

To: All Members of the Town Council

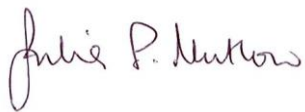
**Annual General Meeting of Seaton Town Council
on Monday, 12th May 2025 at 6pm**

6th May 2025

You are hereby summoned to attend the above meeting to be held on **Monday, 12th May 2025 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

- 25/COU/01 Election of Mayor/Chairman for the Municipal Year 2025/2026**
- 25/COU/02 The Mayor/Chairman will read out and sign the prescribed Declaration of Acceptance of Office**
- 25/COU/03 Election of Deputy Chairman/Deputy Mayor for the Municipal Year 2025/2026**
- 25/COU/04 The Deputy Mayor/Deputy Chairman will read and sign the prescribed Declaration of Acceptance of Office**
- 25/COU/05 Apologies for absence**
To receive any apologies for absence.
- 25/COU/06 Declarations of Interest**
To receive any Members' declarations of interest in respect of items on the agenda

25/COU/07 Minutes

To approve the minutes of a meeting of Seaton Town Council held on Monday 7th April 2025.

25/COU/08 Committee meeting minutes

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

- Planning Committee – 17 March & 7 April 2025
- Personnel Committee – 3 June 2024

25/COU/09 Terms of Reference for Committees

To review and approve the Council's Terms of Reference for Committees for the 2025/2026 municipal year (no changes proposed changes)

25/COU/10 Appointments to Committees & Working Groups

To appoint councillors to each of the Council's committees and working groups for the 2025/2026 municipal year

25/COU/11 Appointments to Outside Bodies

To appoint councillors to any outside bodies where the Council is invited to send a representative for the 2025/2026 municipal year

25/COU/12 General Power of Competence

To reaffirm the adoption of the general power of competence

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

To review and adopt the standing orders, financial regulations, policies for the 2025/2026 municipal year and review schedule for other policies:

- Standing Orders
- Financial Regulations
- Risk Management Policy
- Risk Register
- Scheme of Delegations
- Investment Policy
- Land & Buildings Hire Policy
- Statement of Internal Controls
- Allotment Non-statutory Rules
- Members' Code of Conduct

25/COU/14 County Councillor's Report

To note the County Councillor's report.

- 25/COU/15 District Councillors' Reports**
To note the District Councillors' reports.
- 25/COU/16 Public Question Time**
To allow questions or statements from members of the public.
- 25/COU/17 Town Clerk's Report**
To note the Town Clerk's report.
- 25/COU/18 Asset Register**
To approve the updated asset register and disposals, as at 31 March 2025
- 25/COU/19 Financial Report 2024-25**
To note the year-end report including the allotments statement of account, financial risks presented, and update on year-end position after cyber breach
- 25/COU/20 Community Grants/ Disability Access Improvements**
To consider a community grant application from:
- Cycling without Age, Seaton - £1,500

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Monday, 7 April 2025**

Present:

Chair: Cllr. A. Singh

Town

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

Officers: Town Clerk & Deputy Town Clerk

Public: One member of the public were in attendance.

170. Apologies for absence

Apologies for absence were received, and reasons accepted, from Cllr. Oldfield.

171. Declarations of Interest

Cllrs. Hartnell, Haggerty & Ledger declared a personal interest as East Devon District Councillors (EDDC) and Cllr. Hartnell as a Devon County Councillor (DCC). Cllrs. Bowman, Dyke & Wood declared a personal interest as a volunteer at the Gateway Theatre Company who occupied the town hall and Cllr. Hartnell declared a personal interest as his son was a volunteer there. Cllr. Burrows declared a personal interest as a Friend of Seaton Library.

172. Council Minutes

Members **RESOLVED** to approve the minutes of the extraordinary meeting of Seaton Town Council held on Monday, 3 March 2025. (proposed Cllr. Beer, seconded Cllr. Singh)

173. District Councillors' Reports

Cllr Haggerty:

- the 'Coach Friendly' inspection in Seaton would be happening this week and was being rolled out across all towns in East Devon with the unanimous support of EDDC
- the issue with the school bus parking was now being addressed
- all new toilets being installed were designed with stoma facilities

Cllr Hartnell:

- there were no detailed updates on the Thury Harcourt toilets or the sale of the Moridunum but EDDC officers had advised that work was going on behind the scenes

Cllr Heath:

- thanked Cllr Haggerty for all the work he had done on the Coach Friendly project which was he stated was very popular with the community
- the state of the Chine had been reported to Environmental Health who had worked well to resolve the situation
- an approach had been received from residents regarding the clocktower in Seafield Gardens, asking who was responsible for repairs. Officers confirmed it was the responsibility of EDDC and it had been reported to them.

174. Public Question Time

EDDC Cllr Paul Arnott attended, as a member of the public, and spoke about his achievements whilst and EDDC and in support of his candidacy for Devon County Council in the upcoming local elections.

175. Committee Minutes

Members noted the minutes of the following meetings of the Council's committees:

- **Planning Committee** –17 February & 3 March 2025

176. Town Clerk's Report

Members noted the report and correspondence log.

177. Cyber security breach

Members noted the update on the recent cyber attack on the platform used by the Council to host its financial software and noted the work undertaken by officers to address the situation by setting up a new chart of account with Rialtas and repopulating it to ensure the Council's annual reporting requirements and time frames could be met.

178. Update on Seaton Tourist Information Centre

Members noted the update on enquiries to the tourist information centre and noted that it would reopen at weekend commencing on Good Friday and manned by volunteers organised by Cllr. Bowman, as TIC Co-ordinator.

179. Report on section 106 funding

Members noted the report and funds available from developer contributions for open spaces **RESOLVED** that, in principle, in light of existing knowledge of works that were required to improve and upgrade the playparks, the monies be directed toward the play parks and the actions in terms of consultation and scoping those works, as detailed in the report, be undertaken (proposed Cllr. Rowland, seconded Cllr. Hartnell)

180. Coast & Country Project

Members considered a request for further funding of £5,000 towards the Coast & Country Project and expressed concern as to how difficult it was to find information about Seaton on the site and questioned whether the cross links to Seaton's attractions could be improved. In light of these concerns, Members **RESOLVED** to

defer a decision, as to whether to provide further funding to the project, until the next meeting and, in the meantime the Chairman would discuss with Ignyte how this might be improved. (proposed Cllr. Singh, seconded Cllr. Hartnell)

181. Local Government Reorganisation

Members noted the interim plan submission for devolution in Devon

182. Schedule of Meetings

Members note and **RESOLVED** to approve the schedule of meetings for municipal year 2025/26. (proposed Cllr. Hartnell, seconded Cllr. Beer)

183. Email & Internet Use Policy

Members noted the report and **RESOLVED** to approve the updated Email & Internet Use Policy, to prevent access to the Council's systems, when outside the UK. (proposed Cllr. Singh, seconded Cllr. Beer)

184. Risk Register

Members noted and **RESOLVED** to approve the updated Risk Register to reflect recent events (proposed Cllr. Singh, seconded Cllr. Beer)

185. Playparks – Annual ROSPA Inspection Reports

Members noted the annual playpark inspections.

186. Renewal of insurance 2025/26 and beyond

Members considered the options for general and vehicle insurance renewal and **RESOLVED** to delegate authority to the Town Clerk to renew the Council's insurance policies, preferably, by way of the 3-year long term policy proposal with Ecclesiastical, arranged by Clear Councils, at a cost of £14,354.58 per annum for the general policy and whichever vehicle policy provided best value. (proposed Cllr. Rowland, seconded Cllr. Singh)

187. Dog Warden

Cllr Burrows discussed generally the recent meeting of the Foreshore Working Group where the issue of dogs being off lead and fouling was raised. Officers confirmed that EDDC would be upgrading the signage and details of their dog enforcement officer would be circulated.

The Council acknowledged that there were some irresponsible dog owners and fully supported EDDC's efforts to re-educate those who owners.

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 discussion of the following item on the agenda, as matters being discussed included commercially sensitive information.

188. Update on relocation of Seaton Library

Members received an update and **RESOLVED** to:

- note the update report
- authorise the Town Clerk to agree the heads of terms of the lease as proposed in the report
- permit access to DCC contractors from 11 April 2025
- authorise the instruction of the Council's retained solicitors to act on the Council's behalf in completion of a lease and interim licence in the terms proposed (proposed Cllr. Hartnell, seconded Cllr. Beer)

The meeting closed at 7.40pm.

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 7 April 2025

Present:

Chairman: P Burrows

Councillors: K Beer, M Hartnell, J Rowland & J Russell

Officers: Town Clerk & Deputy Town Clerk

Public: No members of the public were present

207. Apologies for absence

Apologies were received and accepted from Cllr Singh

208. Declarations of Interest

There were no declarations of interest.

209. Minutes of the Planning Committee meeting held on Monday 17th March 2025

The Committee **RESOLVED** to agree the minutes of the meeting held on 17th March 2025.

(moved Cllr Rowland; seconded Cllr Beer)

210. 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.

211. 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.

212. Public Question Time

There were no questions raised by members of the public.

.Applications for consideration:

213. 25/0569/DEM Garry Mettam

**Land To The Rear Of The
Shoreline Trevelyan Road,
Seaton EX12 2NN**

Demolition of a terrace of 10
garages, located at the rear of The
Shoreline.

**Please note that this is not a
planning application.**

**The presumption is that
demolition can proceed without
requiring planning permission
unless EDDC object on grounds
of the method of demolition and
the proposed restoration of the
site.**

The Committee **RESOLVED** to propose no objection to the application but ask that a condition is attached to the granting of planning permission stating that the owners/users of the adjoining garages are notified in advance of when the demolition of the ten garages is expected to take place so that they have the opportunity to remove any belongings from their garages whilst the demolition is taking place.

(moved Cllr Rowland; seconded Cllr Burrows)

214. 25/0543/CPE Mrs Debbie Barry

**Four Ways, 42 Beer Road,
Seaton EX12 2PG**

Certificate of existing lawfulness for
existing first floor rear extension to
dwelling.

The Committee **RESOLVED** to propose no objection to the application.

(moved Cllr Burrows; seconded Cllr Beer)

215. 25/0664/FUL Mrs Debbie Barry

**Four Ways, 42 Beer Road,
Seaton EX12 2PG**

Proposed single storey rear
extension and decking.

The Committee **RESOLVED** to propose no objection to the application.

(moved Cllr Beer; seconded Cllr Rowland)

216. 25/0470/FUL Mr Neil Wilkins

Hook & Parrot Inn, East Walk,

Seaton EX12 2LN

Demolition of existing public house and 3 residential apartments, and construction of replacement bar/restaurant and 9 no. residential apartments, and associated works.

The Committee **RESOLVED** to propose no objection to the application but would like the following points taken into consideration when making a decision on the application and the conditions which are attached if the planning application is approved:

- To the rear of the Hook & Parrot is an area which is accessed via a driveway from Harbour Road. This area is used for the storage of waste and recycling bins. This driveway is used for the deliveries to the Coast Café and The Vault Bar. It is proposed to have a lift unit built in the area which will take up a large amount of space.
- This access route must be retained during the demolition, re-building work, and kept clear for deliveries, waste collections and emergency services.
- In the far corner of the rear yard is a small drain which can get blocked by rubbish which creates a large pool of water when it rains. This can prevent deliveries getting through and in the winter if there is a large pool of water this in turn can become a health and safety hazard.

(moved Cllr Rowland; seconded Cllr Beer)

217. 25/0327/FUL Mr Garry Mettam

**The Flat, Vintage Court, Seaton
EX12 2JZ**

Demolition of the redundant store.

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

218. Planning Comments

There were no comments for circulation.

219. Tree Preservation Orders

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

a) 24/0048/TPO – Land South Of 8 Ryalls Court, Seaton

A Tree Preservation Order (TPO) has been made and confirmed in respect of Land at 3 Durley Road, Seaton.

220. Tree Works

Notification of Tree works considered an exemption to 24/0029/TPO. Address: Land rear of 24 Ryalls Court, Seaton, EX12 2HJ

5 day notice: Remove 1 x cracked, windblown, detached Monterey Cypress branch found in the lower canopy from the past storms, making 1 x 30 cm in diameter cut. Remove deadwood. Application closed. Decision issued on 20 March 2025.

221. Decisions

To note planning decisions made by East Devon District Council:

- a) **25/0185/FUL – 30 Durley Road, Seaton** Proposed demolition of existing conservatory to allow for new replacement single storey rear extension, and rear extension to detached garage to create garden room – **APPROVED** with conditions.
- b) **25/0314/FUL – 10 Ash Grove, Seaton** Single storey side extension – **APPROVED** with conditions.
- c) **25/0298/TRE – 1 Paddock Close, Seaton** T1: Monterey Cypress - radial crown lift to take the lower growth and limbs back in and away from the property's garage roof and the overhang into Wessiter's Court. To lift the crown up to 4m from ground level, target prune limbs back in by up to 3m in length and up to 75mm diameter – **APPROVED** with conditions.
- d) **25/0404/FUL – 7 Greenway, Seaton** Construction of single storey extension on side/north-east elevation forming external store (Retrospective) – **APPROVED RETROSPECTIVE (no conditions)**.
- e) **25/0301/VAR – 19 Upper Churston Rise, Seaton** Variation of conditions 2 (approved plans) and 3 (obscured glazing privacy screens) of planning permission 22/2179/FUL (Single storey rear extension with alteration to fenestration, installation and extension of balustrade on ground floor balcony, installation of render, proposed rear roof solar panels.) To facilitate changes to layout, windows and doors, stair/handrails, balustrade and omission of privacy screen on southern elevation of balcony – **APPROVED** with conditions.
- f) **24/1849/FUL – 30 & 32 Queen Street, Seaton** Proposed demolition of existing upvc conservatory and construction of single storey rear extension with roof terrace above – **REFUSED**.

The meeting closed at 5.56pm.

Signed _____

Dated _____

**Minutes of the Planning Committee
Meeting on Monday 17 March 2025**

Present:

Chairman: P Burrows

Councillors: K Beer, J Rowland & J Russell & A Singh

Officers: Town Clerk

Public: One member of the public was present

194. Apologies for absence

Apologies for absence were received and accepted from Cllr Hartnell.

195. Declarations of Interest

There were no declarations of interest made.

196. Minutes of the Planning Committee meeting held on Monday 3rd March 2025

The Committee **RESOLVED** to agree the minutes of the meeting held on 3rd March 2025.

(moved Cllr Rowland; seconded Cllr Russell)

197. 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.

198. 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.

199. Public Question Time

One member of the public spoke in support of planning application 25/0404/FUL – 7 Greenway, Seaton and raised the following points:

- Planning permission was required as the extension is 1.4metres from the property's boundary.
- The building is purely for storage use. The materials used for the extension match those of the house. Many properties in Greenway already have similar extensions.
- It means bicycles and toys can be stored away neatly instead of being left outside and it is not largely visible from Seaton Down Road, only from Greenway.
- It is not a habitable space as it has no windows, electricity or insulation.

Applications for consideration:

200. 25/0404/FUL Mr Matt Tubbs

7 Greenway, Seaton EX12 2SE
Construction of single storey extension on side/north-east elevation forming external store (Retrospective).

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

201. 25/0528/FUL Mr Martin Sheridan

61 Seaton Down Road, Seaton EX12 2SB
Rear and side single storey extensions.

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

202. Planning Comments

There were no comments for circulation.

203. Tree Preservation Orders

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

a) 25/0014/TPO – Land South Of 8 Ryalls Court, Seaton

A Tree Preservation Order (TPO) has been made and confirmed in respect of Land To The East Of Barnards Hill Lane and r/o Oaklands Close, Seaton.

204. Appeal Decisions

To note appeal decisions made by The Planning Inspectorate:

a) 24/0164/FUL – 15 Harepath Road, Seaton Planning permission and listed

building consent for the demolition of a section of boundary wall, creation of access and parking space, construction of retaining walls and installation of an electric car charging unit to the front, east, elevation – **APPEAL DISMISSED.**

- a) **24/0165/LBC – 15 Harepath Road, Seaton** Listed building consent for the demolition of a section of boundary wall, creation of access and parking space, construction of retaining walls and installation of an electric car charging unit to the front, east, elevation – **APPEAL DISMISSED.**

205. East Devon Local Plan Final Consultation

The Planning Committee noted this item but did not wish to submit any further comments relating to the East Devon Local Plan Final Consultation.

206. Decisions

To note planning decisions made by East Devon District Council:

- a) **24/2594/FUL – Wessiters Cottage, 1 Marlpit Lane, Seaton** Proposed amalgamation of 5 flats to 2 independent residential dwellings – **APPROVED** standard time limit.
- b) **24/0621/FUL – 6 Rowan Drive, Seaton** Construction of raised decking area (retrospective) – **APPROVED** with conditions..

The meeting closed at 5.51pm.

Signed _____

Dated _____

**Minutes of Personnel Committee
Monday, 3rd June 2024**

Present:

Chairman: Cllr. A. Singh

Councillors: Cllrs. K. Beer, D. Ledger & A. Singh

In attendance: Town Clerk

Public: None

Cllr Ledger was elected from those councillors present for the purposes of chairing this meeting (proposed Cllr. Singh seconded Cllr. Beer)

1. Apologies for absence

Apologies for absence were received from Cllr. Boehm

2. Declarations of Interest

No declarations of interest were made.

3. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Personnel Committee meeting, held on Monday 4th April 2024. (proposed Cllr. Singh, seconded Cllr. Beer)

4. 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)

5. Staffing

Members considered carefully the legal advice received from the Council's retained solicitors, Tozers, and the risks posed to the Council's reputation and in employment law, in light of comments and unfounded allegations made towards officers by certain councillors and **RESOLVED** that all recommendations included in the advice should be implemented forthwith. (proposed Cllr Ledger, seconded Cllr Beer)

Meeting closed at 6.45pm



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

Chairman: _____

Date: _____



Seaton Town Council Constitution

Committee Terms of Reference **2025/26**

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

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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 2025) 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.



Committee & Working Group Membership 2025/26

Committee/Working Group	Membership
Planning 5 seats + Chair/Deputy ex officio	1. Cllr (ex officio) 2. Cllr (ex officio) 3. Cllr 4. Cllr 5. Cllr 6. Cllr Vacancy
Finance & General Purposes 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. Vacancy
Personnel 4 seats + Chair <u>or</u> Deputy ex officio	1. Cllr (ex officio) 2. Cllr 3. Cllr 4. Cllr 5. Cllr
Appeals	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
Foreshore Working Group 3 members	1. Cllr 2. Cllr 3. Cllr

May 2025

Outside Bodies 2025-26	
Axe Valley Christians Against Poverty	Cllr
Councillors Police Advocate Scheme	Cllr
DALC County Committee	Cllr
Gateway Theatre Company	Cllr

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	12 May 2025
Item of business	25 COU 13
Details	Adoption of the Council’s Standing Orders, Financial Regulations and other policy documents
Purpose of Report	To review and adopt the updated constitutional documents and policies
Recommendations	It is RECOMMENDED that Members to: <ul style="list-style-type: none"> • note the review schedule for all policies and constitutional documents • review and approve the standing orders, financial regulations and other policy documents as drafted • note the upcoming review of the Staff Handbook

1. Introduction

In line with the Council’s standing orders, at the annual meeting of the Council, it reviews those standing orders and financial regulations and other policies and constitutional documents. Whilst some policies require annual review, others do not require such frequent review and, in any event, throughout the year, as and when matters come to light or when there are changes in relevant statutory frameworks, policies are reviewed and brought before Council.

2. Current position

As a thorough review of all policies was conducted in 2024 and all brought to the annual meeting for consideration and adoption, it is not considered necessary to review all policies again this May. Therefore, the review dates listed in the Introduction to the Constitution (attached as Appendix 1) has been updated to include 4 yearly reviews of most policies. The following policies and documents require more frequent review, and updated versions are attached at Appendix 2. The reasons for review are listed:

Policy/document	Reason
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Standing Orders	Annual review required. New NALC Model Standing Orders published in Spring 2025
Financial Regulations	Annual review required. New NALC Model Financial Regulations published in Spring 2025
Code of Conduct	Annual review required
Risk Management Policy	Annual review as required by the Council's Financial Regulations and Statement of Internal Controls
Risk Register	Annual review as required by the Council's Financial Regulations and Statement of Internal Controls
Scheme of Delegations	To ensure the efficient dispatch of the Council's business
Investment Policy	To ensure best value
Land & Buildings Hire Policy	To review and approve hire charges for 2025/26 remaining unchanged
Statement of Internal Controls	To review effectiveness of the Statement of Internal Controls
Allotment Non-Statutory Rules	To change the invoicing date from April to November each year

The Staff Handbook was last reviewed in May 2024. In light of the various impending changes detailed in the Employment Rights Bill 2025, the Staff Handbook will be updated as soon as practical when and if these changes take effect. Any associated staff policies will be reviewed as and when to ensure consistency with both the Staff Handbook and legislation.

3. Recommendations

It is **RECOMMENDED** that Members to:

- note the review schedule for all policies and constitutional documents
- review and approve the standing orders, financial regulations and other policy documents as drafted
- note the upcoming review of the Staff Handbook





Seaton Town Council Constitution

Chapter 1 Introduction

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

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1. Introduction to the Constitution of Seaton Town Council

1.1. Seaton Town Council ('the Council') is responsible for several local services.

1.2. It must provide some of these services by law; others are discretionary.

1.3. The Council is a body created by government under an Act of Parliament.

1.4. The Constitution is the Council's internal rule book. It sets out how the Council will operate and how decisions are made. Some of the processes are required by law, while others are a matter for the Council to choose.

1.5. The Constitution also contains procedural rules which apply to the conduct of meetings of the Council.

1.6. In order to ensure the sound management of the Council's financial affairs and good corporate governance, the Constitution includes financial regulations and rules that apply to all contracts for works and the supply of goods and services to the Council.

1.7. The Constitution is a living document and the different chapters of the Constitution are kept under continual review and re-examine, annually by the Council.

1.8. The Constitution is split into several different chapters which form the Constitution for the Council:

Chapter	Content	Last Reviewed	Next Scheduled Review*
1	Introduction to Constitution	May 2025	
2	Standing Orders	May 2025	May 2026
3	Financial Regulations	May 2025	May 2026
4	Staff Handbook	May 2024	ASAP
5	Members' Code of Conduct	May 2024	July 2025
6	Complaints Policy	May 2024	May 2028
7	Risk Management Strategy	May 2025	May 2026
8	Risk Register	May 2025	May 2026
9	Data Protection Policy	May 2024	May 2028
10	Data Breach Policy	May 2024	May 2028
11	Protocol on Member/Officer Relations	May 2024	May 2028
12	Freedom of Information Policy	May 2024	May 2028
13	Publication Scheme	May 2024	May 2028
14	Health and Safety Policy	December 2024	May 2026
15	Communications & Social Media Policy	May 2024	May 2025
16	Community Grants Policy	May 2024	May 2028
17	Allotments Non-Statutory	May 2025	May 2028

	Rules		
18	Training & Development Policy	May 2024	May 2028
19	Memorial Bench Policy	May 2024	May 2028
20	Non-smoking & Non-vaping Policy	May 2024	May 2028
21	Lone Working Policy	December 2024	May 2028
22	Equality & Diversity Policy	May 2024	May 2028
23	Environment Policy	May 2024	May 2028
24	Civic Awards Policy	July 2024	May 2028
25	Gazebo Hire Policy	May 2024	May 2028
26	Investment Policy	May 2025	May 2026
27	Land & Buildings Hire Policy	May 2025	May 2026
28	Volunteer Policy	May 2024	May 2028
29	Tree Management Policy	May 2024	May 2028
30	Safeguarding Policy	May 2024	May 2028
31	Statement of Internal Controls	May 2025	May 2026
32	Community Engagement Strategy	May 2024	May 2028
33	Dignity at Work Policy	May 2024	May 2028
34	Scheme of Delegations	May 2025	May 2026
35	Co-option Policy	February 2024	May 2028
36	Bring Your Own Device Policy	September 2024	May 2028
37	Email & Internet Use Policy	March 2025	May 2028

* reviews may be carried out more frequently, as required.

2. Who pays?

2.1. Money for services comes from fees and charges, grants and council tax, in the form of a precept.

2.2. The Council receives no income from business rates and its general expenditure is not subsidised through a government grant.

2.3. There are no central government controls or “cap” on the Council’s expenditure.

2.4. This makes the Council directly accountable to residents for the financial implication of its actions.

3. Who decides?

3.1. Every four years, voters in Seaton elect 12 Town Councillors.

3.2. They collectively take all major decisions of the Council.

3.3. Decisions are always collective and voted on unless they have been delegated to the Town Clerk.

4. The Council’s job

4.1. The Council's role is to deliver services to the people of Seaton in an open, transparent and cost-effective way, acting in the best interests of Seaton and its citizens.

4.2. This sometimes means that the 'greater good' is more important than individual or group's interests, but this is what democratic local government is all about.

4.3. Taking those decisions, after listening to the community, is the job of Town Councillors acting collectively as Seaton Town Council.

5. How is the Council organised to carry out its job?

5.1. The Council makes all policy and other decisions within the powers given to a Council by law.

5.2. Committees can make decisions only on those issues the Council has delegated, otherwise a committee must make a recommendation to Council.

5.3. Panels and working groups can be appointed by Council and committees and can be made up of Councillors and/or staff and/or representatives of other organisations and/or individuals. They can make recommendations to the parent committees or Council, as appropriate, and cannot decide on matters.

5.4. Officers deliver the Council's services in line with policies or directions as determined by the Council or one of its constituent committees. Officers advise councillors on policy issues and statutory requirements that the Council must meet. They also carry out the day-to-day operational management of the Council's services.

6. Further information

The Town Clerk can be contacted using the contact details on the cover page of this document.



Seaton Town Council Constitution

Chapter 3 Financial Regulations

Marshlands Centre, Harbour Road, Seaton EX12 2LT

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SEATON TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 12 May 2025.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council RFOs in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO has been appointed as RFO and these regulations apply accordingly. The RFO:
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £10,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & General Purposes Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the RFO and the Chair of the Council or Chair of Finance & General Purposes Committee. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. The draft budget and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & General Purposes Committee and a recommendation made to the council.

4.6. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a

precept for this amount, if practicable, by no later than the end of December for the ensuing financial year.

- 4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.8. The RFO shall **issue the precept to the billing authority no later than the date specified by the billing authority and in any event no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.10. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or Finance & General Purposes Committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the RFO shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £5,000 excluding VAT the RFO shall seek at least 3 fixed-price quotes;

5.9. For contracts where the value is between £1,000 and £5,000 excluding VAT, the RFO shall, if practicable, obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the RFO shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, for example, those provided by legal professionals of other specialise services;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the RFO, under delegated authority, for any items below £1,000 excluding VAT.
- the RFO, **in consultation with two of the Chair and Deputy Chair of the Council and Chair of the Finance & General Purposes Committee**, for any items between £2,500 and £5,000 excluding VAT.
- the Council or a duly delegated committee of the council for all items of expenditure within their delegated budgets for items over £5,000 excluding VAT

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of **serious risk to the delivery of council services or to public safety on council premises**, and **in consultation with two of the Chair and Deputy Chair of the Council and Chair of the Finance & General Purposes Committee**, the RFO may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The RFO shall report such action to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/cheque, in accordance with a resolution a delegated decision by an officer and ratified by the Finance & General Purposes Committee, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Finance & General Purposes Committee may authorise in advance for the year.

6.7. A copy of this schedule of regular payments shall be authorised by signature of two members on the monthly schedule of payments produced by the RFO each to reduce the risk of duplicate payments.

6.8. A list of such payments shall be reported to the next appropriate meeting of the Finance & General Purposes Committee for information only.

6.9. The Town Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

- i. any payments of up to £500 excluding VAT, within an agreed budget.
- ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & General Purposes Committee.
- iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or duly delegated committee.

6.10. The RFO shall email a schedule of payments requiring authorisation, each week to the Chair, Deputy Chair and Chair of Finance & General Purposes Committee and will set up the payments with Lloyds Bank ready for dual authorisation. Once two of the three councillors have authorised the payments in writing, a councillor authorised under the bank mandate to access internet banking, will dual authorise the payment at Lloyds. All payments will be reconciled monthly and rechecked by the Chair and Chair of Finance & General Purposes. They will then be reported to the next meeting of the Finance & General Purposes Committee. The Committee shall review the schedule and ratify the payments. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The RFO may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval shall be sent by email to at least two authorised signatories. Hard copies of the relevant invoices are retained in the RFO's office and available for inspection by those authorised signatories
- 7.5. In the prolonged absence of the Service Administrator, an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. A full list of all payments made in each quarter month shall be provided to the next meeting of the Finance & General Purposes Committee and appended to the quarterly budgetary report.

- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every four years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Finance & General Purposes Committee at its next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every four years.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every four years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised signatories.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to [the RFO and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].

- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO {and RFO} {specify other officers} and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash float of no more than £200 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance & General Purposes Committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the RFO. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The RFO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to council.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Town Clerk shall give prompt notification to the council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of the Town Clerk or RFO. The RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Seaton Town Council Constitution

Chapter 2 Standing Orders

Marshlands Centre, Harbour Road, Seaton EX12 2LT

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townclerk@seaton.gov.uk

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed, at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a

response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

- i A person shall raise his hand when requesting to speak.
 - j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
 - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
 - l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
 - o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the chairman of the Council may in his absence be done by, to or before the vice-chairman of the Council (if there is one).**
 - p **The chairman of the Council, if present, shall preside at a meeting. If the chairman is absent from a meeting, the vice-chairman of the Council (if there is one) if present, shall preside. If both the chairman and the Vice-chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
 - q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
 - r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- See standing orders 5(h) and (i) for the different rules that apply in the election of the chairman of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any**

question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

● u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

● v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(vi) for the quorum of a committee or sub-committee meeting.

● w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

x A meeting shall not exceed a period of two (2) hours.

4. COMMITTEES, SUB-COMMITTEES & WORKING GROUPS

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a**

committee which regulates and controls the finances of the Council.

- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint any committees, as it considers necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. shall, after it has appointed the members of a committee, appoint the chairman of the committee or shall permit a committee, to appoint its own chairman at the first meeting of the committee;
 - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - vii. shall determine if the public may participate at a meeting of a committee;
 - viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - ix. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - x. may dissolve a committee or a sub-committee.
- e. The Council may appoint working groups as it considers necessary. Such working groups have no decision making powers but are intended to facilitate the Council's business and bring such reports and/or recommendations to Council for consideration, as the working group considers appropriate.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take**

place at 6pm.

- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the chairman and vice-chairman (if there is one) of the Council.**
- f **The chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The vice-chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor chairman of the Council has been elected. The current chairman of the Council shall not have an original vote in respect of the election of the new chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the chairman of the Council and vice-chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of the Council's policies, procedures and practices including those in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xiv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

7. PREVIOUS RESOLUTIONS

A resolution of the Council shall not be rescinded, reversed or amended within six months of it being made unless:

- by way of a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9; or
- by way of a motion moved in pursuance of the recommendation of a committee or a sub-committee; or
- by way of a motion moved in pursuance of subsequent information becoming

available that, in the reasonable view of the Proper Officer, is relevant to the business to which the resolution relates and should be brought to the attention of the Council

8. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes of those present in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 8 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 8 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the

Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 9(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d Subject to the publication of draft minutes in accordance with standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such**

action excludes disqualification or suspension from office.

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the Town Clerk or, in his/her absence, (ii) the Deputy Clerk, in accordance with the Council's Scheme of Delegations.
- b The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- c The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming their withdrawal of it;
 - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. act as, or liaise as appropriate, with the Council's Data Protection Officer (if there is one);

- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Deputy Chair of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and

16. RESPONSIBLE FINANCIAL OFFICER

The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer, when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- c The Responsible Financial Officer shall supply to each councillor on request a statement to summarise:
 - i. the Council's or income and expenditure for each quarter;
 - ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported and
 which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. a statement summarising the Council's income and expenditure for the preceding year; and
 - ii. to the Council the accounting statements for the preceding year in the form the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented, if practicable, to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the

- prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
 - e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council or relevant committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of Council or, if he is not available, the vice-chairman of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council or relevant committee at its next meeting.
- c. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of Council or, in his absence, the vice-chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- d. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chairman or vice-chairman of the Council and this shall be communicated to another member of Council which shall be reported back and progressed by resolution of Council.
- e. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order

19(e).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled as appropriate on each occasion and, where relevant the Council's policy on social media and electronic communications shall apply.

23. EXECUTION AND SEALING OF LEGAL DEEDS

- a **A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.**
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Councillor representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- c The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



Seaton Town Council Constitution

Chapter 7 Risk Management Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT

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townclerk@seaton.gov.uk

1.0 BACKGROUND

- 1.1 This Risk Management Policy outlines Seaton Town Council's ("the Council") framework for managing risk.
- 1.2 The Association of Chartered Certified Accountants (ACCA) defines risk as:
"An unrealised future loss arising from a present action or inaction. Risks are the opportunities and dangers associated with uncertain future events".
- 1.3 Risk Management can be defined as:
"The process of identifying risks, evaluating their potential consequences and determining and implementing the most effective way of controlling and monitoring them. The objective of the process is to reduce adverse consequences by reducing the likelihood of the event or its impact"

2.0 AIMS AND OBJECTIVES

- 2.1 The aim of the Council's Risk Management Policy is to adopt best practice in the identification and evaluation of risks and the cost-effective control of risks to ensure that they are reduced to an acceptable level.
- 2.2 It is acknowledged that some risks will always exist and will never be eliminated. All employees must understand the nature of risk and accept responsibility for risks associated with their role and responsibility.
- 2.3 The risk management objectives of the Council are to:
- embed risk management into the culture of the Council
 - fully incorporate risk management as an integral part of setting and delivering the Council's corporate objectives, the Council's day-to-day operations and any projects or events that the Council undertakes
 - manage risk in accordance with best practice and in accordance with the requirements of the Annual Governance Statement
 - consider legal compliance as a minimum
 - prevent injury and damage and reduce the cost of risk
 - raise awareness of the need for risk management
- 2.4 These objectives will be achieved by:
- establishing and keeping under review this Risk Management Policy
 - establishing a clear risk assessment procedure via a risk register to ensure that all risks are assessed to a certain standard
 - clearly defining roles and responsibilities for risk management in staff job descriptions and the staff handbook
 - maintaining and reviewing a register of corporate, operational and project risks
 - regularly reporting risks to the Finance and General Purposes Committee and/or Council as appropriate, along with progress

reports on how risks are being managed

3.0 ROLES AND RESPONSIBILITIES

- 3.1 The following groups and individuals have the following roles and responsibilities for risk and opportunity management within the Council.
- 3.2 The Council will approve the Risk Management Policy, associated Risk Register and any subsequent revisions, at least annually.
- 3.3 The Town Clerk and Responsible Financial Officer (RFO) is responsible for providing assurance to the Council through ensuring that risks are being identified, evaluated and managed appropriately. The Town Clerk and RFO will provide updates to the Council as appropriate.
- 3.5 All officers of the Council need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their jobs and report hazards and risks to the Town Clerk, as soon as practicable.

4.0 STRATEGIC, OPERATIONAL AND PROJECT RISKS

- 4.1 Broadly speaking risks can be divided into three categories:

Strategic – risks which need to be considered in judgements about the medium to long term goals and objectives of the Council whilst, at the same time, considering opportunities

Operational – risks and opportunities which the Council will encounter in the day-to-day operational aspects of its work

Project - risks and opportunities encountered during specific tasks and projects being undertaken

- 4.2 **Strategic Risks**

The major categories of strategic risk may include:

Political – failure to deliver either local or central government policy

Economic – ability of the Council to meet its financial commitments. These include internal budgetary pressures, as well as external factors affecting the economy as a whole

Social – effect of changes in demographic, residential or socio-economic trends on the Council's ability to deliver its objectives.

Technological – capacity of the Council to deal with the pace and scale of technological change, or its ability to use technology to address changing demands

Reputational – any actions or inaction of the Council, where its reputation suffers as a result

Data Protection/Information Security – consequences of data/information transfer between the Council and other bodies such as Devon County Council or East Devon District Council

Legislative – current or future potential changes in legislation

Health and Safety – all aspects of health & safety, as well as the legislation relating to corporate manslaughter

Environmental – environmental consequences of progressing the Council's strategic objectives – for example, in terms of climate change, energy efficiency, pollution, recycling, flooding, etc.

Competitive – competitiveness of the Council, in terms of cost or quality and/or its ability to deliver best value

Community – failure to meet the current and changing needs and expectations of the community

Partnership – working in partnership with other councils or stakeholder organizations

4.3 **Operational Risks**

These may include:

Professional – ability to recruit and retain appropriate staff to roles. Prolonged absences of staff due to long-term illness.

Financial – financial planning and control and adequacy of insurance cover

Legal – possible breaches of legislation – for example, Health and Safety at Work Act, Data Protection Act, Town & Country Planning Act

Personal Safety – lone working and the potential to encounter aggressive or confrontational people whilst carrying out duties

Physical – fire, security, accident prevention and health and safety – for example, hazards/risk associated with buildings, vehicles, land, plant and equipment

Contractual – failure of contractors to deliver services or products to the agreed specifications and costs

Technological – reliance on operational equipment and the potential for technological failure – for example, IT systems or equipment and machinery

4.4 Project Risks

These may include:

People – whether the right people with the right skills are engaged in each task or project

Technical – the Council’s reliance on a software provider to deliver what has been agreed in their contract for services and that they provide support for dealing with any systems problems or issues

Cost – potential for the project to exceed approved budget if people and technical aspects are not delivered in line with a project plan

Time – ensuring sufficient time is allocated to a project, including provision for slippage, to ensure cost and quality is not affected

The categories are not exhaustive but provide a framework for identifying potential risks faced by the Council.

5.0 RISK MANAGEMENT PROCESS

5.1 The process below will cover all areas of risk management including decision-making and the managing of strategic, operational and project risks and opportunities.

Step 1 – Identify risks

All sources of risk are identified and listed in the Council’s Risk Register.

Step 2 – Analyzing risks

Once identified, an assessment of the likelihood and consequences of the risk happening is conducted.

Step 3 – Managing risks

The management of risk is how the Council controls the risk. There are four key action strategies to managing risk:

- **Transference** - transfer the risk to the third party; for example, use of insurance
- **Avoidance** – risk decreased as much as possible by avoiding risky areas
- **Reduction** – limit exposure to risk or decrease effects of risk should it occur
- **Acceptance** – accept risk may occur and choose to deal with it if it does occur

Step 4 – Monitoring risks

The reviewed level of risk is the level of risk, after mitigating measures are considered and where further ongoing attention is required such as regular inspections. Progress in managing risks should be monitored.

Risk management is an on-going process that should be constantly revisited and reviewed to ensure that new and emerging risks are assessed acted upon.

- 5.2 It is important to recognize these steps as part of a cycle. Risk management is dynamic and so the identification phase needs to be done continuously. It is also important to consider whether the nature of the risk has changed over time.



Seaton Town Council Constitution

Chapter 8 – Risk Register

Reviewed – May 2025

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
Governance	Quality of decision making – potentially unlawful	M	<ul style="list-style-type: none"> • The Council’s constitutional documents, including Standing Orders, Financial Regulations and policies, set how the Council’s business will be conducted. These are reviewed annually. • Member training • The Town Clerk is a qualified solicitor • Membership of Devon Association of Local Councils and Society of Local Council Clerks 	Town Clerk	L
	Inappropriate delegation	M	<ul style="list-style-type: none"> • Council’s constitutional documents include a scheme of delegations to committees and the town clerk. This is reviewed regularly. 	Town Clerk	L
	Unclear member responsibility and accountability	M	<ul style="list-style-type: none"> • Appropriate committee structure and clear lines of reporting by committees to Council • New Member compulsory training arranged, as soon as practicable after election/co-option. 	Town Clerk	L
	Appointments to outside bodies not made	L	<ul style="list-style-type: none"> • Annual review of appointments and reports to Council, as necessary 	Town Clerk	L
	Governance and regulatory documents not reviewed.	M	<ul style="list-style-type: none"> • Reviewed at least annually and updated as the Town Clerk considers appropriate and adopted by Council for approval. 	Town Clerk	L

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
	Register of Interests for Members up to date	M	<ul style="list-style-type: none"> All Members complete forms as soon as elected/co-opted. Annual Review of Register entries. 	Town Clerk	L
Finance	Poor systems and control of petty cash	M	<ul style="list-style-type: none"> Reviewed monthly by Town Clerk and a second officer and a councillor. Ratified by F&GPC Reviewed by Internal Auditor and any risks identified 	Town Clerk	L
	Waste and misappropriation of funds.	M	<ul style="list-style-type: none"> Appropriate supervision of staff by Town Clerk and reporting to Councillors as necessary 	Town Clerk	L
	Waste of public funds due to unlawful/poor decision making	M	<ul style="list-style-type: none"> Comprehensive advice provided by Town Clerk and Officers as to lawfulness and best value Three quotations sought wherever possible, in line with the Council's Financial Regulations 		
	Budget not approved and precept request not submitted	H	<ul style="list-style-type: none"> Timely reporting to Members with detailed draft budget for following year initially presented to F&GP in October meetings in annual schedule and detailed in Financial Regulations. 	Town Clerk	L

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
	Adequate funds	H	<ul style="list-style-type: none"> • Monitor actual expenditure to forecast and report regularly to F&GPC and Council, as necessary • Income and expenditure is carefully monitored and proposals for virement of funds between budgets made to ensure budgets remain on target 	Town Clerk	L
	Properly authorised payments	M	<ul style="list-style-type: none"> • Authority to pay is carried out in line with Financial Regulations • Cheques signed by two councillors • Online payments set up by Town Clerk and dual authorised by a councillor, once approved by two councillors • All payments authorised by two Councillors. • Financial Regulations reviewed May 2024 • Statement of Internal Controls reviewed May 2024 	Town Clerk	L
	Theft, fraud and corruption	M	<ul style="list-style-type: none"> • Training, management & insurance 	Town Clerk	L
	Activities being outside of legal powers/unlawful payments	H	<ul style="list-style-type: none"> • Town Clerk - CiLCA qualified & qualified solicitor • Ongoing CPD training of Town Clerk and officers • advice to members 	Town Clerk	L

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
Information technology	Breaches of cyber security	H	<ul style="list-style-type: none"> • upgrade to Council's systems in 2024 to counter attacks • cyber security insurance policy taken out 	Town Clerk/Core IT	H
Direct Costs	Goods not supplied to Council	M	<ul style="list-style-type: none"> • Accurate record of purchased made. • Payment usually only made after delivery 	Town Clerk and all officers	L
	Invoices incorrectly calculated	M	<ul style="list-style-type: none"> • Detailed check of calculations 	Town Clerk	L
	Online Payments	H	<ul style="list-style-type: none"> • Two councillors authorise payments each week by email and sign schedule of payments each month, which is then ratified by F&GPC at its quarterly meetings • Town Clerk sets up payments online which are then actioned by a councillor (dual authorisation) • Reviewed by internal auditor twice a year 	Town Clerk	M

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
	Use of debit card	H	<ul style="list-style-type: none"> Use restricted to the Town Clerk and limited to a single transaction maximum value of £1,000, unless authorised by the Finance and General Purposes Committee, unless in an emergency, in which case the Town Clerk will use delegated powers to make any such payments required and it will be reported to the first available meeting of F&GP or Council 	Town Clerk	M
	Income tax deduction	M	<ul style="list-style-type: none"> Tax codes as notified by HMRC Payments made by EDDC Payroll services, as the Council's chosen payroll provider since October 2020 	Town Clerk	L
Grants	Authority and power to approve	M	<ul style="list-style-type: none"> Grant criteria/annual approvals through Council with a limit of £1,000 per grant, unless Council considers that special circumstances exist that may warrant a higher award 	Town Clerk	L
	Conditions of grant	L	<ul style="list-style-type: none"> Grants include conditions, as Members consider appropriate, and report back to Council 	Town Clerk	L
VAT	VAT analysis	M	<ul style="list-style-type: none"> All items recorded in financial accounting software reports as part of cash book lists. Checks conducted by internal auditor Specialist advice taken from VAT experts as required 	Town Clerk	L

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
	Claimed within time limits	M	<ul style="list-style-type: none"> Quarterly returns digitally submitted as soon as possible after the end of each quarter 	Town Clerk	L
Reserves	Adequacy of earmarked and general reserves.	M	<ul style="list-style-type: none"> Agreed annually by Council, as part of budget setting process Approximately 6 months general reserves held in line with advice from JPAG and internal auditor EMRs kept under review by F&GPC and Council and quarterly reports prepared, highlighting over and underspends and proposing such adjustments as the Town Clerk considers appropriate for Members to consider 	Town Clerk	M
Assets	Loss, damage and value	M	<ul style="list-style-type: none"> Annual inspection, update insurance/review asset register 	Town Clerk/Deputy Clerk	M
Salaries	Wrongly paid salary	M	<ul style="list-style-type: none"> Agreed contracts and annual review of salaries and payment systems 	Town Clerk	L
	Wrong tax, NI or pension deducted	M	<ul style="list-style-type: none"> Agreed contracts and annual review of salaries and payment systems 	Town Clerk	L
Members	Members' Interests	M	<ul style="list-style-type: none"> Training on Code of Conduct, including refresher training. 	Town Clerk	M
Staff	Accidents/Personal injury	M	<ul style="list-style-type: none"> Visual checks of premises Health and safety checks 	Deputy Clerk	M

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
	Bullying	H	<ul style="list-style-type: none"> Staff Handbook and grievance procedures Review being undertaken by Tozers Solicitors to assess risks, after resolutions of Council on 11 March and the Personnel Committee on 4 April 2024 	Town Clerk	M
	Lack of communication	M	<ul style="list-style-type: none"> Town Clerk holds regular meetings with all staff 	Town Clerk	L
	Performance issues	M	<ul style="list-style-type: none"> Annual appraisals. Reports to Council or relevant committee as necessary. 	Town Clerk	L
	Knowledge not up to date or insufficient	M	<ul style="list-style-type: none"> Staff training - ongoing and seek independent professional advice – legal, property etc. as required 	Town Clerk	M
	Loss of key staff	H	<ul style="list-style-type: none"> Regular meetings/staff appraisals Insurance considered but no substantive cover available 	Town Clerk	H
Financial Records	Inadequate records	H	<ul style="list-style-type: none"> Town Clerk reviews and reports quarterly to F&GPC. Checks by internal auditors twice annually 	Town Clerk	L
Insurance	Insufficient cover for all responsibilities	M	<ul style="list-style-type: none"> Annual review of cover taking account of existing and new responsibilities 	Town Clerk	L
Procurement	Contracts not issued properly to ensure best value	M	<ul style="list-style-type: none"> Contract Standing Orders to be followed as part of Financial Regulations 	Town Clerk	L

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
Minutes	Inaccurate and decisions not followed up	M	<ul style="list-style-type: none"> Minutes reviewed to ensure decisions actioned. Minutes drafted and draft circulated and published as soon as practicable 	Town Clerk	L
Allotments	Revenue loss through poor management/badly maintained sites	M	<ul style="list-style-type: none"> Regular inspections 	Admin Officer	L
	Lack of security	H	<ul style="list-style-type: none"> Regular inspections Feedback from Allotment Holders 	Admin Officer	M
	Damage/nuisance to adjacent residents	M	<ul style="list-style-type: none"> Regular inspections Rules reviewed regularly and professional advice taken as appropriate 	Town Clerk /Facilities & Projects Officer	L
	Accidents/Personal Injury	M	<ul style="list-style-type: none"> Risk assessment is reviewed annually and public liability insurance. 	Admin Officer	M
	Vandalism	H	<ul style="list-style-type: none"> Feedback from Allotment Holders and Officers when carrying out works at the allotments 	Town Clerk	M
	Cash handling and banking	M	<ul style="list-style-type: none"> Cash payments for fees taken in office, recorded and banked as soon as practicable 	Admin Officer	L
	Increased maintenance leading to depletion of reserves and future ability of the site to cover its costs, on the basis on current fees being received.	H	<ul style="list-style-type: none"> Reports to Council Meeting arranged with tenants to discuss the possibility of increasing allotment fees in future years 	Town Clerk/Admin Officer	M
Open Spaces	Damage/vandalism	H	<ul style="list-style-type: none"> Regular inspections and reports to Town Clerk and Council, if appropriate 	Town Maintenance Officer	M

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
	Condition of land	H	<ul style="list-style-type: none"> Buildings insurance Maintenance programme 	All Officers	M
Marshlands	Damage/vandalism	H	<ul style="list-style-type: none"> Alarm system, call out and police liaison 	Facilities Clerk	H
	Revenue loss due to badly managed buildings	M	<ul style="list-style-type: none"> Liaison with hirers of function room Review of fees and charges 	Town Clerk	L
	Accident/injury caused by hirers	M	<ul style="list-style-type: none"> Terms and conditions of hire given to hirer 	Facilities Officer	M
	Loss of income due to reduced bookings	M	<ul style="list-style-type: none"> Promotion of Marshlands as a venue and policy on reduced rates for charities and community organisations Regular reviews of income as against expenditure 	Town Clerk	M
	Building safety	H	<ul style="list-style-type: none"> Fire, electrical safety checks Health and safety risk assessment and policy update Health and safety notice board COSHH area Annual PAT testing of equipment Legionella compliance 	Facilities Officer	M
	Condition of building	H	<ul style="list-style-type: none"> Buildings insurance EMRs set aside for maintenance programme 	Town Clerk/ Facilities Officer	M
	Running costs higher than anticipated	H	<ul style="list-style-type: none"> Sufficient budget allocation Increasing earmarked reserves to improve resilience Close monitoring and management Maximising income generation 	Town Clerk	H

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
Town Hall	Condition and maintenance of building	H	<ul style="list-style-type: none"> • Buildings insurance. Re-evaluation carried out in 2024 and premium increased accordingly • EMRs set aside for maintenance programme • Preparation of schedules and budgets to anticipate future costs 	Town Clerk/ Facilities Officer	M

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
	Building safety	H	<ul style="list-style-type: none"> • Lack of compliance by leaseholder with required building safety checks as detailed above, leading to possible invalidation of insurance. • Officers have met with the leaseholder to reiterate the need for documentary evidence of checks to be provided to the Council on a regular basis to meet the insurers requirements • Officers have taken all necessary actions to bring the town hall back to an insurable state and pass the responsibility to GTC as tenant • H&S compliance will be monitored closely and added as a standing item to the Council's agenda and the tenant asked to attend each meeting and demonstrate actions taken to ensure compliance 	Facilities Officer/Deputy Clerk	H

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
	Loss of income	H	<ul style="list-style-type: none"> • Loss of income due to leaseholder being unable to fulfil commitments under lease, in light of their publicly stated financial difficulties. • Regular communication with leaseholder and reports to Council on the financial position and to consider the possibility of an additional reserve, should the obligations of the leaseholder not be met 	Town Clerk	H
	Status of leases	H	<ul style="list-style-type: none"> • Various breaches of the GTC lease exist, including the tenant's failure to register it • AVHA lease requires renegotiation 	Town Clerk	H
	Compliance with the law	H	<ul style="list-style-type: none"> • As the town hall is used as an events venue, a statement in line with the upcoming Martyn's Law will be required to be prepared by the occupier to comply with its duties as an events venue, when this comes into force. Officers have advised the tenant organisation of the need for this to meet the requirements of the Council's insurers 	Town Clerk/Deputy Clerk	H

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
Play Areas	Damage/vandalism/rubbish	H	<ul style="list-style-type: none"> Regular visual checks and weekly inspections identifying defects and remedial action required Regular reports to F&GPC identifying any issues Annual independent RoSPA inspections 	Town Maintenance Officer	M
	Trees	M	<ul style="list-style-type: none"> Regular inspections at annual intervals and commissioning the carrying out of recommended works in a timely manner 	Facilities & Projects Officer	L
	Facilities not maintained	M	<ul style="list-style-type: none"> In-house minor repairs Use of approved qualified contractor for more substantial repairs 	Town Maintenance Officer/Facilities Officer	L
	Personal injury	H	<ul style="list-style-type: none"> Preventative measures, as above Adequate insurance cover Advisory signage as appropriate 	Town Maintenance Officer/Facilities Officer	M
Vehicles/ Machinery	Loss, theft, vandalism	H	<ul style="list-style-type: none"> Secure storage Adequate insurance 	Town Maintenance Officer	M
	Misuse of equipment or badly maintained/accidents	M	<ul style="list-style-type: none"> Training and advice on use of equipment provided to relevant staff Annual servicing of vehicle and equipment as appropriate Comprehensive insurance 	Town Maintenance Officer	L
Events	Road closures and liability	M	<ul style="list-style-type: none"> Correct procedures implemented Adequately trained staff 	Town Clerk	L

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
	General Health and Safety – setting up, parking, stewarding	H	<ul style="list-style-type: none"> • Conditions for attendees, including traders' insurance where appropriate • Liaison with EDDC and other stakeholders as necessary • Preparation of comprehensive risk assessments for all aspects of the event 	Town Clerk	M
	Organisation	M	<ul style="list-style-type: none"> • Separate risk assessment for each event • Ensuring adequate insurance including separate organiser's insurance, of appropriate 	Town Clerk	M
	Cancellation due to poor weather	H	<ul style="list-style-type: none"> • Consider on an event-by-event basis, whether 'bad weather' cover should be obtained • Cost and limitations of such insurance may be prohibitive leading to a loss of money spent on infrastructure and activities, if an event cannot go ahead. 	Town Clerk	M
	Christmas decorations and lighting	H	<ul style="list-style-type: none"> • DCC have required the removal of all catenary wire and permanent festoon lights from the lampposts in the town and will not grant a banner licence to erect lighting on buildings. This has been actioned • Contractors now used to install, test and operate all lights, connections and fixings on an annual basis. The first year of this new service was in 2024 	Town Maintenance Officer/ Facilities Officer	M

Issue	Risk Identified	Level of Risk H/M/L	Management of Risk (Mitigating factors)	Officer Action	Reviewed level of risk
Tourist Information	Provision of service in-house	M	<ul style="list-style-type: none"> • Ensuring sufficient staff with appropriate knowledge employed to provide a quality service to visitors • Always two members of staff or two volunteers present, to ensure safety of staff and volunteers • Specific RA prepared 	Admin Officer	L

The **level of risk** is an assessment of the likelihood and consequences of the risk happening.

The **management of risk** is how the town council controls the risk.

The **reviewed level of risk** is the level of risk after the control measures are taken into account and where further ongoing attention is necessary.



Seaton Town Council Constitution

Chapter 17 Allotment Non-Statutory Rules

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

Seaton Allotments Non-Statutory Rules (May 2025)

The tenancy of a plot at Seaton Allotments is subject to the Allotments Acts 1908 to 1950 and to compliance with the following Rules:

1. Eligibility

All tenants must reside within the parish of Seaton and it is the responsibility of each tenant to advise Seaton Town Council ('the Council') of any change in circumstances or contact details. Should a tenant move from the parish of Seaton then their tenancy will automatically terminate.

2. Rent

2.1 Rent for each plot shall be paid to the Council immediately upon taking up first occupation of a plot and thereafter within 14 days of the annual demand for rent.

2.2 The annual demand for rent will be sent out on or around the 1st November each year and payment will be due within 7 days.

2.3 Any tenant who has not paid their rent by the due date will be sent a final reminder with a 7-day termination notice.

2.4 The Council will provide 12 months' notice to tenants of any increase in the annual rent.

12.2 The Town Clerk will manage the termination notices at their discretion and in view of any extenuating circumstances presented by tenants in that time frame. It is the tenant's responsibility to present the extenuating circumstances.

3. Water

3.1 Water is becoming an increasing issue with regard to the conservation, responsible use and cost financially and to the environment. Therefore, insofar as practicable, all tenants are required to collect and store rainwater to use on their plot. Where space permits as many linked water butts should be installed to reduce tap use of water.

3.2 Only handheld hoses are allowed. Whilst hosepipes are not banned at the moment responsible minimal use is expected. Sprinklers and irrigation systems shall not be used.

3.3 Car washing is banned.

3.4 The Council provides metered water to the site, the cost of which shall be divided equally between all plots and a bill rendered to each tenant.

4. Keeping of chickens & livestock on the site

4.1 Keeping livestock is considered by the Council to be a regular, if not daily commitment in most cases and a highly responsible activity. Tenants may keep chickens on their allotments, providing prior written permission has been obtained from Seaton Town Council. Cockerels are not allowed. No other livestock will be permitted.

4.2 Tenants will be advised of the maximum numbers permitted, according to plot size and application submitted.

4.3 Tenants, who have obtained consent to keep chickens on the site, will be expected to maintain expected welfare standards laid down in relevant legislation and guidance, issued by the Government and animal protection organisations.

4.4 Any structures, i.e. chicken shed, require permission from the Council and structures will be required to meet suitable space for quality of life, promotion of natural behaviours, safe containment and protection from adverse weather and predation.

4.5 And foodstuffs must be stored in such a way, for example, metal containers, to prevent them attracting vermin and animal husbandry should be such that access by vermin is prevented.

Any rodent activity noted on any plot housing chickens, must be reported to the Environmental Health team at East Devon District Council.

- 4.6 If potential neglect is identified, this should be reported to the Town Clerk and a local expert will be asked to review the chickens concerned, as soon as reasonably practicable. If concerns are confirmed then, without exception, the RSPCA will be contacted, and their advice implemented.
- 4.7 If needed the RSPCA will be asked for advice and guidance on the removal of neglected or diseased livestock to other care.
- 4.8 Any such incident will result in the removal of consent to that tenant to keep chickens and the rescinded permission will not be reinstated. Where the animals are proven by RSPCA inspectors to have been subjected to neglect and or abuse, the tenancy will be terminated without notice.
- 4.9 Dogs – no dogs shall be allowed on any part of the allotment site at any time.

5. Subletting, sharing and allocation of allotments

- 5.1 The tenant shall not assign the tenancy nor sub-let or part of the allotment. With the written consent of the Council, two or more persons may share an allotment, provided they each reside within the parish of Seaton during the continuance of the tenancy, the tenancy agreement being in the name of one person only.
- 5.2 As of 1 July 2020, with the exception of those tenants who at that date already occupied more than one allotment, only one plot shall be permitted per household.

6. Enclosure of Plots & Site Boundary

- 6.1 The tenant may enclose their plot, preferably with chicken wire or similar mesh, which shall not protrude more than two metres above ground level and should not cause obstruction on any pathway. Solid fencing must not be used as this obstructs sunlight to neighbouring plots.
- 6.2 Where a plot abuts the boundary of the adjacent residential development, tenants must ensure that no structure or items on their plot are positioned in such a manner that may cause damage to the boundary fence and, a clear gap should remain between the said fence and any items stored.

7. Sheds and other structures

- 7.1 Any structure that was built before these Rules were amended in 2022 and beyond may remain, provided it is safe.
- 7.2 Each plot can house **ONE** temporary structure on the allotment, without first obtaining the written consent of the Council, provided that said structure:
- in the case of a shed or greenhouse, does not exceed a maximum floor area of 183cms x 244cms (6ft x 8ft) and, is equipped with guttering and water butt
 - in the case of a poly tunnel, must not exceed 8'6" wide x 8'6" long x 6'6" high
 - is maintained in good condition and used solely for the storage of garden implements and materials
 - is removed from the plot on cessation of the tenancy
- 7.3 Permanent concrete foundations for any structure are not permitted.
- 7.4 Netted fruit cages and compost bins do not need permission.
- 7.5 Any subsequent structure shall not be permitted on the allotment without the prior written consent of the Council.

8. Paths & drainage ditches

- 8.1 Tenants shall not obstruct, or permit the obstruction, of any of the paths on the allotment site.
- 8.2 Tenants shall keep all paths adjacent to their plot cut and, where a pathway runs between two allotments, the tenants on either side will be responsible for cutting the grass to the middle of the path. All path widths must be maintained and not encroached upon.

- 8.2 Tenants shall not take, sell or carry away any mineral, sand or clay, dump material nor allow material to enter the drainage ditch on the allotment site, nor shall they cut, lop or fell any trees other than those on a tenant's own allotment.

9. Conditions of cultivation

- 9.1 Tenants shall cultivate the allotment and use it only for the production of fruit, vegetables and flowers for domestic consumption by the tenant and their family. Occasional sales of produce for charity will be permitted, albeit that those sales cannot take place on the allotment site.
- 9.2 The growing of any illegal crop is prohibited.
- 9.3 Only dwarf, cordon and espalier fruit trees may be grown on plots, and these must be kept to a maximum height of 8 feet; no other trees will be permitted.
- 9.4 At any time, no less than 75% of the allotment must be cultivated and plots should be kept largely weed free.
- 9.5 An area of grass or mulch for rest and relaxation can form part of the allotment up to 10% of the whole.
- 9.6 Tenants must not stay overnight on the allotment site.
- 9.7 New tenants allocated a plot must commence cultivation within one month of taking on the tenancy, to prevent a cycle of neglect setting in. Failure to comply will lead to review of the tenancy.

10. Conduct on the site

- 10.1 Tenants shall not do anything to cause nuisance, annoyance or obstruction to any other allotment holder. Live animal traps, air rifles, excavators or any other form of commercial machinery, are ONLY to be used on the allotment site, following written permission from the Council.
- 10.2 It is not permitted to make prolonged and excessive noise which disturbs others. This includes power tools and radios/music players.
- 10.3 Fly tipping waste (including garden waste) from your plot into other areas such as banks and vacant plots is not permitted. It is inconsiderate and money and time spent on rectifying this lead to increased rents in the future to meet the cost of such activities.
- 10.4 Access to the sites must only be by the vehicle or pedestrian gates provided. Members are expected to drive carefully and slowly and park responsibly.
- 10.5 Theft – the removal of any items from another's plot without consent is theft and will not be tolerated. Where theft is proved the Member will have their tenancy terminated with immediate effect while prosecution might also be considered.

11. Storage & Waste

- 11.1 Compostable waste or materials to be used as manure or mulching may be kept on plots.
- 11.2 All other materials must be removed from site and no waste materials can be brought in from off-site gardens, homes or building sites. Tenants must ensure that no compostable waste or other materials are stored in a manner that may hinder grass cutting or drainage.
- 11.3 All glass is to be kept in a safe place and broken glass removed from the allotment site by the tenant.
- 11.4 Only garden chemicals available for purchase at a normal retail outlet and intended for domestic use may be used. Chemicals intended for commercial use by professionals may not be used. All chemicals must be labelled and safely stored in appropriate containers that are secure from tampering. Chemicals should never be decanted into another container and should always be labelled with contents and warnings
- 4.4 No banned chemicals, asbestos or other noxious material may be held on the allotments.
- 4.5 Allotments may not be used for the storage of any item other than those needed for normal allotment routine tasks and maintenance.

12. Signage

12.2 Furthermore, tenants shall be responsible for ensuring that each corner of their plot has a sign stating the number of the plot.

13. Bonfires & incinerators

13.1 The lighting of small fires is permitted, only on the first Saturday of each month (excluding any such date that falls on a bank holiday, between the hours of 8am and 11 am. The lighting of any such fires will be subject to the following conditions:

- They will only be permitted on the above dates and times
- Only dry organic material, that is a waste product from the allotment site may be burned. The majority of garden waste is compostable, and every effort should be made to do so.
- Plastics, rubber and other oil-based products must not be burned.
- A bonfire must not be allowed to give out dense smoke and must be doused if this happens.
- No fire should be left unattended.
- Any fire must be extinguished by 11am
- A bucket of water and a spade must be on hand when bonfires are lit.
- Fires should be out by the time specified above and doused with water to ensure this where needed.
- Smoke should be kept to a minimum and not be allowed to drift towards houses or across nearby highways.

14. Wildlife and biodiversity.

14.1 The Council encourages biodiversity across the site. Many tenants are supportive of this and many species - plants, animals and insects can find a haven in these threatened times on large areas of gardening.

14.2 Tenants must uphold the protections, afforded in law, to wildlife that may venture onto the site and should not be harmed by activities of any tenant. Equally, intentional harm or habitat destruction of protected species is not permitted and will be treated seriously.

14.3 Small areas on plots – can be used to promote wildlife, pollination or biodiversity habitats and will not be considered neglect.

14.4 Ponds on allotments are a positive contribution but must be sited and constructed in such a way they do not constitute a hazard to tenants and visitors.

15. Right of entry and inspection

15.1 Any officer or councillor shall be entitled at any time to enter, re-measure any allotment, and inspect the allotment site.

16. Liability

16.1 The Council does not accept responsibility for any loss or damage to tenants' property, implements, tools, goods, materials or crops on or around the allotment site howsoever such loss or damage was incurred.

17. Termination

17.1 A tenancy will be terminated in the following circumstances:

- a) automatically on the death of a tenant
- b) if, in the opinion of the Council, a plot is not managed in compliance with the Rules detailed herein, kept free of noxious weeds and productively cultivated as per Rule 9 above, a warning letter will be sent requiring compliance within one month. If, in its

absolute discretion, the Council considers that appropriate action to rectify the breach has not been taken within that month, and there is no reasonable excuse for such failure, this will result in the immediate termination of the tenancy

- c) if action is taken to rectify a breach in line with the provisions of 16.1 (b) above and a second incident of non-compliance occurs within a year of the date of the warning letter, the tenancy in question will be terminated
- d) non-payment of any rent or monies due by virtue of this agreement as detailed at above

17.2 Any cost incurred by the Council in returning a plot to a standard necessary to enable re-letting will be claimed from the outgoing tenant.

18. Review

18.1 Rules will be reviewed on an annual basis and published on the Council’s website. Hardcopies will be available on request. It is the responsibility of each tenant to ensure compliance with these Rules and any amendments thereto as may from time to time be made.

Tenant

On behalf of Seaton Town Council

Signature.....

Signature:

Name

Name: Julia Mutlow

Plot No (s)

Position in Organization: Town Clerk



Seaton Town Council Constitution

Chapter 26 Investment Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT
01297 21388
townclerk@seaton.gov.uk

1. **Policy Background**

- 1.1 Seaton Town Council's ('the Council') investment policy, and its associated strategy are conducted in accordance with:
- i) The Local Government Act 2003 ('the Act') and supporting regulations. This requires the Council to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
 - ii) The statutory guidance on local government investments (issued subsequent to the Act) which requires the production of an annual investment strategy and gives guidance on how this should be completed.
- 1.2 It is uncommon for a town council to hold investments other than in the form of easily accessible bank deposits or other short-term savings accounts. These are often used to maximise income from cash balances during the financial year.
- 1.3 The legislation and associated guidance does not apply to parish councils, where investments are not expected to exceed £100,000. However, for councils managing sums exceeding £100,000, the guidance is mandatory.

2. **Definitions**

- 2.1 **Investments** – all investments of more than 12 months in duration. This is treated as capital and all sums involved must be used for capital expenditure when the investment period ends.
- 2.2 **Treasury** – all cash deposits held in bank accounts which includes bonds of up to 12 months in duration.

3. **Policy Objectives**

- 3.1 The overriding policy objectives are:
- i) To invest prudently to ensure the security of the principal sums.
 - ii) To maintain liquidity in the portfolio to meet the Council's spending plans.
 - iii) To mitigate risk.
 - iv) To seek the optimum returns available whilst remaining consistent with the proper levels of security and liquidity.

4. **Investment Policy**

- 4.1 The Council will not hold funds other than in bank accounts or deposit bonds of 12 months or less in duration.
- 4.2 No investments will be made in stocks and shares

5. Treasury Policy

- 5.1 The Council will hold **all** its funds as cash deposits in banks accounts or bonds or in the CCLA Public Sector Deposit Fund
- 5.2 A business account will be maintained with sufficient funds for day-to-day transactions and to receive the precept and business income.
- 5.3 Council approval is required if a deposit is with an institution with which the Council does not already hold an account. The Responsible Financial Officer ('the RFO') has delegated authority to deposit funds with any of the Council's existing bankers and report this back to the Council.
- 5.4 A procedure for making a deposit can be found in Appendix A

Appendix A

Procedure for Deposits

1. The RFO to identify an appropriate deposit account or short-term bond with a financial institution that fits with the council's investment policy. Any bonds should be capital sum guaranteed.
2. Approval of the Council is sought, if the deposit is with a financial institution not currently used by the Council.
3. The RFO actions the opening of the account and the setting up of the bank mandate for Members to sign, in accordance with the Council's Financial Regulations
4. The RFO actions the deposit/transfer of funds
5. The transfer/deposit is reported to the Council
6. At the end of the fixed term the RFO has delegated authority to move the funds into another bond with the same financial institution or with another of the Council's bankers.

Procedure for Bank Transfers

1. Delegated authority is given to the RFO to make transfers between the accounts of the same bank without prior approval of the council.
2. Transfers between banks will follow normal payment procedure as detailed in the financial regulations
3. Details of all transfers to be provided to the Council with the monthly finance report.

Adopted: December 2022

Reviewed: May 2025

Next review: May 2026



Seaton Town Council Constitution

Chapter 27 Land & Buildings Hire Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

Booking Process

If you would like to hire the Function Room at Marshlands Centre, Seaton Down Hill Picnic Site or Cliff Field Gardens, please contact the Council offices on 01297 21388 or at admin@seaton.gov.uk

Seaton Town Council (hereinafter referred to as the “Council”) recommends that you make contact as early as possible in your planning process to ensure sufficient time is allowed to meet all the necessary requirements, for example, in terms of permits, risk assessments and public liability insurance.

Public Liability Insurance

All event organisers could be held legally liable for costs, damages or injuries which occur during the event. Evidence of Public Liability Insurance against this risk **must** be provided to the Council prior to the event taking place and must cover the whole period of the event.

Risk Assessments

A completed comprehensive risk assessment for the use of any of the Council’s land or buildings must be submitted to the Council for approval, prior to the event taking place.

Licensable Activities

Some events will require the event organiser to obtain a Temporary Event Notice from East Devon District Council. Please refer to the application form for more information.

Cancellations

Any refund for cancellations occurring less than 10 days before the date of the booking will be made solely at the discretion of the Town Clerk.

The use of Cliff Field Gardens is weather dependent and in the event of a cancellation due to poor weather, a refund will be made minus any administration fee.

Cliff Field Gardens

For all events in Cliff Field Gardens, the following terms and conditions apply:

- **Site Plan** – this must be submitted at the time of booking and must clearly indicate the position of activities, circulation routes, entrances and exits and clearly display emergency evacuation routes and assembly points which will need to be adequately marshalled.
- **Public Conveniences** – there are no toilet facilities in Cliff Field Gardens and the public toilets in West Walk cannot be relied upon. It is therefore a requirement that event organisers make provision for the hire of sufficient portaloos, the numbers applicable to each event must be agreed in

advance with the Town Clerk, and requirements will depend on the anticipated number of attendees however, a minimum of 1 unisex and 1 disabled access portaloos will be required.

- **Waste Management** – whilst Cliff Field Gardens is equipped with permanent bins, any event is likely generate additional waste and it is the event organiser's responsibility to ensure the procurement of additional waste stations. These will be dependent on the size and nature of the event and can be hired from EDDC. Please seek advice from the Town Clerk regarding the number that will be required on an event-by-event basis. In line with the Council's Environment Policy, the Council is supportive of the reduction of the use of single use plastic. To this end we ask users of Council property and land to restrict usage where possible and to use recyclable materials. Wherever possible food traders will be expected to use biodegradable materials in connection with the packaging of food served to members of the public and should not rely on single use plastic wherever practical.
- **Sale of Alcohol** – due to a restrictive covenant on the land, the sale of alcohol is strictly prohibited.
- **Electricity** – an electricity hook-up is available for use, the cost of which is detailed in the table of hire fees below.
- **Dogs** – signs are attached to each of the entrance gates clearly and clearly indicate that, with the exception of assistance dogs, dogs are not permitted in the gardens. It is the responsibility of the event organiser to ensure that this is adhered to, for the duration of the event.
- **Traffic management** - it is the event organiser's responsibility to contact Devon County Council Highways department on 0845 155 1004 to obtain a road closure or on street parking restrictions, if required. There is no designated car parking at Cliff Field Gardens, and it is the event organiser's responsibility to ensure that visitors and traders are informed of the nearest parking facilities.
- **First Aid** - depending on the number of anticipated attendees, consideration should be given to first aid provision

Function Room – Marshlands Centre

For all bookings for the hire of the Marshlands Function Room, the following terms and conditions apply:

- **Room setup** – tables and chairs will be made available. However, it is the responsibility of the room hirer to set the room up as required and leave as found. Assistance may be available with setting up, but this cannot be guaranteed.
- **Record of attendees** – in order to ensure the safety of all users of the building, in the event that it has to be vacated, it will be the responsibility of the event organiser to ensure that all individuals sign in and out on an attendance sheet in the form attached to this policy. A clipboard and

attendance sheets will be available in the reception area for all to use. In the event of an evacuation the organiser should take the clipboard with them when leaving the building.

- **Access** – the Seafront Function Room is accessed via the ramp from the Marshlands car park on Harbour Road. Please arrange to collect a door code from the Council offices in advance of the event. Event organisers will be responsible for securing the building after the event.
- **Parking** – parking is permissible in any Seaton Town Council designated parking bays and is subject to availability.
- **Health and Safety** – emergency evacuation procedures and the fire assembly point are listed, along with other relevant information, on the Health and Safety noticeboard located in the Function Room. It is the responsibility of the event organiser to ensure that they familiarise themselves with this information and that all attendees are aware.
- **Wifi** – this is available and is included in the hire fee. Attendees can access the Wifi using the guest login details which can be found next to the Health and Safety noticeboard.
- **Waste Management** - in line with the Council's Environment Policy, the Council is supportive of the reduction of the use of single use plastic. To this end we ask users of Council property and land to restrict usage where possible and to use recyclable materials.
- **Alcohol** - The Council does not have a licence to permit alcohol to be sold on the premises. Alcohol may only be consumed if provided by the event organiser on a non-commercial basis and it is the responsibility of the event organiser to ensure any licensing legislation is complied with.

Seaton Down Hill Picnic Site

Whilst it is not anticipated that events will take place at the Seaton Down Hill site, enquiries have been received as to the hiring of the site for a mobile food and drinks unit, which may be considered, subject to the following terms and conditions and the requirements set out on the application form:

- **Site Plan** – this must be submitted at the time of booking and must clearly indicate the position of the activity to ensure access to the site by the general public is not impeded.
- **Waste Management** – it is the responsibility of the event organiser to ensure that all waste is appropriately disposed of, with items recycled where possible in line with the Council's Environment policy and that the site is left as found. In line with the Council's Environment Policy, the Council is supportive of the reduction of the use of single use plastic. To this end we ask users of Council property and land to restrict usage where possible and to use recyclable materials.

Hire Fees

Venue	Charge
Function Room – Marshlands Centre	<p>£12 per hour to include parking (subject to availability) and use of kitchen</p> <p>Storage space may be available for groups. Charges for this start from £25 per month. Please contact the Town Clerk to discuss further.</p>
Seaton Down Hill Picnic Site	£50 per day pitch fee, plus a one-off £40 administration fee
<p>Cliff Field Gardens</p> <ul style="list-style-type: none"> • Commercial rate • Educational awareness / community non-profit event • Charity fundraising event 	<ul style="list-style-type: none"> • £157.00 per day, plus a £40 administration fee per event or series of events booked at the same time • £37.00 per day plus £40 administration fee • Please contact the Town Clerk to discuss <p>Additional costs:</p> <ul style="list-style-type: none"> • £26 each per day for electricity and water, if required, will apply for all events

Application Form - Events and Room Hire Seaton Town Council

Please return the application form and required documents to: townclerk@seaton.gov.uk

Applicants are advised to allow sufficient time for the approval process to be completed prior to the proposed date of the event.

Event organiser's check list

Please ensure that the following documents are submitted with your application form:

- Public Liability Insurance certificate, stating you are covered for the event
- Risk assessments and safety paperwork, including fire safety and emergency evacuation procedures and compliance with Covid-19 regulations
- Evidence of temporary events notices or applications for any licensable activities
- Site plan – for Cliff Field Gardens and Seaton Down Hill site only

Contact details

Organiser's Name:			
Contact Address & Postcode:			
Contact number:		Email:	

Event Details

Name of event:					
Event Type: (please tick)	Expected Number of attendees:				
Commercial (for profit)	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Community Event	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Dates:	Arrive to set up:(CFG only)	Event start:	Event Finish:	Take Down by: (CFG only)	
Will you be charging an admission fee?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	If yes, how much?		

Description of Event: If activities change after submitting this form it is your responsibility to inform Seaton Town Council and seek consent for these activities.

Licensable Activities

Do you intend to have any of the following at your event?

Performance of a play	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Market/fete stalls	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Showing a film	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Food and non-alcohol stalls (Food stalls must hold a rating of 3* or above)	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Live music*	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Face painting	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Playing recorded music*	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Sponsored activity*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Dance performance	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Sports event*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Facilities for making music*	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Bouncy castle/inflatable*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Facilities for dancing*	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Barbeque/hog roast	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Late night refreshments (sale of hot food and/or beverages from 11pm to 5am)	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Re-enactment group*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Charity street collection	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Fireworks, laser and pyrotechnics display*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
			Bonfire	Yes No	<input type="checkbox"/> <input type="checkbox"/>

Important Information

<p>Events shown in BOLD above require a Temporary Event Notice from East Devon District Council. Please visit Apply for a temporary event notice - East Devon</p>	<p>Yes N/A</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p>License Number</p>
<p>You will need to apply directly to PRS if you are planning to have either recorded or live music at your event. Please call 02075 805544.</p>	<p>Yes N/A</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p>License Number</p>
<p>Do you plan to raise money for charity at your event? If so, you may need to apply for a street collection permit. Please visit or call 01395 517410.</p>	<p>Yes N/A</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p>License Number</p>

Please provide further details for activities marked with an asterisk:

If any of your activities are not covered in the list above, please provide details:

If you intend to provide catering yourself, please specify details.

Toilets

Marshlands – WCs are available at Marshlands.

Seaton Down Hill Picnic Site – there are no toilet facilities at this site.

Cliff Field Gardens - the nearest public toilets are located at the bottom of Castle Hill therefore the hire of portaloos is a condition of hire. Please confirm number of portaloos, type and location below, after discussion with the Town Clerk:

Extra Services

Please note that water and electricity is available at Cliff Field Gardens and an additional fee is charged. It is the event organiser's responsibility to provide any additional equipment such as tables, chairs, barriers etc. Please provide details of additional equipment below:

Litter and recycling

- Cliff Field Gardens and Seaton Down Hill Picnic Site only - it is the event organiser's responsibility to keep the site free from litter. **It is not acceptable to leave waste adjacent to any of the litter bins in Cliff Field Gardens or Seaton Down Hill Picnic Site. Litter must be disposed of at a licensed tip or removed by a licensed contractor. In line with the Council's Environment Policy, the Council is supportive of the reduction of the use of single use plastic. To this end we ask users of Council property and land to restrict usage where possible and to use recyclable materials.**

Please confirm the number of litter stations to be provided or how waste will be disposed of:

Temporary structures and event equipment

Will you be using any of the following:

Portable generator	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Gas cylinders	Yes No	<input type="checkbox"/> <input type="checkbox"/>
PA System	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Staging	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Stage barriers	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Lighting rig	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Crowd control barriers	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Temporary fencing	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Gazebo	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Event seating	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Marquees/Tents	Yes No	<input type="checkbox"/> <input type="checkbox"/>			
Approximate size of marquees/tents (please also provide a site plan):					

*Please note that Seaton Town Council reserves the right to cancel an event at any point should the Council members consider that sufficient measures are not in place in order for the event to proceed safely.

Data Protection

Any personal information which you provide will be held and used by Seaton Town Council for the purpose of processing and administering your application to hire Cliff Field Gardens, Seaton Down Hill Picnic Site or the Function Room at Marshlands. Your information may also be shared within the Town Council and within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise, your personal information will not be disclosed to anybody outside Seaton Town Council and East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing. Further detail about our Data Protection Policy can be found at www.seaton.gov.uk



Seaton Town Council Constitution

Chapter 31 Statement of Internal Controls

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

STATEMENT OF INTERNAL CONTROL

1. Scope of Responsibility

Seaton Town Council ('the Council') is a local authority funded predominantly by public money, via the precept. It is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk. The Council is required, by regulation 6.1 of the Accounts and Audit Regulations 2015, to review each financial year the effectiveness of its system of financial control.

2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place at the Council for the year ending 31 March 2025 and accords with proper practises.

3. The Internal Control Environment

The Council

- The Council has adopted Financial Regulations which set parameters for the Council's financial operations.
- The Council has elected a Chairman who is responsible for the efficient running of meetings and for ensuring that all Council decisions are lawful, and in accordance with its Standing Orders.
- The Council meets at least ten times per year to monitor and review its obligations, aims and objectives, and receive reports from the Town Clerk/Responsible Financial Officer, committees and members of the Council.
- The Council has appointed committees who monitor progress against objectives
- The Finance and General Purposes Committee monitors financial systems and procedures, budgetary control and regularly reviews financial matters.
- The Council met in December 2024 and approved the budget and precept for the following year 2025/26.
- The Council carries out regular reviews of its internal controls, systems and procedures.
- Payroll is processed by the East Devon District Council as external payroll provider using payroll software and checked by the Responsible Finance Officer.
- Day to day banking services are provided by Lloyds Bank.

- Interest/income generating deposits are held with Lloyds Bank and the Public Sector Deposit Fund managed by CCLA.
- The Council uses a computerised accounting system Rialtas Omega to complete the management accounts and financial returns for the Council.

Town Clerk/Responsible Financial Officer

The Council has appointed a Town Clerk who acts as the Council's advisor and manager and also as the Responsible Financial Officer providing advice on finance-related issues and governance and who is responsible for the administration of the Council's finances.

The Town Clerk is responsible for advising on the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Town Clerk also provides advice to ensure the Council's procedures, control systems and policies are adhered to.

Payments

All expenditure (the incurring of costs) must be authorised by the Council, or by a committee having delegated authority, or (in accordance with the Financial Regulations) by other delegated authority.

All payments from the Council's banks accounts are only to be made with dual authorisation, either by two signatures on cheques, or by dual authorisation of online payments.

All payments are reported to the Council. The RFO is responsible for checking the legality of each payment and that payments are within the powers of the Council prior to presentation to the Council.

Risk Assessments/Risk Management

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls. The insurance cover is regularly reviewed to ensure the correct level of cover has been provided.

Internal Auditor

The Council has appointed IAC Audit and Consultancy Ltd, as Independent Internal Auditor who reports to the Council on the adequacy of:

- records
- procedures
- systems of internal control
- regulations
- risk management
- governance processes

The effectiveness of internal audit is reviewed twice yearly by the Council and any observations made by the auditor, as to how systems may be improved, are implemented.

External Auditor

The Council's external auditors (PKF Littlejohn), appointed by SAAA Ltd submit an annual certificate of audit which is presented to the Council.

Professional Advice

Additionally, the Council seeks and receives appropriate property, legal, insurance, VAT, personnel/human resources and health & safety advice, as appropriate, to manage risk.

4. Review of Effectiveness

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by:

- The work of officers reporting to the Council and its committees
- The Town Clerk/Responsible Finance Officer to the Council who is responsible for the development and maintenance of the internal control environment and managing risk.
- The Independent Internal Auditor who reviews the Council's system of internal control and reports to the Council, twice yearly.
- The Council's External Auditor who makes a final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman, the Town Clerk and the Internal Auditor. An Audit Certificate is issued.
- The number of significant issues that are raised during the year.

5. Significant Internal Control Issues

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted at all times.



Seaton Town Council Constitution

Chapter 34 Scheme of Delegations

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

SEATON TOWN COUNCIL ('the Council')

SCHEME OF DELEGATIONS

This Scheme of Delegations authorises the Proper Officer and Responsible Financial Officer ('the Town Clerk') and committees of the Council to act with delegated authority in the specific circumstances detailed. It will be reviewed annually at the Council's Annual General Meeting.

1. Proper Officer and Responsible Financial Officer - Duties and Powers

1.1. Responsible Financial Officer

The Town Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Council's accounting procedures in accordance with the *Accounts and Audit Regulations* and Financial Regulations in force at any given time.

1.2. Proper Officer

1.2.1 The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the *Local Government Act 1972* and any other statute requiring the designation of a Proper Officer.

1.2.2 The Town Clerk is specifically authorised (via legislation) to:

- Receive declarations of acceptance of office
- Receive and record notices from councillors disclosing interests
- Receive and retain plans and other documents
- Sign notices, licences and other documents on behalf of the Council
- Receive copies of by-laws made by a principal council
- Certify copies of by-laws made by the Council
- Sign and issue summonses to attend meetings of the Council
- Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them)
- Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office
- To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000 and Data Protection Act 2018

1.2.3 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Notwithstanding any delegations to committees, to manage the day-to-day operation of the Council's services and projects, buildings, land and all other assets for which the Council has responsibility, in line with the budgets, policies approved by Members and legislation.
- Day-to-day management of the Council's employees in accordance with the Council's policies, procedures and budget, including:

- i. Staff performance and discipline
 - ii. Payment of expenses and allowances in accordance with the Council's scheme
 - iii. The approval of increments in accordance with contracts of employment
 - iv. Implementation of national pay awards in line with the NJC Scheme of Conditions of Service (the 'Green Book') as amended by the Local Agreement.
 - v. Delegation of the day-to-day management of functions and services to the Deputy Clerk and other officers, in line with the approved duties of these posts, so as to most efficiently dispatch the Council's business.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.
 - Authorisation of routine and recurring expenditure within the agreed budget
 - Emergency expenditure up to £5,000 outside of the agreed budget
- 1.2.4 To make any such applications for grant funding, on behalf of the Council, as might, from time to time, become available from the National Lottery, Devon County Council, East Devon District Council and any other grant funding bodies that may assist the Council in maintaining its assets and delivering its services and special projects. Any such application will be reported back to the Council or, where relevant, committee as soon as practicable thereafter.
- 1.2.5 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations, this Scheme of Delegation and with any directions given by the Council from time to time.

2. Absence of the Town Clerk

In the absence of the Town Clerk, the Deputy Clerk shall be authorised to deputise and undertake any of the functions of the Town Clerk's post.

3. Urgent Matters

Subject to consultation with two of the Chairman or Deputy Chairman of the Council or the relevant committee Chairman or Vice Chairman, the Town Clerk is authorised to act on behalf of the Council on any matter where, in her view, urgent action is needed to protect the interests of the Council. Such action will be reported back to the Council or relevant committee as soon as practicable thereafter.

4. Council

The following matters are reserved to the Council for decision (notwithstanding that the appropriate committee(s) may make recommendations thereon for the Council's consideration):

4.1 Appointing the Chairman / Mayor

- 4.2 All matters affecting the appointment, promotion, discipline, salary and conditions of service of the Town Clerk/ RFO following consideration of a recommendation from the Personnel Committee
- 4.3 Determination and setting of the precept
- 4.4 Borrowing money
- 4.5 Approving the end of year accounts and annual return
- 4.6 Appointment of an internal auditor
- 4.7 Co-option of councillors to the Council
- 4.8 Appointing committees, sub-committees and working parties/forums
- 4.9 Filling of councillor vacancies on any committee/working party/forum
- 4.10 Making, amending or revoking Standing Orders, Financial Regulations, policies and this Scheme of Delegations
- 4.11 Making, amending or revoking by-laws
- 4.12 Making of orders under any statutory powers
- 4.13 Agreeing the dates of meetings of the Council,
- 4.14 Receiving and noting of all minutes approved by the Council, its committees and sub-committees
- 4.15 Incurring capital or revenue expenditure which is over and above the Council's approved budget and any virements required to give effect to this
- 4.16 Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings)
- 4.17 Prosecution or defence in a court of law
- 4.18 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee
- 4.19 Approval of application for Quality Council status or its equivalent
- 4.20 Confirming eligibility to exercise the General Power of Competence

5. Committees – Terms of Reference

The Terms of Reference for each of the Council's committees appended, shall be reviewed annually in their entirety.

6. Working Groups – Terms of Reference

Working groups may be formed by resolution of the Council at any time. The remit of such a Working Group will be decided upon at the time it is formed by means of a

minute detailing the Terms of Reference. The Terms of Reference for each of the Council's working groups shall be reviewed annually in their entirety.

7. Delegation - Limitations

Committees and sub-committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations, this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.

8. Specific Delegations

To enable the Council to fulfil its responsibilities efficiently at all times, the Town Clerk, in consultation with two of either the Chair, Deputy Chair or Chair of Finance & General Purposes, is delegated to make decisions on behalf of the Council where such decision cannot, in the Town Clerk's view, be reasonably deferred to a meeting of the Council or one of its constituent committees. All councillors will be kept informed of any decisions made, which will be formally ratified at the first properly convened meeting of the Council thereafter.

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 the application may be considered by said committee.

Reviewed – May 2025

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	12 May 2025
Item of business	25 COU 17
Details	Town Clerk’s Report
Purpose of Report	To provide a summary of the ongoing work and correspondence log of Seaton Town Council
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • note the report and correspondence log • agree to move the date of the next meeting of full council from 2 to 9 June, to enable the 2024-25 accounts to be approved

1. Introduction

Each month the Town Clerk presents a summary of ongoing projects and actions taken during the last month. This is, of course, over and above the general day-to-day operational work being carried out to manage the Council’s assets. Where relevant, substantive reports on some projects also appear as separate items of business on the agenda.

2. Summary of matters to note

- **Town Hall** – ongoing completion of last actions in the fire risk assessment, liaison with insurers and fire safety contractors and meeting with tenants to reinforce their obligations on the reopening of the building.
- **Marshlands** – a schedule of work has been agreed and will commence on 17 May. Officers are working closely with Tozers to finalise the relevant licences and leases for the building.
- **Annual Town Meeting** – this took place on 28 April, attended by 6 members of the public, 10 councillors and the Town Clerk
- **Finance** – the repopulation of the Council’s financial data for 2024-25 has now been completed and the year-end closedown undertaken with a consultant from Rialtas on 28 April. Unfortunately, data from previous years has been lost. Where possible, the figures for last year are being manually entered into the

annual return but it's likely that the external auditor may raise observations. Obviously, a full explanation will be submitted with the annual return when it has been finalised. The Town Clerk is currently collating all documents for the auditor. An enquiry has been made of the internal auditor to establish whether the date of the audit can be brought forward from 3 June to avoid the need for an additional extraordinary meeting. However, as this may not be possible it is also proposed that the next meeting of the Council be moved from 2 to 9 June to ensure that the internal auditors' report is available and the AGAR can be approved by Council, public rights exercised and sent to the external auditor in accordance with the statutory time limits.

- **Policy reviews** – all policies have been reviewed with drafts prepared for adoption at this meeting
- **Play Parks** – infilling of surfaces at the Underfleet Play Park has been completed with the assistance of Harcombe Engineering
- **VE Day** – coordination, publicity and supporting RBL, Seaton Museum and WI to deliver activities in the URC hall. Liaison with Seaton Primary School regarding a poster competition and bunting.
- **East Devon Soul Festival** – planning meeting on 14 May with the festival co-ordinators. Officers are in the process of mapping out the town to assist with scheduling acts.
- **Christmas 2025** – meeting with Seaton Chamber to discuss this year's Christmas event. Ongoing liaison with the Chamber and DCC regarding the feasibility of additional lights in Cross Street and on Fisherman's Gap roundabout. Liaison with the Gateway regarding lighting up the town hall building.
- **Locality Fund** – the new noticeboards have now arrived for Marshlands and the allotments and will be installed shortly. The new benches will be arriving imminently and a report, as required by DCC, as grant funder, has been submitted
- **Insurance** – as discussed at the April meeting, a 3-year insurance agreement has now been entered into with Ecclesiastical, brokered by Clear Councils with ongoing updates to be provided until 1 June regarding the final remedial works at the town hall
- **Training** – officer training booked or completed on subjects such as carbon literacy, website accessibility, devolution and a place at Devon Carers conference– networking meeting re: carer friendly organisations and employers
- **Tourist Information Centre** - the TIC is now opening at weekends and on bank holidays, manned by volunteers, co-ordinated by Cllr Bowman will remain closed

on Fridays to enable staff to catch up on projects that have been delayed due to capacity being almost fully taken up by the remedial works at the town hall (for

- **Correspondence and enquiries** - various correspondence and enquiries have been dealt with by officers throughout the month and a summary of correspondence is attached.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the report and correspondence log
- agree to move the date of the next meeting of full council from 2 to 9 June, to enable the 2024-25 accounts to be approved



Correspondence & Complaints Log

Correspondence & Complaints – APRIL 2025

APRIL 2025				
				Officer
				HJ
01.04.2025	Email received from Tram & Light Railway Society National organization looking for a suitable venue in the Seaton area for their AGM, to be held on a Saturday in May next year (2026) suitable for up to 30 people, preferably with catering facilities. Overnight accommodation will be arranged separately. Can we advise on suitable venues, please.	Venue in Seaton for an AGM	HJ advised we no longer have the facilities but to contact The Gateway Theatre, The Old Picture House Pub and The United Reformed Church in Seaton	HJ
01.04.2025	Lady came in for latest bus times and complained that we are very hard to find	In the office	HJ explained the seafront road being closed doesn't help and we have been here for three years so our location is established	HJ
01.04.2025	Telephone call from a resident who has reported vagrants living in the shelter on West Walk. They are untidy and taking up all the space so that no one else can sit down. Can the council move them on?	West Walk seated shelter area	HJ explained that EDDC manage the seafront and they are aware of the temporary visitors using the shelter	HJ
01.04.2025	Telephone call from an elderly resident who wanted the phone number for The Owl and Pyramid Shop in Seaton, then took 10 minutes reminiscing – she is 93 and has lived in Seaton since 1935. Do I want any of her perennial plants from her garden?	Owl & Pyramid book shop	HJ gave telephone number and listened to her stories about Seaton in 1935 and through the Second World War. (Norcombe Court was an ambulance station). HJ politely declined the offer of perennial plants.	HJ

01.04.2025	Are the new bus timetables out yet?	In the office	HJ said not until end of April or early May	HJ
01.04.2025	Resident wanted recommendations for gardeners and handy men for household jobs in Seaton	Telephone call	HJ said she would post the local trade directory and the Re-Store Community Handbook	HJ
01.04.2025	When is the road closure on the Colyford Road going to re-open? Run over time.	Colyford Road	HJ advised he telephones Wales & West Utilities and gave him a phone number	HJ
02.04.2025	Visitor wanted maps for walking along the river Lim in Dorset around Uplyme and Lyme Regis	Lyme Regis	HJ referred to OS Explorer Map 116 and recommended she visit The Post Office on Harbour Road to buy her own copy	HJ
02.04.2025	Two residents came into the office and asked why their voting card has instructed them to go to the Old Picture House to vote and not to The Methodist Church as usual because they live at the north side of Seaton. Is this deliberate to discourage them from voting?	In the office	HJ explained that our building and also the Town Hall are not available for these elections so they have had to change venues. Advised they speak to EDDC and ask if they can swap venues and vote at the Methodist Church instead.	HJ
02.04.2024	American visitors asking where they can change their dollars for sterling cash	In the office	HJ directed them to The Post Office	HJ
06.05.2025	Visitor reported broken tap on West Walk next to the ice cream kiosk	West Walk	HJ reported to Streetscene EDDC	HJ
				HJ
				HJ
07.04.2024	Lady wanted to know how she can get to The Nightingale Hospital by bus	Nightingale Hospital	HJ gave Stagecoach X30 and 9A bus timetables	HJ
07.04.2025	Telephone call from resident of Fore Street who wants to renew her windows, does she need planning permission?	Fore Street	HJ advised she looks on the EDDC website under Planning – Do I need planning permission section	HJ
07.04.2025	Mr Millard about the planning application at Bunts Lane which has been approved	Bunts Lane	HJ printed off the approval documents and conditions and policies and advised him to speak to EDDC with his concerns as STC no longer able to help as it is now approved,	HJ

			and the application is closed	
07.04.2025	Resident asked how his wife can vote if she can't get out to the polling station on election day? She has not registered for a postal vote	In the office	HJ advised he speak to the electoral services department within EDDC	HJ
07.04.2025	Allotment tenant of plot 38A phoned to complained that someone has used his plot as a toilet and left behind turds and used toilet paper. He has reported to Police via 101	Allotments	HJ said thank you for reporting and to ask if anyone else has suffered the same problem at the allotments and to inform us if this happens again	HJ
07.04.2025	Complaint about the workmen putting up the beach huts. They are obstructive and rude	Esplanade	HJ took note. Will report to EDDC if more complaints come in	HJ
08.04.2025	Person wants to know who to contact if they want to put up scaffolding outside their house on the pavement?	Fore Street	HJ gave a link to the Devon County Council website	HJ
08.04.2025	Query about getting a plaque and a memorial bench on the cliffs above West Walk	Cliffs above West Walk	HJ advised that's EDDC owned land and to call them.	HJ
08.04.2025	Allotment holder reported a broken tap next to plot 27B	Allotments	HJ took note and advised maintenance officer who will repair	HJ
08.04.2025	Resident very angry that the Stagecoach bus 9A has changed its route and will no longer travel along the Esplanade	Bus route along the Esplanade	HJ advised we cannot help and to take up her complaint with Stagecoach	HJ
08.04.2025	Visitor from Lyme Regis telephoned to say he and his wife have left their sunglasses on the sea wall outside the Spot On Kiosk. Can I go and pick them up for him or give him the telephone number of the kiosk	Sport on Kiosk on seafront	HJ said not in a position to leave the office to go and look for their sunglasses but gave a telephone number for the kiosk. Also took number of person calling in case someone hands the sunglasses into the TIC	HJ
08.04.2025	Telephone call from client of Public Health Nursing team asking if Hannah had left the building and was on her way to his house for an arranged visit	In the office	HJ said she has signed out on the board so must have left the building and be on her way	HJ

09.04.2025	Email received from an Open University student studying for a degree in Environmental studies. As part of her studies she has to carry out a research project & would like to interview a member of the town council who could answer some questions about Seaton, the wetlands and climate change.	Email	HJ forwarded to all Seaton Town Councillors and also gave her the details for the Countryside Team at EDDC who manage the Wetlands	HJ
09.04.2025	Email from a lady who lives in the West Midlands whose family would like to carry out their parents last wish of scattering their ashes around Seaton Harbour or at the Mouth of the River Axe in Axemouth. Their Wedding Anniversary would be on 1st September therefore we would like to do this as close as we can to that date. This would be on Sunday 31st August. Would there be any objections to their request.	Mouth of River Axe at Axmouth Harbour	HJ	HJ
09.04.2025	Is the disabled parking on the seafront free of charge?	Esplanade parking spaces	HJ advised all disabled parking on the seafront is free of charge	HJ
09.04.2025	Lady came in for two bus pass application forms	In the office	HJ gave forms	HJ
09.04.2025	Are the new bus timetable booklets out yet?	In the office	HJ said not until after 20 th April, so probably early May	HJ
09.04.2025	Couple visiting Seaton came into the office to complain they couldn't find us and have walked all around town. Can they have a map please.	In the office	HJ explained some old signs still exist which Devon County haven't removed yet. Gave several local maps to them.	HJ
09.04.2025	Couple wanted to have a look around our shop (!)	In the office	HJ explained that we don't have a gift shop or sell souvenirs, we provide free leaflets & maps	HJ
09.04.2025	Telephone call from a lady who wanted	Oakhampton TIC	HJ googled the telephone number and gave	

	the telephone number for the Oakhampton TIC		it to the lady	HJ
09.04.2025	Couple wanted maps of the Jurassic Coast and postcards if we have them	Jurassic Coast	HJ gave some leaflets and advised they go into town to look in the local shops for postcards	HJ
09.04.2025	Person from Tramway & Light Railway Society, West of England Group wanted to book The Old Picture Houe pub as a venue for their AGM but no one answering the phone or replying to his emails. Have they closed down?	The Old Picture House Pub	HJ wrote the person's contact details on a postcard and walked around to the pub and handed the details to the Landlord, explaining what the customer would like.	HJ
12.04.2025	Email from resident complaining that the clock on the Jubilee Tower is not working	Jubilee Tower Clock	HJ advised EDDC are aware and it will be repaired soon	HJ
14.04.2025	Lady came into the office for the new bus timetable booklet and was angry they aren't published yet and why not	In the office	HJ explained Devon County Council issue the booklets every year the release date is always different depending on the bus operators timetables so we have no idea when they will be circulated	HJ
14.04.2025	Came in looking for Estate Agents, Fortnum, Smith & Banwell.	In the office	HJ directed them to the Estate Agent's office on Harbour Road	HJ
14.04.2025	Allotment holder of plot 38A telephoned to say yet again, someone has used his plot as a toilet and there are more turds and toilet paper on his plot	Allotments	HJ listened with sympathy and advised he reports to Police 101. Recommended that he reinforce his boundaries so its difficult for intruders to get onto his plot	HJ
14.04.2025	Lady with daughter wanted to go fossiling and crabbing & rock pooling	In the office	HJ recommended they visit Lyme Regis and Charmouth as much more to see there	HJ
14.04.2024	Is there an amusement arcade in Seaton? Grandson likes dinosaurs	In the office	HJ gave town map and told her where the amusement arcade is at Marine Place and also encouraged them to visit Jurassic Discovery	HJ
15.04.2025	Couple came in to collect their "Ship Shape" running shirt from the Grizzly Race	In the office	All STC officers had no idea what he was asking for then after some phone calls it transpired the shirts were a Seaton	HJ

			Chamber promotion on the day of the Grizzly Race and they need to be collected from the Town Hall	
15.04.2025	Allotment holder asked if he could keep chickens on his plot	Allotments	HJ advised we don't encourage the keeping of chickens because the poultry food attracts Rats and we can't have a rat infestation on the site because of the neighbouring residential houses and the caravan site next door	HJ
15.04.2025	Local person asking where the CAB is in Seaton and the opening times	In the office	HJ advised Seaton Hospital every Wed from 2pm to 4pm	HJ
15.04.2025	Residents of St Clares Close in Seaton reported a constant parking problem with trade vans parking overnight in their close on the bends and the double yellow lines	St Clares Close	HJ reported online and gave ref no to residents who later emailed in a photo of illegally parked transit vans. Photo sent to Devon County. Later update from DCC that a patrol was done and parking fines were issued.	HJ
15.04.2025	Phone call, is the Bell Tower Gallery in Colyton still open? They are not answering their telephone	Bell Tower Gallery in Colyton	HJ and JH looked online but could not find any info. Gave out the telephone number for Colyton Parish Council and recommended they contact them for local knowledge	HJ & JH
15.04.2025	Are there any water refilling stations in Seaton that are working? Two of them are broken	Seaton	HJ advised she contact EDDC as they maintain the water refill stations	HJ
16.04.2025	Person came into the office looking for the Police. She thought they were based here	In the office	JM explained there was a local police neighbourhood drop-in surgery here last month but they are based in Queen Street. Advised she telephone 101	JM
16.04.2025	Where is the blue flag on the seafront?	Seafront	JM advised they contact EDDC	HJ
17.04.2025	Email from a resident in Burrow Road wants to come and collect some sand bags and sand from us	Burrow Road	HJ replied to let her know where the sand is and to help herself anytime	
17.04.2025	Email received from resident complaining	Esplanade	HJ replied to say EDDC are aware and will	HJ

	about the lack of clear dog signage on the seafront. Stencils need renewing		be done soon. Forwarded his email to Streetscene	
17.04.2025	Another email received from a resident complaining about poor dog signage on the seafront and dogs running everywhere off leads. Will there be a dog warden patrolling this summer?	Esplanade	HJ replied to say EDDC will be upgrading the signage soon and the Environmental Health Dept. are responsible for dog warden patrols, gave details.	HJ
22.04.2025	Resident hasn't received their polling card, he has just moved house	In the office	HJ gave him the telephone number for Democratic Services at EDDC	HJ
19.04.2025	Sonia Knight from the Somerset Red Arrow Majorette's came and performed in the Seaton carnival in 2024 and were just wondering if they would like to have their girls perform again this year?	Seaton Carnival	HJ forwarded email to June Millman and replied to Sonia to let her know her email has been forwarded.	HJ
21.04.2025	Email received: "I am putting together the rota and schedule for next week and was wondering when we would be able to deliver the linen for the event on May 3 rd and when is best to collect it all again?"	Email received	HJ replied to say we have received their email in error. It was a soft furnishings company	HJ
21.04.2025	Email received complaining about the eyesore the half-demolished Hook and Parrot creates on the Seaton sea front. The area is being developed in general yet the Council are allowing this site to remain a terrible eyesore. Last year he was assured that work was going to start soon, yet nothing has happened. Can we take appropriate action and force the property owner to develop the site or take proper action to tidy it up? Such action can easily be taken under section 215 of the Town and Country Planning Act 1990 as the amenity of the local area is clearly affected.	The Hook & Parrott Pub on the Esplanade	HJ replied to say that the refurbishment of The Hook & Parrot on Seaton seafront is pending the decision of a demolition plan submitted to East Devon District Council. More details can be found on the district council website. Please enter the reference 24/0470/FUL and you will be able to download all the documents from the website.	HJ

	I think it is a real shame that others are developing this area so well, yet this building is allowed to stay an eyesore, bringing down the look of the whole sea front.			
22.04.2025	Resident has moved house and doesn't have a voting card	In the office	HJ gave the telephone number for Democratic Services at EDDC	HJ
23.04.2025	New allotment tenant came into the office to complain about having to take away all the old rubbish from the plot he has inherited and how did it get this bad in the first place? Why aren't people evicted sooner? Why doesn't the Council provide a free rubbish disposal service? Why doesn't the Council make an effort to clear up the plots before re-letting them?	Allotments	HJ passed over to JM who explained how the allotments work in Seaton, and they are managed very differently from the London Principal Authority who managed the allotments where he was a tenant before moving to Seaton.	HJ
23.04.2025	Elderly resident (93 years) came in for the new bus times book which isn't out yet then he spent 20 minutes reminiscing about his younger days	In the office	HJ listened with interest.	HJ
23.04.2025	Lady who is moving into Seaton soon came in for local information and details of groups and clubs etc.	In the office	HJ gave all relevant literature and the Re-Store handbook etc	HJ
24.04.2025	Person wanted to know where to get a covid vaccination but he doesn't drive.	In the office	HJ recommended he speak to his GP as there must be a system in place for eligible people who do not drive	HJ
24.05.2025	Lady visited the Underfleet play park with her granddaughter last weekend and they left behind a pink kids bike with a pepper pig helmet. Has it been handed in?	Underfleet play park	HJ phoned EDDC Streetscene and nothing been handed in. We haven't seen it either. HJ took name and telephone number in case the bike is found.	HJ
				HJ

28.04.2025	Resident has lost her bus pass, what does she need to do?	In the office	HJ gave details for Devon County Council travel dept. in Exeter	HJ
28.04.2025	Resident querying the venue for voting this Thursday	Seaton Polling Stations	HJ explained EDDC had to choose last minute venues due to the Gateway Theatre being closed hence the use of The Old Picture House Pub on Harbour Road	HJ
28.04.2025	Couple who have just moved to Seaton from Surrey wanted local information	In the office	HJ gave leaflets and maps etc	HJ
28.04.2025	Beach hut enquiry	Seafront	HJ advised they contact EDDC to put their names on the waiting list	HJ
28.04.2025	Are the new bus timetables out yet and do any buses operate on a Sunday	In the office	HJ said no new booklet yet and gave print out sheets of bus times	HJ
29.04.2025	Lady lost a pair of prescription glasses, have any been handed in?	Sea Wall on seafront	HJ said no and took her telephone number in case they turn up	HJ
29.04.2025	Seaton resident came into complain about the poor state of the town centre. Nees road sweeping and cleaning up, lots of seagull feathers and guano, cigarette butts, litter and dead leaves etc	Cross Street, Fore Street & Marine Place	HJ took note and will email Streetscene. EDDC road sweeper has broken down.	HJ
29.04.2025	Are there any boat trips out of Seaton?	Seafront	HJ advised sadly not any more, nearest is Exmouth for Stuart Line Cruises, or Lyme Regis for fishing trips	HJ
29.04.2025	Are there any supermarkets in Seaton that do click and collect and online ordering and home deliveries?	Email received	HJ replied with details for Tesco, Aldi and Waitrose in Sidmouth	HJ
30.04.2025	A Seaton property owner wanted advice on waiving the council tax on his second home in Seaton Hole. He can't sell it because no one can get a mortgage on it and cash buyers are advised by surveyors not to purchase the property because of the landslips. He is stuck with a property he cannot live in or sell and doesn't feel he should pay 200% council tax on it.	Seaton Hole	HJ gave him the telephone for EDDC Council Tax department and recommended he speak to someone senior and ask for advice.	HJ

30.04.2025	Resident came in asking how to claim compensation from EDF Energy? They took the day off work to wait at home for an EDF engineer to install a gas smart metre but nobody turned up.	In the office	HJ looked online and gave an email address and telephone number for customer services at EDF.	HJ
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Seaton Town Council Fixed Asset Register 2023-24

Asset Type	Description	Date Acquired	Purchase Price	Current Location	Comments	Date of last check	Date asset disposed of
Land & Buildings	Town Hall	Apr-16	£ 1.00		Asset transfer from EDDC	Apr-25	
	Marshlands Centre	Apr-16	£ 86,000.00		Purchased from Devon County Council	Apr-25	
	Cliff Field Gardens	Sep-09	£ 1.00		Asset transfer from EDDC	Apr-25	
	Elizabeth Road Park and Playing Field	Sep-09	£ 1.00		Asset transfer from EDDC	Apr-25	
	Seaton Down Road Picnic Site	Oct-09	£ 1.00		Asset transfer from EDDC	Apr-25	
	Allotments	1974	£ 1.00		Local Government Reorganisation	Apr-25	
	Scout Hut, Scalwell Lane	Sep-09	£ 1.00		Asset transfer from EDDC	Apr-25	
	Martial Arts Hut, Scalwell Lane	Sep-09	£ 1.00		Asset transfer from EDDC	Apr-25	
	Air Ambulance Landing Strip Emergency Lighting Installation	Invoice dated 18/9/18	£ 6,408.31	Seaton Cricket Ground	Purchase price inc cost of installation. Breakdown: Bespoke Hinged Lighting column c/w floodlight bracket & cut out £1226.50 2 No 150 watt LED High Output Floodlighting £682.50 GSM Switch / Power Pack / Relay Aerial to form Control Unit £519.77 Assorted cables £225 & £333.17	Apr-25	
	Fishermand Gap Roundabout		£ 1.00			Apr-25	
Vehicles	Van	22-Nov-22	£ 11,100.00	Marshlands car park	Included purchase price and highways warning livery	Apr-25	
	Shark Vacuum Cleaner	Jan-22	£ 100.00			Apr-25	
Marshlands Equipment	Tables x 10	04/04/2016	£ 1,308.00	Function Room		Apr-25	
	Tables semi circles x 10	04/04/2016	£ 1,536.00	Function Room		Apr-25	
	Chairs x 50	04/04/2016	£ 813.50	Function Room		Apr-25	
	Office Chairs x 2	06/01/2002	£ 119.98	Reception / Admin Office / DC Office /	Authorised by Clerk & two Cllrs under Scheme of Delegation	Apr-25	
	Urn	15/01/2020	£ 62.39	Ground Floor Kitchen	Authorised by Clerk & two Cllrs under Scheme of Delegation	Apr-25	
	Crockery and Cutlery	08/08/2016	£ 714.65	Ground Floor Kitchen		Apr-25	
	Chairs x 30	08/11/2017	£ 484.40	Ramp		Apr-25	
	TIC Reception Desk	01/03/2022	£ 1,350.00	TIC		Apr-25	
	Wimius Projector	07/11/2019	£ 215.00	DC Office	Authorised by Clerk & two Cllrs under Scheme of Delegation	Apr-25	
	Office equipment	unknown	£ 5,000.00	DC Office	Taken from Asset Register 2015 but possibly includes Epson Projector, 2 x large office desks, reception furniture, admin office furniture, display boards in Home Care office, 2 x Henry Hoovers, Security Safe and pictures transferred from Town Hall	Apr-25	
	Shredder	06/01/2020	£ 72.00	Function Room	Authorised by Clerk & two Cllrs under Scheme of Delegation	Apr-25	
	Buffalo Coffee Maker	unknown	£ 120.00	Kitchen	Original purchase price and date not located so an approximate replacement value has been provided	Apr-25	
	Upgraded PC & IT Equipment		£ 2,722.00	Reception / Admin Office / DC Office / TC Office		Aug-24	
	HP Multifunction Colour Network Printer	08/10/2020	£ 477.00	TC Office		Apr-25	
	iZettle card reader & dock	20/04/2020	£ 81.60	Admin Office		Apr-25	
	Regalia	unknown	£ 4,000.00	Office Safe / Mayor's Home Address	from asset register 2015	Apr-25	
	Grant of Arms	unknown	£ 659.00	Function Room	from asset register 2015	Apr-25	
	Toy Library Shed	04-Apr-22	£ 267.00	Courtyard		Apr-25	
	iPad	16-Jun-22	£ 366.00	Store room		Apr-25	
	Laptop	21-Jul-22	£ 1,070.00	Store room		Apr-25	
	Giant Deckchair	16/02/2022	£ 555.00	New TIC office		Apr-25	
	Exterior signs x 2	15/02/2022	£ 1,100.00	Marshlands - seafront side		Apr-25	
	Interior perspex sign	15/02/2022	£ 155.00	New TIC office		Apr-25	
	Travel Show - STC Stand Display	01/09/2022	£ 1,830.00	Maintenance Store Room		Apr-25	
	Television	24/01/2022	£ 249.00	New TIC office		Apr-25	
Windchaser Flags x 2	15/02/2022	£ 270.00	Marshlands - seafront side		Apr-25		
Play equipment (Underfleet)				Total value of equipment £57243.73	Apr-25		
Lillie Toddler steel basket swing	29/02/2016	£ 1,145.70	Underfleet	This has been replaced since original purchase	Apr-25		
Roty Inclusive roundabout	29/02/2016	£ 1,077.94	Underfleet		Apr-25		
Circus trampoline	29/02/2016	£ 3,912.50	Underfleet		Apr-25		
Landscape tunnel	29/02/2016	£ 787.42	Underfleet		Apr-25		
Walk and Stretch posts (balance walk)	29/02/2016	£ 311.45	Underfleet		Apr-25		
6m high net pyramid (climbing frame)	29/02/2016	£ 8,946.14	Underfleet		Apr-25		
Eco gaping Ghyll (rope bridge)	29/02/2016	£ 1,305.46	Underfleet		Apr-25		
Willy Jeep spring mounted	29/02/2016	£ 4,018.34	Underfleet		Apr-25		

Playpark Equipment	Nexus Viper Rope Swing (giant rope swing)	29/02/2016	£ 3,658.45	Underfleet		Apr-25	
	Titan (carousel swing)	29/02/2016	£ 4,359.31	Underfleet		Apr-25	
	Cyclops (basket swing)	29/02/2016	£ 2,931.90	Underfleet		Apr-25	
	2.4m sleeper bench x 4	29/02/2016	£ 854.15	Underfleet		Apr-25	
	2.4m sleeper picnic table x 3	29/02/2016	£ 1,615.04	Underfleet		Apr-25	
	Amonite Stone Sculptures	29/02/2016	£ 185.00	Underfleet		Apr-25	
	Dino Zip Wire	29/02/2016	£ 3,318.48	Underfleet		Apr-25	
	Dinosaur ribcage walkway arch	29/02/2016	£ 3,459.40	Underfleet		Apr-25	
	Loping balance weave	29/02/2016	£ 249.84	Underfleet		Apr-25	
	Stone Sculptures	29/02/2016	£ 700.00	Underfleet		Apr-25	
	Fossil Stepping Stones	29/02/2016	£ 240.00	Underfleet		Apr-25	
	Goal x 2	29/02/2016	£ 1,243.30	Underfleet		Apr-25	
	Bat Web Rox	29/02/2016	£ 10,356.50	Underfleet		Apr-25	
	UniMini Kerra Unit (play tower with ladder and slide)	29/02/2016	£ 2,567.41	Underfleet		Apr-25	
	Play equipment (Elizabeth Road)	Feb-13	£ 50,000.00	Elizabeth Road	From asset register 2015. Purchased with Section 106 funding but Town Council asset		
		Slide		Elizabeth Road			Apr-25
		Carousel Dish		Elizabeth Road			Apr-25
		Roundabout		Elizabeth Road			Apr-25
		Games area with basketball hoop		Elizabeth Road			Apr-25
		Multitplay		Elizabeth Road			Apr-25
		Toddler Multitplay		Elizabeth Road			Apr-25
		Rocking Horse		Elizabeth Road			Apr-25
	Spinning Unit (Titan)		Elizabeth Road			Apr-25	
	Toddler 1 Bay 2 Seat		Elizabeth Road			Apr-25	
	Junior 1 Bay 2 Seat		Elizabeth Road			Apr-25	
	Swing Net		Elizabeth Road			Apr-25	
	Football Goal	Nov-20	£ 800.00	Elizabeth Road		Apr-25	
	Football nets x 2	Oct-19	£ 372.00	Underfleet		Apr-25	
	Titan Rope Ladder	Apr-19	£ 234.00	Underfleet		Apr-25	
Other	Tommy Silhouette	01/01/2022	£ 176.00	Windsor Gardens		Apr-25	
	Litter pickers	01/11/2021	£ 165.00	Maintenance Store Room		Apr-25	
	Folding Tables x 13	Jul-19	£ 546.00	Marshlands	C&OSC - 28.5.2019	Apr-25	
	Gazebos & weights x 9	2016-17	£ 3,779.00	Marshlands		Apr-25	
	Power cable for CFG	01/01/2022	£ 182.00	Maintenance Store Room		Apr-25	
	New Seaton Devon Flags x 2	14/05/2020	£ 274.48	Admin Office		Apr-25	
	Mobile scaffold tower	26/01/2024	£ 1,227.00	Maintenance storage room		Apr-25	
	Beacons x 2	unknown	£ 500.00	Maintenance Store Room	Value is approximate replacement value based on internet research as original supplier unknown	Apr-25	
	Flags	unknown	£ 100.00	1 Windsor Gardens, 1 Admin Office	from asset register 2015	Apr-25	
	Metal Shed	10/11/2016	£ 335.00	Side of Marshlands Centre		Apr-25	
	Petrol chainsaw	27/06/2016	£ 312.50	Maintenance Store Room		Apr-25	
	Petrol Brushcutter	27/06/2016	£ 315.00	Maintenance Store Room		Apr-25	
	Hedge trimmer attachment	27/06/2016	£ 171.66	Maintenance Store Room		Apr-25	
	General maintenance equipment & tools	unknown	£ 1,100.00	Van	from asset register 2015. Maintenance Officer to provide upto date list and value estimate for	Apr-25	
	Makita SDS Drill 18V	04/06/2018	£ 130.00	Maintenance Store Room		Apr-25	
	Makita Angle Grinder 18V	04/06/2018	£ 107.96	Maintenance Store Room		Apr-25	
	Makita DKP 1812 brushless motor 18V planer	21/10/2020	£ 209.96	Maintenance Store Room		Apr-25	
	Makita DH680Z 18V brushless motor circular saw	21/10/2020	£ 169.98	Maintenance Store Room		Apr-25	
	LED lights, cables, converters and replacement bulbs	23-Aug-23	£ 2,837.00	Maintenance Store Room		Apr-25	
	Christmas Lights	01/11/2019	£ 735.00	Maintenance Store Room	C&OSC - 28.10.2019	Apr-25	
Christmas lighting frames x 10	30/05/2023	£ 750.00	Maintenance Store Room		Apr-25		
					Apr-25		
					Apr-25		
Seaton Town Items	Town Fixtures		£ 43,494.02	Various - see separate sheet			
	Planters		£ 21,868.52	Various - see separate sheet			
	Benches		£ 26,944.99	Various - see separate sheet			
TOTAL ASSETS VALUE			344,294.63				

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	12 May 2025
Item of business	25 COU 19
Details	Report on Council’s budgetary position at conclusion of 2024-25 financial year
Purpose of Report	To note the year-end report including the allotments statement of account, risks presented by tenants, update on year-end position after cyber breach and to consider whether to adjustments to earmarked reserves are required
Power/authority	Local Audit & Accountability Act 2014 & Seaton Town Council Financial Regulations
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • note the actual financial position, as against budget, as at 31 March 2025 • note the allotments statement of account • note the risks financial presented by tenants • note the update on the year-end position after cyber breach

1. Background

As required by the Council’s Financial Regulations, statements of all receipts and payments as against the annual budget are presented regularly to the Council, via the Finance & General Purposes Committee. This enables underspends to be identified and adjustments made, where Members believe funds could be more appropriately allocated, and ensures that Members are kept updated on any substantive material variances (ie those in excess of 15% of the requisite budget), leading to balanced budgets at the financial year end.

2. Year-end Position - 2024-25

2.1 Expenditure

Attached, as Appendix 1 to this report, Members will find details of all income and expenditure up to 31 March 2025. Expenditure stood at 106.7%, over budget by 6.7%, removing the underspend that had been anticipated, prior to the tenant's omissions at the town hall coming to light, due to the unexpected costs required to bring the building back to an insurable state.

2.2 Income

Whilst the majority of the Council's income is derived from the precept, additional income was received in the form of:

- Marshlands hire fees
- PSDF dividends
- bank interest
- planter sponsorship
- beach school fees
- miscellaneous TIC income
- EDDC plan holding fees
- grants

The Council has also received CIL income throughout the year, albeit that is immediately transferred into a separate earmarked reserve.

Taking into account the above, annual income, including CIL receipts stood at 107.6%

2.3 Financial holdings as at end 31 March 2025

As at 31 March 2025, the Council held the following cash and investments:

- Lloyds Treasurer's Account - £101,921
- Petty cash - £ 56
- Public Sector Deposit Fund – CCLA - £350,001
 - **TOTAL = £ 451,978**

2.4 Balance Sheet as at 31 March 2025

Additionally, after taking into account other assets debtors (£511) and VAT reclaim due for Q4 (£8,853) and setting against liabilities to creditors (£6,302) the Council's balance sheet stood at **£455,040**.

This comprised the following:

- General reserves - £137, 832

- Earmarked reserves - £317,208

3. Earmarked Reserves

As a matter of good practise, the Council should regularly review earmarked reserves and consider whether these require adjustment. These were last reviewed in December, alongside the budget setting process for 2025-26. At this stage it is proposed that the EMRs are kept under careful review, but no adjustments are proposed at the stage in the new financial year. A schedule of earmarked reserves is attached as Appendix 2.

4. Allotments

At the end of each financial year a statement of accounts is prepared in respect of the allotments, and the EMR in respect of allotments adjusted to reflect any surplus or deficit in expenditure in the pervious financial year. The statement of account for 2024-25 is attached as Appendix 3.

5. Gateway Theatre Company

In order to manage the financial risk presented by the Gateway and as recognised in the Council's recently updated and adopted risk register, the Gateway will be asked to attend at council meetings to report on both their finances and measures being taken, as occupier, to ensure the ongoing safety of the building. An indicative statement of account is also being prepared in respect of monies due from the Gateway Theatre Company towards works carried out towards the end of the last financial year and the beginning of this financial year to assist the tenant with budgeting. These amounts are over and above the invoices already issued to and settled by GTC. The total costs incurred and pending currently stand at about £16,200 plus insurance premium (break down awaited from Clear Councils) some of which is due in full from GTC and some as a contribution towards the total amount. A detailed invoice will be prepared and shared with the Gateway once the final elements of work are completed, which will be by the end of May.

6. Update on cyber breach

As a result of the cyber breach, and whilst all previous years' records have been lost, officers have been able to set up a new chart of account with Rialtas and the Town Clerk has now input all the financial data for 2024-25 by using paper records, bank statements, paying in books and the like. As such we have managed to complete the year end with Rialtas, reschedule the year-end internal audit and the Council will meet the statutory time limits for submission of the annual accounts and accounting statements to the external auditors. However, Members should note that an

extraordinary meeting of Council may be required in June to sign off the AGAR by the deadline of 30 June, once the internal audit report is received.

7. Conclusion

On the basis of the Council's financial position at the end of the financial year, ie. no surplus, as had been anticipated, due to works at the town hall, Members will be kept fully apprised as the financial year progresses and adjustments proposed where considered appropriate.

Recommendations

It is **RECOMMENDED** that Members:

- note the actual financial position, as against budget, as at 31 March 2025
- note the allotments statement of account
- note the risks financial presented by tenants
- note the update on the year-end position after cyber breach

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Precept</u>							
1076 Precept	434,763	434,763	0			100.0%	
Precept :- Income	434,763	434,763	0			100.0%	0
Net Income	434,763	434,763	0				
<u>110 Staffing</u>							
4000 Salaries	171,334	180,118	8,784		8,784	95.1%	
4005 HMRC - Employer NIC	17,273	17,235	(38)		(38)	100.2%	
4010 Pensions	37,186	36,172	(1,014)		(1,014)	102.8%	
Staffing :- Indirect Expenditure	225,793	233,525	7,732	0	7,732	96.7%	0
Net Expenditure	(225,793)	(233,525)	(7,732)				
<u>120 Core Costs</u>							
1090 Dividends/interest	17,568	14,000	(3,568)			125.5%	
1110 EDDC Plan Holding Fees	2,576	2,526	(50)			102.0%	
1705 Grants Received	7,025	8,000	975			87.8%	
Core Costs :- Income	27,169	24,526	(2,643)			110.8%	0
4060 Training & Resources	2,105	1,500	(605)		(605)	140.3%	
4065 Travel & Misc. Expenses	231	500	269		269	46.2%	
4075 Payroll Services	463	479	16		16	96.7%	
4080 Equipment	4,016	2,025	(1,991)		(1,991)	198.3%	
4110 Telephone/Wifi	785	898	113		113	87.5%	
4120 Stationery/Postage	1,120	1,200	80		80	93.4%	
4125 Professional Subscriptions	1,950	1,900	(50)		(50)	102.6%	
4130 Website	2,320	1,848	(472)		(472)	125.5%	
4135 Photocopier (inc. lease)	1,718	2,500	782		782	68.7%	
4170 Audit Fees	1,840	2,012	172		172	91.5%	
4175 Legal and Professional Fees	6,445	10,000	3,555		3,555	64.4%	
4177 Storage rental	640	1,450	810		810	44.1%	
4180 Bank & Finance Charges	15	0	(15)		(15)	0.0%	
4190 IT Support & Software	15,359	17,100	1,741		1,741	89.8%	
4195 Accounts Software & Support	2,122	2,239	117		117	94.8%	
4425 Vehicle (inc. insurance)	2,899	2,000	(899)		(899)	145.0%	
4485 Insurance	18,016	6,050	(11,966)		(11,966)	297.8%	
4950 General Sundries	407	500	93		93	81.5%	
Core Costs :- Indirect Expenditure	62,451	54,201	(8,250)	0	(8,250)	115.2%	0
Net Income over Expenditure	(35,282)	(29,675)	5,607				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Grants</u>							
4220 Grants & Donations Paid	8,168	10,000	1,832		1,832	81.7%	
Grants :- Indirect Expenditure	8,168	10,000	1,832	0	1,832	81.7%	0
Net Expenditure	(8,168)	(10,000)	(1,832)				
<u>140 Local Democracy</u>							
4225 Chairman's Allowance	96	250	154		154	38.3%	
4230 Civic Expenses	25	500	475		475	5.0%	
4250 Civic Regalia	8,271	8,260	(11)		(11)	100.1%	
Local Democracy :- Indirect Expenditure	8,392	9,010	618	0	618	93.1%	0
Net Expenditure	(8,392)	(9,010)	(618)				
<u>165 Play Parks & Open Spaces</u>							
4365 Seaton Down	1,122	1,326	204		204	84.6%	
4370 Cliff Field Gardens	10,399	10,787	388		388	96.4%	
4375 Elizabeth Road Play Park	2,506	2,539	33		33	98.7%	
4377 Underfleet Play Park	1,455	1,456	1		1	99.9%	
4380 RoSPA Inspections	468	239	(229)		(229)	195.8%	
4515 Water	53	0	(53)		(53)	0.0%	
4675 General Maintenance	14,767	2,200	(12,567)		(12,567)	671.2%	11,357
Play Parks & Open Spaces :- Indirect Expenditure	30,771	18,547	(12,224)	0	(12,224)	165.9%	11,357
Net Expenditure	(30,771)	(18,547)	12,224				
6000 plus Transfer from EMR	11,357	0	(11,357)				
Movement to/(from) Gen Reserve	(19,414)	(18,547)	867				
<u>170 Amenities - General</u>							
1088 Amenities Hire Fees /Misc. inc	120	400	280			30.0%	
1515 Planter Sponsorship	682	500	(182)			136.5%	
Amenities - General :- Income	802	900	98			89.1%	0
4002 EDDC Contribution	7,500	7,500	0		0	100.0%	
4045 Contractor/ materials	1,500	6,000	4,500		4,500	25.0%	
4400 Bin Emptying	4,137	3,136	(1,001)		(1,001)	131.9%	
4405 Maintenance (inc street furnit	37,165	3,500	(33,665)		(33,665)	1061.8%	32,152
4422 Footpaths	1,040	1,241	201		201	83.8%	
4880 Contractor - Planting and Wate	15,063	15,469	406		406	97.4%	
Amenities - General :- Indirect Expenditure	66,404	36,846	(29,558)	0	(29,558)	180.2%	32,152
Net Income over Expenditure	(65,602)	(35,946)	29,656				
6000 plus Transfer from EMR	32,152	0	(32,152)				
Movement to/(from) Gen Reserve	(33,450)	(35,946)	(2,496)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>190 Marshlands</u>							
1093 Refund	849	0	(849)			0.0%	
1300 Function room hire income	6,613	7,000	387			94.5%	
Marshlands :- Income	7,461	7,000	(461)			106.6%	0
4500 Business Rates	13,105	13,200	95		95	99.3%	
4505 Gas	3,019	7,301	4,282		4,282	41.3%	
4506 M/lands Refurbishment	7,968	0	(7,968)		(7,968)	0.0%	7,808
4510 Electricity	2,344	4,260	1,916		1,916	55.0%	
4515 Water	652	1,000	348		348	65.2%	
4520 Cleaning & Hygiene	5,920	5,665	(255)		(255)	104.5%	
4555 Electrical PAT Testing	114	200	86		86	57.0%	
4560 Fire Inspections & Servicing	674	550	(124)		(124)	122.5%	
4610 Kitchen Supplies & General Sun	405	484	79		79	83.7%	
4625 Alarm Contract & Maintenance	517	550	33		33	94.0%	
4673 Legionella Testing	6	708	702		702	0.8%	
4675 General Maintenance	12,326	11,000	(1,326)		(1,326)	112.1%	156
4950 General Sundries	(600)	0	600		600	0.0%	
Marshlands :- Indirect Expenditure	46,450	44,918	(1,532)	0	(1,532)	103.4%	7,964
Net Income over Expenditure	(38,989)	(37,918)	1,071				
6000 plus Transfer from EMR	7,964	0	(7,964)				
Movement to/(from) Gen Reserve	(31,025)	(37,918)	(6,893)				
<u>195 Town Hall & other leases</u>							
1310 Town Hall Income	24,088	10,000	(14,088)			240.9%	
Town Hall & other leases :- Income	24,088	10,000	(14,088)			240.9%	0
4176 Professional fees	2,604	0	(2,604)		(2,604)	0.0%	
4675 General Maintenance	21,975	25,000	3,025		3,025	87.9%	
Town Hall & other leases :- Indirect Expenditure	24,579	25,000	421	0	421	98.3%	0
Net Income over Expenditure	(491)	(15,000)	(14,509)				
<u>200 Town Development & Tourism</u>							
1089 TIC-misc income	164	250	86			65.8%	
Town Development & Tourism :- Income	164	250	86			65.8%	0
4275 General Town Marketing (inc. T	5,000	0	(5,000)		(5,000)	0.0%	
4315 TIC Literature	253	0	(253)		(253)	0.0%	
4318 Multi use trail contribution	0	5,000	5,000		5,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4321 Disability Improvements - gene	0	4,000	4,000		4,000	0.0%	
Town Development & Tourism :- Indirect Expenditure	5,253	9,000	3,748	0	3,748	58.4%	0
Net Income over Expenditure	(5,088)	(8,750)	(3,662)				
<u>210 Allotments</u>							
1130 Allotment Fees	3,803	3,700	(103)			102.8%	
Allotments :- Income	3,803	3,700	(103)			102.8%	0
4515 Water	383	800	417		417	47.8%	
4675 General Maintenance	1,613	1,000	(613)		(613)	161.3%	
4680 Administration Cost	0	440	440		440	0.0%	
4730 Annual Grounds Contract	846	1,552	706		706	54.5%	
Allotments :- Indirect Expenditure	2,841	3,792	951	0	951	74.9%	0
Net Income over Expenditure	961	(92)	(1,053)				
<u>227 Events</u>							
1093 Refund	90	0	(90)			0.0%	
1200 Events-pitch fees/ % sales	80	300	220			26.7%	
1365 Cinema-advertising revenue	250	500	250			50.0%	
1612 Ticket Sales	1,782	1,000	(782)			178.2%	
1700 Events-donations	465	500	35			93.0%	
Events :- Income	2,667	2,300	(367)			115.9%	0
4265 Events Budget - General	169	400	231		231	42.2%	
4266 Seaton Summer Celebration	9,632	17,000	7,368		7,368	56.7%	
4840 Christmas Lights	15,204	12,000	(3,204)		(3,204)	126.7%	
4842 Outdoor Cinema	2,742	2,500	(242)		(242)	109.7%	
Events :- Indirect Expenditure	27,747	31,900	4,153	0	4,153	87.0%	0
Net Income over Expenditure	(25,080)	(29,600)	(4,520)				
<u>280 Community</u>							
1370 CIL Levy Funding	18,835	0	(18,835)			0.0%	18,835
1372 Beach School Fees	551	400	(151)			137.8%	
Community :- Income	19,387	400	(18,987)			4846.7%	18,835
4879 Community engagement	36	500	464		464	7.1%	
4882 Beach School	7,270	6,600	(670)		(670)	110.2%	
Community :- Indirect Expenditure	7,306	7,100	(206)	0	(206)	102.9%	0
Net Income over Expenditure	12,081	(6,700)	(18,781)				
6001 less Transfer to EMR	18,835	0	(18,835)				
Movement to/(from) Gen Reserve	(6,754)	(6,700)	54				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	520,304	483,839	(36,465)			107.5%	
Expenditure	516,154	483,839	(32,315)	0	(32,315)	106.7%	
Net Income over Expenditure	<u>4,151</u>	<u>0</u>	<u>(4,151)</u>				
plus Transfer from EMR	51,472	0	(51,472)				
less Transfer to EMR	18,835	0	(18,835)				
Movement to/(from) Gen Reserve	<u>36,787</u>	<u>0</u>	<u>(36,787)</u>				

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Disability Access	0.00	4,000.00	4,000.00
321 EMR Fisherman's Gap Imprvmts	32,151.79	-7,151.79	25,000.00
322 EMR Play Parks Maintenance Fun	74,000.00	38,643.50	112,643.50
324 EMR Snow & Flood Warden	1,500.00		1,500.00
325 EMR Election Expenses	10,000.00		10,000.00
326 EMR Street Furniture	0.00	2,500.00	2,500.00
327 EMR Equipment Replacement	0.00	2,000.00	2,000.00
328 EMR General Asset Maintenance	54,045.84	73,404.16	127,450.00
329 EMR Youth Projects	9,276.00		9,276.00
331 EMR CIL Funding	7,026.85	-7,026.85	0.00
332 EMR Vehicle Replacement Fund	0.00	2,000.00	2,000.00
333 EMR Allotments	25.00	813.00	838.00
336 EMR Staffing Contingency	4,491.31	15,508.69	20,000.00
	<u>192,516.79</u>	<u>124,690.71</u>	<u>317,207.50</u>



Seaton Allotments

Annual Statement of Accounts 2024/25

INCOME	£
Allotment fees	2,867
Water rates recharge	1,021
Total	3,888
EXPENDITURE	
Nominal administration charge & software	1,379
Water rates	383
Maintenance & repairs	-
Annual Grounds Contract	1,313
New noticeboard – grant funded by DCC at a cost of £1,613	-
Total	£3,075
Surplus/deficit	£813

Allotments EMR	
Opening balance as at 1.4.2024	£25.00
Surplus/deficit	£813.00
Closing Balance as at 31.3.2025	£838.00*

- * EMR – as at 1 April 2024, the Council held £25 in an earmarked reserve that reflected unspent fees for previous years. At the end of each financial year, the EMR is adjusted to reflect the deficit or surplus for any given year. Therefore, as at 31 March 2025, the said reserve will stand at £838 (amended to reflect expenditure over/under income received in the preceding year) going forward into the 2025/26 financial year.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	12 May 2025
Item of business	25 COU 20
Details	Report on Community Grants Application from Cycling Without Age Seaton
Purpose of Report	To consider the community grant application received from Cycling Without Age Seaton
Power/authority	Local Government Act 1972 s137 – power to spend a limited amount on activities for which a local council has no specific power, but which the authority considers ‘will bring direct benefit to the area, or any part of it or all of some of its inhabitants’.
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • approve the community grant application submitted by Cycling without Age Seaton • authorise the Town Clerk to award the amount of £1500, funds to be allocated from the community grants budget line and the EMR for disability improvements.

1. Background

The Cycling without age initiative began in Copenhagen in 2012. Founded by Ole Kassow, who started giving free trishaw rides to residents of a local nursing home, the scheme now operates in over 50 countries and has over 30,000 volunteers. The scheme aims to the social isolation that often comes with disability or low mobility and operates on the principles of generosity, slowness, storytelling, relationships and without age.

2. Cycling without Age Seaton

A newly formed charity has purchased the equipment and completed the necessary training to be able to deliver this initiative in Seaton. The aim is to offer free trishaw rides

on West Walk and in Seaton Wetlands, through the use of friendly volunteers who will engage with older residents offering them to opportunity to reconnect with the local community and share their stories. This charity has already completed a crowdfunding campaign, raising £14,550 of which £7,275 was match funded by Sport England Movement. These funds have been used to secure a new trishaw and the requisite insurance.

The charity now seeks additional funds to cover the costs associated with trishaw replacement parts, essential toolkits, high-viz jackets, DBS checks for volunteers, publicity and promotion and storage costs. The charity has already established links with local residential and nursing homes and has obtained the necessary permissions for its trishaw routes.

There have been many studies over the last 10 years which evidence the many social and physical health benefits that Cycling Without Age provides. In the main, it provides those with mobility impairments the opportunity to remain an active part society and to engage with their local community beyond the confines of their home / residential home. Research consistently shows that those who regularly spend time in nature report significantly better health and wellbeing. The initiative also offers the opportunity for all participants to build positive inter-generational relationships and remove age related stereotypes.

2. Budget

Whilst the amount of £1,500 requested exceeds the usual limit usually granted, Members are asked to note that a budget of £4,000 is currently held in the Council's EMR for disability access improvements. As there are no other projects currently planned, Members may wish to consider allocating some of these funds to support this grant application.

3. Recommendations

It is **RECOMMENDED** that Members:

- approve the community grant application submitted by Cycling without Age Seaton
- authorise the Town Clerk to award the amount of £1500, funds to be allocated from the community grants budget and the EMR for disability access improvements.