



ANNUAL TOWN COUNCIL

10 May 2019

Dear Councillor

NOTICE IS HEREBY GIVEN that the Annual Meeting of the Town Council at which your attendance is summoned, will be held at the **The Manor House, Old Town Street, Dawlish, EX7 9AP** on **Wednesday, 15 May** at **7.00 p.m.** to transact the business specified in the Agenda as set out.

A handwritten signature in black ink, appearing to read 'Andrew McKenzie', written over a horizontal line.

Andrew McKenzie
Town Clerk

Distribution: Members of Dawlish Town Council as follows:

Councillors Dawson, Foden, Goodman-Bradbury, Heath, James, M. Lowther, T. Lowther, Mawhood, Mayne, J. Petherick, L. Petherick, Prowse, Tamlyn, Taylor, Woods and Wrigley.



To be taken as read:

- 1** ***Declarations of Interest** – Members are reminded that they should declare any interest in the items to be considered and are also advised that the timescale to alter their stated interests with the District Council’s Monitoring Officer is 28 days.*
- 2** ***Items requiring urgent attention** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting.*
- 3** ***The Freedom of Information Act 2000** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.*
- 4** ***The Data Protection Act 2018** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.*
- 5** ***Mobile telephones** Councillors and members of the public are requested to ensure that mobile phones are switched to ‘silent’ during the meeting to avoid disruption.*
- 6** ***Recording** this meeting may be filmed or audio taped.*
- 7** ***Public Participation:**
Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman. Members of the public will also be given an opportunity to discuss Town Council activities not on the current agenda after the close of the meeting. The comments of members of the public and electors of the parish who speak before the start of the meeting or following the close of the meeting will not form part of the Minutes of the meeting.*



Prior to the commencement of the meeting, the retiring Mayor shall present cheques to her Mayoral Charities and announce the winner of the 2019 Civic Award.

AGENDA

PART I

(Open to the Public)

1. **Election of Mayor for 2019 – 2020** *(The retiring Mayor will call for nominations and put them to the vote). This will be followed by:*
 - A Declaration of Acceptance of Office by the Mayor
 - B Presentation of Chain of Office
 - C Presentation of Town Crest and medallion to retiring Mayor
 - D New Mayor's Acceptance Speech
2. **Presentation of Chain of Office to Mayoress/Escort**
3. **Election of Deputy Mayor for 2019 – 2020** – the Mayor will call for nominations and put them to the vote.
4. **Declaration of Office and presentation of medallion to the Deputy Mayor**
5. **Apologies for Absence.**
6. **Agreement of the Agenda between Parts I and II.**
7. **Minutes** – to approve, sign and adopt the minutes of the Town Council meeting held on 3 April 2019.
8. **Minutes of Committees for adoption** – to receive the Minutes of the following Committee(s) for adoption (if any) – *Members are requested to refer to the Town Council's website to view said Minutes:*

Civic Amenities Committee – 20 March, 2 April 2019

Events Committee – 19 March 2019

Finance & General Purposes Committee – 28 March 2019

Planning Committee – 4 April, 18 April 2019



9. **Declarations of Acceptance of Office** – to resolve that those Members yet to sign their Declaration of Acceptance of Office be allowed to do so before or at a meeting fixed by the Council in accordance with the Local Government Act 1972, Section 83(4)(C) but in no event not later than 2 months from their date of election.
10. **Manor House & Riverside Centre Committee** – to resolve that the Manor House & Riverside Centre Sub Committee be abolished and a Manor House & Riverside Centre Standing Committee be established with 5 councillor places, using the same Terms of Reference as previous, subject to procedural amends being implemented by the Town Clerk.
11. **Election of Councillors to the following Committees:**
 - A Finance & General Purposes
 - B Civic Amenities
 - C Manor House & Riverside Centre
 - D Planning
 - E Staffing
 - F Events
12. **Appointment of Members to represent the Council on External Bodies**
13. **Bank Signatories and Operation of Accounts**
14. **Review and adoption of Standing Orders and Financial Regulations – to**
 - (a) note that no amendments are proposed for the Council’s Standing Orders and Financial Regulations;
 - (b) re-adopt the Council’s Standing Orders and Financial Regulations for 2019/20; and
 - (c) delegate authority to the Town Clerk to make such additional minor amendments to further promote clarity in content (including presentation) as he considers appropriate (*note: changes that would result in a material change to the SOs/Regulations would always be brought before Council for approval as required by law*).

(Members are asked to refer to the documents contained within their Welcome Packs).



15. **Arrangements for Insurance** – to note that the Council has in place adequate arrangements for insurance cover in respect of all insurable risks. This Policy is due for renewal in June.
16. **General Power of Competence** – to resolve that this Council may exercise the General Power of Competence as a consequence of the following conditions being met –
 - (a) *That the number of members of the council that have been declared to be elected is equal to or greater than two-thirds of the total number of members of the Council;*
 - (b) *That the Clerk holds the relevant qualification (CiLCA) and training.*
17. **Dawlish Town Council Standing Orders 5j (I-XXI)** – to consider deferring the actions and reviews required by Standing Order 5j – i-xxi not covered in this meeting to a future meeting of the Town Council.

Part II
(Private)

Items which may be taken in the absence of the Public and Press on grounds that Exempt Information may be disclosed as defined in the Local Government Act 1972 and Public Bodies (Admission to meetings) Act 1960.

Nil.