

SIDMOUTH TOWN COUNCIL
Minutes of the Annual Meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 22 May 2023 at 6.30pm

Ward:	Councillors Present:
Sidmouth North	Bernie Davis
	Stuart Hughes
Sidmouth South	Kelvin Dent
	Chris Lockyear (Chair)
	Rachel Perram
Primley	Kevin Walker
	Hilary Nelson (Vice Chair)
Sidbury	John Loudoun
Salcombe Regis	Ian Barlow

Apologies:

The meeting started at 6.30pm and finished at 7.35pm.

PART 'A'

1 Election of the Chair of the Council

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

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

2 Appointment of the Vice Chair of the Council

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

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

3 Minutes

The minutes of the meeting of the Town Council held on Monday 3 April 2023 were signed as a true and accurate record.

4 Declarations of Interest

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

5 Matters of Urgency or Report from the Chair

- The Chair reported that the item shown under Part B on the agenda had been withdrawn from the agenda.

6 Public Open Question Time

- Cllr Dent thanked County Cllr Hughes for arranging a road closure for the Sea Fest event and asked whether it would be possible for this to become a permanent road closure.

County Cllr Hughes replied that this had been reviewed and due to concerns regarding coaches needing to use the turning circle, a permanent road closure was unlikely to be recommended by the County Council. He advised that Phase 2 of the Traffic Management Plan for the Town was nearly ready and would be considered at a future Town Council meeting.

7 Committee/Working Group Membership

RESOLVED:

1) that nominations for the Committee/Working Group Memberships 2023/2024 be approved (Appendix A):

2) that the following appointments be made:

Planning Working Group

It was proposed by Councillor Barlow and seconded by Councillor Perram that Councillor Dent be appointed to the position of Chair of the Planning Working Group for the forthcoming year.

It was proposed by Councillor Loudoun and seconded by Councillor Barlow that Councillor Perram be appointed to the position of Vice Chair of the Planning Working Group for the forthcoming year.

Tourism & Economy Committee

It was proposed by Councillor Barlow and seconded by Councillor Loudoun that Councillor Nelson be appointed to the position of Chair of the Tourism & Economy Committee for the forthcoming year.

It was proposed by Councillor Nelson and seconded by Councillor Barlow that Councillor Lockyear be appointed to the position of Vice Chair of the Tourism & Economy Committee for the forthcoming year.

Environment Committee

It was proposed by Councillor Nelson and seconded by Councillor Dent that Councillor Barlow be appointed to the position of Chair of the Environment Committee for the forthcoming year.

It was proposed by Councillor Barlow and seconded by Councillor Lockyear that Councillor Perram be appointed to the position of Vice Chair of the Environment Committee for the forthcoming year.

8 Members with Special Responsibilities

RESOLVED: that the list of nominations for Members with Special Responsibilities 2023/2024 be approved. (Appendix B).

9 Representatives on Outside Bodies

RESOLVED: that the list of nominations for Town Council representatives on outside bodies be approved (Appendix C), with the addition that Cllr K. Walker also be a representative on the Sidmouth Biodiversity Group.

10 Annual Subscriptions

The following subscriptions were considered and approved for renewal:

	<u>Paid in 2022/23</u>
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

11 Register of Members' Interests and Register of Gifts and Hospitality

Members were reminded to update their registers in respect of Members' Interests and gifts/hospitality, if necessary.

12 Members' Allowances

Members were reminded to notify the Town Clerk if they were not claiming a Members' Allowance; otherwise, back payments would be made for 2023/2024.

13 Council Property

Members noted that the Deeds and Trust documents in the custody of the Town Council were available for Members' inspection on request to the Town Clerk.

14 Standing Orders

Members received and agreed Sidmouth Town Council's Standing Orders 2023/2024 as issued with the agenda. The Town Clerk would meet with new Councillors on request to help explain how Standing Orders worked.

15 Financial Regulations

Members received and agreed Sidmouth Town Council's Financial Regulations 2023/2024 issued with the agenda.

16 Code of Conduct

Members received and agreed Sidmouth Town Council's Code of Conduct 2023/2024 as issued with the agenda.

17 Internal Audit

Members received and agreed Sidmouth Town Council's Internal Audit Schedule 2023/2024 as issued with the agenda.

18 Risk Assessment

Members received and agreed Sidmouth Town Council's Risk Assessment 2023/2024 as issued and with the agenda.

19 Police Advocate Report

Councillor Lockyear reported that he had received two responses to his letters raising concerns over lack of police presence at the Annual Town Assembly.

The Chair and Vice Chair had been invited to meet with Superintendent Anthony Hart in June.

20 Committee/Working Group Reports

20.1 Planning Working Group Reports

Councillor Dent, Chair of the Planning Working Group, presented the reports of the Planning Working Group meetings held on Wednesdays 29 March, 12 April and 3 May 2023.

RESOLVED: That the Planning Working Group reports be noted.

20.2 Environment Committee Report

Councillor Barlow presented the report of the Environment Committee meeting held on Monday 24 April 2023 and asked that a Declaration of Interest be added to the minutes to note that he is a Trustee of the Sidmouth School of Art.

RESOLVED: that the Environment Working Group report be noted.

20.3 Tourism and Economy Committee Report

Councillor Nelson gave a short update on the work being carried out by the Tourism and Economy Committee and Tourism Advisory Group.

RESOLVED: that the Tourism and Economy Committee report be noted.

20.4 Council Resources Working Group

a) Councillor Lockyear gave a short update on the work being carried out by the Council Resources Working Group.

b) Members were asked to consider a request from the Sidmouth District Guide Rangers group to use the upstairs room in The Barn, Woolcombe House. They are a small group of six 14 to 18 year-old girls with one supervisor who meet every Thursday evening from 6 to 8pm and would like a designated space where they can meet away from the younger guide group.

RESOLVED: that:

a) the Council Resources Working Group report be noted.

b) Permission be granted to Sidmouth District Guide Rangers group to use the upstairs room in The Barn, Woolcombe House to meet every Thursday evening from 6 to 8pm.

20.5 Youth Provision Working Group

Councillor Nelson reported that Design West had undertaken the fact finding work considering the future of Youth Service Support in Sidmouth, the survey report would be considered by Members of the Youth Provision Working Group at its next meeting to be held at 12.00 midday on Wednesday 7 June 2023 at Manstone Youth Centre.

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

21 Reports from Members with Special Responsibilities

21.1 Finance Report

a) In accordance with section 2.2 of the Town Council's Financial Regulations Members were asked to note that Jeff Turner, former Member with Special Responsibility for Finance had verified the bank reconciliations, for all accounts, as at the end of March 2023.

RESOLVED: That in accordance with section 2.2 of the Town Council's Financial Regulations, Members noted that Jeff Turner, former Member with Special

Responsibility for Finance had verified the bank reconciliations, for all accounts, as at the end of March 2023.

b) Councillor Lockyear presented the Finance Report for the year ending 31 March 2023 together with a breakdown of Earmarked Reserves, Holding/Working Accounts and Other Reserves as at 31 March 2023.

RESOLVED: that the Finance Report for the year ending 31 March 2023 and breakdown of Earmarked Reserves, Holding/Working Accounts and Other Reserves at 31 March 2023 be noted and agreed.

21.2 South West Water Liaison

Councillor Lockyear gave a short report on recent contact made with South West Water and the remedial work that SWW were currently carrying out.

RESOLVED: that the South West Water Liaison report be noted.

22 Annual Return – Internal Audit Report 2022/23

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

RESOLVED: 1) that the Internal Auditor's Report be noted and agreed.
2) that thanks to the Town Council finance team be recorded.

23 Annual Return – Governance Statement 2022/23

Members were asked to consider and approve the Annual Governance Statement which would require completion and approval by Council prior to signing by the Chair and Town Clerk.

RESOLVED: that the Annual Governance Statement be approved and agreed for signing by the Chair and Town Clerk.

24 Annual Return – Accounting Statements 2022/23

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

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

25 Meeting Dates to May 2024

RESOLVED: that Members noted the list of meeting dates for 2023-2024

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CHAIR OF THE COUNCIL

COMMITTEES & WORKING GROUPS 2023-24
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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, Deirdre Hounsom, 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
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	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
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<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 Festival Trust	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 Cllr. K. Walker
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