



# SEATON TOWN COUNCIL

Town Hall  
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Seaton  
Devon  
EX12 2LD

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Tel: 01297 21388 Fax: 01297 625746  
Mayor: Cllr Mrs S Semple Town Clerk: Mr David Mears

## Annual Meeting of Seaton Town Council Monday 24 May 2010

All Council Meetings are open to the Public and Press\*

\* Public Bodies Act 1960 sec1 unless Standing Order 34(b) is invoked.

17 May 2010

**TO: All Members of Seaton Town Council**

Dear Councillor,

You are summoned to the Annual Meeting of Seaton Town Council, at the Town Hall, Seaton, in the Council Chamber on **Monday 24 May 2010** at **7.30pm**. The meeting will consider the items set out below.

A handwritten signature in blue ink, appearing to read 'David Mears'.

David Mears  
**TOWN CLERK**

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### 7.30pm Public Question Time

Prior to the meeting there will be a session in public to allow the people of Seaton to ask questions of, and make comments regarding the Town Council. This is not an opportunity to question, criticise, or abuse individual members or employees and any attempts to do so will be resisted. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the public are reminded that this is the only point at the meeting where they are allowed to make comments, and are asked to restrict their comments, and/or questions to three minutes.

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and therefore no minutes will be produced.

### Reports from County and District Councillors

District and County Councillors may give written reports on matters affecting Seaton

### Reports from Devon & Cornwall Constabulary

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# A G E N D A

1. **Election of Town Mayor** (Chairman of the Council) and Acceptance of Office. *(Should the elected Councillor not be present at the meeting the 'Acceptance of Office' will be conducted by the Town Clerk at a time and date to be agreed).* (LGA 1972 s14(1), 15(1&2), 33(1), and 34(1&2))

Mayors Appointments, as appropriate:-

- Consort
- Chaplain

2. **Mayors Announcements.**
3. **Apologies for absence and to consider whether to approve reasons given.** (If you cannot attend please telephone or e-mail your apologies to the Town Clerk. (LGA 1972 s85(1))
4. **Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159.  
*(NB this does not preclude any later declarations)*
5. **Exclusion of the press and public** - To agree any items to be dealt with after the public, including the press, have been excluded under Standing Order (34b).
6. **Election of Deputy Town Mayor** (Vice-Chairman of the Council) Should the elected Councillor not be present at the meeting the 'Acceptance of Office' will be conducted by the Town Clerk at a time and date to be agreed. (LGA 1972 s15(6) and 34(6))
7. **Appointments to Committees.** To consider appointments of members to committees with the appointed deputies. (LGA 1972 s101)
  - Planning, Environment & Regeneration Committee
  - Capital Projects and Premises Committee
  - Personnel (2 Councillors)
8. **Appointments of Representatives** – to outside bodies and organisations.
  - Exmouth & Seaton Interpretation Board (1 Member)
  - Devon Association of Local Councils (1 Member)
  - Townsend Surgery (1 Member)
  - Seaton Coastal Traffic Group (1 Member)
9. **Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 19 April 2010. (LGA 1972 Sch 12 para41(1))
10. **Amenities Committee** – To receive the minutes of the Amenities Committee meeting held on Thursday 4 January 2010 *(previously circulated)* and to adopt the resolutions and recommendations contained therein. (LGA 1972 Sch 12 para41(1))

11. **Planning Committee** – To receive the minutes of the Planning Committee meeting held on Monday 19<sup>th</sup> April 2010 & Tuesday 4<sup>th</sup> May 2010 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. ([LGA 1972 Sch 12 para41\(1\)](#))
12. **Finance & General Purposes** – To receive the minutes of the Finance & General Purposes Committee meeting held on Monday 17<sup>th</sup> April 2010 and Tuesday 4 May 2010 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. ([LGA 1972 Sch 12 para41\(1\)](#))
13. **Notice of Motion from Cllr J Meakin received 19 March 2010** – “that this Council asks Cllr J Knight to allocate £250 from his locality budget for a speed monitor for use by our local police. This monitor to be used solely in the Seaton Coastal area”.
14. **Notice of Motion from Cllr P Burrows received 09 April 2010** - We urge Devon County Council to get a grip on the state of the roads in Seaton that are full of potholes.
15. **Notice of Motion from Cllr Miss S O’Connell received 30 April 2010** "That this council sets up a bi-monthly Open Forum. This will be an opportunity for the Town Council to update residents on any news concerning Seaton, consult the community on matters of importance to the town by having an open discussion on a set topic/s and let the community ask general questions in a friendly, unrestricted arena. All of this will serve to establish a communication with residents, enabling us to go into any future meetings or projects well informed and to reinforce our links with Seaton as the elected representatives of this town"
16. **Office Accommodation** – A formal request from the Town Clerk and Personnel Committee for Council to consider alternative office space, which is urgently needed in light of the creation of an additional staff post and the Town Manager post. (Town Manager Post, which funding has been agreed but not yet received).
17. **Planning - 10/0332/FUL 8-10 Queen St Seaton EX12 2NY**, Demolition of part of existing storage building and roof and construction of single storey extension and rear first floor extension to form storage and office accommodation. (Mr C Hammett) (amended plan)
18. **Finance – Town Council Year (2009/10) to Date (Y2D) Budget** – To review the budget information. [Accounts & Audit Regulations 2003 reg 4](#).
19. **Finance – Accounts for Payment** –to review and note items of expenditure
20. **Finance – Cheque Signatories to be agreed**. To select and authorise at least six members to act as cheque signatories. Any two Councillors are required to sign a cheque. Town Clerk/RFO to be authorised to amend the bank mandate if appropriate.
21. **Report from Town Clerk**. Town Clerk may make a verbal report on use of delegated powers and any other items that may be of interest to Council.
22. **New Standing Orders** – Members to review and adopt new Standing Orders based on the Model Standing Orders issued March 2010 by National Association of Local Councils (NALC). This motion will stand adjourned without discussion until the next ordinary meeting of the Council. (*Adoption of the new Standing Orders form part of the audit regime*).

**In the view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration this item (agenda item 5 above refers)**

23. **Commercial in confidence** – (2 items) To discuss lease agreements.