests states:

‘Directly relates to’ means it must be directly about the interest rather than simply affecting it – e.g. discussing an application about a property in which there is a financial interest as opposed to a neighbouring property where there is no financial interest or considering an application for funding from an organisation of which you are a member as opposed to discussing an annual report from the organisation where no decision is required.

‘Affects’ means it is not directly about the interest but nevertheless the matter has clear implications for the interest – e.g. discussing a neighbour’s planning application – and which can be positive (gain) or negative (loss) in impact.

‘Well-being’ can be described as a condition of contentedness and happiness and isn’t just about finances but can include anything that could affect quality of life either positively or negatively whether temporarily or on a permanent basis.

‘Relative or close associate’ is likely to be someone who the councillor is in regular or irregular contact over a period of time who is more than an acquaintance – it may be a friend, a colleague, a business associate, someone known through general social contacts or someone who the councillor is known to show animosity to - and who a reasonable member of the public might think the councillor would be prepared to favour or disadvantage when discussing a matter affecting them.

Guidance on Bias and Predetermination and predisposition

Councillors are permitted to have a pre-disposition towards a particular outcome. This means councillors can hold and express a view or inclination towards a future decision but requires a councillor to be open to having their views changed when it comes to the final decision.

Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life you may participate in a decision on the issue in your political role as a member*. However, you must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

When making a decision, consider the matter with an open mind and on the facts made available to the meeting at which the decision is to be taken. To take part in a discussion and decision on a matter with a closed mind (whether through bias or pre-determination) will put the Council at risk of a finding of maladministration and / or of legal proceedings. If a Councillor feels that they are biased or predetermined, then this should be recorded in the minutes and then they should not be involved in the discussion and vote.

*It should be noted that there are more stringent rules on this in respect of planning decisions which are contained in the ‘Code of Good Practice for Councillors and Officers dealing with planning matters’.



Seaton Town Council Constitution

Chapter 30 Safeguarding Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

1. INTRODUCTION

1.1 The purpose of this policy is to set out for the benefit of all members, officers, volunteers and contractors the safeguards required for the protection of children and vulnerable adults. Children and vulnerable adults have the right to participate, have fun and be safe whilst engaged in services provided or facilitated by Seaton Town Council ('the Council'). This policy will assist in maintaining a safe and positive environment for those individuals.

1.2 This policy applies to all members, officers, volunteers and contractors working for or engaged in partnership with the Council. Under the Children Act 2004, the Council has a duty to co-operate with other agencies and authorities to promote the well-being of children and young people. Devon County Council ('DCC') is the lead agency for the protection of vulnerable adults.

1.3 It is not the role of the Council to investigate allegations of abuse. However, all members, officers, volunteers and contractors have a responsibility to take action when they suspect or recognise that a child or vulnerable adult may be a victim of significant harm or abuse. This policy is to be considered in conjunction with the Council's Risk Management Strategy, Health and Safety Policies, Equality and Diversity Policy, Complaints Policy and Staff Handbook.

1.4 The phrase '**children and vulnerable adults**' refers to:

- anyone under the age of 18 years.
- someone who is over the age of 18 who is receiving, or may be in need of, community care services by reason of mental health or other disability or illness and is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

When the term 'parents' is used, it is used in the broadest sense to include parents, carers and guardians.

2. POLICY PRINCIPLES

2.1 The Council recognises that all children and vulnerable adults have a right to protection from abuse. The Council is committed to safeguarding children and vulnerable adults and protecting them from abuse when the child or vulnerable adult is engaged in services provided or facilitated by, or on behalf of, the Council.

2.2 Referrals of suspicions of abuse cannot be anonymous and should be made in the knowledge that, during enquiries, the source of the referral will be made clear.

2.3 The Council will not tolerate the harassment of any member, officer, volunteer, contractor or child/vulnerable adult who raises concerns of abuse.

3. POLICY STATEMENT

- The Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable adults that use its services and promotes a

safe culture and environment.

- The Council will endeavour to keep children and vulnerable adults safe from abuse.
- Suspicion of abuse will be responded to promptly and appropriately.
- The Council will always act in the best interests of the child or vulnerable adult.
- The Council will endeavour to ensure that unsuitable people are prevented from working with children and vulnerable adults through, as appropriate, the Council's recruitment procedures and by reminding others of their safeguarding responsibilities.
- The Council will take any concern raised by a member, officer, volunteer or contractor or child / vulnerable adult seriously and treat it with sensitivity.

4. PROCEDURE AND SYSTEMS

4.1 Definitions of Abuse

- **Abuse** - any form of physical, emotional, mental or sexual abuse, including bullying or lack of care that leads to injury or harm. In the case of vulnerable adults, abuse may also be financial.
- **Neglect** - where people fail to meet the basic physical or psychological needs of a child or vulnerable adult, which could result in serious impairment to their health or development, e.g. failure to ensure that a child is protected from unnecessary risk of injury or exposing them to undue cold.
- **Physical Abuse** - where physical injury is caused, e.g. hitting, shaking, biting.
- **Sexual Abuse** - where children or vulnerable adults knowingly or unknowingly take part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or filming.
- **Emotional/Mental Abuse** - where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the emotional status of a child or vulnerable adult e.g. bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.

4.2 It is important to recognise that disabled children may be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them. Dependency on others for primary needs, e.g. feeding and clothing, may make a person feel unable to report abusive treatment.

4.3 This policy covers all children and vulnerable adults irrespective of age, gender, race or ethnicity, religion, disability or sexual orientation.

4.4 The use of photographs and images of young people will be controlled to prevent possible misuse. In general, consent will be sought from parents before an image is used.

5. RESPONDING TO ALLEGATIONS

5.1 If a person alleges abuse, then the following process will be invoked:

- Allow the person to speak without interruption, accepting what is said, but DO NOT investigate.
- Only ask questions for clarification, do not ask leading questions
- Pass no judgement but reassure them that they acted correctly in reporting the alleged abuse.
- Advise support will be offered, but that the allegation must be passed on to the appropriate authority.
- Record the facts as they have been reported.
- Refer the allegation immediately to the Town Clerk. If the Town Clerk is implicated, refer to the Chairman or Deputy Chairman of the Council. All allegations must be referred, no matter how insignificant they may appear, or when they occur.

5.2 As soon as possible after the incident or disclosure has occurred:

- Make a written record of the allegations, dates, times, facts, and, where possible, verbatim speech.
- Ensure the correct contact details are available, ie the child or vulnerable adult's name and address, and the name and address of their parent, in the case of children
- Immediately contact the Social Services Department at DCC. Ask for a duty officer and indicate that you wish to discuss a matter of child/vulnerable person protection. Ask for the name of the person with whom you are speaking. Do not filter out or withhold any information. Ask if there is anyone else who should be informed.
- Prepare a confidential file. Record all notes, conversations, and advice received from Social Services.
- Every effort should be made to ensure that confidentiality is maintained for all concerned.
- Store information in a secure place with limited access to designated people, in line with data protection legislation.
- Follow any advice received from Social Services; take no other action unless advised to do so by Social Services. Do not attempt to investigate matters – this is not the role of the Council.
- If in doubt about any advice received, at any stage, refer to Social Services for guidance.

5.3 Responding to concerns about a child's welfare where there has been no specific disclosure or allegation.

All members, officers, volunteers, and contractors are encouraged to share concerns with the Town Clerk. The Town Clerk will, if appropriate, make a referral to Social Services.

Recognising abuse is not always easy. The list below provides some indicators of abuse; however, the list is not exhaustive and contains only indicators - not confirmation - of abuse:

- unexplained bruising, marks or injuries on any part of the body e.g. cigarette burns, bite marks.
- bruises which reflect hand marks or fingertips (from slapping or pinching).
- an injury for which an explanation seems inconsistent, or which has not been treated adequately.
- sudden changes in behaviour, including becoming withdrawn or becoming aggressive, severe temper outbursts.
- reluctance to get changed e.g. for swimming.
- neglected in appearance, dirty clothing or lack of personal hygiene.
- constant hunger, sometimes stealing food from others.
- inappropriate dress for the conditions.
- fear of parents or carers being approached for an explanation.
- flinching when approached or touched.
- neurotic behaviour e.g., hair twisting, rocking.
- being unable to play.
- fear of making mistakes.
- self-harm.
- fear of being left with a specific person or group of people, lack of trust in adults.
- sexual knowledge beyond their age or development age.
- sexual drawings or language.
- saying they have secrets they cannot tell anyone about.
- not allowed to have friends.

5.4 Contact Details for Social Services, the Police and NSPCC:

Multi Agency Safeguarding Hub (MASH) – Devon County Council:
Telephone: 0345 155 1071

Adult Safeguarding – Torbay and Devon Safeguarding Adults Partnership
Telephone: 0345 155 1007 (out of hours 0345 6000 388)

Devon & Cornwall Police:
Telephone: 101 or in an emergency 999

NSPCC Child Protection Helpline:
Telephone: 0808 800 5000

Childline:
Telephone: 0800 1111

5.5 Confidentiality

Members, officers, volunteers and contractors must not discuss allegations of abuse, substantiated or not, with anyone other than in connection with the formal investigation. Where it is necessary to put in procedures to prevent continuing abuse the matter should be shared with the Town Clerk, so that appropriate risk assessments may be undertaken.

6. PREVENTION

6.1 Recruitment

- Prospective employees will be interviewed and previous, relevant experience will be noted. Two appropriate references will be taken up for all employees.
- All employees will undergo a probationary period.

6.2 Training

The Council will make this Safeguarding Policy available to all members, officers, volunteers and contractors. The Town Clerk will encourage good practice and identify any training needs required through the Council's Appraisal System.

- All members and officers are expected to read this policy
- Members will be offered training on safeguarding children and vulnerable adults, if required.

6.3 Reporting

The Council is committed to maintaining an open culture where members, officers, volunteers, children, vulnerable persons, parents, guardians and carers feel able to express concerns both about child protection and issues of poor practice.

In addition to the procedures outlined in this policy, the Council's Complaints Policy is available to all members, officers, volunteers and the general public.

7. CODES OF PRACTICE AND BEHAVIOUR

These guidelines have been devised to protect children and vulnerable adults from abuse, as well as to protect members, officers, volunteers and contractors from situations where false allegations may occur.

7.1 Members, officers and volunteers must:

- Treat everyone with respect, regardless of their age, ethnicity, social background, ability, sexual orientation, culture, or religious beliefs.
- Provide an example of good conduct they wish others to follow.
- Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others.
- Respect a person's right to personal privacy.
- Provide access for children or vulnerable adults to talk to others about any concerns.

- Remember that someone else might misinterpret actions, no matter how well-intentioned.
- Recognise that special caution is required when discussing sensitive issues, such as bullying, bereavement, abuse, or personal development.
- Recognise that some children or vulnerable adults will be more vulnerable to abuse than others and may face extra barriers in getting help because of their race, gender, age, religion, disability, sexual orientation, social background, or culture.
- Challenge unacceptable behaviour and report all allegations or suspicion of abuse.

7.2 Members, officers and volunteers must not:

- Engage in physical horseplay, such as wrestling or tickling.
- Have any inappropriate verbal or physical contact with children or vulnerable people or make suggestive remarks or gestures.
- Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying etc.).
- Play physical contact games with children or vulnerable adults.
- Jump to conclusions about others without checking the facts.
- Ask children or vulnerable adults to participate in activities that are potentially dangerous, illegal or otherwise unreasonable.
- Exaggerate or trivialise abuse issues.
- Show favouritism to any individual.
- Rely on just their good name to protect them.
- Believe it could “never happen to me”.
- Take chances when common sense, policy or practice suggest a more prudent approach.
- Allow allegations made to go unchallenged, unrecorded, and not acted upon.

The Council takes its safeguarding responsibility seriously. Officers who breach these guidelines will face investigation and may face disciplinary action, which could lead to a dismissal.

Volunteers in breach of the above Code of Conduct will have their services terminated with immediate effect and, if appropriate, their parent organization will be informed.

If a member does not adhere to the policy, there may be grounds for reporting their behaviour to the Monitoring Officer, who may require an investigation under the Members’ Code of Conduct.

Where there is evidence of illegal activity, the member, officer, volunteer or contractor will be reported to the relevant authorities and may face a criminal investigation.

8. PROCEDURE IN RELATION TO SPECIFIC SERVICES

8.1 Employees aged under 18

The Council may employ workers aged under 18. The Council will ensure that all employees are aware of this Safeguarding Policy. Line managers are responsible for the health, safety and welfare of all employees.

8.2 Grants

All organisations who work with children or vulnerable adults, applying for a grant will be required to supply a copy of their safeguarding policy, if appropriate, in order for their application to be progressed.

8.3 Council Assets and Facilities

Independent groups and individuals who regularly use the assets and facilities owned and operated by the Council, and who have significant and regular unsupervised contact with children and vulnerable adults, should have appropriate child protection and vulnerable adult policies in place, commensurate with the level of contact they have, together with satisfactory DBS checks.

8.4 Internet and e-mail Policy

Please refer to the Council's Data Protection policy.

8.5 First Aid

The administration of first aid to children, young people and vulnerable adults can present risks. Under ordinary circumstances, a child or young person can be administered with first aid only if their parent or guardian expressly permits this course of action.

When administering first aid, wherever possible, employees should ensure that another adult is present, or is aware of the action being taken.

Parents/carers should always be informed when first aid is administered.

Child welfare is of paramount importance. In certain circumstances members, employees, volunteers, and contracted service providers may undertake first aid as a last resort, notifying parents/carers as soon as possible, to minimise a child's or vulnerable adult's distress.

8.6 Special Events - Photography

It is an unfortunate fact that some people have used children and young people's events as opportunities to take inappropriate photographs or footage of children. Every attempt should be made to ensure that this does not happen. Members, employees, volunteers, and contracted service providers should be vigilant at all times. Anyone using cameras or film recorders for, or on behalf of the Council, should obtain consent from the parents of children being photographed or filmed before the activity commences.

When commissioning professional photographers or inviting the press to cover Council services, events and activities, the Council's expectations must be made clear in relation to child protection by checking the credentials of any photographers, ensuring identification is worn and by not allowing unsupervised access to children or one to one photographic session.

8.7 Misuse of Procedure

Malicious complaints about a member or employee(s) and/or serious and/or persistent abuse of these safeguarding policies and procedures will not be tolerated and will be dealt with through the Council's disciplinary procedures.

9 POLICY MONITORING AND REVIEW

All incidents and allegations of abuse and complaints will be recorded and monitored.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 February 2023
Item of business	23 COU 14
Details	Report on Seaton’s bus shelters
Purpose of Report	To consider working in partnership with Devon County Council and their contractors to replace the town’s bus shelters
Power/authority	Local Government (Miscellaneous Provisions) Act 1953, s4 – power to provide and maintain bus shelters on roads or land adjoining roads in the council’s area
Recommendations	<p>It is RECOMMENDED that Members resolve to:</p> <ul style="list-style-type: none"> • note the report • should funding be available via BSIP, to authorize the Town Clerk to: <ul style="list-style-type: none"> ○ work in partnership with officers at Devon County Council and their suppliers to secure the maximum funding available and to arrange the replacement, improvement, installation and standardization of the town’s bus shelters; and ○ authorize expenditure up to £12,500, should it be required, towards the replacement of the bus stops in the town • should funding <u>not</u> be available via BSIP, to authorize the Town Clerk to: <ul style="list-style-type: none"> ○ arrange for the replacement of the three bus shelters requiring imminent replacement up to a maximum cost of £12,500, including installation costs

1. Introduction

Seaton is served by eleven bus shelters situated across the town - on the seafront continuing along Harbour Road and then Harepath Road and the surrounding residential

areas. As far as officers are aware, all the town's bus shelters have been transferred from EDDC to the Council.

Over recent months, the Facilities & Projects Officer has carried out a condition inspection of all the shelters and identified three in need of upgrading, due to their constant exposure to sea air and general weathering. This has led to severe rusting of the metal uprights in several of the shelters identified, as seen in the photograph below (Figure 1).



Figure 1

Other issues of note included vandalism, graffiti, and peeling paint work, giving an unsightly appearance (Figure 2).



Figure 2

Officers are currently preparing a maintenance schedule for all the Council's assets in order that appropriate reserves for replacement and maintenance as require. Whilst

three have been identified as requiring urgent replacement, the remaining eight will require maintenance and are likely to require replacement over the next few years.

2. Costs

As such, the Facilities & Projects Officer has contacted a number of suppliers and replacement shelters range in price from £2225.00 + VAT for a two bay cantilever with perch seating, to £4205.00 + VAT for a 4 bay square shelter open front with wooden seating. This is for a base package and additional costs would be incurred if side panels were added, as shown in Figure 1.

The cost of installation would also have to be budgeted for.

3. Budgets

The Council currently holds £6,500 in an earmarked reserve and had allowed £6,000 in the 2023-23 budget for replacement of bus shelters.

4. Partnership with Devon County Council

The Facilities & Projects Officer has been in discussions with Devon County Council (DCC) regarding the replacement of shelters on the public highway who have indicated that assistance with funding for new bus shelters in Seaton may be available during 2023-2024.

DCC are working with a contractor (Fernbank), using central Government Bus Service Improvement Plan (BSIP) funding, to install new shelters across Devon of an aluminum structure with sedum roofs, where appropriate.

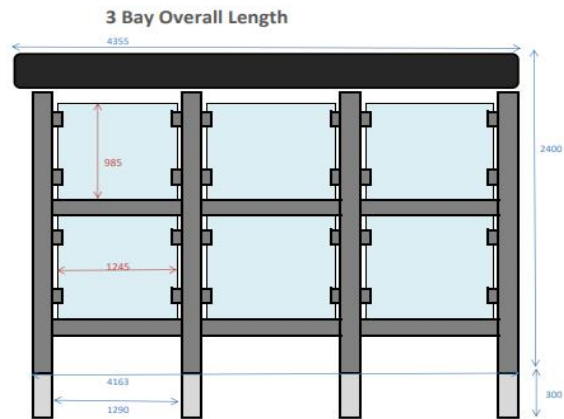
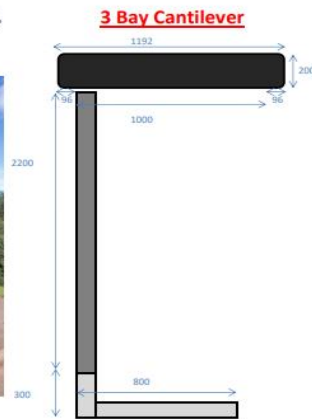
Advantages of a sedum roof include:

- storage of rainwater, so that it is either released slowly on to the road surface or can evaporate which, in turn will slow water run-off into adjacent drains
- fine dust filtration of carbon released by vehicles using the road
- increasing environmental awareness

Three examples below provide representative examples of what could be supplied as part of this scheme.

Fernbank Living Shelter.

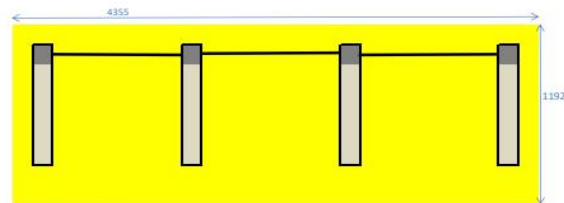
Overall Size of Roof = 4355 x 1192
Overall Size of Frame = 4163 x 1000



Material Required	Description	Length Required	Qty Per Unit
Roof Extrusion	Roof Cladding/Skirt	4355 mm	2
Roof Extrusion	Roof Cladding/Skirt	1192 mm	2
3"x3"x1/4" (6.4mm) Ali Box	Corner Leg Upright	2500 mm	2
3"x3"x1/4" (6.4mm) Ali Box	Central Leg Upright	2500 mm	2
3"x3"x1/4" (6.4mm) Ali Box	Roof End Cross Brace	1000 mm	4
3"x3"x1/4" (6.4mm) Ali Box	Central Cross Brace	800 mm	4
4mm Ali Sheet	Roof Panel	3000x1500x4	1
4mm Ali Sheet	Roof Panel	3000x1500x4	0.5
2"x1"x10g Ali Box	Mid Rail Bar	1290 mm	3
2"x1"x10g Ali Box	Bottom Rail Bracket	1290 mm	3

Extra Instruction:

Bottom lugs to have plate welded on to sit glass on to.
Levelling bars to be removable.
30mm clearance from top of glass to shelter roof.
Roof to have at least 82mm clearance inside for the trays to slide under.
Roof trim to be horizontal.
Roof internals to be at 2 degree angle for water draining.
Bottom cross braces to be fully welded
300mm of Upright to go in the ground.

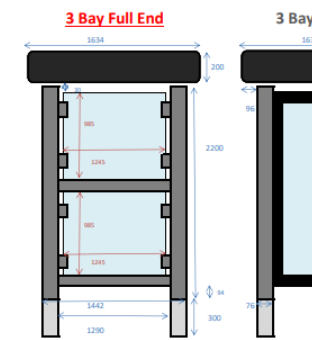


Weight of Shelter Roof now an extrusion is being used and a thinner ali sheet. 1.3.21

3 Bay Roof Weight	Description	Length	Kg	Weight	Qty Per Shelter	Kg Per Shelter
Roof Extrusion	Roof Cladding/Skirt	4355 mm	5.6 mtr	24.44	2	48.88
Roof Extrusion	Roof Cladding/Skirt	1192 mm	5.6 mtr	6.69	2	13.38
4mm Ali Sheet	Roof Panel	3000x1500x4	50 sheet	50.00	1	50.00
4mm Ali Sheet	Roof Panel	3000x1500x4	50 sheet	50.00	0.5	25.00
						137.26 kg

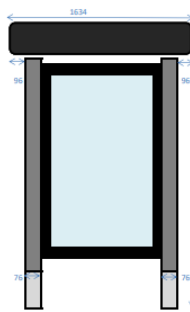
Fernbank Living Shelter.

Overall Size of Roof = 4355 x 1634
Overall Size of Frame = 4163 x 1442

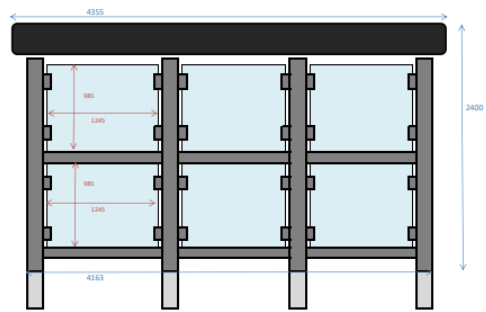


Living - 3 Bay - Full End

3 Bay Adpanel End



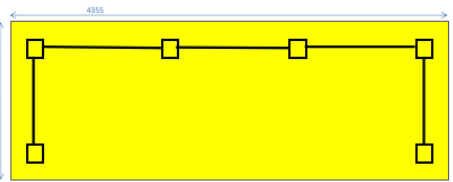
3 Bay Overall Length



Material Required	Description	Length Required	Qty Per Unit
Roof Extrusion	Roof Cladding/Skirt	4355 mm	2
Roof Extrusion	Roof Cladding/Skirt	1634 mm	2
3"x3"x1/4" (6.4mm) Ali Box	Corner Leg Upright	2500 mm	4
3"x3"x1/4" (6.4mm) Ali Box	Central Leg Upright	2500 mm	2
3"x3"x1/4" (6.4mm) Ali Box	Roof End Cross Brace	1442 mm	2
3"x3"x1/4" (6.4mm) Ali Box	Central Cross Brace	1442 mm	2
4mm Ali Sheet	Roof Panel	2778x1478x4	1
4mm Ali Sheet	Roof Panel	1420x1478x4	0.5
2"x1"x10g Ali Box	Mid Rail Bar	1290 mm	4
2"x1"x10g Ali Box	Bottom Rail Bar	1290 mm	4

Extra Instruction:

Bottom lugs to have plate welded on to sit glass on to.
Levelling bars to be removable.
30mm clearance from top of glass to shelter roof.
Roof to have at least 82mm clearance inside for the trays to slide under.
Roof trim to be horizontal.
Roof internals to be at 2 degree angle for water draining.
Base plate to be included for each upright.
300mm of Upright to go in the ground.



Weight of Shelter Roof now an extrusion is being used and a thinner ali sheet. 1.3.21

3 Bay Roof Weight	Description	Length	Kg	Weight	Qty Per Shelter	Kg Per Shelter
Roof Extrusion	Roof Cladding/Skirt	4355 mm	5.6 mtr	24.44	2	48.88
Roof Extrusion	Roof Cladding/Skirt	1634 mm	5.6 mtr	9.17	2	18.34
4mm Ali Sheet	Roof Panel	2778x1478x4	50 sheet	50.00	1	50.00
4mm Ali Sheet	Roof Panel	1420x1478x4	50 sheet	50.00	0.5	25.00
						142.22 kg

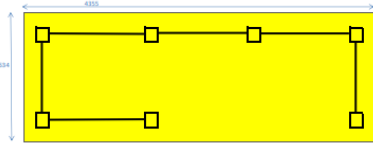
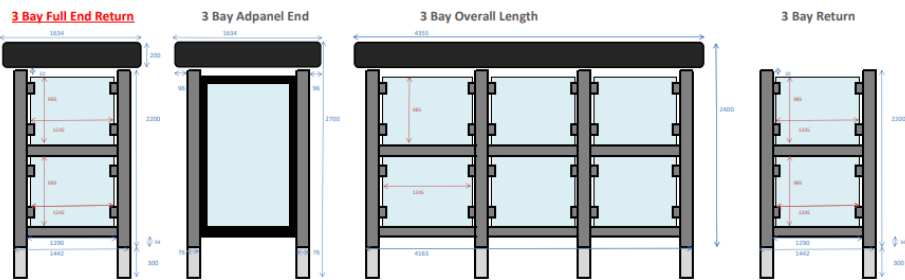
Fernbank Living Shelter.

Overall Size of Roof = 4355 x 1634
Overall Size of Frame = 4163 x 1442



Material Required	Description	Length Required	Qty Per Unit
Roof Extrusion	Roof Cladding/Skirt	4355 mm	2
Roof Extrusion	Roof Cladding/Skirt	1634 mm	2
3"x3"x1/4" (6.4mm) Ali Box	Corner Leg Upright	2500 mm	4
3"x3"x1/4" (6.4mm) Ali Box	Central Leg Upright	2500 mm	3
3"x3"x1/4" (6.4mm) Ali Box	Roof End Cross Brace	1442 mm	2
3"x3"x1/4" (6.4mm) Ali Box	Central Cross Brace	1442 mm	2
4mm Ali Sheet	Roof Panel	2778x1478x4	1
4mm Ali Sheet	Roof Panel	1420x1478x4	0.5
2"x1"x10g Ali Box	Mid Rail Bar	1290 mm	5
2"x1"x10g Ali Box	Bottom Rail Bar	1290 mm	5

Extra Instructions:
Bottom lugs to have plate welded on to sit glass on to.
Levelling bars to be removable.
30mm clearance from top of glass to shelter roof.
Roof to have at least 82mm clearance inside for the trays to slide under.
Roof trim to be horizontal.
Roof internals to be at 2 degree angle for water draining.
Base plate to be included for each upright.
300mm of Upright to go in the ground.
RETURN - To be same spec as an end panel.



Weight of Shelter Roof now an extrusion is being used and a thinner all sheet. 1.3.21

3 Bay Roof Weight	Description	Length	Kg	Qty Per Weight Shelter	Kg Per Shelter
Roof Extrusion	Roof Cladding/Skirt	4355 mm	1.4	2	48.88
Roof Extrusion	Roof Cladding/Skirt	1634 mm	1.4	2	18.34
4mm Ali Sheet	Roof Panel	2778x1478x4	50.00	1	50.00
4mm Ali Sheet	Roof Panel	1420x1478x4	50.00	0.5	25.00
					142.22 kg

The contractor - Fernbank - would install bus shelters and, in return for being permitted to advertise on the shelters, clean and maintain them. This would have the potential to reduce any ongoing maintenance and cleaning costs.

The cost of providing and installing the shelters, or part thereof, could be met by a BSIP grant, administered by DCC.

At the time of writing, it is not known how much DCC might allocate, via the BSIP fund. However, a meeting has been arranged between the Council's officers, the DCC Integrated Public Transport Officer and a representative from Fernbank in the week commencing 6 February to discuss what might be available.

5. Summary

There is a potential opportunity for the Council to engage with DCC to modernize the public transport infrastructure within the town and standardize the bus shelters.

Ongoing maintenance of the shelters could be reduced due to the nature of the coatings applied to the shelters, thus saving on the cost of materials and maintenance in the future.

Officers therefore consider that if all or partial funding could be achieved, this would be of positive benefit to the town.

However, if this funding is not forthcoming, in any event the Council should consider the replacement of the three shelters identified as being in imminent need of replacement from allocated budgets and earmarked reserves.

Recommendations

It is **RECOMMENDED** that Members resolve:

- to note the report
- should funding be available via BSIP, to authorize the Town Clerk to:
 - work in partnership with officers at Devon County Council and their suppliers to secure the maximum funding available and to arrange the replacement, improvement, installation and standardization of the town's bus shelters; and
 - authorize expenditure up to £12,500, should it be required, towards the replacement of the bus stops in the town
- should funding not be available via BSIP, to authorize the Town Clerk to:
 - arrange for the replacement of the three bus shelters requiring imminent replacement up to a maximum cost of £12,500, including installation costs

ELIZABETH ROAD PLAY AREA

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 24th January 2023

Time Finished: _____

11.57

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	'D' shackle and chain link notching. Rubber crumb shrinkage and wear.	Monitor all issues.
SWING NET	'D' shackle and chain link notching. 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: 24th January 2023

FINISH TIME: 11.05

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)	Uneven, puddled, waterlogged matting.	Replace tread. Monitor all issues
NEXUS VIPER (ROPE SWING)	Swiss link, shackle and chain link notching, tape added to rope end, hole in puddled uneven matting.	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, atro turf at the edge is lifting	Monitor sll 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. 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	Motor on red gate broken	Replace motor for automatic closing, new part has arrived
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.