

SIDMOUTH TOWN COUNCIL



WOOLCOMBE HOUSE
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DEVON
EX10 9BB

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To: All Members of the Town Council
Town Clerk

26 September 2023

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

Dear Sir/Madam,

Meeting of Sidmouth Town Council Monday 2 October 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.

All Members are requested to read agenda papers in advance of the meeting.

If any Member has a query about an agenda item, they should contact the Town Clerk, Chair or Vice Chair prior to the date of the meeting.

Members of the public are very welcome to attend and speak at this meeting during item 6 of the agenda. 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.

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'Chris Holland'.

Christopher E Holland
Town Clerk

A G E N D A

- | | | <u>Page/s</u> |
|---|---|---------------|
| | <u>PART 'A'</u> | |
| 1 | Apologies
To receive any apologies for absence. | |
| 2 | Minutes
To confirm the minutes of the Town Council meeting held on Monday 4 September 2023. | 4 – 6 |
| 3 | Declarations of Interest
To receive any Members' declarations of interest in respect of items on the agenda.
Note: You must also declare the nature of any personal or disclosable pecuniary interests in an item whenever it becomes apparent that you have an interest in the business being considered. | |

- 4 **Matters of Urgency or Report from the Chair**
 To consider any items that in the opinion of the Chair should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes).
- 5 **Exclusion of the Public**
 To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which the Clerk recommends should be dealt with in this way.
- 6 **Public Open Question Time**
 In accordance with Sidmouth Town Council Standing Orders Item 3 (d) – (i) Members of the Public are invited to put a question (one per person), to the Council through the Chair (taking no more than 3 minutes each and for a total of 15 minutes). Please note that in accordance with standing order 3(h), a question shall not give rise to a debate or require an immediate response.
 Councillors also have the opportunity to ask questions of the County and District Members during this item whilst giving priority to Members of the public.
(Members and members of the public are reminded to notify the Town Clerk and Councillor concerned of questions to be raised. This arrangement is in place to enable a considered response at the meeting. The Chair of the Council has the right and discretion to control questions to avoid disruption, repetition and to make best use of the meeting time.)
- 7 **Police and Police Advocate Report**
 To receive the Police report (when available) and a report from the Police Advocate, Councillor Nelson.
(Members are asked to notify the Town Clerk of questions to be raised in advance of the meeting where possible.)
- 8 **Working Group Reports**
- 8.1 Planning Working Group
 To receive the reports of the Planning Working Group meetings held on Wednesdays 6 and 20 September 2023. 7 – 11
 - 8.2 Tourism & Economy Committee
 To receive the report of the Tourism & Economy Committee meeting held on Wednesday 13 September 2023. 12 – 15
 - 8.3 Environment Committee
 To receive an update, if appropriate, from the Chair of the Environment Committee.
 - 8.4 Council Resources Working Group
 To receive an update, if appropriate, from the Chair of the Council Resources Working Group.
 - 8.5 Youth Provision Working Group
 To receive an update, if appropriate, from the Chair of the Youth Provision Working Group.
- 9 **Reports from Members with Special Responsibilities**
- 9.1 Finance Report
 To receive the Finance Report for August 2023. 16 – 19
 - 9.2 Other Reports from Members with Special Responsibilities
 To receive other notified reports from other Members.

10 **Sidbury to Hare and Hounds Temporary Shuttlebus**

Members are asked to consider allocating up to £3,000 from the Sidmouth Hopper Bus Earmarked Reserve, to help provide a temporary Shuttle Bus to be run by Stagecoach from Sidbury to the Hare and Hounds. The service would operate during the forthcoming works to replace a gas main along the A376 which when closed, will leave the village with no bus connection to Honiton. A temporary shuttle service running to the Hare and Hounds would link with existing other bus services.

11 **Notice of Conclusion of Audit**

- a) Members are asked to note the receipt of completion of review of the Annual Governance & Accountability Return (AGAR) from the Town Council's auditor, PKF Littlejohn. The statutory Notice of Conclusion of Audit for the year ended 31 March 2023 has been duly advertised on the Town Council's website.
- b) The bank account referred to in item 2 of the External Auditor's Report and Certificate, was named '*Sidmouth Information Centre, Folk Festival*' and set up in 2019 to receive credit card payments for TIC Folk Festival ticket sales. Following the external auditors' advice, this account has now been renamed '*Sidmouth Town Council FF*'.

20

Forthcoming meetings:

OCT	Wed	04	PLANNING WORKING GROUP
	Mon	09	ENVIRONMENT WORKING GROUP
	Mon	16	COUNCIL (PRE-BUDGET)
	Wed	18	PLANNING WORKING GROUP
NOV	Wed	01	PLANNING WORKING GROUP
	Mon	06	COUNCIL
	Wed	15	PLANNING WORKING GROUP
	Wed	29	PLANNING WORKING GROUP

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 4 September 2023 at 6.30pm

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

Apologies: Louise Laybury

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

PART 'A'

49 Minutes

The minutes of the meeting of the Town Council held on Monday 7 August 2023 were signed as a true and accurate record.

50 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Ian Barlow	56 Christmas Light Trail Funding Request	Disclosable Prejudicial	Did not take part in discussion or voting	Sidmouth School of Art Director

51 Public Open Question Time

- Kelly Tytherington commented that the on-street parking in the Primley area had been very busy and raised concerns that emergency vehicles would not have been able to access the area had they been called to attend.
The Town Clerk reported that he would inform the District Council’s Safety Advisory Team and the Folk Festival organisers of the issue raised.

52 Police and Police Advocate Report

PC Kelly Tytherington and PC Tom Driver attended the meeting and reported that:

- PC Adam Spears had moved to the Seaton team, but PC Tom Driver was now permanently part of the Sidmouth Neighbourhood Team. A new PCSO would be joining the Sidmouth Team on Monday 11 September.
- There had been a high influx of reports of neighbour disputes which were very time consuming and difficult to resolve; many were due to housing conflicts and mental health issues.
- Due to the high number of traffic accidents and speeding incidents over the last few years, the A3052 had now been designated as a High Harm Route.

- It was suggested that members of the public use the police website to report issues to the team, this was more efficient than using the 101 telephone system.

RESOLVED: That the Police report be noted.

53 Working Group Reports

53.1 Planning Working Group Reports

Councillor Dent, Chair of the Planning Working Group, presented the report of the Planning Working Group meeting held on Wednesdays 9 and 23 August 2023 and reported that there would be a minor change to the report of the 23 August to change the description of one of the planning applications.

RESOLVED: that the Planning Working Group minutes be noted and decisions agreed.

53.2 Tourism & Economy Committee Report

Councillor Nelson, Chair of the Tourism & Economy Committee, reported a letter received from the Chamber of Commerce raising concerns about the number of high street businesses on the market which was due to a very poor summer season and the ongoing cost-of-living crisis. Both Devon and Cornwall Tourist Boards had reported a 20% reduction in visitor numbers for the 2023 season.

Councillor Nelson reported that the Regatta weekend had been very successful and that visitors to the Air Show had responded very positively to the food and drink sellers on The Ham. She thanked Councillors Perram and Barlow, who with Duncan Woods and Graham Symington had worked very hard to make the whole event so successful.

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

53.3 Environment Committee

Councillor Barlow, Chair of the Environment Committee, reported that the next meeting would be held on Monday 9 October and he would be happy to receive suggestions for agenda items.

RESOLVED: that the Environment Committee report be noted.

53.4 Council Resources Working Group

Councillor Lockyear, Chair of the Council Resources Working Group reported that the next meeting would be held in September, date to be advised.

53.5 Youth Provision Working Group

Councillor Nelson, Chair of the Youth Provision Working Group, reported that the next working group meeting would be held on 12 September and the next stakeholder meeting on 20 September.

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

54 Reports from Members with Special Responsibilities

54.1 Finance Report

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

RESOLVED: That in accordance with section 2.2 of the Town Council's Financial Regulations, Members noted that the Member with Special Responsibility for Finance had verified the bank reconciliations, for all accounts, as at the end of June 2023.

b) Councillor Lockyear presented the Finance Report for July 2023.

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

54.2 South West Water Liaison

Councillor Lockyear reported that he had received a request from SWW to supply a quote from the Town Council that stresses the importance of the additional expenditure planned for updating the sewage/waste water system throughout the Sid Valley. This would be used to support the internal SWW business case for the project. He had prepared a draft and had also requested a meeting with the Project Manager and a detailed plan of the scheduled work to be carried out.

Councillor Davis reported that there would be Safer Seas and Rivers Service QR codes displayed on the seafront which would give information of the condition of the sea water to swimmers.

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

55 Town Council Ward Vacancies - Co-option Procedure

Members were asked to consider the timetable and procedure to fill the current vacancies on the Town Council which had been drawn up in line with guidance from the National Association of Local Councils.

RESOLVED: That the Co-option Procedure process, timetable and application form be adopted, with a minor change to the time allowed for applicants to speak, to be increased from 3 to 5 minutes. This would be followed by questions from Members.

Councillor Barlow left the meeting prior to the next item.

56 Christmas Light Trail Funding Request

Members were asked to consider using the Woolley Bequest fund to support a new community event for the town:

The Sidmouth Winter Lights Festival: An inspiration of light sculptures, projections and lanterns based at the Sensory Garden and Riverside Walkway.

RESOLVED: That:

1. £2,500 be allocated from the Woolley Bequest to Sidmouth School of Art's Sidmouth Winter Lights Festival.
2. The applicant be reminded that an application to use The Ham, for relevant parts of the festival to include all dates, times, planned activities, would need to be made and considered by the Council acting as Trustee.

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CHAIR OF THE COUNCIL

**Sidmouth Town Council's Planning Working Group
held on Wednesday 6 September 2023**

(The Working Group met virtually)

Councillors present: Kelvin Dent (Chair)
Bernie Davis
Chris Lockyear
John Loudon
Rachel Perram

Also present: Ian Barlow
Hilary Nelson (items 605 to 609)

Apologies: Louise Laybury

The meeting started at 10.00am and finished at 11.40am

605 Declarations of Interest

Councillor Rachel Perram	23/1615/FUL Salcombe Regis Ward	Personal interest	Remained in the meeting during discussion and did vote.	Acquainted with the applicant.
Councillor Rachel Perram	23/1796/FUL Sidbury Ward	Personal interest	Remained in the meeting during discussion and did vote.	Acquainted with the applicant.

606 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.

607 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 23 August 2023 subject to the correction of Minute 592 to read as follows:

DO NOT SUPPORT:

Erection of a detached two storey dwelling, detached garage:
Members opposed the proposal due to concerns about its location within the open countryside. The proposed development was situated outside the designated built-up area and was not in alignment with the current or as proposed 'East Devon Local Plan' for housing development. Such development would be intrusive to the open countryside and encourage further housing development on the surrounding land. The concerns raised conflicted with the East Devon Local Plan's Strategy 7, which pertains to development within the countryside.

608 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.

609 23/1657/FUL Mr Mitch Former Sidmouth Drill Hall, The Esplanade, Sidmouth, EX10 8BE.
East Ward Tonks
Conversion of hall to restaurant and bar (Use class E and sui generis, previously A3/A4), demolition of rear elevation and public toilet block and replacement with restaurant/ bar extension and a

new public toilet block, external terrace to form seating area and addition of new flue. (Previous scheme 19/1775/FUL Approved 20 February 2020)

SUPPORT:

Note: Although Members supported the application on the basis that the proposals were an improvement on what currently existed on site, they were disappointed at the design. As per comments in The Sid Valley Neighbourhood Plan for Eastern Town 'Any development should be designed and constructed to a high standard and needs to take account of views to and from the surrounding hills.' Members felt that this was a missed opportunity to provide an exceptional building which would take advantage of the views of the World Heritage Site and be a credit to Sidmouth whilst acknowledging the restrictions of retaining the older building. They regretted the lack of a balcony and supported the views of the public who felt that two unisex toilets were not sufficient or desirable. Like the public, they were sorry that there was no provision of a public shelter and warned that the Beach Management Plan might result in the loss of views of the sea from the restaurant because of raising the sea wall.

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|------------|--------------------------|----------------------|---|
| 610 | 23/1665/LBC
East Ward | Mr Colin
Blundell | 16 Newtown, Sidmouth, Devon, EX10 8QF.
Re-slate roof; replace lead flashing and underlay; re-pointing of chimney stacks and replace guttering on rear elevation. |
|------------|--------------------------|----------------------|---|

SUPPORT: Subject to the views of the Conservation Officer.

- | | | | |
|------------|--------------------------|------------------|--|
| 611 | 23/1662/FUL
East Ward | Mr P
Verstage | H S B C, Fore Street, Sidmouth, EX10 8AA.
Removal of the existing shopfront and installation of a new shopfront to both Fore Street and New Street. |
|------------|--------------------------|------------------|--|

DO NOT SUPPORT: Members were concerned about the repositioning of the entrance. The narrow pavement on Fore Street would cause access issues, particularly for wheelchair users. Members did not feel the design being in a Conservation area complemented or enhanced the character of its immediate locality, and contravened Policy 7 of the Neighbourhood Plan Local Distinctiveness.

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|------------|--------------------------|---------------------|---|
| 612 | 23/1413/FUL
East Ward | Mrs Katie
Harley | Flat, The Hair Studio, 61 High Street, Sidmouth, EX10 8LE.
Installation of dormer windows and roof light to rear elevation, increase in height of roof to rear wing, installation of integrated solar tiles, replacement of existing rear access steps and porch and conversion of existing rear kitchen windows to doors. |
|------------|--------------------------|---------------------|---|

DO NOT SUPPORT: The members felt the proposed materials were not in harmony with the existing architectural character of the conservation area contrary to Policy 7 of the Sid Valley Neighbourhood Plan Local Distinctiveness.

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|------------|---------------------------------------|-----------------------|--|
| 613 | 23/1615/FUL
Salcombe Regis
Ward | Mrs Joanna
Jeffrey | Sid Abbey, West Sid Road, Sidmouth, Devon, EX10 9HN.
Retrospective permission to retain replacement shed. |
|------------|---------------------------------------|-----------------------|--|

SUPPORT

Note: Members were expecting to see an LBC application.

614 23/1796/FUL Mr & Mrs Bovetts Farm, Sidbury, Devon, EX10 0QN.
Sidbury Ward Christopher Stone
Construction of proposed oak frame car port.

SUPPORT

615 23/1827/FUL Mr Terry 91 Sidford, High Street, Sidford, EX10 9SA.
Sidford Ward Price
Construction of a detached garage with office building above
(amendment to application number 22/1270/FUL).

DO NOT SUPPORT: 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.

616 23/1841/FUL Mr Chris Alla Bank, Frys Lane, Sidford, Devon, EX10 9SR.
Sidford Ward Gomershall
Rear extension and extended terrace.

DO NOT SUPPORT: Members felt the structure of the extension and decking would affect the amenity and privacy of the adjacent dwelling.

617 Trees in Conservation Areas

a) 23/1781/TCA Mr Andrew Applelands, Bickwell Valley, Sidmouth, Devon, EX10 8RF.
Cresswell
Oak - fell.

DEFERRED Awaiting report.

b) 23/1569/TCA Silverdale, Bickwell Valley, Sidmouth, EX10 8SG.
TP1: Magnolia - fell..

NOTED

c) 23/1739/TCA Mr Edward River Sid, The Byes, Water Lane, Sidmouth.
Eley
Tree G: 'tree kicker' habitat features in the River Sid. The felled tree is winched back to its stump and secured back to its stump with 12mm steel wire rope (10 ton B/S).

DEFERRED Awaiting report.

618 Trees with preservation order

Applications relating to Trees protected by a Tree Preservation Order.

a) 23/1750/TRE Mr Andrew Mead, Fortescue Road, Sidmouth, EX10 9QG.
Bartlett
T1, Magnolia : crown raise to 2.5m, clean up poor previous pruning cuts and remove epicormic regrowth on trunk.

DEFERRED awaiting report

- b) 23/1775/TRE Ms Sarah Webster Upper Heights, Burscombe Lane, Sidford, Sidmouth, EX10 9SF.
 G1 - Beech trees: 1) stems nearest the house - crown lift to a height equivalent to the eaves of the house, removing small branches up to approx. 25mm in diameter. 2) reduction of lateral canopy extent over the garden on the south side by up to 2-3m, maximum diameter cuts of 45mm. 3) Height reduction by up to 2m, maximum diameter cuts of 45mm. G2 - beech trees: 1) crown lift above access road to approximately 5m for vehicle access. 2) remove stems directly opposite oak tree to allow more space for vehicular access. 3) thin out stems 138mm in diameter at chest height and remove stems up to 200mm at chest height.

APPROVE subject to the following conditions:

The works hereby consented to shall be carried out in accordance with British Standard 3998: 2010
 The works, hereby consented to, shall be carried out within a period of 2 years from the date of this decision notice. The pruning works to the beech trees in the application hereby approved shall not exceed the following specification: Stems nearest the house - crown lift to a height equivalent to the eaves of the house, removing small branches up to approx. 25mm in diameter. Reduction of lateral canopy extent over the garden on the south side by up to 2-3m, maximum diameter cuts of 45mm. Height reduction by up to 2m, maximum diameter cuts of 45mm.

- c) 23/1855/TRE Mr Andrew Inglis Terra Nova, Higher Brook Meadow, Sidford, EX10 9SS.
 T1, Oak tree : removal of branch, that overhangs driveway, back to the trunk; remove small epicormic growth around trunk; carry out crown reduction by up to 20% - removing branch end lengths up to 3m, with cut diameter not exceeding 80mm.

DEFERRED awaiting report

619 Exemption to a Tree Preservation Order

None received

620 Appeals

None received

621 Unsupported decisions

None received.

Enforcement Letters

None received.

622 New Draft Local Plan Update

Councillor Barlow reported that he had been present at a recent meeting of EDDC’s Strategic Planning Committee. The consensus was that, whilst the Local Planning Authority should continue to debate housing numbers with the Government, they should continue to prepare the new Local Plan on the basis of the Government’s Standard Model for housing provision.

.....
CHAIR OF THE PLANNING WORKING GROUP

**Sidmouth Town Council's Planning Working Group
held on Wednesday 20 September 2023
(The Working Group met virtually)**

Councillors present: Rachel Perram (Vice Chair in the Chair)
Bernie Davis

Also present: Ian Barlow

Apologies: Kelvin Dent, Louise Laybury, Chris Lockyear, John Loudon

The meeting started at 10.00am and finished at 10.10am

605 Meeting Adjourned

The Vice Chair opened the meeting and stated that as there were not sufficient Members of the Working Group present to form a quorum, the meeting would be adjourned and any business requiring a decision or decisions was deferred to the next meeting of the Working Group.

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CHAIR OF THE PLANNING WORKING GROUP

**Minutes of a Meeting of Sidmouth Town Council's
Tourism and Economy Working Group
held in the Council Chamber, Woolcombe House, Sidmouth
on Wednesday 13 September 2023 at 6.30 pm**

Councillors present: Ian Barlow
Lorraine Brown
Stuart Hughes
Hilary Nelson
Rachel Perram
Kevin Walker

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

Apologies: Cllrs Chris Lockyear, John Loudoun
Ignyte Ltd – Tina Veater

The meeting started at 6.30pm and finished at 7.45pm

PART 'A'

10 Minutes

The Minutes of the Tourism & Economy Committee meeting held on Monday 7 June 2023 were signed and approved as a true and accurate record.

11 Declarations of Interest

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

12 Matters of Urgency and Report

Councillor Nelson gave an update on the forthcoming government review of Destination Management for England, which was endeavouring to introduce a single conduit for Devon to enable central government funding for strategic issues such as education, training, transport and sustainability.

Cllr Nelson and Louise Cole had met with the consultant Richard Dickinson and had presented the Visit Sidmouth model including the Coast Meets Country project providing connected branding across East Devon.

There would be a seminar held in Paignton on Wednesday 4 October and there was an open invitation for businesses and Town Councillors to attend.

13 Tourism Advisory Group Update

Councillor Nelson reported that there had been no meetings during the summer months as the tourism businesses were too busy; the next meeting was scheduled for Friday 15 September.

RESOLVED: That the Tourism Advisory Group report be noted.

14 Information Centre Updates

Tim Shardlow, Tourist Information Centre Manager, gave an update of TIC activities and reported that:

- Footfall was averaging at over 100 per day and was split with approximately two thirds visitors and one third local residents.
- There had been poor weather over some of the summer but there had been a good variety of events in Sidmouth, both indoors and outdoors, for visitors to enjoy and the TIC had received very good feedback from visitors using Sidmouth as a base.
- The TIC had become an unofficial Lost Property Office and had been able to assist many people.
- The Giant Deckchair had been very well used over the summer and been supported and supervised by the beach life savers. It would be removed shortly and stored over the winter.
- The TIC had hosted a visit from Woodroffe School students who were studying tourism and businesses studies.
- The TIC was holding the register for booking the Walking Festival trips running from 16 to 22 September, many of which still had places left. Visit Sidmouth merchandise would be available at the opening event held on Saturday 16 September at Kennaway House.
- TIC staff would have a stall at the Classic Car Show to be held on Saturday 23 September selling Visit Sidmouth merchandise.
- From Sunday 1 October the TIC would move to the 'winter season' hours of 1pm to 4pm Monday to Saturday, with one member of staff.

RESOLVED: That the Sidmouth Information Centre report be noted and thanks be recorded to Tim Shardlow and the TIC staff for all their hard work throughout the summer months.

15 Tourism & Promotion Contract Update

In the absence of Tina Veater, Ignyte, Cllr Nelson presented the Ignyte Visit Sidmouth summary report. Sally Mynard reported that, since the changeover to the new website, Ignyte had been unable to provide comparable statistics of website hits etc. and this was likely to affect business decisions of where to allocate marketing spending. Cllr Nelson would be following this up with Ignyte.

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

16 Tourism & Promotion Finance Report

The Chair presented the Tourism & Promotion Finance report for the period ending July 2023.

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

17 IRF Project Update

The Chair presented the IRF (Coast Meets Country project) Finance report for the period ending July 2023 and gave an update on the progress of the IRF Project:

- The IRF project focus was now on the sustainable tourism part of the program, partnering with Change Maker Champions businesses who were already working with a green agenda and would act as exemplars.
- Voyage Marketing had held free online training sessions and the videos were available for businesses to view and would support them in their transition to a more sustainable approach.

- The Sustainable Tourism Roadmap and Carbon Action Plan would be issued in October.
- The Coast Meets Country team were working hard to sign up local businesses in the four partner towns, to encourage them in joint working to give a long lasting legacy.

RESOLVED: That the IRF Project report be noted.

18 Sidmouth Regatta and Air Show

Cllr Nelson reported that there had been good feedback from all the events held over the Sidmouth Regatta weekend, especially during the Friday night Air Show, with good reviews of the new food court held on The Ham.

However, due to the poor weather there was a much lower turnout and therefore a lower level of donations with only £6,500 cash collected on the night, approximately half that of previous years. This would mean that there would be a financial shortfall this year leading to use of some of the Earmarked Reserve.

Cllr Nelson asked that the Sidmouth Regatta Working Group also considers financial impacts and potential new funding streams in its forthcoming review meetings, which would report in December and include planning for 2024 and the following three years.

RESOLVED: That:

1. The Sidmouth Regatta Working Group report be noted and Members be thanked for their work in planning for this year's successful events.
2. The Sidmouth Regatta Working Group review would include finances and planning for 2024 and the following three years; to report to the December Council meeting.

19 Visit Sidmouth – Trails

Councillor Nelson presented the proposal to add the Trails map functionality to the Visit Sidmouth website in order to promote walking, cycling and other tours in conjunction with other organisations.

If accepted then Ignyte would work with Sidmouth Arboretum, Sidmouth Walking Festival and the Sid Vale Association who already had many preprepared walks that could be copied onto the website giving approx. 15 walks that could be made available immediately.

RESOLVED: That a Trails Collection Widget be created for the Visit Sidmouth website at an initial set up cost of £1,488 and an annual fee of £465pa, for the following three years.

The following two items on the agenda were considered together.

20 Request to sell ice-creams and snacks at The Ham

At the June Trustee meeting it was resolved that:

The benefits and disbenefits of a formal concession to permit the sale of Ice Creams and snacks by an operator at the Ham for 2024, be investigated by the Tourism and Economy Committee.

Fishermen's Sheds – Sidmouth Trawlers – Fish & Chip Trailer

At the August Trustee meeting it was resolved that:

The benefits and disbenefits of a formal concession to permit the sale of fish and chips from the Fisherman's Sheds area for 2024, be investigated by the Tourism and Economy Committee

RESOLVED: That a TaFF be set up to consider both potential concessions and their benefits and disbenefits, reporting to full Council; membership would be Cllrs Nelson, Brown, Lockyear and Perram.

21 Matters Raised by Invited Representatives

Sally Mynard, Chair, Chamber of Commerce, reported that:

- This had been a very difficult year and many businesses were struggling.
- The Chamber of Commerce were continuing with their car parking survey and were encouraging feedback from businesses.
- The annual Classic Car Show would be held on Saturday 23 September and usually brings around 5,000 visitors into the town. The donations collected at this event would assist the CofC's support to the Christmas Lights, the Light Trail, Science Festival and Sidmouth in Bloom.
- The organiser of the Jurassic Coast Business Awards was extending into Sidmouth as many businesses had applied to be included.
- Would it be possible for the Chamber of Commerce events be advertised on the locked Market Place notice board? It was agreed that the TIC would place them in the notice board when space was available.
- The Regatta and Air Show had been very successful and the Chamber of Commerce thanked the Town Council for organising it every year.
- Councillor Nelson reported that at its June meeting the Tourism & Economy Working Group had agreed that a sum of £10,000 for CCTV cameras be considered for inclusion in the Pre-Budget schedule.

RESOLVED: That the Chamber of Commerce report be noted and Sally Mynard be thanked for her work with the Tourism Advisory Group and Tourism & Economy Working Group.

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CHAIR OF THE TOURISM & ECONOMY WORKING GROUP

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 5 - August 2023

Council Services

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
Public Conveniences	0	0	32,500	32,500	0
Youth Service Support	0	23,813	47,630	23,817	0
Flower Beds, Planters & Watering	2,585	8,929	17,000	8,071	0
Christmas Lighting & Events	0	0	15,500	15,500	0
Donation to Christmas Lighting (Income)	0	0	-1,750	-1,750	0
Tourism Promotion	1,630	6,472	50,000	43,528	-3,000
Tourism Promotion Income	-490	-3,203	-26,000	-22,797	0
Innovation & Resilience Fund	0	21,291	0	-21,291	-21,291
Verge Cutting, Town Maintenance & Weeding	1,985	8,927	24,500	15,573	0
Verge Cutting DCC Grant (Income)	0	0	-4,950	-4,950	0
Street Furniture	0	0	5,000	5,000	0
Sidmouth Information Centre	0	10,000	32,700	22,700	0
Water Fountains & Defib Mtce	349	733	2,000	1,267	0
Dog Hygiene Bins	0	0	2,000	2,000	0
War Memorials	0	0	2,500	2,500	0
Parish Paths Partnership Payments	0	1,159	0	-1,159	-1,159
Parish Paths Partnership (Income)	-2,000	-2,150	0	2,150	2,150
	£4,059	£75,971	£198,630	£122,659	-£23,300

Discretionary Expenditure

Grants	0	21,400	23,000	1,600	0
Sidmouth Folk Festival	0	36,000	36,000	0	0
Sidmouth Town Band	0	5,500	5,500	0	0
Sidmouth in Bloom	0	11,000	11,000	0	0
South West Museum Development	0	800	800	0	0
Sidmouth Regatta Air Show	1,015	2,562	12,500	9,938	0
Donation to Sidmouth Regatta Air Show (Inc)	-4,700	-5,825	0	5,825	0
Environment Committee	0	4,374	12,000	7,626	0
Donation to use of Marquee (Income)	0	-50	0	50	0
Community Infrastructure Levy Payments	0	0	0	0	0
Community Infrastructure Levy (Income)	0	-10,795	0	10,795	10,795
Rayson Bequest - Fireworks/Light Displays	0	0	0	0	0
Rayson Bequest - Natural/Sidmouth History	0	0	0	0	0
Rayson Bequest - Party/Celebrations	993	1,948	0	-1,948	-1,948
Rayson Bequest - Fireworks/Light Displays (Inc)	0	-10,000	0	10,000	10,000
Rayson Bequest - Natural/Sidmouth History (Inc)	0	-10,000	0	10,000	10,000
Rayson Bequest - Party/Celebrations (Inc)	0	-10,000	0	10,000	10,000
Woolley Bequest Payments	117	438	0	-438	-438
	-£2,575	£37,352	£100,800	£63,448	£38,409

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 5 - August 2023

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From -
					EMReserves
<u>Woolcombe House</u>					
Services Gas/Water/Elec	746	2,404	7,000	4,596	0
Woolcombe House Business Rate	0	4,808	7,600	2,792	0
Woolcombe House (Loan Interest&Repayment)	0	7,445	14,890	7,445	0
Woolcombe House-General Maintenance	756	2,337	7,000	4,663	0
	£1,502	£16,994	£36,490	£19,496	£0
<u>Other Property</u>					
Alma Lane Field	0	0	200	200	0
Manstone Youth Centre	9,852	16,077	85,000	68,923	0
Manstone Sports and Play Areas	35	249	2,000	1,751	0
Long Park & Play Area	2,026	4,408	1,500	-2,908	-2,908
The Arches	12,198	15,374	36,000	20,626	0
The Arches East (Income)	0	-6,604	-24,250	-17,646	0
Conservatory Maintenance	0	260	2,000	1,740	0
Knowle Parkland & Amphitheatre	0	60	10,000	9,940	0
Fire Beacon Stewardship	0	4,630	7,000	2,370	0
Fire Beacon Stewardship (Income)	0	-3,088	0	3,088	3,088
Sidmouth Golf Club (Income)	0	-5	-5	0	0
Elec Pole Rent (Income)	0	-39	-40	-1	0
	£24,111	£31,322	£119,405	£88,083	£180
<u>Trust Property</u>					
<u>The Ham</u>					
The Ham Ground Mtce	121	605	2,000	1,395	0
The Ham Other Mtce	2,998	26,172	24,000	-2,172	-2,172
The Ham Play Equipment	1,608	1,608	1,500	-108	-108
The Ham Reserve	2,000	2,000	2,000	0	0
The Ham Utility Building	2,095	2,215	5,000	2,785	0
The Ham 3Phase Power	39	250	3,000	2,750	0
The Ham Rent (Income)	0	-8,902	-10,000	-1,098	0
<u>Manstone</u>					
Manstone Land Ground Mtce	66	330	800	470	0
Manstone Other Maintenance	0	0	1,600	1,600	0
Manstone Reserve	0	0	2,000	2,000	0
Manstone Rent (Income)	0	-345	-1,380	-1,035	0
<u>Salcombe Regis</u>					
S.R. Allotment Field	0	0	0	0	0
S.R. Recreation Field	0	0	0	0	0
S.R. Recreation Field Rent (Income)	0	-525	-525	0	0
	£8,927	£23,408	£29,995	£6,587	-£2,280

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 5 - August 2023

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual	Balance	To + / From -
			Budget		EMReserves
<u>Members</u>					
Members/Chair's Allowances	0	2,876	6,100	3,224	0
Chair's Expenses	0	150	2,000	1,850	0
Members Expenses/Training	0	0	800	800	0
Elections	0	0	5,000	5,000	0
Civic & Hospitality	0	1,277	2,000	723	0
	£0	£4,303	£15,900	£11,597	£0
<u>Staff</u>					
Salaries	8,631	43,745	109,000	65,255	0
Pensions	1,778	9,017	22,000	12,983	0
Project Support	0	6,000	20,000	14,000	0
Staff Eye Tests	0	0	100	100	0
Training & Conferences	0	0	1,000	1,000	0
Officers Expenses	0	144	500	356	0
	£10,409	£58,906	£152,600	£93,694	£0
<u>Office Expenses</u>					
Postage	0	7	500	493	0
Stationery	34	437	1,500	1,063	0
Telephone	0	2,499	4,000	1,501	0
Subscriptions	0	2,397	2,600	203	0
Photocopier	27	137	800	663	0
Internet, website and webcams	0	1,500	4,000	2,500	0
Computer Software Contracts	86	1,028	3,000	1,972	0
Computer Maintenance Support	0	486	3,000	2,514	0
Advertisements	0	0	500	500	0
Audit	0	400	2,500	2,100	0
Insurance	0	6,710	5,500	-1,210	0
Sundry	30	362	1,000	638	0
Bank Charges	10	57	300	243	0
Bank Interest Received (Income)	0	-2,217	-2,500	-283	0
	£187	£13,803	£26,700	£12,897	£0

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 5 - August 2023

Expense Group Totals	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
Council Services	4,059	75,971	198,630	122,659	-23,300
Discretionary Expenditure	-2,575	37,352	100,800	63,448	38,409
Woolcombe House	1,502	16,994	36,490	19,496	0
Other Freehold Property	24,111	31,322	119,405	88,083	180
Trust Property	8,927	23,408	29,995	6,587	-2,280
Members	0	4,303	15,900	11,597	0
Staff	10,409	58,906	152,600	93,694	0
Office Expenses	187	13,803	26,700	12,897	0
Precept Received	0	-340,260	-680,520	-340,260	
Net Income over Expenditure	£46,620	-£78,201	£0	£78,201	£13,009

Current/Deposit Bank Accounts

£1,095,255

of which

Woolley Bequest

£5,543

Rayson Bequest Fireworks/Light Displays

£65,690

Rayson Bequest Natural/Sidmouth History

£61,085

Rayson Bequest Party/Celebrations

£59,924

Innovation & Resilience Fund

£34,140

Earmarked Reserves

£631,113

Section 3 - External Auditor's Report and Certificate 2022/23

In respect of **SIDMOUTH TOWN COUNCIL – DV0317**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We note that one of the bank accounts held is not held in the name of the smaller authority. Please ensure that all assets, including bank accounts, are held in the name of the smaller authority.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

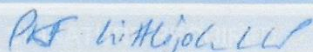
3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

19/09/2023