

# **LYNTON AND LYNMOUTH TOWN COUNCIL**

**Town Hall  
Lee Road  
Lynton  
EX35 6HT**

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**01598 752384**

DATE: 22 May 2026

## **PUBLIC NOTICE**

You are hereby summoned to attend a meeting of Lynton & Lynmouth Town Council on **Thursday 28 May 2026 at 7 pm.** This will be held in the main hall of the Town Hall.

Yours sincerely,

**K. A. Harris**  
**Town Clerk**

**To: Councillors**

A Hobbs (Mayor)  
L Logan (Deputy Mayor)  
J Atherton  
M Care  
T Manning  
J Patrinos  
B Peacock  
V Pugsley  
S Richards  
A Rodway  
L Wakeham

## **PUBLIC ACCESS TO INFORMATION**

Members of the public may attend this meeting during discussion of Part 1 of the agenda. Members of the public are entitled to see the background papers to any report in Part 1. Copies of any such papers will be supplied upon request on payment in advance of the copying charge.

## **AGENDA**

- 1. Election of Mayor**
- 2. Declaration of acceptance**
- 3. Election of Deputy Mayor**
- 4. Declaration of acceptance**
- 5. Public Question time.**  
Opportunity for members of the public to ask questions about items on the agenda. Persons may speak for 3 minutes with a total period of 20 minutes.
- 6. Apologies for absence**  
Councillors report valid reasons for non-attendance to Town Clerk prior to meeting.

- 7. Declaration of Members Disclosable Pecuniary Interests**  
Clerk to record any declarations of interest notified by members in respect of business specified on the agenda. A member may not participate in any discussion of a matter, or participate in any vote if they are present at a meeting and aware they have a disclosable pecuniary interest in the matter (S31; Localism Act 2011)
- 8. Minutes:**  
To approve as a correct record; minutes of the Full Council Meeting held on 30 April 2026.
- 9. Police:** To receive any observations of the local Police
- 10. Planning**  
**EXM/26/090/LBC – The Crown Hotel, Sinai Hill, Lynton**  
Listed building consent for the proposed replacement of existing chimney.  
<https://exmoor.planning-register.co.uk/Planning/Consult?applicationNumber=EXM%2F26%2F090%2FLBC>
- EXM/26/081/FULL – The Homestead, Ilkerton, Lynton**  
Proposed erection of mixed Agricultural and Equestrian use building  
[Planning: EXM/26/081/FULL - Online Register](#)
- 11. Annual Internal Audit Report 2025/26**  
To receive the report of the Internal Auditor and the Annual Internal Audit Report 2025/26  
To reappoint the Internal Auditor for the accounting year 2026/27
- 12. To Approve the Year End Accounts 2025/26**
- 13. To Receive the End of Year Bank Balance Sheet**
- 14. Annual Governance & Accountability Return Section 1 – Annual Governance Statement**  
To complete and approve the Annual Governance Statement Section 1 of the AGAR to be signed by the Chairman of the meeting and Town Clerk/RFO
- 15. Annual Governance & Accountability Return Section 2 – Accounting Statements**  
To receive and approve Section 2 of the AGAR to be signed by the Chairman of the meeting
- 16. Committee Reports**  
**To receive and consider reports of the following Committees:**
- |   |                           |
|---|---------------------------|
| <b><u>Estates and Amenities Committee</u></b> | <b><u>13 May 2026</u></b> |
| Minutes 356/25-362/25                         |                           |
| <b><u>Personnel Committee</u></b>             | <b><u>20 May 2026</u></b> |
| Minutes 363/25-365/25                         |                           |
| <b><u>Policy and Finance Committee</u></b>    | <b><u>20 May 2026</u></b> |
| Minutes 366/25-372/25                         |                           |
- 17. Councillor Co-option**  
Members to agree to a date for co-option process
- 18. Allotment Rules**  
Members to adopt updated Allotment Rules.

- 19. Lynton and Lynmouth Town Council Official Town Crier**  
Members to review the position and authorise a further 12 months.
- 20. Report from Councillors and other Council Committees**  
Councillors to advise and update Members on external matters and meetings
- 21. Motions: To consider any Notices of Motions in order of which they have been received**
- 22. North Devon Council:**  
Report of North Devon Councillor on District Council business in the Parish. To include Trade Waste update and request for TRO in Tors Road to be reviewed  
Enquiries of North Devon Councillor
- 23. Devon County Council:**  
Report of County Councillor on County Council Business in the Parish.  
Enquiries of County Councillor
- 24. Town Clerk**  
Report of the Town Clerk on Town Council business in the Parish  
Enquiries of Town Clerk
- 25. Adopt Risk Assessment for 2026/27, adopted by Policy and Finance minute number as agreed at Policy and Finance April, minute number 336/25**
- 26. Harbour Risk Assessment, as adopted by Harbour Board at meeting on 12 May 2026**
- 27. Register of Assets 2026/27, adopted by Policy and Finance, As agreed at Policy and Finance April, minute number 336/25**
- 28. Council Insurance Renewal**  
Council to choose which supplier for the Insurance and whether single year or multi year option.
- 29. Bank Signatories**  
Mayor, Deputy Mayor, Chair and Deputy Chair of Policy & Finance, Town Clerk and Finance Officer.
- 30. Adopt Standing Orders**  
New Council to adopt operating procedures for coming municipal year, as agreed at Policy and Finance April, minute number 336/25
- 31. Adopt Financial Regulations**  
To review the financial limits applicable to the Town Clerk (quotes, tenders etc), as agreed at Policy and Finance April, minute number 336/25
- 32. Adopt Code of Conduct**  
Council to recognise all members have undertaken to observe the Code of Conduct as published.
- 33. Committees 2026/27**  
To appoint Chairman, Vice Chairman and members to serve on the under mentioned committees for the ensuing municipal year:  
a) Estates & Amenities Committee  
b) Policy & Finance Committee

- c) Personnel Committee
- d) Appeals Committee

**34. Delegated Powers to be granted:**

- Policy & Finance Committee
- Estates & Amenities Committee
- E & A Planning Sub Committee
- Personnel Committee

**35. Representatives on Outside Bodies 2026/27**

**36. Meeting Timetable 2026/27**

**To Confirm:**

- Estates & Amenities – second Wednesday commencing 7pm
- Policy & Finance – third Wednesday, commencing 7pm
- Full Council – Last Thursday, commencing 7pm
- August Recess
- No Committee meetings in December, Full Council only.

**37. Questions**

Chair and Town Clerk to receive questions on topics of immediate importance not covered on the agenda of this Council meeting.