



SIDMOUTH TOWN COUNCIL

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To: All Members of the Town Council
Town Clerk

11 May 2021

For information:
District Councillor for Sidmouth not on the Town Council

Dear Sir/Madam,

Annual Meeting of Sidmouth Town Council Monday 17 May 2021 at 6.30pm

You are hereby summoned to attend the above meeting to be held at **Sidford Social Hall, Sidford, 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.

Due to the current COVID-19 guidance and rules, attendance by elected Members and the public will only be permitted in line with social distancing measures, including the wearing of face masks by all.

Yours faithfully,

Christopher E Holland
Town Clerk

A G E N D A

PART 'A'

Page/s

1 Election of the Chair of the Council

1.1 It will be proposed by Councillor Chris Lockyear and seconded by Councillor Deidre Housom that Councillor Ian Barlow be elected to the position of Chair of Sidmouth Town Council for the forthcoming year.

1.2 To receive any other nominations for the position of Chair of Sidmouth Town Council.

1.3 To receive the elected Chair's Declaration of Acceptance of Office.

2 Appointment of the Vice Chair of the Council

2.1 It will be proposed by Councillor Kelvin Dent and seconded by Councillor Denise Bickley that Councillor Chris Lockyear be appointed Vice Chair of Sidmouth Town Council for the forthcoming year.

2.2 To receive any other nominations for the position of Vice Chair of Sidmouth Town Council.

2.3 To receive the elected Vice Chair's Declaration of Acceptance of Office.

| | | |
|----|---|--------|
| 3 | <p>Apologies</p> <p>To receive any apologies for absence.</p> | |
| 4 | <p>Minutes</p> <p>To confirm the minutes of the meeting of the Town Council held on Monday 19 April 2021.</p> | 5 – 7 |
| 5 | <p>Declarations of Interest</p> <p>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.</p> | |
| 6 | <p>Matters of Urgency or Report from the Chair</p> <p>6.1 To consider any items that in the opinion of the Chair should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes).</p> <p>6.2 To note the results of the recent by-elections for East, Salcombe Regis and South Wards.</p> | 8 – 10 |
| 7 | <p>Exclusion of the Public</p> <p>To agree any items to be dealt with after the public (including the press) have been excluded. There is one item which the Clerk recommends should be dealt with in this way.</p> | |
| 8 | <p>Public Open Question Time</p> <p>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 Chair (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 <u>not</u> require a response or debate.</p> <p>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. <i>(Members and members of the public are reminded to notify the Town Clerk and Councillor concerned of questions to be raised. This arrangement is in place to enable a considered response at the meeting. The Chair of the Council has the right and discretion to control questions to avoid disruption, repetition and to make best use of the meeting time.)</i></p> | |
| 9 | <p>Police Report</p> <p>To receive the April 2021 Police Report. <i>(Members are asked to notify the Town Clerk of questions to be raised in advance of the meeting where possible.)</i></p> | |
| 10 | <p>Committee/Working Group Membership</p> <p>To consider and approve the list of Committee/Working Group appointments for the ensuing year:</p> <p>Planning Working Group – Chair Cllr Dent and Vice Chair Cllr Turner Tourism & Economy Working Group – Chair Cllr Cole and Vice Chair Cllr Hounsom Tourism & Economy Advisory Group Environment Working Group – Chair Cllr Bickley and Vice Chair Cllr Lockyear Youth Provision Working Group/New Youth Centre Working Group Council Resources Review Working Group</p> | 11 |

Parish Paths Partnership Working Group (P3)
Emergency Working Group
Section 106 and CIL Working Group
Knowle Gardens Maintenance Working Group
Past Chairs and Personnel Working Group

11 **Members with Special Responsibilities**

To consider and approve the list of nominations received for Members with Special Responsibilities. 12

12 **Representatives on Outside Bodies**

To consider and approve the list of Town Council representatives on outside bodies. 13

(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)

13 **Annual Subscriptions**

The following subscriptions are to be considered for renewal: 2020/21 figures

| | | |
|----------------------|-------------------------------------|--------|
| Organisation: | Devon Association of Local Councils | £1,401 |
| | Society of Local Council Clerks | £ 196 |
| | South West Councils | £ 428 |
| | Information Commission | £ 35 |
| | International Tree Foundation | £ 25 |
| | Campaign to Protect Rural England | £ 10 |

14 **Register of Members' Interests and Register of Gifts and Hospitality**

Members are reminded to complete/update their registers in respect of Members' Interests and gifts/hospitality; this must be completed by 30 May 2021 at the latest.

15 **Members' Allowances**

Members are reminded to notify the Town Clerk if they are **not** claiming a Members' Allowance; otherwise please reply to the email you will receive so that bacs payments can be made for 2021/2022.

*(Bacs payments will be made on 21 June 2021 if your details are not received by this date then it will be assumed that you do **not** wish to claim the allowance.)*

16 **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.

17 **Standing Orders 2021**

To confirm the Sidmouth Town Council's Standing Orders. Email Attachment

18 **Financial Regulations**

To confirm the Sidmouth Town Council Financial Regulations 2020; as updated July 2020 and confirmed by Council August 2020 minute number 140. Email Attachment

19 **Internal Audit**

To confirm the Sidmouth Town Council Internal Audit Schedule 2021. 14

20 **Risk Assessment**

To confirm the Sidmouth Town Council's Risk Assessment 2021. 15 – 16

| | <u>Page/s</u> | |
|----|---|------------|
| 21 | Committee/Working Group Reports | |
| | <u>21.1 Planning Committee and Working Group Reports</u> | |
| | To receive the reports of the Planning Committee meetings held on Wednesdays 14 and 28 April 2021. | 17 – 23 |
| | <u>21.2 Environment Committee and Working Group Report</u> | |
| | To receive an update, if appropriate, from the Environment Committee. | |
| | <u>21.3 Tourism & Economy Working Group</u> | |
| | To receive an update, if appropriate, from the Chair of the Tourism & Economy Committee. | |
| | <u>21.4 Council Resources Review Working Group</u> | |
| | To receive an update, if appropriate, from the Chair of the Council Resources Working Group. | |
| | <u>21.5 Other Reports from Working Groups</u> | |
| | To receive any notified reports from Chairs of Working Groups, if required. | |
| 22 | Reports from Members with Special Responsibilities | |
| | <u>22.1 Finance Report</u> | |
| | To receive the Finance Report for the year ending 31 March 2021 together with a breakdown of Earmarked Reserves, Holding/Working Accounts and Other Reserves at 31 March 2021. | 24 – 28 |
| | <u>22.2 Other Reports from Members with Special Responsibilities</u> | |
| | To receive other notified reports from other Members. | |
| 23 | Annual Return – Internal Audit Report 2020/21 | |
| | The Council’s Internal Auditor, Mr. Martin Cordy, has undertaken the audit of the Council’s accounts. Attached with the agenda is a copy of Mr Cordy’s letter and the Internal Audit Report for Members consideration. | 29 – 31 |
| 24 | Annual Return – Governance Statement 2020/21 | |
| | Members are asked to consider and approve the Annual Governance Statement, which requires approval by Council prior to signing by the Chair and Town Clerk. | 32 |
| 25 | Annual Return – Accounting Statements 2020/21 | |
| | Members are asked to consider and approve the Accounting Statements which have been duly certified and signed by the Town Clerk/RFO. Following approval by Council, the Accounting Statement will be signed by the Chair. | 33 |
| 26 | List of Meeting Dates | |
| | To note the attached list of meeting dates. | 34 – 35 |
| 27 | Exclusion of the Public and Press | |
| | The Vice-Chair of the Council to move the following: “that under the Public Bodies (Admission to Meetings) Act 1960 the public (including the press) be excluded from the meeting due to the confidential nature of its contents.” | |
| | <u>PART ‘B’</u> | |
| 28 | The Arches (East) Lease | Email |
| | To confirm the enclosed confidential copy of the lease for The Arches (East). | Attachment |

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held on Monday 19 April 2021
on the rising of the Annual Town Assembly

(Due to the current COVID-19 situation, the Town Council met virtually
as authorised by the Regulations set out in Clause 78 of the Coronavirus Act 2020.)

| | |
|----------------|-----------------------------|
| Ward | Councillors Present: |
| Sidmouth North | Stuart Hughes |
| | Dawn Manley |
| | Jenny Ware |
| Sidmouth South | Denise Bickley |
| | Kelvin Dent |
| | Chris Lockyear (Vice Chair) |
| Sidmouth East | Steven Kendall-Torry |
| Sidmouth West | Louise Cole |
| Primley | Deirdre Hounsom |
| | Emma Murdoch |
| | Jeff Turner |
| Sidbury | John Loudoun |
| Sidford | Marianne Rixson |
| Salcombe Regis | Ian Barlow (Chair) |
| Apologies: | Emma Murdoch |

The meeting started at 8.00pm and finished at 8.55pm.

PART 'A'

224 Minutes

The minutes of the meeting of the Town Council held on Monday 1 March 2021 were signed as a true and accurate record.

225 Declarations of Interest

There were no declarations of interest received.

226 Matters of Urgency or Report from the Chair

- The Chair invited Nick Christo, EDDC to give an update regarding the potential reopening of the EDDC public conveniences throughout the town. Long Park had been reassessed for Covid Safety requirements and would be able to be reopened subject to additional funding for cleansing being made available from the Town Council. However, those at Port Royal on The Ham was not deemed to be suitable for reopening following a recent Health & Safety reassessment for Covid Safety as Social Distancing was not possible.

RESOLVED: That:

- 1) the Town Clerk be given delegated authority in consultation with the Chair and Vice Chair of Council and Chair of the Tourism & Economy Committee, to agree an appropriate cost for the reopening of Long Park Toilets.

2) a meeting be held between Nick Christo of EDDC, the Town Clerk, Chair and Vice Chair of the Council and Chair of the Tourism & Economy Committee to investigate a solution to the issue of reopening the EDDC public conveniences at The Ham as soon as possible.

227 Public Open Question Time

- Richard Eley raised the Chamber of Commerce and Sid Vale Association's concerns regarding the possible closure of Connaught Gardens for wedding ceremonies and receptions.

228 Committee/Working Group Reports

228.1 Planning Committee Reports

Councillor Dent, Chair of the Planning Committee, presented the report of the Planning Committee meetings held on 3, 17 and 31 March 2021. Cllr Dent reported that at the latest meeting it was recommended that the two telephone boxes in the Market Square should be adopted by the Town Council.

RESOLVED: That:

- 1) the Planning Committee reports be noted.
- 2) the adoption of the two telephone boxes in the Market Square by the Town Council be agreed.

228.2 Tourism & Economy Committee Report

Councillor Cole, Chair of the Tourism & Economy Committee, presented the report of the Tourism & Economy Committee meeting held on Monday 8 March 2021.

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

228.3 Environment Committee Report

Councillor Bickley, Chair of the Environment Committee, presented the report of Environment Committee meeting held on Monday 15 February 2021.

RESOLVED: That the Environment Committee report be noted.

229 Reports from Members with Special Responsibilities

229.1 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 has verified the bank reconciliations, for all accounts, as at the end of March 2021.

RESOLVED: That in accordance with section 2.2 of the Town Council's Financial Regulations, Members noted that the Member with Special Responsibility for Finance had verified the bank reconciliations, for all accounts, as at the end of March 2021.

b) Councillor Lockyear presented the Finance Report for February 2021.

RESOLVED: That the Finance Report for February 2021 be noted and agreed.

230 Committee Meetings

The Chair of Council moved the following resolution which was unanimously agreed:

RESOLVED: That in the event of Environment, Planning and Tourism and Economy Committee meetings not being able to be held remotely against a desire for social distancing, the Town Clerk, in consultation with the Chair and Vice Chair of the relevant Committee, be given delegated authority to act in accordance with the wishes and decisions of a Working Group of that Committee, pertaining to Section 101 1(a) of the Local Government Act 1972. This resolution of Council was to be read in addition to Section 4 (Committees and Sub Committees) of the Council's Standing Orders.

231 Connaught Gardens – Wedding Ceremony

Members were asked to consider an email received from Angela Gordon Lennox, Events Officer, East Devon District Council, regarding holding wedding ceremonies at Connaught Gardens, Sidmouth.

EDDC had a booking for a wedding ceremony at Connaught Gardens on Saturday 14 August 2021. Only the bandstand gardens would be closed and for a limited time period (approx. 3-5pm) for the ceremony only for circa 80 people (the reception was being held elsewhere) and there would be no marquee. EDDC intended this ceremony to act as a trial. Nick Christo and Angela Gordon Lennox attended the meeting to answer any questions raised by Members.

RECOMMENDED: That East Devon District Council be advised that the Town Council supported a wedding ceremony for up to 80 people be held at Connaught Gardens on Saturday 14 August 2021 from 3pm to 5pm, to act as a trial for this type of event.

.....
CHAIR OF THE COUNCIL

NOTICE OF UNCONTESTED ELECTION

East Devon District

Election of a Town Councillor for Sidmouth (East) Ward on Thursday 6 May 2021

I, being the Local Returning Officer at the above election, report that the person whose name appears below was duly elected Town Councillor for Sidmouth (East).

| Name of Candidate | Home Address | Description (if any) |
|-------------------------|---------------------|----------------------|
| KENDALL-TORRY Steven | East Devon District | Independent |

Dated Friday 9 April 2021

Mark R. Williams
Local Returning Officer

DECLARATION OF RESULT OF POLL

East Devon

Election of a Town Councillor for

Sidmouth (Salcombe Regis)
on Thursday 6 May 2021

I, Mark R. Williams, being the Local Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

| Name of Candidate | Description (if any) | Number of Votes* |
|--------------------|----------------------|------------------|
| KERRIDGE, Sheila R | | 164 |
| THURLOW, Richard J | Independent | 337 |

* If elected the word 'Elected' appears against the number of votes.

| The number of ballot papers rejected was as follows: | Number of ballot papers |
|---|-------------------------|
| A want of an official mark | |
| B voting for more Candidates than voter was entitled to | |
| C writing or mark by which voter could be identified | 2 |
| D being unmarked or wholly void for uncertainty | 11 |
| E rejected in part | |
| Total | 13 |

Vacant Seats: 1 Electorate: 1065 Ballot Papers Issued: 514 Turnout: 48.3 %

And I do hereby declare that Richard Thurlow is duly elected.

Dated Friday 7 May 2021

Mark R. Williams
Local Returning Officer

DECLARATION OF RESULT OF POLL

East Devon

Election of Town Councillors for

Sidmouth (South)
on Thursday 6 May 2021

I, Henry Gordon Lennox, being the Deputy Local Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

| Name of Candidate | Description (if any) | Number of Votes* |
|--|----------------------|------------------|
| DIPROSE, Nicholas J commonly known as DIPROSE, Nick | | 258 |
| NELSON, Hilary A E | Independent | 772 Elected |
| PERRAM, Rachel E | Independent | 780 Elected |
| WEEKS, Robert J commonly known as WEEKS, Bob | | 416 |

* If elected the word 'Elected' appears against the number of votes.

| The number of ballot papers rejected was as follows: | Number of ballot papers |
|---|-------------------------|
| A want of an official mark | |
| B voting for more Candidates than voter was entitled to | |
| C writing or mark by which voter could be identified | 1 |
| D being unmarked or wholly void for uncertainty | 81 |
| E rejected in part | |
| Total | 82 |

Vacant Seats: 2 Electorate: 3100 Ballot Papers Issued: 982 Turnout: 31.7 %

And I do hereby declare that Hilary Nelson and Rachel Perram are duly elected.

Dated Saturday 8 May 2021

Henry Gordon Lennox
Deputy Local Returning Officer

WORKING GROUPS 2021-22

Current Members/ Nominations

Planning Working Group

Councillors: Barlow, Dent, Hounsom, Kendall-Torry, Lockyear, Loudon, Manley, Turner, Ware

(Meets fortnightly as a statutory consultee to give views on Planning applications.

Also determines advertisement and tree applications. Should have at least one Member from each ward in membership.)

Tourism & Economy Working Group

Councillors: Barlow, Bickley, Brokenshire, Cole, Evans, Hounsom, Hughes, Kendall-Torry, Lockyear, Manley, Rixson

(Meets quarterly – Considers how best to help promote the town and encourage and stimulate local business.)

Tourism Advisory Group

Chair and Vice Chair of the Tourism & Economy Working Group and invited representatives:

Sally Mynard, Jo Watson and Louise Thompson

(Meets frequently to continue and coordinate operational work on Tourism & Economy Promotion)

Environment Working Group

Councillors: Barlow, Bickley, Evans, Hughes, Lockyear, Murdoch, Rixson

(Meets quarterly to coordinate and improve the natural and built environment of the Sid Valley.

Invited non-voting group representatives include Sidmouth Arboretum, Sidmouth in Bloom, Sidmouth Plastic Warriors, Sidmouth Chamber of Commerce, Sid Vale Association and others as required.)

Youth Provision Working Group / New Youth Centre Working Group

Councillors: Barlow, Cole, Hughes, Lockyear, Manley, Turner, Ware

(Meets quarterly working with Young Devon and other agencies to provide the Youth Centre at Manstone and other activities in the area)

Council Resources Review Working Group

Councillors: Barlow, Dent, Lockyear, Turner

(Meets frequently to examine, review and report to Council on all aspects of the Council's workings and resource levels.)

Parish Paths Partnership Working Group (P3)

Councillors: Turner, Murdoch and volunteers.

(Coordinates a group of volunteers working with Devon County Council to keep the many miles of Rights of Way and pathways in the area maintained and accessible)

Emergency Working Group

Chair and Vice Chair of the Council and Councillors: Hughes, Manley, Turner

(Meets as and when necessary, in times of serious emergency when the town is completely cut off from the main emergency providers and principal authorities such as EDDC and DCC)

Section 106 and CIL Working Group

Chair and Vice Chair of the Council and Councillors: Brokenshire, Hughes, Kendall-Torry, Loudon, Manley, Ware

(Meets when S106/CIL funding needs to be determined working with EDDC)

Knowle Gardens Maintenance Working Group

Chair of the Council and Councillor Dent, Sidmouth in Bloom, Mr Ed Dolphin and Mrs Di Fuller,

(Meets to help advise on the restoration and maintenance of the Knowle Gardens)

Past Chairs and Personnel Working Group

Chair and Vice-Chair of the Council and former Chairs serving on the Council (Hughes, Turner)

(Meets as and when required for senior officer recruitment)

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| MEMBERS WITH SPECIAL RESPONSIBILITIES 2021/22 |
|--|

Current Post Holder(s)/Nominations

| | |
|--|---|
| Finance | Councillor C. Lockyear Deputy Councillor J. Turner |
| Sidmouth Information Centre Finance | Chair of the Tourism & Economy Working Group |
| Woolcombe House | Chair of the Council |
| Emergency Coordinator | Chair of the Council |
| Property and Maintenance | Chair of the Council |
| Hopper Bus | Councillor K. Dent Deputy Councillor J. Loudon |
| Seafront Amenity Buildings | VACANCY |
| Alma Lane Field | Members for Salcombe Regis Ward |
| Long Park Recreation Ground (inc Public conveniences) | Councillor J. Brokenshire |
| Fire Beacon Nature Reserve | Councillor M. Rixson Councillor J. Ware |
| Flag Raising | Councillor J. Brokenshire |
| Play Areas | Councillor L. Cole Councillor C. Evans |
| Sidbury Public Conveniences | Councillor J. Loudon |
| Public Access Defibrillators | VACANCY |
| Trustee Land | |
| The Ham (inc Fishermen's sheds and shops) | Member for East Ward Deputy Councillor L.Cole |
| Manstone Recreation Ground (inc Public Conveniences) | Councillor J. Brokenshire |
| Fields at Salcombe Regis | Members for Salcombe Regis Ward |
| Hope Cottage (Museum) | Councillor K. Dent |

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| <p>SIDMOUTH TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2021/2022</p> |
|---|

| <u>Outside Body</u> | <u>Current Representatives/Nominations</u> |
|--|--|
| Kennaway House | Cllr K. Dent and Chair of the Council |
| Sidmouth in Bloom | Cllr J. Ware and Cllr D. Hounsom |
| Citizen’s Advice Bureau | Cllr J. Loudon |
| Devon Association of Local Councils (Larger Local Councils Committee) | Chair and Vice Chair of the Council |
| Norman Lockyer Observatory Management Committee | VACANCY Cllr S. Hughes, Cllr J. Ware (Deputies) |
| Sidmouth Cricket, Tennis, Croquet and Hockey Club | Cllr J. Turner and Cllr K. Dent |
| Sidmouth Consolidated Charities | Cllr J. Ware |
| Sidmouth Twinning | Chair of the Council (as President automatically) VACANCY |
| East Devon Arts and Culture Forum | Cllr L. Cole Cllr D. Hounsom, Cllr J. Loudon (Deputies) |
| Sidmouth Folk Week Trust | Cllr C. Lockyear |
| Stowford Rise Community Centre Management Steering Group | Cllr J. Ware Cllr J. Loudon & Cllr. D. Manley (Deputies) |
| Jurassic Coast Forum | Cllr J. Turner Cllr J. Loudon (Deputy) |
| Sidmouth Fair Trade | Chair of the Council |
| Sidmouth Health and Care Forum | Cllr I. Barlow |
| Sidmouth Arboretum/Tree Wardens | Cllr C. Lockyear and Mr E. Dolphin, Mrs D. East. |
| Sidmouth Biodiversity Group | Cllr D. Bickley and Cllr C. Lockyear |

Sidmouth Town Council - Schedule of Internal Audit 2021

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 2021 was approved by
Sidmouth Town Council on 17 May 2021:
Minute number xxx

Sidmouth Town Council General Risk Assessment and Management 2021

| Area | Risk | Risk Level | Control |
|----------------|--|------------|--|
| <u>Assets</u> | Protection of physical assets | M | Buildings fully insured. Value increased annually by RPI |
| | 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. Youth Centre has monitored security alarm system and CCTV. |
| | Maintenance of Buildings | M | Buildings currently maintained on an as required basis in consultation with Members with Special Responsibility for Finance and Property & Maintenance. |
| | Civic Regalia | M | Insurance cover on Chair's Chain & Jewel and Vice Chair's Pendant. Repairs made when necessary. |
| | Various individual items | M | Specified and insured. |
| <u>Finance</u> | Banking | M | Active Saver account with Barclays Bank which is automatically added/subtracted on a daily basis to maintain a working balance of £10,000. Other fixed 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 each 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 bacs and cheques payments. Internal IT security and backup systems as approved by Town Clerk in consultation with Member with Special Responsibility for Finance. Internal and External Audit in line with Financial Regulations. |
| | Compliance with Customs and Excise Regulations | M | VAT payments and claims calculated by office using MTD enabled accounting software. 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, with following year's proposed Precept presented by Member with Special Responsibility for Finance to 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. |
| <u>Employer Liability</u> | Compliance with Employment Law | M | Membership of various national and regional bodies including Devon Association of Local Councils 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. Compliant with Government's Covid Safe Working Environment guidelines. |
| <u>Legal Liability</u> | Disability Discrimination Act | M | Level access from car park. Lift to second floor. Improved lighting and sound system fitted in Council Chamber. Improved Manstone Youth Centre car park entrance. |
| | General Data Protection | M | Subscription paid and renewed annually. |
| | Ensuring that activities are within legal powers | M | Town Clerk clarifies position on any new proposal. Legal advice sought where necessary. |
| | Proper and timely reporting via the Minutes | M | Council meets every month, receives and agrees Minutes of previous meeting. Minutes of Council and Committees made available to press and public on website. |
| | Proper document control | M | Deeds, leases and legal documents in reception office; contained in locked, fireproof safe. Other data storage to comply with General Data Protection Regulations. |
| <u>Councillor Propriety</u> | Register of Interests & Gifts | M | Register of Members' interests completed within 14 days of election to office. Members reminded to update at least annually. |
| | Code of Conduct | M | Ensured that Members have received correct advice on Code of Conduct and training where necessary. |

This Risk Management Paper 2021 was approved by
Sidmouth Town Council on 17 May 2021:
Minute number xxx

**Matters considered by
Sidmouth Town Council's Planning Committee
held on Wednesday 14 April 2021**

(Due to the current COVID-19 situation, the Planning Committee met virtually as authorised by the Regulations set out in Clause 78 of the Coronavirus Act 2020.)

Councillors present: Kelvin Dent (Chair)
Jeff Turner (Vice-Chair)
Ian Barlow
Deidre Hounsom (items 627 to 637)

Apologies: John Loudoun, Jenny Ware

The meeting started at 10.00 am and finished at 11.05 am.

627 Declarations of Interest.

| | | | | |
|-----------|---|-------------------|---|---|
| All Cllrs | 21/0824/FUL Sidmouth Town Football Club, Manstone Lane, Sidmouth. | Personal Interest | Remained in the meeting during discussion and did vote. | Sidmouth Town Council is Trustee of the land. |
|-----------|---|-------------------|---|---|

628 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.

None present.

629 Minutes

Agreed and delegated to the Chair of the Planning Committee to sign as a true and accurate record, the Minutes of the Planning Committee meeting of 31 March 2021.

630 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.

Urgent items or Amended Plans Received After Formulation of the Agenda.

Received a report from the Planning Clerk of any urgent planning items or amendments to planning applications received after formulation of the agenda.

| | | |
|-----------------------------|--|--|
| 21/0262/LBC Sidbury Ward | Sarah Hook And Colin Hamilton | Flat 1, Sidbury House, Buckley Road, Sidbury, Sidmouth, EX10 0SL. Retention of repairs and remedial works to interior including re-plastering, ceilings, removal of modern cornices, removal /re-alignment of partitions; Refurbishment of sash windows, replacement of internal shutters, replacement plaster cornices, new doors, new fireplace to sitting room; Remedial corrective repairs to bulging external render over window to Bedroom 1; Removal and replacement of porch on west elevation; Replacement of 1no. window on ground floor on east elevation; Replacement of 1no. window on ground floor on south elevation; Works to separate access bridge from its attachment to building and provide new support on east elevation. |
|-----------------------------|--|--|

SUPPORT subject to the views of the Conservation Officer.

Applications for consideration

- 631** 21/0903/FUL Mr Beavis 1 Lock Close, Sidmouth, EX10 9GB. Construction of single storey North Ward extension.
SUPPORT
- 632** 21/0824/FUL Mr Stephen Sidmouth Town Football Club, Manstone Lane, Sidmouth. Primley Ward Taylor Installation of two cabinets to house data exchange for telecommunications within a fenced compound.
SUPPORT
- 633** 21/0884/FUL Mr Alex Hill 60 Tyrrell Mead, Sidmouth, EX10 9TR. Construction of single storey Primley Ward rear extension.
SUPPORT
- 634** 21/0820/HRN Alan Brown Trow Farm Donkey Sanctuary, Trow, Salcombe Regis, Sidmouth. Salcombe Regis Ward Removal of a 2m section of hedgerow to install a gate to allow for donkey access.
SUPPORT
- 635** 21/0969/FUL Mr & Mrs Land East of Southcombe House, Salcombe Regis, Sidmouth, EX10 Salcombe D. Watt OJN. Proposed erection of timber barn for storage of agricultural equipment and fruit from the newly planted orchard. Regis Ward
SUPPORT
Note; Members suggested an agricultural tie for a temporary 5 year permission to ensure that the building is only used as an agricultural building.
- 636** 21/0493/FUL Mr and Mrs Rosemary Cottage, Church Street, Sidford, Sidmouth, EX10 9RL. Sidford Ward Lane Erection of low level timber fence and raising of the chimney.
SUPPORT subject to the views of the Conservation Officer on the timber fence.
- 637** 21/0910/FUL Mr & Mrs Trow View, Two Bridges Road, Sidford, Sidmouth, EX10 9PL. Sidford Ward Paley Conversion of existing two apartments back to one house with the conversion of attic, addition of dormer windows, addition of two storey side extension and rear single storey extension.
SUPPORT
- 638** 21/0827/FUL Mr N 109 Winslade Road, Sidmouth, EX10 9EZ. Construction of single South Ward Middleditch storey rear extension, first floor rear extension and alterations to front (north) elevation.
SUPPORT
- 639** 21/0922/FUL Mr and Mrs Bickwell Meadow, Muttersmoor Road, Sidmouth, EX10 8RH. South Ward S Plunkett Construction of double garage and shed.
SUPPORT
- 642** **Trees in Conservation Areas**
To note the following proposed works. None Reported
- 643** **New Tree Preservation Orders and Exemptions**
Notification of any new Tree Preservation Orders and any work which constitutes an exemption.
None Reported

645 Appeals

Appeal Ref: APP/U1105/C/20/3262840 Thorn Park Family Golf Centre, Salcombe Regis, Sidmouth, EX10 0JH.

The Inspector found the notice to be a nullity and no further action was taken in connection with this appeal. In the light of this finding the Local Planning Authority should consider reviewing the register kept under section 188 of the Act.

646 Enforcement Letters

No Enforcement letters were received.

647 Public Payphone Removal Consultation.

Members considered a proposal by BT to remove a number of payphones in the town.

RECOMMENDED: that the Council adopt the two red phone boxes in the Market Place.

.....
CHAIR OF THE PLANNING COMMITTEE

**Matters considered by
Sidmouth Town Council's Planning Committee
held on Wednesday 28 April 2021**

(Due to the current COVID-19 situation, the Planning Committee met virtually
as authorised by the Regulations set out in Clause 78 of the Coronavirus Act 2020.)

Councillors present: Kelvin Dent (Chair)
Jeff Turner (Vice-Chair)
Ian Barlow
John Loudoun
Jenny Ware

Apologies: Deidre Hounsom,

The meeting started at 10.00 am and finished at 10.50 am.

627 Declarations of Interest. None declared.

628 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.

629 Minutes

Agreed and delegated to the Chair of the Planning Committee to sign as a true and accurate record, the Minutes of the Planning Committee meeting of 14 April 2021.

630 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.

Urgent items or Amended Plans Received After Formulation of the Agenda.

None reported

Applications for consideration

631 21/1071/FUL Mr Ben H S B C, Fore Street, Sidmouth, EX10 8AA. Installation of 1no CCTV
East Ward French camera to front (New Street) elevation.

SUPPORT

632 21/1041/FUL Mr Andrew 10 Woolbrook Rise, Sidmouth, EX10 9UB. Construction of single
North Ward Gardiner storey extensions.

SUPPORT

633 21/1073/FUL Ms L Maskell 52 Tyrrell Mead, Sidmouth, EX10 9TR. Construction of single storey
Primley Ward rear extension.

SUPPORT

634 21/1038/FUL Mr Timothy Constancia Stud, Dunscombe Farm, Salcombe Regis, Sidmouth,
Salcombe Johnson EX10 OPN. Construction of 5 bedroom detached dwelling.
Regis Ward

UNABLE TO SUPPORT

Members were unable to support this application for the following reasons.

- This application does not complement or enhance the local distinctiveness of the character of the immediate locality contrary to Policy 7 of the Neighbourhood Plan.
- This area is part of the world heritage site and AONB so should be protected to keep the area as natural as possible and the view from the sea needs to be protected for the same reasons-and the application is therefore contrary to Policy 1 of the Neighbourhood Plan.
- There appears to be no justification for this proposed new dwelling which is fundamentally, a new house in the countryside.

635 21/0969/FUL Mr & Mrs D. Land East of Southcombe House, Salcombe Regis, Sidmouth, EX10 Salcombe Watt OJN. Proposed erection of timber barn for storage of agricultural equipment and fruit from the newly planted orchard. Regis Ward

SUPPORT

Note: Members suggested an agricultural tie and a temporary 5 year permission to ensure that the building is only used as an agricultural building.

636 21/1062/LBC Mr and Mrs Copplestones, Ridgeway, Sidbury, Sidmouth, EX10 0SF. Underfloor Sidbury Ward Rosling heating and new limecrete slab flooring in living/dining room and kitchen; install rooflight in north elevation extension and revised fenestration; replace 2no. windows at first floor east elevation; replace 4no. windows at ground floor south elevation; revisions to replacement 1no. door on west elevation and 1no. door on north elevation; underpin existing cob wall along north elevation.

SUPPORT subject to the views of the Conservation Officer.

637 21/0948/FUL Mr Robert 5 Higher Brook Meadow, Sidford, Sidmouth, EX10 9SS. Sidford Ward Peckham Construction of first floor rear extension and front facing gable extension; installation of side facing windows at first and second floor level.

UNABLE TO SUPPORT

Members were unable to support this application for the following reasons.

- This application would contravene Policy 7 of the neighborhood Plan. (Local Distinctiveness)
- Members felt that this application would be overbearing and intrusive on neighbours.
- Members also felt that there would be a loss of light to neighbouring properties.

638 21/1045/FUL Mrs S Upper Heights, Burscombe Lane, Sidford, Sidmouth, EX10 9SF. Sidford Ward Webster Single storey front extension.

SUPPORT

639 21/0732/FUL Mrs Caroline Clyst Vale, Convent Road, Sidmouth, EX10 8RL. Construction of South Ward Turney single storey side/rear extension, side extension and balcony to front.

SUPPORT

21/0497/FUL Mr & Mrs A 4 Ridgeway Mead, Sidmouth, EX10 9DT. Change of use of former West Ward Jarrett railway line to residential garden area.

SUPPORT

642 Trees in Conservation Areas

To note the following proposed works.

21/0906/TCA Mrs Sparks Weir Lodge, Millford Road, Sidmouth, EX10 8DP. . T1 - Holly - To reduce height by approx 3 metres T2 - Bay (Multi stemmed) - To reduce crown to historic reduction points. T3 - Yew - To reduce height by approx 3 metres in line with historic reduction points. G1 - Sycamore group - To re pollard at historic pollard points. All of the above have historically been pruned and managed as a high hedge, the work above is to maintain this level in order to both increase light into the garden of this property and neighboring properties whilst also reducing the stress on the historic pollard/pruning points caused by several years of new growth. T4 - Oak - To reduce crown by approx 25% of the foliar area via thinning, removing branch ends of up to 4 metres and making pruning cuts of up to 75mm. To improve form, reduce shade cast and reduce stress on the historic pruning/pollard points. T5 - Yew - To reshape and balance crown via reduction of lateral branch ends of up to 2 metres, making pruning cuts of up to 75mm. To improve form and balance. T6 & T7- Monterey Cypress and Thuja - To dismantle to ground level. These trees are in close proximity to and suppressed by a large Monterey Cypress, the trees are poor specimens and are beginning to show signs of decline. It is felt that removal is the best option.

WORKS NOTED

21/0882/TCA Mr Gill Flat 1, Norton Garth Court, Station Road, Sidmouth, EX10 8NY. T1, eucalyptus - lightly reduce third order branches by approximately 0.5m. T2, rowan - formative prune to encourage better form. T3, eucalyptus - shorten back crown over adjacent rowan by approximately 1m. T4, pine - shorten back first order low limb over park by 2m and lift lower branches to clear 3m from ground level. T5, willow - remove and grind stump - decay at base. T6, pine - shorten back two low first order branches over shed. T7, hawthorn - remove dead wood.

WORKS NOTED

21/0861/TCA Mr Clarke The Hill, Muttersmoor Road, Sidmouth, EX10 8RH. G1: Fell 3 Ash trees Reason: Trees appear to be infected with Ash Dieback. Trees appear to be approximately 50% defoliated. Trees are beside and overhang an access lane.

WORKS NOTED

643 Tree Preservation Orders

(a) Notification of any new Tree Preservation Orders

None reported.

(b) Notification of any works which constitute an exemption to a Tree Preservation Order

None Reported

(c) Applications for trees covered by a Tree Preservation Order

21/0683/TRE Mrs Jane Amberley, Knowle Drive, Sidmouth, EX10 8HP. Oak T1 on aerial
South Ward Dolphin view : cut side branch back to boundary fence - the branch gives the
tree an unbalanced appearance and caused excessive shading to
my garden seating area and pond.

THIS IS A 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:

Crown reduction of one westerly stem, with a maximum branch length to be removed of 2m with maximum diameter of cuts of 50mm.

The Council hereby **refuses** permission to carry out work described.

Cut side branch back to boundary fence.

646 Enforcement Letters

No Enforcement letters were received.

.....
CHAIR OF THE PLANNING COMMITTEE

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2021

| | Actual Current Month | Actual Year to Date | Current Annual Budget | Budget Balance | Cummulative To + / From - EMReserves |
|---|----------------------------|---------------------------|-----------------------------|-------------------|--|
| <u>Council Services</u> | | | | | |
| Public Conveniences | 7,867 | 7,867 | 32,000 | 24,133 | 0 |
| Youth Service Support | 0 | 40,000 | 40,000 | 0 | 0 |
| Flower Beds, Planters & Watering | 0 | 15,768 | 18,000 | 2,232 | 0 |
| Christmas Lighting & Events | 0 | 13,750 | 13,500 | -250 | 0 |
| Donation to Christmas Lighting (Income) | 0 | -1,750 | -1,500 | 250 | 0 |
| Tourism Promotion | 5,684 | 49,462 | 46,500 | -2,962 | -2,962 |
| Tourism Promotion Income | -5,813 | -16,261 | 0 | 16,261 | 28,704 |
| Verge Cutting, Town Maintenance & Weeding | 1,696 | 20,740 | 9,500 | -11,240 | -9,300 |
| Verge Cutting DCC Grant (Income) | 0 | -4,560 | -4,500 | 60 | 0 |
| Street Furniture | 0 | 173 | 5,000 | 4,827 | 4,827 |
| Sidmouth Information Centre | 5,000 | 30,000 | 30,000 | 0 | 0 |
| Water Fountains & Defib Mtce | 100 | 724 | 700 | -24 | 0 |
| Dog Hygiene Bins | 0 | 1,040 | 1,000 | -40 | 0 |
| War Memorials | 0 | 0 | 100 | 100 | 0 |
| Parish Paths Partnership Payments | 0 | 2,415 | 0 | -2,415 | -2,415 |
| Parish Paths Partnership (Income) | 0 | -4,000 | 0 | 4,000 | 4,000 |
| | £14,534 | £155,368 | £190,300 | £34,932 | £22,854 |

Discretionary Expenditure

| | | | | | |
|--|-------------|---------------|----------------|----------------|----------------|
| Grants | 0 | 16,400 | 16,000 | -400 | -360 |
| Sidmouth Folk Festival | 0 | 33,000 | 33,000 | 0 | 0 |
| Sidmouth Town Band | 0 | 5,000 | 5,000 | 0 | 0 |
| Sidmouth in Bloom | 0 | 10,000 | 10,000 | 0 | 0 |
| South West Museum Development | 0 | 800 | 800 | 0 | 0 |
| Air Display | 0 | 0 | 10,000 | 10,000 | 10,000 |
| Donation to Air Display (Income) | 0 | 0 | 0 | 0 | 0 |
| Sidmouth Hopper Bus | 0 | 0 | 13,000 | 13,000 | 13,000 |
| Donation to Hopper Bus (Income) | 0 | 0 | 0 | 0 | 0 |
| Environment Committee | 0 | 465 | 5,000 | 4,535 | 2,200 |
| Covid-19 Expenses | 221 | 15,727 | 0 | -15,727 | 0 |
| Port Royal Regeneration | 375 | 642 | 0 | -642 | -642 |
| Community Infrastructure Levy Payments | 0 | 0 | 0 | 0 | 0 |
| Community Infrastructure Levy (Income) | 0 | -78,833 | 0 | 78,833 | 78,833 |
| Woolley Bequest Payments | 0 | 5,000 | 0 | -5,000 | -5,000 |
| Woolley Bequest (Income) | 0 | -15 | 0 | 15 | 15 |
| | £596 | £8,186 | £92,800 | £84,614 | £98,046 |

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2021

Cummulative

Woolcombe House

| | Actual Current Month | Actual Year to Date | Current Annual Budget | Budget Balance | To + / From - EMReserves |
|---|----------------------------|---------------------------|-----------------------------|-------------------|-----------------------------|
| Services Gas/Water/Elec | 280 | 2,176 | 3,600 | 1,424 | 0 |
| Woolcombe House Business Rate | 0 | 7,111 | 7,600 | 489 | 0 |
| Woolcombe House (Loan Interest&Repayment) | 0 | 14,889 | 14,890 | 1 | 0 |
| Woolcombe House-General Maintenance | 500 | 6,999 | 8,500 | 1,501 | 1,501 |
| | £780 | £31,175 | £34,590 | £3,415 | £1,501 |

Other Property

| | | | | | |
|----------------------------------|----------------|-----------------|-----------------|------------------|------------------|
| Alma Lane Field | 0 | 200 | 500 | 300 | 0 |
| Manstone Youth Centre (Income) | -9,431 | -9,431 | 0 | 9,431 | 9,431 |
| Manstone Youth Centre | 10,444 | 14,476 | 50,000 | 35,524 | 35,524 |
| Manstone Sports and Play Areas | 425 | 301,038 | 40,000 | -261,038 | -261,038 |
| Manstone Skate Park S106 Income | 0 | -107,332 | 0 | 107,332 | 107,332 |
| Long Park & Play Area | 140 | 5,118 | 1,500 | -3,618 | -3,875 |
| Seafront Amenity Building | 19,580 | 35,894 | 30,000 | -5,894 | -5,704 |
| Conservatory Maintenance | 0 | 1,185 | 1,000 | -185 | -185 |
| Fire Beacon Stewardship | 1,100 | 4,300 | 7,000 | 2,700 | 2,700 |
| Fire Beacon Stewardship (Income) | 0 | 0 | 0 | 0 | 0 |
| Sidmouth Golf Club (Income) | 0 | -5 | -5 | 0 | 0 |
| Elec Pole Rent (Income) | 0 | -1 | -40 | -39 | 0 |
| | £22,258 | £245,442 | £129,955 | -£115,487 | -£115,815 |

Trust Property

The Ham

| | | | | | |
|------------------------|-----|--------|---------|--------|-------|
| The Ham Ground Mtce | 582 | 1,132 | 4,100 | 2,968 | 0 |
| The Ham Other Mtce | 325 | 2,012 | 4,000 | 1,988 | 0 |
| The Ham Play Equipment | 0 | 775 | 1,500 | 725 | 0 |
| The Ham Reserve | 0 | 0 | 2,000 | 2,000 | 2,000 |
| The Ham 3Phase Power | 99 | 1,523 | 1,800 | 277 | 0 |
| The Ham Rent (Income) | 0 | -7,718 | -12,000 | -4,282 | 1,676 |

Manstone

| | | | | | |
|----------------------------|------|--------|--------|-------|-------|
| Manstone Land Ground Mtce | 105 | 765 | 500 | -265 | 0 |
| Manstone Other Maintenance | 0 | 750 | 1,600 | 850 | 0 |
| Manstone Reserve | 0 | 0 | 2,000 | 2,000 | 2,000 |
| Manstone Rent (Income) | -327 | -1,637 | -2,300 | -663 | 0 |

Salcombe Regis

| | | | | | |
|-------------------------------------|-------------|----------------|---------------|---------------|---------------|
| S.R. Allotment Field | 0 | 0 | 0 | 0 | 0 |
| S.R. Allotment Field Rent (Income) | 0 | 0 | 0 | 0 | 0 |
| S.R. Recreation Field | 0 | -228 | 0 | 228 | 0 |
| S.R. Recreation Field Rent (Income) | 0 | -525 | -525 | 0 | 0 |
| | £784 | -£3,151 | £2,675 | £5,826 | £5,676 |

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2021

| | Actual Current Month | Actual Year to Date | Current Annual Budget | Budget Balance | Cummulative To + / From - EMReserves |
|----------------------------------|----------------------------|---------------------------|-----------------------------|-------------------|--|
| <u>Members</u> | | | | | |
| Members/Chair's Allowances | 0 | 4,706 | 6,000 | 1,294 | 0 |
| Chair's Expenses | 0 | 1,680 | 2,000 | 320 | 0 |
| Members Expenses/Training | 0 | 0 | 800 | 800 | 0 |
| Elections | 0 | 0 | 0 | 0 | 0 |
| Civic & Hospitality | 0 | 0 | 1,000 | 1,000 | 0 |
| | £0 | £6,386 | £9,800 | £3,414 | £0 |
| <u>Staff</u> | | | | | |
| Salaries | 7,976 | 95,710 | 93,000 | -2,710 | 0 |
| Pensions | 1,587 | 19,043 | 20,000 | 957 | 0 |
| Staff Eye Tests | 0 | 25 | 100 | 75 | 0 |
| Training & Conferences | 0 | 0 | 1,000 | 1,000 | 0 |
| Officers Expenses | 0 | 4 | 500 | 496 | 0 |
| Tourism/Promotion Admin (Income) | 0 | 0 | -10,000 | -10,000 | 0 |
| | £9,563 | £114,782 | £104,600 | -£10,182 | £0 |
| <u>Office Expenses</u> | | | | | |
| Postage | 0 | 130 | 1,700 | 1,570 | 0 |
| Stationery | 82 | 392 | 1,200 | 808 | 0 |
| Telephone | 0 | 3,521 | 3,600 | 79 | 0 |
| Subscriptions | 0 | 2,095 | 2,400 | 305 | 0 |
| Photocopier | 0 | 500 | 1,000 | 500 | 0 |
| Internet, website and webcams | 0 | 9,293 | 7,000 | -2,293 | 0 |
| Computer Software Contracts | 0 | 1,500 | 1,500 | 0 | 0 |
| Computer Maintenance Contingency | 0 | 230 | 1,000 | 770 | 770 |
| Advertisements | 0 | 0 | 500 | 500 | 0 |
| Audit | 0 | 1,400 | 1,600 | 200 | 0 |
| Insurance | 0 | 5,340 | 5,500 | 160 | 0 |
| Sundry | 0 | 259 | 1,200 | 941 | 0 |
| Bank Charges | 9 | 107 | 200 | 93 | 0 |
| Bank Interest Received (Income) | -4 | -886 | -2,000 | -1,114 | 0 |
| | £87 | £23,881 | £26,400 | £2,519 | £770 |

Sidmouth Town Council - Detailed Income and Expenditure Report Month 12 - March 2021

| | Actual Current Month | Actual Year to Date | Current Annual Budget | Budget Balance | Cummulative To + / From - EMReserves |
|------------------------------------|----------------------------|---------------------------|-----------------------------|-------------------|--|
| Expense Group Totals | | | | | |
| Council Services | 14,534 | 155,368 | 190,300 | 34,932 | 22,854 |
| Discretionary Expenditure | 596 | 8,186 | 92,800 | 84,614 | 98,046 |
| Woolcombe House | 780 | 31,175 | 34,590 | 3,415 | 1,501 |
| Other Freehold Property | 22,258 | 245,442 | 129,955 | -115,487 | -115,815 |
| Trust Property | 784 | -3,151 | 2,675 | 5,826 | 5,676 |
| Members | 0 | 6,386 | 9,800 | 3,414 | 0 |
| Staff | 9,563 | 114,782 | 104,600 | -10,182 | 0 |
| Office Expenses | 87 | 23,881 | 26,400 | 2,519 | 770 |
| Precept Received | 0 | -591,120 | -591,120 | 0 | |
| Net Income over Expenditure | £48,602 | -£9,051 | £0 | £9,051 | £13,032 |

Current/Deposit Bank Accounts

£730,903

of which

Woolley Bequest

£10,955

Earmarked Reserves

£538,682

STC Consolidated Accounts 31 March 2021**Earmarked Reserves**

| | |
|--|---------|
| Air Display | 29,178 |
| Beach Access/BoatJetty/Beach Management Scheme | 100,000 |
| Chit Rocks Beach Access Project | 5,000 |
| Civic Regalia | 2,429 |
| Community Infrastructure Levy | 78,833 |
| Computer Reserve | 2,826 |
| Conservatory Maintenance | 2,815 |
| Elections | 4,839 |
| Environment Committee | 2,200 |
| Fisherman's Sheds/Port Royal Regeneration | 5,010 |
| Grants - Ham Garden Project | 5,000 |
| Ham Maintenance | 31,421 |
| Long Park & Play Area Maintenance | 30,193 |
| Manstone Sports & Play Area Mtce | 33,695 |
| Salcombe Regis Recreation Field | 2,000 |
| Sand Bags/Local Gritting | 2,000 |
| Seafront Amenity Building Maintenance | 1,928 |
| Sidmouth in Bloom - Emergency Funding | 2,000 |
| Stowford Community Centre | 10,000 |
| Street Furniture | 7,633 |
| SVNP Community Actions | 7,500 |
| Tourism Promotion | 26,693 |
| War Memorials | 2,000 |
| Woolcombe House Building Maintenance | 27,225 |
| Youth Centre Building Reserve | 72,605 |
| Youth Service Support | 10,960 |

STC Holding/Working Accounts

| | |
|----------------------------|--------|
| Fire Beacon Nature Reserve | 12,354 |
| Parish Paths Partnership | 2,639 |
| Sidmouth Hopper Bus | 17,706 |

Other Reserves

| | |
|---------------------|--------|
| Woolley Bequest | 10,955 |
| TIC Account Reserve | 10,777 |

| | |
|-----------------------------------|---------|
| STC General (unallocated) Reserve | 175,543 |
|-----------------------------------|---------|

£735,957

6 Hill View
Sidmouth
Devon
EX10 9DF

Mr C E Holland
Town Clerk
Sidmouth Town Council
Woolcombe House
Woolcombe Lane
Sidmouth
EX10 9BB

01 May 2021

Internal Audit Report for the year ended 31 March 2021

Dear Mr Holland

I have completed the 2020/21 annual Internal Audit Review in accordance with the Sidmouth Town Council – Schedule of Internal Audit 2021.

This year, due to the ongoing Coronavirus pandemic, it has once again been necessary to undertake a desktop review of the Town Council's accounts as site visits were not appropriate due to social distancing rules. This has meant that it has not been possible to undertake detailed transaction testing on the Town Council's system of financial control. During 2018/9 my internal work identified no significant areas of weakness within the Council's financial control framework.

During 2020/21 Sidmouth Town Council has included provision in its Financial Regulations for the remote authorisation of expenditure using email approval from nominated members. This amendment to the Financial Regulations was appropriately approved by the Sidmouth Town Council during the financial year. I have tested this new process, and have confirmed its robust operation, with copies of invoice payment authorisation being filed as per the new protocol.

I have been advised that there have been no other changes to the Financial Regulations or financial control system this year. As such, in coming to my conclusion, I have relied upon this statement and testing completed during 2018/9, in these unprecedented times.

As further assurance, I have undertaken a high-level analytical review of the key balances within the accounts and can confirm that there are no unexplained movements between the 2019/20 and 2020/21 year end accounts. I have reviewed the documentation in relation to the Sidmouth Skate Park and can confirm that the suspension of Financial Regulations was enacted in line with the Council's Financial Regulations.

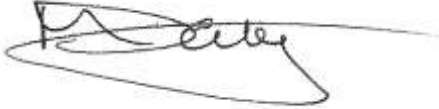
Furthermore, I can confirm that the year-end financial accounts are appropriately calculated from the underlying financial records of the Council with appropriate accounting adjustments having been made at the financial year-end.

Budget monitoring has been in place throughout the financial year, with detailed reports being provided to monthly Full Council Meetings.

During 2021/22 I look forward to working onsite to test the operation of core financial controls and processes in line with the Council's Financial Regulations. In addition, I have been asked to review the Council's insurance arrangements as part of the 2021/22 internal audit programme.

Overall, the financial control environment continues to be excellently managed and I wish to thank Joan for her assistance and support during the audit process.

Kind regards

A handwritten signature in black ink, appearing to read 'Martin Cordy', written over a faint horizontal line.

Martin Cordy, FCA

Annual Internal Audit Report 2020/21

Sidmouth Town Council

www.sidmouth.gov.uk

OR PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-----|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered") | | | ✓ |
| L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities. | | | ✓ |
| M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |
| | | | ✓ |

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

Date(s) internal audit undertaken

30/04/2021 → 01/05/2021

Name of person who carried out the internal audit

Mr Martin Cordy OF INTERNAL AUDITOR.

Signature of person who carried out the internal audit



Date

04/05/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Sidmouth Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.sidmouth.gov.uk

OR PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS


Section 2 – Accounting Statements 2020/21 for

Sidmouth Town Council

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2020 £ | 31 March 2021 £ | |
| 1. Balances brought forward | 662,875 | 721,162 | 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 | 509,530 | 591,120 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 112,791 | 236,275 | 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 | 147,781 | 137,966 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 14,889 | 14,889 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 401,364 | 659,745 | 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 | 721,162 | 735,957 | 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 | 706,542 | 737,159 | 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 | 2,581,770 | 2,581,440 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 132,940 | 125,325 | 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) | Yes | No | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. |
| | | ✓ | N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

4/5/21

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

DD/MN/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**SIDMOUTH TOWN COUNCIL
LIST OF MEETING DATES
JAN 2021 – MAY 2022**

*Council meetings will be held as detailed on each individual agenda.
Due to the ongoing Covid-19 pandemic Working Group meetings
will continue to be held via Zoom until further notice.*

2021

| | | | |
|----------|-----|----|---------------------------------|
| JANUARY | Mon | 04 | COUNCIL |
| | Wed | 06 | PLANNING WORKING GROUP |
| | Wed | 20 | PLANNING WORKING GROUP |
| | Mon | 25 | ESTIMATES & GRANTS |
| FEBRUARY | Mon | 01 | COUNCIL |
| | Wed | 03 | PLANNING WORKING GROUP |
| | Mon | 15 | ENVIRONMENT WORKING GROUP |
| | Wed | 17 | PLANNING WORKING GROUP |
| MARCH | Mon | 01 | COUNCIL |
| | Wed | 03 | PLANNING WORKING GROUP |
| | Mon | 08 | TOURISM & ECONOMY WORKING GROUP |
| | Wed | 17 | PLANNING WORKING GROUP |
| | Wed | 31 | PLANNING WORKING GROUP |
| APRIL | Wed | 14 | PLANNING WORKING GROUP |
| | Mon | 19 | COUNCIL/TOWN ASSEMBLY |
| | Mon | 26 | ENVIRONMENT WORKING GROUP |
| | Wed | 28 | PLANNING WORKING GROUP |
| MAY | Wed | 12 | PLANNING WORKING GROUP |
| | Mon | 17 | ANNUAL COUNCIL |
| | Wed | 26 | PLANNING WORKING GROUP |
| JUNE | Mon | 07 | COUNCIL |
| | Wed | 09 | PLANNING WORKING GROUP |
| | Mon | 14 | TOURISM & ECONOMY WORKING GROUP |
| | Wed | 23 | PLANNING WORKING GROUP |
| JULY | Mon | 05 | COUNCIL |
| | Wed | 07 | PLANNING WORKING GROUP |
| | Mon | 12 | ENVIRONMENT WORKING GROUP |
| | Wed | 21 | PLANNING WORKING GROUP |
| AUGUST | Mon | 09 | COUNCIL |
| | Wed | 11 | PLANNING WORKING GROUP |
| | Wed | 25 | PLANNING WORKING GROUP |

| | | | |
|-----------|-----|----|----------------------------------|
| SEPTEMBER | Mon | 06 | COUNCIL |
| | Wed | 08 | PLANNING WORKING GROUP |
| | Mon | 13 | TOURISM & ECONOMY WORKING GROUP |
| | Wed | 22 | PLANNING WORKING GROUP |
| OCTOBER | Mon | 04 | <i>ENVIRONMENT WORKING GROUP</i> |
| | Wed | 06 | PLANNING WORKING GROUP |
| | Mon | 11 | <i>COUNCIL</i> |
| | Mon | 18 | PRE-BUDGET |
| | Wed | 20 | PLANNING WORKING GROUP |
| NOVEMBER | Mon | 01 | COUNCIL |
| | Wed | 03 | PLANNING WORKING GROUP |
| | Wed | 17 | PLANNING WORKING GROUP |
| DECEMBER | Wed | 01 | PLANNING WORKING GROUP |
| | Mon | 06 | COUNCIL |
| | Mon | 13 | TOURISM & ECONOMY WORKING GROUP |
| | Wed | 15 | PLANNING WORKING GROUP |

2022

| | | | |
|----------|-----|----|------------------------------------|
| JANUARY | Wed | 05 | PLANNING WORKING GROUP |
| | Mon | 10 | COUNCIL |
| | Mon | 17 | ENVIRONMENT WORKING GROUP |
| | Wed | 19 | PLANNING WORKING GROUP |
| | Mon | 24 | ESTIMATES & GRANTS |
| FEBRUARY | Wed | 02 | PLANNING WORKING GROUP |
| | Mon | 07 | COUNCIL |
| | Wed | 16 | PLANNING WORKING GROUP |
| MARCH | Wed | 02 | PLANNING WORKING GROUP |
| | Mon | 07 | COUNCIL |
| | Mon | 14 | TOURISM & ECONOMY WORKING GROUP |
| | Wed | 16 | PLANNING WORKING GROUP |
| | Wed | 30 | PLANNING WORKING GROUP |
| APRIL | Mon | 04 | COUNCIL |
| | Mon | 11 | TOWN ASSEMBLY (<i>Venue tba</i>) |
| | Wed | 13 | PLANNING WORKING GROUP |
| | Mon | 25 | ENVIRONMENT WORKING GROUP |
| | Wed | 27 | PLANNING WORKING GROUP |
| MAY | Mon | 16 | <i>ANNUAL COUNCIL</i> |

***Council meetings will be held as detailed on each individual agenda.
Due to the ongoing Covid-19 pandemic Working Group meetings
will continue to be held via Zoom until further notice.***