



**To: All Members of the Town Council**

**Meeting of Seaton Town Council  
on Monday 4<sup>th</sup> June 2018 at 7.30pm**

**29<sup>th</sup> May 2018**

You are hereby summoned to attend the above meeting to be held on Monday 4<sup>th</sup> June 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**

**The Chairman will say a prayer at the start of the meeting**

**18/COU/01 Apologies for absence**

To receive any apologies for absence

**18/COU/02 Declarations of Interest**

To receive any Members' declarations of interest in respect of items on the agenda

**18/COU/03 Minutes**

To agree the minutes of the Annual General Meeting held on Tuesday 8<sup>th</sup> May 2018 and the special Council Meeting held on Monday 14<sup>th</sup> May 2018

- 18/COU/04 Chairman's Report**
- 18/COU/05 Public Question Time**  
To allow any questions or reports from members of the public.
- 18/COU/06 Police Report**
- 18/COU/07 County Councillor Report**
- 18/COU/08 District Councillors' Reports**
- 18/COU/09 Reports from Council representatives on Outside Bodies**
- 18/COU/10 Town Clerk Report**
- 18/COU/11 Action Plan for 2018/19**  
To review the action plan for the Council priorities for 2018/19
- 18/COU/12 Co-option of a new Councillor**  
To review the Council's co-option policy and agree the timetable for co-opting a new Councillor
- 18/COU/13 Cheque Signatories**  
To review and approve the Council cheque signatories for the 2018/19 financial year
- 18/COU/14 Update on actions arising**



## 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:** \_\_\_\_\_



## Minutes of the Seaton Town Council Meeting On Monday 14<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, D Squire

**Officers:** Town Clerk

**Public:** 2 members of the Public

### **26. Apologies for absence**

The Council received and accepted apologies from Cllr Shaw.  
Cllr Webster was absent

### **27. 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)

### **28. Public Question Time**

There were no questions from the members of the public present

### **29. Chairman's Announcements**

The Chairman updated Councillors that he would be attending the Age UK Royal Wedding event on Thursday 17<sup>th</sup> May and also the party in the park on Sunday 20<sup>th</sup> May.

### **30. Police Report**

The Council considered the report from the Police.

Discussion took place around:

- Whether the figures were accurate
- The need to ask for clarification around the figure of 6 rapes for Seaton
- What the current situation is regarding Seaton Heights. The Town Clerk to ask the Police to come to the next meeting to discuss

The Council **NOTED** the Police Report  
(moved by Cllr Burrows)

### **31. County Councillor Report**

Discussion took place around:

- Road repairs needing to be completed on Castle Hill prior to the Cycle Fest event

The Council **NOTED** the County Councillors Report  
(moved by Cllr Burrows)

### **32. Town Clerk Report**

Discussion took place around:

- The newly installed tourism signage being incorrect in a couple of places. At the roundabout at the junction of Fore Street the signage is pointing the wrong way and on the Sidmouth to Lyme Regis Road the signage has been put together in the wrong order. The Town Clerk to raise these issues with DCC.

The Council **NOTED** the Town Clerks Report  
(moved by Cllr Burrows)

### **33. Budget Outturn Report doe 2017/18**

The Council **RESOLVED** to note the Budget Outturn Report for 2017/18

(moved by Cllr Hartnell; seconded CllrBurrows)

### **34. Annual Governance Statement 2017/18**

The Council **RESOLVED** to approve the Annual Governance Statement for the 2017/18 financial year.

(moved Cllr Burrows; seconded Cllr Rowland)

The Chairman and the Town Clerk both signed the Annual Governance Statement on behalf of the Council.

### **35. Accounting Statements 2017/18**

The Council **RESOLVED** to approve the Accounting Statements for the 2017/18 financial year

(moved Cllr Rowland; seconded Cllr Hartnell)

The Chairman and the Town Clerk (as the Responsible Financial Officer) both signed the Annual Governance Statement on behalf of the Council.

### **36. General Data Protection Regulations**

The Council **RESOLVED** to approve the recommendations as set out in the report:

1. The Council approve the Data Protection Policy attached as Appendix A to this report;
2. The Council approves that the Town Clerk becomes the Data Protection Officer and puts into place a framework to ensure that there is scrutiny and oversight of this role by Councillors/a Committee;
3. The Council approve the Action Plan attached as Appendix B to this report and agree that progress updates be brought back to Council on a quarterly basis

(moved Cllr Burrows; seconded Cllr Beer)

### **37. Council Priorities for 2018/19**

Discussion took place around:

- Carrying forward the priorities of marketing and promoting Marshlands, Improving the appearance and vitality of the town centre, seafront enhancement scheme and improving communication via social media and the website
- Addition of a new priority for working on a Neighbourhood Plan
- Addition of a new priority for working on an Emergency Plan
- The need to set targets
- Whether a lead Councillor is appropriate for each priority
- The need to regularly report progress back to the Council
- The Town Clerk to draw up an action plan

The Council **RESOLVED** to approve Council's priorities for the 2018/19 Municipal Year as:

1. Marketing and Promoting Marshlands
2. Improving the appearance and vitality of the town centre
3. Seafront enhancement scheme
4. Improving communication
5. Neighbourhood Plan
6. Emergency Plan

And that the Town Clerk bring an Action Plan back to the next meeting of Council (moved Cllr Rowland; seconded Cllr Beer)

### **38. Windsor Gardens**

The Council discussed the wooden the shelter in Windsor Gardens which is in a state of disrepair.

Discussion took place around:

- There bring three potential options – let it deteriorate, ask East Devon District Council to make improvements or ask EDDC to demolish it
- If it was demolished would EDDC replace it with seating?
- The possibility of getting sponsorship for a bench

The Council **RESOVLED** to retain the shelter and to ask East Devon District Council to rebuild it (at no expense to the Town Council)  
(moved Cllr Beer; seconded Cllr Sanham)

### **39. Tourist Information Centre (TIC)**

Cllr Sanham declared a personal interest as a volunteer at the Jurassic Centre

The Council considered the report produced by the Jurassic Centre

Discussion took place around:

- The need to be given a complete breakdown of costs for the TIC so the Council can see what its financial contribution is being spent on
- The new TIC website looking impressive and it now needs to be made more prominent
- Why the statistical information relating to enquiries doesn't include all visits to the TIC rather than just those where follow up action is taken
- Whether the TIC could move into Marshlands
- Whether accommodation should just be promoted for Seaton and the immediate vicinity or whether it was appropriate to include accommodation further afield

- The leaflets on display – dependent on leaflets being delivered

The Council **RESOLVED** to set up a working group to review the options for the Tourist Information Centre for 2019/20 onwards  
(moved Cllr Burrows; seconded Cllr Rowland)

Councillors to be on the working group are Cllrs Hartnell, Rowland, Squire and Burrows

#### **40. Seafront Enhancement Scheme**

Discussion took place around:

- The need to move this project on as it has currently stalled
- A meeting of the Regeneration Forum needs to take place to move this forward
- The need to look at funding opportunities with other parties in the town
- The need to start building a business plan

The Council **RESOLVED** to set up a working group to start putting together a business plan  
(moved by Cllr Rowland; seconded Cllr Beer)

Councillors to be on the working group are Cllrs Beer, Rye, Rowland and Sanham

#### **41. Updates on Actions Arising**

Discussion took place around:

- The Devon Air Ambulance Project – the Town Clerk confirmed that the Planning team had come back and asked for the pinpoint location as to exactly where the 10 metre lighting column would be and also for the Community Infrastructure Levy paperwork to be submitted. The CIL paperwork had been completed and returned and the Clerk was waiting for Mr Russell from DAA to provide the other piece of information
- Assets of Community Value – The Town Clerk confirmed that she was in the process of providing Land Registry information to EDDC before they could proceed with the application
- The working group to look at Facebook is to consist of Cllrs Burrows, Squire and Rowland

#### **42. Suspension of Standing Orders**

At this point of the meeting, and as the two members of the public wanted to ask a question, the Chairman moved that the Council suspend Standing Orders.

The Council **RESOLVED** to suspend Standing Orders  
(moved Cllr Burrows)

#### **43. Questions from members of the public**

Mr Niall Donnan asked about the Council's website and whether it would be updated in the near future.

The Town Clerk confirmed that it was in the process of being updated over the next couple of weeks.

Mr Peter Morris asked whether the clock on the top of the bell tower will ever work again.

The Town Clerk confirmed that EDDC were in the process of repairing the clock and that she would follow this up with them to get an answer

At this point of the meeting the Council reverted back to operating under the Standing Orders

**44. Confidential items**

The Chairman moved that in accordance with the Council's Standing Order 1 (c) press and public would be excluded from the meeting during the discussions of items 18 to 20 on the agenda as there was likely to be disclosure of information as matters are being discussed which could identify an individual or are commercially sensitive. Council **AGREED** the statement as read.

**45. Scout Hut Lease**

The Council **RESOLVED** to approve that the Scout Hut Lease be amended to:

a) cover a period of 30 years subject to break clauses; and

b) allow the Scouts to sub-let to community groups

(moved by Cllr Rowland; seconded Cllr Sanham)

**46. Service Level Agreement with East Devon District Council re Town Hall Maintenance**

The Council **RESOLVED** to enter into discussion with East Devon District Council re the Service Level Agreement to be renewed on an annual basis

(moved Cllr Rowland; seconded Cllr Hartnell)

**47. East Devon District Council proposal to rent an area of Marshlands**

The Council **RESOLVED** to ask Martin Diplock to clarify the rental income for the area of Marshlands and to bring this information back to Council for further discussion

(moved Cllr Hartnell; seconded Cllr Rowland)

The meeting ended at 20.50

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

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

**COUNCIL  
DISTRICT COUNCILLORS' REPORTS**

Cllr Hartnell Ward Report

- Supported change of use application for a dentist at Unit A Marine Place (former Woolworths building)
- Continue to liaise with officers concerning the Moridunum. This is ongoing and I expect to meet next week with Richard Cohen and Anita Williams.
- Accompanied Cllr Rowland on a 'grumble walk' around Seaton. A number of issues that need addressing were highlighted, which I have since followed up with both Dan Haydon and Andrew Hancock. Jack and I plan to make these walks a regular event.
- A premises licence has been received for Le Pisani (restaurant behind the former Temptations)
- There is money in the budget for improvements to the play area at Meadway. We are looking to consult with children and young people to ask what they want, and Jamie Buckley has contacted the Town Council for help.
- More than 6000 households have signed up to our new green waste kerbside collection service. The service costs £48 per year and collections are made every fortnight commencing on 14 May.
- There are to be changes made to the Parishes Together Fund, with draft proposals coming to cabinet next week for it to be replaced with the 'Communities Together Fund'. I understand this will allow community groups to bid for funds as well as Town & Parish Councils.
- There is a district-wide review of polling stations currently being undertaken, which the Town Council may wish to consider a response.
- EDDC has a new leader, Cllr Ian Thomas, previous chair of the Seaton Regeneration Board and member for Trinity Ward has succeeded Paul Diviani.
- Seaton Wetlands have developed British Sign Language videos to enable the deaf community to access the reserve like never before. This coincided with Deaf awareness week earlier this month.
- Now that the Seaton BMP has been adopted, coastal engineers Royal HaskoningDHV have been appointed by EDDC to complete the outline business case for a coast protection scheme. It should be completed by the autumn. The OBC will involve more detailed surveys, investigations and modelling of waves, to access government funding.

**COUNCIL  
TOWN CLERK REPORT**

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

Council/Committee meetings

Continuing to produce agendas, accompanying reports and minutes of meetings plus working on any actions arising

External Auditor

Following the Council signing off the Annual Governance Statement and the Accounting Statements the Annual Return and accompanying paperwork has gone off to the External Auditor. The Notice for the public to exercise their public rights will be from Monday 4<sup>th</sup> June to Friday 13<sup>th</sup> July 2018.

GDPR

Working on ensuring that the Council is fully up to speed with this and a number of reports are attached to this agenda

In terms of general updates:

A new email address has been set up for the Events Officer which is [events@seaton.gov.uk](mailto:events@seaton.gov.uk)

**COUNCIL  
PRIORITIES**

Objective	Action	Responsibility	Timescale
<b>Priority 1 – Marketing and Promoting Marshlands</b>			
Let the offices at Marshlands	Get a new Energy Performance Certificate for Marshlands	Town Clerk	End June 2018
	Work with a local estate agent to market the Marshlands offices	Town Clerk	Ongoing from receipt of EPC
Increase the number of room bookings for the function room	Review and update the Hiring Policy	Town Clerk	End June 2018
	Actively promote the facilities at Marshlands on the website and through social media	Town Clerk	Ongoing from 1 <sup>st</sup> July 2018
	Contact local organisations, voluntary and community groups to let them know about the facilities at Marshlands	Town Clerk	By end July 2018
<b>Priority 2 – Improving the appearance and vitality of the Town Centre</b>			
Run a number of events designed to increase footfall within Seaton	Hold at least 6 Artisan Markets during the spring to autumn	Events Officer	End September 2018
	Hold 3 Art @ Jubilee events during the summer	Events Officer	End September 2018
	Hold the 3 <sup>rd</sup> annual Cycle Festival weekend	Events Officer	30 <sup>th</sup> June & 1 <sup>st</sup> July 2018
	Deliver a programme of Christmas Events including Christmas Light Switch on and carnival event on 1 <sup>st</sup> December	Events Officer	by 25 <sup>th</sup> December 2018

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
Improve the marketing and PR of Seaton as a destination	Work with the Council's new Marketing and PR contractor	Town Clerk & Events Officer	Ongoing – weekly contact
	Deliver the Communication strategy for Seaton	One Voice Media & PR	Ongoing – content reviewed monthly
	Develop the 5 brands for Seaton and produce a promotional plan for 2019	One Voice Media & PR	End September 2018
Focus on projects that will regenerate and increase footfall within the town centre	Hold a street party type event for local business in the town centre	Events Officer	End September 2018
	Be proactive in seeking editorials in Devon wide publications	One Voice Media & PR	Ongoing – 1 a month
Review the Service Level Agreement with Seaton Jurassic for the operation of the Tourist Information Centre (as ends on 31 <sup>st</sup> March 2019)	Set up a Councillor working group to consider the options for Tourist Information	Town Clerk	End May 2018
	Produce an options appraisal for delivery of a TIC	Town Clerk	End June 2018
	Develop a vision for the Tourist Information Service for the next 3-5 years	Working Group	End July 2018
	Complete a procurement process for continuing the Tourist Information Centre in Seaton	Town Clerk & working group	End October 2018
Deliver a programme of events for 2019	Review Artisan Markets to ensure that are still delivering the Council's vision	Events Officer	End August 2018
	Put together a calendar of events for 2019 including existing and new ideas	Events Officer	End September 2018

Objective	Action	Responsibility	Timescale
To keep the town looking its best	Monitor the quality of the Grounds Maintenance Contract	Communities Committee	Quarterly in 2018/19
	Liaise with EDDC and DCC to ascertain who is responsible for street furniture	Town Clerk	End May 2018
	Maintain and paint the street furniture	Town Maintenance Team	End June 2018
	Design and deliver a campaign for good dog ownership	Dog Warden	End September 2018
	Maintain the parish footpaths around Seaton	Town Maintenance Team	Ongoing – quarterly review of footpaths
	Apply to DCC's Community Enhancement Fund for a grant to paint street lamps	Town Clerk	End July 2018
Enhance the look of the town	Instruct contractor and oversee hanging baskets in the town centre and planting of flower beds in Seaton	Town Clerk	May – June 2018
	Put together the portfolio for the South West in Bloom entry	Admin & Finance Assistant	End June 2018
	Set up volunteer groups to tackle grot spots and tackle 5 areas in the town by the end of the year	Seaton in Bloom working group	End December 2018
	Hold the annual Seaton in Bloom competition and prize giving evening	Admin & Finance Assistant	End September 2018

Objective	Action	Responsibility	Timescale
<b>Priority 3 – Seafront Enhancement Scheme</b>			
Raise money through grant funding to deliver the Seafront Enhancement Scheme	Set up a Councillor and key partners working group	Town Clerk	End May 2018
	Produce to a fundraising brief	Working Group	End September 2018
	Appoint a grant funding specialist	Working Group	End October 2018
	Apply for relevant grants	Grant Funding Specialist	November 2018 to May 2019
	Review progress against the total needed	Council	June 2019
<b>Priority 4 – Improving Communication</b>			
Improve the way the Council communicates and engages with the public	Produce a community engagement strategy	Town Clerk	End July 2018
	Design and deliver a new website for the Council	Website working group	End March 2019
	Put together a communication plan for the use of social media	Town Clerk	End June 2018
	Deliver the social media communication plan	Town Clerk	Ongoing – review monthly
Encourage participation in the work of the Council and local democracy	Produce a leaflet to promote how people can get involved in Council meetings	Town Clerk	End August 2018
	Run a campaign encouraging people to stand to be a Town Councillor	Town Clerk	January to April 2019
	Carry out public consultation on what people would like to discuss at the Annual Town Meeting	Town Clerk	February to April 2019

Objective	Action	Responsibility	Timescale
<b>Priority 5 – Neighbourhood Plan</b>			
Deliver the Neighbourhood Plan for Seaton	Liaise with East Devon District Council as to where the Council is in terms of the Neighbourhood Plan process	Town Clerk	End July 2018
	Set up a Neighbourhood Plan working group to include stakeholders	Town Clerk	End August 2018
	Draw up a Neighbourhood Plan timetable for delivering the Plan	Neighbourhood Plan Working Group	End September 2018
<b>Priority 6 – Emergency Plan</b>			
Produce an Emergency Plan	Investigate with Devon County Council and East Devon District Council as to what they have in place regarding an Emergency Plan	Town Clerk	End June 2018
	Draft an Emergency Plan for Seaton ensuring that it dovetails with other plans	Town Clerk	End August 2018

**COUNCIL  
CO-OPTION OF A NEW COUNCILLOR**

**1. Background**

Councillors will be aware that Cllr Martin Pigott is no longer a member of Seaton Town Council as he resigned in April 2018.

The formal process of giving East Devon District Council (EDDC) notice of vacancy has been completed and the Electoral Services Manager has confirmed that a by-election was not called for. Therefore, Seaton Town Council is now in the position to co-opt a new Councillor.

The purpose of this report is to outline the Council's process for the co-option.

**2. Process**

**4<sup>th</sup> June 2018** – Council agree the process for co-option

**By Friday 8<sup>th</sup> June** - Press release is sent out to the media to encourage people to stand for co-option. At the same time the information will be promoted on the Council's website, Facebook Page and Twitter feed

Closing date for applications is **12 noon on Monday 25<sup>th</sup> June 2018**. Applicants will need to fill in the official Co-option form as used previously for co-opting a new Councillor.

Applications will be sent to all Councillors with the agenda pack for the Council meeting on **Tuesday 26<sup>th</sup> June 2018**.

All applicants will be asked to attend a pre-Council session at 6pm on Monday 2<sup>nd</sup> July. Candidates will be taken in alphabetical order and each candidate will be invited to do a 5-minute presentation to Council on 'why they want to be a Councillor'. Councillors will then have 5 minutes to ask candidates any questions.

At the Council meeting on 2<sup>nd</sup> July, the vote will be taken and this will be done using voting slips. The chairman will then announce the successful candidate

The successful candidate will attend their first Council meeting on Monday 6<sup>th</sup> August 2018

**3. Recommendation**

It is **RECOMMENDED** that Council approve this process for co-option.

**COUNCIL  
SIGNATORIES**

As per Standing Orders and Financial Regulations the Council reviews the bank signatories on an annual basis.

The current signatories are:

Cllr Beer

Cllr Burrows

Cllr Hartnell

Cllr Rowland

Cllr Sanham

It is **RECOMMENDED** that Council approve the list of signatories.

**COUNCIL  
UPDATE ON ACTIONS ARISING**

Devon Air Ambulance Landing Strip

The follow up information from EDDC has been provided and the Planning application is now out for consultation.

Assets of Community Value

Information from the Land Registry has now been sent to EDDC

The Lookout, West Walk

At the meeting on 5<sup>th</sup> 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.

Websites – Seatondevon.org and Town Council

The Town Clerk and Admin and Finance Assistant attended training on the Seatondevon.org website on the 2<sup>nd</sup> May with Blaze Concepts. Following the training the Admin and Finance Assistant has been working to update the information on the website.

The Town Clerk has been updating the information on the Town Council website. It is envisaged that the updating of both of these websites will be concluded in the next two weeks.

In terms of designing a new website for Seaton Town Council, the Town Clerk would like to set up a Councillor and Officer working group to consider what information should go on the website and how it should look.

General Data Protection Regulations

An email regarding the privacy statement has been sent to all allotment holders and artisan market traders. Any correspondence that is now sent out will have a disclaimer attached referring people to the website

A page on GDPR has been set up on the website and the Council Policy and Privacy Statement has been published

All staff and Councillors have been given a copy of the Privacy Statement

The policies relating to Records Management and Document Retention, Information Security, Cyber Security and Subject Access Requests are on the next agenda of the Finance and General Purposes Committee for consideration before they go to Council for approval

Castle Hill potholes

This matter has been raised with Stephen Kelly at Devon County Council

Windsor Gardens

Cllr Rowland and Hartnell raising this matter with Dan Haydn at their next walk around Seaton on 31<sup>st</sup> May.

Tourist Information Centre

The Town Clerk is liaising with the Councillors on the working group to arrange a meeting to start the review process

Seafront Enhancement Scheme

A progress update to be provided at the meeting