

EXMOUTH TOWN COUNCIL

MINUTES OF THE MEETING OF EXMOUTH TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, ST ANDREWS ROAD, EXMOUTH, ON MONDAY 11TH JUNE 2018 AT 7.15 PM.

PRESENT: Councillors: J Trail (Chairman)
B De Saram (Vice Chairman)
B Nash M Chapman
C Nicholas L Elson
B Toye R Masding
F Caygill A Sadiq
S Gazzard B Taylor
J Humphreys R Scott
M Williamson K Norton

OFFICERS: Lisa Bowman, Town Clerk & Chetna Jones, Deputy Clerk.

APOLOGIES: Councillors B Cole, T Dumper, P Stott, C Gough, B Bailey, D Nicholas, P Garbutt, T Hill. & T Darville

The Chairman welcomed all to the meeting and congratulated Mrs Jennifer Newman for being awarded the BEM at the recent Queen's birthday honours list for services to the community of Exmouth.

There were no members of the public present at the meeting that requested to speak.

A letter had been received from a member of the public raising concerns about various issues relating to East Devon District Council and a copy was provided to each party group leader to respond.

The Chairman informed the Council of various events he and the Vice-Chairman had attended including visiting several local businesses and the opening of the Play Park and Events Space at Queen's Drive.

C18/084. COUNCIL MEETING MINUTES

The minutes of the Annual General Meeting of the Town Council held on Monday 21st May, 2018 and Extra-Ordinary meeting held on Tuesday 22nd May, 2018 which had previously been amended and circulated were noted as a true record.

C18/085. MATTERS ARISING FROM THOSE MINUTES

The Chairman, Town Clerk and several Councillors attended the funeral of Geoff Chamberlain. Members were thanked for attending.

C18/086. DECLARATIONS OF PECUNIARY INTERESTS AND DISPENSATIONS

None were declared.

Item	Councillor	Declaration type		Reason
		Pecuniary	Personal	

C18/087. EXCLUSION OF THE PRESS AND PUBLIC

There were no items on the agenda that would be discussed in Part II of the meeting that involved the likely disclosure of exempt information as defined in Part I, Schedule 12A of the Local Government Act 1972:

C18/088. RATIFY THAT A HIGHWAYS WORKING PARTY BE SET UP AND TO AGREE THE TERMS OF REFERENCE AND MEMBERSHIP

Councillor Scott confirmed that the purpose of the working party was to assign champions/lead councillors for each ward to identify, report and progress highway issues within their ward. This working party will promote the work of the Road Warden Scheme without taking over the responsibilities from Highways.

It was agreed that the Town Clerk will seek advice on whether councillors have a conflict if they also make determination through the Development Management Committee at East Devon District Council.

Councillor M Williamson proposed, seconded by Councillor R Masding that a Highways working party be set up and this was agreed.

Councillor L Elson proposed, seconded by Councillor M Williamson that the Town Clerk prepare the Terms of Reference for this working party and that the membership names be assigned by the party group leaders and this was agreed.

RESOLVED that a Highway Working Party be set up on the basis of the Terms of Reference to be prepared by the Town Clerk and the membership to be determined by the Party Group leaders.

C18/089. REPORTS AND MINUTES FROM COMMITTEES, WORKING PARTIES, OTHER LOCAL BODIES, THE TOWN CLERK / DEPUTY TOWN CLERK as appropriate (Standing Order 6.2)

- **Planning Committee**

Councillor L Elson proposed, seconded by Councillor F Caygill that the minutes of the Planning Committee meetings held on 14th May 2018 (as previously circulated) be accepted.

RESOLVED that the minutes of the Planning Committee meetings held on 14th May 2018 be accepted and adopted.

- **Finance Committee**

Councillor C Nicholas proposed, seconded by Councillor M Williamson that the minutes of the meeting held on 17th May, 2018 (as previously circulated) be accepted.

RESOLVED that the minutes of the Finance Committee meeting held on 17th May, 2018 be accepted and adopted.

- **Town Clerk's Report**

The Town Clerk highlighted some of the items within her report, which had previously been circulated.

- A meeting of the CCTV working party will need to convene in July to review Devon PCC's proposals and to pursue EDDC's request to re-consider the transfer of CCTV.

- Discussions have started on the new arrangements for applying for Parishes Together Funding and subject to approval by EDDC, the Town Council will work on how this can be implemented for Exmouth.
- A second meeting of Exmouth Information Sharing Officers Group took place to discuss matters relating to Exmouth, in particular, Queen's Drive Temporary Uses, Exmouth's Tidal Defence Scheme as well as progress reports from other EDDC Officers, with the aim of better partnership working across the two local authorities.
- Work has commenced on producing new Visitor Guides for Exmouth for 2019/2020. In addition, work on the Parishes Together Tourism Project was in-hand with regards to the refurbishment of the TIS offices and new collaborative printed leaflets.
- A Freedom of Information request had been received from Honiton Chamber of Commerce regarding Christmas lights funds, wanting to know how much and when the funds were transferred to Honiton Town Council.
- Carla Hiley, the Arts Manager for Exmouth Town Council, received the Judges' Special Award at the recent 2018 Exmouth Business Awards in recognition of her work for the Exmouth Festival.

Members of the Town Council showed their appreciation to Carla for her achievement.

Councillor F Caygill proposed, seconded by Councillor M Williamson that the CCTV Working Party and Town Hall Working Party be merged.

RESOLVED that the CCTV Working Party and Town Hall Working Party be merged.

- **Deputy Clerk's Report**
- The Deputy Clerk highlighted some of the items within her report, which had previously been circulated and the report was noted.
- **LAG**
The notes of the meeting dated 18th April, 2018 were accepted.
- **Neighbourhood Plan Steering Group**
The notes of the meeting dated 15th May were accepted.
- **Town Team & Tourism Forum**
The notes of the meeting dated 3rd May, 2018 were accepted.
- **Gorfin Hall Management Committee**
The notes of the meeting dated 28th February, 2018 were accepted.

Councillor J Humphreys proposed, seconded by Councillor B Nash that the Town Council proceed with the quote for £4,485 for construction of an outside covered area, and this was approved.

RESOLVED that the Town Council proceeds with the construction of an outside area at Gorfin Hall at a cost of £4,485.

- **District Councillor Reports**

Councillor Maddie Chapman informed the Town Council that she had received several emails praising the play area at Queen's Drive. The Chairman also endorsed the work completed by EDDC for this area.

Councillor B Nash reminded members that the first showing on the big screen at Queen's Drive was on 12th June and that this was a free event.

- **County Councillor Reports**

Councillor C Channon informed members that she was meeting with Meg Booth to determine when the approved Traffic Orders were to be implemented.

Councillor Channon has requested that funds be found to install traffic lights at Liverton Business Park to enable the Fire and Ambulance Emergency Services easier access considering increased traffic using the Business Park.

Councillor Channon also confirmed that the current contract with Skansa was a saving of almost £2million for the County Council.

Pot hole repairs and road re-surfacing had commenced throughout Exmouth and the surrounding area.

Littleham Primary School has maintained its "Good" status following a recent Ofsted inspection.

It was confirmed that developers were made aware that they needed to rectify any damage caused to the highway during and after the construction phase.

C18/090 CONSULTATION ON THE REVIEW OF POLLING DISTRICTS AND POLLING PLACES AND TO AGREE A RESPONSE

The report that had previously been circulated was noted.

The Town Clerk in responding will make EDDC aware:

- That sign-posting for disabled access at Littleham Community Hall needed to be improved
- that Littleham Ward area AN4 was not listed in the appendices,
- that Holy Trinity Church was a little out of the town area and on a steep hill making access a little difficult for some
- that the Returning Officer should make all candidates aware of the Code of Conduct and Practice prior to the election day.

Councillor L Elson proposed, seconded by Councillor S Gazzard that the Town Clerk respond to the consultation confirming that the Town Council agreed with the proposals subject to the above points.

RESOLVED that the Town Clerk respond to the consultation as above.

C18/091 REVIEW AND ADOPT THE DATA PROTECTION POLICIES

The Data Protection Policies had been previously circulated.

The Town Clerk will engage with GDPR specialist for independent external services to complete an audit to ensure compliancy and request training for staff and councillors.

The Town Clerk will obtain wording from EDDC for Councillors to use in email correspondence with the public.

Councillor L Elson proposed, seconded by Councillor S Gazzard that the Data Protection Policies be adopted as they were standard policies in line with GDPR requirements.

RESOLVED that the Data Protection Policies be adopted.

C18/092 RATIFY THE CORE MEMBERSHIP OF THE COMMUNITY RESILIENCE WORKING PARTY AS COUNCILLORS ROB MASDING, STEVE GAZZARD, MADDIE CHAPMAN AND FRED CAYGILL AND APPROVE THE TERMS OF REFERENCE FOR THIS WORKING PARTY

The report including Terms of Reference had been previously circulated.

The Town Clerk confirmed that there was no legal requirement for communities to do emergency planning, however, section 137 of the Local Government Act 1972 gave the community councils the power to do anything that will benefit the community (or part of it) where there was no other specific power covering the action. A Community Emergency Plan can help a community cope until the emergency responders arrive and to recover in the long term.

Having a Community Emergency Plan did not mean that a group should or could replace the emergency responders.

Councillor F Caygill proposed, seconded by Councillor S Gazzard that Councillors Rob Masding, Steve Gazzard, Maddie Chapman and Fred Caygill be the core members for the community resilience working party.

Councillor F Caygill proposed, seconded by Councillor S Gazzard that the Terms of Reference as circulated be initially approved and then reviewed by the Working Party to amend as required.

RESOLVED that the core members be ratified as Councillors Rob Masding, Steve Gazzard, Maddie Chapman and Fred Caygill and the Terms of Reference be approved.

C18/093 RESPONSE FROM THE NEIGHBOURHOOD PLAN STEERING GROUP REGARDING EXMOUTH TOWN COUNCIL'S COMMENTS TO THE PRE-SUBMISSION DOCUMENT

The response report had been previously circulated.

Councillor B De Saram proposed, seconded by Councillor M Williamson that the response from the NPSG regarding the Town Council's comments to the pre-submission document be noted.

RESOLVED that the responses from NPSG to the Town Council's comments be noted.

C18/094 REVIEW AND STATEMENT OF INTERNAL CONTROL

The statement of Internal Control had been previously circulated.

Councillor L Elson proposed, seconded by Councillor S Gazzard that the Statement of Internal Control be ratified.

RESOLVED that the Statement of Internal Control be ratified.

C18/095 ANNUAL ACCOUNTS & RETURN

The Accounts for 2017/18 and Annual Return had been previously circulated.

- a) Councillor C Nicholas proposed, seconded by Councillor L Elson that the Annual Accounts 2017/18, consisting of the income & expenditure and balance sheet be approved.
- b) Councillor L Elson proposed, seconded by Councillor C Nicholas that the Internal Auditor's report be noted. Councillor L Elson asked that the Accounts Administrator be thanked for her efforts.
- c) The Chairman read out the Governance Statement in full and asked members that they confirm the response to each box. Councillor C Nicholas proposed, seconded by Councillor L Elson that the Town Council confirmed "YES" to each box. The Chairman and Town Clerk signed the Annual Governance Statement for 2017/18.
- d) Councillor L Elson proposed, seconded by Councillor C Nicholas that the Accounting Statement be approved, and this was agreed. The Chairman and Town Clerk signed the Accounting Statement.
- e) Councillor C Nicholas proposed, seconded by Councillor J Humphreys that the Earmarked Reserves for 2017/18 be approved.
- f) Councillor B Nash proposed, seconded by Councillor M Williamson that the Asset Register for 2017/18 be approved.

RESOLVED that the Annual Accounts and Annual Return for 2017/2018 be approved.

C18/096. DATE OF NEXT MEETING

The next meeting of the Town Council will be held on 9th July, 2018 at 7.15pm at the Town Hall Council Chamber.

The meeting concluded at 8.45 pm.

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