



**This Meeting is open to the Public and Press**

**8<sup>th</sup> May 2019**

**To: All Members of Exmouth Town Council**

Dear Councillors

An Annual Meeting of Exmouth Town Council, to which you are summoned, will be held at Exmouth Town Hall, Exmouth, EX8 1AW on **Monday 13<sup>th</sup> May 2019, at 7.15 pm** to consider the matters detailed on the Agenda below.

Yours faithfully

**Lisa Bowman**  
**TOWN CLERK**

## **A G E N D A**

- 1. Prayers – Rev'd James Hutchings**
- 2. Apologies for absence**

The meeting will adjourn for the Public Forum.

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### **PUBLIC FORUM**

- Public speaking is limited to a maximum of 3 minutes per person and to a total of 15 minutes;
- Questions should be submitted one clear working day before the meeting to enable them to be answered more fully and precisely;
- The Chairman will usually invite speakers in the order in which requests to speak were lodged. Only if time allows will further speaking from the floor be accepted;
- Where several speakers wish to make similar points, the chairman has the right to request one spokesperson;
- As the formal meeting stands adjourned for the Forum, questions or statements from the public are not recorded in the meeting minutes but in an appendix attached to those minutes. This will not be a verbatim report of the Forum, but will record the name of the speaker, brief synopsis of the topic or question and outline of any immediate response or copy of a written reply.

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The meeting will reconvene.

**2. To elect the Chairman of the Council (Town Mayor) and to receive the Chairman's Declaration of Acceptance of Office**

The successful nominee will make and sign the statutory declaration of acceptance of office and be invested with his Chain of Office by the Retiring Mayor

**3. To elect the Deputy Chairman (Deputy Mayor) of the Council and to receive the Deputy Chairman's Declaration of Acceptance of Office**

The successful nominee will make and sign the statutory declaration of acceptance of office and be invested with his Chain of Office by the Mayor

**4. Welcome speech by the newly appointed Town Mayor**

The Mayor will announce which charity he has chosen to support during his tenure as Mayor.

On behalf of Exmouth Town Council, the Mayor will propose a vote of thanks to Jeff Trail BEM for his tireless commitment to the role of Town Mayor of Exmouth during the year ending May 2019.

- Presentation of badge by the new Mayor to the retiring Mayor

**5. Retiring speech by the former Town Mayor, Jeff Trail BEM**

**6. To receive any declarations of interest from Members.**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Exmouth Town Council Code of Conduct for Members and by the Localism Act 2011.

**7. To agree there is no requirement to resolve that the press and public be excluded from the meeting during the consideration of item(s) in Part II of the agenda as it involves the likely disclosure of exempt information as defined in Part I, Schedule 12A of the Local Government Act 1972.**

**8. To approve the minutes of the meeting held on 1<sup>st</sup> April, 2019 (attached).**

**9. To ratify the Terms of References including delegated authority for all Committees, Working Parties and Outside Body representations on behalf of the Town Council (attached)**

**10. To ratify the appointment of members for all Committees, Working Parties and Outside Body representations (nomination details received to be circulated at the start of the meeting)**

**11. To review and agree amended standing orders and financial regulations in line with amendments recommended by NALC (attached)**

**12. To review eligibility and reaffirm the General Power of Competence**

**13. To reaffirm the delegated authority for the Town Clerk and confirm for the Deputy Town Clerk to undertake duties of the Town Council as specified in Standing Orders and Finance Regulations**

**14. To agree Allowances for 2019/2020**

- To approve the Chairman's Allowance: £436.00
- To approve the Members' Allowance: £305.00
- To approve the mileage rate: 45p/mile up to 10,000 miles, 25p for 10,001 miles and over

**15. To confirm arrangements for the inspection of Deeds and Trust Instruments:**

- a. Exmouth Projects Trust

- b. **William Adams Westwood Trust**
  - c. **Deeds for Pound Lane and Hamilton Lane Allotments**
16. **To reaffirm the Council insurance policy** (summary schedule attached)
17. **To reaffirm Appointment of Internal Auditor – To confirm continuation contract with Thomas Westcott for 2019/20**
18. **To ratify the Town Council’s Review and Statement of Internal Control** (attached)
19. **To reaffirm and adopt Council policies:**
- a. **Complaints policy** (attached)
  - b. **Freedom of Information requests publication scheme** (attached)
  - c. **Information Data Protection Policy** (attached)
  - d. **Press/media policy** (attached)
  - e. **Community Engagement Policy** (attached)
20. **To confirm the dates and times of ordinary meetings of the Council and Committees for the ensuing year** (attached)
21. **To confirm that the Mayor, Deputy Mayor plus Chairs of Finance and Planning be authorised as cheque and online banking signatories for the year 2019/20 and to authorise the Town Clerk to update the bank mandate**
22. **To receive and consider reports and minutes of committees, working parties, other local bodies as appropriate:**
- **Planning Committee** – To receive the minutes of the meetings held on 18<sup>th</sup> March, 1<sup>st</sup> April and 15<sup>th</sup> April, 2019, and consider any recommendations therein (circulated separately with Planning agenda).
  - **Town Team** – notes attached from meeting held on 11<sup>th</sup> April, 2019
  - **NPSG** – notes attached from meeting held on 7<sup>th</sup> March 2019
23. **Date of Next Meeting – 10<sup>th</sup> June, 2019**

***Members are invited to join the Mayor for a small informal drinks reception***