

SIDMOUTH TOWN COUNCIL
Minutes of the Annual Meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 12 May 2024 at 6.30pm

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

The meeting started at 6.30pm and finished at 7.05pm.

PART 'A'

1 Election of the Chair of the Council

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

Councillor Nelson 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 Nelson and seconded by Councillor Perram that Councillor Paul Dodds be appointed Vice Chair of Sidmouth Town Council for the forthcoming year. There being no other nominations; Councillor Dodds was duly appointed Vice Chair of Sidmouth Town Council for the forthcoming year.

Councillor Dodds 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 7 April 2025 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

None received.

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 Committee

Tourism & Economy Committee

Environment Committee

Youth Provision Committee

Council Resources Review Working Group

Parish Paths Partnership Working Group (P3)

Emergency Working Group

Past Chairs and Personnel Working Group

Sidmouth Regatta Working Group

2) that the following appointments be made:

Planning Committee

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

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

Tourism & Economy Committee

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

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

Youth Provision Committee

It was proposed by Councillor Davis and seconded by Councillor Jo Dodds that Councillor Perram be appointed Chair of the Youth Provision Committee for the forthcoming year.

It was proposed by Councillor Lockyear and seconded by Councillor Perram that Councillor Davis be appointed Vice Chair of the Youth Provision 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.

9 Representatives on Outside Bodies

RESOLVED: that the nominations listed in the agenda papers for Town Council representatives on outside bodies be approved.

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 2025/2026.

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 General Risk Register

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

b) It was confirmed that no changes had been made to Sidmouth Town Council's General Risk Register Document as adopted by Members in March 2025.

19 Police and Police Advocate Report

Cllr Lorraine Brown gave an update on Police activity and current areas of focus including recent anti-social behaviour. Following reports from the public, the Sidmouth Neighbourhood Team have been conducting patrols of Manstone Skatepark and local parks such as Connaught Gardens in Sidmouth.

20 Committee/Working Group Reports

20.1 Planning Committee Reports

Councillor Dent, Chair of the Planning Committee, presented the reports of the Planning Committee meetings held on Wednesdays 2 and 23 April 2025.

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

20.2 Environment Committee Report

Councillor Barlow presented the report of the Environment Committee meeting held on Monday 14 April 2025.

RESOLVED: that the Environment Committee reports be noted and decisions agreed, subject to an addition to show that Councillor Nicholson gave apologies for the meeting on 14 April.

20.3 Tourism and Economy Committee Report

There was nothing to report.

20.4 Council Resources Working Group

There was nothing to report.

20.5 Youth Provision Committee

Councillor Nelson reported that the next meeting on the Youth Provision Committee would be held on Tuesday 20 May 2025. The Chair thanked Cllr Perram and Cllr Davis for their ongoing hard work.

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 2025.

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 2025.

b) Councillor Lockyear presented the Finance Report for the year ending 31 March 2025.

RESOLVED: that the Finance Report for the year ending 31 March 2025 be noted and agreed.

22 Annual Return – Internal Audit Report 2024/25

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 the 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- Government Statement 2024/25

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 the 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.

24 Annual Return– Accounting Statements 2024/25

Members were asked to consider and approve the Accounting Statement which had been duly certified and signed by the Town Clerk/RFO.

Following approval by 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 Appointment of new Internal Auditor

Noted: The appointment of an Internal Auditor; Adrian Harris Managing Director of Rosy Jefferey Chartered Accountants.

.....
CHAIR OF THE COUNCIL