

**To all Members of Honiton Town Council**

You are hereby summoned to attend a meeting of **Honiton Town Council** to be held at the Town Council offices, The Beehive, Dowell Street Honiton on **Monday the 13<sup>th</sup> of March 2017 commencing at 7.00pm** for the purpose of transacting the following business

***Students from Honiton Community College will be presented with awards for outstanding achievement at 6.30pm prior to the meeting***

*There will be a period of prayer at 6.50 prior to the meeting to which all are invited*

1. To receive apologies for absence
2. To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda
3. To receive and resolve as a correct record the minutes of the Town Council meetings held on [13<sup>th</sup> February 2017](#) and [1<sup>st</sup> March 2017](#), copies of which are enclosed with this summons
4. The Council to resolve the following:  
"That under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B)" for the following confidential/exempt item which the Deputy Town Clerk recommends should be dealt with in this way:

Agenda 17: To receive the minutes of the meeting of the Employment Sub-Committee held on 10<sup>th</sup> March 2017 and to approve the recommendations contained therein

Reason for consideration in Part B: Exempt information relating to an employee is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B)

*The meeting will go out of session*

5. To receive the Police Report
6. To receive reports from District and County Ward Members
7. Public Question Time on items on the agenda - adjournment for 15 minutes (questions in writing please, to arrive at the Council Office by 12 noon on the day of this meeting)

*The meeting will go back into session*

### Part A matters for decision

8. To note the election of three Town Councillors for St Paul's Ward and to receive confirmation that the declarations of acceptance of office have been signed
9. Mayor's Announcements and Questions for the Mayor
10. To receive the minutes of the meeting of the Employment Sub-Committee, working with Cllr Perkins, the Town Clerk and the Deputy Town Clerk, held on 10<sup>th</sup> March 2017 and to agree the recommendations contained therein (*minutes to follow*)
11. To appoint two Councillors to the Finance Review Working Group to assist Cllr Brown, Cllr Perkins and Cllr Zarczynski (minute ref 17/309 and 17/319)
12. To receive and approve the minutes of the Policy Committee meeting held on [27<sup>th</sup> February 2017](#) (copy attached)
13. To note the minutes of the Neighbourhood Planning Steering Group meeting dated [25<sup>th</sup> January 2017](#) (copy attached)
14. To appoint Cllr Ken Hopkins to the Policy Committee
15. To receive reports from Members with special responsibilities
16. Deputy Town Clerk - To note correspondence received and to resolve any matters arising. The correspondence may be viewed at the Council Office ([list attached](#)) (late correspondence list to be tabled)

### Part B matters for decision

17. To receive the minutes of the meeting of the Employment Sub-Committee held on 10<sup>th</sup> March 2017 and to agree the recommendations contained therein (*minutes to follow*)
18. To close the meeting

Dated this 7<sup>th</sup> March 2017

*S.Jenkins*

Sarah Jenkins  
Deputy Town Clerk

### Reminder for Members

- You must declare the nature of any disclosable pecuniary interests. (Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
- Make sure you say what your interest is as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer'.)



- If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk or Deputy Clerk.
- Confidential information can be viewed at the Town Council Office during public opening hours of 10am – 1pm or by pre-arranged appointment for outside office hours.

**PLEASE NOTE THAT MEMBERS OF THE PUBLIC ARE WELCOME  
TO ATTEND THIS MEETING AS OBSERVERS**

**Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.**

**If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.**

**Members of the public exercising their right to speak during Public Question Time will be recorded.**

**Copies of this document are available in large print on request**

**COPIES OF ALL RELEVANT PAPERS MAY BE ACCESSED AT [www.honiton.gov.uk](http://www.honiton.gov.uk)  
OR VIA THE TOWN COUNCIL OFFICE**

