EXMOUTH TOWN COUNCIL

Minutes of the Annual Meeting of Exmouth Town Council held at Exmouth Town Hall on Monday 19 May 2025 at 6.30pm

Present:

Councillors: J Whibley (retiring Chairman)
S Gazzard (retiring Vice-Chairman)
G Deasy (new Chairman)
D Conduit (new Vice-Chairman)
A Bailey
B Bailey
F Caygill
M Chapman
M Hall
N Hookway
C Nicholas
D Poor
M Rosser
P Stott
A Toye
L Venables
M Williamson
D Wilson
A Woodward

Officers:

Lisa Bowman, Town Clerk

Apologies:

Councillors: A Colman, O Davey, T Dumper, I Kirvan and A Sadiq.

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

Public Forum:

C25/031. To elect the Chairman of the Council (Town Mayor) and to receive the Chairman's Declaration of Acceptance of

Councillor N Hookway proposed, seconded by Councillor D Poor, that Councillor G Deasy be elected Chairman (Town Mayor) of Exmouth for the ensuing municipal year.

Councillor P Stott proposed, seconded by Councillor M Williamson, 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 G Deasy was duly elected with an absolute majority as Town Mayor and Chairman of the Town Council for the ensuing year.

RESOLVED that Councillor G Deasy be elected Mayor and Chairman of Exmouth Town Council.

C25/032. Apologies for absence

Apologies noted from Councillor A Colman, Councillor O Davey, Councillor T Dumper, Councillor I Kirvan and Councillor A Sadiq.

C25/033. To elect the Deputy Chairman (Deputy Mayor) of the Council and to receive the Deputy Chairman's Declaration of Acceptance of Office

Councillor M Hall proposed, seconded by Councillor N Hookway, that Councillor D Conduit be elected as Deputy Chairman (Deputy Mayor) for the ensuing municipal year.

Councillor A Bailey proposed, seconded by Councillor M Chapman, that Councillor B Bailey be elected as Deputy Chairman (Deputy Mayor) for the ensuing municipal year.

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

RESOLVED that Councillor D Conduit 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.

C25/034. To receive any declarations of interest from Members and agree dispensations.

Minute ref. C25/037: Councillor M Chapman declared a non-registerable interest in respect of her position as a District Councillor.

Minute ref. C25/037: Councillor M Hall declared a non-registerable interest in respect of his position as a District Councillor.

Minute ref. C25/037: Councillor S Gazzard declared a non-registerable interest in respect of his position as a District Councillor.

Minute ref. C25/037: Councillor B Bailey declared a non-registerable interest in respect of his position as a District Councillor.

C25/035. 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.

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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.

C25/036. To approve the minutes of the meeting held on 7th April 2025.

Councillor B Bailey proposed, seconded by Councillor J Whibley and it was agreed that the minutes of the Town Council meeting held on Monday 7th April 2025 be approved.

C25/037. To approve the minutes of the meeting of the Planning Committee held on 31st March, 14th April and 28th April 2025.

Councillor M Rosser proposed, Councillor J Whibley seconded, and it was agreed that the minutes of the meetings of the Planning Committee held on 31st March, 14th April and 28th April 2025 be accepted as a true record.

C25/038. To review delegation arrangements to committees and staff (scheme of delegation

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

C25/039. To review the Terms of References for all Committees and Working Parties.

Councillor M Chapman proposed, seconded by Councillor C Nicholas, and it was **RESOLVED to adopt the Terms of Reference for all Committees and Working Parties.**

C25/040. To ratify the appointment of members for all Committees and Working Parties.

Councillor B Bailey proposed, seconded by Councillor M Hall, and **the appointment of members for all Committees, Working Parties and Outside Body representations was APPROVED.**

C25/041. To review and adopt the Council's standing orders and financial regulations.

Councillor J Whibley proposed, seconded by Councillor S Gazzard, and it was **RESOLVED to adopt the Council's standing orders and financial regulations.**

C25/042. To review and agree the Council's representation on, or work with, external bodies and agree arrangements for reporting back.

Councillor N Hookway proposed, seconded by Councillor A Bailey, and it was **RESOLVED to agree the Council's representation on, or work with, external bodies and agree arrangements for reporting back.**

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C25/043. To review eligibility and reaffirm the Town Council's eligibility to exercise the General Power of Conference.

Councillor M Chapman proposed, seconded by Councillor N Hookway, and it was **AGREED that the Town Council meets the criteria to exercise the General Power of Competence, namely that:**

C25/044. To confirm the Council's arrangements for insurance cover in respect of all insurable risks.

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

C25/045. To review the Council's and/or staff subscriptions:

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

Members agreed to continue with the subscriptions.

C25/046. To agree allowances for 2025/2026.

Members agreed the allowances and mileage rate available to members and Chairman for 2025/2026, 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 B Bailey proposed, seconded by Councillor S Gazzard, and it was **RESOLVED that the Chairman's and members' allowance and mileage rate for 2025/2026 be approved.**

C25/047. 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 A Bailey, and **the arrangements for the inspection of Deeds and Trust Instruments were AGREED.**

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C25/048. To reaffirm Appointment of Internal Auditor – to confirm continuation contract with Westcotts Chartered Accountants for 2025/2026.

Councillor S Gazzard proposed, seconded by Councillor N Hookway, and it was **RESOLVED that Tom Stuckey of Westcotts Chartered Accountants be reappointed as the Council's Internal Auditor for 2025/2026.**

C25/049. 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 M Williamson proposed, seconded by Councillor B Bailey, and it was **RESOLVED that the Council's policies be reaffirmed.**

C25/050. To confirm the dates and times of ordinary meetings of the Council and its committees for the coming year.

Councillor J Whibley proposed, seconded by Councillor B Bailey and it was RESOLVED that the dates and times of ordinary meetings of the Council, its committees and working parties for the coming year were noted.

C25/051. To confirm that the Mayor, Deputy Mayor plus Chairs of Finance and Planning be authorised as cheque and online banking signatories for the year 2025/26 and to authorise the Town Clerk to update the bank mandate accordingly.

Councillor S Gazzard proposed, seconded by Councillor M Chapman, 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 2025/26 and the Town Clerk be authorised to update the bank mandate accordingly.

C25/052. To ratify a recommendation from the Planning Committee that the Town Council writes to East Devon District Council to request that a qualified legal representative is present to defend the District Council's position at planning appeal hearings, particularly in cases where the appellant is legally represented.

Councillor J Whibley proposed, seconded by Councillor M Rosser, and it was **RESOLVED that the Town Council writes to East Devon District Council to request that a qualified legal representative is present to defend the District Council's position at planning appeal hearings, particularly in cases where the appellant is legally represented.**

C25/053. To note that the casual vacancy exists on the Town Council following the resignation of Cllr. Joy Whipps and that the period during which any ten electors could give notice requiring an election to fill the vacancy expired on the 30th day of April 2025. The Town Council can now fill the vacancy by co-option.

Councillor S Gazzard proposed, seconded by Councillor M Chapman, and it was **RESOLVED that the Council will proceed to advertise the vacancy in accordance with the Council's co-option policy**.

C25/054. To review and approve the council's Risk Management Policy and Risk Assessment for 2024/25.

Councillor S Gazzard proposed, seconded by Councillor B Bailey and it was **RESOLVED that the council's Risk Management Policy and Risk Assessment for 2024/25 be approved.**

C25/055. To review and approve the Council's statement of internal control for 2024/25.

Councillor J Whibley proposed, seconded by Councillor M Williamson and it was **RESOLVED that the Council's statement of internal control for 2024/25 be approved.**

Date of next meeting

Councillors noted the date of the next meeting, 16th June 2024.

The meeting concluded at pm.

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

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