



**To all Members of the Community & Open Spaces Committee  
Community & Open Spaces Meeting  
Tuesday 28<sup>th</sup> August 2018**

**Councillors: K Beer, P Burrows, C Chadwick, D Ledger, J Rowland,  
K Rye, H Sanham, R Webster**

**21<sup>st</sup> August 2018**

You are summoned to attend a meeting of the Community & Open Spaces Committee on **Tuesday 28<sup>th</sup> August 2018 at 7.30pm**, or immediately following the meeting of the Planning Committee, whichever is the earliest, at Marshlands Centre, Harbour Road, Seaton, EX12 2LT.

*Amy Tregellas*

**Town Clerk**

**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.**

**AGENDA**

- |                       |  |
|-----------------------|--|
| <b>18/C&amp;OS/01</b> | <b>Apologies for absence</b>   |
| <b>18/C&amp;OS/02</b> | <b>Declarations of Interest</b>  |
| <b>18/C&amp;OS/03</b> | <b>Minutes</b><br>To approve the minutes of the meeting of the Community & Open Spaces Committee held on Monday 30 <sup>th</sup> July 2018 |
| <b>18/C&amp;OS/04</b> | <b>Public Question Time</b>  |
| <b>18/C&amp;OS/05</b> | <b>Marketing Contract</b><br>To receive the monthly update on the work of One Voice  |
| <b>18/C&amp;OS/06</b> | <b>Budget</b><br>To receive an update on the budget for areas falling under the remit of the Communities Committee                         |
| <b>18/C&amp;OS/07</b> | <b>Cycle Fest 2018</b><br>To receive a report on the Cycle fest budget to date   |

- 18/C&OS/08**      **Christmas 2018**  
To receive an update on the plans for Christmas 2018
- 18/C&OS/09**      **Promote Seaton**  
To receive an update from the Promote Seaton meeting which took place on Thursday 23<sup>rd</sup> August
- 18/C&OS/10**      **Events for 2019**  
To consider the report on events for 2019
- 18/C&OS/11**      **Artisan Market and Art@Jubilee traders 2019**  
To consider a report on the sourcing of traders for the Artisan Market and Art@Jubilee events in 2019
- 18/C&OS/12**      **Town Guide 2019**  
The Committee to start thinking about the Town Guide for 2019
- 18/C&OS/13**      **Communities Together Fund**  
To receive an update on the Communities Together Fund
- 18/C&OS/14**      **Memorial Benches**  
To consider the policy on Memorial Benches
- 18/C&OS/15**      **Volunteers Day**  
To consider plans for a volunteers day at Marshlands
- 18/C&OS/16**      **Hanging Baskets**  
To consider a report regarding brackets for hanging baskets for 2019
- 18/C&OS/17**      **Play Area Inspection Report**  
To receive an update on the latest play area inspection reports including a request for works to a piece of play equipment
- 18/C&OS/18**      **Seagulls**  
To consider the request from Council to look at seagulls: how to prevent seagull mess in the town; and how to clean up seagull mess that is already in the town
- 18/C&OS/19**      **Update on actions arising**  
To receive a progress report on actions arising:
- Websites
  - Town Guide 2018
  - Road warden scheme
  - Community Enhancement Fund
  - WW1 beacons
  - Seaton App
  - Skate Park Mural
  - Heritage Trail
  - Town Crier

**Communities Committee**

**Minutes of the Communities Committee Meeting on Monday 30<sup>th</sup> July 2018**

**Present**

**Chairman:** Cllr Sanham

**Councillors:** Beer, Burrows, Chadwick, Rowland, Rye and Webster

**In attendance:** Town Clerk  
3 members of the public

**1. Apologies for Absence**

No apologies as all Councillors were present

**2. Declaration of Interest**

Cllr Burrows declared a personal interest as a Member of East Devon District Council (EDDC).

**3. Minutes of the previous meeting**

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 25<sup>th</sup> June 2018

(moved Cllr Webster; seconded Cllr Chadwick)

**4. Public Question Time**

Mr Buckley spoke and said 'on Saturday Art@Jubilee will be taking place. The previous contractor took responsibility for the event including taking the decision to cancel due to inclement weather – will this be the responsibility of the Events Officer?

**5. National Play Day**

Victoria Robinson, Community Development Worker (Youth) from East Devon District Council talked to the Committee about National Play day which takes place on 1<sup>st</sup> August 2018 at Elizabeth Road Playing Fields. Victoria confirmed that the community development team wish to increase their presence in Seaton through events. They want to build up the event from a small pop up to a large event like to one held in Phear Park in Exmouth where Leisure East Devon, Exmouth Town Council and local community groups are involved. Victoria handed out flyers advertising the event on 1<sup>st</sup> August and the Town Clerk confirmed that the flyer had already been posted on social media. Cllr Burrows offered to distribute the flyers around Seaton.

Victoria confirmed that she would like a list of contacts for local groups to get them involved for 2019 and also to work with the Council on this event. Normally EDDC foot the bill for items such as a bouncy castle and food vendors so that this is free of charge for attendees.

The Committee **RESOLVED** to consider if there are any activities that it can get involved with, with ideas being considered as part of the budget setting process in November and that Victoria be invited to the Committee's January 2019 meeting to discuss the plans for the 2019 event at that stage.

(Moved Cllr Sanham)

## 6. Marketing Contract

Discussion took place around:

- How do One Voice calculate the AVE and OTS figures in their report
- Feedback that lots of people still don't know who One Voice are – maybe make it clear on the first approach that they manage #visitseaton
- The need to ensure that all businesses in the town centre have been contacted and the need for it to be a two step approach with step 1 being to introduce themselves to the business and then secondly for the business to be clear to contact One Voice to promote their business
- Ascertain how far One Voice have got in contacting businesses – especially those not contactable by email
- Ascertain from One Voice who they are contacting in terms of the Seaton Independents Campaign i.e. who will be approached to be a dedicated independents spokesperson?
- Suggest to One Voice that they use the Seaton Traders Facebook page for contacting businesses
- In terms of the Cycle Fest could One Voice provide feedback as to how the pitch to BBC Spotlight and ITV went and why they didn't feel it was worth covering
- Provide feedback to One Voice that it was disappointing to note that the Twitter and Facebook feeds were not being managed on the days of the Cycle Fest
- The need for One Voice to come along to meetings on a regular basis

The Committee **RESOLVED** that One Voice be asked to attend the Communities Committee meetings on a quarterly basis starting at the August meeting (moved Cllr Sanham; seconded Cllr Webster)

The Committee **RESOLVED** to sign off the Independents Campaign but asked for more information on how One Voice will identify the dedicated spokesperson. (moved Cllr Rowland; seconded Cllr Chadwick)

## 7. Budget Monitoring

The Committee considered the budget monitoring report and discussion took place around:

- Artisan Market Budget - The need to add the brought forward figure for the Artisan Market budget
- Community Budget – query regarding the seafront banners and duplication of the designs have gone up
- Community Budget – seafront enhancement and the need to vire the money from the Ear marked reserve to the communities budget
- Footpaths – can we get reimbursed by Devon County Council for some of the works completed by the Town Maintenance Officer
- Parishes Together – Town Clerk to chase DCC regarding invoice for the Brown Signs project
- Seaton in Bloom – it was suggested that ideas come forward for using the special projects budget but it was agreed to wait until the feedback from the South West in Bloom judges had been received

- Town Development – Requested that a complete breakdown of the Cycle Fest income and expenditure be brought to the August meeting

The Committee **RESOLVED** that the funding held in the Seafront Enhancement Scheme be vired to the Community cost centre nominal code 4875 (moved Cllr Rowland; seconded Cllr Beer)

The Committee agreed to **NOTE** the budget (moved Cllr Sanham)

## 8. Cycle Fest 2018

Discussion took place around:

- The reason for the Cyclefest being to bring footfall and visitors into Seaton and whether feedback had shown that this had worked
- Does the Council need to do consultation with the businesses and community on the Cyclefest and how it could be improved in future years
- Methods for metrics and data collection but this being very expensive to do
- Do we need to do a special survey – maybe using survey monkey asking visitors to complete a short survey
- The need for this to be discussed at the Promote Seaton Group
- The need for more discussion on the website at the next meeting
- The need to get a date in the diary for the Cyclefest 2019

The Committee **NOTED** the report (moved Cllr Sanham)

## 9. Future Events

Discussion took place around:

- The potential to expand the Velo Vintage day to include live music over the weekend
- Christmas plans and to invite the primary school and Axe Valley Community Choir to perform
- Speak to the library to see if they want to be involved in the Christmas event
- Liaise with businesses to see if they want to be involved in a Christmas activity
- Window Wanderland – the Events Officer to sound out businesses and put the information on the Traders Facebook page and to bring an update back to the next meeting
- Window Wanderland and Christmas plans to be on the agenda for the next Promote Seaton meeting

The Committee **RESOLVED** that the list of proposed events, Christmas Plans and Window Wanderland be discussed at the next Promote Seaton meeting. (Moved Cllr Sanham; seconded Cllr Webster)

## 10. Promote Seaton Group

Discussion took place around:

- A Boards and to who would put them out and locations
- It being beneficial to have an A Board on Thury Harcourt Place to direct people into the town

- Finding out whether EDDC's toilet cleaner would be willing to put out the A Board and take it in when unlocking and locking the toilets at Thury Harcourt Place
- The second A Board being located on Fore Street near the cut through from the Co-op
- New maps going up in a number of locations in the town this week
- Thanks was given to volunteers who gave their time to weed the town centre prior to the South West in Bloom judging

The Committee **RESOLVED** that Cllr Webster send round art work for the A Boards and for Councillors to send comments through by the end of the week. Once finalised the Town Clerk is to send the artwork over to Seaton Print and Design for A1 posters to be produced. The Town Clerk is also to confirm to Jenny from the Owl and Pyramid that liability for the A Boards is the Councils.  
(moved Cllr Sanham; seconded Cllr Webster)

### **11. Seaton in Bloom and South West in Bloom**

Discussion took place around:

- The need for a timeline covering what is done when
- The need for confirmation as to when the presentation date is
- Waiting for feedback from the South West in Bloom judges before and decisions are made about entering for 2019

The Committee **RESOLVED** that the judging for the Seaton in Bloom competition take place in the week commencing 24<sup>th</sup> June 2019  
(moved Cllr Sanham; seconded Cllr Rowland)

### **12. Art@Jubilee**

Discussion took place around:

- The need for signage directing people from the Artisan Market to Art@Jubilee and vice versa
- The idea to laminate A3 signage to go on the old A Boards to be put out by the Events Officer on Saturday 4<sup>th</sup> August
- The Events Officer to be the person who makes the decision as to whether an event is cancelled e.g. if inclement weather is forecast

### **13. Artisan Market and Art@Jubilee Traders**

A report to come to the next meeting on proposals to attract new traders for 2019

### **14. Town Guide**

The Committee **RESOLVED** that three thousand Town Guides be returned from Take One Media so that they can be distributed in local outlets. The Town Clerk to chase Take One Media to provide a list of the Tourist Information Centres and other outlets that have the guides.  
(moved Cllr Sanham; seconded Cllr Chadwick)

### **15. Seaton App**

The Town Clerk showed the Committee the revised app and discussion took place around:

- Cllr Ledger liaising with the Town Clerk in order for her to liaise with Blaze over the layout of the app
- The Town Clerk to send the testflight information across to Councillors so that they can review the app
- Once the population has been completed the need to launch the app and publicise it via One Voice
- The idea of running an event at Marshlands to show businesses the new app

These points to be considered more at the next meeting

### **16. Play Area Inspection Report**

To be considered at the next meeting.

### **17. Trails around Seaton**

Cllr Sanham explained that a trail is being developed with a leaflet for people to follow the history of the banners with the idea of moving people around the town.

Cllr Webster said the cost of 2,000 leaflets was £40

Leaflets can be distributed through the usual outlets such as Seaton Jurassic

The Committee **RESOLVED** to go ahead with the printing of the leaflets up to a maximum cost of £50

(moved Cllr Sanham)

### **18. Update on Actions Arising**

#### Websites

Discussion took place around:

- Seatondevon.org – the town guide picture on the front page needs changing to review the front page of the 2018 guide and the information relating to shops needs to be updated
- Town Council website – news page needs to be updated as a priority and should feature information on Cllr Burrows being mayor and the co-option of Cllr Ledger
- Councillors to feed back any comments to the Town Clerk for amendment
- Also the community information page and Marshlands pages also to be updated ahead of the Policies page
- The need to ask One Voice to commence taking responsibility for the seatondevon.org website

The Committee **RESOLVED** that One Voice be requested to use the seatondevon.org website to market the town including events and activities i.e. cyclefest information and photos

(moved Cllr Sanham; seconded Cllr Chadwick)

Town Maintenance Schedule – Councillors stated that this was a good way forward. Bus shelters to be painted black to match the colour of the street lamps when they are painted. It was noted that finger posts were scheduled for painting in September and bus shelters scheduled for painting in September/October

Road Warden Scheme – The Town Clerk to send information to Councillors once a response has been received from Highways

Painting Schedule – The Town Clerk to ask EDDC what their painting schedule is for the street lamps

The meeting ended at 22.00pm

**Chairman:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Communities Committee  
CHRISTMAS 2018 - SATURDAY 1<sup>ST</sup> DECEMBER**

**PROPOSED TIMINGS**

Sunshine Samba	5.00 – 5.30pm
Majorettes	5.30 – 5.50pm
Christmas Tree Switch On Mayor	5.50 – 6.00pm – Carnival Princesses & Prince,
Carnival leaves Harbour Rd	6.00pm
Choir	6.00pm – until procession comes down Fore Street

**BOOKED/ARRANGED**

Carnival will process from Harbour Road, along the Underfleet and down Fore Street as previous 2 years, finishing on the Esplanade.

Procession will leave Harbour Road at 6pm and will have finished by 7pm

Carnival are in the process of applying for a rolling road closure, STC to pay cost of £75.

Carnival Committee would like to use Marshlands, as they previously have, to provide refreshments for the Carnival entrants at the end of the parade.

Majorettes to display from 5.30 - 5.50pm

Sunshine Samba are provisionally booked for the 1<sup>st</sup> December.

A table top sale will be taking place at the Gateway (organised by the Gateway).

Carnival programme has gone to print, will be distributed end of July.

Lights in Windsor Gardens need to be maintained, cherry picker will be required for this. – 1<sup>st</sup> October.

**QUESTIONS**

Do we want to see if the school will be available – this may not be possible as it's a Saturday.

Do we want Seaton Eats Boutique to attend in Windsor Gardens as last year?

Eleanor Carr would be available, following an initial meeting on the 03.07.18. EC would want a market to be running alongside.

Options on choirs/entertainment – Axe Valley Community Choir, Axe Vale Singers, Testudo or Axmouth Childrens Theatre

**IDEAS**

Christmas Window displays in town.

Object in window (as September)

Best Decorated Shop

Christmas Face painting

Best Dressed Christmas Mobility Scooter

Food Market

Christmas Trail around shops

## Photo cut out boards

### Santa and Child Outdoor 2 Face Hole

Photo Board size: 170cmx100cm



Buy Me Price: £295 + VAT  
Hire Me Price: £150 + VAT

[BUY NOW](#) [HIRE NOW](#)

### Winter Wonderland

Photo Board size: 170cmx120cm



Buy Me Price:  
£325 + VAT

[BUY NOW](#)

Hire Me Price:  
£175 + VAT

[HIRE NOW](#)

Lions have a popcorn machine – but would need electricity supply.

Photography competition

Community led activity in the afternoon – lanterns? Get the library or Wetlands involved.

Fancy Dress

Christmas fancy dress for dogs

Donkeys from Donkey Sanctuary

Santa's Grotto

Seaton Santa Saunter to be held on different date?

Fireworks on the beach

Live music – contact local Secondary schools, talented singers to come and do a 15 minute set?

Christmas story that would take groups around town....to different shops

Christmas quiz – music, pub?

## ISSUES TO BE ADDRESSED

What lights are required on the roundabout by Fisherman's Gap?

Lights could be put up from Milford Dormer over to Lloyds Bank but the power supply/socket would need replacing.

Environmental Health mentioned to E.C of Seaton Eats Boutique that lighting up at Windsor Gardens was poor, traders were unhappy with lighting levels too.

If a market was to go ahead in Windsor Gardens there would be have to be some expenditure on lighting.

Poster to be designed/signed off & printed by 30<sup>th</sup> October.

Gazebo roof fabric – some are leaking and will need looking at prior to Christmas Market.

Commando switches.

If Christmas trees are wanted around town on brackets then brackets need to be checked, put up etc.

Confirmation of how many Christmas trees and where they are wanted.

Large Christmas decorations would be worthwhile for the tree in the main square – strobe lights or baubles

**Communities Committee  
Promote Seaton**

The next meeting of the Promote Seaton Group will take place on Thursday 23<sup>rd</sup> August at 9am and the Events Officer will provide an update to the meeting

---

**Communities Committee  
Events for 2019**

Potential dates for 2019 are as follows:

Big Clean

Saturday 9<sup>th</sup> March

Artisan Markets

Saturdays:

April 6<sup>th</sup>

May 4<sup>th</sup>

June 1<sup>st</sup>

July 6<sup>th</sup>

August 3<sup>rd</sup>

September 7<sup>th</sup>

Art@Jubilee

Saturdays:

June 1<sup>st</sup>

July 6<sup>th</sup>

August 3<sup>rd</sup>

September 7<sup>th</sup>

Cycle Fest:

The first weekend in July which is Saturday 6<sup>th</sup> and Sunday 7<sup>th</sup> July

Christmas

Saturday 30<sup>th</sup> November for the Christmas light switch on and Christmas carnival

**RECOMMENDATION:** That the dates for the events in 2019 are recommended to Council for approval

**Communities Committee  
Artisan Market & Art@Jubilee Traders**

Once the dates for the 2019 events have been agreed, the marketing and promotion of the Artisan Markets and Art@Jubilee will commence.

It is proposed that the following is done to source traders:

1. Contact existing traders with the details
2. Contact other markets in the local area and find out if any of their traders are interested in trading at the Artisan Market or Art@Jubilee
3. Contact Carnival market organisers to see if they have any traders interested in trading
4. Contact the local art clubs to see if they have any members interested in trading at Art@Jubilee
5. Contact local photography clubs to see if they have any members interested in trading at Art@Jubilee such as Colyford & District Photographic club
6. Flyers to go in shops in the 'Cultural Quarter' in town
7. Put an advert in the local paper
8. Social media campaign to go on websites, Facebook and Twitter – working with One Voice
9. Send posters to local Town and Parish Council's asking them to display on their noticeboard
10. List of contacts via John Buckley

**Communities Committee  
Town Guide**

The Committee to start thinking about how they wish to proceed with the Town Guide for 2019

---

**Communities Committee  
Communities Together Fund**

Information taken from EDDC website

**How much you can apply for**

- There is a total funding pot of around £195,000. This made up of £1.10 per elector in East Devon, plus the unallocated funding from the Parishes Together Fund which money was allocated to in the same way.
- You can apply for a maximum of £30,000 and a minimum of £400.
- A minimum of 20% of the total costs of your project must be funded from other sources. For example, for a project that costs £10,000 in total, you can apply to this fund for a maximum of £8,000 and must find a minimum of £2,000 of the money to pay for the project from elsewhere. You should have at least the vast majority of your match funding in place before applying to us, preferably all of it.
- If the organisation paying for the project is VAT registered and is able to claim back VAT, you must only apply and claim for the net amount (total amount minus VAT).
- We'll pay grants upon receipt of invoices and receipts for the project as outlined in the application form unless you agree an exception with us in advance.
- There is likely to be a lot of competition for the funding, so not all projects will be funded. Have a good think about how much you really need and what other funding you might be able to find from elsewhere.

**2. Who can apply**

**Four types of organisations can apply:**

1. Town and parish councils. Your project must benefit two or more town or parish council areas in East Devon, excluding Exmouth who are managing their own funding. Each application must be submitted jointly by two or more parish or town councils with one application form submitted by a lead parish or town council. In addition you must make all the [relevant East Devon District Councillors](#) aware of your project.

The following can also apply, as long as they have a governing document, which needs to be sent with the application:

2. Charities registered with the Charities Commission. You'll need to send in accounts from the previous financial year.
3. Properly constituted and regulated Community Interest Companies registered with Companies House. You'll need to send in accounts from the previous financial year.

4. Voluntary and community groups and clubs where someone like a town or a parish council has agreed in writing to be accountable for the project and the funding, and bankroll it. Please send evidence with your application. The accountable organisation will need to send in relevant documents.

**Organisation types 2, 3 and 4 please note;**

- All projects must benefit two or more town or parish council areas. Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.
- You must have the written support of at least one of the town and parish councils for the areas that would benefit from your project (not including Exmouth). You must send this in with your application. When you contact the relevant town or parish councils you must also contact the relevant East Devon District Council Ward Member(s) to let them know about your project, so for example if you are emailing the town or parish council then copy in the Ward Member.  
[Find out about town and parish council areas and how to contact them.](#)  
[Find out which EDDC Ward Members to contact and how to contact them.](#)

**3. What we will fund**

- Projects that benefit two or more town or parish council areas within East Devon. For example, this could be factors such as residents of neighbouring parish attending your project, or the project being delivered in multiple locations in different parishes. Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits. Although we will consider applications that include a small benefit to Exmouth as well as a larger benefit to two or more other town or parish councils, where there the majority of the benefit is to Exmouth or where Exmouth is the only beneficiary you must apply to the Exmouth fund through Exmouth Town Council, which is not yet open to applications.  
Projects that show communities working together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.
- All applicants must show that they have explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project.
- Grants are for both capital (one off costs of a permanent item, structure etc) and / or one off revenue costs (temporary items, events, start-up costs, costs of a time limited project etc.). Can include one off staff costs / time limited project staff costs.
- All grant money awarded must realistically be able to be spent and claimed within 12 months of receiving your grant offer letter.

**4. What we won't fund**

- Projects that only benefit one town or parish council area within East Devon.
- Projects where there is a significant benefit to Exmouth or where Exmouth is the only beneficiary. In this case you must apply to the Exmouth fund through Exmouth Town Council.
- Unsustainable projects. For example, projects that need to continue beyond the life of the funding but are unlikely to be able to.

- Projects working with vulnerable people where there isn't a Safeguarding Policy and / or appropriately trained staff / volunteers.
- Projects for organisations that have more than 12 months running costs in reserves.
- Projects where planning permission is required but hasn't yet been given.
- Funds can't be given to help pay off debts.
- Projects that promote religion or politics.
- On-going costs including staff costs or costs for the day to day running of an organisation, unless this is during a transition phase with documented evidence of how the project will become sustainable post transition.
- Regular activity such as grass cutting, ditch and drainage work and other associated 'lengthsman' duties.
- Projects that are the statutory obligation of another statutory organisation for example Devon County Council, the Church or the NHS.
- Projects that will have already started before grant offers are made.
- Repeat projects. You can't apply for funding for the same project twice, unless there is a compelling business case proving this will help the change to the project becoming sustainable. We also won't fund projects that have previously received funding from the Parishes Together Fund.
- Funds can't be given to benefit individuals or private / for profit enterprises.
- Projects that are eligible for East Devon District Council's [Community Buildings Fund](#).

## **5. What to include as part of your application**

Please send us quotations, tender specifications and evidence of cost as outlined:

- All projects that will cost under £5,000 must include at least one written quotation from a contractor (if using a contractor) / supplier.
- If the total cost of your project is between £5,001 and £100,000 you must provide a minimum of three quotations. For projects between £5,001 and £100,000 you must invite quotations using a written tender specification containing brief details of the project and asking for quotations to be submitted to you by a specified deadline. The same written tender specification must be sent to all organisations you're inviting to send you a quote. This is to ensure all organisations vying for the project have exactly the same information to use for their quotation.
- If the total cost of your project is over £100,000 you must use a formal tender process and a minimum of 4 suppliers must respond to a written tender specification. If you aren't sure what this involves please contact us.
- If for some reason you can't submit the required number of quotations please send us information / evidence of why this isn't possible.
- If your project doesn't involve any 3rd party quotations please give us as much detail as possible on how you reached your conclusion of costs.

In addition:

- If you are applying as a voluntary or community group, Community Interest Company or a registered charity you'll need to send us a copy of your governing document. You must also send us the previous year's accounts for your organisation, or evidence that another organisation such as a town or parish council will be accountable for and bank roll your project. Also send us a letter of support from at least one of the town and parish councils that your project will cover.

- If your project involves work with vulnerable people then send us a copy of your safeguarding policy/policies and details of how any staff and volunteers and appropriately trained.
- Please send supporting documents wherever possible. This could include things such as; details of offers/ grants from any other funder/ organization, photographs, specifications and drawings, extracts from your Parish Plan(s) or Neighbourhood Plan(s), evidence of consultation e.g. letters of support, evidence of need for your project.

#### **6. When you should apply**

The closing date for all applications is midnight on Wednesday 16 January 2019. Any applications received after this will not be taken forward and will be returned to you. The fund is confirmed for this year only. Decisions on applications will be made at the end of March 2019. This is a competitive fund, we don't expect to be able to fund all applications.

Once the deadline is reached incomplete applications will not be assessed.

**Communities Committee  
Memorial Benches Policy**

This is the information that East Devon District Council have on their website relating to Memorial Benches. Also attached are policies from a three other parish Councils.

Are there any parts of these policies that the Committee would like to adopt as our policy?

EDDC Policy

You can buy a memorial bench from us. Please note, we can only place memorial seats on land owned by us

**Recycled seats**

Recycled plastic seats are long lasting and an excellent use of material which would otherwise end up as landfill. They can be secured at various locations throughout our district but are especially robust for areas subject to extreme weather conditions.

The plaques used on recycled plastic seats is made from engraved stainless steel which suits the more modern style.

Styles of seat vary depending on which location you choose with details on application.

We can offer a seat on a 15 year lease for a fee of £1500.00.

There is the option of renewing for a further 10 years for a further £750.00.

This includes a provision of a plaque, securing the seat on site and a contribution towards maintenance.

Additional plaques will be charged at £75.00 per plaque. Plaques will be offered back to the donor at the end of the lease period.

You can also adopt an existing seat (one without a plaque) for £500.00 also for a period of 15 years.

**Agenda item: 15**

**Communities Committee  
Volunteers Day**

The Committee to discuss arrangement for a volunteers day at Marshlands

---

**Agenda item: 16**

**Communities Committee  
Hanging Baskets**

Devon County Council have replaced a number of street lamps in the area around Harbour Road and the Underfleet. As a result of this the old hanging basket brackets that used to be attached to the old street lamp standards no longer fit. As a result of this the Grounds Maintenance Contractor has attached the hanging baskets for 2018 in a different way.

We have searched online and have not been able to find an off the peg solution to obtain new brackets. The last time hanging basket brackets were procured by the Council the former Town Maintenance Officer made them.

To make six new brackets for the hanging baskets for 2019 the cost would be £120 for the brackets, steel and labour.

Do the Committee wish to go ahead with this work?

---

**Agenda item: 18**

**Communities Committee  
Seagulls**

The Committee to consider the request from Council regarding how to prevent seagulls nesting and making a mess of the town centre and how to clean up seagull mess already in the town

**Communities Committee  
Update on actions arising**

Websites

Update to be provided at the meeting

Town Guide 2018

Three thousand town guides have been returned from Take One Media and these are now being distributed.

The Town Maintenance Officer will drop a box off every Friday at Tesco and Co-op

Take One Media have been chased re outstanding queries and this information will be provided at the meeting

Road Warden Scheme

Chased Devon County Council for clarification on the Road Warden Scheme

Community Enhancement Fund

Waiting for quotes for weeding and anticipate that this will come back to the Committee in September

WW1 beacons

Update to be provided at the meeting

Seaton App

Update to be provided at the meeting

Skate Park Mural

Chased Leisure East Devon and EDDC for a report. Update to be provided at the meeting

Heritage Trail

Cllr Sanham to provide an update at the meeting