EXMOUTH TOWN COUNCIL

Minutes of the Annual Meeting of Exmouth Town Council held virtually on Tuesday 4 May 2021 at 6.30pm

Present:

Councillors: S Gazzard (Chairman)

A Bailey	B Bailey
E Beech	F Caygill
M Chapman	A Colman
F Cullis	O Davey
B De Saram	T Dumper
L Elson	I Kirvan
C Nicholas	D Poor
M Rosser	A Sadiq
P Stott	A Toye
B Toye	J Whibley
J Whipps	T Woodward

Officers:

Lisa Bowman, Town Clerk
Chetna Jones, Deputy Town Clerk

Apologies:

Devon County Councillors: C Channon, R Scott, J Trail

The Chairman welcomed all to the meeting, including any members of the public and the Press. He also clarified the protocol for this virtual meeting.

In response to a query from Councillor B Bailey about the standing orders relating to the election of a Chairman, the Town Clerk clarified that in June 2020 the Town Council adopted an addendum to standing orders which gave two options for electing a new Chairman whilst holding a virtual meeting. The first was to vote by raising hands and the second to vote by taking a roll call. It had been agreed with the current Chairman to use the second option at this current meeting and determine the election of a new Chairman by roll call.

In response to a query from Councillor L Elson about the standing orders relating to the duration of the Chairman's term of office, the Town Clerk further clarified that there is nothing in the current standing orders, which were last adopted in June 2019, which stipulated that a candidate cannot stand beyond two years.

Public Forum: There were no questions from members of the public.

C21/027. 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.

Councillor E Beech proposed, seconded by Councillor O Davey, that Councillor S Gazzard be elected Chairman (Town Mayor) of Exmouth for the ensuing municipal year.

Councillor M Chapman proposed, seconded by Councillor P Stott, that Councillor F Caygill be elected as Chairman (Town Mayor) of Exmouth for the ensuing municipal year.

Councillor M Rosser proposed, seconded by Councillor A Bailey, that Councillor B Bailey be elected as Chairman (Town Mayor) of Exmouth for the ensuing municipal year.

Following the three nominations a roll call vote was taken and Councillor S Gazzard was duly elected with an absolute majority as Town Mayor and Chairman of the Town Council for the ensuing year.

RESOLVED that Councillor S Gazzard be elected Chairman of the Council (Town Mayor) and to permit the Chairman's Declaration of Office to be made at the next Council meeting.

Councillor J Whipps left the meeting.

C21/028. 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.

Councillor D Poor proposed, seconded by Councillor B Toye, that Councillor A Sadiq be elected Deputy Chairman (Deputy Mayor) of Exmouth for the ensuing municipal year.

Councillor B De Saram withdrew his nomination as Deputy Chairman of the Council (Deputy Mayor) and no other nominees were proposed.

A roll call vote was taken and Councillor A Sadiq was duly elected with a unanimous vote as Deputy Chairman of the Council (Deputy Mayor) for the ensuing year.

RESOLVED that Councillor A Sadiq be elected Deputy Chairman of the Council (Deputy Mayor) and to permit the Deputy Chairman's Declaration of Office to be made at the next Council meeting.

C21/029. To receive any declarations of interest from Members and agree dispensations.

There were no declarations of pecuniary interest.

C21/030. 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.

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.

C21/031. To approve the minutes of the meeting held on 29 March 2021

Councillor T Dumper proposed, seconded by Councillor P Stott, that the minutes of the Town Council meeting held on Monday 29 March 2021 be approved.

The minutes of the meeting (previously circulated) were received and signed as a true record.

C21/032. To receive and consider reports and minutes of committees, working parties, other local bodies as appropriate.

Planning Committee

Councillor L Elson proposed, seconded by Councillor T Dumper, and it was **RESOLVED** that the Town Council approves the minutes of the meetings held on 15 February 2021, 1 March 2021, 15 March 2021, 29 March 2021 and 12 April 2021 and any recommendations therein.

Finance Committee

Councillor A Sadiq proposed, seconded by Councillor L Elson, and it was **RESOLVED** that the Town Council approves the minutes of the meeting held on 25 March 2021 and any recommendations therein.

Town Clerk's Report

The Town Clerk's report, which had been previously circulated, was noted.

Deputy Clerk's Report

The Deputy Clerk's report, which had been previously circulated, was noted.

In respect of the lighting in the bollards in front of the clock tower flowerbeds, the Deputy Clerk clarified that she was awaiting formal confirmation of EDDC's ownership before approaching them about the issues which needed to be resolved. Councillor F Caygill updated that he had spoken to EDDC's Nick Christo, who confirmed EDDC's ownership of the bollards and recessed lighting, about rectifying the lighting, and possibly improving it with floodlights. The Deputy Clerk stated that she would report the lighting issue to EDDC and confirm arrangements with Jonathan Rhind Architects.

Climate and Ecological Emergency Working Party

The notes of the meeting held on 9 March 2021 and 13 April 2021, which had been previously circulated, were noted.

There followed some discussion about the Working Party's recommendation to the Town Council to support the Climate and Ecological Emergency Bill. The discussion focused on different aspects relating to the Bill and the climate emergency generally, including: Citizens' Assemblies; costs; organisations who support the Bill; and shipping as a major cause of carbon emissions.

Following discussion, it was proposed by Councillor T Dumper, seconded by Councillor F Cullis, and **RESOLVED** that the Town Council:

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 Working Party
The notes of the meetings held on 26 February 2021 and 23 March 2021, which had been previously circulated, were noted.

Councillor F Caygill briefly updated members on developments with contractors working on the CCTV project but explained that it remains a work in progress. Councillors B Bailey and M Chapman thanked Councillor Caygill for his work on the project to date.

Community Organisations Liaison Panel
The notes of the meetings held on 8 March 2021 and 19 April 2021, which had been previously circulated, were noted.

Councillor P Stott provided a brief update on the Beach Wheelchair project. A 10-year lease for the storage building has been secured and the planning application has been submitted, so Councillor Stott is hopeful to have the wheelchairs available for use in time for the school summer holidays. She also hopes the project will include a 'Batmobile'-style wheelchair donated by a children's charity, which would make 6 wheelchairs in total. Councillor F Caygill thanked Councillor Stott for her hard work in delivering this project.

Exmouth Transport Partnership
The notes of the meeting held on 23 March 2021, which had been previously circulated, were noted.

Following a short discussion about Stagecoach buses being left unattended by the LED Exmouth Leisure Centre, it was agreed that incidences need to be logged and reported to Stagecoach. Councillor T Dumper stated that he would again get in touch with Stagecoach to pursue this.

Festival and Events Working Party
The notes of the meeting held on 8 April 2021, which had been previously circulated, were noted.

Town Maintenance Overview Working Party
The notes of the meetings held on 4 March 2021 and 8 April 2021, which had been previously circulated, were noted.

There followed some discussion about the Working Party's recommendation to lease 3 new vehicles for the Town Maintenance Team, which was largely focused on whether electric vehicles or those using LPG (liquified petroleum gas) should be

considered. Councillor I Kirvan explained that the availability of such vehicles is currently poor, and that the planned new Phear Park depot does not have mains electricity, which would preclude electric vehicles at present. Time constraints were also a major current consideration. However, Councillor O Davey pointed out that part of the attraction of leasing vehicles now was to enable an easier future switch to electric or LPG power once the availability of such vehicles has improved and mains electricity has been installed at the depot. Councillor Kirvan also confirmed that all vehicles would display the Town Council logo and crest.

Following discussion, it was proposed by Councillor I Kirvan, seconded by Councillor M Chapman, and **RESOLVED that the Town Council leases three vehicles at a combined annual rental of £10842.96** (as per report previously circulated).

Neighbourhood Plan Continuity Meeting
The notes of the meeting held on 12 March 2021, which had been previously circulated, were noted.

Town Team
The notes of the meetings held on 10 March 2021 and 21 April 2021, which had been previously circulated, were noted.

Councillor P Stott provided a brief update on the Exmouth in Isolation knitted flowers project, which now cannot be displayed in the original empty premises as planned because it appears that the building is going to be let.

Exmouth Queen's Drive Delivery Group
The minutes of the meeting held on 11 March 2021, which had been previously circulated, were noted.

Councillor A Bailey updated that the Queen's Drive Space has been relaunched with the arrival of temporary food sellers and a funfair. She stated that she is passionate about the initiative and is keen to remain on the group.

Councillor B De Saram proposed a motion, seconded by Councillor B Bailey, and it was **RESOLVED that the Town Council write to EDDC to request an increase in Town Council representation on this group.**

WEB Community Health and Wellbeing Board
The notes of the meeting held on 4 March 2021, which had been previously circulated, were noted.

C21/033. To ratify the Terms of Reference, including delegated authority, for all Committees and Working Parties.

Before seeking to ratify the Terms of Reference, which had been previously circulated, the Town Clerk explained that she had cross-referenced the Terms of Reference with current Working Party membership and established that two of the Working Parties (Exmouth Transport Partnership and Town Maintenance Overview) were oversubscribed. She therefore proposed amending the membership criteria in the Terms of Reference for those Working Parties to 'one Councillor per ward plus the Chairman of the Working Party'. She acknowledged that, if the Chairman of

those Working Parties should subsequently change, causing a further change in membership, then further amendment to the Terms of Reference would need to be ratified at a subsequent Town Council meeting, on a case-by-case basis.

There followed some discussion about the Terms of Reference for the Climate and Ecological Emergency Working Party and whether its meetings should become open to the public. The Town Clerk clarified that the aim of Working Parties is to enable Councillors to consider ideas in an informal forum which, once developed, would be presented to the Town Council for full consideration and ratification. This process is entirely transparent, with Working Party notes published on the Town Council's website, along with Town Council agendas and minutes, all of which are accessibility compliant. The Town Clerk cautioned that increasing the number of public meetings would considerably increase the administrative requirements. However, should Councillors wish to debate this further, this could go on a future Town Council agenda.

Councillor T Woodward proposed, seconded by Councillor I Kirvan, and it was **RESOLVED that the Terms of Reference, including delegated authority, for all Committees and Working Parties be approved and adopted. This included the amendments to the membership criteria of the Exmouth Transport Partnership and Town Maintenance Overview Working Parties to 'one Councillor per ward plus the Chairman of the Working Party'.**

C21/034. To ratify the appointment of members for all Committees, Working Parties and Outside Body representations.

The Town Clerk had circulated an updated nominations list for membership of all Town Council Committees and Working Parties immediately prior to the meeting. She also screen-shared the list for members to see during the meeting, and talked through any Committees or Working Parties which required additional membership. In view of the upcoming elections for two additional Town Councillors on 6 May, she suggested that there was scope for new Councillors to fill some of the vacancies. Chairmanship of all Committees and Working Parties would need to be renewed at the start of their next meetings. Any changes would be ratified at subsequent Town Council meetings.

Amendments were made to the nominations as follows:

I. Community Safety Group (formerly LAG): Councillor S Gazzard to stand down. Councillor M Chapman to remain as main representative with Councillor B Bailey as reserve.
II. Queen's Drive Delivery Group: Councillor T Dumper had proposed Councillor D Poor as an alternative representative but withdrew this pending the result of the motion to request from EDDC an increase in Town Council representation to the group. Councillors S Gazzard and A Bailey therefore to remain as representatives and to defer consideration of membership changes until further clarification of the Town Council's representation on the group has been received.

Councillor L Elson proposed, seconded by Councillor M Chapman, and it was **RESOLVED that the appointment of members for all Committees, Working Parties and Outside Body representations be approved and adopted in**

accordance with the above amendments and the list attached to the signed minutes.

C21/035. To review the Council's eligibility and reaffirm the General Power of Competence.

The Town Clerk confirmed that the Town Council meets the criteria that at least two thirds of the Councillors were elected and that the Town Council employs a qualified Town Clerk and Deputy Clerk.

Councillor L Elson proposed, seconded by Councillor E Beech, and it was **RESOLVED that the Town Council reaffirms the General Power of Competence.**

C21/036. To ratify the Council's Scheme of Delegation (amended to take account of coronavirus contingency planning).

The Scheme of Delegation was circulated prior to the meeting.

Councillor A Sadiq proposed, seconded by Councillor T Dumper, and it was **RESOLVED that the Town Council ratifies the Council's Scheme of Delegation.**

C21/037. To agree Allowances for 2021/2022

Members agreed the allowances and mileage rate available to members and Chairman for 2021/2022, as listed below:

I. Chairman's Allowance: £436.00
II. Members' Allowance: £305.00
III. Mileage rate: 45p/mile up to 10,000 miles, 25p for 10,001 miles and over

Councillor L Elson proposed, seconded by Councillor B Bailey, and it was **RESOLVED that the Chairman's and members' allowance and mileage rate for 2021/2022 be approved.**

C21/038. To confirm arrangements for the inspection of Deeds and Trust Instruments.

It was confirmed and noted that the following Deeds and Trust Instruments are held in the Council's safe and are available for inspection by Councillors by prior appointment with the Town Clerk:

I. Exmouth Projects Trust
II. William Adams Westwood Trust
III. Deeds for Pound Lane and Hamilton Lane Allotments

C21/039. To reaffirm the Council's insurance policy.

The Council's insurance policy summary schedule was circulated prior to the meeting. The Town Clerk confirmed that the current policy includes cover for the Council's full asset register, including IT currently being used by staff at their homes. Councillor L Elson suggested a full review of the Council's insurance policy and requirements when the current long term broker agreement expires in 2022.

Councillor L Elson proposed, seconded by Councillor T Dumper, and it was
RESOLVED that the Council's insurance policy be reaffirmed.

C21/040. To confirm a continuation contract with Thomas Westcott Chartered Accountants as the Council's Internal Auditor for 2021/2022.

Councillor L Elson proposed, seconded by Councillor M Chapman, and it was
RESOLVED that Thomas Westcott Chartered Accountants be reappointed as the Council's Internal Auditor for 2021/2022.

C21/041. To ratify the Town Council's Review and Statement of Internal Control.

The Review and Statement of Internal Control was circulated prior to the meeting.

Councillor E Beech proposed, seconded by Councillor O Davey, and it was
RESOLVED that the Town Council ratifies the Review and Statement of Internal Control.

C21/042. To review and adopt the Annual Accounts for 2020/2021.

Members approved the following accounts, details of which had been circulated prior to the meeting:

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

Councillor L Elson proposed, seconded by Councillor B Bailey, and it was
RESOLVED that the Town Council Annual Accounts for 2020/2021 be adopted.

C21/043. Annual Governance and Accountability Return 2020/2021.

Members considered the Annual Governance and Accountability Return 2020/2021, which had been circulated prior to the meeting, as follows:

I. To review and receive the Annual Internal Audit Report

Councillor M Chapman proposed, seconded by Councillor B Bailey, and it was
RESOLVED that the Annual Internal Audit Report 2020/2021 be accepted.

II. To consider and approve the Annual Governance Statement

Councillor M Chapman proposed, seconded by Councillor P Stott, and it was
RESOLVED that the Annual Governance Statement 2020/2021 be approved.

III. To consider and approve the Annual Accounting Statements

Councillor B Bailey proposed, seconded by Councillor P Stott, and it was
RESOLVED that the Annual Accounting Statements 2020/2021 be approved.

Councillor L Elson passed on her thanks to Accounts Manager Julie Gregory for all her hard work on the accounts during a difficult year.

C21/044. To reaffirm Council policies.

The following policies were circulated prior to the meeting:

I. Complaints Policy
II. Information Data Protection Policy
III. Press/Media Policy
IV. Community Engagement Policy
V. Social Media Policy
VI. Single Use Plastics Policy
VII. Safeguarding Policy
VIII. Retention and Disposal Policy with appendix
IX. Removable Media Policy
X. Co-option Policy
XI. Document Retention Policy
XII. Equality and Diversity Policy
XIII. Health and Safety Policy
XIV. Training and Development Policy

Councillor L Elson proposed, seconded by Councillor T Dumper, and it was **RESOLVED that the Town Council's policies as listed above be reaffirmed.**

C21/045. To confirm the dates and times of ordinary meetings of the Council and Committees for the ensuing year.

The list of dates and times of ordinary meetings of the Council and Committees for the ensuing year, which was circulated prior to the meeting, was noted. The Town Clerk explained that some dates may need to change following further government clarification on the roadmap for easing covid restrictions.

C21/046. 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.

Councillor E Beech proposed, seconded by Councillor P Stott, and it was **RESOLVED 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 the Town Clerk be authorised to update the bank mandate accordingly.**

C21/047. 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 2021 and a further consideration towards the costs for enhanced cleaning until the end of December 2021.

The Town Clerk summarised the report outlining the background to the request, which had been circulated prior to the meeting, and highlighted the two financial options if members agreed to support the request:

I. Option A: Contribute towards the cost of keeping Exmouth Train Station Toilets open for 7 days per week 8am – 8pm with enhanced cleaning until end of June 2021 = £5920.20
II. Option B: Contribute towards the cost of keeping Exmouth Train Station Toilets open for 7 days per week 8am – 8pm with enhanced cleaning from the end of June until the end of December 2021= £11,840.40

She further explained that EDDC Cabinet was imminently due to consider a recommendation to open those public toilets which had not been open at all due to the pandemic, as they were not considered Covid-compliant, such as those located at Orcombe Point. Option B therefore might include opening the Orcombe Point toilets, depending on the outcome of Cabinet's decision.

There followed some discussion about the request, with members expressing concerns in particular about supporting Option B before either the EDDC Cabinet decision was known, or the outcome of the government lockdown roadmap post June was clear. Members were, however, broadly in favour of supporting Option A, ie the continued opening of existing toilets until the end of June.

Following discussion, it was proposed by Councillor L Elson, seconded by Councillor M Chapman, and **RESOLVED that the Town Council would contribute £5920.20 to East Devon District Council to continue the cleaning regime for the public toilets at Exmouth Train Station from April – end June 2021.**

C21/048. 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.

Members had received in advance a draft Cycle Scheme Policy. The Town Clerk clarified that this policy would apply to all staff and Councillors, to enable them to purchase a bicycle to use to travel to work under a salary sacrifice scheme. The scheme allowed for the purchase of bicycles up to £2,000, including electric bikes.

Councillor F Caygill proposed, seconded by Councillor T Dumper, and it was **RESOLVED that the Town Council ratifies the Cycle Scheme Policy.**

C21/049. Date of next meeting

The next meeting will be confirmed in due course based on further government clarification on the roadmap for easing covid restrictions.

The meeting concluded at 21.36pm.

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