

SIDMOUTH TOWN COUNCIL
Minutes of the Annual Meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 14 May 2018 at 6.30pm

Ward	Councillors Present:
Sidmouth North	Michael Earthy 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
Sidford	Jack Brokenshire Ian McKenzie-Edwards (Chairman)
Sidbury	John Hollick Gareth Jones
Salcombe Regis	Ian Barlow (Vice-Chairman) David Barratt
Apologies:	Marc Kilsbie

The meeting started at 6.30pm and finished at 7.25pm.

PART 'A'

1 Election of the Chairman of the Council

It was proposed by Councillor Rayson and seconded by Councillor Barlow that Councillor McKenzie-Edwards be elected Chairman of Sidmouth Town Council for the forthcoming year. There being no other nominations, Councillor McKenzie-Edwards was duly elected Chairman of Sidmouth Town Council for the forthcoming year.

Councillor McKenzie-Edwards re-signed the Chairman's Declaration of Acceptance of Office.

2 Appointment of the Vice-Chairman of the Council

It was proposed by Councillor Barratt and seconded by Councillor Turner that Councillor Barlow be appointed Vice-Chairman of Sidmouth Town Council for the forthcoming year.

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

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

3 Prayers

Prayers were taken by the Reverend David Caporn.

4 Minutes

The minutes of the meeting of the Town Council held on Monday 9 April 2018 were signed as a true and accurate record.

5 Declarations of Interest

There were no Declarations of Interest received for this agenda.

6 Matters of Urgency or Report from the Chairman

- The Chairman reported that he had attended the Sea Fest Event held on Saturday 12 May 2018 and congratulated the organisers on a very successful and enjoyable day.
- The Chairman reported that the next Town Clean-up Day would be held on Wednesday 30 May when it was hoped that as many Members as possible would assist.
- Councillor Kelvin Dent reported that Dartline would commence the Sidmouth Hopper Summer Bus service on Saturday 26 May; there would be a £1 charge for adults and 50p charge for children and dogs, with guide dogs travelling free of charge.

7 Police Report

The Town Clerk presented the police report for April 2018 which showed a total of 50 incidents compared to 43 incidents recorded in April 2017; which is a 16% increase on last year's figures.

8 Committee/Working Group Membership and Appointments

The list of Committee/Working Party Memberships and Appointments was approved:

- Planning Committee
- Tourism & Economy Committee
- Emergency Committee
- Past Chairmen and Personnel Committee
- Youth Provision Working Group
- Section 106 Working Group
- Parish Paths Partnership (P3)
- Sid Valley Neighbourhood Plan Steering Group

9 Members with Special Responsibilities

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

10 Representatives on Outside Bodies

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

11 Annual Subscriptions

The following subscriptions were considered and approved for renewal:

	<u>2017/18 Subs</u>
Organisation: Devon Association of Local Councils	£1,285
Society of Local Council Clerks	£ 235
South West Councils	£ 369
Information Commission	£ 35
International Tree Foundation	£ 25
Campaign to Protect Rural England	£ 10

12 Register of Members' Interests and Register of Gifts and Hospitality

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

13 Members' Allowances

Members were reminded to notify the Town Clerk if they were not claiming a Members' Allowance; otherwise back payments would be made for 2018/2019.

14 Council Property

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

15 Financial Regulations

Members noted and confirmed that there were no changes to the 2017 Financial Regulations as supplied to and agreed by Members in 2017.

16 Risk Assessment

Members noted and confirmed that there were no changes to the 2017 Risk Assessment as supplied to and agreed by Members in 2017.

17 Internal Audit

Members noted and confirmed that there were no changes to the 2017 Internal Audit Schedule as supplied to and agreed by Members in 2017.

18 Revision of Standing Order relating to Public Speaking at meetings – Standing Orders 3 (f and g)

Members were asked to confirm amendments to Council Standing Orders 3 (f) and (g) as recommended by the Town Clerk in accordance with Members wishes to allow public speaking on individual items of a Council meeting agenda as may be desired.

RESOLVED: That the current wording be amended to read:

(f) The period of time which is designated for public participation in accordance with standing order 3(e) above shall not exceed fifteen minutes unless directed by the chairman of the meeting.

(g) Subject to standing order 3(f) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes unless directed by the chairman of the meeting.

19 Committee/Working Group Reports

19.1 Planning Committee Reports

Councillor Barlow, Chairman of the Planning Committee, presented the reports of the Planning Committee meetings held on Wednesdays 4 and 18 April and 2 May 2018.

RESOLVED: That the Planning Committee reports be noted.

19.2 Sid Valley Neighbourhood Plan Steering Group

Deirdre Hounsom gave a report of the work being carried out by the Sid Valley Neighbourhood Plan Steering Group Committee.

RESOLVED: That the Sid Valley Neighbourhood Plan Steering Group report be noted.

20 Reports from Members with Special Responsibilities

20.1 Finance Report

Councillor Wright presented the March 2018 Finance Report and breakdown of Earmarked Reserves as at 31 March 2018.

RESOLVED: That the March 2018 Finance Report and breakdown of Earmarked Reserves as at 31 March 2018 be noted and agreed.

21 Annual Return – Internal Audit Report 2017/18

The Council's Internal Auditor, Mr. Howard Slack, had visited the Council Offices and undertaken the audit of the Council's accounts. Attached with the agenda was a copy of Mr Slack's letter and Internal Audit Report for Members consideration.

RESOLVED: That:

- 1) the Internal Auditor Report be noted and agreed.
- 2) Mr Howard Slack be thanked for the Internal Audit work he had carried out on behalf of the Town Council over the last five years.
- 3) Members noted that as this was the last year that Mr Howard Slack would act as Internal Auditor his replacement, Mr Martin Cordy, would become the Town Council's Internal Auditor from the beginning of the 2018/19 financial year.

22 Annual Return – Governance Statement 2017/18

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

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

23 Annual Return – Accounting Statements 2017/18

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

RESOLVED: That:

- 1) the final Statement of Accounts be noted and agreed for signing by the Chairman.
- 2) the Council staff be thanked for their work in preparing for the audit and maintaining the accounting system throughout the year.

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CHAIRMAN OF THE COUNCIL