



SIDMOUTH TOWN COUNCIL

WOOLCOMBE HOUSE
WOOLCOMBE LANE
SIDMOUTH
DEVON
EX10 9BB

Telephone: 01395 512424
Email: towncouncil@sidmouth.gov.uk
Website: www.sidmouth.gov.uk
VAT Reg. No. 142 3103 24

To: All Members of the Town Council
Town Clerk

11 May 2026

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

Dear Sir/Madam,

Annual Meeting of Sidmouth Town Council Monday 18 May 2026 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 8 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,

Christopher E Holland
Town Clerk

A G E N D A

PART 'A'

Page/s

1 Election of the Chair of the Council

1.1 It will be 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.

1.2 To receive any other nominations for the position of Chair of Sidmouth Town Council.

1.3 To receive the elected Chair's Declaration of Acceptance of Office.

2 **Appointment of the Vice Chair of the Council**

2.1 It will be proposed by Councillor Nelson and seconded by Councillor Barlow that Councillor Paul Dodds be appointed Vice Chair of Sidmouth Town Council for the forthcoming year.

2.2 To receive any other nominations for the position of Vice Chair of Sidmouth Town Council.

2.3 To receive the elected Vice Chair's Declaration of Acceptance of Office.

3 **Apologies**

To receive any apologies for absence.

4 **Minutes**

7 - 9

To confirm the minutes of the meeting of the Town Council held on Monday 13 April 2026.

5 **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.

6 **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).

7 **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.

8 **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.)

9 **Committee/Working Group Membership**

10

To consider and approve the list of appointments to Council Committees and Working Groups for the ensuing year:

a) Planning Committee:

i) Planning Committee Membership

ii) It will be proposed by Cllr Barlow and seconded by Cllr Bridle that Cllr Dent be appointed Chair of the Planning Committee.

iii) It will be proposed by Cllr Dent and seconded by Cllr Lockyear that Cllr Perram be appointed Vice Chair of the Planning Committee.

- b) Tourism & Economy Committee
 - i) Tourism & Economy Committee Membership
 - ii) It will be proposed by Cllr Nelson and seconded by Cllr Barlow that Cllr Willis Fleming be appointed Chair of the Tourism & Economy Committee.
 - iii) It will be proposed by Cllr Bridle and seconded by Cllr Willis Flemming that Cllr Nelson be appointed Vice Chair of the Tourism & Economy Committee.
- c) Environment Committee
 - i) Environment Committee Membership
 - ii) It will be proposed by Cllr Dodds and seconded by Cllr Walker that Cllr Barlow be appointed Chair of the Environment Committee.
 - iii) It will be proposed by Cllr Walker and seconded by Cllr Barlow that Cllr Hughes be appointed Vice Chair of the Environment Committee.
- d) Youth Provision Committee
 - i) Youth Provision Committee Membership
 - ii) It will be proposed by Cllr Dent and seconded by Cllr Willis Flemming that Cllr Dodds be appointed Chair of the Youth Provision Committee.
 - iii) It will be proposed by Cllr Nelson and seconded by Cllr Dodds that Cllr Bridle be appointed Vice Chair of the Youth Provision Committee
- e) Other Working Group Memberships:
 - i) Council Resources Working Group
 - ii) Parish Paths Partnership Working Group (P3)
 - iii) Emergency Working Group
 - iv) Past Chairs and Personnel Working Group
 - v) Sidmouth Regatta Working Group

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| 10 | Members with Special Responsibilities
To consider and approve the list of nominations received for Members with Special Responsibilities. | 11 |
| 11 | Representatives on Outside Bodies
To consider and approve the list of nominations received for Town Council representatives on outside bodies.

<i>(Members are reminded to confirm with the outside body to which they are appointed, that sufficient insurance is in place to cover their activities. The Town Council's insurance does not apply to Members serving on other bodies)</i> | 12 |
| 12 | Register of Members' Interests and Register of Gifts and Hospitality
Members are reminded to complete/update their registers in respect of Members' Interests and gifts/hospitality; this must be completed by 3 June 2026 at the latest. | |
| 13 | Members' Allowances
Members are reminded to notify the Town Clerk if they are not claiming a Members' Allowance; otherwise please reply to the email you will receive so that bacs payments can be made for 2026/2027.

<i>(Bacs payments will be made at the beginning of June 2026; if your details are not received by this date then it will be assumed that you do not wish to claim the allowance.)</i> | |
| 14 | Council Property
To note that Deeds and Trust documents in the custody of the Town Council are available for Members' inspection in the office on request to the Town Clerk. | |

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| 15 | Community Centre Annual Report
To consider and note the annual Community Centre report. | 13-14 |
| 16 | Standing Orders
To confirm and note that no changes have been made to Sidmouth Town Council's Standing Orders; document received by Members May/Nov 2023 and attached for Members' information. | |
| 17 | Financial Regulations
To confirm and note that no changes have been made to Sidmouth Town Council's Financial Regulations; document received by Members May/Nov 2023 and attached for Members' information. | |
| 18 | Code of Conduct
To confirm and note that no changes have been made to Sidmouth Town Council's Code of Conduct; document received by Members May/Nov 2023 and attached for Members' information. | |
| 19 | Internal Audit
To receive and agree Sidmouth Town Council's Schedule of Internal Audit. | 15 |
| 20 | General Risk Register
To confirm and note that no changes have been made to Sidmouth Town Council's General Risk Register document as adopted by Members in March 2025 and attached for Members' information. | |
| 21 | Council Policies
To confirm and note the following Council policies and guidance documents for 2026; Neighbourhood Plan, Environment Policy, Information Data Protection Policy, Retention and Disposal Policy, Safeguarding Policy, Publication Policy, Equality Policy and Guidelines on events in the Sid Valley. | |
| 22 | Police and Police Advocate Report
To receive the Police report (when available) and a report from the Police Advocate, Councillor Bridle and Councillor Dodds.
<i>(Members are asked to notify the Town Clerk of questions to be raised in advance of the meeting where possible.)</i> | |

23	Committee/Working Group Reports	
	<u>23.1 Planning Committee Reports</u>	16-22
	To receive the reports of the Planning Working Group meetings held on Wednesdays 01 April and Wednesday 22 April 2026.	
	<u>23.2 Environment Committee Report</u>	
	To receive an update, if appropriate, from the Chair of the Environment Committee.	
	<u>23.3 Tourism & Economy Committee</u>	
	To receive an update, if appropriate, from the Chair of the Tourism & Economy Committee.	
	<u>23.4 Council Resources Working Group</u>	
	To receive an update, if appropriate, from the Chair of the Resources Working Group.	
	<u>23.5 Youth Provision Committee</u>	
	To receive an update, if appropriate, from the Chair of the Youth Provision Committee.	
24	Reports from Members with Special Responsibilities	
	<u>24.1 Finance Report</u>	
	a) In accordance with section 2.2 of the Town Council's Financial Regulations Members are asked to note that Cllr Chris Lockyear, Member with Special Responsibility for Finance has verified the bank reconciliations, for all accounts, as at the end of March 2026.	
	b) To receive the Finance Report for the year ending 31 March 2026.	23 - 26
	<u>24.2 Other Reports from Members with Special Responsibilities</u>	
	To receive other notified reports from other Members.	
25	Annual Return – Internal Audit Report 2025/26	27 -28
	The Council's Internal Auditor, Mr. Adrian Harris, has undertaken the audit of the Council's accounts.	
	Attached to the agenda is a copy of Mr Harris's letter and Internal Audit Report for Members' consideration.	
26	Annual Return – Governance Statement 2025/26	29
	Members are asked to consider and approve the Annual Governance Statement, which requires approval by Council prior to signing by the Chair and Town Clerk.	
27	Annual Return – Accounting Statements 2025/26	30
	Members are asked to consider and approve the Accounting Statement which has been duly certified and signed by the Town Clerk/RFO.	
	Following approval by Council, the Accounting Statement will be signed by the Chair.	
28	Timetable of Meeting Dates for 2026/27	31 - 32
	Members to note the list of meeting dates for the 2026/27 civic year.	

Forthcoming meetings:

May Mon 19 YOUTH PROVISION

June Mon 01 COUNCIL
 Wed 03 PLANNING
 Mon 15 ENVIRONMENT
 Wed 17 TOURISM & ECONOMY
 Wed 24 PLANNING

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held at Sidbury Village Hall, Sidbury
on Monday 13 April 2026 at 6.30pm

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

Apologies: Stephen Blakeway, Francetta Bridle, Mike Goodman and Edward Willis Fleming

The meeting started at 7.25pm and finished at 8:55pm.

PART 'A'

105 Minutes

The minutes of the meeting of the Town Council held on Monday 2 March 2026 were signed as a true and accurate record.

106 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Paul Dodds	115.Sidmouth Golf Club	Personal	Remained in the meeting during discussion and voting	Member of Sidmouth Golf Club
Cllr Ian Barlow	119.Macerator Building	Personal	Remained in the meeting during discussion and voting	Director of Sidmouth School of Arts
Cllr Kelvin Dent	120.Knowle Parkland	Personal	Remained in the meeting during discussion and voting	Lived in neighbouring property

107 Matters of Urgency or Report from the Chair

The Chair requested that item 9 from the Trustee Agenda should be discussed in Part B of the Full Council Agenda.

RESOLVED: Members agreed that item 9 would be discussed in Part B of full Council.

108 Exclusion of the Public

RESOLVED: that the classification given to the documents to be submitted to the Council, be confirmed, and that the reports relating to exempt information, be dealt with under Part B

109 Public Open Question Time

There were no questions raised.

110 Committee/Working Group Reports

110.1 Planning Committee Report

Councillor Dent presented the report of the Planning Committee meeting held on Wednesday 11 March 2026.

RESOLVED that the report be noted and agreed.

110.2 Tourism and Economy Committee Report

Councillor Hilary Nelson, Vice Chair of the Tourism & Economy Committee, presented the report of the meeting held on Wednesday 25 March 2026.

RESOLVED that the report be noted and agreed.

110.3 Environment Committee Report

Councillor Barlow, Chair of the Environment Committee, reported that the arboretum was looking at planting 250 urban trees. There were 50 potential sites, so Members were being asked which sites were suitable.

RESOLVED that the report be noted and agreed

110.4 Youth Provision Committee

Councillor Perram, Chair of the Youth Provision Committee, presented the report of the meeting held on Tuesday 3 February 2026.

RESOLVED that the report be noted and agreed.

110.5 Council Resources Working Group

Councillor Lockyear gave an update on the Strategic Development Committee, which had met in March 2026. Options for the Market Place building, which was currently owned by East Devon District Council, were discussed, as well as Section 106 money which was to be spent on tourism and open spaces. Part of the Section 106 funds had been allocated to a crossing at The Arches.

RESOLVED that the report be noted and agreed.

111 Reports from Members with Special Responsibilities

111.1 Finance Report

Councillor Lockyear presented the Finance report for February 2026.

RESOLVED that the report be noted and agreed.

111.2 South West Water Update

Councillor Lockyear updated Members on the progress of the South West Water work at The Ham. He informed Members that the lid of the tank was in place and the piling had been removed. The next step was to connect the tanks together. Overall, Councillor Lockyear was pleased with the progress and the deadline for the beginning of July was still looking achievable.

112 Woolbrook Road – proposed Zebra Crossing & Waiting Restrictions

Members were asked to consider the proposed Zebra Crossing & Waiting Restrictions Draft Order from Devon County Council Highways. Members discussed concerns about residents parking and the timings being excessive. Traffic flow was also a concern that Members raised.

RESOLVED: that the County Council be advised the Town Council had no objection to the crossing in principle however potentially excessive timings creating a further lack of parking for residents and effects on traffic flow be considered by the Highways Authority.

113 Armed Forces Day event – Long Park

Members were asked to consider a request from Sidmouth Army and Air Cadets wishing to hold their annual Armed Forces Day event at Long Park on Saturday 27 June 2026.

RESOLVED: that the Army and Air Cadets be given permission to hold their Annual Armed Forces day at Long Park on Saturday 27 June 2026.

114 Borehole – Sidmouth Golf Club

Members were asked to consider a request from Sidmouth Golf Club to install a second borehole.

RESOLVED: that Sidmouth Golf Club be permitted to install a second borehole.

PART 'B'

115 Exclusion of the Public and Press

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960 the public (including the press) be excluded from the meeting due to the confidential nature of its contents.

116 Manstone Multi Use Games Area Carpark – Butlers Kitchen

Members were asked to consider the confidential report issued with the agenda.

RESOLVED: that the request from Butlers Kitchen be refused.

117 The Market Building, Sidmouth

Members were asked to consider the confidential report issued with the agenda.

RESOLVED: that the Town Clerk in consultation with the Chair and Vice Chair of the Council be given delegated authority to sign the necessary agreement with East Devon District Council.

118 The Macerator Building – Sidmouth Coastal Community Hub Project Support Request

Members were asked to consider the confidential report issued with the agenda.

RESOLVED: that Sidmouth Town Council release from the already allocated Sidmouth Coastal Community Hub's grant funding, a sum of up to £8,343. Funds for phase 2 would only be released once phase 1 had been completed.

119 Knowle Parkland – Legal update

Members received an update from Chair of Council.

RESOLVED: that the Town Clerk and Chair of Council continue to work as agreed by Members.

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CHAIR OF THE COUNCIL

COUNCIL COMMITTEES & WORKING GROUPS 2026-27

Nominations

Environment Committee

Councillors: Barlow, Blakeway, Davis, Dodds, Goodman, Hughes, Lockyear, Nelson, Walker, and *invited representatives*

(Meets quarterly to coordinate and improve the natural and built environment of the Sid Valley. Invited non-voting group representatives include Sidmouth Arboretum, Sidmouth in Bloom, Sidmouth Plastic Warriors, Sidmouth Chamber of Commerce, Sid Vale Association and others as required.)

Planning Committee

Councillors: Dent, J Dodds, Lockyear, Loudoun, Nelson, Nicholson, Perram, Willis Fleming

(Meets every three weeks as a statutory consultee to give views on Planning applications. Also determines advertisement and tree applications. Should have at least one Member from each ward in membership.)

Tourism, Economy, Arts and Culture Committee

Councillors: Barlow, Bridle, J Dodds, P Dodds, Lockyear, Loudoun, Nelson, Nicholson, Walker, Willis Fleming

(Meets quarterly – Considers how best to help promote the tourist town of Sidmouth, the associated hospitality industry and encourage and stimulate local business.)

Youth Provision Committee

Councillors: Barlow, Bridle, Davis, Dodds, Hughes, Lockyear, Nelson, Nicholson, Perram,

(Meets quarterly working with Young Devon and other agencies to provide the Youth Centre at Manstone and other activities in the area)

Council Resources Working Group

Councillors: Chair & Vice Chair of Council, Chairs of Main Committees & Member for Special Responsibility for Finance (Barlow, Dent, Lockyear, Nelson, Perram, Willis Fleming)

(Meets to examine, review and recommend to Council regarding Council resources)

Parish Paths Partnership Working Group (P3)

Councillor Walker and P Dodds + volunteers

(Coordinates a group of volunteers working with Devon County Council to keep the many miles of Rights of Way and pathways in the area maintained and accessible)

Emergency Working Group

Chair and Vice Chair of the Council, Councillor Hughes (as Devon County Council), Goodman, Lockyear and Loudoun.

(Meets as and when necessary and in times of serious emergency when the town is completely cut off from the main emergency providers and principal authorities such as EDDC and DCC)

Sidmouth Regatta Working Group

Councillors: Barlow, Bridle, Nelson, Perram, Willis Fleming & Community Groups

(To assist and help coordinate the Town's Annual Regatta with community groups)

Past Chairs (and Personnel) Working Group

Chair and Vice-Chair of the Council and former Chairs serving on the Council:

(Barlow, Lockyear, Nelson, Hughes) *(Meets when required for senior officer recruitment)*

MEMBERS WITH SPECIAL RESPONSIBILITIES 2026-27
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Nominations

Finance	Councillor C. Lockyear Councillor J. Nicholson (Deputy) Councillor P. Dodds (Deputy)
Emergency Coordinator	Chair of Council
Public Conveniences	Councillor I. Barlow Councillor B. Davis Councillor M. Goodman Councillor R. Perram
Hope Cottage / Sidmouth Museum	Councillor K. Dent
South West Water Liaison	Councillor C. Lockyear
Members for Equalities	Chair of Council Vice Chair of Council Councillor J. Dodds
Road Wardens	Councillor P. Dodds Councillor S. Hughes

SIDMOUTH TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2026-27
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Outside Body

Nominations

Kennaway House	Chair of the Council and Cllr. K. Dent
Sidmouth in Bloom	Cllr F. Bridle Cllr. H. Nelson
Citizen's Advice Bureau	Cllr. H. Nelson
Devon Association of Local Councils	Chair and Vice Chair of the Council
Norman Lockyer Observatory Management Committee	Cllr. S. Hughes
Sidmouth Cricket, Tennis and Croquet Club	Cllr. K. Dent
Sidmouth Consolidated Charities	Cllr. R. Perram
Sidmouth Twinning	Chair of the Council (as President automatically)
East Devon Arts and Culture Forum	Cllr. I. Barlow
Sidmouth Folk Festival Trust	Cllr. C. Lockyear
Stowford Rise Community Centre Management Steering Group	Cllr. J. Loudon
Sidmouth Fair Trade	Chair of the Council & Cllr J Nicholson
Sidmouth Hospice at Home	Cllr. H. Nelson & Cllr. I. Barlow (Deputy)
Sidmouth Arboretum	Cllr. C. Lockyear & Cllr. I. Barlow (Deputy)
Sidmouth Biodiversity Group	Cllr. C. Lockyear & Councillor S. Blakeway
EDDC Sidmouth Beach Management Plan	Councillor C. Lockyear & Councillor I. Barlow (Deputy)
Devon and Cornwall Police Advocate	Councillor P Dodds & Councillor Bridle (as Deputy)
Sid Valley Help	Cllr. B. Davis
Sidmouth W.H.A.T. Group	Cllr. B. Davis
Sidmouth Voluntary Services	Cllr. H. Nelson
Sidmouth Chamber of Commerce	Cllr E. Willis Fleming
Vision Group Sidmouth	Cllr K. Walker

Stowford Community Centre Annual Report - May 2026

Vision

To maintain and develop the Community Centre as a welcoming, well-managed space that supports and enables community activity, through hire of the Centre by individuals and groups. By providing an accessible, affordable space, the Community Centre aims to help community organisations connect, collaborate, and deliver activities for the benefit of the community throughout the Sid Valley.

Mission Statement

Stowford Community Centre CIC is a Community Interest Company (CIC) - a not-for-profit company that receives no public funding from the Town Council or other external entities. The CIC has a long lease on the Community Centre building and so has considerable autonomy in running the Centre.

The named Stakeholders are Sidmouth Town Council and the Directors of the CIC. The CIC works in active consultation with community groups to enable them to deliver accessible programmes and activities that benefit a wide range of Sid Valley residents of all ages and backgrounds.

The CIC is dedicated to promoting social inclusion, enhancing quality of life and encouraging active participation in the community. It regularly communicates with existing and potential users of the Centre to understand community needs.

The CIC encourages use of the Centre by a wide range of beneficiaries and organisations. It provides a safe, welcoming and well-maintained space for community use. The CIC seeks to keep hire charges as low as possible and works with groups that are financially challenged to facilitate their needs.

Impact

The Community Centre is now in its fifteenth year of operations having first opened in September 2011. In terms of attendance and activities it is well used, reflecting its importance to the Sid Valley community.

In 2025, the Community Centre hosted over 800 sessions for community groups. A wide variety of activities was delivered. The Centre supported wellbeing and health, including sports, dance, yoga and tai chi sessions, as well as advice around healthy eating. It hosted support sessions for residents experiencing particular health conditions and supported the NHS as a venue for seven blood donation sessions. U3A meetings welcomed over 50 people each month.

The Centre plays a strong part in improving community cohesion, education and networking. Examples include facilitating Sid Valley Biodiversity Group's outreach event as part of Sidmouth Science Festival, and networking meetings for groups supporting CYP and their caregivers, organised by Sid Valley Help.

The Centre has a particular focus on combatting social isolation. The Sidmouth Christmas Community Lunch provided over 100 lonely, isolated and vulnerable people with a free Christmas dinner and companionship on Christmas Day. The Centre hosts a weekly 'drop-in' for those wanting to connect

and socialise. Anyone is welcome to join and enjoy tea, coffee and cake, chat and bingo. The drop-in has seen an increase of people from all ages and walks of life attending over the past months.

The Centre is the home of Sid Valley Radio, the only community radio station in the Sid Valley, providing valuable community information and entertainment for the area. And in co-operation with Sid Valley Radio, the CIC provides Public Address system facilities for some of the town's most important events, including the Armistice memorial and other remembrance services and the Christmas lights switch on.

Finances

The Community Centre is a not-for-profit organisation. We receive no public funding to keep the centre running. We keep our costs as low as we can, by minimising operating costs and reaching out to volunteers amongst other things. But we do have to raise enough money to pay the bills, and the main source of revenue is hire charges. Like other organisations, our costs, especially energy costs, have increased substantially in recent years. Maintenance, utilities and management costs mean that we cannot offer our Centre for free.

In the last financial year the Centre's running costs were £40,500. To meet these costs, the Directors have taken the difficult decision to raise hire costs to £40 for the whole hall and £20 for half the hall. But we work actively to keep costs as affordable as possible. And we are always open to finding ways to enable groups to use the Centre at reduced cost.

Directors and Governance

The CIC currently has two directors, Bob Weeks and Stuart Hughes, with additional directors soon to be appointed. Bob handles the day to day running of the centre which includes:

- Safety compliance
- Safeguarding Compliance
- Booking and invoicing.
- Data Protection
- Accounts
- Security

The CIC files annual reports to the CIC Regulator. Its annual accounts are independently audited by Rob Branner & Co., Chartered Certified Accountants. The accounts and confirmation statement are up to date.

Safety documentation for the CIC can be found on the website: <http://stowford.net>

Sidmouth Town Council - Schedule of Internal Audit

The Internal Audit is required to examine and test that:

1. The recording of receipts and payments is accurate and kept up to date. Specifically, the quality and accuracy of data input to the council's computerised records of receipts and payments is to be verified through monitoring and sampling data entries and records and balances are subjected to frequent verification against bank statements and any cash held.
2. The council's financial regulations have been subjected to periodic review and update, and that administration is compliant with these regulations and the council's standing orders in respect of tendering (where applicable) and the ordering, procurement and payment for goods and services.
3. In respect of payments for the purchase of goods and services, the supporting paperwork confirms there is a fully approved invoice and proper authorisation for payment, verified by random sampling of payments traced through from order, invoice receipt, authority for payment and payment bacs/cheque/bank statement reconciliation. The audit should check also that VAT is identified appropriately for reclaim.
4. The council has assessed the significant risks to delivering its services and that budget setting and reviews of insurance cover are conducted annually to mitigate risks. The annual budget has been properly prepared and approved by the council in setting the precept. Budgetary control should ensure that adequate, but not excessive reserves are maintained commensurate with the estimates and risks involved.
5. Progress on expenditure and income is monitored continuously and that regular financial reports, including variance analysis on both expenditure and income, are presented to, and agreed by, council.
6. A proper system of accounting for petty cash expenditure is in operation supported by receipts where necessary and that delegated limits on expenditure (where appropriate) are authorised to named staff in writing.
7. Payments of Wages and Salaries are made using up to date pay scales as set out in contracts of employment and that PAYE/NIC is correctly deducted from gross pay and paid to HM Revenue & Customs.
8. A register of significant assets and investments is maintained and kept up to date as assets are acquired or disposed of.
9. Frequent reconciliation is conducted between balances shown on bank statements and balances calculated independently in the council's financial records (based on cheque counterfoils, paying-in books, receipts and any other forms of income and expenditure records).
10. A year-end financial statement is produced using an appropriate accounting basis, allowing the figures to be followed through for accuracy and comparison with the budget, end of year balances and reserves and highlighting any significant changes to the council's assets and liabilities.

This Schedule of Internal Audit was presented for approval to
Sidmouth Town Council on 18 May 26
Minute number:

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of the Planning Committee
held at the Council Chamber, Woolcombe House, Sidmouth,
on Wednesday 1 April 2026 at 10.00am

Councillors present: Kelvin Dent (Chair)
Chris Lockyear
John Loudoun
Hilary Nelson

Apologies: Jo Dodds
John Nicholson
Rachel Perram
Edward Willis Fleming

Also present : Cllr Ian Barlow

The meeting started at 10.00 am and finished at 10.30 am

312 Appointment of Vice Chair for the meeting

In the absence of the Vice Chair of the Committee, Councillor Hilary Nelson was appointed as Vice-Chair for the duration of the meeting.

313 Declarations of Interest

Name	Item / Reference	Type	Action Taken	Details of Interest
Cllr John Loudon & Cllr Ian Barlow	26/0344/FUL North Ward	Personal	Remained in the chamber and did not vote.	Applicant was East Devon District Council.

314 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.

315 Minutes

The minutes of the meeting of the Planning Committee held on Wednesday 11 March 2026 were agreed and signed as a true and accurate record.

316 Urgent items

The Committee agreed to consider applications 26/0366/LBC - The Hermitage and 26/0259/TCA - Kingsmead as urgent items which had been received after the agenda was published.

- a)** 26/0366/LBC Ian Jolley The Hermitage, Vicarage Road, Sidmouth, EX10 8UF.
South Ward Demolition of outhouse and construction of single storey extension; removal of external render on all elevations as required & replacement with lime render & limewash finish; repairs to any defective timberwork & gutters; repairs to defective masonry brick wall along northern boundary, & replacement of rotten external door, and gate; remove paint

from east boundary wall; damp-proofing of external wall on north elevation; installation of additional timbers below first floor partition and addition of timbers to strengthen undersized first floor joists; installation of ties between feet of Aframe roof trusses in garage; removal of existing boiler & cold water tank from loft space, hot water cylinder & pipework from first floor cupboard, & replacement with new condensing combination boiler in ground floor cloakroom area; installation of double doors to create boiler cupboard; installation of door in hatchway between kitchen & dining area; reinstatement of door between hall & sitting room; installation of secondary glazing throughout existing building; relocation of ground floor window in cloakroom; installation of new insulated stud partition behind existing front door; installation of channel drain across threshold to external door from dining area; widen existing access, set back vehicular access gates & construct new walls either side of new driveway

RESOLVED: NO OBJECTIONS subject to the views of the Conservation Officer

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| b) | 26/0259/TCA
South Ward | Kingsmead, Broadway, Sidmouth, EX10 8RQ.
Cherry - fell; cankerous. |
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NOTED

317 Applications for consideration

RESOLVED: 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 with schedule 16 of the Local Government Act 1972.

- | | | | |
|------------|--------------------------|---|---|
| 318 | 26/0503/FUL
East Ward | Mr Pollard
(Cottington
Court
Freehold Ltd) | 1 Cottington Court, Sidmouth, Devon, EX10 8HD.
Replacement of existing balcony balustrades with new. |
|------------|--------------------------|---|---|

RESOLVED: NO OBJECTIONS

- | | | | |
|------------|--------------------------|---------------------------------------|--|
| 319 | 25/2304/LBC
East Ward | Trillium (RMF)
Limited TT
Group | 1 Radway (The Old Post office), Radway Place, Vicarage Road, Sidmouth, EX10 8TP.
Installation of wall mounted blue plaque on front (south east) elevation.
(Site was originally advertised as Sidmouth Delivery Office). |
|------------|--------------------------|---------------------------------------|--|

RESOLVED: NO OBJECTIONS subject to the views of the Conservation Officer

- | | | | |
|------------|---------------------------|--------------------------------|---|
| 320 | 26/0344/FUL
North Ward | East Devon
District Council | 90 Lymebourne Park, Sidmouth, EX10 9HX.
Change of use of 2nd floor offices back to a residential dwelling In 2008 an application was granted to convert a 4 Bedroom, 3rd storey flat for office use. There was no alteration to the properties layout. We now wish to revert this property back to a residential dwelling to allow us to add it back into our housing stock. |
|------------|---------------------------|--------------------------------|---|

RESOLVED: NO OBJECTIONS

- 321** 26/0468/FUL Mr and Mrs 11A Newlands Close, Sidmouth, EX10 9NW.
Primley Ward Murray Single storey extension to the southwest elevation, front porch extension to the northeast elevation and associated external works.
- RESOLVED:** NO OBJECTIONS
- 322** 26/0367/FUL Ian Jolley The Hermitage, Vicarage Road, Sidmouth, EX10 8UF.
South Ward Demolition of outhouse, construction of single-storey extension and erection of timber garden workshop and potting shed; relocation and widening of driveway gates and construction of new garden walls; remove paint from east boundary wall.
- RESOLVED:** NO OBJECTIONS
- 323 Trees in Conservation Areas**
- a)** 26/0516/TCA Mr Steven Stoneycroft, Sid Road, Sidmouth, Devon, EX10 9AH.
Salcombe Regis Ward Garner T1: Eucalyptus - to reduce in height to 2m above ground level.
- DEFERRED:** Awaiting Officer's Report
- b)** 26/0363/TCA 6 Millford Avenue, Sidmouth, Devon, EX10 8DS.
Salcombe Regis Ward T1424: Sycamore - reduce tree height and lateral spread by up to approximately 2000mm with cut diameters up to 60mm. T1425 : Sycamore - reduce lateral spread by up to approximately 2000mm with cut diameters up to 60mm. (DR)
- NOTED**
- c)** 26/0364/TCA Flat 1 Powys House, All Saints Road, Sidmouth, EX10 8DE.
South ward T1, Monterey Pine: reduce the end weight of all substantial primary limbs growing to the north as indicated on annotated photograph. Max. dia. cut approximately 150mm. (DR)
- NOTED**
- 324 Tree Preservation Orders**
Applications relating to Trees protected by a Tree Preservation Order.
None received
- 325 Notification of a new Tree Preservation order**
- a)** 26/0012/TPO Land at 8 Ashley Crescent, Sidmouth.
Salcombe Regis Ward t1 atlas cedar situation centred on grid ref: trees specified by reference to an area (none) group of trees (none) woodland (none) (e) 312310 (n) 089359
- NOTED**

326 Appeals

None received.

327 Unsupported decisions

None received

328 New East Devon Local Plan

A full report is expected to be taken to Strategic Planning Committee on 3rd May following public consultation.

.....
CHAIR OF THE PLANNING COMMITTEE

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of the Planning Committee
held at the Council Chamber, Woolcombe House, Sidmouth,
on Wednesday 22 April 2026 at 10.00am

Councillors present: Kelvin Dent (Chair)
John Loudoun
Hilary Nelson
John Nicholson
Rachel Perram (Vice Chair)

Apologies: Jo Dodds
Chris Lockyear
Edward Willis Fleming

Apologies also from : Cllr Ian Barlow

The meeting started at 10.00 am and finished at 10.25 am

329 Declarations of Interest

None received

330 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.

331 Minutes

The minutes of the meeting of the Planning Committee held on Wednesday 1 April 2026 were agreed and signed as a true and accurate record.

332 Urgent items

None received

333 Applications for consideration

RESOLVED: 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 with schedule 16 of the Local Government Act 1972.

334	26/0648/FUL East Ward	Mr and Mrs Arbuthnot	27 - 28 York Street, Sidmouth, EX10 8BW. Conversion of previously converted single house back into two separate houses.
------------	--------------------------	-------------------------	--

RESOLVED: NO OBJECTIONS

335	26/0675/FUL Salcombe Regis Ward	Mr & Mrs Wragg	Mulberry Cottage, Sid Lane, Sidmouth, Devon, EX10 9AW. Proposed new rooflights.
------------	------------------------------------	-------------------	--

RESOLVED: NO OBJECTIONS

- | | | | |
|------------|------------------------------------|-----------------------------------|--|
| 336 | 26/0455/LBC
Salcombe Regis Ward | Mr & Mrs John
& Judith Stadius | 2 The Hills, Sid Road, Sidmouth EX10 9AQ.
Front northeast elevation: replace 1no. front door, new flat roof canopy over front door, replace 3no. sash windows at first floor & replace 2nd floor dormer window. Rear southwest elevation: replace 3no. sash windows on first floor & replace rear dormer with sash window dormer. Re-render front, rear & side elevation. Re-render and repair the chimney & repair corner parapet copings on side southeast elevation. |
|------------|------------------------------------|-----------------------------------|--|

RESOLVED: NO OBJECTIONS subject to the views of the Conservation Officer

- | | | | |
|------------|---------------------|--------------|---|
| 338 | 26/0702/FUL | Mrs Victoria | Saddlers Mead, Sid Road, Sidmouth, EX10 9AQ. |
| | Salcombe Regis Ward | Layton | Ground floor single storey front and side extension. First floor front bay window extension. Alterations to fenestration. |

RESOLVED: NO OBJECTIONS

- | | | | |
|------------|-----------------------------|-----------------|---|
| 339 | 26/0354/LBC
Sidbury Ward | Mrs Sarah Allan | St Giles Cottage, Deepway, Sidbury, Sidmouth, EX10 0SA.
Replace render with lime based render on front, rear and side elevation. |
|------------|-----------------------------|-----------------|---|

RESOLVED: NO OBJECTIONS subject to the views of the Conservation Officer

- | | | | |
|------------|-------------|-----------|--|
| 440 | 26/0658/FUL | Mr Piers | Sharpsmead, Bickwell Valley, Sidmouth, EX10 8RF. |
| | South Ward | Grizzelle | Re-building of the existing garage to form a garden studio, together with the siting of a small shed |

RESOLVED: NO OBJECTIONS

- | | | | |
|------------|---------------------------|----------------------|---|
| 441 | 26/0456/FUL
South Ward | Mr Robert
Doughty | Runnymede, Orchard Close, Manor Road, Sidmouth, EX10 8RS.
Replace cracked tarmac and original hardstanding area with new tarmac surface with small block paving areas to break up the drive, and small extension of tarmac area. |
|------------|---------------------------|----------------------|---|

WITHDRAWN

- ## 442 Trees in Conservation Areas

- | | | | |
|----|---------------------|-----------|--|
| a) | 26/0516/TCA | Mr Steven | Stoneycroft, Sid Road, Sidmouth, Devon, EX10 9AH. |
| | Salcombe Regis Ward | Garner | T1: Eucalyptus - to reduce in height to 2m above ground level. |

AGREED: As recommended by the Arboricultural Officer

- 443 Tree Preservation Orders**
Applications relating to Trees protected by a Tree Preservation Order.
None received

444 Notification of a new Tree Preservation order

- a)** 25/0058/TPO Land at Sunningdale Cottage, Salcombe Road, Sidmouth.
East Ward

NOTED

445 Appeals

None received.

446 Unsupported decisions

None received

447 New East Devon Local Plan

A full report is expected to be taken to Strategic Planning Committee on 3rd May following public consultation.

.....
CHAIR OF THE PLANNING COMMITTEE

Sidmouth Town Council - Detailed Income and Expenditure Report
Month 12 - March 2026

Cummulative

Month 12 - March 2026			Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	To + / From - EMReserves
<u>CODES</u>							
<u>Council Services</u>							
1	4110	Youth Service Support	76	28,020	54,000	25,980	0
2	4115	Youth Provision Income	0	-750	0	750	0
3	4120	Flower Beds, Planters & Watering	125	19,102	20,000	898	0
4	4130	Christmas Lighting & Events	0	17,065	17,500	435	0
5	1000	Donation to Christmas Lighting (Income)	0	-1,750	-1,750	0	0
6	4140	Tourism Promotion	5,994	37,972	50,000	12,029	12,029
7	1005	Tourism Promotion Income	-2,910	-16,667	-15,000	1,667	1,667
8	4150	Verge Cutting, Town Maintenance & Weeding	2,012	25,223	26,000	777	0
9	1010	Verge Cutting DCC Grant (Income)	0	-5,286	-5,100	186	0
10	4170	Street Furniture	0	0	2,000	2,000	2,000
11	4180	Sidmouth Information Centre	0	45,669	44,000	-1,669	0
12	4190	Water Fountains & Defib Mtce	483	4,314	3,000	-1,314	0
13	4200	Dog Hygiene Bins	2,496	2,496	2,000	-496	0
14	4240	War Memorials	0	0	500	500	500
15	4250	Parish Paths Partnership Payments	0	2,193	0	-2,193	-2,193
16	1020	Parish Paths Partnership (Income)	0	-4,230	0	4,230	4,230
			£8,276	£153,371	£197,150	£43,780	£18,233

Sidmouth Town Council - Detailed Income and Expenditure Report
Month 12 - March 2026

Cummulative

Month 12 - March 2026			Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	To + / From - EMReserves
<u>CODES</u>							
<u>Discretionary Expenditure</u>							
17	4301	Festival and Events Grant	0	56,700	56,700	0	0
18	4302	Special Funding Support	0	31,500	31,500	0	0
19	4303	Community Small Grants	0	20,880	19,030	-1,850	-1,600
20	4350	Sidmouth Regatta	-2,350	41,479	22,000	-19,479	-19,478
21	1100	Donation to Sidmouth Regatta (Income)	0	-25,325	-10,000	15,325	15,326
22	4381	Environment Committee	333	6,607	4,000	-2,607	-2,606
23	1120	Donation to use of Marquee (Income)	0	-50	0	50	0
24	4210	Community Projects	0	0	0	0	0
25	4410	Community Infrastructure Levy Payments	0	0	0	0	2,395
26	1130	Community Infrastructure Levy (Income)	0	-2,395	0	2,395	0
27	4423	Rayson Bequest - Fireworks/Light Displays	2,350	8,600	0	-8,600	-7,350
28	4424	Rayson Bequest - Natural/Sidmouth History	0	0	0	0	0
29	1130	Community Infrastructure Levy (Income)	0	0	0	0	0
30	4490	Woolley Bequest Payments	0	0	0	0	0
			£333	£137,996	£123,230	-£14,766	-£13,313

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2026

Cummulative

<u>CODES</u>		Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	To + / From - EMReserves
<u>Woolcombe House</u>						
31	4500	Services Gas/Water/Elec	1,151	5,054	8,500	3,446
32	4510	Woolcombe House Business Rate	0	8,802	10,500	1,698
33	4520	Woolcombe House (Loan Interest&Repayment)	0	14,888	14,890	2
34	4530	Woolcombe House-General Maintenance	1,080	11,258	10,000	-1,258
		£2,231	£40,002	£43,890	£3,888	£3,886
<u>Other Property</u>						
35	4600	Alma Lane Field	0	0	500	500
36	4610	Youth Premises Provision	48	4,550	62,000	57,450
37	4620	Manstone Sports and Play Areas	239	2,180	3,000	820
38	4630	Long Park & Play Area	86	2,807	3,000	193
39	4631	Long Park Public Conveniences	21,420	41,193	45,000	3,807
40	4640	The Arches	-3,883	16,682	35,000	18,318
41	4641	The Arches Public Conveniences servicing	16,350	21,952	20,000	-1,952
42	1350	The Arches East (Income)	-7,088	-30,084	-28,000	2,084
43	4650	Conservatory Maintenance	10,562	21,048	2,000	-19,048
44	4660	Knowle Parkland & Amphitheatre	3,287	22,193	15,000	-7,193
45	1360	Knowle Parkland & Amphitheatre (Income)	0	-388	0	388
46	4670	Stowford Community Centre	0	0	0	0
47	4680	Fire Beacon Nature Reserve	0	0	0	0
48	1310	Fire Beacon Nature Reserve (Income)	0	0	0	0
49	1320	Sidmouth Golf Club (Income)	0	-5	-5	0
50	1330	Elec Pole Rent (Income)	0	-41	-40	1
		£41,021	£102,087	£157,455	£55,368	£69,664
<u>Trust Property</u>						
<u>The Ham</u>						
51	4750	The Ham Ground Mtce	111	2,058	2,000	-58
52	4760	The Ham Other Mtce	20,695	27,176	10,000	-17,176
53	4770	The Ham Play Equipment	0	1,969	2,000	31
54	4781	The Ham Utility Building	119	2,134	20,000	17,866
55	4790	The Ham 3Phase Power	755	6,244	6,000	-244
56	1400	The Ham Rent (Income)	-155	-12,544	-11,000	1,544
<u>Manstone</u>						
57	4800	Manstone Land Ground Mtce	61	1,264	900	-364
58	4810	Manstone Other Maintenance	0	821	1,600	779
59	1410	Manstone Rent (Income)	-557	-2,496	-1,640	856
<u>Salcombe Regis</u>						
60	4830	S.R. Allotment Field	0	0	0	0
61	4840	S.R. Recreation Field	0	23	0	-23

62	1430	S.R. Recreation Field Rent (Income)	0	-693	-670	23	0
			£21,029	£25,956	£29,190	£3,234	£856

Sidmouth Town Council - Detailed Income and Expenditure Report Month 12 - March 2026

Cummulative

<u>CODES</u>			Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	To + / From - EMReserves
<u>Members</u>							
63	4900	Members/Chair's Allowances	0	6,149	7,400	1,251	0
64	4910	Chair's Expenses	152	1,451	2,000	549	0
65	4920	Members Expenses/Training	0	69	1,000	931	0
66	4930	Elections	0	0	1,000	1,000	1,000
67	4940	Civic & Hospitality	0	113	1,000	887	0
68	4950	Civic Regalia	0	142	1,000	858	858
			£152	£7,924	£13,400	£5,476	£1,858
<u>Staff</u>							
69	5000	Salaries	14,507	166,240	160,000	-6,240	0
70	5010	Pensions	2,540	31,999	32,500	501	0
71	5020	Staff Eye Tests	0	0	100	100	0
72	5030	Training & Conferences	0	771	500	-271	0
73	5040	Officers Expenses	25	532	500	-32	0
			£17,072	£199,542	£193,600	-£5,942	£0
<u>Office Expenses</u>							
74	5120	Postage	0	87	500	413	0
75	5130	Stationery	19	1,625	1,500	-125	0
76	5140	Telephone	0	4,505	5,500	995	0
77	5150	Subscriptions	0	3,029	3,000	-29	0
78	5160	Photocopier	108	924	800	-124	0
79	5170	Internet, website and webcams	0	5,069	6,000	931	0
80	5180	I.T. Software Contracts	372	4,485	4,500	15	0
81	5190	I.T. Maintenance and Equipment	1,455	6,009	6,000	-9	0
82	5200	Advertisements	0	0	1,000	1,000	0
83	5210	Audit	600	2,680	2,500	-180	0
84	5220	Insurance	0	6,903	7,500	597	0
85	5230	Sundry	116	796	1,000	204	0
86	5240	Bank Charges	9	201	300	99	0
87	1700	Bank Interest Received (Income)	-3,615	-19,307	-20,000	-693	0
			-£936	£17,006	£20,100	£3,094	£0

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2026

						Cummulative
		Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	To + / From - EMReserves
Expense Group Totals						
	Council Services	8,276	153,371	197,150	43,780	18,233
	Discretionary Expenditure	333	137,996	123,230	-14,766	-13,313
	Woolcombe House	2,231	40,002	43,890	3,888	3,886
	Other Freehold Property	41,021	102,087	157,455	55,368	69,664
	Trust Property	21,029	25,956	29,190	3,234	856
	Members	152	7,924	13,400	5,476	1,858
	Staff	17,072	199,542	193,600	-5,942	0
	Office Expenses	-936	17,006	20,100	3,094	0
1076	Precept Received	0	-778,015	-778,015	0	
Net Income over Expenditure		£89,178	-£94,131	£0	£94,131	£81,184
200	Current/Deposit Bank Accounts	£1,325,315				
	of which:					
322	Woolley Bequest	£2,963				
323	Rayson Bequest Fireworks/Light Displays	£52,060				
324	Rayson Bequest Natural/Sidmouth History	£65,709				
325	Rayson Bequest Party/Celebrations	£64,208				
320 to 332	Earmarked Reserves	£844,898				
	General Reserve at 1Apr25	227,673				
	Balance of Precept held	12,947				
	Control accounts	-9,275				
	Outstanding Year End Creditors	64,316				



The Loft Unit 11 Hunthay Business Park Axminster Devon EX13 5RJ

7 May 2026

Councilors of Sidmouth Town Council
Town Clerk
Sidmouth Town Council
Woolcombe House
Woolcombe Lane
Sidmouth
EX10 9BB

Internal Audit Report for the year ended 31 March 2026

Dear Councilors

I have completed the 2025/26 annual Internal Audit Review in accordance with the Sidmouth Town Council – Schedule of Internal Audit. I have reviewed the suitability and operation of key financial policies and practices.

Based on the testing completed, I can confirm that there are no matters of significance to bring to your attention, with all key systems operating in line with the Council's policies and procedures to ensure the appropriate use of Council funds in discharging your duties.

Furthermore, I can confirm that the year-end financial accounts are appropriately calculated from the underlying financial records of the Council with appropriate accounting adjustments having been made at the financial year-end.

Overall, the financial control environment is excellently managed.

Do call me on 01297 639457 or email me on adrian@rosyjeffery.co.uk if you have any queries.

Best wishes

Adrian Harris FCCA
Rosy Jeffery Ltd, Chartered Certified Accountants

Friendly • Straightforward • Dependable
Company number: 04532057

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>			✓
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

18/11/2025 29/04/2026 DD/MM/YYYY

Adrian Harris FCCA INTERNAL AUDITOR

Signature of person who carried out the internal audit



SIGNATURE REQUIRED

Date

18/11/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must** explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Sidmouth Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

EN Sidmouth Town Council TY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	1,138,175	1,181,833	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	713,945	778,015	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	112,001	133,485	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	184,156	242,392	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	14,889	14,889	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	583,243	558,088	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,181,833	1,277,964	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,185,458	1,342,878	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,661,801	2,663,222	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	90,334	80,322	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.


 Date 11/05/26

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

SIDMOUTH TOWN COUNCIL LIST OF MEETING DATES JAN 2026 – MAY 2027

*Council and Committee meetings will be held at the
Council Chamber, Woolcombe House unless otherwise stated.*

2026

MAY	Mon	18	ANNUAL COUNCIL
	Tue	19	YOUTH PROVISION
JUNE	Mon	01	COUNCIL
	Wed	03	PLANNING COMMITTEE
	Mon	15	ENVIRONMENT COMMITTEE
	Wed	17	TOURISM & ECONOMY COMMITTEE
	Wed	24	PLANNING COMMITTEE
JULY	Mon	06	COUNCIL
	Wed	15	PLANNING COMMITTEE
AUGUST	Mon	03	COUNCIL
	Wed	12	PLANNING COMMITTEE
	Tue	18	YOUTH PROVISION
SEPTEMBER	Wed	02	PLANNING COMMITTEE
	Mon	07	COUNCIL
	Wed	23	TOURISM & ECONOMY COMMITTEE
	Wed	23	PLANNING COMMITTEE
	Mon	28	ENVIRONMENT COMMITTEE
OCTOBER	Mon	05	COUNCIL
	Tue	06	YOUTH PROVISION
	Mon	12	COUNCIL (PRE-BUDGET)
	Wed	14	PLANNING COMMITTEE
NOVEMBER	Mon	02	COUNCIL
	Wed	04	PLANNING COMMITTEE
	Tue	10	YOUTH PROVISION
	Wed	25	PLANNING COMMITTEE
DECEMBER	Mon	07	COUNCIL
	Wed	09	TOURISM & ECONOMY COMMITTEE
	Mon	14	ENVIRONMENT COMMITTEE
	Wed	16	PLANNING COMMITTEE

2027

JANUARY	Mon	11	COUNCIL
	Wed	13	PLANNING COMMITTEE
	Mon	18	COUNCIL (ESTIMATES & GRANTS)
	Wed	27	PLANNING COMMITTEE
FEBRUARY	Mon	01	COUNCIL
	Tue	09	YOUTH PROVISION
	Wed	17	PLANNING COMMITTEE
MARCH	Mon	01	COUNCIL
	Wed	10	PLANNING COMMITTEE
	Mon	15	ENVIRONMENT COMMITTEE
	Wed	24	TOURISM & ECONOMY COMMITTEE
APRIL	Mon	05	COUNCIL & TOWN ASSEMBLY (<i>Venue tba</i>)
	Wed	07	PLANNING COMMITTEE
	Wed	21	PLANNING COMMITTEE
MAY	Mon	17	ANNUAL COUNCIL
	Wed	12	PLANNING COMMITTEE
	Tue	18	YOUTH PROVISION

Notes

- All meetings listed above are open to the public. The public may, however, be asked to leave some meetings on specified grounds.
- Trustee meetings will be held as required at the rising of a Council meeting. An agenda will be published for these in the normal way.