

SIDMOUTH TOWN COUNCIL



WOOLCOMBE HOUSE
WOOLCOMBE LANE
SIDMOUTH
DEVON
EX10 9BB

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To: All Members of the Town Council
Town Clerk

30 August 2023

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

Dear Sir/Madam,

Meeting of Sidmouth Town Council Monday 4 September 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.

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 black ink, appearing to read 'Chris Holland', written over a horizontal line.

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 7 August 2023. | 4 – 5 |
| 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 9 and 23 August 2023.

8.2 Tourism & Economy Committee

To receive an update, if appropriate, from the Chair of the Tourism & Economy Committee.

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.

6 – 11

9 **Reports from Members with Special Responsibilities**

9.1 Finance Report

a) In accordance with section 2.2 of the Town Council’s Financial Regulations Members are 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.

b) To receive the Finance Report for July 2023.

12 – 15

9.2 Other Reports from Members with Special Responsibilities

To receive other notified reports from other Members.

- 10 **Christmas Light Trail Funding Request**
Members to consider using Woolley Bequest funding for 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. 16 – 17
- 11 **Town Council Ward Vacancies - Co-option Procedure**
Members to consider the timetable & procedure to fill the current vacancies on the Town Council drawn up in line with guidance from the National Association of Local Councils. 18 – 20

Town Clerk's Note:

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.

Forthcoming meetings:

SEPT	Wed	06	PLANNING WORKING GROUP
	Wed	13	TOURISM & ECONOMY CTTEE
	Wed	20	PLANNING WORKING GROUP
OCT	Mon	02	COUNCIL

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 7 August 2023 at 6.30pm

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

The meeting started at 6.30pm and finished at 7.15pm.

PART 'A'

43 Minutes

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

44 Declarations of Interest

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

45 Public Open Question Time

- Cllr Davis reported that there were electric scooters and bikes using the cycle lane in the Byes and she was concerned that they may be a danger to pedestrians. The Town Clerk would inform the District Council's Streetscene department who were responsible for management of the Byes and Cllr Nelson offered to inform the local Police Neighbourhood Team.
- Cllr Brown raised concerns about the signage at East Beach and that Sidmouth Lifeguards were having to ask members of the public to leave the beach. The Town Clerk would inform the District Council and ask them to review the wording of the signs to make the danger clearer.
- Cllr Perram reported that the condition and cleanliness of the toilets at Port Royal was unacceptable. District Councillor Goodman reported that he had arranged to meet with the responsible officer at the District Council and would report back to a future meeting.

46 Police Advocate Report

Councillor Nelson reported that the latest ONS crime figures showed that the Devon & Cornwall Police Authority area had the lowest crime rate in England and Wales.

A new PCSO would be starting in early September which would relieve the pressure in the Neighbourhood Team.

Councillor Lockyear had taken part in the recent Operation Loki carried out in Sidmouth and had joined PC Tom Driver on patrol with the Sidmouth Neighbourhood Team.

RESOLVED: That the Police Advocate report be noted.

47 Working Group Reports

47.1 Planning Working Group Reports

Councillor Dent, Chair of the Planning Working Group, presented the report of the Planning Working Group meeting held on Wednesday 28 June, 12 and 26 July 2023.

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

47.2 Tourism & Economy Committee Report

Councillor Nelson, Chair of the Tourism & Economy Committee, reported that the CMC project had recruited 12 Changemaker Champions who would act as exemplars of best practice for other businesses.

The Sidmouth School of Art had completed the project of turning the phone boxes in the Market Squares into mini museums.

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

47.3 Environment Committee

Councillor Barlow, Chair of the Environment Committee, presented the report of the Planning Working Group meeting held on Monday 10 July 2023.

RESOLVED: that the Environment Committee report be noted and decisions agreed.

47.4 Council Resources Working Group

Councillor Lockyear, Chair of the Council Resources Working Group reported that the next meeting would be held in September. The Chair and Vice Chair would present a proposal, including timetable, of how best to fill the current vacancies on the Town Council to the September Council meeting.

47.5 Youth Provision Working Group

Councillor Nelson, Chair of the Youth Provision Working Group, reported that, working in conjunction with Alison Haywood of the District Council, an Invitation to Tender document would be issued to create a Feasibility Study and Business Case for the possible reconstruction of the youth centre.

A TaFF had been set up to work on the creation of a Youth Council.

The final report and results from the Design West study would be reported in the local press on Friday 11 August.

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

48 Reports from Members with Special Responsibilities

48.1 Finance Report

Councillor Lockyear presented the Finance Report for June 2023.

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

48.2 Sidmouth Consolidated Charities

Councillor Perram reported that it was expected that two Town Councillors would be members of the Sidmouth Consolidated Charities committee, although it was accepted that this would not be possible until there was a full contingent of Town Councillors.

.....
CHAIR OF THE COUNCIL

**Sidmouth Town Council's Planning Working Group
held on Wednesday 9 August 2023**

(The Working Group met virtually)

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

Also present: Councillor Ian Barlow

The meeting started at 10.00am and finished at 10.20am

570 Declarations of Interest

No declarations of interest were made.

571 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.

572 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 26 July 2023.

573 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.

574	23/1633/FUL Primley Ward	Stephen Fletcher	123 Sidford Road, Sidmouth, Devon, EX10 9PB. Removal of existing garage, construction of new garage in alternative location.
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SUPPORT

575	23/1208/FUL South Ward	Mr Matthew Raistrick	Victoria Hotel, The Esplanade, Sidmouth, EX10 8RY. Construction of a lift shaft to rear (north) elevation
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SUPPORT

576	22/2756/FUL South Ward	Mr Matthew Raistrick	Victoria Hotel, The Esplanade, Sidmouth, EX10 8RY. Construction of two new poolside family rooms and associated parking spaces, and extension to existing poolside family guest room.
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SUPPORT

Note: Members support the flat roof design but suggest that the possibility be considered of setting the building further back from the boundary wall.

577 23/1658/FUL Mr George 127 Winslade Road, Sidmouth, Devon, EX10 9EZ.
South Ward Barber Garage renovation.

SUPPORT

578 Trees in Conservation Areas

a) 23/1315/TCA Mr Roger Flynn Long Orchard, Elysian Fields, Sidmouth, EX10 8UH.
T1: Monterey cypress - removal of roots up to 20mm where
uplifting and protruding through driveway surface. (Consult with
Tree Team if roots 20mm need works and alternative suitable
driveway surface required.) T2: mature sweet chestnut with
senescent crown - reduction of canopy on west side (nearest the
house) and height reduction by approximately 1.5m. Removal of
deadwood. T3: yew - crown lift to 2.5m above ground level to allow
access under the canopy, reduce the extent of eastern canopy by
up to 2m. T4 & T5: chestnuts - reduce overhanging branches back
to hedgerow by approx 1.5m.

WITHDRAWN

579 Trees with preservation order

None received.

580 New Tree Preservation Order

a) 23/0030/TPO Land at Pipers Chantry, Convent Road, Sidmouth, EX10 8RE.

NOTED

581 Exemption to a Tree Preservation Order

None received

582 Appeals

None received

583 Unsupported decisions

None.

Enforcement Letters

None received.

584 New Draft Local Plan Update

The Chair reported that a recent meeting of EDDC's Strategic Planning Committee had decided that the Committee would work through the new draft local plan in sections. A workshop would be held to consider the Local Plan vision and decide how to work through the remainder of the Local Plan. In the meanwhile, Officers would continue to work on the Local Plan including sites and allocations without waiting for the Government's update on the National Planning Policy Framework (NPPF).

.....
CHAIR OF THE PLANNING WORKING GROUP

**Sidmouth Town Council's Planning Working Group
held on Wednesday 23 August 2023**

(The Working Group met virtually)

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

Also present: Councillor Ian Barlow

Apologies: Chris Lockyear and Rachel Perram

The meeting started at 10.00am and finished at 11.15am

585 Declarations of Interest

Councillor Kelvin Dent	23/1690/FUL South Ward	Personal interest	Remained in the meeting during discussion and did vote.	Is a customer at the garage.
Councillor Dent and Councillor Perram	23/1619/FUL Salcombe Regis Ward	Personal interest	Remained in the meeting during discussion and did vote.	Are acquainted with the applicant.

586 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.

587 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 9 August 2023.

588 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.

- 589** 23/1589/LBC Mr & Mrs N Sussex House, Station Road, Sidmouth, Devon, EX10 8NP.
East Ward Bearman
Create ensuite and bedroom on third floor and extend SVP to roof level and install WC in utility room and connect waste pipes.

SUPPORT: Subject to the views of the Conservation Officer.

- 590** 23/0810/FUL Mr Alan 8 Mill Street, Sidmouth, EX10 8DF.
East Ward Stevenson
Proposed two storey rear extension.

SUPPORT

Note: Members noted an objection about possible loss of light.

591 23/1657/FUL Mr Mitch
East Ward Tonks Former Sidmouth Drill Hall, The Esplanade, Sidmouth, EX10 8BE.
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*)

DEFER: To allow interested parties to attend the next meeting in person at Woolcombe House.

592 23/1619/FUL Mr R Eley
Salcombe Regis Ward Land North of Higher Griggs Farm, Fortescue Road, Sidmouth.
Erection of a detached two storey dwelling, detached garage, and wildlife lake with associated landscaping.

SPLIT DECISION:

SUPPORT

Wildlife Lake and Landscaping.

DO NOT SUPPORT

Erection of a detached two storey dwelling, detached garage:

Members opposed the proposal due to concerns about its location within the Area of Outstanding Natural Beauty. 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 AONB 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.

593 23/1062/FUL Mr Oliver
South Ward Wells 11A Ascerton Close, Sidmouth, EX10 9BS.
Single storey side/rear extension.

SUPPORT

Councillors suggested a time restriction for construction between 8am-5pm Monday to Friday, 8am-1pm on Saturdays in order to minimize inconvenience to neighbours.

594 23/0991/FUL Mr Ali Rad
South Ward Sidholme Hotel, Elysian Fields, Sidmouth, Devon, EX10 8UJ.
Proposed 4 number new townhouses on site of former garage at Sidholme Hotel.

SUPPORT

595 23/0992/LBC Mr Ali Rad
South Ward Sidholme Hotel, Elysian Fields, Sidmouth, Devon, EX10 8UJ.
Proposed 4 number new townhouses on site of former garage at Sidholme Hotel.

SUPPORT

596 23/1690/FUL Mr N Hillier Sidmouth Garage, Connaught Road, Sidmouth, Devon, EX10 8TT.
South Ward Change of use of part ground floor to living accommodation including change in fenestration.

SUPPORT

597 23/1713/FUL Mr Adrian 37 Alexandria Road, Sidmouth, EX10 9HG.
West Ward Weavin Proposed new dwelling to the rear.

SUPPORT

598 **Trees in Conservation Areas**
None received.

599 **Trees with 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.

DEFER awaiting report

b) 23/1775/TRE Ms Sarah Upper Heights, Burscombe Lane, Sidford, Sidmouth, EX10 9SF.
Webster
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.

DEFER awaiting report

c) 23/1782/TRE Mr Ian Council Offices Knowle, Sidmouth, Devon, EX10 8HL.
Wilkins
T2: Beech; T3, T19: Oak; T4, T13, T30: Cherry; T5: False Acacia; T6: Silver Maple; T7, T9, T15: Hornbeam; T12, T16, T36: Sycamore; T17, T23: Norway Maple; T28, T35: Silver Birch; T33: Holly; T34: Red Horse Chestnut – crown lift to 5m over existing road. T10: Judas Tree - cut back minor branches overhanging road, back to road edge.

APPROVE subject to the following conditions:

1. The works, hereby consented to, shall be carried out within a period of 2 years from the date of this decision notice. (reason - to ensure that the works are carried out within a reasonable period of time.)
2. The works hereby consented to shall be carried out in accordance with british standard 3998: 2010. (reason - in the interests of amenity and to ensure the works are carried out in a satisfactory manner.)

601 Exemption to a Tree Preservation Order

None received

602 Appeals

None received

603 Unsupported decisions

None received.

Enforcement Letters

None received.

604 New Draft Local Plan Update

The Chair reported that a recent meeting of EDDC's Strategic Planning Committee had decided that the Committee would work through the new draft local plan in sections. A workshop would be held to consider the Local Plan vision and decide how to work through the remainder of the Local Plan. In the meanwhile, Officers would continue to work on the Local Plan including sites and allocations without waiting for the Government's update on the National Planning Policy Framework (NPPF).

.....
CHAIR OF THE PLANNING WORKING GROUP

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 4 - July 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	11,906	23,813	47,630	23,817	0
Flower Beds, Planters & Watering	4,507	6,344	17,000	10,656	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	0	4,842	50,000	45,158	-3,000
Tourism Promotion Income	-1,624	-2,713	-26,000	-23,287	0
Innovation & Resilience Fund	14,880	21,291	0	-21,291	-21,291
Verge Cutting, Town Maintenance & Weeding	1,986	6,942	24,500	17,558	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	5,000	10,000	32,700	22,700	0
Water Fountains & Defib Mtce	145	384	2,000	1,616	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)	0	-150	0	150	150
	£36,800	£71,912	£198,630	£126,718	-£25,300

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	800	800	800	0	0
Sidmouth Regatta Air Show	450	1,547	12,500	10,953	0
Donation to Sidmouth Regatta Air Show (Income)	-1,125	-1,125	0	1,125	0
Environment Committee	445	4,374	12,000	7,626	0
Donation to use of Marquee (Income)	-50	-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	-440	955	0	-955	-955
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	321	321	0	-321	-321
	£401	£39,927	£100,800	£60,873	£39,519

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 4 - July 2023

	Actual	Actual	Current	Budget	Cumulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From -
					EMReserves
<u>Woolcombe House</u>					
Services Gas/Water/Elec	385	1,658	7,000	5,342	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	384	1,581	7,000	5,419	0
	£769	£15,492	£36,490	£20,998	£0
<u>Other Property</u>					
Alma Lane Field	0	0	200	200	0
Manstone Youth Centre	1,400	6,225	85,000	78,775	0
Manstone Sports and Play Areas	29	214	2,000	1,786	0
Long Park & Play Area	1,351	2,382	1,500	-882	-1,450
The Arches	1,435	3,176	36,000	32,824	0
The Arches East (Income)	0	-6,604	-24,250	-17,646	0
Conservatory Maintenance	130	260	2,000	1,740	0
Knowle Parkland & Amphitheatre	60	60	10,000	9,940	0
Fire Beacon Stewardship	4,630	4,630	7,000	2,370	0
Fire Beacon Stewardship (Income)	0	-3,088	0	3,088	3,088
Sidmouth Golf Club (Income)	-5	-5	-5	0	0
Elec Pole Rent (Income)	0	-39	-40	-1	0
	£9,030	£7,211	£119,405	£112,194	£1,638
<u>Trust Property</u>					
<u>The Ham</u>					
The Ham Ground Mtce	121	484	2,000	1,516	0
The Ham Other Mtce	1,026	23,174	24,000	826	0
The Ham Play Equipment	0	0	1,500	1,500	0
The Ham Reserve	0	0	2,000	2,000	0
The Ham Utility Building	0	120	5,000	4,880	0
The Ham 3Phase Power	211	211	3,000	2,789	0
The Ham Rent (Income)	-2,691	-8,902	-10,000	-1,098	0
<u>Manstone</u>					
Manstone Land Ground Mtce	66	264	800	536	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
	-£1,267	£14,481	£29,995	£15,514	£0

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 4 - July 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	35,114	109,000	73,886	0
Pensions	1,778	7,239	22,000	14,761	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	£48,497	£152,600	£104,103	£0
<u>Office Expenses</u>					
Postage	7	7	500	493	0
Stationery	0	403	1,500	1,097	0
Telephone	1,646	2,499	4,000	1,501	0
Subscriptions	10	2,397	2,600	203	0
Photocopier	0	110	800	690	0
Internet, website and webcams	0	1,500	4,000	2,500	0
Computer Software Contracts	6	942	3,000	2,058	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	6,710	6,710	5,500	-1,210	0
Sundry	122	332	1,000	668	0
Bank Charges	14	47	300	253	0
Bank Interest Received (Income)	0	-2,217	-2,500	-283	0
	£8,515	£13,616	£26,700	£13,084	£0

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 4 - July 2023

	Actual	Actual	Current	Budget	Cummulative
Expense Group Totals	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
Council Services	36,800	71,912	198,630	126,718	-25,300
Discretionary Expenditure	401	39,927	100,800	60,873	39,519
Woolcombe House	769	15,492	36,490	20,998	0
Other Freehold Property	9,030	7,211	119,405	112,194	1,638
Trust Property	-1,267	14,481	29,995	15,514	0
Members	0	4,303	15,900	11,597	0
Staff	10,409	48,497	152,600	104,103	0
Office Expenses	8,515	13,616	26,700	13,084	0
Precept Received	0	-340,260	-680,520	-340,260	
Net Income over Expenditure	£64,657	-£124,821	£0	£124,821	£15,857

Current/Deposit Bank Accounts

£1,132,826

of which

Woolley Bequest

£5,660

Rayson Bequest Fireworks/Light Displays

£65,690

Rayson Bequest Natural/Sidmouth History

£61,085

Rayson Bequest Party/Celebrations

£60,917

Innovation & Resilience Fund

£36,140

Earmarked Reserves

£632,851

SIDMOUTH SCHOOL OF ART

15th August 2023

Subject – Sidmouth Winter Lights Festival, Rayson Bequest Funding Request

Dear Councillor Lockyear,

I am writing in advance of the September 4th 2023 Council Meeting to request support from Sidmouth Town Council for a new community event for the town.

Sidmouth Winter Lights Festival: An inspiration of light sculptures, projections and lanterns based at the Sensory Garden and Riverside Walkway. The festival is designed to celebrate emerging from the dark of winter into the hopeful light of springtime with the theme of sustainability integrated.

This low carbon festival will feature a trail of 9 light installations, with 9 being a powerful symbol of awakening and the cycle of life, these will be located at the Sensory Garden and Riverside Walkway. Each installation will be an artwork highlighting an aspect of environmental sustainability and made using recycled materials. The lanterns will be created by children from Sidmouth schools and will themselves create an installation about biodiversity culminating with planting of seeds. The festival is biodiversity friendly with LED lights and taking place during hibernation of bats and other species. Timings for switch on will be limited up to 8.30pm.

Additionally Sidmouth Wallspace will host a lighting projection and lighting installations will also be housed in the telephone box kiosks in the Market Square. This will connect the event from the heart of the town to the natural environment where the river meets the sea and of the gardens and the walkway designed for wellbeing and biodiversity.

The event would launch with a promotion which simultaneously contributes to the existing Christmas Lights Switch On and Late Night Shopping, with the main event taking place in February '24. The December event would comprise of a parade with dancers and lanterns and lighting installations in the telephone boxes. We will then host a launch event in the Sensory Garden with food and drink, lantern parade and dancers to open the event, with approximately 12 timed switch ons to take place throughout February.

Sidmouth School of Art is a registered charity in England and Wales 1199539

Registered Address: 92 Winslade Road, Sidmouth, EX10 9EZ

SIDMOUTH SCHOOL OF ART

15th August 2023

Sidmouth School of Art have been developing the project with experienced lighting artist Zac Greening (aka GREENING THE EArth) who has designed and delivered light festival and trails in a variety of locations from Wincanton to Canary Wharf and his environmental and sustainability focused lighting sculptures are a regular feature at Glastonbury Festival. We will also feature work from up to 4 other lighting artists subject to funding and availability.

Examples of Zac's work can be seen here

Passiflora: <https://www.youtube.com/watch?v=6dpYrR8WclY>

Allium: <https://www.instagram.com/p/Ct6NlxloEbZ/>

Blue neurone: <https://www.youtube.com/watch?v=vu-XdhQumRc>

Wincanton Light Festival: <https://www.youtube.com/watch?v=d2S7iBuk8PY>

We are writing at this time as we would like to request funding of £2,500 to support a pilot event for the town and that due to timing this falls outside of the usual small grant programme timetable. Sidmouth School of Art will part fund the project and seek additional sponsorship. The total project cost is anticipated to be £5,000. The project has purposefully located the event in a manageable appropriate space to create an experience and to be achievable. The project budget will cover artist fees, workshop fees, marketing, administration, lights, projection, timers and plug and play equipment, materials, public liability insurance.

Sidmouth Town Council's contribution will help us to continue to have a big impact on the community of Sidmouth and visitors from the surrounding East Devon area and from further afield, particularly at a time when the town is quieter than the rest of the year, providing another reason to visit and for people to get together, supporting the wellbeing of the town socially, economically and environmentally.

Sidmouth School of Art is currently delivering the Sidmouth Makes Art project with Sidmouth Coastal Community Hub, this project seeks to engage young people, residents and visitors alike, tapping into the potential of art to transform places and people.

<https://www.sidmouthart.org>

With the support of Sidmouth Town Council we will continue to increase participation, inclusivity and creativity in support of our vision to 'make Sidmouth the artwork'.

We look forward to your decision as soon as possible to enable the project to proceed.
With thanks on behalf of Sidmouth School of Art, Louise Cole.

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Sidmouth Town Council Co-Option Procedure for Unfilled Vacancies following Local Government Election in May 2023

Introduction

Co-option is the process whereby vacant Town Council seats can be filled by candidates approved by a vote of existing members of the Town Council, rather than by an election.

The National Association of Local Councils (NALC) states that: “making co-options is an opportunity for councils and their committees to address shortfalls and imbalances in their membership. Steps should be taken to identify the nature of these gaps and conduct a recruitment process that specifically targets them.”

There are two ways in which a co-option may occur:

- There have been insufficient candidates to fill all available seats at an election; or
- A casual vacancy has arisen between elections and there has been no demand to hold a by-election

Basic Principles

The process for co-option to vacancies on town and parish councils is not prescribed in law. However, NALC’s Legal Briefing L15-08 (2015 reissue) provides guidance.

The Town Council should ensure that all applicants are treated alike and that the application and selection process is open, fair and transparent.

Sidmouth Town Councillors and residents can legally approach individuals to suggest that they may wish to consider putting their names forward for co-option and encouraging them to register an expression of interest.

Sidmouth Town Council is not obliged to co-opt to fill any vacancy. Nor is it obliged to select anyone from the candidates who apply to fill any vacancy.

Any candidate(s) offering inducements or undue pressure will be disqualified.

Once selected under the provisions [below], co-opted councillors are full members of Sidmouth Town Council though are not entitled to a Councillors allowance.

NALC Recommendations for successful co-option of councillors¹

The NALC has the following non-mandatory recommendations for ensuring that co-opted members can contribute effectively to the work of the Council.

- The Council should identify any shortfalls and imbalances in its membership. The Council should take steps to identify these gaps and recruit specifically for them.
- The Council should co-opt to benefit the diversity of the Council and to welcome all backgrounds, experiences and abilities. NALC recommends considering using a job description or person specification to target specific skills or groups.
- The Council should highlight the necessary skills to be a good Councillor, for example, good communication skills, problem solving, analytical thinking and being a team player. However, the most important attribute is to care about the community and to be willing to take an active role in the Council and its subcommittees.
- The Council should advertise the role widely, across all media platforms, including social media, community newsletters, the local press, websites and noticeboards. The Council may seek to work with community groups to advertise the vacant role.

¹ NALC Guidance Note “How Do I Co-Opt a Councillor” (2021)

Process and Timetable

The suggested process and timetable is as follows:

Action	Responsibility	Time
Drafting of Advertisement of Vacancies for Co-Option, application form and any additional person specification, job description or additional information	Town Clerk with Chair and Vice Chair	By 28/8/23
Approval of process for co-option and application form by Full Council	Full Council	4/9/23
<p>Publication of Notice of Vacancies for Co-Option. Publication on Council Noticeboards, Website, Social Media Accounts plus the Sidmouth Herald and any other channel recommended by the Town Clerk in consultation with the Chair and Vice Chair of Council.</p> <p>The Notice will:</p> <ul style="list-style-type: none"> • Give a brief outline of the role and responsibilities of a Town Councillor; • Explain that further information is available on the Town Council website, this information to include detailed information about the role and responsibilities of a Town Councillor, the eligibility criteria for Council membership and any additional documents produced under the NALC recommendations above; • State the methods through which candidates can enter an Application; • Include a closing date for making an application. 	Town Clerk	8/9/23
Informal discussion of gaps in provision plus specific desired skill profiles for co-opted councillors, at an informal meeting for all members	All Members	11/9/23
Deadline for receipt of application forms, statements of eligibility and willingness to act. All candidates will be asked to provide written evidence of experience, knowledge, ability, interests and circumstances, based on NALC Guidance L15-08. A draft application form is included at appendix A.	Prospective Members	Noon on 13/10/23
Council Agenda for 6/11/23 to be published and include copies of all applications which will be a Part B item. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.	Town Clerk	By 31/10/23

Invitation sent to applicants to attend council meeting on 6/11/23 and be invited to speak up to 3 minutes to support their application.	Town Clerk	By 31/10/23
Consideration of applications at Full Council Meeting; This will include considerations of written and oral submissions.	All Members	6/11/23
Vote on applications at Full Council Meeting (Part B)	All Members	6/11/23
Candidates informed of outcome of vote	Town Clerk	7/11/23
Successful candidates sign the Declaration of Acceptance of Office and Declaration of Pecuniary Interests forms at their first meeting, or within 28 calendar days of election whichever is the sooner. The successful candidate(s) will also confirm that they will comply with and abide by the Town Council's Code of Conduct.	Co-Opted Members and Town Clerk	4/12/23

The successful candidate's term of office runs until the next scheduled elections for the Town Council in May 2027.