

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Annual Meeting of Sidmouth Town Council**  
**held at the Council Chamber, Woolcombe House, Sidmouth,**  
**on Monday 16 May 2016 at 6.30pm**

Ward	Councillors Present:
Sidmouth North	Dawn Manley
Sidmouth South	Kelvin Dent
	John Dyson
	Paul Wright
Sidmouth East	Marc Kilsbie
	Frances Newth
Sidmouth West	Matt Booth
	Louise Cole
	John Rayson
Primley	Simon Pollentine
	Jeff Turner (Chairman)
Sidford	Jack Brokenshire
	Ian McKenzie-Edwards (Vice-Chairman)
Sidbury	John Hollick
	Gareth Jones
Salcombe Regis	Ian Barlow
	David Barratt
Apologies:	Michael Earthey, Stuart Hughes

The meeting started at 6.30pm and finished at 7.30pm.

## **PART 'A'**

### **1 Election of the Chairman of the Council**

It was proposed by Councillor Frances Newth and seconded by Councillor Ian Barlow that Councillor Jeff Turner be elected Chairman of Sidmouth Town Council for the forthcoming year.

There being no other nominations, Councillor Turner was duly elected Chairman of Sidmouth Town Council for the forthcoming year.

Councillor Turner read aloud and signed the Chairman's Declaration of Acceptance of Office.

### **2 Appointment of the Vice-Chairman of the Council**

It was proposed by Councillor John Hollick and seconded by Councillor John Rayson that Councillor Ian McKenzie-Edwards be appointed Vice-Chairman of Sidmouth Town Council for the forthcoming year.

There being no other nominations, Councillor McKenzie-Edwards was duly appointed Vice-Chairman of Sidmouth Town Council for the forthcoming year.

Councillor McKenzie-Edwards read aloud and signed the Vice-Chairman's Declaration of Acceptance of Office.

**3 Prayers**

Prayers were taken by the Reverend Susie Williams.

**4 Minutes**

The minutes of the meeting of the Town Council held on Monday 11 April 2016 were signed as a true and accurate record.

**5 Declarations of Interest**

There were no Declarations of Interest received for this agenda.

**6 Police Report**

PCSO Jay Bowden presented the police report for April 2016 which showed a total of 34 incidents compared to 50 incidents recorded in April 2015; which is a 32% reduction on last year's figures.

**7 Committee/Working Group Membership**

The list of Committee/Working Party Memberships was approved:

- Planning Committee
- Tourism & Economy Committee
- Emergency Committee
- Past Chairmen and Personnel Committee
- Parish Paths Partnership
- Traffic Management Group
- Youth Provision Working Group
- Section 106 Working Group
- Sid Valley Neighbourhood Plan Steering Group

**8 Members with Special Responsibilities**

The list of nominations for Members with Special Responsibilities was approved.

**9 Representatives on Outside Bodies**

The list of Town Council representatives on outside bodies was approved.

**10 Annual Subscriptions**

The following subscriptions were considered and approved for renewal:

<b>Organisation:</b>	<u>2015/16 Subs</u>
Devon Association of Local Councils	£1,247
Society of Local Council Clerks	£ 260
South West Councils	£ 350
Information Commission	£ 35
International Tree Foundation	£ 25
Campaign to Protect Rural England	£ 10

**11 Register of Members' Interests and Register of Gifts and Hospitality**

Members were reminded to update their registers in respect of Members' Interests and gifts/hospitality, if necessary.

**12 Members' Allowances**

Members were reminded to notify the Town Clerk if they were not claiming a Members' Allowance; otherwise back payments would be made for 2016/2017.

**13 Council Property**

Members were advised that the Deeds and Trust documents in the custody of the Town Council were available for Members' inspection on request to the Town Clerk.

**14 Standing Orders**

Members noted that there were no changes to the Council's Standing Orders as agreed by and supplied to Members in 2015.

**15 Committee/Working Group Reports**

15.1 Planning Committee Reports

Councillor Barlow, Chairman of the Planning Committee presented the reports of the Planning Committee meetings held on Wednesdays 6 and 20 April and 4 May 2016.

**RESOLVED:** That the Planning Committee reports be noted.

**16 Reports from Members with Special Responsibilities**

16.1 Finance Report

Councillor Wright presented the March 2016 Finance Report.

**RESOLVED:** That the March 2016 Finance Report be noted and agreed.

16.2 Sidmouth Hopper Bus

Councillor Dyson Presented his Hopper Bus report as attached to the agenda

**RESOLVED:** That Councillor Dyson's Hopper Bus report be noted.

16.2 Tourism

Councillor Pollentine reported that an additional 4,000 guides needed to be enveloped and asked Members to assist him in this task on Thursday and Friday 19 and 20 May 2016.

**RESOLVED:** That Councillor Pollentine's report be noted.

16.3 Sid Valley Neighbourhood Plan

Councillor Cole gave an update regarding the Sid Valley Neighbourhood Plan Steering Group.

**RESOLVED:** That Councillor Cole's report be noted.

**17 Annual Return – Governance Statement**

Members were asked to consider the Annual Governance Statement as this would require completion prior to signing.

**RESOLVED:** That the Annual Governance Statement be noted and agreed for signing by the Chairman and Town Clerk.

**18 Annual Return – Statement of Accounts and Internal Audit**

The Council's Internal Auditor, Mr. Howard Slack, had visited the Council Offices and undertaken the Audit of the Council's accounts. Attached with the agenda was a copy of Mr Slack's letter and Internal Audit Report; together with a statement of the Reserves Schedule and the final Statement of Accounts which was required to be signed by the Chairman and Clerk.

**RESOLVED:** That the Internal Auditor's Report be noted and the final Statement of Accounts be noted and agreed for signing by the Chairman and Town Clerk. The Chairman thanked Mr Slack for his work on the Internal Audit. The staff be thanked for their hard work in maintaining the accounting system to the high standard as commented on by the Internal Auditor.

**19 Sidmouth Science Festival**

Dave Bramley, Sidmouth Science Festival had requested permission to borrow the Town Council's marquee for an Esplanade event on Sunday 9 October 2016, in the event of rain, for primary school children on The Byes during the week and a Norman Lockyer Observatory event on Sunday 16 October 2016.

He also asked to use the Interpretation Centre on Sunday 9 October 2016 as part of the event to celebrate the science and technology of the Sidmouth Esplanade.

**RESOLVED:** That permission be granted to Sidmouth Science Festival to borrow the Town Council's marquee for events on Sundays 9 and 16 October 2016 and to use the Interpretation Centre on Sunday 16 October 2016.

**20 Change of Meeting Date**

Members noted that the Pre Budget Meeting date would be changed to Monday 17 October 2016 (*previously 24 October 2016*).

**21 Presentation to Former Member**

The Chairman of the Council made presentations to former Councillors Peter Sullivan and Chris Wale; Christine Drew was unable to attend but would receive a presentation at a later date.

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CHAIRMAN OF THE COUNCIL