Exmouth Town Council

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**ANNUAL TOWN COUNCIL MEETING**

**This meeting is open to the press and public.**

**14th May 2025**

**To: All Members of Exmouth Town Council**

Dear Councillors

The Annual Meeting of Exmouth Town Council, to which you are summoned, will be held at Exmouth Town Hall, Exmouth, EX8 1AW on **Monday 19th May 2025, at 6.30 pm** to consider the matters detailed on the Agenda below.

Yours faithfully

Lisa Bowman

**Lisa Bowman**
**TOWN CLERK**

**A G E N D A**

1. **To elect the Chairman of the Council (Town Mayor) and to receive the Chairman's Declaration of Acceptance of Office.**

   The successful nominee will make and sign the statutory declaration of acceptance of office and be invested with the Chain of Office by the Retiring Mayor

2. **Apologies for absence.**

3. **To elect the Deputy Chairman (Deputy Mayor) of the Council and to receive the Deputy Chairman's Declaration of Acceptance of Office.**

4. **To receive any declarations of interest from Members.**

5. **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 7th April 2025** (attached).

7. **To approve the minutes of the meeting of the Planning Committee held on 31st March, 14th April and 28th April 2025** (attached).

8. **Review of delegation arrangements to committees and staff (scheme of delegation)** (attached).

9. **Review of the Terms of Reference for all Committees and Working Parties** (to be circulated separately).

10. **Appointment of members to the Council's Committees and Working Parties** (hard copy).

11. **Review and adoption of the Council's Standing Orders and Financial Regulations** (to be circulated separately).

12. **To review and agree the Council's representation on, or work with, external bodies and agree arrangements for reporting back** (hard copy).

13. **To review and reaffirm the Town Council's eligibility to exercise the General Power of Competence.**

14. **To confirm the Council's arrangements for insurance cover in respect of all insurable risks** (summary schedules attached).

15. **To review the Council's and/or staff subscriptions:**

    - **DALC**
    - **SLCC**
    - **SW Councils**

16. **To agree Allowances for 2025/26:**

    - **To approve the Chairman's Allowance: £526.00**
    - **To approve the Members' Allowance: £368.00**
    - **To approve the mileage rate: 45p/mile up to 10,000 miles, 25p for 10,001 miles and over**

17. **To confirm arrangements for the inspection of Deeds and Trust Instruments:**

    1. **Exmouth Projects Trust**
    2. **William Adams Westwood Trust**
    3. **Deeds for Pound Lane and Hamilton Lane Allotments**

18. **To confirm the Appointment of Thomas Westcott as the Council's Internal Auditor for 2025/26.**

19. **To reaffirm the Council's policies** (to be circulated separately):

    a. **CCTV**
    b. **Civility and Respect**
    c. **Code of Conduct**
    d. **Community Engagement**
    e. **Complaints Procedure**

f. **Co-option**
g. **Cycle scheme**
h. **Document retention**
i. **Equality and Diversity**
j. **Environmental**
k. **Freedom of Information Publication Scheme**
l. **Health and Safety**
m. **Information & Data Protection**
n. **Press**
o. **Removable Media**
p. **Retention and Disposal**
q. **Safeguarding**
r. **Single-use plastic**
s. **Special Verge selection and scoring**
t. **Social media**
u. **Training and Development**

20. **To confirm the dates and times of ordinary meetings of the Council and its Committees for the coming year** (attached).

21. **To confirm that the Mayor, Deputy Mayor, Chairs of Finance and Planning be authorised as cheque and online banking signatories for the year 2025/26 and to authorise the Town Clerk to update the bank mandate.**

22. **To ratify a recommendation from the Planning Committee that the Town Council writes to East Devon District Council to request that a qualified legal representative is present to defend the District Council's position at planning appeal hearings, particularly in cases where the appellant is legally represented.**

23. **To note that a casual vacancy exists on the Town Council following the resignation of Cllr. Joy Whipps and that the period during which any ten electors could give notice requiring an election to fill the vacancy expired on the 30th day of April 2025. The Town Council can now fill the vacancy by co-option** (co-option policy is attached).

24. **To review and approve the Council's Risk Management Policy and Risk Assessment for 2024/25** (attached).

25. **To review and approve the Council's statement of internal control for 2024/25** (attached).

**Date of Next Meeting** – 16th June 2025