

**To: All Members of the Town Council**

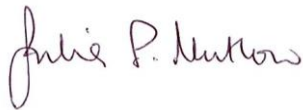
**Annual Meeting of Seaton Town Council  
on Monday, 15th May 2023 at 6pm**

**10<sup>th</sup> May 2023**

You are hereby summoned to attend the above meeting to be held on **Monday, 15th May 2023 at 6pm** at the Marshlands Centre, Harbour Road, Seaton EX12 2LT.

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

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



**Julia Mutlow**  
Town Clerk

## **AGENDA**

- 23/COU/01 Election of Mayor/Chairman for the Municipal Year 2023/2024**
- 23/COU/02 The Mayor/Chairman will read out and sign the prescribed Declaration of Acceptance of Office**
- 23/COU/03 Election of Deputy Chairman/Deputy Mayor for the Municipal Year 2023/2024**
- 23/COU/04 The Deputy Mayor/Deputy Chairman will read and sign the prescribed Declaration of Acceptance of Office**
- 23/COU/05 Apologies for absence**  
To receive any apologies for absence.
- 23/COU/06 Declarations of Interest**  
To receive any Members' declarations of interest in respect of items on the agenda
- 23/COU/07 Minutes**

To approve the minutes of a meeting of Seaton Town Council held on Monday 6<sup>th</sup> March 2023

**23/COU/08 Committee meeting minutes**

To receive, and to adopt the decisions therein, the meetings of the following Committee meetings:

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

**23/COU/09 Public Question Time**

To allow any questions or reports from members of the public.

**23/COU/10 Terms of Reference for Committees**

To review and approve the Council's Terms of Reference for Committees for the 2023/2024 municipal year

**23/COU/11 Appointments to Committees & Working Groups**

To appoint councillors to each of the Council's committees and working groups for the 2023/2024 municipal year

**23/COU/12 Appointments to Outside Bodies**

To appoint Councillors to any outside bodies where the Council is invited to send a representative for the 2023/2024 municipal year

**23/COU/13 General Power of Competence**

To consider whether to adopt the general power of competence

**23/COU/14 Review of Council's Constitutional Documents & Policies**

To review and approve/adopt the standing orders, financial regulations, scheme of delegations, policies and schedules for the 2023/2024 municipal year:

- Standing Orders
- Financial Regulations
- Staff Handbook
- Complaints Policy
- Risk Management Policy
- Risk Register
- Data Protection Policy
- Data Breach Policy
- Member & Officer Protocol
- Freedom of Information
- Publication Scheme
- Health & Safety Policy
- Communications Policy
- Community Grants Policy

- Training & Development Policy
- Memorial Bench Policy
- Non-smoking & Non-vaping Policy
- Lone Working Policy
- Equality & Diversity Policy
- Environment Policy
- Gazebo Hire Policy
- Investment Policy
- Land & Buildings Hire Policy
- Volunteer Policy
- Tree Management Policy
- Statement of Internal Controls
- Scheme of Delegations

**23/COU/15 Budgetary Report – 2022/23**

To receive a report on the outturn position at the conclusion of 2022/23 financial year, including the annual financial statement on allotments.

**23/COU/16 Report of Internal Auditor 2022/23**

To receive and note the report and observations of the Internal Auditor.

**23/COU/17 Annual Governance Statement 2022/2023**

To agree and approve Section 1 - Annual Governance Statement.

**23/COU/18 Accounting Statements 2022/2023**

To agree and approve Section 2 – Accounting Statements and note the explanation of variances.

**23/COU/19 Exercise of Public Rights**

To note and agree the dates for the exercise of public rights.

**23/COU/20 County Councillor Report**

To note the County Councillor's report.

**23/COU/21 Town Clerk's Report**

To note the Town Clerk's report.

**23/COU/22 Annual RoSPA Inspections**

To note the annual inspection reports.

**23/COU/23 Local Government Awards**

To agree to registration for the Quality Standard Award.

**23/COU/24 Progress report on replacement of bus shelters**

To note the progress made.

**23/COU/25 Seaton in Bloom 2023**

To consider whether to hold Seaton in Bloom in 2023.

**23/COU/26 Christmas Lights 2023 onwards**

To consider how the Council should deliver the town's Christmas lights from 2023 onwards (rental or purchase) and to agree the costs thereof and associated budgetary adjustment.

**23/COU/27 Update on Tourist Information Centre**

To note the level of enquiries and also the need for a Volunteer Co-ordinator, to manage volunteers and weekend opening.

**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 28 & 29 on this agenda as there are matters being discussed which may include commercially sensitive information.

**23/COU/28 Report on VAT**

**23/COU/29 Update on Town Hall**