



## Minutes of the Annual General Meeting of Seaton Town Council On Tuesday 8<sup>th</sup> May 2018

### Present

**In the chair:** Cllr P Burrows

**Councillors:** K Beer, C Chadwick, M Hartnell, S Read, J Rowland, K Rye, H Sanham, M Shaw, D Squire

**Officers:** Town Clerk

**Public:** 4 members of the Public

### **1. Election of Mayor/Chairman for the 2018/19 Municipal Year**

Cllr Beer proposed Cllr Burrows as Mayor / Chairman of Seaton Town Council for the 2018/19 Municipal Year

Cllr Squire seconded the proposal.

There were no other nominations.

The Council **RESOLVED** to approve the election of Cllr Burrows as Mayor / Chairman of Seaton Town Council for the 2018/19 Municipal Year.

### **2. Declaration of Acceptance of Office**

Cllr Burrows read and signed the Declaration of Acceptance of Office.

Cllr Burrows thanked the Council for appointing him as Mayor/Chairman and thanked Cllr Rowland for his hard work as Mayor/Chairman in the last Municipal Year

### **3. Election of Deputy Mayor/Vice Chairman for the 2018/19 Municipal Year**

Cllr Burrows proposed Cllr Beer as Deputy Mayor/Deputy Chairman of Seaton Town Council for the 2018/19 Municipal Year.

Cllr Sanham seconded the proposal

There were no other nominations

The Council **RESOLVED** to approve the election of Cllr Beer as Deputy Mayor / Deputy Chairman of Seaton Town Council for the 2018/19 Municipal Year.

### **4. Declaration of Acceptance of Office**

Cllr Beer read and signed the Declaration of Acceptance of Office.

Cllr Beer thanked the Council for appointing him and hopes that he serves the Council well

### **5. Apologies for absence**

The Council voted that it did not accept apologies from Cllr Webster as he did not give a sufficient reason for absence

## **6. Declarations of Interest**

Cllr Burrows declared a personal interest as a Councillor with East Devon District Council (EDDC)

Cllr Hartnell declared a personal interest as a Councillor with East Devon District Council (EDDC)

Cllr Shaw declared a personal interest as a Councillor with Devon County Council (DCC)

## **7. Minutes**

The Council **RESOLVED** to agree the minutes of the meeting on Monday 9<sup>th</sup> April 2018, subject to the following amendments:

- Minute 228, bullet point 3 be amended to clarify that information from the Economic Development Team be regarding what they are doing /what they can do to improve the town centre;
- Minute 228, bullet point 4 be amended so that it reads 'make Seaton a refill town in respect of water refills with the provision of stickers for local businesses...'
- Minute 238 to be amended to read  
(moved Cllr Read; seconded Cllr Shaw)

The Council **RESOLVED** to agree the minutes of the special meeting of Council on Monday 16<sup>th</sup> April 2018

(moved by Cllr Burrows as the Chairman)

## **8. Public Question Time**

Mrs Rita Buckley asked when the bunting would be going up.

*The Town Clerk confirmed that it would be going up in the week commencing 14<sup>th</sup> May 2018*

Mr Doug Rudge gave the Council an update on the grant funding that had been awarded to the Seaton Martial Arts Club and the Axe Valley Heritage Association and the projects that the funding had been spent on. Mr Rudge thanked the Council again for its support with grant funding on behalf of the two organisations.

## **9. Scheme of Delegation**

The Council considered the Scheme of Delegation attached as part of the agenda pack.

Discussion took place around a number of amendments:

Delegation to Committees:

- Remove the row relating to culture and add this under the row on Arts so it becomes Art and Culture;
- In respect of the section on changes to policies and procedures amend the function so that it reads 'recommending changes to Standing Orders and Financial Regulations to Council'
- In terms of the management of Council assets split the function of managing and maintaining the Council's land and buildings into 'Managing and maintaining the Council's land delegated to the Communities and Open Spaces Committee and

'Managing and maintaining the Council's buildings delegated to the Finance and General Purposes Committee

- In respect of Play Areas amend this to read 'Play Areas and Open Spaces'. Amend the functions to be 'make recommendations on new leases or renewals to Council' delegated to the Communities and Open Spaces Committee and 'businesses relating to the leases for play areas' to be delegated to the Communities and Open Spaces Committee
- In respect of training split the functions into 'to be responsible for overseeing the training and development of staff' to the Personnel Committee and 'to be responsible for overseeing the training and development of Councillors' to Council

The Council **RESOLVED** to approve the Scheme of Delegation subject to the amendments listed above.

(moved by Cllr Burrows as the Chairman)

#### **10. Terms of Reference to Committees**

The Council considered the Terms of Reference attached as part of the agenda pack. Discussion took place around a number of amendments:

- Allotments – amend condition 4 to read 'The Admin and Finance Assistant will support the Committee'
- Allotments – amend specific delegated power 5 to read 'Review the Tenancy agreement annually'
- Communities and Open Spaces – amend specific delegated power 8 to read 'to review monthly reports provided by the Marketing and PR Contractor and Events Officer'
- Estates Committee – to be considered by the Finance and General Purposes Committee following Council's decision to dissolve the Estates Committee and for the functions to be delegated to the Finance and General Purposes Committee
- Planning – to remove specific delegates power 8 as street naming is now under the Council's remit
- Personnel Committee – as per the resolution made at the special meeting of Council on 16<sup>th</sup> April, the Council considered the remit of the Personnel Committee and the advice from the Devon Association of Local Councils to hold a workshop with all Councillors to consider the delegations of specific functions falling to the Personnel Committee. The Terms of Reference for the Personnel Committee to be reconsidered once the workshop has taken place

The Council **RESOLVED** that the Terms of Reference for the Finance and General Purposes and Estates Committees be reviewed at the first meeting of the Finance and General Purposes Committee now that they had merged into one Committee

(moved Cllr Beer; seconded Cllr Burrows)

The Council **RESOLVED** that a workshop be held with all Councillors to discuss and agree on a reformed structure for the management of staff and personnel matters for 2018/19 onwards and for this to be returned to Council for approval

(moved Cllr Hartnell; seconded Cllr Rowland)

The Council **RESOLVED** to approve the Terms of Reference for the Allotments, Communities and Open Spaces and Planning Committees subject to the amendments listed above

(moved by Cllr Burrows as the Chairman)

## **11. Appointments to Committees**

The Council **RESOLVED** to appoint the following Councillors to Committees for the 2018/19 Municipal Year:

### **Allotments Committee**

Cllr Beer (ex-officio), Cllr Burrows (ex-officio), Cllr Hartnell, Cllr Sanham and Cllr Squire

### **Communities and Open Spaces Committee**

Cllr Beer (ex-officio), Cllr Burrows (ex-officio), Cllr Chadwick, Cllr Rowland, Cllr Rye, Cllr Sanham and Cllr Webster

### **Finance and General Purposes Committee**

Cllr Beer (ex-officio), Cllr Burrows (ex-officio), Cllr Hartnell, Cllr Read, Cllr Rowland, Cllr Sanham and Cllr Squire

### **Planning Committee**

Cllr Beer (ex-officio), Cllr Burrows (ex-officio), Cllr Hartnell, Cllr Read, Cllr Rowland, Cllr Sanham and Cllr Shaw

(moved by Cllr Burrows as Chairman)

The Council **RESOLVED** to defer consideration of the membership of the Personnel Committee until the workshop outlined in minute 10 has been concluded and a report taken back to Council

(moved by Cllr Burrows as Chairman)

## **12. Appointments to Outside Bodies**

Discussion took place around:

- Amend the Seaton Regeneration Board to Seaton Regeneration Forum
- Amend Seaton Coastal Traffic Group to Seaton, Beer and Branscombe Traffic Group
- The Natural Seaton Partnership was in the process of being changed and merged with the Seaton Jurassic Working Group
- Removing the Chamber of Commerce from the list as it is defunct
- Add Seaton Health Matters Group to the list

The Council **RESOLVED** to agree the appointment of the following Councillors to Outside Bodies for the 2018/19 Municipal Year:

Seaton Regeneration Forum – Cllrs Sanham and Rowland

Seaton, Beer and Branscombe Traffic Group – Cllrs Burrows and Rowland

Axe Valley Local Action Group – Cllr Beer (reserve Cllr Hartnell)

TRIP – Cllr Rowland (reserve Cllr Chadwick)

Jurassic Coast Ambassadors – Cllr Hartnell

Natural Seaton Partnership/Seaton Jurassic – Cllr Sanham

Devon Association of Local Councils (DALC) – Cllr Beer

National Association of Local Councils (NALC) – Cllr Hartnell

East Devon Arts & Culture Forum – Cllr Webster

Seaton Locality Health & Care Forum – Cllrs Burrows and Rowland (reserve Cllr Hartnell)

Seaton Health Matters – Cllr Rowland

(moved by Cllr Burrows as the Chairman)

Cllr Shaw left the meeting at 8.40pm

### **13. Calendar of Meetings for the 2018/2019 Municipal Year**

The Council **RESOLVED** to approve the Calendar of meetings for the 2018/19 Municipal Year subject to the following amendments:

- Moving the August Finance and General Purposes Committee meeting from Monday 20<sup>th</sup> August 2018 to Monday 13<sup>th</sup> August 2018
- Moving the September Finance and General Purposes Committee meeting from Monday 17<sup>th</sup> September to Monday 10<sup>th</sup> September 2018
- Moving the October Finance and General Purposes Committee meeting from Monday 15<sup>th</sup> October to Monday 8<sup>th</sup> October 2018
- The Communities meetings for May 2018 being on Tuesday 29<sup>th</sup> May as Monday 28<sup>th</sup> is a Bank Holiday

(moved by Cllr Burrows as the Chairman)

### **14. Standing Orders**

Discussion took place regarding amendments:

- Standing Order 3 (Proper Officer) bullet point a – whether the Council should adopt best practice and go with 5 clear days or 3 clear working days
- Standing Order 3 (Proper Officer) bullet point a – that the wording ‘plus all supporting papers’ be added following the word summons. If the accompanying paperwork is not available at the time the agenda is published then the item is removed from the agenda
- Standing Order 20 (estimates/precepts) bullet point b – be amended so that the reference to the Proper Officer is replaced with the Finance and General Purposes Committee

The Council **RESOLVED** to amend bullet point a of Standing Order 3 to read as ‘sign and serve on councillors by electronic delivery or post at their residences a summons plus all supporting papers, confirming the time, date, venue and the agenda of a

meeting of the Council and a meeting of a committee and sub-committee at least 3 clear working days before the meeting.  
(moved Cllr Beer; seconded Cllr Burrows)

The Council **RESOLVED** to approve the Standing Orders  
(moved by Cllr Burrows as the Chairman)

## **15. Financial Regulations**

Discussion took place regarding amendments:

- Financial Regulation 2.1 and whether the reference to a 5-year financial forward plan be kept in the wording
- Financial Regulation 3.1 and whether the financial limits were appropriate

The Council **RESOLVED** to keep the reference to a 5-year financial forward plan in Financial Regulation 2.1  
(moved Cllr Burrows; seconded Cllr Hartnell)

The Council **RESOLVED** to keep the limits as set out in Financial Regulation 3.1  
(moved Cllr Hartnell; seconded Cllr Burrows)

The Council **RESOLVED** to approve the Financial Regulations  
(moved Cllr Burrows; seconded Cllr Hartnell)

## **16. Internal Controls**

The Council **RESOLVED** to approve the Internal Controls  
(moved Cllr Burrows; seconded Cllr Hartnell)

## **17. Asset Register**

The Council **RESOLVED** to approve the Asset Register subject to the new chairs and gazebo weights purchased in 2017/18 being added.  
(moved Cllr Burrows; seconded Cllr Rowland)

## **18. Insurance**

The Town Clerk updated the Council that the Council's Insurance with Zurich Municipal has been continued until April 2019. In January 2019 the Town Clerk will start obtaining insurance quotes to ensure that the Council obtained the best value for money when renewing the insurance for 2019/20

The Council **NOTED** to the update.  
(moved by Cllr Burrows as the Chairman)

## **19. Code of Conduct**

The Council **RESOLVED** to approve the Code of Conduct  
(moved by Cllr Burrows as the Chairman)

## **20. Risk Management Policy**

The Council **RESOLVED** to approve the Risk Management Policy  
(moved by Cllr Burrows as the Chairman)

## **21. Complaints Policy**

The Council **RESOLVED** to approve the Complaints Policy

(moved by Cllr Hartnell; seconded by Cllr Burrows)

## **22. Freedom of Information**

The Council **RESOLVED** to approve the Council's Freedom of Information Act Model Publications Scheme and procedures

(moved Cllr Rowland; seconded Cllr Burrows)

## **23. Data Protection**

The Town Clerk updated Councillors that due to a recent legislation change further work was being completed on the Data Protection Policy to ensure compliance with the new General Data Protection Regulations. The report would go to the next meeting of Council on Monday 14<sup>th</sup> May 2018

The Council **NOTED** the update

(moved by Cllr Burrows as the Chairman)

## **24. Communications and Media Policy and Guidelines**

Discussion took place regarding:

- The need to include reference to the prompt acknowledgement of correspondence as per Council minute 233 – add into the section on external communications
- In terms of providing an update to Council on issues raised by the public to be included with statistical information and highlighting trends
- The need to clarify the issue of children in publicity

The Council **RESOLVED** to approve the Communications and Media Policy and Guidelines, subject to wording 'The Council will acknowledge correspondence within 4 days and that a full and final response will be provided as soon as possible' into section 3 external communication.

(moved Cllr Hartnell; seconded Cllr Burrows)

## **25. Governance Arrangements**

Discussion took place regarding:

- Councillors and Meetings – add in reference to a system of prompt and effective delivery of Council and Committee decisions
- Training and Development – add in reference to all new Councillors attending new Councillor training within 3 months (subject to availability of training)
- Training and Development – add in reference to chairmen attending Chairman's training
- Training and Development – add in reference to ensure that staff and Councillors provide feedback on any training undertaken

The Council **NOTED** the report

(moved by Cllr Burrows as the Chairman)

The meeting ended at 21.46

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

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