

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

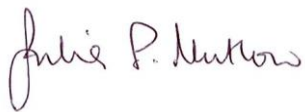
**Annual General Meeting of Seaton Town Council  
on Monday, 13th May 2023 at 6pm**

**8<sup>th</sup> May 2024**

You are hereby summoned to attend the above meeting to be held on **Monday, 13th May 2023 at 6pm** at the Marshlands Centre, Harbour Road, Seaton EX12 2LT.

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

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



**Julia Mutlow**  
Town Clerk

## **AGENDA**

- 24/COU/01 Election of Mayor/Chairman for the Municipal Year 2024/2025**
- 24/COU/02 The Mayor/Chairman will read out and sign the prescribed Declaration of Acceptance of Office**
- 24/COU/03 Election of Deputy Chairman/Deputy Mayor for the Municipal Year 2024/2025**
- 24/COU/04 The Deputy Mayor/Deputy Chairman will read and sign the prescribed Declaration of Acceptance of Office**
- 24/COU/05 Apologies for absence**  
To receive any apologies for absence.
- 24/COU/06 Declarations of Interest**  
To receive any Members' declarations of interest in respect of items on the agenda
- 24/COU/07 Minutes**

To approve the minutes of a meeting of Seaton Town Council held on Monday 8<sup>th</sup> April 2024.

**24/COU/08 Committee meeting minutes**

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

- Planning Committee – 18 March & 8 April 2024
- Personnel Committee – 8 January & 4 April 2024
- Finance & General Purposes Committee – 22 April 2024

**24/COU/09 Terms of Reference for Committees**

To review and approve the Council's Terms of Reference for Committees for the 2024/2025 municipal year

**24/COU/10 Appointments to Committees & Working Groups**

To appoint councillors to each of the Council's committees and working groups for the 2024/2025 municipal year

**24/COU/11 Appointments to Outside Bodies**

To appoint councillors to any outside bodies where the Council is invited to send a representative for the 2024/2025 municipal year

**24/COU/12 General Power of Competence**

To reaffirm the adoption of the general power of competence

**24/COU/13 Review of Council's Constitutional Documents & Policies**

To review and approve/adopt the standing orders, financial regulations, scheme of delegations, policies and schedules for the 2024/2025 municipal year:

- Standing Orders
- Financial Regulations (possible deferral to June meeting as only issued by NALC on 7 May 2024)
- Complaints Policy
- Risk Management Strategy
- Risk Register
- Data Protection Policy
- Data Breach Policy
- Member & Officer Protocol
- Freedom of Information Policy
- Publication Scheme
- Health & Safety Policy
- Communications & Social Media Policy
- Community Grants Policy
- Allotments Non-Statutory Rules
- Training & Development Policy

- Memorial Bench Policy
- Non-smoking & Non-vaping Policy
- Lone Working Policy
- Equality & Diversity Policy
- Environment Policy
- Civic Awards Policy
- Gazebo Hire Policy
- Investment Policy
- Land & Buildings Hire Policy
- Volunteer Policy
- Tree Management Policy
- Safeguarding Policy
- Statement of Internal Controls
- Community Engagement Strategy
- Dignity at Work Policy
- Scheme of Delegations

**24/COU/15 Report of Internal Auditor 2023/24**

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

**24/COU/16 Annual Governance Statement 2023/2024**

To agree and approve Section 1 - Annual Governance Statement.

**24/COU/17 Accounting Statements 2023/2024**

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

**24/COU/18 Exercise of Public Rights**

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

**24/COU/19 County Councillor's Report**

To note the County Councillor's report.

**24/COU/20 District Councillors' Reports**

To note the County Councillor's report.

**24/COU/21 Public Question Time**

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

**24/COU/22 Town Clerk's Report**

To note the Town Clerk's report.

**24/COU/23 Annual RoSPA Inspections**

To note the annual inspection reports.

**24/COU/24 Schedule of Meetings**

To note the schedule of meetings to be held in 2024/25

**24/COU/25 Community Grants**

To consider applications for community grants from:

- Gateway Theatre Company - £250 (D-Day Anniversary Grant)
- Seaton Repair Café - £1,000

**24/COU/26 Seaton in Bloom 2024**

To consider whether to hold Seaton in Bloom in 2024.

**24/COU/27 Christmas Lights 2024**

To consider an update on the position regarding Christmas lights.