EXMOUTH TOWN COUNCIL

Minutes of the Annual Meeting of Exmouth Town Council held at Exmouth Town Hall on Monday 16 May 2022 at 6.30pm

Present:

Councillors:	S Gazzard (Chairman)	
	A Bailey	B Bailey
	E Beech	Angela Boatwright
	F Caygill	M Chapman
	A Colman	F Cullis
	O Davey	T Dumper
	L Elson	C Nicholas
	D Poor	M Rosser
	A Sadiq	P Stott
	A Toye	J Whibley
DCC Councillors:	J Trail	R Scott
Press:	W Goddard (Exmouth Nub News)	

Officers:

Lisa Bowman, Town Clerk
Chetna Jones, Deputy Town Clerk

Apologies:
Councillors: B De Saram, I Kirvan, B Toye, A Whipps, J Whipps, T Woodward

The Chairman welcomed all to the meeting, including any members of the public and the Press.

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

C22/017. To elect the Chairman of the Council (Town Mayor) and to receive the Chairman's Declaration of Acceptance of Office, and to elect the Deputy Chairman of the Council (Deputy Town Mayor) and to receive the Deputy Chairman's Declaration of Acceptance of Office.

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

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

Councillor B Toye proposed, seconded by Councillor F Cullis, that Councillor A Sadiq be elected as Deputy Chairman (Deputy Mayor) for the ensuing municipal year.

Following the nominations, a 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, and Councillor A Sadiq was duly elected with an absolute majority as Deputy Town Mayor and Deputy Chairman of the Town Council for the ensuing year.

Following the elections, a Declaration of Office was signed by both the Mayor and Deputy Mayor and press were invited to take photographs.

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

C22/018. To receive any declarations of interest from Members and agree dispensations.

There were no declarations of pecuniary interest.

C22/019. 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.

C22/020. To approve the minutes of the meeting held on 4 April 2022

Councillor P Stott proposed, seconded by Councillor F Cullis, that the minutes of the Town Council meeting held on Monday 4 April 2022 be approved.

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

C22/021. To ratify the Terms of References including delegated authority for all Committees, Working Parties and Outside Body representations on behalf of the Town Council.

Councillor T Dumper proposed, seconded by Councillor J Whibley, and it was **RESOLVED to ratify the Terms of Reference, including delegated authority, for all Committees, Working Parties and Outside Body representations on behalf of the Town Council.**

C22/022. 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.

Councillor B Bailey proposed, seconded by Councillor L Elson, 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.**

C22/023. To review and agree amended standing orders and financial regulations in line with amendments recommended by NALC.

Councillor E Beech proposed, seconded by Councillor O Davey, and it was **RESOLVED to agree the amended standing orders and financial regulations in line with amendments recommended by NALC.**

C22/024. To review eligibility and reaffirm the General Power of Conference.

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 T Dumper proposed, seconded by Councillor P Stott, and it was **RESOLVED that the Town Council reaffirms the General Power of Competence.**

C22/025. 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.

The Scheme of Delegation was circulated prior to the meeting.

Councillor L Elson proposed, seconded by Councillor A Sadiq, and it was **RESOLVED that the Town Council ratifies the Council's Scheme of Delegation.**

C22/026. To agree allowances for 2022/2023.

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 P Stott 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.**

C22/027. 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

C22/028. To reaffirm the Council insurance policy

The Council's insurance policy summary schedule was circulated prior to the meeting. Councillor P Stott suggested that the insurance amount for the beach wheelchair unit and beach wheelchairs may not be sufficient as many more beach wheelchairs have been acquired since October, and it was agreed that the Town Clerk will verify the insurance amounts specified.

Councillor B Bailey asked if gap insurance had been added in the event of an accident and one of the three new vans being written off, and it was agreed that the Deputy Town Clerk will verify if gap insurance is needed for the leased vans.

Councillor P Stott proposed, seconded by Councillor E Beech, and it was **RESOLVED that the Council's insurance policy be reaffirmed.**

C22/029. To reaffirm Appointment of Internal Auditor – to confirm continuation contract with Thomas Westcott for 2022/2023.

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

C22/030. 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 T Dumper, and it was **RESOLVED that the Town Council ratifies the Review and Statement of Internal Control.**

C22/031. To reaffirm the Council's policies.

The following policies were circulated prior to the meeting:

a. CCTV
b. Community Engagement
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
k. Information Data Protection
l. Press
m. Removable Media
n. Retention and Disposal
o. Safeguarding
p. Single-use plastic
q. Social Media

Councillor J Whibley proposed, seconded by Councillor O Davey, and it was **RESOLVED that the Town Council's policies as listed above be reaffirmed.**

C22/032. To reaffirm 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. It was also noted that the meeting date for the next S106 & CIL working party should state 31st May as it has been moved from the original 4th May date.

Councillor P Stott proposed, seconded by Councillor L Elson, and it was **RESOLVED to reaffirm the dates and times of ordinary meetings of the Council and Committees for the ensuing year.**

C22/033. 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.

The Town Clerk was asked to enquire with the Town Council's bank for alternative safer methods of paying in cash.

Councillor P Stott proposed, seconded by Councillor T Dumper, 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.**

C22/034. 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.

Members had received in advance the Member Code of Conduct for the Council.

Councillor O Davey proposed, seconded by Councillor M Chapman, and it was **RESOLVED that the Town Council adopts the Member Code of Conduct for the Council, effective from 20th May 2022.**

C22/035. Date of next meeting

Councillors noted the date of the next meeting, 13th June 2022.

The meeting concluded at 19.07pm.

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