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 13TH MAY 2019 AT 7.15 PM.

PRESENT: Councillors: J Trail (retiring Chairman)
B De Saram (retiring Vice-Chairman)
S Gazzard (new Chairman)
B Bailey (new Vice-Chairman)

A Toye	T Woodward
D Nicholas	M Chapman
L Elson	P Stott
Olly Davey	D Poor
A Colman	A Bailey
T Dumper	F Cullis
B Toye	J Humphreys
J Whipps	P Millar
F Caygill	M Rosser

Devon County Councillors: R Scott, C Channon & T Trail
East Devon District Councillors: E Wragg, M Armstrong

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

APOLOGIES: Councillors I Kirvan, A Sadiq & J Whibley

GUESTS: Reverend James Hutchings, Holy Trinity Church

The retiring Chairman paid tribute to the Duke and Duchess of Sussex, congratulating them on the birth of their new son.

The retiring Chairman also thanked Reverend James Hutchings for all his work within Exmouth and confirmed that he was sorry to see Reverend Hutchings and his family leaving Exmouth.

Reverend James Hutchings gave short prayers to give God's blessing for the Council's coming year.

The retiring Chairman welcomed fellow Councillors, invited guests, families and members of the public to the meeting.

PUBLIC FORUM:
Councillor E Wragg was invited to speak during public speaking time. She asked that the new Council be open and fair and enables all members to speak in full when debating matters. She also asked that the Town Council considers very carefully any requests to take on responsibilities that are to be passed down from principal councils. There was concern that this could lead to an increase in the precept and result in taxpayers being burdened with additional costs.

C19/029. ELECTION OF MAYOR/CHAIRMAN

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

No further nominations were received.

Following the nomination, a vote was taken and Councillor S Gazzard was duly elected as Town Mayor and Chairman of the Town Council for the ensuing year.

RESOLVED that Councillor S Gazzard be elected Mayor and Chairman of Exmouth Town Council.

Councillor J Trail passed the Chain of Office to Councillor S Gazzard and a round of applause followed.

C19/030. APPOINTMENT OF DEPUTY MAYOR AND VICE-CHAIRMAN

Councillor D Poor proposed, and Councillor A Bailey seconded, that Councillor B Bailey be elected as Deputy Town Mayor of Exmouth for the ensuing municipal year.

No further nominations were received.

Following the nomination, a vote was taken, and Councillor B Bailey was duly elected as Deputy Mayor and Vice-Chairman for the ensuing year.

RESOLVED that Councillor B Bailey be elected Deputy Mayor and Vice-Chairman of Exmouth Town Council.

Councillor B De Saram passed the Chain of Office to Councillor B Bailey and a round of applause followed.

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.

C19/031. DECLARATION OF ACCEPTANCE OF OFFICE – MAYOR
Councillor S Gazzard read the Declaration of Acceptance of Office, which he duly signed as Mayor.

C19/032. DECLARATION OF ACCEPTANCE OF OFFICE – DEPUTY MAYOR
Councillor B Bailey read the Declaration of Acceptance of Office, which he duly signed as Deputy Mayor, and accepted his chain of office from the Mayor.

C19/033. WELCOME SPEECH BY NEWLY-APPOINTED MAYOR
The newly-elected Chairman and Mayor welcomed fellow Councillors, former Mayors, invited guests, family and members of the public to the meeting.

The Chairman made a short acceptance speech by congratulating all those that had been successfully elected to the Town Council. He also thanked those who were not successful and hoped they would try again at the next election.

The Chairman dedicated the meeting to his late daughter Sarah and late son Sean, as without their encouragement he would not have considered becoming a councillor.

He asked that members support him, the town and his chosen charities by working together for the benefit of the electorate and the town.

The Chairman and Mayor gave a vote of thanks to the out-going Mayor, Councillor J Trail, who had worked admirably for the town and for his work on behalf of his chosen charities. The new Mayor presented Councillor J Trail with a past mayoral badge and a scrap book of his time as Mayor. He also presented Sue Trail with a bouquet of flowers in recognition of her support as Councillor Trail's consort.

The Chairman also thanked Councillor B De Saram for his hard work and dedication as the Vice-Chairman and Deputy Mayor.

C19/034. RETIRING MAYOR'S RESPONSE

Councillor J Trail congratulated the newly-appointed Chairman, Councillor S Gazzard.

Councillor J Trail confirmed that it had been an honour serving the town.

Councillor J Trail gave an overview of his year of office, in which he and his deputy Councillor B De Saram had attended over 145 events, examples of which were numerous civic events, 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 generously supported 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 J Trail thanked his wife and consort, Sue, and fellow councillors for working within the Council's parameters throughout his mayoral year.

Councillor Trail paid tribute to Lisa Bowman for her help, advice and in particular keeping him fully informed at all times and presented Lisa with a gift in respect of his thanks.

C19/035. DECLARATIONS OF PECUNIARY INTERESTS AND DISPENSATIONS

		Declaration type		
Item	**Councillor**	**Pecuniary**	**Personal**	Reason
None				

C19/036. 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.

C19/037. MINUTES OF THE MEETING HELD ON 1st APRIL, 2019

The Minutes of the Town Council meeting held on the 1st April 2019 were received and signed as a correct record.

C19/038. TERMS OF REFERENCES INCLUDING DELEGATED AUTHORITY FOR ALL COMMITTEES, WORKING PARTIES AND OUTSIDE BODY REPRESENTATIONS ON BEHALF OF THE TOWN COUNCIL

A report detailing terms of references and delegated authority for all Committees and Working Parties had been previously circulated.

Councillor L Elson proposed, seconded by Councillor T Dumper, that the Terms of Reference for all Committees and Working Parties be approved and adopted, and this was agreed.

Resolved that the Terms of Reference for all Committees and Working Parties be adopted.

C19/039. APPOINTMENT OF MEMBERS FOR ALL COMMITTEES, WORKING PARTIES AND OUTSIDE BODY REPRESENTATIONS

Nominations for appointment had been circulated prior to the meeting.

Amendments were made to the nominations as follows:

1. Councillor P Stott to be added to the membership of Exmouth Transport Partnership;
2. The Town Clerk be given delegated authority to resolve the membership of the Human Resources Group once the Lead Councillor for Finance was known;
3. The nomination spreadsheet be amended to reflect that Councillor T Woodward was a Green Party representative rather than a Liberal Democrat as currently shown.

Councillor L Elson proposed, seconded by Councillor J Humphreys, that the nominations with the amendments above be approved.

RESOLVED that the membership for

Planning Committee is	**Councillor F Caygill**
	Councillor A Colman
	Councillor C Nicholas
	Councillor L Elson
	Councillor B Toye
	Councillor B Bailey
	Councillor J Humphreys
	Councillor O Davey
	Councillor T Dumper
	Councillor J Whibley
	Councillor F Cullis
Finance Committee is	**Councillor C Nicholas**
	Councillor L Elson
	Councillor B Toye
	Councillor B Bailey
	Councillor J Humphreys
	Councillor M Rosser
	Councillor J Whipps
	Councillor P Millar
	Councillor A Sadiq
	Councillor S Gazzard
	Councillor F Cullis

Working Party and Outside Bodies membership is per the full list of Committees, Working Parties and Outside Bodies attached to the signed minutes.

C19/040. ADOPT THE AMENDED STANDING ORDERS AND FINANCIAL REGULATIONS
Amended Standing Orders and Financial Regulations were circulated in advance of the meeting.

Councillor L Elson proposed, seconded by Councillor D Poor, that the amended Standing Orders and Financial Regulations be approved.

RESOLVED that the amended Standing Orders and Financial Regulations be approved.

Note – Amended Standing Orders and Financial Regulations will be published for members of the public to review and subject to, no objections, will be adopted at the next meeting.

C19/041. GENERAL POWER OF COMPETENCE
The Town Clerk confirmed that the Town Council met the criteria that at least two thirds of the councillors were elected and that the Town Council employed a qualified Town Clerk.

Councillor T Dumper proposed, seconded by Councillor L Elson, that the Town Council reaffirms the General Power of Competence.

RESOLVED that Exmouth Town Council reaffirms the General Power of Competence.

C19/042. 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 J Whipps proposed, seconded by Councillor M Chapman, 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.

C19/043. APPROVAL OF MEMBERS' ALLOWANCES
Members agreed the allowances listed below available to members and Chairman for 2019/20 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 2019/20 be approved.

C19/044. 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.

C19/045. REAFFIRM THE COUNCIL INSURANCE POLICY (14TH OCTOBER 2018 – 13TH OCTOBER 2019)
Councillor C Nicholas proposed, seconded by Councillor L Elson, the insurance policy be re-affirmed.

RESOLVED that the Council Insurance Policy for 14th October 2018 – 13th October 2019 be reaffirmed.

C19/046. APPOINTMENT OF INTERNAL AUDITOR – TO CONFIRM CONTINUATION CONTRACT WITH THOMAS WESTCOTT FOR 2019/20
Councillor D Poor proposed, seconded by Councillor L Elson, that the Internal Auditor be re-appointed for the ensuing year.

RESOLVED that Thomas Westcott be re-appointed for the ensuing year.

C19/047. TOWN COUNCIL'S REVIEW AND STATEMENT OF INTERNAL CONTROL
Councillor T Dumper proposed, seconded by Councillor D Poor, that the Town Council ratifies the Review and Statement of Internal Control.

RESOLVED that the Town Council ratifies the Review and Statement of Internal Control.

C19/048. REVIEW OF COUNCIL POLICIES:–
a) COMPLAINTS POLICY
b) FREEDOM OF INFORMATION REQUESTS PUBLICATION SCHEME
c) INFORMATION DATA PROTECTION POLICY
d) PRESS/MEDIA POLICY
e) COMMUNITY ENGAGEMENT POLICY

Councillor M Chapman proposed, seconded by Councillor J Whipps, that the policies be approved.

RESOLVED that the Complaints Policy, Freedom of Information Request Publication Scheme, Information Data Protection Policy, Press/Media Policy and Community Engagement Policy be approved.

C19/049. CONFIRMATION OF THE DATES AND TIMES OF ORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES FOR THE ENSUING YEAR
Councillor B De Saram proposed, seconded by Councillor C Nicholas, that the dates and times for ordinary meetings of the Council and Committees for the ensuing year be confirmed.

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

C19/050. CONFIRMATION THAT THE MAYOR, DEPUTY MAYOR PLUS CHAIRS OF FINANCE AND PLANNING BE AUTHORISED AS CHEQUE AND ONLINE BANKING SIGNATORIES FOR THE YEAR 2019-20 AND TO AUTHORISE THE TOWN CLERK TO UPDATE THE BANK MANDATE.

Councillor J Humphreys proposed, seconded by Councillor B De Saram, 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 2019-20.

C19/051. TO RECEIVE, CONSIDER AND NOTE REPORTS AND MINUTES OF COMMITTEES, WORKING PARTIES, OTHER LOCAL BODIES AS APPROPRIATE

- **Planning Committee**
  Councillor L Elson proposed, seconded by Councillor T Dumper, that the minutes of the Planning Committee meetings held on 18th March, 1st April and 15th April 2019 (as circulated) be accepted and adopted.

  RESOLVED that the minutes of the Planning Committee meetings held on 18th March, 1st April and 15th April 2019 be accepted and adopted.

- **Town Team**
  Notes of the meeting held on 11th April 2019, which had previously been circulated, were noted.

- **Neighbourhood Plan Steering Group**
  Notes of the meeting held on 7th March 2019, which had previously been circulated, were noted.

C19/052. Date of next meeting

The next meeting of the Town Council will be held on 10th June 2019 at 7.15pm at the Town Hall Council Chamber.

The meeting concluded at 8.10 pm.

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