

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 13th September 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 reinstigated.

Date: 8th September 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.

<p>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.</p>
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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 and to **RESOLVE** to approve any Recommendations from Working Groups (to be described at the Meeting).

8. Correspondence: 26th August – 5th September 2021

Council is asked to **NOTE** that there have been three 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).

1. [Charter Day](#)
2. [Hospiscare](#)
3. [Hot Pennies](#)

9. Minutes of the Full Council Meetings held on [31 August 2021](#).

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 31st August 2021 as published and circulated with this agenda

10. Co-option to Honiton Town Council

Council will consider [applications](#) for Co-option on to the Town Council and **ELECT** to the vacancy.

11. Motion

The following Motion has been submitted in accordance with Standing Orders 9 (a to h) for debate.

This Council would like to help the Chair in his battle with Social Media. The Chair often discusses that social media draws the completely wrong impression of him to the Public. During the meeting on the 9th of August, Chair said that he had collected approximately 440 screen shots which supported his claims. This Council therefore respectfully, suggests the following motion and asks the Chair to let members of the Council see these screen shots, so that we can evaluate his position, and see whether help can be provided to rectify the impression that Social Media creates of him.

Motion moved by Councillor David Munge

Date of submission: 23 August 2021

12. Public Toilets consultation from EDDC

Following Council 31 August 2021, the Clerk asked Councillors for their comments and using that information a draft consultation response has been prepared and is now presented to Council. Council is asked to **RESOLVE** to approve its consultation comments on the East Devon District Council consultation so that they can be provided by 1 October 2021:

[Public Toilet Review - East Devon](#)

13. Membership of Appeals Committee

At its Annual Council meeting 4 May 2021 Council agreed to establish an Appeals Committee. Council is asked to **RESOLVE** to approve the Councillor Membership on the Appeals Committee.

14. Council Structure

Council is asked to **RESOLVE**:

- a) further to Annual Council 4 May 2021 to establish a Strategy Committee;
- b) to elect Councillors for the Strategy Committee;
- c) to establish a Council Surgeries Working Group (to oversee, co-ordinate, organise and communicate the Resolution of Full Council 17 June 2021: 21/43); and
- d) to elect Councillors for the Council Surgeries Working Group.

15. Outside Bodies

At its meeting 31 August 2021 Council agreed the [Outside Bodies](#). Council is asked to **RESOLVE** to elect Members to Outside Bodies.

16. Special Responsibilities

At its meeting 31 August 2021 Council agreed the [Special Responsibilities](#). Council is asked to **RESOLVE** to elect Members to Special Responsibilities.

17. [Beehive Room Hire Cost](#)

Council is asked to **NOTE** that the charges for room hire at the Beehive have been increased in line with the terms of the SLA between HCC and HTC.

18. Freedom of Information Request To EDDC

Council has informally requested information from EDDC (10 May 2021) regarding the Community Governance Review (CGR), which affects Honiton and which information has not been provided (reported to Full Council 24 June 2021). Council is asked to **RESOLVE** to issue a Freedom of Information request to EDDC, requiring information relating to the CGR to be provided.

19. Corporate Risk Assessment

- a) Council is asked to **RESOLVE** to delegate to the Town Clerk to prepare a draft Corporate Risk Assessment (in consultation with 3 Councillors);
- b) Council is asked to **RESOLVE** which 3 Councillors will be consulted.

20. Accounts

Council is asked to **RESOLVE** to approve the [schedule of payments](#).

21. 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.

22. Employment Tribunal (case 1406620/2020)

Council will **RECEIVE** an update on the case against Honiton Town Council which has been presented to the Employment Tribunal including preparation of the risk assessment.

23. Town Clerk Hours of Work

Council is asked to **RESOLVE** to increase the Town Clerks hours of work to return to the normal and budgeted 30 hpw, which were temporarily reduced for a trial period in June 2021.

24. 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**