EXMOUTH TOWN COUNCIL

Minutes of the Annual Meeting of Exmouth Town Council held at Exmouth Town Hall on Monday 18th May 2026 at 6.30pm

Present:

Councillors: G Deasy (Chairman)
D Conduit (Vice-Chairman)

A Bailey	B Bailey
F Caygill	M Chapman
A Colman	O Davey
T Dumper	S Gazzard
M Hall	N Hookway
S Isaacs	N Nichols
D Poor	M Rosser
A Sadiq	P Stott
L Venables	J Whibley
M Williamson	D Wilson

Officers:

Lisa Bowman, Town Clerk

Public Forum:

C26/030. To elect the Chairman of the Council (Town Mayor) and to receive the Chairman's Declaration of Acceptance of Office

Councillor B Bailey proposed, seconded by Councillor S Gazzard, that Councillor G Deasy be elected Chairman (Town Mayor) of Exmouth for the ensuing municipal year.

Following the nominations, a vote was taken, and Councillor G Deasy was duly elected 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.

C26/031. Apologies for absence

Apologies were noted from Councillor I Kirvan, Councillor C Nicholas and Councillor A Woodward.

C26/032. 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 D Poor, that Councillor D Conduit 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.

C26/033. To receive any declarations of interest from Members and agree dispensations.

Minute ref. C26/043: Councillor A Sadiq declared a registerable interest in respect of her position as an employee of Aviva.

C26/034. 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.

C26/035. To approve the minutes of the meeting held on 20th April 2026.

Councillor B Bailey proposed, seconded by Councillor P Stott and it was agreed that the minutes of the Town Council meeting held on Monday 20th April 2026 be approved.

C26/036. To approve the minutes of the meeting of the Planning Committee held on 13th April and 27th April 2025.

Councillor J Whibley proposed, Councillor T Dumper seconded, and it was agreed that the minutes of the meetings of the Planning Committee held on 13th April and 27th April 2026 be accepted as a true record.

C26/037. To review delegation arrangements to committees and staff (scheme of delegation

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

C26/038. To review the Terms of References for all Committees and Working Parties.

Councillor P Stott proposed, seconded by Councillor A Bailey, and it was **RESOLVED to adopt the Terms of Reference for all Committees and Working Parties.**

C26/039. To ratify the appointment of members for all Committees and Working Parties.

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

C26/040. To review and adopt the Council's standing orders and financial regulations.

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

C26/041. To review and agree the Council's representation on, or work with, external bodies and agree arrangements for reporting back.

Councillor J Whibley proposed, seconded by Councillor F Caygill, and it was **RESOLVED to agree the Council's representation on, or work with, external bodies and arrangements for reporting back.**

C26/042. To review eligibility and reaffirm the Town Council's eligibility to exercise the General Power of Conference.

Councillor T Dumper proposed, seconded by Councillor S Gazzard, and it was **AGREED that the Town Council meets the criteria to exercise the General Power of Competence.**

C26/043. To confirm the Council's arrangements for insurance cover in respect of all insurable risks.

Councillor S Gazzard proposed, seconded by Councillor B Bailey, and it was **RESOLVED that the Town Council is satisfied with arrangements in place for insurance cover in respect of all insurable risks.**

C26/044. To review the Council's and/or staff subscriptions:

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

Councillor S Gazzard proposed, seconded by Councillor P Stott, and it was **RESOLVED that the Town Council is satisfied with arrangements in place for subscriptions.**

C26/045. To agree allowances for 2025/2026.

Councillor T Dumper proposed, seconded by Councillor P Stott, and it was **RESOLVED that the Chairman's and members' allowance and mileage rate for 2026/2027 be approved as follows:**

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

C26/046. 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

Members asked for clarification about the location of any deeds associated with the Clock Tower and Gorfin Hall and the Town Clerk agreed to check.

C26/047. To reaffirm Appointment of Internal Auditor – to confirm continuation contract with Westcotts Chartered Accountants for 2026/2027.

Councillor F Caygill proposed, seconded by Councillor O Davey, and it was **RESOLVED that Westcotts Chartered Accountants be reappointed as the Council's Internal Auditor for 2025/2026.**

C26/048. 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 P Stott proposed, seconded by Councillor N Hookway, and it was
RESOLVED that the Council's policies be reaffirmed.

C26/049. To confirm the dates and times of ordinary meetings of the Council and its committees for the coming year.

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

C26/050. 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 T Dumper proposed, seconded by Councillor O Davey, 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 2026/27 and the Town Clerk be authorised to update the bank mandate accordingly.

C26/051. To review and approve the Council's Investment Strategy for 2026/27.
Councillor S Isaacs proposed, seconded by Councillor M Chapman and it was
RESOLVED to approve the Council's Investment Strategy for 2026/27.

C26/052. To review and approve the Council's Risk Management Policy and Risk Assessment for 2026/27.
Councillor J Whibley proposed, seconded by Councillor P Stott and it was
RESOLVED that the council's Risk Management Policy and Risk Assessment for 2026/27 be approved.

C26/053. To review and approve the Council's statement of internal control for 2025/26.
Councillor S Gazzard proposed, seconded by Councillor D Poor and it was
RESOLVED that the Council's statement of internal control for 2025/26 be approved.

C26/054. To ratify the terms of reference and membership of a new Community Engagement Working Party
Councillor S Gazzard proposed, seconded by Councillor O Davey and it was
RESOLVED that the terms of reference and membership of a new Community Engagement Working Party be approved.

Date of next meeting

Councillors noted the date of the next meeting, 15th June 2026.

The meeting concluded at 7.13pm.

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