

EXMOUTH TOWN COUNCIL

Minutes of the Town Council virtual meeting held on Monday 6th July 2020.

Present:

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

East Devon District Councillor: P Millar.

Officers:

Lisa Bowman, Town Clerk.
Chetna Jones, Deputy Town Clerk.

Apologies: None were received from members of Exmouth Town Council.
Devon County Councillors: C Channon, R Scott and J Trail.

The Chairman welcomed all to the meeting.

Public Forum: There were no questions from members of the public.

C20/023. Standing Orders Addendum

Councillor B Bailey proposed, seconded by Councillor J Whipps, and it was **RESOLVED** that the Town Council adopts the supplementary standing orders which meets the statutory requirements for the holding of remote meetings.

C20/024. Council meeting minutes

Councillor F Caygill proposed, seconded by Councillor P Stott, that the minutes of the Town Council meeting held on Monday 17 February 2020 be approved.

The minutes of the meeting (previously circulated) were received and signed as a true record.

C20/025. Matters arising from previous minutes

There were no matters arising.

C20/026. Declarations of pecuniary interests and dispensations

Item	
Councillor	None were declared
Pecuniary or personal	
Reason	

C20/027. 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.

It was agreed that items 8 to 15 from the agenda for this meeting be considered prior to item 7 of the same agenda.

C20/028. Review and approve Statement of Internal Control

Councillor B Bailey proposed, seconded by Councillor J Whibley, and it was **RESOLVED** that the Town Council approves the Statement of Internal Control.

C20/029. Review and adopt the Annual Accounts for 2019/20

- I. Income and Expenditure Accounts for year ending March 31st, 2020 – There were no queries.
- II. Balance Sheet for year ending March 31st, 2020 – There were no queries.
- III. Earmarked Reserves as of March 31st, 2020 – There were no queries.
- IV. Asset Register as of March 31st, 2020 – There were no queries.

Councillor A Sadiq proposed, seconded by Councillor J Whipps, and it was **RESOLVED** that the Town Council adopts the Annual Accounts for 2019/2020.

The Chairman thanked the finance administrator, Julie Gregory, for her work in preparing the accounts in a timely manner during this difficult time.

C20/030. Review Annual Governance and Accountability Return 2019/20

- I. To review and receive the Annual Internal Audit Report – This was noted.
- II. To consider and approve the 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.
- III. To consider and approve the Annual Accounting Statements – All sections of the Accounting Statement were reviewed.

Councillor B De Saram proposed, seconded by Councillor A Bailey, and it was **RESOLVED** that the Town Council approves the Annual Governance and Accountability Return (AGAR) for 2019/2020.

The Chairman confirmed that he and the Town Clerk (as RFO) will sign the AGAR on behalf of the Town Council at the end of the meeting so that it may be submitted to the external auditors prior to the deadline.

C20/031. Appointment of Thomas Westcott as Internal Auditor for 2020/21

Councillor L Elson proposed, seconded by Councillor M Chapman, and it was **RESOLVED** that the Town Council reaffirms the appointment of Thomas Westcott as Internal Auditor for 2020/21 (under a continuation contract).

C20/032. Review of amended Financial Regulations

Councillor L Elson proposed, seconded by Councillor M Chapman, and it was **RESOLVED** that the Town Council approves the amended Financial Regulations.

Councillor D Poor joined the meeting.

C20/033. Review of Allowances for 2020/2021

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

Councillor J Whipps proposed, seconded by Councillor P Stott, and it was **RESOLVED** that the Town Council agrees the allowances for 2020/2021.

The Town Clerk confirmed that the Town Crier received an honorarium payment and that this was a separate arrangement considered by the Finance Committee.

C20/034. Review of the Town Council insurance policy

Councillor L Elson queried if the sum insured was reviewed annually and whether the policy insured old for new.

Councillor J Whibley left the meeting.

The Town Clerk clarified that amendments to the sum insured were made throughout the year and that high value items were individually declared on the policy. She confirmed that the sum insured will be reviewed to ensure the level was sufficient prior to renewing the policy.

Councillor P Stott proposed, seconded by Councillor J Whipps, and it was **RESOLVED** that the Town Council reaffirms the Town Council insurance policy.

C20/035. Review of Terms of Reference for the Climate and Ecological Emergency Working Party and membership

It was previously agreed that Transition Exmouth was recognised as a partner and that this new working party will continue to collaborate with them. As this working party had no delegated authority, all decisions will be via recommendations to be approved by the Town Council.

Councillor J Whibley re-joined the meeting.

Nominations for membership to the Climate and Ecological Emergency Working Party were as follows:

Councillors F Cullis, A Toye, B Bailey, O Davey, T Dumper, M Rosser and A Colman.

Councillor F Cullis proposed, seconded by Councillor T Woodward, and it was **RESOLVED** that the Town Council adopts the Terms of Reference for the Climate and Ecological Emergency Working Party and agrees the membership as above.

C20/036. Reports and minutes from Committees, Working Parties, other local bodies, the Town Clerk/Deputy Town Clerk, District and County Councillors as appropriate (Standing Order 6.2)

Planning Committee

Councillor L Elson proposed, seconded by Councillor J Whipps, and it was **RESOLVED** that the Town Council approves 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 any recommendations therein.

The Planning Committee was thanked for continuing with its work in representing the Town Council on planning matters during this difficult time.

It was suggested that the Planning Committee may wish to consider making representation on matters relating to Exmouth at East Devon District Council's DMC meetings.

Finance Committee

Councillor A Sadiq proposed, seconded by Councillor L Elson, and it was **RESOLVED** that the Town Council approves the minutes of the finance meetings held on 13 February 2020 and 19 March 2020 and any recommendations therein.

It was confirmed that all three-year grants were replaced with annual Service Level Agreements and that payments were to be made twice annually.

Town Clerk's Report

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

Councillors debated the funding that had been made available by the Government on promoting active travel and the disappointment on the lack of funding made available to Exmouth.

The Town Clerk advised that it was likely that there will be a second tranche of funding made available with different criteria. If the Town Council was prepared with "ready to go" schemes the projects may be given higher consideration.

The Chairman advised that the Exmouth Transport Partnership will progress this matter.

Deputy Clerk's Report

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

Trust Fund Working Party

The notes of the meeting held on 23 January 2020, which had been previously circulated, were noted.

Gorfin Hall Working Party

The notes of the meetings held on 24 February 2020 and 17 March 2020, which had been previously circulated, were noted.

Councillor F Cullis confirmed that with numbers of children attending the nursery increasingly low, it was agreed that the rent be reduced on a temporary basis.

Work had been completed on adding solar panels to Gorfin Hall. Mollie Carey and other staff and members of the working party were thanked for their help in delivering this initiative.

Festival and Events Working Party

The notes of the meeting held on 12 March 2020, which had been previously circulated, were noted.

CCTV Working Party

The notes of the meeting held on 17 March 2020, which had been previously circulated, were noted.

Town Team

The notes of the meeting held on 17 June 2020, which had been previously circulated, were noted.

Town Maintenance Contracts Task and Finish Forum

The notes of the meetings held on 27 May 2020 and 11 June 2020, which had been previously circulated, were noted.

Outside Bodies

Councillor T Dumper confirmed he had attended regular Transition Exmouth Umbrella (coordinating group) meetings via Zoom. A lot of work has been done assembling material and links for the website being built in partnership with the Town Council. Green Drinks has also continued virtually.

Twinning Association visits have had to be cancelled due to lockdowns in France and Germany. The work of the Association has continued virtually.

Although no meetings have been held, Fairtrade Fortnight did take place in February/March successfully before lockdown began. The Pancake Tea was well attended and successful.

Councillor D Poor confirmed that the last meeting of the Woodbury, Exmouth and Budleigh Health and Wellbeing board was held on 10 March and the next meeting will be taking place on 9 July. Minutes of the last meeting are to follow.

Councillor O Davey confirmed that the Allotment Association had continued to meet virtually. As it had been considered acceptable to continue working on allotments,

the Association had taken many safety precautions to ensure users worked in a safe environment.

Councillor P Stott confirmed that work continued on the Beach Wheelchair project and the Town Council were in the process of submitting a planning application and awaiting a licence agreement for use of the site.

District Councillors' Reports

Councillor B De Saram had provided a written report which had previously been circulated and was noted. He added that he had attended a meeting of the Devon Rail Partnership where a useful discussion of the impact of the Greater Exeter Strategic Plan (GESP) had taken place.

Councillor A Bailey asked if there were any decisions with the Queen's Drive Delivery Group (QDDG). Councillor B De Saram confirmed that the new leader had not provided any news on this but he would enquire with Councillor N Hookway and report back.

Councillor O Davey confirmed that a programme of meetings was to be announced shortly. A full programme of meetings had been set for the Planning Committee meetings (formally known as DMC). In addition, a Strategic Planning meeting was set to consider the Greater Exeter Strategic Plan on 23 July.

Councillor J Whibley thanked fellow councillors for their support as neighbourhood team leaders with Exmouth Mutual Aid Covid-19 group. The uptake was not as high as expected.

Councillor J Whibley confirmed that the leader had asked him to be the chairman of Licensing and he had accepted.

Councillor P Millar confirmed that Streetscene was working hard to overcome the litter problems on the seafront and had added more bins at the Orcombe Point end of the beach. Councillor P Millar hoped the Town Council's Climate and Ecological Emergency Working Party would work with Streetscene to improve Exmouth's beach.

Councillor P Millar confirmed he had been appointed as a Director of the Watersports Centre, a huge asset for Exmouth. He looked forward to it opening but was disappointed with the delay attributable to Western Power connections on the highway.

Councillor P Millar confirmed that no decision had been made regarding Queen's Drive Delivery Group.

Councillor P Millar confirmed that Cabinet had taken the decision to open an additional 4 public toilets and extra precautions were being taken to ensure the toilets met with Government safety regulations.

Councillor P Millar agreed to write to the Environment Portfolio Holder and report back on the following matters:

- Bringing forward the start time of operatives to enable bins to be emptied earlier in the morning during the summer months.
- The plans for opening of the Dinosaur Play Park and proposals for the temporary car park.
- What action EDDC will take to prevent hot BBQs being left in the sand primarily due to the inadequacy of appropriate bins.
- Using EDDC's CCTV camera by the beach huts to identify litter offenders and providing Streetscene Operatives the ability to fine these people.

County Councillors' Reports

The County Councillors report, which had previously been circulated, was noted.

C20/037. Date of next meeting

The next meeting of the Town Council will be held on Monday 3 August 2020 at 7.15pm.

The meeting concluded at 9.08pm.

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