



EXMOUTH TOWN COUNCIL This meeting is open to the Public and Press

30 June 2020

To: All Members of Exmouth Town Council

Dear Councillors,

A meeting of Exmouth Town Council, to which you are summoned, will be held via ZOOM on **Monday 6th July at 7.15pm** to consider the matters detailed on the Agenda below. Please do not attend the Town Hall.

Members of the press and public are welcome to observe the meeting and should register in advance at:

<https://us02web.zoom.us/j/89019738901?pwd=bUFJYWkvRzdnQ0RZYnJaVzR2REJaQT09>

By registering as an observer, members of the public will not automatically be permitted to speak; anybody wishing to address Members during the public speaking session will need to register separately with the Town Clerk.

Yours faithfully

Lisa Bowman
TOWN CLERK

AGENDA

1. Apologies for absence

The meeting will adjourn for the Public Forum.

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 adopt supplementary standing orders to meet the statutory requirements for the holding of remote meetings** (attached)
3. **Council Meeting Minutes:**
To confirm and sign as a correct record the minutes of the meeting of the Town Council held on 17 February 2020 (circulated).
4. **Matters arising from the Council Meeting Minutes (for information only).**
5. **Declarations of Pecuniary Interest and Dispensations:**
Members to declare any interests they may have on the agenda and agree any dispensations to stay
6. **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.**
7. **To receive and consider reports and minutes of Committees, Working Parties, other local bodies and the Town Clerk/Deputy Town Clerk, District and County Councillors as appropriate:**
 - **Planning Committee:** to receive the minutes of the meeting held on 16 March 2020 and the response to planning applications on 30 March 2020, 14 April 2020, 27 April 2020, 12 May 2020, 26 May 2020 and 8 June 2020 and consider any recommendations therein
 - **Finance Committee:** to receive the minutes of the Finance meetings held on 13 February 2020 and 19 March 2020 and consider any recommendations therein
 - **Town Clerk's Report**
 - **Deputy Clerk's Report**
 - **Trust Fund Working Party:** 23 January 2020
 - **Gorfin Hall:** notes of meetings held on 24 February 2020 and 17 March 2020
 - **Festival and Events Working Party:** notes of the meeting held on 12 March 2020

- **CCTV Working Party:** notes of meeting held on 17 March 2020
- **Town Team:** notes of the meeting held on 17 June 2020
- **Town Maintenance Contracts TAFF:** notes of the meetings held on 27 May 2020 and 11 June 2020
- **Reports from Members who represent the Council on Outside Bodies**
- **District Councillors' Reports**
- **County Councillors' Report**

8. To ratify the Town Council's Review and Statement of Internal Control (attached)

9. To Review and adopt the Annual Accounts for 2019/20

- I. Income and Expenditure Accounts for year ending March 31st 2020
- II. Balance Sheet for year ending March 31st 2020
- III. Earmarked Reserves as at March 31st 2020
- IV. Asset Register as at March 31st 2020

10. Annual Governance and Accountability Return 2019/20

- I. To review and receive the Annual Internal Audit Report
- II. To consider and approve the Annual Governance Statement
- III. To consider and approve the Annual Accounting Statements

11. To reaffirm appointment of Thomas Westcott as Internal Auditor for 2020/21 (under a continuation contract)

12. To review and agree amended financial regulations in line with amendments recommended by NALC (attached)

13. To agree Allowances for 2020/2021:

- a. Chairman's Allowance: £436.00 per annum
- b. Members' Allowance: £305.00 per annum
- c. Mileage rate: 45p/mile up to 10,000 miles, 25p for 10,001 miles and over

14. To reaffirm the Council insurance policy (summary schedule attached)

15. To ratify and adopt Terms of Reference for the Climate and Ecological Emergency Working Party (attached) and agree membership

Date of next meeting: 3 August 2020