This Meeting is open to the Public and Press

28 April 2021

To: All Members of Exmouth Town Council

Dear Councillors

An Annual Meeting of Exmouth Town Council, to which you are summoned, will be held via Zoom on **Tuesday 4th May 2021, at 6.30 pm** to consider the matters detailed on the Agenda below.

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

https://us02web.zoom.us/webinar/register/WN_Rf1_M_iWQWChwtpeD_UwsQ

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

Yours faithfully

Lisa Bowman

Lisa Bowman
TOWN CLERK

A G E N D A

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.

The meeting will reconvene.

2. **To elect the Chairman of the Council (Town Mayor) and to resolve to permit the Chairman's Declaration of Office to be made at the next Council meeting.**

3. **To elect the Deputy Chairman of the Council (Deputy Mayor) and to resolve to permit the Deputy Chairman's Declaration of Office to be made at the next Council meeting.**

4. **To receive any declarations of interest from Members and agree dispensations.**

   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.

5. **To agree any 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.**

6. **To approve the minutes of the meeting held on 29th March 2021 (attached).**

7. **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 15th February, 1st March, 15th March, 29th March and 12th April, 2021, and consider any recommendations therein (circulated separately with Planning agenda).
   - **Finance Committee** – To receive the minutes of the meeting held on 25th March 2021 and consider any recommendations therein (circulated separately with Finance agenda).
   - **Town Clerk's Report**
   - **Deputy Town Clerk's Report**
   - **Climate and Ecological Emergency Working Party –** notes of the meetings held on 9th March and 13th April 2021 and **to ratify a recommendation from the Working Party that Exmouth Town Council resolves to:**
     I. **Support the Climate and Ecological Emergency Bill**
     II. **Inform the local media of this decision.**
     III. **Write to Simon Jupp MP, asking him to support the Bill; and**
     IV. **Write to the CEE Bill Alliance, the organisers of the campaign for the Bill, expressing its support.**
   - **CCTV** – notes of the meeting held on 26th February and 23rd March 2021
   - **COLP** – notes of the meeting held on 8th March, and 19th April 2021
   - **Exmouth Transport Partnership** – notes of meeting held on 23rd March 2021
   - **Festival and Events Working Party** – notes of the meeting held on 8th April 2021
   - **Town Maintenance Overview Working Party** – notes of the meetings held on 4th March and 8th April 2021 **and to ratify a recommendation that the Town Council leases three vehicles at a combined annual rental of £10842.96 as per report attached.**
   - **Neighbourhood Plan Continuity meeting** – notes of the meeting held on 12th March 2021
   - **Town Team** – notes of the meetings held on 10th March and 21st April 2021

- **Exmouth Queens Drive Delivery Group** – notes of meeting held on 11th March 2021
- **WEB Board** – notes attached from meeting held on 4th March 2021

8. **To ratify the Terms of Reference, including delegated authority, for all Committees and Working Parties (attached)**

9. **To ratify the appointment of members for all Committees, Working Parties and Outside Body representations (nominations to be circulated prior to the meeting)**

10. **To review the Council's eligibility and reaffirm the General Power of Competence**

11. **To ratify the Council's scheme of delegation (amended to take account of coronavirus contingency planning) (attached)**

12. **To agree Allowances for 2021/2022**
    - **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**

13. **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**

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

15. **To confirm a continuation contract with Thomas Westcott Chartered Accountants as the Council's Internal Auditor for 2021/2022**

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

17. **To Review and adopt the Annual Accounts for 2021/2022**

    I. Income and Expenditure Accounts for year ending March 31st 2021
    II. Balance Sheet for year ending March 31st 2021
    III. Earmarked Reserves as at March 31st 2021
    IV. Asset Register as at March 31st 2021

18. **Annual Governance and Accountability Return 2021/2022**

    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

19. **To reaffirm the following Council policies:**

    a. Complaints policy (attached)
    b. Information Data Protection Policy (attached)
    c. Press/media policy (attached)
    d. Community Engagement Policy (attached)
    e. Social Media Policy (attached)
    f. Single Use Plastics Policy (attached)
    g. Safeguarding Policy (attached)
    h. Retention and disposal policy with appendix (attached)

i. Removable Media Policy (attached)
j. Co-option Policy (attached)
k. Document Retention Policy (attached)
l. Equality and Diversity Policy (attached)
m. Health and Safety Policy (attached)
n. Training and development 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 2021/22 and to authorise the Town Clerk to update the bank mandate accordingly**

22. **To consider a request from East Devon District Council for a contribution of £5920.20 to continue the cleaning regime for the public toilets at Exmouth Train Station from April – end June 2020 and a further consideration towards the costs for enhanced cleaning until the end of December 2021. (attached)**

23. **To ratify a recommendation from the HR Group that the Council signs up to one of the Government approved Cycle to Work initiatives and adopts an associated cycle scheme (draft attached).**

24. **Date of Next Meeting – TBC subject to outcome of legal challenge to virtual meeting legislation.**