Exmouth Town Council

Town Hall, St Andrews Road
Exmouth, Devon, EX8 1AW

tel: 01395 276167
email: reception@exmouth.gov.uk
www.exmouth.gov.uk

ANNUAL TOWN COUNCIL MEETING

This meeting is open to the press and public.

13th May 2026

To: All Members of Exmouth Town Council

Dear Councillors

The Annual Meeting of Exmouth Town Council, to which you are summoned, will be held at Exmouth Town Hall, Exmouth, EX8 1AW on **Monday 18th May 2026, at 6.30 pm** to consider the matters detailed on the Agenda below.

Yours faithfully

Lisa Bowman

Lisa Bowman
TOWN CLERK

A G E N D A

1. **To elect the Chairman of the Council (Town Mayor) and to receive the Chairman's Declaration of Acceptance of Office.**

   The successful nominee will make and sign the statutory declaration of acceptance of office and be invested with the Chain of Office by the Retiring Mayor

2. **Apologies for absence.**

3. **To elect the Deputy Chairman (Deputy Mayor) of the Council and to receive the Deputy Chairman's Declaration of Acceptance of Office.**

4. **To receive any declarations of interest from Members.**

5. **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**.

6. **To approve the minutes of the meeting held on 20th April 2026** (attached).

7. **To approve the minutes of the meeting of the Planning Committee held on 13th April and 27th April 2026** (attached).

8. **Review of delegation arrangements to committees and staff (scheme of delegation)** (link below).
   Exmouth-Town-Council-Scheme-of-Delegation-2024.pdf

9. **Review of the Terms of Reference for all Committees and Working Parties** (link below).
   Working Parties - Exmouth Town Council

10. **Appointment of members to the Council's Committees and Working Parties** (hard copy).

11. **Review and adoption of the Council's Standing Orders and Financial Regulations** (links below).
    Standing-Orders-Adopted-May-2025.pdf
    Financial-Regulations-Adopted-May-2025.pdf

12. **To review and agree the Council's representation on, or work with, external bodies and agree arrangements for reporting back** (hard copy).

13. **To review and reaffirm the Town Council's eligibility to exercise the General Power of Competence.**

14. **To confirm the Council's arrangements for insurance cover in respect of all insurable risks** (summary schedules attached).

15. **To review the Council's and/or staff subscriptions:**

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

16. **To agree Allowances for 2026/27:**

    - **To approve the Chairman's Allowance: £526.00**
    - **To approve the Members' Allowance: £368.00**
    - **To approve the mileage rate: 45p/mile up to 10,000 miles, 25p for 10,001 miles and over**

17. **To confirm arrangements for the inspection of Deeds and Trust Instruments:**

    1. **Exmouth Projects Trust**
    2. **William Adams Westwood Trust**
    3. **Deeds for Pound Lane and Hamilton Lane Allotments**

18. **To reaffirm the Appointment of Thomas Westcott as the Council's Internal Auditor for 2026/27.**

19. **To reaffirm the Council's policies** (link below)
Policies & Documents - Exmouth Town Council

    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**

20. **To confirm the dates and times of ordinary meetings of the Council and its Committees for the coming year** (attached).

21. **To confirm that the Mayor, Deputy Mayor, Chairs of Finance and Planning be authorised as cheque and online banking signatories for the year 2026/27 and to authorise the Town Clerk to update the bank mandate.**

22. **To review and approve the Council's annual investment strategy for 2026/27** (attached).

23. **To review and approve the Council's Risk Management Policy and Risk Assessment for 2025/26** (attached).

24. **To review and approve the Council's statement of internal control for 2025/26** (attached).

25. **To ratify the terms of reference and membership of a new Community Engagement Working Party**

Date of Next Meeting – 15th June 2026