

To all Members of Honiton Town Council

A meeting of **Honiton Town Council** to which you are summoned, will be held at The Beehive, Dowell Street, Honiton on **Monday 9th August 2021 commencing at 7.00pm** to transact the following business.

This meeting will be physical face to face without social distancing, which since July 2021 has been re-instigated. To view the relevant papers for an agenda item please click on the links shown.

Date: 4th August 2021

Stephen Hill
Stephen Hill
Town Clerk

AGENDA

If members of the public make a representation to the meeting or simply attend, they will be deemed to have consented to being audio recorded. Voting will also take place by a show of hands and the Clerk will indicate that the votes have been counted.

1. Apologies for absence

To **RECEIVE** apologies and **APPROVE** any reasons for absence.

2. Declarations of Interests

To **RECEIVE** any declarations of interest.

Members are reminded that if they have a Disclosable Pecuniary Interest (DPI) (on their register of interest or otherwise) relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a DPI in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting, leave and not Vote on the item and register the DPI within 28 days. Similarly, other Personal Interests should be declared at this meeting.

3. Dispensations

To **NOTE** the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

4. Public Question Time for items on the agenda

Questions relating to items on the agenda may be asked at the meeting, at the

discretion of the Mayor or meeting chairman. No more than 3 minutes will be allowed for any person speaking and normally up to a total of 15 minutes will be permitted. The council may respond verbally at the meeting or subsequently in writing.

Members of the public will be allowed to speak at the beginning of the meeting in the usual way. To ensure the smooth running of the meeting, members of the public should provide their questions in writing prior to midday on the day of the meeting. Questions received after midday will not be tabled at the meeting.

5. Reports from District and County Councillors

Council is asked to **NOTE** (and may ask questions on) the report/s from District and County Councillors.

6. Reports from Honiton Town Council Members with Special Responsibilities

Council is asked to **NOTE** the report/s from Town Councillors with special responsibilities.

7. Reports from Working Groups

Council is asked to **NOTE** any reports from Town Councillors on Working Groups.

8. Correspondence: 9th July – 4th August 2021

Council is asked to **NOTE** the following matters of correspondence (on matters not otherwise included on this Agenda) received by the Council since last Full Council (copies are available at the Council offices).

- a. [Honiton Hot Pennies Ceremony Committee](#) – letter of thanks for the Council's grant and general support for the ceremony
- b. [Honiton Charter Day Committee](#) – letter of thanks for funding this year's Charter Day
- c. [Hospiscare](#) – e-mail expressing thanks for their Council grant and report regarding technological equipment for King's House, Honiton
- d. [Honiton 729 Club](#) – thanks for grant

9. Letters from Honiton Primary School

Council is asked to **RESOLVE** what actions, and by whom, should be taken in response to letters received by the Town Council (see Correspondence 24 June 2021).

10. Minutes of the Full Council Meeting held on [15th July 2021](#).

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 15th July 2021 as published and circulated with this agenda.

11. Review Working Group

Meetings of the Review Working Group have taken place including on 27 July 2021 and 3rd August 2021. At its meeting on 17 June 2021 Council decided Members of the Review Working Group 21/42 vii. Council is asked to **RESOLVE** to approve the [Terms of Reference](#).

- 12. Update on Market Superintendent Role**
Council will **RECEIVE** an update on the voluntary role (Decision 21/82, 24 June 2021) to support the street market and advertising for a permanent member of staff: Market Superintendent.
- 13. Sandbags**
Council is asked to **RESOLVE** to approve the purchase, storage and advertising of sand and separately, sandbags available for public collection from the Council Beehive store.
- 14. Grants 21/22**
Council is asked to **RESOLVE** to approve the:
(a) [Grants Policy](#) including timetable/sequence; and
(b) open Applications for Grant funding 21/22.
- 15. Q1 2021/22 Financial Report**
Council is asked to **NOTE** the:
(a) [Q1 2021/22](#) financial report; and
(b) reconciliation of accounts to end June 2022 – [Current](#), [Nationwide](#) & [Savings Account](#).
- 16. Accounts**
Council is asked to **RESOLVE** to approve the [schedule of payments](#).
- 17. Exempt Business**
Council is asked to **RESOLVE** that under section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for items of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.
- 18. Delegation of Authority (Employment Tribunal case 1406620/2020)**
Council is asked to **RESOLVE** to approve the delegation of authority to the Town Clerk (in consultation with the Chair of HR Committee (suspended), Chairman and Vice Chairman) to respond to, provide information and commit the Town Council on all matters relating to the Employment Tribunal (case 1406620/2020) preliminary telephone hearing (September 2021).
- 19. Christmas Lights and Trees**
Council will **RECEIVE** an update on arrangements for Christmas Lights and Christmas Trees/Lights 2021.
(a) Council is asked to **RESOLVE** to convene a meeting of the Christmas Lights Working Group (including to **RESOLVE** to decide Members of the Working Group); and
(b) Council is asked to **RESOLVE** to approve, in accordance with clauses 11.1a) ii and 11.1c) of the Council's Financial Regulations, the requirement

- for competitive tendering, in respect of specialist provision of Christmas Lights and Trees/Lights, will be waived;
- (c) Council is asked to **RESOLVE** to award contracts for (i) PAT testing of Christmas Lights; (ii) provision, erection and removal of Christmas Trees/Lights; and (iii) erection and removal of Christmas Lights.

20. Market Superintendent

Council is asked to **RESOLVE** to confirm appointment of a Market Superintendent or otherwise agree arrangements for supervision of the street market.

21. To close the meeting

Reminder for Members

- You must declare the nature of any disclosable pecuniary interests. (Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
- Make sure you say what your interest is as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer'.)
- If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk or Deputy Clerk.
- Confidential information can be viewed at the Town Council Office during public opening hours of 10am – 1pm or by pre-arranged appointment for outside office hours.

**PLEASE NOTE THAT MEMBERS OF THE PUBLIC ARE WELCOME
TO ATTEND THIS MEETING AS OBSERVERS**

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

Members of the public exercising their right to speak during Public Question Time may be recorded.

Copies of this document are available in large print on request
COPIES OF ALL RELEVANT PAPERS MAY BE ACCESSED AT www.honiton.gov.uk
OR VIA THE TOWN COUNCIL OFFICE