Dear Sir/Madam,

Meeting of Seaton Town Council Monday 5 September 2016 at 7.15pm or immediately following the meeting of the Planning Committee, whichever is the later.

You are hereby summoned to attend the above meeting to be held at Marshlands, Harbour Road, Seaton. 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.

Yours faithfully,

Cllr Marcus Hartnell
Chairman of the Council

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.

A G E N D A

Prior to the start of the meeting the Chairman will say a prayer.

‘PART A’

1. Apologies for absence
   To receive any apologies for absence.

2. Co-option of new Councillor
   To elect a candidate for the casual vacancy within the council, after which the successful candidate will sign their Declaration of Acceptance of Office.
3. **Declarations of Interest**
   To receive any Members’ declarations of interest in respect of items on the agenda. Note: You must also declare the nature of any personal or disclosable pecuniary interests in an item whenever it becomes apparent that you have an interest in the business being considered.

4. **Matters of Urgency**
   To consider any items that in the opinion of the Chairman should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes).

5. **Exclusion of the Public**
   To agree any items to be dealt with after the public (including the press) have been excluded. There are three items which the Clerk recommends should be dealt with in this way.

6. **The minutes (copies attached)**
   To confirm the minutes of the meeting of the Town Council held on Monday 1 August 2016.

7. **Chairman’s Report**

8. **Public Question Time**
   To allow any questions or reports from members of the public.

   The period of time which is designated for public participation shall not exceed fifteen (15) minutes. However, the Chairman will have the discretion to extend public participation if the need arises.

   Each member of the public is entitled to speak and shall not speak for more than three (3) minutes on any one particular item. However, the Chairman may allow members of the public to speak more than once.

   A question asked or comment made by a member of the public during public participation time at a meeting shall not necessarily require a response or debate.

   The Chairman may direct that a response to a question or comment posed by a member of the public be referred to a Councillor for an oral response or to the Clerk for a written or oral response, or to be brought back for discussion at an appropriate meeting.

9. **Police Report**
   To receive the August report from the Police.

10. **County Councillors report**
    To receive the August report from the local County Councillor.
11. District Councillors report
To receive the August report from the Ward District Councillors.

12. To note Standing Order 1(t) that:
“If prior to a meeting a Councillor has submitted reasons for his absence from the meeting
which is then approved by a resolution, such resolution shall be recorded in the minutes of the
meeting at which the approval was given."

13. To receive feedback from Cllrs Hartnell and Sanham on meeting with DWT on the Council's
Service Level Agreement

14. To receive report from Jetty Working Party on their August meeting, and to receive an update
on their application to become a Coastal Community Team (Cllr Burrows)

15. To adopt Standing Orders as amended (attached)

16. To agree date for Seaton Cycle Fest 2017

17. To agree that the Marshlands Working Party becomes the Assets Committee and brings back
terms of reference for the next meeting

18. To receive update on Windsor Gardens flag flying protocol (Chairman)

19. To receive an update on Seaton Town Council website (Cllr Dawn Squire)

‘PART B’
20. To receive a report and recommendations from the Marshlands Working Party

21. To discuss a draft lease for the Axe Valley Heritage Association (Seaton Museum) - draft lease
to follow

22. To receive an update on the lease with Seatons Voice