

**Honiton Town Council  
Policy Committee**

Minutes of the meeting of the Policy Committee held at the Town Council Offices, The Beehive, Dowell Street, Honiton on Monday 27<sup>th</sup> March 2017

**Members present**

**St Michael's Ward**

Cllr Sheila Edwards (Chairman)  
Cllr Ken Hopkins  
Cllr David Perkins  
Cllr John Taylor  
Cllr John Zarczynski

**St Paul's Ward**

Cllr Caroline Kolek

**In Attendance**

Sarah Jenkins – Deputy Town Clerk

**17/73 To receive apologies for absence**

Cllr Ashley Delasalle (P); Cllr Jackie Wadsworth (P)

**17/74 To receive declarations of interest and receipt of request for new DPI dispensations on items on the agenda**

None received.

**17/75 Confidential / exempt items**

There were no items to be dealt with in this way.

**17/76 Public Question Time on items on the agenda**

The Deputy Town Clerk confirmed that there were no public questions.

**Part A matters for decisions**

**17/77 To review the Standing Orders and specifically to identify items within the Standing Orders requiring revision. Such items to be considered over the next three months and a report prepared with recommendations for the Town Council**

The review of Standing Orders continued with discussion on the following sections:

4. Committees and sub-committees
5. Ordinary council meetings
6. Extraordinary meetings of the council and committees and sub-committees
7. Previous resolutions
8. Voting on appointments
9. Motions for a meeting that require written notice to be given to the Proper Officer
10. Motions at a meeting that do not require written notice

The provisions in these sections were reviewed and checked. Amendments to be proposed to the Town Council were agreed.

It was also agreed that, when Financial Regulations are reviewed, these should contain arrangements regarding bank signatories in an election year, if signatories are not re-elected as Town Councillors and until new signatories are in place on the bank mandate.

It was also agreed that Standing Orders should include clarification of the role and responsibilities of the Deputy Mayor in the Mayor's absence. This would be discussed at the appropriate section during the continuing review of Standing Orders.

**17/78 To close the meeting**

The meeting was closed at 8.33pm.