

**Minutes of the meeting of Annual Council held at Ocean Suite, Ocean,
Queen's Drive, Exmouth, EX8 2AY on 24 May 2023**

Attendance list at end of document

The meeting started at 6.00 pm and ended at 7.51 pm

15 Election of Chair of the Council for the ensuing year

The Chair, Ian Thomas, welcomed those present to East Devon District Council's Annual Council meeting on 24th May 2023. Since he had not stood again in the recent local elections, he had ceased to be a Councillor (Cllr) since 4th May, but under the provisions of the Local Government Act 1972, was charged with a final responsibility to ensure the election of his successor.

As retiring Chair, he wanted to say a few words about his time as a Cllr over the last 14 years, and the honour it had been to represent his ward of Trinity. He had also been entrusted with many Cabinet appointments and those on external bodies, culminating in being the first Independent non-aligned Chair of Council. He also wanted to acknowledge and thank all those who helped to make East Devon the safe and beautiful place it was, and all of the Cllrs and Officers who had provided good services throughout a uniquely challenging decade.

He then invited nominations for the office of Chair of the Council for the ensuing year. Councillor Paul Hayward proposed and Councillor Tim Dumper seconded Councillor Eleanor Rylance being elected Chair of the Council for the coming civic year. In proposing, Councillor Hayward spoke of Councillor Rylance's fair and equitable approach to matters and her adherence to the Nolan Principles at all times. In seconding, Councillor Dumper said that Cllr Rylance had an excellent grasp of the public and their concerns and her relationship with them was second to none.

Ian Thomas asked for other nominations.

There were no other nominations so Ian Thomas invited members to confirm the election of Cllr Rylance as Chair of Council.

Following a vote by show of hands, Cllr Rylance was duly elected by a majority of those present.

RESOLVED

that Councillor Eleanor Rylance be elected Chair of the Council for the ensuing year.

Following the election, Councillor Rylance read, and signed the Declaration of Acceptance of Office.

She then thanked her proposer and seconder and other Members for their endorsement, and for attending the meeting at Ocean.

The Chair said a few words by way of introduction. She wanted to thank the former Cllr Thomas who had mentored her for the last six months. He had been fair and even-handed at all times and was bound by the same principles regardless of political party.

He had achieved an impressive attention to detail and been a steady hand on the tiller in unstable times.

16 Appointment of Vice Chair of the Council for the ensuing year

The Chair invited nominations for the appointment of Vice-Chair of the Council for the ensuing year.

Councillor Paul Arnott proposed and Councillor Paula Fernley seconded Councillor Sam Hawkins being appointed as Vice-Chair of the Council for the coming civic year.

The Chair invited further nominations.

There were no other nominations.

Following a vote by show of hands, Councillor Hawkins was duly elected by a majority of those present.

RESOLVED

that Councillor Sam Hawkins be appointed Vice-Chair of the Council for the ensuing year.

Following the election, Councillor Hawkins read, and signed the Declaration of Acceptance of Office.

17 Public Speaking

The Chair welcomed members of the public and invited questions or comments.

There were no members of the public wishing to speak.

18 Minutes of the previous Council meeting

Following a vote of those present, the minutes of the meeting of the Full Council held on 19th April 2023, were agreed as a true record.

19 Declarations of interest

No declarations were announced.

20 Matters of urgency

There were no matters of urgency.

21 Confidential/exempt item(s)

There were none.

22 Announcements from the Chair

The Chair wanted to say a few words and confirmed that all Cllrs were present at the meeting today because three weeks ago, enough people trusted in the democratic process, and in them, to go to a polling station and put a cross against their names.

Those voters needed thanks for that trust, but Cllrs represented not only them, but all of the residents in East Devon, even those who did not vote for them, particularly those who suffer quietly.

She went on to say that the job as politicians was to make the best possible public policy and the best possible use of tax money, to benefit the greatest possible number of residents.

Everyone knows how crucial local services are to their quality of life, Cllrs know how wonderful Council officers are and how crucial their skills were in steering the council through the last few years of pandemic and austerity cuts, maintaining services despite an increasingly difficult financial situation.

However difficult the Council's financial position is though, it is nothing compared to the very immediate difficulties faced by many local residents. As community leaders, Cllrs are in the very humbling position of sometimes being able to support and advise residents at their times of direct need.

She wanted to pay tribute in this respect to Cllr Burhop, who had been dealing with the terrible situation in the villages of Newton Poppleford, Venn Ottery and Colaton Raleigh, accessing resources to deal with the damage, providing a real world exemplar of the value of a local councillor.

This is a big responsibility. Luckily there is a lot of support in learning how to be the best councillors they can be. They have access to training, a Council constitution to guide them, and in the Nolan principles a golden thread of ethical behaviour in public office.

As Cllrs head into the new civic year, she wanted to warmly welcome those present to the council if they were newly elected, or if they were a returnee, and to entreat all to be the best they can in their forthcoming leadership role.

As Councillors they are most of the public face of the council, and as community leaders, should behave as residents would expect them to behave - honourably and with integrity. The Monitoring Officer is always at hand for Cllrs if they are facing a dilemma. Cllrs owe it to all the people and to the environment in a wonderful district to ensure local services and local policy that are the best they possibly can be. It is an honour. None of those present should take this honour for granted.

23 **Election of the Leader of the Council**

The Chair invited nominations for the role of Leader of the Council.

Councillor Eileen Wragg proposed and Councillor Olly Davey seconded Councillor Paul Arnott as Leader of the Council.

In proposing, Councillor Wragg spoke about how Cllr Arnott had brought the Democratic Alliance together three years ago, which was a progressive move. Despite facing a

number of challenges he had remained calm and diplomatic, and had been a good ambassador for the Council.

In seconding, Councillor Davey said that Cllr Arnott had managed to bring a disparate group of people together and keep them together over the last three years, achieving a remarkable consensus, and would be a good leader for the coming years.

The Chair asked if there were other nominations for the role of Leader.

There were no other nominations.

Following a vote by show of hands, Councillor Arnott was duly elected by a majority of those present.

RESOLVED

that Councillor Paul Arnott be elected as Leader of the Council.

In response to his election, Councillor Arnott thanked his proposer and seconder, and all those supporting his nomination. He said it was a privilege to be elected again, and despite diminishing funding from central government he intended to pursue the existing Council priorities with an emphasis on sustainability, and by pulling in the same direction.

24 Leader's appointment of the Deputy Leader of the Council

The Chair invited Cllr Arnott to confirm his appointment to Deputy Leader.

The Leader confirmed his appointment of Councillor Paul Hayward as Deputy Leader of the Council going forward. He said that he was one of the most hard working Cllrs he knew and had done remarkable things for Axminster.

In response to his appointment Councillor Hayward said that he was delighted to accept the role for another year.

25 Leader's appointment to Cabinet

The Leader thanked the Chair and Vice Chair for the measured approach that they had adopted in their roles over the past year, dealing with some of the worst challenges facing Local Government.

He went on to advise the Members of Cabinet, namely;

Councillor Paul Hayward to be the Deputy Leader and Portfolio Holder for Finance & Assets.

Councillor Marianne Rixson to be the Portfolio Holder for Climate Action & Emergency.

Councillor Geoff Jung to be the Portfolio Holder for Coast, Country & Environment.

Councillor John Loudoun to be the Portfolio Holder for Council & Corporate Coordination.

Councillor Nick Hookway to be the Portfolio Holder for Culture, Leisure, Sport and Tourism.

Councillor Sarah Jackson to be the Portfolio Holder for Communications and Democracy.

Councillor Olly Davey to be the Portfolio Holder for Strategic Planning.

Councillor Dan Ledger to be the Portfolio Holder for Sustainable Homes and Communities.

He said that they would sort out the roles of Assistant Portfolio Holders over the coming weeks.

26 **Governance arrangements and appointments for the civic year (2023/24)**

The Chair invited Members to consider a report by the Chief Executive and Monitoring Officer to enable the Council to formalise its governance arrangements for the remainder of the civic year (2023/24).

The Monitoring Officer said that the report recommended no changes to the Constitution at the meeting, with one exception for Council to agree to the appointment of an additional Independent Member for the Audit and Governance Committee making a total of two, and delegated authority to the Director of Finance to progress arrangements including recruitment of Independent members as necessary.

It sought confirmation of the Committees and their size and terms of reference and agreement to the scheme of delegations. There was a specific requirement to agree the composition of the Standards Committee and Housing Review Board.

It dealt with the allocation of seats on overview, regulatory and other committees to different political groups of seats in accordance with the political balance of the Council. It sought to agree the makeup of the advisory panels and forums and joint bodies.

Finally, it covered the councillor appointments to committees, panels, forums, joint bodies and outside bodies together with the appointment of the Chairs and Vice-Chairs of committees.

The Monitoring Officer outlined that there were eleven recommendations contained within the report and suggested that as the Chair moved through agenda, she move the recommendations one by one, inviting comments and agreement along the way.

The Chair moved to **PART A Recommendation 1**, and invited comments.

There were no comments and following a vote, the recommendation was carried by the majority of those present.

RESOLVED;

That Council approves the Constitution and thereby agrees the Committee structure, their size and terms of reference and the scheme of delegations.

The Chair then moved to **PART A Recommendation 2**, and invited comments.

There were no comments and following a vote, the recommendation was carried by the majority of those present.

RESOLVED;

That Council agrees to the appointment of two Independent Members for the Audit and Governance Committee and delegates authority to the Director of Finance to progress arrangements including recruitment of Independent members as necessary. This will require an amendment to the Constitution as it stands currently.

The Chair then moved to **PART B RECOMMENDATION 3.**

There were no comments and following a vote, the recommendation was carried by the majority of those present.

RESOLVED;

That the Conservative Group is confirmed as the formal opposition.

The Chair now moved to **PART C RECOMMENDATION 4,**

Following a vote, the recommendation was carried by the majority of those present.

RESOLVED;

That Council approved the allocation to different political groups of seats on the overview, regulatory and other committees as follows;

Democratic Alliance Group	29 members	48%	53 Seats
Conservative Group	17 members	28%	31 Seats
The Independents	9 members	15%	17 Seats
Labour Group	3 members	5%	6 Seats
Independent Councillor Group	2 members	4%	4 Seats
TOTALS	60 members	100%	111 Seats

The Chair moved to **PART C RECOMMENDATION 5,**

Following a vote, the recommendation was carried by the majority of those present.

RESOLVED;

That Council approved the allocation of seats on individual overview, scrutiny, regulatory and other committees as set out in *Appendix 1*.

The Chair moved to **PART D RECOMMENDATION 6.**

Cllr Barlow requested that he have a place on the Sidmouth Beach Management Plan Steering Group, as a Sidmouth Town Ward Member.

After some debate Cllr Hartnell proposed and Cllr Barlow seconded an amendment to the ward member composition of the Sidmouth Beach Management Steering Group to increase the representation from Sidmouth Sidford from one to two.

The Chair invited members to vote in favour or against the amendment.

Following a vote the amendment was passed by a majority of those present.

The Chair then invited members to vote in favour or against Part D, Recommendation 6.

Following a vote the recommendations were carried by a majority of those present.

RESOLVED;

That Council, agreed the makeup of the advisory Panels, Forums and Joint Bodies as set out in *Appendix 2*, with the amendment agreed to the ward member composition of the Sidmouth Beach Management Steering Group to increase the representation from Sidmouth Sidford from one to two.

The Chair moved to **PART E RECOMMENDATION 7.**

Following a vote the recommendation was carried by a majority of those present.

RESOLVED;

That Council, agreed the Membership of the Standards Committee and Housing Review Board (as detailed in Part E of the report).

The Chair moved to **PART F RECOMMENDATION 8.**

Members were asked to approve the appointments of Councillors to committees as set out in the table in *Appendix 3*.

Following a vote, the recommendation was carried by a majority of those present.

RESOLVED;

That Council approved the appointments of Councillors to committees as set out in the table in *Appendix 3*.

The Chair moved to **PART G RECOMMENDATION 9**

Members were asked to approve the appointments of the Chairs and Vice-Chairs of the committees as set out in *Appendix 4*.

Following a vote, the recommendation was carried by a majority of those present.

RESOLVED;

That Council approved the appointments of the Chairs and Vice-Chairs of the committees as set out in *Appendix 4*.

The Chair moved to **PART H RECOMMENDATION 10**

Members were asked to approve the appointments for the various positions on the Panels, Forums and Joint Bodies as detailed in the document at *Appendix 5*.

The Chair stated that there were a number of Panels and Forums for which too many people had been nominated, which meant that a vote would be required.

The Community Grant Panel required one Cabinet Member and six Cllrs but seven names had been put forward. Cllr Sarah Jackson withdrew her name so that no vote was needed.

The CiL Working Group needed a further name put forward since Nick Hookway would be present as a Cabinet Member. Cllr Hookway withdrew his name and Cllr Barlow proposed he take his place.

The LED Monitoring Forum had provision for five Cllrs but seven names had been put forward. Since no Cllrs wanted to withdraw their names, a vote would be taken on all seven named Cllrs put forward. Following a vote for all named Cllrs, Cllr Goodman and Cllr Brian Bailey were not elected.

Cllr Loudoun expressed concern about the interpretation being used for the purposes of composing Panels, that a Portfolio Holder is another Cabinet member rather than another Cllr who could sit on a Panel. In the case of the Community Grant Panel, when a specific Portfolio Holder is required as well as six Cllrs who could include Cabinet members, which has been the established practice to date.

There were a number of competing perspectives expressed, ranging from the possibility of Cabinet dominating a lot of Panels, to one where Cabinet members may become excluded from a number of Panels.

Cllr Arnott suggested that the Recommendation on this should be deferred.

Cllr Hartnell concurred with this view and said that it was disappointing that there was not a clear position on this and proposed that the decision on Recommendation 10 was deferred until it could be reviewed.

The Chair pointed out that the Constitution could not be changed at the meeting on the hoof, and pointed out that the consequence of deferring a decision on the composition of Panels would be that they would not be able to meet until people were elected onto them. She proposed that established practice was to vote on all individuals put forward so that they could progress immediately.

Cllr Jackson concurred with this view until a review could be undertaken.

Cllr Hartnell had proposed that the decision on Recommendation 10 should be deferred until a review could be carried out. Cllr Bruce seconded this proposal.

Following further debate, the proposer and seconder agreed to withdraw the proposal so that a review could be undertaken and Panels could start to meet.

The Chair confirmed that Council would agree who would sit on the Panels at this meeting and review at the next Council meeting.

Arts & Culture East Devon Network required four Cllrs and seven were put forward. After a vote on all named Cllrs, Cllrs Barlow, Jenny Brown and Faithfull were not elected.

County Committees required three Cllrs and five were put forward. After a vote on all named Cllrs, Cllrs Howe and Brian Bailey were not elected.

East Devon Gypsy & Traveller Forum required one Cllr and two were put forward. After a vote on all named Cllrs, Cllr Bruce was not elected.

East & Mid Devon Community Safety Partnership required one Cllr and two were put forward. After a vote on all named Cllrs, Cllr Caygill was not elected.

Placemaking in Exmouth Town and Seafront Group, Exmouth Halsdon ward required one Cllr and two were put forward. Cllr Dumper withdrew his nomination.

Recycling & Waste Partnership Board required two Cllrs and four were put forward. After a vote on all named Cllrs, Cllr Goodman and Faithfull were not elected.

Strata Joint Scrutiny Committee required three substitutes. Cllr Duncan Mackinder was already nominated and Cllr Violet Bonetta put her name forward.

Woodbury Exmouth and Budleigh Community Health & Well Being Board required one substitute and three were put forward. Cllr Ingham withdrew and following a vote Cllr Martin was not elected.

Having considered all of the Panels with too many nominations for places available, the Chair then invited members to vote on block for all Panels and Forums and Joint Bodies and for Recommendation 10.

Following a vote, the recommendation was carried by a majority of those present.

RESOLVED;

That Council agreed on the appointments for the various positions on the panels, forums and joint bodies as detailed in the document at *Appendix 5*.

The Chair then invited members to confirm proposed Member Champions as indicated in the table on page 34 of the agenda.

Of the four Champion roles three had nominations and one was vacant. Cllr Vicky Johns and Cllr Fred Caygill put themselves forward for the vacant role of Armed Forces Covenant Champion.

The Chair invited Members to vote for one of the two Cllrs.

Following a vote Cllr Johns was confirmed as the Armed Forces Covenant Champion and those nominated for the other three Champion roles were confirmed.

The Chair moved to **PART I RECOMMENDATION 11**

Since all Outside Bodies were over-subscribed with nominations compared to places available, they were all subject to a vote on Cllrs whose names were put forward.

Having voted in relation to all Outside Bodies the Chair invited members to vote for those nominated and elected at this meeting, and for or against Recommendation 11.

Following a vote, the recommendation was carried by a majority of those present.

RESOLVED;

That Council agreed on the appointments for the various positions on the outside bodies as detailed in the document at *Appendix 6*.

27 **Annual Reports of the Housing Review Board and Scrutiny Committee for 2023/24**

The Chair invited members to consider the Annual reports of the Housing Review Board and Scrutiny Committee and comment accordingly.

In the absence of comments the Chair moved that the reports were duly received and noted.

Cllr Hayward wanted it to be noted that one of the members, Mr Robinson had been quite ill yesterday and Council wished him a full and speedy recovery.

Following a vote the reports were duly received and noted.

RESOLVED;

That Council received and noted the Annual Reports of the Housing Review Board and Scrutiny Committee 2022/23.

28 **Appointment of Director of Housing, Health and Environment Recruitment**

The Chair pointed out that this item was for noting only.

Council was asked to note the urgent decision of the Chief Executive in accordance with the powers delegated to him under the Constitution, that Tracy Hendron be appointed as the new Director of Housing, Health and Environment.

The current postholder, John Golding, would leave the Council at the end of July, and being able to take the urgent decision meant that a handover period of two weeks could occur.

29 **Programme of ordinary meetings of the Council, Cabinet and Committees for 2023/24**

The Chair moved the recommendation and asked Councillors to agree the programme of meetings for the civic year.

Following a vote, the recommendation was carried by a majority of those present.

RESOLVED

that the programme of ordinary meetings of the Council, Cabinet and Committee meetings for 2023/24 be approved as set out on pages 50 – 51 of the agenda.

The Chair then declared the meeting closed and thanked everyone for their attendance.

The meeting ended at 7.51pm.

Attendance List

Councillors present:

P Arnott	S Gazzard	Mackinder
B Bailey	Goodman	Martin
J Bailey	Haggerty	T McCollum
Barlow	Hall	C Nicholas
K Blakey	M Hall	O'Leary
K Bloxham	M Hartnell	Olive
Bonetta	S Hawkins	H Parr
Brown	P Hayward	Richards
C Brown	Heath	Riddell
A Bruce	N Hookway	M Rixson
F Caygill	S Hughes	E Rylance
S Chamberlain	B Ingham	Smith
M Chapman	S Jackson	Toye
I Chubb	Jefferies	Westerman
Collins	V Johns	J Whibley
Collins	G Jung	Wilson
O Davey	D Ledger	E Wragg
P Faithfull	Levine	
Fernley	J Loudoun	

Officers in attendance:

Susan Howl, Democratic Services Manager
Sarah Jenkins, Democratic Services Officer
Melanie Wellman, Director of Governance & Licensing (Monitoring Officer)
Mark Williams, Chief Executive

Councillor apologies:

C Burhop
M Howe
J Kemp

Chairman

Date:

APPENDIX 1 MEMBERSHIP OF COMMITTEES – SEATS AND PROPORTIONAL BALANCE 2023/24

Number in Group % of Council membership	Scrutiny (15 seats)	Overview (13seats)	Housing Review Board (5 seats)	Strategic Planning (15 seats)	Planning Committee (16 seats)	Audit and Governance (10 seats)	Standards Committee (*7 seats)	Personnel Committee (*15 seats)	Licensing & Enforcement (15 seats)	111 total seats
29 Democratic Alliance Group (48%)	7	6	2	7	8	5	4	7	7	53
17 Conservative Group (28%)	4	4	1	4	5	3	2	4	4	31
9 The Independent Group (15%) 8 1	2	2	1	3	2	2	1	2	2	17
3 Labour Group (5%)	1	1	0	1	1	0	0	1	1	6
2 Independent Councillor Group (4%)	1	0	1	0	0	0	0	1	1	4

NOTE:

- 1. The **Cabinet** is not shown on the above table as it is not a legal requirement for the political balance rules to apply.
- 2. Some figures have been rounded up or down to ensure total numbers of seats

Appendix 2

Makeup of Panels, Forum and Joint Bodies 2023/24

Panels and Forums	Composition 2023/24	Appointments to be made at Council meeting
1. Asset Management Forum (Three Cabinet Members, two Assistant Portfolio Holders and one ex officio Councillor)	Portfolio Holders: Economy & Assets (Chair) Finance Strategic Planning Assistant Portfolio Holders: Coast, Country & Environment Economy & Assets ex officio: Leader	None
2. Community Grant Panel (One Cabinet Member and six Councillors)	Portfolio Holder: Finance (Chair) Cllrs: Six	Six Councillors
3. Community Infrastructure Levy (CiL) Working Group (Three Cabinet Members, Vice Chair of Strategic Planning Committee, Chair & Vice Chair of Planning Committee and four Councillors)	Portfolio Holders: Strategic Planning Economy & Assets Sustainable Homes & Communities Strategic Planning Committee: Vice Chair (Chair) Planning Committee: Chair Vice Chair Cllrs: Four	Four Councillors
4. Budget Setting and Capital Allocations Panel (The Cabinet, Assistant Portfolio Holders plus five Councillors)	Leader Portfolio Holders: Climate Action & Emergency Response Coast, Country & Environment Council & Corporate Coordination Democracy, Transparency & Communications Economy & Assets Finance (Chair) Strategic Planning Sustainable Homes & Communities Tourism, Sport, Leisure & Culture	Five Councillors

Appendix 2

Makeup of Panels, Forum and Joint Bodies 2023/24

		Assistant Portfolio Holders: Climate Action & Emergency Coast, County & Environment Council & Corporate Co- ordination Economy & Assets	
		Cllrs: Five	
5.	LED Monitoring Forum (Six Cabinet Members, Member Champion for Sports and Leisure, four councillors)	Leader Portfolio Holders: Finance Coast, Country & Environment Council & Corporate Co- ordination Economy & Assets Tourism Sport, Leisure & Culture Cllrs: Five	Five Councillors
6.	Member Development Working Party (Three Cabinet Members, and five Councillors)	Leader Portfolio Holder: Democracy, Transparency & Communication (Chair) Council & Corporate Co- ordination Member Champion: Mental Health Cllrs: Five	Five Councillors
7.	Poverty Working Panel (One Cabinet Member and nine Councillors)	Portfolio Holders: Sustainable Homes and Communities (Chair) Cllrs: Nine	Nine Councillors
Joint Bodies		EDDC Appointees	Appointments to be made at the Council meeting
8.	Arts & Culture East Devon (ACED) Network Portfolio Holder: Tourism, Sport, Leisure & Culture Four Councillors		

Appendix 2

	(One Cabinet Member, One Assistant Portfolio Holders and four Councillors)	Assistant Portfolio Holders: Coast, Country & Environment Cllrs: Four (Chair) (plus 2 Community & 7 town representatives)	
9.	County Committees including: East Devon Highways and Traffic Orders Committee (Three Councillors)	Cllrs: Three	Three Councillors
10.	Cranbrook Strategic Delivery Board (One Cabinet Member and three Ward Member)	Portfolio Holder: Strategic Planning Ward Member: Cranbrook x 3	Ward Member: Cranbrook x 3
11.	East Devon Gypsy & Traveller Forum (One Cabinet Member, One Ward Member and one Councillor)	Portfolio Holder: Sustainable Homes & Communities (Chair) Ward Member: Cranbrook x 1 Cllr: One	Ward Member: Cranbrook x 1 One Councillor
12.	East and Mid Devon Community Safety Partnership (One Councillor)	Cllrs: One	One Councillor
13.	Exeter and East Devon Enterprise Zone Board (One Cabinet Member)	Leader	None
14.	Exmouth Beach Management Plan Steering Group (Three Cabinet Members, two Assistant Portfolio	Portfolio Holders: Coast, County & Environment Climate Action & Emergency Response Tourism, Sport, Leisure & Culture Assistant Portfolio Holders:	Seven Exmouth Ward Councillors comprising: Exmouth Brixington x1 Exmouth Halsdon x 1 Exmouth Littleham x 2 Exmouth Town x 2 Exmouth Withycombe Raleigh x1

Appendix 2

	Holders, and seven Exmouth Ward Members)	Coast, Country & Environment Climate Action & Emergency Response	
		Ward Members: Exmouth Brixington x1 Exmouth Halsdon x 1 Exmouth Littleham x 2 Exmouth Town x 2 Exmouth Withycombe Raleigh x 1	
15.	Placemaking in Exmouth Town and Seafront Group (Five Cabinet Members and seven Ward Members)	Leader (Vice Chair) Portfolio Holders: Economy & Assets Finance Strategic Planning Tourism, Sports, Leisure and Culture (Chair) Ward Members: Exmouth Brixington x1 Exmouth Halsdon x 1 Exmouth Littleham x 2 Exmouth Town x 2 Exmouth Withycombe Raleigh x 1	Seven Exmouth Ward Councillors comprising; Brixington Ward x1 Halsdon Ward x 1 Littleham Ward x 2 Town Ward x 2 Withycombe Raleigh Ward x 1
16.	Heart of the South - West Joint Committee (Two Cabinet Members)	Leader Deputy Leader	None
17.	Lower Exe Mooring Authority Management Committee (Two Councillors)	Cllrs: Two (plus substitute)	Two Councillors Sub: One Councillor
18.	Recycling and Waste Partnership Board (Two Cabinet Members, two Assistant Portfolio Holders and two Councillors)	Portfolio Holder: Coast, Country & Environment (Chair) Climate Action & Emergency Response Assistant Portfolio Holders: Coast, Country & Environment Climate Action & Emergency Response Cllrs: Two	Two Councillors

Appendix 2

19.	Sidmouth Beach Management Plan Steering Group (Two Cabinet Members, two Assistant Portfolio Holders and five Sidmouth Ward Members)	Portfolio Holder: Coast, Country & Environment (Chair) Climate Action & Emergency Response Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Response Ward Members: Sidmouth Town Ward Members x2 Sidmouth Rural x1 Sidmouth Sidford x 2	Ward Councillor: Sidmouth Sidford x 1
20.	Sidmouth Port Royal Project Reference Group (Two Councillors representing the Sidmouth Wards)	Cllrs: Two (representing Sidmouth Wards)	Ward Councillors: Sidmouth Wards x 2
21.	South East Devon Habitat Regulations Executive Committee (One Cabinet Member)	Portfolio Holder: Coast, Country & Environment (substitute – Vice Chair of Strategic Planning Committee)	None
22.	STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities) (One Cabinet Member and CEO)	Leader Chief Executive (substitute: Portfolio Holder: Council & Corporate Co-ordination)	None
23.	STRATA Joint Scrutiny Committee (EDDC, Exeter City and Teignbridge authorities) (Three Councillors)	Cllrs: Three (substitutes: three Councillors)	Three Councillors (Sub: Three Councillors)
24.	Woodbury, Exmouth & Budleigh (WEB) Community Health and Wellbeing Board	Portfolio Holder: Sustainable Homes & Communities	Substitute: Ward Member from Budleigh & Raleigh, Exmouth or Woodbury & Lympstone)

Appendix 2

(One Cabinet Member) (substitute: Ward Member from Budleigh & Raleigh, Exmouth or Woodbury & Lympstone)

25. **UK Shared Prosperity Fund (SPF) Programme Management Panel**

Leader

Deputy Leader

Portfolio Holder:

Finance

Climate Action & Emergency Response

Cllrs: Four

XX

XX

XX

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NOTES:

1. The Council is required to appoint ‘designated persons’ to comply with the arrangements (introduced in 2014) for dealing with complaints by tenants – the designated persons to work alongside the Tenant Complaint Panel.
- 2023/24 ‘designated persons’ are Cllrs [*Three Councillors to be appointed*].

Appendix 3

Membership of Committees 2023/24

[illegible]

Appendix 3

Membership of Committees 2023/24

Members of Cabinet and Committees 2022/23	Cabinet 10	Scrutiny 15	Overview 13	Housing Review Board 5	Strategic Planning 15	Planning 16	Standards 7	Audit & Governance 10	Licensing & Enforcement 15	Personnel 15
Ingham Ben										
Jackson Sarah										
Jefferies Richard										
Johns Vicky										
Jung Geoff										
Kemp Jamie										
Ledger Dan										
Levine Yehuda										
Loudoun John										
Mackinder Duncan										
Martin Melanie										
McDollum Tony										
Nicholas Cherry										
O'Leary John										
Olive Todd										
Parr Helen										
Richards Sophie										
Riddell Henry										
Rixson Marianne										
Rylance Eleanor										
Smith Simon										
Toye Andrew										
Westerman Susan										
Whibley Joe										
Wilson Daniel										
Wragg Eileen										

Portfolio Holders: Climate Action & Emergency, Coast Country & Environment, Council & Corporate Co-ordination, Democracy Transparency & Communications, Economy & Assets, Finance, Strategic Planning and Sustainable Homes & Communities, Tourism Sports Leisure & Culture

Appendix 4

Chairs and Vice-Chairs 2023/24

Committees	Chair	Vice-Chair
Overview Committee	Anne Hall	Dan Wilson
Scrutiny Committee	Mike Goodman	Jamie Kemp
Housing Review Board	Dan Ledger	Sarah Chamberlain
Strategic Planning Committee	Olly Davey	Mike Howe
Planning	Eileen Wragg	Sarah Chamberlain
Audit & Governance	Sam Hawkins	Chris Burhop
Standards	Chair of Council	No appointment required
Personnel Committee	Chair of Council	John Loudoun
Licensing and Enforcement	Joe Whibley	Kim Bloxham

Appendix 5

Panels, Forum and Joint Bodies 2023/24

Panels and Forums	Composition 2023/24	Appointments
<p>1. Asset Management Forum</p> <p>(Three Cabinet Members, two Assistant Portfolio Holders and one ex officio Councillor)</p>	<p>Portfolio Holders: Economy & Assets (Chair) Finance Strategic Planning</p> <p>Assistant Portfolio Holders: Coast, Country & Environment Economy & Assets</p> <p>ex officio: Leader</p>	<p>Portfolio Holders: Economy & Assets (Chair) Finance Strategic Planning</p> <p>Assistant Portfolio Holders: Coast, Country & Environment Economy & Assets</p> <p>ex officio: Leader</p>
<p>2. Community Grant Panel</p> <p>(One Cabinet Member and six Councillors)</p>	<p>Portfolio Holder: Finance (Chair)</p> <p>Cllrs: Six</p>	<p>Portfolio Holder: Finance (Chair)</p> <p>John Loudoun John Heath Stuart Hughes Helen Parr Jess Bailey Violet Bonetta</p>
<p>3. Community Infrastructure Levy (CiL) Working Group</p> <p>(Three Cabinet Members, Vice Chair of Strategic Planning Committee, Chair & Vice Chair of Planning Committee and four Councillors)</p>	<p>Portfolio Holders: Strategic Planning Economy & Assets Sustainable Homes & Communities</p> <p>Strategic Planning Committee: Vice Chair (Chair)</p> <p>Planning Committee: Chair Vice Chair</p> <p>Cllrs: Four</p>	<p>Portfolio Holders: Strategic Planning Economy & Assets Sustainable Homes & Communities</p> <p>Strategic Planning Committee: Vice Chair (Chair)</p> <p>Planning Committee: Chair Vice Chair</p> <p>Sarah Chamberlain Marcus Hartnell Ian Barlow Peter Faithfull</p>
<p>4. Budget Setting and Capital Allocations Panel</p> <p>(The Cabinet,</p>	<p>Leader</p> <p>Portfolio Holders: Climate Action & Emergency Response</p>	<p>Leader</p> <p>Portfolio Holders: Climate Action & Emergency Response</p>

Assistant Portfolio Holders plus five Councillors)

Coast, Country & Environment Council & Corporate Co-ordination
Democracy, Transparency &

Communications
Economy & Assets
Finance (Chair)
Strategic Planning
Sustainable Homes & Communities
Tourism, Sport, Leisure & Culture

Coast, Country & Environment Council & Corporate Co-ordination
Democracy, Transparency &

Communications
Economy & Assets
Finance (Chair)
Strategic Planning
Sustainable Homes & Communities
Tourism, Sport, Leisure & Culture

Assistant Portfolio Holders:
Climate Action & Emergency
Coast, County & Environment Council & Corporate Co-ordination
Economy and Assets

Cllrs:
Five

Assistant Portfolio Holders:
Climate Action & Emergency
Coast, County & Environment Council & Corporate Co-ordination
Economy and Assets

Charlotte Fitzgerald
John Heath
Alasdair Bruce
Cherry Nicholas
Tony McCollum

5. LED Monitoring Forum (Six Cabinet Members, and five councillors)

Leader

Portfolio Holders:
Finance
Coast, Country & Environment Council & Corporate Co-ordination
Economy and Assets
Tourism, Sport, Leisure & Culture

Cllrs:
Five

Leader

Portfolio Holders:
Finance
Coast, Country & Environment Council & Corporate Co-ordination
Economy and Assets
Tourism Sport, Leisure & Culture

Andrew Toye
Joe Whibley
Simon Smith
Sam Hawkins
Violet Bonetta

6.	Member Development Working Party (Three Cabinet Members, Member Champion for Mental Health and five Councillors)	<p>Leader</p> <p>Portfolio Holder: Democracy, Transparency & Communication (Chair) Council & Corporate Co-ordination</p> <p>Member Champion: Mental Health</p> <p>Cllrs: Five</p>	<p>Leader</p> <p>Portfolio Holder: Democracy, Transparency & Communication (Chair) Council & Corporate Co-ordination</p> <p>Member Champion: Mental Health</p> <p>John Heath</p> <p>Yehudi Levine Tim Dumper Henry Riddell Cherry Nicholas</p>
7.	Poverty Working Panel (One Cabinet Member and nine Councillors)	<p>Portfolio Holders: Sustainable Homes and Communities (Chair)</p> <p>Cllrs: Nine</p>	<p>Portfolio Holder: Sustainable Homes and Communities</p> <p>John Heath Paul Arnott Marianne Rixson Simon Smith Mike Goodman Maddy Chapman Del Haggerty Melanie Martin Bethany Collins</p>
Joint Bodies		EDDC Appointees	Appointments to be made at the Council meeting
8.	Arts & Culture East Devon (ACED) Network (One Cabinet Member, One Assistant Portfolio Holders and Four Councillors)	<p>Portfolio Holder: Tourism, Sport, Leisure & Culture</p> <p>Assistant Portfolio Holders: Coast, Country & Environment</p> <p>Cllrs: Four (Chair)</p> <p>(plus 2 Community & 7 town representatives)</p>	<p>Portfolio Holder: Tourism, Sport, Leisure & Culture</p> <p>Assistant Portfolio Holders: Coast, Country & Environment</p> <p>Olly Davey Paula Fernley Joe Whibley Vicky Johns</p>

9.	County Committees including: East Devon Highways and Traffic Orders Committee (Three Councillors)	Cllrs: Three	Tim Dumper Chris Burhop Vicky Johns
10.	Cranbrook Strategic Delivery Board (One Cabinet Member and three Ward Members)	Portfolio Holder: Strategic Planning Ward Member: Cranbrook x 3	Portfolio Holder: Strategic Planning Kevin Blakey Kim Bloxham Sam Hawkins
11.	East Devon Gypsy & Traveller Forum (One Cabinet Member, One Ward Member and one Councillor)	Portfolio Holder: Sustainable Homes and Communities (Chair) Ward Member: Cranbrook x 1 Cllr: One	Portfolio Holder: Sustainable Homes and Communities (Chair) Kim Bloxham John Heath
12.	East and Mid Devon Community Safety Partnership (One Councillor)	Cllrs: One	Jamie Kemp
13.	Exeter and East Devon Enterprise Zone Board (One Cabinet Member)	Leader	Leader

14.	Exmouth Beach Management Plan Steering Group (Three Cabinet Members, two Assistant Portfolio Holders, and seven Exmouth Ward Members)	Portfolio Holders: Coast, Country & Environment Climate Action & Emergency Response Tourism, Sport, Leisure & Culture Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Response Ward Members: Exmouth Brixington x1 Exmouth Halsdon x 1 Exmouth Littleham x 2 Exmouth Town x 2 Exmouth Withycombe Raleigh x 1	Portfolio Holders: Coast, Country & Environment Climate Action & Emergency Response Tourism, Sport, Leisure & Culture Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Response Fred Caygill Tim Dumper Anne Hall Brian Bailey Olly Davey Eileen Wragg Matt Hall
15.	Placemaking in Exmouth Town and Seafront Group (Five Cabinet Members and seven Ward Members)	Leader (Vice Chair) Portfolio Holders: Economy & Assets Finance Strategic Planning Tourism, Sport, Leisure & Culture (Chair) Ward Members: Exmouth Brixington x1 Exmouth Halsdon x 1 Exmouth Littleham x 2 Exmouth Town x 2 Exmouth Withycombe Raleigh x 1	Leader (Vice Chair) Portfolio Holders: Economy & Assets Finance Strategic Planning Tourism, Sport, Leisure & Culture (Chair) Maddy Chapman Daniel Wilson Anne Hall Brian Bailey Olly Davey Joe Whibley Matt Hall
16.	Heart of the South - West Joint Committee (Two Cabinet Members)	Leader Deputy Leader	Leader Deputy Leader
17.	Lower Exe Mooring Authority Management Committee (Two Councillors)	Cllrs: Two (plus substitute)	Geoff Jung Nick Hookway Sub: Fred Caygill

18.	Recycling and Waste Partnership Board (Two Cabinet Members, two Assistant Portfolio Holders and two Councillors)	Portfolio Holder: Coast, Country & Environment (Chair) Climate Action & Emergency Response Assistant Portfolio Holders: Coast, Country & Environment Climate Action & Emergency Response Cllrs: Two	Portfolio Holder: Coast, Country & Environment (Chair) Climate Action & Emergency Response Assistant Portfolio Holders: Coast, Country & Environment Climate Action & Emergency Response Jamie Kemp Steve Gazzard
19.	Sidmouth Beach Management Plan Steering Group (Two Cabinet Members, two Assistant Portfolio Holders and four Sidmouth Ward Members)	Portfolio Holder: Coast, Country & Environment (Chair) Climate Action & Emergency Response Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Response Ward Members: Sidmouth Town Ward Members x2 Sidmouth Rural x1 Sidmouth Sidford x 2	Portfolio Holder: Coast, Country & Environment (Chair) Climate Action & Emergency Response Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Response Sophie Richards John Loudoun Marianne Rixson Stuart Hughes Ian Barlow
20.	Sidmouth Port Royal Project Reference Group (Two Councillors representing the Sidmouth Wards)	Cllrs: Two (representing Sidmouth Wards)	John Loudoun Sophie Richards
21.	South East Devon Habitat Regulations Executive Committee (One Cabinet Member)	Portfolio Holder: Coast, Country & Environment (substitute – Vice Chair of Strategic Planning Committee)	Portfolio Holder: Coast, Country & Environment (substitute – Vice Chair of Strategic Planning Committee)

22.	STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities) (One Cabinet Member and CEO)	Leader Chief Executive (substitute: Portfolio Holder: Council and Corporate Co-ordination)	Leader Chief Executive (substitute: Portfolio Holder: Council and Corporate Co-ordination)
23.	STRATA Joint Scrutiny Committee (EDDC, Exeter City and Teignbridge authorities) (Three Councillors)	Cllrs: Three (substitutes: three Councillors)	Sue Westerman Yehudi Levine Marcus Hartnell Substitute: Duncan Mackinder Violet Bonetta
24.	Woodbury, Exmouth & Budleigh (WEB) Community Health and Wellbeing Board (One Cabinet Member)	Portfolio Holder: Sustainable Homes & Communities (substitute: Ward Member from Budleigh & Raleigh, Exmouth or Woodbury & Lympstone)	Portfolio Holder: Sustainable Homes & Communities Substitute: Tim Dumper
25.	UK Shared Prosperity Fund (SPF) Programme Management Panel	Leader Deputy Leader Portfolio Holder: Finance Climate Action & Emergency Response Cllrs: Four	Todd Olive Matt Hall Marcus Hartnell Ben Ingham

NOTES:

1. The Council is required to appoint 'designated persons' to comply with the arrangements (introduced in 2014) for dealing with complaints by tenants – the designated persons to work alongside the Tenant Complaint Panel.

2023/24 'designated persons' are - *to be agreed*

Proposed Member Champions 2023/24 to be confirmed

Armed Forces Covenant	Vicky Johns
Arts & Culture	Joe Whibley
Mental Health	Charlotte Fitzgerald
Sports & Leisure	Paula Fernley

Appendix 6

APPOINTMENTS ON OUTSIDE BODIES 2023/24

	Name of Outside Body	No.s across all Groups	Appointments 2023/24	Portfolio Holders/ Lead reporting link
(a)	APPOINTMENTS: GENERAL			
1	Blackdown Hills (AONB) Partnership Management Group	1	Yehudi Levine	Coast, Country & Environment
2	Devon Rail Forum	1	Tim Dumper	Economy & Assets
3	Devon Authorities Strategic Waste Committee		Portfolio Holder: Coast, Country & Environment Substitute: Assistant Portfolio Holder Climate Action & Emergency Response	Coast, Country & Environment
4	SPACE (formerly Devon Youth Service)	1	Charlotte Fitzgerald	Sustainable Homes & Communities
5	East Devon AONB Partnership	2	Richard Jefferies Marianne Rixson	Coast, Country & Environment
6	East Devon Citizens' Advice	2	Charlotte Fitzgerald Simon Smith	Sustainable Homes & Communities
7	East Devon Transport, Research and Information Project (TRIP) Working Party/Management Group	1	Simon Smith	Sustainable Homes & Communities

8	Action East Devon (formerly East Devon Volunteer Support Agency)	2	Yehudi Levine John Heath	Sustainable Homes & Communities
9	Exe Estuary Management Group	1	Geoff Jung Substitute: Nick Hookway	Coast, Country & Environment
10	Exeter International Airport Consultative Group		Portfolio Holder: Economy & Assets	Economy & Assets / Coast, Country & Environment
11	Exeter Science Park Board of Directors: Exeter Science Park – Shareholder representative		Portfolio Holder: Economy & Assets (Director) Portfolio Holder: Finance (Shareholder rep)	Finance / Economy & Assets / Strategic Planning
12	Queens Drive Exmouth Community Interest Company	2	Nick Hookway Anne Hall	Finance / Economy & Assets / Strategic Planning
13	Local Government Association General Assembly		Leader* (substitute: Deputy Leader) <i>*Leader is SW representative on district councillor network executive</i>	Council
14	Local Government Association Annual Rural Assembly		Leader (with vote) Deputy Leader (who can vote in the absence of Leader)	Council
15	Police and Crime Panel – Devon and Cornwall	1	John Loudoun Substitute: Paul Arnott	Council
16	SWAP (South West Audit Partnership Ltd)		Chairman: Audit & Governance (Shareholder) Section 151 Officer (Director)	Finance
17	South West Councils - including Employers' Panel		Leader Deputy: Portfolio Holder – Council and Corporate Co- ordination	Council
18	SPARSE – Rural Special		Leader	Council

	Interest Group		Substitute: Portfolio Holder - Economy & Assets	
19	Sport England Local Delivery Plan Partnership Oversight Group		Portfolio Holder: Economy & Assets	Economy & Assets / Tourism, Sports, Leisure & Culture

OUTSIDE BODIES - NOTE:

Further to the 2012 review undertaken initially by the Corporate Business Portfolio Holder's Think Tank and recommendations of the Overview and Scrutiny Committee which were supported by Cabinet at its meeting on 4 April 2012, formal appointment of councillor representatives to outside bodies will only now be made where the outside body meets one or more of the following criteria:

- a) The Council makes a financial contribution to the outside body;
- b) There is a clear need for the business of the outside body to be reported back to Council;
- c) The Council has a partnership relationship with the outside body

Council representatives formally appointed to outside bodies will engage with the relevant Portfolio Holder to ensure information is both fed back, and fed into, each outside body, panel and forum that meets the criteria for formal appointment.

In the case of outside bodies falling outside the criteria (including those listed below), the Democratic Services team will provide the contact details of the ward member(s)/member champion so that arrangements can be made direct;

Active Honiton
Budleigh Salterton Traffic Group
Campaign to Protect Rural England (Devon Branch)
Devon Conservation Group
Devon County Agricultural Association's Council
Devon Historic Buildings Trust
East Devon Local Children's Trust
Exmouth Local Nature Reserve Management Committee
Honiton Community & Arts Centre Project Working Group
Honiton Development Trust
Norman Lockyer Observatory Management Committee
Salisbury – Exeter Line side Consortium of Authorities
Sidmouth Traffic Management Plan
World Heritage Site Management Plan Steering Group

PATROLAJC – Parking and Traffic Regulations Outside London Adjudication Joint Committee (re Traffic Management Act 2004). No member appointment but the Council will continue to subscribe to this quasi-judicial body which appoints adjudicators to hear formal appeals against parking tickets in all councils (including EDDC) that use civil parking enforcement process.

List of meetings 2023-2024

Unless otherwise indicated meetings will normally be held online via the Zoom App. Meetings in orange are not open to the public and the public can be asked to leave other meetings on specified grounds.

2023															
2024															
Meeting	Day	Time	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Annual Council	Wed	6.00pm	24												8
Council	Wed	6.00pm			19			18		6		21		17	
Cabinet	Wed	6.00pm		7	12		6	4	1 29		3 31	28	27		1
Scrutiny Committee	Thu	6.00pm			6		7	5	2	7		1	7	4	
Overview & Scrutiny Committees joint budget meeting	Wed Thu	9.30am									10 11				
Overview Committee	Thu	6.00pm			20		14	12	9		18		21		
Strategic Planning Committee	Tue	10.00am	2	9	11	8	5	3 31		5	9	6	5	2 30	
Planning Committee	Tue	10.00am		13	18	22	26	24	21	19	30	27	26	23	
Audit & Governance Committee	Thu	2.30pm			27		21		23		18		21		
Housing Review Board	Thu	10.00am		15			14		16		11		14		
Licensing & Enforcement Committee	Wed	10.00am			19				15			7		3	
Standards Committee	Thu	10.00am		22				12			18			11	
Personnel Committee	Tue	10.00am			4			10			16			16	
Asset Management Forum	Mon	9.30am		19			4			4			4		
Budget Setting and Capital Allocations Panel	Thurs	9.30am		8			7			7			7		
Placemaking in Exmouth Town and Seafront Group	Tues	10.00am	30		25		12		7	12	23		19		
Poverty Working Panel	Mon	10.00am		26			18			11			18		
LED Monitoring Forum	Tue	various		27 6pm			19 10am				16 6pm			9 10am	
Recycling & Waste Partnership Board	Wed	10.00am			26			25			31			24	
Arts & Culture Forum	Wed	various		14 2pm					8 10am			28 10am			

Minute Item 29

STRATA Joint Executive Committee		4.00pm													
STRATA Joint Scrutiny Committee		4.00pm													