

## EXMOUTH TOWN COUNCIL

### MINUTES OF THE ANNUAL MEETING OF EXMOUTH TOWN COUNCIL HELD IN THE HOLY TRINITY CHURCH, ROLLE ROAD, EXMOUTH, EX8 1AB ON MONDAY 15TH MAY 2017 AT 7.00 P.M.

**PRESENT:** Councillors: B Cole (Mayor)  
J Trail (Deputy Mayor)  
B Bailey M Chapman  
B De Saram T Dumper  
L Elson S Gazzard  
P Garbutt P Graham  
J Humphreys R Masding  
B Nash C Nicholas  
D Nicholas K Norton  
R Scott P Stott  
M Williamson

**OFFICERS:** Lisa Bowman, Town Clerk & Sue Cody, Office Manager

**APOLOGIES:** Councillors F Caygill, T Darville, C Gough, T Hill, B Taylor & B Toye

**GUESTS:** Reverend James Hutchings

The Mayor welcomed fellow councillors and guests. He congratulated Councillors Jeff Trail, Richard Scott and Christine Channon on their election as Devon County Councillors for Exmouth and Budleigh Salterton Coastal.

#### **C17/044. ELECTION OF MAYOR/CHAIRMAN**

Councillor Cherry Nicholas proposed and Councillor Bill Nash seconded, that Councillor Brian Cole be elected as Chairman (Town Mayor) of Exmouth for the ensuing municipal year.

Councillor B Cole read out his Declaration of Acceptance of Office, which he then duly signed as Mayor. He made a short acceptance speech and gave an overview of his mayoral duties undertaken during his year of office and thanked all those that had supported him during his first year of office.

**RESOLVED that Councillor Brian Cole be elected Mayor and Chairman of Exmouth Town Council for the ensuing municipal year.**

#### **C17/045. APPOINTMENT OF DEPUTY MAYOR AND VICE-CHAIRMAN**

Councillor Cherry Nicholas proposed and Councillor Brian Bailey seconded that Councillor Jeff Trail be elected as Deputy Town Mayor of Exmouth for the ensuing municipal year.

Councillor Tim Dumper proposed and Councillor Pauline Garbutt seconded that Councillor Steve Gazzard be elected as Deputy Town Mayor of Exmouth for the ensuing municipal year.

A vote was taken by a show of hands and Councillor Jeff Trail was duly elected as Deputy Mayor / Vice-Chairman for the ensuing year.

**RESOLVED that Councillor Jeff Trail be elected Deputy Mayor and Vice-Chairman of Exmouth Town Council.**

**C17/046. PASSING OF THE CHAIN OF OFFICE**

Councillor B Cole passed the Chain of Office to Councillor J Trail and a round of applause ensued. Councillor Trail made a short acceptance speech and gave an overview of his deputy mayoral duties undertaken during his year of office.

The Mayor invited the Reverend James Hutchings to lead prayers to start the new council year.

**C17/047. APOLOGIES**

The above apologies were noted.

**C17/048. DECLARATION OF INTERESTS FROM MEMBERS**

There were two declarations of interest from members.

Item	Councillor	Declaration type		Reason
		Pecuniary	Personal	
C17/60	L Elson		X	Exmouth Musical Theatre Co. Her employer can benefit from donations
	M Chapman		X	Had personal friends in the theatre company and would leave the room

**C17/049. COUNCIL MINUTES**

The Minutes of the Town Council meeting held on the 3<sup>rd</sup> April 2017 were received and signed as a correct record.

Proposed Cllr. M Williamson

Seconded Cllr. P Stott

Matters arising from those minutes:

- **C17/038**

**COLP** – a resolution was made that the Town Council to write to DCC Highways and DCC Highways Portfolio Holder to request the installation of a Toucan crossing near the new Marks and Spencer store. The Town Clerk in response stated that DCC Highways Officers were to carry out an audit over the forthcoming Bank Holiday weekend on the current zebra crossing usage in light of the re-opening of Exeter Road. The Town Clerk would now write to DCC now that the new DCC Councillors were in place after the recent elections.

**Waterfront Working Party** – a letter would be sent to the Environment Agency, DCC and EDDC in respect of retention of the trees that were sited along the Estuary water's edge where the new flood defence wall would be built recommending that materials needed for the building works were to be stored on the lorry park and not on the Imperial Recreation Ground. A request to be made for construction of the wall on the Camperdown side and the Estuary side of Shelly Beach to be confined to each side to avoid vehicles moving from one side to another.

**C17/050. TO APPOINT MEMBERS AND CHAIRMAN/VICE CHAIRMAN TO THE PLANNING COMMITTEE AND TO APPOINT LEAD COUNCILLORS FOR REGENERATION & GENERAL PURPOSES AND FINANCE**

The nominations put forward below for Planning Committee and Lead Councillors of the Regeneration & General Purposes and Finance (previously circulated) were considered.

**(a) Planning**

Members:	As attached schedule
Nominations for Chairman:	Councillor Lynne Elson
Nominations for Vice Chairman:	Councillor Jeff Trail Councillor Brian Toyne

**(b) Regeneration and General Purposes Lead Councillor**

Nominations for Lead Councillor:	Councillor Pauline Stott
Nominations for Deputy Lead Councillor:	Councillor Maddie Chapman

**(c) Finance Lead Councillor**

Nominations for Lead Councillor:	Councillor Cherry Nicholas Councillor Steve Gazzard
Nominations for Deputy Lead Councillor:	Councillor Richard Scott

**RESOLVED that the membership of Planning Committee for the coming year be approved with Councillor Lynne Elson appointed as Chairman and Councillor Jeff Trail as Vice Chairman.**

**RESOLVED that the Lead Councillor for Regeneration was Councillor Pauline Stott with Councillor Maddie Chapman as Deputy.**

**RESOLVED that the Lead Councillor for Finance was Councillor Cherry Nicholas with Councillor Richard Scott as deputy.**

**Note: - List of Planning Committee members attached to the signed minutes.**

**C17/051. APPOINTMENT TO WORKING PARTIES AND OUTSIDE BODIES**

The nominations put forward for appointment to working parties and outside bodies (circulated at the meeting) were taken and approved en-bloc.

**RESOLVED that the list of proposed members and representatives be appointed in accordance with the list attached to these minutes.**

**Note: - List attached to the signed minutes.**

**C17/052. TO REAFFIRM ELIGIBILITY FOR THE GENERAL POWER OF COMPETENCE AND TO GIVE THE TOWN CLERK DELEGATED AUTHORITY UNDER THE GENERAL POWER OF COMPETENCE TO ENDORSE CERTIFICATES FOR USE BY RECIPIENTS OF FOREIGN PENSIONS**

Members agreed unanimously to support the proposal to reaffirm eligibility for the general power of competence.

**RESOLVED that eligibility be reaffirmed for the General Power of Competence and for the Town Clerk to assume delegated authority under the General Power of Competence to endorse certificates for use by recipients of foreign pensions.**

**C17/053. APPROVAL OF COUNCILLORS ALLOWANCES**

Members agreed unanimously that the allowances listed below should be ratified:

- a. Chairman's Allowance for 2017/18 be £436, unchanged.
- b. Members' Allowance for 2017/18 be £305, unchanged.
- c. Mileage Rate for 2017/18 of 45p per mile up to 10,000 miles and 25p per mile for 10,001 miles and over, unchanged.

**RESOLVED that the chairman's and members allowance and mileage rate for 2017/18 be approved.**

**C17/054. INSPECTION OF DEEDS AND TRUST INSTRUMENTS**

It was confirmed that the following documents and trust instruments held in the custody of the Council had been inspected and that any newly elected member of the Council was invited to inspect them: -

- Exmouth Projects Trust
- William Adams Westwood Trust
- Deeds for Pound Lane and Hamilton Lane Allotment Sites
- Deeds for Jubilee Clock

All documents were kept in the safe and were available for inspection by members of the public by appointment.

**C17/055. URGENT BUSINESS**

There were no items of urgent business.

**C17/056. EXCLUSION OF THE PRESS AND PUBLIC**

There were no items to be dealt with necessitating exclusion of the press and public.

**C17/057. TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES, WORKING PARTIES, OTHER LOCAL BODIES AND THE TOWN CLERK / TOWN MANAGER AS APPROPRIATE (STANDING ORDER 6.2).**

- **Planning Committee** – Councillor L Elson proposed, seconded by Councillor M Chapman, that the minutes of the meeting held on 27<sup>th</sup> March, 10<sup>th</sup> and 24<sup>th</sup> April 2017, and any recommendations therein (circulated separately with Planning agenda) be received.

**RESOLVED that the minutes of the Planning Committee meetings held on 27<sup>th</sup> March, 10<sup>th</sup> and 24<sup>th</sup> April 2017 be accepted and adopted.**

- **Town Clerk's Report** – the report dated 15<sup>th</sup> May 2017 (previously circulated) was noted.
- **Regeneration Programme Board** – previously circulated and noted.
- **COLP** - previously circulated and noted.
- **Local Action Group** - previously circulated and noted.
- **Neighbourhood Plan Steering Group** - previously circulated and noted.
- **Exmouth Transport Partnership** – previously circulated and noted.

**C17/058. REPORT FROM RESPONSIBLE FINANCIAL OFFICER**

The Town Clerk summarised the highlights from the report.

**C17/059. TO RECEIVE THE STATEMENT OF INCOME AND EXPENDITURE AGAINST BUDGET AND REVIEW THE RECONCILIATION OF ACCOUNTS AGAINST BANK STATEMENTS**

The Town Clerk stated that the year end closure of accounts had taken place and the end of year report and balance sheet would be presented at the next Full Council meeting. The Election costs for the year had exceeded budget as a result of the two Town Council by-elections and the Town Poll which had taken place in 2016/17. There were no other areas of concern.

## C17/060. GRANT APPLICATIONS

**Note:** Councillor M Chapman had previously declared an interest and left the room whilst grant application submitted by Exmouth Musical Theatre Company was discussed.

Applicant	Description	Amount Requested	Amount Agreed
South West Brass Band Association	Contribution towards cost of hosting the 18 <sup>th</sup> Exmouth Brass Band Festival on September 2nd, 2017.	£540	£540
Exmouth Musical Theatre Company	Contribution towards show/production expenses	£1000 per annum for the three-year period 2017-2020	£1000 per annum for the three year period 2017-2020
Relate Exeter and District	Contribution towards running costs of providing a service in East Devon / Exmouth	£685	£685  A request was made for Relate to attend to give a presentation

## C17/061. BUDGETARY CONTROL AND AUTHORITY TO SPEND

Authorisation is being sought for the following payment(s):

21.03.17	EDDC	£ 2,772.60	Additional grass cutting
27.03.17	EDDC	£18,631.72	Salary Recharge Mar 17
05.04.17	EDDC	£ 2,768.73	Maintenance costs Town Hall (July – Sept 16)
05.04.17	Sumographics	£13,531.00	Exmouth Town Guides
05.04.17	Exmouth & District Community Transport	£ 5,000.00	SLA 2017-2019
05.04.17	DALC	£ 2,663.74	Membership 2017-18
05.04.17	The Property Press	£ 2,825.00	Printing & distribution of Festival programme
13.04.17	Wired Progress	£ 2,932.50	Festival programme design
13.04.17	EDDC	£37,442.05	Grounds Maintenance Work (Apr 17 – Mar 18)

Councillor M Williamson proposed, seconded by Councillor M Chapman, that the expenditure listed above be approved.

**RESOLVED that the above payments be approved.**

**C17/062. TO DISCUSS AND AGREE THE FUTURE POSITION OF THE FINANCE COMMITTEE AND THE REGENERATION AND GENERAL PURPOSES COMMITTEE**

The three proposals for consideration were:

- Reinstatement of both committees for 10 meetings each per year
- Reinstatement of Finance Committee only as 4 meetings per year
- Reinstatement of combined Finance plus Regeneration & General Purposes Committees as 4 meetings per year

Discussion took place on the above 3 options. Councillor M Williamson proposed seconded by Councillor B Bailey that the monthly Full Council meetings be retained and that in order to facilitate more in-depth discussions in respect of finance matters the current Accounts Sub-Committee be replaced by a Finance Scrutiny Committee. That committee to have new Terms of Reference and it would meet four times a year and report back to Full Council.

**C17/063. DATE OF THE NEXT MEETING**

The date of the next meeting would be held on 12<sup>th</sup> June 2017 and Inspector Antonia Weeks would be present.

The Mayor thanked guests, and members for their attendance and invited them to join him in the Committee Room for small informal drinks.

The meeting concluded at 8.42 pm.

Signed..... Date.....  
(Chairman)