Exmouth Town Council

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This Meeting is open to the Public and Press

11th May 2022

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 16th May 2022, at 6.30 pm** to consider the matters detailed on the Agenda below.

Yours faithfully

Lisa Bowman

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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 receive the Chairman's Declaration of Acceptance of Office.**

Councillor Maddie Chapman will propose and Councillor Lynne Elson will second that Councillor Fred Caygill be elected Chairman (Town Mayor) of Exmouth for the ensuing municipal year.

Councillor Tim Dumper will propose and Councillor Joe Whibley will second that Councillor Steve Gazzard be elected as Chairman (Town Mayor) of Exmouth for the ensuing municipal year.

Councillor Brian Toye will propose and Councillor Frank Cullis will second that Councillor Alex Sadiq be elected as Deputy Chairman (deputy Mayor) for the ensuring municipal year.

The successful nominees will make and sign the statutory declaration of acceptance of office and be invested with their Chains of Office by the Retiring Mayor and Deputy Mayor

3. **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.

4. **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**.

5. **To approve the minutes of the meeting held on 4th April, 2022** (attached).

6. **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)

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

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

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

10. **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**

11. **To agree Allowances for 2022/2023**
    - **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**

12. **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**

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

14. **To reaffirm Appointment of Internal Auditor – To confirm continuation contract with Thomas Westcott for 2021/22**

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

16. **To reaffirm the Council's policies** (only those that have changed are attached)

a. **CCTV** (attached)
b. **Community Engagement** (attached)
c. **Complaints Procedure**
d. **Co-option**
e. **Cycle scheme**
f. **Document retention**
g. **Equality and Diversity**
h. **Environmental**
i. **Training**
j. **Freedom of Information Publication Scheme** (attached)
k. **Information Data Protection** (attached)
l. **Press**
m. **Removable Media**
n. **Retention and Disposal** (attached)
o. **Safeguarding**
p. **Single-use plastic**
q. **Social Media** (attached)

17. **To reaffirm the dates and times of ordinary meetings of the Council and Committees for the ensuing year** (attached)

18. **To confirm that the Mayor, Deputy Mayor plus Chairs of Finance and Planning be authorised as cheque and online banking signatories for the year 2022/23 and to authorise the Town Clerk to update the bank mandate.**

19. **To approve the adoption of the Member Code of Conduct for the Council (in line with East Devon Members' Code of Conduct), effective from 20th May 2022** (attached).

20. Date of Next Meeting – 13th June 2022