

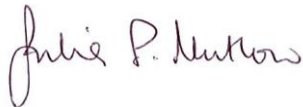
**To: All Members of the Town Council
Annual General Meeting of Seaton Town Council
on Monday, 5th June 2023 at 6pm**

31st May 2023

You are hereby summoned to attend the above meeting to be held on **Monday, 5th June 2023 at 6pm** at the Marshlands Centre, Harbour Road, Seaton EX12 2LT.

It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed, as the Council considers appropriate.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.



Julia Mutlow
Town Clerk

AGENDA

- 23/COU/01 Apologies for absence**
To receive any apologies for absence.
- 23/COU/02 Declarations of Interest**
To receive any Members' declarations of interest in respect of items on the agenda
- 23/COU/03 Minutes**
To approve the minutes of a meeting of Seaton Town Council held on Monday 15th May 2023
- 23/COU/04 Public Question Time**
To allow any questions or reports from members of the public.
- 23/COU/05 Chairman's Report**
- 23/COU/06 County Councillor's Reports**
- 23/COU/07 District Councillors' Reports**

23/COU/08 Town Clerk's Report

23/COU/09 Beer Men's Shed

To consider whether to donate to Beer Men's Shed in recognition of their work to repair the bench in the town square.

23/COU/10 Update on Tourist Information Centre

To note an update on enquiries to the tourist information centre and current position regarding weekend opening.

23/COU/11 Outside Bodies

To appoint a representative and substitute to EDDC's Arts & Culture Forum (next meeting 8 November at 10am)

23/COU/12 Civility & Respect Pledge

To consider signing up to the Civility & Respect Pledge and adopting the associated Dignity at Work Policy

23/COU/13 Community Engagement Policy

To consider adopting a Community Engagement Policy, in line with the requirements of the Local Council Awards Scheme.

23/COU/14 Moridunum Wall

To consider whether an approach be made to East Devon District Council requesting consent to paint the wall of the Moridunum as a temporary improvement, pending sale by EDDC, and, if an approach and subsequent consent is agreed to decide how much of the earmarked reserve for seafront enhancements may be used for this purpose.

23/COU/15 Play Park Inspection Reports

To note the play park inspections

Confidential Items

The Chairman will move that in accordance with the Council's Standing Order 1(d) press and public will be excluded from the meeting during the discussion of item 16 on this agenda as there are matters being discussed which may include commercially sensitive information.

23/COU/16 Update on Town Hall – Cllrs. Singh & Wood

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Monday, 15 May 2023**

Present:

Chair: Cllr. A. Singh

Town

Councillors: P. Burrows, N. Dyke, D. Haggerty, M. Hartnell, D. Ledger, A. Mendham, J. Russell & C. Wood

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

Public: One member of the public was in attendance

1. Election of Mayor/Chairman for the municipal year 2023/2024

Cllr. Singh was duly elected Mayor & Chairman of Seaton Town Council for the municipal year 2023/24. The Mayor/Chairman read out and signed the prescribed Declaration of Acceptance of Office (proposed Cllr. Russell; seconded Cllr. Haggerty)

2. Election of Deputy Chairman/Deputy Mayor for the municipal year 2023/2024

Cllr. Haggerty was duly elected Deputy Mayor & Deputy Chairman of Seaton Town Council for the municipal year 2023/24. The Mayor/Chairman read out and signed the prescribed Declaration of Acceptance of Office (proposed Cllr. Burrows; seconded Cllr. Wood)

3. Apologies for absence

Apologies for absence were received from Cllrs. Beer, Bowman & Brooks and accepted. Additionally, Members **RESOLVED** to permit Cllr. Bowman to sign his Declaration of Office after the meeting, as he had not done so in advance. (proposed Cllr. Singh; seconded Cllr. Haggerty)

4. Declarations of interest

Cllrs. Hartnell, Haggerty & Ledger declared a personal interest as an East Devon District Councillors (EDDC) and Cllr Hartnell as a Devon County Councillor (DCC). Cllr. Hartnell declared a further personal interest, as his son volunteered at the Gateway Theatre Company. Cllrs. Dyke & Wood declared personal interests as they too volunteered at the Gateway Theatre Company.

5. Minutes

Members **RESOLVED** to approve the minutes of the meeting of Seaton Town Council held on Monday, 6 March 2023. (proposed Cllr. Ledger; seconded Cllr. Russell)

6. Committee meeting minutes

Members noted the minutes of the following committee meetings:

- Planning Committee – 21 March & 3 April 2023
- Personnel Committee – 4 April 2023

7. Public question time

There were no questions from members of the public.

8. Terms of reference for committees 2023/24

Members reviewed and **RESOLVED** to approve the Council's terms of reference for committees for the 2023/2024 municipal year. (proposed Cllr. Ledger; seconded Cllr. Haggerty)

9. Appointments to committees & working groups 2023/24

The following councillors were appointed to the Council's committees and working groups, for the 2023/2024 municipal year:

<p>Planning</p> <p>5 seats + Chair/Deputy Ex Officio</p>	<ol style="list-style-type: none"> 1. Cllr Singh (ex officio) 2. Cllr Haggerty (ex officio) 3. Cllr Beer 4. Cllr Brooks 5. Cllr Burrows 6. Cllr Russell 7. Vacancy
<p>Finance & General Purposes</p> <p>6 seats + Chair/Deputy Ex Officio</p>	<ol style="list-style-type: none"> 1. Cllr Singh (ex officio) 2. Cllr Haggerty (ex officio) 3. Cllr Beer 4. Cllr Brooks 5. Cllr Burrows 6. Cllr Dyke 7. Cllr Hartnell 8. Cllr Wood
<p>Personnel</p> <p>4 seats + Chair or Deputy</p>	<ol style="list-style-type: none"> 1. Cllr Singh (ex officio) 2. Cllr Beer 3. Cllr Dyke 4. Cllr Hartnell 5. Cllr Ledger

Appeals	Members to be appointed by Council as and when it is necessary to convene an appeals hearing, to include Chair, as Deputy Chair sits on the Personnel Committee
Foreshore Working Group	1. Cllr. Burrows 2. Cllr Haggerty 3. Cllr Ledger

Members **RESOLVED** to approve all appointments to committees and working groups (proposed Cllr. Singh; seconded Cllr. Ledger)

10. Appointments to outside bodies

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

Outside Bodies	
Coast to Country Project	Cllr. Haggerty
DALC Larger Councils Group	Cllr. Beer
Gateway Theatre Company	Cllr. Wood
Seaton Project Board	Cllrs. Singh (Mayor) & Wood

Members **RESOLVED** to approve all appointments to outside bodies (proposed Cllr. Ledger; seconded Cllr. Haggerty)

11. Adoption of general power of competence

Members **RESOLVED** that the Council met the conditions, as prescribed by the Localism Act 2011 and associated secondary legislation, to be an eligible council for the purposes of adopting the general power of competence and adopted said power. (proposed Cllr. Burrows; seconded Cllr. Ledger)

12. Review of the Council's constitutional documents & policies

Members reviewed the Council's standing orders, financial regulations, scheme of delegations, policies and schedules for the 2023/2024 municipal year as listed below:

- Standing Orders
- Financial Regulations
- Staff Handbook
- Complaints Policy
- Risk Management Policy
- Risk Register
- Data Protection Policy
- Data Breach Policy
- Member & Officer Protocol
- Freedom of Information
- Publication Scheme
- Health & Safety Policy
- Communications Policy
- Community Grants Policy
- Training & Development Policy
- Memorial Bench Policy
- Non-smoking & Non-vaping Policy
- Lone Working Policy
- Equality & Diversity Policy
- Environment Policy
- Gazebo Hire Policy
- Investment Policy
- Land & Buildings Hire Policy
- Volunteer Policy
- Tree Management Policy
- Statement of Internal Controls
- Scheme of Delegations

Members **RESOLVED** to approve all of the documents listed above as drafted (proposed Cllr. Ledger; seconded Cllr. Haggerty)

13. Budgetary Report – 2022/23

Members considered a report on the outturn position at the conclusion of 2022/23 financial year, including the annual financial statement on allotments and **RESOLVED** to note the report. (proposed Cllr. Singh; seconded Cllr. Ledger)

14. Report of the internal auditor 2022/23

Members considered the report of the internal auditor and **RESOLVED** to note the observations and actions taken to address them. (proposed Cllr. Haggerty; seconded Cllr. Russell)

15. Annual Governance Statement 2022/2023

Members **RESOLVED** to approve the Annual Governance Statement (Section 1) for the financial year 2022-23. (proposed Cllr. Haggerty; seconded Cllr. Russell)

16. Accounting Statements 2022/2023

Members **RESOLVED** to approve the Accounting Statements (Section 2) and note the explanation of variances for the financial year 2022-23. (proposed Cllr. Ledger; seconded Cllr. Haggerty)

17. Exercise of public rights

Members **RESOLVED** to note and agree the dates for the exercise of public rights as Monday 5 June to Friday 14 July 2023. (proposed Cllr. Ledger; seconded Cllr. Wood)

18. County Councillor's Report

Members noted the county councillor's report and Cllr. Hartnell provided an update on the following:

- some highways works had been carried out in Fore Street and Valley View and works were scheduled in Eyewell Green. However, Cllr Hartnell acknowledged that potholes were a significant problem and whilst some funding was available, this was limited and barely covered inflationary increases to the costs of repairs. He confirmed that councillors and officers had attended an 'away day' and highways works were on the list of the new Chief Executives priorities. Cllr. Hartnell went on to explain that when issues were reported they were categorised according to the risk a defect posed and remediated in line with the level of risk. He added that there had been a direct correlation between the level of potholes reported and the changes in climatic temperatures that often caused them with reports exceeding 500 per day at the peak.

19. Town Clerk's Report

Members noted the Town Clerk's report.

20. Annual RoSPA Inspections

Members noted the annual inspection reports and the work being undertaken by the Town Maintenance Officer, as a result of the observations therein.

21. Local Government Awards

Members **RESOLVED** to register for the Quality Standard Award. (proposed Cllr. Singh; seconded Cllr. Burrows)

22. Progress report on replacement of bus shelters

Members noted the progress made and **RESOLVED** that the Facilities & Projects Officer should be commended for his work with officers from Devon County Council and East Devon County Council to secure the funding for the replacement of all the town's bus shelters. (proposed Cllr. Haggerty; seconded Cllr. Singh)

23. Seaton in Bloom 2023

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

- Seaton in Bloom should go ahead in 2023.
- Cllrs. Burrows, Dyke, Mendham & Singh would collectively judge the entries.

(proposed Cllr. Burrows; seconded Cllr. Haggerty)

24. Christmas Lights 2023 onwards

Members considered the proposals for the delivery of Christmas lights in the town from 2023 onwards and requested that a date be set for the switch-on event as soon as practicable. The Town Clerk was asked to liaise with the Carnival Committee and, if practicable, a date would be set as at the end of November/very early December. A question was raised as to whether Seaton Chamber would be involved. The Town Clerk advised that no approach had been received from the Chamber, however, whilst the Council should remain responsible for the installation of the lights as they owned them and had the necessary skills, training and insurance to install them, should Seaton Chamber wish to liaise with other stakeholders such as the Carnival Committee and organise the event itself then that would be welcome. Members **RESOLVED** to:

- approve the disposal of non-functioning lights
- approve the proposed purchase of the lights, frames and bulbs detailed in the report accompanying the agenda at a maximum cost of £5,000 as detailed below:
 - additional festoon lights & 100 spare bulbs - £2,850 + VAT
 - purchase of 10 frames (previously rented) - £750 + VAT
 - repair of frames & new lights - £1,000 + VAT
 - Christmas Tree' Cone (should the electricity be available at Fisherman's Gap) – labour & lights - £400 + VAT
- approve the budget virement of £1,000 from the 170/4395 bus shelters code to 227/4840 Christmas lights, should this be required

(proposed Cllr. Hartnell; seconded Cllr. Haggerty)

25. Update on Tourist Information Centre

Members noted the level of enquiries at the tourist information centre and also the need for a TIC Volunteer Co-ordinator to manage volunteers, if it was to be opened at weekends. Members were advised that any person who was willing to take on this voluntary role would require good administrative and organisational skills and to ensure volunteers were appropriately recruited, trained, and managed. A proposal was put forward that a request be circulated on the Council's social media platforms to seek such an individual and it was **RESOLVED** that this action should be taken by officers. (proposed Cllr. Wood; seconded Cllr. Haggerty)

Confidential Items

The Chairman moved, seconded by Cllr. Ledger that, in accordance with the Council's Standing Order 1(d), press and public be excluded from the meeting during the discussion of the following items, due to potentially commercially sensitive information.

26. Report on VAT

Members noted the calculations prepared by the VAT specialists (Parkinson Partnership) and their conclusions that the Council would remain within the exception offered by the 7-year rule as regards cumulative VAT recovery, therefore VAT on the capital works scheduled to both Marshlands and the Town Hall would be recoverable.

27. Update on Town Hall

Members considered the report on risk pertaining to the Town Hall and, in order to assist the Council in protecting its financial position and its duty to the public purse, **RESOLVED** to:

- note the ongoing risks.
- seek written assurance from the tenant that, in accordance with the obligations in the lease that it will meet 50% of the cost of any expenditure item, prior to said item of maintenance expenditure being undertaken by the Council.
- request an open book policy from the tenant to provide reassurance to the Council that it the tenant can meet its commitments generally and, in particular, as regards the 50% contribution towards the heating replacement (total cost £19,139 + VAT) and clocktower repairs (total cost £3,255 + VAT) already approved by Council.
- submit quarterly indicative invoices to assist the tenant in their budgeting.

(proposed Cllr. Hartnell; seconded Cllr. Haggerty)

Meeting closed at 7.46pm

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	5 June 2023
Item of business	23 COU 05
Details	Chairman’s Report
Purpose of Report	To provide a summary of the Chairman’s engagements since the last meeting of Council
Recommendations	It is RECOMMENDED that Members note the report.

1. Introduction

The Chairman engagements since the May meeting of Council are detailed below.

2. Summary of engagements

- 19 May – Community Groups Meeting
- 22 May – Dementia Awareness Training
- 3 June – Seaton Summer Celebration

RECOMMENDATIONS

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

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	5 June 2023
Item of business	23 COU 08
Details	Town Clerk’s Report
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

Each month the Town Clerk presents a summary of ongoing projects and actions taken during the last month. This is, of course, over and above the general day-to-day operational work being carried out to manage the Council’s assets. Where relevant, substantive reports on some projects also appear as separate items of business on the agenda.

2. Summary of matters to note

- **Governance**
 - **Councillors** – all councillors have now completed their declarations of office and register of interests have been submitted to the Monitoring Officer at EDDC and will be uploaded to the EDDC website. This will then link through to the Council’s website. Councillor profiles have been updated, where information has been provided.
 - **Policies** – all new policies and constitutional documents have been uploaded to the Council’s website. Two further policies have been drafted for consideration at the June meeting, as required in advance of submission of the local council award application.
- **Finance**
 - **Grant applications** – two further grants have been secured from DCC - £400 towards footpath maintenance & £800 towards the Seaton Summer Celebration from Cllr. Hartnell’s Locality Budget. The application to the National Lottery Communities Fund (£9,900) for the Beach School & Children’s Festival was rejected, due to the volume of applications at the

current time, with priority being given to applicants with lower income levels than the Council. However, after a positive conversation with the Community Grants Officer at DCC, a further application for £3,000 towards the Seaton Children's Festival has been submitted to the Growing Communities Fund with a decision awaited. The application to the Alpkit Foundation (£300) in respect of the Beach School is also still awaited. Therefore the total grant funding awarded currently stands at £3,800, with £3,300 worth of applications pending.

- **Planter sponsorship** – so far, some £958 sponsorship has been pledged by local businesses, with two further expressions of interest. The deadline for sponsorship is 12 June 2023.
- **Annual Return (AGAR) 2022-23** - the annual governance statement and accounting statements and all associated documents have been submitted to the Council's external auditor – PKJ Littlejohn – and the conclusion of audit awaited. Notice of public rights has been posted on the Council's website and noticeboard.
- **Finance update** – as at 31 May 2023 (month 2), income and expenditure are broadly on target with expenditure standing at 15.6% (marginally below the 16.6%, month 2 target) and income at 49.4% (marginally above the 47% month 2 target) of anticipated budgets.
- **Correspondence** - various correspondence has been dealt with by officers including liaison with Aldi over access to the Grove, freedom of information requests, references for a former employee, correspondence with the Council's tenants advising of the Council's recent resolution, and day-to-day correspondence answering queries from members of the public.

- **Events**

The Town Council is delivering an extensive schedule of events during 2023, led by the Deputy Clerk:

- **King Charles III's Coronation** – the Coronations events supported by the Council were a great success and a medley of photos are attached as Appendix 1.
- **Seaton Summer Celebration** – at the time of writing the event is 3 days away. The Deputy Clerk will provide a verbal update at the meeting.
- **Seaton Children's Festival** – the infrastructure for this event has all been booked along with activities including a craft cabin, science workshops, a magician, walkabout balloon modelling, outdoor games, circus skills, a pop-up Seaton Beach School. Regular meetings are held with the community groups taking part and the Deputy Clerk will be concentrating on this events after the Seaton Summer Celebration is over.

- **Community engagement** – as part of the planning for the above events, a further meeting took place with the community groups on 19 May 2023 and notes of the last meeting are attached as Appendix 2. Various posts have been published on social media regarding events, the water safety initiative, planter sponsorship, Seaton Beach School & the TIC Coordinator. A new Community Engagement Strategy will be considered for adoption at this meeting.
- **Seaton Chamber** – a request has been received asking whether contact could be made regarding a contribution to the Chamber's new newsletter and this has been welcomed. An enquiry was received from the Chamber regarding the Stop Line Way and representatives have been invited in to discuss this with officers. A general invitation has been sent to invite the Chamber in for discussions regarding issues raised in their minutes such as the Christmas Lights event; a response is awaited.
- **Coast to Country Tourism Project** – the Town Clerk has received an update from Cllr Hilary Nelson (Sidmouth Town Council) who will be attending the June meeting of Seaton Chamber meeting to encourage local businesses to sign up to the project.
- **Youth Consultation** – a questionnaire has been circulated to schools in the area and on social media regarding youth provision in the town. The Facilities & Special Projects Officer is leading on this, and a report will be brought to Council in due course.
- **Allotments** – the annual inspections have been carried out. Seven warning letters have been sent, asking tenants to tidy their plots by 25 June, in line with the Council's Allotment Rules. Two invoices remain outstanding, and a reminder has been sent. Should these not be settled within the next week, letters of termination will be issued. There are 57 people on the waiting list with 2 vacant plots which have been offered to people on the waiting list.
- **Seaton Beach School** – the Seaton Beach School half-term sessions were well attended, with the crabbing session being particularly popular.
- **Beach Access** – officers have been liaising with the producers of The One Show regarding their ongoing interest in this project and their upcoming filming for a piece that will be broadcast later in the Summer.
- **Marshlands** – the building works to be carried out to Marshlands are now scheduled for late June. Building regs approval has been applied for. The Town Clerk & Facilities Officer had a further positive meeting and site visit with DCC Officers and others regarding the possible future occupation of the Harbour Road-side of the building. A joint business case is being prepared for consideration by Members in due course.

- **Training** – staff have undertaken the following training and development since the last meeting:
 - **Town Clerk** – Dementia Awareness Training
 - **Deputy Clerk** – Dementia Awareness Training
 - **Facilities Officer** – Dementia Awareness Training & Facilities Management Diploma (Level 7) – ongoing
 - **Administration & Community Events Officer** – Dementia Awareness Training

RECOMMENDATIONS

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



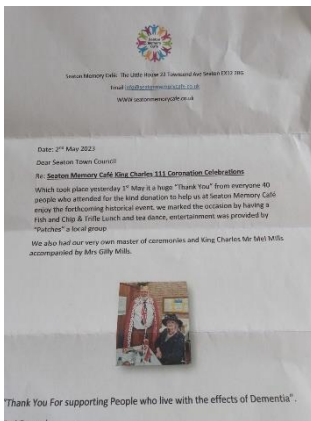
Grant provided to assist with funding of the Seaton Primary PTFA T-Shirt Craft Activity



Grant provided to assist with funding of St Gregory's Church Flower Festival. 400 packets of wildflower seeds were also donated.



Grant provided to assist with costs of live screening the Coronation ceremony and the concert at Windsor Castle at the Gateway Theatre.



Grant provided to assist with the funding of the volunteers' lunch at Seaton Memory Café



The town council worked with Surfers Against Sewage to organise a beach clean as part of the Big Help Out initiative. Funding was also provided to cover the cost of hot drinks and treats.

1500 wildflower seed packets were filled and distributed to children resident in Seaton to commemorate the King's Coronation.



Notes of the Community Group Meeting held on 19th May 2023 at Marshlands

- Present:
- Jo Hemery – Seaton Town Council
 - Paul Johns – Seaton Town Council
 - Natalie Haylock – Seaton Primary PTFA
 - Jo Davies – Seaton Primary PTFA
 - Rebecca Dukes -Seaton Scouts
 - Sue Carter – Christians Together
 - Jane Johns – Seaton Guides
 - Linda Carter – Seaton Brownies & Rainbows
 - Aileen Heal – Save Food Community Larder
 - Andrew Gwyn-Davies – Restore CIC
 - Emma Brazier – Seaton Resident
 - Amrik Singh - Seaton Martial Arts
 - Ben Tucker – Churches Together / Restore
 - Ilse – Itemdrop
 - Margaret Nicholas – WI
 - Jim Partridge - Hogbin – Seaton Lions
 - Amrik Singh – Martial Arts Centre
 - Roy Vidler – Seaton Lions & Royal British Legion
- Apologies:
- Sharon Bruce – Christians Together
 - Mary Montacute – Messy Church / Seaton Brownies & Rainbows
 - Paul Montacute – Messy Church
 - Ray Evans – Royal British Legion

King Charles III Coronation

Jo thanked everyone involved in the King's Coronation activities which were a great success despite the weather!

- Seaton Primary PTFA t-shirt craft activity – huge thanks to Sue Carter for offering URC as a venue. Around 60 t shirts were decorated.
- Live screenings at the Gateway – were a little quieter than expected but probably due to the weather.
- Flower Festival at St Gregory's was a huge success with some beautiful floral displays.
- Seaton Memory Café have thanked the Town Council for grant awarded, this was used to support a volunteer fish and chips lunch.
- The Beach Clean was well attended despite the weather with a lot of rubbish collected.



Seaton Summer Celebration

- Site plan has been circulated – Jo to amend to include an extra gazebo required for Brownies.
- Risk assessments – site risk assessment to be amended with this year's date. Fire risk assessment to be updated with the latest site plan.
- Staggered arrival times have been agreed.
- Community groups queries:
 - Roy Vidler asked if it would be possible to borrow a gazebo from STC. Jo and Paul to confirm.
 - Jim informed the meeting that the Lions were struggling to source coconuts for the coconut shy. It would appear that there is a global shortage. Amrik offered to try and locate some. Aileen offered to contact Fareshare. Lions will consider sourcing substitutes or coconuts and giving prizes. An alternative will be to replace the coconut shy with stocks.
 - Seaton Scouts offered 12 chairs to Seaton Primary PTFA for their activity. Paul Johns to arrange collection and transport to CFG for the event.
 - Lions may require screens for the popcorn stand generator – Paul Johns to investigate.
 - Natalie asked for donations of jam jars for the Seaton Primary PTFA activity. These can be left at the primary school.
- Jo clarified that the expectation is that groups will deliver activities until around 7pm. Groups can dismantle and discretely pack up their stalls however no vehicles will be able to access the gardens until after 9pm.
- Jo asked that everyone submit receipts as soon as possible for reimbursement of resources purchased for the various stall activities.
- Jo confirmed that the expectation is that activities will be free however all groups can fundraise and ask for donations.
- Publicity flyers and posters were circulated.
- Jo confirmed that posters will be distributed around the town and banners will be put up in Jubilee Gardens, Cliff Field Gardens, outside United Reform Church and outside the Post Office.
- The event has been publicised online in the Midweek Herald and Marek Steven will be contacting Seaton Nub News also.
- Information will be regularly posted to social media over the next 2 weeks.



Jo asked those who are yet to provide PL insurance and risk assessments, to do so as soon as possible.

Children's Festival – 25th August

- Jo recapped on the activities already booked:
 - Circus skills
 - Thelma Hulbert Creative Cabin
 - Beach School session
 - Exeter Science workshops
 - Ozzy D Magic workshop and balloon modelling plus provision of 2 unmanned games
- Ben and Matt are discussing provision of a music area with Harry Sibley who was previously involved with Party in the Park.
- Itemdrop have kindly offered to assist with the delivery of a Warhammer activity. The UK Warhammer Alliance will provide 3 resource packs.
- The Gateway Theatre are struggling to source a storyteller. It was suggested to make contact with Owl and Pyramid to see if they are able to help.
- Brownies and Guides have sourced a sand art activity which can be dinosaur themed. Linda to forward costs to the town council for consideration. Brownies and Guides divisions can fund approximately 25% of the costs.
- It was suggested to include publicity for the Jurassic weekend in the carnival programme. Deadline is 24th June. Jo and Andrew to meet after 3rd June to discuss publicity.
- It was confirmed that Seaton Lions will man games, not Royal British Legion as previously noted.

Jo thanked everyone for attending – all to meet again in Cliff Field Gardens on 3rd June – fingers crossed for good weather!



SEATON TOWN COUNCIL (‘the Council’)	
Date of report	5 June 2023
Item of business	23 COU 10
Details	Report on Tourist Information Centre (‘TIC’)
Purpose of Report	To provide an update on tourist information enquiries and an update on TIC cover at weekends
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 the Council took the service back in-house in 2021:

Month	Visits		Telephone		Total STC/TIC Enquiries
	STC/TIC	STC/TIC	STC/TIC	STC/TIC	
2021/22 (May-Oct) (Harbour Road)	187		117		304
	STC	TIC	STC	TIC	
2022/23	825	2007	687	100	3,619
	2023/24				
	STC	TIC	STC	TIC	
April	72	187	47	8	314
May	122	193	64	4	383
June					
July					

August					
September					
October					
November					
December					
January					
February					
March					
2023/24 TOTAL					697

3. Opening hours

The tourist information centre is currently open from 9am to 1pm from Monday to Friday. This enables officers – particularly the Administration & Community Events Officer – to have two hours a day after the TIC closes to concentrate on other tasks, including managing the town’s allotments, updating the website and general administration.

A report was brought to Council on 15 May 2023, highlighting the need for an individual to act, on a voluntary basis, as a Volunteer Coordinator, if the service was also to open at weekends. At that meeting, a resolution was passed that officers should promulgate a request on the Council’s social media platforms seeking such an individual. This was done on Tuesday 16 May but, unfortunately, since that date no offers of assistance have been forthcoming from members of the public.

However, Cllrs. Dyke & Bowman have volunteered to jointly co-ordinate the recruitment, induction and management of a rota of volunteers for weekend opening over the Summer holidays and a meeting with officers to discuss what is involved has been arranged.

The tourist information centre will remain closed at weekends for the time being, until volunteers recruited, slots filled and a rota set up for the Summer holidays.

4. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the update

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	5 June 2023
Item of business	22 COU 12
Details	Report on the Civility & Respect Pledge (‘the Pledge’)
Purpose of Report	To provide an explanation of the pledge and recommendation that it is adopted along with the associated Dignity at Work Policy.
Power/authority	Local Government Act 1972, s111 – power to do anything that will facilitate, be conducive to or incidental to the discharge of powers and functions
Recommendations	It is RECOMMENDED that Members RESOLVE to: <ul style="list-style-type: none"> • sign up to the Civility & Respect Pledge in the form set out in the table in this report • adopt the Dignity at Work Policy

1. Background/Introduction

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) - the professional/membership bodies representing local councils and officers - have established a civility and respect pledge to highlight the importance of such behaviours in the local council sector.

1201 local councils have so far signed up to the Pledge, in the format detailed in the table below.

‘Civility’ means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which ‘respect’ can be shown are by listening and paying attention to others, having consideration for others, following protocols and rules adopted to embed such processes into the culture of a local council and showing appreciation and thanks, and being kind.

2. Civility and Respect Pledge

By signing up to the Pledge, the Council is demonstrating that it is committed to treating councillors, officers, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their respective roles.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, officers, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their roles.	
Our council has committed to training councillors and staff.	
Our council has signed up to a Members' Code of Conduct	
Our council has good governance arrangements in place including, staff contracts, and a Dignity at Work Policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

The Civility and Respect Continuum illustrates how issues escalate over time and their research has indicated that councils experiencing poor conduct or vexatious demands/complaints often experience problems repeatedly over a significant period of time. The longer an issue is permitted to continue, unaddressed, the more complex, time-consuming, and expensive the resolution becomes. This can eventually result in damage to the reputation of the Council and possible health issues for those involved, potentially leading to multiple resignations of both officers and councillors.

Councils that have up-to-date policies and procedures, well-trained councillors and officers can often manage and mediate issues with or without advice and support from county associations and/or monitoring officers. An associated Dignity at Work Policy is attached as Appendix 1.

Where councils become overwhelmed or fail to draw upon the resources available, matters can escalate, placing considerable pressure on those involved. In these situations, solutions may invariably be best resolved by third parties, a costly and time-consuming challenge.

Therefore, every attempt should be made to prevent escalation by addressing potential behavioural issues as soon as they arise, calling out bullying and harassment at the earliest opportunity and advocating civil and respectful behaviour at all times. If issues within a council have escalated to critical, then the options for resolution are still further limited, with costly external resolution and legal support often being required to reach resolutions.

3. Summary

By signing up to the Pledge, the Council will benefit from:

- enhancing its existing robust governance frameworks
- add weight to its application for Quality status under the Local Councils Award Scheme

Should the Council sign up then training will be arranged as appropriate .

4. Recommendations

It is recommended that Members **RESOLVE** to:

- sign up to the Civility & Respect Pledge in the form set out in the table in this report
- adopt the Dignity at Work Policy



Seaton Town Council Constitution

Chapter 33 Dignity at Work Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

1. Purpose and Scope

1.1 Statement

In support of our value to respect others Seaton Town Council ('the Council') will not tolerate bullying or harassment by, or of, any of its officers, members, contractors, volunteers, visitors to the Council or members of the public. The Council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the Council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the Council's policies on grievance and disciplinary handling and the Members' Code of Conduct.

The Council will issue this policy to all officers as part of their induction and to all members on being elected or co-opted to the Council. The Council may also wish to share this policy with contractors, volunteers, visitors and members of the public.

1.2 Definitions

Bullying

"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment

is *"unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment."* This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic.

Bullying and harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the Council's reputation and ultimately, legal proceedings against the Council and payment of legal fees and potentially unlimited compensation.

1.2 Examples of unacceptable behaviour are as follows: (this list is not exhaustive)

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a

competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities. Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

1.4 Penalties

Bullying and harassment by any employed persons can be considered examples of serious misconduct which will be dealt with through the disciplinary procedure at gross misconduct level and may result in summary dismissal from the Council. If elected members are bullying or harassing officers, contractors, fellow councillors or others then a referral through the standards process in place at the time, reported as a contravention of the Members' Code of Conduct could be an appropriate measure. If an officer is experiencing bullying or harassment from a third party, the Council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment can constitute a criminal offence and the Council should take appropriate legal advice, sometimes available from the Council's insurer, if such a matter arises.

1.5 The legal position

Councils have a duty of care towards all their employees and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal.

Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the Council and the perpetrator(s) as individual named Respondents. The legal definition of "Third Party Harassment" has been introduced which makes the employer vicariously liable for harassment from other parties such as parishioners, contractors etc and it must take reasonable steps to manage such situations which could include seeking legal redress on behalf of an employee or councillor.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

2. Process for dealing with complaints of bullying and harassment

2.1 Informal approach

Anyone; employee, contractor, member, volunteer or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

2.2 Formal approach

2.2.1 Officers

Where the officer feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chairman of the Personnel Committee or another councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal grievance procedure to be invoked. The officer will be expected to provide evidence of the conduct about which s/he is complaining.

2.2.2 Others

Any other party, other than an officer, who feels he or she is being bullied or harassed should raise their complaint with the Town Clerk or Chairman of the Council, where possible, if an informal notification approach has been unsuccessful at resolving the problem. The complaint should then be investigated and a meeting held to discuss the facts and recommend a way forward. A member of the public who feels s/he has been bullied or harassed by any members or officers of a Council should use the Council's official Complaints Procedure. It is important that the member(s) being complained about do not prevent the Council operating impartially in its investigation and decision-making in this regard.

2.3 False or malicious allegations

False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/member will not be tolerated and will be dealt with as serious misconduct under the disciplinary procedure and/or a referral to the standards process.

3. Responsibilities

All individuals have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed, then an individual can challenge the perpetrator and ask them to stop. Effective management of performance will usually include feedback based on objective evidence, with dialogue occurring on a face to face basis in confidential surroundings.

Bullying is more likely to be complained about when individual members criticise officers, often without objective evidence, without the mandate from the corporate body of the Council and in environments which are open to the public or other employees or by way of social media comments verbal conversations locally.

The Council undertakes to share its policy with all members and officers and request that each party signs to demonstrate acceptance of its terms.

A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Town Clerk and reported to the full Council for approval.

The Council will undertake to ensure that its members and workers are trained in the processes required by this policy as deemed appropriate.

4. Useful contacts

ACAS www.acas.org.uk Tel: 0845 7 47 47 47

Local Government Ombudsman for Wales www.ombudsman-wales.org.uk Tel: 0845 601 0987

Equalities and Human Rights Commission www.equalityhumanrights.com

SLCC www.slcc.co.uk

DirectGov website:

www.direct.gov.uk/en/Employment/ResolvingWorkplaceDisputes/DiscriminationAtWork/DG_10026670



Seaton Town Council Constitution

Chapter 32 Community Engagement Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

Background and principles

Seaton Town Council ('the Council') recognises the need to consider the impact of its actions on others and the surrounding environment. A key component of the Council's work is encouraging community participation and engagement wherever possible.

The Localism Act 2011 places considerable onus on increased involvement and therefore, initial guiding principles are required:

1. Guiding Principles

Involvement principles

- The Council cannot force any individual or group to become involved, but it will make it as easy as possible for those who choose to.
- It will always be clear, before the start of any participation or consultation activity, to what extent the result will inform a decision.
- If the outcome of a participation or consultation activity is intended to inform a decision and a different decision is taken, the reasoning behind that decision will be explained where necessary.
- Not every decision requires community involvement.

Engagement principles

- The Council will be clear at the start of any face-to-face engagement event what the aim is.
- Engagement events are not intended as an opportunity for individuals with an interest to lobby decision makers.
- While individuals may well have links with groups that have a vested interest, they should not represent those groups in informing the process.

Consultation principles

- If an event calls for wider public involvement, the event will be advertised locally allowing people time to organise their engagement with the event.
- Consultation events will sometimes be targeted at a particular group, such as the recent consultation on provision for young people in the town.
- Events will be time-limited.
- Specific, non-leading questions will be asked. Questions can be open (e.g. where do you think swings should be sited?) but not open-ended (e.g. what do you think should be done?).

2. Council aims and objectives

- Community engagement is central to the Council's objectives and a community consultation was last carried out in 2021 and subsequently supplemented by councillor surgeries, press releases, promulgation of the Council's activities via its social media platforms and website and close involvement with the town's many community organisations to deliver projects and events. A further consultation will be undertaken in 2023.

- The Council's aim is to encourage effective local community engagement across the town's demographic and ensure that there is a clear understanding of the need for communities to engage on decisions affecting them.
- Where practicable and financially viable, to enable the aspirations/comments/suggestions etc. obtained from community engagement to have an impact on the Council's decision making and the way in which services are delivered.
- Identify how the Council can enhance its profile by improving engagement with the wider community, including harder-to-reach groups.

3. Seaton Town Council and community engagement

The Council currently facilitates community engagement in the following ways:

- Allocation of public participation at the beginning of each Council and committee meeting. This provides an opportunity for residents to make representations to the Council or ask questions relating to items on the agenda.
- The publishing of agendas, minutes and supporting documents for all Council and committee meetings on the website, and the publication of the agenda on a notice board in the town.
- Preparation of an Annual Town Report to be presented at the Annual Town Meeting and active involvement in the Annual Town Meeting by way of public question time.
- The annual external audit provides the opportunity for questions to be asked about the latest Statement of Accounts. A summary of income and expenditure is published within the Annual Report.
- Making Seaton Town Councillors' contact details available on the website.
- News and events are publicised through the Council's website, Facebook page.
- Additionally, events and special projects are publicised via posters, leaflets and, where appropriate, advertising banners situated at prominent sites around the town.
- Councillors and officers hold regular meetings with community stakeholders in the town
- Councillor surgeries in busy locations within the town to talk to residents about any concerns they may have.
- The Annual Return and Statement of Accounts made available as printed copies and on the website.
- Consultation exercises and surveys and are undertaken with residents, young people and stakeholder organisations.
- Establishment of the Seaton Project Board working with East Devon District Council, Devon County Council and other stakeholders in the town to understand the needs of the town and prepare an evidence base to enable funding to be accessed as and when new funding streams become available.
- Regular press releases featured in local media keep the general public informed of community events, projects and other Town Council items of interest.
- The Council offices on the seafront are open from 9am to 1pm on weekdays providing information about the Council's projects and also information about Seaton and the wider area to tourists. The Council offices are also open from 9am to 1pm, Monday to Friday.

- Where and when appropriate, external resource maybe utilised for a large and time-consuming consultation or engagement exercise.
- Unlike other tiers of local government, town councillors always live or work within 3 miles of the town they serve and therefore have close ties to their constituents and local voluntary and community organisations on a day-to-day basis, making them uniquely placed in terms of informed representation.

4. Future improvements

The Council is committed to improving community engagement by adhering to the guiding principles set out in section 1 above and:

- Continuing all the above activities and services into the future, continuing to build on relationships with community groups, developing measures to harness the views and opinions of people and groups who are often missed out of community engagement activities.
- Identifying and embracing opportunities to work with other local community groups, as and when the need arises.
- Participating in local networks to share knowledge and experience of community engagement activities in other areas.
- Publicising the positive results that have been achieved from working relationships between the Council and other community groups (Seaton Summer Celebration) to encourage new relationships to be formed and raise community spirit.
- Ensuring that appropriate evaluation is carried out following consultation exercises to ensure that lessons learned are carried forward and an assessment of how effective and useful the consultation was.

Adopted by Council – 5 June 2023

ELIZABETH ROAD PLAY AREA

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 30th May 2023

Time Finished: 11.15am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets hot in strong sunshine. Rubber crumb is lifting in places	Check written warning (done today) Monitor
ROUNABOUT	Gap re: Rospa report, too large, also rubber crumb shrinkage and wear	Monitor all issues.
FOOTBALL GOAL	Worn playing surface	Monitor
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	N/A
PATH	No Hazard	Monitor
TREES	See latest tree survey report. Branches overhanging the fence	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
GENERAL		

UNDERFLEET

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 30th May 2023

FINISH TIME: 10.20am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CYCLE STAND	No Hazard	Monitor
GOAL NET X2 POSTS	Worn playing surface, rabbit holes/scratchings. Tatty football nets. Worn playing surface.	Monitor all issues.
CYCLOPS (SPIN NET)	No Hazard	Monitor
TITAN (ROTARY)	Hole in uneven matting	Monitor
SPIDERS WEB	No Hazard	Monitor
CLIMBING WALL	No Hazard	Monitor
DINO (ZIP WIRE)	Uneven ground and matting, wer on platform, tyre stp is cracking up.	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 & flaking/peeling paint	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	Monitor
6M NET PYRAMID	Wear to 3rd rope from the top	Monitor wear to added tape on rope. Checked today
CIRCUS TRAMPOLINE	No Hazard	Monitor
LANDSCAPE TUNNEL	No Hazard	Monitor
UNIMINI KERRA (TODDLER UNIT)	Worn and rusty step.	Monitor/replace, parts on order
LILLIE BASKET (SWING BASKET)	No Hazard	Monitor
ROTY INCLUSIVE ROUNDABOUT	No Hazard	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
BENCH ON MOUND	No Hazard	Monitor
2.4 SLEEPER BENCH X 3	No Hazard	Monitor
DINSOSAUR RIBCAGE WALKWAY ARCH	No Hazard	Monitor
GATES X 2	No Hazard	Monitor
FENCE	No Hazard	Monitor
BOULDER SEATS	No Hazard	Monitor
PATH	Generally worn in places especially at base of landscape tunnel.	Monitor
TREES	Ash die back disease declared in East Devon.	Monitor Ash trees