EXMOUTH TOWN COUNCIL

Minutes of the Annual Meeting of Exmouth Town Council held at Exmouth Town Hall on Monday 13 May 2024 at 6.30pm

Present:

Councillors:

O Davey (retiring Chairman)
J Whibley (retiring Vice-Chairman)
J Whibley (new Chairman)
S Gazzard (new Vice-Chairman)

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

Officers:

Lisa Bowman, Town Clerk
Chetna Jones, Deputy Town Clerk

Apologies:

Councillors: M Rosser, J Whipps, M Williamson

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

Public Forum:

Mr Paul Millar spoke about the Extraordinary meeting held on April 29th 2024 and expressed his disappointment with the withdrawal of the Gateway project from the Levelling Up Fund scheme. He also voiced concerns that the Town Council and the public had been misrepresented when the matter was discussed at the recent Devon County Council Cabinet meeting.

C24/023. To elect the Chairman of the Council (Town Mayor) and to receive the Chairman's Declaration of Acceptance of

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

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

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

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

C24/024. Apologies for absence

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

C24/025. To elect the Deputy Chairman (Deputy Mayor) of the Council and to receive the Deputy Chairman's Declaration of Acceptance of Office

Councillor T Dumper proposed, seconded by Councillor O Davey, that Councillor S Gazzard be elected as Deputy Chairman (Deputy Mayor) for the ensuing municipal year.

Councillor S Gazzard 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 S Gazzard 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.

C24/026. To receive any declarations of interest from Members and agree dispensations.

Minute ref. C24/044 and C24/045: Councillor Nick Hookway declared a non-registerable interest in respect of his position as a District Councillor and a registerable interest in respect of his appointment to Queen's Drive Exmouth Community Interest Company.

Minute ref. C24/035: Councillor Alex Sadiq declared a registerable interest as an employee of Aviva UK.

C24/027. 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.

C24/028. To approve the minutes of the meeting held on 15th April 2024 and the Extraordinary meeting held on 29th April 2024.

Councillor O Davey proposed, seconded by Councillor P Stott and it was agreed that the minutes of the Town Council meeting held on Monday 15th April 2024 and the Extraordinary meeting held on 29th April 2024 be approved.

C24/029. To approve the minutes of the meeting of the Planning Committee held on 8th April and 22nd April 2024.

Councillor T Dumper proposed, Councillor A Woodward seconded, and it was agreed that the minutes of the meetings of the Planning Committee held on 8th April and 22nd April 2024 be accepted as a true record.

C24/030. To review delegation arrangements to committees and staff (scheme of delegation

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

C24/031. To review the Terms of References for all Committees and Working Parties.

Councillor G Deasy proposed, seconded by Councillor T Dumper, and it was **RESOLVED to adopt the Terms of Reference for all Committees and Working Parties.**

C24/032. To ratify the appointment of members for all Committees and Working Parties.

Councillor M Chapman proposed, seconded by Councillor F Caygill, and **the appointment of members for all Committees, Working Parties and Outside Body representations was APPROVED.**

C24/033. To review and adopt the Council's standing orders and financial regulations.

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

C24/034. To review and agree the Council's representation on, or work with, external bodies and agree arrangements for reporting back.

Councillor P Stott proposed, seconded by Councillor G Deasy, and it was **RESOLVED to agree the Council's representation on, or work with, external bodies and agree arrangements for reporting back.**

C24/035. To review eligibility and reaffirm the Town Council's eligibility to exercise the General Power of Conference.

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

C24/036. To confirm the Council's arrangements for insurance cover in respect of all insurable risks.

Councillor P Stott proposed, seconded by Councillor M Chapman, and it was **RESOLVED that the Town Council is satisfied with arrangements in place for insurance cover in respect of all insurable risks.**

C24/037. To review the Council's and/or staff subscriptions:

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

Members agreed to continue with the subscriptions.

C24/038. To agree allowances for 2024/2025.

Members agreed the allowances and mileage rate available to members and Chairman for 2024/2025, as listed below:

I. Chairman's Allowance: £526.00
II. Members' Allowance: £368.00
III. Mileage rate: 45p/mile up to 10,000 miles, 25p for 10,001 miles and over

Councillor M Chapman proposed, seconded by Councillor M Hall, and it was **RESOLVED that the Chairman's and members' allowance and mileage rate for 2024/2025 be approved.**

C24/039. 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 M Chapman proposed, seconded by Councillor P Stott, and **the arrangements for the inspection of Deeds and Trust Instruments were AGREED.**

C24/040. To reaffirm Appointment of Internal Auditor – to confirm continuation contract with Westcotts Chartered Accountants for 2024/2025.

Councillor S Gazzard proposed, seconded by Councillor M Chapman, and it was **RESOLVED that Tom Stuckey of Westcotts Chartered Accountants be reappointed as the Council's Internal Auditor for 2024/2025.**

C24/041. 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 B Bailey proposed, seconded by Councillor G Deasy, and it was **RESOLVED that the Council's policies be reaffirmed.**

C24/042. 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.

C24/043. To confirm that the Mayor, Deputy Mayor plus Chairs of Finance and Planning be authorised as cheque and online banking signatories for the year 2024/25 and to authorise the Town Clerk to update the bank mandate accordingly.

Councillor M Chapman 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 2024/25 and the Town Clerk be authorised to update the bank mandate accordingly.

C24/044. To ratify the signature of a key holder agreement (license) for the use of the Community Hub at Sideshore.

Councillor M Chapman proposed, seconded by Councillor P Stott, **that the signature of a key holder agreement for the use of the Community Hub at Sideshore be APPROVED.**

C24/045. To consider and respond to East Devon District Council's proposed new car parking amendment order in respect of the Estuary Car and Coach Park.

C24/046. To review and approve the council's Risk Management Policy and Risk Assessment for 2024/25.

Councillor M Chapman proposed, seconded by Councillor P Stott and it was **RESOLVED that the council's Risk Management Policy and Risk Assessment for 2024/25 be approved.**

C24/047. To review and approve the Council's investment strategy for 2024/25.

Councillor M Chapman proposed, seconded by Councillor P Stott and it was **RESOLVED that the Council's investment strategy for 2024/25 be approved.**

C24/048. To review and approve the Council's statement of internal control for 2023/24.

Councillor O Davey proposed, seconded by Councillor B Bailey and it was **RESOLVED that the Council's statement of internal control for 2023/24 be approved.**

Date of next meeting

Councillors noted the date of the next meeting, 24th June 2024.

The meeting concluded at 7.50pm.

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