

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 11th October 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.

Download this:

<https://us06web.zoom.us/j/81015022194?pwd=alNGQW9HN3g1d2liblY2ZmQ0YXJFUT09>

Meeting ID: 810 1502 2194

Password: 677277

Date: 6th October 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 and to **RESOLVE** to approve any Recommendations from Working Groups (to be described at the Meeting, including approval of letter to Honiton Primary School and Letter to Sponsors of Christmas Lights).

8. **Correspondence: 6th September – 5th October 2021**

Council is asked to **NOTE** that there have been two 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. [Devon County Council – Footpath 27](#)
2. [Honiton Forward](#)

9. **Minutes of the Full Council Meetings held on [13 September 2021](#).**

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 13th September 2021 as published and circulated with this agenda.

10. **Membership on Committees**

- a) Council is asked to **RESOLVE** to approve Cllr Howard's inclusion on Committees.
- b) Council is asked to **RESOLVE** to approve the Terms of Reference for the [Strategy Committee](#)

- c) Council is asked to **AGREE** to approve any other people for the Market Working Group

11. EDDC Standards Hearing

Council is asked to **NOTE** the conclusions of the EDDC Standards Decision Notice Case: 2021/C15, 11 August 2021:
[decision-notice-mo2021-c15.pdf \(eastdevon.gov.uk\)](#)

12. Grants 2021/22

Council is asked to **RESOLVE** to:

- a) review the [Grant Applications 2021/22](#) as described in the [attached paper](#) and if necessary request further information from Grant Applicants; and
b) delegate authority to approve Grants 21/22 to the Finance & Policy Committee.

13. Innovation and Resilience Fund

Council is asked to **RESOLVE** to be a partner in a collaborative expression of interest with Sidmouth Town Council as lead partner to the EDDC Innovation and Resilience Fund as soon as possible and by no later than 18 February 2022 and then there will be a further process to develop the full application by no later than early March 2022.

Cllr. Louise Cole

Chair of Tourism and Economy Committee, Chair of Youth Provision Group
Sidmouth Town Council
[irf-policy-pv1.pdf \(eastdevon.gov.uk\)](#)

14. Beehive Room Hire Costs (deferred from meeting 13 September 2021)

Council is asked to **RESOLVE** to agree the [charges for room hire at the Beehive](#) have been increased in line with the terms of the SLA between HCC and HTC.

15. Motion: Queen's Platinum Jubilee

- a) Council is asked to **RESOLVE** to create the Queen's Platinum Jubilee Working Group; and
b) Council is asked to **RESOLVE** to vote councillors onto the working group.

The working group would be to gather interest from local residents and businesses so they can all work together to create a memorable street party for Honiton

Can councillors note that the Queens platinum jubilee is from Thursday 2nd June 2022 to Sunday 5th June, a four-day bank holiday. Street Parties are being planned across the UK for Sunday 5th June and local residents in Honiton are already starting to plan ahead for this. Honiton Town Council is interested to hear from any other residents/organisations that would like to come forward and help to arrange a party to remember.

Motion moved by Councillor Kate Cloke

Date of submission: 20 September 2021

16. Motion: Street Art

- a) Council is asked to **RESOLVE** to establish a Street Arts Working Group with the aim of raising funds, speaking to artists and gathering suggestions from local residents on what kind of street art they would like to see around the town in line with Honiton's history of lace and pottery but others may have other ideas.
- b) Council is asked to **RESOLVE** to vote councillors onto the Working Group.

Can Councillors note that I have been looking at various sites around Honiton with the consideration for more street art around the town. Street art is a way to make the town more attractive but is also proven to bring in more tourism and higher property prices. I have been in contact with the artist that did the mural by the library.

Motion moved by Councillor Kate Cloke

Date of submission: 20 September 2021

17. Motion: Littleton Field, Honiton

Council is asked to **RESOLVE** to request that EDDC repairs and updates the football amenities at Littleton Field, Honiton.

Motion moved by Councillor Anna Proszowska

Date of submission: 6 September 2021

18. Lace Walk Sculpture

Council is asked to **RESOLVE** to contribute to the cost of repair and fees up to a total unbudgeted sum of £2,000 + VAT and for annual maintenance up to an unbudgeted sum of £1,000 for the Lace Walk sculpture; previously resolved at Full Council 19 November 2020

19. Calendar of Meetings

Council is asked to **RESOLVE** to approve the [Calendar of Meetings](#) to April 2022.

20. [Budget Setting Timetable](#)

Council is asked to **RESOLVE** to:

- a) comment on the draft Budget Setting Timetable for 2022/23; and
- b) to delegate authority to approve the Budget Setting Timetable for 2022/23 to the Finance & Policy Committee.

21. [Policy Review Prioritisation and Timetable](#)

Council is asked to **RESOLVE** to:

- a) comment on the prioritisation list of policies to be reviewed and timetable of Committees to lead, and consider revisions in line with the Terms of Reference of the Review Working Group: "to undertake a review of standing orders, the Council's scheme of delegations, its communications policy and its current work programme"; and
- b) to delegate authority to approve the prioritisation list of policies to be reviewed and timetable of Committees to lead, to the Finance & Policy Committee.

22. **[Donation to Beehive Charity](#)**
Council is asked to **RESOLVE** to pay a £10 donation associated with membership of Beehive Charity. HTC Membership of the Charity is confirmed in the Articles of Association (including HTC as ex officio member).
23. **[Interim Report](#) on Costs of Constructing Allotments**
Council is asked to **NOTE** the estimated final costs of constructing allotments and **RESOLVE** to agree additional costs.
24. **[AGAR 2020/21](#) and Notice of the Audit and Right to Inspect the Annual Return**
Council is asked to **NOTE**:
a) that the Notice of the Audit and Right to Inspect the Annual Return has been published by end September 2021;
b) the External Auditor Report and Certificate 2020/21; and
c) [PKF Littlejohn fee](#).
25. **Accounts**
Council is asked to **RESOLVE** to approve the [schedule of payments](#).
26. **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.
27. **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.
28. **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 draft risk assessment and update following the Preliminary Telephone Hearing and will be asked to **RESOLVE** several matters relating to the case.
29. **Employment Tribunal (case 1885/2021)**
Council will **RECEIVE** an update on the case against Honiton Town Council which has been presented to the Employment Tribunal and **RESOLVE** matters relating to the case.
30. **Employment Tribunal (case 1851/2021)**
Council will **RECEIVE** an update on the case against Honiton Town Council which has been presented to the Employment Tribunal including Preliminary

Telephone Hearing, witnesses, availability and **RESOLVE** matters relating to the case.

31. 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**