

SIDMOUTH TOWN COUNCIL
Minutes of the Annual Meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 20 May 2019 at 6.30pm

Ward	Councillors Present:
Sidmouth North	Charissa Evans Stuart Hughes Dawn Manley Jenny Ware
Sidmouth South	Denise Bickley Kelvin Dent Chris Lockyear John Rayson Paul Wright (Vice-Chair)
Sidmouth East	Louise Thompson
Sidmouth West	Louise Cole
Primley	Deirdre Hounsom Emma Murdoch Jeff Turner
Sidford	Jack Brokenshire Marianne Rixson
Sidbury	John Loudoun
Salcombe Regis	Ian Barlow (Chair) David Barratt
Apologies:	none

The meeting started at 6.30pm and finished at 7.55pm

PART 'A'

1 Election of the Chair of the Council

It was proposed by Councillor Hounsom and seconded by Councillor Bickley that Councillor Loudoun be elected Chair of Sidmouth Town Council for the forthcoming year.

It was also proposed by Councillor Dent and seconded by Councillor Barratt that Councillor Barlow be elected Chair of Sidmouth Town Council for the forthcoming year.

Following a secret ballot; Councillor Barlow was duly elected Chair of Sidmouth Town Council for the forthcoming year.

Councillor Barlow read aloud and signed the Chair's Declaration of Acceptance of Office.

2 Appointment of the Vice-Chair of the Council

It was proposed by Councillor Rixson and seconded by Councillor Manley that Councillor Hounsom be appointed Vice-Chair of Sidmouth Town Council for the forthcoming year.

It was also proposed by Councillor Cole and seconded by Councillor Barratt that Councillor Wright be appointed Vice-Chair of Sidmouth Town Council for the forthcoming year.

Following a secret ballot; Councillor Wright was duly appointed Vice-Chair of Sidmouth Town Council for the forthcoming year.

Councillor Wright read aloud and signed the Vice-Chair's Declaration of Acceptance of Office.

3 Prayers

Prayers were taken by the Reverend Brian Hadfield.

4 Minutes

The minutes of the meeting of the Town Council held on Monday 8 April 2019 were signed as a true and accurate record.

5 Declarations of Interest

There were no Declarations of Interest received for items on the agenda.

6 Matters of Urgency or Report from the Chair

- Members were asked to formally note the death of former Town Councillor and Chair Mr. T.J.C. Cox. They then stood for a minute's silence as a mark of respect.

7 Police Report

Sgt Andy Squires presented the April police report which showed 43 crimes in April 2019 in comparison to 50 in 2018, a decrease of 14%.

Sgt Squires also reported the rolling 12 months figures which showed 587 for the period 1 May 2017 to 30 April 2018 compared to 595 for the same period in 2019.

8 Committee/Working Group Membership and Appointments

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

Planning Committee

Tourism & Economy Committee

Emergency Committee

Past Chairs and Personnel Committee

Youth Provision Working Group

Section 106 and CIL 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 nominations for Town Council representatives on outside bodies was approved.

11 Annual Subscriptions

The following subscriptions were considered and approved for renewal:

	<u>2018/19 Subs</u>
Organisation: Devon Association of Local Councils	£1,332
Society of Local Council Clerks	£ 233
South West Councils	£ 384
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 2019/2020.

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 Standing Orders

Members noted and confirmed the Sidmouth Town Council's Standing Orders.

16 Financial Regulations

Members noted and confirmed the Sidmouth Town Council Financial Regulations 2019, with the amendment at item 1.15 to include 'all former Chairs of the Council'.

17 Internal Audit

Members noted and confirmed the Sidmouth Town Council Internal Audit Schedule 2019.

18 Committee/Working Group Reports18.1 Planning Committee Reports

Councillor Dent, Chair of the Planning Committee, presented the reports of the Planning Committee meetings held on Wednesdays 3 and 17 April and 1 May 2019.

RESOLVED: That the Planning Committee reports be noted.

18.2 Sid Valley Neighbourhood Plan Steering Group

Councillor 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.

19 Reports from Members with Special Responsibilities19.1 Finance Report

a) In accordance with section 2.2 of the Town Council's Financial Regulations Members were asked to note that the Member with Special Responsibility for Finance had verified the bank reconciliations, for all accounts, as at the end of March 2019.

b) Councillor Wright presented the Finance Report for the year ending 31 March 2019 together with a breakdown of Earmarked Reserves, Holding/Working Accounts and Other Reserves as at 31 March 2019.

RESOLVED: 1) that in accordance with section 2.2 of the Town Council's Financial Regulations, Members had noted that the Member with Special Responsibility for Finance had verified the bank reconciliations, for all accounts, as at the end of March 2019.

2) that the Finance Report for the year ending 31 March 2019 together with a breakdown of Earmarked Reserves, Holding/Working Accounts and Other Reserves as at 31 March 2019 be noted and agreed.

19.2 Sidmouth Hopper Bus

Councillor Kelvin Dent reported that Dartline would commence this year's Sidmouth Hopper Summer Bus service on Saturday 25 May running until Sunday 1 September.

RESOLVED: That the Sidmouth Hopper Bus report be noted.

20 Annual Return – Internal Audit Report 2018/19

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

RESOLVED: That the Internal Auditor Report be noted and agreed.

21 Annual Return – Governance Statement 2018/19

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 Chair and Town Clerk.

22 Annual Return – Accounting Statements 2018/19

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 Chair.

RESOLVED: That the Statement of Accounts be noted and agreed for signing by the Chair.

23 Sidbury War Memorial

Members were asked to note the letter received from Nicholas Law, Historic England regarding the Listed Building status recently awarded to the Sidbury War Memorial.

RESOLVED: That the Listed Building status recently awarded to the Sidbury War Memorial be noted.

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CHAIR OF THE COUNCIL