


**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 18 March 2019 commencing at 7.00pm** to transact the following business

**Students from Honiton Community College will be presented with awards at 7.00pm prior to the meeting commencing**

Dated this 12 March 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.**

*The meeting will go out of session*

**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.**

*The meeting will go back into session*

4. **The Mayor's announcements.**
5. **To confirm the accuracy of the minutes of the Full Council meeting held on [14 January](#)**
6. **Reports from District and County Councillors**
7. **[Reports from the Police](#) (recorded crimes and logs)**

The report from the police has yet to be received but has been requested in advance of the meeting.

8. **Reports from Councillors with Special Responsibilities**  
*Only written reports submitted for the agenda will be discussed and noted*

**8A - [Report from Councillor Edwards on the NALC Conference](#)**

**8B – [Report from Councillor Edwards on DALC Larger Councils Sub-Committee](#)**

**8C – [Report from Councillor Jones on Open arms East Devon](#)**

**8D – [Report from Councillor Sheridan-Shaw on Honiton Community Complex Board Meeting](#)**

9. **[Update Report](#)**

To update members on matters previously reported to this committee

## **PART A MATTERS FOR DECISION**

### **Planning Committee**

10. To receive the minutes of the planning committee meetings held on [5 February](#) and [26 February 2019](#)

## Finance

11. To receive Minutes of the Finance committee meeting held on [25 February 2019](#)

## Reports

12. [Payments and receipts Report](#)

For members to consider payments and receipts for January and February 2019.

13. [Internal auditors report](#)

To provide to members a report emanating from the internal auditors visit on the 12 February 2019.

14. [Risk assessment report](#)

To review progress on the re-writing of the risk assessments for the town council.

15. [Photocopier report](#)

For members to authorise officers to replace the existing photocopier and printing facilities with a more economic option at the end of the current contract.

16. [Market report](#)

To update members on the current position of the market and approve charges for the 2019-2020 Market stalls.

17. [Community use building report](#)

For members to consider whether to pursue taking on the ownership of the Community Use Building or to support the bid for a Community group to take it over.

18. [Community and Tourism Kiosk](#)

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

19. [Town twinning visit by Gronau to Honiton](#)

For members to decide whether to grant money to the Twinning association to help support activities for visitors from Honiton's twin town of Gronau.

20. **Update on the Lease and SLA dispute with Honiton Community Complex**

For members to be brought up to date with the outstanding debt owed to Honiton Town Council by Honiton Community Complex.

*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.*

**21. Land proposal report for Glenview**

To consider a letter from the owner of Land at Glenview in which the owner of the land sets out possible future plans for the land.

*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.*

**22. To consider land that has been offered for sale to the town council**

For members to consider an offer to purchase land that has been offered to the council.

*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**

**23. 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.*

**24. Agenda Item 21 - Update on the Lease and SLA dispute with Honiton Community Complex**

For members to be brought up to date with the outstanding debt owed to Honiton Town Council.

**25. Agenda Item 21 - Land proposal report for Glenview**

To consider a letter from the owner of Land at Glenview in which the owner of the land sets out possible future plans for the land

**26. Agenda item 22 - To consider land that has been offered for sale to the town council**

For members to consider an offer to purchase land that has been offered to the council

**27. 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](http://www.honiton.gov.uk) OR VIA THE TOWN COUNCIL OFFICE**