

**To all Members of Honiton Town Council**

A meeting of the **Town Management Committee** to which you are summoned will be held via Zoom on **Wednesday 24<sup>th</sup> 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:  
Join Zoom Meeting

<https://zoom.us/j/95125085730?pwd=dkFJb0dCSEpRWnBITXYrWDg3b0U3QT09>

Meeting ID: 933 5954 4586  
Passcode: 690578

Dated this 18<sup>th</sup> March 2021.

Heloise Marlow  
**Deputy Town Clerk**

**AGENDA**

1. **To elect a Chair of the Town Management Committee**
2. **To elect a Vice-Chair of the Town Management Committee**
3. **Apologies for absence**  
To **RECEIVE** and record any apologies and reasons for absence.
4. **Declarations of Interests**

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.

5. **Dispensations**

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

6. **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.**

## **PART A MATTERS FOR DECISION**

7. **Minutes of the Town Management Committee meeting held on 23<sup>rd</sup> September 2019.**

Committee is asked to **RESOLVE** to approve for accuracy the minutes of the Town Management Committee meeting held on the 23 September 2019, as published, and circulated with this Agenda.

8. **Tourist Information Centre**

Committee is asked to **CONSIDER** the options available for a Tourist Information Centre to be opened in Honiton and to provide **RECOMMENDATIONS** to Full Council for Approval.

9. **Bus Shelters: New Street and Sidmouth Road**

Committee is asked to **CONSIDER** the bus shelters in New Street and Sidmouth Road and to provide **RECOMMENDATIONS** to Full Council for Approval.

10. **High Street/Pottery Close Junction**

Committee is asked to **CONSIDER** a feasibility study for the installation of a replacement pipe at the junction of High Street and Pottery Close and to provide **RECOMMENDATIONS** to Full Council for Approval.

11. **Town Centre Water Channels**

Committee is asked to **CONSIDER** funding camera surveys and thereafter the possible restoration of the Town Centre water channels and to provide **RECOMMENDATIONS** to Full Council for Approval.

12. **Telephone Box – Joslin Road**

Committee is asked to **CONSIDER** options regarding the telephone box in Joslin Road and to provide **RECOMMENDATIONS** to Full Council for Approval.

13. **VR mail box – Congregational Church**

Committee is asked to **CONSIDER** options regarding the VR mail box in the wall of the Congregational Church and to provide **RECOMMENDATIONS** to Full Council for Approval.

14. **Registration of Honiton Livestock Market as a Community Asset.**

Committee is asked to **RESOLVE** to prepare the application for the Honiton Livestock Market site at Silver Street, Honiton to be added to the List of Assets of Community Value held by East Devon District Council.

15. **Honiton Hanging Baskets**

Committee is asked to **NOTE** the progress relating to the installation of Hanging Baskets in Honiton High Street in 2020/2021.

16. **Hot Pennies**

Committee is asked to **NOTE** the progress of the Hot Pennies event in 2021.

17. **Charter Day**

Committee is asked to **NOTE** the progress of the Charter Day event in 2021.

18. **Gate to Plate**

Committee is asked to **NOTE** the progress of the Gate to Plate event in 2021 and to **RESOLVE** to hold the event under the Honiton Market Charter.

19. **Recruitment Policy and Procedure**

Committee is asked to **NOTE** that the recruitment timescales, draft job description, and person specification for the role of market manager will be discussed at the Human Resources Committee meeting on the 22 March 2021 in accordance with Full Council Resolution 20/159.

20. **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 PRIOR TO THE MEETING AT [www.honiton.gov.uk](http://www.honiton.gov.uk) OR VIA THE TOWN COUNCIL OFFICE**