

SIDMOUTH TOWN COUNCIL
Minutes of the Annual Meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 18 May 2026 at 6.30pm

Ward	Councillors Present:
Sidmouth North	Stuart Hughes
Sidmouth South	Kelvin Dent
	Paul Dodds (Vice Chair)
	Chris Lockyear
	John Nicholson
	Rachel Perram
Primley	Hilary Nelson (Chair)
Sidford	Jo Dodds
	Mike Goodman
Salcombe Regis	Ian Barlow
	Edward Willis Fleming

Apologies: Francetta Bridle, Bernie Davis, John Loudoun & Kevin Walker

The meeting started at 6.30pm and finished at 7.25pm.

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 Barlow 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 13 April 2026 were signed as a true and accurate record.

4 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Stuart Hughes	Community Centre Annual Report	Personal	Remained in the meeting during discussion and voting	Director of Stowford Community Centre

5 Matters of Urgency or Report from the Chair

The Chair gave an update to Members on the previously agreed Town Surgeries. It was reported that the first had been booked for Friday 29th May at Sidmouth Library and the second on Friday 26th June at Stowford Community Centre. Both from 10-12pm.

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, Arts & Culture Committee (*with the addition of Councillor Perram*)

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 Barlow and seconded by Councillor Lockyear that Councillor Dent be appointed to the position of Chair of the Planning Committee for the forthcoming year.

It was proposed by Councillor Dent and seconded by Councillor Lockyear 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 Paul Dodds and seconded by Councillor Willis Flemming that Councillor Nelson be appointed to the position of Vice Chair of the Tourism, Economy, Arts & Culture Committee for the forthcoming year.

Environment Committee

It was proposed by Councillor Paul Dodds and seconded by Councillor Lockyear that Councillor Barlow be appointed to the position of Chair of the Environment Committee for the forthcoming year.

It was proposed by Councillor Paul Dodds and seconded by Councillor Barlow that Councillor Hughes be appointed to the position of Vice Chair of the Environment Committee for the forthcoming year.

Youth Provision Committee

It was proposed by Councillor Dent and seconded by Councillor Willis Flemming that Councillor Paul Dodds be appointed Chair of the Youth Provision Committee for the forthcoming year.

It was proposed by Councillor Nelson and seconded by Councillor Paul Dodds that Councillor Bridle be appointed Vice Chair of the Youth Provision Committee for the forthcoming year. Thanks were expressed to the outgoing Chair and Vice Chair, Councillors Perram and Davis for their efforts during the past 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, with the addition of Councillor Barlow and Councillor Paul Dodds to the Sidmouth W.H.A.T Group.

10 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.

11 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 2026/2027.

12 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.

13 Community Centre Annual Report

Members received and noted the annual Community Centre report.

14 Standing Orders

Members confirmed and noted that no changes had been made to Sidmouth Town Council's Standing Orders as issued with the agenda papers.

15 Financial Regulations

Members confirmed and noted that no changes had been made to Sidmouth Town Council's Financial Regulations as issued with the agenda papers

16 Code of Conduct

Members confirmed and noted that no changes had been made to Sidmouth Town Council's Code of Conduct as issued with the agenda papers.

17 Internal Audit

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

18 General Risk Register

Members received and noted the Sidmouth Town Council General Risk Register. It was noted that there were a small number of outstanding issues including inspection of all Council assets and a lone worker policy which the Town Clerk and Member for Finance were working on and which would be updated in the document by July Council.

19 Council Policies

Members received and agreed the following Council guidance documents and policies; 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.

20 Police and Police Advocate Report

Councillor Paul Dodds reported that the number of antisocial behaviour crimes were down compared to previous months however thefts were slightly higher. It was also reported there had been some structural changes within the policing division.

21 Committee/Working Group Reports

21.1 Planning Committee Reports

Councillor Dent, Chair of the Planning Committee, presented the reports of the Planning Committee meetings held on Wednesdays 1 and 22 April 2026.

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

21.2 Environment Committee Report

Councillor Barlow, Chair of the Environment Committee, reported the next meeting of the Environment Committee would be held on Monday 15 June 2026.

21.3 Tourism, Economy, Arts and Culture Committee Report

Councillor Willis Flemming, Chair of the Tourism, Economy, Arts and Culture Committee, reported he'd had a meeting with Tina Veater from Ignyte to discuss updating the website and the Town Plan. It was also reported that Councillor Willis Flemming will be liaising more with Sidmouth Chamber of Commerce.

21.4 Council Resources Working Group

Councillor Nelson reported the next meeting of the Strategic Tourism and Development Group would be Tuesday 19 May 2026.

21.5 Youth Provision Committee

Councillor Perram reported the open access sessions were currently on hold due to a change in management at Sidmouth International School.

22 Reports from Members with Special Responsibilities

22.1 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 2026.

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 2026.

b) Councillor Lockyear presented the Finance Report for the year ending 31 March 2026.

RESOLVED: that the Finance Report for the year ending 31 March 2026 be noted and agreed.

22.2 South West Water Update

Councillor Lockyear updated Members on the progress of the South West Water work at The Ham. The tank construction was on track and expected completion was on schedule. Councillor Lockyear also confirmed the temporary surface would be in place for both Sidmouth Folk Festival and Sidmouth Regatta to use The Ham. After these events, The Ham lawn would be re-turfed.

23 Annual Return – Internal Audit Report 2025/26

The Council's Internal Auditor, Mr. Adrian Harris, had undertaken the audit of the Council's accounts.

Attached with the agenda was a copy of Mr Harris' letter and the Internal Audit Report for Members consideration.

Members thanked the Council's staff finance team for their professionalism and thorough work. The Town Clerk also thanked the staff for their hard work and support.

RESOLVED: that the Internal Auditor's Report be noted and agreed.

24 Annual Return- Governance Statement 2025/26

Members were asked to consider and approve the Annual Governance Statement.

RESOLVED: that Annual Governance Statement be noted and agreed.

25 Annual Return– Accounting Statements 2025/26

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.

26 Timetable of Meeting Dates for 2026/27

Members noted and agreed the list of meeting dates for the 2027/27 civic year.

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CHAIR OF THE COUNCIL