

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Annual Meeting of Sidmouth Town Council**  
**held at the Council Chamber, Woolcombe House, Sidmouth,**  
**on Monday 15 May 2017 at 6.30pm**

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

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 Hollick and seconded by Councillor Brokenshire 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 read aloud and signed the Chairman's Declaration of Acceptance of Office.

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

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

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

Councillor Dyson 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 3 April 2017 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 evening session of the Sea Fest on Saturday 13 May 2017.
- The Chairman reported that the Manstone MUGA would be officially opened at 6.30pm on Tuesday 16 May 2017 and advised that Members were very welcome to attend.

**7 Police Report**

The Town Clerk presented the police report for April 2017 which showed a total of 43 incidents compared to 34 incidents recorded in April 2016; which is a 26.5% 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

Sid Valley Neighbourhood Plan Steering Group

Parish Paths Partnership (P3)

Traffic Management 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>2016/17 Subs</u>
<b>Organisation:</b> 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

**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 2017/2018.

**14 Council Property**

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

**15 Standing Orders**

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

**16 Financial Regulations**

Members noted and approved the 2017 Financial Regulations.

**17 Risk Assessment**

Members noted and approved the 2017 Risk Assessment.

**18 Committee/Working Group Reports**

18.1 Planning Committee Reports

Councillor Barlow, Chairman of the Planning Committee, presented the reports of the Planning Committee meetings held on Wednesdays 5 and 19 April and 3 May 2017.

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

**19 Reports from Members with Special Responsibilities**

19.1 Finance Report

Councillor Wright presented the March 2017 Finance Report.

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

19.2 Sidmouth Museum

Councillor Dent presented a report of the Sid Vale Association's Sidmouth Museum.

**RESOLVED:** That the Sidmouth Museum report be noted.

19.3 Sid Valley Neighbourhood Plan

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

**RESOLVED:** That the Sid Valley Neighbourhood Plan Steering Group report be noted and Tim Salt be thanked for all his work as the Neighbourhood Plan administrator.

**20 Review of Internal Audit**

Members were asked to consider the 2017 Review of Internal Audit schedule.

**RESOLVED:** That the 2017 Review of Internal Audit schedule be noted and agreed.

**21 Annual Return – Governance Statement**

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

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

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

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

Reserves Schedule and the final Statement of Accounts which was required to be signed by the Chairman of the Council.

**RESOLVED:** 1) That the Internal Auditor's Report be noted and the final Statement of Accounts be noted and agreed for signing by the Chairman.

2) That the Council staff be thanked for their work in preparing for the audit and throughout the year, particularly Joan Hall.

**23 BT Openreach**

Members were asked to consider the following proposal, which was proposed by Cllr Stuart Hughes and seconded by Cllr 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 outdated Exchange and seek assurances on the timescale of upgrading of the Exchange.'

**RESOLVED:** That Sidmouth Town 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 outdated Exchange and seek assurances on the timescale of upgrading of the Exchange.

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CHAIRMAN OF THE COUNCIL