

HONITON TOWN COUNCIL

Minutes of the Full Council Meeting of the Town Council held via Zoom on 8th February 2021 at 7.00 pm.

Present

St Michael's Ward

Cllr J Taylor
Cllr J Zarczynski (Chairman)
Cllr J McNally
Cllr L Dolby

St Paul's Ward

Cllr R Coombs
Cllr C Gilson
Cllr P Carrigan

In attendance

Stephen Hill, Town Clerk
Heloise Marlow, Deputy Town Clerk
Cllr P Twiss EDDC/DCC
24 Members of the public

PART A

20/142 The Chairman welcomed Councillors and members of the public who were attending via ZOOM and confirmed that the meeting would be recorded. The Chairman also welcomed Stephen Hill as Honiton Town Council's new Town Clerk.

20/143 To receive apologies for absence.

Cllr V Howard (personal reasons).

20/144 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda.

None were received.

20/145 To note the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

None were made.

20/146 Public question time on items on the agenda

Cllr Zarczynski advised that due to time constraints all public questions would be answered in writing.

Mrs Howe confirmed that in view of the above she would waive her second question about the DALC newsletter.

Mrs Howe's questions – [click here](#)

In response to her question Cllr Zarczynski reiterated that she would receive a written response but confirmed that item 28 would be in Part B as it was a contractual matter and that the Clerk had set the agenda.

Mr John Burgess' question – [click here](#)

Cllr Zarczynski advised that the Town Clerk would respond to Mr Burgess in writing.

Mr Tim Bridger's question – [click here](#)

The Town Clerk confirmed that he would respond to Mr Bridger in writing.

20/147 To confirm the accuracy of the minutes of the Full Council Meeting held on 8th January 2021 and 11th January 2021

Members **RESOLVED** unanimously to approve the Minutes.

Proposed by Cllr Carrigan and seconded by Cllr Dolby.

20/148 Minutes of Council Committees

Members **NOTED** the draft Minutes of the two Green & Open Spaces Committee meetings on the 18th November 2019 and 23rd November 2020.

20/149 Reports from District and County Councillors.

Cllr Twiss provided the following report – [click here](#)

20/150 Reports from Honiton Town Council Members with Special Responsibilities

None were provided.

Due to technical issues Cllr Gilson left the meeting at 19h20.

20/151 Correspondence – 12th January – 3rd February 2021

Members **NOTED** the correspondence below:

1. Letter from Chairman/Trustee of the Millennium Green – thanks for Town Council grant
2. Letter from a member of the public regarding the footpath from Whitmore Way to Sidmouth Road, Honiton
3. Letter and update from Hospiscare – thanks for Town Council grant.
4. Police Briefing – 1st February.

Cllr Dolby left the meeting at 19h22 to assist Cllr Gilson.

As the meeting was no longer quorate, Cllr Zarczynski suspended the meeting at 19h23.

Cllr Dolby re-joined the meeting at 19h25 and the meeting resumed.

20/152 Devon Association of Local Councils (DALC)

Members **NOTED** the advisory newsletter from DALC (06/2021) with respect to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020; Scheme of Delegation; and Annual Meetings.

20/153 Annual Meeting of the Council

Members **NOTED** the DALC advice to hold an Annual Town Council meeting remotely before 7 May 2021.

20/154 Annual Town Meeting

Members **NOTED** the DALC newsletter regarding an Annual Town Meeting.

20/155 Grants 2020/21

Cllr Zarczynski confirmed that additional grant applications had been received but that further to a discussion with the Town Clerk, he was proposing to move those additional applications to the Council's next budget in April, as HTC had other financial commitments prior to the end of the financial year.

Members **RESOLVED** by 6 votes in favour to defer the consideration of these further grants to April 2021.

Proposed by Cllr Carrigan and seconded by Cllr Taylor.

20/156 Gate to Plate 2021

Members **NOTED** the report on the Gate to Plate event 21st August 2021.

20/157 The Beehive Parking

- a) Members **RECEIVED** the update on The Beehive car park draft lease and management agreements.
- b) Members **RESOLVED** by 6 votes in favour to **DELEGATE** to the Town Clerk (in consultation with the Chairman and Deputy Chairman) to complete both the draft lease and management agreements between HTC and EDDC.

Proposed by Cllr Taylor and seconded by Cllr McNally.

- c) Members **RESOLVED** by 6 votes in favour to nominate Cllrs Zarczynski and Carrigan to sign both the HTC/EDDC lease and management agreements.

Proposed by Cllr Taylor and seconded by Cllr McNally.

20/158 Allotments

Members **RECEIVED** the update on the S106 financial funding contribution.

Cllr Gilson re-joined the meeting at 19h35.

20/159 Recruitment Policy & Procedure and Recruitment to Vacant Posts

- a) Members **NOTED** that a draft Recruitment Policy & Procedure would be taken to the Finance and Policy Committee on the 22 February 2021 and then brought back to Full Council for approval.
- b) Members **RESOLVED** unanimously to delegate to the HR Committee, consideration of recruitment to vacant establishment posts, to include proposed roles, job description /person specification, hours/cost, advertisement and recruitment timetable and to identify preferred candidates for recruitment to posts, with recommendations for confirmation of appointment brought to Full Council.

Proposed by Cllr McNally and seconded by Cllr Carrigan.

20/160 Honiton Town Council Website

Members **RESOLVED** unanimously to delegate to the Town Clerk (in consultation with the Chairman and Deputy Chairman) to complete the draft specification for a replacement /upgraded Town Council website and to obtain tenders, to be brought back to Full Council for award of contract.

Proposed by Cllr Carrigan and seconded by Cllr McNally.

20/161 Appeal Committee

The Town Clerk recommended that no more than 3 Cllrs be appointed to the Appeal Committee and advised that those Cllrs would not be able to vote on any matter which would be referred to the Appeals Committee.

Cllr McNally asked whether the members of the Appeals Committee could be drawn from the HR Committee.

The Town Clerk confirmed that the members of the Appeals Committee could be drawn from any Council committee but recommended that the members of the Appeals Committee be separate from the members of the HR Committee.

Cllr Zarczynski proposed that the Appeals Committee should comprise of 1 Cllr and then the remainder be drawn from an outside independent company.

- a) Members **RESOLVED** unanimously to appoint Cllr McNally to the Appeals Committee with the remainder of the committee to be drawn from an outside independent body.

Proposed by Cllr Zarczynski and seconded by Cllr Carrigan.

- b) Members **RESOLVED** unanimously to **DELEGATE** to the HR Committee to prepare draft terms of reference for an Appeals Committee to be considered and agreed by that Committee and recommended to Council.

Proposed by Cllr Carrigan and seconded by Cllr Taylor.

20/162 Freedom of Information (FOI) and Subject Access Requests (SAR)

Members **RESOLVED** unanimously to **DELEGATE** to the Town Clerk to respond to FOI and SAR requests including obtaining specialist advice when needed.

Proposed by Cllr Zarczynski and seconded by Cllr Coombs.

20/163 Request for Information from EDDC

Members **RESOLVED** unanimously to ask (including if necessary via a FOI request) EDDC (1) to confirm that the correct number of verified signatures have been provided with its received Petition (which asks for a CGR), including that those signatures are confirmed from parish electors and (2) to describe its methodology for determining the correct number of signatures from parish electors on the Petition.

Proposed by Cllr Taylor and seconded by Cllr Coombs.

20/164 Summary of Complaints to EDDC

Members **NOTED** the report of the EDDC Standards Committee which includes complaints made to the EDDC Monitoring Officer.

20/165 Purchase of ICT equipment and remote access

Members **RESOLVED** unanimously to **DELEGATE** to the Town Clerk (in consultation with the Chairman and Deputy Chairman) the purchase of ICT equipment and remote access, from revenue budget, via the Council's retained ICT provider.

Proposed by Cllr Taylor and seconded by Cllr Dolby.

20/166 Q2 2020/21 Financial Report

Members **NOTED** the Q2 2020/21 financial report.

20/167 Interim External Audit report 2019/20 and AGAR 2019/20 (Amended)

Members **NOTED** the External Auditor's interim report 2019/20 and the amended Accounting Statement AGAR 2019/20.

20/168 Accounts

Members **RESOLVED** unanimously to approve the schedule of payments attached.

Proposed by Cllr Carrigan and seconded by Cllr McNally.

Members **RESOLVED** unanimously to take the following items into Part B.

Proposed by Cllr Dolby and seconded by Cllr McNally.

PART B

20/169 Proposal to Honiton Community Complex (HCC)

- a) Members **RESOLVED** unanimously to **DELEGATE** to the Town Clerk (in consultation with the Chairman and Deputy Chairman) to complete a response to HCC's letter dated 7th January 2021.

Proposed by Cllr Carrigan and seconded by Cllr McNally

- b) Members **RESOLVED** unanimously to accept the break clause.

Proposed by Cllr Carrigan and seconded by Cllr Gilson.

- c) Members **RESOLVED** by 5 votes for and with 2 abstentions to appoint Cllrs Carrigan and Taylor to sign the completed response to HCC.

Proposed by Cllr McNally and seconded by Cllr Gilson.

20/170 Current Staffing Matters

Members **RECEIVED** an update on current staffing matters.

20/171 Appeal Hearing

Members **RESOLVED** unanimously to **DELEGATE** to the Town Clerk the appointment of an independent person to Chair the forthcoming Appeal Hearing.

Proposed by Cllr Taylor and seconded by Cllr Carrigan.

20/172 Employment Tribunal (ET)

- a) Members **RESOLVED** unanimously to issue a response to the Employment Tribunal.

Proposed by Cllr Carrigan and seconded by Cllr Taylor.

- b) Members **RESOLVED** unanimously to **DELEGATE** to the Town Clerk to instruct and authorise any required response (in consultation with and after taking advice from the Council's advisor).

Proposed by Cllr Taylor and seconded by Cllr Coombs.

- c) Members **RESOLVED** unanimously to agree Council revenue costs up to £2,000.00 that may be incurred.

Proposed by Cllr Coombs and seconded by Cllr Taylor.

20/173 To close the meeting.

The meeting was closed at 20.45pm.