



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

17 May 2023

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

Dear Sir/Madam,

Annual Meeting of Sidmouth Town Council Monday 22 May 2023 at 6.30pm

You are hereby summoned to attend the above meeting to be held in the Council Chamber, Woolcombe House, Woolcombe Lane, 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,

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 Nelson and seconded by Councillor Barlow that Councillor Chris Lockyear 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 Lockyear and seconded by Councillor Barlow that Councillor Hilary Nelson 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 **Apologies**

To receive any apologies for absence.

4 **Minutes**

To confirm the minutes of the meeting of the Town Council held on Monday 3 April 2023.

6 – 7

5 **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.

6 **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).

7 **Exclusion of the Public**

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.

8 **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.)

10 **Committee/Working Group Membership**

To consider and approve the list of nominations for Committee/Working Group appointments for the ensuing year:

8

a) Planning Working Group Membership

b) It will be proposed by Cllr Barlow and seconded by Cllr Perram that Cllr Dent be appointed Chair of the Planning Working Group.

c) It will be proposed by Cllr Loudoun and seconded by Cllr Barlow that Cllr Perram be appointed Vice Chair of the Planning Working Group.

d) Tourism & Economy Committee Membership

e) It will be proposed by Cllr Barlow and seconded by Cllr Loudoun that Cllr Nelson be appointed Chair of the Tourism & Economy Committee.

f) It will be proposed by Cllr Nelson and seconded by Cllr Barlow that Cllr Lockyear be appointed Vice Chair of the Tourism & Economy Committee.

g) Environment Committee Membership

h) It will be proposed by Cllr Nelson and seconded by Cllr Dent that Cllr Barlow be appointed Chair of the Environment Committee.

i) It will be proposed by Cllr Barlow and seconded by Cllr Lockyear that Cllr Perram be appointed Vice Chair of the Environment Committee.

- j) **Other Working Group Membership**
 Tourism Advisory Group
 Youth Provision Working Group
 Council Resources Working Group 8
 Parish Paths Partnership Working Group (P3)
 Emergency Working Group
 Past Chairs and Personnel Working Group
 Regatta Working Group
- 11 **Members with Special Responsibilities**
 To consider and approve the list of nominations received for Members with Special Responsibilities. 9
- 12 **Representatives on Outside Bodies**
 To consider and approve the list of nominations received for Town Council representatives on outside bodies. 10
(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: Paid 2022/23
- | | | |
|----------------------|-------------------------------------|--------|
| Organisation: | Devon Association of Local Councils | £1,459 |
| | Society of Local Council Clerks | £ 294 |
| | South West Councils | £ 465 |
| | 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 1 June 2023 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 2023/2024.
*(Bacs payments will be made on 23 June 2023 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**
 To receive and agree Sidmouth Town Council's Standing Orders; document attached to the agenda email. Document attached to agenda email
- 18 **Financial Regulations**
 To receive and agree Sidmouth Town Council's Financial Regulations; document attached to the agenda email. Document attached to agenda email

	<u>Page/s</u>
19	Code of Conduct
	To receive and agree Sidmouth Town Council’s Code of Conduct; document attached to the agenda email. Document attached to agenda email
20	Internal Audit
	To receive and agree Sidmouth Town Council’s Internal Audit Schedule. 11
21	Risk Assessment
	To receive and agree Sidmouth Town Council’s Risk Assessment. 12 – 13
22	Police Advocate Report
	To receive the Police Advocate report from Councillor Nelson <i>(Members are asked to notify the Town Clerk of questions to be raised in advance of the meeting where possible.)</i>
23	Committee/Working Group Reports
	<u>23.1 Planning Working Group Reports</u>
	To receive the reports of the Planning Working Group meetings held on Wednesdays 29 March, 12 April and 3 May 2023. 14 – 26
	<u>23.2 Environment Committee Report</u>
	To receive the report of the Environment Committee meeting held on Monday 24 April 2023. 27 – 28
	<u>23.3 Tourism & Economy Working Group</u>
	To receive an update, if appropriate, from the Chair of the Tourism & Economy Working Group.
	<u>23.4 Council Resources Working Group</u>
	a) To receive an update, if appropriate, from the Chair of the Resources Working Group.
	b) To receive a recommendation from the Council Resources Working Group regarding the use of the upstairs room in The Barn, Woolcombe House.
	<u>23.6 Youth Provision Working Group</u>
	To receive an update, if appropriate, from the Chair of the Youth Provision Working Group.
24	Reports from Members with Special Responsibilities
	<u>24.1 Finance Report</u>
	a) In accordance with section 2.2 of the Town Council’s Financial Regulations Members are asked to note that Jeff Turner, former Member with Special Responsibility for Finance has verified the bank reconciliations, for all accounts, as at the end of March 2023.
	b) To receive the Finance Report for the year ending 31 March 2023 together with a breakdown of Earmarked Reserves, Holding/Working Accounts and Other Reserves at 31 March 2023. 29 – 33
	<u>24.2 Other Reports from Members with Special Responsibilities</u>
	To receive other notified reports from other Members.

- 25 **Annual Return – Internal Audit Report 2022/23**
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. 34 – 35
- 26 **Annual Return – Governance Statement 2022/23**
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. 36
- 27 **Annual Return – Accounting Statements 2022/23**
Members are asked to consider and approve the Accounting Statement which has been duly certified and signed by the Town Clerk/RFO. 37
Following approval by Council, the Accounting Statement will be signed by the Chair.
- 28 **Meeting Dates to May 2024**
To receive the attached list of meeting dates for 2023-2024 38 – 39
- 29 **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.”
- PART ‘B’**
- 30 **Arches (East): The Arches Café**
To receive a recommendation from the Council Resources Working Group regarding the lease conditions for the Arches East Café.

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held in Sidbury Village Hall
on Monday 3 April 2023 on the Rising of the Annual Town Assembly

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

The meeting started at 7.50pm and finished at 8.20pm.

PART 'A'

130 Minutes

The minutes of the meeting of the Town Council held on Monday 6 March 2023 were signed as a true and accurate record.

131 Declarations of Interest

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

132 Matters of Urgency or Report from the Chair

The Chair thanked Members who had decided not to stand in the forthcoming local elections and presented them with individual framed certificates recognising their service to the Sid Valley and its residents.

133 Police Advocate Report

Councillor Dent, Devon and Cornwall Police Advocate, expressed his disappointment that despite being assured by the Area Inspector that there would be a representative available to attend the Annual Town Assembly, due to operational reasons no one had been available which highlighted a poor level of resourcing.

RESOLVED: That a letter be sent to the Police Commissioner and copied to the Chief Constable raising the Town Council's concerns over the police resources available for the Sid Valley.

134 Working Group Reports

134.1 Planning Working Group Reports

Councillor Dent, Chair of the Planning Working Group, presented the reports of the Planning Working Group meetings held on Wednesdays 1 and 15 March 2023.

RESOLVED: that the Planning Working Group reports be noted.

134.2 Tourism & Economy Working Group Report

Councillor Cole, Chair of the Tourism & Economy Working Group, presented the report of the Tourism & Economy Working Group meeting held on Monday 13 March.

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

135 Reports from Members with Special Responsibilities

135.1 Finance Report

Councillor Turner presented the Finance Report for February 2023.

RESOLVED: That the Finance Report for February 2023 be noted.

135.2 Meetings with South West Water

Councillor Lockyear reported that South West Water had announced £56m earmarked funding to reduce sewage spills across its area with £1.35m allocated to Sidmouth for works in 2023/24. In addition to this £70m had been allocated to Falmouth and Sidmouth in order to bring the entire network up to modern standards, with work commencing around 2025. Councillor Lockyear thanked all the groups and individuals who had worked so hard collating data, questioning data and pushing South West Water into action in order to remedy grievances.

RESOLVED: That a Town Council Press Release be issued regarding the South West Water funding allocations.

135.3 Beach Management Plan

Councillor Lockyear reported that he had been invited to sit on the Beach Management Project Board as a representative of the smaller contributors to the scheme and an Outline Business Case would be presented soon.

RESOLVED: That the Beach Management Plan report be noted

.....
CHAIR OF THE COUNCIL

COMMITTEES & WORKING GROUPS 2023-24

Current Members / Nominations

Environment Committee

Councillors: Barlow, Davis, Lockyear, Nelson, Perram, Walker and invited representatives

(Meets quarterly to coordinate and help 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.)

Planning Working Group

Councillors: Barlow, Davis, Dent, Lockyear, Loudon, Perram

(Meets fortnightly as a statutory consultee to give views on Planning applications. Also determines advertisement and tree applications. Preferably, this should have at least one Member from each ward in membership.)

Tourism & Economy Committee

Councillors: Barlow, Hughes, Lockyear, Loudon, Nelson, Perram, Walker

(Meets quarterly – Considers how best to help promote the tourist town of Sidmouth, the associated hospitality industry and encourage and stimulate local business.)

Tourism Advisory Group

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

Louise Cole, Sally Mynard, Louise Thompson, Jo Watson, TIC Manager and Ignyte

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

Youth Provision Working Group

Councillors: Barlow, Davis, Hughes, Lockyear, Nelson, Perram, Walker

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

Council Resources Working Group

Councillors: Barlow, Dent, Nelson, Lockyear,

(Meets to examine, review and recommend to Council regarding Council properties and resources)

Parish Paths Partnership Working Group (P3)

Councillor Walker 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 Councillor Hughes

(Meets as and when necessary and 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)

Past Chairs and Personnel Working Group

Chair and Vice-Chair of the Council and former Chairs serving on the Council:

(Barlow, Hughes)

(Meets when required for senior officer recruitment)

Sidmouth Regatta Working Group

Councillors: Barlow, Nelson, Perram & Community Groups

(To help plan and coordinate the Town's Annual Regatta)

MEMBERS WITH SPECIAL RESPONSIBILITIES 2023/24
--

Current Post Holder(s)/Nominations

Finance	Councillor C. Lockyear
Emergency Coordinator	Chair of Council
Public Conveniences	Councillor I. Barlow Councillor J. Loudon
Hope Cottage / Sidmouth Museum	Councillor K. Dent
South West Water Liaison	Councillor C. Lockyear
Members for Equalities	Chair of Council Vice Chair of Council

SIDMOUTH TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2023/2024
--

<u>Outside Body</u>	<u>Current Representatives/Nominations</u>
Kennaway House	Chair of the Council and Cllr. K. Dent
Sidmouth in Bloom	Cllr. H. Nelson
Citizen’s Advice Bureau	Cllr. H. Nelson
Devon Association of Local Councils	Chair and Vice Chair of the Council
Norman Lockyer Observatory Management Committee	Cllr. S. Hughes
Sidmouth Cricket, Tennis, Croquet and Hockey Club	Cllr. K. Dent
Sidmouth Consolidated Charities	Cllr. R. Perram
Sidmouth Twinning	Chair of the Council (as President automatically)
East Devon Arts and Culture Forum	Cllr. I. Barlow
Sidmouth Folk FestivalTrust	Cllr. C. Lockyear
Stowford Rise Community Centre Management Steering Group	Cllr. J. Loudon
Jurassic Coast Trust	Chair of Tourism and Economy (Deputy) Cllr K. Walker
Sidmouth Fair Trade	Chair of the Council
Sidmouth Health and Care Forum	Cllr. I Barlow
Sidmouth Hospice at Home	Cllr. Nelson Cllr. I Barlow
Sidmouth Arboretum & Tree Wardens	Cllr. C. Lockyear Cllr. I. Barlow
Sidmouth Biodiversity Group	Cllr. C. Lockyear
EDDC Sidmouth Beach Management Plan	Councillor C. Lockyear Councillor I. Barlow (Deputy)
Patient Participation Group of the Sid Valley Practice	Cllr. I. Barlow
Devon and Cornwall Police Advocate	Councillor Nelson Councillor K. Dent (as Deputy)
Sid Valley Help	Cllr. Nelson
Sidmouth Voluntary Services	Cllr. Nelson

Sidmouth Town Council - Schedule of Internal Audit

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 was presented for approval to
Sidmouth Town Council on 22 May 23
Minute number:

Sidmouth Town Council General Risk Assessment and Management 2023

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 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 2023 was presented for approval to Sidmouth Town Council on: 22 May 2023

Minute number:

**Sidmouth Town Council's Planning Working Group
held on Wednesday 29 March 2023**

(The Working Group met virtually)

Councillors present: Kelvin Dent (Chair)
Jeff Turner (Vice Chair)
Deirdre Hounsom
Rachel Perram
Ian Barlow
Chris Lockyear
Jenny Ware
Steven Kendall-Torry

Apologies: John Loudoun

The meeting started at 10.00am and finished at 11.10am

389 Declarations of Interest

ClIr Rachel Perram	23/0388/TCA Southcote, Convent Road, Sidmouth, EX10 8RL.	Personal Interest	Remained in the meeting during discussion and did not vote.	Is the applicant.
ClIr Kelvin Dent	23/0571/MFUL Former Council Offices, Knowle, Sidmouth, EX10 8HL.	Personal Interest	Left the meeting during discussion and did not vote.	Is a nearby resident
ClIr Kelvin Dent	23/0440/FUL 9 Victoria Road, Sidmouth, Devon, EX10 8TZ.	Personal Interest	Remained in the meeting during discussion and did not vote	Acquainted with the applicant and next door neighbour.

390 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.

391 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 15 March 2023.

392 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.

393 22/1199/ADV Mr Myles 34 Fore Street, Sidmouth, Devon, EX10 8AQ
East Ward Parry Installation of replacement non-illuminated fascia and projecting signs.

APPROVED

394 23/0614/FUL Andrew and 70 Woolbrook Road, Sidmouth, EX10 9XB.
North Ward Anna Proposed single storey rear extension and loft conversion.
Eustace

SUPPORT

- 395** 23/0539/FUL Mr and Mrs Higher Thorn Cottage, Salcombe Regis, Sidmouth, EX10 OPA.
Salcombe A. Langman Replacement of existing shed and fence.
Regis Ward
SUPPORT
Members would not like to see the building used as a residential building and suggested a tie to ensure that the building is used ancillary to the main building only.
- 396** 23/0200/LBC Mr A Peck Orchard Cottage, Harcombe Devon, EX10 OPR.
Sidbury Ward Remove and construct new partition walls at first floor to create bathroom (bedroom 1); shower room (bedroom 3) and external vent on north elevation for bathroom.
SUPPORT subject to the views of the Conservation Officer
- 397** 23/0273/LBC Mr & Mrs Rolle Cottage, Buckley Road, Sidbury, Devon, EX10 OSL.
Sidbury Ward John Wilday Replace 2no. windows on ground floor and 2no. windows on first floor south elevation and 1no. window on first floor north elevation.
SUPPORT subject to the views of the Conservation Officer
- 398** 23/0315/LBC Mr Jo Brook Farm, Sidford, Sidmouth, EX10 9PT. Proposed new build
Sidford Ward Hibbert structure on existing stonewalls to create new outbuildings in farmyard and removal of modern built garage.
SUPPORT subject to the views of the Conservation Officer
- 399** 23/0314/FUL Mr Jo Brook Farm, Sidford, Sidmouth, EX10 9PT. Proposed new build
Sidford Ward Hibbert structure on existing stonewalls to create new outbuildings in farmyard and removal of modern built garage.
SUPPORT
- 400** 23/0586/FUL David Briggs Flat 8, Abbeydale, Manor Road, Sidmouth, EX10 8TA.
South Ward and Anna Installation of 4 new roof lights to living area, 1 to bathroom and 1
Sainsbury to bedroom.
SUPPORT
- 401** 23/0440/FUL Mr Peter 9 Victoria Road, Sidmouth, Devon, EX10 8TZ.
South Ward Regan Proposed two-storey side extension.
UNABLE TO SUPPORT
- The proposed design was considered to be over development and overbearing for the character of the area.
 - Members felt that the proposed extension would affect the amenity of the neighbours.
- 402** 23/0571/MF Mr Paull Former Council Offices, Knowle, Sidmouth, EX10 8HL.
UL South (McCarthy Redevelopment of site to provide:
Ward And a) Care home building (Class C2) with associated parking, Stone landscaping, staff and resident facilities and associated works, Retirement b) Extra care apartment building (53 units) with associated Lifestyles communal lounge, wellbeing suite, restaurant and care provision Ltd) (class C2)
c) Retirement living apartment building (33 units) with associated communal lounge
d) Erection of 4 houses, 3 townhouses, and 2 chalet bungalows (Class C3) Along with accesses; internal car parking, roads, paths, retaining walls, refuse and landscaping associated with

development. Retention/refurbishment of building B, erection of habitat building and sub-stations. (Demolition of buildings other than building B)

SPLIT DECISION.

Members **SUPPORT** part (d) of the application to Erect of 4 houses, 3 townhouses, and 2 chalet bungalows.

Members were **UNABLE TO SUPPORT** parts (a,b and c) for the following reasons:

* It was felt that the proposal for two large apartment blocks of such mass and height represented overdevelopment of the site resulting in a generally overbearing appearance from all directions and overlooking of the adjacent properties on Knowle Drive to the south and west.

- The two large apartment blocks have been extended southwards slightly (relative to the previous plans) into the next lower terrace of the gardens, resulting in their being closer to the Grade 2 Listed Summer House and creating a 5-storey, over-facing and imposing cliff face view from the gardens and public paths to the south.
- Much of site is on high ground and is visible from many parts of the town and valley particularly from the East. The mass, height and colour of the larger buildings meant they would be too prominent and out of keeping and detrimental to the valley and surrounding landscape.
- Members were aware that there were considerable numbers of units, similar to those being offered, remaining unsold/ unoccupied in the town, and considered that the development did not reflect the right balance of priorities for Sidmouth's housing needs.
- There appears to be no residential provision for the staff needs of the site; Sidmouth and the surrounding settlements already lacked suitable accommodation needed for care and hospitality staff.

403 Trees in Conservation Areas

- a) 23/0416/TCA Hunters Moon Hotel, Sid Road, Sidmouth, EX10 9AA.
Salcombe Monterey Pine (T1) - fell. Eucalyptus Tree (T2) - fell. Both trees are
Regis Ward within 3m of each other.

DEFERRED awaiting report from EDDC

- b) 23/0388/TCA Southcote, Convent Road, Sidmouth, EX10 8RL.
South Ward Pittisporum - light crown reduction/reshape removing up to 1m,
pruning cuts not exceeding 50mm.

DEFERRED awaiting report from EDDC

404 Trees with Preservation Orders

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

- a) 23/0371/TRE 32 Witheby, Sidmouth, EX10 8SR.
South Ward T1: Lime - Remove northern stem, making one cut approximately
400mm in diameter. Remove one western low primary branch
making one cut approximately 100mm in diameter. Remove
approximately 5 western branches at approximately 50mm in
diameter to achieve approximately 1.5 meters clearance above the
garage of no. 32.

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:

Remove one western low primary branch, making one cut of approximately 100mm in diameter. Remove approximately 5 western branches at approximately 50mm in diameter to achieve approximately 1.5 metres clearance above the garage of no. 32.

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.)

The Council hereby **REFUSES** permission to carry out work described below for the following reasons:

T1, Lime : Remove northern stem, making one cut approximately 400mm in diameter

1. The lime tree in the application is good specimen that makes a significant contribution to public amenity. The proposed removal of the primary stem/limb emanating at 1.5m on the north side would create a large wound on the main stem that would be a potential entry point for decay causing organisms. The removal of the stem/limb is not considered to be necessary or justified and it would not be good arboricultural practice, therefore permission is refused for this element of the application.

- 405** 23/0318/TRE Mr Butcher The Salty Monk, Church Street, Sidford, Devon, EX10 9QP. T1 Sidford Ward lime and T2 oak - reduce height by approximately 2m / 3m and shorten second and third order branches over garden by a similar amount, to a natural pruning position, to leave a radial spread of approximately 4m and a height of approximately 18m.

DEFERRED awaiting report from EDDC

- 406** 23/0351/TRE Mr Luke Balfour Manor, Station Road, Sidmouth, Devon, EX10 8XW. 1304, South Ward Hyson Oak: reduce and shape to a finished height of 14-16m, shortening retained lower branches. 1306, Lime : pollard to 5/6m. 1307, Lime : pollard to 10m leaving woodpecker holes 1308, Ash : pollard as monolith to 6m using coronet cuts in order to mimic natural fractures. 1309, Ash: pollard at 6m using coronet cuts in order to mimic natural fractures. T0358, Holm Oak: reduce eastern stem by 3 to 4 metres and remaining stems by 2 metres.

DEFERRED awaiting report from EDDC

407 New Tree Preservation Order

None received

408 Exemption to a Tree Preservation Order

None received

409 Appeals

None received

410 Unsupported decisions

None received

411 Enforcement Letters

No Enforcement letters were received.

412 Local Plan update.

The chair reported that there was nothing to report and would not be till after the local elections in May.

.....
CHAIR OF THE PLANNING WORKING GROUP

**Sidmouth Town Council's Planning Working Group
held on Wednesday 12 April 2023**

(The Working Group met virtually)

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

The meeting started at 10.00am and finished at 11.25am

413 Declarations of Interest

Cllr Rachel Perram	23/0388/TCA Southcote, Convent Road, Sidmouth, EX10 8RL.	Personal Interest	Remained in the meeting during discussion and did not vote.	Applicant
Cllr Rachel Perram	23/0684/FUL Land Adjacent 4 Cheese Lane, Sidmouth, Devon, EX10 8QY.	Personal Interest	Remained in the meeting during discussion and did not vote	Acquainted with the applicant and next door neighbour.

414 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.

415 Minutes

Members agreed that delegated authority be given to the Chair of the Planning Working Group to sign as a true and accurate record, the Minutes of the Planning Working Group meeting of 15 March 2023.

416 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.

417 23/0637/FUL Mr Peter Overthorpe, Cliff Road, Sidmouth, EX10 8JN.
Salcombe Sinton Two storey side extension.
Regis Ward.

UNABLE TO SUPPORT

- The proposed design of the building would not be in keeping with the character of the area and would detract from the street view and therefore be contrary to *(Policy 7 Local Distinctiveness Development)*
- Members would like to see a pitched roof on the proposed extension.

418 23/0615/VAR Mr Gary Salcombe Regis Camping and Caravan Park, Salcombe Regis, Salcombe Burns Sidmouth, EX10 0JH. Variation of condition no. 3 (Shop with Regis Ward (Serenity residential accommodation to replace existing) of application 87/P0699; the building should be used solely for the permitted

Leisure purpose of a residential dwelling, site office and shop in conjunction
Parks Ltd) with and solely for the permitted use of the caravan site.

UNABLE TO SUPPORT

- Members considered that this would be tantamount to creating a new dwelling within the ANOB. If it is not required for the original use, it should be demolished.
- The building was only originally allowed to support tourism in an AONB area.
- Members were concerned that not maintaining a permanent residential presence on the operating site would contravene the requirements of the Health and Safety at Work Act, 1974.

419 23/0567/FUL Mrs Nicola Fern Cottage, 64 Temple Street, Sidmouth, EX10 9BJ.
North Ward Poole- Installation of Shed/garden room to the rear.
Reeves

SUPPORT

420 23/0661/FUL Mr Steve 66 Tyrrell Mead, Sidmouth, Devon, EX10 9TR.
Primley Ward Ball Replacement single storey rear extension and removal of a window.

SUPPORT

421 23/0656/ADV Mr Matt 40 - 42 High Street, Sidmouth, EX10 8EJ.
East Ward Shields Installation of a fascia and projecting sign to front elevation.

APPROVED

422 23/0630/FUL Mrs B 22 Fore Street, Sidmouth, EX10 8AL.
East Ward Parkyn Demolition of the contemporary single storey rear extension of the shop and construction of 3 houses and the creation of 2 flats above the shop.

SUPPORT

- Members would like to see the dwellings occupied as permanent residential properties rather than second or holiday homes in order to maintain the vitality of the Town centre.

423 23/0684/FUL Alan Aspray Land Adjacent 4 Cheese Lane, Sidmouth, Devon, EX10 8QY.
South Ward Erection of a summer house to side. Erection of 6ft fence to north and east of pedestrian access gate on east side. Construction of wooden access steps from footpath to adjacent garden.

SUPPORT

424 Trees in Conservation Areas

a) 23/0416/TCA Hunters Moon Hotel, Sid Road, Sidmouth, EX10 9AA.
Salcombe Monterey Pine (T1) - fell. Eucalyptus Tree (T2) - fell. Both trees are
Regis Ward within 3m of each other.

NOTE

b) 23/0388/TCA Southcote, Convent Road, Sidmouth, EX10 8RL.
South Ward Pittisporum - light crown reduction/reshape removing up to 1m,
pruning cuts not exceeding 50mm.

NOTE

425 Trees with Preservation Orders

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

- a) 23/0318/TRE Mr Butcher The Salty Monk, Church Street, Sidford, Devon, EX10 9QP. T1 lime and T2 oak - reduce height by approximately 2m / 3m and shorten second and third order branches over garden by a similar amount, to a natural pruning position, to leave a radial spread of approximately 4m and a height of approximately 18m.

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: Shorten second and third order branches over garden by 2-3m:

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.)
3. The branch reductions hereby permitted to the west side of the canopy of T1, the lime, shall be carried out in accordance with the works depicted in the annotated photograph, ref: photograph 1, 23/0318/TRE - T1 permitted works.
(Reason; to ensure the works are not excessive and do not detract unduly from the appearance of the tree or the amenity it provides.)

The Council hereby **REFUSES** permission to carry out work described below for the following reasons: T1 lime and T2 oak - reduce height by approximately 2m / 3m:

1. The trees in the application are visually prominent features that make a valuable contribution to public amenity and to the character of the conservation area. The proposed height reductions would detract from the appearance of the trees and diminish the contribution they make to amenity; the resulting negative impact is considered not to be justified and permission for this element of the application is refused.

- b) 23/0351/TRE Mr Luke Balfour Manor, Station Road, Sidmouth, Devon, EX10 8XW. 1304, South Ward Hyson Oak: reduce and shape to a finished height of 14-16m, shortening retained lower branches. 1306, Lime : pollard to 5/6m. 1307, Lime : pollard to 10m leaving woodpecker holes 1308, Ash : pollard as monolith to 6m using coronet cuts in order to mimic natural fractures. 1309, Ash: pollard at 6m using coronet cuts in order to mimic natural fractures. T0358, Holm Oak: reduce eastern stem by 3 to 4 metres and remaining stems by 2 metres.

APPROVED subject to the conditions as recommended by the Arboricultural Officer

426 New Tree Preservation Order

None received

427 Exemption to a Tree Preservation Order

None received

428 Appeals

None received

429 Unsupported decisions

22/1767/FUL 4 Coburg Road, Sidmouth, Devon, EX10 8NG.

Sidmouth Town Council

EDDC

UNABLE TO SUPPORT

APPROVED

22/2129/LBC Flat 1, Sidbury House, Buckley Road, Sidbury, Sidmouth, EX10 0SL.

Sidmouth Town Council

EDDC

SUPPORT

REFUSED

22/2753/FUL 3 Packhorse Close, Sidford, Devon, EX10 9RR

Sidmouth Town Council

EDDC

UNABLE TO SUPPORT

APPROVED

430 Enforcement Letters

No Enforcement letters were received.

431 Local Plan update.

The chair reported that there was nothing to report and would not be till after the local elections in May.

.....
CHAIR OF THE PLANNING WORKING GROUP

**Sidmouth Town Council's Planning Working Group
held on Wednesday 03 May 2023**

(The Working Group met virtually)

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

The meeting started at 10.00am and finished at 11.15am

432 Declarations of Interest

Councillor Kelvin Dent	23/0743/FUL Magnolia Cottage, Coburg Road, Sidmouth, Devon, EX10 8NF	Personal interest	Remained in the meeting during discussion and did vote.	Acquainted with the applicant.
Councillor John Loudoun	23/0813/FUL Greendale Fortescue Road, Sidmouth, Devon EX10 9QG	Personal Interest	Remained in the meeting during discussion and did vote.	Acquainted with the applicant.

433 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.

434 Minutes

Members agreed that delegated authority be given to the Chair of the Planning Working Group to sign as a true and accurate record, the Minutes of the Planning Working Group meeting of 12 April 2023.

435 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.

436 23/0888/FUL Trevor 4 Barn Hayes, Sidmouth, EX10 9EE.
North Ward Bradley Construction of rear extension and roof replacement

SUPPORT

437 23/0781/FUL Mrs Jill Cox 104 Malden Road, Sidmouth, Devon, EX10 9LZ.
Primley Ward Replacement front porch.

SUPPORT

438 23/0757/FUL Mr & Mrs Swanbourne, Hillside Road, Sidmouth, Devon, EX10 8JF.
Salcombe Russell Construction of replacement garage and new timber shed.
Regis Ward

SUPPORT

439 23/0764/FUL Mr & Mrs June Cottage, Hillside Road, Sidmouth, Devon, EX10 8JG.
Salcombe Jones Construction of a single storey rear extension and replacement porch, demolition of chimney and rear conservatory, replacement windows and roof tiles.
Regis Ward

SUPPORT

440 23/0826/FUL Mr Cretney Dunscombe Cottage, Salcombe Regis, Devon, EX10 0PN.
Salcombe Garage Conversion Into a mixed-use garage/home office/guest area.
Regis Ward

SUPPORT

Note: Members asked that a legal tie be included as a condition to ensure that the proposed conversion only be ancillary to the main dwelling and ensure it is not used as a separate dwelling.

441 23/0813/FUL L Hill Greendale, Fortescue Road, Sidmouth, Devon, EX10 9QG.
Salcombe Installation of 60 x 50 kw Solar panels in garden.
Regis Ward

SUPPORT

442 22/1270/FUL Mr Terry 91, Sidford High Street, Sidford, Sidmouth, EX10 9SA.
Sidford Price Construction of detached garage and office building (revision to
Village garage approved under planning permission 15/1274/FUL).

UNSUPPORTED

Reasons: Members considered that the proposal would be overdevelopment of the site and did not reflect local distinctiveness. It was therefore contrary to Neighbourhood Plan Policy 7 Local Distinctiveness.

443 23/0887/FUL Anderson Heatherleigh, Coreway, Sidford, Sidmouth, Devon, EX10 9SD.
Sidford Proposed two storey extension with associated landscaping works
Village to provide accessible lift access to the dwelling.

SUPPORT

444 23/0870/FUL Mr & Mrs V Fernley, 6 Sidmount Gardens, Sidmouth, EX10 8XQ.
South Ward Eland-Hicks Single storey side extension, conversion of roof space to habitable
use to include a front dormer and 2 front rooflights.

NOT SUPPORTED

Reasons. Reasons: Members considered that the proposal detracted from the area. It was therefore contrary to Neighbourhood Plan Policy 7 Local Distinctiveness.

445 23/0780/LBC Mr Andy Balfour Lodge, Station Road, Sidmouth, EX10 8XL. Install new boiler
South Ward Konstandi in service cupboard and 1no. new flue on rear elevation.

SUPPORT subject to the views of the Conservation Officer.

446 23/0743/FUL Mr I Davies Magnolia Cottage, Coburg Road, Sidmouth, Devon, EX10 8NF.
South Ward Construction of a boundary screen.

NOT SUPPORTED

Members considered that the fencing, appeared intrusive in such a conspicuous location within the Conservation Area and did not enhance the local distinctiveness of the character of its immediate locality by reason of height and stark appearance. It was therefore contrary to Neighbourhood Plan Policy 7 Local Distinctiveness.

447 Trees in Conservation Areas

- a) 23/0622/TCA Mr Carolcrest, Bickwell Valley, Sidmouth, Devon, EX10 8SQ.
South Ward MacDonal T1: Lawson cypress - prune back from Ginkgo to give clearance of 2m. T2: Bay - reduce by approximately 2m to adjacent tree and prune side growth to leave a natural form. T3: Thuja - reduce two leaders to decrease dense growth in crown.

NOTED

448 Trees with Preservation Orders

- a) 23/0520/TRE Mr Malcolm 24A Witheby, Sidmouth, Devon, EX10 8SR.
South Ward Malloch- T2, White Birch: fell. T2, T3, T4: Replace with Western Red
Brown Cedar, Mountain Ash and Western red Cedar, respectively.

DERFERRED awaiting a report

- b) 23/0546/TRE Mr Stephen Former Council Offices, Knowle, Sidmouth, EX10 8HL.
South Ward Andrews T6, Silver Maple : tip reduce northern aspect; mid-crown by up to 2m, maximum diameter of cut (MDC) 50mm; upper crown by up to 1m MDC 30mm; ensure sides are blended in to leave a balanced shape. T10, Judas Tree: easterly growing limb bifurcates with two branches – one southerly and one northerly; southerly branch, remove 1 no. of 50mm diameter branch to leave upright growth point; northerly branch, tip prune to reduce, MDC 25mm.

RECOMMENDATION APPROVED subject to the following conditions:

1. 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.)
2. 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.)

NOTE FOR APPLICANT 1. Wildlife - Bats and birds are protected under the Wildlife & Countryside Act 1981 and the Countryside and Rights of Way Act 2001, it is an offence to deliberately or recklessly disturb them or damage their roosts or habitat. Therefore, close inspection of the tree(s) should be undertaken prior to the commencement of works to determine if any bats or birds reside in the tree(s). No works should occur while birds are nesting which may be at any time between the month of March to September inclusive; if bats are present works should cease until the applicant has obtained further advice from Natural England on 0845 601 4523 or email wildlife@naturalengland.org.uk. Further advice on bats is available from The Bat Conservation Trust (0845 1300 228).

- c) 23/0651/TRE Knowle Grange, Knowle Drive, Sidmouth, EX10 8HN.
South Ward T1: lime - shorten back over neighbour's roof, leaving 2m clearance. Reduce and re-shape by approximately 1m to leave a natural form by pruning to second order branches.

DERFERRED awaiting a report

- d) 23/0824/TRE Mr Jarrett T1, Monterey Cypress : Remove 4 or 5 dead or declining limbs in the upper canopy on the south and south eastern aspect, approximate 100-250mm diameter cuts. Crown reduce remaining tree by up to 2m, maximum diameter of cut 75mm.
 South Ward Reason for Works: There are some significant limbs in the upper canopy which overhang the neighbouring property that are now dead or showing severe decline, this may be due to vascular disconnection from previous pruning operations, but the presence of Coryneum Canker cannot be discounted. Wind exposure is likely to be increased following the removal of the above branches, the reduction of the remaining canopy is to prevent any limb damage or breakage. All works are considered necessary and appropriate arboricultural management.

DERFERRED awaiting a report

449 New Tree Preservation Order

None received

450 Exemption to a Tree Preservation Order

None received

451 Appeals

None received

452 Unsupported decisions

None received

453 Enforcement Letters

None received.

454 Local Plan update.

The chair reported that there was nothing to report and would not be till after the local elections in May.

.....
CHAIR OF THE PLANNING WORKING GROUP

SIDMOUTH TOWN COUNCIL
Minutes of Sidmouth Town Council's
Environment Committee held in the Council Chamber,
Woolcombe House, Woolcombe Lane, Sidmouth
on Monday 24 April 2023 at 6.30pm

Councillors present: Ian Barlow (Chair)
Chris Lockyear
Denise Bickley
Hilary Nelson
Marianne Rixson
Rachel Perram

Invited Reps: Catherine Causley (EDDC)
David Cook (Sidmouth Chamber of Commerce)
Diana East (Sidmouth Arboretum)
Ed Dolphin (Sidmouth Arboretum)
Jon Ball (Sidmouth Arboretum)

Apologies: Councillor Evans, Councillor Murdoch, Stephen Blakeway, Dave Bramley, Ian Gregory and Jeremy Woodward.

The meeting started at 6.30pm and finished at 7.35pm

PART 'A'

31 Minutes

The minutes of the Environment Committee meeting held on Monday 13 February 2023 were confirmed.

32 Declarations of Interest

No Declarations of interest were made.

33 Matters of Urgency and Report

None reported.

34 Natural Environment:

34.1 Councillor Barlow gave an overview of the River Sid partnership project. It was noted that various donations including from a generous individual meant that the project was funded for the whole river project.

34.2 Councillor Lockyear gave an update regarding his dialog with South West Water and the ongoing water testing being carried out by volunteers. There was continuing concern over bacteria found at the Bedford Steps which was being investigated by South West Water's Misconnection team along with other parts of the valley.

Councillor Lockyear also gave an overview of South West Water's short and long term action plan and time scale for accelerated investment recently announced. Sidmouth and Falmouth were being prioritised with a budget of around 9.8 million for 2023/24 and 30 million up to 2030. The Chair thanked Councillor Lockyear, the Member of Parliament for East Devon, Simon Jupp and the many local volunteers assisting which had put pressure on South West Water and inevitably helped in securing such funding. There may be a need to change much pipework and the tank at the Ham, which would need to be carefully coordinated with all the other potential projects including the Beach Management Plan defences to ensure limited disruption.

34.3 Ed Dolphin gave an update to the Working Group on the project to plant 14,000 trees. He was pleased to report that the team are well ahead of schedule and had planted or facilitated the

planting of more than 5,000 whips in the first planting season. Those planted on private land would contribute to local biodiversity and mitigate potential flooding by attenuating rainwater run off at the head of the valley. This beneficial aspect would be a particular focus of the project in the next two years. Mr Dolphin wished to ask the Council to match fund a grant application to the AONB Trust to help pay for the completion of the Queen's Canopy planting. The total cost was likely to be in the region of £2,000 split evenly between the two organisations. This would come out of the annual £5,000.

RECOMMENDED: That the funding sum of £1000 be approved for a grant to Sidmouth Arboretum to be taken from the Environment Committee budget, towards the completion of the Queen's canopy Project in the Sid Valley.

35 Built Environment

35.1 Councillor Barlow gave an update and confirmed he had received a quote for the cleaning of road signs from a local handy man at the cost of £50 per month. This could be reviewed in 6 months and would help keep the Town looking well kept. It was also suggested that the contractor be asked if he could report back about the metal signs that need repainting. The Town Clerk would also liaise with Councillor Stuart Hughes as Portfolio Holder for Transport and Highways of Devon County Council.

RECOMMENDED: That a contractor be employed to clean Road Signs in the Sid Valley at the cost of £50 per month to come from the Environment Committee budget for an initial period of six months.

35.2 Councillor Chris Lockyear gave an update on the infrared camera survey saying they have had 22 people requesting surveys this spring as opposed to 90 people last year taking part in the survey. Catherine Causley advised that Devon County and East Devon District Council were working a trusted supplier database that would be able to help homeowners take the next step after the survey. Currently Energy Saving Devon offered a consultancy service. It was suggested that businesses would benefit from this greatly and a simple 1-2 page guide would be helpful.

35.3 Councillor Barlow gave an update on the future plans for the Town Council owned market place telephone boxes. Sidmouth School of Art working with Sidmouth Coastal Community Hub had carried out meetings to explore the refit and were arranging further meetings to finalise plans to repair, repaint, fit with shelving, fixtures and fitting and lighting to repurpose the space to host two Micro Museums.

One box was planned to be a Micro Museum of Antiquities (old) and the other a Micro Museum of Contemporary Art (new). Both telephone boxes would retain iconic traditional red box colour and designs.

Initial exhibitions were being worked on for presentation in June 2023 these will be public exhibitions for the benefit of local residents and visitors. The ambition was then to create a series of exhibitions possibly led by other groups once the initial refit and test pilot has been achieved. Funding of £1000 had been requested to go towards the fund.

RECOMMENDED: That funding of £1000 be approved to be taken from the Environment Committee budget, to be used towards the project to create micro museums in the Council's two Market Place phone boxes.

36 Engagement

36.1 Climate Awareness Project Sidmouth (CAPS) was looking at encouraging residents to become more engaged in understanding their personal carbon footprint with a view to encouraging them to reduce it. A volunteer student from Exeter university would be assisting with the project. He would be examining survey results, social media and communications and hold sessions with younger people's groups to get a younger demographic to take part as to date it had been mainly people of 45 years plus that have been taking part in the survey.

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2023

Cumulative

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	To + / From - EMReserves
<u>Council Services</u>					
Public Conveniences	22,254	21,178	32,000	10,822	0
Youth Service Support	0	47,626	44,500	-3,126	0
Flower Beds, Planters & Watering	0	15,480	16,000	520	0
Christmas Lighting & Events	0	15,064	14,500	-564	0
Donation to Christmas Lighting (Income)	0	-1,750	-1,500	250	0
Tourism Promotion	8,081	63,667	50,000	-13,667	-13,667
Tourism Promotion Income	-3,848	-21,103	-22,000	-897	-897
Innovation & Resilience Fund	26,539	118,778	0	-118,778	-118,778
Innovation & Resilience Fund (Income)	0	-176,209	0	176,209	176,209
Verge Cutting, Town Maintenance & Weeding	2,896	23,790	20,500	-3,290	0
Verge Cutting DCC Grant (Income)	0	-4,838	-4,800	38	0
Street Furniture	0	0	5,000	5,000	5,000
Sidmouth Information Centre	0	32,600	32,600	0	0
Water Fountains & Defib Mtce	200	1,796	1,400	-396	0
Dog Hygiene Bins	0	1,380	2,000	620	0
War Memorials	0	4,154	100	-4,054	-2,000
Parish Paths Partnership Payments	560	1,768	0	-1,768	-1,768
Parish Paths Partnership (Income)	0	-2,000	0	2,000	2,000
	£56,682	£141,381	£190,300	£48,919	£46,099

Discretionary Expenditure

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	0	800	800	0	0
Sidmouth Air Show	243	24,663	12,500	-12,163	-12,163
Donation to Sidmouth Air Show (Income)	0	-9,893	0	9,893	9,893
Environment Committee	0	2,361	4,000	1,639	1,639
Covid-19 Expenses	0	533	2,500	1,967	0
Community Infrastructure Levy Payments	0	57,035	0	-57,035	-57,035
Community Infrastructure Levy (Income)	0	-17,714	0	17,714	17,714
Rayson Bequest - Fireworks/Light Displays	0	490	0	-490	-490
Rayson Bequest - Natural/Sidmouth History	5,095	5,095	0	-5,095	-5,095
Community Infrastructure Levy (Income)	0	4,308	0	-4,308	-4,308
Woolley Bequest (Income)	0	-3	0	3	3
	£5,338	£143,675	£95,800	-£47,875	-£49,842

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2023

Cummulative

Woolcombe House

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	To + / From - EMReserves
Services Gas/Water/Elec	819	6,811	5,000	-1,811	-1,811
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	770	14,360	6,000	-8,360	-8,360
	£1,589	£43,171	£33,490	-£9,681	-£10,171

Other Property

Alma Lane Field	0	105	200	95	0
Manstone Youth Centre (Income)	0	-9,817	0	9,817	9,817
Manstone Youth Centre	2,531	63,948	85,000	21,052	21,052
Manstone Sports and Play Areas	107	3,657	2,000	-1,657	-1,657
Long Park S106 Income	0	-34,623	0	34,623	0
Long Park & Play Area	85	47,000	1,500	-45,500	-10,800
Seafront Amenity Building	19,087	34,441	33,000	-1,441	-1,441
The Arches East (Income)	-6,002	-24,255	-22,500	1,755	1,755
Conservatory Maintenance	0	1,039	2,000	961	961
Knowle Parkland & Amphitheatre	0	0	20,000	20,000	20,000
Stowford Community Centre	0	765	0	-765	-765
Fire Beacon Stewardship	7,000	7,000	7,000	0	0
Sidmouth Golf Club (Income)	0	-5	-5	0	0
Elec Pole Rent (Income)	0	-41	-40	1	0
	£22,808	£89,214	£128,155	£38,941	£38,922

Trust Property

The Ham

The Ham Ground Mtce	110	1,380	2,000	620	620
The Ham Other Mtce	934	14,816	14,000	-816	0
The Ham Play Equipment	290	100,740	1,500	-99,240	-17,384
The Ham S106 (Income)	-82,616	-82,616	0	82,616	0
The Ham Reserve	0	0	2,000	2,000	2,000
The Ham Utility Building	0	2,349	5,000	2,651	2,651
The Ham 3Phase Power	66	1,810	1,800	-10	0
The Ham Rent (Income)	0	-10,014	-10,000	14	0

Manstone

Manstone Land Ground Mtce	60	720	800	80	0
Manstone Other Maintenance	0	570	1,600	1,030	1,030
Manstone Reserve	0	0	2,000	2,000	2,000
Manstone Rent (Income)	-345	-2,047	-1,380	667	667

Salcombe Regis

S.R. Allotment Field	0	3,500	0	-3,500	0
S.R. Recreation Field Rent (Income)	0	-525	-525	0	0
	-£81,501	£30,683	£18,795	-£11,888	-£8,416

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2023

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<u>Members</u>					
Members/Chair's Allowances	0	4,401	6,100	1,699	0
Chair's Expenses	0	1,600	2,000	400	0
Members Expenses/Training	0	75	800	725	0
Elections	0	0	10,000	10,000	10,000
Civic & Hospitality	0	0	1,000	1,000	0
Civic Regalia	0	1,957	0	-1,957	-1,957
	£0	£8,033	£19,900	£11,867	£8,043
<u>Staff</u>					
Salaries	8,722	105,013	98,000	-7,013	0
Pensions	1,730	20,767	20,000	-767	0
Project Support	6,000	12,000	20,000	8,000	8,000
Staff Eye Tests	0	95	100	5	0
Training & Conferences	0	165	1,000	835	0
Officers Expenses	33	133	500	367	0
	£16,485	£138,173	£139,600	£1,427	£8,000
<u>Office Expenses</u>					
Postage	0	494	1,000	506	0
Stationery	403	2,010	1,200	-810	0
Telephone	0	3,887	3,800	-87	0
Subscriptions	0	2,288	2,400	112	0
Photocopier	44	145	800	655	0
Internet, website and webcams	200	3,823	4,000	177	0
Computer Software Contracts	364	2,515	1,500	-1,015	-1,015
Computer Maintenance Contingency	1,299	3,955	1,000	-2,955	-1,810
Advertisements	568	568	500	-68	0
Audit	0	1,750	2,000	250	0
Insurance	0	5,352	5,500	148	0
Sundry	0	536	1,000	464	0
Bank Charges	10	206	300	94	0
Bank Interest Received (Income)	-1,170	-1,474	-300	1,174	0
	£1,718	£26,055	£24,700	-£1,355	-£2,825

**Sidmouth Town Council - Detailed Income and Expenditure Report
Month 12 - March 2023**

Expense Group Totals	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
Council Services	56,682	141,381	190,300	48,919	46,099
Discretionary Expenditure	5,338	143,675	95,800	-47,875	-49,842
Woolcombe House	1,589	43,171	33,490	-9,681	-10,171
Other Freehold Property	22,808	89,214	128,155	38,941	38,922
Trust Property	-81,501	30,683	18,795	-11,888	-8,416
Members	0	8,033	19,900	11,867	8,043
Staff	16,485	138,173	139,600	1,427	8,000
Office Expenses	1,718	26,055	24,700	-1,355	-2,825
Precept Received	0	-650,740	-650,740	0	
Net Income over Expenditure	£23,119	-£30,355	£0	£30,355	£29,810

Current/Deposit Bank Accounts £979,955

of which

Woolley Bequest £5,981

Rayson Bequest Fireworks/Light Displays £55,690

Rayson Bequest Natural/Sidmouth History £51,085

Rayson Bequest Party/Celebrations £51,872

Innovation & Resilience Fund £57,431

Earmarked Reserves £624,427

STC Consolidated Accounts 31 March 2023**Earmarked Reserves**

Air Show	20,965
Alma Lane Field	1,000
Beach Access / Management Scheme	100,000
Chit Rocks Beach Access Project	5,000
Civic Regalia	472
Community Infrastructure Levy	35,402
Conservatory Maintenance	2,018
Elections	11,667
Environment Committee	12,504
Fisherman's Sheds/Port Royal Regeneration	5,010
Ham Maintenance	15,723
Knowle Parkland & Amphitheatre	20,000
Long Park & Play Area Maintenance	19,873
Manstone Sports & Play Area Mtce	47,408
Project Support	8,000
Salcombe Regis Recreation Field	2,000
Sand Bags/Local Gritting	2,000
Seafront Amenity Building Maintenance	22,807
Stowford Community Centre	9,235
Street Furniture	11,326
SVNP Community Actions	7,500
Tourism Promotion	19,381
Woolcombe House Building Maintenance	22,278
Youth Centre Building Reserve	181,822
sub total	<u>£583,391</u>

STC Holding/Working Accounts

Fire Beacon Nature Reserve	19,354
Parish Paths Partnership	1,976
Sidmouth Hopper Bus	19,706

Other Reserves

Woolley Bequest	5,981
Rayson Bequest Fireworks/Light Displays	55,690
Rayson Bequest Natural/Sidmouth History	51,085
Rayson Bequest Party/Celebrations	51,872
Innovation & Resilience Fund	57,431
TIC Account Reserve	16,825
STC General Reserve	185,958

£1,049,269

6 Hill View
Sidmouth
Devon
EX10 9DF

Councillors of Sidmouth Town Council
Town Clerk
Sidmouth Town Council
Woolcombe House
Woolcombe Lane
Sidmouth
EX10 9BB

03 May 2023

Internal Audit Report for the year ended 31 March 2023

Dear Councillors

I have completed the 2022/23 annual Internal Audit Review in accordance with the Sidmouth Town Council – Schedule of Internal Audit. I have reviewed the suitability and operation of key financial policies and practices.

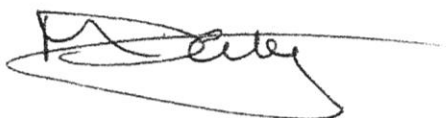
Based on the testing completed, I can confirm that there are no matters of significance to bring to your attention, with all key systems operating in line with the Council's policies and procedures to ensure the appropriate use of Council funds in discharging your duties.

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.

Throughout the 2022/23 financial year, the Town Clerk and I have liaised regarding financial control matters as they have arisen. These conversations have led to revisions being made to the Council's Financial Regulations, specifically in relation to expenditure approval limits. This joined up approach ensures that changes to the financial control environment are taken in a way which does not have an unintended consequence for the Council.

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

Kind regards

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

Martin Cordy

Annual Internal Audit Report 2022/23

Sidmouth Town Council

www.sidmouth.gov.uk

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 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).

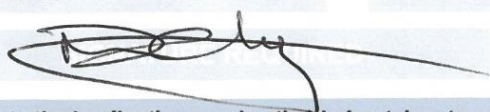
Date(s) internal audit undertaken

02/05/2023 03/05/2023

Name of person who carried out the internal audit

Martin Cordy

Signature of person who carried out the internal audit



Date

03/05/2023

***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 2022/23

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 2023, 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:

and recorded as minute reference:

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

Chairman

Clerk

www.sidmouth.gov.uk

Section 2 – Accounting Statements 2022/23 for

Sidmouth Town Council

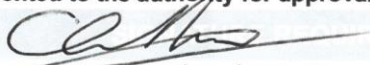
	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	735,957	1,016,297	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	619,020	650,740	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	282,823	412,721	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	145,957	158,792	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	460,657	856,808	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	1,016,297	1,049,269	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	1,079,730	1,014,164	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	2,581,804	2,660,024	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	117,282	108,786	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

3/5/23

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

as recorded in minute reference:

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

**SIDMOUTH TOWN COUNCIL
LIST OF MEETING DATES
JAN 2023 – MAY 2024**

*Council and Committee meetings will be held at the
Council Chamber, Woolcombe House unless otherwise stated.
Working Group meetings will be held via Zoom unless otherwise detailed.*

2023

JANUARY	Wed	04	PLANNING WORKING GROUP
	Mon	09	COUNCIL
	Wed	18	PLANNING WORKING GROUP
	Mon	23	ESTIMATES & GRANTS
FEBRUARY	Wed	01	PLANNING WORKING GROUP
	Mon	06	COUNCIL
	Mon	13	ENVIRONMENT WORKING GROUP
	Wed	15	PLANNING WORKING GROUP
MARCH	Wed	01	PLANNING WORKING GROUP
	Mon	06	COUNCIL
	Mon	13	TOURISM & ECONOMY COMMITTEE
	Wed	15	PLANNING WORKING GROUP
	Wed	29	PLANNING WORKING GROUP
APRIL	Mon	03	COUNCIL & TOWN ASSEMBLY (<i>Venue tba</i>)
	Wed	12	PLANNING WORKING GROUP
	Mon	24	ENVIRONMENT COMMITTEE
MAY	Wed	03	PLANNING WORKING GROUP
	Thur	04	<i>Local Government Elections</i>
	Mon	22	ANNUAL COUNCIL
	Wed	24	PLANNING WORKING GROUP
JUNE	Wed	07	TOURISM & ECONOMY COMMITTEE
	Mon	12	COUNCIL
	Wed	14	PLANNING WORKING GROUP
	Wed	28	PLANNING WORKING GROUP
JULY	Mon	03	COUNCIL
	Mon	10	ENVIRONMENT COMMITTEE
	Wed	12	PLANNING WORKING GROUP
	Wed	26	PLANNING WORKING GROUP
AUGUST	Mon	07	COUNCIL
	Wed	09	PLANNING WORKING GROUP
	Wed	23	PLANNING WORKING GROUP
SEPTEMBER	Mon	04	COUNCIL
	Wed	06	PLANNING WORKING GROUP
	Wed	13	TOURISM & ECONOMY COMMITTEE
	Wed	20	PLANNING WORKING GROUP

OCTOBER	Mon	02	COUNCIL
	Wed	04	PLANNING WORKING GROUP
	Mon	09	ENVIRONMENT WORKING GROUP
	Mon	16	COUNCIL (PRE-BUDGET)
	Wed	18	PLANNING WORKING GROUP
NOVEMBER	Wed	01	PLANNING WORKING GROUP
	Mon	06	COUNCIL
	Wed	15	PLANNING WORKING GROUP
	Wed	29	PLANNING WORKING GROUP
DECEMBER	Mon	04	COUNCIL
	Wed	13	TOURISM & ECONOMY COMMITTEE
	Wed	20	PLANNING WORKING GROUP

2024

JANUARY	Wed	03	PLANNING WORKING GROUP
	Mon	08	COUNCIL
	Mon	15	ENVIRONMENT COMMITTEE
	Wed	17	PLANNING WORKING GROUP
	Mon	22	COUNCIL (ESTIMATES & GRANTS)
	Wed	31	PLANNING WORKING GROUP
FEBRUARY	Mon	05	COUNCIL
	Wed	14	PLANNING WORKING GROUP
	Wed	28	PLANNING WORKING GROUP
MARCH	Mon	04	COUNCIL
	Wed	13	PLANNING WORKING GROUP
	Wed	20	TOURISM & ECONOMY COMMITTEE
	Wed	27	PLANNING WORKING GROUP
APRIL	Mon	08	COUNCIL & TOWN ASSEMBLY (<i>Venue tba</i>)
	Wed	10	PLANNING WORKING GROUP
	Mon	22	ENVIRONMENT COMMITTEE
	Wed	24	PLANNING WORKING GROUP
MAY	Wed	08	PLANNING WORKING GROUP
	Mon	13	ANNUAL COUNCIL
	Wed	22	PLANNING WORKING GROUP

***Council and Committee meetings will be held at the
Council Chamber, Woolcombe House unless otherwise stated.
Working Group meetings will be held via Zoom unless otherwise detailed.***

Notes

- All meetings listed above are open to the public. The public may however be asked to leave some meetings on specified grounds.
- Trustee meetings will be held as required at the rising of a council meeting. An agenda will be published for these in the normal way.