

HONITON TOWN COUNCIL

**Minutes of the Annual Meeting of the Town Council held at the Town Council offices,
The Beehive, Dowell Street, Honiton on Monday 8th May 2017 at 7.00pm**

Present**St Michael's Ward**

Cllr Ashley Delasalle
Cllr Sheila Edwards
Cllr Luke Harvey-Ingram
Cllr Ken Hopkins
Cllr Jill McNally
Cllr David Perkins
Cllr John Taylor
Cllr Jackie Wadsworth
Cllr John Zarczynski

St Paul's Ward

Cllr Henry Brown (Chairman)
Cllr Roy Coombs
Cllr Peter Halse
Cllr Vera Howard
Cllr Mike Jones
Cllr Caroline Kolek
Cllr Duncan Sheridan-Shaw
Cllr Graham Smith

In Attendance

Cllr Jenny Brown – East Devon District Council
Cllr Phil Twiss – East Devon District Council & Devon County Council
10 members of the public
2 members of the press (Mr P Hodges – Pulmans, Mr C Lawton – Midweek Herald)
Sarah Jenkins – Deputy Town Clerk

Prayers before the start of the meeting were led by Father Gerald Wilson.

17/359 Election of the Town Mayor and signing of the Declaration of Office

Cllr Smith proposed Cllr Delasalle be elected Town Mayor. This was seconded by Cllr Hopkins.

Cllr McNally proposed Cllr Zarczynski be elected Town Mayor. This was seconded by Cllr Jones.

Cllr Delasalle had previously submitted a written résumé and did not wish to speak. Cllr Zarczynski addressed the meeting. Cllr Coombs requested a recorded vote.

Cllr Delasalle and Cllr Zarczynski left the meeting

	Cllr Delasalle	Cllr Zarczynski	
Cllr Brown		X	
Cllr Coombs		X	
Cllr Darrant			Not present
Cllr Delasalle			Not present
Cllr Edwards	X		
Cllr Halse	X		
Cllr Harvey-Ingram	X		
Cllr Hopkins	X		
Cllr Howard		X	
Cllr Jones		X	
Cllr Kolek			Abstained
Cllr McNally		X	
Cllr Perkins	X		
Cllr Sheridan-Shaw	X		
Cllr Smith	X		

Signed Chair

12th June 2017

Cllr Taylor		X	
Cllr Wadsworth	X		
Cllr Zarczynski			Not present

Cllr Delasalle was elected Town Mayor.

Cllr Delasalle and Cllr Zarczynski returned to the meeting

17/360 Election of the Deputy Town Mayor and signing of the Declaration of Office

Cllr Harvey-Ingram proposed that Cllr Wadsworth be elected Deputy Town Mayor. This was seconded by Cllr Perkins.

Cllr Zarczynski proposed that Cllr Brown be elected Deputy Town Mayor. This was seconded by Cllr McNally.

Cllr Wadsworth had previously submitted a written résumé and addressed the meeting. Cllr Brown addressed the meeting. Cllr Coombs requested a recorded vote.

Cllr Brown and Cllr Wadsworth left the meeting

	Cllr Brown	Cllr Wadsworth	
Cllr Brown			Not present
Cllr Coombs	X		
Cllr Darrant			Not present
Cllr Delasalle			Abstained
Cllr Edwards		X	
Cllr Halse	X		
Cllr Harvey-Ingram		X	
Cllr Hopkins		X	
Cllr Howard	X		
Cllr Jones	X		
Cllr Kolek	X		
Cllr McNally	X		
Cllr Perkins		X	
Cllr Sheridan-Shaw		X	
Cllr Smith		X	
Cllr Taylor	X		
Cllr Wadsworth			Not present
Cllr Zarczynski	X		

Cllr Brown was elected Deputy Town Mayor.

Cllr Brown and Cllr Wadsworth returned to the meeting

The Town Mayor and the Deputy Town Mayor signed their Declaration of Acceptance of Office.

Cllr Delasalle made a statement and resigned as a Member of the Town Council.

Mrs Delasalle, Cllr Harvey-Ingram and one member of the public left the meeting at 7.15pm

Cllr Brown, as Deputy Town Mayor, took the chair.

It was agreed to take agenda item 8 – To receive reports from District and County Ward Members.

The Chairman declared the meeting out of session

17/361 To receive reports from District and County Ward MembersCllr Jenny Brown – East Devon District Council

Cllr Brown advised that she is working with the Deputy Town Clerk to progress the delivery of the new model for Tourism. Cllr Twiss' appointment as Deputy Leader of East Devon District Council will help promote the profile of Honiton.

Cllr Phil Twiss – East Devon District Council

Cllr Twiss was congratulated on his election to Devon County Council and his appointment as Deputy Leader of East Devon District Council.

The Chairman thanked Ward Members for attending.

Cllr J Brown and Cllr Twiss left the meeting at 7.26pm

The meeting went back into session

17/362 To receive apologies for absence

Apologies were received from Cllr Terry Darrant (A/L); Cllr Dean Barrow (EDDC)

17/363 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr Smith – undertakes maintenance work for the Beehive - personal

Cllr Perkins – Director of Honiton Community Complex Ltd -personal

17/364 To receive and resolve as a correct record the minutes of the Town Council meeting held on 10th April 2017

Cllr Smith proposed that the minutes of the meeting held on 10th April 2017 be approved as a correct record of the meeting. This was seconded by Cllr Zarczynski and **WAS RESOLVED.**

17/365 The Council resolved the following:

That under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting for the following agenda items:

Agenda item 22. (To receive, consider and approve the minutes of the meeting of the Finance Review Working Group held on 11th April 2017). Exempt information relating to a contract with another party is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B)

Cllr Perkins proposed that the minutes of the meeting of the Finance Review Working Group held on 2nd May 2017 be discussed in Part A. This was seconded by Cllr Brown and **WAS RESOLVED.**

The Chairperson declared the meeting out of session

17/366 To receive the Police Report

A written report had been received and would be circulated. It was noted that Cllrs could contact PCSO England directly and that contact details were held by the office.

17/367 Public Question Time on items on the agenda

The Deputy Town Clerk reported that a number of questions had been received.

Question 1

A member of the public presented their question as to whether the Members of the Town Council would promise to uphold the seven principles of public service.

Cllr Hopkins advised that Members should uphold the principles. Cllr Taylor advised that the principles have value judgements. Cllrs McNally, Hopkins and Jones affirmed that they would uphold the principles. Cllr Halse held integrity as vital to service. Cllr Brown upheld transparency above all.

Question 2

The Deputy Town Clerk read the question which asked when Cllr John Taylor would pay the full legal costs due to the Town Council and when the Council would publish the full extent of the legal costs incurred by the Town Council and Cllr Taylor and the costs owed by Cllr Taylor to the Council.

It was confirmed that Cllr Taylor had paid the legal costs as agreed to the Town Council and that the agreed amount had been paid in full.

Question 3

The Deputy Town Clerk read the question which asked why Cllr John Zarczynski is a member of the Finance Review working group when he was the Councillor appointed to oversee the build phase of the Beehive on a day to day basis and whether the integrity of the review is comprised because Cllr Zarczynski is effectively reviewing his own work.

Cllr Zarczynski reported that the Finance Review working group is reviewing the finances and not the build itself. Cllr Zarczynski advised that he was involved with the build and not financial issues. He is providing information to the working group from his involvement with the build, whereas it was the role of the RFO to oversee the finances. Cllr Kolek had proposed Cllr Zarczynski and Cllr Perkins as members of the working group in order to deal with division on the Town Council.

Question 4

The question was read by the Deputy Town Clerk and asked whether Cllr John Taylor would formally and publicly apologise to the Town Clerk for his "lack of respect for her of quite a grave kind" and for making "allegations of serious criminal misconduct by the Town Clerk which were entirely without foundation". [Mr Justice Edis]

Cllr Taylor advised that he would not be apologising to the Town Clerk as he believed that the evidence the Judge used was two years out of date and that it had not been necessary for the Town Council to borrow the additional funds.

It was re-iterated that the costs of the Judicial Review had now been settled.

Question 5

The Deputy Town Clerk read the question which asked whether the costs of the Judicial Review have been agreed and if the Town Clerk has received an apology from Cllr John Taylor. The question also asked why the Town Council had not passed a vote of censure or imposed any sanctions on Cllr Taylor, when the Council will publish the report on the Beehive build costs and why some Councillors were acting irresponsibly with respect to Council finances; voting against the appointment of Cllr Perkins as temporary RFO and voting against the budget for 2017-18.

Cllr Taylor responded that there was a strong likelihood that the creation of Honiton Community Complex Ltd was unlawful so that the precept demand would be unlawful. Cllr McNally advised that the budget included the £98,000 which she believed the Council had borrowed wrongly.

The Chairperson declared the meeting back in session.

PART A**17/368 Mayor's Announcements and Questions for the Mayor**

The outgoing Mayor, Cllr Kolek reported that she had attended the following

- 15th April – opening of the Accidental Vegan Café, judging of the Easter cake competition
- 22nd April – Abbeyfield Spring Fair
- 29th April – new tea rooms at Bovey Down Farm

Cllr Kolek advised that the restoration of the portrait of Juanita Maxwell-Phillips was complete and that the portrait would be returned to the Town Council office on 12th May.

The Mayor's charity fund would donate £1,000 towards the cost of a defibrillator for the town. Local businesses would be invited to donate the balance.

Cllr Kolek thanked the team at Tesco's for the donation from the March book sale towards the work of the Friends of Honiton Railway Station.

17/369 To receive, consider and approve the minutes of the Finance Committee meeting held on 24 April 2017 and to resolve the following recommendations from the Finance Committee:

- a. That the lists of payments for October, November, December 2016 and January, February, March 2017 be approved
- b. That the reconciliation report for the six months ended 31 March 2017 be approved
- c. That the grant applications as set out in the minutes be approved for payment
- d. That the budgeted amounts for grants as set out in the minutes be approved for payment

A copy of the minutes and supporting documents had been circulated previously. Cllr Smith proposed that the minutes be approved. This was seconded by Cllr Wadsworth and **WAS RESOLVED** (1 abstention).

Cllr Smith proposed that the lists of payments for October, November, December 2016 and January, February, March 2017 be approved. This was seconded by Cllr Hopkins and **WAS RESOLVED** (1 abstention).

Cllr Smith proposed that the reconciliation report for the six months ended 31 March 2017 be approved. This was seconded by Cllr Wadsworth and **WAS RESOLVED**.

Cllr Hopkins proposed that the grant applications as set out in the minutes be approved for payment. This was seconded by Cllr Wadsworth and **WAS RESOLVED**.

Cllr Smith proposed that the budgeted amounts for grants as set out in the minutes be approved for payment. This was seconded by Cllr Wadsworth and **WAS RESOLVED**.

17/370 To receive the minutes of the Neighbourhood Plan Steering Group meeting held on 29th March 2017

The minutes of the meeting had been circulated in advance and were noted.

17/371 To receive, consider and approve the minutes of the Town Floral Display working group meeting held on 18 April 2017

A copy of the minutes had been circulated in advance. Cllr Smith advised that three quotations had been considered and the working group had accepted the quote which provided best value. Cllr Hopkins proposed that the minutes be approved. This was seconded by Cllr Wadsworth and **WAS RESOLVED**.

17/372 To review the terms of reference of Council Committees, Sub-Committees and Working Groups for 2017/18 and their delegation authorities and to resolve the following recommendations:

- a. To agree the recommended changes to the committee structure and membership numbers
- b. To agree terms of reference for each committee, sub-committee or working group
- c. To agree delegated authority where required
- d. To appoint members to each committee, sub-committee and working group

The Chairman proposed that this item be deferred to the forthcoming Extraordinary meeting. This was seconded by Cllr Zarczynski and was agreed.

17/373 To confirm appointments of Council Members to Outside Bodies for 2017/18 and to appoint Councillors with special responsibilities

Cllr Taylor proposed that this item be deferred to the forthcoming Extraordinary meeting. This was seconded by Cllr McNally and was agreed.

17/374 To confirm delegated powers to the Town Clerk (annual requirement) and the Deputy Town Clerk

The current delegated powers, with recommended changes, had been circulated in advance. Cllr Hopkins proposed that the delegated powers as amended be approved. This was seconded by Cllr Edwards and **WAS RESOLVED**.

17/375 To confirm that the Mayor, Deputy Mayor plus Chairs of Policy Committee, Finance Committee and Planning Committee and other (if required to ensure 5 names are provided) be authorised cheque and online banking signatories for the year 2017-18 and to authorise the Town Clerk or Deputy Town Clerk to update the bank mandate once all names are known

It was noted that the current bank signatories continue until the bank mandate is changed. Cllr Smith proposed that the Mayor, Deputy Mayor and Chairs of Policy Committee, Finance Committee and Planning Committee be authorised cheque and online banking signatories for the year 2017 – 18 and that the Town Clerk or Deputy Town Clerk be authorised to update the bank mandate once all names are known. This was seconded by Cllr Wadsworth and **WAS RESOLVED**.

17/376 To agree that the Chair of the Town Council or the Chair of the Finance Committee be authorised to approve the list of payments

Cllr Smith proposed that the Chair of the Town Council or the Chair of the Finance Committee be authorised to approve the list of payments. This was seconded by Cllr McNally and **WAS RESOLVED**.

17/377 To agree to appoint Honoured Citizens in line with the Town Council's policy and to instruct the Deputy Town Clerk to make the necessary arrangements

Cllr Zarczynski proposed that Honoured Citizens be appointed in line with the Town Council's policy. This was seconded by Cllr Smith and **WAS RESOLVED**. The Deputy Town Clerk would make the necessary arrangements.

17/378 To discuss and agree to install a sign outside the Beehive in order to identify the Town Council offices

It was noted that this had been agreed previously and that AG Signs had kindly agreed to sponsor the sign. It was agreed that the Changing Places facility should be included on signage and on the Town Council's letter head.

Cllr Smith proposed that the sign should be installed. This was seconded by Cllr Wadsworth and **WAS RESOLVED**.

17/379 To note correspondence received and to resolve any matters arising

Devon County Council

1. A30 Honiton to Devonshire Inn recommended route leaflet
2. Updated measures to protect poultry against Avian Flu
3. Details of changes in areas covered by Neighbourhood Highways Officers
4. Flood risk management strategy update

East Devon District Council

5. Notification of planning permission for previous Town Council offices, New Street
6. Notification of application to hold a triathlon on 9th July, starting and finishing on Allhallows Field – deadline for comments 19th May
7. The Knowledge – issues 46, 47, 48

Other

8. Email from Talaton Pc regarding closure of local hospital beds
9. DALC newsletter 13 April

10. Blackdown Hills AONB newsletter Spring 2017
11. Healthwatch Voices – Spring 2017
12. NALC bulletins 13, 14
13. NALC – DIS newsletter 21st April
14. Details of the Zero Tolerance to Hate Crime Campaign (sent by the LAG)
15. Police & Crime Commissioner monthly report – April 2017
16. Details of the Devon Community Resilience Forum 7th June

Item 8. – the Deputy Town Clerk read the email from Talaton Parish Council. Cllr McNally proposed that the Town Council supports the views expressed. This was seconded by Cllr Hopkins and **WAS RESOLVED**.

Late correspondence

East Devon District Council

- a. Cabinet agenda for 10th May 2017
- b. The Knowledge issue 49

Other

- c. Letter from Honiton Community College regarding the Three Peaks Challenge *
- d. NALC bulletins – 16, 17
- e. DALC newsletter 2nd May
- f. Local Councils Update May 2017
- g. Update on Twinning matters – offers of hosting required for German visitors 26-29 June

Item c. – the letter from Honiton Community College regarding the Three Peaks Challenge was read and noted. It was agreed that this item be discussed further at the next Finance Committee meeting on 30th May.

17/380 To receive, consider and approve the minutes of the Finance Review working group meeting held on 2 May 2017 and to resolve the recommendations therein

A copy of the minutes had been circulated in advance to Councillors only.

Cllr Zarczynski set out the reasons, [\[as minuted and now in Part A attached via link\]](#), for the vote of no confidence in Cllr Perkins taken by the Finance Review working group.

Cllr Perkins responded to the reasons given for the vote of no confidence and the recommendation that he be removed as a member of the Finance Review working group. As Council appointed Director of Honiton Community Complex Ltd, of which the Town Council is a member, Cllr Perkins believed that he had the same level of personal interest as all other Town Councillors and that the interests of the Beehive and the Town Council are the same.

Regarding the Beehive build costs, Cllr Perkins advised that he had submitted a report to the Town Council in December 2013 showing a projected shortfall in funding.

As a member of the Finance Review working group, Cllr Perkins had sought information from Bailey Partnership and as temporary RFO had acted in the best interests of the Town Council regarding the final settlement of the account with Midas Construction Ltd.

Following further discussion, Cllr Zarczynski proposed that the recommendation that Cllr Perkins be removed from the Finance Review working group be approved. This was seconded by Cllr Coombs. A recorded vote was requested.

	CLLR	FOR	AGAINST	ABSTAIN
1	BROWN	X		
2	COOMBS	X		
3	DARRANT			Not present
4	EDWARDS		X	
5	HALSE		X	

Signed Chair

12th June 2017

6	HOPKINS		X	
7	HOWARD	X		
8	JONES	X		
9	KOLEK	X		
10	MCNALLY	X		
11	PERKINS			X
12	SHERIDAN-SHAW			X
13	SMITH		X	
14	TAYLOR	X		
15	WADSWORTH		X	
16	ZARCZYNSKI	X		

The motion was carried.

Cllr Perkins resigned as temporary Responsible Financial Officer, Council appointed Director of Honiton Community Complex Ltd and as a Member of Honiton Town Council.

Mr Perkins, Cllr Edwards and Cllr Halse left the meeting at 9.37pm

The press and the public left the meeting

PART B

Cllr Kolek proposed that the minutes of the Finance Review working group meeting held on 2nd May 2017 be approved. This was seconded by Cllr Hopkins and **WAS RESOLVED**.

Cllr Hopkins proposed that, as recommended, approval be given for the working group to meet with Bailey Partnership to discuss the final account for the Beehive build costs. This was seconded by Cllr Sheridan-Shaw and **WAS RESOLVED**.

17/381 To receive, consider and approve the minutes of the meeting of the Finance Review working group held on 11th April 2017 and to resolve the recommendation therein

A copy of the minutes had been circulated in advance to Councillors only. **IT WAS RESOLVED** to approve the minutes of the meeting. Cllr Wadsworth proposed that the recommendation of the Finance Review working group be approved. This was seconded by Cllr Hopkins and **WAS RESOLVED** (1 abstention).

17/382 To close the meeting

The meeting was closed at 9.53pm.