



**Minutes of the Extraordinary Meeting of the
Community & Open Spaces Committee
Monday 23rd October 2017**

Present:

Chairman Cllr. P. Burrows

Councillors C. Chadwick, M. Pigott, J. Rowland, K. Rye, H. Sanham,

In attendance: Assistant to the Town Clerk

77. Apologies for absence

The Committee noted and accepted apologies from Cllrs Hartnell and Webster

78. Declarations of Interest

Cllr Burrows declared a personal interest in his role as an East Devon District (EDDC) Councillor.

79. To agree the minutes of the meeting held on Monday 9th October 2017

The Committee **RESOLVED** to agree the minutes of the meeting on Monday 11th September 2017 subject to the following amendments:

Minute number 63: Marketing and Events update: add:

“Cllr Sanham advised that all intellectual property had been returned to the Council by the Marketing & Events Specialist, including photos to the drop box and details of Artisan Markets 2017 and the December market.”

(proposed by Rowland, seconded by Burrows)

80. Public Question Time

There were no members of the public present.

81. CONFIDENTIAL ITEMS

The Chairman moved that in accordance with the Council's Standing Order (1c) press and public would be excluded from the meeting during discussion of item 06 on the agenda as there was likely to be a disclosure of commercially sensitive information.

(seconded by Cllr Sanham)

The Committee **RESOLVED** to agree the proposal.

82. To review quotes for the copywriting, acquisition of advertisements, design, print and distribution of Seaton Town Council Town Guide 2018

Distribution of the Guide

Cllr Burrows proposed contacting all companies which had quoted for distribution with a revised brief as follows: to deliver a total of 15,000 copies to the Exeter and East Devon and Taunton Deane areas to the following outlets:

- Holiday and Caravan Parks
- Hotels and bed and breakfast accommodation
- Tourist Information Centres
- and to motorway service stations in mid-Devon (Taunton, Tiverton and Cullumpton)

(seconded by Cllr Pigott)

Cllr Sanham proposed an amendment to the effect that the distribution companies to be contacted will be asked to advise how many copies of the guide they will need to fulfil the distribution requirements outlined above and the deadline by which the guide must be with them for distribution.

The Committee **RESOLVED** to agree the proposal

Design and Production of the Guide

Cllr Sanham proposed contracting Seaton Print and Design in partnership with KF Marketing for the full production of 25,000 copies of the guide as per the cost supplied in their quote dated 18th October 2017 subject to discussion at the Committee reference requirements on events' listings, sight of content and photography before printing and that the guide can be produced to a deadline of Friday 19th January 2018

(seconded by Cllr Rowland)

The Committee **RESOLVED** to agree the proposal.

Cllr Sanham proposed that the Chairman of the Committee and the Town Clerk be delegated to take forward contractual arrangements subject to satisfactory responses to the issues discussed at the Committee.

(seconded by Cllr Pigott)

The Committee **RESOLVED** to agree the proposal

The meeting ended at 20.30

Chairman: _____

Date: _____