EXMOUTH TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING OF EXMOUTH TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, ST ANDREWS ROAD, EXMOUTH, ON MONDAY 21ST MAY 2018 AT 7.15 PM.

PRESENT: Councillors: B Cole (Retiring Chairman)
J Trail (Vice Chairman and new Chairman)
B De Saram (new Vice Chairman)

S Gazzard	T Dumper
L Elson	R Masding
F Caygill	B Nash
C Nicholas	P Garbutt
P Stott	M Chapman
D Nicholas	M Williamson.
B Toye	A Sadiq
C Gough	J Humphreys
B Taylor	R Scott
B Bailey	

OFFICERS: Lisa Bowman, Town Clerk & Chetna Jones, Deputy Clerk.

APOLOGIES: Councillors K Norton, T Hill, & T Darville

It was noted that Councillor Darville was undergoing further surgery and will not be able to attend meetings for the foreseeable time.

GUESTS: Reverend Martin Nicholls, from Point-In-View Chapel and the Town Crier

The Chairman paid tribute to former Mayor Geoff Chamberlain, a long standing and dedicated member of Exmouth Town Council. A minutes' silence was observed. Both Councillor Taylor and Councillor Elson also paid tribute to Mr Chamberlain and gave their condolences to the family.

The Mayor welcomed fellow Councillors, invited guests, family and members of the public to the meeting.

C18/051. ELECTION OF MAYOR/CHAIRMAN

Councillor Maddie Chapman proposed, and Councillor Richard Scott seconded that Councillor Jeff Trail be elected Chairman (Town Mayor) of Exmouth for the ensuing municipal year.

Councillor Tim Dumper proposed, and Councillor Brian Toye seconded that Councillor Steve Gazzard be elected as Chairman (Town Mayor) of Exmouth for the ensuing municipal year.

Following the two nominations a ballot vote was taken and Councillor Jeff Trail was duly elected as Town Mayor and Chairman of the Town Council for the ensuing year.

RESOLVED that Councillor Jeff Trail be elected Mayor and Chairman of Exmouth Town Council.

C18/052. PASSING OF THE CHAIN OF OFFICE
Councillor Brian Cole passed the Chain of Office to Councillor Jeff Trail and a round of applause followed.

C18/053. APPOINTMENT OF DEPUTY MAYOR AND VICE-CHAIRMAN
Councillor Jeff Trail proposed, and Councillor Mark Williamson seconded that Councillor Bruce De Saram be elected as Deputy Town Mayor of Exmouth for the ensuing municipal year.

Councillor Brenda Taylor proposed, and Councillor Alex Sadiq seconded that Councillor Steve Gazzard be elected as Deputy Town Mayor of Exmouth for the ensuing municipal year.

Following the two nominations a ballot vote was taken and Councillor Bruce De Saram was duly elected as Deputy Mayor and Vice-Chairman for the ensuing year.

RESOLVED that Councillor Bruce De Saram be elected Deputy Mayor and Vice-Chairman of Exmouth Town Council.

C18/054. DECLARATION OF ACCEPTANCE OF OFFICE – MAYOR
Councillor Jeff Trail read the Declaration of Acceptance of Office, which he duly signed as Mayor.

Note: Councillor S Gazzard welcomed the new Mayor, Councillor J Trail to office.

C18/055. DECLARATION OF ACCEPTANCE OF OFFICE – DEPUTY MAYOR
Councillor Bruce De Saram read the Declaration of Acceptance of Office, which he duly signed as Deputy Mayor and accepted his chain of office from the Mayor.

Note: Councillor S Gazzard welcomed the new Deputy Mayor, Councillor B De Saram to office.

Adjournment - A short adjournment followed which allowed the robing of the new Mayor.

The Town Crier, Roger Bourgein, asked the room to be upstanding and the current Mayor and Deputy Mayor were led into the room and to their seats.

The Mayor welcomed fellow Councillors, invited guests, family and members of the public to the meeting.

C18/056. VOTE OF THANKS TO THE RETIRING MAYOR
The Mayor made a short acceptance speech and named the Mayor's nominated charity as Soldiers, Sailors, Airmen & Families (SSAF) and Royal Marine Charity combined with Royal Marine Association. He asked that members supported him, the Town and his chosen charities.

The Mayor gave a vote of thanks to the out-going Mayor, Councillor B Cole, who had worked admirably for the Town and for his work on behalf of his chosen charities. The new Mayor presented Councillor B Cole with a past mayoral badge and Beryl Cole, a bouquet of flowers in recognition of her support as Brian's consort.

C18/057. RETIRING MAYOR'S RESPONSE
Councillor B Cole gave an overview of his year of office where he had attended approximately 150 events, examples of which were numerous civic events, commemoration and Dedication Ceremony for the Memorial for The Devonshire Regiment, The Dorset Regiment and The Devonshire and Dorset Regiment at The National Memorial Arboretum, small business events, care homes, in particular during the Christmas period, charity events, local clubs etc. He gave thanks to local people who had given their time as volunteers within the town and supported generously various charity events. The Town Council will move forward with a new Mayor of Exmouth and he encouraged everyone to give the Mayor and Chairman their full support in fulfilling this arduous role. Councillor Cole thanked his wife and

consort, Beryl as well as the Town Council staff and fellow councillors for their hard work throughout his mayoral years.

C18/058. LEADER OF THE RULING PARTY'S WELCOME TO THE NEW MAYOR

The Leader of the ruling party congratulated and welcomed the New Mayor and wished him well.

C18/059. LEADER OF THE OPPOSITION'S WELCOME TO THE NEW MAYOR

The Leader of the opposition party congratulated and welcomed the New Mayor and confirmed he would continue to support the Mayor in raising funds for his chosen charities.

The new Mayor invited the Rev'd Martin Nicholls to lead prayers to start the new council year who asked that thought be given to the importance and power of love.

C18/060. DECLARATIONS OF PECUNIARY INTERESTS AND DISPENSATIONS

		Declaration type		
Item	**Councillor**	**Pecuniary**	**Personal**	Reason
C18/072	Cllr. A Sadiq		X	Employed by Aviva Insurance

C18/061. 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:

C18/062. MINUTES OF THE MEETING HELD ON 3RD APRIL, 2018 AND EXTRAORDINARY MEETING HELD ON 16TH APRIL 2018

The Minutes of the Town Council meeting held on the 3rd April, 2018 and Extraordinary meeting held on 16th April 2018 were received and signed as a correct record.

C18/063. TERMS OF REFERENCE INCLUDING DELEGATED AUTHORITY FOR THE PLANNING AND FINANCE COMMITTEE OF THE COUNCIL

Councillor L Elson proposed, seconded by Tim Dumper that the Planning Committee Terms of Reference be amended to remove election of Chairman and Deputy Chairman to be consistent with the AGM agenda then adopted and this was agreed.

Councillor M Williamson proposed, seconded by Councillor B Nash that the Finance Committee Terms of Reference be adopted, and this was agreed.

Resolved that the Terms of Reference for the Planning and Finance Committees be adopted.

C18/064. APPOINTMENT OF MEMBERS AND CHAIRMEN / VICE CHAIRMEN TO SERVE ON THE PLANNING COMMITTEE AND FINANCE COMMITTEE OF THE COUNCIL AND TO APPOINT LEAD COUNCILLOR FOR REGENERATION & GENERAL PURPOSES

Councillor Steve Gazzard proposed, seconded by Councillor Brian Bailey that Councillor L Elson be nominated as the Chairman of the Planning Committee and she was duly elected.

Councillor Brian Bailey proposed, and Councillor Jeff Trail seconded that Councillor Fred Caygill be nominated as Vice Chairman of the Planning Committee.

Councillor Steve Gazzard proposed and Councillor Brain Toye seconded that Councillor Tim Dumper be nominated as Vice Chairman of the Planning Committee.

Following the two nominations a vote was taken and Councillor Fred Caygill was duly elected as Vice Chairman of the Planning Committee.

Councillor B Bailey proposed, seconded by Councillor J Humphrey that Councillor B Nash be nominated as the Chairman of the Finance Committee and he was duly elected.

Councillor P Stott proposed, and Councillor M Williamson seconded that Councillor Cherry Nicholas be nominated as Vice Chairman of the Finance Committee.

Councillor S Gazzard proposed and Councillor T Dumper seconded that Councillor Alex Sadiq be nominated as Vice Chairman of the Finance Committee.

Following the two nominations a vote was taken and Councillor Cherry Nicholas was duly elected as Vice Chairman of the Finance Committee.

Councillor M Williamson proposed, seconded by Councillor B Bailey that Councillor Pauline Stott be nominated as the Lead Councillor for Regeneration and General Purpose and she was duly elected.

Councillor P Stott proposed, seconded by Councillor B Cole that Councillor Maddie Chapman be nominated as the Deputy Lead Councillor for Regeneration and General Purpose and she was duly elected.

The nominations put forward for committees of the Council (previously circulated) were taken together.

Councillor S Gazzard proposed, seconded by Councillor M Chapman that the membership for Planning and Finance Committees be as per the report circulated with the agenda and this was agreed.

RESOLVED that the membership of Committees for the coming year be as submitted on the list circulated prior to the meeting with amendments to include Councillor L Elson as Chairman and Councillor F Caygill as Vice-Chairman of the Planning Committee; Councillor B Nash as Chairman and Councillor C Nicholas as Vice-Chairman; Councillor Pauline Stott as Lead and Councillor Maddie Chapman as Deputy Lead Councillor for Regeneration and General Purpose.

Note: - List of Committees attached to the signed minutes.

C18/065. APPOINTMENT MEMBERS TO SERVE ON VARIOUS WORKING PARTIES AND OUTSIDE ORGANISATIONS

The nominations put forward for appointment to working parties and outside bodies (previously circulated) were taken together.

Councillor L Elson proposed that Councillor F Caygill be added to the Waterfront Working Party and Councillor S Gazzard proposed that Councillor B Toye be added as reserve for Age Concern representative.

RESOLVED that the list of proposed members and representatives plus the amendments noted be appointed in accordance with the list attached to these minutes with the amendments as listed above.

Note: - List attached to the signed minutes.

C18/066. ADOPT THE AMENDED STANDING ORDERS AND FINANCIAL REGULATIONS
Amended Standing Orders and Financial Regulations were circulated in advance of the meeting.

Councillor T Dumper proposed, seconded by Councillor B Nash that the amended Standing Orders and Financial Regulations be adopted.

RESOLVED that the amended standing orders and financial regulations be adopted.

C18/067. APPROVAL OF MEMBERS ALLOWANCES
Members agreed the allowances listed below available to members and chairman for 2018/19 and the mileage rate:-

a. Chairman's Allowance be £436, unchanged.
b. Members' Allowance be £305, unchanged.
c. Mileage Rate of 45p per mile up to 10,000 miles and 25p per mile for 10,001 miles and over, unchanged.

RESOLVED that the chairman's and members allowance and mileage rate for 2018/19 be approved.

C18/068. 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
Councillor L Elson proposed, seconded by Councillor S Gazzard that the delegated authority be approved as defined in Standing Orders and Finance Regulations.

RESOLVED the delegated authority for the Town Clerk and Deputy Town Clerk.

C18/069. TO CONFIRM ARRANGEMENTS FOR THE INSPECTION OF DEEDS AND TRUST INSTRUMENTS
It was confirmed that the following documents and trust instruments held in the custody of the Council had been inspected and any newly elected member of the Council was invited to inspect them : -

- Exmouth Projects Trust
- William Adams Westwood Trust
- Deeds for Pound Lane and Hamilton Lane Allotment Sites
- Deeds for Jubilee Clock

All documents were kept in the safe and were available for inspection by members of the public by appointment.

C18/070. CONFIRMATION THE ALLOTMENT RULES AS AMENDED BY THE ALLOTMENT ASSOCIATION

Amended Allotment Rules had been circulated in advance of the meeting.

Councillor L Elson proposed, seconded by Councillor J Humphrey that the amended Allotment Rules be approved, and this was resolved.

C18/071. REAFFIRM THE COUNCIL ASSET REGISTER

The amended asset register had been circulated in advance of the meeting.

Councillor B Nash proposed, seconded by Councillor T Dumper that the amended asset register be approved, and this was resolved.

RESOLVED that the amended asset register be confirmed.

C18/072. REAFFIRM THE COUNCIL INSURANCE POLICY (14TH OCTOBER 2017 – 13TH OCTOBER 2018)

Councillor L Elson proposed, seconded by Councillor B Nash, that subject to members being provided with the sums assured for each level of activity, the insurance Policy be re-affirmed.

RESOLVED that the Council Insurance Policy for 14th October 2017 – 13th October 2018 be reaffirmed.

C18/073. APPOINTMENT OF INTERNAL AUDITOR – TO CONFIRM CONTINUATION CONTRACT WITH MR DAVID HINCHLIFFE FOR 2018/19

Councillor B Nash proposed, seconded by Councillor C Nicholas that the Internal Auditor be re-appointed for the ensuing year.

RESOLVED that Mr David Hinchcliffe be re-appointed for the ensuing year.

C18/074. TO REVIEW AND RATIFY AMENDMENTS TO COUNCIL POLICIES –

a) COMPLAINTS POLICY

b) FREEDOM OF INFORMATION REQUESTS PUBLICATION SCHEME

c) PRESS/MEDIA POLICY – TO NOTE THIS IS UNDER REVIEW TO INCORPORATE USE OF SOCIAL MEDIA

Councillor L Elson proposed, seconded by Councillor F Caygill that the Complaints Policy and Freedom of Information Request Publication Scheme be ratified and that it be noted that the Press/media Policy was under review.

RESOLVED that the Complaints Policy and Freedom of Information Request Publication Scheme be ratified.

C18/075. CONFIRMATION OF THE DATES AND TIMES OF ORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES FOR THE ENSUING YEAR

Councillor F Caygill proposed, seconded by Councillor B Nash that the dates and times for ordinary meetings of the Council and Committees for the ensuing year be confirmed.

RESOLVED the meetings dates for ordinary meetings of the Council and Committees for the ensuing year.

C18/076. CONFIRMATION THAT THE MAYOR, DEPUTY MAYOR PLUS CHAIRS OF FINANCE AND PLANNING BE AUTHORISED AS CHEQUE AND ONLINE BANKING SIGNATORIES FOR THE YEAR 2018-19 AND TO AUTHORISE THE TOWN CLERK TO UPDATE THE BANK MANDATE.

Councillor B Nash proposed, seconded by Councillor C Nicholas that the signatories be authorised, and the bank mandate be amended to reflect the change.

RESOLVED that the Mayor, Deputy Mayor and Chairmen of Finance and Planning be authorised as cheque and online banking signatories for the year 2018-19

C18/077. TO RECEIVE, CONSIDER AND NOTE REPORTS AND MINUTES OF COMMITTEES, WORKING PARTIES, OTHER LOCAL BODIES AS APPROPRIATE

- **Planning Committee –** To receive the minutes of the meetings held on 19th March, 16th April and 30th April, 2018, and consider any recommendations therein (circulated separately with Planning agenda).
- **Waterfront** – notes attached from meeting held on 10th April, 2018, and to consider the **recommendation that the Town Council request EDDC to vary the PSPO for the seafront to restrict horses on all parts of the beach between 10am and 6pm all year round.**
- **COLP** – notes attached from meeting held on 23rd April, 2018
- **Local Action Group** – notes attached from meeting held on 18th April, 2018
- **Flooding & Land Drainage** – notes attached from meeting held on 9th April, 2018
- **Neighbourhood Plan Steering Group** – notes attached from meeting held on 17th April, 2018

Councillor L Elson proposed, seconded by Councillor M Chapman that the Planning minutes for meetings held on 19th March, 16th April and 30th April, 2018 and its recommendations be noted.

Councillor S Gazzard proposed, seconded by Councillor M Williamson that the notes of the Waterfront WP meeting held on 10th April, 2018 be noted and the recommendation to write to EDDC requesting an amendment be made to the PSPO for the seafront to restrict horses on all parts of the beach between 10am and 6pm all year round.

RESOLVED that the Town Council write to EDDC requesting an amendment to the seafront PSPO to restrict horses on all parts of the beach between 10am and 6pm.

The notes for the COLP meeting dated 23rd April, 2018, Local Action Group meeting dated 18th April, 2018, Flooding and Land Drainage meeting dated 9th April, 2018 and Neighbourhood Plan Steering Group meeting dated 17th April, 2018 were noted.

C18/078. BUDGETARY CONTROL AND AUTHORITY TO SPEND

Authorisation was sought for the following payment(s):

18.04.18	R & R Motors	£ 3,745.00	Strip & repair finger posts
07.05.18	Data-Path Ons Ltd	£ 3,980.32	Install networking cable
07.05.18	EDDC	£22,979.88	Salary recharge Apr 18
07.05.18	EDDC	£ 3,183.71	Rates 1st floor (Jan 18 – mar 19)
07.05.18	EDDC	£ 3,024.00	Rates ground floor (Jan 18-mar 19)
07.05.18	Jar	£ 3,200.00	Signage & re-instatement work
07.05.18	Rock Artist Management	£ 3,601.15	Blockheads at festival (final payment)

Councillor S Gazzard proposed, seconded by Councillor M Williamson that the payments be approved.

RESOLVED that the payments as listed were approved.

C18/079. Date of next meeting

The next meeting of the Town Council will be held on 11th June, 2018 at 7.15pm. at the Town Hall Council Chamber.

The meeting concluded at 8.52 pm.

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