

HONITON TOWN COUNCIL

**Minutes of the Annual General Meeting of the Town Council held at the Town Council
offices, The Beehive, Dowell Street, Honiton on Monday 9th May 2016**

Present

St Michael's Ward

Cllr A Alder
Cllr S Edwards
Cllr J McNally
Cllr C Melbourne
Cllr D Perkins
Cllr J Taylor
Cllr J Wadsworth

St Paul's Ward

Cllr H Brown
Cllr Coombs
Cllr P Halse
Cllr C Kolek (Chairman)
Cllr J Lake
Cllr A Mountjoy
Cllr G Smith
Cllr K Smith

** District Councillor

In Attendance

Cllr Sara Randall-Johnson (Devon County Council)
Cllr Phil Twiss (East Devon District Council)
4 members of the public
1 member of the press – Mr Callum Lawton (Midweek Herald)
Chetna Jones – Town Clerk
Sarah Jenkins – Deputy Town Clerk

The period of prayer prior to the start of the meeting was led by Cllr Peter Halse

16/86 To elect the Town Mayor

Cllr G Smith nominated Cllr C Kolek and this was seconded by Cllr K Smith. Cllr Kolek accepted the nomination.

There were no other nominations. **IT WAS RESOLVED** to elect Cllr Kolek as Town Mayor (for 13; against 0; abstentions 2)

It was agreed that the Declaration of Acceptance of Office be signed by Cllr Kolek following the meeting.

16/87 To elect the Deputy Town Mayor

Cllr Mountjoy nominated Cllr Wadsworth and this was seconded by Cllr Lake.

Cllr Melbourne nominated Cllr Alder and this was seconded by Cllr G Smith.

Both candidates agreed that they did not wish to speak as they had submitted resumes prior to the meeting. *Cllr Alder and Cllr Wadsworth left the room.*

Following a vote **IT WAS RESOLVED** to elect Cllr Alder as Deputy Town Mayor (Cllr Alder 6 votes; Cllr Wadsworth 5 votes).

Cllr Alder and Cllr Wadsworth returned to the room.

The Mayor thanked Cllr Wadsworth for all her work and support during her time as Deputy Town Mayor.

It was agreed that the Declaration of Acceptance of Office be signed by Cllr Alder following the meeting.

Signed Chair

13th June 2016

16/88 To receive apologies for absence

Apologies were received from Cllr Harvey-Ingram (P), Cllr Hopkins (P) and Cllr Howard (P). Apologies were also received from Cllr Diviani (Devon County Council) and Cllr O'Leary (East Devon District Council).

16/89 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr Melbourne – Grant Applications List – member of Honiton Running Club - personal
 Cllr Wadsworth – Grant Applications List – Honiton 55+ Club – personal
 Cllr G Smith – The Beehive – Cllr undertakes maintenance work – personal
 Cllr Perkins – Director of the Beehive – personal
 Cllr Brown – Chairman Honiton Youth Club – personal
 Cllr Taylor – Advice received from Counsel – DPI – Cllr advised he will leave the meeting

16/90 To receive and resolve as a correct record the minutes of the Town Council meeting held on 11th April 2016 and the minutes of the Extraordinary Town Council meeting held on 21st April 2016

The following amendments were agreed:

Minutes of the meeting held on 11th April

Page 818 (16/69) – To insert the word 'Tesco's' before 'Store Manager in paragraph 2
 Page 821 (16/76) – Under Members with Special Responsibilities – Cllr Perkins – to amend the second sentence to read 'The Nostalgic Cinema will be trialled every month for the next twelve months'

Minutes of the meeting held on 21st April

Page 825 – Attendance – Cllr Mountjoy was not present at the meeting
 Page 825 – Cllr Taylor wished to record the fact that he was present before the start of the meeting as he was unaware that the agenda had been changed. Cllr Taylor left prior to the start of the meeting

The amended minutes of the Town Council meeting held on 11th April 2016 and the minutes of the Extraordinary Town Council meeting held on 21st April 2016 were approved by the Town Council and signed by the Mayor as a correct record.

16/91 Confidential items

It was agreed that there were four items which should be dealt with under Part B.

The Chairperson declared the meeting out of session

16/92 To receive the Police Report

A written report had been tabled. It was agreed that any comments should be directed to the Liaison Officer.

16/93 To receive reports from District and County Ward MembersDevon County Council

Cllr Randall-Johnson congratulated the Mayor and Deputy Mayor on their appointments. Cllr Randall-Johnson, as Chair of the People's Scrutiny Committee, welcomed the changes in Government Policy with regard to Academy Schools. Cllr Randall-Johnson responded to questions from Councillors.

East Devon District Council

Cllr Twiss also offered his congratulations to the Mayor and Deputy Mayor. Cllr Twiss highlighted the need for assistance from private landlords with accommodation for Syrian refugees and asylum seekers and would welcome information from anyone able to help.

Cllr Twiss responded to a question on grass cutting.

Cllr Randall-Johnson and Cllr Twiss left the meeting

16/94 Public Question Time on items on the agenda

The Town Clerk reported that no questions had been received.

The Chairman declared the meeting back in session.

16/95 Mayor's Announcements and Questions for the Mayor

The Mayor informed the Council that she had attended the following:

- Meeting with Neil Parish MP, the East Devon Development Officer and local traders regarding availability of commercial premises in the town
- Honiton Guides – women in politics talk
- Meeting with local equine therapy business
- Abbeyfield – presentation of certificate of excellence
- Tree planting ceremony with the Air Cadets
- Thelma Hulbert Gallery – yarn bombing for dementia awareness
- Mayor and Deputy Mayor – lunch to thank the Office Staff for their work during the past year

16/96 To receive, consider and approve the minutes of the Finance Committee held on 25th April 2016

Cllr Wadsworth proposed that the minutes of the Finance Committee held on 25th April 2016 be approved. This was seconded by Cllr G Smith.

In response to a query from Cllr Taylor, the Town Clerk confirmed that an additional quarterly report of income received on a monthly basis will be introduced.

Following a majority vote **IT WAS RESOLVED** to approve the minutes.

16/97 To resolve the following recommendations from the Finance Committee:

- a) To approve the list of payments raised for January 2016 for £10,598.83, February 2016 for £22,999.19, March 2016 for £13,974.27 and to ratify that the Finance Committee has confirmed that each month has been reconciled**

Cllr Wadsworth proposed that the lists of payments be approved and that the Town Council ratify that the Finance Committee has confirmed that each month has been reconciled. This was seconded by Cllr G Smith and **WAS RESOLVED** (1 against).

- b) To approve the Income/Expenditure for 2015/16 and Year End Accounts to 31st March 2016**

Cllr Perkins advised that the accounts had been prepared in the format approved by the Town Council.

It was noted that £246.00 is in reserves for Charter Day. It was agreed to approve the transfer of this sum from reserves in the current financial year.

The Town Council was advised that approval of the Year End Accounts to 31st March includes approval of the proposed allocations to reserves.

Cllr Perkins proposed that the Income/Expenditure for 2015/16 and Year End Accounts to 31st March 2016 be approved. This was seconded by Cllr G Smith and **WAS RESOLVED** (1 against; 1 abstention).

The Chairperson thanked Cllr Perkins for his work on the accounts.

- c) To confirm that the Town Council meets the requirements of Governance and Accountability for Small Authorities in England March 2016**

The Clerk emphasised the importance of the document which sets out the Council's responsibilities and advised Councillors of the changes in practice:

- The RFO now sets the dates for inspection of accounting records by the electors

- The Annual Governance Statement now forms Section 1 of the Annual Return and there is a need to understand the individual sections which together form the Annual Governance Statement

Cllr Wadsworth proposed that the Town Council confirm that it meets the requirements of Governance and Accountability for Small Authorities in England March 2016. This was seconded by Cllr G Smith and **WAS RESOLVED** (1 against; 3 abstentions).

The Chairperson reminded Councillors of the need to read all documentation prior to meetings.

d) To renew the Town Council insurance on a 5 year basis with Zurich Municipal

It was agreed that advice be taken from the insurance company on the forthcoming Insurance Act. It was also agreed that the Town Council should take out insurance at the lowest possible cost. Cllr Perkins proposed that the Town Council renew its insurance on a 5 year basis with Zurich Municipal. This was seconded by Cllr K Smith and **WAS RESOLVED** unanimously.

e) To agree to review the Internal Audit arrangements for 2016/17 and inform the current internal auditor that he may wish to tender as part of the review

Cllr G Smith proposed that the Town Council review the Internal Audit arrangements for 2016/17 and inform the current internal auditor that he may wish to tender as part of the review. This was seconded by Cllr Perkins and **WAS RESOLVED** unanimously.

It was further agreed that the Finance Committee would review tenders received and report back to the Town Council.

f) To agree that 50% of grants be awarded now and the remainder at a later stage if available

Cllr Perkins proposed that 50% of grants be awarded now and the remainder at a later stage if available. This was seconded by Cllr G Smith and **WAS RESOLVED** (1 abstention).

g) To agree the recommended amounts as specified on the Grant Applications List

A copy of the Grant Applications List had been circulated in advance. The Chairman of the Finance Committee confirmed that the grant applications had been closely scrutinised and recommendations had been made on the basis of the potential positive impact in the community.

Cllr G Smith proposed that the recommended amounts as specified on the Grant Applications List be approved. This was seconded by Cllr Perkins and **WAS RESOLVED** (1 against; 6 abstentions).

Cllr Brown left the meeting at 8.25pm

16/98 To note the resignation of Mr Vernon Whitlock as the Town Council's representative on the Board of Directors of Honiton Community Complex Limited

Cllr Perkins confirmed that Mr Whitlock had also resigned as a Director of the Beehive Hospitality company and that Mr Barry Simmonds and Mr Ian Browne had been appointed as Directors of the company.

Mr Whitlock's resignation was noted and it was agreed to write to Mr Whitlock to thank him for his service.

16/99 To receive the minutes of the Neighbourhood Plan Steering Group meeting held on 26th April 2016, and as per the recommendation therein, to appoint an additional Member of the Town Council to the Steering Group

The minutes of the Neighbourhood Plan Steering Group meeting held on 26th April 2016 were received and noted. **IT WAS RESOLVED** to appoint Cllr Coombs as a member of the Steering Group.

16/100 To receive, consider and approve the minutes of the Town Floral Display Working Group meetings held on 23rd March, 19th April and 26th April 2016

Cllr Melbourne left the meeting and then returned

The minutes of the meetings held on 23rd March, 19th April and 26th April were considered separately and were approved.

16/101 To review the terms of reference of Council Committees, Sub-Committees and Working Groups for 2016/17 and their delegation authorities and to resolve the following recommendations:

a) To agree to changes to the committee structures and membership numbers

A briefing paper had been circulated in advance setting out proposed Committee structures and membership numbers. Cllr Melbourne proposed that the changes to structures and membership be agreed as per the briefing paper. This was seconded by Cllr Edwards and **WAS RESOLVED** (3 against).

b) To agree terms of reference for each committee or group

Cllr Melbourne proposed that the terms of reference for each committee or group as set out in the briefing paper be agreed. This was seconded by Cllr Wadsworth and **WAS RESOLVED** (3 abstentions).

c) To agree delegated authority where required

Cllr K Smith proposed that delegated authority as set out in the briefing paper be agreed. This was seconded by Cllr Perkins and **WAS RESOLVED** (1 against; 1 abstention).

d) To agree names of members for each committee and working group

Where provided, resumes of committee and working group service by individual Councillors had been circulated in advance.

It was agreed that Members be appointed as follows:

Planning Committee

Cllrs R Coombs, K Hopkins, V Howard, J McNally, J Wadsworth, Cllr Kolek and Cllr Alder ex-officio as Mayor and Deputy Mayor

Policy Committee

Cllrs S Edwards, P Halse, J Lake, C Melbourne, A Mountjoy, D Perkins, K Smith, J Taylor, J Wadsworth, Cllr Kolek and Cllr Alder ex-officio as Mayor and Deputy Mayor

Finance Committee

Cllrs H Brown, L Harvey-Ingram, V Howard, D Perkins, G Smith, J Taylor, J Wadsworth, Cllr Kolek and Cllr Alder ex-officio as Mayor and Deputy Mayor

Open Spaces Working Group

Cllrs R Coombs, C Melbourne, G Smith, Cllr Kolek and Cllr Alder ex-officio as Mayor and Deputy Mayor

Emergency Planning Working Group

It was agreed that Mr L Bayliss remain a member of the Working Group.
Cllrs J Lake, C Melbourne, A Mountjoy, G Smith, Cllr Kolek ex-officio as Mayor

Risk Management Sub-Committee

It was agreed that Mr L Bayliss remain a member of the Sub-Committee
Cllrs H Brown, S Edwards, C Kolek

Employment Sub-Committee

The Chairperson proposed that membership should remain the same as the previous year and this was agreed.

Cllrs L Harvey-Ingram, C Kolek, C Melbourne

Street Market Overview Sub-Committee

Cllrs A Alder (trader representative), C Kolek, J Lake, G Smith, J Wadsworth

Community Complex Overview Sub-Committee

Cllrs P Halse, G Smith, J Wadsworth

Community Engagement Forum

St Paul's Ward – Cllr A Mountjoy; St Michael's Ward – Cllr A Alder

16/102 To confirm appointments of Council Members to Outside Bodies for 2016/17 and to assign Champions with Special Responsibilities

It was agreed that Members be appointed as follows:

| | |
|------------------------|----------------------------------|
| Allhallows Charity: | Cllr J McNally, Cllr J Wadsworth |
| Chamber of Commerce: | Cllr A Alder |
| Charter Day Committee: | Cllr J Lake, Cllr G Smith |
| Citizens Advice: | Cllr L Harvey-Ingram |

DALC Larger Councils Committee and DALC County Committee – Councillors were advised that other member councils are represented by Officers in addition to Councillors. Cllr Kolek proposed that the Town Clerk and Deputy Town Clerk also attend meetings. This was seconded by Cllr G Smith and **RESOLVED** unanimously.

| | |
|---|--|
| DALC Larger Councils Ctte: | Cllr S Edwards |
| DALC County Ctte: | Cllr S Edwards |
| Dementia Steering Group: | Cllr Kolek, Cllr G Smith, Cllr J Wadsworth |
| East Devon Community Safety Partnership (LAG): | Cllr Kolek, Cllr Wadsworth if Cllr Kolek is unable to attend |
| Honiton Community Complex Ltd Board of Directors: | Mr R Nix, Cllr D Perkins |

The Chairperson proposed that Mr R Nix be appointed as the Town Council's representative. Mr Nix, who was present at the meeting, outlined his background and experience. It was agreed that Mr Nix be appointed as the Town Council's representative in addition to Cllr Perkins.

| | |
|---------------------------|--|
| Honiton Festival: | Cllr A Alder, Cllr C Kolek |
| Honiton Together: | Cllr A Mountjoy |
| Honiton United Charities: | Cllrs A Alder, P Halse, V Howard, J McNally, K Smith, J Taylor |
| Library: | Cllr J McNally |
| Millennium Green: | Cllr H Brown, Cllr J Lake if Cllr Brown is unable to attend |
| Mullins Trust: | To be confirmed |
| Senior Citizens: | Cllr V Howard |
| Devon Senior Voice: | Cllr J Wadsworth, Cllr P Halse if Cllr Wadsworth is unable to attend |
| Thelma Hulbert Gallery: | Cllr C Kolek |
| St Michael's Tree Warden: | Cllr J McNally |
| St Paul's Tree Warden: | Cllr R Coombs |
| TRIP: | Cllr P Halse, Cllr J Wadsworth |
| Twinning: | Cllr V Howard, Cllr C Kolek |
| Youth Services: | Cllr H Brown |
| Hospital Friends: | Cllr C Kolek |

It was agreed that Champions with Special Responsibilities be assigned as follows:

| | |
|-----------------------|--------------|
| Arts & Culture: | Cllr A Alder |
| Crime: | Cllr G Smith |
| Health & Social Care: | Cllr C Kolek |

| | |
|-----------------------|---------------------------------------|
| Environment: | Cllr A Mountjoy, Cllr L Harvey-Ingram |
| Sports & Open Spaces: | Cllr C Melbourne |
| Education: | Cllr H Brown |
| Allotments: | Cllr K Hopkins |
| Footpaths: | Cllr R Coombs |

16/103 To confirm the dates of meetings to December 2017 (to ensure advance notice given to the Beehive)

The dates of meetings to December 2017 were noted and confirmed.

16/104 To confirm delegated Powers to the Clerk (annual requirement) and Deputy Town Clerk

Cllr Perkins proposed that the purchasing limits (5.b) be raised as follows:

5. The Clerk is empowered with regard to purchasing (Financial Regulations Section 3)
 b. To purchase items in support of the day to day running of the Town Council up to a value of £1,000 per item (or up to £5,000 by agreement with two of the following: the Mayor, the Deputy Mayor, the Chairs of the Policy & Finance Committees

This was seconded by Cllr Alder and **WAS RESOLVED** (2 against; 1 abstention).

16/105 To confirm that the Mayor, Deputy Mayor plus Chairs of Policy, Finance and Planning and other (if required to ensure 5 names are provided) as authorised signatories for the year 2016-17 until such time that electronic banking has been adopted by the Town Council and to authorise the Town Clerk to update the bank mandate once all names are known

Cllr Mountjoy proposed that the Mayor, Deputy Mayor plus Chairs of Policy, Finance and Planning be authorised signatories for the year 2016-17, including for electronic banking, and that the Town Clerk be authorised to update the bank mandate once all names are known. This was seconded by Cllr Kolek and **WAS RESOLVED** unanimously.

Cllr Alder left the room

16/106 To agree that the Chair of the Council or Chair of Finance Committee be authorised to approve the schedule of payments and to set up an arrangement where delegated authority is given on emergency matters

Cllr Wadsworth proposed that the Chair of the Council or Chair of the Finance Committee be authorised to approve the schedule of payments and that an arrangement be set up whereby delegated authority is given on emergency matters. This was seconded by Cllr Perkins and **WAS RESOLVED** unanimously.

Cllr Alder returned to the room

16/107 To receive, review and agree the request from Honiton Community Complex t/a The Beehive to convert Changing Places to a storage room

It was agreed (1 against) that the Changing Places facility should not be closed and that the matter of the need for additional storage and office space should be referred to the Community Complex Overview Sub-Committee to report back, with supporting information, to the next meeting of the Town Council.

It was also unanimously agreed that the Changing Places facility should be promoted by displaying the universal symbol wherever possible.

Cllr Halse left the meeting at 9.35pm

16/108 To note Correspondence receive and to resolved any matters arising. The list may be viewed at the Council Office (late correspondence to be tabled)

The list of correspondence received between 12th April and 2nd May had been circulated in advance.

Devon County Council

1. Transport co-ordination service – advice of withdrawal of funding for Bus Service 20 by Somerset County Council

East Devon District Council

2. The Knowledge – Issues 47, 48 & 49
3. Advice of the formal adoption of the Community Infrastructure Levy Charging Schedule

Other

4. Neil Parish MP – reply from the Post Office regarding the franchising of Honiton Crown Post Office
5. Hidden Needs Trust – Invitation to support founder in fundraising event
6. Letter from resident requesting information on surplus income from the Beehive
7. Parsons Brinckerhoff – advice of a speed review being undertaken along the A35 and request for comments
8. Letter from resident regarding ongoing legal action and the containment of costs
9. Letter from the Abbeyfield, Honiton who are seeking new volunteers to join their committee and for provision of services
10. Honiton Hospital Friends – Invitation to the Mayor to the opening of the new ‘Friends Room’ and for a member of the Town Council to be on the committee
11. Healthwatch Voices - issue 12
12. Bulletin on national developments and meetings – update from NALC
13. Honiton Hospital Friends – annual report
14. Notification of Beehive Director’s resignation
15. Letter from local resident volunteering an offer of help to the Council’s Committee’s
16. Government news – weekly newsletter
17. Statement from Honiton Senior Voice regarding Honiton Crown Post Office
18. Clerks and Councils Direct – issue 105
19. Housing and Planning Bill - Neighbourhood Right of Appeal and membership services for larger councils briefing – update from NA

Items 7. & 8. – it was noted that these items had been dealt with.

Items 12. & 18. – it was agreed to refer these items to the Planning Committee for further consideration.

Late Correspondence

Devon County Council

- a. Cllr Paul Diviani –May report
- b. Devon Local Flood Risk Management Strategy Update – April Newsletter
- c.. Parish Paths Partnership – Spring newsletter
- d. Community Resilience Forum

East Devon District Council

- e. The Knowledge issue 50
- f. Grounds maintenance and cleaning contracts
- g. New rent support grant information

Other

- h. Letter from the organiser of the Honiton Festival of Imagination advising of its success and a request that a Councillor attend future festivals
- i. DALC – May newsletter
- j. New Street – damaged bus shelter
- k. Government news
- l. Connecting Devon & Somerset – Live Parish Broadband Cabinets
- m. Heart of the South West Partnership – Stakeholder Briefing for May
- n. Local Councils Update – Issue 195
- o. The Clerk Magazine – Vol 47 No 3

16/109 Exclusion of the Press and the Public

Cllr Kolek proposed that the press and the public be excluded from the meeting. This **WAS RESOLVED** unanimously.

Cllr Kolek proposed that as there were several items still outstanding that the meeting be adjourned after the next item and re-convened on Wednesday 11th May at 7pm. This **WAS RESOLVED** unanimously.

Cllr Taylor left the meeting at 9.40pm.

16/110 Review of Advice from The Town Council's appointed Counsel

a) Ratify correspondence to 28th April 2016

Correspondence (received and sent) up to 28th April had been available for Councillors to view in advance of the meeting.

Cllr Perkins proposed that the letters be ratified by the Town Council. This was seconded by Cllr Alder and **WAS RESOLVED** unanimously.

b) Town Council agrees the next steps in line with Counsel's recommendations

Full recommendations were not available but Counsel had confirmed that it was likely that he will recommend that an Acknowledgment of Service is filed and served denying the Claimant's claim.

It was agreed to suspend Standing Orders and continue beyond 10pm in order to complete this item.

Cllr Kolek proposed that the Town Clerk under advice from Counsel instruct Foot Anstey to work in conjunction with the Town Clerk and Deputy Town Clerk to review all documentation and provide assistance where required. In addition the Town Clerk be given delegated authority to draw down on Reserves allocated for legal expense to pay costs associated with this work. This was seconded by Cllr Alder and **WAS RESOLVED** (2 abstentions).

Cllr Kolek confirmed that the Town Council recognised the time commitment and pressure on its employees and that Councillors should be mindful of this.

16/111 Adjournment of Meeting

The meeting was adjourned at 10.10pm