



Seaton Town Council Constitution

Chapter 1 Introduction

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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 2028
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.