

**Minutes of the Seaton Town Council ('the Council')  
Meeting  
on Monday, 13 May 2024**

**Present:**

**Chair:** Cllr. A. Singh

**Town**

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

**Officers:** Town Clerk & Deputy Town Clerk

**Public:** 5 members of the public were in attendance

**1. Election of Mayor/Chairman for the municipal year 2024/2025**

Cllr. Singh was duly elected Mayor & Chairman of the Council for the municipal year 2024/2025. The Mayor/Chairman read out and signed the prescribed Declaration of Acceptance of Office (proposed Cllr. Beer; seconded Cllr. Haggerty)

**2. Election of Deputy Chairman/Deputy Mayor for the municipal year 2024/2025**

Cllr. Hartnell was duly elected Deputy Mayor & Deputy Chairman of the Council for the municipal year 2024/2025. The Deputy Mayor/Chairman read out and signed the prescribed Declaration of Acceptance of Office (proposed Cllr. Singh; seconded Cllr. Russell)

**3. Apologies for absence**

Apologies were received from Cllr. P. Burrows and Members **RESOLVED** to accept the reasons for absence. (proposed Cllr. Singh; seconded Cllr. Beer)

**4. 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).

Cllrs. Dyke & Wood declared a personal interest as volunteers at the Gateway Theatre.

Cllr. Bowman declared a personal interest as a volunteer at Seaton Repair Café.

**5 Minutes**

Members **RESOLVED** to approve the minutes of a meeting of Seaton Town Council held on Monday 8<sup>th</sup> April 2024, subject to an amendment proposed by Cllr. Wood and seconded by Cllr. Brooks. The minutes were amended in manuscript and the approved. (proposed Cllr. Singh; seconded Cllr. Wood)

## 6. Committee meeting minutes

Members received the minutes and **RESOLVED** to adopt the decisions therein, the following committee meetings:

- Planning Committee – 18 March & 8 April 2024 (proposed Cllr. Beer; seconded Cllr. Russell)
- Personnel Committee – 8 January & 4 April 2024 (proposed Cllr. Ledger; seconded Cllr. Singh)
- Finance & General Purposes Committee – 22 April 2024 (proposed Cllr. Beer; seconded Cllr. Singh)

## 7. Terms of Reference for Committees

Members reviewed and **RESOLVED** to approve the Council's Terms of Reference for Committees for the 2024/2025 municipal year. (proposed Cllr. Singh; seconded Cllr. Beer)

## 8. Appointments to Committees & Working Groups

Members **RESOLVED** to appoint the following councillors to each of the Council's committees and working groups for the 2024/2025 municipal year:

<p><b>Planning</b></p> <p>5 seats + Chair/Deputy Ex Officio</p>	<ol style="list-style-type: none"> <li>1. Cllr Singh (ex officio)</li> <li>2. Cllr Hartnell (ex officio)</li> <li>3. Cllr Beer</li> <li>4. Cllr Boehm</li> <li>5. Cllr Bowman</li> <li>6. Cllr Burrows</li> <li>7. Cllr Russell</li> </ol>
<p><b>Finance &amp; General Purposes</b></p> <p>6 seats + Chair/Deputy Ex Officio</p>	<ol style="list-style-type: none"> <li>1. Cllr Singh (ex officio)</li> <li>2. Cllr Hartnell (ex officio)</li> <li>3. Cllr Beer</li> <li>4. Cllr Brooks</li> <li>5. Cllr Bowman</li> <li>6. Cllr Dyke</li> <li>7. Cllr Haggerty</li> <li>8. Cllr Wood</li> </ol>
<p><b>Personnel</b></p> <p>4 seats + Chair or Deputy</p>	<ol style="list-style-type: none"> <li>1. Cllr Singh (ex officio)</li> <li>2. Cllr Beer</li> <li>3. Cllr Boehm</li> <li>4. Cllr Brooks</li> <li>5. Vacancy</li> </ol>
<p><b>Appeals</b></p>	<p>Members to be appointed by Council as</p>

	and when it is necessary to convene an appeals hearing, to include Deputy Chair, as Chair sits on the Personnel Committee
<b>Foreshore Working Group</b>	1. Cllr. Burrows 2. Cllr Beer 3. Cllr Bowman

(proposed Cllr. Singh; seconded Cllr. Beer)

### 9. Appointments to outside bodies

Members **RESOLVED** to appoint the following councillors to the outside bodies below for the 2024/2025 municipal year:

<b>Outside Bodies</b>	
DALC Larger Councils Group	Cllr. Beer (proposed Cllr. Singh; seconded Cllr. Haggerty)
Gateway Theatre Company	Cllr. Brooks (proposed Cllr. Singh; seconded Cllr. Beer)
Axe Valley Christians Against Poverty	Cllr. Beer (proposed Cllr. Singh; seconded Cllr. Boehm)

### 10. General Power of Competence

Members **RESOLVED** to reaffirm the adoption of the general power of competence.  
(proposed Cllr. Hartnell; seconded Cllr. Singh)

### 11. Review of Council's Constitutional Documents & Policies

Members reviewed and **RESOLVED** to approve/adopt the following policies, schedules and documents for the 2024/2025 municipal year:

- Standing Orders
- Financial Regulations
- 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

Additionally, Members noted that the Council's Financial Regulations and Non-smoking & Non-vaping Policy would be further reviewed and **RESOLVED** that these be referred back to the Council, in due course, once officers had considered new model financial regulations and further research that was required in relation to the latter policy. In the meantime, the existing financial regulations and Non-smoking & Non-vaping Policy would remain in force (proposed Cllr. Singh; seconded Cllr. Beer)

#### **12. Report of Internal Auditor 2023/24**

Members received and **RESOLVED** to note the report and observations of the Internal Auditor. (proposed Cllr. Beer; seconded Cllr. Singh)

#### **13. Annual Governance Statement 2023/2024**

Members **RESOLVED** to approve Section 1 - Annual Governance Statement and this was duly signed by the Chairman. (proposed Cllr. Ledger; seconded Cllr. Singh)

#### **14. Accounting Statements 2023/2024**

Members **RESOLVED** to approve Section 2 – Accounting Statements and this was duly signed by the Chairman. Members noted that no explanation of variances was required. (proposed Cllr. Singh; seconded Cllr. Ledger)

#### **15. Exercise of Public Rights**

Members **RESOLVED** to approve for the exercise of public rights as 5 June to 16 July 2024. (proposed Cllr. Singh; seconded Cllr. Boehm)

#### **16. County Councillor's Report**

Cllr Hartnell highlighted the following matters:

- the Leader of Devon County Council was stepping down after 15 years and the Deputy Leader would be stepping in, in the interim period, until the 2025 elections
- the resurfacing of Valley View has been delayed until October 2024, as work had been scheduled in by a utilities company, so this would take precedence and the highways authority was not permitted to carry out the maintenance works until this had been carried out. Harepath Hill would also be resurfaced this year at a cost of £180,000.
- additional funding of approximately £20 million for highways repairs had been made available by Highways England and other budget readjustments. Drainage issues would be targeted as such issues were linked with the increasing number of potholes on the roads.

#### **17. District Councillors' Reports**

Cllr. Heath's report was noted. Cllrs. Haggerty, Hartnell and Ledger highlighted the following matters:

- a new committee on coach tourism was meeting later in the week.
- the appointment of a new chief executive – Tracey Hendren – was confirmed at the annual meeting on 8 May.
- no date was available as yet as to when the work would start on the seafront public toilets
- the social housing project, using pods, in Honiton was no longer going ahead as a legal issue had arisen, in that part of the proposed site was not owned by EDDC, and, in effect was a ransom slip.

#### **18. Public Question Time**

One member of the public of the public spoke in support of the community grant application for the Seaton Repair Café.

Two members of the public spoke about the interest in establishing a not-for-profit market to encourage footfall in all parts of the town and sought the support of the Council. The Chairman asked that the proposal be emailed to the Town Clerk and a report could be brought to Council in due course.

**19. Town Clerk's Report**

Members **RESOLVED** to note the Town Clerk's report. (proposed Cllr. Ledger; seconded Cllr. Beer)

**20. Annual RoSPA Inspections**

Members **RESOLVED** to note the annual inspection reports. (proposed Cllr. Singh; seconded Cllr. Beer)

**21. Schedule of Meetings**

Members noted the schedule of meetings to be held in 2024/25.

**22. Community Grants**

Members **RESOLVED** to consider applications for community grants from:

- Gateway Theatre Company - £250 (D-Day Anniversary Grant) (proposed Cllr. Beer; seconded Cllr. Russell)
- Seaton Repair Café - £1,000 (proposed Cllr. Wood; seconded Cllr. Russell)

**23. Seaton in Bloom 2024**

Members **RESOLVED** that Seaton in Bloom should be held in 2024 and an email would be sent to all Members with a proposed timetable for judging the event and subsequent presentation, to ensure as many Members as possible could be involved. (proposed Cllr. Singh; seconded Cllr. Haggerty)

**25. Christmas Lights 2024**

Members considered and noted the update report on the position regarding the installation of Christmas lights in the town. The Town Clerk advised that Members would be kept informed as to progress.

Meeting closed at 7.10pm

Signed \_\_\_\_\_

Dated \_\_\_\_\_