



To: All Members of the Town Council

**Meeting of Seaton Town Council
on Monday 7th January 2019 at 7.00pm**

21st December 2018

You are hereby summoned to attend the above meeting to be held on **Monday 7th January 2019** at Marshlands, Harbour Road, Seaton at 7.00pm or immediately following the meeting of the Planning Committee, whichever is the earliest at Marshlands, Harbour Road, Seaton. 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 Council Meeting held on Monday 3rd December 2018 and the Special Council Meeting held on Monday 3rd December 2018

18/COU/04 Public Question Time

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

18/COU/05 Police Report

18/COU/06 County Councillor Report

18/COU/07 Reports from Council representatives on Outside Bodies

- Seaton Health Matters

18/COU/08 Town Clerk Report including update on actions arising

18/COU/09 Committee meeting minutes

To receive, and to adopt the decisions therein, the meetings of the following Committee meetings (see website for the minutes):

- Communities and Open Spaces Committee 22nd October 2018
- Personnel Committee 25th October 2018
- Planning Committee 19th November 2018
- Finance & General Purposes Committee 19th November 2018
- Personnel Committee 29th November 2018
- Planning Committee 3rd December 2018

18/COU/10 Motions

- a) Cllr Squire – I propose that Seaton Town Council write to the Hospiscare at Home Team offering our heartfelt thanks for the work they do for the people of Seaton and the local area, that we promote their work both now and throughout the year via our social media channels, and that we offer them a £1,000 donation in recognition of their achievements
- b) Cllr Ledger - To set up a working party to look into the social media policy and to work out a better practice moving forward
- c) Cllr Ledger - To start audio/video recording of council meetings. E.g. Facebook live so that there is transparency and accountability of councillors for the public

18/COU/11 Grant Applications

To consider grant applications from:

- Seaton and District Twinning Association
- Seaton Primary School PTA
- Seaton & District Garden Club
- Health and Local Food for Families (HALFF)
- Seaton Parkrun

To consider the recommendation from the Communities Committee that the Council award a grant of £300 to the Grizzly for the purchase of flutter flags for the 2019 event

- 18/COU/12 Communities Together Fund**
To consider the proposal for the application to the Communities Together Fund
- 18/COU/13 Seaton Community Swimming Pool**
To consider the letter from Leisure East Devon in respect of future funding for the swimming pool
- 18/COU/14 Jurassic Coast Book**
To consider the recommendation from the Communities Committee that the Council contribute £750 towards the reprinting of the Jurassic Coast book
- 18/COU/15 Budget 2019/20**
To consider the draft Budget for 2019/20
- 18/COU/16 Planning Committee Terms of Reference**
To consider amending the Planning Committee so that the quorum for the Committee is 3 Councillors rather than the current 5 Councillors
- 18/COU/17 Sickness Policy**
To consider the recommendation from the Personnel Committee that the Council approve the Sickness Policy
- 18/COU/18 Write Off**
To consider the recommendation from the Finance and General Purposes Committee in respect of a write off
- 18/COU/19 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 20 and 21 on this agenda as there is likely to be disclosure of information as matters are being discussed which are commercially sensitive/could identify an individual
- 18/COU/20 Tourist Information Centre**
To consider the report and recommendation from the Tourist Information Centre Working Party
- 18/COU/21 Seafront Enhancement Scheme**
To consider the report from the Seafront Enhancement Scheme Working Party



Minutes of the Extraordinary Meeting of Seaton Town Council On Monday 3rd December 2018

Present

In the chair: J Rowland in the absence of P Burrows who arrived at 18.04hrs

Councillors: D Ledger, S Read, J Rowland, K Rye, H Sanham, M Shaw and D Squire

Officers: Locum Town Clerk

Public: No public in attendance.

137. Apologies for absence

Apologies were received and accepted from Cllr Marcus Hartnell

138. Declarations of Interest

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

139. Confidential Items

The Chairman moved that in accordance with the Council's Standing Order 1 (c) press and public will be excluded from the meeting during the discussions of item 04 on this agenda as there is likely to be disclosure of information as matters are being discussed which are commercially sensitive.

140. Seafront Enhancement Scheme

The Council **RESOLVED** that when up to date figures are ready then the seafront enhancement scheme should be taken back to full Council.
(moved Cllr Sanham; seconded Cllr J Rowland)

All voted in favour.

The meeting ended at 18.30

Chairman: _____

Dated: _____



Minutes of the Seaton Town Council Meeting On Monday 3rd December 2018

Present

In the chair: Cllr P Burrows

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

Officers: Locum Town Clerk

Public: No members of the public were present

The Chairman said a prayer at the start of the meeting and asked Councillors to stand in remembrance of Martin Pigott's sister who sadly passed away at the weekend.

141. Apologies for absence

Apologies were received and accepted from Cllr Hartnell

142. Declarations of Interest

Cllr Burrows 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)

143. Minutes

The Council **RESOLVED** to approve the minutes of the Council meeting on Monday 5th November 2018.

(moved Cllr Beer; seconded Cllr Rowland)

144. Chairman's Report

The Council considered the Chairman's Report and discussion took place around:

- Cllr Burrows updated the Council that he had attend the switch on of the Christmas lights and the carnival.
- Cllr Rowland thanked Cllr H Sanham for all her work and efforts put into the lighting of the Beacon as part of the first world war centenary service.
- The Chairman thanked Cllr Carmel Chadwick for all the hard work and help that she has given to the residents that were victims of the fire at The Royal Clarence on Sunday. Cllr Chadwick commented in response that she was impressed at the way the community rallied around to help the residents
- An update to be brought to the Council in respect of the emergency plan and social media policy
- Councillors voiced their concerns regarding comments posted on Facebook by Cllr R Webster regarding the Town Clerk and the Events Officer.

The Council **NOTED** the Chairman's Report.

The Council **RESOLVED** that Cllr K Beer speak with Cllr Webster
(moved Cllr Beer; seconded Cllr Sanham)

145. Public Question Time

No members the public were present at the meeting.

146. Police Report

No police report had been received. Councillors requested that a list of the dates of future meetings of the council were sent to the police for their information and they are reminded of the date of the next meeting.

147. County Councillor Report

The Council considered and **NOTED** Cllr Shaw's County Councillor Report.
(moved Cllr Burrows)

148. District Councillors Reports

The Council considered Cllr Hartnell's Report and discussion took place around:

- Feedback on S106 monies for the football pitch and whether the monies could be put towards another project in the town. EDDC had responded that this was not possible. Councillors wished to know what was happening to the S106 monies.
- With reference to the Bronze Award given to Seaton Wetlands Cllr D Squire proposed that major events and the towns achievements were promoted on the town council's website. It was requested that One Voice are asked to promote this award. It was also suggested that council agendas are sent to One Voice so they are aware of town events and news
- Support of the installation of a gear mechanism on the flood gates at Fisherman's Gap. Cllr D Squire wanted it established who was responsible for the closing of the flood gate as this would be of importance when compiling the Emergency Plan.
- The council support the idea for a Streetscene/Town Council Joint Monthly Operation

The Council **RESOLVED** to request the Town Clerk that Council agendas are sent to One Voice so that they are aware of town events and news.
(moved Cllr Squire; seconded Cllr Burrows)

The Council **RESOLVED** to support the installation of a gear mechanism on the gates at Fisherman's Gap.
(moved Cllr Rowland; seconded Cllr Read)

The Council **RESOLVED** to support the Streetscene/Town Council joint monthly operation as proposed in Cllr Hartnell's Report
(moved Cllr Rowland; seconded Cllr Beer)

The Council **NOTED** Cllr Hartnell's District Councillors Report
(moved Cllr Burrows)

The Council considered and **NOTED** Cllr Burrow's District Councillors Report.

149. Reports from Representatives on Outside Bodies

The Council considered the report from the Seaton Area Health Matters Group and discussion took place around:

- Cllr Rowland gave an update on the Helpline which the Council agreed at the November meeting would be run on a trial basis via the front office Council staff. Cllr Rowland had decided to purchase a mobile phone and would run this service himself.

The Council **NOTED** the report
(moved Cllr Burrows)

150. Town Clerk Report

The Council considered the Town Clerk's Report and discussion took place around:

- The application to Historic England to have the Searchlight Emplacement listed. Councillors would like to see the application made to Historic England to have the Searchlight listed and the confirmation saying the site wasn't a strong candidate for listing and that they wouldn't be able to take an application forward.
- Whether any correspondence has been received from Ted Gosling of Seaton Museum. Mr Gosling had sent a letter to the Council but had not received a reply or acknowledgement of it.

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

151. Committee meeting minutes

The Council **RESOLVED** to adopt the minutes for:

- Finance & General Purposes Committee 8th October 2018
- Planning Committee 22nd October 2018
- Planning Committee 5th November 2018

(moved by Cllr Burrows; seconded Cllr Read)

152. Motions

Motion 1: Cllr Shaw – Seaton Town Council welcomes the publication by the Council for the Preservation of Rural England (CPRE) (Devon branch) of two reports, 'Devon Housing Needs Evidence' and 'A Review of Government Housing Policy and Its Impact on Devon', and the extensive research from which they result. Noting that the reports conclude that Devon's real housing needs are substantially less than current policy suggests, Council resolves to affiliate to the Devon CPRE in order to obtain copies for members to read, with a view to referring the issue to the Planning Committee for detailed discussion.

Discussion took place around:

- Two reports published by CPRE that conclude that the Government is making councils greatly overestimate housing needs in the county which is distorting housing policy across the county. These reports are only available in hard copy. Because they cost a lot to produce you can only get a copy of the reports if you join CPRE.
- The Council joining CPRE as it would be of benefit as they are raising issues like this on an ongoing basis. Cllr Shaw asked that the Council affiliates to the Devon CPRE which would cost £36 per year in order to obtain copies of reports they publish.

- How the CPRE figures compared to the ones quoted in East Devon's Local Plan. Cllr Shaw said CPRE's estimate of housing needs figures for East Devon are substantially lower than the Local Plan figures.
- If the Council becomes affiliated with CPRE where does that put as with planning applications when CPRE make any comments on them. It was felt that this would not affect how the Council responds to planning applications.

The Council **RESOLVED** that the Town Council affiliates to Devon CPRE at a cost of £36 per year.

(moved Cllr Shaw; seconded Cllr Read)

Motion 2: Cllr Burrows – Seaton Town Council strives to towards becoming a plastic free community. We will work with other agencies including Surfers Against Sewage to make Seaton a plastic free coastline.

Discussion took place around:

- The need for clarification on 'a plastic free coastline' as that covers so many things that it would not be practicable to adhere to.
- Is the Town Council going to set an example and become plastic free? Is there going to be an action plan? Cllr Burrows has made contact with Surfers Against Sewage and they are coming up with some proposals. Cllr Shaw felt there were some elements of this that the town council could look into. Councillors felt they wanted more detail before supporting this motion. What is expected of the Town Council if it supports the motion?

The Council **RESOLVED** that it accepts the principle behind the proposal of the motion, but that a plan of action is brought before the Council.

(moved Cllr Squire; seconded Cllr Chadwick)

Motion 3: Cllr Ledger - To look into redesigning/adding to the town maps to better reflect the businesses in the town, including making the signs consistent with what Seaton offers.

Discussion took place around:

- Cllr Sanham explained the Town Map was produced to encourage people to get out and about.
- Whether detailing all businesses on map would become confusing.
- Whether it was the right decision not to include businesses however if it had been pointed out at the time The Gateway Theatre should have been included.
- Cllr Ledger agreed that Gateway could be excluded but the word Theatre should be included on the map.

The Council **RESOLVED** to include the Theatre where Town Hall is and look to get the map revised.

(Cllr Ledger, seconded Cllr Burrows)

153. Communities Together Fund

Cllr Burrows has attempted to contact Jamie Buckley at EDDC but is awaiting a response. Cllr Sanham expressed concern over missing the deadline – the deadline is 16th January 2019.

154. Seaton Community Swimming Pool

To consider the letter from Leisure East Devon in respect of future funding for the swimming pool.

Discussion took place around:

- The letter raising more questions, current shortfall of £6,000 based on usage. EDDC have contributed £5000 since the start of this, what subsidies do they pay to other school swimming pools. Needs to be a correlation between EDDC contribution and any contribution made by STC, in relation to overall budget.
- The need to ask for comparative figures for the towns of East Devon for EDDC and LED are spending on swimming pools in each of those towns.
- The need to have details of how often the pool is actually open to the community, number of occasions when it has been advertised as open and nobody has been there.
- The fact that they have had a lot of problems this year.
- The need to ask for a representative to come and talk to the Council to answer any questions.
- The change of Head at the school and there maybe different views on how the pool should operate. Information on advertising and promotion from LED would be useful.

The Council **NOTED** the letter and agreed to postpone a decision on a contribution until such a time that LED can attend and answer questions on usage, comparison to last figures received from them, business plan, detailed figures on monies spent by EDDC on each of the towns in East Devon, the view of the school, any contributions by town councils to the running of school pools. How is promoted and consistency with opening in relation to what is advertised.

155. Free Room Booking Request

To consider the request for a free room booking from Axe Valley Runners. The Council **RESOLVED** to the free booking (proposed Cllr Sanham, seconded Cllr Rowland).

156. Confidential Items

The Chairman moved, and the Council agreed to move into confidential session

157. Tourist Information

The Council **RESOLVED** that a meeting should be held with Devon Wildlife urgently as they are not aware of any problems with TIC provision (proposed Cllr Rowland, seconded Cllr Beer).

158. Personnel Committee

The Council **RESOLVED** to agree the recommendation put forward by the Personnel Committee in respect of a staffing matter. (moved Cllr Burrows; seconded Cllr Rowland)

Meeting closed at 20.51

Chairman: _____

Dated: _____

**Council
Police Report**



Devon & Cornwall Police

Building safer communities together

Crimes Recorded - 01/12/2018 to 16/12/2018 - kn3h

Offence	Recorded Crime 01/12/2018 to 16/12/2018	Recorded Crime 01/12/2017 to 16/12/2017	Recorded Crime % Difference
Violence with Injury	0	3	-100.0%
Violence without Injury	3	6	-50.0%
Other Sexual Offences	2	0	-
Burglary Non-Dwelling	1	0	-
Vehicle Offences	0	1	-100.0%
Other Theft	3	1	200.0%
Criminal Damage	2	2	0.0%
Public Order Offences	0	1	-100.0%
Total	11	14	-21.4%

Non Notifiable Offences	1	1	0.0%
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Devon & Cornwall Police

Building safer communities together

Incidents Recorded - 01/12/2018 to 16/12/2018 - kn3h

Incident Closing Category	Incidents - 01/12/2018 to 16/12/2018	Incidents - 01/12/2017 to 16/12/2017	Incidents % Difference
Anti Social Behaviour	3	3	0.0%
Crime Recorded	4	5	-20.0%
Public Safety	12	16	-25.0%
Transport	2	5	-60.0%
Total	21	29	-27.6%

The fire at the Clarence Flats has kept us very busy. One resident has been arrested and charged, but it caused major problems for numerous other businesses and members of the public. Many businesses have been very helpful and great thanks have been passed to Fire for their quick response and good work preventing further damage etc. I will explain more at the meeting.

Crimes – 11

3 x Violence w/o injury – 1 x unwanted phone call, 1 x domestic common assault, & 1 x argument with sub contractor on building site
2 x Sexual – 1 x female touched, and 1 x unwanted liaison
1 x Burglary non dwelling – not a burglary (elderly female believed her lawnmower has been taken and replaced with another one?)
3 x Theft – 2 x kids bikes taken (should be one crime) & 1 x Bilking from Tower Garage using false number plates
2 x Crim Dam – Can only see 1 which is damage to police van wing mirror (which actually happened a week prior and not as a result of crim dam)

Logs – 21

3 x ASB – Neighbour issues
4 x Crimes – As above
12 Public Safety – Clarence Fire including RTC & confused old people
2 Transport – RTC (linked to the fire) & abandoned vehicle (local residents vehicle)

**Council
County Councillor Report**

Roads action

The two roads which I put forward for repair and resurfacing under the County Council's Resilience Fund, Beer Road (Seaton) and the road north of Drummerstone Cross (Offwell) have now been done, as has Gatcombe Lane (Seaton) which I also pressed for.

The road from Northleigh Cross to Offwell Brook, which I put forward under my Pothole Action Fund allocation, will be done in March. I asked for Northern Lane (Branscombe), which was patched last year, to be top dressed, and this will also happen in the spring.

The County Council has been given £18 million additional funding for Highways and I am expecting additional funds for our division, so parishes should let me know which sections most need doing.

Colyton Grammar School expansion

Colyton Parish Council asked me for my views on the report that Colyton Grammar School is one of 16 grammar schools which will share £50 million money to expand, and I replied as follows:

Colyton Grammar School is an excellent school and as County Councillor for Seaton and Colyton, I support its case for improved funding for its ongoing activities, as I do for all local schools. However I do not support the Government's £50 million extra funding to expand grammar schools and I am disappointed that Colyton Grammar School put itself forward for this controversial scheme. Additional capital funding should benefit the education of all children, rather than being used to expand a small number of selective schools. It is not right that Colyton Grammar School should benefit from millions of additional funding purely because it is a selective school, when under-pressure local schools which are open to all children receive no funding boost. I also share residents' concerns that expansion of the school would exacerbate the traffic problems which bussing pupils to and from the school already cause in Colyford, and to which no solutions have yet been found.

The Headteacher of the Grammar School has subsequently confirmed that their funding of £490,000 is for Sixth Form expansion. Their case referred to the closure of Sixth Form entry at Axe Valley Academy. I find it depressing that the Government can't fund Axe Valley well enough to support their Sixth Form, but can find extra funding for Colyton Grammar.

Govers Meadow, Colyton, street lighting failure

I intervened with Western Power after the company told residents it could take four weeks to restore lighting on the estate, and the lighting was restored the next day.

Seaton Area Health Matters

The Steering Committee, of which I am a member, will finalise its proposals for using the empty space in Seaton Hospital by the end of January, when they will be made known to members and affiliated organisations as well as discussed with the CCG and RD&E.

CPRE reports on Devon's Housing Needs to go to DCC Cabinet

The Council meeting decided that my motion to examine the implications of the reports by the Council for the Preservation of Rural England, which suggest that Devon is being asked to build too many additional houses and the wrong types, will go to the Cabinet on 9th January. The CPRE have said they will address the Cabinet.

Flybe / Exeter Airport concern due to Brexit uncertainty

I asked a question at the County Council about this. As reported in the press, Flybe has put itself up for sale and Virgin may be interested. The County Council together with other local councils has offered support for Flybe including its training academy at Exeter Airport, but says that in the end it is for the company to resolve the situation. The threat to Flybe was reported to be as a result of the effects of Brexit uncertainty, but Conservative councillor Rufus Gilbert, cabinet member for Economy and Skills, denied this was the cause of the situation.

I also proposed a motion on the Brexit crisis, in the light of this threat and the closure of a car parts factory in Plymouth with the loss of 350 jobs which has been clearly put down to the Brexit situation. However the Council referred it to Cabinet in January. This postpones a full Council discussion until February, when it will be too late to influence Parliament's decisions.

Fracking petition published

Along with over 850 other councillors, I have signed an open letter, Let Communities Decide, opposing government proposals to fast-track fracking by allowing exploration under permitted development rules. We are insisting that before any exploratory work is done local planning authorities should have a chance to look at the proposals. Our area is available for exploration licenses although at the moment there are no signs of any interest from companies, unlike in Dorset.

**Council
Reports from Council Representatives on Outside Bodies**

Report for Seaton Town Council meeting on 7 January 2019

Produced by Jack Rowland on 20 December



Seaton Area Health Matters

The first version of a business case report to establish a Health & Wellbeing hub at the Seaton Hospital site has been produced and was discussed at the Steering Group meeting on 13 December.

In view of the comments and suggestions made a target date of 11 January was set to produce version 2 of the report with the aim of sending a final report to the NEW CCG and the RDE Trust by the end of January.

**Council
Town Clerk Report including update on actions arising**

Correspondence and Communication

In terms of correspondence and communication for the month of November/December, the key areas for Council to be aware of are:

Comment/Complaint/feedback	Action/Response
Email received from a member of the public stating 'I wish to inform that a lot of shrubbery has been cut down at the entrance of Clapps Lane (near the junction with Fore Street) and has been left there. As a result, it is partially blocking the road which gives restricted visibility, as well as making the area unsightly'.	Referred this matter to East Devon District Council and Devon County Council
Email received from a member of the public I'm looking to start a youngsters football team for 5 year olds. I have been in touch with Seaton town football club who are happy to support with courses and supplying bibs and footballs. It is down to me to organise there training and expenses come out of my own pocket or to pass the charge on to the youngsters. I am happy to give up my own time to get this up and running but I'm looking for a place to do training ideally in Seaton. I'm not sure how I go about this but I'm looking to do an hour on Saturday mornings and wasn't sure if you could help with some open space	Council to consider

Update on Actions Arising

Devon Air Ambulance Landing Strip

Official opening took place on Saturday 1st December between 3pm and 5pm at Seaton Cricket Club and a press release was issued week commencing 3rd December.

CPRE Membership

Application form and fee submitted to CPRE

**Council
Motions**

Background information:- Seaton Hospiscare at Home Service has just won the End of Life Care Award which they received at The Market 3rd Sector Awards in London. These awards recognise the innovation and excellence happening throughout the non profit care and support sector. The End of Life Care award recognises the team and how choices made by the person being cared for and their family is central to the service and care that is delivered. We are exceptionally lucky to have this service in Seaton.

Proposal

I propose that Seaton Town Council write to the Hospiscare at Home Team offering our heartfelt thanks for the work they do for the people of Seaton and the local area, that we promote their work both now and throughout the year via our social media channels, and that we offer them a £1,000 donation in recognition of their achievements

**Council
Grant Applications**

The Council set a budget of £8,000 for Grants to organisations in the 2018/19 financial year.

At the Council meeting on 2nd July 2018 the Council **RESOLVED** to approve grants for the following amounts:

- Axe Valley & West Dorset Ring and Ride Service - £1,000
- TRIP Community Transport - £500
- Seaton Library Youth Club - £1,000
- Testudo - £680
- HALFF – 24 free room booking sessions at Marshlands

This totals to £3,180 and the remaining money will stay in the budget for the January 2019 round of applications.

This leaves a total of £4,820 in the Grants budget.

In this round, grant applications have been received from:

- Seaton and District Twinning Association – requesting £500
- Seaton Primary School PTA – requesting £600
- Seaton & District Garden Club – requesting £240
- Health and Local Food for Families (HALFF) – requesting £2,462
- Seaton Parkrun – requesting £850

These applications total to £4,652

Note: The Council's Grant setting Policy states that only one application per organisation/group will be accepted per financial year and that a maximum of £1,000 may be applied for by each organisation/group. HALFF have already received a grant (payment in kind in the form of free room bookings) from the Council in the July grant round and their application is for over £1,000

The Communities Committee have also recommended that the Council award a grant of £300 to the Grizzly for the purchase of flutter flags for the 2019 event.

**Council
Communities Together Funding**

At the Council meeting on 5th November 2018 the Council agreed to consider three potential projects for the Communities Together fund, which were Seaton Majorettes, Hoppa Bus and Axmouth Guide

Since that meeting discussions have been ongoing to scope these projects for application.

Hoppa Bus Project

Cllr Squire has confirmed that Sidmouth Town Council do not wish to proceed with the Hoppa Bus project.

Seaton Majorettes

Seaton Majorettes have confirmed that they are looking for funding for new batons which cost £130-£140 per baton times 30 = £3,900 to £4,200

The Town Clerk has reviewed the criteria for the Communities Together Fund and is of the opinion that this application could go forward to the Fund.

A minimum of 20% of the total costs of your project must be funded from other sources.

This means that an application could be made for £3,360 (based on the maximum cost of £4,200) but that the Majorettes would have to find the remaining £840 themselves or from another source.

Axmouth Guide

Axmouth Parish Council has suggested that we could work with them and apply for funding to the Communities Together Fund to produce walking leaflets within Seaton, Axmouth and surrounding areas which could include information of the area and highlight points of interest.

The Seaton Visitor Centre Trust has also been considering creating a series of walks that would encourage people to explore the discovery points from Seaton Jurassic, one of which is in Axmouth parish; to promote the Seaton and Axmouth section of South West Coast Path; and produce a new leaflet on the Undercliffs walk starting in Seaton.

As background for this proposal:

- Information on local walks is high on the list of enquiries at Seaton Jurassic.
- the updated Heritage Trail Around Seaton which was a joint initiative by Seaton Town Council, Seaton Jurassic and Seaton Wetlands, has been very

well received with over 1,000 copies already distributed.

- We know that B & Bs report that many of their guests are walkers, attracted here for the local natural environment and the South West Coast Path.
- Local walks encourage visitors to remain in the local area

If this proposal is supported, it is suggested that the application is submitted by Seaton Town Council, Axmouth Parish Council and SVCT; that these maps/leaflets should follow a similar brand to the Heritage Trail leaflet; and that the application should include the cost of signage where appropriate.

Agenda Item: 14

**Council
Jurassic Coast Book**

Sam Rose, from the Jurassic Coast Trust attended the meeting of the Communities Committee on Monday 10th December 2018 and updated the Committee on the current situation following on from their letter. Exmouth, Sidmouth and Budleigh Salterton Town Councils have all agreed to pay the sum of £750 to go towards the overall cost of £3,300 for the production of 2,500 copies. The Trust are asking Seaton Town Council to confirm whether it is happy to pay the same total of £750.

The Communities Committee is making the following recommendation to Council:

The Communities Committee **RECOMMENDED** to Council that this item of business go back to Council for consideration.

Agenda Item: 16

**Council
Planning Terms of Reference**

The Planning Committee requests that the Council review the Terms of Reference for the Planning Committee and change the quorum from 5 Councillors to 3 Councillors.

Agenda Item: 18

**Council
Write Off**

The Finance and General Purposes Committee at their meeting on Monday 17th December **RECOMMENDED** to Council that the debt relating to account code SWE001 for £5.10 be written off

**COUNCIL
ABSENCE MANAGEMENT POLICY AND PROCEDURE**

Purpose and Scope of the Policy

This policy relates to all Seaton Town Council staff. The policy establishes guidelines for managers and staff in relation to all absence, enabling managers to address all absences consistently and fairly. It also sets our procedures for reporting and recording sickness absence. Accurate absence records are important to enable Seaton Town Council to identify patterns of sickness and work related health problems.

Staff who are ill, will be treated sympathetically and every effort will be made to assist recovery and safeguard employment. It is recognised however that the loss of working days through repeated absence can be a significant cost to Seaton Town Council in terms of work not completed or the costs of arranging absence cover. Repeated absence also places additional pressure on colleagues.

An employee is eligible for sickness benefit (upon successful completion of their probationary period) and will be paid in accordance with the following scale applicable at the date an employee begins a period of absence. For staff who work less than full time the following are applied on a pro rata basis.

Year of Service	Full pay	Half pay
Six months – 1 year*	2 weeks	2 weeks
Second/Third	4 weeks	4 weeks
Fourth/Fifth	8 weeks	8 weeks
More than five	12 weeks	12 weeks

*Subject to satisfactory completion of probationary period

Seaton Town Council reserves the right to refuse to pay sick pay if it has reasonable cause to think that an employee is not genuinely sick, if it has cause to believe that an employee is abusing the sick pay scheme, if an employee has failed to comply with the notification requirements, or has not supplied the appropriate certification. If the sick pay scheme has been abused, disciplinary action may follow.

The above full pay entitlements include statutory sick pay (SSP), where applicable. SSP will be paid in accordance with regulations in force at the time.

If you are absent due to sickness during the course of disciplinary proceedings or during investigations into alleged breaches of the rules, procedures or contractual obligations, you will not ordinarily be entitled to sickness payment from the organisation (other than SSP), unless you are found not to have a case to answer.

If you are on paid suspension and become unfit for work or unable to attend any necessary meetings due to sickness your suspension may be lifted. If your

suspension is lifted, you may no longer be entitled to full pay or sickness payment from the organisation other than SSP.

Eligibility for sickness payment will not prevent the organisation from terminating your employment prior to the expiry of the above maximum benefits.

Where there is medical evidence that an employee is no longer fit to fulfil the responsibilities of the job, the Council reserves the right to terminate employment before the expiry of contractual/occupational sick pay, in accordance with this policy.

Qualification for sickness pay:

- I. Any previous period of absence for which benefit was payable in the 12 months preceding the first day of a new period of absence will be counted against the above limits for the latest absence
- II. If during a period of absence an employee's service reaches a new qualification period, the duration of payment will be based on the newly acquired qualification.
- III. If an employee is ineligible for SSP or their entitlement to SSP ends, they may be entitled to Incapacity or other National Insurance benefit. It is the responsibility of the employee to make necessary claims; the Town Clerk must be notified of the amount of benefit receivable (or the reason for non-payment of benefit) in order that the appropriate adjustment can be made to pay

Should you fall sick prior to or during pre-booked annual holidays there is no entitlement to take those holidays on another occasion unless the sickness notification procedure has been followed and a Statement of Fitness for Work is provided from a medical practitioner.

Additional Leave Requests

Staff should arrange to attend personal appointments in their own time. Paid leave will not be granted. Staff working on a part time basis allow employees a great deal of discretion in arranging appointments at a time that will not impact upon their work duties.

If staff are unable to make appointments in their own time, in agreement with the line manager, it may be possible for staff to work back the hours within a set time frame. Managers should ensure that, where staff have a medical appointment, they are flexible with such requests, e.g., permitting annual leave to be taken in hours.

Leave for maternity, paternity and caring consideration are covered in the appropriate section of the Seaton Town Council terms and conditions of employment and the staff handbook.

Monitoring Absence

The Council uses the widely recognised Bradford Factor Index as a way of monitoring an individual employee's level of absence. The method of multiplying the number of absences is a fair way of identifying and differentiating between regular short term absence and less frequent longer term absences. Absence Indicator

Points are the number of periods of absence in a rolling 12 month period multiplied by itself, then multiplied by the total number of days absence in the same period. The calculation weights the number of instances of absences and is an indicator of the disruption caused by absence.

The following equation is therefore used to calculate an employee's total Absence Indicator Points:

Actual periods of absence² x Total number of days lost.

The relevant period for the purpose of calculating Absence Indicator Points is a rolling twelve months, i.e., when looking at absence a manager will review all absences in the last 12 month period from the start date of the most recent absence.

Where an employee's Absence Indicator Points exceed 50 in a rolling 12 month period they will exceed the Council's Trigger Point and the line manager is required to commence the formal process.

To ensure that full time and part time staff are treated equitably in the application of this policy, employees who do not work a 5 day week pattern will have a pro-rata trigger point as follows:

4 days = 40, 3 days = 30, 2 days = 20 and 1 day =10.

Additionally, where a pattern of persistent short-term absence is identified, but the Absence Indicator Point total is less than the Trigger Point, the manager may still commence the formal process. This may include, but is not limited to, a pattern of absences occurring at the beginning or end of a week; during school holidays; coinciding with sporting or other events; or when an employee reports sick on the same day that a leave request had been declined. In order to consider patterns in an employee's absence history, managers will review absence data from previous years.

The manager may also commence the formal process where there is evidence that an employee regularly remains just below the absence trigger point due to minor health issues, where there is no underlying cause.

How to calculate Absence Indicator Points

Absence Indicator Points are calculated using the following equation:

Actual periods of absence² x Total number of days lost.

Example 1

Mr A, who works 5 days per week, has 1 period of absence for 42 days in a rolling 12-month period.

Mr A's Trigger Point is 50 points.

Mr A's Absence Indicator Points would be calculated as; 1 x period of absence x 1 period of absence x 42 days absence = 42 points

Does not exceed Trigger Point – no formal action required.

Example 2

Mr B, who works 3 days per week, has 2 periods of absence totalling 7 days in a rolling 12-month period.

Mr B's pro-rated Trigger Point is 30 points.

Mr B's Absence Indicator Points would be calculated as; 2 x period of absence x 2 period of absence x 7 days absence = 28 points

Does not exceed Trigger Point – no formal action required.

Example 3

Mrs C, who works 4 days a week, has 3 periods of absence totalling 5 days in a rolling 12-month period.

Mrs C's pro-rated Trigger Point is 40 points.

Mrs C's Absence Indicator Points would be calculated as; 3 x periods of absence x 3 periods of absence x 5 days absence = 45 points

Exceeds Trigger Point – first formal absence meeting required.

Example 4

Miss D, who works 5 days per week, has 2 periods of absence totalling of 20 days in a rolling 12- month period.

Miss D's Trigger Point is 50 points.

Miss D's Absence Indicator Points would be calculated as; 2 x periods of absence x 2 periods of absence x 20 days absence = 80 points

Exceed Trigger Point – first formal absence meeting required.

The following situations will be classed as unauthorised absence and an employee will not automatically receive any sick pay in respect of the following:

- any day's leave (or part day) which has not been notified, in line with this document, will be treated as unauthorised absence;
- absence with no covering Council absence form and/or FIT note (where appropriate);
- decline to provide contact details;
- fail to comply with the requirements for the provision of medical certification.

These situations will be classed as unauthorised absence.

Prolonged Absence

A prolonged absence is defined as a period of sickness which is one month or more.

Seaton Town Council will endeavor to seek an appropriate solution to cases on prolonged absence, dependant on the nature of the illness, a likely date of return and any rehabilitation advice. This includes taking action to protect the health and well-being of the employee, if they have become more vulnerable to risk because of illness, injury or disability. The employee will be consulted at all stages and no confidential information about diagnosis, treatment or prognosis will be disclosed by

Seaton Town Council unless it is necessary to help the organisation check it is acting lawfully or meeting its legislative obligations (e.g. to check acceptable reasonable adjustments as required under the Equality Act 2010).

The line manager will maintain contact with the member of staff in order to remain updated about the likely duration of the absence. This may take the form of regular case review meetings. These may be held at a mutually convenient location and the member of staff will have the right to be accompanied by a work colleague, accredited Trade Union official or, exceptionally, a member of family. The member of staff has a responsibility to update his/her manager regularly on his/her likely date or return to work and to forward appropriate Fit notes.

The Council reserves the right to require you to undertake a medical examination by a medical practitioner and/or specialist of the Council's choice and/or to seek a report from your Doctor.

The Council may arrange and ask the employee to attend, a consultation with an Independent Occupational Health Professional to seek advice on the health problem, clarify any modifications that may help a return to work and the employee's likelihood of return to work.

In certain circumstances it may be necessary for the Council to obtain a Medical Report from your Doctor/Specialist in order to establish:

- Reason for and likely duration of absence
- When you will be able to return to work
- Whether the problem will likely recur
- What, if any treatment is being prescribed
- Whether you can carry out all duties of the job. What if any adjustments are recommended

This information will enable the Council to plan workloads. It is in the interests of both yourself and the Council to establish, with the benefit of expert medical opinion, your ability to work.

You have certain rights under the Access to Medical Reports Act 1998. Where the Council wishes to seek a report from your Doctor, a summary of these rights is detailed below:

- Your Doctor/Specialist cannot submit the report to the Council without your consent. You may withhold consent to the report being sought or can request to see the report prior to it being forwarded to the Council
- If you indicate you wish to see the report in advance, the Council will inform you when the Doctor/Specialist has been written to; and the Doctor/Specialist will be notified that you wish to see the report. You then have 21 days to contact the Doctor/Specialist regarding arrangements to see the report
- Should you indicate that you do not wish to see the report before the Council, you still have the right to write to the Doctor/Specialist, if the report has not been provided to the Council, and have 21 days to contact the Doctor/Specialist regarding arrangements to see the report. You have the right to ask the Doctor/Specialist for a copy of the report for up to 6 months after it has been

supplied.

- You may ask the Doctor/Specialist to amend any part of the report, which you consider to be incorrect or misleading. If the Doctor/Specialist does not agree, you may attach a statement of your views with the report. If the Doctor/Specialist thinks that you or others would be harmed by the report, or any part of the report, it can be withheld from you.
- No decision will be made that could affect your employment without careful consideration of all the circumstances
- Where the Council wishes to obtain a medical report, you will be asked for your written consent. Should you withhold such consent; the Council will take a decision regarding your continuing employment without the benefit of medical opinion

Monitoring of the policy

The Personnel Committee will keep the monitoring of sickness absence and the operation of this policy under review.

Absence procedure

Absence reporting and recording procedures

It is the responsibility of all staff to maintain accurate records of absence on the shared office diary system. The Town Clerk will keep a record of all sickness absence on his/her electronic calendar.

Where a member of staff becomes ill while at work and feels too unwell to continue working, his/her manager should give permission for the individual to leave work and where appropriate, seek medical advice. All periods of sickness absence should be recorded as such.

A member of staff who is sick and cannot attend work should contact his/her line manager (or the Chairman/Vice Chairman if the Town Clerk is not available) before 10am on the day he/she is expected at work. This contact should be a phone call to the office (or by prior agreement to the line manager's mobile). If you cannot contact your line manager you will need to speak to the office (if you are not able to speak to anyone in the office then an email to the office would be appropriate).

Absent staff should provide details of any outstanding or urgent work or appointments that need to be dealt with when contacting the office.

Staff should not ask anyone else to make contact on their behalf unless it is not possible for them to do so. If absence extends beyond 1 day, staff should keep in contact with their line manager regarding a return to work date.

If a member of staff believes that his/her condition may be related to an activity or incident at work, he/she should inform his/her line manager. In such circumstances, an accident report should be completed in the accident record book located on the office reception desk. Depending on the nature of the illness, the manager (or the

member of staff) may also wish to take independent advice on how to avoid a reoccurrence of the problem.

Line managers are responsible for ensuring that all incidents of absence are accurately recorded. Line managers should ensure, staff that are absent, complete a record of absence form, the signed form to be returned to the Town Clerk for payroll and recording purposes. The record of absence form will be kept on the employee's personnel file in accordance with the Council's Document Retention and Records Management Policy.

When reporting absence from work due to sickness, staff will be required to supply information relating to the nature of the illness (if the employee does not wish to reveal the exact nature of the illness he/she must indicate broadly the cause of the absence).

The Absence Record Form is available appended to the Staff Handbook or from the Town Clerk.

Staff are expected to contact their line manager during their absence – daily in the case of short periods of absence.

For absences of between 1 and 7 consecutive calendar days an absence record form must be completed and signed by the individual upon return to work. If the absence is likely to exceed 7 calendar days (including non-working days), the employee must obtain a medical certificate from a medical practitioner to cover the absence and forward it to the Town Clerk as soon as possible. If the absence continues, medical certificates must be obtained to cover the whole period of sickness.

Return to Work Following Absence

When staff return to work following absence they should inform their line manager as soon as possible, complete, sign the Absence Record Form, and provide any doctor's certificate that are required to cover their absence. A return to work interview will then take place.

The signed form and medical certificates, where relevant, to be returned to the Town Clerk for payroll and recording purposes. The record of absence form will be kept on the employee's confidential personnel file in accordance with the Council's Document Retention and Records Management Policy. If appropriate, information is forwarded together with any medical certificates under confidential cover to the appointed payroll contractor for payment of Statutory and/or Contractual sick pay.

The Town Clerk will monitor absence levels and inform the Personnel Committee when absence trigger points are reached.

Where an employee is returning to work after an operation or period of prolonged absence the line manager will undertake a risk assessment to ensure a satisfactory return to work. Return to Work will attract the same level of importance as other issues within the Health and Safety Policy and will be addressed within the Risk

Assessment procedure. The Council recognises that its duty of care to its employees includes their mental as well as their physical health.

Seaton Town Council is committed to helping employees return to work following prolonged sickness, an operation or period of maternity leave. It will:

- Work with staff on developing and reviewing the operation of the return to work policy;
- Make reasonable adjustments to retain an employee who has returned to work;
- Agree return to work plans with everyone affected
- Ensure that employees who have suffered ill health, injury or disability will be treated fairly, equally and consistently
- Act in accordance with specific legislation in the case of women returning to work sooner than six months after the birth of their child or who are breastfeeding. In these instances Seaton Town Council will use its Risk Assessment for Expectant and New Mothers.

Under the Management of Health and Safety at Work Regulations 1999 there is the requirement for employers to ensure, so far as is reasonably practical, the health, safety and welfare at work of their employees. In turn there is also a requirement for employees to take reasonable care for their own health and safety at work. There is thus a shared responsibility.

Monitoring Absence

An Absence Review meeting will normally take place where the trigger number of absences (or days absent) is reached. The employee will normally be given at least 48 hours written notice of the meeting (unless the employee agrees to less) and he/she may choose to be accompanied by a work colleague, Trade Union representative or, exceptionally, a member of family. The Absence Review Meeting will give the employee and his/her line manager a chance to discuss the absence record, the reason for it and if appropriate, the improvement that is required over a specific period.

Following an Absence Review Meeting the manager and employee may agree that professional independent Occupational Health advice should be taken to seek advice on a health problem.

If during any agreed monitoring period following the Absence Review meeting absence exceeds the improvement target this will trigger a second Absence Review meeting with the line manager and a representative of the Personnel Committee. If, following the second meeting, the pattern of absence continues and the required levels of attendance are not met the Council's disciplinary procedure will be followed.

A member of staff who fails to comply with notification or certification procedures or who otherwise abuses the absence procedures may be subject to further action, which could include the use of the Council's disciplinary procedures.