



To: All Members of the Town Council

**Meeting of Seaton Town Council
on Monday 9th April 2018 at 7.30pm**

3rd April 2018

You are hereby summoned to attend the above meeting to be held on Monday 9th April 2018 at Marshlands, Harbour Road, Seaton at 7.30pm or immediately following the Planning Committee Meeting, whichever is sooner, at Marshlands, Harbour Road, Seaton. If the Planning Committee finishes before 7.30pm the Council meeting will start before 7.30pm. 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,

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

A prayer will be said at the start of the meeting

17/COU/01 Apologies for absence
To receive any apologies for absence

17/COU/02 Declarations of Interest
To receive any Members' declarations of interest in respect of items on the agenda

17/COU/03 Minutes
To agree the minutes of the Council Meeting held on Monday 5th March 2018

17/COU/04 Chairman's Report

17/COU/05 Public Question Time

To allow any questions or reports from members of the public.

17/COU/06 Police Report

17/COU/07 County Councillor Report (both monthly and annual report)

17/COU/08 District Councillors' Reports

17/COU/09 Reports from Council representatives on Outside Bodies

17/COU/10 Town Clerk Report

17/COU/11 Resignations

17/COU/12 Motions for Debate

a) Cllr Dawn Squire: Websites

We currently have two websites and both are in desperate need of being updated.

1) SeatonDevon.org was set up as a tourism promoting tool and anyone looking at this site will probably not bother to go past the front page. I propose this is taken down until it has been updated.

2) Seaton Town Council website. Whilst this website is reasonably up to date with agendas and minutes (with the exception of personnel and allotments) it is inconsistent and needs an overhaul. I propose this website is actioned as a matter of urgency and to be brought up to date by the next full council meeting.

b) Cllr Dawn Squire: Seaton Facebook Page

With the loss of the View from paper, information about Seaton (and the council) is not being covered. I propose we use the Facebook page as a functioning factual information page about council activities. I also propose that all comments regarding the council are made from this page only.

c) Cllr Dawn Squire: Communication

To set a basic standard for responding to all communication but especially emails. To agree that the town council office, contractors and councillors will adhere to responding to emails in a timely and professional manner (except for circular) ie respond within one working week even if only to advise receipt of correspondence and next steps.

17/COU/13 Free Room Booking

To consider a request for a free room booking hire on 25th April 2018 for a charity event.

17/COU/14 General Data Protection Regulations

To consider the report of the Town Clerk on the new General Data Protection Regulations

17/COU/15 Update on actions arising

17/COU/16 Confidential Items

The Chairman will move 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 17 and 18 on this agenda as there is likely to be disclosure of information as matters are being discussed which could identify an individual or are commercially sensitive

17/COU/17 Town Hall Proposal

To consider a proposal from The Gateway Theatre Company and Axe Valley Heritage Association (Museum) regarding the Town Hall

17/COU/18 Staffing matter

To consider a staffing matter



Minutes of the Council Meeting of Seaton Town Council On Monday 5th March 2018

Present

In the chair: Cllr J Rowland

Councillors: K Beer, P Burrows, C Chadwick, M Hartnell, S Read, H Sanham, M Shaw, D Squire and R Webster.

Officers: Town Clerk

Public: No members of the public present

205. Apologies for absence

Apologies were received and accepted from Cllr Rye.

206. Declarations of Interest

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

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

207. Minutes

The Council **RESOLVED** to agree the minutes of the meeting on Monday 5th February 2018

(moved Cllr Beer; seconded Cllr Shaw)

208. Chairman's Report

Discussion took place around:

- The Moridunum and that there had recently been an article in the Express and Echo. It was felt that it would be a good idea to share the link for the Express and Article on Facebook and Cllr Hartnell offered to do that
- Cllr Hartnell confirmed that the Solicitor at EDDC dealing with this matter was drafting a response to the developer.

The Council **RESOLVED** to note the Chairman's report.

(moved Cllr Shaw; seconded Cllr Beer)

209. Public Question Time

There were no members of the public present.

210. Police Report

There was no representative from the Police and no statistical information had been received from them

211. County Councillor Report

Discussion took place around:

- The Stop Line Way Cycle route and Cllr Shaw confirmed that he'd had a meeting with officers at DCC who had confirmed that this project is high up on their list of priorities but there is no funding or prospect of funding in the near future.

The Council **RESOLVED** to note the County Councillors report.
(moved Cllr Beer; seconded Cllr Rowland)

212. District Councillor's Reports

Discussion took place around:

- Clarification on street cleaning. It was confirmed that there will be an additional full-time streetscene resource all year round to meet additional demand. The addition to the team will pick up street cleaning duties alongside other tasks, which will also include weekend street cleaning, which didn't happen previously.
- Pedestrian crossing near Premier Inn. It was confirmed that Cllr Shaw would follow this up with officers at DCC and to request a traffic count be carried out on Harbour Road

The Council **RESOLVED** to note the District Councillor report from Cllr Burrows
(moved Cllr Rowland; seconded Cllr Beer)

213. Reports from Council representatives on Outside Bodies

There were no updates from representatives on outside bodies

214. Town Clerk Report

Discussion took place around:

- When the Council was likely to hear about whether applications to the Parishes Together fund had been successful
- Powerboat racing event which is likely to take place on 3rd, 4th and 5th August 2018
- Whether the Town Guide will be available in electronic format on the SeatonDevon.org website
- Request from Axe Valley runners regarding an all weather table tennis table to be located at Seafeld Gardens with artificial grass around the table and at a height so that it is accessible for all

The Council **RESOLVED** to support the provision of an all weather table tennis table for Seaton
(moved Cllr Sanham; seconded Cllr Hartnell)

The Council noted the report from the Town Clerk
(Moved Cllr Rowland; seconded Cllr Beer)

215. Traffic Sensitive Streets Review

Discussion took place around:

- No problems with the Seaton Urban Area
- The need for the roads to be protected to ensure that works are not carried out at the same time of an event such as the Cycle Fest.

- The Town Clerk to give DCC information about the dates of all events and to ask them to make a facility available so that the Council can provide them with a list of dates of events each year so that works can be planned around these dates

216. Requests for events

Discussion took place around:

- Ensure that any groups or organisations using the Parks or Play Areas are clear that they must put right any damage and also to remove rubbish
- The need to ensure that groups or organisations provide us with a copy of their risk assessment
- The Events Officer to contact the organisations to see if the Council can assist them
- Ask Street Scene at EDDC to clean the Skate park before the event in May

The Council **RESOLVED** to agree the requests for events.

(moved Cllr Hartnell; seconded Cllr Burrows)

217. Annual Town Meeting 2018

Discussion took place around:

- The need to ask people for issues they wish to raise at the meeting and to put something on social media
- Posters to be put up in locations around Seaton including Tesco, Co-op, etc
- To ask James Chubb from Wetlands to be the guest speaker this year
- To think about whether the meeting could be filmed and live streamed on Facebook
- All Councillors to provide a statement as to what they have done in the last 12 months as a Councillor

218. Update on actions from previous meetings

The Council reviewed the update report on actions arising from the Town Clerk

Discussion took place around:

- The need to keep improving the vitality of the town centre as a priority as this is a wider area than just the opening up of the pedestrian area
- Ask someone from the Economic Development Team to come along and talk about what they are doing in terms of Town Centres

The meeting ended at 7.58pm

Chairman: _____

Dated: _____

**COUNCIL
CHAIRMAN'S REPORT**

Health Matters – Going Forward Together

This event took place, as planned, on 23 March at Seaton Town Hall and was attended by over 60 people representing statutory and voluntary groups from Seaton, Beer, Colyton, Colyford, Honiton, Axminster and Musbury for example.

I opened the event and part of what I said is reproduced in the next 3 paragraphs in italics.

I am all too aware that we are going through challenging times with the way our health and social care is delivered and along with many of you I have taken part in debates on how best we care for our sick and very often elderly without the facility of beds in Seaton Community Hospital.

Whilst I understand that for many of us this remains an emotive issue, the purpose of today is firstly for us a community to be brought up to date on the situation with delivering community health and care services, to hear of an example of joint working with a surgery and the community and then to move to the workshop discussions focussing on the themes of health and wellbeing.

Finally, the hope is how we harness the energy that exists in this community to build on the strengths that exist and from that work together to develop new initiatives that will assist those whose needs remain unmet either now or in the future.

The speakers were Dr Mark Welland, Professor Em Wilkinson-Bryce (Deputy CEO / Chief Nurse at RDE Foundation Trust, Dr Simon Kerr (Chair, Eastern Locality, NEW Devon CCG), Chris Entwistle, Community Nurse Team Leader and Leigh Mansfield (Ways to Wellbeing Project Lead).

The first workshop session covered what works well at the moment and what are the challenges. The second workshop covered working together to improve health and wellbeing outcomes and what support is needed. The seating plan had been organised so that 7 – 8 people with different backgrounds were seated at each round table with a facilitator to ensure everyone had an opportunity to contribute. Each facilitator used flipchart paper to document the key points that emerged from their table group and to feedback to all the attendees.

Next steps

- The key points from each table for both workshops are being documented.
- The common themes / ideas will be identified to form the basis of a report from the community to be sent to the RDE / CCG.
- A visit to the Budleigh Salterton Health Hub is planned for early May.
- Discussions with Axminster representatives will resume regarding an Axe Valley Health Hub to utilise the Seaton and Axminster Hospital sites by offering complementary and hopefully additional services.
- A follow up event will take place at Seaton Town Hall.

My thanks to Sarah Reeves (Action East Devon), Roger and Tina Trapani, Martin Shaw, Amy Tregellas, Michelle Oldfield and Hester Johnson for their assistance in working with me to plan the event and on the day.

Additional subjects

I attended the Seaton “Big Clean” event on 10 March and over 100 volunteers turned out – my thanks to Peter Burrows for organising. Such a shame that the inclement weather on the following weekend disrupted the usual distance involved for the Grizzly.

I’ve also attended the Planning, Finance, Estates and Personnel committee meetings in March as well as the Seaton Health Care Forum on 15th. I met an estate agent who specialises in marketing commercial properties to discuss the potential new marketing of the offices in Marshlands that are available to rent.

Finally, I attended the Town Development group event on 29 March at Marshlands that had been arranged by Juliette Williams. A number of the retailers from Cross Street and Queen Street were present and had suggestions that were put to me regarding the marketing of that area of the town. I will be speaking to Amy and Juliette regarding the overall points that have emerged from the event.

Jack Rowland
2 April 2018

**COUNCIL
Police Report**



Devon & Cornwall Police
Building safer communities together

Crimes Recorded - 01/03/2018 to 23/03/2018 - kn3g

Offence	Recorded Crime 01/03/2018 to 23/03/2018	Recorded Crime 01/03/2017 to 23/03/2017	Recorded Crime % Difference
Violence with Injury	0	1	-100.0%
Burglary Non-Dwelling	1	0	-
Criminal Damage	0	1	-100.0%
Total	1	2	-50.0%



Devon & Cornwall Police
Building safer communities together

Incidents Recorded - 01/03/2018 to 23/03/2018 - kn3g

Incident Closing Category	Incidents - 01/03/2018 to 23/03/2018	Incidents - 01/03/2017 to 23/03/2017	Incidents % Difference
Anti Social Behaviour	1	0	-
Public Safety	1	2	-50.0%
Transport	2	0	-
Total	4	2	100.0%

COUNCIL

County Councillor's report, April 2018

Seaton's Health Matters

More than 60 representatives of local councils and voluntary organisations, from Seaton, Beer, Colyton, Musbury and Southleigh, attended the successful launch of this process on March 23rd. A detailed report is being prepared and will be circulated in April, with a follow-up meeting to define our goals more precisely, probably in May.

Hospital services

It was mentioned at the Seaton event that chemotherapy will be offered in Honiton, although I have not seen an official announcement. On the other hand, Dermatology and ENT clinics have closed in Seaton and patients are being booked appointments in Exeter and refused them in Axminster. I am investigating what is happening to these services in both hospitals.

Funding threats to East Devon's NHS in the new Integrated Care System (ICS)

The Devon Clinical Commissioning Groups (CCGs) are going ahead with an Integrated Care System (formerly called an Accountable Care System), which in principle will bring all of Devon's NHS and adult social care under a single Strategic Commissioner.

At the Health Scrutiny Committee, I raised concerns about the CCGs' intention to 'equalise' spending between Eastern and Western Devon. Since they claim that we are 'overfunded', this threatens deeper cuts to the NHS in our area. Yet the RD&E is already behind all its targets and with services disappearing from some community hospitals, we cannot afford more cuts.

The CCGs have said there will be a Local Care Partnership for East Devon, but how these partnerships will work has not been explained. Moreover the combined governance of the NHS and DCC's social care provision will work has not been decided. I supported a proposal that a revamped Devon Health and Wellbeing Board, including councillors and NHS representatives, should oversee strategic commissioning, but this has still to be decided.

Health Scrutiny agreed a motion proposed by my Independent colleague, Claire Wright, which said they should 'defer implementation' of the ICS and have no cuts in any area of Devon.

Potholes and failing repairs

Following the cold and wet winter, potholes have got rapidly worse. Highways' contractor, Skanska, is dealing with them as reported, but I have had complaints at several parish council meetings that repairs have failed within days and have had to be re-done.

I raised this at the County Council and have been told holes are filled in inappropriate weather conditions because of the contractors' 'liability to repair' within a fixed timescale (which can be as soon as 'next day' depending on the fault). I think this

highlights the problem of balancing good service with effective control of the contractor in an outsourced service.

Change of contractor and Highways' performance over the last year

At a briefing it was acknowledged that the effects of transferring the contract from SW Highways to Skanska last April were 'greatly underestimated'. A demobilising effect in the last 6 months of the old contract was followed by low operational efficiency in the first months of the new one.

Problems in transferring staff and software systems were also greater than expected, and some equipment ordered by the new contractor a year ago is only now arriving. If this occurs in a carefully planned transfer, I think it highlights a serious problem with competitive outsourcing. I have been appointed to a Task Group on the Highways contract.

Additional funds for repairs

As reported last month, Pothole Action Fund money has been allocated, but I expect two more allocations for the division in 2018-19: (1) from extra capital funding and (2) from recently-announced Government funding to cover problems caused by the recent bad weather. I will consult with parishes on priorities when details are available.

Mobile and broadband coverage

At the Corporate Infrastructure and Regulatory Services Scrutiny (CIRS) Committee, I asked how the £2.5 million allocated by the Local Economic Partnership to improve mobile coverage in Devon and Somerset would be spent. I was told that some providers had refused to cooperate but discussions were ongoing with others. The Committee also heard concerns about the slow uptake of connections in Phase 2 of the superfast broadband roll-out.

Staff shortages in social care

At the County Council's Cabinet, underspends were reported in several areas of social care due to staff shortages and staff vacancies. While Cabinet member, Councillor Andrew Leadbetter, said it was testimony to 'good management', I said that it raised serious concerns about whether low pay levels were undermining staffing and the ability to deliver services.

Concerns about how Brexit will affect agriculture

At CIRS Scrutiny, I opposed a recommendation that the UK should aim for full self-sufficiency in food production. I argued that this was completely unrealistic and that we need a close trade arrangement with the EU to ensure food supply and protect our exports.

COUNCIL

County Councillor's Annual Report, 2017-18

COMMUNITY ISSUES

Community hospital beds and health in our communities . I pledged that if elected I would do all I could to save the beds in SEATON and HONITON community hospitals. Sadly, although I launched a last-minute attempt to revive the Judicial Review of the Seaton decision and then took a thoroughly-documented case to the Health Scrutiny Committee in July, that committee voted 7-6 against referring the closures to the Secretary of State for Health. The beds in both hospitals then closed in August.

Since then I have been working to maintain and expand the provision of outpatient services in the two hospitals, and have been involved in both the Seaton and Honiton 'Health Matters Conversations' launched by the RD&E. At the County Council, I raised the protection of community stakes in our hospitals with the Health Scrutiny Committee.

Communities living with traffic and speeding . One of the worst local problems is the terrible pressure of traffic on the A35 on people living near the road in WILMINGTON. I have been working closely with Widworthy Parish Council and the A35 Action Group to get Highways England to implement traffic calming measures including crossings in the village.

In COLYFORD and SEATON, I have also been working with Speedwatch teams, residents and Neil Parish MP to obtain traffic calming measures. A pedestrian refuge is being built in Seaton Down Hill and we have agreement for a crossing and a VAS sign in Colyford. I am still working for improvements in Harbour Road and Pebble Beach.

Our deteriorating roads . Government cuts to County Council funding have been felt most strongly in Highways, and the Council admits that rural roads are deteriorating. I have worked closely with our new Neighbourhood Highways Officer and we have achieved significant repairs in BRANSCOMBE, COLYTON, SOUTHLEIGH and FARWAY. I have allocated next year's Pothole Action Fund to roads in NORTHLEIGH, OFFWELL and SEATON, and further funds are now certain to be available in 2018-19.

Traffic restrictions and signage . I have worked with councils in BEER, COLYTON and SEATON to get parking restrictions and signage right.

Bus cuts . I pressed DCC to subsidise the old X52 from COLYFORD, SEATON and BEER to Exeter. Although they refused at the time, they later supported Axe Valley's new 52 service.

Stop Line Way cycle and walking route. I have been working with local people in SEATON and COLYFORD to get the missing section through the Wetlands

completed and to explore the possibilities of completing the section from Colyford to Axminster.

FACTS AND FIGURES

In the 11 months since my election,

- I have got to know our 9 parish councils, their members and clerks, and I have attended 55 town and parish meetings out of a possible 74.
- I have established new traffic groups, for Seaton, Beer and Branscombe and for the Coly Valley, which meet regularly in the Marshlands Centre and Colyton Town Hall respectively.
- I have met and corresponded with over a hundred local residents about individual or local problems.

At the County Council, I have attended almost all meetings of

Council: I proposed or spoke on motions on the NHS, 20 MPH speed limits, devolution, Brexit, service cuts and council tax increases, and asked questions about the X52 bus service and social care.

Corporate Infrastructure and Regulatory Services Scrutiny Committee: I contributed on Highways, broadband and mobile coverage, congestion and air quality, policing, libraries, Brexit, etc.

Health Scrutiny Committee: I spoke several times, and proposed items for the agenda on community hospitals and the Accountable/Integrated Care System.

East Devon Highways and Traffic Orders Committee

I also spoke on some of the above issues at **Cabinet** meetings.

Locality Budget: I have distributed the £10,000 budget for 2017-18 among the following beneficiaries:

Seaton: The Gateway Theatre (new seating); Friends of Seaton Library (garden project);

Seaton Town Council (tourism signage).

Colyton: Promote Colyton Group (Civil War event); Colyton AFC (new mower); Reece Strawbridge Centre (film equipment).

Colyford: Vehicle-Activated Sign on the A3052 near Gully Shoot (to be erected).

Offwell: Parish Council (housing survey); Offwell Playground.

I also made small grants to the South West Youth Games and the Transport for Your Community Spring Conference. A small amount has been carried over to 2018-19, and applications in the pipeline include: Beer signage, Beer FC playground, Colyton Memory Cafe, Living Memories, Colyton Library, Colyton Peace Memorial Playing Fields, and Southleigh defibrillator. Details of the budget and application form (to be returned direct to me) are at <https://new.devon.gov.uk/democracy/councillors-nav/locality-budgets/>

Communication: Email cllrmartinshaw@gmail.com

Website: www.seatonmatters.org (you can sign up to receive email updates)

Facebook: County Councillor Martin Shaw. Twitter: @MartinShawEDA

Telephone 01297 20167 / 07972 760254

**COUNCIL
District Councillor Report**

I attended the Development Management Control meeting in Exmouth on the 6th of March. There was nothing on the agenda affecting Seaton.

On the 10th of March we had our Big Clean. We had over 100 volunteers there who collected about 40 bags of detritus. It was a great Community event and thanks to those Councillors who came and helped! It turned out that the beach was cleaner than the Town, where more rubbish was collected!

All credit to those that organised the Grizzly weekend and to those brave souls that took part!!

I attended the Licensing committee on the 21st of March as they were discussing the changes in the Street Market guidelines. It seems I was the only Councillor, not on this committee, to attend in over 2 years and speak. I support the effort the officers have made and was very grateful to Stephen Saunders, EDDC Licensing Manager, to come over to Marshlands to speak to Street Market organisers who welcomed the chance to make their points.

Attended the Health meeting on the 23rd at the Town Hall but sadly had to leave early to go to another meeting. It seemed well attended but I am sure Cllr Shaw will elaborate.

On the 27th I attended the Budget working party at the Knowle. This Committee is not open to the public but I can say we were looking at future funding streams and budgets.

On the 29th of March we had the Seaton Town Development get-together organised by Juliette. A great event meeting positive people willing to help with promoting Seaton.

On the 3rd of April I attended the Development Management Control committee which again had no Seaton applications. I did have a concern when we have applications where developers do not want to build affordable homes because of viability. It occurs more & more.

I have spoken with the planning officers regarding Winston's withdrawn application and it seems the officers are not happy with part of the design so we await a new application. One reason not to put in a retrospective application!

Residents in Hillymead have requested that Camper vans to be restricted in parking there and blocking the footway, passed on to Cllr Shaw.

Dog Fouling still a problem in some areas, although on a personal note I have reported less.

Parking at the Primary school is starting to get worse again. Still waiting to get some Cones from the Police, as requested.

I have spoken with Cllr Pook about Asset transfer. Hope to have a meaningful meeting with him soon when several items can be discussed in conjunction.

Cllr Peter Burrows

COUNCIL

Reports from Council representatives on Outside Bodies

Report from Cllr Beer on DALC meeting on 26/3/2018

Discussion took place regarding Devolution and the Devon forward plan with little comment from the floor.

Devon Communities Together have secured funding to purchase houses so that young potential apprentices can use the experience to repair the houses.

Devon senior voice has amalgamated with CTG which will happen on the 18th May 2018.

They have updated the DALC website using Oxygen as their developer.

A lobby has been established to talk directly to our local MP s on matters which need serious attention. Items such as the Dawlish railway line, the forthcoming problems with the introduction of universal credits and the need to support CABs who will be very busy sorting out the ensuing problems.

Concerns were expressed regarding the lack of development investment causing a reduction in the level of low skilled jobs.

New seminars are being arranged regarding changes in S106 allocation.

They are looking for case studies for presentation at national conference in October.

The DALC secretary, Lesley Smith, is leaving in October.

Next meeting 16th July 2018

**COUNCIL
Town Clerk Report**

Since the last update report the Town Clerk has the following update:

Computer System, Finance System and Photocopier

The Town Clerk has been working with the Finance Committee to arrange an upgrade of the computer system. This is being co-ordinated with the software providers for the new Finance system which will be going live in June 2018. Completion of a benchmarking exercise and moving to a different supplier who gives greater value for money from 22nd April 2018.

Council/Committee meetings

Following the departure of the Assistant to the Town Clerk have mostly been preparing agendas and committee reports for Council (x 1), Planning Committee (x 2), Finance Committee (x 2), Communities Committee and Estates Committee. Following attending these meetings the Town Clerk has written up the minutes and then worked on delivering the actions arising from Committee decisions.

General Data Protection Regulations course

Attended a course on the new GDPR which comes into effect from 25th May 2018. A report is included as agenda item 14 setting out what action is being taken. A revised Data Protection Policy will come to Council at the AGM on 8th May 2018.

VAT course

Attended a course on VAT to gain an understanding of how this works and what the Council needs to do. A report will go to the first meeting of the Finance Committee meeting in the new Municipal year

In terms of general updates:

The Council has been successful in securing £1,897 of funding from the East Devon AONB Sustainable Fund for the around Seaton Heritage Trail project.

An update will be provided at the meeting on the outcome of the Parishes Together Funding.

**COUNCIL
Resignations**

Councillor resignation

Cllr Martin Pigott has resigned from the Council

Councillor resignation from a Committee

Cllr Carmel Chadwick has resigned from the Finance and General Purposes Committee

Attendance at outside bodies meeting

Gerry Moore has contacted the Council as the two Councillors listed for attending the Axe Valley Local Action Group are not able to attend due to work commitments (Cllrs Squire and Pigott).

Does anyone else want to put themselves forward until the AGM in May 2018?

**COUNCIL
Request for free room booking**

Mr Pearce has applied for a free room booking on Wednesday 25th April 2018 from 6.30pm to 9.30pm to hold a bingo session to raise money for Guide Dogs for the Blind Association.

COUNCIL

General Data Protection Regulations (GDPR) Update

Recommendation: Council approves the privacy statements, both the general privacy notice and the privacy notice for staff, councillors and role holders (included as part of this report)

The new General Data Protection Regulations come into effect from 25th May 2018 and this replaces that Data Protection Act 1998.

The Regulations include a number of changes around privacy and accountability is the key.

The key things to be aware of are:

- Councillors are accountable for ensuring that the Council meets the legislation
- The Council needs to have an evidence base and documentation
- The includes personal data and includes any data that we share with other organisations and vice versa
- Data subjects can ask to be removed from our records

Two publications have been sent to Councillors – the National Association of Local Councils toolkit and the Information Commissioner’s Office guide on preparing for the GDPR

The Town Clerk is currently completing the following preparation for the introduction for the Regulations:

- Completing an information audit of all types of personal data that the Council holds – this includes data for staff, Councillors, allotment holders, Artisan Market traders, correspondence from members of the public, any correspondence in respect of planning applications, contractors information (if sole trader), Seaton in Bloom sponsors and anyone that responds to consultation
- Notifying people that we have personal data on about the new Regulations and what we are doing in terms of their data – making them aware of the Privacy statements (once approved the general privacy notice will go onto the website and each member of staff and councillors will be written to in respect of the staff, councillor and role holders statement)
- Updating the computer system to ensure that the Councils arrangements meet the requirements of the GDPR
- Update the Data Protection Policy to include the new Regulations and this will be presented to the Council AGM on May 8th

Appendix 4 – Privacy Notices

[Please note: There are two privacy notices in this Appendix. The first is to be used for residents and members of the general public (but not for staff, councillors or anyone with a role in the local council). The second privacy notice is for staff members, councillors and anyone else with a role in the council.]

[Insert council logo here]

GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by the [insert name of council] which is the data controller for your data.

Other data controllers the council works with:

- [e.g. other data controllers, such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies]

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;

- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
 - To process relevant financial transactions including grants and payments for goods and services supplied to the council
 - To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

- 2) **The right to correct and update the personal data we hold on you**
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) **The right to have your personal data erased**
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) **The right to object to processing of your personal data or to restrict it to certain purposes only**
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) **The right to data portability**
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) **The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) **The right to lodge a complaint with the Information Commissioner's Office.**
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on [this web page \[add URL\]](#). This Notice was last updated in February 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, [insert council details]

Email:

[Insert council logo here]

PRIVACY NOTICE

For staff*, councillors and Role Holders**

*"Staff" means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff*and former councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by **[insert name of council]** which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be "joint data controllers". This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date

- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.

- To maintain our own accounts and records;
 - To seek your views or comments;
 - To process a job application;
 - To administer councillors' interests
 - To provide a reference.
- Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- [We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.] [Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.]

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- 1. The right to access personal data we hold on you**
 - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2. The right to correct and update the personal data we hold on you**
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3. The right to have your personal data erased**
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4. The right to object to processing of your personal data or to restrict it to certain purposes only**
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5. The right to data portability**
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7. The right to lodge a complaint with the Information Commissioner's Office.**
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on [this web page](#) [add URL]. This Notice was last updated in February 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Appendix 4 – Privacy Notices

The Data Controller, [Add council details]

Email:

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

COUNCIL

Update on actions arising

Devon Air Ambulance Landing Strip

The Planning application was submitted to EDDC a couple of months ago but unfortunately EDDC had a couple of queries, one of which was the map submitted with the application. As it wasn't an Ordnance Survey map they requested that a replacement map be provided. The Town Clerk is currently having difficulties downloading the map from the Ordnance Survey website and is hoping to resolve this problem as soon as she can. EDDC Property Services have been asked for a map and once we have this information the Planning Application process will commence.

Assets of Community Value

At the meeting on 5th February the Council **RESOLVED** to ask East Devon District Council to register Seaton Hospital and the Trevelyan Building (Children's Centre) as Assets of Community Value. The paperwork has been completed and submitted to EDDC.

The Lookout, West Walk

At the meeting on 5th February the Council **RESOLVED** that Councillor Rowland would write a letter to East Devon District Council over the future of the Lookout. Cllr Rowland has written to Richard Cohen at EDDC and an acknowledgement has been received but no response has been received to date.

Town Meeting 2018

James Chubb from the Wetlands has confirmed that he will be the speaker for the Annual Town Meeting on 19th April.
All other preparations are in hand and the event has been advertised.