

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Monday, 5 June 2023**

Present:

Chair: Cllr. A. Singh

Town

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

Officers: Town Clerk & Facilities & Projects Officer

Public: No members of the public in attendance

28. Apologies for absence

There were no apologies for absence, but Cllr. Mendham had advised the Town Clerk that she would arrive slightly late to the meeting. She arrived just after 6pm, during the County Councillors Report.

29. Declarations of interest

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

30. Minutes

Members **RESOLVED** to approve the minutes of the meeting of Seaton Town Council held on Monday, 5 June 2023. (proposed Cllr. Hartnell; seconded Cllr. Haggerty)

31. Public Question Time

There were no questions from members of the public.

32. Chairman's Report

Members noted the Chairman's report.

33. County Councillor's Report

Members noted Cllr. Hartnell's updates on the following:

- generally, some highways improvements were slowly being made to the most serious potholes.
- complaints had been received regarding the closure of Harepath Road, as traffic had initially been incorrectly diverted which had caused upset for residents. This had subsequently been rectified and the diversion was scheduled to end on 7 June 2023, but may be extended.
- the Council had received £800 from Cllr Hartnell's Locality Budget, towards the Seaton Summer Celebration. Cllr Hartnell thanks the councillors and officers who had volunteered and worked hard to make the event a success.
- the resurfacing of Fore Street was scheduled for October. Cllr. Hartnell had requested that this work be brought forward but had been advised that this would not be possible unless it deteriorated further in the meantime.
- DCC's finances were still fragile but it had managed to bring in a balanced budget, with a small amount left at the end of the financial year 2022-23.
- there had been a lengthy traffic regulation order (TRO) in place, relating to the public highway adjacent to the Moridunum to enable the developer to lift materials by crane over the top of the Moridunum structure.
- the Moridunum was now being marketed by EDDC but had been incorrectly marketed as available for office use, rather than restaurant use. Officers had been notified and Cllr. Hartnell hoped this would be rectified imminently.
- the issue of motorhome parking on the seafront was discussed. DCC had set up a task group to look at this, and a report was considered by the Scrutiny Committee in March 2023, where it was decided that motorhome parking would be considered on a town by town basis, as it tended to be a bigger problem in coastal towns.

Various matters had to be considered when deciding what the best solution would be. These included, the legal classification of vehicles, recognised disposal points for waste which would have to be in EDDC-owned car parks, whether the same rules would apply to those eligible to free disabled parking and, finally, the issue of residents who currently parked their own motorhomes on the seafront over the winter.

34. District Councillors' Reports

The newly elected and re-elected district councillors had little to report as most of their time had been taken up attending various training courses, in all aspects of the Council's work, since they had taken up office. This had been helpful as many new councillors had been elected. Members noted the position.

35. Town Clerk's Report

Members noted the Town Clerk's report.

36. Beer Men's Shed

Members **RESOLVED** to make a donation of £100 from the community grant budget to the Beer Men's Shed in recognition of their work to revarnish the bench in the town square and noted their thanks to the members of the Men's Shed for carrying out this work. (proposed Cllr. Beer; seconded Cllr. Singh)

37. Update on Tourist Information Centre

Members noted the level of enquiries at the tourist information centre. Furthermore, they were advised that a request for a TIC Volunteer Co-ordinator to manage volunteers, to open at weekends, had been published on social media with no response. However, Cllrs. Dyke & Bowman agreed that they would take up the role and attend a meeting with the Town Clerk and Deputy Clerk to discuss what was required in terms of training, volunteer protocols and all other necessary information. Ideally, they would like to open the TIC for 2 x 2-hour slots on Saturdays, Sundays and Bank Holidays, if sufficient volunteers could be recruited. It was **RESOLVED** that Cllrs Dyke & Bowman would take on this role under the guidance of officers and all action should be in accordance with the Council's Volunteer Policy and TIC risk assessment, once updated. (proposed Cllr. Wood; seconded Cllr. Burrows)

38. Outside Bodies

Cllr. Mendham was appointed as representative to the EDDC Arts & Culture Forum (proposed Cllr. Singh; seconded Cllr. Haggerty) and Cllr Singh was appointed as a substitute (proposed Cllr. Haggerty; seconded Cllr. Beer)

39. Civility & Respect Pledge

Members **RESOLVED** to sign the Civility & Respect Pledge and adopt the associated draft Dignity at Work Policy. (proposed Cllr. Ledger; seconded Cllr. Haggerty)

40. Community Engagement Strategy

Members **RESOLVED** to adopt the draft Community Engagement Strategy, in line with the requirements of the Local Council Awards Scheme. Additionally, the Town Clerk was tasked to make the necessary arrangements for councillor surgeries to be held on Thury Harcourt from 10am to 12am on Saturday, 1 July, 5 August 7 2 September 2023 (proposed Cllr. Haggerty; seconded Cllr. Bowman)

41. Moridunum Wall

Members considered whether an approach be made to East Devon District Council requesting consent to paint the wall of the Moridunum, as a temporary improvement, pending sale by EDDC. Members decided that, as the building was being marketed for sale, and would possibly be demolished, it would not be a good use of the Council's funds to repaint the wall at the current time, even though it would improve it temporarily. However, they **RESOLVED** to write to East Devon District Council to ask whether they

would consider painting the Moridunum to improve its aesthetically which could have the added benefit of assisting to market it. (proposed Cllr. Russell; seconded Cllr. Burrows)

42. Play Park Inspection Reports

Members noted the play park inspections.

Confidential Items

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

43. Update on Town Hall

Members considered a written report by Cllr Wood after her attendance, as the Council's representative, at a recent meeting of the trustees of the Gateway Theatre Company ('GTC'), including questions raised by the trustees. Various questions arose from the report and more information was sought from Cllr Wood. Members also considered the response received from the Theatre Manager. In debate, the following points were discussed:

- the reason that a 30-year lease at a nominal rent was offered to GTC in 2016, was to enable GTC to take ownership of the building and enable them to seek grant funding to improve it as, in many cases, funding could be accessed by charities and community organisations that was not available to local authorities. This and the significant benefit already provided to GTC by the Council (nominal rent and 50% contribution towards maintenance costs), over and above other community groups in the town, should be the basis for future discussions. The point was also made that it was not uncommon, in the current financial climate, for grant funders to require match funding from applicants for any given project so this may be a relevant factor in whether certain grants could be applied for by GTC.
- members were pleased to note that the 2022-23 accounts were with GTC's accountants and would be available shortly.
- details of the 3 grants that had been applied for by GTC were not available, so it was not known whether, if successful, these funds would be restricted in terms of how they could be spent.
- complete records of all GTC's health & safety checks were still awaited, albeit verbal confirmation had been given at the trustees' meeting that GTC was compliant on all aspects.
- the amount held by the Council in an earmarked reserve, for the replacement of the heating at the town hall, currently stood at £34,756. However, it was noted that this had been set aside when the cost of the heating was anticipated to be

much higher than the final quotations. As such, it was likely that, whilst some of the additional funds would be used to carry out other maintenance works at the town hall, such as the clock tower repairs, some of the balance may be moved to other EMRs or projects, as was the usual pattern, when the Council carried out its quarterly budgetary reviews.

- the Council noted that it also currently sets aside an annual budget of £8,000 towards general maintenance at the town hall
- in light of the Council's duty to prudently manage its own budgets, and its duty to the public purse, Members concluded that, without more detailed information, the Council could not properly assess the risk and consider whether further assistance might even be given. The Council agreed that they should proceed in a cautious manner, until further financial information was available, and would not be able to enter into discussions regarding a 5-year maintenance plan until the most recent accounts were available.

Members **RESOLVED** to:

- note the comments in the Gateway's email dated 2 June 2023, responding to the resolution of the Council of 15 May 2023; and
- request a copy of the 2022-23 accounts as soon as they are available and further dialogue could then be entered into regarding the possibility of a 5-year maintenance plan between GTC and the Council, as to future repairs.

(proposed Cllr. Hartnell; seconded Cllr. Burrows)

Meeting closed at 7.24pm

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	3 July 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 June meeting of Council are detailed below.

2. Summary of engagements

- **3 June 2023 - Seaton Summer Celebration** –after a 3-hour drive from Bristol I went to Cliff Field Gardens at 1pm to see how things were getting on with the setup of the Summer celebration. My thoughts on the event:
 - I was pleased to note that due to months of hard work by the Deputy Clerks and her meticulous attention to detail the setup was running like clockwork. I was shocked to hear of Jo’s accident and sent my best wishes to her.
 - the Summer Celebration was a brilliant and inclusive event for all from single parents to families, parents, grandparents and even great grandparents.
 - the feedback I received at the event, and in the weeks afterwards, has been overwhelmingly positive and residents of all ages said they thoroughly enjoyed the afternoon and evening. Several people afterwards remarked that the beauty of the event was that they didn’t have to take any money with them and couldn’t believe it was all free.
 - the town council was commended for the event and I personally would like to thank the officers and volunteers who assisted with the smooth running of the day. Thanks also go to all the community groups who worked with the town council to make the event such a great success. Sadly, I did not get to see all of you, in fact I did not even get to see many of my friends

who attended, due to my commitments compering on stage but I'd like to formally record my thank to all.

- **13 June 2023 – TIC meeting** – I met with The Town Clerk & Deputy Clerk, along with fellow councillors to discuss the way forward to build on the work Hester has done with the new TIC and what would be required to open at weekends. Thanks go to Cllrs. Dyke and Bowman for taking the reins on this.
- **27 June 2023 – Headlight Peer Support Group** – this is a new initiative for the town, held at the Seaton Waffle House, where young people (13-18) who are experiencing emotional and mental health issues can meet peers and receive support in a non-clinical environment.

RECOMMENDATIONS

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

May/June Report – Cllr Marcus Hartnell, Seaton & Colyton Division

New Chair & Deputy Chair

Councillors Percy Prowse and Colin Slade have taken up roles as Chairman and Vice Chairman of Devon County Council. Percy, a retired police officer, is our local Councillor for Duryard and Pennsylvania, and Colin represents our Tiverton East division.

Councillor Prowse confirmed that the focus of his year as Chairman will be young people, youth development and children in care and education.

Low cost broadband and mobile phone packages

The government recognises that people are worried about their household bills and is working with providers to offer social tariffs to those struggling to afford broadband or phone services. Connecting Devon and Somerset (CDS) have a webpage with more information about Social Tariffs including eligibility requirements and how to apply [Social tariffs - Connecting Devon and Somerset](#)

Highways

The Service is working very hard to address the current backlog of safety defects that remain across the network. The winter season has been a real challenge with an extended period of sub-zero temperatures from late November through to the wettest March for over 40 years. The fragile nature of the asset resulted in reports from the public regularly in excess of 400 per day.

Our Term Maintenance Contractor has continued to deploy additional resources to pothole repairs and is focused on the safety of the travelling public. The impact of these additional resources to catch up the backlog is that a number of you will see that works planned for your areas, particularly patching will have been reprogrammed for later in the financial year.

The additional funding announced in the Chancellor's budget is very welcome and will go some way to countering the inflationary impacts of the last couple of years, particularly felt since the war in Ukraine. Details of how the £9.4m of funding is allocated was shared in the Capital report taken to Cabinet in April but I can assure you that all of the monies are being invested into the carriageway with the majority going into the Local Area Capital Programme that you are consulted on by your Neighbourhood Officer.

The next round of 20mph speed limits is moving forward. Each of the recent submissions was considered alongside the first round and reviewed against the criteria agreed by cabinet. The schemes that will be taken forward are

Dolton
Dawlish (Cockwood)
Uffculme

Dawlish (Central)
Black Torrington
Bridgerule
Ottery St Mary

The other significant change we have all experienced over this winter period is an increase in the volume and strength of public abuse. Some of the correspondence I have received is nothing short of vile and totally unacceptable. The worst of this abuse has been seen on social media with explicit threats made to Officers. In response to this increased level of threat, officers have been told that when responding to members of the public they should not provide their surname and send emails from a shared mailbox. Can I take this opportunity to remind Councillors that they should not be disclosing officer's names or email addresses to the general public. Sadly, the threat is very real.

The Highways and Traffic Management Service has just published its new Service Plan which is available publicly via the County Council's web pages. The document has been produced with the input of everyone in the service and lays out the way colleagues want to work with each other and our communities as we go forward.

[Highways and Traffic Management Service Plan - Roads and transport \(devon.gov.uk\)](https://www.devon.gov.uk)

The plan forms part of a much wider Management Framework that will include the recent Highway Infrastructure Asset Management Plan and a future Performance Framework.

Our Five-year Integrated Care Strategy - One Devon

NHS Devon has published its [draft five year strategy](#). The strategy is a statutory document which sets out how the NHS will deliver the Integrated Care Strategy. The document has been circulated widely across the local system to get to this point, including at the DCC Health and Wellbeing Board and DCC Health and Adult Social Care Overview and Scrutiny Committee. The strategy sets out the 12 shared challenges across the local care partnership of the ICS Devon. As a council we have been working hard to support NHS Devon ensure that the voice of adult social care is loud within the document.

The Government's new taskforce on housing for older people

The [new taskforce](#) to help improve housing options for older people is welcome news. There is further welcome news that Lord Best, who helped inform the brief of the taskforce and who has significant experience of housing issues in the southwest, has been appointed as chair of the Devon Housing Commission. This is a great opportunity to put forward the case for the housing needs of Devon's older people particularly given our demographics.

Ofsted Monitoring visit to Devon children's services

In their [latest report](#), Ofsted inspectors say that there are improvements within our Children's Services, but that there is more to do.

"New performance management arrangements, more routine oversight of permanence options and a more open learning culture have resulted in some positive changes and an increased sense of urgency in achieving progress," Ofsted write in their report, published on Thursday 25 May.

"Social workers say that communication from the current senior leadership team is much clearer and that they are more visible outside of County Hall, including offering support to those who are working in under-performing teams," they write.

And "social workers value the support of team managers."

"Corporate and political leaders have added weight to the improvement programme, financially and by strengthening their own governance arrangements," Ofsted say

And "crucially, they are engaging partners outside the county council to support the improvement plan, including neighbouring local authorities."

But while the Ofsted report shows that the council is making headway on its path to improvement, there is more yet to do. "The quality of social work practice across Devon remains inconsistent," they write. Children are still experiencing delays in securing permanent homes. Some children are "left for longer than necessary without action being taken to achieve their long-term permanence."

"Weak management oversight through supervision, insufficient challenge by independent reviewing officers, gaps in recording and poor care planning are often the root cause of these delays," inspectors say. Recruitment of permanent children's social workers remains a significant challenge for the council. "Agency social work staff continue to make up over 40 per cent of the workforce, and in recent months the turnover in this cohort has increased significantly," Ofsted note.

Councillor Andrew Leadbetter, Cabinet Member with responsibility for Children's Services, said: "I am pleased that Ofsted inspectors see improvements across our Children's Service, and that the changes that we have been making are already having a positive impact on some children, and we want to extend that consistently to all children in our care.

"We acknowledge though that consistency is key, and that we need to carry the good practice in some areas to all our teams.

"Recruitment of permanent high quality children's social workers remains a significant challenge, and we're doing all we can to reduce our reliance on temporary agency social workers, and to build stronger and more consistent relationships between social workers and children in care.

"We have some way to go, but as Ofsted report, there is optimism in our teams, we are on the right path, and we are making progress."

END

DISTRICT COUNCILLOR JOHN HEATH

REPORT MAY-JUNE 2023

I have represented ward members from Beer, Branscombe & West Seaton as well as arranging vital site meetings and working with the Beer PC clerk to address the issue with Beach Court car park.

Individual Ward Member's Concerns

West Seaton

1. Signposted a homeowner to the governmental appeals process as she feels she is paying more council tax for her property than other homeowners living in similar properties. I have asked the homeowner to keep me updated.

Branscombe

1. Advocated to housing officers and police on behalf of two ladies suffering anti-social behaviour and threats from a neighbour. I met the ladies at the back of the Branoc Hall with two members of Branscombe parish council. I am waiting on an update from professionals about how they plan to resolve this ongoing situation.

Beer

1. Arranged for an overgrown hedge to be cut down on an EDDC owned property on the Meadows.
2. Arranged for a site visit to a homeowner in Underleys who is experiencing damp in her property. The house inspection took place within two working days.
3. I have met some of the tenants in the Peazen Flats regarding a poor attitude from their housing officer and will be following this up within the next week. I have raised the tenants' concerns with the housing manager.
4. Advocated on behalf of a homeowner on Clinton Rise regarding the preservation of Michael's path as a continuing 'right of way'. There are ongoing discussions with the PROW officer, DCC.
5. Signposted Beer Food Save to charities who may be able to provide grants to assist the project financially.

Community Issues - Beer

1. I am liaising with Kevin Hales, Streetscene operative (fondly known as Bun) to improve disabled access to Underleys by installing a ramp. This is an ongoing project at the moment but should be resolved in due course.
2. Site visit took place between Pete Blyth, beach manager and café owners on 02/06/2023 to discuss 'heavy duty' beach matting such as has been successfully installed in Seaton. This is a three-way funding project between EDDC 50% plus installation, the café owners 20% and Beer Parish Council 30%. Installation taking place week beginning 26/06/2023.
3. Site meeting took place with senior Streetchene managers and portfolio holder for coastal communities to discuss renovation and repair of the Jubilee Gardens on 14/06/2023. Members of Beer Parish Council and the Horticultural Society were present, and a report was generated by EDDC with a plan of remedial/repair works.
4. Meeting is being arranged with Tim Child, Asst Director & Registered Valuer, Place, Assets & Commercialisation, Simon Davey, Strategic Lead, Finance and Paul Hayward, portfolio holder, assets on 13 July. BPC councillors Tim Steven & Brian Potters to join this meeting prior to a formal meeting between EDDC and BPC to discuss the long-standing proposed asset transfer.
5. Resolution of the issues concerning Beach Court car park. Repairing the paving area and landscaping with raised flower beds and a seating area. This will need remedial work on the trees – other cutting back or removing with two replacement saplings in a part of the village where there will no issues. There is an EDDC architect design which will be discussed at next Beer Parish Council meeting.
6. I attended the coffee morning at St. Michael's Church on 03/06/2023 and horticultural society meeting at The Mariner's Hall on 17/06/2023 and will prioritise attending community events as frequently as possible.
7. I have visited Beer Quarry Caves to discuss with the site manager ecological preservation issues.
8. I have reached out for a meeting with Clinton Devon Estates.

Pending

1. There is dialogue with EDDC over the continued neglect of land behind the Peazen Flats. Environmental Health has visited the flats on my request to investigate the rat problem and evidence has been found of infestation into the banking.
2. I have reached out to the Amenities and Events Co-ordinator in Beer over improved youth facilities for older children in the village and intend to invite contributions from Devon County Council – portfolio holder for youth services.
3. I have reached out to Seaton Town Council to make a positive contribution as part of the west area of the town falls within the Beer & Branscombe electoral ward.

Branscombe

1. I attended Branscombe Parish Council meeting on 08/06/2023. No issues were conveyed to me at this meeting other than the issue with anti-social behaviour from an EDDC tenant which led me to advocate on behalf of two immediate neighbours.

Committees and Forums

1. I am a member of the Scrutiny, Overview and Planning committees. This means I will recuse myself from BPC planning committee to avoid any allegations or insinuations of bias.
2. I have been elected as a member of the CGP – Community Grant panel; Budget Setting and Capital Allocations panel; Member Development working party (councillor training); Poverty Working panel. In addition, I have been elected to be a liaison councillor for East Devon Gypsy & Traveller forum and Action East Devon (volunteers). I will share discussions and outcomes with my parish council colleagues as and when necessary, raising any concerns or information relevant to the ward.

John Heath

Updated 26/06/2023.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	3 July 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 summary • approve the initial priorities for 2023-24, pending the outcome of the 2023 consultation

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

- **Town Plan**

- The Council established a 5-year town plan in November 2021, which was developed as a result of the results of a community consultation in 2021. This included short and longer term priorities. The plan was reviewed by Council in April 2022 and new shorter-term priorities were agreed for the municipal year 2022-23, most of which were achieved. (Progress in 2021-22 and 2022-23 are attached as Appendices 1 & 2. However, some of the major projects are still ongoing and likely to be concluded in the first half of the 2023-24 municipal year. Therefore, these priorities have been carried forward and new initiatives such as the Children’s Festival added and these are attached as appendix 3, for approval. These build on the original town plan. Once the community consultation has been carried out in 2023, the whole plan will be reviewed and a further report brought to

Members updating the Town Plan and 2023-24 priorities, depending on the results.

- **Governance**
 - **Code of Conduct** – the Council’s review of the Code of Conduct was deferred some months ago, pending a further review by East Devon District Council of their own Code of Conduct, after the new Monitoring Officer was in situ. However, as Member training has been arranged for early August, the Town Clerk took the view that it was important that the new Code be adopted in advance of that. There for the latest model code has been reviewed in detail by the Town Clerk and brought to this meeting for adoption.
- **Finance**
 - **Grant applications** – a further grant application to the DCC *Growing Communities Fund* has been successful with £3,000 funding being provided towards the Seaton Children’s Festival. The application to the Alpkit Foundation (£300) in respect of the Beach School was not successful, due to the volume of applications received. Therefore, the total grant funding secured in 2023-24 so far stands at £7,400. The Town Clerk regularly considered the criteria for new funding pots and applications are made whenever such pots arise that meet the criteria for the Council’s ongoing projects.
 - **Planter sponsorship** – the closing date for sponsorship was 12 June 2023. The Facilities Officer has arranged signage for new sponsors and these will be distributed to the various sites as they are planted up. The final sponsorship total stands at £1,007 + VAT, which is 100% above target.
- **Correspondence** - various correspondence has been dealt with by officers including a request to the Information Commissioner for a review of a freedom of information requests, queries regarding pensions from a former employee, correspondence with the Council’s tenants advising of the Council’s recent resolution, and day-to-day correspondence answering queries and complaints from members of the public including parking charges, youth provision in the town, weeds, seafront parking and the Seaton Summer Celebration.
- **Local Council Quality Award Application** – the application has been prepared for approval at this meeting.
- **Events** - the Town Council is delivering an extensive schedule of events during 2023, led by the Deputy Clerk, and a separate report item is on the agenda regarding feedback from events that have concluded and progress on those which are still to take place. The Deputy Clerk’s primary focus is currently on the

Children's Festival and Outdoor Cinema as part of the Jurassic-themed weekend at the end of August. A further meeting has been held with volunteers and community groups involved in the Festival.

- **Seaton Chamber** – officers have followed up twice on previous invitations, with further requests to meet with members of the Chamber to discuss the various issues raised by them in emails and in their minutes. A meeting has yet to be arranged.
- **Coast to Country Tourism Project** – a report on the latest meet attended by Cllr Haggerty is a separate item on the agenda. The Town Clerk has had discussions with the Sidmouth councillor leading on this project and received positive feedback by email regarding the work Seaton is currently doing, particularly with regard to accessibility.
- **DALC Larger Councils Forum** – The Town Clerk attended this meeting on 21 June 2023, which discussed such issues as DCC parking charges, the Devon Urban Renewal Project (Seaton Project Board) and devolution.
- **Youth Consultation** – a questionnaire has been circulated to schools in the area and on social media regarding youth provision in the town. The Facilities & Special Projects Officer is leading on this, and so far there has been engagement from both primary and some secondary aged children/young people. 94 responses have been received and it is anticipated that a report will be brought to Council in September.
- **Allotments** – seven warning letters have been sent, asking tenants to tidy their plots by 25 June, in line with the Council's Allotment Rules. One invoice remains outstanding, and a final reminder has been sent. There are 57 people on the waiting list.
- **Beach Access** – officers have been liaising with the producers of The One Show regarding their ongoing interest in this project. After gaining consent, they have been put in contact with local residents (young and old) who are now able to access the beach, as a result of this initiative, and will be returning in mid-July to film the matting being used for a piece that will be broadcast later in the Summer.
- **Planting** – the Council's planting contractor (John Widger), with the assistance of the Town Maintenance Officer has planted all the beds, planted and hanging baskets across the town. Additionally, this year, the two fish sculptures, which were not being used elsewhere in the town have been relocated to the front of Marshlands.
- **Marshlands** – see separate update report.
- **Town Hall** – the heating engineers began the installation of the new heating system on Monday 26 June.

- **Training** – staff have undertaken the following training and development since the last meeting:
 - **Town Clerk** – Council as Landlord Training, & SLCC Joint Branch Meeting with training on Cyber Risk Insurance
 - **Deputy Clerk** – Clerk’s Essential Training – Module 2
 - **Facilities Officer** – Facilities Management Diploma (Level 7) – ongoing

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the summary
- approve the initial priorities for 2023-24, pending the outcome of the 2023 consultation

Seaton Town Council Priorities

Municipal Year 2021/22

(completed priorities are denoted by 😊)

Project	Timescale	
Tourist Information Centre – relocation of TIC to Marshlands seafront offices	😊	
Art Trail Phase 2 – to complete installations	May 2022 – an artist has been commissioned and the artworks will be installed once weather permits	
Museum – in partnership with the Axe Valley Heritage Association, to begin the progress of investigating further the possibility of relocation the town museum.	Ongoing – a working group has now been established and the newly appointed Facilities & Projects Officer will start seeking quotations from structural engineers for consideration by Council in due course. This priority will be carried forward to the next municipal year.	
Tourism - to attend the Travel & Tourism Show 2021 to promote the town	😊	
Marketing – to produce a marketing film and distribute as widely as possible	😊	
Youth Genesis Project - to encourage engagement with the towns young people to establish their needs	😊	
Jurassic Fibre – to finalise the licence and secure the fee of £12,000, subject to planning permission being granted by EDDC	March 2022 – this was placed on hold, as the planning permission took some time to secure, and is now being finalised. This priority will be carried forward to the next municipal year.	
Sensory Garden – working with EDDC, Re:store and other community stakeholders to develop sensory garden in Seafeld Gardens for all ages to enjoy. Completed, all bar the planting and surfacing which EDDC are delivering.	😊	
Community Grants – to encourage engagement with the scheme to ensure maximum benefit to local eligible groups	The level of community grants awarded during 2021/22 stands at £7,920, which is a 16.4% increase over 2020/21.	
Christmas Lights – to work with community groups to re-establish this event after the hiatus in 2020, due to Covid-19	😊	
Marshlands – continuing the programme of works at Marshlands to ensure compliance with all safety and regulatory requirements and the safety of all visitors.	😊	
Town Hall – lease negotiations are ongoing to ensure the lease is fit for purpose for both landlord and tenant	In line with the Council's resolution of 7 February 2022, the variation has been placed on hold for the time being and this priority will be carried forward to the next municipal year.	
Allotments – to facilitate the implementation the works required to repair October 2021 storm damage to the allotments	😊	
Rewilding/trees – to identify further open spaces for rewilding, planting of trees. Silver birches -donated by a member of the public - planted at Seaton Down Hill with area beneath to remain wild.	😊	
Sea wall – to the sea engage contractors to clean wall	😊	
Seafront enhancements – Members will continue to lobby EDDC regarding the redevelopment of the Moridunum and wider redevelopment of the seafront and to make such smaller improvements to the seafront as are feasible within available budgets (such as cleaning the seawall and working with EDDC to pilot the disabled beach access project)	Lobbying EDDC	Ongoing by Members. This priority will be carried forward to the next municipal year.
	Cleaning sea wall	😊
	Disabled beach access pilot	Ongoing. This priority will be carried forward to the next municipal year.
Welcome Back Fund – working with EDDC the following assets have been secured for the town -new circular bench for town square, picnic benches for Marshlands, additional recycling bins, equipment for new sensory garden in Seafeld Gardens	😊	
Local Council Awards – to achieve Foundation Award to demonstrate that the Council operates efficient systems of management, governance and transparency. This was awarded in January 2022.	😊	

Seaton Town Council Priorities Municipal Year 2021/22

(completed priorities are denoted by 😊)







Investment strategy – to develop a strategy for future reserves and investments to ensure the future of the town's assets
















Seaton Town Council Priorities Municipal Year 2022/23





(completed priorities are denoted by 😊)

Project	Timescale	
Art Trail Phases 2 & 3 – to complete installations. Phase 2 an artist has been commissioned and the artworks will be installed once weather permits. Due to the works to West Walk WC's the installation will instead take place on the front wall of Marshlands courtyard. Phase 3 – to work on next phase with a local volunteer, who is curating the art trail – Andrew Gwynn Davies	Phase 2 – first week in September	😊
	Due to a lack of available sites, it has not been possible to progress this further during the year.	
Marshlands Refurbishment – in partnership with the Axe Valley Heritage Association, to begin the progress of investigating further the possibility of relocating the town museum. To arrange regular meetings of the working group, liaison with the Museum Officer at DCC, developing a project plan, start seeking quotations from structural engineers and, subsequently for construction works for repairs to roof, replacement of lift and general constructions works towards moving Museum NOTE – as it was not possible to progress this, the Council revised its plans and is now working with other partners to ensure best use of Marshlands and increase income generation	Working Group Meetings	Curator declined to meet but, instead, intends to write a letter. Letter awaited.
	Project plan inc. budgets and options	😊
	DCC Museum Officer liaison	😊
	Structural engineers' quotations	😊
	Commissioning structural engineers' report	😊
	Construction quotations	😊
	😊	
First Aid Station – to deliver the first aid station in 2022	😊	
Blue Flag - working with EDDC to gain Blue Flag status. Achieved May 2022.	😊	

<p>Public conveniences - to engage with EDDC and research and prepare a report into the possible acquisition, maintenance and ongoing cleaning costs of the existing public conveniences at Marsh Road and Thury Harcourt and whether, if the Town Council took either of these blocks on, there would be a possibility of them being repaired and updated by EDDC as part of their capital repairs programme before such a transfer</p>	 Placed on hold as EDDC have committed to retain the Thury Harcourt public toilets.	
<p>Tourist Information Centre – to open and run the new TIC at Marshlands and to recruit new staff as appropriate</p>	Open and run TIC	
	Recruit new casual staff	Not possible to recruit
<p>Youth Genesis Project - to build on the 'Seaton Streetbase' youth project and assess how it might be improved/progressed</p>	Contract terminated as YG were unable to deliver and a refund of most of their fee secured. Facilities & Projects Officer now gathering data on youth needs in the town with a view to preparing a report to council over Summer 2023.	
<p>Summer beach school pilot programme – to work with the approved supplier to fund and deliver a summer beach school for local children, as a pilot for future schemes</p>	Achieved grant funding of £4,530	
	Deliver Summer Beach School	
<p>Jurassic Fibre – to finalise the licence and secure the fee of £12,000</p>		
<p>Sensory Garden – working with EDDC and other community stakeholders to complete sensory garden in Seafeld Gardens for all ages to enjoy.</p>		
<p>Income generation - research into available grant funding for different projects. To follow up all opportunities for income generation from assets, including refreshment sales from Seaton Down Hill</p>	Grant opportunities: <ul style="list-style-type: none"> • Restore £ 1,350 • National Lottery £10,044 • Locality Fund (DCC) £ 1,500 	Ongoing, as opportunities arise

	<ul style="list-style-type: none"> Quick Win (DCC) £ 9,900 	
	Hire of land and assets: <ul style="list-style-type: none"> Jurassic Fibre £ 12,000 Open Spaces £ 308 Gazebo hire £ 680 Marshlands £ 4,632 	Ongoing 
Events:		
<ul style="list-style-type: none"> Christmas Lights – to look at best options for either entering into a further 3-year contract for Christmas lights or creating a set of columns for the Council to own. Work with community groups to deliver another successful event 		
<ul style="list-style-type: none"> Outdoor Cinema – to deliver an outdoor cinema event for 2022 		
<ul style="list-style-type: none"> Platinum Jubilee Celebration – to work with voluntary groups in the town to deliver community celebration in Cliff Field Gardens 		
<ul style="list-style-type: none"> Fireworks - to investigate further the possibility of a firework display 		 <p>This was not deliverable for H&S reasons raised by stakeholders in the town.</p>
Community Grants – to encourage engagement with the scheme to ensure maximum benefit to local eligible groups. The level of community grants awarded during 2021/22 stands at £7,920.	Ongoing - £7,250 	awarded in 2022-23 to 8

	organisations.		
Community Engagement Strategy – to prepare and implement a policy to improve communications with the community	 Council in June 2023.		
Volunteer programme – to develop a volunteer policy to increase volunteer involvement in improving the town and increase community cohesion	Policy developed and publicised		Recruitment by councillors on specific projects
Disability access to beach – to work with EDDC and help fund a pilot beach accessibility project to improve beach access for wheelchairs, with a view to a larger scheme being implemented depending on the results of the pilot			
Improved disability access to West Walk Public Toilets – to work with EDDC to improve accessibility	Summer 2023 – will be carried out by EDDC as part of the upgrade works to West Walk. No further progress can be made by STC.		
Town Hall – lease negotiations are ongoing to ensure the lease is fit for purpose for both landlord and tenant. In line with the Council's resolution of 7 February 2022, the lease variation has been placed on hold for the time being and will be revisited later in the municipal year. In the meantime, to work with the Gateway on seeking quotations for specialist advice and thereafter the cost of replacing central heating system	Quotations		
	Lease variation.		Postponed for the time being due to the Gateway's financial position.
	Commission of works. Contractor agreed. Liaison with Gateway over suitable dates ongoing. Booked for June 2023.		
Rewilding/trees – to identify further open spaces for rewilding and planting of trees.	Ongoing, as and when appropriate sites arise.		
Litter picking/beach cleaning station – provision of stations to improve the environment			

<p>Floral displays – to increase floral displays and funding thereof by business sponsorship.</p>	<p>Further planters installed in the town. </p>	
<p>Climate change review & improvements – to carry out a review of what action the Council could realistically take to counter the effects of climate change and how it could assist in achieving 'Plastic Free Seaton'. Dependant on outcome of review below, install additional recycling bins and a possible beach toy 'library' to reduce the purchase of new plastic toys and nets</p>	<p>Review</p>	<p>By Spring 2023</p>
	<p>Toy library</p>	<p></p>
<p>Comprehensive review of litter and bins in the town and investigate the cost of provision and emptying of more recycling bins and more bins generally, if considered appropriate. Report in June 2022</p>	<p></p>	
<p>SW in Bloom – to take necessary action during 2022/23 in readiness to submit an application in 2024</p>	<p>Ongoing</p>	
<p>Seafront enhancements – Members will continue to lobby EDDC regarding the redevelopment of the Moridunum and wider redevelopment of the seafront and to make such smaller improvements to the seafront as are feasible within available budgets</p>	<p>Ongoing by Members. Levelling Up bid submitted by EDDC but unsuccessful.</p>	
<p>CCLA Investments – to research and take advice as to whether the Council's finance would be better served by investing in funds, rather than retaining monies purely in Treasurer's Account</p>	<p></p>	
<p>Asset management schedules – once quotations are available, the preparation of asset maintenance schedules and related budgets for the next 2 years</p>	<p>Ongoing</p>	

Seaton Town Council Priorities


Municipal Year 2023-24 (Q.1, Q.2 & Q.3)

(completed priorities are denoted by 😊 and coloured orange)

The priorities will be reconsidered for the second half of the year after the 2023 Community Consultation has been completed.

Project	Timescale	
Marshlands Refurbishment – to build on the work done in 2022-23 and complete the refurbishment of Marshlands and maximise its potential for community use and income generation.	Delivery and project management of construction works.	Anticipated start date August 2023 with completion by December 2023
	Ongoing discussions with potential public sector stakeholders and preparation of a joint business plan to maximise the community uses in the building and increase income generation.	Series of meetings held and next one with a third partner to take place in July 2023. Business plan completion by Autumn 2023
Water Safety Initiative – in partnership with EDDC and the RNLI to deliver the water safety campaign	Launched in May 2023	
Tourist Information Centre – to increase the opening hours of the TIC, via the recruitment and training of volunteers by councillors	Open and run at weekends throughout the Summer season. Anticipated launch 1 July 2023	
Youth Genesis Project - to build on the 'Seaton Streetbase' youth project and assess how it might be improved/progressed. Contract terminated as YG were unable to deliver and a refund of most of their fee secured.	Youth Consultation launched in May 2023 with a view to collecting data and preparing a report to Council in September 2023 as to options that could be delivered within existing budgets.	

<p>Summer beach school programme – to work with the approved supplier to build on the success of the pilot beach school in 2022 and to deliver more sessions for local children in 2023-24.</p>	<p>School holidays throughout 2023-34</p>	
<p>Income generation – to research available grant funding for different projects and increase all opportunities for income generation from assets.</p>	<p>Grant opportunities:</p> <ul style="list-style-type: none"> • Growing Communities (DCC) £ 3,000 • Restore £ 2,000 • Locality Fund (DCC) £ 800 • SW Water £ 600 	<p>Ongoing, as opportunities arise.</p>
	<p>Hire of assets:</p> <ul style="list-style-type: none"> • Marshlands £ 4,587 (Q1) 	<p>Ongoing</p>
<p>Events:</p>		
<ul style="list-style-type: none"> • Christmas Lights – to refurbish the newly acquired Christmas lights and work with community groups to deliver another successful event 	<p>December 2023</p>	
<ul style="list-style-type: none"> • Outdoor Cinema – to deliver an outdoor cinema event for 2023. To deliver an Outdoor Cinema event as part of Jurassic-themed weekend in August 2023 to celebrate 30 years since ‘Jurassic Park’ was released. 	<p>August 2023</p>	

<ul style="list-style-type: none"> • Seaton Summer Celebration – to work with voluntary groups in the town to deliver a community celebration in Cliff Field Gardens, using the model established for the Platinum Jubilee Celebration 	 Delivered June 2023	
<ul style="list-style-type: none"> • Children’s Festival – working with community groups to deliver the inaugural Seaton Children’s Festival – an event for children of all ages with lots of activities 	August 2023	
Community Grants – to encourage engagement with the scheme to ensure maximum benefit to local eligible groups. The level of community grants awarded during 2022/23 was £6,299.	Throughout 2023/24	
Community Engagement – to hold regular councillor surgeries to improve engagement with the community	<ul style="list-style-type: none"> • Surgeries currently scheduled for the first Saturday in July, August and September and publicised on social media and the Council’s website. • To carry out a further Community Consultation in 2023 (August 2023) 	
Volunteer programme – to increase volunteer involvement in the town and increase community cohesion	Recruitment by councillors on specific projects	This will be ongoing throughout the year. Initial project to secure sufficient volunteers to open the tourist information centre at weekends during the Summer
Disability access to beach – to work with EDDC to fund extend beach accessibility by increasing beach matting in 2023 (pilot in 2022) and improve beach access for wheelchairs. To publicise this as widely as possible.	The extended matting was laid in April 2023 and work is ongoing with a national news outlet who will be feature this project on their daily show during the Summer.	
Town Hall – to work with the tenant to arrange essential	Central heating	Anticipated

repairs to the Town Hall including replacement of the central heating system and repairs to the clocktower.		completion – early June 2023
	Clocktower repairs	Anticipated completion – August 2023
Rewilding/trees – to identify further open spaces for rewilding and planting of trees.	Ongoing, as and when appropriate sites arise.	
Climate change review & improvements – to carry out a review of what action the Council could realistically take to counter the effects of climate change and how it could assist in achieving 'Plastic Free Seaton'.	By December 2023	
Floral displays – to increase floral displays and funding thereof by business sponsorship in 2023.	Further planters installed in the town and target for planter sponsorship exceeded by 100% in June 2023.	
SW in Bloom – to establish what action and improvements are necessary in readiness to submit an application in 2024	By October 2023	
Seafront enhancements – Members will continue to lobby EDDC regarding the redevelopment of the Moridunum and wider redevelopment of the seafront and to make such smaller improvements to the seafront as are feasible within available budgets	Ongoing by Members. Levelling Up bid submitted by EDDC but unsuccessful.	
Asset management schedules – preparation and forward planning of asset maintenance schedules and related budgets for the next 2 years	Schedules to be completed by October 2023 in time for the beginning of budget discussions.	

**Minutes of the Planning Committee
Meeting on Monday 19 June 2023**

Present:

Chairman: P Burrows

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

Officers: Town Clerk

Public: No members of the public were present

1. Election of Chairman for the Municipal Year 2023/2024

The Committee unanimously **ELECTED** Cllr Burrows as Chairman of the Planning Committee for the forthcoming municipal year.
(moved Cllr Beer, seconded Cllr Haggerty)

2. Election of Vice Chairman for the Municipal Year 2023/2024

The Committee unanimously **ELECTED** Cllr Beer as Vice Chairman of the Planning Committee for the forthcoming municipal year.
(moved Cllr Haggerty, seconded Cllr Singh)

3. Apologies for absence

Apologies for absence were received and accepted from Cllr Brooks.

4. 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 23/1214/TRE, Check House, 61 Beer Road, Seaton EX12 2PR as his wife and daughter work at Check House. He would not take part in the debate or vote on this application.

5. Minutes of the Planning Committee meeting held on Monday 3rd April 2023

The Committee **RESOLVED** to agree the minutes of the meeting held on 3rd April 2023.
(moved Cllr Burrows; seconded Cllr Beer)

6. 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.

7. 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.

8. Public Question Time

No questions from members of the public.

Applications for consideration:

9. **23/1140/FUL** **Mr & Mrs Kruijsse** **Wildwoods, 9 Seaton Down Close,
Seaton EX12 2JB**
Single-storey extension and re-alignment of the roof.

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

Cllr Burrows left the room and the Vice Chairman, Cllr Beer, took the chair for the following application.

10. **23/1214/TRE** **Mrs Karen Real** **Check House, 61 Beer Road, Seaton
EX12 2PR**
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.

The Committee **RESOLVED** to propose no objection to the application and would support the recommendation of the East Devon District Council's Arboricultural Officer.
(moved Cllr Haggerty; seconded Cllr Singh)

Cllr Burrows returned to chair the meeting.

11. Planning Comments

There were no comments for circulation.

12. Decisions

To note planning decisions made by East Devon District Council:

- a) **23/0505/FUL – Haven House, Couchill Lane, Seaton** Erection of single storey extension to south-west elevation – **APPROVAL** – standard time limit.
- b) **23/0492/PIP – 138 Harepath Road, Seaton** Permission in principle for a proposed dwelling – **PIP Grant of Permission in Principle..**
- c) **23/0576/VAR – Willoughby House, Fore Street, Seaton** Variation of condition no. 2 (approved planning permission 22/0653/FUL Change of use from Office (use class E)(i) and alterations of Willoughby House to create 2no. dwellinghouses (use class C3). Erection of 3no. dwellinghouses with integral garages, plus formation and layout of internal access road and parking). Creation of pedestrian access to Underfleet including construction of steps.) Condition changed to reference drawings) – **APPROVED** – with conditions.
- d) **23/0316/FUL – 14 Churston Rise, Seaton** Proposed roof extension to include new roof dormer, enlarged first floor window on front elevation – **APPROVED** – standard time limit.
- e) **23/0626/TRE – 11 Honey Ditches Drive, Seaton** T1: Himalayan cedar, prune 2 - 3m off the lower branch ends to a height of approximately 5m to include the branch ends that are over the property roof ; prune the lower limbs that are close to the street lamppost taking back by approx. 1m - 1.5m; ensuring that the pruning is targeted and sympathetic to the shape and health of the tree – **APPROVED** – with conditions.
- f) **23/0215/FUL – 36 Fore Street, Seaton** Demolishing the existing rear extension and replacing it with a new one-storey extension, increased width but reduced length leaving the same roof height – **APPROVED** – with conditions.
- g) **23/0690/TRE – Seaton Down House, Seaton Down Hill, Seaton** T1: Oak 1. Reduce the upper canopy by approx. 3m with maximum diameter cuts of 10 cm, the eastern part of the split fork at approx. 6-7m will be removed 2. Reduce lateral spread on the west side over the field by up to 2m with maximum diameter cuts of 7.5 cm 3. Reduce lateral spread to the east, over the garden by up to 1m with maximum diameter cuts of 4 cm – **APPROVED** – with conditions.
- h) **23/0595/FUL – Land North Of Driftwood Close, Seaton** Development of two

detached two storey dwellings and garages including access and landscaping –
WITHDRAWN.

- i) **22/2518/FUL – Flat 9, Great Tattenhams, Seaton Down Hill, Seaton** Proposed formation of balcony above flat roof, alterations to windows, installation of shed and retention of existing garden studio – **APPROVED** – with conditions.
- j) **23/0678/FUL – 68 Scalwell Lane, Seaton** Upward extension, enlargement of roof through side dormer and alterations including application of render and cladding and installation of solar pv – **APPROVED** – standard time limit.
- k) **23/0489/TRE – 9 Garrett Close, Seaton** T1: Sycamore - fell. Infected with sooty bark disease. T2: Sycamore - fell. Kretzshmaria in cavity at base. T3: Sycamore - fell. Dying back due to sooty bark disease – **APPROVED** – with conditions.
- l) **23/0682/TRE – 5 Major Terrace, Seaton** Sycamore: crown reduction of less than 2m, and crown raise by 1.5m above the garden of 23, Major Terrace – **DECIDED** – split decision. **Permission granted** for Sycamore trees -crown reduction of less than 2m. **Permission refused** for Sycamore tree - crown raise by 1.5m above the garden of 23, Major Terrace as the proposed crown lifting of the sycamore tree over the garden of 23 Manor Court does not appear to be necessary or justified, the works would detract from the appearance of the tree and the amenity it provides. The harm is considered not to be justified and permission for this element of the application is refused.
- m) **23/0631/FUL – 3 Rowan Drive, Seaton** The erection of a single storey rear extension and internal alteration works – **APPROVED** – standard time limit.
- n) **23/0302/FUL – 1 Greenway, Seaton** Two-storey side extension replacing the existing garage – **APPROVED** – with conditions.
- o) **23/0777/FUL – 16 Meadow Road, Seaton** Single storey side and rear extension – **APPROVED** – standard time limit.

The meeting closed at 5.49pm.

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	3 July 2023
Item of business	23 COU 10
Details	Report on Tourist Information Centre (‘TIC’)
Purpose of Report	To provide an update on tourist information enquiries and an update on TIC cover at weekends
Power/Authority	Local Government Act 1972, s144 – power to encourage visitors
Recommendations	It is RECOMMENDED that Members note the update.

1. Background

The new tourist information centre opened on the seafront-side of the Marshlands Centre on 11 April 2022. In order to inform future decision making, the Town Clerk considered that it may be helpful to Members to provide regular updates as to the level of enquiries being received.

2. Summary of enquiries

The table below provides a summary of the enquiries received since the Council took the service back in-house in 2021:

Month	Visits		Telephone		Total STC/TIC Enquiries
	STC/TIC	STC/TIC	STC/TIC	STC/TIC	
2021/22 (May-Oct) (Harbour Road)	187		117		304
	STC	TIC	STC	TIC	
2022/23	825	2007	687	100	
	2023/24				
	STC	TIC	STC	TIC	
April	72	187	47	8	314
May	122	193	65	4	384
June (to 28/6)	102	295	75	11	483
July					

August					
September					
October					
November					
December					
January					
February					
March					
2023/24 TOTAL					1181

3. Opening hours

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

Reports was brought to Council on 15 May and 5 June 2023, highlighting the need for an individual to act, on a voluntary basis, as a Volunteer Coordinator, if the service was also to open at weekends.

Cllrs. Dyke & Bowman volunteered to jointly co-ordinate the recruitment, induction and management of a rota of volunteers for weekend opening over the Summer holidays and a meeting with officers to discuss what is involved took place on 12 June. A training session was subsequently arranged on the 17 June 2023.

The current intention is for the tourist information centre to open on Saturdays & Sundays, between 10am and 2pm, from 1 July until the end of the school Summer holidays on 3 September.

4. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the update

Council Name: Seaton Town Council
Date of application: 4 July 2023
Award level applied for: Quality Standard

Local Council Award Scheme application form

This document is a resource for Local Councils taking part in the Local Council Award Scheme

My council has not registered to take part in the scheme – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

My council has the relevant criteria in place and has already registered with NALC – you can complete this document and submit it to your local accreditation panel. This will help them find the necessary information and make sure they don't miss any details by mistake.

Tip – proving a web link to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. So instead of <http://www.nalc.gov.uk> use <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

Tip – some information and documents are not required to be published online. To keep things simple email these to the panel coordinator at the same time as providing this document. That way they have all the information in one place.

Tip – Don't forget to read the full criteria in the Local Council Award Scheme guide. This form just has the summary, but there is further essential information in the guide which can be downloaded from <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

What criteria do I need to meet for each award level?

If you are applying for Foundation – just the Foundation criteria

If you are applying for Quality – both Foundation and Quality criteria

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria

If you are unsure what criteria you are required to submit please check with your County Association.

Council Name:
Date of application:
Award level applied for:

Seaton Town Council
4 July 2023
Quality Standard



<p>The Council confirms by resolution that all documentation and information is in place for a specified award</p>	<p>Does the council meet this requirement?</p>	<p>Hyperlink to council resolution: TO BE INSERTED AFTER JULY MEETING</p>
<p>Criteria</p> <p>Please note that the review dates for each policy are detailed in the introduction/index (link below):</p> <p>Chapter-1-Introduction-to-the-Constitution-July-2023.pdf (seaton.gov.uk)</p>	<p>Do you meet these criteria?</p> <p>Yes</p>	<p>Where are these published online?</p> <p>Most are published on the Council's website - Official Site of Seaton Town Council Seaton Devon – and links are listed below to the specific documents detailed. Items that are not available on the website are highlighted in yellow on the application and attached as a document pack, with index to the email accompanying the application.</p>
<p>1 Its standing orders</p>	<p>Yes</p>	<p>Chapter-2-Standing-Orders-May-2023.pdf (seaton.gov.uk)</p>
<p>2 Its financial regulations</p>	<p>Yes</p>	<p>Chapter-3-Financial-Regulations-May-2023.pdf (seaton.gov.uk)</p>
<p>3 Its Code of Conduct and a link to councillors' registers of interests</p>	<p>Yes Link to be added after July meeting</p>	<p>There is a link from the Council's website to East Devon District Council's website where copies of the registers of interest are available: Seaton Town Council - East Devon</p>
<p>4 Its publication scheme</p>	<p>Yes</p>	<p>Chapter-13-Publication-Scheme-May-2023.pdf</p>

Council Name:
Date of application:
Award level applied for:

Seaton Town Council
4 July 2023
Quality Standard

		seaton.gov.uk
5 Its last annual return	Yes	AGAR-2022-23-Explanation-for-material-variances-signed.pdf (seaton.gov.uk)
6 Transparent information about council payments	Yes	All payments are published reported to F&GPC. Link to sample agenda pack below. FGP-COMBINED-Agenda-Reports-16-January-2023.pdf (seaton.gov.uk) Also, all payments of £500 and over are published on the Council's website. Payments-500-and-over-Q4-January-March-2023.pdf (seaton.gov.uk)
7 A calendar of all meetings including the annual meeting of electors	Yes	Meetings, agendas & minutes - Seaton Devon
8 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	Links below to all the minutes for Council and committees for the municipal year 2022-23: Council Archives - Seaton Devon Finance & General Purposes Committee Archives - Seaton Devon Planning Committee Archives - Seaton Devon
9 Current agendas	Yes	To be inserted after agenda published
10 The budget and precept information for the current or next financial year	Yes	The link below provides details of the current precept and a link to a copy of the Council's budget for 2023-24: Annual-Budget-2023-24.pdf (seaton.gov.uk)
11 Its complaints procedure	Yes	Chapter-6-Complaints-Policy-May-2023.pdf (seaton.gov.uk)
12 Its accessibility statement	Yes	Accessibility-Statement-June-2023.pdf (seaton.gov.uk)
13 Its privacy notice	Yes	Privacy Notice - Seaton

Council Name:
 Date of application:
 Award level applied for:

Seaton Town Council
 4 July 2023
 Quality Standard

		Devon
14 Council contact details and councillor information in line with the Transparency Code	Yes	Councillors - Seaton Devon
15 Its action plan for the current year	Yes	<p>The following 5-year plan was developed as a result of a community consultation undertaken in 2021: Town-Plan-2021-2026-Update-April-2022.pdf (seaton.gov.uk)</p> <p>The following links highlight the progress made in the 2 years since the consultation:</p> <p>Completed-Town-Plan-Priorities-2021-22-.pdf (seaton.gov.uk)</p> <p>Plan-progress-2022-23.pdf (seaton.gov.uk)</p> <p>Some of the major projects above, forming part of the 2022-23 priorities, have been carried forward and are ongoing including the refurbishment of Marshlands, essential works to the Town Hall and delivery of events including the Summer Celebration, Outdoor Cinema and inaugural Children’s Festival. Therefore, priorities for the first part of 2023-24 are attached (insert link) and these will be reviewed, once the results of the 2023 consultation are known.</p>
16 Evidence of consulting the community	Yes	The Council carried out a comprehensive community consultation in 2021 in the

Council Name:
Date of application:
Award level applied for:

Seaton Town Council
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		<p>format attached, which provided the basis for the 5-year Town Plan (see 15 above).</p> <p>A further updated consultation is planned for Summer 2023. As with the 2021 consultation, this will be publicised via the Council's website, social media, press releases and a poster campaign with electronic and paper copies being available to serve the widest demographic in the town.</p> <p>Currently, the Council is undertaking a specific youth consultation with the town's young people which has been publicised via social media (link below) and the local primary and secondary schools. STC Youth Activity Questionnaire (microsoft.com)</p> <p>Additionally, the Council holds monthly surgeries where members of the public can meet councillors and highlight issues and concerns. The next 3 are scheduled for the first Saturday in July, August & September.</p> <p>Finally, officers meet regularly with the town's community groups to engage with them and work with them on events and activities that the Council is delivering. A recent example was the Seaton Summer Celebration which was a free event attended by over</p>
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		2,000 people delivered in conjunction with 14 different community groups. An example of the minutes of one of those engagement meetings is attached.
17 Publicity advertising council activities	Yes	<p>The Council publicises its activities via its website, social media, press releases to local online and traditional media outlets including Seaton Nub News, local radio and the Midweek Herald and poster campaigns locally on noticeboards, shops and public buildings. Below is a link to the Council's Facebook page displaying various events:</p> <p>(2) Facebook</p> <p>Also attached are representative examples of a publicity plan, a press release and publicity materials (which were produced in poster, flyer, banner and digital form).</p>
18 Evidence of participating in town and country planning	Yes	<p>The Council's Planning Committee meets every 2-3 weeks, depending on applications coming forward, and examples of a recent agenda and minutes are found at the links below:</p> <p>Planning-Agenda-19th-June-2023.pdf (seaton.gov.uk)</p> <p>Signed-Planning-Minutes-20th-March-2023.pdf (seaton.gov.uk)</p> <p>Applications are considered in line with the Council's Environment Policy.</p> <p>Chapter-23-Environment-Policy-May-2023.pdf</p>

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		seaton.gov.uk
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The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
19 A risk management scheme	Yes	Chapter-7-Risk-Management-Strategy-May-2023.pdf (seaton.gov.uk) Chapter-8-Risk-Register-May-2023.pdf (seaton.gov.uk)
20 A register of assets	Yes	See attached.
21 Contracts for all members of staff	Yes	See template attached. All staff, except the Town Clerk, have a contract in this format. The Town Clerk's contract is in the form of the SLCC Model Contract. Individual contracts, appropriately redacted, can be supplied if required. Please also see minutes relating to most recent appointment to the staff in February 2022. Signed-Minutes-Full-Council-7-Februry-2022.pdf (seaton.gov.uk)
22 up-to-date insurance policies that mitigate risks to public money	Yes	See attached.
23 Disciplinary and grievance procedures	Yes	The Council's disciplinary and grievance procedures broadly follow those set out in the NALC 2019 Model Policies and are set out in the Staff Handbook: Chapter-4-Staff-Handbook-May-2023.pdf (seaton.gov.uk)
24 A policy for training and training and development of and councillors	Yes	Chapter-18-Training-Development-Policy-May-2023.pdf (seaton.gov.uk)
25 A record of all training	Yes	See attached training record.

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undertaken by staff and councillors in the last year		
26 A clerk who has achieved 12 CPD points in the last year	Yes	See attached CPD record

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The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 Draft minutes of all council and committee meetings within four weeks of the last meeting	Yes	Meetings, agendas & minutes - Seaton Devon
2 A Health and Safety policy	Yes	Chapter-14-Health-Safety-Policy-May-2023.pdf (seaton.gov.uk)
3 Its policy on equality	Yes	Chapter-22-Equality-Diversity-Policy-May-2023.pdf (seaton.gov.uk)
4 Councillor profiles	Yes	Councillors - Seaton Devon
5 A community engagement policy involving two-way communication between council and community	Yes	Chapter-32-Community-Engagement-Strategy-June-2023.pdf (seaton.gov.uk)
6 A grant awarding policy	Yes	Chapter-16-Community-Grants-Policy-May-2023.pdf (seaton.gov.uk)
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting	Yes	There is a public Q&A forum in the Annual Town Meeting. See agenda below. Annual-Town-Meeting-2023-Agenda.pdf (seaton.gov.uk)
8 An action plan and related budget responding to community engagement and setting out a timetable for action and review	Yes	The following plan was developed as a result of a community consultation undertaken in 2021: Town-Plan-2021-2026-Update-April-2022.pdf (seaton.gov.uk) The following links highlight the progress made in the 2 years since the consultation: Completed-Town-Plan-Priorities-2021-22-.pdf (seaton.gov.uk)

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		<p>Plan-progress-2022-23.pdf (seaton.gov.uk)</p> <p>Some of the major projects above are still ongoing, and taking up most officer time, such as the series of events the Council is implementing, running the new TIC, and major refurbishment works to the two buildings owned by the Council. Additional priorities will be added once the results of the updated consultation are known.</p> <p>The budget can be found at the following link and budget cost centres 227 (events) & 280 community, in particular relate, to projects arising from the community engagement process.</p> <p>Annual-Budget-2023-24.pdf (seaton.gov.uk)</p>
<p>9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins</p>	<p>Yes</p>	<p>See Annual Report 2022-23.pdf and the Council's website at www.seaton.gov.uk which provides information about how to become a councillor, elections, casual vacancies and links to the Council's social media and news feeds which provide regular bulletins about the Council's activities, councillor surgeries and other Council news.</p>
<p>10 Evidence of helping the community plan for its future</p>	<p>Yes</p>	<p>The Council plays an active role in Seaton Project Board. This was established as part of an initiative by Devon County Council and facilitated by East Devon District Council and Seaton Town Council. Consultants were engaged to look at 8 towns in Devon and identify opportunities for urban renewal. As well as some small scale 'quick win' funding provided to the Town Council, the project has also established an evidence base for each town so that, as and when, future funding pots become available, the</p>

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		town has readily available data to support applications. All three councils met regularly with community stakeholders in the town such as business representatives, Seaton Chamber and local community. Evidence of this project can be seen in the sample minutes attached.
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The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
11 a scheme of delegation (where relevant)	Yes	Chapter-34-Scheme-of-Delegations-to-Officers-Committees.pdf (seaton.gov.uk)
12 at least two-thirds of its councillors who stood for election	Yes	Seaton has 12 town councillors who were all elected in May 2023
13 an annual report that is actively shared with the community	Yes	See the Annual Report 2022-23 attached which was shared on the Council's website, at the annual meeting, on social media and in the Council's offices.
14 Evidence of a customer service in how the council handles correspondence with the public	Yes	<p>The Town Clerk has delegated authority to respond to all correspondence providing information or where a decision has already been made by the Council. Chapter-34-Scheme-of-Delegations-to-Officers-Committees.pdf (seaton.gov.uk)</p> <p>Correspondence is summarised in the monthly Town Clerk's Report to Council. Example below:</p> <p>23 COU 08 - Town Clerk's Report.pdf</p> <p>Where a decision is required, correspondence is referred to Council. An example is attached in the agenda and minutes links below relating to an email received from a member of the public relating to motor home parking on the seafront.</p> <p>Council Agenda - 6 June 2022.pdf</p> <p>Council Minutes - 6 June 2022.pdf</p>

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15 a qualified clerk	Yes	See CiLCA certificate attached.
16 a formal appraisal process for all staff	Yes	Annual appraisals are held with all staff in line with the staff handbook. Chapter-4-Staff-Handbook-May-2023.pdf (seaton.gov.uk) Appraisals were last undertaken in March 2023 in the form of the attached appraisal template.
17 a training policy and record for all staff and councillors	Yes	Chapter-18-Training-Development-Policy-May-2023.pdf (seaton.gov.uk)

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The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community		
2 An annual report, online material, news bulletins and other council communications with evidence of		
a engaging with diverse groups in the community using a variety of methods		
b community engagement influencing council activity and priorities		
c A wide range of council activities, including innovative projects, that produce positive outcomes for the community		
d co-operating constructively with other organisations		

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Criteria	Do you meet these criteria?	Have you provided these to the accreditation panel?
3 Ensures that the council delivers value for money		
4 Provides leadership in planning for the future of the community		
5 Engages with the community on issues related to the environment and climate change		
6 Manages the performance of the council as a corporate body		
7 Manages the performance of each individual staff member to achieve its business plan		

23 COU 13 - UPDATE ON THE COAST MEETS COUNTRY IMAGINARIUM

(Report by Cllr Haggerty as The Council's representative)

11/06/23 VICTORIA HOTEL SIDMOUTH 09.00AM TILL 13.00

From its initial launch, set up as a result of initial funding of £157,000 provided by the EDDC Innovation and Resilience Fund, the Imaginarium is an exciting project and involves a positive, group of town councillors, EDDC councillors, EDDC finance & marketing organisations who have been funded via the initial grant.

Promotional town videos have been designed, funded, and completed for the towns taking part:

- Visit Seaton
- Visit Budleigh
- Visit Honiton
- Visit Ottery St Mary
- Visit Sidmouth

This incentive is also part of every participating person thought and imagination improving the East Devon Tourism offering/brand and who it competes with.

It's vital that every council, councillor - town, district and county - together with tourism portfolio holder and MPs Simon Jupp and Richard Foord, and every business and attraction, who want to see change and improvement & growth in East Devon tourism, during the next 3 years and onwards to 2030 and then 2050, work together to support this.

Every part of the carbon footprint in East Devon is relevant, new homes for people to live, homes for workers. All transport links (road, rail, and airport).

Important change factors so far

1. What can we lead on?
2. What's needed to involve influence we can work with?
3. Priority actions for the organisation and towns
4. Long terms goals, what needs to be started now,
5. What is needed in each resort
6. Positive attitudes to change and challenges
7. Mentoring the change
8. Change maker champions
9. How will the area change
10. The stewardship of change
11. Realistic budgets and possible precept
12. Links with all groups
13. Motor home visitors
14. Coach groups tourism
15. Rail and road visitors
16. Electric water boat taxi
17. Complete connectivity

18. Every business and attraction increase in revenue
19. Communities, tourism plans, partnerships, support
20. Reviewing of town plans to allow things to happen

The aim of Coast meets Country in East Devon is simple. It encourages everyone to champion their towns.

Let's take Seaton, who I must say was mentioned many times at this meeting, first because of our successful Seaton Summer Celebration in the CFG and also due to the accessible beach matting project that the Council worked with EDDC and DCC on to achieve. This was followed up by Cllr Hilary Nelson (Sidmouth Town Council) and I have included below her email, along with replies from myself and the Town Clerk.

Our specialist independent town shops were also mentioned, all in all a very positive discussion happened and not prompted by me, but by other councillors from Honiton and Sidmouth.

The Wetlands, Seaton Tramway and the flat seafront path were also positives that were mentioned.

As the STC representative, with my EDDC hat on as well, working with both Cllr Hartnell and Cllr Ledger from an EDDC position, we will improve and solve issues together.

As a council, we must discuss debate and decide what this team of councillors and officers can do during the next 4 years and build on the solid 5 year plan that was adopted in 2021.

Our parking, our signage, motor caravans, our shops, what we need to attract businesses, and to sustain who and what we have. Tina Veater, who is part of the ongoing work, did a presentation to the Seaton Chamber businesses will be asked to consider a membership fee to keep the platform going after the initial funding has ended. This could be a problem as a membership fee will also be asked for from the new chamber in the next few weeks.

The Coast meets Country is a very important and varied funded incentive, I believe it has the ingredients to achieve results over the next 3 – 20 years with everyone working together for the same result.

Change has to happen to improve, it can't all happen overnight, but it can and will happen in each town, as long as everyone accepts change and progress as it happens. I will suggest we look at funding a 360 video of our shopping area, an edit of the towns Christmas video, I do suggest George, university graduate from Seaton who worked with STC on the Making Seaton Sparkle at Christmas video, as we all came out of covid. I will also recommend George to this group and other EDDC groups and towns with similar requirements.

My own national & international tourism contacts will help a lot with this project as it unfolds achieving results with individual councils working together, the Seaton

Chamber has a role to play with the business sector. The tramway and wetlands need to be major players also and I will speak to those concerned for Seaton.

There is a lot happening now in the background, I do look forward to the next meeting of this group.

Cllr Del Haggerty

Seaton Town Councillor

EDDC Councillor Seaton Ward

Appendix 1 – Emails

On 14 Jun 2023, at 20:22, Hilary Nelson <cllrhilarynelson@gmail.com> wrote:

Dear Del,

First of all I wanted to thank you for coming to the Visionarium yesterday and for your very valuable contribution to our discussions. We are busy collating all the feedback and look forward to sharing the results with you shortly.

I thought I would pass on that Louise and I spoke at the EDTN event this morning, which focussed on sustainability, accessibility and inclusivity. We were able to talk about all the good work that is going on across our partner towns, and a major part of our presentation was talking about the work that the community, businesses and the Town Council have undertaken to make Seaton an accessible destination. We were also able to share the new Visit Seaton video with delegates. I wanted to share with you that we had many really positive comments about the work that you are all doing and especially about the beach ramp project, which Nicky Dack spoke about so powerfully in the video.

I hope that the meeting between Tina and the Chamber went well this evening. We discussed yesterday having a telephone catch up about the project and how it could work for Seaton, so please let me know when's good for you and we can arrange a time.

Best regards

Hilary

From: cllrdelhaggerty <cllrdelhaggerty@seaton.gov.uk>

Sent: Wednesday, June 14, 2023 10:02 PM

To: Hilary Nelson <cllrhilarynelson@gmail.com>

Cc: Louise Cole <louisemcole@outlook.com>; Town Clerk <townclerk@seaton.gov.uk>

Subject: Re: East Devon Tourism Network/Visit Seaton

Hi Hilary

Thank you for your email.

*Seaton has so much to offer as part of the
This project, as well as everyone stepping up
To be part of an exciting future.*

We are very lucky here in seaton that our town clerk & officers who we know as team seaton are so motivated in ensuring each project the STC produce is planned to perfection. I look forward to writing my update report for STC.

*Im happy to speak with you and or Tina any day after 3.30pm. Sadly I could not be at
The chamber tonight, but I'm sure it all*

Went well for Tina.

Hopefully speak tomorrow or Friday

Kindest regards

Cllr Del Haggerty

Seaton Town Councillor

EDDC councillor seaton ward

CllrDelhaggerty@SEATON.GOV.UK

From: juliamutlow<townclerk@seaton.gov.uk>

Sent: Thursday, June 15, 2023 08:48 PM

Dear Hilary

Thank you for taking the time to let us know this.

The Council developed a promotional film a couple of years ago based around the message that Seaton is a town where 'everyone is welcome'. We reinforce that with the events the Town Council delivers such as the Seaton Summer Celebration where we recently hosted some 2200 people of all ages, from children to elderly residents with dementia and may young adults with disabilities. Everyone had a marvellous time and we are very proud of the inclusivity that the town genuinely offers.

The beach matting project, which we delivered in partnership with EDDC and some funding from DCC, is a big part of that offering and was extended this year and will feature later in the year on The One Show who are doing some more filming this month. We also meet regularly with Nicky, who is our Disability Champion, and it is really helpful to understand things from her perspective and where we can improve things. Thank you for all your hard work on the Coast meets Country project and I hope Tina had a positive meeting with Seaton Chamber last night

Kind regards,

Julia Mutlow

TOWN CLERK

SEATON TOWN COUNCIL

ELIZABETH ROAD PLAY AREA

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil TuckleyDATE: 22nd June 2023Time Finished: 11.30am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets hot in strong sunshine. Rubber crumb is lifting in places	Check written warning (done today) Monitor
ROUNABOUT	Gap re: Rospa report, too large, also rubber crumb shrinkage and wear	Monitor all issues.
FOOTBALL GOAL	Worn playing surface, cable ties on football nets broken and missing. Monitor	Monitor all issues. Cable ties replaced on nets
GAMES AREA	Worn backboard, loose bolts	Monitor. Investigate costs to replace backboard
MULTIPLAY	Slight rust. Hole in matting. Chainlink notching	Monitor all issues.
TODDLER MULTI	No Hazard	Monitor
PICNIC TABLES	No Hazard	Monitor
BENCHES	Some decay and cracks	Monitor
GATES X 3	No Hazard	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
ROCKING HORSE	Gap underneath too large Re: Rospa report	Monitor
SPINNING UNIT (TITAN)	Chain link / D Shackle / T Bar notching. Rubber crumb wear	Monitor all issues.
TODDLER 1 BAY-2 SEAT	Rubber crumb wear and shrinkage	Monitor
JUNIOR 1 BAY 2 SEAT	'D' shackle and chain link notching. Rubber crumb shrinkage and wear.	Monitor all issues.
SWING NET	'D' shackle and chain link notching. Rubber crumb shrinkage and wear.	Monitor all issues.
SLIDE	Hole in rubber matting	Monitor
FENCE	No Hazard	Monitor
WOODEN GUARDS	REMOVED	
PATH	No Hazard	Monitor
TREES	No Hazard	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
GENERAL		

UNDERFLEET

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 21st June 2023

FINISH TIME: 3.30pm

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CYCLE STAND	No Hazard	Monitor
GOAL NET X2 POSTS	Worn playing surface, rabbit holes/scratchings. Tatty football nets. Worn playing surface.	Monitor all issues.
CYCLOPS (SPIN NET)	No Hazard	Monitor
TITAN (ROTARY)	Hole in uneven matting 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 stp is cracking up.	Monitor all issues
NEXUS VIPER (ROPE SWING)	Swiss link, shackle and chain link notching, tape added to rope end, hole in uneven matting.	Added new tape to rope end. Monitor all issues
WILLY JEEP	General rust & flaking/peeling paint	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
GAPING GHYLL		Monitor
LOPING BALANCE WEAVE	Some cracking in wooden posts	Monitor
WALK/STRETCH POSTS	Some cracking in wooden posts	Monitor
NET TUNNEL	Some cracking in wooden posts	Monitor
6M NET PYRAMID	Wear to 3rd rope from the top	Monitor wear to added tape on rope. Checked today
CIRCUS TRAMPOLINE	No Hazard	Monitor
LANDSCAPE TUNNEL	No Hazard	Monitor
UNIMINI KERRA (TODDLER UNIT)	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	Ash die back disease declared in East Devon.	Monitor Ash trees

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	3 July 2023
Item of business	23 COU 15
Details	Report on updated Members’ Code of Conduct
Purpose of Report	To approve an updated Members’ Code of Conduct
Power/Authority	Localism Act 2011, s27(2) – duty to adopt a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.
Recommendations	It is RECOMMENDED that Members adopt the updated Members’ Code of Conduct (July 2023).

1. Background

Under the Localism Act 2011, all local authorities are required to adopt a code of conduct (‘the Code’) that sets out the standards of conduct expected of elected and co-opted members of the authority, when acting in that capacity.

This Council has historically adopted the model code issued by the Local Government Association (‘LGA’) as amended by East Devon District Council (‘EDDC’), as principal authority.

2. Current Code

The Council’s current Code was adopted in 2017 and reviewed annually at the Council’s annual meeting. A new Model Code was published by the LGA in 2020 and subsequently adopted by EDDC, with amendments, in 2022. Subsequently EDDC decided that the new Code would be reviewed further, when the new Monitoring Officer was in post in an attempt to simplify it. This Council decided to defer adoption of the new Model Code until that further review was carried out. As such, this Council currently still operated under the Code adopted in 2017.

However, whilst the further review by EDDC is still pending, as a matter of good practice, it is the Town Clerk’s view that the introduction of the new Code should not be delayed

further and has therefore reviewed the Model Code as amended by EDDC, and simplified it insofar as is practicable to suit the needs of the Town Council

Members are asked to review the draft Code attached as Appendix 1 to this report and adopt said Code.

3. RECOMMENDATIONS

It is **RECOMMENDED** that Members adopt the updated Members' Code of Conduct (July 2023).



Seaton Town Council Constitution

Chapter 5 Members' Code of Conduct

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

Introduction and Interpretation

This Members' Code of Conduct ('the Code') is based on the Model Code of Conduct produced by the Local Government Association ('LGA') and adopted by Seaton Town Council ('the Council').

As a councillor, and representative of the Council, it is your responsibility to comply with the Code when you undertake or claim to be undertaking Council business or give the impression that you are undertaking Council business.

As a representative of this Council your actions impact how the Council is viewed by the public. Therefore, it is important you do not do anything – when undertaking Council business – which you could not justify to the public. It is not enough to avoid actual impropriety; you should also avoid any cause for suspicion or appearance of improper conduct.

The Code is based upon the seven principles of public life ('the Nolan Principles'), as set out in Appendix A to the Code. You should have regard to those principles when fulfilling your role.

Definitions

For the purposes of the Code, a "councillor" means a member or co-opted member of the local authority. A "co-opted member" is defined in the Localism Act 2011 Section 27 (4) as "a person who is not a member of the authority but who:

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee."

For the purposes of the Code, "local authority" includes county councils, district councils, London borough councils, parish councils, city and town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and national park authorities.

Purpose of the Code of Conduct

The purpose of the Code is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, the Council's staff and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority staff ('officers') should uphold

the Nolan Principles.

Building on the Nolan Principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions, I will:

- act with integrity and honesty
- act lawfully
- treat all persons fairly and with respect; and
- lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently, in accordance with the public interest.

Application of the Code of Conduct

The Code applies to you as soon as you sign your declaration of acceptance of office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code applies to you when you are acting in your capacity as a councillor or when you are claiming or giving the impression that you are acting as such in public or in your capacity as a member or representative of the Council, although you are expected to uphold high standards of conduct and show leadership at all times.

The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.

Councillors are encouraged to seek advice from the Town Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

Civility

As a councillor, I will:

- **treat other councillors and members of the public with respect.**
- **treat officers, employees and representatives of partner organisations and those volunteering for the Council with civility and will respect the roles they play.**

Civility means politeness and courtesy in behaviour, speech and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise, disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return, you have a right to expect courtesy from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to close down any conversation in person or online and report them to the Council, the relevant social media provider and, if appropriate, the police. This also applies to fellow councillors, where action could then be taken under the Code.

Bullying, harassment and discrimination

As a councillor, I will:

- **not bully any person**
- **not harass any person**
- **promote equalities and do not discriminate unlawfully against any person.**

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

The Equality Act 2010 ('the 2010 Act') defines 'harassment' as unwanted contact related to a protected characteristic. Protected characteristics are specific aspects of a person's identity defined in the 2010 Act as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

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

Impartiality of officers of the Council

As a councillor, I will:

- **not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council**

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

Confidentiality and access to information

As a councillor, I will:

- **not disclose information:**
 - **given to me in confidence; or**
 - **acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature unless one of the following criteria applies:**
 - **I have received the consent of a person authorised to give it;**
 - **I am required by law to do so;**
 - **the disclosure is made to a third party for the purpose of obtaining professional legal advice, provided that the third party agrees not to disclose the information to any other person.**

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

Disrepute

As a councillor, I will:

- **not bring the role of councillor or the Council into disrepute.**

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

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

Use of position

As a councillor, I will:

- **not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a councillor provides you with certain opportunities, responsibilities and privileges. However, you must not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

Use of local authority resources and facilities

As a councillor, I will:

- **not misuse the Council's resources**
- **when using the resources of the Council or authorising their use by others, act in accordance with the Council's requirements and policies.**

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

Examples include:

- office support
- stationery
- use of the Council's buildings and rooms.

These are provided at the discretion of the Town Clerk, depending on work capacity of staff and availability of buildings at any given time and may only be used to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Council's own policies regarding their use.

Consideration of advice

As a councillor, I will:

- **when reaching decisions on any matter, consider and pay due regard to any relevant advice provided to me by the Proper Officer & Responsible Finance Officer in accordance with their legal duties, or any other officer delegated to act on behalf of the Proper Officer.**
- **give reasons for departing from the advice of the Proper Officer & Responsible Finance Officer**

It is extremely important for you as a councillor to have regard to advice from the Proper Officer, where advice is given in accordance with their statutory duties.

Compliance with the Code of Conduct

As a councillor, will:

- **undertake Code of Conduct training, as arranged by the Proper Officer.**
- **not make trivial or malicious complaints against other councillors.**
- **cooperate with any Code of Conduct investigation and/or determination.**
- **not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings including the complainant or any witnesses.**
- **comply with any sanction imposed on me, following a finding that I have breached the Code.**

Protecting your reputation and the reputation of the Council

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

Gifts and Hospitality

As a councillor, I will:

- **not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.**
- **register with the Proper Officer, for onward transmission to the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

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

Interests

As a councillor, I will:

- **register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a

register of interests for members of the Council.

You need to register your interests so that the public, officers and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not, you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Proper Officer or the Monitoring Officer.

Appendix A - The Seven Principles of Public Life
'The Nolan Principles'

The seven principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

Holders of public office should act and take decisions in an open and transparent manner.

Information should not be withheld from the public, unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

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

Appendix B - Registering Interests

Within 28 days of becoming a councillor or of your re-election or re-appointment to office or within 28 days of your interests changing you must register with the Proper Officer, for forward transmission to the Monitoring Officer, the interests which fall within the categories set out in **Table 1 of the Code (Disclosable Pecuniary Interests)** which are as described in 'The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012'.

You should also register details of your other personal interests which fall within the categories set out in **Table 2 of the Code (Other Registerable Interests)**.

'Disclosable Pecuniary Interest' means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Proper Officer, for onward transmission to the Monitoring Officer
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non-participation in case of disclosable pecuniary interest

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

Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or

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

7. Where a matter arises at a meeting which **affects**:

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under 'Other Registrable Interests' as set out in **Table 2**, you must disclose the interest.

In order to determine whether you can remain in the meeting after disclosing your interest and are permitted to speak or not, the following tests should be applied:

Where a matter (referred to in paragraph 7) **affects** the financial interest or well-being of those individuals/bodies listed at 7a, b & c above:

- to a greater extent than it affects the financial interests of the majority of inhabitants of the parish affected by the decision; and
- a reasonable member of the public, knowing all the facts, would believe that it would affect your view of the wider public interest

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

If it is a 'sensitive interest, you do not have to disclose the nature of the interest. If your non-registerable interest relates to –

- (1) an unpaid directorship of a company owned by your authority or
- (2) another local authority of which you are a member,

subject to your declaring that interest, you can take part in any discussion and vote on the matter.

Table 1: Disclosable Pecuniary Interests

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

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

	councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Definitions:

- * 'director' includes a member of the committee of management of an industrial and provident society.
- * securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an 'Other Registerable Interest':

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by the Council
- c) any body:
 - i. exercising functions of a public nature
 - ii. directed to charitable purposes or
 - iii. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Appendix C

Guidance on Bias and Predetermination

This does not form part of the Code of Conduct

- Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you may participate in a decision on the issue in your role as a councillor. However, you must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- The courts have sought to distinguish between situations which involve predetermination or bias on the one hand and predisposition on the other. The former is indicative of a 'closed mind' approach and likely to leave a decision susceptible to challenge by Judicial Review. Whereas, being predisposed on a matter is acceptable provided you remain open to listening to all the arguments and changing your mind in light of all the information presented at the meeting.
- Section 25 of the Localism Act 2011 provides that a councillor should not be regarded as having a closed mind simply because they previously did or said something that, directly, or indirectly, indicated what view they might take in relation to any particular matter.
- In the circumstances, when making a decision, consider the matter with an open mind and on the facts made available to the meeting at which the decision is to be taken.
- As a councillor, you will always be judged against an objective test of whether the reasonable onlooker, with knowledge of the relevant facts, would consider that you were biased. If you have predetermined your position, you should withdraw from being a member of the decision-making body for that particular matter.

Adopted by Council – 3 July 2023

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	3 July 2023
Item of business	23 COU 17
Details	Report on Community Consultation 2023
Purpose of Report	To authorise the Town Clerk and Officers to approve an updated Members’ Code of Conduct
Power/Authority	Local Government Act 1972, s111 – power to do anything that will facilitate, be conducive to or incidental to the discharge of its powers and functions
Recommendations	It is RECOMMENDED that Members authorise the Town Clerk & officers to prepare a general community consultation, building on the 2021 consultation, and make the necessary arrangements to implement it.

1. Background

In 2021, the Council carried out a community consultation. It was promulgated via the Council’s website, social media platforms, email distribution to community groups and businesses, news outlets (Seaton Nub News and Midweek Herald), posters on noticeboards and hard copies distributed across the town and in the Council’s Offices.

The consultation attracted 758 responses with many interesting and useful suggestions as to which of the Council’s assets and activities residents used/valued most, and what residents would like to see more of in the town.

The consultation led to the Council’s adoption of a 5-year town plan.

Where practicable and financially viable, many of those requests have been delivered over the last 2 years. Examples included:

- more events
- more use of Cliff Field Gardens for live music
- more inclusive events for young, old and others with vulnerabilities in the community
- more activities for children, especially around the beach

- creating disabled access to the beach
- more community engagement
- a more prominent tourist information centre
- youth engagement
- more beach cleans and litter picks
- extending wild areas to attract pollinators
- more planters and benches
- creating a sensory garden
- better use of the town's community buildings
- working with the police to deter anti-social behaviour

As well as helping to inform the Council's decision-making process, the consultation has also provided valuable data which has been used to provide evidence in support of a number of successful grant applications over the last 2 years to The National Lottery Communities Fund, Devon County Council and other funders.

2. Current position

As with any population, priorities change as the demographic shifts and it is helpful to repeat the consultation process from time to time to ensure the Council holds the most recent data to enable it, where practicable and where finances permit, to update the town plan, to best deliver for residents and to provide the evidential base described in readiness for future grant applications.

As such it is proposed that a 2023 general consultation is drafted and launched by officers, which will be similar to the 2021 general consultation, but also seek feedback on what has happened since then to understand what events and activities have been the most popular with the Seaton community.

3. RECOMMENDATIONS

It is **RECOMMENDED** that Members authorise the Town Clerk & officers to prepare a general community consultation, building on the 2021 consultation, and make the necessary arrangements to implement it.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	3 July 2023
Item of business	23 COU 18
Details	Update report on events planned/delivered by Seaton Town Council 2023
Purpose of Report	To provide Members with feedback on King Charles III Coronation celebrations and Seaton Summer Celebration 2023 and to provide an update on the Seaton Children’s Festival and Outdoor Cinema planned for 25/26 August 2023
Power/authority	<p>Local Government Act 1972, s144 – power to encourage tourism</p> <p>Local Government Act 1972, s145 – power to provide entertainment</p> <p>Local Government Act 1972, s137 - power to spend money, subject to a statutory limit, on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants.</p>
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • note the net delivery costs and feedback received for: <ul style="list-style-type: none"> ○ Coronation Event/Activities ○ Seaton Summer Celebration • delegate to the Town Clerk the authority to take such action and allocate such expenditure, within said budget, as she considers necessary to deliver the following events, and to make such adjustments as might become necessary: <ul style="list-style-type: none"> ○ Seaton Children’s Event ○ Seaton Outdoor Cinema

1. Introduction

At the meeting of Council in November 2022, Members approved the delivery of the following events:

- Coronation Event/Activities – 6, 7 and 8 May 2023 – various sites within the town
- Seaton Summer Celebration - 3 June 2023 – Cliff Field Gardens
- Seaton Children’s Event – 25 August 2023– Underfleet Play Park
- Seaton Outdoor Cinema – 26 August 2023 – Cliff Field Gardens

This report seeks to provide Members with an update on feedback received and the net delivery costs of the Coronation activities and Seaton Summer Celebration that have already taken place as well, as well as providing an update on the plans for the Children’s Festival and the Outdoor Cinema in August.

2. Delivery costs and feedback

2.1 King Charles III Coronation Activities

Net delivery cost: £2,263.85

The dates of the King’s Coronation coincided with one of the busiest times in the Council’s calendar and a decision was taken by Members to offer a small community grant scheme and to work in partnership with others in the town to provide opportunities for Seaton residents to celebrate the occasion. The net delivery cost includes an amount of £1,300 donated to the following community groups, by way of a small grant scheme, to assist in the delivery of the various activities listed:

- The Gateway Theatre – to live screen the coronation ceremony and concert at Windsor Castle
- St Gregory’s Church – to assist with the costs of the Flower Festival
- Seaton Primary School PTFA – to assist with the costs of delivering a commemorative t-shirt craft activity for local children
- Seaton Memory Café – to assist with the costs of offering a fish and chips lunch as part of the Big Lunch theme

In addition, funds were expended on:

- the procurement, packaging and distribution by the Council, of packets of wildflower seeds to Seaton resident children (£663.85)
- the provision of refreshments to all volunteers supporting the Beach Clean which took place as part of the Big Help Out initiative and to promoting and publicising

the various activities on offer as part of the weekend's celebration (notional £300).

Summary of feedback received:

Despite the poor weather, many people participated in the various activities on offer.

- Seaton Primary School PTFA reported a very successful t-shirt craft activity, approximately 60 t-shirts were decorated. This activity was scheduled to take place in Windsor Gardens however, due to the bad weather, the United Reform Church kindly offered their space as a venue.
- Whilst no direct feedback has been received from the Gateway Theatre, comments at the community group meeting held on 19th May, at Marshlands, indicated that attendance at the live screening events was a little quieter than anticipated however this was probably due to the poor weather.
- An email of thanks was received from St. Gregory's Church regarding the Flower Festival:

Many thanks and great appreciation for your generous donation for our Church Flower Festival. Please find attached some photos of the wonderful creations. Thank you for all your care of our lovely town.



- A letter of thanks was also received from Seaton Memory Café thanking the Council for helping the group to mark the occasion and for supporting people who live with the effects of dementia.
- The Big Help Out (Beach Clean) was well attended with many braving the elements to collect a large amount of rubbish.



- Officers delivered sufficient packets of wildflower seeds to all children attending the local primary school and 2 early years settings. These were gratefully received and all had plans to use them to brighten up their outdoor areas. Additional packets were collected by individuals from the TIC and the remainder were handed out to residents attending the Seaton Summer Celebration

2.2 Seaton Summer Celebration

Gross cost: £6,785.49

Net delivery cost: £4,280.38

A budget of £10,000 was agreed to deliver this event for 2023 however, due to prudent financial management by officers, the net delivery cost was 43% of the original budget allocation.

A summary of expenditure incurred is as follows:

- Infrastructure costs including hire of WCs and waste bins, procurement of first aid provision and event insurance - £1,679.20
- Music entertainment including the provision of a stage and sound system and 4 varied music acts - £3,620.00
- Additional activities including circus skills and local community group activities - £1,074.10
- Publicity costs including the design and printing of banners and flyers £412.19

The above items of expenditure were offset by the following grants and donations:

- A grant from Restore CIC- £1,000.00
- A grant from DCC Locality Fund - £800.00
- A donation from Devon Vintage Ice Cream - £181.00
- Gate donations received from members of the public - £524.11

Summary of feedback received:

Overwhelmingly positive feedback, both verbal and written, has been received by those who attended the event. Comments included:

- ***Thank you, Team Seaton, for a wonderful Seaton Summer Celebration and all that you do***

- ***Another excellent event, well done to everyone***
- ***Great asset to the town. Gets out there and very approachable. Cheers Amrik***
- ***Thank you so much. We had a great time. Just loved the beautiful little children dancing to the bands with abandon***
- ***A fab evening with superb music and excellent organisation. Can't wait for next year.***
- ***A great event, exactly what Seaton needs. Thanks to all involved.***



The event also supported local community groups, offering them the opportunity to both raise their profile and to fundraise. All groups declared it a very successful day and have taken the time to thank the Council for inviting them to be part of such a wonderful day. Two of the music acts have also taken the time to send their thanks, to praise the wonderful venue, prompt payment and efficiency with which the event was delivered along with a request that the Council bears them in mind for any future events.

In addition to the positive feedback received, a few questions were asked with regard to the organisation and format of the event. These can be summarised as follows, along with Officers' comments:

Could the event start earlier and finish later?

Whilst this is a possibility, consideration must be given to the amount of time required to ensure that the site is set up safely. Consideration must also be given to the neighbouring properties, when deciding on an appropriate time to conclude the event bearing in mind legislation contained within the Noise Act 1996 which stipulates that

nighttime lasts from 11pm to 7am and any excessive noise within that time is not permitted and associated protections under the Environmental Protection Act 1990.

Could there be some food concessions, such as a hog roast?

Officers have previously given consideration to the offer of food concessions as this does allow for some spontaneity on the part of attendees. However, after discussion with other event organisers, a decision was taken not to proceed with this as an offer of just 1 or 2 vendors would likely lead to lengthy queues and subsequent complaints regarding said queues. A minimum of 6 food vendors would be required to cater for an attendance of over 2000 people. Not only would this detract from the family picnic ethos of the event, but it would also greatly reduce the amount of space available for community groups to participate thereby also detracting from the original community focussed vision of the event. Furthermore, the power supply located in the gardens is not sufficient to provide electricity to a selection of food vendors and a stage and sound system. Finally, due to the limited vehicular access to the site, further vehicles on site would be problematic, should an emergency evacuation be required.

Would like shorter band sets and more variety of bands. Perhaps some local bands?

There is no reason why local bands could not be approached and asked if they would like to play a set at the next event however, feedback from a previous local band has indicated that the sheer number of attendees can be daunting for a small band not used to playing to larger audiences. With regard to shorter band sets and more variety of bands, this would incur additional work and time for the stage and sound engineers in terms of rearranging the stage at the end of one act and prior to the next in order to accommodate equipment requirements. Time to allow for the changeover of music acts is built into the programme. Whilst not insurmountable, advice would need to be sought from the stage and sound professionals regarding what is and is not feasible.

Could there be a bar next time?

There is a restrictive covenant attached to Cliff Field Gardens preventing the sale of any intoxicating liquors at any time on any part of the land.

However, if at any point in the future, the covenant were discharged, modified or circumvented by some other means, meaning a bar could be provided there are several other factors that would need to be considered including:

- whilst further research would be required to establish the position at the time, as matters currently stand, an application for a full premises licence would be

required, as the event attracts significantly more attendees than the 499 permitted under a temporary event notice. This would be an additional cost.

- overnight security for the bar area and stock (if anything more than canned sales, which could be placed in situ on the day, were to take place)
- there would be an additional cost for appropriately licensed staff to run a bar
- should there be a bar on-site then, as at most events, bag searches would be required to prevent attendees bringing their own alcohol in addition, so appropriately trained stewards/security would be required, again at a cost
- a marquee or similar structure would be required and this would be problematic for the weather-related reasons stated below and also due to the available space.
- most pertinently, the event is set up to be family friendly and entirely inclusive and, due to the success of the 2022 event, in its second year of operation the event attracted an even wider array of residents including many who had vulnerable needs, all of whom enjoyed a fun afternoon in a safe and inclusive environment; this was reinforced by many of the comments received from attendees and those who support them on the day. If alcohol sales were to become part of this event then this increases the likelihood of disorderly behaviour, which may deter families with young children and other vulnerable people from attending in the future.

Smaller bins please

Smaller bins were ordered for this event however, due to the sheer number of events taking place in the week preceding the Seaton Summer Celebration, the contracted waste disposal provider was unable to provide the bins requested and upgraded the order to larger bins at no extra cost.

A marquee for acoustic bands

Unfortunately, the siting of a marquee in Cliff Field Gardens is not suitable for weather-related reasons. Furthermore, a second music area would incur additional costs in terms of stage and sound system hire and would require additional stewarding and/or security to safeguard any equipment within it. It is also questionable whether the site is sufficiently large in any event to provide two separate stages, without one disrupting the other.

In addition to the above and subject to Members' decision to deliver this event again in 2024, Officers have noted that consideration needs to be given to the following:

- More robust stewarding of the Beer Road gates is required, in particular when bands arrive with their equipment

- Improved assistance for bands to access the stage with their equipment
- A review of legislation for consent to use photographs for publicity purposes
- The use of the southern vehicle gate as an emergency exit

In brief, the event remained true to the original vision of last year's event, which was held to commemorate the Queen's Platinum Jubilee, and upheld the ethos of being entirely inclusive for all ages, abilities and budgets and community focused. Officers request that, whilst there is potential to improve on certain minor aspects of the delivery of the event in 2024, (which is subject to Members' decision), careful consideration is given to ensuring that the spirit of the event does not deviate from its original concept, which has now proved extremely successful and popular two years running.

Officers kindly request that Members note that this year's event would not have taken place without the generous support and help from the following:

- Reston and Devon County Council for their generous grants to assist with the delivery costs
- Andrew Gwyn-Davies, Simon Durrant and Marek Steven for their time and invaluable assistance with the organisation and delivery of the event
- All of the community groups who participated
- The volunteer stewards who ensured that everyone had a wonderful time safely
- Seaton Neighbourhood Policing Team for supporting the safety of the event

3. Update on plans for future events

3.1 Seaton Children's Festival

The following is proposed:

Event: **Seaton Children's Festival 2023**

Date: **Friday, 25 August 2023**

Time: **10am – 4pm**

Venue: **Underfleet Play Park**

Proposed budget: **£6,100**

Summary: a free and inclusive family picnic event for children of all ages to attend.

Activities: the following activities have been booked:

- Crazy Crabs pop up beach school session
- Thelma Hulbert Creative Cabin

- Exeter Fun Science workshops
- Bezercus Circus skills workshop
- Ozzy D magic show
- Devon Vintage Ice Cream
- Local community groups have agreed to provide the following activities:
 - Seaton Primary PTFA – slime workshop
 - Brownies and Guides – dinosaur themed sand art activity
 - Itemdrop – a Warhammer activity
 - Seaton Lions – coconut shy and popcorn stand
 - Seaton Majorettes – majorettes display
 - Seaton Carnival Committee – carnival information stand

A community group meeting will be held on 30th June and discussion will focus on the possibility of delivering additional activities for example, storytelling sessions.

Officers are also researching the feasibility of procuring a walkabout Tyrannosaurus Rex and/or Spiderman!

Infrastructure: The hire of portaloos has been secured and first aid provision has been booked. Officers are in the process of obtaining quotations for waste disposal provision and will also ensure appropriate insurance is put in place.

Publicity: Further to discussions with Andrew Gwyn-Davies, the children's event will link in with other events taking place over the bank holiday weekend namely:

- A Jurassic-themed quiz will take place at the Gateway Theatre on the evening of Thursday, 24 August
- A "Disco likes it's 1993" event will take place at the Gateway Theatre on the evening of Friday, 25 August.
- The Outdoor Cinema has obtained permission to screen *Jurassic Park* on the evening of Saturday, 26 August to celebrate 30 years since its release.

Additional events taking place over the August bank holiday weekend are:

- Carnival Committee coffee morning and stalls – Saturday, 26 August
- Crowning of the Carnival Queen – Sunday, 27 August
- Classic Car Show – Sunday, 27 August
- Carnival Street Market – Monday, 28 August

The children's event and outdoor cinema will be publicised separately by way of flyers and posters. The Gateway Theatre are responsible for promoting the Jurassic-themed quiz and Disco like it's 1993 events. Banners will be designed and printed to promote

Seaton's Jurassic Weekend which will include the quiz, disco, children's event and outdoor cinema.

Staffing: as this is a normal working day, the Council's existing staff will work to deliver the children's event. However, additional assistance will be required in the form of volunteer stewards. Any additional hours worked by officers will be paid or can be taken as time off in lieu.

3.2 Seaton Outdoor Cinema 2023

The following is proposed:

Event: **Jurassic Park Outdoor Cinema event**

Date: **Saturday, 26 August 2023**

Time: **Gates open 7.00pm, film start time 8.30pm**

Venue: **Cliff Field Gardens**

Proposed budget: **£2,000**

Summary: a screening of '*Jurassic Park*' to mark the 30th anniversary of the film. This will be promoted as family event, perfect for the Jurassic Coast.

Ticket Sales: in order to encourage ticket sales, tickets will be available to purchase from the TIC, Coastal Craft and Owl and Pyramid book shop.

Staffing: As in previous years, the coordination of this event will be led by Andrew Gwyn Davies with the support and assistance of officers, in advance of the event, and volunteer stewards at the event.

Budget: a budget of £2,000 has been allocated in this year's budget to meet some of the costs of this event. However, it is anticipated that the majority of costs will be defrayed against ticket sales. As in previous years, local businesses will be approached and invited to pay for on-screen advertising. The procurement of 2 food vendors will also assist in securing additional revenue to assist with the delivery costs.

Risks: in common with the terms and conditions of previous outdoor cinema events, the event would only be cancelled in the event of extreme weather. Should it be necessary to cancel, then all tickets costs would be refunded. However, Members should note that some costs will still be incurred in the form of non-refundable deposits.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- 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 said budget, 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