

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Annual Meeting of Sidmouth Town Council**  
**held at Sidford Social Hall, Sidford, Sidmouth,**  
**on Monday 17 May 2021 at 6.30pm**

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

The meeting started at 6.30pm and finished at 7.50pm.

## **PART 'A'**

### **1 Election of the Chair of the Council**

It was proposed by Councillor Lockyear and seconded by Councillor Hounsom that Councillor Barlow be elected to the position of Chair of Sidmouth Town Council for the forthcoming year. There being no other nominations; 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 Cole and seconded by Councillor Bickley that Councillor Lockyear be appointed Vice Chair of Sidmouth Town Council for the forthcoming year. There being no other nominations; Councillor Lockyear was duly appointed Vice Chair of Sidmouth Town Council for the forthcoming year.

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

### **3 Minutes**

The minutes of the meeting of the Town Council held on Monday 19 April 2021 were signed as a true and accurate record, with the amendment that Councillor Murdoch had not been in attendance at that meeting.

### **4 Declarations of Interest**

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

**5 Matters of Urgency or Report from the Chair**

Members noted the results of the recent by-elections for East, Salcombe Regis and South Wards.

**6 Exclusion of the Public**

**RESOLVED:** that the classification given to the documents to be submitted to the Council, be confirmed, and that the reports relating to exempt information, be dealt with under Part B.

**7 Public Open Question Time**

- Cllr Rixson raised a question regarding the problem of blocked drains in the town. County Cllr Hughes replied that all the problematic gullies would be cleared shortly using a jetting machine. The Chair reminded Members that they should always use the County Council's website to report any blocked drains first to ensure that these would be added to the ongoing list for clearance work.

**8 Police Report**

In the absence of PC Rob Clatworthy, the Town Clerk presented the April 2021 police report.

**9 Committee/Working Group Membership**

**RESOLVED:** that nominations for the Working Groups as listed, be approved with the following appointments and additions:

Planning Working Group – Chair Cllr Dent and Vice Chair Cllr Turner  
– Add Cllr Perram

Tourism & Economy Working Group – Chair Cllr Cole and Vice Chair Cllr Hounsom  
– Add Cllrs Nelson and Thurlow  
– Remove Cllrs Bickley and Rixson

Tourism & Economy Advisory Group

Environment Working Group – Chair Cllr Bickley and Vice Chair Cllr Lockyear  
– Add Cllr Perram

Youth Provision Working Group/New Youth Centre Working Group  
– Add Cllr Bickley

Council Resources Review Working Group

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

**10 Members with Special Responsibilities**

**RESOLVED:** that list of nominations for Members with Special Responsibilities be approved.

**11 Representatives on Outside Bodies**

**RESOLVED:** that the list of nominations for Town Council representatives on outside bodies be approved, with the addition of Cllr Murdoch as representative for the Norman Lockyer Observatory Management Committee.

**12 Annual Subscriptions**

The following subscriptions were considered and approved for renewal:

2020/21 figures

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

**13 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.

**14 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 2021/2022.

**15 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.

**16 Standing Orders 2021**

Members noted and confirmed the Sidmouth Town Council's Standing Orders., with the following two sections amended to read:

*Section 3.h. In accordance with standing order 3(e) above, a question asked by a member of the public during a public participation session at a meeting shall not give rise to a debate or require an immediate response.*

*Section 3.k. A person shall raise their hand when requesting to speak.*

**17 Financial Regulations**

Members noted and confirmed the Sidmouth Town Council Financial Regulations as updated July 2020 and confirmed by Council August 2020 minute number 140.

Cllr Lockyear as Member with Special Responsibility for Finance would consider the need for an Investment Strategy and Policy, as stated in Section 8.5.

**18 Internal Audit**

Members noted and confirmed the Sidmouth Town Council Internal Audit Schedule 2021.

**19 Risk Assessment**

Members noted and confirmed Sidmouth Town Council's Risk Assessment 2021.

**20 Committee/Working Group Reports**

20.1 Planning Committee and Working Group Reports

Councillor Turner, Vice Chair of the Planning Committee, presented the reports of the Planning Committee meetings held on Wednesdays 14 and 28 April 2021.

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

### 20.2 Environment Committee and Working Group Report

Councillor Bickley reported that the Environment Committee had recently been involved in the Life on the Verge initiative, Tree Week and a forthcoming beach clean.

**RESOLVED:** that the Environment Committee and Working Group report be noted.

### 20.3 Tourism and Economy Working Group Report

Councillor Cole reported that the refurbishment of the TIC was nearly complete with an anticipated reopening date of the Bank Holiday weekend at the end of May. The tender documents for the play parks at The Ham and Long Park had been published. The Tourism Advisory Working Group was creating a poster campaign to encourage a return to Responsible Tourism following the recent lifting of many of the Covid restrictions and it was holding regular meetings with local accommodation providers.

**RESOLVED:** that the Tourism and Economy Working Group report be noted.

## **21 Reports from Members with Special Responsibilities**

### 21.1 Finance Report

Councillor Lockyear presented the Finance Report for the year ending 31 March 2021 together with a breakdown of Earmarked Reserves, Holding/Working Accounts and Other Reserves as at 31 March 2021.

**RESOLVED:** that the Finance Report for the year ending 31 March 2021 and breakdown of Earmarked Reserves, Holding/Working Accounts and Other Reserves at 31 March 2021 be noted and agreed.

## **22 Annual Return – Internal Audit Report 2020/21**

The Council's Internal Auditor, Mr. Martin Cordy, had 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.

## **23 Annual Return – Governance Statement 2020/21**

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 approved and agreed for signing by the Chair and Town Clerk.

## **24 Annual Return – Accounting Statements 2020/21**

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

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

## **25 List of Meeting Dates**

Members were asked to note the list of meeting dates. The Town Clerk reported that the June Council meeting would be held at the All Saints' Church Hall, Sidmouth.

**RESOLVED:** that the list of meeting dates be noted.

## **26 Exclusion of the Public and Press**

**RESOLVED:** 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.

**PART 'B'**

**27 The Arches (East) Lease**

Members were asked to consider and approve a lease for The Arches (East).

**RESOLVED:** that lease for The Arches (East) be noted and agreed.

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CHAIR OF THE COUNCIL