

SIDMOUTH TOWN COUNCIL
Minutes of the Annual Meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 13 May 2024 at 6.30pm

Ward	Councillors Present:
Sidmouth North	Stephen Blakeway Bernie Davis Stuart Hughes
Sidmouth South	Kelvin Dent Paul Dodds Chris Lockyear (Chair)
Sidmouth East	Lorraine Brown
Sidmouth West	Phil Weaver
Primley	Francetta Bridle Hilary Nelson (Vice Chair) Kevin Walker
Sidbury	John Loudoun
Sidford	Mike Goodman
Salcombe Regis	Ian Barlow Edward Willis Fleming

Apologies: John Nicholson, Rachel Perram

The meeting started at 6.30pm and finished at 8.05pm.

PART 'A'

1 Election of the Chair of the Council

It was proposed by Councillor Nelson and seconded by Councillor Walker 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 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 Willis Fleming 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 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 8 April 2024 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 vacancy for a Project and Services Delivery Officer had been advertised with a closing date of 24 May and interview date of 4 June 2024.

6 Public Open Question Time

There were no questions raised.

7 Committee/Working Group Membership

RESOLVED:

1) that nominations for the Committee/Working Group Memberships as listed in the agenda papers, be approved:

Planning Working Group

Tourism & Economy Committee

Environment Committee – with the addition of Cllr Dodds

Youth Provision Working Group – with the addition of Cllr Hughes

Council Resources Review Working Group

Parish Paths Partnership Working Group (P3) – with the addition of Cllr Weaver

Emergency Working Group

Past Chairs and Personnel Working Group

Sidmouth Regatta Working Group

2) that the following appointments be made:

Planning Working Group

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

It was proposed by Councillor Dent and seconded by Councillor Willis Fleming 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 Lockyear and seconded by Councillor Walker 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 Brown that Councillor Willis Fleming 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 Walker that Councillor Blakeway be appointed to the position of Vice Chair of the Environment Committee for the forthcoming year.

8 Members with Special Responsibilities

RESOLVED: that the nominations listed in the agenda papers for Members with Special Responsibilities be approved; with the addition of Cllr Perram for Public Conveniences.

9 Representatives on Outside Bodies

RESOLVED: that the nominations listed in the agenda papers for Town Council representatives on outside bodies be approved; with the addition of Cllr Bridle for Sidmouth in Bloom.

10 Annual Subscriptions

a) The following subscriptions were considered and approved for renewal:

	<u>Paid in 2023/24</u>
Devon Association of Local Councils	£1,606
Society of Local Council Clerks	£ 296
South West Councils	£ 485
Information Commission	£ 35
International Tree Foundation	£ 25
Campaign to Protect Rural England	£ 10

b) The Town Clerk would arrange a presentation and training session for Members from the Devon Association of Local Councils.

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, bacs payments would be made for 2024/2025.

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 confirmed and noted that no changes had been made to Sidmouth Town Council's Standing Orders as distributed to Members in May/Nov 2023.

15 Financial Regulations

Members confirmed and noted that no changes had been made to Sidmouth Town Council's Financial Regulations as distributed to Members in May/Nov 2023.

16 Code of Conduct

Members confirmed and noted that no changes had been made to Sidmouth Town Council's Code of Conduct as distributed to Members in May/Nov 2023.

17 Internal Audit

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

18 Risk Assessment

a) Members received and agreed Sidmouth Town Council's Risk Assessment as issued with the agenda.

b) Councillors Lockyear, Goodman and the Town Clerk would carry out a review of the Council's Risk Assessment and report to Council at a future meeting.

19 Police Advocate Report

There was nothing to report from the Police Advocate.

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 27 March, 10 and 24 April 2024.

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

20.2 Environment Committee Report

Councillor Barlow presented the report of the Environment Committee meeting held on Monday 22 April 2024.

Councillor Lockyear reported that he along with Cllrs Blakeway, Davis and Nicholson had held an initial meeting of the subgroup created to review the Council's Environment Policy.

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

20.3 Tourism and Economy Committee Report

Councillor Nelson gave a short update on the Local Visitor Partnership program.

20.4 Council Resources Working Group

There was nothing to report from the Council Resources Working Group.

20.5 Youth Provision Working Group

Councillor Nelson reported that the next meeting on the Youth Provision Working Group would be held on Wednesday 15 May 2024.

21 Reports from Members with Special Responsibilities

21.1 Finance Report

a) Members were asked to note that Cllr Lockyear, Member with Special Responsibility for Finance, had verified the bank reconciliations for all accounts, as at the end of March 2024.

RESOLVED: That in accordance with section 2.2 of the Town Council's Financial Regulations, Members noted that Cllr Lockyear, Member with Special Responsibility for Finance, had verified the bank reconciliations, for all accounts, as at the end of March 2024.

b) Councillor Lockyear presented the Finance Report for the year ending 31 March 2024.

RESOLVED: that the Finance Report for the year ending 31 March 2024 be noted and agreed.

c) Members were asked to consider the release of the conditional grant allocation made to Sidmouth Watersports Hub following the receipt of an email from Miles Hapgood.

RESOLVED: that Sidmouth Watersports Hub be invited to submit an amended grant application form which should also address Members questions regarding the length of lease on the property and the remaining funding required to complete the project.

21.2 Sidmouth WHAT Group

Cllr Davis gave a short update on the Sidmouth WHAT Group.

22 Transfer of Public Conveniences from District Council to Town Council

Members were asked to consider an email/report received from Doug Stanton MRICS Project Manager Estates, East Devon District Council, which outlined the potential transfer of some public conveniences to the Town Council. Members discussed the existing facilities, those still open and those which had been closed for some time. Consideration was given to the potential future cost of running the non-statutory service and location of each existing EDDC facility being offered.

RESOLVED: that:

- a) Long Park – Sidmouth Town Council acknowledged ownership of the property and would agree take over responsibility for maintenance and cleaning of the block at the beginning of the 2025/26 financial year.
- b) Sidbury – Sidmouth Town Council does not wish to receive transfer of this block and was content for EDDC to release it to its nearest neighbour; Sidbury Village Hall.
- c) Sidford – Sidmouth Town Council has no objection to the District Council’s intention to consider options for this site and market it for sale and/or redevelopment.

23 The Arches Café

Members were asked to consider a proposal for the ‘Installation of Benches outside The Arches Beach Café’ received from Dan Lakeman.

RESOLVED: that:

- a) Permission be granted to the placement of benches outside The Arches Café.
- b) Benches must be removed at the end of each day’s trading.
- c) An annual fee (plus VAT and subject to an annual CPIH increase) be charged.
- d) The position of the benches is subject to and may need to be altered when the location of the proposed pedestrian crossing has been agreed with the District and County Councils.

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CHAIR OF THE COUNCIL