

To: All Members of the Town Council

**Meeting of Seaton Town Council
on Monday, 4th September 2023 at 6pm**

30th August 2023

You are hereby summoned to attend the above meeting to be held on **Monday, 4th September 2023 at 6pm or immediately after the Planning Committee, whichever is the earliest**, at the Marshlands Centre, Harbour Road, Seaton EX12 2LT.

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

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



**Julia Mutlow
Town Clerk**

AGENDA

- 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, 3 July 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 Report

23/COU/07 District Councillors' Reports

23/COU/08 Town Clerk's Report

To note the report.

23/COU/09 Committee Minutes

To receive, and to note the decisions therein, the minutes of the following meetings of the Planning Committee – 3, 17 & 31 July and 14 August 2023

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 External Auditor's Report

To receive and note the completion certificate and report from the Council's external auditors, PKF Littlejohn, on the 2022/23 annual return.

23/COU/12 Councillor surgeries

To agree on further dates and venues for councillor surgeries

23/COU/13 Emergency expenditure – allotments

To note expenditure of £320 + VAT, authorised under emergency delegated powers, to fell and remove a dangerous lime tree at the allotments.

23/COU/14 Request to use Underfleet Playpark to facilitate works

To consider whether to permit access to the Underfleet Playpark for works to be carried out.

23/COU/15 Play Park Inspection Reports

To note the play park inspections

23/COU/16 Community Grants Application

To consider the following application for a community grant:

- Re:Store – £1,000

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 17 on this



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www.seaton.gov.uk
Town Mayor: Cllr Amrik Singh
Town Clerk: Julia Mutlow

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

23/COU/18 Request from Gateway Theatre Company

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Monday, 3 July 2023**

Present:

Chair: Cllr. A. Singh

Town

Councillors: K. Beer, E. Bowman, K. Brooks P. Burrows, N. Dyke, D. Haggerty, D. Ledger, A. Mendham, J. Russell & C. Wood

Officers: Town Clerk & Deputy Town Clerk

Public: 2 members of the public were in attendance throughout the meeting and a third member of the public arrived during the meeting

44. Apologies for absence

Apologies for absence were received from Cllr. Hartnell.

45. Declarations of interest

Cllrs. Haggerty & Ledger declared a personal interest as an East Devon District Councillors (EDDC). Cllrs. Dyke, Singh & Wood declared personal interests as they volunteered at the Gateway Theatre Company. On the item relating to the Town Hall, Cllr. Ledger declared a personal interest as there was a possibility that Ledger Scaffolding (owned by his parents) may provide the scaffolding for the works.

46. Minutes

Members **RESOLVED** to approve the minutes of the meeting of Seaton Town Council held on Monday, 5 June 2023. A recorded vote was requested. Cllrs. Beer, Haggerty, Ledger, Mendham, Russell & Singh voted in favour of approving the minutes as drafted, Cllr. Brooks voted against and Cllrs Bowman, Burrows, Dyke & Wood abstained. (Approval of the minutes was proposed by Cllr. Ledger and seconded by Cllr. Beer).

47. Public Question Time

The following issues were raised by a member of the public:

- Seafont Enhancement Scheme – he stated that he had previously been involved, as both a Town Councillor and East Devon District Councillor, in trying to bring to fruition improvements to Seaton seafont including applying for the, now expired, planning application which was approved in 2017 and, as a District Councillor, he worked to ensure that a seafont improvement scheme was included in the Axe Valley Levelling Up bid in 2022, although the bid was unsuccessful. The bid included the Moridunum site which was now being marketed by EDDC as a 'standalone' sale. Therefore, depending on the

outcome of the marketing campaign, any future rounds of Levelling Up funding, in which a further Axe Valley bid was submitted, would not include the Moridunum site. In addition, as demolition of the Hook & Parrot site may now happen in early 2024, this still left the question of the remaining improvements to the seafront. He went onto to request that Seaton Town Council worked with the recently reformed Seaton Chamber to submit a new planning application that would largely mirror the expired application, but excluding the Moridunum site, as he understood that the Chamber were willing to undertake the work involved in the planning application process, but if the Town Council submitted the application then the application would attract a lower fee and, in his view, this would be a good use of some of the remaining funds in the earmarked reserve for seafront enhancement.

- Use of the word Chairman – the member of the public also asked whether the Council would consider adopting the word “Chair” in all documents and during meetings, in line with the practice adopted by some Councils, including EDDC.

Members noted the statements made.

48. Chairman’s Report

Members noted the report.

49. County Councillor’s Report

Members noted Cllr. Hartnell’s report and Cllr. Dyke highlighted the issue of increased parking on Harbour Road. This matter would be raised with Cllr Hartnell in due course by councillors.

50. District Councillors’ Reports

Cllrs. Haggerty & Ledger reported that they had been involved in more training since the last meeting. This had been helpful as many new councillors had been elected. Cllr Ledger added that there were likely to be many new policies coming through after the next meeting of Cabinet and the biggest upcoming project was the provision of social housing, so it may be that some funding would be available for delivery in Seaton. Members noted the reports.

51. Town Clerk’s Report

Members considered the Town Clerk’s report and **RESOLVED** to:

- note the report
- approve the initial priorities for Q.1, 2 & 3 of 2023-24, pending the outcome of the community consultation, as appended to these minutes

(proposed Cllr. Singh; seconded Cllr. Bowman)

52. Committee Minutes

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

- Planning Committee – 19 June 2023

(proposed Cllr. Singh; seconded Cllr. Haggerty)

53. Update on Tourist Information Centre

Members noted the number of visitors to the Tourist Information Centre and the progress made regarding weekend opening. Cllr Dyke asked whether a breakdown of visitor numbers at weekends could be provided in future reports. The Town Clerk agreed that this would be possible, as long as the weekend TIC volunteers completed the enquiry sheet that was kept on reception to note visitors. Members noted the update.

54. Tourist Information Centre - Motion by Cllr. Bowman

Cllr Bowman had presented a list of actions, behind a general motion, which he believed could improve the tourist experience for visitors to Seaton including leaving the front gate to the tourist information centre permanently open, relocating the deckchair, toy library and benches and installing a new noticeboard. Officers advised that some of the suggestions were already in hand, such as a replacement noticeboard and other raised various considerations such as building security, highways and landowner consents and minimising risk to the Council's assets. It was **RESOLVED** that officers would meet with Cllr Bowman and advise which could be taken forward under the Council's scheme of delegations and, if decisions were required by Council, as to any of the proposals, then a report could be brought to Members at a future meeting. (proposed Cllr. Bowman; seconded Cllr. Haggerty)

55. Local Council Awards

Members reviewed the draft application for the Quality Standard Award and **RESOLVED** that all documentation and information was in place to enable the Council to apply for the Quality Standard under the Local Council Award Scheme and authorised the Town Clerk to finalise and submit said application. (proposed Cllr. Ledger; seconded Cllr. Haggerty)

56. Outside Bodies

Cllr. Haggerty presented his report on the Coast meets Country Project. He felt that it was an exciting initiative to encourage visitors to the East Devon region, and added that, at a recent meeting of the stakeholders, various projects in Seaton, such as the beach access matting and Summer Celebration, had been positively commented on. Members noted the report.

57. Play Park Inspection Reports

Members noted the play park inspections. The Town Clerk reported that there had been a number of issues of minor vandalism at the play parks over recent months. A question was raised as to whether the Police still produced a monthly report on crime figures. The Town Clerk advised that no report was prepared but the figures could be accessed online. She added that the Council had today received notification that, due to a promotion, the PC Parfitt would be leaving the Seaton Neighbourhood Policing Team with immediate effect. The Council **RESOLVED** that a letter of thanks

should be sent to thank him for his work, whilst stationed in the town. (proposed Cllr. Burrows; seconded Cllr. Singh)

58. Review of the Members' Code of Conduct

Members **RESOLVED** to adopt the updated Members' Code of Conduct (July 2023). (proposed Cllr. Haggerty; seconded Cllr. Beer)

59. Community Grants Application

Members considered the application for a community grant from Seaton PTFA and **RESOLVED** to make a grant of £1,000. (proposed Cllr. Beer; seconded Cllr. Brooks)

60. Community Consultation 2023

Members considered the report regarding a community consultation in 2023 and **RESOLVED** to authorise the Town Clerk & officers to prepare a general community consultation, building on the 2021 consultation, and make the necessary arrangements to implement said consultation. The final version of the new consultation would be circulated to Members. (proposed Cllr. Singh; seconded Cllr. Beer)

61. Update on events 2023

An update was provided on events delivered in the first three months of the municipal year, including details of final costs and feedback. Furthermore, progress on upcoming events was reported. A member of the public asked to speak and Members therefore **RESOLVED** to suspend standing orders to allow this (proposed Cllr. Singh; seconded Cllr. Ledger). The individual stated that he was a member of the newly formed Seaton Chamber, which had now officially launched, and the Chamber hoped to work with the Council on initiatives in the town. The Town Clerk confirmed that officers had approached the Chamber with a view to setting up an initial meeting. Members **RESOLVED** to:

- note the net delivery costs and feedback received for:
 - Coronation Event/Activities
 - Seaton Summer Celebration
- delegate to the Town Clerk the authority to take such action and allocate such expenditure, within allocated budgets, as she considers necessary to deliver the following events, and to make such adjustments as might become necessary:
 - Seaton Children's Event
 - Seaton Outdoor Cinema

(proposed Cllr. Beer; seconded Cllr. Haggerty)

Confidential Items

The Chairman moved that in accordance with the Council's Standing Order 1(d) press and public be excluded from the meeting during discussion of the following items on the agenda as matters being discussed included commercially sensitive information, professional advice and personal data.

62. Update on works to Town Hall

Members considered the update on the works scheduled to the Town Hall clocktower and **RESOLVED** to approve the additional cost of works to the clock and clock tower of £690 + VAT, over and above the original quotation previously agreed by Council. The reason for the increase was that as a result of the site visit with the clock company and Clarke Brothers, it had become apparent that the clock would have to be removed, rather than works being carried out in situ. (proposed Cllr. Bowman; seconded Cllr. Wood)

63. Update on Marshlands

Members noted a comprehensive update report on the progress of works to Marshlands and discussions with potential tenants. Members asked whether the wall abutting Harbour Road could be repainted to improve its appearance. The Town Clerk advised that the wall had been repainted just over two years ago but deteriorated quickly due to the weather conditions. However, officers were aware of it and it would be repainted when the Toan Maintenance Officer's schedule permitted.

64. Annual tree inspections

Members considered the report and in light of the recent inspections that had been carried out by Advance Arboriculture and their existing familiarity with the Council's tree stock, **RESOLVED** to:

- commission annual inspections of the Council's trees
- commission the works, without first securing three quotations, for the reasons stated in the report
- approve Advanced Arboriculture as contractor to carry out an annual inspection of the Council's tree stock on all four of the Council's sites at a cost of £1,035 + VAT. (proposed Cllr. Ledger; seconded Cllr. Haggerty)

65. Consideration of restrictions on Cliff Field Gardens

Members considered the report regarding the restrictive covenants pertaining to Cliff Field Gardens and the question of whether an indemnity policy should be obtained. Members **RESOLVED** to seek further advice from the Council's insurers and retained solicitors and a further report would be brought to Council in due course. (proposed Cllr. Ledger; seconded Cllr. Haggerty)

66. Code of Conduct

The Town Clerk delivered a report on member conduct and reminded of their obligations under the Members' Code of Conduct. Members noted the statement.

Meeting closed at 7.32pm

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	4 September 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 July meeting of Council are detailed below. These have been less than usual due to annual leave and family commitments.

Unfortunately, the Chairman was unable to attend the Crowning of the Seaton Carnival Queen, so Cllr Beer attended on behalf of the Council.

2. Summary of engagements

- **18 July 2023** – assisted with the filing of the feature for *The One Show*
- **22 July 2023** - opened Jubilee Lodge Fete, in aid of Air Ambulance
- **31 July 2023** – attended meeting with community groups regarding Children’s Festival
- **4 August 2023** – attended and said a few words at the opening of the Seaton & District Art Society Exhibition at Marshlands.

RECOMMENDATIONS

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

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	4 September 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: <ul style="list-style-type: none"> • note the report

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

- **External Audit 2022-23** – the Council’s external auditors have finished the audit for the last financial year and issued a certificate of completion with no matters to note.
- **Committees:**
 - **F&GPC** – this was held on 17 July 2023 and a report brought to Members on the Council’s Q1 financial position. Income and expenditure was on target for this point in the financial year
 - **Planning Committee** – this committee met on 17 & 31 July and 14 August 2023 and included discussion on the updated application from Baker Estates for 130 houses on the ‘green wedge’ between Seaton & Colyford, which members of the Planning Committee decided to oppose over highways and access concerns. See minutes attached to the agenda.
- **Correspondence** - various correspondence has been dealt with by officers including correspondence with the Council’s tenants, correspondence from the

Information Commissioner confirming that advice had been given by the ICO case officer leading to the withdrawal of a request for a review of a freedom of information request, liaison with EDDC and day-to-day correspondence answering queries and complaints from members of the public including dog fouling, signage, access to the beach and planting across the town.

- **Community Consultation 2023** – this has now been prepared and will be circulated and it is intended that this will be publicised next week.
- **Local Council Quality Award Application** – the application has been finalised and submitted and will be considered by the panel in September.
- **Events** - the Deputy Clerk's primary focus over the summer has been the delivery of the Seaton Jurassic Weekend, including the Children's Festival and Outdoor Cinema, leading into Carnival week. This has included working closely with the town's community groups and individual volunteers such as Andrew Gwynn Davies. Unfortunately, the Jurassic Disco had to be cancelled due to low ticket sales. A comprehensive report will be brought to Council in October reviewing all events and providing the final costs.
- **Seaton Project Board** – Officers and councillors attended a meeting of the Seaton Project Board on 12 July, with representatives of DCC, EDDC and stakeholders within the town, including the Gateway Theatre Co and the Seaton Chamber.
- **Seaton Chamber** – officers have now met with representatives of Seaton Chamber who have shared their aspirations for future projects in the town which they hope will be funded via private investment. Officers have offered assistance with signposting as applicable and providing templates and advice on safety and other aspects of events, where capacity permits.
- **Seaton Hospital League of Friends** – officers met with the new CEO of the Seaton Hospital League of Friends to discuss where synergies may arise and where joint working could benefit the town.
- **Seaton Hole Phone Box** – this redundant phone box is owned by the Council and was renovated by the Town Maintenance and Facilities Officer with the help of a local resident who has kindly donated his artwork to be sold in the kiosk as a mini art gallery with proceeds to charity. £500 has so far been raised for Seaton Scouts & Guides. A new charity/organisation will be considered in due course.
- **Youth Consultation** – this is ongoing and it is hoped that a report will be brought to Council in October so that Members can consider the results in advance of the commencement of budget setting for 2024-25.
- **Emergency tree works** – as a result of recent weather conditions, a lime tree at the allotments partially toppled over and an emergency visit was arranged. Advice was received that it could not be saved and should be removed as a

matter of urgency, so tree surgeons were instructed under delegated powers, to fell the remains of the tree and remove the debris. The wood taken from the tree that was chipped was left at the allotments for tenants to use as mulch on their plots.

- **Allotments** – currently only one plot (3A) is empty and being offered to those at the top of the waiting list. Plot 14 will be re-allocated to the next person on the waiting list on 2nd October. Plot 17b is currently being vacated and will be available in a couple of weeks. There are 56 names on the waiting list. Further inspections may be carried out in the Autumn but, overall, plots are being well maintained by all tenants. The tree that fell over has been cleared away by the tree surgeons.
- **Beach Access** – officers worked closely with the producers of The One Show regarding the feature they have been planning on this project including acting as runners when they returned on 18 July to film and interview residents and visitors on the beach matting. The broadcast was due on Friday, 4 August, but has now been delayed to later in the Summer. Members will be updated as soon as a new broadcast date is received.
- **Marshlands:**
 - replacement boilers and works to the central heating system have now been completed. Whilst some of the radiator covers can be replaced, it is not practical to replace all, therefore quotations are being sought to make good the surrounding plaster and paintwork which was damaged by their removal.
 - a date is awaited to begin the refurbishment of the first floor.
 - unfortunately, the side wall to Marshlands, adjacent to the walk from the car park to the seafront side of the building has been partially demolished in an accident involving one of the owners of Whitecliff flats. No one was hurt and the damage to their vehicle is superficial. However, the damage to the wall is extensive and it has also raised questions as to the stability of the wall. The Council's insurers have been informed and officers are looking into getting the wall surveyed to check it is safe or whether the whole wall will require rebuilding.
 - Seaton & District Art Society held their summer exhibition in the function room at Marshlands for the first time in August and reported that they were very pleased with footfall and sales achieved in the new location.
- **Town Hall** – the heating engineers completed the installation of the new heating system in July. The repairs to the clock tower and clock were completed in August. There are ongoing issues with the sliding doors, which the Facilities Officer is looking into.

- **Tree inspections** – a comprehensive annual tree inspection has been conducted with recommendations for works at sites including Cliff Field Gardens. Quotations are being sought for tree surgeons to carry out the works, which will be brought to Council in October.
- **Training** – the following training and development has been undertaken since the last meeting:
 - **Member Training** – 8 members attended a bespoke member training session on 2 August, facilitated by Devon Association of Local Councils
 - **Facilities Officer** – Facilities Management Diploma (Level 7) – ongoing

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the report

**Minutes of the Planning Committee
Meeting on Monday 3 July 2023**

Present:

Chairman: P Burrows

Councillors: K Beer, K Brooks, D Haggerty & J Russell

Other Councillors: E Bowman & D Ledger

Officers: Town Clerk & Deputy Town Clerk

Public: One member of the public was present

13. Apologies for absence

Apologies for absence were received and accepted from Cllr Singh.

14. Declarations of Interest

Cllr Haggerty declared a personal interest as a Councillor with East Devon District Council (EDDC).

15. Minutes of the Planning Committee meeting held on Monday 19th June 2023

The Committee **RESOLVED** to agree the minutes of the meeting held on 19th June 2023.

(moved Cllr Beer; seconded Cllr Haggerty)

16. 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.

17. 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.



18. Public Question Time

No questions from members of the public.

Applications for consideration:

19. 23/1326/FUL **Frances & Mark Ellis** **106 Scalwell Lane, Seaton
EX12 2ST**
Proposed alterations to roof of
dwelling and insertion of dormer
windows.

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

20. 23/1205/LBC **Lloyd Horton** **The Linhay, Rolle Court,
Harepath Hill, Seaton E12
2UB**
Introduce two new windows at
ground floor.

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

21. Planning Comments

There were no comments for circulation.

The meeting closed at 5.49pm.

Signed _____

Dated 17/7/23

**Minutes of the Planning Committee
Meeting on Monday 14 August 2023**

Present:

Chairman: P Burrows

Councillors: K Beer, K Brooks, D Haggerty, J Russell

Other Councillors: E Bowman

Officers: Town Clerk

Public: Forty seven members of the public were present

46. Apologies for absence

Apologies for absence were received and accepted from Cllr Singh.

47. Declarations of Interest

Cllr Haggerty declared a personal interest as a Councillor with East Devon District Council (EDDC).

Cllr Burrows declared a personal interest in respect of application 22/2781/MOUT, Land Adjacent To Harepath Road, Seaton EX12 2WH as one of his grandchildren plays for an Under 14 Football Team that uses the ground at Seaton Town Football Club on Colyford Road.

48. Minutes of the Planning Committee meeting held on Monday 31st July 2023

The Committee **RESOLVED** to agree the minutes of the meeting held on 31st July 2023.

(moved Cllr Beer; seconded Cllr Haggerty)

49. 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.

50. 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.

51. Public Question Time

Nicole Stacey from Baker Estates Ltd gave an update on agenda item 7, planning application 22/2781/MOUT which was an Outline application for 130 dwellings, a new community football pitch which would be a secondary pitch for Seaton Town Football Club and welfare facilities. 25% of the housing would be affordable. There would also be a CIL financial contribution from the development. The Town Council objected to the application in March as comments had not been submitted from various Consultees. The Environment Agency are seeking further enhancements to the scheme through the inclusion of some additional SUD's features towards the south of the site. Further information has been submitted which address the issues raised. Comments from the County Highway Authority and the Environment Agency are likely to be submitted within the next week or so.

Seven members of the public spoke on planning application 22/2781/MOUT – Land Adjacent to Harepath Road, Seaton and raised the following points:

- Seaton Town Councils' Environment Policy states the Planning Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications in Seaton.
- There is no housing shortage in Seaton or the surrounding areas. There are plenty of properties for sale of varying prices plus new homes being built on the Bovis estate and the Riverside development.
- There is not the infrastructure in place to deal with the increase in population this development will bring to the town. There are not enough dentists, doctors etc. to deal with the current population in the area let alone a massive increase.
- The roads in the area will not cope with the increase in traffic this development will bring.
- Baker Estates have options to buy all of the land up to the A3052 thereby joining Seaton to Colyford. This is completely unacceptable.
- The site has heritage assets with archaeological interest and any groundworks will expose and destroy archaeological and artefactual deposits. These deposits could be of great importance which would be destroyed if this development is allowed.
- Water run-off from the development will probably end up in the River Axe. This water could contain contaminants, especially phosphates, which will pollute the river especially if the water comes down from Harepath Road to the south of the development site as it runs past a proposed industrial estate. This could have a significant impact on wildlife. Natural England have advised

that planning permission should no longer be granted for development that would increase the discharge of phosphates into the River Axe.

- The application contravenes many of the strategies and policies of the East Devon Local Plan e.g., Loss of the Green Wedge, negative impact on the natural environment, unsustainable site, all of these will have a negative impact on the towns' tourism offer and its economy, loss of wildlife, insufficient infrastructure to support a development of this size, inappropriate vehicular access onto Colyford Road which cannot cope with the amount of traffic which will be generated by the development, loss of farmland, impact on bats due to light pollution, loss of feeding ground and inappropriate location for a football pitch.
- Impact of the development upon the NHS services in the town and wider afield such as the RD&E Hospital at Exeter.
- Unustainable location on the edge of the town. Seaton has already over delivered on its housing allocation. Any small amount of housing should be delivered within the town. A Housing Needs Assessment should be carried out to assess what further housing is needed in the town.
- Impact of the development on the bats and wildlife will be immense. Bats and Wildlife need to be preserved for future generations.
- The amount and frequency of the discharge of sewage into the rivers and sea. The sewage works cannot cope with the current discharge of sewage which is a problem in the town. Therefore, this development would exacerbate this issue. There are pollution alerts being issued on a regular basis for the town.
- Social housing is badly needed not more housing which young people can't afford to get a mortgage for. Will more houses be built on this land over time?

Cllr Bowman spoke on planning application 22/2781/MOUT – Land Adjacent to Harepath Road, Seaton and raised the following points:

- If these houses are allowed to be built what energy efficient systems are going to be included in the build? He would be interested to know what the thoughts are of Devon County Council and East Devon District Council concerning this Outline Planning Application.

Applications for consideration:

52. 22/2781/MOUT

Baker Estates Ltd

**Land Adjacent to Harepath Road,
Seaton EX12 2WH**

Outline planning application (with details of access to be considered and all other matters reserved) for mixed use development comprising

of up to 130 dwellings to the east of Harepath Road and the laying out of a new community football pitch, parking and welfare facilities to the west of Harepath Road, formation of accesses on Harepath Road and Colyton Road, public open space and other associated infrastructure. Amended plans for consultation which relate to revised access to Colyford Road, revised ecological impact assessment, shadow Habitat Regulations Assessment & updated Flood Risk Assessment and Drainage Strategy.

Discussion took place around:

- It appears 90% of the traffic entering and leaving the development will be via the access onto Colyford Road. This road is barely wide enough for two vehicles. Any accidents along this road would cause much disruption. A better access would be onto Harepath Road which has good views of the road in both directions and is a wider road.
- Do not want to see any access from this development coming out onto Colyford Road as it is narrow and bendy.

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

- The highway issues have not been satisfactorily resolved. The access onto Colyford Road would not cope with the amount of traffic coming and going from the proposed development as it is too narrow and bendy.
- Any access from the development should go out onto Harepath Road which would be safer but so far no comments have been received from the County Highway Authority.

(moved Cllr Burrows; seconded Cllr Haggerty)

53. 23/1643/RES

Mr M Parsons

**9 Meadow Avenue, Seaton
EX12 2AU**

Reserved matters planning application pursuant to outline planning approval 21/3315/OUT for the details of layout, scale, appearance and landscaping of the site for the construction of a dwellinghouse.

The Committee **RESOLVED** to propose no objection to the application but wanted to see obscure glazing used for the windows on the south elevation of the proposed dwelling to respect the amenities of the occupiers of 9 Meadow Road and for these to be kept as such in perpetuity.
(moved Cllr Burrows; seconded Cllr Beer)

54. 23/1655/FUL **Mr & Mrs R Smith** **Thorncombe, Highcliffe Crescent, Seaton EX12 2PS**
Replace defective flat roof on garage with low pitched roof.

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

55. 23/1702/TRE **Mr Nathan Dunster** **Land Adjacent 25 Ryalls Court, Seaton EX12 2HJ**
(East Devon District Council) T1: Holm Oak re-pollard, only removing re-growth.

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

56. Planning Comments
Comments to be circulated in respect of application 22/2781/MOUT.

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

- a) **22/2582/FUL – Barnards (land Adjoining), Harepath Hill, Seaton** Erection of one dwelling and associated works – **REFUSED**.
- b) **23/0890/FUL – 29 Popular Tree Drive, Seaton** Raising of roof, conversion of roof space to habitable space including front and rear dormers and balcony– **REFUSED**.
- c) **23/1575/CPL – 42 Elizabeth Road, Seaton** Proposed single storey extension with roof light on the west-facing elevation of the building, and the insertion of a roof light on the north-facing roof plane of an existing single storey element of the dwellinghouse – **APPROVED CPL Approve Part 1** – no consultations were requested for this application.

The meeting closed at 6.23pm.



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

Signed _____

Dated _____

DRAFT



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

**Minutes of the Planning Committee
Meeting on Monday 17 July 2023**

Present:

Chairman: P Burrows

Councillors: K Beer, K Brooks, D Haggerty & A Singh

Other Councillors: E Bowman

Officers: Town Clerk

Public: No members of the public were present

22. Apologies for absence

Apologies for absence were received and accepted from Cllr Russell.

23. Declarations of Interest

Cllr Haggerty declared a personal interest as a Councillor with East Devon District Council (EDDC).

24. Minutes of the Planning Committee meeting held on Monday 3rd July 2023

The Committee **RESOLVED** to agree the minutes of the meeting held on 3rd July 2023.

(moved Cllr Beer; seconded Cllr Haggerty)

25. 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.

26. 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.

27. Public Question Time

The clerk read out a letter from a member of the public representing the residents of the nine flats of Jubilee Lodge which overlook the Former Co-op Store site and wished to raise the following points in response to planning application 23/1371/VAR:

- They requested that the Town Council object to the planning application submitted by Aldi to extended the delivery hours at the Former Co-op Store.
- The delivery hours should remain as those approved in a previous application 07:00 to 23:00 hrs.
- The retirement flats each side of the site are for the older generation.
- The flats at Jubilee Lodge are not shown on the original plans, just a wavy line, directly overlook the delivery yard at the store and there is only a slip road between these flats and the delivery yard.
- The deliveries for the former occupants of the store were carried out during the store opening hours as the store staff had to unload deliveries. There were never any complaints as the store closed at 22:00 hrs.
- Aldi have stated that the unloading of deliveries can take up to an hour. So please ensure the approved time for the unloading of deliveries is 23:00 and not the arrival time of the last delivery.

Applications for consideration:

28. 23/1371/VAR

Aldi Stores Limited

Former Co-op Store, The Underfleet, Seaton EX12 2PQ
Variation of condition no. 12 on planning permission 22/1635/FUL to allow extended delivery hours.

Discussion took place around:

- Aldi should leave the delivery hours as those stated in Condition 12 of the conditions applied to the granting of planning permission for planning application 22/1635/FUL which are between the hours of 07:00 until 23:00 for twelve months.
- Tesco are allowed longer delivery hours and they start earlier in the morning. However, Tesco have a road leading into the store and the delivery yard is further away from neighbouring properties than the Former Co-op Store delivery yard is.
- All deliveries should have finished unloading by the latest 23:00 hrs not only just arriving with another hour or so of noise from the unloading of the delivery vehicle.
- Environmental Health at East Devon District Council have requested an updated noise assessment to assess the impact of the predicted night time (23:00-0:00 & 06:00 -07:00) delivery activity noise levels on the surrounding residential properties before any recommendation can be made.

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

- The extended delivery hours will affect the amenity of occupiers of adjoining residential properties contrary to Policy D1 Design and Local Distinctiveness of the East Devon Local Plan 2013-2031.
- Contrary to Policy EN14 – Control of Pollution of the East Devon Local Plan 2013-2031 as the extended delivery hours would result in unacceptable levels of noise and/or vibration and light intrusion to the occupiers of adjoining residential properties.
- Environmental Health at East Devon District Council have requested an updated noise assessment before any recommendation can be made.
- Members want to see delivery activity finish at the latest by 23:00hrs and commence at the earliest 07:00.

(moved Cllr Haggerty; seconded Cllr Beer)

29. 23/1372/ADV

Aldi Stores Limited

**Co-Operative Pioneer (Cws),
The Underfleet, Seaton EX12 2PQ**
One non-illuminated board sign
fixed to the existing boundary wall.

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

30. 23/0257/FUL

Mr & Mrs D Harvey

**Flats 1-3, 1 The Burrow, Seaton
EX12 2LW**
Amended plans.
These plans relate to substitution of
light grey composite cladding with
smooth white painted render.

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

31. Planning Comments

Comments to be circulated in respect of application 23/1371/VAR.

32. Decisions

To note planning decisions made by East Devon District Council:

- a) **23/0975/FUL – Greenbay, Fremington Road, Seaton** Installation of new dormer window and renovation of existing dormer window – **WITHDRAWN**.
- b) **23/1036/TRE – 15 Honey Ditches Drive, Seaton T1 Oak** - Remove T2 Field Maple - Remove T3 Oak - Remove – **DECIDED** Split decision.



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

The meeting closed at 5.53pm.

Signed _____

Dated _____



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

**Minutes of the Planning Committee
Meeting on Monday 31 July 2023**

Present:

Chairman: P Burrows

Councillors: K Beer, D Haggerty, J Russell & A Singh

Officers: Town Clerk

Public: One member of the public was present

33. Apologies for absence

Apologies for absence were received and accepted from Cllr Brooks.

34. Declarations of Interest

Cllr Haggerty declared a personal interest as a Councillor with East Devon District Council (EDDC).

35. Minutes of the Planning Committee meeting held on Monday 17th July 2023

The Committee **RESOLVED** to agree the minutes of the meeting held on 17th July 2023.

(moved Cllr Beer; seconded Cllr Singh)

36. 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.

37. 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.

38. Public Question Time

One member of the public spoke on planning application 23/1456/FUL – Land North Of Driftwood Close, Seaton and raised the following points:

- The property they live in borders the application site. There was an application submitted in March for two dwellings to be constructed on the application site which would have been three metres from the border of their property. This would have been very imposing on their property. The applicant withdrew the application.
- The only difference between the current application and the one withdrawn is that the previous application was for two detached two storey dwellings and the current one is for one single storey dwelling. Adjacent to what is now Driftwood Close was the bottom of two gardens. Over the years various attempts have been made to sell this land for development. The area has now grown into a nice ecological space with lovely trees and wildlife who visit this site. The site has now been stripped ready for development. Due to the delay in developing this area wildflowers have started growing again on the site with visiting birds and butterflies. The application site screens the occupiers of neighbouring properties in Fore Street from Driftwood Close.
- Even though this application is only for one dwelling only as opposed to two as the one dwelling is a bungalow it would take up more space on the site and with the loss of various trees it would mean the proposed bungalow is right on top of nearby properties. This development would have a significant impact on the residential amenities and privacy of the residents of these properties.

Applications for consideration:

39. 23/1456/FUL

Mr Slade

Land North Of Driftwood Close, Seaton

Construction of a new detached single storey dwelling with garage and the relocation of two existing garages, including access and landscaping.

Discussion took place around:

- The design of the bungalow is very utilitarian and unattractive and does not look like a building that would become someone's home. It looks more like holiday accommodation. The design of the bungalow will not blend in with the special qualities of the area in which it is proposed to be built and the quality of the proposed dwelling is very poor.
- The bungalow will take up most of the site with the garage and parking spaces being sited adjacent to the patio area. It is characterless in appearance and the length and design of the bungalow makes it look more like a Nissen Hut. Members considered the proposal was overdevelopment of the site.
- Concerns over access to and from the development onto The Underfleet.



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

- The design and quality of the proposed dwelling is poor and will not blend in with the special qualities of the area in which it is proposed to be built.
- There will be an increase in traffic coming in and out of Driftwood Close onto The Underfleet which has seen a substantial increase in traffic over the past few years.
- Overdevelopment of the plot as the dwelling will take up most of the site area and will appear cramped and overbearing on the plot.

(moved Cllr Beer; seconded Cllr Haggerty)

40. 23/1467/FUL

**Gillian Smyth &
Wynsley Riley**

**4 Fremington Road, Seaton
EX12 2PQ**

Erection of a single storey front extension and alterations to the front and rear.

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

41. 23/1355/FUL

Mr D 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 Beer; seconded Cllr Haggerty)

42. 23/1442/VAR

Mr Erwin Davis

**Fosse Way Court, Seaton
EX12 2LP**

Variation of condition 4 (working hours) of application 14/0187/MFUL (Refurbishment and extension of existing apartment blocks (inc additional levels) and construction of new link apartment block to provide an additional 30 no residential apartments and additional parking provision); construction or demolition works shall be carried out, or deliveries received outside of the following hours: 7:30 am to 5:30 pm Monday to Friday and 8 am to 1 pm on



Saturdays and not on Sundays and public holidays.

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

43. 23/1561/FUL **Wendy Gilks** **2 York Road, Seaton EX12 2SA**
Proposed dormer window.

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

44. Planning Comments

Comments to be circulated in respect of application 23/1456/FUL.

45. Decisions

To note planning decisions made by East Devon District Council:

- a) **23/0845/FUL – Halstead, Sea Hill, Seaton** Change of use from the existing nursing home to a dwelling – **APPROVED** standard time limit.
- b) **23/1140/FUL – Wildwoods, 9 Seaton Down Close, Seaton** Single-storey extension and re-alignment of the roof – **APPROVED** standard time limit.
- c) **23/1214/TRE – Check House, 61 Beer Road, Seaton** G1: Group of Oak - trim back branches to create a 1.5 - 2m clearance along roof and around chimney breast of 63 Beer Road. Western crown reduction of 1 - 1.5m and crown lift to 2.5m, above and along driveway of no. 63 – **APPROVED** with conditions.
- d) **23/1521/CPL – Ervine Cottage, Seaton Down Close, Seaton** Lawful development certificate for extension to existing dormer – **APPROVED CPL Approve Part 1** – no consultations were requested for this application.

The meeting closed at 6.05pm.

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	4 September 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
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	3619
	2023/24				
	STC	TIC	STC	TIC	
April	72	187	47	8	314
May	122	193	65	4	384
June	106	310	76	14	506

	STC	TIC	STC	TIC	Weekdays	Weekends	Total
July	73	522	58	13	424	244	666
August (to 29 th)	78	530	53	7	353	315	668
September							
October							
November							
December							
January							
February							
March							
2023/24 TOTAL							2538

3. Opening hours

On weekend days, the tourist information centre is 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.

Since, 1 July the tourist information centre has opened on Saturdays & Sundays, between 10am and 2pm, and been manned by volunteers. This arrangement will be extended to the end of September.

4. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the update



Ms J Mutlow
Seaton Town Council
Seaton Town Council
Marshlands Centre
Harbour Road
Seaton, Devon
EX12 2LT

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
27 July 2023

Our Ref:
DV0307

SAAA Ref:
SB07333

**Seaton Town Council
Completion of the limited assurance review for the year ended 31 March 2023**

Dear Ms Mutlow

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Seaton Town Council for the year ended 31 March 2023. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference DV0307 or Seaton Town Council as a reference when paying by BACS.

Timetable for 2023/24

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 1 July 2024. It is anticipated that the instructions will be sent out during March 2024, subject to arrangements for the 2023/24 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2024, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Monday 3 June and Friday 12 July 2024; and
 - at the latest, between Monday 1 July and Friday 9 August 2024.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2023 which is mandatory for the 2023/24 period. Paragraph 1.26 relates to the requirements in relation to Assertion 3 and states '*Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.*' In order to answer yes to Assertion 3 in the 2023/24 Annual Governance Statement the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently.

Feedback on 2022/23

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

Seaton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Seaton Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Seaton Town Council on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) _____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) _____</p>	<p>(e) Insert the date of placing of the notice</p>



Ms J Mutlow
Seaton Town Council
Seaton Town Council
Marshlands Centre
Harbour Road
Seaton, Devon
EX12 2LT

Our ref DV0307
SAAA Ref SB07333
Invoice No. SB20230075
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 27 July 2023

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023	£1,050.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,050.00
VAT @ 20%	£210.00
TOTAL PAYABLE	£1,260.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

**HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include DV0307 or Seaton Town Council as the reference.**

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com



Ms J Mutlow
Seaton Town Council
Seaton Town Council
Marshlands Centre
Harbour Road
Seaton, Devon
EX12 2LT

Our ref DV0307
SAAA Ref SB07333
Invoice No. SB20230075
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 27 July 2023

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023	£1,050.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,050.00
VAT @ 20%	£210.00
TOTAL PAYABLE	£1,260.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

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**HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
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Account Name: PKF Littlejohn LLP
Please include DV0307 or Seaton Town Council as the reference.**

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

SEATON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

15/05/2023

and recorded as minute reference:

MINUTE REFERENCE
15

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

SIGNATURE REQUIRED
[Signature]
SIGNATURE REQUIRED
[Signature]

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS www.seaton.gov.uk

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	292,542	356,583	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	356,939	389,187	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	43,339	53,245	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	150,374	198,456	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	185,863	191,187	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	356,583	409,372	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	349,933	395,579	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	353,437	362,284	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Julie P. Nutlow

Date

10/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

15/05/2023

as recorded in minute reference:

M116

Signed by Chairman of the meeting where the Accounting Statements were approved

John SIGNED REQUIRED

Section 3 - External Auditor's Report and Certificate 2022/23

In respect of

Seaton Town Council – DV0307

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

24/07/2023

Seaton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Seaton Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Seaton Town Council on application to:</p> <p>(a) <u>JULIA MUTLOW, TOWN CLERK,</u> <u>MARSHLANDS CENTRE, HARBOUR ROAD</u> <u>SEATON, DEVON EX12 2LT</u></p> <p>(b) <u>MONDAY TO FRIDAY 10AM - 1PM</u></p>	
<p>3. Copies will be provided to any person on payment of £___ (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>JULIA MUTLOW</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>31 JULY 2023</u></p>	<p>(e) Insert the date of placing of the notice</p>



COMMUNITY GRANT SCHEME

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

Name	Amount Sought	Detail	Comments
Re:store CIC	£1000	To assist with the funding of providing a safe space for young people aged 13-18 years to support wellbeing around mental health.	Whilst the community grant policy advises applicants that a subsequent application cannot be made within 2 years, Members may wish to make an exception in this case. Restore CIC aims to bring back community spirit and seeks to improve wellbeing. In order to do this, the organisation leads on several very different and separate projects at any given time, all of which meet very different funding criteria. This application is to fund an initiative based on the Action East Devon Headlight peer support model which has proved to be very successful in other areas. There is no other provision to support young people's mental health in Seaton.



Seaton Town Council

Community Grants Application Form 2021-22

Seaton Town Council is empowered to award grants under a specific section of the Local Government Act 1972, usually known simply as “Section 137”. Section 137 enables a local council to incur expenditure which is “in the interests of and will directly benefit its area or any part of it and some or all of its inhabitants”. Section 137 has a spend restriction. The maximum amount which a council may spend under section 137 in any one year (i.e. from 1 April to the following 31 March) is currently £8.41 per elector. The limit increases in line with the Retail Price Index. Section 137 does not award the Council any additional funds. The section merely grants a limited freedom to spend part of the Council’s budgeted income or reserves on items for which no other statutory power exists. The benefit accruing must be commensurate with the expenditure incurred, which is a decision for the Council.

Please note that the total amount of grant funding allocated by Seaton Town Council under Section 137 for 2021-22 is limited. It is therefore unlikely that individual grants above £1000 will be approved, although exceptions are occasionally made. **Once an application is received from a group or organisation, no further application will usually be considered from the same group or organisation for a period of 2 years from the date a grant is made in respect of that application.** Successful applicants will be expected to attend the Annual Town Meeting and give a short presentation to explain how the grant funding has been used.

Applications are usually considered by the Council at its meetings throughout the year and application forms should be returned to:

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

Email: townclerk@seaton.gov.uk
Tel: 01297 21388

Help and advice about making an application is available. Please contact the Town Clerk.

FOR OFFICE USE ONLY	
Date received:	
Date of Council Meeting	
Total funding allocated	£

SECTION 1. CONTACT DETAILS

1a. Name of your organisation:

Re:store Axe Valley CIC

1b. Address where the project or activity is, or will be based:

Address: Marshlands Centre, Harbour Road, Seaton
Post Code: EX12 2LT
Website: www.restoreseaton.co.uk or www.facebook.com/groups/229387125112646

2a. Main contact for this application – this is someone in a management position who knows the organisation's activities and can ideally be contacted during normal office hours.

Title	Mr	First name(s)	Andrew Gwyn
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Surname	Davies
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Position held: Director
Telephone: 07989216140
Email: agd_7@sky.com

2b. Address for correspondence (if different from the address given in 1b above):

Address
Post Code:

Alternative contact name and details in case main contact is unavailable:

Ben Tucker (Director) 07771 520311

3. Do you have any particular communication needs (such as textphone, sign language, other language)?

No

SECTION 2: ABOUT YOUR ORGANISATION

4. Please indicate the legal status of your organisation (tick those that apply):

Unincorporated voluntary or community group		Charitable unincorporated association	
Local branch of a national organisation (see question 5)		Charitable Incorporated Organisation (CIO)	
Charitable company limited by guarantee		Awaiting Charity registration	
Trust		Other (describe): Community Interest Company (CIC)	Y

Charity Registration no:	
--------------------------	--

Company no:	12693267
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5. If you are a branch of or related to a larger organisation, please tell us which one. Please indicate what your relationship is with this organisation.

N/A

6. What are your organisation's overall aims and objectives?

<p>Re:store Axe Valley CIC has been set up to continue what has been established by the Seaton Coronavirus Community Group (SCCG) and to build on the fantastic help provided by volunteers, along with the strong sense of community that has emerged.</p> <p>Re:store aims:</p> <ul style="list-style-type: none"> • To help remove the barriers which have prevented people from living life to the full and to help them flourish. Bring a sense of happiness and belonging to the wider community. • To look after the mental health of our community, build friendships with the isolated, vulnerable and less fortunate. • To connect the community by informing, promoting and working together with local organisations, projects and social groups. • To help organise volunteers to work with local bodies providing teams for community projects. To work with and encourage those out of work looking for experience to benefit from this community spirit. • To establish relationships with local businesses who are able to offer help to those in need locally. Helping to sustain local business whilst also providing support through them to the neediest in the community. • To work with professional care providers and signpost volunteers willing to be more involved in training and support.

SECTION 3: ABOUT THE SERVICE/ACTIVITY FOR WHICH YOU REQUEST A GRANT

Seaton Town Council is seeking to award grants to voluntary, community and similar not-for-profit organisations which provide services that improve the quality of life for Seaton residents.

7. Name of the activity to be funded (write 'core activities' if the grant is to cover the whole of the organisation's activity rather than a specific project or activity):

Headlight Young Persons Mental Health

8. Brief description of the activities

The application is to support us to provide a safe space for 13-18-Year-olds to come together, offer peer support, and access other projects to create well-being around mental health.

By creating a fortnightly space, with a trained mental health youth worker, alongside other activities, such as cooking and arts, we will help young people feel less alone.

This group idea has come from a person who lives in the area, she has disclosed her own challenges with mental health and what supported her / and what didn't during her teen years. Now 21, she said she sees others in the area who need support, and wants to work alongside trained support workers and use her experience to help shape better support locally.

9. What do you expect to achieve through use of the grant?

Following on from this, we reached out to Action East Devon. Their Headlight's peer-support model enables young people to meet others experiencing similar issues in a welcoming, non-judgemental space and enables them to build healthy relationships with peers, support network, family and community. Young people have the opportunity to speak up, share, give and receive support. They do not currently have regular sessions in the Seaton area but know there is a need, from their referral mapping. So by working together we can provide a safe space for our peer group.

10. How precisely will the grant be used to achieve this?

The money will go towards the monthly costs of services which includes staff costs (Action East Devon), volunteer expenses and workshops arranged by Re:store.

11. What evidence is there of a relevant need for these outcomes (stated in Question 9) in Seaton and its communities, and at what level?

From our established link with the community and the greater community network, we know there is a real need for practical support provision for 13-18-year-old locally. The community cafe space is local and well known, and we have links with the local schools and other community groups to help communicate with the groups.

By working with Action east Devon/Headlights they will bring practical mental health support and safeguarding provision.

12. What other provision is there in Seaton which works towards similar outcomes?

Currently there is no provision in Seaton that provides this service with many young people who would benefit currently attending peer support groups run by Action West Devon in Axminster.

13. How many people do you expect to benefit from your activity?

We estimate that over 240 could benefit from this service

14. How will the success of your project be evaluated or measured?

Working with Action East Devon we will have quarterly monitoring reports which will provide anonymous data reflecting the number of young people being supported. This will show the age breakdown of attendees, a narrative of outcomes for young people using the service, along with information on networking and development work during the reporting period.

SECTION 4. GRANT REQUESTED

15. Sum requested as a grant from Seaton Town Council, in words and figures. Please note that the **maximum** amount of grant which will be considered is £1,000

	£1000
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16. Breakdown of the total budget of the activity for which you are seeking funding:

EXPENDITURE	
a. Employee Costs	£600
b. Premises Costs, including utilities	£0
c. Transport Costs	£0
d. Supplies and services costs	£6000
e. Other Costs (specify) Workshop costs	£5000
Total Expenditure (equal to sum of above 5 lines)	£11,100
INCOME	
f. Income from this grant (as in 21 above)	£1000
g. If the total costs of your activity are greater than the amount you are requesting from Seaton Town Council, please tell us how you will fund the rest of the activity. Income from other grants (specify from whom, and whether secured yet) <ul style="list-style-type: none">• Devon Community Grant - Growing Communities - upon completion• Devon Community Foundation - Community Grant	£3000 £2000
h. Income from fees, charges etc	£0
i. Income from fundraising activities	£1000
j. Income from other sources – please specify which - Re:store Axe Valley CIC	£4100
Total income (equal to sum of lines f, g, h, i and j above)	£11,100

17. Describe how your activity is sustainable and other ways in which you will secure funding to carry it out:

The activity is sustainable because Action East Devon have successfully established the initiative elsewhere and through our research we have identified a need for this service in the Seaton area.
It is the intention of Re:store to apply for further funding via sources such as National Lottery, Tesco Grants, Awards for All should our initiative fit within their criteria.

18. What contribution (financial and / or in kind) if any, are you making towards this activity from your own resources?

Re:store are currently forecasting a contribution of £4,100 towards the scheme. We are also contributing volunteers, space and resources to make this scheme a success.

SECTION 5. DOCUMENTS AND ACCOUNTS

19. INSURANCE – Please provide evidence of current:

- Public Liability Insurance covering a minimum of £2 million
- Employer's Liability Insurance, if you are employing staff

If your insurance cover is provided by another organisation, for example through a group scheme, you must provide their name and address

20. ACCOUNTS – You must provide a copy of your audited accounts for the latest complete financial year. If the period covered by these accounts finished before 1 January 2018, or if the accounts have not been audited, or if your organisation has recently been established and you are unable to provide audited accounts, please provide a written explanation:

--

21. Please provide a copy of the following financial information about your organisation's most recent accounts:

Name of Bank or Building Society: The Cooperative Bank	
Account/s Name/s: Re Store	
Account/s Number/s: 65984640	
Sort Code/s: 08-92-99	
Address/s: PO Box 250, Delf House, Southway, Skelmersdale	
Post Code: WN8 6WT	Telephone:

22. Please provide the details of two unrelated signatories to the above account, who can approve withdrawals:

Signatory one (print): Andrew Gwyn Davies
Role in Organisation: Director
Signatory two (print): Ben Tucker
Role in Organisation: Director

23. What level of reserves (savings) do you hold and for what purpose?

£18,660 – the funds in reserve are towards:

- Ongoing employment of Community Co-ordinator for 30 hours per week at £15 per hour. Currently contracted on a 1 year rolling contract
- Community Café maintenance and upkeep costs – approx. £2400 per annum
- CIC running and operating costs – approx. £5000 per annum
- Ongoing support for community groups and projects

24. **Agreement and Undertaking:**

Please read this section carefully before signing. It is your responsibility to ensure your application is properly presented.

- Please ensure you have completed every part of this application form. Omissions of vital information in your application may lead to it being rejected.
- Please ensure that all the necessary supporting information and documentation is provided with this application form. If there are missing documents by the submission deadline date it will lead to the application being refused.
- By signing this agreement you undertake:

Data Protection Act – Seaton Town Council will use the information provided on the application form and supporting documents during assessment and for the life of any grant awarded. In addition, the information and supporting documentation will be used in the analysis of the Council's grant process and for our own research. The Council may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way the Council's funding programme works and the effect they have. The Council recognises the need to maintain the confidentiality of applicants and their details will not be made public in any way, except as required by law.

Freedom of Information Act - The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act the Council will release it, subject to exemptions; although the Council may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

25. Declaration:

I the undersigned agree:

- i. to utilise any grant from Seaton Town Council solely in connection with the activity described in this application form. If for any reason the grant is unused it will be repaid before the end of the twelve-month grant period
- ii. to keep the appropriate officer of the Council informed of any proposed changes to the activity, the organisation's manager or changes in contact details
- iii. to recognise Seaton Council in any and all literature related to the activity.
- iv. to provide the Council with information which will enable the Council to monitor achievement of the stated outcomes. I understand that, if successful in my application, my organisation will be required to provide a report for the Annual Town Meeting.

If the activity which this application relates to involves children, young people or vulnerable adults, I confirm that the appropriate DBS checks will have been obtained for all volunteers, staff and management committee members in direct contact with children, young people or vulnerable adults by the date that the funding of the project is due to commence.

The application form must be signed by the chairperson of the organisation or someone in a similar position. **This should not be the same person as the Main Contact in Section 1.**

Title:	First name(s): Andrew Gwyn	Surname: Davies
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Position within the organisation:	Director
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Home/business address:

12 Beer Road, Seaton	
	Postcode: EX12 2PA
Phone: 07989 216140	Email: agd_7@sky.com

Declaration

The Council will take your signature on this form as confirmation that you understand the obligations under the Data Protection Act 2018 and the Freedom of Information Act 2000 and that you accept that the Council will not be liable for any loss or damage to you in fulfilment of our obligations under the relevant law.

Signature: A. Davies Position DIRECTOR

Date: 02 / 07 / 2023

Application checklist:

Please check that you have enclosed

A copy of audited accounts and annual report	X
Bank statements covering the last three months	X
A copy of your organisation's Constitution (if applicable)	
A copy of your organisation's Terms of Reference or Articles of Association (If applicable)	X
A copy of the certificates of employer insurance (if applicable)	
A copy of the public liability insurance	X
A copy of certificates building/contents insurance (if applicable)	
If your service/activity involves children, young people or vulnerable adults, you are required to verify that CRB checks will have been made by the date that the grant is due to commence by signing the above Declaration. You are also required to submit the following policies for your organisation: Child Protection Policy and Vulnerable Adult Policy.	

If you have any additional information that you would like to add to this application, please attach it to this application form.

RE:STORE AXE VALLEY CIC
ANNUAL REPORT AND UNAUDITED FINANCIAL
STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2022

RE:STORE AXE VALLEY CIC

COMPANY INFORMATION

Directors	Mrs C J Dean-Tribble Mr A G Davies Rev B R Tucker Mr P Johns	(Appointed 4 May 2022)
Company number	12693267	
Registered office	Marshlands Centre Harbour Road Seaton Devon EX12 2LT	
Accountants	Hammett Associates 8-10 Queen Street Seaton Devon EX12 2NY	

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Directors' report	1
Accountants' report	2
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Balance sheet	4
Notes to the financial statements	5 - 9

RE:STORE AXE VALLEY CIC

DIRECTORS' REPORT

FOR THE YEAR ENDED 30 JUNE 2022

The directors present their annual report and financial statements for the year ended 30 June 2022.

Principal activities

Re:Store Axe Valley CIC was incorporated on 23 June 2020. The company is limited by guarantees and its principal activity is provision of other social work activities services.

Directors

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

Mrs C J Dean-Tribble

Mr A G Davies

Rev B R Tucker

Mr S G Smith

(Resigned 19 April 2022)

Mr P Johns

(Appointed 4 May 2022)

Small companies exemption

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

On behalf of the board

Carly Dean-Tribble

.....

Mrs C J Dean-Tribble

Director

Benjamin Tucker

.....

Rev B R Tucker

Director

Andrew Gwyn Davies

.....

Mr A G Davies

Director

Paul Johns

.....

Mr P Johns

Director

Mar 19 2023

Date:

RE:STORE AXE VALLEY CIC

**REPORT TO THE DIRECTORS ON THE PREPARATION OF THE UNAUDITED
STATUTORY ACCOUNTS OF RE:STORE AXE VALLEY CIC**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Re:Store Axe Valley CIC for the year ended 30 June 2022 which comprise the income and expenditure account, the balance sheet and the related notes from the company's accounting records and from information and explanations you have given us.

We have prepared these financial statements based on the accounting records, information and explanations provided by you. We do not express any opinion on the financial statements.

On the balance sheet, you have acknowledged your duties under the prevailing Companies Acts to ensure that the company keeps adequate accounting records and prepares financial statements that give "a true and fair view".

You have determined that the company is exempt from the statutory requirement for an audit for this accounting year. Therefore, the financial statements are unaudited.

The financial statements are provided exclusively to the directors for the limited purpose mentioned above, and may not be used or relied upon for any other purpose or by any other person, and we shall not be liable for any other usage or reliance.

Hammett Associates

.....

Accountants

8-10 Queen Street
Seaton
Devon
EX12 2NY

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2022

	Year ended 30 June 2022 £	Period ended 30 June 2021 £
Income	28,431	15,830
Administrative expenses	(6,405)	(6,199)
	<hr/>	<hr/>
Operating surplus	22,026	9,631
Interest receivable and similar income	5	-
	<hr/>	<hr/>
Surplus before taxation	22,031	9,631
Tax on surplus	1,835	(1,835)
	<hr/>	<hr/>
Surplus for the financial year	<u>23,866</u>	<u>7,796</u>

The income and expenditure account has been prepared on the basis that all operations are continuing operations.

RE:STORE AXE VALLEY CIC**BALANCE SHEET****AS AT 30 JUNE 2022**

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	4		1,292		-
Current assets					
Debtors	5	2,009		69	
Cash at bank and in hand		28,901		10,102	
		<u>30,910</u>		<u>10,171</u>	
Creditors: amounts falling due within one year	6	(540)		(2,375)	
Net current assets			30,370		7,796
Net assets			<u>31,662</u>		<u>7,796</u>
Reserves					
Income and expenditure account			31,662		7,796
Members' funds			<u>31,662</u>		<u>7,796</u>

For the financial year ended 30 June 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Mar 19 2023

The financial statements were approved by the board of directors and authorised for issue on and are signed on its behalf by:

Carly Dean-Tribble

.....
Mrs C J Dean-Tribble
Director

Benjamin Tucker

.....
Rev B R Tucker
Director

Andrew Gwyn Davies

.....
Mr A G Davies
Director

Paul Johns

.....
Mr P Johns
Director

Company Registration No. 12693267

RE:STORE AXE VALLEY CIC

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022

1 Accounting policies

Company information

Re:Store Axe Valley CIC is a private company limited by guarantee incorporated in England and Wales. The registered office is Marshlands Centre, Harbour Road, Seaton, Devon, EX12 2LT.

1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Income and expenditure

Income and expenses are included in the financial statements as they become receivable or due.

Expenses include VAT where applicable as the company cannot reclaim it.

1.3 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to surplus or deficit.

1.4 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

1 Accounting policies

(Continued)

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.5 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.6 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.7 Taxation

The company is exempt from corporation tax, it being a company not carrying on a business for the purposes of making a profit.

RE:STORE AXE VALLEY CIC

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

1 Accounting policies

(Continued)

1.8 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Employees

The average monthly number of persons (including directors) employed by the company during the year was:

	2022 Number	2021 Number
Total	4	4

RE:STORE AXE VALLEY CIC**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 30 JUNE 2022****4 Tangible fixed assets**

	Plant and machinery etc £
Cost	
At 1 July 2021	-
Additions	1,723
	<u>1,723</u>
At 30 June 2022	<u>1,723</u>
Depreciation and impairment	
At 1 July 2021	-
Depreciation charged in the year	431
	<u>431</u>
At 30 June 2022	<u>431</u>
Carrying amount	
At 30 June 2022	<u>1,292</u>
	<u>1,292</u>
At 30 June 2021	<u>-</u>
	<u>-</u>

5 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Corporation tax recoverable	1,924	-
Other debtors	85	69
	<u>2,009</u>	<u>69</u>
	<u>2,009</u>	<u>69</u>

6 Creditors: amounts falling due within one year

	2022 £	2021 £
Corporation tax	-	1,835
Other creditors	540	540
	<u>540</u>	<u>2,375</u>
	<u>540</u>	<u>2,375</u>

7 Members' liability

The company is limited by guarantee, not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding £1.

RE:STORE AXE VALLEY CIC

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

8 Related party transactions

During the year ended 30 June 2022, the company did not enter into any transaction with the related parties.

RE:STORE AXE VALLEY CIC**DETAILED TRADING AND INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 30 JUNE 2022**

	£	Year ended 30 June 2022 £	£	Period ended 30 June 2021 £
Income				
Council grants		-		8,516
Other grants		24,391		1,250
VSR support		3,360		2,688
Private donations		43		60
Other donations		-		1,920
Crowdfunding		-		1,396
Auction sales		637		-
		<u>28,431</u>		<u>15,830</u>
Administrative expenses				
Cafe Expenses	833		-	
Formation expenses	-		27	
Free School Meals Project - expenses	-		3,982	
Christmas Cheer Project - expenses	232		-	
Travelling expenses	363		40	
Covid 19 related expenses	-		42	
Community projects - expenses	3,313		82	
Accountancy	540		540	
Insurance	188		259	
Stationary, printing & advertising	15		1,158	
Telecommunications	72		66	
General office expenses	240		2	
Sundry expenses	178		1	
Depreciation	431		-	
		<u>(6,405)</u>		<u>(6,199)</u>
Operating surplus		22,026		9,631
Interest receivable and similar income				
Other interest received	5		-	
		<u>5</u>		<u>-</u>
Surplus before taxation	77.49%	<u>22,031</u>	60.84%	<u>9,631</u>



COMMUNITY GRANT SCHEME

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

Name	Amount Sought	Detail	Comments
Re:store CIC	£1000	To assist with the funding of providing a safe space for young people aged 13-18 years to support wellbeing around mental health.	Whilst the community grant policy advises applicants that a subsequent application cannot be made within 2 years, Members may wish to make an exception in this case. Restore CIC aims to bring back community spirit and seeks to improve wellbeing. In order to do this, the organisation leads on several very different and separate projects at any given time, all of which meet very different funding criteria. This application is to fund an initiative based on the Action East Devon Headlight peer support model which has proved to be very successful in other areas. There is no other provision to support young people's mental health in Seaton.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	4 September 2023
Item of business	23 COU 14
Details	Report on request for access to carry out works beneath the Underfleet Playpark
Purpose of Report	To consider whether access should be permitted
Power/authority	Local Government (Miscellaneous Provisions) Act 1976 s.19 – power to provide recreational facilities 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 consider whether or not to provide access over and under the Council’s land to carry out the works proposed and, if permission is given, to agree what conditions/should attach thereto.

1. Introduction

Wedgewood Groundworks (‘WG’) approached the Council via email on Monday, 31 July 2023 requesting permission to position a drill on the Underfleet Playpark to do works on behalf of their client - Cavanna Homes – who have built the development known as ‘Driftwood’, on the opposite side of the Underfleet. They confirmed that they had already obtained a Section 50 licence from the Highways Authority commencing on 21 August and ending on 1 September 2023. This is a licence granted under the New Roads & Street Works Act 1991 and permits excavation works under the surface of the public highway.

In order to carry out the works under the licence, their drilling apparatus would need to be sited on the Underfleet Play Park. The first communication that the Council received regarding this work was 31 July 2023 and raised various concerns.

As such, the Facilities Officer met on site with WG’s lead engineer on the 2 August 2023 to discuss their request and highlight the matters which would require addressing.

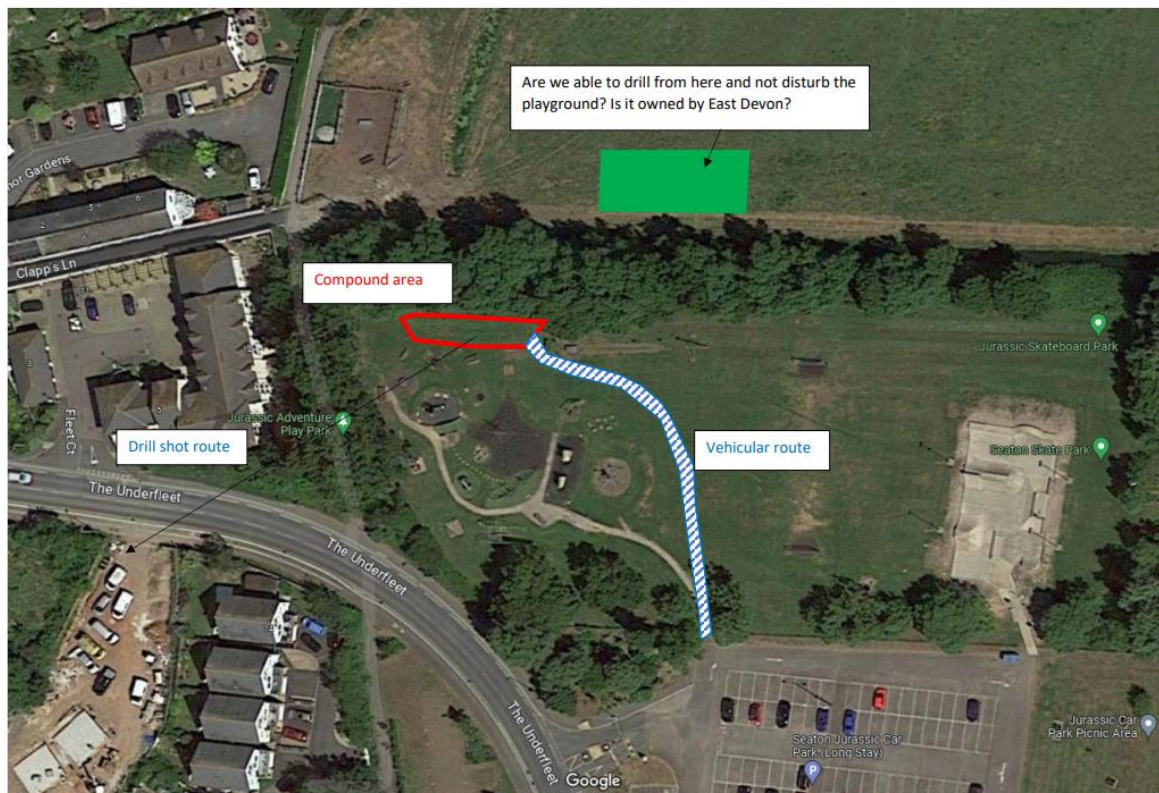
2. Discussions

WG confirmed that they wished to directionally drill a surface water pipe for the 'Driftwood' development on The Underfleet. The pipe would drain into an existing culvert which sits alongside/outside of the Underfleet Playpark. In order to carry out these works WG would need to site THE drill within the playground (to be able to drill at the angle required to install the necessary pipework). The plan below shows the proposed drilling compound (edged in red) and access to the compound would be required from the gate by the car park for a tractor unit for water/removal of drill fluid. A banksman would be used for this, as the playpark is public open space. The drilling compound would be Heras fenced and any open excavations would be covered with road plates for safety. A comprehensive set of Risk Management Method Statements ('RAMS') would be provided by WG to the Council, prior to commencement of the works, albeit these have not yet been received.

The Facilities Officer has asked them to confirm what the alternatives might be, should access be refused, and no response has been received at the time of writing.

3. Map of works

Seaton – Jurassic adventure playground



4. Summary

When considering whether to grant permission for works over the Council's land, there are a number of issues that should be considered as part of Members deliberations:

- no RAMS have been received as yet
- the works will involve drilling under the play park, which could destabilise or damage the concrete bases that the play equipment sit on. No information has been supplied as to how the bases will be checked to ensure their stability after the works have been undertaken.
- as the ground sits on a floodplain, it can easily become waterlogged, when heavy rain falls. Sinkage could occur as a result of the works.
- there are safety concerns, in that Heras fencing can be scaled by individuals and therefore, if the works go ahead, any temporary cavity caused by the drilling would need to be securely covered
- similarly, the play park may need to be closed for the duration of the works for reasons.
- damage to the ground will need to be repaired, and it may not be as solid as currently. No information has been provided as to how the land will be made good.
- compensation may be required from the for the inconvenience for the disruption it would cause and/or a possible surety to cover the cost of any damage

In light of the above, Members may take the view that, without comprehensive further information, to reassure the Council that its land and assets will be protected before, during and after the works, that it would not be prudent at this stage to approve access.

5. Update as at 30 August 2023

It came to the Facilities Officer's attention that the company had brought machinery on to the fields behind the playpark on Tuesday, 29 August and the Facilities Officer, Town Clerk and Cllr Hartnell (who have received concerns from adjacent tenants) attended and spoke to the contractors advising that permission had not been given by the Council and a report was going to Council on Monday 3 September for Members' consideration. The Facilities Officer followed this up with an email confirming that no permission had been granted.

6. Recommendations

It is **RECOMMENDED** that Members consider whether or not to provide access over and under the Council's land to carry out the works proposed and, if permission is given, to agree what conditions/should attach thereto.

ELIZABETH ROAD PLAY AREA

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 29th August 2023

Time Finished: 12.30pm

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets hot in strong sunshine. Rubber crumb is lifting in places	Check written warning. 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, rusty bottom bar	Monitor.
MULTIPLAY	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 tree survey	Monitor

UNDERFLEET

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 29th August 2023

FINISH TIME: 11.30am

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)	Swiss links are notching	Monitor
TITAN (ROTARY)	Hole in uneven matting and matting beginning to separate. Uneven ground	Monitor
SPIDERS WEB	No Hazard	Monitor
CLIMBING WALL	No Hazard	Monitor
DINO (ZIP WIRE)	Uneven ground and matting, wear on platform, tyre stop is cracking up.	Monitor all issues
NEXUS VIPER (ROPE SWING)	Swiss link, shackle and chain link notching, tape added to rope end, hole in uneven matting.	Monitor all issues
WILLY JEEP	General rust & flaking/peeling paint	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
GAPING GHYLL	No Hazard	Monitor
LOPING BALANCE WEAVE	Some cracking in wooden posts	Monitor
WALK/STRETCH POSTS	Some cracking in wooden posts. Missing Astro Turf	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, added more tape
CIRCUS TRAMPOLINE	No Hazard	Monitor
LANDSCAPE TUNNEL	Worn Astor Turf, wobbly middle blocks	Monitor
UNIMINI KERRA (TODDLER UNIT)	No Hazard	Monitor
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	See Tree survey	Monitor