

**Minutes of the Seaton Town Council ('the Council')  
Meeting  
on Monday, 8 April 2024**

**Present:**

**Chair:** Cllr. A. Singh

**Town**

**Councillors:** K. Beer, H. Boehm, E. Bowman, P. Burrows, N. Dyke, D. Haggerty, M. Hartnell, D. Ledger, J. Russell & C. Wood

Cllr. Dyke stated that he would be recording the meeting.

**Officers:** Town Clerk

**Public:** 6 members of the public were in attendance

**171. Apologies for absence**

No apologies were received.

**172. Declarations of interest**

Cllrs. Haggerty, Hartnell & Ledger declared a personal interest as East Devon District Councillors (EDDC) and Cllr. Hartnell as a Devon County Councillor (DCC).

**173. Minutes**

Members **RESOLVED** to approve the minutes of the meeting of Seaton Town Council held on Monday, 11 March 2024. (proposed Cllr. Beer; seconded Cllr. Haggerty).

**174. County Councillor's Report**

Members noted Cllr. Hartnell's report and he responded to questions on EV charging points and the introduction of electric buses to the county.

**175. District Councillors' Reports**

Members noted the written reports of Cllrs. Heath and Haggerty and the following additional updates from East Devon District Councillors:

- there were currently no precise timescales available as to the works and relocations of the bus shelter at Fisherman's Gap and the upgrade to the public toilets on West Walk. However, as regards the latter much of the construction was modular and would be constructed offsite so this should speed up the process
- reconfiguration of the coach park was currently being considered
- a new fund called Creative East Devon was now open

- programmes for recycling nappies and similar were being trialled in Autumn 2024 to improve levels of recycling in the district. If successful the programmes would be rolled out across the area
- £500K had been secured from the Environment Agency towards sea/cliff defences and EDDC was contributing £250K towards these works. A consultation would be undertaken in 2025.

### **176. Public Question Time**

Four members of the public spoke during this item of business and made the following points:

- questions were raised by Mr Rowland (who asked to be named in these minutes):
  - how the earmarked reserve for CIL funding would be used
  - how the earmarked reserve for youth projects would be used
  - Whether any work had been undertaken to establish ownership of 'The Look Out'

The Town Clerk responded as follows:

- CIL funding was currently likely to be used towards the improvements at Fisherman's Gap
  - a consultation had been undertaken regarding youth provision in the town. Whilst there had been a limited response, the Council was aware of the work being undertaken by EDD Cllr. Heath and others and was supportive of this. The reserves would be reviewed on a regular basis to ensure the ongoing need for each of them and the level thereof
  - the owner of 'The Look Out' had been contacted and a response received. He had indicated that he hoped that a planning application would be forthcoming in the near future and welcomed any ideas that councillors may have for the site.
- a request was made by a representative of the Seaton branch of the Royal British Legion that the flag pole be painted and grass mowed in Windsor Gardens, in readiness for the event being held there in June to commemorate the 80<sup>th</sup> Anniversary of D-Day.
  - a question was raised as to why the tourist information centre was not open over Easter weekend and the Chair explained that this had not been brought forward early enough by the Volunteer Co-ordinators on this occasion, and the Council's procedures had to be followed, but it was hoped that this situation would be rectified as the matter had been listed as an item of business later on the agenda
  - a question was raised regarding the significant increase in the Council's insurance renewal premium. The Town Clerk explained the process undertaken and the reasons for the increase, as set out in the accompanying report

### **177. Town Clerk's Report**

Members noted the Town Clerk's report.

**178. Appointments to Planning Committee**

- Members **RESOLVED** to appoint Cllrs. Bowman & Boehm to the two vacancies on the Planning Committee. (proposed Cllr. Singh; seconded Cllr. Burrows)

**179. Rental of storage unit**

Members **RESOLVED** that subject to officers checking the availability and cost of an alternative storage facility in the town, to:

- authorise the rental of a 6m storage container (with a 3.6 m container as an interim measure) at the cost detailed in this report;
- authorise the Town Clerk to enter into the relevant licence between Harcombe Engineering or an alternative storage provider and the Council
- approve the virement of £1,450, or lesser amount if alternative lower, from budget 165/4370 to a new budget code for storage rental.

(proposed Cllr. Ledger; seconded Cllr. Hartnell)

**180. Report on outturn position 2023/24**

Members considered the outturn position as at end of financial year 2023-24 and **RESOLVED** to adjust the earmarked reserves as follows:

- EMR322 – Playparks replacement & maintenance – increase by £23,000 to £74,000.

(proposed Cllr. Ledger; seconded Cllr. Hartnell)

**181. Update on renewal of the Council's insurance policy, taking into account the rebuild valuations, and vehicle insurance**

Members considered the report and rebuild valuations of the Council's buildings and **RESOLVED** to:

- note the increase in premium for 2024/25
- noted that, by entering into a 1-year, that the annual premium quoted in the report for a 3-year policy may increase
- delegate authority to the Town Clerk to renew the Council's insurance cover for 2024/25 on a 1-year basis with the insurer procured by Gallagher at a renewal premium of £16,693.75 (or such greater amount as may be quoted by virtue of entering into a policy for one year, rather than three years)
- meet the shortfall over the agreed 2024-25 budget from general reserves
- note the endorsements on the insurance policy detailed in the report
- authorise officers to seek a further opinion from Clear Council brokers as well as Gallagher for the next insurance period 2025-26 and beyond
- note the renewal of the Council's vehicle insurance cover for 2024/25 with Zurich Insurance Company Ltd for £710.26

(proposed Cllr. Ledger; seconded Cllr. Hartnell)

**182. Coast meets Country**

Members noted the update from Cllr Haggerty and **RESOLVED** to allocate a sum of £5,000 from general reserves, available as a result of the underspend in 2023-24. (proposed Cllr. Hartnell; seconded Cllr Burrows)

**183. Date of Annual Town Meeting**

Members **RESOLVED** to change the date of the annual town meeting from Thursday, 18 April to Monday, 29 April 2024, so as not to clash with the annual general meeting of the Seaton League of Friends. (proposed Cllr. Singh; seconded Cllr Burrows)

**184. Councillor Surgeries**

Members **RESOLVED** to agree that Councillor Surgeries to go ahead and for these to be held at the Marshlands Centre. These are to be arranged amongst councillors, with at least one month's notice beforehand. (proposed Cllr. Wood; seconded Cllr. Bowman)

**185. Update on Seaton Tourist Information Centre**

The Council **NOTED** the update on enquiries to the tourist information centre and **RESOLVED** that the Volunteer Co-ordinators would create a schedule of volunteers on a monthly basis to submit to Chair to forward to officers. This would be reviewed in December. (proposed Cllr. Dyke; seconded Cllr. Wood)

**186. Playpark inspection reports**

Members noted the play park inspections.

Meeting closed at 7.28pm

Signed \_\_\_\_\_

Dated \_\_\_\_\_



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

**Minutes of the Planning Committee  
Meeting on Monday 18 March 2024**

**Present:**

**Chairman:** P Burrows

**Councillors:** K Beer, K Brooks & J Russell

**Public:** No members of the public were present

**170. Apologies for absence**

Apologies were received and accepted from Cllr Singh.

**171. Declarations of Interest**

Cllr Russell declared a personal Interest in respect of application 24/0388/FUL 1 & 2 Seaton Court, Harbour Road, Seaton EX12 2GZ as he lives in a neighbouring property.

**172. Minutes of the Planning Committee meeting held on Monday 19<sup>th</sup> February 2024**

The Committee **RESOLVED** to agree the minutes of the meeting held on 19<sup>th</sup> February 2024.

(moved Cllr Beer; seconded Cllr Russell.)

**173. 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.

**174. 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.

**175. Public Question Time**

No questions from members of the public.



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**Applications for consideration:**

**176. 24/0388/FUL Janet Blagg**

**1 & 2 Seaton Court, Harbour Road, Seaton EX12 2GZ**

Removal of timber balconies, new doorsets & juliet balconies.

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

**177. 24/0390/FUL S & R Taylor & Jones**

**Barafundle, Bunts Lane, Seaton EX12 2HY**

Rear and side single storey extensions.

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

**178. 24/0401/TRE Mrs Ne**

**9 Garrett Close, Seaton EX12 2FE**

Sycamore: shorten back on south side by approximately 2m. Reason - to leave a more balanced form.

Ash: reduce height and side branches by approximately 2-3m to a suitable side branch. Reason - to relieve weight and lessen the likelihood of branch breakage. Elm: remove to as near ground level as possible. Reason - dying.

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

**179. 24/0425/TRE Mrs Sophie Knivett**

**The Copse, Bunts Lane, Seaton EX12 2HU**

Beech: fell.

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



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**180. 24/0434/TRE Mr Jim Waterson**

**1 Honey Ditches Drive, Seaton  
EX12 2NU**

T1 Macrocarpa - fell and replace with site-appropriate species T3 Birch - fell and replace with site-appropriate species Full details and discussion in accompanying report. Tree numbering as per 17/0053/TPO.

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

**181. 24/0387/FUL Mrs Gardner**

**White Cross, Colyford Road,  
Seaton EX12 2SN**

Demolition of 1 no. existing dwelling, construction of 3 no. new dwellings with new access and associated works.

The Committee **RESOLVED** to propose no objection to the application. However, the Planning Committee did raise concerns over the proposed access to plots 1 and 3 off Whitecross Gardens as it can become quite congested with on-street parking and it was felt this could be an issue for vehicles wanting to enter and exit the proposed development. (moved Cllr Burrows; seconded Cllr Russell)

**182. Planning Comments**

Comments to be circulated in respect of application 24/0387/FUL.

**183. Tree Preservation Orders**

To note Tree Preservation Order confirmed by East Devon District Council:

**a) 23/0036/TPO – Land opposite 9 Marlpit Lane and including land at 24 Ryalls Court, Seaton**

A Tree Preservation Order (TPO) has been made and confirmed in respect of Land opposite 9 Marlpit Lane and including land at 24 Ryalls Court, Seaton.

T2: Silver Birch has been removed to better reflect the trees on-site worthy of protection.



The schedule for T1: Lime will now read, 'Adjacent footpath, on land of 24 Ryalls Court' as opposed to, 'Adjacent footpath, boundary with 24 Ryalls Court'.

**b) 23/0037/TPO – Land at 27 Ryalls Court, Seaton**

A Tree Preservation Order (TPO) has been made and confirmed in respect of Land at 27 Ryalls Court, Seaton.

The following modifications form part of the confirmation:

The number of protected trees has been amended to better reflect those on-site worthy of protection.

**c) 24/0006/TPO – Land r/o 20 - 23 Ryalls Court, Seaton**

A Tree Preservation Order (TPO) has been made and confirmed in respect of Land r/o 20 - 23 Ryalls Court, Seaton.

**d) 24/0007/TPO – Land South Of 8 Ryalls Court, Seaton**

A Tree Preservation Order (TPO) has been made and confirmed in respect of Land South Of 8 Ryalls Court, Seaton.

**184. Exemption to Tree Preservation Order TPO 17/0063TPO - Hillbourne House, Seaton Down Hill, Seaton**

Works to Norwegian Spruce at Hillbourne House, Seaton Down Hill, Seaton to fell to ground level and grind out stump are considered an exemption to the usual requirements of the tree protection legislation.

**185. Decisions**

To note planning decisions made by East Devon District Council:

- a) 23/2167/FUL – Tanyards Court, Beer Road, Seaton** Erection of seagull netting on roof of Tanyard's Court [Retrospective] – **REFUSED**.
- b) 24/0330/CPL – Barafundle, Bunts Lane, Seaton** Certificate of Lawful development for rear extension 1.5m from existing wall, remove store shed and extend to the side by a maximum of 4.48m – **REFUSED CPL Refuse Part 1** – no consultations were requested for this application.
- c) 24/0198/FUL – Lower Wessiters Lodge, Court, 19 Marlpit Lane, Seaton** Remove existing conservatory, construct single storey rear extension – **APPROVED** with conditions.

The meeting closed at 6.02pm.







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

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Signed

Dated

*[Handwritten signature]*  
*[Handwritten date: 2/1/24]*

# DRAFT

## Minutes of the Planning Committee Meeting on Monday 8 April 2024

### Present:

**Chairman:** P Burrows

**Councillors:** K Beer & J Russell

**Officers:** Town Clerk

**Public:** One member of the public was present

### 186. Apologies for absence

Apologies were received and accepted from Cllr Brooks and Cllr Singh.

### 187. Declarations of Interest

There were no declarations of interest.

### 188. Minutes of the Planning Committee meeting held on Monday 19<sup>th</sup> February 2024

The Committee **RESOLVED** to agree the minutes of the meeting held on 18<sup>th</sup> March 2024.

(moved Cllr Beer; seconded Cllr Russell)

### 189. 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.

### 190. 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.

### 191. Public Question Time

A member of the public had become aware of a situation where retrospective planning applications have been approved with conditions attached and these conditions have been breached. They asked that if they supplied details would Cllr Burrows, as Chairman of the Planning Committee, be prepared to write to East Devon District Council with the details and also support any members of the public who are trying to be fair as well.

Cllr Burrows responded saying he would be very happy to email or phone East Devon District Council and take this forward.

### Applications for consideration:

**192. 24/0511/FUL Mr D & Mrs J Harvey & Wood 1 The Burrow, Seaton EX12 2LW**  
Commercial Mechanical Extraction Unit - retrospective.

The Committee **RESOLVED** to propose no objection to the application subject to the applicant undertaking a noise assessment as recommended by Environmental Health at East Devon District Council in order to determine the likely noise impact from the installation of the extraction system on nearby residential dwellings when measured against the current background sound levels.  
(moved Cllr Burrows; seconded Cllr Beer)

**193. 24/0521/FUL Mrs Alyson Hogg**  
**Bay View, Highcliffe Close, Seaton EX12 2NU**  
Rear & Front extensions, proposed first floor addition and general re-modelling of facades. (Revisions to the existing approval 21/1826/FUL).

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

### 194. Pre-Planning Notification Consultation for a Mobile Phone Base Station Installation at Homebave House, Harbour Road, Seaton, Devon EX12 2LT

The Committee agreed in principal to support the proposal for the installation for a Mobile Phone Base Station at Homebave House, Harbour Road, Seaton, unless the residents of Homebave House objected to the proposal. No planning application has been submitted, so far, which would give the Planning Committee more detail of the proposal to base any decision they would make to either support or object to the installation of the Mobile Phone Base Station..

It was thought this location was a more suitable one than the ones previously proposed at Land at The Underfleet, Seaton and Land at Underfleet Car Park West, The Underfleet, Seaton.

(moved Cllr Burrows; seconded Cllr Beer)

### **195. Planning Comments**

There were no comments for circulation.

### **196. Tree Preservation Orders**

To note Tree Preservation Order confirmed by East Devon District Council:

#### **a) 24/0007/TPO – Land South Of 8 Ryalls Court, Seaton**

A Tree Preservation Order (TPO) has been made and confirmed in respect of Land South Of 8 Ryalls Court, Seaton.

### **197. Appeals**

Planning application No. 22/2582/FUL. Barnards (land adjoining), Harepath Hill, Seaton, EX12 2TF.

Erection of one dwelling and associated works.

To note that an appeal has been lodged by the Applicant in respect of the above application. Seaton Town Council proposed no objection to the application.

### **198. Decisions**

To note planning decisions made by East Devon District Council:

- a) 23/2561/FUL – Toilets West Walk, Castle Hill, Seaton** Proposal to demolish existing public toilets, and replace with a new public toilet building – **APPROVED** with conditions.
- b) 24/0258/FUL – 11 Newlands Park, Seaton** Creation of 2 No. off street parking spaces – **APPROVED** with conditions.
- c) 24/0494/DOC – 2 Harepath Road, Seaton** Discharge of Conditions on application 22/1492/FUL. Condition 3 (window design and opening restrictions), Condition 4 (obscure glazing), and Condition 6 (rooflights) – **DISCHARGE OF CONDITION** – no consultations were requested for this application.
- d) 24/0203/FUL – 15 Harepath Road, Seaton** Construction of first floor rear extension to provide ensuite bathroom (previously submitted on 13/0180/FUL) along with reroofing of main building – **APPROVED** with conditions.

- 
- e) **24/0204/LBC – 15 Harepath Road, Seaton** Proposal for construction of first floor rear extension to provide ensuite bathroom (previously submitted on 13/0179/LBC) along with additional works for internal alterations to hall and mezzanine ceiling, reroofing of main building and installation of 3 conservation style roof windows – **APPROVED** with conditions.
  
  - f) **24/0390/FUL – Barafundle, Bunts Lane, Seaton** Rear and side single storey extensions – **APPROVED** standard time limit.
  
  - g) **24/0388/FUL – 1 & 2 Seaton Court, Harbour Road, Seaton** Removal of timber balconies, new doorsets & juliet balconies – **APPROVED** standard time limit.

The meeting closed at 5.53pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**Minutes of Personnel Committee  
Monday, 8<sup>th</sup> January 2024**

**Present:**

**Chairman:** Cllr. A. Singh

**Councillors:** Cllrs. K. Beer, Hartnell & Ledger

**In attendance:** Town Clerk

**Public:** None

**1. Election of Chairman**

Cllr. Singh was duly elected Chairman of this committee for the municipal year 2023-24 (moved Cllr. Hartnell, seconded Cllr. Ledger)

**2. Election of Deputy Chairman**

Cllr. Beer was duly elected Deputy Chairman of this committee for the municipal year 2023-24 (moved Cllr. Hartnell, seconded Cllr. Ledger)

**3. Apologies for absence**

Apologies for absence were received from Cllr. Dyke. No reason was given so the absence could not be approved by Members.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Minutes of the previous meeting**

Members **RESOLVED** to approve the minutes of the Personnel Committee meeting, held on Tuesday, 4 April 2023. (moved Cllr. Beer, seconded Cllr. Singh)

**5. Public Question Time**

None.

**Confidential Item**

The Chairman moved that in accordance with the Council's Standing Order 1(d) press and public would be excluded from the meeting during the discussions of item 6 on this agenda as there is likely to be disclosure of information as matters are being discussed which could identify an individual.

## 6. Town Clerk's Appraisal

Members carried out the annual appraisal of the Town Clerk and commended her on the manner in which she managed her team to ensure the Council's continued effective governance, sound financial management, good engagement with the community and delivery of the various events and projects in the town which had led to the attainment of the Local Council Quality Award, in December 2023.

As part of the work to ensure that the good work continued and the Council's good reputation was maintained, Members **RESOLVED** that a recommendation should be brought to Council that all councillors undertook further training on the Civility and Respect Pledge. (moved Cllr. Hartnell, seconded Cllr. Ledger)

Meeting closed at 6.45pm

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

**Minutes of Personnel Committee  
Thursday, 4<sup>th</sup> April 2024**

**Present:**

**Chairman:** Cllr. A. Singh

**Councillors:** Cllrs. K. Beer, Hartnell, Dyke & Ledger

**In attendance:** Deputy Clerk

**Public:** 2

**7. Apologies for absence**

There were no apologies for absence.

**8. Declarations of Interest**

Cllr Dyke declared a personal interest in the confidential item on the agenda and requested special dispensation to remain in the meeting. Members **RESOLVED** to consider this request in the confidential part of the meeting. (proposed Cllr Ledger, seconded Cllr Beer)

**9. Minutes of the previous meeting**

Members **RESOLVED** to approve the minutes of the Personnel Committee meeting, held on Monday 8<sup>th</sup> January 2024. (proposed Cllr. Hartnell, seconded Cllr. Beer)

**10. Public Question Time**

None.

**Confidential Item**

The Chairman moved that in accordance with the Council's Standing Order 1(d) press and public would be excluded from the meeting during the discussions of the item below, as there was likely to be disclosure of personal information as matters were being discussed, which could identify an individual. (proposed Cllr Ledger, seconded Cllr Beer)

**11. Staffing**

Members considered Cllr Dyke's request for dispensation to remain in the meeting. In line with standing order 13e the Deputy Clerk advised Cllr Dyke that dispensation could not be granted as any participation by Cllr Dyke would put the Council at financial risk. Cllr Dyke left the meeting at approximately 6.20pm.



A hard copy of a complaint made by Cllr Wood against the Town Clerk, together with a hard copy of the Town Clerk's response to said complaint were circulated for Members' consideration.

During their discussions Members considered the information submitted by both parties, in line with the Council's Dignity at Work Policy and Members' Code of Conduct, and **RESOLVED** that:

- all allegations made against the Town Clerk were unfounded and therefore the complaint would not be upheld.
- having considered the seriousness of the allegations made, and the wider context surrounding them, the Personnel Committee recognised the reputational risk to both the Town Clerk and the Council, alongside the financial risk to the Council and, as a result, a Code of Conduct complaint against Cllr. Wood would be lodged with the Monitoring Officer, as a matter of urgency, as it took the view that breaches of the Code had occurred.
- to assist the council in dealing with the ongoing situation - regarding the behaviour of some councillors towards the Council's employees - and in line with its terms of reference, the Personnel Committee would seek professional advice from the Council's retained solicitors to provide guidance on the risks posed to the Council by this behaviour and how to deal with the situation.
- officers should research the option of implementing voluntary sanctions, with a view to amending standing orders to include these, subject to the Council's approval at the annual general meeting in May.
- in recognition of the Council's duty of care to all its employees under employment law and, in recognition of the excellent work carried out by the Town Clerk and all officers, wellbeing support will be offered to the Town Clerk and officers, by the Personnel Committee, on an ongoing basis.

(proposed Cllr Hartnell, seconded Cllr Beer)

Meeting closed at 7.05pm

**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Minutes of  
Finance & General Purposes Committee Meeting  
Monday, 22 April 2024**

**Present:**

**Chairman:** Cllr. K. Beer

**Councillors:** P. Burrows, K. Brooks, N. Dyke, A. Singh & C. Wood

**In attendance:** Town Clerk

**Public:** None

**Others:** Cllrs. E. Bowman and J. Russell were also in attendance, but not members of the committee.

**36. Apologies for absence**

Apologies for absence were received from Cllr. Hartnell and the reasons accepted.

**37. Declarations of Interest**

No interests were declared.

**38. Minutes of the previous meeting**

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 8 January 2024.  
(moved Cllr. Burrows, seconded Cllr. Singh)

**39. Public Question Time**

No public questions.

**40. Payments, receipts and unpaid invoices**

In line with the Council's Financial Regulations Members reviewed and **RESOLVED** to ratify the receipts and payments made and noted unpaid invoices as at 31<sup>st</sup> March 2024.  
(moved Cllr. Singh, seconded Cllr. Dyke)

**41. Reconciliations**

Members **RESOLVED** to note and approve the following reconciliations as at 31 March 2024:

- Treasurers Account – Lloyds
- 32 Day Deposit Account – Lloyds

- Public Sector Deposit Fund - CCLA
- petty cash

(moved Cllr. Singh, seconded Cllr. Beer)

#### 42. Allotments 2023/24

Members noted the statement of income and expenditure relating to the allotments as at 31 March 2024. Furthermore, they noted the diminishing balance in the earmarked reserve for allotments and whether consideration should be given to raising allotment rents by a small amount to cover future maintenance costs. The Town Clerk advised that, in line with the Non-statutory Allotment Rules, 12 months' notice of any increase in allotment rent had to be given to tenants. Members **RESOLVED** to write to all tenants inviting them to a meeting to discuss a possible rise in rent and any other matters tenants may wish to raise. (moved Cllr. Burrows, seconded Cllr. Singh)

Meeting closed at 6.19pm

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT



# Seaton Town Council Constitution

## Committee Terms of Reference **2024/25**

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

[townclerk@seaton.gov.uk](mailto:townclerk@seaton.gov.uk)

## **CONTENTS**

This document includes the terms of reference for 2023-24 for the following committees:

1. Finance & General Purposes Committee.....	3
2. Personnel Committee.....	4
3. Planning Committee.....	6

## **Finance & General Purposes Committee – Terms of Reference**

### **Purpose of the Committee**

To oversee the Council's financial affairs and ensure the finances of the Council are managed prudently in line with the Council's Financial Regulations (May 2024) and any relevant legislation. To ensure good governance and all times and to report to Council as considered necessary.

### **Membership**

1. Eight members of the Council (including the Chairman and Deputy Chairman - ex-officio). The quorum shall be 3.
2. Membership of the committee shall be re-appointed at the Annual Meeting of the Council in May each year.
3. Meetings to be held at least quarterly.
4. The committee shall be supported by the Town Clerk, or such other officer as designated by the Town Clerk.
5. The committee is empowered to invite specialist professional advisors to attend meetings to provide advice or provide written guidance as to matters under discussion.

### **Delegated Powers**

The Finance & General Purposes Committee is authorised to:

1. receive and approve/ratify details of all payments authorised in the course of the business of the Town Council, including those purchased with the Council's debit card.
2. monitor income and expenditure against approved budgets, by way of quarterly reports produced by the Town Clerk.
3. consider any matter which does not fall within the remit of any other committee. Where there is a specific budget for such a matter, the Finance & General Purposes Committee shall have delegated power to authorise expenditure. Where there is no specific budget, the committee shall make recommendations to Council.
4. authorise the transfer of unspent and available amounts/earmarked reserves to other budget headings or to an earmarked reserve as appropriate, during any financial year.
5. receive proposals from the Town Clerk in respect of expenditure and anticipated expenditure for the following financial year, as part of the Council's budget setting process.

6. having considered the proposals, to agree detailed estimates of income and expenditure, including the use of reserves and all sources of funding for each financial year in the form of a budget and present it to Council, if practicable no later than its December meeting, thereby enabling Council to approve a budget and set precept for the following financial year.
7. review the Council's banking arrangements, including the bank mandate and signatories, annually at the first meeting of each new financial year, or as soon thereafter as practicable.
8. undertake periodic checks on petty cash expenditure and approve petty cash expenditure at each meeting.
9. receive details of bank statements and confirm reconciliation at each meeting.
10. take decisions on action required and expenditure in respect of all the Council's assets, including its buildings and land (including those leased to others such as the Town Hall, Martial Arts Centre and Scout Hut). Such decisions to include:
  - negotiating and reviewing leases to ensure their continuing fitness for purpose and to ensure compliance by tenants with the terms and conditions of the lease.
  - keeping under review the best use of Marshlands and how income may be generated, whilst mindful of the restrictions thereon.
  - ensuring buildings and land are maintained and fit for purpose and comply with all health and safety requirements and other safety checks, such as fire safety, electrical inspections and legionella checks.
  - agreeing an annual expenditure plan to cover the maintenance of all buildings and land for recommendation to the Council as part of the annual budget setting process
  - incur expenditure within the approved budgets for the maintenance of the Town Hall, Marshlands and the Council's other assets authorise transfer from ear marked reserves, as necessary
11. prepare recommendations for Council for any critical expense that has not been budgeted for.

## **Personnel Committee – Terms of Reference**

### **Purpose of the Committee**

- To make decisions about staffing matters, as delegated by Council.

## **Membership**

1. Five members of the Council (including the Chairman or Deputy Chairman of the Council). The quorum is 3. If the Chairman of the Council is on the Personnel Committee, then the Deputy Chairman of the Council is not to be a member of the Personnel Committee as they will chair the Appeals Committee, or vice versa.
2. Membership of the committee to be re-appointed at the Annual Meeting of the Council in May each year.
3. Councillors that are on the Personnel Committee cannot be on the Appeals Panel and vice versa
4. Meetings to be convened on an 'as and when' basis.
5. Only members of the committee may attend meeting for items discussed in Part B of the meeting
6. The Town Clerk will support the Personnel Committee.
7. The Personnel Committee is empowered to invite specialist professional advisors to attend meetings to provide guidance as to matters under discussion.

## **Delegated Powers**

The Personnel Committee is authorised to:

1. approve, where necessary, the contract of employment and job description for any staff role prior to any new appointment
2. assist the Town Clerk, as he/she required, in the recruitment process for any new appointment, including approval of job description and interview. Normally all correspondence with candidates and referees should be undertaken by the Town Clerk, but in the absence of both the Town Clerk and Deputy Clerk (where authorised to deputise for the Town Clerk), this should be by a member of the committee, who has been appointed to that role by Council.
3. recommend to Council, after interview and having considered the recommendation of the Town Clerk, suitable candidates for appointment. Decision on any appointment is made by Council.
4. carry out the annual appraisal of the Town Clerk, and report to the next Council meeting.
5. consider remuneration levels for staff, including any changes to pay grades, if required. To make recommendations to Council for approval where there are financial implications over and above approved budgets. Note – any nationally agreed annual increase as announced by



SLCC/NALC will be automatically awarded to staff in line with the Council's contractual obligations.

6. deal with any matters that are raised under Seaton Town Council's policies and any applicable national legislation such as employment law and health and safety as it applies to staff, any Code of Conduct matters that apply to staff, staffing disputes and staffing related issues.

### **Planning Committee – Terms of Reference**

#### **Purpose of the Committee**

1. To consider and make responses to planning applications from East Devon District Council, as the local planning authority.
2. To consider any applications where Seaton Town Council is the applicant and to make recommendations to Council for approval prior to the submission of the application. This will also apply to any changes to the application or requests for further information.
3. To act as a consultee on any planning policy matters raised by East Devon District Council

#### **Membership**

1. Seven members of the Council (including the Chairman and Deputy Chairman - ex-officio). The quorum shall be 3.
2. Membership of the committee shall be re-appointed at the Annual Meeting of the Council in May each year
3. Meetings to be held as frequently as required, but at least once a month.
4. The committee shall be supported by the Town Clerk, or such other officer designated by the Town Clerk.
5. The committee is empowered to invite specialist professional officers or advisors to attend meetings to provide guidance as to matters under discussion

#### **Delegated Powers**

The Planning Committee is authorised to:

1. determine responses to planning applications.

2. determine responses in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
3. determine responses to any appeal against a planning decision by East Devon District Council, including the preparation of submissions to be made to the Planning Inspectorate as appropriate.
4. note any planning decisions made by East Devon District Council
5. receive a report from the Chairman of any urgent planning items or amendments to planning applications received after formulation of the agenda.
6. respond to any consultation on planning policy.
7. respond to and take part in any discussion with regard to the Local Plan from East Devon District Council. However, where the matter relates to the area outside East Devon, this will be considered by the Council.
8. To oversee the development and updating of any future neighbourhood plan for Seaton.

#### **Associated delegation to Town Clerk**

9. Furthermore, the Town Clerk, after consultation with members of the Planning Committee, is delegated to submit comments for planning applications to East Devon District Council on any applications received, where the deadline for a response is before said application may be considered by a meeting of the Planning Committee.

#### **Appeals Panel – Terms of Reference**

From time to time, an Appeals Panel may be established to consider any issue that has been considered by the Personnel Committee that requires review.

**Reviewed – May 2024**



### Committee & Working Group Membership 2024/25

Committee/Working Group	Membership
<b>Planning</b>  5 seats + Chair/Deputy ex officio	1. (ex officio) 2. (ex officio) 3. Cllr 4. Cllr 5. Cllr 6. Cllr 7. Cllr
<b>Finance &amp; General Purposes</b>  6 seats + Chair/Deputy ex officio	1. Cllr (ex officio) 2. Cllr (ex officio) 3. Cllr 4. Cllr 5. Cllr 6. Cllr 7. Cllr 8. Cllr
<b>Personnel</b>  4 seats + Chair <u>or</u> Deputy ex officio	1. Cllr (ex officio) 2. Cllr 3. Cllr 4. Cllr 5. Cllr
<b>Appeals</b>	Members to be appointed by Council as and when it is necessary to convene an appeals hearing, to include either Chair, or Deputy Chair, dependant on which sits on the Personnel Committee
<b>Foreshore Working Group</b>	1. Cllr 2. Cllr 3. Cllr

<b>Outside Bodies 2024-25</b>	
Axe Valley Christians Against Poverty	Cllr
Councillors Police Advocate Scheme	Cllr
DALC County Committee	Cllr
Gateway Theatre Company	Cllr

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>13 May 2024</b>
<b>Item of business</b>	<b>24 COU 12</b>
<b>Details</b>	<b>Report on General Power of Competence</b>
<b>Purpose of Report</b>	To reaffirm the adoption of the general power of competence
<b>Power/authority</b>	<b>Localism Act 2011, ss. 1-8</b> – power for an eligible council to do anything subject to statutory prohibitions, restrictions and limitations
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members resolve to: <ul style="list-style-type: none"> <li>• reaffirm the adoption of the general power of competence</li> </ul>

## 1. Introduction

The powers of a town or parish council are set out in legislation. A council may choose to use all, some or none of those powers but if there is no power to take a particular action then it is unlawful. However, if a council meets certain criteria it may resolve to adopt the general power of competence

## 2. General power of competence

The general power of competence enables a local authority to do anything that individuals generally may do.

However, a local council is only eligible to invoke the general power if:

- two-thirds or more of total number of councillors are elected (as opposed to co-opted); and
- the clerk holds one of several qualifications, as defined by regulations

Such eligibility must be confirmed by resolution and minuted at a meeting of the council and reaffirmed at each subsequent relevant annual meeting that it remains eligible.

## 2. Current Position

The Council has an appropriately qualified clerk and as result of the 2023 election, the Council resolved to adopt said power.



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

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## **RECOMMENDATIONS**

It is **RECOMMENDED** that Members resolve to:

- reaffirm the adoption of the general power of competence



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

5th May 2024

Dear Julia,

#### **Year End audit Cover Letter (with Interim)**

An audit was carried out by Kevin Rose on Monday 15 April 2024. This was the Year End audit following on from the interim audit carried out on 19 December 2023.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 203 items. A total of 39 items were tested during this audit in addition to the 141 items tested and checked during the interim audit. 23 further items were checked during this audit and confirmed as being 'Not Applicable' to Your Council. All items on the checklists were tested during the year.

#### **Areas subject to audit were;**

- the Payment system (Box B)
- Risk and insurance (Box C)
- Income billing, collection and VAT (Box E)
- Payroll(Box G)
- Assets and investments (Box H)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)

#### **Summary of tests undertaken this audit**

Positive response	39
Negative response	0
Not Applicable to your Council	23
Total tests carried out	<b><u>62</u></b>

Of the 39 applicable items tested a Positive response was obtained in respect of all 39 tests. I am pleased to confirm that there were no Negative responses. Two Observations were made, details of which are set out in the attached Year End Internal Audit Observations.

---

**Summary of tests undertaken for the financial year (including the Interim audit)**

Positive response	151
Negative response	5
Not Applicable to your Council	47
Total tests carried out	<b><u>203</u></b>
Tests not carried out	Nil

I am pleased to advise that no 'Non-Compliances' were identified that would give rise to a negative response on the statutory Annual Internal Audit Report.

I would like to express my thanks for the assistance and hospitality provided to me during my audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA  
Director



The Clerk  
Seaton Town Council  
Marshlands Centre  
Harbour Road  
Seaton  
Devon  
EX12 2LT

05-May-24

### Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2023/24 I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objective K, L and O and we are required to explain why we have done this.

- *The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review for the 2022/23 financial year.*
- *At present no specific guidance has been provided to set out what the 'relevant legislation' is in respect of Control Objective L. We have tested against the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) and 2015/494 The Smaller Authorities (Transparency Requirements), neither of which apply to your Council. The publication requirements of Statutory Instrument (2015/234) The Accounts and Audit Regulations are covered in our responses to Internal Control Objectives M and N. The Council should note that we have not considered any additional publication requirements that may apply, for example those set out in the ICO Model Publication Scheme for Parish Councils.*
- *The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.*

---

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,

A handwritten signature in black ink, appearing to read "K. Rose". The signature is written in a cursive style with a large initial "K" and a distinct "Rose" following.

Kevin Rose ACMA  
Director

Seaton Town Council



Interim Audit Date: 19/12/2023  
 Year End Audit Date: 15/04/2024

Internal Audit Summary for the year 2023-24

(shaded Internal Control Objectives are not applicable to your Council)

Internal Control Objective	Observations	Observation Analysis				Advisory	Responses		
		Non - Compliance	High	Medium	Low		Positive	Negative	N/A
A Appropriate accounting records have been properly kept throughout the financial year.	0	0	0	0	0	0	0	0	0
B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	2	0	0	2	0	0	1	8	0
C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	2	0	1	1	0	0	1	1	0
D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	0	0	0	0	0	0	0	1	0
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	1	0	0	1	0	0	1	3	0
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	0	0	0	0	0	0	0	0
G Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	2	0	0	2	0	0	0	8	0
H Asset and investments registers were complete and accurate and properly maintained.	0	0	0	0	0	0	0	4	0
I Periodic bank account reconciliations were properly carried out during the year.	3	0	1	1	1	0	2	0	0
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	0	0	0	0	0	0	0	4	0
K If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A
L The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7	N/A

2023-24 Internal Audit Seaton Town Council

	Internal Control Objective	Observations	Observation Analysis				Responses			
			Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A
M	The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	0	0	0	0	0	5	0	0	0
N	The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	0	0	0	0	0	7	0	1	0
O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7	N/A
<b>Total</b>		<u>10</u>	<u>0</u>	<u>2</u>	<u>7</u>	<u>1</u>	<u>151</u>	<u>5</u>	<u>47</u>	<u>0</u>

# Year End audit summary Seaton Town Council

(shaded Internal Control Objectives are not applicable to your Council)



Year End Audit Date 15 April 2024

Internal Control Objective	N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A <i>Appropriate accounting records have been properly kept throughout the financial year.</i>		0	0	0	0	
Box B <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	3	1	1	0	0	
Box C <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>		1	1	0	0	
Box D <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>		0	0	0	0	
Box E <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	3	1	1	0	0	
Box F <i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>		0	0	0	0	
Box G <i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	8	15	15	0	2	
Box H <i>Asset and investments registers were complete and accurate and properly maintained.</i>	4	7	7	0	0	
Box I <i>Periodic bank account reconciliations were properly carried out during the year.</i>		9	9	0	0	
Box J <i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i>	4	5	5	0	0	
Box K <i>If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>		N/A	N/A	N/A	N/A	
Box L <i>The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.</i>		N/A	N/A	N/A	N/A	
Box M <i>The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>		0	0	0	0	
Box N <i>The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).</i>	1	0	0	0	0	
Box O <i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>		N/A	N/A	N/A	N/A	
<b>Totals</b>	<b>23</b>	<b>39</b>	<b>39</b>	<b>0</b>	<b>2</b>	<b>0</b>

# Annual Internal Audit Report 2023/24

ENTER PUBLICITY AVAILABLE **Seaton Town Council** / WEBSITE ADDRESS

ENTER PUBLICITY AVAILABLE [seaton.gov.uk](http://seaton.gov.uk) / WEBSITE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic bank account reconciliations were properly carried out during the year.	Yes		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			N/A
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	Yes		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	Yes		
<b>O. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

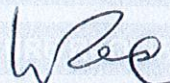
Date(s) internal audit undertaken

17/04/2023 19/12/2023

Name of person who carried out the internal audit

Kevin Rose ACMA- IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

05/05/2024

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

# SEATON TOWN COUNCIL

## NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

### NOTICE

1. Date of announcement Monday, 3 June 2024

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:

Town Clerk & Responsible Financial Officer, Marshlands Centre, Harbour Road, Seaton, Devon EX12 2LT Email: [townclerk@seaton.gov.uk](mailto:townclerk@seaton.gov.uk) Tel: 01297 21388

commencing on Wednesday, 5 June 2024

and ending on Tuesday, 16 July 2024

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)  
15 Westferry Circus  
Canary Wharf  
London E14 4HD  
([sba@pkf-l.com](mailto:sba@pkf-l.com))

5. This announcement is made by Julia Mutlow - Town Clerk & Responsible Financial Officer

### LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

## **The basic position**

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

## **The right to inspect the accounting records**

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2024 for 2023/24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

## **The right to ask the auditor questions about the accounting records**

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>13 May 2024</b>
<b>Item of business</b>	<b>24 COU 22</b>
<b>Details</b>	<b>Town Clerk’s Report</b>
<b>Purpose of Report</b>	<b>To provide a summary of the ongoing work of Seaton Town Council</b>
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members: <ul style="list-style-type: none"> <li>• note the report</li> </ul>

## 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

- **Committees:**
  - **Planning Committee** –4 and 22 April 2024
  - **Personnel Committee** – 4 April 2024
  - **Finance & General Purposes Committee** – 22 April 2024
  - **Annual Town Meeting** – 29 April 2024
- **Storage rental** – as requested at the last meeting, an alternative quotation was sought for storage which proved to be more expensive than the quotation before the last meeting of Council, therefore a licence has been entered into with Harcombe for a 20 ft container.
- **Internal Audit 2023-24** – the year end audit was undertaken on 15 April 2024 with only a minor observation.
- **Year End 2023-24** - the year end close down was completed by the Town Clerk and Rialtas on 1 May 2024 and the Annual Governance and Accounting Statements prepared. These have been prepared in readiness for submission to the external auditor once approved at this meeting.



- **Seaton Regeneration Project Board** – DCC’s Economy Manager met with Town Clerk on 10 April and received an update on the ongoing refurbishment of the first-floor of Marshlands which had partially been funded by virtue of that initiative. An update has been received from EDDC and this has been circulated to all councillors.
- **Community Resilience Plan** – the Deputy Clerk and Facilities Officer met with members of the public and colleagues from DCC and EDDC on 15 April to discuss how this volunteer-led initiative may be taken forward. A further meeting for potential volunteers took place on 25 April and was attended by the Facilities Officer. Further to the meeting on the 25<sup>th</sup> April, the community group need to form a collective to work on a plan, with the support of East Devon District Council, Environment Agency and Seaton Town Council.
- **Insurance** – a 1-year contract of insurance has been entered into. The premium was £16,693.75. However, this is likely to increase in future years, as the Council will not benefit from the 3-year fixed premium. As per the resolution of 8 April, enquiries will be made of a second broker – Clear Councils – when capacity permits and prior to the renewal in 2025. The Gateway, as tenants, have been advised of the amount that will be due for the financial year 2024-25 and also the amount due for the period from the revaluation to the end of the 2023-24 policy which expired on 21 April 2024.
- **Allotments**– the annual invoices have been sent out to all 109 allotment holders and the annual inspection was carried out by the Facilities & Administration Officers on 11 April. Letters have been sent 5 tenants requesting attention to their plots. The financial statement for 2023-24 has been prepared and listed as a separate item of business.
- **Damage at Seaton Down Hill Picnic Site** – damage is being caused to this site on a regular basis by 4 x 4 vehicles being driven across it (photo attached). The Town Maintenance Officer has installed several more dragon’s teeth posts in an attempt to prevent this. On 9 April chains were added in between the posts, some of which were stolen within 36 hours. Officers are now considering whether large boulders can be moved from the Underfleet to reinforce the boundaries of the site to prevent this type of damage.
- **Underfleet Playpark** – damage to the wooden sleepers surrounding the ‘Landscape tunnel’ equipment have been noted and quotations are being sought for the wood to be replaced as it is rotten.
- **Christmas Lights** –following the meeting with a lighting contractor and DCC engineer officer on 22 April 2024. as required the catenary wire and festoon lighting has been urgently removed for reasons of public safety. Seaton Chamber have been advised of the position we officers were working with them on the 2024 event and invited for a meeting to discuss alternatives. A report appears on the agenda under separate cover by the Facilities Officer.

- **Foreshore Working Group** – this met on 3 April 2024. Notes are attached.
- **Correspondence and enquiries** - various correspondence and enquiries have been dealt with by officers including liaison with DCC, EDDC and other partners and a summary of correspondence is attached.
- **Seaton Summer Celebration 2024** – planning for this year’s event is now being finalised and the focus is on promotion and publicity. Banners will be put up around the town within the next couple of weeks. Posters have been distributed and will continue to be circulated and content will be posted regularly on the Seaton Town Council Facebook event page and the Council’s Instagram account. 8 volunteers have been recruited and 8 site security personnel contracted. Whilst Martyn’s Law as yet to be passed, his year bag searches will take place at all ingress/egress points. This will provide the Council with the opportunity of a trial run to ensure full compliance at future events once the legislation is passed this year. It will also allow the Council to advise and share best practice with other parties who will need to comply with this new legislation. A volunteer briefing meeting will be held on Monday 20<sup>th</sup> May and a final community groups meeting on the same date. All risk assessments have been finalised and will be sent to all parties participating in the event. The Deputy Clerk is also in the process of drafting an event/town council consultation form with a view to obtaining views from attendees on the day that will hopefully assist with future strategic planning.
- **Bus Shelters** – DCC have confirmed that the relocation of a new bus shelter at Fisherman’s Gap is scheduled to be completed by the end of June.
- **Windsor Gardens** – after liaison with EDDC, at the request of the Royal British Legion, the flagpole will be painted and the wildflower bed planted with poppies, ready for the D-Day 80<sup>th</sup> Commemoration.
- **Play parks** – the annual RoSPA inspections have now been completed with no unexpected issues being identified, albeit that the Town Maintenance Officer has an ongoing schedule of works being undertaken.
- **Marshlands:**  
The following works have been undertaken:
  - the first-floor refurbishment works are ongoing, officers undertaking as much of the decorative work as possible to keep costs as low as possible. The carpets in the front two first floor rooms will be laid next week.
  - a further approach has been received in respect of a possible lease of offices on the first-floor office from Cllr Heath regarding the possible rental of rooms for storage of equipment for youth provision and the floor plans and rental costs supplied. A further meeting has been arranged with the other interested party. Members will be kept updated.

- quotations are still being sought regarding the cost of preventing and repairing damage from water ingress in the Town Clerk's office and the bay windows on the seafront
- **Training & development** – the following training and development has been undertaken or booked since the last meeting:
  - **Facilities Officer** – Chapter 8 Renewal Training undertaken on 19 April 2024

## **RECOMMENDATIONS**

It is **RECOMMENDED** that Members:

- note the report



# **Correspondence & Complaints Log**

## Correspondence & Complaints – April 2024

Date	Details	Location (if applicable)	Action taken	Officer
<b>APRIL 2024</b>				
Date	Details	Location (if applicable)	Action taken	Officer
2.4.2.2024	New business setting up in Seaton and owner wants temporary accomm.	Accommodation in Seaton or surrounding area	HJ emailed accommodation list	HJ
2.4.2024	Member of the public reported the life ring at Seaton Hole has become dislodged from its bracket	Seaton Hole	HJ reported to EDDC	HJ
2.4.2.2024	Allotment holder reported two sheds damaged in storms	Allotments	HJ contacted plot holders of damaged sheds to advise	HJ
2.4.2024	Room hire enquiry at Marshlands	Marshlands function room	HJ advised availability and rates	HJ
2.4.2024	Telephone call from customer of Seaton Tesco wanting to make a complaint but can't get hold of anyone at the store	Seaton Tesco	JM advised STC unable to help but suggested they go in person to the customer service desk	JM
2.4.2024	Homeless lady from Doncaster came into office to use the phone to call DWP and also Housing Needs at EDDC	In the office	HJ assisted person with making phone calls and gave advice and signposted her to the right department.	HJ
3.4.2024	Allotment holder telephoned to say the sheds on plots 59 and 61 have been damaged by the stormy weather	Allotments	HJ advised plot holders of damaged sheds	HJ
3.4.2024	Allotment holder giving up plot 2A	Allotments	HJ took message	HJ
4.4.2024	Visitor wanted car parking permits for walking the SW coastal path	Coastal Path	HJ advised contact EDDC for short term permits	HJ
4.4.2024	Axmouth Village show volunteer called to reserve six gazebos	Axmouth	HJ took message and did paperwork	HJ
4.4.2024	Resident living on seafront advised	Seaton Esplanade	HJ took note of message	HJ

	the night light n the crane is faulty and flashes on and off all night. The site foreman is aware ad it will be fixed ASAP.			
4.4.2024	Resident in Seaton came in to say she saw a big black cat on her garden wall last night and she thinks it was the beast of Bodmin Moor (!)	Seaton	HJ took note of message and thanked her for letting us know what she had seen.	HJ
4.4.2024	Can visitors park campervans on the Seafront overnight?	Seaton seafront	HJ advised yet, free after 6pm and before 9am the next day	HJ
4.4.2024	Resident living in the Square in Seaton called to complain about regular gospel singers who are too loud and causing noise pollution	The Square, Seaton	HJ advised Devon County Council Highways on this area of land so she should report her concerns to them.	HJ
4..4.2024	Local resident wanted to paint a mural on the Factory Shop building to smarten it up but the shop manager wasn't interested.	The Factory Shop in Seaton	HJ advised she get in touch with the Seaton Chamber to progress her idea	HJ
4.4.2024	Email from Seaton resident: Does The Hook & Parrott property come under your jurisdiction? As, although we know of the situation about its non-sale, it would really help if the facade were disguised with a hoarding of some kind. Other properties on the seafront are in good condition but this is a disgraceful eyesore! Particularly as so much effort has been made to renovate the property now known as Tide Cafe Bar!! Which greatly enhances the seafront area.  What must tourists, who know nothing of the Hook & Parrot story, think of this appalling sight!  With the new Discovery Centre partly open and the work on the disgusting seafront flats progressing (very slowly)	Seaton seafront	HJ replied and referred her to EDDC and the Seaton EDDC Cllrs	HJ

	we should all we trying to improve the profile of Seaton.....not making it appear that no one actually cares!!!			
5.4.2024	Resident wanting permission to scatter ashes of deceased loved one in Cliff Field Gardens	Cliff Field Garden	PJ advised OK to do	PJ
8.4.2024	Resident asking about the Fosseyway Court development and how long it will take to finish	Fosseyway Court	HJ showed plans	HJ
8.4.2024	Colin Pady telephoned to advise of Bluebell Day in Holyford Woods	Holyford Woods	HJ spoke on phone and took details	HJ
9.4.2024	Visitor came in wanting lots of local information as about to move permanently to Seaton	Seaton in general	HJ gave leaflets and information	HJ
9.4.2024	Phone call from someone who wanted accommodation in Cornwall.	Cornwall	HJ advised use the internet or contact holiday letting agencies	HJ
9.4.2024	Person came in with posters and tickets for the Axe Vale Show in June	Axminster	HJ received tickets etc.	HJ
15.04.2024	Phonecall from resident wanting advice on erecting a new roof to his house	Seaton	Advised contact EDDC planning Department	TIC volunteer
15.04.2024	Resident reported illegal all night party in Manor Road the night before	Manor Road, Seaton	Advised to email or call police 101	TIC volutneer
16.04.2024	Phone call from resident enquiring about Radon gas levels in Seaton	Seaton	HJ referred to EDDC website, Environmental Health dept.	HJ
16.04.2024	Person with poster wanting to recruit musicians for Lyme Regis Morris Dancers	Lyme Regis	HJ took poster	HJ
16.04.2024	Seaton Fish Bar to renew Business Delivery Access Parking Permit	Queen Street, Seaton	HJ gave out new permit	HJ
17.04.2024	Re from Crealy Adventure Park with current posters and leaflets for the season	Crealy Adventure Park	HJ took posters and had a chat about the tourist season so far	HJ

17.04.2024	Phone call from resident who has not had recycling collected this week	Marsh Road, Seaton	HJ referred to EDDC	HJ
18.4.2024	Resident complaining about Hook & Parrott pub and why can't "the council" compulsory purchase it?	Hook & Parrott Pub on seafront	JM advised reasons why not and explained situation with owners trying to sell the building	JM
18.4.2024	Resident asking for justification to spending £8,000 on a new mayoral chain	Mayoral Chain	JM explained reasons	JM
18.4.2024	Visitor complained about STC having two entrances on opposite sides	Marshlands	J explained set up of STC offices and Marshlands and TIC location	HJ
18.4.2024	Allotment holders received warning letter but wrong plot	Allotments	HJ realized plots 41A and 41B had been incorrectly mapped on allotments map and apologized for error	HJ
18.4.2024	Resident in Fore Street complaining about gospel singers in the Square causing a noise nuisance	The Square	HJ advised contact Environmental Health at EDDC	HJ
18.4.2024	Elderly couple wanted to apply for a blue badge	In the Office	HJ referred to the Citizens Advice Bureau	HJ
19.4.2024	Someone wanted to trace someone he knows who might live in Whitecliff flats	Whitecliff Flats next-door	HJ said STC couldn't help but he could try the Electoral Roll department at EDDC	HJ
20.4.2024	Local asking about Fosseyway Court development and how long will it be until its finished?	Fosseyway Court	TIC Volunteers covering the office	TIC Vols
22.4.2024	Enquiry about having a memorial bench in Cliff Field Gardens	Cliff Field Gardens	Paul Johns advised we have space for a new bench	PJ
22.4.2024	Enquiry about how long will the road be closed outside Fosseyway Court	Fosseyway Court	Jo advised	JH
23.4.2024	Enquiry about enrolling children into primary school	Seaton Primary School	Jo printed off application forms	JH
27.04.2024	Visitor asking about the history of Seaton	Seaton	TIC Volunteers covering the office	TIC Vols



28.04.2024	Complaint about dog fouling on beach	Seaton beach	TIC Volunteers covering the office	TIC Vols
29.04.2024	Lost Apple iPhone on seafront	Seafront	HJ took notes and a tel number	HJ
30.04.2024	Allotment holder complaining they have to pay a water fee but they don't get water at the top of the allotments because the pressure is too low	Allotments	HJ took note	HJ
30.04.2024	Resident wanting international identity document signed as proof of life to claim overseas pension	In the Office	HJ signed form	HJ

## MAY 2024

Date	Details	Location (if applicable)	Action taken	Officer
2.5.2024	92 year old resident wanted the tel no for the ear clinic in Lyme Regis	N/A	HJ googled tel no and gave to lady	HJ
2.5.2024	Email from visitor complaining about dogs off leads on Esplanade	Esplanade	HJ replied advising EDDC to upgrade signage	HJ
2.5.2024	Email from Monkton Wylde Holiday Cottages to say they keep getting calls for the TIC.	TIC Office	HJ called old Tic number (01297 300390) and sure enough it goes thru' to Monkton Wylde. BY phone line error.	HJ
3.5.2024	Spot on Kiosk complaining about dogs and fouling outside his kiosk	Spot on Kiosk	TIC Volunteers covering the office	TIC Vols
3.5.2024	Someone asking to see plans for finished result for Fosseyway Court	Fosseyway Court	TIC Volunteers covering the office	TIC Vols
3.5.2024	Email from visitor complaining about dogs off leads on beach	Seaton Beach	HJ replied to say EDDC is upgrading signage	HJ

3.5.2024	Phone call from visitor who can't get through to the Dolphin Hotel in Beer	Dolphin Hotel, Beer	TIC Volunteers covering the office	TIC Vols
6.5.2024	Email from resident of Westcliffe Terrace reporting regular groups of youths attending cliff field gardens at night and causing damage and breaking bottles and littering.	Cliff Field Gardens	PJ reported to neighbourhood police. PT attend site to inspect. HJ replied to email	PJ, PT, & HJ
5.5.2024	Visitor asking about dog exclusion zones on seafront	Seafront	TIC Volunteers covering the office	TIC Vols
6.5.2024	Visitor telephoned wanting wildlife leaflets to be posted to him	Seaton area	TIC Volunteers covering the office	TIC Vols
7.5.2024	Resident wanted overseas pension form signed as proof of life	In the office	HJ signed form	HJ
7.5.2024	Sri Lankan lady wanted application forms to enroll her two young children into Seaton Primary School	In the office	HJ printed off forms	HJ
7.5.2024	Complaint about not enough signs for road closure outside Fosseyway Court	Seafront	HJ took note & said she would try to speak to the site foreman and ask them to put another sign out at the end of Beach Road	HJ
7.5.2024	Resident of Beer Road telephoned to say a bicycle has been abandoned on the side of the road	Beer Road	HJ advised she report online to Devon County Highways	HJ

**Notes of the Foreshore Working Group walkabout meeting held on**

**3<sup>rd</sup> April 2024 at 10.30am**

Present: Pete Blyth, EDDC (PB)  
Paul Johns, STC (PJ)  
Jo Hemery, STC (JH)  
Luke Morgan (LM)  
Ben Tucker, Restore CIC (BT)  
Phil Abbott, Spot On Kiosk (PA)

Apologies: James Tribble, The Hideaway (JT)

The following actions were identified:

- Beach Huts East Walk – following the recent storm, these will be removed and work undertaken to level out the beach before they are put back.
- The shingle on East Walk will be levelled out so that it is lower than the level of the esplanade.
- Life ring to be replaced by the Spot On Kiosk.
- PA queried the lack of signage regarding dogs on leads and dog fouling. PB confirmed that signage was ordered in 2023. EDDC to be contacted – PB and JH.
- PB confirmed that all esplanade stencilling will be redone once the weather improves.
- Life ring opposite Beach Road to be fixed – Streetscene to organise.
- Life ring opposite Fosseyway Court to be fixed – Streetscene to organise
- Seaton Jurassic / Lyme Bay information post at Fisherman's Gap to be repaired – Streetscene to organise.
- The disabled beach matting will be re-laid during the last week of April / early May depending on the weather.
- A new vehicle barrier has been requested for West Walk – EDDC to install.
- Permission was granted to Restore to use the trishaw on West Walk – BT to send public liability insurance and risk assessment to PB. PB to arrange for permission to be confirmed in writing upon receipt.
- LM confirmed that West Walk toilet block will be repurposed during the summer. Temporary toilets will be installed. The water station will be reinstated once works are completed.
- Rotary sign underneath the Lookout to be removed.



- JT had requested the reinstatement of cliff fall warning signs by the Hideway – EDDC to supply.
- Life ring by the railings outside the Hideway to be replaced - Streetscene
- JH to ask RNLI to replace sign on lockbox outside the Hideway
- JT had enquired about having a defibrillator and water station outside the Hideway. PB advised that permission would be required from EDDC and for JT to contact Rob Harrison. PB also advised that there are drinking water taps along West Walk that can be used for water top ups.
- Water tap by the beach huts on West Walk to be replaced with a push button tap.
- PB advised that there are plans to install clip frames holding water quality information below the existing electronic sign

Date of next meeting: September 2024 – exact date to be confirmed.





# Safety Inspection Report

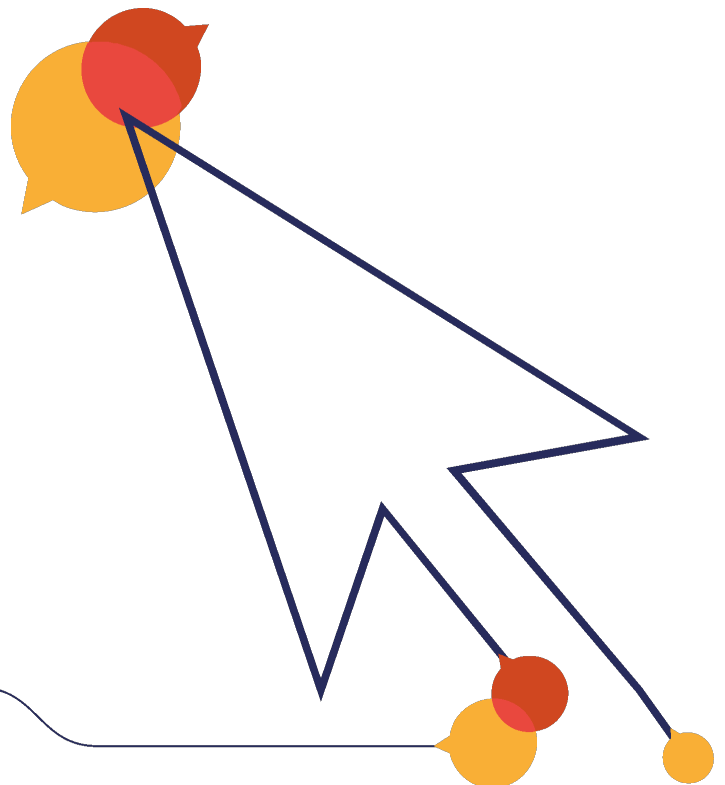
Annual Inspection

## Seaton Elizabeth Road



Seaton Town Council

19 April 2024



# Safety Inspection Report

## Annual Inspection

Site name: **Seaton Elizabeth Road**  
Date of inspection: **19 April 2024**  
Inspector: **Bill Slater**



## Seating

Innate risk score:

 2

Description	Tasks	Risk score
Timber is smashed.	Replace.	 6

## Dog Grid

Innate risk score:

 4

Description	Tasks	Risk score
No Findings		

## Gates

Innate risk score:

 4

Description	Tasks	Risk score
No Findings		

## Fencing - Mixed

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

## Litter Bin

Innate risk score:

 2

Description	Tasks	Risk score
No Findings		

## Signage - Info/Operator

Innate risk score:





 2

Description	Tasks	Risk score
No Findings		

## Carousel - Roundabout

Innate risk score:

 5

Description	Tasks	Risk score
Surface has holes in it.	Repair.	 8
Clearance between the underside of the roundabout and the surface is incorrect.	Read the notes for further action.	 7
Item has corrosion.	Treat and repair.	 6
Insufficient protective surfacing extent has been provided.	No reasonably practicable action is identified.	 3

## MUGA

Innate risk score:





 8

Description	Tasks	Risk score
Additional comments are noted below.	Replace.	 6

## Multiplay - Teen - With Spinner

Innate risk score:




 7

Description	Tasks	Risk score
RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.	The protective surface under all bars and rings must be kept in good condition.	 8
Bolt(s) missing.	Replace missing bolt(s).	 6
Chain link connectors notched.	Read the notes for further action.	 4
Item has corrosion.	Treat and repair.	 3

## Rotator - Overhead

Innate risk score:



 8

Description	Tasks	Risk score
Surface is wearing.	Repair.	 7
Some chain wear.	Monitor for further deterioration and replace before 40% wear.	 4
Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	 3

## Swing - Mixed - 2 Bay 1 Basket 2 Junior Seat

Innate risk score:



 8

Description	Tasks	Risk score
Surface needs repair.	Repair.	 8
Seat(s) set at incorrect height.	Read the notes for further action.	 8



## Primary Items Summary


---

Shrinkage / separation of the surface. This may give a trip hazard.	Re-glue and fill gaps and joints as necessary.	 6
Chain link connectors worn.	Read the notes for further action.	 4

## Carousel - Dish

Innate risk score:

 5

Description	Tasks	Risk score
Shrinkage / separation of the surface. This may give a trip hazard.	Re-glue and fill gaps and joints as necessary.	 6

## Rocker - Rocking Horse

Innate risk score:

 6

Description	Tasks	Risk score
Item is cracked.	Monitor and plan for replacement.	 3

## Slide

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Multiplay - Toddler

Innate risk score:

 4

Description	Tasks	Risk score
No Findings		

## Swing - Toddler - 1 Bay 2 Seat

Innate risk score:

 4

Description	Tasks	Risk score
Shrinkage / separation of the surface. This may give a trip hazard.	Repair.	 4

## How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

Primary Items

---

**Sample Asset Name** 1

Manufactured by Manufacturer Name 2

asset image here


Innate risk level: █ █ █ █

Actual risk level: █ █ █ █

Risk level: █ Low

Potential risk score reduction: █ 1 3

Remedial tasks: █ 1 4



Surface: Grass

**Standards:**  5

EN 1176-1:2017, EN 1176-2:2017  
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

**Finding**

<b>Description</b> Item is rusting in places.	Risk level: <span style="color: green;">█</span> Low
<b>Tasks</b> Replace.	Risk score: <span style="color: green;">█</span> 7
<b>Note</b> Two of the frame washers are rusting.	

**Finding Photos**

asset image here

asset image here

4

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

# Dog Grid



**Innate risk level**

**Actual risk level**

**Risk level:**  
Low

✓ Risk score as low as possible

✓ No remedial tasks

A vertical risk level scale consisting of 10 colored boxes. The top 4 boxes are red, the next 3 are yellow, and the bottom 3 are green. Two arrows point to the 4th box from the top, indicating the actual risk level.

# Fencing - Mixed



**Innate risk level**

**Actual risk level**

**Risk level:**

- Very low
- Risk score as low as possible
- No remedial tasks

# Gates



**Risk level:**

**Innate risk level**

**Actual risk level**

**Low**

**Risk score as low as possible**

**No remedial tasks**

# Litter Bin



**Innate risk level**

**Actual risk level**

**Risk level:**

- Very low
- Risk score as low as possible
- No remedial tasks

# Seating



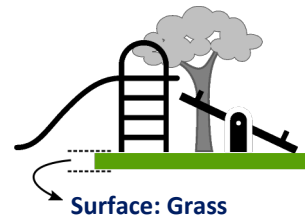
**Innate risk level**

**Actual risk level**

**Risk level:**  
Low

**Potential risk score reduction:**  
4

**Remedial tasks:**  
1



## Maintenance Finding

### Description

Timber is smashed.

### Tasks

Replace.

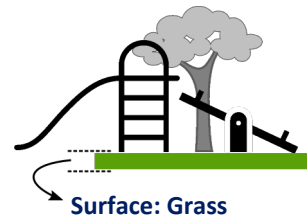
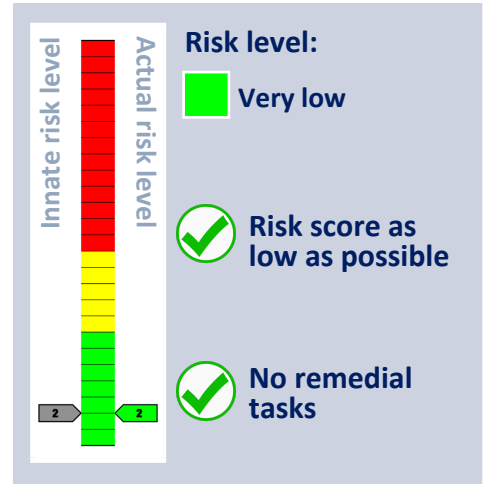
**Risk level:**  
Low

**Risk score:**  
6

### Finding Photos



# Signage - Info/Operator





# Carousel - Dish

Manufactured by (Unknown)



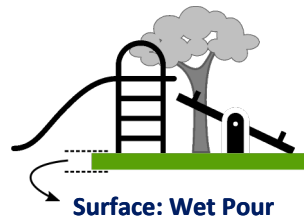
**Innate risk level** (vertical scale from 1 to 10, with 5 and 6 marked)

**Actual risk level** (vertical scale from 1 to 10, with 6 marked)

**Risk level:** Low

**Potential risk score reduction:** 1

**Remedial tasks:** 1



## Standards:



EN 1176-1:2017+A1:2023, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

Shrinkage / separation of the surface. This may give a trip hazard.

### Tasks

Re-glue and fill gaps and joints as necessary.

**Risk level:**

Low

**Risk score:**

6

## Finding Photos



# Carousel - Roundabout

Manufactured by G L Jones Playgrounds Ltd



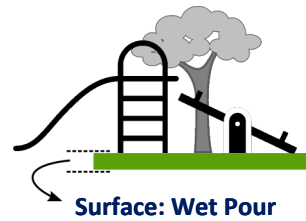
**Innate risk level** (Scale 1-10, 5-8 highlighted)

**Actual risk level** (Scale 1-10, 8 highlighted)

**Risk level:** Medium

**Potential risk score reduction:** 3

**Remedial tasks:** 4



## Standards:



EN 1176-1:2017+A1:2023, EN 1176-5:2019

Neither the equipment nor the surfacing are compliant with the requirements of the relevant standards.

## Maintenance Finding

### Description

Item has corrosion.

### Tasks

Treat and repair.

**Risk level:**

Low

**Risk score:**

6

## Finding Photos



## Maintenance Finding

### Description

Surface has holes in it.

### Tasks

Repair.

Risk level:

 Medium

Risk score:

 8

### Finding Photos



## Standard Compliance Finding

### Description

Clearance between the underside of the roundabout and the surface is incorrect.

### Tasks

Read the notes for further action.

### Note

Monitor.

Risk level:

 Low

Risk score:

 7

### Finding Photos



## Standard Compliance Finding

### Description

Insufficient protective surfacing extent has been provided.

### Tasks

No reasonably practicable action is identified.

### Note

Should be 2000 mm, actually 1700 mm.

Risk level:

 Very low

Risk score:

 3

### Finding Photos



# MUGA

Manufactured by Wicksteed Leisure Ltd



**Innate risk level**

**Actual risk level**

**Risk level:**  
Medium

**Risk score as low as possible**

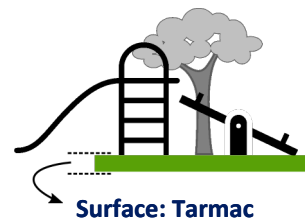
**Remedial tasks:**  
1

## Standards:



EN 15312:2007+A1:2010

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



## Maintenance Finding

### Description

Additional comments are noted below.

### Tasks

Replace.

### Note

Bottom frame is corroding.  
Panels are delaminating and rotting.

**Risk level:**

Low

**Risk score:**

6

### Finding Photos



# Multiplay - Teen - With Spinner

Manufactured by SMP (Playgrounds) Ltd



**Innate risk level**

**Actual risk level**

**Risk level:** Medium

**Potential risk score reduction:** 1

**Remedial tasks:** 4



## Standards:



EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

Bolt(s) missing.

### Tasks

Replace missing bolt(s).

**Risk level:**

Low

**Risk score:**

6

## Finding Photos



## Maintenance Finding

### Description

Chain link connectors notched.

### Tasks

Read the notes for further action.

### Note

Top of rope ladder. Monitor.

Risk level:

 Low

Risk score:

 4

### Finding Photos



## Maintenance Finding

### Description

Item has corrosion.

### Tasks

Treat and repair.

Risk level:

 Very low

Risk score:

 3

### Finding Photos



## Maintenance Finding

---

### Description

RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.

### Tasks

The protective surface under all bars and rings must be kept in good condition.

Risk level:

 **Medium**

Risk score:

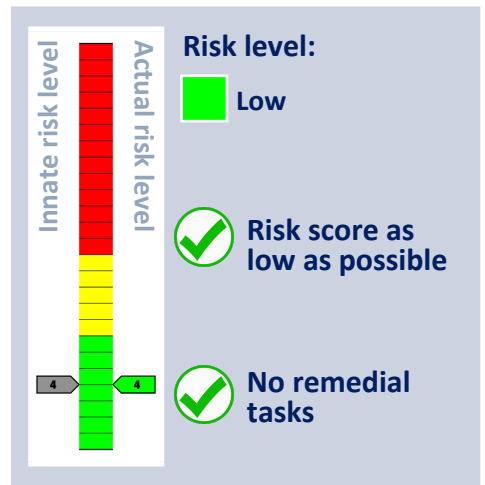
 **8**

**Photo not possible**



# Multiplay - Toddler

Manufactured by Wicksteed Leisure Ltd



## Standards:



EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



# Rocker - Rocking Horse

Manufactured by Wicksteed Leisure Ltd



**Innate risk level**

**Actual risk level**

**Risk level:**  
Low

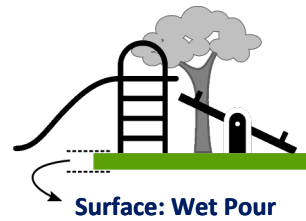
**Risk score as low as possible**

**Remedial tasks:**  
1

## Standards:

EN 1176-1:2017+A1:2023, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



## Maintenance Finding

### Description

Item is cracked.

### Tasks

Monitor and plan for replacement.

**Risk level:**

Very low

**Risk score:**

3

## Finding Photos



# Rotator - Overhead

Manufactured by HAGS SMP



**Innate risk level**

**Actual risk level**

**Risk level:**  
Medium

**Risk score as low as possible**

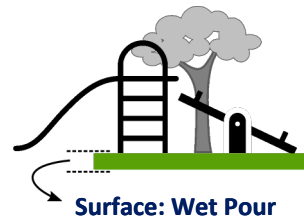
**Remedial tasks:**  
3

## Standards:



EN 1176-1:2017+A1:2023, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



## Maintenance Finding

### Description

Some chain wear.

### Tasks

Monitor for further deterioration and replace before 40% wear.

**Risk level:**

Low

**Risk score:**

4

### Finding Photos



## Maintenance Finding

### Description

Moving parts require greasing.

### Tasks

Apply lubricant according to the manufacturer's instructions.

Risk level:

■ Very low

Risk score:

■ 3

### Finding Photos



## Maintenance Finding

### Description

Surface is wearing.

### Tasks

Repair.

### Note

Wearing thin in areas and edges separating.

Risk level:

■ Low

Risk score:

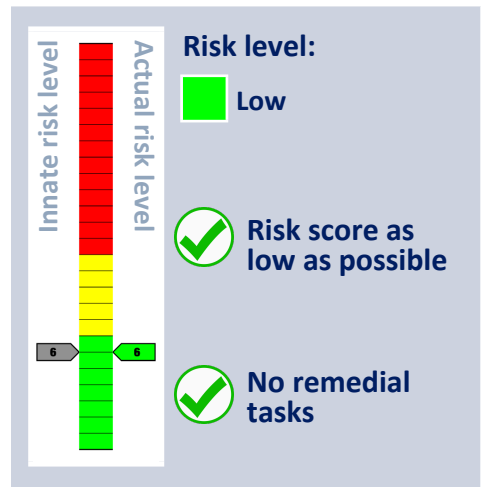
■ 7

### Finding Photos



# Slide

Manufactured by Wicksteed Leisure Ltd



## Standards:



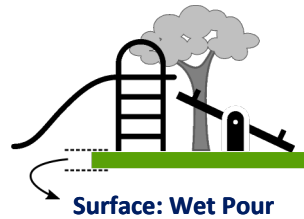
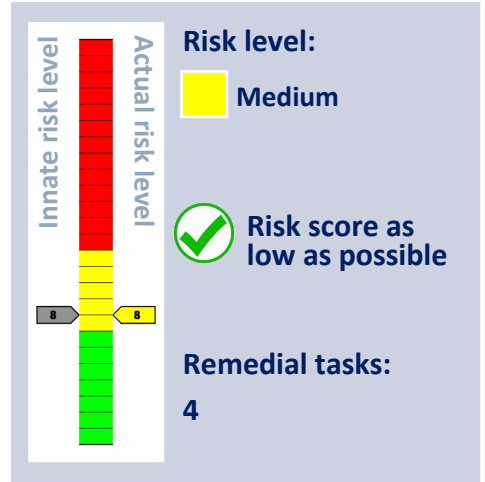
EN 1176-1:2017+A1:2023, EN 1176-3:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



# Swing - Mixed - 2 Bay 1 Basket 2 Junior Seat

Manufactured by HAGS SMP



## Standards:



EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

## Maintenance Finding

### Description

Chain link connectors worn.

### Tasks

Read the notes for further action.

### Note

Slight wear. Monitor.

Risk level:

 Low

Risk score:

 4

### Finding Photos



## Maintenance Finding

### Description

Shrinkage / separation of the surface. This may give a trip hazard.

### Tasks

Re-glue and fill gaps and joints as necessary.

Risk level:

 Low

Risk score:

 6

### Finding Photos



## Maintenance Finding

### Description

Surface needs repair.

### Tasks

Repair.

Risk level:

 Medium

Risk score:

 8

### Finding Photos



## Standard Compliance Finding

### Description

Seat(s) set at incorrect height.

### Tasks

Read the notes for further action.

### Note

Ensure there is a minimum ground clearance of 400 mm through the full arc of motion of the basket seat.

Risk level:

 Medium

Risk score:

 8

### Finding Photos





# Swing - Toddler - 1 Bay 2 Seat

Manufactured by HAGS SMP



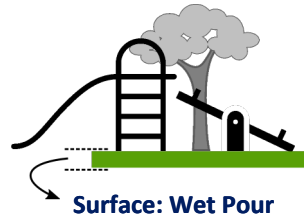
**Innate risk level**

**Actual risk level**

**Risk level:**  
Low

**Risk score as low as possible**

**Remedial tasks:**  
1



## Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

Shrinkage / separation of the surface. This may give a trip hazard.

### Tasks

Repair.

**Risk level:**  
Low

**Risk score:**  
4

### Finding Photos



## General Notes

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The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Rare
  - b. 2 = Unlikely
  - c. 3 = Moderate
  - d. 4 = Likely
  - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Insignificant
  - b. 2 = Minor
  - c. 3 = Moderate
  - d. 4 = Major
  - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

## General Notes

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It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of  $1 \times 5 = 5 =$  low risk. Similarly, a certain event for which the consequence is insignificant will present a score of  $5 \times 1 = 5 =$  low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
L i k e l i h o o d		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

## General Notes

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### Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

### Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.



## General Notes

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### What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

### What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).



## General Notes

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The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

### **Exposure to Risk**

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

### **Ownership**

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

### **Contemporaneous Findings**

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

### **Timber**

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

### **Planting and Trees**

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.



## General Notes

### How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

**Table 1**

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

# EN 1176 Notes – Summary of Requirements

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## **PROTECTION AGAINST INJURIES IN THE FREE SPACE**

- \* No obstacles in the minimum space (other than structures to assist or safeguard the user)
- \* Traffic flows should not go through the minimum space

## **PROTECTION AGAINST INJURIES IN THE FALLING SPACE**

- \* Free height of fall should not exceed 3m \* No obstacles in the falling space \* Platforms with fall heights of more than 1m between them require surfacing

## **PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT**

- \* No unexpected obstacles

## **SURFACING SAFETY REQUIREMENTS**

- \* Surfacing should have no sharp edges or protrusions \* Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm) \* Hard surfaces should only be used outside where children fall \* Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

## **DESIGN AND MANUFACTURE**

- \* The equipment must be suitable for the user and risks should be identifiable by the child \* Accessibility: adults must be able to gain access to help children \* Grip requirements: permitted diameter 16 - 45mm (i.e. overhead bars) \* Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)

- \* Requirements for easily accessible equipment

## **FINISHING**

- \* Timber species and synthetics should be splinter resistant \* No protrusions or sharp-edged components \* Bolts should not protrude by more than 8mm \* Corners, edges or projecting parts over 8mm should have a 3mm radius. \* No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) \* No crushing or shearing points
- \* Connections should not come loose by themselves and should resist removal. \* Timber connections should not rely solely on screws or nails. \* Leaking lubricants should not stain or impair the safety of the equipment

## **FIBRE ROPES**

- \* Conform to EN 701 or 919 or have a material and load certificate
- \* Ropes used by hands shall have a soft, non-slip covering

## **WIRE ROPES**

- \* Non-rotating and corrosion resistant with no splayed wires outside the ferrule \* Wire connector clip threads should protrude less than 8mm \* Turnbuckles should be enclosed, have a loop at each end and be secured

## **CHAINS**

- \* Maximum opening of individual links: 8.6mm in any one direction.
- \* Connecting links between chains must be less than 8.6mm or over 12mm

## **SWINGING SUSPENDED ROPES**

- \* Not combined with swings in the same bay \* Less than 2m long: over 600mm from static parts; over 900mm from swinging parts \* 2m - 4m long: over 1000mm from anything \* Diameter: 25 - 45mm

## **CLIMBING ROPES**

- \* Anchored at both ends and movement less than 20% of rope length
- \* Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

## **ENTRAPMENTS**

- \* Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

## **BRIDGES**

- \* The space between the flexible bridge and rigid sides should be not less than 230mm

## **ENTRAPMENT OF FEET AND LEGS**

- \* Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
- \* There are no requirements for suspension bridge gaps other than the main entrapment requirements

## **FINGER ENTRAPMENTS**

These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps

- \* Tube ends should be securely enclosed and removable only with tools
- \* Moving gaps should not close to less than 12mm

## **BARRIERS AND GUARD-RAILS**

- \* Hand-rail: a rail to help the child balance \* Guard-rail: a rail to prevent children falling \* Barrier: a guard-rail with non-climbable in-fill

## **HAND-RAILS**

- \* Where required they should be between 600 and 850mm above the standing surface

## **EQUIPMENT FOR UNDER 3'S**

- \* Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

## **EQUIPMENT FOR OVER 3'S**

- \* Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over \* Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing \* Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing \* No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

## **MEANS OF ACCESS**

The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to  $\pm 3^\circ$  (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.



# EN 1176 Notes – Summary of Requirements

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## SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

### REQUIREMENTS

\* No all rigid suspension members (i.e. solid bar top to bottom) \* Design should be principally for use by seated children (RoSPA interpretation) \* Two seats per bay maximum. Do not mix cradle and flat seats in same bay \* Some types of swings have slightly different requirements. Information should be obtained from the supplier \* Single point swing chains should not twist round each other \* Single point swings require a secondary bearing support mechanism

### DIMENSIONS

\* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) \* No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats \* Distance between seat and frame: 20% of swing suspension + 200mm \* Distance between seats: 20% of the swing suspension + 300mm \* Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

### SITING

\* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

### SURFACING REQUIREMENTS

Forward and Back

\* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m

Side width

\* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

\* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

\* Circular area with a radius equal to the Forward and Backward figure for other swings

## SLIDES

### SAFETY REQUIREMENTS

\* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. \* Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it \* If the starting section is over 400mm long, platform requirements apply \*

From a platform, the gap to the slide is the same width as the slide \* Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point \* Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

\* Maximum angle: 60° at any one point and an average of 40° \* The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm \* Spiral or curved slides should have a width less than 700mm

RUN -OUTS

\* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. \* Additional requirements are required for different types of slides \* Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) \* Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm \* Users should come to a stop on the run-out section (BS type only)

\* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

\* Maximum side angle from slide bed: 30° \* Tops of sides should be rounded or radiused to at least 3mm \* Tunnel slides should be a minimum 750mm high and 750mm wide \* Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

### SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: \* DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) \* BS type: 1m each side and 1m beyond

## CABLE RUNWAYS

### SAFETY REQUIREMENTS

\* Stop at end should progressively slow down the traveller \* Traveller should not be removable except with tools \* No access to internal mechanism \* Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle \* Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

\* Climbing should be discouraged onto the grip \* Children should be able to get off the seat at any time (i.e. no loops or straps) \*

Maximum loaded (69.5kg) speed is 7m per second \* If two cables are placed parallel the min. distance between them is 2m

### IMPACT AREAS

\* 2m either side of main cable

## ROTATING ITEMS

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

### SAFETY REQUIREMENTS

\* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) \* Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested \* Hand grips should be between 16 - 45mm

### SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:

# EN 1176 Notes – Summary of Requirements

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\* Platforms should be circular and enclosed \* All parts should revolve in the same direction \* No super-structure over the edge of the platform \* Mechanism should be enclosed \* Height between underside and ground 60 – 110mm for 300mm in \* Protective skirts should be of rigid material and have no burrs or other defects \* The bottom edge should be flared towards the inside or protected Giant revolving discs

\* Clearance of underside at lowest point: 300mm \* Max. platform height: 1m \* Free space: 3m \* Upper surface should be continuous, smooth and with no handles or grips \* Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

## MINIMUM SPACE

\* Free space: Horizontal: 2m all round \* Vertical head clearance from platform: sitting 1.5m ; standing 1.8m \* Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

## SURFACING REQUIREMENTS

\* There are no special extra requirements for surfacing areas \* Surfaces should be continuous underneath and level

## ROCKING ITEMS

### DEFINITIONS

\* Rocking equipment which can be moved by the user and is supported from below

\* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

### SAFETY REQUIREMENTS

\* Throughout the range of movement gaps in all accessible joints should be under 12mm \* Progressive restraint at extremity of movement is required \* Foot rests should be provided where the ground clearance is less than 230mm \* Hand grips should be provided for each seat or standing position

\* Foot rests and hand grips should be firmly fixed and non-rotating \* Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) \* Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

### MINIMUM SPACE

\* 1000mm between items at maximum movement.

### SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

## INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

### SAFETY

\* Appropriate safety systems must be established by the operator \* No access should be allowed to unsafe equipment or areas \* Records should be kept by the playground operator \* Effectiveness of safety measures should be assessed annually \* Signs should be provided giving owner details and emergency service contact points \* Entrances for emergency services should be freely accessible \* Information on accidents should be kept (RoSPA has a suitable form)

\* Staff and users should be safe during maintenance operations

### INSPECTION

\* Manufacturers will recommend the inspection frequency although some sites may need a daily check

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

\* An inspection schedule should be prepared for each playground, listing components and methods

\* Appropriate action should be taken if defects are noted

### ROUTINE MAINTENANCE

\* Basic routine maintenance details should be supplied by the manufacturer

### CORRECTIVE MAINTENANCE

\* This covers remedial work and repairs as required \* Alterations should only be carried out after consultation & agreement with the supplier or a competent person



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Playsafety Ltd  
78 Shrivenham Hundred Business Park  
Watchfield  
SWINDON  
SN6 8TY  
+44 (0)1793 317470

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# Safety Inspection Report

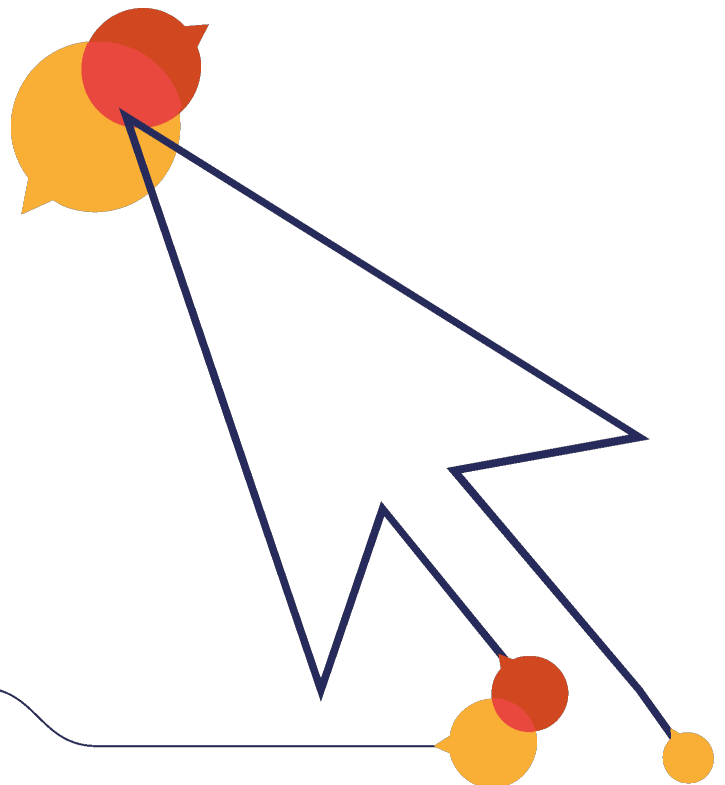
Annual Inspection

## Underfleet Play Park



Seaton Town Council

19 April 2024



# Safety Inspection Report

## Annual Inspection

Site name: **Underfleet Play Park**  
Date of inspection: **19 April 2024**  
Inspector: **Bill Slater**



## Gates

Innate risk score:

 4

Description	Tasks	Risk score
Surface is uneven.	Make good.	 6

## Pathways - Gravel (Internal)

Innate risk score:

 2

Description	Tasks	Risk score
Surface is wearing.	Repair.	 4

## Cycle Rack

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

## Seating - Mixed

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

## Signage

Innate risk score:

 2

Description	Tasks	Risk score
Item is damaged.	Repair.	 3

## Fencing

Innate risk score:




 2

Description	Tasks	Risk score
No Findings		

## Carousel - Hanging

Innate risk score:

 7

Description	Tasks	Risk score
Surface is uneven.	Make good.	 8
Item has corrosion.	Treat and repair.	 4
Some chain wear.	Monitor for further deterioration and replace before 40% wear.	 4

## Goal Posts x 2

Innate risk score:



 8

Description	Tasks	Risk score
Surface is uneven.	Make good.	 7

## Spatial Network

Innate risk score:

 8

Description	Tasks	Risk score
The tiles are easily lifted.	Fix firmly to prevent lifting.	 8
The spatial network requires re-tensioning.	Refer to manufacturer's guidance.	 6

## Swing - Basket

Innate risk score:

 8

Description	Tasks	Risk score
No Findings		

## Swing - Rope - Horizontal - Snake

Innate risk score:



 8

Description	Tasks	Risk score
No Findings		

## Tunnel

Innate risk score:



 5

Description	Tasks	Risk score
In the inspector's opinion the protective surface may not meet the head injury criteria requirements from the height required.	Read the notes for further action.	 8
Surface needs repair.	Repair.	 3

## Cableway

Innate risk score:

 7

Description	Tasks	Risk score
Delamination of wood.	Read the notes for further action.	 6
Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is	Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually. The trolley mechanism can be checked at the same time.	 0

## Climber - Rocks - With Net

Innate risk score:




 7

Description	Tasks	Risk score
No Findings		

## Multiplay - Slide Climber

Innate risk score:

 5

Description	Tasks	Risk score
Safety bar is missing.	Replace.	 6
Item has corrosion.	Treat and repair.	 3
Surface has unintended grass, moss or weeds.	No Tasks for this Finding	 2

## Swing - Basket - Twin Pole

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Bouncing Facility - Small

Innate risk score:

 6

Description	Tasks	Risk score
Worn ground areas.	Make good.	 4

## Agility - Trim Trail

Innate risk score:

 6

Description	Tasks	Risk score
Surface needs repair.	Repair.	 3



## Boulders x 8

Innate risk score:

 5

**Description**

**Tasks**

**Risk score**

---

No Findings

## Carousel - Rotator - Disc

Innate risk score:

 5

**Description**

**Tasks**

**Risk score**

---

There is wear in the bearings.

Monitor.

 3

## Rocker - Jeep

Innate risk score:

 5

**Description**

**Tasks**

**Risk score**

---

Item has corrosion.

Treat and repair.

 3

## Boulders x 4

Innate risk score:

 4

**Description**

**Tasks**

**Risk score**

---

There is an obstacle in the falling space or minimum space.

Read the notes for further action.

 3

## Boulders x 5

Innate risk score:

 4

**Description**

**Tasks**

**Risk score**

---

No Findings

## Play Feature - Dinosaur Rib Cage - Steel

Innate risk score:

 3

**Description**

**Tasks**

**Risk score**

---

No Findings

## Play Feature - Fossils - Surface

Innate risk score:

 2

**Description**

**Tasks**

**Risk score**

---

No Findings

## How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

Primary Items

---

**Sample Asset Name** 1

Manufactured by Manufacturer Name 2

asset image here


Innate risk level: █ █ █ █ █

Actual risk level: █ █ █ █ █

Risk level: █ Low

Potential risk score reduction: █ 1 3

Remedial tasks: █ 1 4



Surface: Grass

**Standards:**  5

EN 1176-1:2017, EN 1176-2:2017  
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

**Finding**

<b>Description</b> Item is rusting in places.	<b>Risk level:</b> <span style="color: green;">█</span> Low
<b>Tasks</b> Replace.	<b>Risk score:</b> <span style="color: green;">█</span> 7
<b>Note</b> Two of the frame washers are rusting. <span style="float: right;">6</span>	

**Finding Photos**

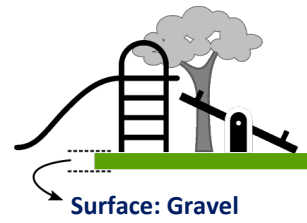
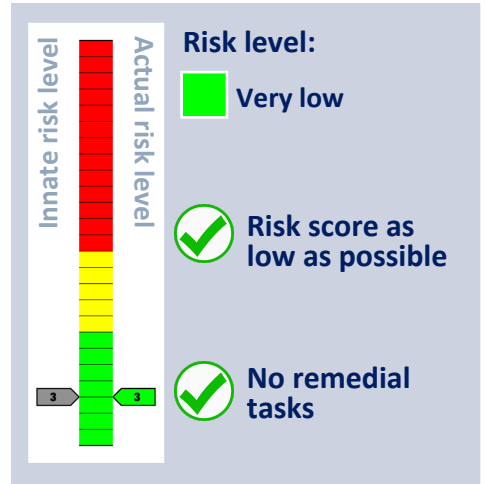
asset image here

asset image here

4

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

# Cycle Rack



# Fencing



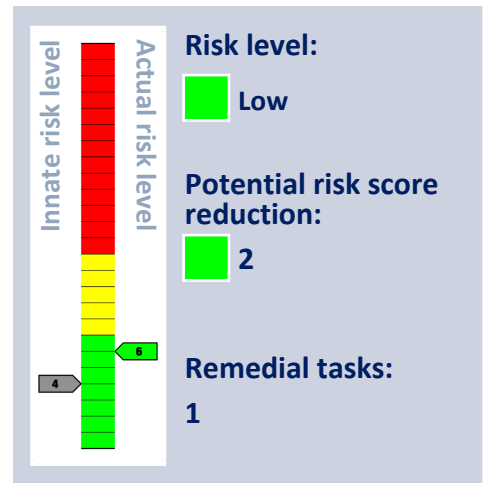
**Innate risk level**

**Actual risk level**

**Risk level:**

- Very low
- Risk score as low as possible
- No remedial tasks

# Gates



## Maintenance Finding

### Description

Surface is uneven.

### Tasks

Make good.

### Note

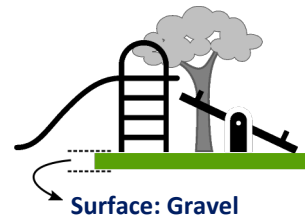
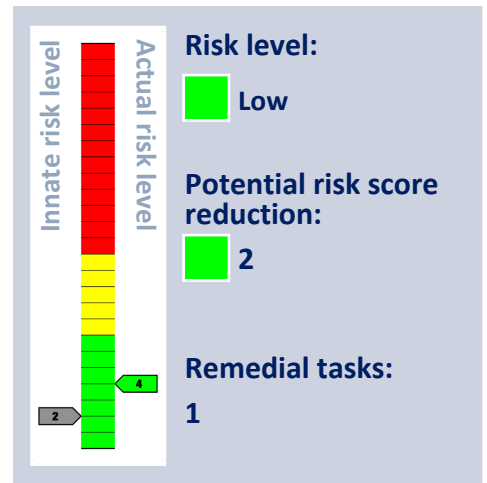
Raised tree roots at one gate. Raised path at the other.



### Finding Photos



# Pathways - Gravel (Internal)



## Maintenance Finding

### Description

Surface is wearing.

### Tasks

Repair.

### Note

Trip points forming.

### Risk level:

Low

### Risk score:

4

## Finding Photos



# Seating - Mixed

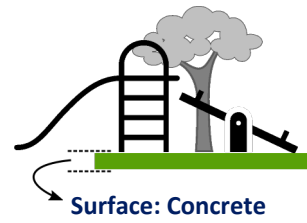


**Innate risk level**

**Actual risk level**

**Risk level:**

- Very low
- Risk score as low as possible
- No remedial tasks



# Signage



**Innate risk level**

**Actual risk level**

**Risk level:**  
Very low

**Potential risk score reduction:**  
1

**Remedial tasks:**  
1

## Maintenance Finding

### Description

Item is damaged.

### Tasks

Repair.

**Risk level:**  
Very low

**Risk score:**  
3

### Finding Photos





# Boulders x 4

Manufactured by (Unknown)



**Innate risk level**

**Actual risk level**

**Risk level:**  
Low

**Risk score as low as possible**

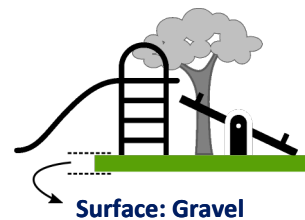
**Remedial tasks:**  
1

## Standards:



EN 1176-1:2017+A1:2023

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.



## Standard Compliance Finding

### Description

There is an obstacle in the falling space or minimum space.

### Tasks

Read the notes for further action.

### Note

Relocate cycle rack.

**Risk level:**

Very low

**Risk score:**

3

### Finding Photos



# Boulders x 5

Manufactured by (Unknown)

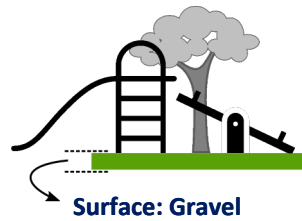
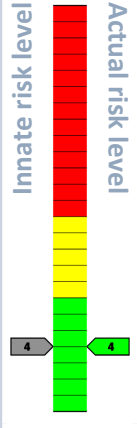


**Innate risk level**

**Actual risk level**

**Risk level:**

- Low
- Risk score as low as possible
- No remedial tasks



## Standards:



EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Boulders x 8

Manufactured by (Unknown)



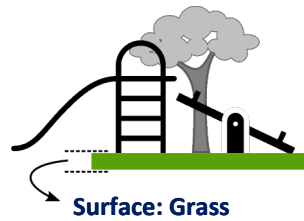
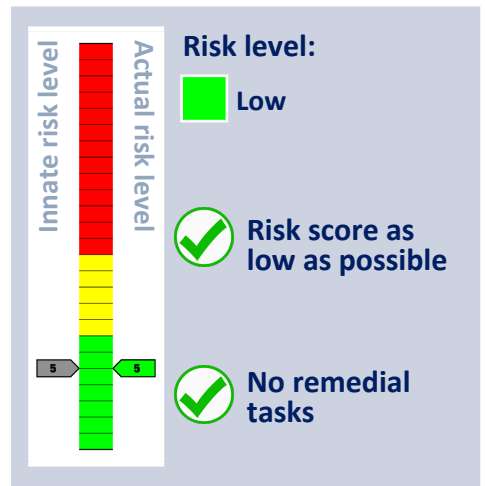
**Innate risk level**

**Actual risk level**

**Risk level:**  
Low

✓ Risk score as low as possible

✓ No remedial tasks



## Standards:



EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Cableway

Manufactured by HAGS SMP



**Innate risk level**

**Actual risk level**

**Risk level:**  
Low

**Risk score as low as possible**

**Remedial tasks:**  
2

## Standards:

EN 1176-1:2017+A1:2023, EN 1176-4:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



## Maintenance Finding

### Description

Delamination of wood.

### Tasks

Read the notes for further action.

### Note

Monitor.

### Risk level:

Low

### Risk score:

6

## Finding Photos



## Maintenance Finding

### Description

Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is important to inspect any hidden parts at least annually. Damaged cables require replacement. This cannot be determined during an annual inspection, and is excluded from our inspection. This can lead to a high risk if no action is taken. Refer to the manufacturer's instructions to ensure the correct check is carried out.

Risk level:

■ Very low

Risk score:

■ 0

### Tasks

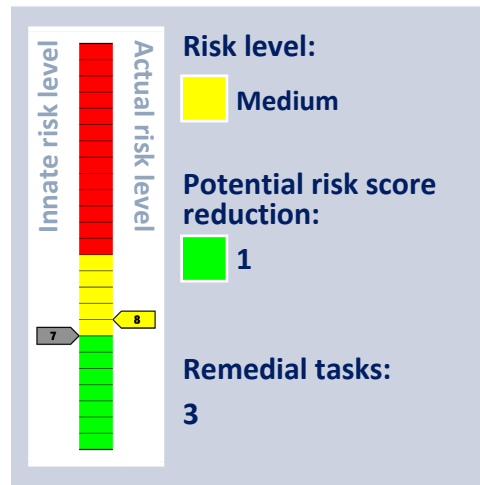
Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually. The trolley mechanism can be checked at the same time.

### Finding Photos



# Carousel - Hanging

Manufactured by HAGS SMP



## Standards:



EN 1176-1:2017+A1:2023, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



## Maintenance Finding

### Description

Some chain wear.

### Tasks

Monitor for further deterioration and replace before 40% wear.

Risk level:

Low

Risk score:

4

### Finding Photos



## Maintenance Finding

### Description

Item has corrosion.

### Tasks

Treat and repair.

### Note

Central column rotator.

Risk level:

 Low

Risk score:

 4

### Finding Photos



## Maintenance Finding

### Description

Surface is uneven.

### Tasks

Make good.

### Note

The surface is worn and uneven.

Risk level:

 Medium

Risk score:

 8

### Finding Photos



# Carousel - Rotator - Disc

Manufactured by HAGS SMP



**Innate risk level**

**Actual risk level**

**Risk level:**  
Low

**Risk score as low as possible**

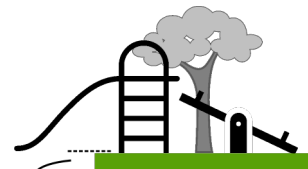
**Remedial tasks:**  
1

## Standards:



EN 1176-1:2017+A1:2023, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Surface: Rubber - Mulch - Bonded

## Maintenance Finding

### Description

There is wear in the bearings.

### Tasks

Monitor.

### Note

Rattling slightly.

Photo not possible

**Risk level:**

Very low

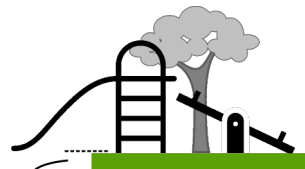
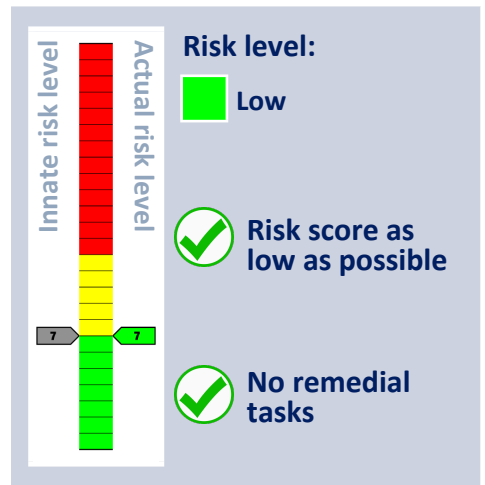
**Risk score:**

3



# Climber - Rocks - With Net

Manufactured by (Unknown)



Surface: Rubber - Mulch - Bonded

## Standards:



EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Goal Posts x 2

Manufactured by (Unknown)



**Innate risk level**

**Actual risk level**

**Risk level:**  
Medium

**Risk score as low as possible**

**Remedial tasks:**  
1



## Standards:



EN 748:2013, BS 8461:2005+A1:2009

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

Surface is uneven.

### Tasks

Make good.

### Note

Surface uneven and poorly drained.

**Risk level:**

Low

**Risk score:**

7

### Finding Photos



# Multiplay - Slide Climber

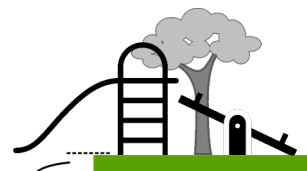
Manufactured by HAGS SMP



**Risk level:**  
Low

**Potential risk score reduction:**  
1

**Remedial tasks:**  
2



Surface: Rubber - Mulch - Bonded

## Standards:



EN 1176-1:2017+A1:2023, EN 1176-3:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

Item has corrosion.

### Tasks

Treat and repair.

**Risk level:**

Very low

**Risk score:**

3

## Finding Photos



## Maintenance Finding

### Description

Safety bar is missing.

### Tasks

Replace.

### Note

Slide.

Risk level:

 Low

Risk score:

 6

### Finding Photos



## Maintenance Finding

### Description

Surface has unintended grass, moss or weeds.

### Tasks

No Tasks for this Finding

Risk level:

 Very low

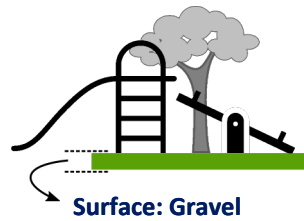
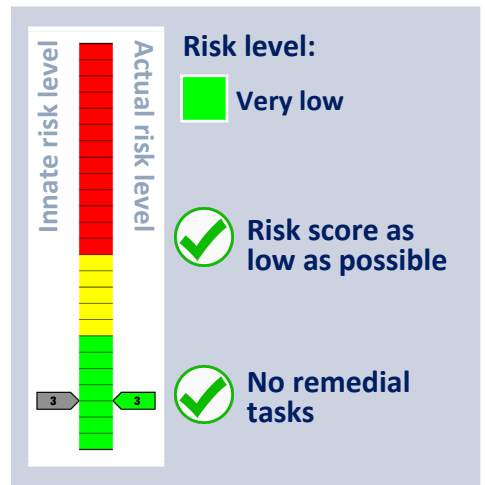
Risk score:

 2

Photo not possible

# Play Feature - Dinosaur Rib Cage - Steel

Manufactured by (Unknown)



## Standards:



EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Play Feature - Fossils - Surface

Manufactured by (Unknown)



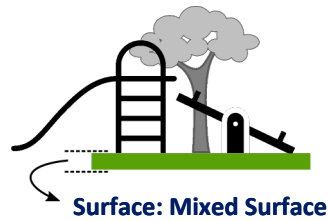
**Innate risk level**

**Actual risk level**

**Risk level:**  
Very low

Risk score as low as possible

No remedial tasks



## Standards:



EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Rocker - Jeep

Manufactured by HAGS SMP



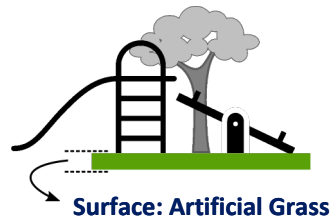
**Innate risk level**

**Actual risk level**

**Risk level:**  
Low

**Risk score as low as possible**

**Remedial tasks:**  
1



## Standards:

EN 1176-1:2017+A1:2023, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

Item has corrosion.

### Tasks

Treat and repair.

**Risk level:**

Very low

**Risk score:**

3

## Finding Photos



# Spatial Network

Manufactured by Tayplay Ltd



**Innate risk level**

**Actual risk level**

**Risk level:**  
Medium

**Risk score as low as possible**

**Remedial tasks:**  
2



## Standards:

EN 1176-11:2014, EN 1176-1:2017+A1:2023  
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

The spatial network requires re-tensioning.

### Tasks

Refer to manufacturer's guidance.

**Risk level:**  
Low

**Risk score:**  
6

Photo not possible



# Maintenance Finding

## Description

The tiles are easily lifted.

## Tasks

Fix firmly to prevent lifting.

Risk level:

Medium

Risk score:

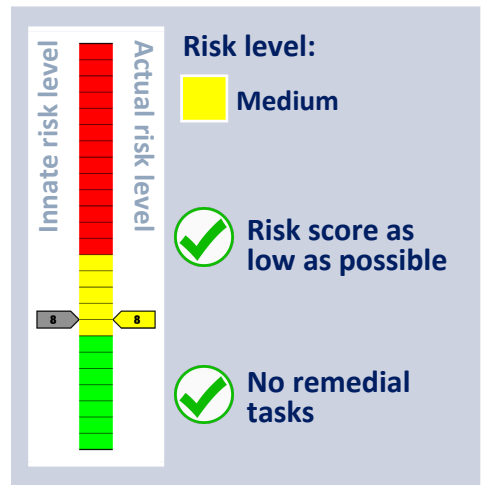
8

## Finding Photos



# Swing - Basket

Manufactured by HAGS SMP



## Standards:

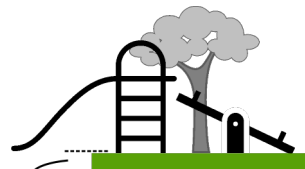
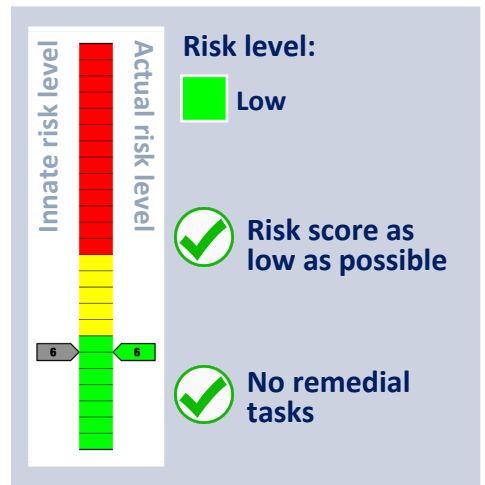


EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Swing - Basket - Twin Pole

Manufactured by HAGS SMP



Surface: Rubber - Mulch - Bonded

## Standards:

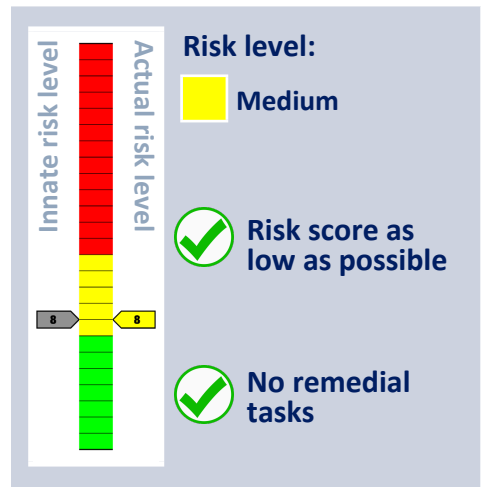


EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Swing - Rope - Horizontal - Snake

Manufactured by SMP (Playgrounds) Ltd



## Standards:



EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Bouncing Facility - Small


Manufactured by Huck Nets [UK] Ltd



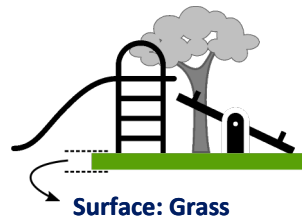
**Innate risk level** (vertical scale from 1 to 10)

**Actual risk level** (vertical scale from 1 to 10, with a green arrow pointing to level 6)

**Risk level:**   Low

 Risk score as low as possible

**Remedial tasks:**  
1



## Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

Worn ground areas.

### Tasks

Make good.

### Risk level:

  Low

### Risk score:

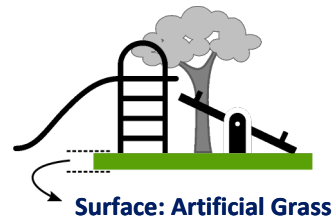
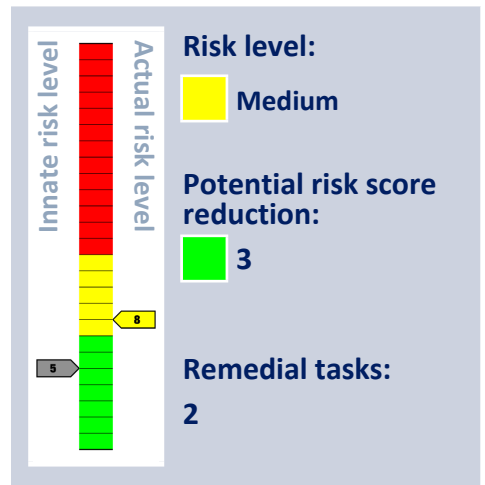
  4

## Finding Photos



# Tunnel

Manufactured by (Unknown)



## Standards:



EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

In the inspector's opinion the protective surface may not meet the head injury criteria requirements from the height required.

### Tasks

Read the notes for further action.

### Note

The grass area does not have a topsoil depth of 150 mm and has a few hard objects. Consider suitable impact attenuating surface.

Risk level:

Medium

Risk score:

8

## Finding Photos



## Maintenance Finding

---

### Description

Surface needs repair.

### Tasks

Repair.

Risk level:

■ Very low

Risk score:

■ 3

### Finding Photos



# Agility - Trim Trail

Manufactured by (Unknown)



**Innate risk level**

**Actual risk level**

**Risk level:**  
Low

**Risk score as low as possible**

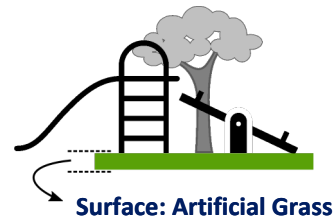
**Remedial tasks:**  
1

## Standards:



EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



## Maintenance Finding

### Description

Surface needs repair.

### Tasks

Repair.

**Risk level:**

Very low

**Risk score:**

3

## Finding Photos





## General Notes

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The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Rare
  - b. 2 = Unlikely
  - c. 3 = Moderate
  - d. 4 = Likely
  - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Insignificant
  - b. 2 = Minor
  - c. 3 = Moderate
  - d. 4 = Major
  - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

## General Notes

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It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of  $1 \times 5 = 5 =$  low risk. Similarly, a certain event for which the consequence is insignificant will present a score of  $5 \times 1 = 5 =$  low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
L i k e l i h o o d		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

## General Notes

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### Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

### Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.



## General Notes

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### What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

### What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).



## General Notes

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The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

### **Exposure to Risk**

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

### **Ownership**

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

### **Contemporaneous Findings**

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

### **Timber**

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

### **Planting and Trees**

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.



## General Notes

### How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

**Table 1**

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

# EN 1176 Notes – Summary of Requirements

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## **PROTECTION AGAINST INJURIES IN THE FREE SPACE**

- \* No obstacles in the minimum space (other than structures to assist or safeguard the user)
- \* Traffic flows should not go through the minimum space

## **PROTECTION AGAINST INJURIES IN THE FALLING SPACE**

- \* Free height of fall should not exceed 3m \* No obstacles in the falling space \* Platforms with fall heights of more than 1m between them require surfacing

## **PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT**

- \* No unexpected obstacles

## **SURFACING SAFETY REQUIREMENTS**

- \* Surfacing should have no sharp edges or protrusions \* Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm) \* Hard surfaces should only be used outside where children fall \* Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

## **DESIGN AND MANUFACTURE**

- \* The equipment must be suitable for the user and risks should be identifiable by the child \* Accessibility: adults must be able to gain access to help children \* Grip requirements: permitted diameter 16 - 45mm (i.e. overhead bars) \* Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)

- \* Requirements for easily accessible equipment

## **FINISHING**

- \* Timber species and synthetics should be splinter resistant \* No protrusions or sharp-edged components \* Bolts should not protrude by more than 8mm \* Corners, edges or projecting parts over 8mm should have a 3mm radius. \* No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) \* No crushing or shearing points
- \* Connections should not come loose by themselves and should resist removal. \* Timber connections should not rely solely on screws or nails. \* Leaking lubricants should not stain or impair the safety of the equipment

## **FIBRE ROPES**

- \* Conform to EN 701 or 919 or have a material and load certificate
- \* Ropes used by hands shall have a soft, non-slip covering

## **WIRE ROPES**

- \* Non-rotating and corrosion resistant with no splayed wires outside the ferrule \* Wire connector clip threads should protrude less than 8mm \* Turnbuckles should be enclosed, have a loop at each end and be secured

## **CHAINS**

- \* Maximum opening of individual links: 8.6mm in any one direction.
- \* Connecting links between chains must be less than 8.6mm or over 12mm

## **SWINGING SUSPENDED ROPES**

- \* Not combined with swings in the same bay \* Less than 2m long: over 600mm from static parts; over 900mm from swinging parts \* 2m - 4m long: over 1000mm from anything \* Diameter: 25 - 45mm

## **CLIMBING ROPES**

- \* Anchored at both ends and movement less than 20% of rope length
- \* Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

## **ENTRAPMENTS**

- \* Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

## **BRIDGES**

- \* The space between the flexible bridge and rigid sides should be not less than 230mm

## **ENTRAPMENT OF FEET AND LEGS**

- \* Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
- \* There are no requirements for suspension bridge gaps other than the main entrapment requirements

## **FINGER ENTRAPMENTS**

- These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps
- \* Tube ends should be securely enclosed and removable only with tools
- \* Moving gaps should not close to less than 12mm

## **BARRIERS AND GUARD-RAILS**

- \* Hand-rail: a rail to help the child balance \* Guard-rail: a rail to prevent children falling \* Barrier: a guard-rail with non-climbable in-fill

## **HAND-RAILS**

- \* Where required they should be between 600 and 850mm above the standing surface

## **EQUIPMENT FOR UNDER 3'S**

- \* Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

## **EQUIPMENT FOR OVER 3'S**

- \* Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over \* Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing \* Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing \* No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

## **MEANS OF ACCESS**

- The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to  $\pm 3^\circ$  (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

# EN 1176 Notes – Summary of Requirements

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## SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

### REQUIREMENTS

\* No all rigid suspension members (i.e. solid bar top to bottom) \* Design should be principally for use by seated children (RoSPA interpretation) \* Two seats per bay maximum. Do not mix cradle and flat seats in same bay \* Some types of swings have slightly different requirements. Information should be obtained from the supplier \* Single point swing chains should not twist round each other \* Single point swings require a secondary bearing support mechanism

### DIMENSIONS

\* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) \* No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats \* Distance between seat and frame: 20% of swing suspension + 200mm \* Distance between seats: 20% of the swing suspension + 300mm \* Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

### SITING

\* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

### SURFACING REQUIREMENTS

Forward and Back

\* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m

Side width

\* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

\* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

\* Circular area with a radius equal to the Forward and Backward figure for other swings

## SLIDES

### SAFETY REQUIREMENTS

\* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. \* Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it \* If the starting section is over 400mm long, platform requirements apply \*

From a platform, the gap to the slide is the same width as the slide \* Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point \* Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

\* Maximum angle: 60° at any one point and an average of 40° \* The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm \* Spiral or curved slides should have a width less than 700mm

RUN -OUTS

\* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. \* Additional requirements are required for different types of slides \* Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) \* Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm \* Users should come to a stop on the run-out section (BS type only)

\* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

\* Maximum side angle from slide bed: 30° \* Tops of sides should be rounded or radiused to at least 3mm \* Tunnel slides should be a minimum 750mm high and 750mm wide \* Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

### SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: \* DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) \* BS type: 1m each side and 1m beyond

## CABLE RUNWAYS

### SAFETY REQUIREMENTS

\* Stop at end should progressively slow down the traveller \* Traveller should not be removable except with tools \* No access to internal mechanism \* Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle \* Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

\* Climbing should be discouraged onto the grip \* Children should be able to get off the seat at any time (i.e. no loops or straps) \*

Maximum loaded (69.5kg) speed is 7m per second \* If two cables are placed parallel the min. distance between them is 2m

### IMPACT AREAS

\* 2m either side of main cable

## ROTATING ITEMS

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

### SAFETY REQUIREMENTS

\* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) \* Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested \* Hand grips should be between 16 - 45mm

### SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:



# EN 1176 Notes – Summary of Requirements

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\* Platforms should be circular and enclosed \* All parts should revolve in the same direction \* No super-structure over the edge of the platform \* Mechanism should be enclosed \* Height between underside and ground 60 – 110mm for 300mm in \* Protective skirts should be of rigid material and have no burrs or other defects \* The bottom edge should be flared towards the inside or protected Giant revolving discs

\* Clearance of underside at lowest point: 300mm \* Max. platform height: 1m \* Free space: 3m \* Upper surface should be continuous, smooth and with no handles or grips \* Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

## MINIMUM SPACE

\* Free space: Horizontal: 2m all round \* Vertical head clearance from platform: sitting 1.5m ; standing 1.8m \* Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

## SURFACING REQUIREMENTS

\* There are no special extra requirements for surfacing areas \* Surfaces should be continuous underneath and level

## ROCKING ITEMS

### DEFINITIONS

\* Rocking equipment which can be moved by the user and is supported from below

\* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

### SAFETY REQUIREMENTS

\* Throughout the range of movement gaps in all accessible joints should be under 12mm \* Progressive restraint at extremity of movement is required \* Foot rests should be provided where the ground clearance is less than 230mm \* Hand grips should be provided for each seat or standing position

\* Foot rests and hand grips should be firmly fixed and non-rotating \* Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) \* Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

### MINIMUM SPACE

\* 1000mm between items at maximum movement.

### SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

## INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

### SAFETY

\* Appropriate safety systems must be established by the operator \* No access should be allowed to unsafe equipment or areas \* Records should be kept by the playground operator \* Effectiveness of safety measures should be assessed annually \* Signs should be provided giving owner details and emergency service contact points \* Entrances for emergency services should be freely accessible \* Information on accidents should be kept (RoSPA has a suitable form)

\* Staff and users should be safe during maintenance operations

### INSPECTION

\* Manufacturers will recommend the inspection frequency although some sites may need a daily check

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

\* An inspection schedule should be prepared for each playground, listing components and methods

\* Appropriate action should be taken if defects are noted

### ROUTINE MAINTENANCE

\* Basic routine maintenance details should be supplied by the manufacturer

### CORRECTIVE MAINTENANCE

\* This covers remedial work and repairs as required \* Alterations should only be carried out after consultation & agreement with the supplier or a competent person



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Playsafety Ltd  
78 Shrivenham Hundred Business Park  
Watchfield  
SWINDON  
SN6 8TY  
+44 (0)1793 317470

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## SEATON TOWN COUNCIL

### Schedule of Meetings 2024/25\*

Date	Time	Council/Committee
Monday, 13 May	5.45pm	Planning Committee
Monday, 13 May	6pm or immediately after Planning	Council - AGM
Monday, 3 June	5.45pm	Planning Committee
Monday, 3 June	6pm or immediately after Planning	Council
Monday, 17 June	5.45pm	Planning Committee
Monday, 1 July	5.45pm	Planning Committee
Monday, 1 July	6pm or immediately after Planning	Council
Monday, 15 July	5.45pm	Planning Committee
Monday, 15 July	6pm or immediately after Planning	Finance & General Purposes Committee
NO MEETINGS IN AUGUST		
Monday, 2 September	5.45pm	Planning Committee
Monday, 2 September	6pm or immediately after Planning	Council
Monday, 16 September	5.45pm	Planning Committee
Monday, 7 October	5.45pm	Planning Committee
Monday, 7 October	6pm or immediately after Planning	Council
Monday, 14 October	5.45pm	Planning Committee
Monday, 14 October	6pm or immediately after Planning	Finance & General Purposes Committee
Monday, 4 November	5.45pm	Planning Committee
Monday, 4 November	6pm or immediately after Planning	Council
Monday, 18 November	5.45pm	Planning Committee
Monday, 18 November	6pm or immediately after Planning	Finance & General Purposes Committee
Monday, 2 December	5.45pm	Planning Committee
Monday, 2 December	6pm or immediately after Planning	Council
Monday, 16 December	5.45pm	Planning Committee
NO MEETING OF FULL COUNCIL IN JANUARY		
Monday, 13 January	5.45pm	Planning Committee
Monday, 13 January	6pm or immediately after Planning	Finance & General Purposes Committee
Monday, 3 February	5.45pm	Planning Committee
Monday, 3 February	6pm or immediately after Planning	Council
Monday, 17 February	5.45pm	Planning Committee
Monday, 3 March	5.45pm	Planning Committee
Monday, 3 March	6pm or immediately after Planning	Council

Monday, 17 March	5.45pm	Planning Committee
Monday, 7 April	5.45pm	Planning Committee
Monday, 7 April	6pm or immediately after Planning	Council
Monday, 21 April	5.45pm	Planning Committee
Monday, 21 April	6pm or immediately after Planning	Finance & General Purposes Committee
Thursday, 1 May	6pm	Annual Town Meeting 2025

\* All meetings will be scheduled to begin at 5.45pm and held at the Marshlands Centre, unless the summons for the meeting states otherwise. Other meetings may from time to time be scheduled and agendas will be published in line with the relevant statutory requirements.



## COMMUNITY GRANT SCHEME

Two applications have been received, a brief summary of which is provided below for your consideration:

Name	Amount Sought	Detail	Comments
Seaton Repair Café	£1000.00	To assist with the purchase of PAT testing equipment, basic tools and storage boxes, consumables and printing costs	<p>This is a new CIC and therefore there are no accounts or bank statements available. The overall aims are:</p> <ul style="list-style-type: none"> <li>• To organise and host community events which match people within the local community of Seaton and the surrounding area with broken or damaged household items with skilled volunteers who like to fix things</li> <li>• To educate and share skills</li> <li>• To divert domestic items from being sent to landfill</li> <li>• To foster the wider aims and objectives of the International Repair Café movement</li> </ul> <p>The CIC has received a grant from CAG Devon and have fund raised via Go Fund Me.</p>
Gateway Theatre Company	£250	To assist with the costs of delivering a commemorative D-Day event	<p>This grant application falls under the small community grant scheme for the funding of events / activities to commemorate the 80<sup>th</sup> anniversary of the D-Day landings, approved by Members on 11<sup>th</sup> December 2023. The Gateway Theatre Company is seeking a grant of £250 to assist with the costs of contracted entertainment for this ticketed fundraising event scheduled for 1<sup>st</sup> June 2024.</p>