



SIDMOUTH TOWN COUNCIL

WOOLCOMBE HOUSE
WOOLCOMBE LANE
SIDMOUTH
DEVON
EX10 9BB

Telephone: 01395 512424
Email: towncouncil@sidmouth.gov.uk
Website: www.sidmouth.gov.uk
VAT Reg. No. 142 3103 24

To: All Members of the Town Council
Town Clerk

28 June 2022

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

Dear Sir/Madam,

Meeting of Sidmouth Town Council Monday 4 July 2022 at 6.30pm

You are hereby summoned to attend the above meeting to be held at the **Methodist Church Hall, High Street, 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.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chris Holland', written over a horizontal line.

Christopher E Holland
Town Clerk

AGENDA

PART 'A'

Page/s

- 1 **Apologies**
To receive any apologies for absence.
- 2 **Minutes**
To confirm the minutes of the Town Council meeting held on Monday 6 June 2022. 4 – 6
- 3 **Declarations of Interest**
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.
- 4 **Matters of Urgency or Report from the Chair**
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).

5 **Exclusion of the Public**

To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which the Clerk recommends should be dealt with in this way.

6 **Public Open Question Time**

In accordance with Sidmouth Town Council Standing Orders Item 3 (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 3(h), a question shall not give rise to a debate or require an immediate response.

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.

(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.)

7 **Police Advocate Report**

To receive the Police Advocate report from Councillor Dent.

(Members are asked to notify the Town Clerk of questions to be raised in advance of the meeting where possible.)

8 **Working Group Reports**

8.1 Planning Working Group Reports

To receive the reports of the Planning Working Group meetings held on Wednesdays 8 and 22 June 2022.

7 – 12

8.2 Tourism & Economy Working Group

To receive the report from the Tourism & Economy Working Group meeting held on Monday 13 June 2022.

13 – 16

8.3 Environment Working Group Report

To receive an update, if appropriate, from the Chair of the Environment Working Group.

8.4 Council Resources Review Working Group

To receive an update, if appropriate, from the Chair of the Council Resources Working Group.

8.5 Youth Provision Working Group

To receive an update, if appropriate, from the Chair of the Youth Provision Working Group.

9 **Reports from Members with Special Responsibilities**

9.1 Finance Report

To receive the Finance Report for May 2022

17 – 20

9.2 Sidmouth in Bloom

To receive the attached Sidmouth in Bloom report from Councillor Nelson.

21

9.3 Other Reports from Members with Special Responsibilities

To receive other notified reports from other Members.

10 **Sidmouth Air Show – Resident’s Survey Results**

To receive and consider the results of the Airshow Resident’s Survey which concludes on 29 June and which will be reported by the Chair of the Airshow Evaluation Working Group, Councillor Hilary Nelson.

11 **Town Entrance Signs**

Designs for new entrance signs at the various points around the Sid Valley have been drawn up by the Tourism and Economy Working Group in consultation with the Council’s marketing and promotion team. The fresh new design reflects the Council’s new Visit Sidmouth colours and brand identity and have been placed on order to enable them to be erected for July with funding coming from the existing allocated Tourism and Promotion budget.

Due to restrictions on virtual meeting decision making, Members are asked to confirm the funding allocation of £2,908.00 which included all fittings and labour costs.

12 **Rayson Bequest – Party/Celebrations Fund**

Members are asked to agree to the use of the fund for the procurement of new bunting which is provided by the Council for the community. The current stock which is of a good quality, has lasted well but is now ten years old. During the recent Jubilee celebrations, it became apparent that it would soon be due for renewal. The cost would be £570 and would come most suitably from the Rayson Bequest - Party/Celebrations fund.

RECOMMENDED: that Council approves the use of the Rayson Bequest - Party/Celebrations fund for the procurement of 50 lengths of bunting at a cost of £570.

13 **Updated Public Sector Equality and Diversity Policy**

The Council’s Equality and Diversity Policy was first introduced in 2011. Further to more recent updates in legislation and to include a more comprehensive application, an updated version is attached for approval by Members.

22 – 25

PLEASE NOTE:

Venue for Council meetings (until further notice): Methodist Church Hall, High Street, Sidmouth

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held at Sidmouth Methodist Church Hall
on Monday 6 June 2022 at 6.30pm

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

The meeting started at 6.30pm and finished at 7.30pm.

A minutes silence was held as a mark of respect and in memory of former Councillor Peter Sullivan, who was Chair of the Council from 2009 to 2011

PART 'A'

27 Minutes

The minutes of the meeting of the Town Council held on Monday 16 May 2022 were signed as a true and accurate record.

28 Declarations of Interest

| Name | Item Number | Type | Action Taken | Details |
|------------------|--|----------|---|---------------------------------------|
| Cllr Kelvin Dent | 29 Matters of Urgency or Report from the Chair | Personal | Remained in the meeting during discussion | Chair of Knowle Residents Association |

29 Matters of Urgency or Report from the Chair

- The Chair acknowledged the hard work and thanked all the people involved in organising the recent events held in Sidmouth; Sea Fest, the Platinum Jubilee street party, Jubilee beacons and the inaugural Jazz & Blues Festival.
- Councillor Hounsom reported on a Jubilee event that she had attended at the Oasis Café, £181 had been raised and donated to the Ukraine appeal.
- The Town Clerk read a letter received from Lifestory who reported that the Knowle had been sold to McCarthy Stone developers who would be bringing forward a revised planning application.
- The Town Clerk reminded Members that they had allocated £80,000 S106 funding and £20,000 Ham Reserve funding towards the refurbishment of The Ham play park and reported that a design and quote had been received within that budget.

However, this did not include the infrastructure of new pathways, benches, shelters and other groundworks; a further quote for the additional work had been received and if approved promptly, the timeline for build and finish could still be achievable by the end of July in time for school holidays as advised by the contractors.

Members approved that up to £32,000 could be allocated from the Community Infrastructure Levy held in Earmarked Reserves for new infrastructure at the Ham Playpark

30 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.

31 Public Open Question Time

- Mr Goodman thanked Cllr Barlow for his hard work on behalf of Sidmouth over his three years as Chair of the Council and congratulated Cllr Lockyear on his election to the position of Chair. He raised concerns over the change of ownership of the Knowle and what that might mean to the overall design of the building and the facilities offered to residents. Mr Goodman asked whether the Town Council would facilitate a public meeting to enable residents to raise their concerns.

The Town Clerk reminded Members that they needed to remain neutral towards any plans in order that they did not prejudice the usual planning procedure. It was stressed that it was likely, as with previous applications, the planning meeting would be held in a public hall to enable as many residents as possible to attend in person.

32 Police Advocate Report

Councillor Dent reported that the Police 101 Non-Emergency telephone service was still not working correctly and asked Members to inform either himself or Cllr Loudoun of any incidents so that these can be raised with the Police Commissioner.

RESOLVED: That the Police Advocate report be noted.

33 Working Group Reports

33.1 Planning Working Group Reports

Councillor Dent, Chair of the Planning Working Group, presented the reports of the Planning Working Group meetings held on Wednesdays 11 and 25 May 2022.

RESOLVED: That the Planning Working Group reports be agreed and noted.

33.2 Tourism & Economy Working Group Report

Councillor Cole gave an update of the ongoing discussions regarding the IRF bid and reported that Councillor Hounsom would be resuming her role as a coordinator between the many festival and events organisers and would continue discussions to encourage collaboration between the various groups.

RESOLVED: That the Tourism & Economy Working Group Report be noted.

33.3 Youth Provision Working Group

Councillor Cole reported that a new contract had been signed with Young Devon and reminded Members that a Skatepark event would be held on Saturday 25 June from 12 to 4pm.

RESOLVED: That the Youth Provision Working Group report be noted.

34 Reports from Members with Special Responsibilities

34.1 Finance Report

Councillor Turner presented the Finance Report for April 2022.

RESOLVED: That the Finance Report for April 2022 be noted.

35 Environment Working Group appointment

Members were asked to approve the appointment of Councillor Richard Thurlow to the Council's Environment Working Group.

RESOLVED: That the appointment of Councillor Richard Thurlow to the Council's Environment Working Group be approved.

36 Sidmouth Folk Festival Civic Night

The Chair of Council reported on the invitation to the Sidmouth Folk Festival's civic night to be held on Thursday 4 August, when reserved seating would be held for the Kate Rusby concert. Members would be required to purchase their own tickets.

RESOLVED: That Members would inform the Town Clerk if they wished to attend.

37 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'

38 Sale of Drill Hall from East Devon District Council to Rockfish Ltd.

The Town Clerk read a confidential report from East Devon District Council officers, which updated Members on the current position with regard to the sale of the Drill Hall to Rockfish Ltd.

RESOLVED: That the Drill Hall report, received from East Devon District Council, be noted.

.....
CHAIR OF THE COUNCIL

**Sidmouth Town Council's Planning Working Group
held on Wednesday 8 June 2022**

(The Working Group met virtually)

Councillors present: Kelvin Dent (Chair)
Jeff Turner (Vice Chair)
Deirdre Hounsom
Ian Barlow
John Loudoun
Jenny Ware
Steven Kendall-Torry

Apologies: Chris Lockyear, Rachel Perram

The meeting started at 10.00 am and finished at 10.20 am

20 Declarations of Interest

| | | | | |
|--------------------|---|-------------------|---|-------------------------------|
| Cllr Kendall-Torry | 16 Alexandria Road, Sidmouth, EX10 9HB. | Personal Interest | Remained in the meeting during discussion and did not vote. | Acquainted with the applicant |
|--------------------|---|-------------------|---|-------------------------------|

21 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.

22 Minutes

Agreed and delegated to the Chair of the Planning Committee to sign as a true and accurate record, the Minutes of the Planning Working Group meeting of 25 May 2022.

23 Applications for consideration

RECOMMENDED: That in respect of the Planning Applications set out below, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance minute 230 of Council, 19 April 2021 and with schedule 16 of the Local Government Act 1972.

Urgent items or Amended Plans received after formulation of the agenda.

None reported

- 24** 22/1095/FUL Carolyn and Paul Burton 31 Fleming Avenue, Sidmouth, Devon, EX10 9NH. Construction of single storey rear and side extension.

SUPPORT

- 25** 22/1074/FUL Mr & Mrs McNally South Ward Harwood Dale, Knowle Drive, Sidmouth, EX10 8HW. Construction of 2 storey Studio/Guest Room in place of an existing single storey garage; replacement of a dormer and formation of a second dormer to the front elevation of the house; alteration of the decking.

SUPPORT – Members suggest that there should be a legal tie between the proposed studio/guest room and the main house.

- 26** 22/1162/FUL Mr W and H Thomas West Ward 16 Alexandria Road, Sidmouth, EX10 9HB. Enlargement of drive to provide space for off street parking.

SUPPORT

27 Trees in Conservation Areas

None received.

- 28 Tree Preservation Orders**
Notification of any applications to trees covered by Tree Preservation Orders. None received.
- 29 New Tree Preservation Order**
None received
- 30 Exemption to a Tree Preservation Order**
None received.
- 31 Appeals**
A planning appeal has been received by EDDC for 21/2946/FUL Woodside, 6 Milford Road, Sidmouth, EX10 8DR. Removal of the front garden flint wall and replace with wooden gates.
- 32 Unsupported decisions**
None received
- 33 Enforcement Letters**
No Enforcement letters were received.
- 34 Local Plan.** There was nothing to report.
The next meeting will be 12 July 22.

.....
CHAIR OF THE PLANNING WORKING GROUP

**Sidmouth Town Council's Planning Working Group
held on Wednesday 22 June 2022**

(The Working Group met virtually)

Councillors present: Jeff Turner (Vice Chair in the Chair)
Deirdre Hounsom
Ian Barlow
John Loudoun
Rachel Perram
Jenny Ware

Apologies: Kelvin Dent, Steven Kendall-Torry, Chris Lockyear

The meeting started at 10.00 am and finished at 10.59 am

35 Declarations of Interest

| Name | Application | Type of Interest | Action Taken | Nature of Interest |
|-------------|---|-------------------|---|-------------------------------|
| Cllr Perram | 22/1288/FUL 144 Temple Street, Sidmouth | Personal Interest | Remained in the meeting during discussion but did not vote. | Acquainted with the applicant |

36 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.

37 Minutes

Agreed and delegated to the Chair of the Planning Committee to sign as a true and accurate record, the Minutes of the Planning Working Group meeting of 8 June 2022.

38 Applications for consideration

RECOMMENDED: That in respect of the Planning Applications set out below, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance minute 230 of Council, 19 April 2021 and with schedule 16 of the Local Government Act 1972.

39 Urgent items or Amended Plans received after formulation of the agenda.

22/0037/FUL - Flat 2 Sidbury House Buckley Road Sidbury

Amendments related to Amendments to the external materials from zinc to render and addition of obscure glazing to windows.

SUPPORT

40 22/0038/LBC - Flat 2 Sidbury House Buckley Road Sidbury

Amendments related to Amendments to the external materials from zinc to render and addition of obscure glazing to windows.

SUPPORT

41 22/1198/FUL Mr Myles 34 Fore Street, Sidmouth, Devon, EX10 8AQ. Amended Description:
East Ward Parry Installation of replacement non-illuminated fascia and projecting signs

SUPPORT

- 42** 22/1199/ADV Mr Myles 34 Fore Street, Sidmouth, Devon, EX10 8AQ. Amended Description:
East Ward Parry Installation of replacement non-illuminated fascia and projecting signs
- APPROVED**
- 43** 22/1204/FUL HSBC H S B C Fore Street, Sidmouth, Devon, EX10 8AA. Removal of
East Ward Holdings signage and ATM due to vacation of premises.
- SUPPORT**
- 44** 22/1288/FUL Mr 144 Temple Street, Sidmouth, Devon, EX10 9BN. Single storey rear
North Ward Duncan extension.
Woods
- SUPPORT**
- 45** 22/1175/FUL Mr and 60 Malden Road, Sidmouth, Devon, EX10 9NA. Construction of
Primley Ward Mrs replacement side extension.
Jakeman
- SUPPORT**
- 46** 22/1233/FUL Mr and 3 Livonia Road, Sidmouth, Devon, EX10 9JB. Single storey side
Primley Ward Mrs P extension to include a garage, first floor side extension and
Hobbs alterations to fenestration.
- SUPPORT**
- 47** 22/1226/FUL Mr & Mrs Chris Baily Engineering, Putts Corner, Sidbury, EX10 0QQ. General
Sidbury Ward C Baily purpose agricultural building
- SUPPORT**
- 48** 22/1183/FUL Travis and Land At Wolverleigh Farm, Sidbury, Sidmouth, EX10 0QH. Change
Sidbury Ward Finnis of use of land for siting of 3no. shepherd huts and 2no. safari tents
as holiday accommodation, formation of parking area, passing bay
and pond/wetland area with associated works.
- SUPPORT**
- 49** 22/1252/RES Ms Cox Foxgrove, Coreway, Sidford, Sidmouth, EX10 9SD. Application for
Sidford Ward approval of reserved matters (all matters) for the erection of a
single storey 3-bed detached dwelling following approval of outline
application 19/0726/OUT.
- SUPPORT**
- Note:** Members asked that as it is a new dwelling, a condition requiring solar panels to be incorporated into the roof should be attached to any permission.
- 50** 22/1301/FUL Mrs Sheila 16 Windsor Mead, Sidford, EX10 9SJ. Single storey rear extension,
Sidford Ward Maycock creation of a new patio at the rear and a wider drive.
- SUPPORT**
- 51** 22/1191/FUL Mr and Maple House, Bickwell Valley, Sidmouth, EX10 8SG. Change of use
South Ward Mrs from garage to home office and alterations to fenestration.
Gingell
- SUPPORT**
- Note:** Members requested that a condition is placed in any permission to ensure that the former garage is used ancillary to the main property and as an office only

52 Trees in Conservation Areas

To note the following proposed works to trees in a Conservation Area:

- a) 22/1145/TCA Tracy Powys House, All Saints Road, Sidmouth, EX10 8DE. T1, Yew: Prune to give 1 metre lateral clearance to adjacent property. T2, Pine: Pre-existing brace has failed/snapped. Prune to reduce end weight making 1 x 200mm target pruning cut retaining 1 side branch to East and 1 side branch to Southeast.

Works Noted

- b) 22/1108/TCA Mr Simon Clyst Vale, Convent Road, Sidmouth, Devon EX10 8RL. T1, Bay: Reduce to a height of 0.6 - 0.8 m (to coppice) as crowding out neighbouring trees (including a mature variegated Holly). T2, Judas: Formative prune to remove damaged or crossing branches. remove low hanging branches (below 2.4 m). T3, Apple: Fell - tree has forked main trunk which is decaying; replace with new fruit tree.

Works Noted

53 Tree with Preservation Orders

Notification of any applications to trees covered by Tree Preservation Orders.

- a) 22/1041/TRE Dr Frances 87 Sidford High Street, Sidford, Devon, EX10 9SA. Field maple on the western aspect of the site at 87 on the boundary with 89a. Identified as T8 on plan; propose coppicing the tree to prevent squirrels gaining access to the roof; no plan to replant tree in this location as coppicing will allow ongoing survival of the tree; squirrels have caused extensive damage to the property with the cost mounting into thousands of pounds and causing a fire hazard; whilst the squirrels can still access the roof space there is risk of ongoing damage despite having fitted rodent/bird protection to solar panels.

APPROVED subject to the following conditions:

1. The works hereby consented to shall be carried out within a period of 2 years from the date of this decision notice.

(Reason - To ensure that the works are carried out within a reasonable period of time.)

2. The works hereby consented to shall be carried out in accordance with British Standard 3998: 2010 (Tree Work - Recommendations).

(Reason - In the interests of amenity and to ensure the works are carried out in a satisfactory manner.)

- b) 22/0833/TRE 2 Regency Gate, Sidmouth, EX10 9NQ. T1 - dismantle Torbay palm tree due to outgrowing the space.

APPROVED subject to the following conditions:

1. The works hereby consented to shall be carried out within a period of 2 years from the date of this decision notice.

(Reason - To ensure that the works are carried out within a reasonable period of time.)

54 New Tree Preservation Order

None received

55 Exemption to a Tree Preservation Order

None received.

56 Appeals

None received

57 Unsupported decisions

22/0293/FUL 2 Corefields, Sidford, Sidmouth, EX10 9SG. Conversion of roof space to habitable use to include a front dormer and two front roof lights.

Sidmouth Town Council
UN-SUPPORTED

EDDC
APPROVED

22/0479/FUL Blue Ridge, Elm Way, Sidford, Sidmouth, EX10 9SY. Installation of internal stairwell, addition of first floor and raising of existing roof by 1m.

Sidmouth Town Council
SUPPORTED

EDDC
REFUSED

58 Enforcement Letters

No Enforcement letters were received.

59 Local Plan

There was no further update on the Local Plan.

.....
CHAIR OF THE PLANNING WORKING GROUP

**Minutes of a Meeting of Sidmouth Town Council's
Tourism and Economy Working Group
on Monday 13 June 2022 at 6.30 pm
(The Tourism and Economy Working Group met virtually)**

Councillors present: Ian Barlow
Louise Cole
Deirdre Hounsom
Chris Lockyear
Hilary Nelson
Richard Thurlow

Invited Reps: Chamber of Commerce – Sally Mynard
Acting TIC Manager – Tim Shardlow

Apologies: Cllr Charissa Evans,
Alistair Handyside – South West Tourism Alliance,
Tina Veater – Ignyte Ltd

The meeting started at 6.30pm and finished at 8.30pm

PART 'A'

1 Minutes

The Minutes of the Tourism & Economy Working Group meeting held on Monday 14 March 2022 were approved as a true and accurate record; with the addition to Minute number 34.1 that the Tourism Promotion Earmarked Reserve would be used to cover the cost of the traffic survey at approx. £2,200.

2 Declarations of Interest

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

3 Tourism Advisory Group Update

Councillor Cole, Chair of the Tourism Advisory Group, gave an update of the work that had been carried out by the Tourism Advisory Group since the last meeting and reported that:

- The TAG had started to use a new budget format which would be helpful to follow the detail of income and expenditure.
- John Radford had attended the last meeting to discuss how best to access grant funding for the 2022 Connaught at Christmas event.
- Cllrs Cole and Nelson had met with Nicola Hughes who was working with the District Council to formulate a tourism strategy for East Devon. There would be a draft strategy review meeting on 4 July with the final strategy being presented to the District Council on 25 July.
- It had been noted that there was still much difficulty in recruiting and retaining hospitality industry staff in Sidmouth and throughout the East Devon area. This meant that many businesses were not able to open to full capacity.
- The Town Signage project was slightly delayed due to additional suggested alterations, but designs would shortly be finalised and recommended to Council for approval. The Environment Working Group would also be considering the reduction and decluttering of general signage around the town.

- Councillor Hounsom reported that she would be resuming her role as a coordinator between the many festival and event organisers and would continue discussions to encourage collaboration between the various groups.

RESOLVED: That the Tourism Advisory Group report be noted.

4 Information Centre Updates

Tim Shardlow, acting Information Centre Manager, reported that:

- The TIC had moved to summer opening hours and was now open 10am-5pm Monday to Saturday and 10am-4pm Sunday.
- Footfall had increased to well over 100 people per day with Monday 13 June being 143.
- There had been additional work for TIC staff supplying information and selling tickets for the Jazz & Blues Festival and they had built up a good working relationship with Ian Bowden, Festival Director.
- £37,000 of Folk Festival tickets had been sold so far with a 10% commission to the TIC.
- Many enquiries had been received from visitors whether the deck chairs would be made available on the Esplanade during the summer which formed a strong part of the brand image for Sidmouth. The Town Clerk reported that he had spoken to EDDC officers who had informed him that no one who had applied were able to take up the concession. The small number of deckchairs which had been seen stacked in Connaught Gardens were only made available for the Town Band Sunday concerts.
- It was hoped that Jurassic Paddle Sports group would take responsibility for placing the giant deckchair on and off the Esplanade each day and secure it overnight.
- The Town maps were being distributed very quickly this year directly to visitors and from many local outlets including shops and hotels.
- TIC staff were hoping to attend various events throughout the summer to sell more Visit Sidmouth merchandise, although priority would be given to high footfall events so that anticipated sales income was not significantly exceeded by the staffing costs.

RESOLVED: 1) That the Sidmouth Information Centre report be noted.

2) that the Town Clerk write to EDDC for an update on the deckchair concession and to express concern at the lack of chairs on the esplanade.

5 Tourism & Promotion Contract Update

In the absence of Tina Veater of Ignyte, Cllr Cole presented the report of the promotional activity work carried out with and on behalf of the Town Council.

RESOLVED: That the Tourism & Promotion contract update report be noted.

6 Tourism & Promotion Finance Report

The Chair presented the Tourism & Promotion Finance report for the financial year ending March 2022.

RESOLVED: That the Tourism & Promotion Finance report be noted.

7 Sidmouth Air Show & Regatta Weekend

7.1 Air Show Evaluation Working Group

Cllr Nelson, Chair of the Air Show Working Group reported:

- A format for questionnaires had been agreed, there would be three; the first for residents that would be online for 2 weeks and would only accept responses from EX10 postcodes, the second for visitors to the Air Show where email addresses would be taken at the event and in order to encourage responses they would be entered into a prize draw, and the third for local businesses who would be visited by Cllrs Barlow, Nelson and Tina Veater to draw out the positive and negative impact of the

event. The Working Group would also be consulting with local environmental groups and local organisations.

- Barry Neal, Air Show Flight Director was assisting with the approximate calculation of the environmental impact of the aircraft for 2022.
- The traffic survey would be carried out over a number of weeks throughout the year; one week at the time of the meeting, over Folk Week, Wednesday to Wednesday over the Air Show and one week later in the season for comparison purposes.
- It had been confirmed by EDDC officers that food Street Trading would not be permitted along the Esplanade throughout the Air Show although it was thought that the owner of Bedford Lawn private car park may apply for some pitches on his land. The TAG's opinion was that local business 'pop ups' would be preferred to outside traders. The Chamber of commerce was opposed to Street trading as direct potential competition to local traders and businesses.

RESOLVED: That the Air Show Evaluation Working Group report be noted.

7.2 Sidmouth Air Show and Regatta Weekend Events

Councillors Thurlow and Barlow had been working with the many sea-based organisations to encourage events being held over the Bank Holiday weekend. The Town Council would take responsibility for road closures, the Air Show, the fun fair and a fireworks display.

Sidmouth Sailing Club would be holding their usual Regatta races on both Saturday and Sunday, Sidmouth Lifesaving Club and Sidmouth Gig Club would also be holding races. The Rotary Club were organising street entertainment including two 'giants' to entertain the children. Each organisation would be responsible for their own event and insurance, but the Town Council would produce a program and supply prizes and cups for the various events and races. It was hoped that if successful a full Bank Holiday of events would continue in future years and lead to an annual Regatta weekend.

RESOLVED: That the Sidmouth Air show and Regatta Weekend Events report be noted.

8 Traffic Monitoring

Members were asked to note the appointment of Neotraffic to carry out a traffic survey in 2022 to be used for event planning and evaluation, to be funded from the Tourism Promotion Earmarked Reserve. (This item had been covered during the report of the Air Show Evaluation Working Group)

RECOMMENDED: That the Traffic Monitoring report be noted and agreed.

9 IRF Bid Update

Councillor Cole reported that the Town Council's application to the Innovation Resilience Fund had been successful and a grant of £146,209 had been allocated and with funding available from the five towns involved would bring the total fund available to £176,209.

Sidmouth Town Council had committed £22,000; Ottery St Mary £5,000; Honiton £3,000; Seaton was still discussing how much they would be able to allocate to the project.

Councillor Cole gave a presentation of the project overview and reported that it was anticipated to complete at the end of November 2023.

RESOLVED: That the IRF Bid Update report be noted and thanks and congratulations be noted to Councillors Cole, Nelson and the TAG for all the hard work to make the bid successful.

10 Matters Raised by Invited Representatives

Sally Mynard, Chamber of Commerce, reported that:

- The Jubilee Street Party had been very successful, although it had become obvious that more volunteers were needed to put up/take down all the tables and chairs.
- The petition in response to the District Council's increase in car parking charges had been submitted to East Devon District Council but they had been informed that it was

not in an acceptable format so had been disregarded. Many local shops and cafes were reporting that lots of their customers were saying that they would not be returning to Sidmouth as the car parking charges were so high.

- The Chamber of Commerce were encouraging the promotion of seasonal/weekly car parking permits in order to minimise the overall cost for residents and visitors. Cllr Cole reported that she would arrange for the Visit Sidmouth website to have a 'click here' to purchase a car parking permit.
- The Chamber of Commerce were currently on a membership drive to increase their numbers and widen their representation.

.....
CHAIR OF THE TOURISM & ECONOMY WORKING GROUP

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 2 - May 2022

| | Actual | Actual | Current | Budget | Cummulative |
|---|----------------|----------------|-----------------|-----------------|-----------------------------|
| | Current Month | Year to Date | Annual Budget | Balance | To + / From - EMReserves |
| <u>Council Services</u> | | | | | |
| Public Conveniences | 0 | 0 | 32,000 | 32,000 | 0 |
| Youth Service Support | 10,000 | 10,000 | 44,500 | 34,500 | 0 |
| Flower Beds, Planters & Watering | 643 | 733 | 16,000 | 15,267 | 0 |
| Christmas Lighting & Events | 0 | 0 | 14,500 | 14,500 | 0 |
| Donation to Christmas Lighting (Income) | 0 | 0 | -1,500 | -1,500 | 0 |
| Tourism Promotion | 3,507 | 3,707 | 50,000 | 46,293 | 0 |
| Tourism Promotion Income | 0 | 0 | -22,000 | -22,000 | 0 |
| Innovation & Resilience Fund | 0 | 0 | 0 | 0 | 0 |
| Innovation & Resilience Fund (Income) | 0 | 0 | 0 | 0 | 0 |
| Verge Cutting, Town Maintenance & Weeding | 3,392 | 3,392 | 20,500 | 17,108 | 0 |
| Verge Cutting DCC Grant (Income) | 0 | 0 | -4,800 | -4,800 | 0 |
| Street Furniture | 0 | 0 | 5,000 | 5,000 | 0 |
| Sidmouth Information Centre | 0 | 7,600 | 32,600 | 25,000 | 0 |
| Water Fountains & Defib Mtce | 100 | 100 | 1,400 | 1,300 | 0 |
| Dog Hygiene Bins | 0 | 0 | 2,000 | 2,000 | 0 |
| War Memorials | 0 | 0 | 100 | 100 | 0 |
| Parish Paths Partnership Payments | 62 | 62 | 0 | -62 | -62 |
| Parish Paths Partnership (Income) | -2,000 | -2,000 | 0 | 2,000 | 2,000 |
| | £15,704 | £23,594 | £190,300 | £166,706 | £1,938 |

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 2 - May 2022

| | Actual | Actual | Current | Budget | Cummulative |
|---|----------------|-----------------|----------------|-----------------|-----------------------------|
| | Current Month | Year to Date | Annual Budget | Balance | To + / From - EMReserves |
| <u>Discretionary Expenditure</u> | | | | | |
| Grants | 0 | 21,000 | 21,000 | 0 | 0 |
| Admiral Nurse | 0 | 5,000 | 5,000 | 0 | 0 |
| Sidmouth Folk Festival | 0 | 35,000 | 35,000 | 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 | 800 | 800 | 800 | 0 | 0 |
| Sidmouth Air Show | 0 | 0 | 12,500 | 12,500 | 0 |
| Environment Working Group | 753 | 760 | 4,000 | 3,240 | 0 |
| Covid-19 Expenses | 65 | 315 | 2,500 | 2,185 | 0 |
| Community Infrastructure Levy Payments | 25,280 | 25,280 | 0 | -25,280 | -25,280 |
| Community Infrastructure Levy (Income) | 0 | 0 | 0 | 0 | 0 |
| Rayson Bequest - Fireworks/Light Displays | 0 | 490 | 0 | -490 | -490 |
| Rayson Bequest - Natural/Sidmouth History | 0 | 0 | 0 | 0 | 0 |
| Rayson Bequest - Party/Celebrations | 0 | 3,833 | 0 | -3,833 | -3,833 |
| | £26,898 | £107,478 | £95,800 | -£11,678 | -£29,603 |

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 2 - May 2022

| | Actual | Actual | Current | Budget | Cummulative |
|---|---------------|---------------|-----------------|-----------------|---------------|
| | Current Month | Year to Date | Annual Budget | Balance | To + / From - |
| | | | | | EMReserves |
| <u>Woolcombe House</u> | | | | | |
| Services Gas/Water/Elec | 394 | 533 | 5,000 | 4,467 | 0 |
| Woolcombe House Business Rate | 0 | 3,556 | 7,600 | 4,044 | 0 |
| Woolcombe House (Loan Interest&Repayment) | 0 | 0 | 14,890 | 14,890 | 0 |
| Woolcombe House-General Maintenance | 727 | 727 | 6,000 | 5,273 | 0 |
| | £1,121 | £4,816 | £33,490 | £28,674 | £0 |
| <u>Other Property</u> | | | | | |
| Alma Lane Field | 0 | 0 | 200 | 200 | 0 |
| Manstone Youth Centre | 1,500 | 2,788 | 85,000 | 82,212 | 0 |
| Manstone Sports and Play Areas | 466 | 466 | 2,000 | 1,534 | 0 |
| Long Park & Play Area | 170 | 170 | 1,500 | 1,330 | 0 |
| Seafront Amenity Building | 2,420 | 3,362 | 33,000 | 29,638 | 0 |
| The Arches East (Income) | 0 | 0 | -22,500 | -22,500 | 0 |
| Conservatory Maintenance | 0 | 0 | 2,000 | 2,000 | 0 |
| Knowle Parkland & Amphitheatre | 0 | 0 | 20,000 | 20,000 | 0 |
| Fire Beacon Stewardship | 0 | 0 | 7,000 | 7,000 | 0 |
| Fire Beacon Stewardship (Income) | 0 | 0 | 0 | 0 | 0 |
| Sidmouth Golf Club (Income) | 0 | 0 | -5 | -5 | 0 |
| Elec Pole Rent (Income) | 0 | -40 | -40 | 0 | 0 |
| | £4,556 | £6,746 | £128,155 | £121,409 | £0 |
| <u>Trust Property</u> | | | | | |
| <u>The Ham</u> | | | | | |
| The Ham Ground Mtce | 220 | 220 | 2,000 | 1,780 | 0 |
| The Ham Other Mtce | 2,863 | 3,075 | 14,000 | 10,925 | 0 |
| The Ham Play Equipment | 0 | 225 | 1,500 | 1,275 | 0 |
| The Ham Reserve | 0 | 0 | 2,000 | 2,000 | 0 |
| The Ham Utility Building | 0 | 0 | 5,000 | 5,000 | 0 |
| The Ham 3Phase Power | 41 | 74 | 1,800 | 1,726 | 0 |
| The Ham Rent (Income) | 0 | -1,000 | -10,000 | -9,000 | 0 |
| <u>Manstone</u> | | | | | |
| Manstone Land Ground Mtce | 120 | 120 | 800 | 680 | 0 |
| Manstone Other Maintenance | 0 | 0 | 1,600 | 1,600 | 0 |
| Manstone Reserve | 0 | 0 | 2,000 | 2,000 | 0 |
| Manstone Rent (Income) | 0 | 0 | -1,380 | -1,380 | 0 |
| <u>Salcombe Regis</u> | | | | | |
| S.R. Allotment Field | 0 | 0 | 0 | 0 | 0 |
| S.R. Allotment Field Rent (Income) | 0 | 0 | 0 | 0 | 0 |
| S.R. Recreation Field | 105 | 105 | 0 | -105 | 0 |
| S.R. Recreation Field Rent (Income) | 0 | 0 | -525 | -525 | 0 |
| | £3,349 | £2,819 | £18,795 | £15,976 | £0 |

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 2 - May 2022

| | Actual Current Month | Actual Year to Date | Current Annual Budget | Budget Balance | Cummulative To + / From - EMReserves |
|----------------------------------|-------------------------|------------------------|--------------------------|-------------------|--|
| <u>Members</u> | | | | | |
| Members/Chair's Allowances | 0 | 0 | 6,100 | 6,100 | 0 |
| Chair's Expenses | 55 | 55 | 2,000 | 1,945 | 0 |
| Members Expenses/Training | 0 | 0 | 800 | 800 | 0 |
| Elections | 0 | 0 | 10,000 | 10,000 | 0 |
| Civic & Hospitality | 0 | 0 | 1,000 | 1,000 | 0 |
| | £55 | £55 | £19,900 | £19,845 | £0 |
| <u>Staff</u> | | | | | |
| Salaries | 8,150 | 16,300 | 98,000 | 81,700 | 0 |
| Pensions | 1,615 | 3,230 | 20,000 | 16,770 | 0 |
| Project Support | 0 | 0 | 20,000 | 20,000 | 0 |
| Staff Eye Tests | 0 | 0 | 100 | 100 | 0 |
| Training & Conferences | 0 | 0 | 1,000 | 1,000 | 0 |
| Officers Expenses | 100 | 100 | 500 | 400 | 0 |
| | £9,865 | £19,630 | £139,600 | £119,970 | £0 |
| <u>Office Expenses</u> | | | | | |
| Postage | 4 | 4 | 1,000 | 996 | 0 |
| Stationery | 62 | 62 | 1,200 | 1,138 | 0 |
| Telephone | 175 | 934 | 3,800 | 2,866 | 0 |
| Subscriptions | 465 | 2,218 | 2,400 | 182 | 0 |
| Photocopier | 33 | 33 | 800 | 767 | 0 |
| Internet, website and webcams | 1,500 | 1,500 | 4,000 | 2,500 | 0 |
| Computer Software Contracts | 120 | 120 | 1,500 | 1,380 | 0 |
| Computer Maintenance Contingency | 66 | 482 | 1,000 | 518 | 0 |
| Advertisements | 0 | 0 | 500 | 500 | 0 |
| Audit | 150 | 150 | 2,000 | 1,850 | 0 |
| Insurance | 0 | 0 | 5,500 | 5,500 | 0 |
| Sundry | 230 | 230 | 1,000 | 770 | 0 |
| Bank Charges | 10 | 19 | 300 | 281 | 0 |
| Bank Interest Received (Income) | 0 | 0 | -300 | -300 | 0 |
| | £2,815 | £5,752 | £24,700 | £18,948 | £0 |

Sidmouth Town Council - Detailed Income and Expenditure Report Month 2 - May 2022

| Expense Group Totals | Actual | Actual | Current | Budget | Cummulative |
|------------------------------------|----------------|------------------|---------------|-----------------|-----------------------------|
| | Current Month | Year to Date | Annual Budget | Balance | To + / From - EMReserves |
| Council Services | 15,704 | 23,594 | 190,300 | 166,706 | 1,938 |
| Discretionary Expenditure | 26,898 | 107,478 | 95,800 | -11,678 | -29,603 |
| Woolcombe House | 1,121 | 4,816 | 33,490 | 28,674 | 0 |
| Other Freehold Property | 4,556 | 6,746 | 128,155 | 121,409 | 0 |
| Trust Property | 3,349 | 2,819 | 18,795 | 15,976 | 0 |
| Members | 55 | 55 | 19,900 | 19,845 | 0 |
| Staff | 9,865 | 19,630 | 139,600 | 119,970 | 0 |
| Office Expenses | 2,815 | 5,752 | 24,700 | 18,948 | 0 |
| Precept Received | 0 | -325,370 | -650,740 | -325,370 | |
| Net Income over Expenditure | £64,363 | -£154,480 | £0 | £154,480 | -£27,665 |

Current/Deposit Bank Accounts

£1,187,904

of which

Woolley Bequest

£5,978

Rayson Bequest Fireworks/Light Displays

£55,689

Rayson Bequest Natural/Sidmouth History

£56,180

Rayson Bequest Party/Celebrations

£52,347

Innovation & Resilience Fund

£0

Earmarked Reserves

£618,817

Report on the work of Sidmouth in Bloom

Sidmouth in Bloom is continuing to build on last year's success as RHS South West in Bloom Champions and Chelsea Flower Show Best in Pavilion Award Winners. They also recently won the RHS Lawrence medal for the best gold medal exhibit shown to the RHS in 2021.

The theme for this year's planting is "the right plant in the right place," and the focus is on environmentally sustainable gardening which encourages biodiversity and mitigates against the effects of climate change. Lynette Talbot's team has been working hard all spring to produce a variety of displays around the town. Highlights include:

- The Sensory Garden at the Ham;
- The Jubilee themed bed at the Triangle, where there are also 3D fish and Rhynchosaur sculptures;
- The library bed at Blackmore Gardens, which this year features Toad of Toad Hall in a rowing boat, and is used as a focal point for reading encouragement for local children;
- A new tropical planting bed in Blackmore Gardens to highlight the effects of climate change in the UK. All the plants used in this bed have been grown locally;
- New planting at the riverside walkway, planted by local schoolchildren;
- The sunken beds at Connaught Gardens, designed to show how potager plants can be used in garden beds;
- Fire engine display at Woolbrook Fire Station;
- Sunflower display in Blackmore Gardens.

Sidmouth in Bloom continues to follow strong environmental practices, limiting the use of peat and pesticides, growing many plants in its polytunnel, reusing plants, composting leaf mulch and collecting rainwater to supplement watering.

As well as the floral displays around town, Sidmouth in Bloom volunteers continue to do work which is less obvious, including weeding, helping maintain street furniture and litter picking. The "Sidbashers" have regular working parties to clear invasive Himalayan Balsam from wild areas around Sidmouth.

The organisation now has 14 volunteer gardeners who work to plant and maintain the floral displays. There is a particular emphasis on the positive impact gardening can have on improving mental health and preventing social exclusion. Other volunteers support by opening their gardens for fundraising purposes, with 10 gardens being open in last week's successful Open Gardens Weekend.

Funding from local businesses is severely reduced this year, with traditional supporters feeling the pinch from the pandemic. However, with Covid restrictions absent this year, Sidmouth in Bloom has been able to resume its community fundraising activities and raised significant amounts from two Open Gardens Weekends, public meetings and lectures and plant sales.

Sidmouth in Bloom is a finalist in SW in Bloom and Britain in Bloom this year, with judging for SW in Bloom taking place on 15th July and for Britain in Bloom on 1st August. Councillors are welcome to join the committee and meet the judges on these days if they wish.

**Cllr Hilary Nelson
27 June 2022**

Sidmouth Town Council

Public Sector Equality and Diversity Policy

1. Aim of this Policy

This document replaces our previous policy and sets out:

- (a) How we will meet our legal duties under the equality legislation; and
- (b) How we will promote equality and diversity as a community leader, service provider and employer.

In our role as a Town Council, our values underpin the principles and standards that guide us in planning and providing services and in the way we treat people. Our guiding principles and values should underpin everything we do and inform how we will go about our day-to-day work.

We will:

- Promote equal access and inclusivity for everyone in Sidmouth.
- Consult and engage with our communities on key issues and service changes.
- Support initiatives which specifically promote the health and well-being of our residents and provide help and advice at the earliest opportunity.
- Deliver quality, accessible services
- Be open, clear and transparent
- Treat others and their opinions with respect at all times
- Work towards reducing our carbon footprint and enhancing our environment

This policy sets out our commitment to creating an environment which is free from prejudice and discrimination and we will work hard to promote equality.

2. The Public Sector Equality Duties

The Equality Act 2010 replaced all existing equality legislation so that there is now just one Act. Section 149 of the Equality Act requires all public sector organisations to meet general and specific public sector duties.

The Equality Act 2010 protects people from discrimination on the basis of the following nine protected characteristics:

- age,
- disability,
- gender reassignment,
- marriage & civil partnership status,
- pregnancy & maternity,
- race,
- religion & belief,
- sex
- sexual orientation.

The Act contains an integrated Public Sector Equality Duty, which requires all public bodies and private bodies that deliver a public function to consider the needs of protected groups when designing and delivering services.

Under the Act, the Town Council must have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.

- Advance equality of opportunity between people who share a protected characteristic and those who do not; and
- Foster good relations between people who share a protected characteristic and those who do not.

Having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
- Tackling prejudice and promoting understanding between different communities.

3. Fulfilling the Public Sector Equality Duty

To ensure equality and diversity are respected, the Town Council has an important role to play working to support a successful, cohesive and resilient community. To do this we need to:

- develop policies that promote community cohesion and resilience
- increase the consultation and engagement of people from diverse communities to inform the council's decision-making process
- support services in the private and voluntary sector that meet the diverse needs of the community

As a service provider, we will make our services easier to use and more accessible for everyone in the Town Council Area. To do this we will:

- make information about our services more widely available and more accessible
- make our buildings accessible to customers
- make contacting the council easier and more accessible to all customers by continuing to use a variety of channels such as website, face to face and telephone.

As an employer, our aim is to be an equal opportunities employer. To do this we will:

- endeavour to increase the degree by which workforce diversity reflects the local population
- ensure all staff are paid equally for work of equal value
- ensure that staff are treated fairly and have equal opportunities at work regardless of their background or status
- ensure that all staff can work in an environment and culture free from harassment, bullying and discrimination
- ensure that all staff have the skills and understanding they need to meet the diverse needs of a diverse population
- ensure that we monitor our workforce in relation to equality indicators such as discrimination and other claims.

4. Equalities Objectives

Equality Objective Number 1 – Monitoring the Community

- Co-ordinate and share equalities information, data and intelligence across the Town Council and develop better data and equality and diversity information about our towns.
- Make good use of partnership data to improve our intelligence profile of the Town Council Area.
- Consider opportunities for using customer data to target services.
- Survey or otherwise engage with residents and equalities groups to find out what they think of our services and how we need to improve.
- Ask local diversity groups to review our policies and practices including this policy.

Equality Objective Number 2 – Fair and Accessible Council Services

- Continue to monitor demand to make sure the council offers services how and when our customers want them.
- Forge better links with partnerships and community groups.
- Make sure we work with partners and have a zero-tolerance approach to 'hate crime'.
- Maintain a diverse workforce that is reflective of the local community and who feel valued and treated fairly.
- Recognise the needs of different customers and make reasonable adjustments.

Equality Objective Number 3 – Equality and Diversity informing decision making

- Help councillors identify equalities issues and promote equalities thinking in debate and decision making.
- Equalities review required on all committee papers via the reporting template.
- Complete an equality impact analysis for all relevant key decisions, service changes and policies.
- Ensure procurement, financial and legal contracts to reflect our commitment to equalities.
- Improve monitoring of our workforce profile to identify trends and challenge inequalities.
- Ensure that council practices and procedures are accessible to all and that people from all sections of the community are encouraged to stand for election as Town Councillors.

5. Supporting Policies, Structures and Processes

To reduce the risk of unlawful discrimination the Town Council will maintain and review certain supporting policies, structures and processes, in addition to this policy. These include:

- Equality Relevance Assessments for key changes to services, practices and procedures. Where a change has a substantial risk of negatively on equality and diversity, an Equality Impact Assessment will be prepared and remedial measures suggested accordingly.
- Recruitment standards, staff policies, behaviours frameworks and council procedures will reflect Equality and Diversity priorities and help embed best practice.
- Staff and Councillors will be offered Equality and Diversity training and development opportunities.
- Disability access improvement plans developed as required for buildings and public spaces.
- Supporting guidance and information, including information about community needs, views and profiles, which is contained on the East Devon website.
- Annual performance reporting on equality.
- A member and officer with designated responsibility for leading on equality, raising awareness and building capacity within the organisation.
- External scrutiny and consultation arrangements with voluntary and community sector organisations

6. Responsibilities

As a provider of services and community leader it is important that Sidmouth Town Council staff and councillors understand about equality and diversity and how to operate in a non-discriminatory and inclusive way. Employees and others working on behalf of an employer can be held personally liable for acts of unlawful discrimination where an employer has taken all reasonable steps to prevent such an act.

Everyone who uses services, facilities and information provided by the council should be treated in line with this policy. This includes service users/customers, members of the public, partners, contractors, employees, workers and councillors.

The Town Council ensures good governance of the organisation and has overall responsibility to ensure this policy is consistently applied and taken into account when setting strategic direction and reviewing performance.

The Town Clerk is responsible for ensuring staff are aware of the policy and trained to meet its requirements and that equality is clearly incorporated into policy, design and delivery of services and functions, where relevant.

All staff and councillors must comply with this policy and breaches may lead to disciplinary action. We expect our staff and councillors to adhere to the following five principles:

- Ensure acceptable behaviour.
- Respond to complaints and incidents in a positive and pro-active way.
- Provide access to services, facilities and information.
- Recruit and employ people fairly.
- Meet specific needs.

Contractors, Suppliers and Consultants are expected to meet equality standards. We will not award contracts if a commitment to equality and fairness is not demonstrated and breaches may lead to termination of contracts.

Volunteers (although not specifically protected under the Equality Act 2010) are expected to comply with, and be treated in line with, the spirit of this policy.

7. Performance monitoring

Progress against the delivery of the equality objectives and other supporting documents will be monitored on a regular basis by officers and reported to Town Council meetings annually. We will use staff grievances, tribunals, equal pay challenges and complaints from residents to monitor the effectiveness of this policy.

8. Review of this policy

This policy will be reviewed no later than three years from the date on which it was adopted by the Town Council.

4 July 2022