

BUDLEIGH SALTERTON TOWN COUNCIL

MINUTES of the Annual Meeting of the Town Council held in the Council Offices, Station Road, Budleigh Salterton on Monday 22 May 2023 at 7.00pm.

PRESENT

Cllr M C Hilliar (Town Mayor)
Cllr D J Hayward (Deputy Town Mayor)
Cllr A F Chaplin
Cllr Mrs C M Cunningham
Cllr R J Doorbar
Cllr Mrs L D Evans
Cllr R D Sherriff
Cllr Mrs C A Sismore-Hunt

Town Clerk: Mrs J E Vanstone

Others Present: County Cllr Mrs C Channon, District Cllr Ms M Martin, District Cllr H Riddell and four members of the public

23.001 Election of Chairman

Only one nomination had been received, that of Cllr D J Hayward, proposed by Cllr R D Sherriff and seconded by the Town Mayor, Cllr M C Hilliar. The Town Mayor, Cllr M C Hilliar declared that Cllr D J Hayward be appointed as Chairman.

23.002 Declaration of Acceptance of Office by Chairman

Cllr D J Hayward read and signed the Declaration of Acceptance of Office which was duly witnessed by the Town Clerk.

23.003 Apologies for Absence

Apologies were received and accepted from Cllr Mrs M P Lewis and District Cllr Ms C Fitzgerald.

23.004 Election of Vice Chairman

Only one nomination had been received, that of Cllr Mrs C A Sismore-Hunt. The Town Mayor, Cllr D J Hayward declared that Cllr Mrs C A Sismore-Hunt be appointed as Vice Chairman.

23.005 Chairman's Remarks

The Town Mayor, Cllr D J Hayward said it was a privilege and honour to have the opportunity to take on the role of Town Mayor. He said that as one door closes, another one opens and that had been the story of his life since he had left school. He had lived in East Devon for 50 years and following a serious motorcycle injury in 1985 his life had changed – this was another milestone and he was very proud to hold the position. He enjoyed talking to people in the street as well as his customers and was looking forward to what the position held for him along with the opportunities and experiences. He would be working on behalf of the residents of Budleigh Salterton and it was his objective to lead the Town Council to the best of his ability. He was looking forward to the year ahead.

23.006 Appointment of Members to Serve on the Under-mentioned Committees:-

- (a) Planning (with Power to Act)
All Councillors are Members with one Member to act as Non-Voting Member.
- (b) Public Hall
Cllr D J Hayward (Town Mayor)
Cllr Mrs C A Sismore-Hunt (Deputy Town Mayor)
Cllr Mrs C M Cunningham
Cllr R J Doorbar
Cllr Mrs L D Evans
Cllr M C Hilliar
Cllr Mrs M P Lewis
- (c) Finance
Cllr D J Hayward (Town Mayor)
Cllr Mrs C A Sismore-Hunt (Deputy Town Mayor)
Cllr R J Doorbar
Cllr M C Hilliar
Cllr Mrs M P Lewis
Cllr R D Sherriff
- (d) Foreshore and Footpaths
Cllr D J Hayward (Town Mayor)
Cllr Mrs C A Sismore-Hunt (Deputy Town Mayor)
Cllr A F Chaplin
Cllr Mrs L D Evans
Cllr R D Sherriff
- (e) Community Gardens
Cllr D J Hayward (Town Mayor)
Cllr Mrs C A Sismore-Hunt (Deputy Town Mayor)
Cllr A F Chaplin
Cllr M C Hilliar
Cllr R D Sherriff
- (f) Staffing
Cllr D J Hayward (Town Mayor)
Cllr Mrs C A Sismore-Hunt (Deputy Town Mayor)
Cllr M C Hilliar
Cllr Mrs M P Lewis
- (g) Town Improvement Fund
Cllr D J Hayward (Town Mayor)
Cllr Mrs C A Sismore-Hunt (Deputy Town Mayor)
Cllr Mrs L D Evans
Cllr M C Hilliar
Cllr Mrs M P Lewis
- (h) Community Infrastructure Levy
Cllr D J Hayward (Town Mayor)
Cllr A F Chaplin
Cllr Mrs C M Cunningham
Cllr M C Hilliar
Cllr Mrs M P Lewis
Cllr R D Sherriff

- (i) Budleigh Salterton Traffic Group
Cllr A F Chaplin
Cllr Mrs M P Lewis
Cllr Mrs C A Sismore-Hunt (Deputy Town Mayor)
- (j) Budleigh Salterton Climate Change Group
Cllr Mrs C M Cunningham
Cllr D J Hayward (Town Mayor)
Cllr M C Hilliar
Cllr Mrs M P Lewis
- (k) Budleigh Salterton Emergency Group
Cllr Mrs L D Evans
Cllr R D Sherriff
Cllr Mrs C A Sismore-Hunt (Deputy Town Mayor)

23.007 Appointment of Representatives to Serve on the Under-mentioned Bodies:-

- (a) Budleigh in Bloom
Cllr Mrs L D Evans
- (b) Budleigh Salterton Nursing Association
Cllr R D Sherriff
- (c) Community Safety Group (previously Exmouth Local Action Group)
Cllr Mrs M P Lewis
- (d) Devon Association of Local Councils – Larger Councils Sub-Committee
Cllr R J Doorbar
- (e) East Devon District Council Arts & Culture Forum
Cllr R J Doorbar
- (f) Exmouth & District Community Transport Group
Cllr M C Hilliar
(Cllr Mrs L D Evans is the Deputy Chairman of the Group and will report to the Town Council if Cllr Hilliar is unable to attend any meetings)
- (g) Fairlynch Museum
Cllr Mrs C A Sismore-Hunt
- (h) Friends of Budleigh Salterton Library
Cllr R J Doorbar
- (i) Knowle Village Hall Committee
Cllr D J Hayward
- (j) Parish Tree Warden
Cllr A F Chaplin
- (k) St Peter's Primary School
Cllr M C Hilliar

23.008 Appointment of Trustees

- Fryer Welfare Trust – Cllr D J Hayward
- Fryer Recreational Trust – Cllr R D Sherriff

23.009 Dates and Times of Meetings

- (i) The dates and times for both Town Council and Planning Committee Meetings should continue as before i.e. Town Council on the fourth Monday of each month and Planning Committee on the second and fourth Mondays of each month, commencing at 7.00pm, with special arrangements as necessary. There will be one Planning Committee Meeting during August as well as a Town Council Meeting.
- (ii) Power to Act on Planning Applications will be given in consultation with the Chairman of the Planning Committee on routine matters over the Easter and Christmas/New Year periods, if necessary.

23.010 Authority to Sign Cheques/Direct Debits/Authorise Payments

It was agreed that the following Members will have authority to sign cheques and Direct Debits and authorise internet banking payments:

- Cllr A F Chaplin
- Cllr Mrs L D Evans
- Cllr D J Hayward
- Cllr M C Hilliar
- Cllr R D Sherriff

23.011 Bank Mandates

It was agreed that the mandates with Lloyds Bank should continue.

23.012 Deeds and Documents

It was noted that the deeds and documents are held with Messrs Gilbert Stephens of 51 High Street, Budleigh Salterton.

23.013 Insurance

It was noted that the Town Council’s insurance cover is currently held with Aviva.

23.014 Council Policies

The Town Council’s Policies listed below were reaffirmed. All policies can be viewed on the Town Council’s website [Policies - Budleigh Salterton Town Council](#):

- Standing Orders
- Financial Regulations
- Code of Conduct

There being no further business, the Meeting closed at 7.26pm.

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Chairman

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Date