

EXMOUTH TOWN COUNCIL

MINUTES OF THE MEETING OF EXMOUTH TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, ST ANDREWS ROAD, EXMOUTH, ON MONDAY 10TH JUNE 2019 AT 7.15PM

PRESENT: Councillors: S Gazzard (Chairman)
B Bailey (Vice Chairman)
A Bailey I Kirvan
F Caygill C Nicholas
M Chapman D Poor
F Cullis M Rosser
O Davey A Sadiq
B De Saram A Toye
T Dumper B Toye
L Elson T Woodward
J Humphreys

Devon County Councillor: J Trail

OFFICERS: Lisa Bowman, Town Clerk & Natasha Smart, Notetaker

APOLOGIES: Councillors A Colman, P Millar, P Stott, J Whibley & J Whipps

The Chairman welcomed all to the meeting and informed members that he and Councillor B Bailey had already attended 19 events as part of their mayoral duties. The Chairman particularly wanted to highlight three of those events: Exmouth in Bloom Wild Heart event; Exmouth Business Awards (with special congratulations to The Proper Fish & Chips Co., who the Chairman would like to invite to a future meeting); and the Exmouth Festival (with special thanks to Carla Hiley, Exmouth Town Council officers, councillors and volunteers for all their hard work).

The Chairman sought and obtained permission to bring the Climate Emergency Motion agenda item forward to the start of the meeting, prior to receiving reports and minutes of committees and working parties.

PUBLIC FORUM: Exmouth resident Anne Bentham was invited to speak during public speaking time in relation to the Climate Emergency Motion agenda item. She started by referring to her contribution to the Annual Town Meeting held on 11 March 2019 on the same topic and stated that she was grateful for the work which had been done so far. However, she reiterated the importance of taking action now to save the planet whilst there is still time to make changes. She hoped that the new Council would provide an opportunity for renewed vigour in tackling this issue, would collaborate on it in a transparent and fair way and would explore bringing in the views of the wider community. She therefore welcomed the 2030 target for change proposed in the Climate Emergency Motion.

C19/053. COUNCIL MEETING MINUTES

The minutes of the Annual General Meeting of Exmouth Town Council, held on Monday 13th May 2019, which had previously been circulated, were received and signed as a true record.

C19/054. MATTERS ARISING FROM THOSE MINUTES

No matters were raised.

C19/055. DECLARATIONS OF PECUNIARY INTERESTS AND DISPENSATIONS

Item	Councillor	Declaration type		Reason
		Pecuniary	Personal	
C19/059	Cllr A Sadiq	x		Employee of Aviva

C19/056. 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.

C19/057. CLIMATE EMERGENCY MOTION

Councillor M Rosser proposed the following motion in advance of the meeting: that “Exmouth Town Council acknowledges the Environmental and Climate Emergency declaration by Parliament in May. Accordingly, it will give the highest priority to using all its authority and influence to reduce CO2 emissions in Exmouth. The Council’s goal for Exmouth is to be carbon neutral by 2030 at the latest. In order to achieve this, a Task and Finish Forum (TAFF) will identify the main causes of CO2 emissions in Exmouth and the action needed to reduce these emissions. The TAFF will aim to report its findings and recommendations for an action plan to the Council within 6 months. The TAFF will include members both from within and outside of the council, who can contribute relevant knowledge.”

The Chairman invited comments on the motion. Councillors were broadly in support of the motion, albeit with some concerns raised regarding setting a firm timescale for change. Other ideas were suggested such as: using the Neighbourhood Plan; involving other Town Council working parties, e.g. the Plastics Reduction Working Party; working with DCC colleagues already active in this space; involving EDDC Environmental Health.

An amendment to the motion was proposed by Councillor T Dumper, seconded by Councillor B Toye, that “Exmouth Town Council acknowledges and welcomes the Environmental and Climate Emergency declaration by Parliament in May. Accordingly, it will give the highest priority to using all its influence to work with others, for instance Devon County Council, on its developing carbon reduction plan, to reduce damaging carbon emissions and other environmental threats. Where it can, it will work to reduce its own carbon footprint.

The Council recognises the vital urgency of this work and will press the case for the speediest possible reductions in carbon dioxide emissions.

Exmouth Town Council does not have the powers, the professional staff, the money or the equipment to carry out monitoring, measuring etc work, and it recognises that its major impact will be persuading and advocating for change, working with local organisations and residents on action in town.

A Task and Finish Forum (TAFF) should be set up to coordinate information and action, involving the public (especially young people) and an action plan dovetailing with the Devon plans.”

The Chairman invited comments on the amendment. There was discussion supporting the focus on working with the community and using existing resources, including DCC and its Carbon Reduction Plan. Concerns were raised about the Town Council’s ability to monitor CO2 emissions, and the fact that other climate change targets are at county rather than town council level.

The amendment was put to the vote and carried. Members then voted on the substantive motion and

RESOLVED that “Exmouth Town Council acknowledges and welcomes the Environmental and Climate Emergency declaration by Parliament in May. Accordingly, it will give the highest priority to using all its influence to work with others, for instance Devon County Council, on its developing carbon reduction plan, to reduce damaging carbon emissions and other environmental threats. Where it can, it will work to reduce its own carbon footprint.

The Council recognises the vital urgency of this work and will press the case for the speediest possible reductions in carbon dioxide emissions.

Exmouth Town Council does not have the powers, the professional staff, the money or the equipment to carry out monitoring, measuring etc work, and it recognises that its major impact will be persuading and advocating for change, working with local organisations and residents on action in town.

A Task and Finish Forum (TAFF) should be set up to coordinate information and action, involving the public (especially young people) and an action plan dovetailing with the Devon plans.”

The Chairman clarified that the first action was for the Town Council to set up a TAFF Working Party and sought nominations from interested members. Initial membership was agreed as:

Councillor M Rosser
Councillor O Davey
Councillor F Cullis
Councillor D Poor
Councillor T Dumper
Councillor A Toyne
Councillor A Colman (in absentia)

The Chairman also invited any other interested members to attend. The Town Clerk agreed to set up an initial meeting of the group asap.

C19/058. 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 J Humphreys, that the minutes of the Planning Committee meetings held on 29th April 2019 and 14th May 2019 (as circulated) be accepted.

RESOLVED that the minutes of the Planning Committee meetings held on 29th April 2019 and 14th May 2019 be accepted and adopted.

- **Finance Committee**

Councillor A Sadiq proposed, seconded by Councillor B Bailey, that the minutes of the meeting held on 23rd May 2019 (as circulated) be accepted and adopted.

RESOLVED that the minutes of the meeting held on 23rd May 2019 be accepted and adopted.

- **Town Clerk's Report**

The Town Clerk's report, which had previously been circulated, was noted.

- **Public Rights of Way**

Notes of the meeting held on 27th March 2019, which had previously been circulated, were noted.

- **Waterfront Working Party**

Notes of the meetings held on 21st May 2019 and 29th May 2019, which had previously been circulated, were noted.

The Town Clerk explained that, during its annual servicing, it was identified that urgent repairs are needed to the Jubilee Clock Tower. The working party has recommended this be actioned as a priority, starting with a detailed survey. Once this is complete, the working party will revert to Town Council with a full proposal of costs. Councillor M Chapman asked that the Town Clerk contact the Planning Conservation Team as a matter of urgency.

- **Exmouth Transport Partnership (ETP)**

Notes of the meeting held on 28th May 2019, which had previously been circulated, were noted.

Councillor M Chapman asked that ETP staff avoid using only abbreviations for working parties on future agendas, which was noted.

- **Flooding and Land Drainage**

Notes of the meeting held on 3rd June 2019, which had previously been circulated, were noted.

- **Quality Council**

Notes of the meeting held on 6th June 2019, which had previously been circulated, were noted.

Councillor T Dumper commented that ETC are now almost ready to apply for the second level of Quality Council status, which the working party will continue to progress.

- **Reports from Members who Represent the Council on Outside Bodies**

The Chairman asked that, in future, if members cannot attend Town Council meetings to provide a verbal update that they provide a written report.

Health and Wellbeing Board: Councillor D Poor confirmed that he will be visiting the Budleigh Hub and Exmouth Hospital. He also offered to arrange an NHS representative to update the Council on NHS changes.

- **District Councillor Reports**

District Councillors gave brief reports in their areas of responsibility.

Councillor B De Saram confirmed that he had attended the Littleham Festival and SWITCH events.

Councillor F Caygill reported that he had attended his first Strategic Planning Committee meeting, at which the subject of signage had been discussed.

Councillor M Chapman confirmed that she had been attending a lot of training, five events to date, and encouraged all councillors to take advantage of the training on offer (and to contact her if they have any difficulties accessing training).

Councillor O Davey explained that he had also attended a lot of training, as well as his first Strategic Planning Committee meeting.

Councillor T Woodward confirmed that he had also attended a lot of training, as well as his first East Devon District Council (EDDC) meeting.

Councillor S Gazzard reported that he had also attended his first EDDC meeting of this term.

The Town Clerk asked all councillors to inform her of any District Council training they attend, since this provides contributory evidence for Quality Council status.

- **County Councillor Reports**

Councillor J Trail, on behalf of himself and the other Devon County Council (DCC) representatives, Councillors C Channon and R Scott, congratulated all councillors who had been elected to Exmouth Town Council.

Councillor Trail updated members on the following:

- **Toucan Crossing, Exeter Road:** contributing to the East Devon Way, this will be operational by the end of June;
- **Exe Estuary Harbourmaster:** as part of Councillor Trail's role as Chairman of the Exe Estuary Management Partnership (EEMP), he was able to confirm that a new harbourmaster and assistants are to be employed by Exeter City Council from late July;
- **Exmouth Roadworks:** Councillor Trail provided advance notice that a lot of long-overdue road resurfacing is taking place across Exmouth. DCC will post notices in good time, but any vehicles hindering the works will be removed;
- **Climate Emergency:** DCC has a Climate Emergency Response Group, who councillors are advised to contact for advice;
- **Beach Cleans:** EEMP members did a beach clean at Dawlish Warren and are planning another in Exmouth. Plastics recovered have been taken away by marine biologists for research purposes.

Councillor Trail further reported updates provided by Councillor Scott:

- **Health:** the new Primary Care Network is up and running and DCC councillors will be discussing how this can benefit residents. Devon Carers are currently running a campaign on loneliness, supported by DCC, who have also put together the 'doing what matters fund' with £300k available to help communities

combat loneliness. Councillors Scott and Trail are taking part in a scrutiny review/investigation on volunteer carers, which will report to Health and Social Care Scrutiny later this year. The Integrated Care System (ICS) continues to develop, focusing on care at home and not in hospitals. Housing plays a large part in this;

- **Roads:** a report will shortly come back to Corporate Scrutiny on landowners, vegetation and the highway edge, which will mark a significant change in DCC highways policy;
- **Grants:** DCC has three grant programmes. Councillor Scott asks that councillors check there is no crossover with ETC grants before granting funds to ensure that as many local organisations and residents can benefit from all the funding available.

The Chairman thanked Councillor Trail and invited comments. The following concerns were raised:

- DCC Highways: accuracy of road closure signage; roadworks notifications; policy change;
- DCC strategy for social care.

Councillor Trail provided responses where possible; he otherwise confirmed he would provide updates at a future meeting.

Councillor J Trail left the meeting.

C19/059. ADOPT THE AMENDED STANDING ORDERS AND FINANCIAL REGULATIONS (REVIEWED AT THE ANNUAL TOWN COUNCIL MEETING ON 13TH MAY 2019)

Draft amended Standing Orders and Financial Regulations had formed part of the agenda for the Annual Town Council meeting in May and had been published on the Town Council's website to allow the public time to read the draft and raise any questions or comments. Since no queries had been raised, they could now be adopted.

Councillor J Humphreys proposed, seconded by Councillor C Nicholas, that the amended Standing Orders and Financial Regulations be adopted.

RESOLVED that the amended Standing Orders and Financial Regulations be adopted.

C19/060. REVIEW AND ADOPT THE ANNUAL ACCOUNTS FOR 2018/19

The Annual Accounts for 2018/19 were circulated in advance of the meeting.

The Town Clerk provided a brief explanation of the Town Council's accounts, which are prepared on an income and expenditure basis by RBS Rialtas:

- Income and Expenditure Accounts for year ending March 31st 2019;
- Balance Sheet for year ending March 31st 2019;
- Earmarked Reserves as at 31st March 2019;
- Asset Register as at 31st March 2019.

Councillor F Caygill proposed, seconded by Councillor A Sadiq, that the above four documents comprising the Annual Accounts for 2018/19 be adopted.

RESOLVED that the Annual Accounts for 2018/19 be adopted.

Councillor L Elson asked for the minutes to record thanks to Finance Officer, Julie Gregory, for her work on the accounts and the favourable comments provided by the internal auditor, Thomas Westcott Chartered Accountants.

C19/061. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19

The Annual Governance and Accountability Return (AGAR) 2018/19 was circulated in advance of the meeting.

The Town Clerk provided a brief explanation of the AGAR:

- **Annual Internal Audit Report:** This had been completed by Thomas Westcott Chartered Accountants in their capacity as internal auditor and was noted;
- **Annual Governance Statement:** The Town Clerk read out in full each statement listing the arrangements for a sound system of internal control as stated in the Annual Governance Statement and asked members to confirm the response to each one. The Town Council members agreed 'Yes' to each statement. The Chairman and the Town Clerk signed the Annual Governance Statement for 2018/19;
- **Annual Accounting Statements:** Councillor L Elson proposed, seconded by Councillor A Sadiq, that the Annual Accounting Statements be approved. The Chairman and the Town Clerk signed the Annual Accounting Statements for 2018/19.

RESOLVED that the Annual Governance and Accountability Return 2018/19 be approved.

C19/062. S106

A report on S106 was circulated in advance of the meeting with the recommendation from East Devon District Council that the Town Council formally agrees that the findings of the Neighbourhood Plan should be followed when spending all available S106 Sports and Open space monies in Exmouth.

After a brief discussion to ensure that all councillors understood the term S106 in relation to planning applications, Councillor F Caygill proposed, seconded by Councillor B De Saram, it was

RESOLVED that the Town Council formally agrees that the findings of the Neighbourhood Plan should be followed when spending all available S106 Sports and Open space monies in Exmouth.

C19/063. QUEEN'S DRIVE SPACE

A letter from EDDC regarding sponsorship of Queen's Drive Space events was circulated in advance of the meeting.

The Chairman invited comments on the request to consider Town Council sponsorship of events due to be held in the Queen's Drive Space during summer 2019. After some

discussion, Councillor M Chapman proposed, seconded by Councillor C Nicholas, that the Town Council sponsor a Royal Opera House screening at a cost of £3,000.

RESOLVED that the Town Council sponsors a Royal Opera House screening at a cost of £3,000.

C19/064. MAYOR'S CHARITY

The Chairman confirmed that the Mayor's charity for 2019/20 is Open Door Exmouth.

C19/065. DATE OF NEXT MEETING

The next meeting of the Town Council will be held on Monday 8th July 2019 at 7.15pm at the Town Hall Council Chamber.

The meeting concluded at 8.45pm.

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