

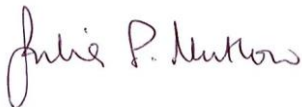
To: All Members of the Town Council
Meeting of Seaton Town Council
on Monday, 9th June 2025

4 June 2025

You are hereby summoned to attend the above meeting to be held on **Monday, 9th June 2025 at 6.30pm, or immediately after the conclusion of the Planning Committee and presentations by the candidates for co-option, whichever is earliest,** 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 Apologies for absence

To receive any apologies for absence.

25/COU/02 Declarations of Interest

To receive any Members' declarations of interest in respect of items on the agenda

25/COU/03 Council Minutes

To approve the minutes of a meeting of Seaton Town Council held on Monday, 12 May 2025

25/COU/03A Co-option

To vote on co-option of a new councillor to Seaton Town Council

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- 25/COU/04 County Councillor's Report**
To note the report.
- 25/COU/05 District Councillors' Reports**
To note the reports
- 25/COU/06 Public Question Time**
To allow any questions or reports from members of the public
- 25/COU/07 Committee Minutes**
To note the minutes of the following meetings of the Council's committees:
• **Planning Committee** – 28 April & 12 May 2025
- 25/COU/08 Chairman's Report**
To note the report
- 25/COU/08A Town Clerk's Report**
To note the report and correspondence log
- 25/COU/09 Update on Seaton Tourist Information Centre**
To note an update on enquiries to the tourist information centre
- 25/COU/10 Appointment to an outside body**
To appoint a representative and substitute to the East Devon Arts & Culture Forum (next online meeting – 26 November 2025)
- 25/COU/11 Coast & Country Project – Cllr Singh**
To consider the deferred request for further funding of £5,000
- 25/COU/12 Community Grants**
To consider an application for a community grant from:
• Seaton Chamber - £1,500
- 25/COU/13 Report of Internal Auditor 2024/25**
To receive and note the report and observations of the Internal Auditor.
- 25/COU/14 Annual Governance Statement 2024/2025**
To agree and approve Section 1 - Annual Governance Statement.
- 25/COU/15 Accounting Statements 2024/2025**
To agree and approve Section 2 – Accounting Statements and note the explanation of significant variances.

25/COU/16 Exercise of Public Rights

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

25/COU/17 Asset Register

To approve the updated asset register, in line with the observations of the internal auditor.

25/COU/18 Purchase of access ramp

To consider funding the purchase of a ramp at a cost of £850 + VAT to enable better access to the beach matting during summer 2025

25/COU/18 Play Park Inspections

To note the inspection reports

25/COU/19 Local Government Reorganisation

To note any updates on devolution

25/COU/20 Update on Town Hall

To update Members on the town hall and action taken

**Minutes of the Seaton Town Council ('the Council')
Annual Council Meeting
on Monday, 12 May 2025**

Present:

Chair: Cllr. A. Singh

Town

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

Officers: Town Clerk & Deputy Town Clerk

Public: Five members of the public were in attendance.

1. Election of Mayor/Chairman for the Municipal Year 2025/2026

Cllr. Amrik Singh was duly **ELECTED** Mayor/Chairman for the Municipal Year 2025/2026 and read out and sign the prescribed Declaration of Acceptance of Office (proposed Cllr. Haggerty; seconded Cllr Hartnell)

2. Election of Deputy Chairman/Deputy Mayor for the Municipal Year 2025/2026

Cllr. Marcus Hartnell was duly **ELECTED** Deputy Mayor/Deputy Chairman for the Municipal Year 2025/2026 and read out and sign the prescribed Declaration of Acceptance of Office (proposed Cllr. Singh; seconded Cllr Russell)

3. Apologies for absence

Apologies for absence were received from Cllrs. Beer & Ledger and the reasons accepted.

4. Declarations of Interest

Cllrs. Hartnell, Haggerty & Ledger declared a personal interest as East Devon District Councillors (EDDC). 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.

5. Minutes

Members **RESOLVED** to approve the minutes of a meeting of Seaton Town Council held on Monday 7th April 2025. (proposed Cllr. Bowman; seconded Cllr. Singh)

Members **RESOLVED** to suspend standing orders to bring the following item forward on the agenda. (proposed Cllr. Singh; seconded Cllr. Hartnell)

6. Appointments to Committees & Working Groups

Members **RESOLVED** to make the following appointments of councillors to each of the Council's committees and working groups for the 2025/2026 municipal year:

Committee/Working Group	Membership
Planning 5 seats + Chair/Deputy ex officio	1. Cllr Singh (ex officio) 2. Cllr Hartnell (ex officio) 3. Cllr Beer 4. Cllr Burrows 5. Cllr Russell 6. Cllr Rowland 7. Vacancy
Finance & General Purposes 6 seats + Chair/Deputy ex officio	1. Cllr Singh (ex officio) 2. Cllr Hartnell (ex officio) 3. Cllr Beer 4. Cllr Bowman 5. Cllr Burrows 6. Cllr Dyke 7. Cllr Rowland 8. Cllr Wood
Personnel 4 seats + Chair <u>or</u> Deputy ex officio	1. Cllr Singh (ex officio) 2. Cllr Beer 3. Cllr Bowman 4. Cllr Ledger 5. Cllr Russell
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 Bowman 2. Cllr Burrows 3. Cllr Dyke

(proposed Cllr. Singh; seconded Cllr Haggerty)

6. Committee meeting minutes

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

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

(proposed Cllr. Rowland; seconded Cllr. Singh)

7. Terms of Reference for Committees

Members reviewed and **RESOLVED** to approve the Council's Terms of Reference for Committees for the 2025/2026 municipal year. (proposed Cllr. Haggerty; seconded Cllr. Singh)

8. Appointments to Outside Bodies

Members **RESOLVED** to make the following appointments of councillors to outside bodies, where the Council is invited to send a representative for the 2025/2026 municipal year:

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

(proposed Cllr. Haggerty; seconded Cllr. Singh)

9. General Power of Competence

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

10. Review of Council's Constitutional Documents & Policies

Members reviewed and **RESOLVED** to adopt the following constitutional documents and policies for the 2025/2026 municipal year and agree the 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 further **RESOLVED** that the review of the Members' Code of Conduct be deferred to the next meeting. (proposed Cllr. Singh; seconded Cllr. Haggerty)

11. County Councillor's Report

There was no County Councillor's report.

12. District Councillors' Reports

Members noted the District Councillors' report including Cllr. Haggerty's update on Coach Friendly status, which had now been awarded to Seaton. A presentation would be arranged in due course and all businesses invited.

13. Public Question Time

Members of the public spoke in the support of the application for a community grant by Cycling Without Age.

14. Town Clerk's Report

Members noted the Town Clerk's report and **RESOLVED** to defer the date of the June meeting of Council from 2 to 9 June 2025 to enable the report of the internal auditor to be considered. (proposed Cllr. Singh; seconded Cllr. Haggerty)

15. Asset Register

Members **RESOLVED** to approve the updated asset register and disposals, as at 31 March 2025. (proposed Cllr. Singh; seconded Cllr. Haggerty)

16. Financial Report 2024-25

Members **RESOLVED** to note the year-end report including the allotments statement of account, financial risks presented, and update on year-end position after cyber breach. (proposed Cllr. Singh; seconded Cllr. Bowman)

17. Community Grants Disability Access Improvements

Members **RESOLVED** to approve the application for a community grant of £1,500 towards Cycling without Age, Seaton (proposed Cllr. Wood; seconded Cllr. Rowland)

The meeting closed at 6.24pm.

Signed: _____

Dated: _____

25 COU 05

Cllr Del Haggerty

EDDC Report

After a few years of constant working at getting Seaton and East Devon over the line, as a coach friendly district, the following towns now have been given the coach friendly status:

- SEATON
- SIDMOUTH
- HONITON
- EXMOUTH
- with OTTERY ST MARY accreditation to follow shortly

This has been led by a task and finish group who worked with each of the town councils.

Going forward, now we have achieved this status, I will meet with the businesses and Seaton Chamber, at a group meeting, as its important everyone knows and confirms exactly what is on offer in each business.

Driving this project forward, attracting more footfall to spend money here in Seaton, or any of the towns involved, is an ongoing challenge.

Every place of business can enjoy more tourists, if we promote the town together including our award winning attractions such as Seaton Tramway, Jurassic Discovery, Seaton Wetlands and our independent town centre shops and restaurants.

A lot of work has gone into gaining these accreditations and now it's about everyone working together in each town

Our target people are UK and tourists from overseas. Each coach can be worth between nothing and many thousands of pounds to the local economy depending on what the town has to offer.

I will be constantly pushing this project for the duration of the time I'm a town and district councillor as we have an amazing town that is part of East Devon

My aim is to get Seaton back to enjoying its identity as a 'go to' seaside resort.

Other things I've been involved with this month are:

- answering questions about planning issues; and
- pushing the stoma project as a policy by EDDC

- I'm looking at some of the projects that would benefit Seaton that I had when I chaired Promote Seaton that I may possibly be able to push forward with both council hats on as cross-party projects

Thanks to the officers and staff at STC for helping get Seaton the coach friendly status, and also to Cllr Jack Rowland who originally helped me set this up, prior to Covid.

Cllr. Del Haggerty

East Devon District Councillor (Seaton ward)

**Minutes of the Planning Committee
Meeting on Monday 12 May 2025**

Present:

Chairman: P Burrows

Councillors: J Rowland, J Russell & A Singh

Officers: Town Clerk and Deputy Town Clerk

Public: No members of the public were present

1. Apologies for absence

Apologies were received and accepted from Cllr Beer and Cllr Hartnell.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Planning Committee meeting held on Monday 28th April 2025

The Committee **RESOLVED** to agree the minutes of the meeting held on 28th April 2025.

(moved Cllr Rowland; seconded Cllr Russell)

4. 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.

5. 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.

6. Public Question Time

There were no questions raised by members of the public.

Applications for consideration:

7. 25/0750/FUL Mr Justin Werb Barnards, Harepath Hill, Seaton EX12 2TF

Construction of 1no. dwelling and associated works.

The Committee **RESOLVED** to propose no objection to the application. Cllr Burrows voted against the application.
(moved Cllr Rowland; seconded Cllr Singh)

8. 25/0949/TRE Mr & Mrs Lesley & Rob Watson 87 Beer Road, Seaton EX12 2PT
T1, Horse Chestnut and T2, Horse Chestnut are showing significant signs of dieback and have not come into leaf this year. The proposal for tree work is to sectional fell to ground level to allow the adjacent trees to develop.

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

9. 25/0831/FUL Mr Mark Brady Royal Mail Seaton Delivery Office, 45 Queen Street, Seaton EX12 2RA
Proposal to replace 14no. metal framed windows for new PVC-u on the north/side and east/rear elevations (like for like in colour and close match to the existing style).

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

10. Planning Comments

There were no comments for circulation.

11. Appeals

To note appeals lodged to The Planning Inspectorate:

- a) Planning application No. 24/2715/FUL 34 Queen Street, Seaton Devon EX12 2RB. Change of use for rear only of shop into a flat, and creation of 2no. flats from existing single flat. Enlarged dormers, changes in fenestration, and associated external works.

To note that an appeal has been lodged by the Applicant in respect of the above application. Seaton Town Council had no objections to this application providing that evidence had been submitted to the district council that clearly demonstrated there was no longer a need for the retail space at the rear of the premises and that the building or site had been marketed for at least 12 months at a realistic price without interest as per Planning Policy E10 - Primary Shopping Frontages of the current East Devon Local Plan.

12. Decisions

To note planning decisions made by East Devon District Council:

- a) **24/2544/DOC – Hook and Parrot Inn, East Walk, Seaton** Discharge of Condition for 21/0891/FUL: Condition 3 (CMP), Condition 5 (Storm Drainage), Condition 6 (Archaeology), Condition 7 (Contamination), Condition 9 (Materials) – **Condition 6 - Discharged in full on 14 February 2025.**
- b) **25/0097/LBC – 27 Queen Street, Seaton** Renovations and minor alterations to preserve the listed property and enhance accessibility for the existing holiday let – **APPROVED** with conditions.
- c) **25/0937/NMA – 191 Beer Road, Seaton** Non-Material Amendment to 23/1355/FUL: Alterations to scale, appearance and landscaping, including repositioning of the north-facing wall of the garage – **AMENDMENT APPROVED.**
- d) **25/0664/FUL – Four Ways, 42 Beer Road, Seaton** Proposed single storey rear extension and decking – **APPROVED** with conditions.
- e) **25/0569/DEM – Land To The Rear Of The Shoreline, Trevelyan Road, Seaton** Demolition of a terrace of 10 garages, located at the rear of The Shoreline – **APPROVED** – Prior approval granted.
- f) **25/0828/FUL – 20 Eyewell Green, Seaton** Proposed single storey rear extension – **APPROVED** with conditions.

The meeting closed at 5.50pm.

Signed_____

Dated_____

DRAFT

**Minutes of the Planning Committee
Meeting on Monday 28 April 2025**

Present:

Chairman: P Burrows

Councillors: K Beer, J Rowland & J Russell

Officers: Town Clerk

Public: No members of the public were present

222. Apologies for absence

Apologies were received and accepted from Cllr Hartnell & Cllr Singh.

223. Declarations of Interest

There were no declarations of interest.

224. Minutes of the Planning Committee meeting held on Monday 7th April 2025

The Committee **RESOLVED** to agree the minutes of the meeting held on 7th April 2025.

(moved Cllr Rowland; seconded Cllr Russell)

225. 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.

226. 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.

227. Public Question Time

There were no questions raised by members of the public.



Applications for consideration:

228. 25/0770/FUL Keith & Anne Hide

27 Scalwell Mead, Seaton EX12 2DW

Creation of raised terrace to side and rear gardens to create level amenity area and construction of 2m fence (retrospective).

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

229. 25/0828/FUL Mr Adrian Harris

20 Eyewell Green, Seaton EX12 2BW

Proposed single storey rear extension.

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

230. Planning Comments

There were no comments for circulation.

231. Appeals

To note the appeal decision made by The Planning Inspectorate:

- a) **24/0892/FUL – Beachcroft, Burrow Road, Seaton** Change of use from ancillary accommodation to holiday let (retrospective) – **APPEAL DISMISSED.**

232. Decisions

To note planning decisions made by East Devon District Council:

- b) **24/2715/FUL – 34 Queen Street, Seaton** Change of use for rear only of shop into a flat, and creation of 2no. flats from existing single flat. Enlarged dormers, changes in fenestration, and associated external works – **REFUSED**
- c) **24/1593/FUL – Land At Rear Of Bunts Lane, Seaton** Erection of two detached residential units – **APPROVED** with conditions.
- d) **25/0805/NMA – 191 Beer Road, Seaton** Non Material Amendment to 23/1355/FUL: Alterations to scale, appearance and landscaping – **AMENDMENTS REFUSED.**
- e) **25/0528/FUL – 61 Seaton Down Road, Seaton** Proposed single storey rear



extension – **APPROVED** with conditions.

- f) **25/0852/PRETDD – Bramble, Seaton Down Road, Seaton** 5 day notice: Removal of a holly tree. Replanting: Flowering cherry. **APPLICATION ALLOWED.** Decision issued on 10 April 2025.
- g) **24/2710/FUL – Tesco Stores Ltd, Swan Road, Seaton** Proposal to install a new Timpson Pod – **WITHDRAWN.**
- h) **23/0002/EIA – Land Adjacent To Harepath Road, Seaton** Screening opinion for residential development – **DECIDED.**
- i) **25/0096/FUL – 27 Queen Street, Seaton** Renovations and minor alterations to preserve the listed property – **DECIDED** Permitted Development.

The meeting closed at 5.50pm.

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	9 June 2025
Item of business	25 COU 08
Details	Chairman’s Report
Purpose of Report	To provide a summary of the Chairman’s engagements since the last meeting of Council
Recommendations	It is RECOMMENDED that Members note the report.

The Chairman has attended the following engagements since his last report on 7 April:

RECOMMENDATIONS

- 5 April - opening of the watershed in Beer
- 6 May - judging of competition entrants for VE Day at Seaton Primary School
- 8 May – attended both VE Day Commemoration Ceremony at 9am and 9pm and visited Windsor Gardens and spoke to children from the primary school during the day
- 9 May - awarding of winners certificates at Seaton Primary School

It is **RECOMMENDED** that Members note the report.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	9 June 2025
Item of business	25 COU 08
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

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** – ASAP, Ex-Electrics and the fire safety consultant have attended the town hall to 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.
- **Co-option** – the casual vacancy was promulgated via the website, social media and on noticeboards in the town. Two applications have been received and the applicants will present to councillors prior to the meeting.
- **Marshlands** – the capital works to the Harbour Road side of the building are well advanced and Tozers are liaising with the Town Clerk and DCC to finalise the 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 internal auditor carried out the year-end audit on Tuesday 3 June and the AGAR is attached for approval as a separate agenda item.

- **Allotment inspections** - these have been carried out and letters sent as appropriate where plots are not being maintained in accordance with the allotment rules
- **East Devon Soul Festival** – planning is ongoing.
- **Training** – various webinars have been completed by the town clerk to comply with SLCC CPD requirements
- **Bunting** – this has been installed throughout the town.
- **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



**Correspondence
&
Complaints Log
2025-26**

Correspondence & Complaints – APRIL 2025

APRIL 2025				
				Officer
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
06.04.2025	Visitor reported broken tap on West Walk next to the ice cream kiosk	West Walk	HJ reported to Streetscene EDDC	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, and the application is closed	HJ
07.04.2025	Resident asked how his wife can votes if she can't get out to the polling station on	In the office	HJ advised he speak to the electoral services department within EDDC	HJ

	election day? She has not registered for a postal vote			
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 toiled 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 the telephone number for the	Oakhampton TIC	HJ googled the telephone number and gave it to the lady	HJ

	Oakhampton TIC			
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 House 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	In the office	All STC officers had no idea what he was asking for then after some phone calls it	HJ

	Race		transpired the shirts were a Seaton 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	Burrow Road	HJ replied to let her know where the sand is and to help herself anytime	

	bags and sand from us			
17.04.2025	Email received from resident complaining about the lack of clear dog signage on the seafront. Stencils need renewing	Esplanade	HJ replied to say EDDC are aware and will be done soon. Forwarded his email to Streetscene	HJ
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	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

	<p>Act 1990 as the amenity of the local area is clearly affected.</p> <p>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.</p>			
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	Underfleet play park	HJ phoned EDDC Streetscene and nothing been handed in. We haven't seen it either.	HJ

	they left behind a pink kids bike with a pepper pig helmet. Has it been handed in?		HJ took name and telephone number in case the bike is found.	
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	Seaton Hole	HJ gave him the telephone for EDDC Council Tax department and recommended he speak to someone senior and ask for advice.	HJ

	a property he cannot live in or sell and doesn't feel he should pay 200% council tax on it.			
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
MAY 2025				
				Officer
01.05.2025	Email from a resident in a Council owned property in Axminster who wants to swap houses for a property in Mead Way, Seaton.	Mead Way	HJ forwarded her email to EDDC Housing Needs dept and replied accordingly	HJ
01.05.2025	Couple visiting from Nottingham lost a brown leather wallet somewhere near the Tram and Tesco. Please call if found	Tram and Tesco Plaza	HJ took telephone numbers and said would also email the Seaton Police station.	HJ
01.05.2025	Email from someone to report loose hand rail adjacent to the steps leading up past The Hideaway Café	Hideaway Café	HJ reported to Streetscene	HJ
01.05.2025	Phone call from a potential visitor: What are our opening times? When is Seaton quiet? Do we have any banks in town? Is everything well sign posted? How many car parks?	Phone call	HJ answered all questions and offered to send literature in the post	HJ
02.05.2025	Email from a holiday letting agency who want to display advertising banners on the railings outside the Tram in Season	Plaza area outside the Tram	HJ gave her a link to the DCC website where she can request a banner on a public highway.	HJ
02.05.2025	Person on the allotment waiting list wants to know his current position.	Allotments	HJ gave him the information he required	HJ

01.05.2025	Phone call from Seaton resident who wanted telephone numbers for care homes in Sidmouth	Sidmouth	HJ googled a list of care homes in Sidmouth and gave out the telephone numbers	HJ
02.05.2025	One of the "No Dogs" signs has been removed (the first entrance into Cliff Field Gardens), from the gate post. Witnessed two dog walkers go into the garden through the gate, obviously unaware that they are banned.	Cliff Field Gardens	HJ reported to Maintenance Operative who arranged to replace the sign ASAP	HJ & PT
04.05.2025	Visitor to Seaton wanted info on Exeter airport and are there any flights to Germany?	Exeter Airport	TIC Vol gave details from the Exeter Airport website	TIC Vol
04.05.2025	Couple wanted to hire a beach hut	Esplanade	TIC Vol said to contact EDDC and there is a waiting list	TIC Vol
06.05.2025	French couple wanted walks and hiking info in the area	Seaton	Jo spoke in fluent French to them and gave details on coastal path etc	HJ
06.05.2025	Email from someone who wants to trade at the monthly markets in Windsor Gardens, who do they contact?	Markets in Windsor Gardens	HJ forwarded the email to Caroline who organizes the markets and sent link to The Chamber website	HJ
07.05.2025	Email received: When I first came to live in the Town my spirits were always raised when colourful bunting was strung up in the old town centre streets. Last year I heard that the wiring attached to buildings in Fore street and Queen Street would be used for hanging bunting during the summer months. I was disappointed not to see it up for visitors at Easter and May Day; Is it on its way for the Whit week and the summer holiday season?	Bunting in the town centre	HJ replied to say the bunting is going up in Windsor Gardens today for the VE Day commemoration and more newer bunting has been ordered to erect in the town centre as soon as possible	HJ
07.05.2025	Four French school girls on an exchange visit came into the office for help with their orienteering project, deciphering	In the office	Jo helped them and conversed in French again! HJ & JH deciphered the clues.	HJ & JH

	clues on places in Seaton.			
07.05.2025	Two more French visitors wanting help with the orienteering clues	In the office	Jo conversed with them in French	JH
07.05.2025	Very irate resident who is angry that the new bus timetable booklet is not published yet and when will it be out?	In the office	HJ explained it's Devon County Traveline who publish the booklets and gave the telephone number for her to ring.	HJ
08.05.2025	<p>Email received: I am writing to enquire about the possibility of adding a beach sauna (as per Branscombe and Seaton) to our beach at Seaton. I know there is demand both from local and visiting people and it would enhance the whole Seaton experience. I understand enquiries have been made but that they have been refused? I would be grateful for any information and what I might be able to do to support such an initiative.</p> <p>I would also like to understand why there is a Beer Eats programme but none in Seaton. Again, such an initiative would really add value to the local and visitor experience.</p>	Seaton beach	<p>HJ replied: Thank you for your email. East Devon District Council (EDDC) are the managing authority for the beaches in East Devon, so a concession would need to be granted by them for a beach sauna on Seaton beach. Beach concessions are granted by the Properties Department so I would recommend you call them on either 01404 515616 or email on csc@eastdevon.gov.uk and ask for the concessions department. Regarding Seaton Eats which used to be held in Jubilee Gardens in Seaton, again this area of land is managed by EDDC so permissions would need to be granted by them. Seaton Town Council own Cliff Field Gardens but unfortunately there is a covenant on the land which prohibits anyone to sell alcohol on the land, so this area is not suitable for the Seaton Eats event. I hope the above information is helpful. With best regards</p>	HJ
08.05.2025	Person came into the office wanting to know where the TIC is?	In the office	HJ explained that he was stood in the TIC, this is it and how can we help?	HJ
08.05.2025	What's happening in the town for VE Day?	In the office	Jo gave details of all the events & community group activities	JH
08.05.2025	Telephone call from a resident wanting to know how to dispose of a sharps waste container	Telephone call	HJ gave the tel no for EDDC recycling dept	HJ

08.05.2025	Couple came in for a stamp in their coastal path passport book	In the office	HJ stamped their passports	HJ
08.05.2025	Where are the best places to go bird watching in Seaton	Wetlands	HJ advised the Wetlands and also Holyford Woods	HJ
08.05.2025	Newly arrived residents who have moved into Seaton wanted to know about car parking permits	Seaton car parks	HJ gave advice to contact EDDC for permits and advised on street parking is Devon County	HJ
12.05.2025	Email received: Hi are there restrictions to apply outside of the UK I am actually based in Dublin Ireland in order for social housing? Seaton - East Devon district I would be interested in relocating there for work study reasons and it's a beautiful place to live and relocate the UK is not part of the EU anymore due to Brexit so I was just wondering as it's in the common travel area? Can you let me know I am flying to Devon in June for a few days from Ireland I can drop in and make an application for housing, while I am in the area but the problem is I have No NI number, can I still apply without this? Or will I need to contact HMRC in relation to this?	Email received	HJ replied: Thank you for your email. For housing needs, you would need to apply to East Devon District Council. I am not sure what their policies are for waiting lists etc, so I would recommend that you apply online and get into their system and see what they say. You would probably need a national insurance number too, so the best way to apply for that, is via the Gov.UK website	HJ
10.05.2025	Where can they buy camping equipment and sunglasses?	Seaton town	Advised Factory Shop and Tesco	TIC Vol
10.05.2025	Email from a training company about to launch new training courses offering first aid, safeguarding and mental health training. They are looking for a venue they can use to run the courses from.	Email	HJ replied to say our upstairs room is free all day on a Monday and is £12 per hour	HJ
13.05.2025	Resident on Fore Street who lives opposite Clapps Lane reported fly tipping	Footpath 3 on Clapps Lane	HJ asked her to send in a photo and then will report online to Devon Count	HJ

	of garden waste on the footpath			
13.05.2025	Lady who is about to move into Seaton wanted leaflets and directories and advice on things to do in Seaton and any other local information	In the office	HJ gave her the local trade directory and the Re-Store handbook and advised she looks around the office for more leaflets and maps etc.	HJ
13.05.2025	Phone call from Axminster Town Council with an allotment question	Allotments	HJ gave answer to question: do we extend our waiting list to people who work in Seaton but don't live in Seaton? Answer no.	HJ
13.05.2025	Phone call from a lady who is coming to Seaton in July and she wanted information on the M25 road closures and how to get here if the M25 is shut	Telephone call	HJ looked on the Highways England website and advised the M25 at junction 10 (West Bridge and Wisley) is closed overnight (10pm to 6am) Monday to Thursdays but is open for weekend travelers. Long term project building a new bridge and interchange system at Wisley. She should be ok to travel on the Friday.	HJ
13.05.2025	Young mother with a toddler and a baby wanted to weigh the baby because she was told he is underweight. She didn't have an appointment with PHN.	In the office	HJ went upstairs to speak to Sarah who advised she calls the main telephone number to make an appointment with Sarah	HJ
13.05.2025	Email received: I live opposite Clapps Lane in Seaton which I am led to believe by Devon CC is privately owned. There is a public footpath that runs down the centre of Clapps Lane and this is signposted opposite Clapps lane outside 56 Fore Street. The owner(s) of Clapps Lane appear to be using said lane as a dumping ground for all of their garden/land waste. At some point the public footpath will become blocked if they continue to use Clapps Lanes as a dumping ground. This is very unsightly and will undoubtedly lead to vermin infestation. Could you please let me know what course of action I need to take in order for the owners to remove	Clapps Lane, Footpath 3	<p>HJ sent the message and photo to Devon County who did an inspection and later responded:</p> <p>Thank you for taking the time to make this report.</p> <p>I am unsure what action you could take as an individual. If the footpath becomes blocked and or obstructed then Devon County Council will take action. The footpath is currently not obstructed.</p> <p>No further action required.</p>	HJ

	the waste.			
14.05.2025	Lady came in with leaflets for the Stockland Fayre on the bank holiday Monday	Stockland	HJ displayed leaflets and put event on website	HJ
14.05.2025	Mother of two children, new to Seaton and not online, wanted details of kid's clubs and activities.	Kid's Clubs in Seaton	HJ gave the Re-Store booklet and recommended speaking to Claire Graysmark at the Beach School	HJ & JH
15.05.2025	Someone may have had a bonfire up at Cliff Field Gardens?	Cliff Field Gardens	Phil went to inspect and advised it was an old bonfire that was lit sometime ago and was old ashes	PT
15.05.2025	Tenant of allotment 5B reported that Someone has chopped down her well established bay tree which was clearly within her plot. They have hacked the tree at the main branch - not just a trim. And left a huge pile of tree on her plot, which she has no way of disposing of , and it's covering quite a few plants (and has killed them actually). Is there anything that can be done? And can you suggest how she might get rid of the tree that has been cut down?	Allotments	HJ replied to say that HJ and Town Clerk are going up to the allotments on Wednesday so will have a look and see what can be done, if anything.	HJ
15.5.2025	Email received: We have recently visited Seaton to stay at the Premier Inn to visit The Donkey Sanctuary and your local area. We have not been to Seaton in quite a few years but we were so pleased to see the investment made into the area as, sadly, the last time we were there Seaton seemed to miss out to the benefit of either Lyme Regis and/or Sidmouth. So, in days of criticism, it is really an email to say "well done" to the Town and possibly District Councils who are, no doubt, trying to get money into Seaton and build it up again. The only thing we	Seaton	HJ replied accordingly with thanks etc.	HJ

	would say is that the shops/cafes need to be open a bit more to take advantage of Bank Holidays and school holidays. The open/close times seem to be hot and miss. But congratulations and well done again Seaton - beautiful area. Kind regards, Helena Carr & Kate Noon. Lymington, Hants.			
17.05.2025	When is the disabled matting going to be put back down on the beach?	Seaton Beach	Advised very soon, EDDC to lay the matting	TIC Vol
17.05.2025	How to get to Weymouth by bus	Weymouth	Gave bus timetables for Jurassic Coaster bus from Axminster Railway station	TIC Vol
17.05.2025	A Colyton resident wanted to apply for an allotment	Allotments	HJ explained only Seaton residents with an EX12 postcode, can have a Seaton allotment unfortunately but he should contact Colyton Parish Council instead.	HJ
18.05.2025	Are there any day trip / boat trips out of Seaton?	Boat trips from Seaton	HJ said not any more but recommended Stuart Line cruises from Exmouth	HJ
19.05.2025	Is there a train from Axminster to Kingswear in South Devon?	Kingswear, South Devon	HJ looked on internet and said no, unfortunately not, Paignton is nearest	HJ
19.05.2025	There is an old wheel structure that has been stuck in the mud in Axmouth Harbour for ages, where is it from and what is the history?	Axmouth Harbour	HJ advised he contacts the Axe Yacht Club or ask the people who own the café in the Harbour as they will have local knowledge	HJ
19.05.2025	Pink Hippos Day Nurse telephoned to book a Gazebo for 8 th July for their toddler graduation ceremony	Telephone call	HJ took details and organized the booking	HJ
20.05.2025	Two Dutch ladies visiting the area wanted to know if there were any local Castles they could look at.	Castles in the area.	HJ advised Powderham in Dawlish is the nearest, then Dunster Castle and Castle Drogo in mid devon.	HJ

20.05.2025	Seaton Hospital League of Friends wanted two parking permits for the town centre.	Fore Street	HJ made up the permits and delivered later	HJ
20.05.2025	Phone call from a visitor wanting the Tel numbers for antique shops in Seaton	Antique Shops	HJ gave out the phone number for Dragon Antiques	HJ
20.05.2025	Passing cyclist asked when the clock will be fixed in Jubilee Gardens, it has been faulty for ages now	Jubilee Gardens	HJ advised EDDC are aware and it will be fixed soon.	HJ
20.05.2025	Residents wanting to know how to renew a blue badge?	In the office	HJ looked on the Gov.UK website and printed off some information and a phone number	HJ
20.05.2025	Allotment holder reported a neighbour had chopped down her well established bay tree which was clearly within her plot. They hacked the tree at the main branch - not just a trim and left a huge pile of tree on the plot, which she had no way of disposing of and it covered quite a few plants and killed them.	Allotments	HJ replied to say we will go and have a look and see what can be done. Maintenance person cleared away some of the debris for her. Decided the bay tree was too large and too high and was blocking out the daylight to the neighboring plot, which was why they probably chopped some of it down.	HJ & PT
21.05.2025	Resident reported very overgrown hedge and brambles by the bus shelter at the top of Harepath Road near the auction house	Harepath Road	HJ reported online to the Devon County Highways team	HJ
21.05.2025	Resident enquiring when the clock in Jubilee Gardens will be repaired?	Jubilee Gardens	HJ advised EDDC are aware and it will be fixed soon.	HJ
21.05.2025	Resident enquiring when the yellow swimming buoys will be installed off shore	Off shore, Seaton beach	HJ advised EDDC Streetscene will do this soon as its still a bit early in the season.	HJ

21.05.2025	Email received: Regular visitor to your town. Parked in Tesco and left via square containing the toilets. Area looked scruffy. Weeds around toilets, grass between paving and nearby planters not planted. Not a great look.	Tesco Plaza area	HJ replied accordingly	HJ
22.05.2025	Couple wanting literature or leaflets on local national trust properties	In the office	Advised there are currently no leaflets in print	TIC Vol
22.05.2025	Email from someone who wants to scatter his father's ashes on Seaton beach, does he need permission?	Seaton beach	HJ replied to advise they contact EDDC out of courtesy and to make sure the tide is going out and the wind direction is appropriate on the day of the scattering	HJ
27.05.2025	When is the library going to be open here?	Seaton Library	HJ advised early July this year	HJ
27.05.2025	Resident reported blocked footpath by the sewage works, overgrown again	Sewage Works Footpath	PJ noted and will arrange to have cleared	PJ
27.05.2025	Business in Queen Street asking for temporary access parking permits	Queen Street	HJ took details and will issue the permits	HJ
28.05.2025	Cyclist came in to the office enquiring about the Stop Line Way cycle route	Stop Line Way	PJ printed off a Sustrans map from the website. Stop Line Way is still being built	PJ
28.05.2025	Telephone call from someone who wanted a list of ALL the campsites in Devon.	Devon	JH recommended they contact Visit Devon who used to be the Tourist Board as they may have a database	JH
28.05.2025	Same person telephoned again wanting a list of all the Tourist Information Centres in Devon	Devon	JH advised the same as above	JH
29.05.2025	Resident came in wanting to know how to get to City Plumbing in Exeter and is there a train from Exeter central to Marsh Barton?	Exeter	HJ googled the address for City Plumbing and also found a timetable for the shuttle train from Exeter St David's to Marsh Barton	HJ
29.05.2025	Couple came in for bus timetables then complained about the lack of regular bus services in the area	In the Office	HJ explained East Devon is rural and most bus users are Bus Pass holders who do not have to pay a fare, so the bus operator's income is low, plus staff shortages so can't	HJ

			get drivers to provide more services. We are lucky to have the services that we have	
29.05.2025	Daphne, local resident, wanted us to telephone BBC Radio Devon and tell them how wonderful Seaton is.	Telephone call	HJ explained we are very bust but will do our best	HJ
29.05.2025	Phone call from a refuge centre asking for the duty manager's contact details for the Seaton food bank	Telephone call	HJ gave out mobile number from the Re-Store handbook	HJ
31.05.2025	Email received about enormous pot holes/road deteriorating along the area from the bottom of Royal Observer Way for approximately 40 metres past the Premier Inn (the main road).	Harbour Road outside The Premier Inn	HJ reported online to Devon County	HJ
14.05.2025	<p>Email received from Planning Enforcement at EDDC in response to STC's request to revisit the state of The Look Out and to consider service of a s215 notice. This was the response:</p> <p><i>'I have visited the site of the lookout at Seaton. Unfortunately, this building is not in the scope of an S215 Notice. Given this I am closing the case with no further action.'</i></p>	The Look Out, Esplanade	JPM reported outcome to council on 9 June 2025	JPM

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	9 June 2025
Item of business	25 COU 09
Details	Report on Tourist Information Centre (‘TIC’)
Purpose of Report	To provide an update on tourist information enquiries
Power/Authority	Local Government Act 1972, s144 – power to encourage visitors
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • note the update

1. Background

The new tourist information centre opened on the seafront-side of the Marshlands Centre on 11 April 2022. In order to inform future decision making, the Town Clerk considered that it may be helpful to Members to provide regular updates as to the level of enquiries being received.

2. Summary of enquiries

The table below provides a summary of the enquiries received since the Council took the service back in-house in 2021:

Month	Visits		Telephone		Total STC/TIC Enquiries
	STC/TIC		STC/TIC		
2021/22 (May-Oct) (Harbour Road)	187		117		304
	STC	TIC	STC	TIC	
2022/23	825	2007	687	100	3.619

	STC	TIC	STC	TIC	Weekdays	Weekends	Total
2023/24	849	2,263	634	183	3,193	763	3,929
2024/25	542	1,836	469	90	2,094	843	2,937
2025/26							
	STC	TIC	STC	TIC	Weekdays	Weekends	Total
April	73	133	51	3	218	28	260
May	36	159	46	12	123	130	253
June							
July							
August							
September							
October							
November							
December							
January							
February							
March							
2024/25 TOTAL							

3. Opening hours

Weekday opening hours are 9am to 1pm from Monday to Thursday. Weekend and bank holiday opening hours 10am to 2pm (depending on availability of volunteers).

4. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the update



COMMUNITY GRANT SCHEME

We have received a further application, a brief summary of which is provided below for your consideration:

Name	Amount Sought	Detail	Comments
Seaton Chamber	£1,500	To assist with the costs associated with Seaton's Christmas Lights Switch On event	<p>Page 4 of the application states that the grant will be used to purchase an additional inflatable character and to assist with the associated costs of an all day market however, on page 6 it states that the grant will be used to support with costs associated with facepainting, Xmas trees, decorations, lights, insurance and music fees.</p> <p>Clarification on this has been sought and it has been confirmed that the grant will be used to cover the costs of a variety of things in relation to the Christmas Lights Switch On event which will include an additional inflatable character, face painter, xmas trees to put up around the town and music fees.</p> <p>Seaton Chamber have been informed that in line with the community grants policy, community grants are usually one-off payments for projects, such as the provision of new equipment and are not normally used to pay for staffing or other day</p>

			<p>to day running costs of a group or organisation.</p> <p>Members are also asked to note that the amount requested exceeds the usual limited granted.</p>
--	--	--	--



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

4th June 2025

Dear Julia,

Year End Internal Audit

An audit was carried out by Kevin Rose on Saturday 31 May 2025. This was the Year End audit following on from the interim audit carried out on 2 December 2024.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 207 items. A total of 119 items were tested during this audit in addition to the 89 items tested and checked during the interim audit process. All items on the checklists were tested during the year.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Exemption from External Audit (Box K)
- the Transparency Code (for Smaller Authorities) (Box L)
- Trust Funds (Box O)

(Please refer to the explanation of my 'Not Covered' responses on Page 3)

Areas subject to audit were;

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

Summary of tests undertaken during this audit

Positive response	63
Negative response	3
Not Applicable to your Council	53
Total tests carried out	<u>119</u>

Of the 66 applicable items tested a Positive response was obtained in respect of 63 tests. There were 3 Negative responses identified and 3 Observations were made, details of which are set out in the attached Year End Internal Audit Observations.

Summary of tests undertaken for the financial year (including interim audit work)

Positive response	145
Negative response	4
Not Applicable to your Council	58
Total tests carried out	<u>207</u>
Tests not carried out	Nil

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

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

Yours sincerely,

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

Kevin Rose ACMA
Director

Internal Audit 'Not Covered' Responses

Internal Control Objective	Reason for Not Covered Response
K: If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”	The reason for the “Not Covered” response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from a limited assurance review for the relevant financial year.
L: The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	At present no specific guidance has been provided to Internal Auditors as to what the ‘relevant legislation’ is in respect of Control Objective L. We have tested against the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) and 2015/494 The Smaller Authorities (Transparency Requirements), neither of which apply to your Council. The publication requirements of Statutory Instrument (2015/234) The Accounts and Audit Regulations are covered in our responses to Internal Control Objectives M and N. The Council should note that we have not considered any additional publication requirements that may apply, for example those set out in the ICO Model Publication Scheme for Parish Councils.
O: (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.

Seaton Town Council

Financial Year 2024-25

Year End Internal Audit Observations



IAC Audit and Consultancy Ltd

Audit date: 31 May 2025

C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The value of the Councils Fidelity Insurance covers the value of the Councils cash & bank holdings	No	<i>The value of the Councils Fidelity Insurance, at £250,000, does not cover the value of the Councils cash & bank holdings</i>	The Council to review the level of its Fidelity insurance and consider whether it is adequate to cover the value of cash and bank balances held.	Medium	Noted

H Asset and investments registers were complete and accurate and properly maintained.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Assets purchased / disposed of have been added to / removed from asset register	No	<i>It was noted that in March 2024 the Council had 11 bus shelters on the asset register. It is understood that 7 of these were found to be owned by other authorities. The remaining 4 were removed during the 2024-25 financial year.</i>	The Council to note that the value of assets for 2024 needs to be restated to remove the value of the 7 bus shelters not owned by the town council. The 2025 value needs to be restated to remove the residual 4 bus shelters removed during the year.	High	An updated asset register will be presented to council for approval on 9 June 2025
2	Movement on asset register agrees to additions to disposals made in the year	No	<i>Movement on the asset register does not agree to additions to disposals made in the year (see above).</i>	See above	High	As above

Seaton Town Council

Audit 1 Date: 02/12/2024
Audit 2 Date:
Year End Audit Date 31/05/2025



Internal Audit Summary for the year 2024-25

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

Internal Control Objective		Observations	Observation Analysis					Responses			
			Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
A	Appropriate accounting records have been properly kept throughout the financial year.	0	0	0	0	0	0	6	0	0	0
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	0	0	0	0	0	0	34	0	8	0
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	2	0	1	1	0	0	10	1	3	0
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	0	0	0	0	0	0	16	0	1	0
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	1	0	1	0	0	0	17	1	8	0
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	0	0	0	0	0	9	0	0	0
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	0	0	0	0	0	0	15	0	10	0
H	Asset and investments registers were complete and accurate and properly maintained.	2	0	2	0	0	0	5	2	4	0
I	Periodic bank account reconciliations were properly carried out during the year.	0	0	0	0	0	0	15	0	1	0
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	0	0	0	0	0	0	6	0	5	0
K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered"	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	N/A	N/A	N/A	N/A	N/A	1	N/A	0	7	N/A

Internal Control Objective		Observations	Observation Analysis					Responses			
			Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
M	The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	0	0	0	0	0	0	5	0	0	0
N	The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	0	0	0	0	0	0	7	0	1	0
O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7	N/A
Total		5	0	4	1	0	1	145	4	58	0

Annual Governance and Accountability Return 2024/25 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published on the authority website/webpage before 1 July 2025.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both) no later than 30 June 2025. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

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

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

Publication Requirements

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

Before 1 July 2025 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities must publish:

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		N/A

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

Seaton Town Council

ENTER PUBLICLY AVAILABLE seaton.gov.uk

ENTER WEBSITE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic bank account reconciliations were properly carried out during the year.	Yes		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			N/A
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	Yes		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	Yes		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

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

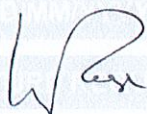
Date(s) internal audit undertaken

05/05/2024 02/12/2024

Name of person who carried out the internal audit

Kevin Rose ACMA- IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

03/06/2025

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

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

SEATON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

09/06/2025

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS www.seaton.gov.uk

Section 2 – Accounting Statements 2024/25 for

SEATON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	409,372	450,889	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	407,470	434,763	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	53,300	85,541	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	212,405	225,793	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	206,848	290,361	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	450,889	455,039	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	448,084	451,978	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	369,155	330,295	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

04/06/2025

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

09/06/2025

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

SEATON TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

SEATON TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

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

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(continue on a separate sheet if required)

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*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

SEATON TOWN COUNCIL

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

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

NOTICE

1. Date of announcement Tuesday, 10 June 2025

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

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:

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

commencing on Wednesday, 11 June 2025

and ending on Tuesday, 22 July 2025

3. Local government electors and their representatives also have:

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

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

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

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

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

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

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

The basic position

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

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

The right to inspect the accounting records

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

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024/25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

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

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

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

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

The right to make objections at audit

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

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

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

A final word

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

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

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

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						Apr-25	
	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	
						Apr-25	
Vehicles						Apr-25	
	Van	22-Nov-22	£ 11,100.00	Marshlands car park	Included purchase price and highways warning livery	Apr-25	
Marshlands Equipment	Shark Vacuum Cleaner	Jan-22	£ 100.00			Apr-25	
	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 / TIC	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	
						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	TIC 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	
						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	
						Apr-25	
	Football nets x 2	Oct-19	£ 372.00	Underfleet		Apr-25	
	Titan Rope Ladder	Apr-19	£ 234.00	Underfleet		Apr-25	
						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 uptodate 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	
Christmas lights						Apr-25	
						Apr-25	
						Apr-25	
						Apr-25	
Seaton Town Items	Town Fixtures		£ 29,494.02	Various - see separate sheet			
	Planters		£ 21,868.52	Various - see separate sheet			
	Benches		£ 26,944.99	Various - see separate sheet			
TOTAL ASSETS VALUE			330,294.63				

ELIZABETH ROAD PLAY AREA

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil TuckleyDATE: 2nd June 2025

Time Finished: _____

11.15

EQUIPMENT	HAZARD	RECOMMENDED ACTION	RISK LEVEL
CAROUSEL DISH	Rubber crumb shrinkage and wear. Written warning gets hot in sun	Monitor. Repair. Re-wrote written warning today	Low
ROUNDABOUT	Gap re: Rospa report, too large. Holes in worn rubber crumb. Slight rust.	Monitor all issues. Repair/replace - get quotes	Medium
FOOTBALL GOAL	Worn & playing surface. Broken cable ties on nets	Monitor make good. Replace broken cable ties today	Medium
GAMES AREA (MUGA)	Rusty bottom bar	Monitor/make good. Get quotes. (Harcombe?)	Medium
MULTIPLAY	Some corrosion. Chainlink notching	Monitor all issues/make good	Medium
TODDLER MULTI		Monitor	Low
PICNIC TABLES		Monitor	Low
BENCHES	Some decay and cracks	Monitor	Low
GATES X 3		Monitor	Low
ROCKING HORSE	Rubber crumb shrinkage and wear. Crack in seat.	Monitor. Repair/replace. Get quotes. Monitor/repair/replace seat	Low

EQUIPMENT	HAZARD	RECOMMENDED ACTION	RISK LEVEL
SPINNING UNIT (TITAN)	Rubber crumb shrinkage and wear.	Monitor/repair & replace crumb. Contractor	Medium
TODDLER 1 BAY-2 SEAT	Rubber crumb wear and shrinkage	Monitor/repair & replace	Low
JUNIOR 1 BAY 2 SEAT	Rubber crumb shrinkage and wear.	Monitor/repair & replace.	Low
SWING NET	Rubber crumb shrinkage and wear	Monitor/repair & replace	Medium
SLIDE		Monitor	Low
FENCE		Monitor	Low
WOODEN GUARDS	REMOVED		Low
PATH		Monitor	Low
TREES	Get new tree survey done.	Monitor	Low

UNDERFLEET**OPERATIONAL INSPECTION SHEET**INSPECTED BY: Phil TuckleyDATE: 2nd June 2025Time Finished 10.25am

EQUIPMENT	HAZARD	RECOMMENDED ACTION	RISK LEVEL
CYCLE STAND		Monitor	Low
GOAL NET X2 POSTS	Uneven playing surface. Broken canle ties in football net	Monitor/replace. Repaired broken cable ties today	Low
CYCLOPS (SPIN NET)	Bottom coupling links are notching.	Continue to monitor	Medium
TITAN (ROTARY)		Monitor	Low
SPIDERS WEB		Monitor	Low
CLIMBING WALL	Fall height Re: RoSPA report. 2.9m fall height, surface inadequate?	Monitor. Get advice/clarification from HAGS?	Low
DINO (ZIP WIRE)	Worn tyre stop. Uneven matting. Delaminating wood.	Monitor all issues. Replace tyre stop	Medium
NEXUS VIPER (ROPE SWING)	Tape added to rope end. Hole in matting	Monitor all issues.	Medium
WILLY JEEP	General rust & flaking/peeling paint.	Monitor /paint	Low
GAPING GHYLL	Cracks in timber.	Monitor	Low
LOPING BALANCE WEAVE	Cracks in timber.	Monitor	Low

EQUIPMENT	HAZARD	RECOMMENDED ACTION	RISK LEVEL
WALK/STRETCH POSTS	Some cracking in wooden posts. Worn and missing Astro Turf	Monitor	Low
NET TUNNEL	Timber cracks. Worn/missing astro turf.	Monitor	Low
6M NET PYRAMID	Wear to 3rd rope from the top.	Monitor wear to added tape on rope. Checked today.	Low
CIRCUS TRAMPOLINE	Uneven ground by item.	Monitor//make good.	Low
LANDSCAPE TUNNEL	Wood movement/rot. Hole in worn astro turf. Protective fall space Re: RoSPA report?	Monitor / repace item? Get quotes.	Medium
UNIMINI KERRA (TODDLER UNIT)	Flaking paint and some rust	Monitor	Low
LILLIE BASKET (SWING BASKET)		Monitor	Low
ROTY INCLUSIVE ROUNDABOUT	Worn rubber much	Monitor	Low
BENCH ON MOUND		Monitor	Low
2.4 SLEEPER BENCH X 3		Monitor	Low
DINSOSAUR RIBCAGE WALKWAY ARCH		Monitor	Low
GATES X 2		Monitor	Low

EQUIPMENT	HAZARD	RECOMMENDED ACTION	RISK LEVEL
FENCE		Monitor	Low
BOULDER SEATS	Located too close to cycle rack.	Relocate boulders?	Low
PATH	Surface worn/uneven	Monitor/repair/re-surface? Get quotes?	Low
TREES	See tree survey. Split tree by cycle rack	Monitor. Pollar/fell split tree	Low