

SIDMOUTH TOWN COUNCIL



WOOLCOMBE HOUSE
WOOLCOMBE LANE
SIDMOUTH
DEVON
EX10 9BB

Telephone: 01395 512424
Email: enquiries@sidmouth.gov.uk
Website: www.sidmouth.gov.uk
VAT Reg. No. 142 3103 24

To: All Members of the Town Council
Town Clerk

4 May 2018

For information:

District Councillors for Sidmouth not on the Town Council
County Councillor for Sidmouth not on the Town Council

Dear Sir/Madam,

Annual Meeting of Sidmouth Town Council Monday 14 May 2018 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 Rayson and seconded by Councillor Barlow that Councillor McKenzie-Edwards 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 Barratt and seconded by Councillor Turner that Councillor Barlow 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 David Caporn.
- 4 **Apologies**

To receive any apologies for absence.

- 5 **Minutes**
 To confirm the minutes of the meeting of the Town Council held on Monday 9 April 2018. 6 – 8
- 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 or Report from the Chairman**
 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 2018 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 appointments for the ensuing year: 9
 Planning Committee
 Tourism & Economy Committee
 Emergency Committee
 Past Chairmen and Personnel Committee
 Youth Provision Working Group
 Section 106 Working Group
 Parish Paths Partnership (P3)
 Sid Valley Neighbourhood Plan Steering Group

	Page/s	
12	Members with Special Responsibilities	
	To approve the attached list of nominations received for Members with Special Responsibilities.	10
13	Representatives on Outside Bodies	
	To approve the attached list of Town Council representatives on outside bodies. <i>(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)</i>	11
14	Annual Subscriptions	
	The following subscriptions are to be considered for renewal: <u>2017/18 Subs</u>	
	Organisation: Devon Association of Local Councils	£1,285
	Society of Local Council Clerks	£ 235
	South West Councils	£ 369
	Information Commission	£ 35
	International Tree Foundation	£ 25
	Campaign to Protect Rural England	£ 10
15	Register of Members' Interests and Register of Gifts and Hospitality	
	Members are reminded to complete 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 enclosed form so that bacs payments can be made for 2018/2019. <i>(Bacs payments will be made on 20 June 2018 if your details are not received by this date then it will be assumed that you do not wish to claim the allowance.)</i>	Enclosed
17	Council Property	
	To note that Deeds and Trust documents in the custody of the Town Council are available for Members' inspection in the office on request to the Town Clerk.	
18	Financial Regulations	
	To confirm that there are no changes to the Financial Regulations as agreed by and supplied to Members in 2017.	
19	Risk Assessment	
	To confirm that there are no changes to the Risk Assessment as agreed by and supplied to Members in 2017.	
20	Internal Audit	
	To confirm that there are no changes to the Internal Audit Schedule as agreed by and supplied to Members in 2017.	

- 21 **Revision of Standing Order relating to Public speaking at meetings - Standing orders 3(f and g)**
- To confirm the following amendments to Council Standing Orders 3 (f) and (g) as recommended by the Town Clerk in accordance with Members wishes to allow public speaking on individual items of a Council meeting agenda as may be desired.
- Current wording
- (f) The period of time which is designated for public participation in accordance with standing order 3(e) above shall not exceed fifteen minutes in total as listed on the agenda at a meeting of the Council and 3 minutes per representation at a meeting of the Planning Committee.
- (g) Subject to standing order 3(f) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes.
- Amended wording*
- (f) The period of time which is designated for public participation in accordance with standing order 3(e) above shall not exceed fifteen minutes unless directed by the chairman of the meeting.*
- (g) Subject to standing order 3(f) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes unless directed by the chairman of the meeting.*
- 22 **Committee/Working Group Reports**
- 22.1 Planning Committee Reports
- To receive reports of the Planning Committee meetings held on Wednesdays 4 and 18 April and 2 May 2018. 12 – 22
- 22.2 Sid Valley Neighbourhood Plan Steering Group
- To receive a short presentation from the Sid Valley Neighbourhood Plan Steering Group.
- 23 **Reports from Members with Special Responsibilities**
- 23.1 Finance Report
- To receive the Finance Report for March 2018 together with a breakdown of Earmarked Reserves as at 31 March 2018. 23 - 27
- 23.2 Other Reports from Members with Special Responsibilities
- To receive other notified reports from other Members.
- 24 **Annual Return – Internal Audit Report 2017/18**
- 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 for Members consideration. 28 – 29
- Note: Members are reminded that as this is the last year that Mr Howard Slack would act as Internal Auditor his replacement, Mr Martin Cordy, would become the Town Council's Internal Auditor from the beginning of the 2018/19 financial year.*
- 25 **Annual Return – Governance Statement 2017/18**
- Members are asked to consider and approve the Annual Governance Statement, copy attached, which will require completion prior to signing by the Chairman and Town Clerk. 30

26 **Annual Return – Accounting Statements 2017/18**

Members are asked to consider and approve the Accounting Statements which have been duly certified and signed by the Town Clerk/RFO. Following approval, the Accounting Statement will be signed by the Chairman.

31

***A small reception for Members and their guests
will take place at the conclusion of this meeting.***

Forthcoming Council and Committee meetings:

16 May 2018 – Planning Committee

30 May 2018 – Planning Committee

4 June 2018 – Council

13 June 2018 – Planning Committee

11 June 2018 – Tourism & Economy Committee (*revised date*)

27 June 2018 – Planning Committee

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held at the Scout Centre, Salcombe Regis Recreation Field
on Monday 9 April 2018 at the rising of the
Annual Town Assembly

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

The meeting started at 8.40pm and finished at 9.25pm.

PART 'A'

140 Prayers

Prayers were taken by the Chairman Councillor Ian McKenzie-Edwards.

141 Minutes

The minutes of the meetings of the Town Council held on Mondays 5 March 2018 were signed as a true and accurate record.

142 Declarations of Interest

There were no declarations of interest received at this meeting.

143 Matters of Urgency or Report from the Chairman

The Town Clerk reported that the next Tourism and Economy meeting date would be moved from 18 June to 11 June.

144 Committee/Working Group Reports

144.1 Planning Committee Reports

Councillor Barlow, Chairman of the Planning Committee, presented the reports of the Planning Committee meetings held on Wednesdays 7, 14 and 21 March 2018.

RESOLVED: That the Planning Committee report be noted.

144.2 Tourism & Economy Committee Report

Councillor Frances Newth, Vice Chairman of the Tourism & Economy Committee, presented the report of the Tourism & Economy Committee meeting held on Monday 12 March 2018.

RESOLVED: That the Tourism & Economy Committee report be noted.

145 Reports from Members with Special Responsibilities

145.1 Finance Report

In the absence of Councillor Wright, the Town Clerk presented the February 2018 Finance Report.

RESOLVED: That the February 2018 Finance Report be noted and agreed.

146 Plastic Free Coastline Accredited Town

Denise Bickley of Sidmouth Plastic Warriors gave a presentation on how the Town Council could help to reduce the pollution of the environment with plastics and to consider becoming a Plastic Free Coastline Accredited Town.

RESOLVED: That:

1. Sidmouth Town Council fully supports the application for Sidmouth to become a Surfers Against Sewage Plastic Free Coastline Accredited Town.
2. Sidmouth Town Council continues to set the highest environmental standards and acknowledges the need to minimise the reliance on single use plastics. It will strive to ensure that their use is confined to those instances where it is operationally necessary, and no alternatives are available. All future procurement decisions will take into account environmental considerations.

147 Installation of Water Filling Stations

Following Members' decision to investigate further the possible installation of Water Filling Stations/fountains Members were asked to consider the Town Clerk's report and recommendations.

RESOLVED: That:

1. Funding of up to £5,000 for the installation of water bottle filling points be made available from the Street furniture and Seafront Amenity Building budgets/reserves.
2. A water bottle filling station be installed at the Market Place.
3. A combined water bottle filling station and water fountain be installed adjacent to The Arches, The Esplanade.
4. A water filling station be purchased by the Town Council and supplied to the District Council for installation at Jacob's Ladder Beach.
5. The Town Clerk, in consultation with Councillor Wright and the Chairman of the Council be authorised to agree installation types and exact siting.

148 Manstone Play Area

Members were asked to formally approve their offer to provide funding towards the refurbishment of Manstone Play Area. East Devon District Council had confirmed to the Town Council that there was now £15,000 allocated from their budget together with what was hoped to be £15,000 from the Keith Owen Fund.

The Town Council had in the past indicated that they would be willing to contribute £5,000. The District Council had again indicated that the Town Council could take ownership of the site 'following completion of the scheme which EDDC would fully support given STC own and maintain the adjacent assets'. Any Town Council funding contribution would be allocated from the Manstone Reserve.

RESOLVED: That:

1. the Town Council gives an 'in principle' offer of a minimum £5,000 funding towards the refurbishment of Manstone Play Area;

2. further to public consultation and and discussions with the District Council together with a report outlining what equipment could be purchased, the Council would consider additional funding.

149 Sid Valley Neighbourhood Plan

Following nearly two years of public consultations, the Sid Valley Neighbourhood Plan Steering Group were pleased to announce, as of 28 February, the start of the six-week statutory consultation period for the Pre-Submission Draft version of the Sid Valley Neighbourhood Plan.

Though the public had been invited to comment individually, Members were asked to consider if they wished the Town Council to pass on any observations or comments as part of the consultation process.

The Plan was available to view online at www.sidmouth.gov.uk/index.php/neighbourhood-plan named "Pre Submission Draft For Consultation"

RESOLVED: That the Town Council noted and fully supported the Sid Valley Neighbourhood Plan report, recording its congratulations and thanks to the SVNP Steering Group members for all their dedicated hard work over the last few years.

150 Sidmouth Science Festival 2018 – 5 to 14 October 2018

The Sidmouth Science Festival Committee sought approval for the following:

1. To borrow the Town Council marquee for The Esplanade event on Sunday 7 October 2018, in the event of rain for Primary School children on The Byes during the week and the Sunday 14 October NLO family event.
2. Use the Interpretation Centre on Sunday 7 October 2018

RESOLVED: That permission be granted to Sidmouth Science Festival Committee to borrow the Town Council marquee during the festival and to use the Interpretation Centre on Sunday 7 October 2018.

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CHAIRMAN OF THE COUNCIL

**SIDMOUTH TOWN COUNCIL
MAIN COMMITTEE & WORKING GROUP
MEMBERSHIP 2018-19**

Planning Committee

Councillors Barlow, Dent (Vice Chairman), Earthey (Chairman), Kilsbie, Manley, McKenzie-Edwards, Pollentine, Rayson, Turner

Tourism & Economy Committee

Councillors Barlow, Barratt, Brokenshire, Cole, Dyson, Hollick, Hughes, Kerridge, Kilsbie, Manley, McKenzie-Edwards, Newth (Vice Chairman), Pollentine (Chairman), Rayson, Wright

Emergency Committee

Chairman and Vice Chairman of the Council and Councillors Barlow, Hollick, Hughes, Kilsbie, Manley, Turner

Past Chairmen (and Personnel) Committee

Chairman and Vice-Chairman of the Council and former Chairmen serving on the Council (Hollick, Hughes, Pollentine, Turner)

Youth Provision Working Group

Councillors: Barlow, Cole, Hughes, Kilsbie, Manley, Turner

Section 106 Working Group

Chairman and Vice Chairman of the Council and Councillors Barlow, Brokenshire, Hughes, Manley, Pollentine, Wright

Parish Paths Partnership Working Group (P3)

Councillors Kerridge, Turner, 1 x VACANCY

Councillors appointed to Sid Valley Neighbourhood Plan Steering Group

Councillors Cole, Earthey, McKenzie-Edwards

MEMBERS WITH SPECIAL RESPONSIBILITIES 2018/19
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Finance	Councillor P Wright
Guide and SIC Finance	Councillor S.P. Pollentine
Woolcombe House	Chairman of the Council
Emergency Coordinator	Chairman of the Council
Property and Maintenance	Councillors I. Barlow & M. Earthey
Seafront Amenity Building	Councillor Ms. D. Manley
Alma Lane Field	Councillors I. Barlow & D. Barratt
Long Park Recreation Ground (inc Public conveniences)	Councillor J. Brokenshire
Fire Beacon Nature Reserve	Councillor I.J. McKenzie-Edwards
Trees	Councillor S.P. Pollentine
Flag Raising	Councillor J. Brokenshire
Play Areas	Councillor S.P. Pollentine
Sidbury Public Conveniences	Councillor J. Hollick
Hopper Bus	Councillor K. Dent
Trustee Land/Councillors	
The Ham (inc Fishermen's sheds and shops)	Councillors Mrs. F.I. Newth & M. Kilsbie
Manstone Recreation Ground	Councillors I.J. McKenzie-Edwards & J. Brokenshire
Fields at Salcombe Regis	Councillors I. Barlow and D. Barratt
Hope Cottage (Museum)	Councillor K Dent

<p>SIDMOUTH TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2018/2019</p>

<u>BODY</u>	<u>Proposed 2018/19</u>
Kennaway House	Cllr. K. Dent and Chairman of Council
Sidmouth in Bloom	Cllr. S. Hughes Cllr. J. Hollick
Citizen's Advice Bureau	Cllr. D. Barratt
Devon Association of Local Councils (Larger Local Councils Committee)	Chairman of the Council or Vice Chairman of the Council
Museum/Heritage Centre	Cllr. K Dent
Devon Playing Fields Association	Cllr. S. Pollentine
Norman Lockyer Observatory Management Committee	Cllr. Mrs. F. Newth
Sidmouth Cricket, Lawn Tennis, Croquet and Hockey Club	Cllr. J.W. Hollick Cllr. J. Turner
Sidmouth Voluntary Services	Cllr. Mrs. F. Newth
Sidmouth Consolidated Charities	Cllr. S.P. Pollentine Cllr. J.W. Hollick
Twinning Circle	Chairman of the Council Cllr. J.W. Hollick
International Tree Foundation	Cllr. S.P. Pollentine
East Devon Arts and Culture Forum	Cllr. Cole Cllr. P Wright
Sidmouth Folk Week Trust	Cllr. S Pollentine
Stowford Rise Community Centre Mgt Steering Group	Cllr. D. Barratt Cllr. Manley (Deputy)
Jurassic Coast Forum	Cllr. Pollentine Cllr. J. Turner (Deputy)
Sidmouth Fair Trade	Chairman of the Council
Sidmouth Health and Care Forum	Cllr. I Barlow

**Minutes of the meeting of
Sidmouth Town Council's Planning Committee
Held at the Council Chamber, Woolcombe House, Sidmouth,
Wednesday 4 April 2018**

Councillors present: - Michael Earthey (Vice Chairman in the Chair)
Kelvin Dent
John Rayson
Simon Pollentine,
Dawn Manley

Apologies: - Ian Barlow, Jeff Turner, Marc Kilsbie, Ian McKenzie-Edwards.

The meeting started at 6.30pm and finished at 7.10 pm.

397 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Simon Pollentine	18/0605/LBC Sidbury Ward, Rolle Cottage, Buckley Road, Sidbury Sidmouth EX10 0SL	Personal Interest	Remained in the Chamber during discussion but did not vote.	Acquainted with Applicant.
Cllr Simon Pollentine	18/0676/FUL East Ward, Bath House Prospect Place, Sidmouth EX10 8AS	Personal Interest	Remained in the Chamber during discussion but did not vote.	Acquainted with Applicant.

398 Minutes

The Minutes of the Planning Committee meetings held on the 7 and 21 March 2018 were signed as a true and accurate record.

399 District Council Members

It was formally noted that the participation of those Councillors who are also members of the East Devon District Council in both the debate and subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town/Parish Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

400 Applications for consideration

Resolved That in respect of the Planning Applications set out below and attached, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance with schedule 16 of the Local Government Act 1972.

401 Urgent item or Amended Plans

None

Applications for consideration

402 18/0607/FUL Mr & Mrs 48 Temple Street Sidmouth EX10 9BQ. Proposed new dwelling on land to the rear of 48 Temple Street within the curtilage of Listed Building.
North Ward Downey
Unable to support

Members were unable to support the application for the following reasons:

- The application is contrary to the emerging Sid Valley Neighbourhood Plan Policy BN06 (Flint Walls)

- The application is contrary to the East Devon Local Plan PolicyD1 (Design and Local Distinctiveness).
- Members were concerned at the close proximity to the neighbouring property where it was planned to leave approx 6" or less gap between the two properties which could prevent any maintenance of the existing property in Chandlers Lane.
- The close proximity to the neighbouring property, which was built in the 1800s may be damaged as it does not have the benefit of modern foundations
- Members did not support the proposed removal of the listed stone boundary wall.

403	18/0591/LBC West Ward	Mr G Roe	Bulverton House Holiday Lets Bulverton Sidmouth. Retention of floor plan alterations and insertion of 2no. fire escape doors. Replace existing window with door and external steps with canopy over on front (West) elevation
	Support subject to the agreement of the Conservation Office.		
404	18/0652/FUL South Ward	Mr & Mrs Barnett	Cotlands Lodge Cotlands Sidmouth EX10 8SP. Construction of single storey front extension and extended balcony over.
	Support		
405	18/0605/LBC Sidbury Ward	Mr Mark Seward	Rolle Cottage Buckley Road Sidbury Sidmouth EX10 0SL. Retention of front door on front (West) elevation.
	Support subject to the agreement of the Conservation Office.		
406	18/0384/FUL Sidford Ward	Mr & Mrs Martyn Allen	Rose Cottage Harcombe Sidmouth EX10 0PR. Demolition of existing rear extensions and construction of single storey rear and side extensions on North West and North East elevations. External alterations to ground floor North West elevation to include the replacement of windows and doors at ground floor. Alterations to existing North East elevation to include blocking up 2no. ground floor windows, replace 1no. window with door and the creation of internal steps leading up to master bedroom. Construct partition walls to create bathroom and cupboard at first floor.
	Unable to support		
	Members were unable to support the application for the following reasons:		
	<ul style="list-style-type: none"> • The proposed design would not be in keeping with the character of the original building. • The proposed extension would not sit well with the listed building. • The proposed design is not sympathetic with the surrounding area. 		
407	18/0429/LBC Sidford Ward	Mr & Mrs A Chivers	Western Farm Harcombe Sidmouth EX10 0PR. Construction of porch.
	Support subject to the agreement of the Conservation Office.		
408	18/0676/FUL East Ward	Stout	Bath House Prospect Place Sidmouth EX10 8AS Construction of dormer window and alterations to existing windows on south west elevation.
	Support		

- 409 18/0452/FUL Mr Stephen Santander Fore Street Sidmouth EX10 8HU.
East Ward Robbins Application of red vinyl to the inside of the glazing
around the ATM.
- Unable to support
Members were unable to support the application for the following reasons:
- The red vinyl would be too imposing and inappropriate on a window of this size.
 - Glossy plastic signs and the use of strong primary colours would be out of keeping with the character of Sidmouth which promotes itself as a Regency town.
- 410 18/0453/LBC Mr Stephen Santander Fore Street Sidmouth EX10 8HU. Re-
East Ward Robbins location of counter, new perforated red metal
ceiling, additional customer private room by
formation of stud wall. Addition of red vinyl
manifestations around existing atm.
- Unable to support
Members were unable to support the application for the following reasons:
- The red vinyl manifestation around the ATM would have an impact on the overall character and appearance of the listed building.
- 411 18/0460/ADV Mr Stephen Santander Fore Street Sidmouth EX10 8HU
East Ward Robbins Installation of a floor standing 46" tv to inside of
glass frontage.
- It was resolved that the application be REFUSED for the following reasons:
- The 46" tv is contrary to the town's advertisement policy regarding internally illuminated fluorescent signs.
- 412 **Tree Applications for Decision**
None
- 413 **Prior notification of proposed works to trees in a Conservation Area (Section 211 Notice)**
No notification has been received.
- 414 **Tree Exemption Reports**
No Tree Exemption Reports were received.
- 415 **Unsupported Decisions**
No unsupported decisions were reported
- 416 **Appeals**
Planning application 17/0475/LBC. Barrington Villa, Salcombe Road, Sidmouth, Devon EX10 8PU. The work proposed are for re-opening and altering previous opening in wall to provide gate and ramped access to rear garden.

The Planning Clerk reported that the appeal had been lodged by the Applicant in respect of the above application.
- 417 **Enforcement Letters**
No Enforcement letters were received.

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CHAIRMAN OF THE PLANNING COMMITTEE

**Minutes of the Meeting of
Sidmouth Town Council's Planning Committee
Held at the Council Chamber, Woolcombe House, Sidmouth,
Wednesday 18 April 2018**

Councillors present: - Ian Barlow (Chairman)
Michael Earthey (Vice Chairman)
Kelvin Dent
John Rayson
Ian McKenzie-Edwards

Apologies: - Simon Pollentine.

The meeting started at 6.30pm and finished at 7.00pm.

418 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Kelvin Dent	18/0301/LBC 1922 Social Club Church Street Sidmouth EX10 8LY Installation of wall mounted blue plaque.	Personal Interest	Remained in the Chamber during discussion but did not vote.	A member of the community team for blue plaques.

419 District Council Members

It was formally noted that the participation of those Councillors who are also members of the East Devon District Council in both the debate and subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town/Parish Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

420 Applications for consideration

Resolved That in respect of the Planning Applications set out below and attached, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance with schedule 16 of the Local Government Act 1972.

421 Urgent item or Amended Plans

422 18/0570/FUL Mr T Hall 14 Green Mount Sidmouth EX10 9DB. Single storey side extension to existing building and a double detached garage.

UNABLE TO SUPPORT

Members were unable to support the application for the following reasons:

- The proposed design of the building would not be in keeping with the character of the area.
- The proposed materials are not suitable for the local surroundings.
- The proposed garage would be reducing green space thus harming the street scene.

423 18/0216/FUL Mr & Mrs Stephens Flat 3 Heatherby Southway Sidmouth EX10 8JL. Alterations to roof to enable loft conversion. Installation of roof lights, new roof gable and juliet balcony. Removal of chimney and chimney breast.

Support

Applications for consideration

- 424** 18/0301/LBC Mr Ian 1922 Social Club Church Street
East Ward Thomas Sidmouth EX10 8LY Installation of wall mounted
blue plaque
- Support
- 425** 18/0075/FUL Luke Jones Land East of Trow Orchard Salcombe Regis.
Salcombe Regis Master Proposed open fronted single storey building for
Ward Thatcher Ltd the storage of thatching materials. (These
amendments relate to Revised height, design and
appearance of building)

UNABLE TO SUPPORT

Members were unable to support the application for the following reasons:

- The councillors are happy with the principal but would like a more agricultural looking building.
- The proposed building is over engineered for the required use and that the first application was more fitting with the area.

- 426** 18/0659/RES Mrs Linda Boswell Farm Harcombe Sidmouth EX10 OPP.
Sidbury Dillon Variation of Condition 5 (occupancy condition) of
planning permission 91/P1035 to bring the
occupancy condition to a holiday let in line with
the approvals for other holiday lets at Boswell
Farm.

Support

427 Tree Applications for Decision

- 428** 18/0504/TRE Mrs Moy Halwell West Park Road Sidmouth EX10 9DH. T1,
Lime: Re-pollard T2, Western red cedar: Crown Lift
provide 2meter clearance above ground level. T3,
Pittosporum: Prune back from wires to give
1.5meters clearance. T4, Cherry: Prune back from
wires to give 1.5meters clearance.

Support

429 Prior notification of proposed works to trees in a Conservation Area (Section 211 Notice)

No notification has been received.

430 Tree Exemption Reports

No Tree Exemption Reports were received.

431 Unsupported Decisions

Planning Application 18/0367/FUL
Fire & Smoke Farm, Salcombe Regis, Sidmouth, EX10 OPE
Construction of two storey annexe and single storey link extension.

Town Council

District Council

Unsupported

Approved

432 Appeals

Ref 17/2321/FUL 1 Elim Close, Peaslands Road, Sidmouth, Devon EX10 9BG. The
Planning Clerk reported that the appeal had been allowed and planning permission is
granted for a single storey extension subject to the following conditions:

- 1) The development hereby permitted shall begin not later than 3 years from the date of this decision.
- 2) The development hereby permitted shall be carried out in accordance with the following approved plans: 001A; 002; 003B.
- 3) The external facing brick used in the construction of the walls of the extension hereby permitted shall match those used in the existing dwelling.

433

Enforcement Letters

No Enforcement letters were received.

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CHAIRMAN OF THE PLANNING COMMITTEE

**Minutes of the meeting of
Sidmouth Town Council's Planning Committee
Held at the Council Chamber, Woolcombe House, Sidmouth,
Wednesday 2 May 2018**

Councillors present: - Ian Barlow (Chairman)
Michael Earthey (Vice Chairman)
Kelvin Dent
John Rayson
Simon Pollentine,
Dawn Manley
Jeff Turner
Marc Kilsbie
Ian McKenzie-Edwards

The meeting started at 6.30pm and finished at 8.35pm.

434 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
CLlr Kelvin Dent	18/0830/FUL South Ward. 8 Sidlands Sidmouth EX10 8UE.	Personal Interest	Remained in the Chamber during discussion but did not vote.	Acquainted with Applicant.
CLlr Kelvin Dent	18/0282/TRE South Ward Highfield House, Bickwell Lane Sidmouth EX10 8TQ	Personal Interest	Remained in the Chamber during discussion but did not vote.	Acquainted with Applicant.

435 Minutes

The Minutes of the Planning Committee meetings held on the 4 and 18 April 2018 were signed as a true and accurate record.

436 District Council Members

It was formally noted that the participation of those Councillors who are also members of the East Devon District Council in both the debate and subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town/Parish Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

437 Applications for consideration

Resolved That in respect of the Planning Applications set out below and attached, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance with schedule 16 of the Local Government Act 1972.

438 Urgent item or Amended Plans

439	18/0460/ADV East Ward	Mr Stephen Robbins	Santander Fore Street Sidmouth EX10 8HU Installation of a floor standing 46" tv to inside of glass frontage.
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On the request of the Local Planning Authority, and with Members now provided with copies of the Conservation Officer's resolved that the application be REFUSED for the following reasons:

The East Devon Local Plan 2013 – 2031 and Sidmouth Town Council Design Statement and Policies document states:

- The advertisement should not create a hazard to traffic safety, whether vehicular or pedestrian.
- Advertisements are kept to the minimum, and amalgamated wherever possible, to avoid clutter which would detract from the character of the building and the street scene.
- Where a sign is lit the type and level of illumination is appropriate given the general level of lighting in the area.
- The construction materials and the colours of the advertisement are sympathetic to the building and area.

The committee considered that the application contravened all the above points and also 4.7 of the Sidmouth Town Council Design Statement:

- The advertisement must not contain any intermittent light source, flashing lights, moving parts or features, exposed cold cathode tubing, animation or reflective material.

The proposal was therefore contrary to The East Devon Local Plan policy D4 criteria 2, 3, 4 and 5

Applications for consideration

440	18/0822/FUL West Ward	Mrs Sarah Mounoury	43 Alexandria Road Sidmouth EX10 9HG. Two storey rear extension.
	Support		
441	18/0830/FUL South Ward	Mr B Eastell	8 Sidlands Sidmouth EX10 8UE. Construction of first floor extension; alterations to existing dormer and addition of dormer window.
	Support		
442	18/0952/FUL Sidford Ward	Mrs Weaver	9 School Street Sidford Sidmouth EX10 9PF. Retrospective application for replacement door and windows, improvements to outbuilding and alterations to rear garden
	Support		
443	18/0766/LBC Sidford Ward	Mrs Weaver	9 School Street Sidford Sidmouth EX10 9PF. Retention of various works to include: boundary wall and retaining walls; 3no. windows on rear (west) elevation; 1no. window and 1no. door on side (south) elevation; removal of partition walls which created entrance lobby; block up existing door into bathroom and create new bathroom entrance; removal of partition walls in kitchen and alterations to outbuilding.
	Support subject to the agreement of the Conservation Office.		
444	18/0823/FUL Sidford Ward	Mr & Mrs G Oliver	Byes End Byes Lane Sidford Sidmouth EX10 9QX. Construction of two storey extension.

UNABLE TO SUPPORT

Members were unable to support the application for the following reasons:

- The proposed design of the building would not be in keeping with the character of the area.
- The proposed materials were not suitable for the local surroundings.

445	18/0585/FUL Salcombe Regis Ward Support	Mrs Susan Rignall	Old Farmhouse Hillside Road Sidmouth EX10 8JG. Amendments to approval 17/2122/COU (Change of use to self-contained holiday unit) to incorporate the installation of a fire escape door.
446	18/0586/LBC Salcombe Regis Ward Support subject to the agreement of the Conservation Office.	Mrs Susan Rignall	Old Farmhouse Hillside Road Sidmouth EX10 8JG. Installation of fire escape door.
447	18/0717/LBC Salcombe Regis Ward Support subject to the agreement of the Conservation Office.	Ms Julia Rochester	Salcombe Regis House Salcombe Regis Sidmouth EX10 0JH. Repairs of southern boundary wall; alteration of southern gate.
448	18/0716/FUL Salcombe Regis Ward Support	Ms Julia Rochester	Salcombe Regis House Salcombe Regis Sidmouth EX10 0JH. Alterations to driveway, re-building of terrace, construction of pergola, repair of southern boundary wall and alterations of southern gate.
449	18/0922/FUL Salcombe Regis Ward	Mr And Mrs Harper	Amelance Sidcliffe Sidmouth EX10 9QA. Retention of detached garage (amended design to planning permission 17/0559/FUL).
<p>The amendments to the proposal were not considered to be sufficient enough to alter the Committee's previous view that the application could not be supported for the following reasons:</p> <ul style="list-style-type: none"> • The proposed design would be out of keeping with the character of the area. • The proposed design would be detrimental to the street scene of the area and contrary to the policy of local design and distinctiveness. • The proposed design should not be higher than the standard 2.5m or in front of the house line. • The proposed design would be overbearing to neighbouring properties and should be at the same height of the lower end of the building. <p>Further Resolution: Members felt that the whole design was unsatisfactory and did not bear any resemblance to the original plans. Members considered that if the design was permitted it could be setting a precedent for amended plans and poor design. Members therefore requested that enforcement action should be taken.</p>			
450	18/0767/FUL Primley Ward Support	Mr J Ensall	22 Livonia Road Sidmouth EX10 9JB. Construction of side extension.
451	18/0771/FUL North Ward Support	Mr Anthony Moss	10 Ashley Crescent Sidmouth EX10 9UE. Construction of side extension and porch to front elevation.
452	18/0790/FUL East Ward	Mr C Eccles	Carinas Night Club Fore Street Sidmouth EX10 8AG. Change of use of part of ground floor and

basement from former nightclub to restaurant/cafe use (A3) and/or drinking establishment (A4), new shopfront and doors and new roof with glazed panels.

453 Support
18/0907/LBC Mr 2 Albert Terrace Salcombe Road Sidmouth EX10
East Ward Christopher Jackson 8PX. Bicycle storage building in front garden.

UNABLE TO SUPPORT

Members were unable to support the application for the following reasons:

- The proposed design of the building would not be in keeping with the character of the area and would detract from the street view.
- The proposed design would also prejudice the re-planting of the trees that have been removed.
- Members requested that the Arboricultural Officer ensure that the replanting of the trees be undertaken

454 18/0906/FUL Mr 2 Albert Terrace Salcombe Road Sidmouth EX10
East Ward Christopher Jackson 8PX. Bicycle storage building in front garden.

UNABLE TO SUPPORT

Members were unable to support the application for the following reasons:

- The proposed design of the building would not be in keeping with the character of the area and would detract from the street view.
- The proposed design would also prejudice the re-planting of the trees that have been removed.
- Members requested that the Arboricultural Officer ensure that the replanting of the trees be undertaken

18/0763/LBC Matthews 49 High Street Sidmouth EX10 8LN.
East Ward Properties Ltd & Dawnhaze Ltd Replacement shopfront, ground floor rear extension, first floor rear porch, alterations to rear windows and doors, repair of rear render and alterations to internal layout.

Deferred pending the receipt of the full planning application.

455 **Tree Applications for Decision**
456 18/0282/TRE Mr Wharton Highfield House Bickwell Lane Sidmouth EX10
South Ward 8TQ. T1 Turkey Oak – Fell.

UNABLE TO SUPPORT

The committee see no reason why this healthy tree should be removed. So are in full support of the Arboricultural Officer's report.

457 **Prior notification of proposed works to trees in a Conservation Area (Section 211 Notice)**

No notification has been received.

458 **Tree Exemption Reports**
No Tree Exemption Reports were received.

459 **Unsupported Decisions**
No unsupported decisions were reported

460

Appeals

Planning application APP/U1105/F/16/3164406. 1 Laburnum Cottages, Church Street, Sidford EX10 9RA. Permanently remove the PVCu window and frame to the rear elevation of 1 Laburnum Cottage Church Street Sidford, Devon.

The Planning Clerk reported that the decision has been made in respect of the above application.

461

Enforcement Letters

No Enforcement letters were received.

.....
CHAIRMAN OF THE PLANNING COMMITTEE

Sidmouth Town Council - Detailed Income and Expenditure Report
Month 12 - March 2018

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Council Services</u>				
Public Conveniences	0	27,872	30,000	2,128
Youth Service Support	0	30,000	30,000	0
Flower Beds, Planters & Watering	0	16,557	17,000	443
Christmas Lighting & Events	4,500	9,746	10,500	754
Donation to Christmas Lighting (Income)	0	-1,500	-1,500	0
Sidmouth Hopper Bus	2,697	32,126	8,000	-24,126
Donation to Hopper Bus (Income)	0	-24,126	0	24,126
Street Furniture	3,840	4,000	4,000	0
Sidmouth Information Centre	0	21,600	21,600	0
Drinking Fountain, Sidbury	0	104	250	146
Dog Hygiene Bins	0	800	1,000	200
Annual Report Printing/Distribution	0	732	700	-32
War Memorials	0	36	0	-36
Parish Paths Partnership Payments	-1,394	0	0	0
Parish Paths Partnership (Income)	3,963	0	0	0
	£13,606	£117,947	£121,550	£3,603

Discretionary Expenditure

Grants	0	14,000	14,000	0
Folk Week, Children's Festival & Family Tickets	0	25,000	25,000	0
Folk Week Social Dance	0	5,000	5,000	0
Sidmouth Town Band	0	4,000	4,000	0
Boat Jetty (former Jurassic Coast Marine Links)	15,000	15,000	15,000	0
South West Museum Development	0	800	800	0
Sand bags	500	500	500	0
Tourism Promotion Reserve	500	2,000	2,000	0
Donation to use of Party Tent (Income)	0	-100	0	100
Red Arrows Display	5,851	20,500	6,000	-14,500
Donation to Red Arrows Display (Income)	0	-14,500	0	14,500
Neighbourhood Plan	43	21,188	12,500	-8,688
Neighbourhood Plan Grants (Income)	0	0	0	0
Western Town Webcam	1,525	3,000	3,000	0
Transfer from Earmarked Reserves	0	0	0	0
Woolley Bequest Payments	0	5,000	0	-5,000
Woolley Bequest (Income)	-253	-403	0	403
	£23,166	£100,985	£87,800	-£13,185

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2018

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Woolcombe House</u>				
Services Gas/Water/Elec	568	2,797	4,200	1,403
Woolcombe House Business Rate	0	6,220	6,000	-220
Woolcombe House (Loan Interest&Repayment)	0	14,889	14,890	1
Woolcombe House-General Maintenance	1,968	8,348	8,000	-348
Woolcombe House Building Reserve	2,000	2,000	2,000	0
Council Chamber Hire (Income)	0	-120	0	120
	£4,536	£34,134	£35,090	£956

Other Property

Alma Lane Field	0	80	500	420
Alma Lane Field (Income)	0	0	0	0
Manstone Youth Centre	1,277	12,472	13,000	528
Manstone Youth Centre (Income)	0	0	0	0
Manstone Sports and Play Areas	16,495	20,000	20,000	0
Long Park & Play Area	0	8,016	8,000	-16
Seafront Amenity Building	1,035	20,000	20,000	0
Conservatory Maintenance	225	925	1,000	75
Fire Beacon Stewardship (Income)	3,338	0	0	0
Sidmouth Golf Club (Income)	0	-5	-5	0
Elec Pole Rent (Income)	0	-38	-40	-2
	£22,370	£61,450	£62,455	£1,005

Trust Property

The Ham

The Ham Ground Mtce	0	4,009	4,100	91
The Ham Other Mtce	0	3,519	2,500	-1,019
The Ham Play Equipment	0	850	1,500	650
The Ham Reserve	1,844	1,844	2,000	156
The Ham 3Phase Power	102	1,530	1,500	-30
The Ham Rent (Income)	0	-8,145	-8,300	-155

Manstone

Manstone Land Ground Mtce	0	408	500	92
Manstone Other Maintenance	1,263	1,600	1,600	0
Manstone Reserve	2,000	2,000	2,000	0
Manstone Rent (Income)	-247	-990	-990	0

Salcombe Regis

S.R. Allotment Field	0	300	0	-300
S.R. Allotment Field Rent (Income)	0	0	0	0
S.R. Recreation Field	310	2,177	250	-1,927
S.R. Recreation Field Rent (Income)	-176	-1,391	-525	866
	£5,096	£7,711	£6,135	-£1,576

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2018

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Members</u>				
Members/Chairman's Allowances	0	4,649	5,500	851
Chairman's Expenses	0	1,138	2,000	862
Members Expenses/Training	0	155	1,000	845
Elections	0	2,363	2,000	-363
Civic & Hospitality	9	710	2,000	1,290
Civic Regalia	1,000	1,000	1,000	0
	£1,009	£10,015	£13,500	£3,485
<u>Staff</u>				
Salaries	7,384	88,416	90,000	1,584
Pensions	1,428	17,116	18,000	884
Staff Eye Tests	60	60	100	40
Training & Conferences	0	0	1,000	1,000
Officers Expenses	0	68	100	32
Tourism/Promotion Admin (Income)	-10,000	-10,000	-10,000	0
Advert Planning Fees (Income)	0	0	0	0
	-£1,128	£95,660	£99,200	£3,540
<u>Office Expenses</u>				
Postage	188	1,566	1,500	-66
Stationery	275	1,626	1,500	-126
Telephone	145	3,401	3,500	99
Subscriptions	0	1,959	2,000	41
Photocopier	0	1,021	1,500	479
Internet, website and webcams	130	2,910	2,750	-160
Computer Software Contracts	0	879	1,200	321
Computer Maintenance Contingency	0	1,000	1,000	0
Advertisements	40	424	500	76
Audit	0	1,600	1,600	0
Insurance	0	4,543	6,200	1,657
Sundry	232	1,170	1,200	30
Bank Charges	3	152	150	-2
Bank Interest Received (Income)	-948	-2,010	0	2,010
	£65	£20,241	£24,600	£4,359

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2018

Expense Group Totals	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
Council Services	13,606	117,947	121,550	3,603
Discretionary Expenditure	23,166	100,985	87,800	-13,185
Woolcombe House	4,536	34,134	35,090	956
Other Freehold Property	22,370	61,450	62,455	1,005
Trust Property	5,096	7,711	6,135	-1,576
Members	1,009	10,015	13,500	3,485
Staff	-1,128	95,660	99,200	3,540
Office Expenses	65	20,241	24,600	4,359
Precept Received	0	-444,260	-444,260	0
Council Tax Support Grant	0	-6,070	-6,070	0
Net Income over Expenditure	£68,720	-£2,187	£0	£2,187

Current/Deposit Bank Accounts

£589,609

of which

Woolley Bequest

£25,591

Earmarked Reserves

£403,841

STC Consolidated Accounts 31 March 2018

	Balance at
<u>Earmarked Reserves</u>	<u>31 Mar 2018</u>
Boat Jetty / Beach Management Plan	100,000
Civic Regalia	2,517
Computer Reserve	6,688
Conservatory Maintenance	2,800
East Devon District Council CIL	182
Elections	8,000
Fire Beacon Nature Reserve	1,182
Fisherman's Sheds	7,000
Ham Maintenance	19,053
Long Park & Play Area Maintenance	34,753
Manstone MUGA	1,330
Manstone Sports & Play Area Mtce	107,370
Parish Paths Partnership	4,400
Red Arrows Display	24,313
Sand Bags	2,000
Seafront Amenity Building Maintenance	10,134
Seagull Management	2,500
Sidmouth Hopper Bus	7,856
Stowford Community Centre	10,000
Street Furniture	5,762
Tourism Promotion	3,817
War Memorials	2,000
Woolcombe House Building Maintenance	21,724
Youth Centre Building Reserve (<i>from DCC</i>)	10,000
Youth Service Support	8,460
Total Earmarked Reserves	<u><u>£403,841</u></u>

5 Brownlands Road
Sidmouth
EX10 9AR

26 April 2018

Christopher Holland Esq
Town Clerk
Sidmouth Town Council
Woolcombe House
Sidmouth EX10 9BB

Dear Mr Holland

Re – Internal Audit

I am pleased to confirm that I have been able to sign off the annual internal audit report. The audit was conducted in accordance with the ten internal control objectives on the Annual Governance and Accountability Return 2017/18, Part 3 – Annual Internal Audit Report. My tests of the Council's financial management and controls revealed that these practices and procedures are being adhered to.

- Last year I commented on the procedure for the collection of Hopper Bus donations. I carried out an inspection of the system in place on 4 September 2017 - not only of the way the system was handled by the bus operator but also a review of the way the cash was dealt with at the Council's office. The drivers seem to have bought in to the system, though it is still dependent on the goodwill of the councillors involved in collecting and replacing the boxes. The only issue I noticed with regard to the boxes themselves was that the seals were not very substantial so could easily be damaged. It was agreed that the staff should put a piece of Sellotape at right angles to the "seal strip" covering the signature on the seal.

- Cheques are rarely issued. However, when this does occur the cheque book counterfoil should be initialled by the person signing the cheque.

This was my fifth and final year as internal auditor for STC. In my opinion the standards of accounting administration are first class and Joan and the team are to be complimented on this. In addition, I would also like to express my appreciation and thanks for the assistance and support I have received on all my visits to the Council office.

Yours sincerely



Howard Slack

Annual Internal Audit Report 2017/18

SIDMOUTH TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

26/04/18

Name of person who carried out the internal audit

Mr Howard Slack

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

Signature of Howard Slack

Date

26/04/2018

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

SIDMOUTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

dated DD/MM/YY

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.sidmouth.gov.uk

AUTHORITY WEBSITE ADDRESS

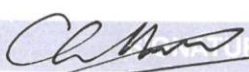
Section 2 – Accounting Statements 2017/18 for

SIDMOUTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	568,754	566,448	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	419,135	444,260	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	150,075	133,388	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	138,730	138,576	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	14,889	14,889	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	417,897	400,647	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	566,448	589,984	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	581,330	605,332	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	2,567,453	2,576,152	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	153,435	146,974	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

 SIGNATURE REQUIRED

Date 02/05/2018

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED