

**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 March 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=NkRNbGtmWGdkM1JFM1E3Sz1Wdzk5QT09>

Meeting ID: 977 5595 3188

Password: 842053

Date: 3<sup>rd</sup> March 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 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 [8 February 2021](#)**

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

**6. Minutes of Council Committees**

Council is asked to **NOTE** the draft Minutes of Finance & Policy ([22 February 2021](#)) and Planning Committees ([2 February 2021](#) and [16 February 2021](#)).

**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 and including any feedback from the Allotments Working Group 5 February 2021.

**9. Correspondence – 3rd February-3rd March 2021**

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

**East Devon District Council**

1. Letter from the [Monitoring Officer](#) – Petition for Community Government Review.  
**Other**
2. Letter from a resident of Honiton regarding the Town Council Facebook Page.

**10. Councillor Gilson’s statement**

Council to **RECEIVE** a statement from Councillor Gilson.

**11. [Q3 2020/21 Financial Report](#)**

Council is asked to **NOTE** the Q3 2020/21 financial report.

**PART A MATTERS FOR DECISION**

**12. [Annual Meeting of the Council](#)**

Council is asked to **RESOLVE** the preferred date/time to hold an Annual Town Council meeting.

**13. [Annual Town Meeting](#)**

Council is asked to **RESOLVE** the preferred date/time to hold an Annual Town Meeting.

**14. [Recruitment Policy & Procedure](#)**

On the recommendation of Finance & Policy Committee 22 February 2021 Council is asked to **RESOLVE** to approve the Recruitment Policy and Procedure.

**15. [Consider the Grants Policy and Procedure 2021/22](#)**

On the recommendation of Finance & Policy Committee 22 February 2021 Council is asked to **RESOLVE** to approve the Grants Award 2021/22 Policy/Procedure.

**16. EDDC Local Plan Issues and Options Consultation (Background paper available on request)**

On the recommendation of Planning Committee 2 March 2021, Council is asked to **RESOLVE** to approve HTC’s comments on EDDC Local Plan Issues and Options stage consultation.

**17. Application for Registration of Community Asset**

That Council nominates the Honiton Livestock Market site at Silver Street, Honiton, for addition to the List of Assets of Community Value held by East Devon District Council and **DELEGATE** to the Town Management Committee.

**18. [Risk Assessment](#)**

On the recommendation of Finance & Policy Committee 22 February 2021 Council is asked to **RESOLVE** to approve the Policy, Strategy and [Risk Index](#).

**19. Delegation for Preparation of Risk Assessments**

In accordance with LGA 1972 s112 (5), Council is asked to **RESOLVE** to appoint Councillor Taylor as an officer of the Council without remuneration to prepare draft Risk Assessments for the Council.

**20. Earmarked Reserves (EMR)**

On the recommendation of Finance & Policy Committee 22 February 2021 Council is asked to **RESOLVE** to prepare the schedule of EMR.

**21. Procedures for Payments in line with Financial Regulations**

Council is asked to **RESOLVE** to endorse the decision of Finance & Policy Committee 22 February 2021 to confirm Councillor Zarczynski to electronically authorise payments with the Deputy Town Clerk and Councillor Taylor to sign/authorise the Schedule of Payments record and Councillor Carrigan to sign Reconciliations.

**22. [Accounts](#)**

Council is asked to **RESOLVE** to approve the schedule of payments.

**23. 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**

**24. [Honiton Town Council Website](#)**

Council is asked to **RESOLVE** to approve the appointment of a website contractor for a replacement /upgraded Town Council website.

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

Council to **RECEIVE** an update on agreement with HCC including costs of preparation of a variation to the lease and is asked to **RESOLVE** to authorise a £1,000 plus VAT payment in-line with HTC's indemnity.

**26. Current Staffing Matters**

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

**27. Appeal Hearing**

Council is asked to **DELEGATE** to an independent Chairman of an Appeal Hearing to make an Appeal decision on behalf of the Town Council.

**28. Complaint Hearing**

Council is asked to **DELEGATE** to an independent person/organisation for the purposes of hearing and deciding upon complaints on behalf of the Town Council.

**29. 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**