


To all Members of Honiton Town Council

You are hereby notified of a meeting of **Honiton Town Council** to be held at the Town Council Offices, The Beehive, Dowell Street, Honiton on **Monday 12 August 2019 commencing at 7.00pm** to transact the following business

Dated this 6 August 2019



Mark Tredwin

Town Clerk

AGENDA

1. Apologies for absence

To receive and record any apologies and reasons for absence

2. Disclosable Pecuniary Interests

Members are reminded that if they have a Disclosable Pecuniary Interest on their register of interest relating to any item on the agenda, they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a Disclosable Pecuniary Interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

3. To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

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 a 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.**

4. **The Mayor's announcements.**
5. **To confirm the accuracy of the exempt minutes of the Extra-ordinary Full Council Meeting on the 1 July 2019.**
6. **To confirm the accuracy of the minutes of the Full Council meeting held on [8 July 2019](#)**
7. **Reports from District and County Councillors**
8. **Reports from Councillors with Special Responsibilities**
Only written reports submitted for the agenda will be discussed and noted
 - a. Cllr Kolek – [Single use plastics update report](#)
 - b. Cllr Kolek – [Devon Wildlife Conference report](#)
 - c. Cllr Sheridan-Shaw – [Dowell Street Corner Re-vamp](#)
 - d. Cllr Coombs and Cllr Taylor – [Roundball wood report](#)
9. **[Update Report](#)**

To update members on matters previously reported to this committee

PART A MATTERS FOR DECISION

Planning Committee and Human Resource Committee Minutes

10. To receive the minutes of the planning committee meetings held on [9](#) and [23 July](#) 2019
- 11 Human Resource Committee meeting Exempt minutes held on 15 July 2019

Resolutions from this meeting on 15 July

HRC19/20 - It was resolved to RECOMMEND to Full Council to appoint the market and general assistant to a permanent contract in accordance with the pay details identified in the report to the Human Resources Committee on the 15 July 2019.

This was Proposed by Cllr Darrant, seconded by Cllr Zarczynski and unanimously agreed.

HRC 19/21 - It was resolved to RECOMMEND to Full Council to amend the deputy town clerk's salary in accordance with the pay details identified in the report to the Human Resources committee on the 15 July 2019.

This was Proposed by Cllr Zarczynski, seconded by Cllr Sheridan-Shaw and unanimously agreed.

It was also suggested that members of full council might wish to make this effective from the 1 April 2019.

HRC 19/22 - It was resolved to RECOMMEND to Full Council to appoint an extra person that is willing to be employed on a casual basis to assist the market assistant for a one year trial period in line with the report submitted to the HR committee on the 15 July 2019.

This was Proposed by Cllr Sheridan-Shaw, seconded by Cllr Zarczynski and unanimously agreed.

Reports

12 [Community Use Building Funding Request](#)

For members to consider how they may financially assist the Community Interest Group with setting up and running the Community use building.

13 [Co-option of new councillors on to Honiton Town Council](#)

To agree the timetable for co-option of new councillors to Honiton Town Council

14 [Committee membership](#)

To make any further changes to committees as resolved at the Full Council meeting on the 13 May 2019 and then amended at Full Council on 8 July 2019

15 [Climate Emergency Declaration](#)

For members of Honiton Town Council to consider a motion from Cllr Kolek on the declaration of a climate Emergency.

16 [Information Kiosk](#)

For members to agree to setting up and running a joint community and tourism kiosk in Lace Walk.

17 [Container Report](#)

For members to consider the purchase of two storage containers,

18 Victory in Europe and Japan celebrations 2020

To inform members of the request from the Royal British Legion for HTC to work with various organisations to commemorate the two days on the 8 May 2020

19 Motion for individual's role as EDDC councillor to be considered

To enable all members to consider a motion put before Full Council by Councillors Zarczynski, Taylor and Coombs.

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.

PART B

20. Exempt Business

To move that under section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.

21 Agenda Item 19 Motion for individual's role as EDDC councillor to be considered

22 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