

SIDMOUTH TOWN COUNCIL



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To: All Members of the Town Council
District Councillors for Sidmouth not on the Town Council
County Councillor for Sidmouth not on the Town Council
Town Clerk

2 May 2014

Dear Sir/Madam,

Annual Meeting of Sidmouth Town Council Monday 12 May 2014 at 6.30pm

You are hereby summoned to attend the above meeting to be held in the Council Chamber, Woolcombe House, Sidmouth. 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,

A handwritten signature in black ink, appearing to read 'Chris Holland', written over a horizontal line.

Christopher E Holland
Town Clerk

A G E N D A

PART 'A'

Page/s

- 1 **Election of the Chairman of the Council**
 - 1.1 It will be proposed by Councillor Graham Liverton and seconded by Councillor David Addis that Councillor John Hollick be elected Chairman of Sidmouth Town Council for the forthcoming year.
 - 1.2 To receive other nominations.
 - 1.3 To receive the elected Chairman's Declaration of Acceptance of Office.
- 2 **Appointment of the Vice-Chairman of the Council**
 - 2.1 It will be proposed by Councillor Ann Liverton and seconded by Councillor Ian Barlow that Councillor Jeff Turner be appointed Vice Chairman of Sidmouth Town Council for the forthcoming year.
 - 2.2 To receive other nominations.
 - 2.3 To receive the elected Vice Chairman's Declaration of Acceptance of Office.
- 3 **Prayers**

Prayers will be taken by the Reverend Philip Bourne.
- 4 **Apologies**

To receive any apologies for absence.

5 **Minutes**

To confirm the minutes of the meetings of the Town Council held on Monday 7 April 2014.

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6 **Declarations of Interest**

To receive any Members' declarations of interest in respect of items on the agenda. Note: You must also declare the nature of any personal or disclosable pecuniary interests in an item whenever it becomes apparent that you have an interest in the business being considered.

7 **Matters of Urgency**

To consider any items that in the opinion of the Chairman should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes)

8 **Exclusion of the Public**

To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which the Clerk recommends should be dealt with in this way.

9 **Public Open Question Time**

In accordance with Sidmouth Town Council Standing Orders Item 1 (d) – (i) Members of the Public are invited to put a question (one per person), to the Council through the Chairman (taking no more than 3 minutes each and for a total of 15 minutes). Please note that in accordance with standing order 1(d), a question shall not require a response or debate.

Councillors also have the opportunity to ask questions of the County and District Members during this item whilst giving priority to Members of the public.

(Members are reminded to notify the Councillor concerned and the Clerk of questions to be raised. The Clerk would also appreciate copies of Questions and Responses if of a complicated nature, preferably by email.)

10 **Police Report**

To receive the April 2014 Police Report.

(Members are asked to notify the Clerk of questions to be raised in advance of the meeting where possible.)

11 **Committee/Working Group Membership**

To approve the attached list of Committee/Working Party Memberships for the ensuing year:

Planning Committee

Tourism & Economy Committee

Emergency Committee

Past Chairmen and Personnel Committee

Traffic Management Group

Parish Paths Partnership

Property and Maintenance Committee

12 **Members With Special Responsibilities**

Nominations received are as follows:

Finance (Council)

Councillor J. Dyson

Finance (Tourism)

Councillor S.P. Pollentine

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Woolcombe House	Chairman of the Council
Alma Lane Field	Councillors Barlow and Barratt
Footpaths (P3 Chairman)	Councillor J. Dyson
Fire Beacon Nature Reserve	Councillor I.J. McKenzie-Edwards
Trees	Councillor S.P. Pollentine
Flag Raising	Councillor J.W. Hollick
Blackmore Gardens Conservatory	Councillor D. Addis
Play Areas	Councillor S.P. Pollentine
Sidbury Public Conveniences	Councillor J. Hollick
Manstone Public Conveniences	Councillor C. Wale
Seafront Amenity Building	Councillor Ms. D. Manley

Trustee:

The Ham	Councillors Mrs. F.I. Newth & S.P. Pollentine
Fishermen's Sheds & Shop	Councillors Mrs. F.I. Newth & S.P. Pollentine
Manstone & Long Park	
Recreation Fields	Councillors C. Wale & P. Sullivan
Fields at Salcombe Regis	Councillors Barlow and Barratt
Hope Cottage (Museum)	Councillor K. Dent

13 **Representatives On Outside Bodies**

To approve the attached list of Town Council representatives on outside bodies. 10
(Members are reminded to confirm with the outside body to which they are appointed, that sufficient insurance is in place to cover their activities. The Town Council's insurance does not apply to Members serving on other bodies)

14 **Annual Subscriptions**

The following subscriptions are to be considered for renewal:

Organisation:	Devon Association of Local Councils/NALC	£1,222
	Society of Local Council Clerks	£ 227
	South West Regional Board	£ 299
	Information Commission	£ 35
	International Tree Foundation	£ 25
	Campaign to Protect Rural England	£ 10
	Walkers are Welcome	£ 50

15 **Register Of Members' Interests and Register of Gifts and Hospitality**

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

16 **Members' Allowances**

Members are reminded to notify the Town Clerk if they are **not** claiming a Members' Allowance; otherwise please complete the attached form so that BACS payments can be made for 2014/2015. 11

17 **Council Property**

To note that Deeds and Trust documents in the custody of the Town Council are available for Members' inspection and the Town Clerk reports that they are always available in the office on request.

- 18 **Standing Orders**
To receive and consider the revised Standing Orders; as enclosed.
- 19 **Committee/Working Group Reports**
19.1 Planning Committee Reports
To receive reports of the Planning Committee meetings held on Wednesdays 9 and 23 April 2014. 12 – 19
19.2 Emergency Committee Report
To receive reports of the Emergency Committee meeting held on Monday 31 March 2014.
- 20 **Reports from Members with Special Responsibilities**
20.1 Finance Report
To receive the Finance Report for March 2014. 20 – 22
20.2 Other Reports from Members with Special Responsibilities
To receive other notified reports from other Members.
- 21 **Annual Return**
The Council's Internal Auditor, Mr. Howard Slack, has visited the Council Offices and undertaken the Audit of the Council's accounts. Attached with the agenda is 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 is required to be signed by the Chairman and Clerk. Members are asked to consider the Annual Governance Statement in Section 2 as this will require completion prior to signing. 23 – 27
- 22 **Parishes Together Fund**
Jamie Buckley, EDDC's Community Engagement and Funding Officer has written to confirm that the Parishes Together Fund is available for Parish and Town Councils to apply for again this year; it is now open for applications.
East Devon District Council and Devon County Council have worked together again to put the sum of £1.10 per elector into a 'Parishes Together Fund' grants scheme that can be applied for. We can qualify for the funding if we work together and involve the community to try and solve local issues. All applications must be submitted jointly from two or more parishes. The funding could be used for anything from permanent items to events, networks and one-off costs.
Each Town or Parish Council involved can apply for up to £1.10 for every person in their parish that was listed on the Electoral Roll in February 2014. Sidmouth Town Council's own funding allocation will be of a similar level to 2013.
- 23 **Application for concession to operate coffee van on Sidmouth Beach**
The District Council has received an application for a concession to operate a coffee van from the area of Sidmouth beach to the western end of The Esplanade. The Streetscene Manager has been consulted on the proposal and his comments are attached along with a copy of the original proposal. The Town Council is asked for its comments. 28 – 34