

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 25th September 2017 at 7:00 pm
for the purpose of transacting the following business

Dated this 20th September 2017



Nick Randle OBE FILCM
Acting Town Clerk

AGENDA

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 meeting held on 29th August 2017**
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 items which the Acting Town Clerk recommends should be dealt with in this way:

 - Item 20. To receive a report from the meeting with Bailly Partnership held on 15th September
Reason: Sensitive Commercial information is likely to be discussed which if disclosed at this stage might undermine the Council’s position and on balance the public interest is in discussing this in private session.
 - Item 21. To receive a report from the Beehive Overview Committee
Reason: Sensitive Commercial information is likely to be discussed which if disclosed at this stage might undermine the Council’s position and on balance the public interest is in discussing this in private session.
 - Item 22. *To receive a report from the acting Town Clerk following his organisational review. Exempt information relating to employees is likely to be disclosed and on balance the public interest is in discussing this item in private session.*

The meeting will go out of session

5. **Public Question Time for items on the agenda - adjournment for 15 minutes.** Questions relating to items on the agenda may be asked at the meeting at the discretion of the Mayor or meeting chairman. No more than 3 minutes will be allowed for any person speaking. The council may respond verbally at the meeting or subsequently in writing. Persons wishing to ask a question should notify the Clerk before the meeting so that they can be called and should fill out Public Question form which will be available at the meeting giving name, agenda item to be addressed and contact details in the event of a written response.

The meeting will go back into session

6. Mayors Announcements

7. To receive reports from District and County Councillors

Part A matters for decision

8. To consider applications from members of the community seeking to be considered for co-option as councillors and to decide a course of action in the event that there are outstanding vacancies

9. To consider the future of the Youth Centre following discussions between Cllrs Brown and Jones and representatives of the Community College and Devon County Council (ref minute 17/466)

10. To consider a quotation provided to the Mayor, to provide signage for the Town Council following agreement of designs (attached) (ref minute 17/447)

11. To receive a report and endorse the work of the allotments working group and to approve a proposed lease arrangement with Combe Estates to provide allotments. (attached)

Planning

12. To receive the minutes of the Planning Committee meeting held on 19 September 2017 and to endorse its decisions. (to follow)

Finance

13. To Authorise Payments in accordance with the Schedule (attached)

14. To consider the second tranche of grant applications for the current financial year (attached)

15. To receive a report on financial expenditure versus budget to 31st August 2017 (attached)

Policy

16. Review of Standing Orders (Recommended standing orders attached)



Recommended That the council adopts new standing orders based on model standing orders and proposals made by the Policy Committee

Councillor Motions

17. Cllr Kolek.

To receive a report from Honiton Hospital League of Friends and **consider the motion** that this council expresses its serious concern that Honiton Hospital beds are about to be closed and pledges to support the campaign to save the hospital.

18. Cllr Zarczynski

That due to security concerns the locks be changed on the town council offices with keys provided to staff and the cleaning company only. A spare key be placed in an accessible glass box so that it can be obtained in an emergency.

Correspondence

19. To note correspondence received and to resolve any matters arising. The correspondence may be viewed at the Council Office (to follow)

Part B matters for decision

20. To receive a report from the meeting with Bailly Partnership held on 15th September

21. To receive a report from the Beehive overview committee

22. To receive a report from the Acting Town Clerk following his organisational review.

23. To close the meeting

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 may 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
OR VIA THE TOWN COUNCIL OFFICE**

