



SIDMOUTH TOWN COUNCIL

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To: All Members of the Town Council
Town Clerk

8 May 2017

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 15 May 2017 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.

Members are reminded that a Council photograph will be taken at 6.00pm in the Council Chamber.

Yours faithfully,

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 Hollick and seconded by Councillor Brokenshire 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 McKenzie-Edwards that Councillor Dyson 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 3 April 2017.

5 – 6

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 2017 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:

Planning Committee

Tourism & Economy Committee

Emergency Committee

Past Chairmen and Personnel Committee

Youth Provision Working Group

Section 106 Working Group

Sid Valley Neighbourhood Plan Steering Group

Parish Paths Partnership (P3)

Traffic Management Group

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	Page/s
12	Members with Special Responsibilities
	To approve the attached list of nominations received for Members with Special Responsibilities. 8
13	Representatives on Outside Bodies
	To approve the attached list of Town Council representatives on outside bodies. 9 <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>
14	Annual Subscriptions
	The following subscriptions are to be considered for renewal: <u>2016/17 Subs</u>
	Organisation: Devon Association of Local Councils £1,272
	Society of Local Council Clerks £ 235
	South West Councils £ 362
	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 2017/2018. 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	Standing Orders
	To confirm that there are no changes to the Council's Standing Orders as agreed by and supplied to Members in 2015.
19	Financial Regulations
	Members are asked to approve the 2017 Financial Regulations; as attached. 10 – 24
20	Risk Assessment
	Members are asked to approve the 2017 Risk Assessment; as attached. 25 – 28
21	Committee/Working Group Reports
	<u>21.1 Planning Committee Reports</u>
	To receive reports of the Planning Committee meetings held on Wednesdays 5 and 19 April and 3 May 2017. 29 – 41
22	Reports from Members with Special Responsibilities
	<u>22.1 Finance Report</u>
	To receive the Finance Report for March 2017. 42 – 45
	<u>22.2 Other Reports from Members with Special Responsibilities</u>
	To receive other notified reports from other Members.
23	Review of Internal Audit
	Members are asked to approve the Internal Audit schedule; as attached. 46

		Page/s
24	Annual Return – Governance Statement	
	Members are asked to consider the Annual Governance Statement, copy attached, this will require completion prior to signing.	47
25	Annual Return – Statement of Accounts and Internal Audit	
	The Council's Internal Auditor, Mr. Howard Slack, has visited the Council Offices and undertaken the Audit of the Council's accounts.	48 – 50
	Attached with the agenda is a copy of Mr Slack's letter and Internal Audit Report; together with a copy of the Reserves Schedule and the final Statement of Accounts which is required to be signed by the Chairman and Clerk following approval by Council.	
26	BT Openreach	
	Members are asked to consider the following proposal: Proposed by: Stuart Hughes Seconded by: Paul Wright	
	That this council make representations to BT Openreach over the ongoing problems affecting both residential and business landline users of ALL providers within the Sid Valley as a result of the out dated Exchange and seek assurances on the timescale of upgrading of the Exchange.	

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

Forthcoming Council and Committee meetings:

17 May 2017 – Planning Committee
 31 May 2017 – Planning Committee
 5 June 2017 – Council
 14 June 2017 – Planning Committee
 19 June 2017 – Tourism & Economy Committee
 28 June 2017 – Planning Committee

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held at the Village Hall, Sidbury
on Monday 3 April 2017
on the rising of the Annual Town Assembly

Ward	Councillors Present:
Sidmouth North	Michael Earthey
	Stuart Hughes
	Dawn Manley
Sidmouth South	Kelvin Dent
	John Dyson
	Paul Wright
Sidmouth East	Frances Newth
Sidmouth West	Louise Cole
	Sheila Kerridge
	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:	Marc Kilsbie

The meeting started at 8.30pm and finished at 9.05pm.

PART 'A'

147 Prayers

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

148 Minutes

The minutes of the meeting of the Town Council held on Monday 6 March 2017 were signed as a true and accurate record.

149 Declarations of Interest

There were no Declarations of Interest received at this meeting.

150 Matters of Urgency or Report from the Chairman

- The Chairman welcomed Cllr Sheila Kerridge as the newly elected Member for the West Ward of Sidmouth Town Council.

151 Public Open Question Time

- Councillor Wright asked District Councillor Dyson for more information regarding the District Council's proposal to install parking meters at the Manor Pavilion car park.

RESOLVED: That Sidmouth Town Council strongly opposed the introduction of parking meters at the Manor Pavilion car park and objected that the Town Council had not been informed or

consulted on the most recent proposal. The Vice-Chairman would attend the EDDC Cabinet meeting on Wednesday 5 April 2017 to raise the Town Council's objections.

152 Committee/Working Group Reports

152.1 Planning Committee Reports

Chairman of the Planning Committee, Councillor Barlow presented the reports of the Planning Committee meetings held on Wednesdays 8 and 22 March 2017.

RESOLVED: That the Planning Committee reports be noted.

152.2 Tourism & Economy Committee Report

Chairman of the Tourism & Economy Committee, Councillor Pollentine presented the report of the Tourism & Economy Committee meeting held on Monday 13 March 2017.

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

153 Reports from Members with Special Responsibilities

153.1 Finance Report

Councillor Wright presented the February 2017 Finance Report.

RESOLVED: That the February 2017 Finance Report be noted and agreed.

154 East Devon District Council Street Trading Public Consultation

A copy of EDDC's full consultation was enclosed with the agenda for Members consideration; they were also asked to consider a copy email received from the District Council.

RESOLVED: That the draft Street Trading Consents Policy be supported with an amendment to permit trading on The Ham Recreation Field.

155 East Devon Villages Plan – Notice of Publication

East Devon District Council was inviting representations on its Proposed Submission Villages Plan and the accompanying Sustainability Appraisal until noon on 10 May 2017. A copy of the consultation document was enclosed with the agenda for Members.

RESOLVED: That the East Devon Villages Plan be deferred to the Planning Committee for discussion and comment with delegated power being given to the Town Clerk in consultation with the Chairman to submit a response on behalf of the Council.

.....
CHAIRMAN OF THE COUNCIL

**SIDMOUTH TOWN COUNCIL
MAIN COMMITTEE & WORKING GROUP
MEMBERSHIP 2017-18**

Planning Committee

Councillors Barlow (*Chairman*), Dent, Earthy (*Vice Chairman*), Jones, 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 (Currently working on Youth Centre and Skate Park)

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

Section 106 Working Group (Currently working on play area funding)

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

Councillors appointed to Sid Valley Neighbourhood Plan Steering Group

Councillors Cole, Earthy, McKenzie-Edwards

Parish Paths Partnership Group (P3)

Councillors Dyson, Kerridge, Turner

Traffic Management Group

Chairman: Councillors Hughes (DCC), Dyson (EDDC), Barratt (EDDC), Kilsbie (STC), Wright (STC)

MEMBERS WITH SPECIAL RESPONSIBILITIES**PROPOSED 2017/18**

Finance	Councillor P Wright
Guide 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	Councillors J. Dyson and K. Dent
Trustee Land/Councillors	
The Ham (inc Fishermen's sheds and shops)	Councillors Mrs. F.I. Newth & M. Kilsbie
Manstone Recreation Ground (inc Public Conveniences)	Councillors I.J. McKenzie-Edwards & J. Brokenshire
Fields at Salcombe Regis	Councillors I. Barlow and D. Barratt
Hope Cottage (Museum)	Councillor K Dent

<p align="center">SIDMOUTH TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2017/2018</p>
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<u>BODY</u>	<u>Proposed 2017/18</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.G.T. Dyson 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
Manor Pavilion Management Steering Grp.	Cllr. J.G.T. Dyson Cllr. P Wright
East Devon Arts and Culture Forum	VACANCY
Sidmouth Folkweek Trust	Cllr. S Pollentine
Stowford Rise Community Centre Management 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. J. Dyson



**SIDMOUTH TOWN COUNCIL
FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by Sidmouth Town Council
at its Meeting held on **15 May 2017** (see Para 18.3)

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council shall review these Financial Regulations and the effectiveness of its system of internal control.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;

- maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information or management information prepared for the council from time to time comply with the Accounts and Audit Regulations¹.
- 1.11. The accounting records determined by the RFO shall contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;

¹ In England - Accounts and Audit (England) Regulations 2011/817
In Wales - Accounts and Audit (Wales) Regulations 2005/368

- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £20,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Town Clerk or Past Chairmans/Personnel Committee.

1.15. Where stated throughout this document; the six Members designated on the Council's Bank Mandate are:

- Chairman of the Council
- Vice-Chairman of the Council
- The immediate past Chairman of the Council
- Chairman of the Tourism & Economy Committee
- Vice-Chairman of the Tourism & Economy Committee
- Member with Special Responsibility for Finance

1.16. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Member with Special Responsibility for Finance shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity, including any exceptions, shall on conclusion be reported to and noted by council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper

practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, a written report at the end of each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

- 3.2. The council shall consider annual budget proposals in relation to the council's forecast of revenue and capital receipts and payments including any recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over £20,000;
 - a duly delegated committee of the council for items over £1,000; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.

Such authority is to be evidenced by a Minute or by a payment authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council. During the budget year the RFO having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually at the Pre-Budget meeting in October for the following financial year. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman and Member with Special Responsibility for Finance as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure/income against that shown in the budget.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Member with Special Responsibility for Finance. Banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments, together with the relevant invoices, requiring authorisation by two of those Members designated on the bank mandate. The approved schedule shall be signed and authorised by the relevant Members and Town Clerk. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted at the next available opportunity to obtain the approval of two Members designated on the bank mandate.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) if a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to and approved by two Members designated on the bank mandate.
 - b) any new expenditure item authorised for a continuing contract or obligation shall be submitted to and approved by two Members designated on the bank mandate.; or
 - c) fund transfers within the councils banking arrangements, provided that a list of such transfers is reported to and noted by the Member with Special Responsibility for Finance.
- 5.6. In respect of grants, the Council shall approve expenditure within any limits set in the budget and in accordance with any policy statement approved by Council.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by bacs, cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Bacs, cheques or orders for payment drawn on the bank account shall be signed by and approved by two Members designated on the bank mandate and countersigned by the Clerk. If a Member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. If thought appropriate by the RFO, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are reported to and noted by the Member with Special Responsibility for Finance.
- 6.6. If thought appropriate by the RFO, payment for items may be made by Banker's Standing Order provided that the instructions are reported to and noted by the Member with Special Responsibility for Finance.
- 6.7. If thought appropriate by the RFO, any payment for items may be made by BACS, CHAPS or internet banking transfer and must be approved by two Members designated on the bank mandate.
- 6.8. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Member with Special Responsibility for Finance in a sealed dated envelope. This envelope may not be opened other than in the presence of two Members designated on the bank mandate. After the envelope, has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to the Chairman of the Council immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.9. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the Council.
- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

- 6.11. The Council, and any Members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.12. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts.
- 6.13. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier.
- 6.15. Any Debit Card issued for use will be specifically restricted to the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council.
- 6.16. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Member with Special Responsibility for Finance. Transactions and purchases made will be reported to the Member with Special Responsibility for Finance.
- 6.17. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments shall be forwarded to the RFO with a claim form for reimbursement.
 - a) The RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Cheque payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to two Members designated on the bank mandate under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by the RFO in consultation with the Past Chairmen/Personnel Committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory

or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, as set out in these regulations above.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Past Chairmen/Personnel Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers by the Past Chairman/Personnel Committee.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Past Chairman/Personnel Committee. Termination payments shall only be authorised by Council.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. For each investment, the RFO will ensure that a copy of the statement of accounts is reported to and noted by the Member with Special Responsibility for Finance.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period as determined by the RFO in consultation with the Member with Special Responsibility for Finance.
- 8.5. The Member with Special Responsibility for Finance shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant

regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Levels of charges to be made for work done, services rendered or goods supplied shall be recommended to and agreed by the Council and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at the appropriate time, following the recommendation of the Member with Special Responsibility for Finance or the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO, with the exception of cash for maintaining the Petty Cash balance. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at the end of each quarter.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order, email or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained and attached to the relevant invoice.
- 10.2. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.3. A member may not issue an official order or make any contract on behalf of the council.
- 10.4. The RFO shall verify the lawful nature of any proposed expenditure before the issue of any order.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk/RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where it is intended to enter into a new contract exceeding £20,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms.
 - c. When a resolution of a meeting of the Council is made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be given in the minutes.
 - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification

in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- f. If less than three tenders are received for contracts above £20,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 30 (c) and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £20,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.2 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the RFO in consultation with the Member with Special Responsibility for Finance, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Portfolio of Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the Clerk/RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk/RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.
- 18.3. These Financial Regulations were adopted by Sidmouth Town Council at its Meeting held on **15 May 2017** (and para **5.2** will be fully implemented after the forthcoming update to the Accounting System.)

* * *

Sidmouth Town Council Risk Assessment and Management 2017

Area	Risk	Level	Control
<u>Assets</u>	Protection of physical assets	M	Buildings fully insured. Value increased annually by R.P.I.
	Security of Buildings, Equipment,	H	Contents insured. Chubb Locks and external security lighting and fire alarm system in place at Woolcombe House and Manstone Youth Centre. Manstone Youth Centre also has a monitored security alarm system in place.
	Maintenance of Buildings	M	Buildings currently maintained on an as required basis in consultation with Members with Special Responsibility for assets and maintenance.
	Civic Regalia	M	Insurance cover on Chairman's Chain & Jewel and Vice Chairman's Pendant. Repairs made when necessary.
	Various individual items	M	Specified and insured.
<hr/>			
<u>Finance</u>	Banking	M	Active Saver account with Barclays Bank which is added/subtracted to on a daily basis to maintain a working balance of £10,000. Other long term 'high interest' deposits held with Barclays and Lloyds Banks reviewed at end of term in consultation with the Member with Special Responsibility for Finance.
	Loss of Rental Income	M	Insurance cover. Sum insured £2,000 in respect of Fishermen's Sheds and Shop at The Ham.

Loss of cash through theft or dishonesty	H	£250,000 covered by insurance. No employee is permitted to carry in excess of £5,000 and up to this amount is covered by insurance whilst in transit and/or whilst in locked safe or strong room. £250 is covered by insurance whilst in locked receptacles other than safe or strong room. No payments are permitted be made electronically without two signatures authorising such a transaction.
Financial Controls & Records	M	Monthly reconciliation prepared by office and presented to Council by Member with Special Responsibility for Finance. Town Clerk's and two bank mandate signatories on cheques and bacs payments. Internal IT system security and backup systems as approved by Town Clerk in consultation with Member with Special Responsibility for Finance. Internal and External Audit. Financial Regulations.
Compliance with Customs and Excise Regulations	M	VAT payments and claims calculated by office. Internal Auditor provides independent check.
Sound budgeting to underlie Annual Precept	M	Details of nine months' expenditure, together with projection for next three months anticipated expenditure/income presented to Council at a meeting in January. Recommendation for future budget, together with following year's proposed Precept presented, by Member with Special Responsibility for Finance, to Town Council for consideration.
Sub Committees	M	Sub Committees with authority to raise and spend money on behalf of the Town

			Council must not commit expenditure over income.
<u>Liability</u>	Risk to third party, property or individuals	M	Insurance in place.
	Legal liability as consequence of asset ownership	H	Insurance in place.
<u>Employer Liability</u>	Compliance with Employment Law	M	Membership of various national and regional bodies including South West Regional Assembly (South West Provincial Employers and South West Local Government Association) National Association of Local Councils and the Society of Local Council Clerks.
	Compliance with Inland Revenue requirements	M	Regular advice from Inland Revenue and Sage. Internal and External Auditors undertake independent checks.
	Safety of Staff and Visitors	M	Regular checks undertaken.
<u>Legal Liability</u>	Disability Discrimination Act	M	Level access from car park. Lift to second floor. Improved lighting in Council Chamber. Sound system fitted in Council Chamber.
	Data Protection Act	L	Subscription paid and renewed annually.
	Ensuring that activities are within legal	H	Town Clerk clarifies position on any new proposal. Legal advice powers sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets every month and receives and agrees Minutes of previous meeting. Minutes of Council and Committees made available to press and public and on website once accepted by Council.
	Proper document control	M	Deeds, Leases and legal documents in Reception

Office. Contained in locked safe. Other data storage to comply with Data Protection Act.

<u>Councillor</u>	Register of Interests & Gifts	H	Register of Members' interests completed within 14 days of election to office. Members reminded to update at least annually.
<u>Propriety</u>	Code of Conduct	H	Ensure Members have received correct advice on Code of Conduct and training where necessary.

This Risk Management Paper 2017 was approved by
Sidmouth Town Council on *15 May 2017*:
Minute number *???*

Signed: Chairman of the Council

Signed: Town Clerk Dated:

**Minutes of the meeting of
Sidmouth Town Council's Planning Committee
Held at the Council Chamber, Woolcombe House, Sidmouth,
Wednesday 5th April 2017**

Councillors present: - Ian Barlow (Chair)
Michael Earthey (Vice-Chairman)
Kelvin Dent
Simon Pollentine
John Rayson

Apologies: - Gareth Jones
Marc Kilsbie
Dawn Manley
Ian McKenzie-Edwards
Jeff Turner

The meeting started at 6.30pm and finished at 7.45 pm.

449 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Simon Pollentine	17/0682/FUL Station Garage, Station Road, Sidmouth, EX10 9DN	Personal Interest	Did not take part in discussion and voting.	Tenant of the applicant.
Heloise Marlow Planning Clerk	4 Oak Bridge, Sidbury, EX10 0SE	Personal Interest	Did not take part in discussion and voting.	Spouse of Applicant's agent

450 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.

451 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.

Applications for consideration

- | | | | |
|------------|---------------------------------|------------------------|---|
| 452 | 17/0681/FUL
<i>West Ward</i> | MR A BALL | 6 ASCERTON CLOSE, SIDMOUTH, EX10 9BS
Extensions and alterations. |
| | Support | | |
| 453 | 17/0682/FUL
<i>West Ward</i> | FORDS
PROPERTY | STATION GARAGE, STATION ROAD, SIDMOUTH, EX10 9DN
Replacement of roof. |
| | Support | | |
| 454 | 17/0696/FUL
<i>West Ward</i> | ALEXANDRIA
PROPERTY | UNIT 21C AND 21D ALEXANDRIA INDUSTRIAL ESTATE, SIDMOUTH, EX10 9HL
Replacement cladding and doors to units. |
| | Support | | |

455	17/0603/FUL <i>South Ward</i>	MR & MRS JOYCE	ST JOHN, COTLANDS, SIDMOUTH, EX10 8SP Enlargement of existing front dormer together with gable end build-up, insertion of roof lights to the front, rear and side elevations and the construction of a rear dormer roof extension. Support
456	17/0619/FUL <i>Sidbury Ward</i>	MR NEIL THOMPSON	SIDBURY HOUSE, BUCKLEY ROAD, SIDBURY, EX10 0SL Re-slating of roof.
457	17/0620/LBC <i>Sidbury Ward</i>	MR NEIL THOMPSON	SIDBURY HOUSE, BUCKLEY ROAD, SIDBURY, EX10 0SL Re-slating of roof and minor internal works to repair parts of the partition wall. Support subject to the agreement of the Conservation Officer.
458	17/0638/LBC <i>Sidbury Ward</i>	MR P WALLACE	MYRTLE FARM, FORE STREET, SIDBURY, EX10 0RS Conversion of existing barns to facilitate use as 2no. holiday lets and partial demolition, conversion and alteration of outbuilding to form further holiday let unit. Support subject to the agreement of the Conservation Officer.
459	17/0697/LBC <i>Sidbury Ward</i>	MR S PRICE	4 OAK BRIDGE, SIDBURY, EX10 0SE Demolition of garage and construction of two storey extension. Support subject to the agreement of the Conservation Officer.
460	17/0706/COU <i>Sidbury Ward</i>	CHRIS BAILY ENGINEERING	EAST DEVON CARRIAGE DRIVING SCHOOL, PUTTS CORNER, SIDBURY, EX10 0QQ Change of use of buildings to be used for repair and maintenance of agricultural machinery, office and spare parts store. Support subject to the proposed condition regarding opening hours.
461	17/0559/FUL <i>Salcombe Regis Ward</i>	MR AND MRS K HARPER	AMELANCE, SIDCLIFFE, SIDMOUTH, EX10 9QA Construction of detached garage. Members were unable to support the application for the following reasons: <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.
462	17/0684/FUL <i>Salcombe Regis Ward</i>	MISS SUZANNE DALY	LAND ADJOINING FIRE AND SMOKE FARM, SALCOMBE REGIS. Construction of agricultural barn for hay and equipment storage. Support: Note: Members questioned the colour of the proposed roofing material (Juniper Green) as they were of the view that black or grey would have less of a visual impact on the surrounding area.
463	17/0568/OUT <i>Primley Ward</i>	WMF CHAKMAKCHI TRUST	CADET HUT AND PREMISES, MANSTONE LANE, SIDMOUTH, EX10 9TU

Demolition of former RAF cadet hall and construction of pair of elderly persons' bungalows (outline application with details of landscaping reserved).

Support:

Note: Members had concerns regarding the lack of parking proposed, the lack of access to the site and possible right of way issues. Members were of the view that a method statement should be provided by the applicant addressing these issues prior to outline planning permission being granted.

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| 464 | 17/0667/FUL
<i>North Ward</i> | DR PETER
MARTIN | 12 WOOLBROOK ROAD, SIDMOUTH, EX10 9UU
Minor changes to the existing shop front and entrance. |
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Support

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| 465 | 17/0692/FUL
<i>North Ward</i> | MR & MRS P
TOWNSEND | CORE HILL HOUSE, CORE HILL ROAD, SIDMOUTH, EX10 0JR
Proposed alterations and extensions. |
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Support

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| 466 | 17/0551/LBC
<i>East Ward</i> | MRS ANDREA
SHEPHERD | FLAT 3, NORTON GARTH COURT, STATION ROAD, SIDMOUTH, EX10 8NY
Internal alterations to include: removal of fire place in sitting room, partial removal of dividing wall between dining room and kitchen, increase opening from hall to kitchen and replacement of all internal doors. |
|------------|---------------------------------|------------------------|--|

Support subject to the agreement of the Conservation Officer.

Tree Applications for Decision

The Town Council is authorised to make a decision on the following tree applications.

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|------------|----------------------------------|------------|--|
| 467 | 17/0435/TRE
<i>South Ward</i> | MR WHITTLE | HILLCREST, KNOWLE DRIVE, SIDMOUTH, EX10 8HP
T1 Oak tree: dismantle in sections to ground level. Reason: Extensive basal decay and canopy dieback.
T2 Lime Tree: Thin tree by 20% leaf area making pruning cuts up to 50mm in diameter from vertical growth at top of the tree and cuts up to 30mm in diameter from lateral branches. Reason: to improve the form of the tree following historic heavy pruning. |
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It was resolved that delegated authority be given to the Planning Clerk in consultation with Members of the Committee who would attend a site inspection to determine the application.

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| 468 | 17/0442/TRE
<i>Salcombe Regis Ward</i> | MR ADRIAN
HART | SALCOMBE COURT, SALCOMBE HILL ROAD, SIDMOUTH, EX10 8JR
Two sycamore trees: Re-pollard both trees, either to the points they have been cut before or around 24 inches lower to larger stronger unions. |
|------------|---|-------------------|--|

APPROVED: Subject to the conditions set out in the Arboricultural Officer's Report.

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| 469 | Prior notification of proposed works to trees in a Conservation Area (Section 211 Notice) | | |
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The Town Council has been given the required notification of the following tree works and may comment accordingly.

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| 17/0480/TCA
<i>South Ward</i> | SIDHOLME
HOTEL | SIDHOLME HOTEL, ELYSIAN FIELDS, SIDMOUTH, EX10 8UJ
6 x Leylandii, 1 x Laurel: Fell. |
|----------------------------------|-------------------|--|

Crown lift remaining Cypress to gain 2.4m over the footway,
cuts diameter no more than 75mm.

Works Noted

470 Tree Exemption Reports

Brownlands Road, Sidmouth.

The Planning Clerk reported a letter from East Devon District Council regarding the proposed works to fell 5 dead trees.

The works in question are considered to be an exception from the normal requirement to seek the consent of the Council under Regulation 14 of the Town and County Planning (Tree Preservation) (England) Regulations 2012. (This regulation of the Act provides for works to be carried out on dead and dangerous trees [or parts of trees] in the interests of safety.

471 Matters of Report

The Planning Clerk reported that Tree Preservation Orders had been made in respect of land at Redwood Grange, Redwood Road, Sidmouth, EX10 9AB and on land at Belvedere Court, Hillside Road, Sidmouth, EX10 8FD.

472 Unsupported Decisions

Planning application 17/0024/FUL

Flats 5-9 Vale Court, Church Street, Sidford, EX10 9RE.

Replace wooden sealed unit window with upvc sealed unit double glazing.

Town Council

District Council

Support

Refused

Planning application 17/0205/LBC

1 Albert Terrace, Salcombe Road, Sidmouth, EX10 8PX.

Widening of parking bay.

Town Council

District Council

Unable to support

Granted

Planning Application 17/0217/FUL

1 Albert Terrace, Salcombe Road, Sidmouth, EX10 8PX.

Widening of parking bay.

Town Council

District Council

Unable to support

Granted

473 Appeals

Planning application no. 16/1559/FUL Trenoweth, Coreway, Sidford, EX10 9SE.

Raising of roof of garage to create first floor storage area and construction of attached garden store.

The Planning Clerk reported that an appeal had been lodged by the Applicant in respect of the above application.

474 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 19th April 2017**

Councillors present: - Michael Earthey (Vice-Chairman in the Chair)
Kelvin Dent
Dawn Manley
Ian McKenzie-Edwards
John Rayson
Jeff Turner

Apologies: - Ian Barlow
Marc Kilsbie
Simon Pollentine

The meeting started at 6.30pm and finished at 8.20 pm.

In the absence of the Chairman, Councillor Kelvin Dent was appointed as Vice-Chairman for the meeting.

475 Declarations of Interest

No Declarations of Interest were received.

476 Minutes

The Minutes of the Planning Committee meetings held on the 8th and 22nd March 2017 were signed as a true and accurate record.

477 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.

478 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.

479 Urgent Items Received

East Devon Villages Plan – Consultation on East Devon Villages Plan: Sidbury

Resolved: Members considered the latest draft of the East Devon Villages Plan for Sidbury and reiterated their views of 5th September 2016 (Council) that small scale, limited expansion in Sidbury would be acceptable and that the Furze Hill area (SB14) had the potential to be developed and should be included within the Built-up Area Boundary.

17/0435/TRE MR WHITTLE
South Ward

HILLCREST, KNOWLE DRIVE, SIDMOUTH, EX10 8HP
T1 Oak tree: dismantle in sections to ground level.
Reason: Extensive basal decay and canopy dieback.
T2 Lime Tree: Thin tree by 20% leaf area making pruning cuts up to 50mm in diameter from vertical growth at top of the tree and cuts up to 30mm in diameter from lateral branches. Reason: to improve

the form of the tree following historic heavy pruning.

A site meeting was held on Wednesday 19th April attended by Councillor Michael Earthey (Vice-Chairman) Councillor Kelvin Dent and Councillor John Rayson prior to the meeting. Members resolved to **APPROVE** the application subject to the conditions set out in the Arboricultural Officer's Report.

17/0505/ADV HSBC CRE
East Ward

HSBC, FORE STREET, SIDMOUTH, EX10 8AA
Replacement of 2no fascia signs, 2no projecting signs and 4no hoarding signs.

Approved

Applications for consideration

480 17/0856/FUL MR D PRING
North Ward

LAND AT CHANDLERS LANE, SIDMOUTH, EX10 9BX
Demolition of garages and construction of two dwellings.

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

- The application for two houses was overdevelopment of the site.
- Members did not support the proposed removal of the listed stone boundary wall.
- The proposed development would adversely affect the amenity of the neighbouring properties.

481 17/0793/FUL MR & MRS COOK
Salcombe Regis Ward

BRYER COTTAGE, SALCOMBE REGIS, SIDMOUTH, EX10 0JN
Formation of new access to highway with onsite parking and turning.

Support

Note: Members would recommend the use of grasscrete and would wish the applicant to take all steps possible to maintain the rural character of the property and its setting.

482 17/0759/LBC MRS ELAINE KENRICK
Sidbury Ward

4 RIVULET TERRACE, SIDBURY, EX10 0RT
Demolish existing WC on rear east elevation, replace kitchen roof with natural slate and renew kitchen rainwater goods.

SPLIT DECISION:

Members **supported** the demolition of the existing WC and the replacement of the kitchen roof with natural slate, subject to the agreement of the Conservation Officer. Members were **unable to support** the removal of existing cast iron guttering and downpipe and replacement with plastic goods. Members were of the view that the replacement rainwater goods should match the existing cast iron goods.

483 17/0524/OUT MRS JANET
Sidford Ward HARGREAVES

1 LAUNDRY LANE (land Adj Mill House), SIDFORD, EX10 9QR

Support

Demolition of existing buildings and construction of 5no dwellings with associated access and garaging (outline application with all matters reserved).

484 17/0610/OUT MR ROBIN WICKHAM
Sidford Ward

13 ORCHARD CLOSE, SIDFORD, EX10 9RF
Construction of two new dwelling houses and car parking (outline application with details of appearance, landscaping and scale reserved).

Members support the principle of the development but due to the concerns of the Arboricultural Officer were unable to support the application until those issues were resolved.

- 485** 17/0795/FUL MR & MRS STREET 12 COREFIELDS, SIDFORD, EX10 9SG
Sidford Ward Rear extension to bungalow, variation to previously approved application 16/0356/FUL.
 Support
- 486** 17/0732/FUL REVEREND J A & MRS A J CRANFORD, 2 CONNAUGHT CLOSE, SIDMOUTH, EX10 8TU
South Ward FISHER
 Extensions and alterations including replacement of existing garage and provision of annexe for dependent relative.

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

- 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 was contrary to the policy of local design and distinctiveness.
- The proposal was overdevelopment of the site.
- The proposal would dominate the neighbouring properties in bulk and mass.

Tree Applications for Decision

The Town Council is authorised to make a decision on the following tree applications.

- 487** 17/0553/TRE MR AND MRS RICHARDS 18 LIVONIA ROAD, SIDMOUTH, EX10 9JB
Primley Ward Beech tree in rear garden to be felled, due to risk of damage to property.

Deferred pending receipt of the Arboricultural Officer's report.

488 Tree Exemption Reports

The Planning Clerk reported a letter from East Devon District Council regarding the proposed works to fell a Holly tree.

The works in question are considered to be an exception from the normal requirement to seek the consent of the Council under Regulation 15 of the Town and County Planning (Tree Preservation) (England) Regulations 2012. (This regulation of the Act provides for works to be carried out on dead and dangerous trees [or parts of trees] in the interests of safety.

489 Matters of Report

The Planning Clerk reported that Tree Preservation Orders had been made in respect of land at Willoughby House and Harmonie, Peak Hill Road, Sidmouth, EX10 0NW, land at Peakaboo and Peak Cottage, Peak Hill Road, Sidmouth, EX10 0NW, and at land at Peak Hill, Peak Hill Road, Sidmouth, EX10 0NW.

490 Unsupported Decisions

No unsupported decisions were received.

491 Appeals

No Appeals were reported.

492 Enforcement Letters

No Enforcement letters were received.

.....
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 3rd May 2017**

Councillors present: - Michael Earthey (Vice-Chairman in the Chair)
Kelvin Dent
Gareth Jones
Marc Kilsbie
Dawn Manley
Ian McKenzie-Edwards
Simon Pollentine
John Rayson
Jeff Turner

Apologies: - Ian Barlow

The meeting started at 6.30pm and finished at 8.30 pm.

In the absence of the Chairman, Councillor Simon Pollentine was appointed as Vice-Chairman for the meeting.

493 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
CLlr Jeff Turner	17/0968/FUL Little Bourne, Boughmore Road, Sidmouth, EX10 8SH	Personal Interest	Did not take part in discussion and voting.	Acquainted with the applicant.
CLlr Ian McKenzie-Edwards	17/0727/FUL Land adj to Northcombe Farm, Salcombe Regis, Sidmouth, EX10 0JQ	Personal Interest	Did not take part in discussion and voting.	Acquainted with the applicant.
CLlr Ian McKenzie-Edwards	17/0901/FUL Thatch Cottage, Salcombe Regis, Sidmouth, EX10 0PA	Personal Interest	Did not take part in discussion and voting.	Acquainted with the applicant.
CLlr Kelvin Dent	17/0711/TCA Woodlands Hotel, Station Road, Sidmouth, EX10 8HG	Personal Interest	Did not take part in discussion and voting.	Acquainted with the applicant.

494 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.

495 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.

496 Urgent Items Received

17/0542/FUL SULIS ENVIRONMENTAL MYRTLE FARM, FORE STREET, SIDBURY, EX10 0RS
Sidbury Ward LTD Conversion of existing barns to 2 no. holiday lets
and the conversion/alteration of existing long barn
to 1 no holiday let.

Support subject to the holiday lets being tied to the main house.

17/0638/LBC SULIS ENVIRONMENTAL MYRTLE FARM, FORE STREET, SIDBURY, EX10 0RS
Sidbury Ward LTD Conversion of existing barns to facilitate use as 2
no. holiday lets and partial demolition, conversion
and alteration of outbuilding to form further holiday
let unit.

Support (contrary to Conservation Officer's comments).

Applications for consideration

497 17/0887/FUL MR ROY ELSBURY WILLOUGHBY HOUSE, PEAK HILL ROAD, SIDMOUTH,
South Ward EX10 0NW
Replacement garages.

SPLIT DECISION:

Members **supported** the replacement of the existing four garages but **were unable to support**
the new build of garages on the current parking and turning area.

(1 letter of objection was received)

498 17/0919/FUL FOURWAYS FOURWAYS, GLEN ROAD, SIDMOUTH, EX10 8RW
South Ward RESIDENTIAL HOME Construction of raised decking.

Support subject to the existing screening being retained or replaced after the works have been
carried out.

499 17/0968/FUL MR & MRS DAVIS LITTLE BOURNE, BOUGHMORE ROAD, SIDMOUTH,
South Ward EX10 8SH

Support

Link from house to garage to allow conversion of
garage to studio and store; alterations to porch.

500 17/0967/FUL MR & MRS STUART KEY WEST, RADWAY, SIDMOUTH, EX10 8TW
South Ward HAMER Single storey extension to side of property to
contain new shower room.

Support

501 17/0936/FUL MS LOUISE ATKINS THE OAKS, BROOK CLOSE, TWO BRIDGES ROAD,
Sidford Ward SIDFORD, EX10 9PN

Proposed new dwelling in the garden.

Support subject to the roof covering being of local vernacular material in keeping with the local area.

502 17/0938/FUL MR AND MRS BELLAIRS 22 SIDFORD HIGH STREET, SIDFORD, EX10 9SL
Sidford Ward Demolition of existing single storey lean-to and
conservatory and construction of two storey rear
and side extension.

Support

503 17/0727/FUL MR & MRS ECCLES LAND ADJ TO NORTHCOMBE FARM, SALCOMBE
Salcombe Regis REGIS, SIDMOUTH, EX10 0JQ
Ward Proposed new detached garage and re-built storage
shed; new site entrance with existing site entrance
to be blocked by new boundary wall.

Support subject to the Arboricultural Officer's agreement regarding the removal of the tree.

504	17/0901/FUL <i>Salcombe Regis Ward</i>	MR GILES SADLER	THATCH COTTAGE, SALCOMBE REGIS, SIDMOUTH, EX10 0PA Proposed replacement single storey extension, single storey extension and front porch.
	Support		
505	17/0932/FUL <i>Salcombe Regis Ward</i>	MS JACKI RODIKIS	ELMSDOWN, KESTELL ROAD, SIDMOUTH, EX10 8JJ Single storey extensions, internal alterations, dormer windows and remodeling.
	The application was deferred to the next meeting to allow Members of the Planning Committee to attend a site inspection.		
506	17/0913/FUL <i>Primley Ward</i>	MS S PARKYN	2 LOCKYER AVENUE, SIDMOUTH, EX10 9NU Two storey side extension.
	Support		
507	17/0949/FUL <i>Primley Ward</i>	MS LISA MASKELL	52 TYRELL MEAD, SIDMOUTH, EX10 9TR Construction of new dwelling adjacent to existing dwelling.

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

- The proposed development would be out of keeping with the character of the area.
- The proposed development would lead to a loss of amenity space.
- The proposed development would be detrimental to the existing street scene.
- The proposed development was incongruous having regard to the open character of the area.

Tree Applications for Decision

The Town Council is authorised to make a decision on the following tree applications.

508	17/0648/TRE <i>South Ward</i>	MR GIBBS	THE REDLANDS, MANOR ROAD, SIDMOUTH Monterey Cypress: Remove 3 lowest primary branches over tennis court making pruning cuts of approx. 300mm in diameter. Leyland Cypress: Remove one dominant stem from the rear of the tree to improve light levels to newly planted trees. Remove several 5cm diameter branches from lower eastern canopy to improve view.
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SPLIT DECISION (a part of the application has been refused and a part approved).

The Council hereby **GRANTS** permission to carry out work described below subject to the following conditions:

T1 works are acceptable in the circumstances.

1. The works hereby consented to shall be carried out in accordance with British Standard 3998: 2010 (Tree Work – Recommendations).
(Reason – In the interests of amenity and to ensure the works are carried out in a satisfactory manner).
2. The works hereby consented to shall be carried out within a period of 2 years from the date of this decision notice.
(Reason – To ensure that the works are carried out within a reasonable period of time)

T2 although the tree has no long-term retention, it is creating a screen and has amenity value in its present form and the works will reduce this. The work is not justified sufficiently within the application.

SPLIT DECISION (a part of the application has been refused and a part approved).

A crown reduction of 20% of the folia area, to reduce the sail area and therefore the risk of perceived damage.

- The Council hereby **REFUSES** permission to carry out work described below for the following reasons:

1. Refusal of the felling of the tree as this has not been justified or evidenced within the application, refusal of the reports recommendation to remove the top of the tree to a height of 6 to 7m as this would remove all the present wildlife habitat and leave a decaying pole which is removing the perceived threat of failure. Both options would remove all amenity value and in the first case the biodiversity offered by the tree. The QTRA report gives a high chance of the tree failing at the point of decay 1:30000 however another QTRA assessment carried out by another Council Tree Officer indicates the point of failure as individual upper limbs due to the previous removal of the main stems with a failure of 1:300000. This figure is due to the small size of failure and a lower valuation band of damage. Further investigation is required as a QTRA assessment does not fully evidence the decay throughout the stem.

The Town Council has been given the required notification of the following tree works and may comment accordingly.

			T2: Cherry Tree – in need of light prune – Approx 5ft from extending limbs not more than 50mm in diameter.
			T3: Ash tree- trim to ensure even growth as tree currently listing over and close to perimeter of property.
			T4: Oak- Prune – currently overhanging road- and in danger of falling onto cars in road without work.
			T5: Bay Tree – Remove/fell – not offering and benefit to garden and habitat as is split and dying.
			HILLSIDE, BICKWELL VALLEY, SIDMOUTH, EX10 8SG
			T1: Wild Cherry – Fell
			T2 & T3: Conifer – Fell
	Works noted		
b)	17/0774/TCA <i>South Ward</i>	MR M PEIRCE	
	Works noted		
c)	17/0832/TCA <i>South Ward</i>	MRS C GUNNELL	1 WATERPARK COURT, GORSEWAY, CONVENT ROAD, SIDMOUTH, EX10 8RJ
	Works noted		G1: Dismantle the Cypress trees.
d)	17/0833/TCA <i>South Ward</i>	MRS M PIERCE	GORSEWAY COTTAGE, GORSEWAY, CONVENT ROAD, SIDMOUTH, EX10 8RJ
	Works noted		T1: Beech tree – 20% crown thinning.
e)	17/0770/TCA <i>Sidbury Ward</i>	ROB SCHOLEFIELD	POUND CLOSE, 88 CHAPEL STREET, SIDBURY, EX10 0RQ
			T1 Bay tree – coppice – currently the size is excessive for the location, and is blocking adj. footpath and access to neighbouring property; also dominating the adj. property.
	Works noted		Proposal is to coppice and manage re-growth in the form of a smaller maintained bush.
511	Notification of Installation of telecommunications equipment.		
	Members to note the following works are to be carried out:		
	<i>Primley Ward</i>	PEGASUS GROUP	SIDMOUTH TOWN FOOTBALL CLUB, MANSTONE LANE, SIDMOUTH, EX10 9TF
	Works noted		Installation of radio equipment housing.
512	Tree Exemption Reports		
	Alexandria Industrial Estate, Station Road, Sidmouth		
	The Planning Clerk reported a letter from East Devon District Council regarding the proposed works to remove the failed branches from two pine trees.		
	The works in question are considered to be an exception from the normal requirement to seek the consent of the Council under Regulation 14 of the Town and County Planning (Tree Preservation) (England) Regulations 2012. (This regulation of the Act provides for works to be carried out on dead and dangerous trees [or parts of trees] in the interests of safety.		
513	Unsupported Decisions		
	Planning Application 17/0431/FUL and 17/0432/LBC		
	16 Temple Street, Sidmouth, EX10 9AY		
	Erection of rear conservatory		

Town Council	District Council
Supported	Refused

Planning Application 16/1926/FUL
Land south of Crowpits Covert, Putts Corner, Sidbury
Construction of stables, tack room and store room.

Town Council	District Council
Supported	Refused

514 Appeals

Planning application 16/0867/MFUL Green Close, Drakes Avenue, Sidford, EX10 9JU
Demolition of former residential care home and construction of 36 sheltered apartments
including communal facilities, access, car parking and landscaping.

The Planning Clerk reported that an appeal had been lodged by the Applicant in respect of the
above application.

515 Enforcement Letters

No Enforcement letters were received.

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CHAIRMAN OF THE PLANNING COMMITTEE

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2017

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Council Services</u>				
Public Conveniences	0	27,669	28,000	331
Public Conveniences-Mtce Sidbury/Manstone	0	0	1,000	1,000
Flower Beds, Planters & Watering	0	15,974	16,000	26
Christmas Lighting & Events	0	8,566	8,800	234
Donation to Christmas Lighting (Income)	0	-2,000	-1,500	500
Sidmouth Hopper Bus	1,927	29,982	8,000	-21,982
Donation to Hopper Bus (Income)	0	-21,982	0	21,982
Street Furniture	1,760	2,500	2,500	0
Sidmouth Information Centre	0	21,600	21,600	0
Drinking Fountain, Sidbury	0	64	250	186
Annual Report Printing/Distribution	0	630	700	70
War Memorials	630	666	630	-36
Parish Paths Partnership Payments	-613	0	0	0
Parish Paths Partnership (Income)	3,664	0	0	0
	£7,368	£83,669	£85,980	£2,311

Discretionary Expenditure

Grants	0	12,000	12,000	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	2,000	2,000	0
Boat Jetty (former Jurassic Coast Marine Links)	25,000	25,000	25,000	0
South West Museum Development	0	800	800	0
Dog Hygiene Bins	0	865	1,000	135
Sand bags	0	136	1,000	864
Youth Service Support	3,000	30,000	30,000	0
Seagulls Management	2,500	2,500	2,500	0
Tourism Promotion Reserve	0	2,040	2,000	-40
Website & Social Media Development/Support	0	2,000	2,000	0
Donation to use of Party Tent (Income)	0	-25	0	25
Red Arrows Display Contingency	5,740	18,041	6,000	-12,041
Donation to Red Arrows Display (Income)	0	-12,041	0	12,041
Neighbourhood Plan	7,817	25,064	12,500	-12,564
Neighbourhood Plan Grants (Income)	0	-10,850	0	10,850
Transfer from Earmarked Reserves	0	-20,000	-20,000	0
Woolley Bequest Payments	73	26,175	0	-26,175
Woolley Bequest (Income)	-633	-1,183	0	1,183
	£43,497	£132,522	£106,800	-£25,722

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2017

Woolcombe House

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
Services Gas/Water/Elec	219	4,370	3,800	-570
Woolcombe House Business Rate	0	5,808	5,800	-8
Woolcombe House (Loan Interest&Repayment)	0	14,889	14,890	1
Woolcombe House-General Maintenance	870	7,293	5,800	-1,493
Woolcombe House Grounds	56	884	1,200	316
Woolcombe House Building Reserve	2,000	2,000	2,000	0
Council Chamber Hire (Income)	0	0	0	0
Band Hut Repairs	6,750	6,880	6,750	-130
	£9,895	£42,124	£40,240	-£1,884

Other Property

Alma Lane Field	0	0	500	500
Alma Lane Field (Income)	0	0	0	0
Manstone Youth Centre	903	12,218	12,000	-218
Manstone Youth Centre (Income)	0	-100	0	100
Manstone Sports and Play Areas	3,270	5,000	5,000	0
Long Park & Play Area	6,479	8,000	8,000	0
Other Additional Play Areas	10,000	10,000	10,000	0
Seafront Amenity Building	571	20,000	20,000	0
Stowford Community Centre	515	515	515	0
Conservatory Maintenance	144	999	1,000	1
Fire Beacon Stewardship (Income)	6,676	0	0	0
Sidmouth Golf Club (Income)	-5	-5	-5	0
Elec Pole Rent (Income)	0	-38	-35	3
	£28,553	£56,589	£56,975	£386

Trust Property – The Ham

The Ham Ground Mtce	0	4,066	4,102	36
The Ham Other Mtce	395	2,469	2,500	31
The Ham Play Equipment	225	1,500	1,500	0
The Ham Reserve	2,000	2,000	2,000	0
The Ham 3Phase Power	103	1,568	500	-1,068
The Ham Rent (Income)	0	-8,145	-8,125	20

Manstone

Manstone Land Ground Mtce	0	373	500	127
Manstone Other Maintenance	1,340	1,600	1,600	0
Manstone Reserve	2,000	2,000	2,000	0
Manstone Rent (Income)	-257	-990	-990	0

Salcombe Regis

S.R. Allotment Field Rent (Income)	0	0	-1	-1
S.R. Recreation Field (water)	0	198	250	52
S.R. Recreation Field Rent (Income)	0	0	-1	-1
	£5,806	£6,639	£5,835	-£804

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2017

	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	25	978	2,000	1,022
Members Expenses/Training	0	458	1,000	542
Elections	3,000	3,000	3,000	0
Civic & Hospitality	0	406	1,000	594
Civic Regalia	2,500	2,500	2,500	0
Sale of Ties & Badges (Income)	0	-8	0	8
	£5,525	£11,983	£15,000	£3,017

<u>Staff</u>				
Salaries	7,312	88,085	90,000	1,915
Pensions	1,418	17,105	18,000	895
Staff Eye Tests	0	60	100	40
Training & Conferences	0	0	1,000	1,000
Officers Expenses	0	83	100	17
Tourism/Promotion Admin (Income)	0	-10,000	-10,000	0
Advert Planning Fees (Income)	0	0	0	0
	£8,730	£95,333	£99,200	£3,867

<u>Office Expenses</u>				
Postage	231	1,704	1,000	-704
Stationery	124	1,430	1,500	70
Telephone	145	3,311	3,000	-311
Subscriptions	0	1,939	2,000	61
Photocopier	306	1,782	1,500	-282
Internet, website and webcams	50	670	500	-170
Computer Software Contracts	0	732	1,200	468
Computer Maintenance Contingency	2,867	2,867	3,000	133
Advertisements	80	120	500	380
Audit	0	1,600	1,600	0
Insurance	0	6,039	5,600	-439
Sundry	101	1,385	1,200	-185
Bank Charges	10	161	300	139
Bank Interest Received (Income)	-583	-2,576	0	2,576
	£3,331	£21,164	£22,900	£1,736

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2017

Expense Group Totals	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
Council Services	7,368	83,669	85,980	2,311
Discretionary Expenditure	43,497	132,522	106,800	-25,722
Woolcombe House	9,895	42,124	40,240	-1,884
Other Freehold Property	28,553	56,589	56,975	386
Trust Property	5,806	6,639	5,835	-804
Members	5,525	11,983	15,000	3,017
Staff	8,730	95,333	99,200	3,867
Office Expenses	3,331	21,164	22,900	1,736
Precept Received	0	-419,135	-419,135	0
Council Tax Support Grant	0	-13,795	-13,795	0
Net Income over Expenditure	£112,705	£17,093	£0	-£17,093

Current/Deposit Bank Accounts	£563,033
<i>of which</i>	
Woolley Bequest	£30,188
Earmarked Reserves	£381,235

Sidmouth Town Council - Schedule of Internal Audit 2017

The Internal Audit is required to examine and test that:

1. The recording of receipts and payments is accurate and kept up to date. Specifically, the quality and accuracy of data input to the council's computerised records of receipts and payments is to be verified through monitoring and sampling data entries and records and balances are subjected to frequent verification against bank statements and any cash held.
2. The council's financial regulations have been subjected to periodic review and update, and that administration is compliant with these regulations and the council's standing orders in respect of tendering (where applicable) and the ordering, procurement and payment for goods and services.
3. In respect of payments for the purchase of goods and services, the supporting paperwork confirms there is a fully approved invoice and proper authorisation for payment, verified by random sampling of payments traced through from order, invoice receipt, authority for payment and payment cheque/bank statement reconciliation. The audit should check also that VAT is identified appropriately for reclaim.
4. The council has assessed the significant risks to delivering its services and that budget setting and reviews of insurance cover are conducted annually to mitigate risks. The annual budget has been properly prepared and approved by the council in setting the precept. Budgetary control should ensure that adequate, but not excessive reserves are maintained commensurate with the estimates and risks involved.
5. Progress on expenditure and income is monitored continuously and that regular financial reports, including variance analysis on both expenditure and income, are presented to, and agreed by, council.
6. A proper system of accounting for petty cash expenditure is in operation supported by receipts where necessary and that delegated limits on expenditure (where appropriate) are authorised to named staff in writing.
7. Payments of Wages and Salaries are made using up to date pay scales as set out in contracts of employment and that PAYE/NIC is correctly deducted from gross pay and paid to HM Revenue & Customs.
8. A register of significant assets and investments is maintained and kept up to date as assets are acquired or disposed of.
9. Frequent reconciliation is conducted between balances shown on bank statements and balances calculated independently in the council's financial records (based on cheque counterfoils, paying-in books, receipts and any other forms of income and expenditure records).
10. A year-end financial statement is produced using an appropriate accounting basis, allowing the figures to be followed through for accuracy and comparison with the budget, end of year balances and reserves and highlighting any significant changes to the council's assets and liabilities.

This Schedule of Internal Audit 2017 was approved by
Sidmouth Town Council on *15 May 2017*:
Minute number ???

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

SIDMOUTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.
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.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			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.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
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 smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
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	NA
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

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

5 Brownlands Road
Sidmouth
EX10 9AR

20 April 2017

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



Dear Mr Holland

re - Internal Audit Visits and Report

I am pleased to confirm that the ten internal control objectives have been achieved and I have therefore been able to sign the annual internal audit report.

The audit was conducted in accordance with the ten items detailed on Annex A - Sidmouth Town Council - Schedule of Internal Audit. My tests of the Council's financial management and controls revealed that these practices and procedures are being adhered to. I set out below my observations

- I would reiterate my comment from the last report of April 2016 that another member of staff should be aware of the staff salary payment procedure, though I do understand that a different back-up plan has been discussed.
- I noted that a payment of £13840.64 made to RSPB on 26 January 2017 exceeds the threshold of £10000 above which all work, supply of goods or services should be put out to tender. However, a fully satisfactory explanation of the circumstances surrounding this payment was provided.
- We discussed a revised procedure with regard to the collection of Hopper Bus donations this summer which will certainly be an improvement on the system in force in 2016.

As in previous years I would like to put on record my observation of the first class standards in accounting administration achieved in the office and would thank Joan and the staff for the assistance and support they provide to me on my visits.

Yours sincerely

Howard Slack

STC Consolidated Accounts 31 March 2017

<u>Earmarked Reserves</u>	<u>Balance at 31 Mar 2017</u>
Band Hut Repairs (Thatching)	13,500
Boat Jetty	85,000
Civic Regalia	5,000
Computer Reserve	6,688
Conservatory Maintenance	2,800
Elections	8,000
Fire Beacon Nature Reserve	4,520
Fisherman's Sheds	7,000
Ham Maintenance	18,038
Legal Fees	1,176
Long Park & Play Area Maintenance	34,753
Manor Pavilion/Arts Centre Contingency	30,000
Manstone MUGA	9,000
Manstone Sports & Play Area Maintenance	33,607
Parish Paths Partnership	3,963
Street Furniture	2,710
Other Additional Play Areas	20,000
Red Arrows Display Contingency	18,987
Salcombe Regis Field Maintenance	1,600
Sand Bags	1,500
Seafront Amenity Building Maintenance	9,068
Seagull Management	2,500
Sidmouth Hopper Bus	5,159
Stowford Community Centre	10,000
Tourism Contingency	6,482
War Memorials	2,000
Woolcombe House Building Maintenance	19,724
Youth Centre Building Reserve (<i>from DCC</i>)	10,000
Youth Service Support	8,460
Total Earmarked Reserves	<u>£381,235</u>

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

SIDMOUTH TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	475,101	568,754	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.				
2. (+) Precept or Rates and Levies	413,328	419,135	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	134,014	150,075	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	131,787	138,730	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.				
5. (-) Loan interest/capital repayments	14,889	14,889	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	307,013	417,897	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	568,754	566,448	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	567,658	581,330	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.				
9. Total fixed assets plus long term investments and assets	2,567,255	2,567,453	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	159,552	153,435	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table><tr><th>Yes</th><th>No</th></tr><tr><td>Y</td><td></td></tr></table>		Yes	No	Y		<p>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</p> <p>N.B. The figures in the accounting statements above do not include any Trust transactions.</p>
Yes	No						
Y							

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

26/04/2017

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE