

To all Members of Honiton Town Council

A meeting of **Honiton Town Council** to which you are summoned, will be held via ZOOM on

Monday 8th February 2021 commencing at 7.00pm
to transact the following business

In accordance with the provisions of *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*, this meeting will be held remotely and Members of the Town Council and members of the public can access the meeting by taking the following steps:

Download this:

<https://zoom.us/j/97755953188?pwd=NkRNbGtmWGdkM1JFM1E3SzlWdzk5QT09>

Meeting ID: 977 5595 3188

Password: 842053

Date: 3rd February 2021

Stephen Hill

Stephen Hill
Town Clerk

AGENDA

This meeting will be recorded and recordings will be held for the purposes of preparing the Minutes by the Town Council. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If you wish to speak, please raise your hand and you will be invited to speak by the Deputy Clerk, at which point your microphone will be unmuted.

Voting will also take place by a show of hands and the Clerk will indicate that the votes have been noted.

If technical issues occur, the meeting may be paused to re-establish a connection. If a technological failure prevents the public from accessing the meeting or the meeting is no longer quorate, the Chairman may adjourn the meeting.

- 1. Apologies for absence**
To **RECEIVE** and record any apologies and reasons for absence.
- 2. Declarations of Interests**
To **RECEIVE** any declarations of interest.

Members are reminded that if they have a Disclosable Pecuniary Interest (DPI) (on their register of interest or otherwise) 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 DPI 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, leave and not Vote on the item and register the DPI within 28 days. Similarly, other Personal Interests should be declared at this meeting.

3. Dispensations

To **NOTE** the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

4 Public Question Time for items on the agenda

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 and normally up to a total of 15 minutes will be permitted. The council may respond verbally at the meeting or subsequently in writing.

Members of the public will be allowed to speak at the beginning of the meeting in the usual way. **To ensure the smooth running of the meeting, members of the public should provide their questions in writing prior to midday on the day of the meeting. Questions received after midday will not be tabled at the meeting.**

5. Minutes of the Full Council Meeting held on [8th January 2021](#) and [11th January 2021](#)

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meetings held on 8 January 2021 and 11th January 2021, as published and circulated with this Agenda.

6. Minutes of Council Committees

Council is asked to **NOTE** the draft Minutes of two Green & Open Spaces Committees dates [18 November 2019](#) and [23 November 2020](#)

7. Reports from District and County Councillors

Council is asked to **NOTE** (and may ask questions on) the report/s from District and County Councillors.

8. Reports from Honiton Town Council Members with Special Responsibilities

Council is asked to **NOTE** the report/s from Town Councillors with special responsibilities.

9. Correspondence – 12th January-3rd February 2021

Council is asked to **NOTE** correspondence (on matters not otherwise included on this Agenda) received by the Council since last Full Council.

1. Letter from Chairman/Trustee of the Millennium Green – thanks for Town Council grant
2. Letter from a member of the public regarding the footpath from Whitmore Way to Sidmouth Road, Honiton
3. Letter and update from Hospiscare – thanks for Town Council grant
4. Police Briefing – 1st February 2021

PART A MATTERS FOR DECISION

10. **[Devon Association of Local Councils \(DALC\)](#)**
Council is asked to **NOTE** the advisory newsletter from DALC (06/2021) with respect to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020; Scheme of Delegation; and Annual Meetings.
11. **[Annual Meeting of the Council](#)**
Council is asked to **NOTE** the DALC advice to hold an Annual Town Council meeting remotely before 7 May 2021.
12. **[Annual Town Meeting](#)**
Council is asked to **NOTE** the DALC newsletter regarding an Annual Town Meeting.
13. **[Grants 2020/21](#)**
At its meeting 11 January 2021 Council decided to invite new and clarify Applications received, for Grant funding 2020/21. Council is asked to **RESOLVE** award of any further Grants 2020/21, received by the extension deadline 29 January 2021.
14. **[Gate to Plate 2021](#)**
Council is asked to **NOTE** the report on the Gate to Plate event 21 August 2021.
15. **[The Beehive Parking](#)**
Council is asked to:
 - a. **RECEIVE** an update on The Beehive car park draft lease and management agreements
 - b. **DELEGATE** to the Town Clerk (in consultation with the Chairman and Deputy Chairman) to complete both the draft lease and management agreements HTC/EDDC and
 - c. **RESOLVE** to select Councillors to sign both the HTC/EDDC lease and management agreements.
16. **[Allotments](#)**
Council is asked to **RECEIVE** an update on S106 financial funding contribution.

- 17. Recruitment Policy & Procedure and Recruitment to Vacant Posts**
- a. Council is asked to **NOTE** that a draft Recruitment Policy & Procedure is planned to be taken to Finance & Policy Committee 22 February 2021 and brought back to Council for approval.
 - b. Council is asked to **DELEGATE** to the HR Committee, consideration of recruitment to vacant Establishment posts, to include proposed roles, job description /person specification, hours/cost, advertisement and recruitment timetable and to identify preferred candidates for recruitment to posts, with recommendations for confirmation of appointment brought to Full Council.
- 18. [Honiton Town Council Website](#)**
Council is asked to **DELEGATE** to the Town Clerk (in consultation with the Chairman and Deputy Chairman) to complete the draft specification for a replacement /upgraded Town Council website and to obtain tenders, to be brought back to Full Council for award of contract.
- 19. Appeal Committee**
- a. Council is asked to **APPOINT** Councillors to a proposed Appeals Committee.
 - b. Council is asked to **DELEGATE** to the HR Committee or Appeals Committee to prepare draft terms of reference for an Appeals Committee to be considered and agreed by that Committee and recommended to Council.
- 20. Freedom of Information (FOI) and Subject Access Requests (SAR)**
Council is asked to **DELEGATE** to the Town Clerk to respond to FOI and SAR requests including obtaining specialist advice when needed.
- 21. Request for Information from EDDC**
Council is asked to RESOLVE if it should ask (including if necessary via a FOI request) EDDC (1) to confirm that the correct number of verified signatures have been provided with its recently received Petition (which asks for a CGR), including that those signatures are confirmed from parish electors and (2) to describe its methodology for determining the correct number of signatures from parish electors on the Petition.
- 22. [Summary of Complaints to EDDC](#)**
Council is asked to **NOTE** the report of the EDDC Standards Committee which includes complaints made to the EDDC Monitoring Officer.
- 23. Purchase of ICT equipment and remote access**
Council is asked to **DELEGATE** to the Town Clerk (in consultation with the Chairman and Deputy Chairman) purchase of ICT equipment and remote access, from revenue budget, via the Council's retained ICT provider.
- 24. [Q2 2020/21 Financial Report](#)**
Council is asked to **NOTE** the Q2 2020/21 financial report.

25. [Interim External Audit report 2019/20](#) and [AGAR 2019/20 \(Amended\)](#)
Council is asked to **NOTE** the External Auditor's interim report 2019/20 and the amended Accounting Statement AGAR 2019/20.

26. [Accounts](#)
Council is asked to **RESOLVE** to approve the schedule of payments.

27. **Exempt Business**

*Council is asked to **RESOLVE** 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 items 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.*

PART B

28. **Proposal to Honiton Community Complex (HCC)**

Council is asked to:

- a. **DELEGATE** to the Town Clerk (in consultation with the Chairman and Deputy Chairman) to complete a response to HCC's letter dated 7 January 2021
- b. **RESOLVE** whether or not to accept the break clause; and
- c. **RESOLVE** to select Councillors to sign the completed response to HCC.

29. **Current Staffing Matters**

Council to **RECEIVE** an update on current staffing matters.

30. **Appeal Hearing**

Council is asked to **DELEGATE** to the Town Clerk appointment of an independent person to Chair an Appeal Hearing.

31. **Employment Tribunal (ET)**

Council is asked to:

- a. **RESOLVE** whether or not to issue a response to the ET;
- b. **DELEGATE** to the Town Clerk to instruct and authorise any required response (in consultation with and after taking advice from the Council's advisor); and
- c. **RESOLVE** to agree Council revenue costs up to £2k that may be incurred.

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

32. 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