EXMOUTH TOWN COUNCIL

Minutes of the Annual Meeting of Exmouth Town Council held at Exmouth Town Hall on Monday 22 May 2023 at 6.30pm

Present:

Councillors: S Gazzard (retiring Chairman)
A Sadiq (retiring Vice-Chairman)
O Davey (new Chairman)
J Whibley (new Vice-Chairman)

A Bailey	B Bailey
A Boatwright	F Caygill
A Colman	G Deasy
T Dumper	M Hall
N Hookway	I Kirvan
C Nicholas	D Poor
P Stott	A Toye
M Williamson	D Wilson
A Woodward	

Officers:

Lisa Bowman, Town Clerk
Chetna Jones, Deputy Town Clerk

Apologies:

Councillors: M Chapman, M Rosser, J Whipps

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.

C23/119. To elect the Chairman of the Council (Town Mayor) and to receive the Chairman's Declaration of Acceptance of

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

Councillor T Dumper proposed, seconded by Councillor D Poor, that Councillor O Davey be elected as Chairman (Town Mayor) of Exmouth for the ensuing municipal year.

Following the nominations, a vote was taken, and Councillor O Davey was duly elected with an absolute majority as Town Mayor and Chairman of the Town Council for the ensuing year.

RESOLVED that Councillor O Davey be elected Mayor and Chairman of Exmouth Town Council

C23/120. Apologies for absence

Apologies noted from Councillor M Chapman, Councillor M Rosser and Councillor J Whipps.

C23/121. To elect the Deputy Chairman (Deputy Mayor) of the Council and to receive the Deputy Chairman's Declaration of Acceptance of Office

Councillor S Gazzard proposed, seconded by Councillor A Sadiq, that Councillor J Whibley be elected as Deputy Chairman (Deputy Mayor) for the ensuing municipal year.

Councillor J Whibley was duly elected with an absolute majority as Deputy Town Mayor and Deputy Chairman of the Town Council for the ensuing year.

RESOLVED that Councillor J Whibley be elected Deputy Mayor and Deputy Chairman of Exmouth Town Council.

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

C23/122. To receive any declarations of interest from Members and agree dispensations.

There were no declarations of pecuniary interest.

C23/123. 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.

C23/124. To approve the minutes of the meeting held on 3 April 2023

Councillor T Dumper proposed, seconded by Councillor S Gazzard, that the minutes of the Town Council meeting held on Monday 3 April 2023 be approved.

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

C23/125. To approve the minutes of the meeting of the Planning Committee held 27th March 2023, 11th April 2023 and 24th April 2023

Councillor Joe Whibley proposed, Councillor Brian Bailey seconded, and it was agreed that the minutes of the meetings of the Planning Committee held on 27th March 2023, 11th April 2023 and 24th April 2023 be accepted as a true record.

C23/126. To review delegation arrangements to committees and staff (scheme of delegation

Councillor S Gazzard proposed, Councillor A Sadiq seconded, and it was **RESOLVED to adopt the scheme of delegation.**

C23/127. To review the Terms of References for all Committees, Working Parties

Councillor I Kirvan proposed, seconded by Councillor J Whibley, and it was **RESOLVED to adopt the Terms of Reference for all Committees and Working Parties.**

C23/128. To ratify the appointment of members for all Committees, Working Parties and outside bodies

Councillor D Poor proposed, seconded by Councillor S Gazzard, and **the appointment of members for all Committees, Working Parties and Outside Body representations was APPROVED.**

C23/129. To review and adopt the Council's standing orders and financial regulations.

Councillor I Kirvan proposed, seconded by Councillor T Dumper, and it was **RESOLVED to adopt the Council's standing orders and financial regulations.**

C23/130. To review eligibility and reaffirm the Town Council's eligibility to exercise the General Power of Conference.

Councillor T Dumper proposed, seconded by Councillor A Sadiq, and it was **AGREED that the Town Council meets the criteria to exercise the General Power of Competence, namely that:**

- **The number of Councillors elected at the election May 2023 equals/exceeds two thirds of the total number of Councillors. This includes uncontested seats.**
- **The Town Clerk holds a sector-specific qualification (Certificate in Local Council Administration)**

C23/131. To confirm the Council's arrangements for insurance cover in respect of all insurable risks

Councillor J Whibley proposed, seconded by Councillor G Deasy, and it was **RESOLVED that the Town Council is satisfied with arrangements in place for insurance cover in respect of all insurable risks.**

C23/132. To review the Council's and/or staff subscriptions:

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

Councillor S Gazzard proposed, seconded by Councillor N Hookway, and it was **RESOLVED to approve the annual subscriptions as detailed.**

C23/133. To agree allowances for 2023/2024.

Members agreed the allowances and mileage rate available to members and Chairman for 2023/2024, 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 I Kirvan proposed, seconded by Councillor F Caygill, and it was **RESOLVED that the Chairman's and members' allowance and mileage rate for 2023/2024 be approved.**

C23/134. 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

Councillor D Poor proposed, seconded by Councillor S Gazzard, and **the arrangements for the inspection of Deeds and Trust Instruments were AGREED.**

C23/135. To reaffirm Appointment of Internal Auditor – to confirm continuation contract with Westcotts Chartered Accountants for 2023/2024.

Councillor N Hookway proposed, seconded by Councillor T Dumper, and it was **RESOLVED that Tom Stuckey of Westcotts Chartered Accountants be reappointed as the Council's Internal Auditor for 2023/2024.**

C23/136. To reaffirm the Council's policies.

The following policies were circulated prior to the meeting:

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

Councillor J Whibley proposed, seconded by Councillor S Gazzard, and it was **RESOLVED that the Council's policies be reaffirmed.**

C23/137. To confirm the dates and times of ordinary meetings of the Council and its committees for the coming year.

The dates and times of ordinary meetings of the Council, its committees and working parties for the coming year were noted.

Councillor I Kirvan proposed, seconded by Councillor T Dumper, and **the schedule of dates and times of the Council's meetings for the coming year was AGREED.**

C23/138. To confirm that the Mayor, Deputy Mayor plus Chairs of Finance and Planning be authorised as cheque and online banking signatories for the year 2023/24 and to authorise the Town Clerk to update the bank mandate accordingly.

Councillor S Gazzard proposed, seconded by Councillor G Deasy, 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 2023/24 and the Town Clerk be authorised to update the bank mandate accordingly.**

C23/139. To agree the Council will publish notice of its vacancy in Town Ward to be filled by co-option.

Councillor F Caygill proposed, seconded by Councillor S Gazzard, and it was **RESOLVED that the Council will publish notice of its vacancy in Town Ward to be filled by co-option.**

C23/140. To agree that Councillor J Whipps can deliver her declaration of acceptance of office at a later date to be agreed by the Town Clerk

Councillor T Dumper proposed, seconded by Councillor S Gazzard, and it was **RESOLVED that Councillor J Whipps can deliver her declaration of acceptance of office at a later date to be agreed by the Town Clerk.**

Date of next meeting

Councillors noted the date of the next meeting, 12th June 2023.

The meeting concluded at 7.50pm.

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