**HONITON TOWN COUNCIL**

[**AGENDA**](http://v4admin.visionict.com/Core/Honiton-Town-Council/UserFiles/Files/Agendas/Town%20Council/Town%20Council%20AGM%20May%2014-1.zip)

[**FINANCE COMMITTEE AGENDA (22/02/14)**](http://v4admin.visionict.com/Core/Honiton-Town-Council/UserFiles/Files/Agendas/Finance/Finance%20Cttee%20April%202014.zip)

**Minutes of the Annual Meeting of the Town Council held at the Town Council Offices on**

**Monday 12 May 2014**

**Present**

**St Michael’s Ward St Paul’s Ward**

Cllr Gary Elliot Cllr Vivienne Ash

Cllr David Foster Cllr Les Bayliss

Cllr Susan Groves Cllr Henry Brown

Cllr Peter Halse \*\* Cllr Roy Coombs

Cllr Sharon Pavey Cllr Peter Corke

Cllr John Taylor Cllr Caroline Kolek

 Cllr Les Lunt

 Cllr John Zarczynski

\*\* Also EDDC Councillor

**In Attendance**

4 Members of public

PCSO Dave Keeler

Press – Katy Griffin (Midweek Herald)

Market Manager

Chetna Jones - Town Clerk

Apologies received from Cllr Sara Randall-Johnson, DCC

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

**14/277 To elect the Town Mayor**

Cllr Taylor nominated Cllr Zarczynski and this was seconded by Cllr Lunt. Cllr Zarczynski accepted the nomination.

Cllr Corke nominated Cllr Halse and this was seconded by Cllr Ash. Cllr Halse accepted the nomination.

Cllr Lunt asked that a secret ballot be carried out. The Clerk confirmed that voting could only take place by show of hands unless otherwise stated in Standing Orders and as this was a mandatory item standing orders could not be suspended.

It was agreed that both candidates leave the room whilst the voting takes place.

Cllr Halse was duly elected as Mayor and it was agreed that the Declaration of Acceptance of Office be signed by Cllr Halse.

**14/278 To elect the Deputy Town Mayor**

Cllr Lunt nominated Cllr Zarczynski and this was seconded by Cllr Taylor. Cllr Zarczynski accepted the nomination.

Cllr Elliot nominated Cllr Bayliss and this was seconded by Cllr Pavey. Cllr Bayliss accepted the nomination.

It was agreed that both candidates leave the room whilst the voting takes place.

Cllr Zarczynski was duly elected as Deputy Mayor and it was agreed that the Declaration of Acceptance of Office be signed by Cllr Zarczynski.

Cllr Halse thanked Cllr Foster for his hard work during his term as Mayor.

**14/279 To receive apologies for absence**

Apologies were received from Cllr Nick Cornwell, Cllr Vernon Whitlock, and Cllr Vera Howard.

**14/280 To receive declarations of interest**

Cllr David Foster – Honiton Family Church (P) member

Cllr Ash - Community Complex Director (DPI) and Friends of Beehive member (P)

Cllr Pavey- Friends of Beehive member (P) and Transition Town Honiton member

Cllr Taylor – Financial duties of Honiton Town Council (P)

Cllr Coombs– Friends of Glen member

**14/281 Minutes of meeting held 12th April 2014**

The minutes, having previously been circulated, were amended to correct Cllr Howard as giving the twinning report and to add that Cllr Pavey requested further information from Cllr Twiss. The minutes were then approved and signed by the Chairman as a true record.

*The Chairman declared the meeting out of session*

**14/282 To receive the Police Report**

PCSO Dave Keeler provided a written report stating that there had been a total of 51 crimes between 14th April and 12th May 2014. This compared to the same period last year of 43 crimes. The crimes included 14 assaults, half of which were domestic, 1 theft of motor cycle, 1 theft from motor vehicle, 14 thefts (10 of which were shoplifting), 0 burglary from dwellings, 4 burglary other, 3 criminal damages,4 criminal damage to motor vehicle, 2 cause fear or provocation of violence, 1 breach of ASB order, 2 harassment offence, 1 false representation of cheque or card and 3 complaints of injury from a dog.

**14/283 Public Question Time**

The Clerk advised that no questions had been received.

*The Chairman declared the meeting back in session*

**14/184 Minutes of Finance meeting held 22 April 2014**

The minutes and finance report, having previously been circulated, were approved and signed by the Chairman as a true record.

**14/185 To resolve recommendations Finance Committee**

**IT WAS RESOLVED**

1. To approve the amendments to the Financial Regulations with the proviso that the addition of “best value” to section 6 Asset Control be investigated.
2. To approve the list of grants to award for 2014/15 but keep the remaining £517 in reserve. It was noted that the Tourist Information Centre was reducing the number of hours open as well as obtaining additional funding from the Chamber of Commerce.
3. To approve to upgrade the office computers but seek best value.
4. To approve the lists of cheques raised in January for £7,694.90, February for £183,562.90 and March for £373,666.64
5. To approve the income and expenditure to 31 March 2014 together with Reserves allocations spent for 2013-14

The clerk informed the Town Council that the over spend on the Beehive has resulted in the reserves being very low and the final cost for the project was still unknown. This concern has been raised with Bailey Partnership (Project Manager) who has confirmed that the costs incurred due to errors in either design or construction will need to be reviewed and HTC will not be expected to pay for these additional costs.

It was agreed that the contingency for a project of this size was very small and was used very early on when the steel works and surface drainage work was completed.

**14/186 Resignation of Mike Allen as Councillor of Honiton Town Council**

The resignation was noted and Cllr Halse thanked Mike Allen for all his efforts whist serving at Town Council.

**14/187 To review the terms of reference of Council Committees and Working Groups for 2014/15 and their delegation authorities and to resolve the following recommendations:**

1. To propose that every quarter consist of 2 Policy Committee meetings and 1 Finance Committee meeting
2. The Planning Committee remains in the same structure
3. To rename the Standards Committee to Employment Committee and to deal purely on employment matters
4. All Code of Conduct issues to go directly to the Monitoring Officer who will then advise the Mayor/Deputy Mayor on what actions to take (if any)

It was agreed that the committee members remain the same and Cllr Elliot reminded Councillors that the committees were open to all Councillors.

1. To work in partnership with the Chamber of Commerce and Tourist Information Office for the marketing of the Town and to assign Council representative(s) and the Town Clerk to this committee and to report back to Policy Committee

It was unanimously agreed that Cllr Corke, Cllr Pavey and Cllr Groves be assigned as Council representatives on this working group.

1. To propose the Street Market Committee be resurrected to deal with general matters relating to Honiton Street Market, assign Council Representatives and the Town Clerk to this Committee and to report back to Town Council. It was unanimously agreed to assign Cllr Pavey, Cllr Lunt and Cllr Taylor as Council representatives on this committee.

**14/288 Outside Bodies**

**IT WAS RESOLVED** that the following appointments of Council Members and actions be made to Outside Bodies for 2014/15

|  |  |  |
| --- | --- | --- |
| Allhallows Charity | Cllrs Foster & Brown |  |
| Allhallows Museum |  | HTC to enquire if representation should continue |
| Allotment Liaison |  | Allotments working group |
| Chamber of Commerce | Cllr Corke |  |
| Citizens Advice | Cllr Taylor |  |
| Development Trust | Cllr Ash (Trustee), Cllr Foster | 2 representatives required in total |
| Devon Assn L Councils Larger Cls Cttee | Cllr Howard |  |
| Devon Assn L Councils County Cttee | Cllr Ash | Check if 4 year term |
| Allhallows Charity | Cllr Brown | 1 representative required |
| Allhallows Museum | Cllr Zarczynski & Cllr Brown |  |
| Allotment Liaison |  | Emergency Planning working group |
| Honiton Festival | Cllr Corke | Mayor also invited to meetings |
| Honiton United Charities | Cllrs Halse, Howard, Whitlock, Elliot, Kolek, Zarczynski | Mayor ex-officio + 5 representatives required in total |
| Library | Cllr Pavey |  |
| Millennium Green | Cllr Lunt |  |
| P3 Footpaths | Cllrs Coombs & Taylor | 2 representatives in total |
| Roundball Wood | Cllr Whitlock | The Warden |
| Senior Citizens Social Committee | Mayor + Cllr Howard | HTC to enquire if representation should continue |
| Thelma Hulbert Gallery | Cllr Cornwell |  |
| Transition Town | Cllr Pavey |  |
| Tree wardens | Cllrs Coombs, Taylor, Bayliss & Brown |  |
| TIC | Cllr Corke & Mr Wright (Trustees) |  |
| TRIP | Cllr Halse & Cllr Zarczynski | 2 representatives in total |
| Twinning Association | Cllr Howard & Cllr Lunt |  |
|  |  |  |
| **HONITON TOWN COUNCIL CHAMPIONS 2014-15** |  |  |
| Disabilities | Cllr Kolek |  |
| Domestic Abuse | Cllr Pavey & Cllr Kolek | Forum meets every 2 to 3 months |
| Health & social care | Cllr Kolek |  |
| Recycling & waste disposal | Cllr Pavey |  |
| Sports | Cllr Elliot |  |
| Arts & culture | Cllr Groves |  |
| Young people | Cllr Zarczynski & Cllr Brown |  |

**14/289 Date of Meetings**

The Clerk had circulated an updated calendar of dates of meetings and it was agreed that a further Policy meeting be added in August and circulated.

**14/290 Delegated Powers to the Clerk and Deputy Clerk**

**IT WAS RESOLVED** that the delegated powers to the Clerk and Deputy Clerk be reconfirmed for the year 2014-15.

**14/300 To confirm that the Mayor, Deputy Mayor plus Chairs of Policy, Finance and Planning shall be cheque signatories for the year 2014-15**

**IT WAS RESOLVED** that the cheque signatories for the year 2014-15 be the Mayor, Deputy Mayor, Chair of Policy, Chair of Finance and Cllr Corke.

**14/301 To approve Honiton Sports Project 2014 proposals (report attached)**

Cllr Ash asked if by putting up the spectators’ safety barriers general users would be prevented from having access to the field?

*The Chairman declared the meeting out of session*

Andy Canniford from the Rugby Club explained that access would still be available and that the barriers were merely safety barriers for spectators. The matting would also provide wheelchair access.

*The Chairman declared the meeting back in session*

Cllr Bayliss asked whose responsibility it will be to maintain the barriers. The Clerk confirmed that this would be with the Rugby Club and should they no longer use the field this would revert back to East Devon District Council.

**IT WAS RESOLVED** that all 3 projects be put forward to East Devon District Council.

**14/302 To agree to be a partner in Honiton Together Project as per request and to agree a representative to work with other partners to move this project forward**

**IT WAS RESOLVED** that Honiton Town Council work in partnership with East Devon District Council and EDVSA and that Cllr Ash and Cllr Pavey be the Council representatives.

**14/303 To discuss the Transition Town Honiton Planting Group managing a small area of land at the rear of The Beehive (paper attached).**

**IT WAS RESOLVED** Transition Town Honiton be allowed to manage the small area of land at the rear of the Beehive for a Bee friendly garden. Cllr Coombs asked that he and Cllr Bayliss be consulted on any matters relating to the trees.

*Cllr Foster and Cllr Ash left the meeting.*

**14/304 To receive the Honiton Community Complex t/a The Beehive Directors’ Report for the Annual General Meeting and**

**a) To approve the dormant Company Accounts for the for the period to 31st march 2014**

**b) To appoint a representative to attend the AGM for the company and vote as per agreed mandate**

**IT WAS RESOLVED** that the minutes be noted and that the dormant accounts be approved. **IT WAS ALSO RESOLVED** that Cllr Kolek be the representative and vote on behalf of the Town Council at the AGM of the company.

**14/305 To receive a report from Honiton Community Complex t/a The Beehive**

The report was received.

**14/306 To receive details of skills needed for vacancy of 2 Directors for Honiton Community Complex t/a The Beehive and to identify any nominees with these skills and invite them to attend the next Town Council meeting**

The details of skills were noted and it was agreed that Honiton Community Complex Ltd t/a The Beehive be asked to define the skills which the clerk will display on the website. It was also agreed to publicise these skills through the local paper and social media.

**14/307 Correspondence**

**Correspondence received from 15th April 2014 to 6th May 2014**

**Devon County Council**

 **East Devon District Council**

1. The Knowledge, issue 46, 47 and 48 including details about trial for car valeting service in Honiton Lace Walk Car Park
2. East Devon District Council Forward Plan 1st May 2014 to 31st August 2014
3. Annual Meeting of the Council of the District of East Devon Wednesday 14th May at 6.30pm

**Other**

1. East Devon AONB – request to express an interest in two projects namely Gateway Signs and Undergrounding power lines
2. Thelma Hulbert Gallery – Exhibitions Programme for 10th May – 25th October
3. Clerks and Councils Direct May 2014 issue 93

**Correspondence received from 7th May 2014 to 12th May 2014**

**Devon County Council**

 **East Devon District Council**

1. The Knowledge, issue 44
2. East Devon District Council Countryside Newsletter Spring 2014

**Other**

1. PCC Quarterly Report May 2014 including changes to Police and Crime Plan for Devon
2. Local Councils Update May 2014
3. Letter from Honiton Twinning Association – New home for Twinning Charter and Gifts received from Twin Towns.

It was agreed that Cllr Kolek and Cllr Elliot investigate the matter of the housing the many plaques, portraits and gifts bestowed upon the Town.

**14/276 Close of Meeting**

The Chairman closed the meeting at 9.38pm.