



## Minutes of the Communities Committee Meeting on Monday 22<sup>nd</sup> October 2018

### Present

**Chairman:** Cllr Sanham  
**Councillors:** Burrows, Chadwick, Ledger and Rowland  
**In attendance:** Town Clerk  
 No public

### 95. Apologies for Absence

Apologies received & accepted from Cllrs Beer, Rye and Webster

### 96. Declaration of Interest

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

### 97. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 24<sup>th</sup> September 2018  
 (moved Cllr Rowland; seconded Cllr Chadwick)

The Committee **RESOLVED** to approve the minutes of the special meeting on Monday 1<sup>st</sup> October 2018  
 (moved Cllr Chadwick; seconded Cllr Sanham)

### 98. Public Question Time

There were no members of the public present

### 99. Marketing Contract

The Committee reviewed the October – December programme and Ways of working Policy from One Voice Media and discussion took place around:

#### October to December Programme

- Under the Independent Seaton section the need to remove 'or attraction' from the second line so that the focus is on shops, cafes and restaurants in the town centre.
- In terms of the extension of the campaign and asking the winner to turn on the Christmas lights the need to include the winner and carnival royal party or just the carnival royal party if the winner lives outside of Seaton and isn't able to make it.
- The deadlines needing to be amended to STC to sign off activity – 22<sup>nd</sup> October, Competition to commence – 1<sup>st</sup> November to 25<sup>th</sup> November and Winners announced – week commencing 26<sup>th</sup> November. It was felt that there needed to be time to judge entries and to notify the winner before the light switch on event on Saturday 1<sup>st</sup> December
- In terms of the Devon Air Ambulance Night Time Landing Strip an update was given that the Town Clerk is liaising with Devon Air Ambulance and the Cricket

Club on dates to hold a small event where the Mayor will officially open the night time landing strip. A press release with photos will be released following the event

- The Town Clerk confirmed that details would be sent to One Voice in accordance with the pack produced by Bruno Peek regarding the commemoration of the end of the First World War. The Seaton event will be promoted in the run up to the event and there will also be a press release with photos to issue immediately after the event
- Under social media, the Committee asked for clarification from One Voice regarding the Local Hero Competition
- In respect of the cultural quarter, Cllr Sanham confirmed that she would liaise with Cllr Webster regarding progress with the signage

The Committee **RESOLVED** to agree to take the word attraction out and to focus on favourite shops, cafes and restaurants  
(moved Cllr Rowland; seconded Cllr Chadwick)

The Committee **RESOLVED** to approve the October to December programme  
(moved Cllr Ledger; seconded Cllr Sanham)

#### Ways of working policy

- Under the working group the wording of Seaton Town Council to be amended to Town Council Officers
- The proposed membership of the working group was felt to be appropriate
- It was felt that when all three Councillors were asked for sign off that the majority view (i.e. two out of three Councillors) was appropriate for sign off
- Clarification to be added to the document setting out that the working group to sign off press releases written by One Voice
- In terms of the timescales can it read One Voice will give the working group a deadline for replying for the signing off of copy/documents/collateral. If Councillors do not feedback by the deadline, One Voice Media will progress with the activity
- Amend the wording 'working group' to Town Council Officers
- The Town Clerk to seek clarification from One Voice as to what they mean in terms of Tourism Reports
- Clarification to be provided by One Voice as to why the Council will be cc'd into all correspondence with the Town Clerk
- It was felt that when One Voice are keeping the Working Group updated with weekly reports, campaign reports, etc that this is something that should go to all members of the Communities Committee and that the Town Clerk would forward this information to Cllrs
- Seaton Town Council officers responsible for sharing STC news with One Voice but One Voice is responsible for updating events and openings
- Communities Committee to sign off on campaigns

The Committee **RESOLVED** that the Ways of Working Policy be brought back to the next meeting for sign off with responses from One Voice in respect of the queries.  
(moved Cllr Sanham)

Cllr Burrows left the meeting just before 8pm

### **100. Cycle Fest 2018**

The Committee considered the report and budget breakdown in respect of the Cycle Fest 2018. Discussion took place around:

- The need to check the 2017 actual expenditure on the Safeguard Fire Safety team as Cllr Sanham clarified that some of this cost had been met from a pot of money held by East Devon District Council and that the figure was higher than £569
- The need to get the Midweek Herald signed up as the media sponsor as soon as the date had been agreed for 2019
- Not to have the tape again for 2019
- The need to have expenditure signed off the Communities Committee rather than the working group
- Rather than having a Cycle Fest working group that it be an Events Working Group instead and that the recommendation on the report be amended to reflect this
- The need to have 4 Councillors from the Committee to be on the Events Working Group
- The need to have a meeting with the First Chard Wheelers and Velo Vintage as soon as possible to start talking about arrangements for the Cycle Fest weekend 2019

The Committee **RESOLVED** that an Events Working Group be set up and that they are delegated with the task of working with officers and external parties to organise events and that expenditure is agreed by the Communities Committee (moved Cllr Sanham; seconded Cllr Rowland)

The Committee **RESOLVED** that the initial meeting with First Chard Wheelers and Velo Vintage takes place with Councillors Sanham, Rowland and Chadwick and that the matter of membership then comes back to the next meeting (moved Cllr Sanham; seconded Cllr Chadwick)

### **101. Christmas 2018**

Discussion took place around:

- The fact that the Axe Valley Community Choir and Seaton Primary School choir had now confirmed that they would not be attending due to the event being on a Saturday
- The need to find another choir
- The need to ask the Ukulele group if they would like to perform
- The need to see if any of the local theatre groups would be able to perform and sing carols. Testudo and the Gateway were to be contacted
- Waiting to hear back from Testudo as to whether they are able to put up and take down gazebos
- The need to purchase a refill for the snow disco
- The Council to offer to pay for sweets up to the value of £200 to see if Grandpa's Gallery would still have a Santa's Grotto

- The fact that it was too late to source trees to go in tubs outside of shops and that the budget didn't stretch to cover this. The underspend from 2018/19 to be carried forward to the 2019/20 budget
- The need to discuss with the carnival to move back to having the switch on event on a Friday in 2019
- The fact that the Gateway had confirmed that they don't have any Victorian costumes for the Victorian Market
- The type of lighting needed for Windsor Gardens to illuminate the Market on Switch on evening

The Committee **RESOLVED** that the underspend from the Christmas Activities budget be carried forward to 2019/20 and added to for trees all around the town in 2019.

(moved Cllr Ledger; seconded Cllr Sanham)

The Committee **RESOLVED** that the lighting tower is hired from HSS at a cost of £140 excluding VAT, subject to checking that it has a 8m clearance

(moved Cllr Rowland; seconded Cllr Ledger)

## 102. Budget

The Committee **RESOLVED** to transfer £500 from the town signage budget to the Tour de Coast project

(moved Cllr Sanham)

## 103. Budget 2019/20

Discussion took place around:

- Keeping the stall fees income for Artisan Markets at £1,500
- Keeping the income for Hanging Baskets and sponsorship at £860
- Keeping the Cycle Fest income budget at £6,000
- The need to put £1,000 back into the summer activity programme
- Increasing the Christmas tree budget to £1,300 to go towards the trees in the town in 2019
- Adding in a budget of £5,000 for the Seafront Enhancement Scheme
- Reducing the expenses for the Town Crier to £300 per annum
- Amending the figure for planting and watering for Seaton in Bloom to £12127 for 2019/20
- Increasing the Cycle Fest expenditure budget to £15,000
- The need to have a firm proposal for the £500 for Arts Projects to include this in the 2019/20 budget
- The need to split South West in Bloom and Seaton in Bloom into separate cost centres
- Ideas for new events to be considered at the next meeting
- An additional £500 from the signage budget to be allocated to the Tour de Coast project

The Committee **RESOLVED** to make the above listed amendments to the 2019/20 budget and that it is considered further at the next meeting.

(moved Cllr Sanham; seconded Cllr Rowland)

#### **104. WW1 Commemoration**

Discussion took place around:

- The need to consider lighting for the commemoration as lighting would be needed in the vicinity of the Beacon
- The format of the beacons of light commemoration
- The Town Clerk confirmed that the Council's details had been logged on the Nations Tribute website
- The press release template would be localised to reflect Seaton's plans before it is issued to the Midweek Herald and One Voice to promote
- Cllr Rowland offered to collect the beacon and to set it up  
(moved Cllr Sanham; seconded Cllr Rowland)

#### **105. Play Area Inspection Report**

The Committee **RESOLVED** to defer this item to the next meeting  
(moved Cllr Sanham)

#### **106. Grizzly 2019**

Discussion took place around:

- The need for more information and clarification from the Grizzly Committee as to how many flutter flags they are looking to purchase
- Whether the colour theme can be shared with the Town in advance of the event so that the town shops can tie in with this
- The Committee agreed in principle to support their request for funding

The Committee **RESOLVED** to support the funding request from the Grizzly in principle but requested more information regarding the number of flutter flags that the Grizzly are looking to purchase. This information is to come back to the next meeting of the Committee to enable a decision to be made  
(moved Cllr Sanham; seconded Cllr Rowland)

#### **107. Poetry Project**

Discussion took place around:

- It would have been more appropriate for East Devon District Council to have an initial discussion with the Council regarding this project idea before drawing up the project plan
- The costing information being confusing and lack of detail as to what the income would be ringfenced for
- The fact that Councillors have contacts with local poets and could potentially deliver a project like this at a significantly reduced cost

The Committee **RESOLVED** to write to East Devon to confirm that the Council is not interested in proceeding with this project  
(moved Cllr Ledger; seconded Cllr Rowland)

#### **108. Update on Actions Arising**

Discussion took place around:

Websites – the need to keep an eye on the SeatonDevon.org website now that One Voice are updating it

Seaton App – the Town Clerk to follow up with Blaze for the Testflight information

Heritage Trail – the Town Clerk to invoice the Sustainable Development Fund

Volunteers Day – this item to come back to the December 2018 or January 2019 meeting for discussion

Community Enhancement Fund – this needing to cover the painting of finger posts and weeding for the town centre

**109. Confidential Items**

The Chairman moved, and the Council agreed, that in accordance with the Council's Standing Order 1(c) press and public will be excluded from the meeting during the discussions of items 16 and 17 on this agenda as there is likely to be a disclosure of commercially sensitive information

**110. Hanging Baskets**

The Committee **RESOLVED** that Mr Widger be asked to repeat what he did in 2018 for the hanging baskets rather than pay for new brackets  
(moved Cllr Sanham; seconded Cllr Ledger)

**111. Tree Risk Assessment**

The Committee **RESOLVED** that the quotes for the tree risk assessments come back to the next meeting once the awaited third quote is received  
(Moved Cllr Rowland; seconded Cllr Ledger)

The meeting ended at 22.10pm

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

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