

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 **Thursday 24th June 2021 commencing at 7.00pm** to transact the following business.

This meeting will be physical face to face, which since early June 2021 has been reinstigated. Council meetings must be face to face and in public. The Beehive venue is available and suitable precautions will be taken to maintain social distancing and hygiene. The capacity of the venue will be limited to approximately 30 individual members of public and therefore may not accommodate safely all members of the public who wish to attend. Please arrive at 6:00pm; seats will be provided once registered and on a first come, first seated basis.

Date: 18th June 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** and record apologies and 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. **Correspondence: 27th May – 18th June 2021**

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

Devon County Council

a. [Notification of Modification Order](#) – Footpath 27, Honiton – from the A375, Sidmouth Road proceeding generally east south-eastwards along a tarmac path to meet Whitmore Way

Other

b. [Request for renewal of Charity Membership of HCC](#)

c. [ICO letter](#) about Data Breach

d. [Honiton Community Spaces](#) (CUB) – grant funding award January 2021

e. [Minister of State](#) – Platinum Jubilee Civic Honours Competition

f. [Letter from a member of the public](#) requesting that the Council acknowledge the work done by groups and individuals in the town during the Covid19 pandemic and that they will work to ensure future hope for the town

g. Letters from Honiton Primary School Children regarding recycling of Plastics.

8. **Minutes of the Full Council Meetings held on 3rd June 2021 (before adjournment)**
Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 3rd June 2021 (before the meeting was adjourned), as published and circulated with this agenda.
9. **Request Regarding Community Governance Review**
Council is asked to **NOTE** that HTC contacted EDDC MO again on 9 June 2021 to request an update on the CGR and was advised that an update will be provided to HTC following a meeting w/b 14 June 2021.
10. **Car Park at Beehive**
Council is asked to **NOTE** that HTC contacted EDDC MO again 5 June 2021 to ask for an update; HTC provided the signed lease and management agreement to EDDC 9 April 2021.
11. **Market Fees Update**
Council is asked to **NOTE** that at its meeting 26 April 2021 Council decided to charge a reduced market rent for a trial period from 1 June 2021; implementation of that is delayed until the appointment of a Market Superintendent.
12. **Progress on Appointment of Market Superintendent**
Council is asked to **NOTE** that HR Committee has been given delegated authority to progress recruitment, which is at external advertisement stage.
13. **Market H&S Assessment Commission**
At its meeting 26 April 2021 Council (Minute 20/221) decided to appoint consultant/s to assess H&S at the Street Market with an unallocated revenue budget. Council is asked to **NOTE** that a price for the H&S has been obtained.
14. **NALC/DALC advice re Chairman's Resignation**
At its meeting 3rd June 2021 Council decided to ask for advice from NALC. Council is asked to **NOTE** to advice received from DALC.
15. **Website go live**
Council is asked to **NOTE** that the Honiton Town Council new website went live on 12 June 2021.
16. **Insurance Renewal**
Council is asked to **RESOLVE** to approve Insurance Renewal.
17. **Q4 2020/21 Financial Report and Earmarked Reserves (EMR) 2021/22**
Council is asked to **NOTE** the:
 - (a) Q4 2020/21 financial report;
 - (b) reconciliation of accounts to end March 2021 – Current, Nationwide & Savings Account; andCouncil is asked to **RESOLVE** to approve the schedule of Earmarked Reserves (EMR) 2021/22.

18. [Internal Audit report](#)
Council is asked to **NOTE** that the Internal Auditor undertook the [internal audit](#) by 1 June 2021 and has provided the AGAR Annual [Internal Audit Report](#) 2020/21.
19. [AGAR 2020/21](#)
Council is asked to consider, complete and to approve the AGAR 2020/21, Part 3 (to be signed at a later date by the Chairman and Clerk and provided to the External Auditor and Published by the Town Council by 1 July 2021):
- a. **RESOLVES** to approve Section 1: Annual Governance Statement 2020/21; and
 - b. **RESOLVES** to approve Section 2: Accounting Statement 2020/21.
20. **Delegation of Street Market Operation**
In accordance with LGA 1972 s112 (5), Council is asked to **RESOLVE** to appoint Councillor Taylor as an officer of the Council without remuneration to operate the Street Market when required.
21. **HTC Attendance at Honiton Show**
Council is asked to **RESOLVE** to confirm attendance arrangements by Honiton Town Council at the Honiton Show on 5th & 6th August 2021.
22. [Accounts](#)
Council is asked to **RESOLVE** to approve the schedule of payments.
23. **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.
24. **Access to Council's Solicitor and Staff**
EDDC's Monitoring Officer has appointed a solicitor to undertake an investigation into a complaint that it has received citing Honiton Town Councillors; Council decided at its meeting 3rd June 2021 to distribute to Councillors a legal response (ground of defence). Council is asked to **RESOLVE** approving provision of that legal response to EDDC's solicitor and access to Council employees.
25. **Employment Tribunal (case 1406620/2020)**
Council is asked to **NOTE** assessments from its legal advisors.

26. Employment Tribunals (case 1885/2021)

Council is asked to **RESOLVE** to decide whether or not to respond to the Employment Tribunal by early July 2021 regarding a claim against the Town Council.

27. Employment Tribunals (case 1851/2021)

Council is asked to **RESOLVE** to decide whether or not to respond to the Employment Tribunal by early July 2021 regarding a claim against the Town Council.

28. Officer Resignation

Council is asked to **NOTE** the resignation of a member of staff from mid-June 2021.

29. Complaint

Council is asked to **NOTE** that the Council has received a complaint, which will be managed in line with the Complaints Procedure and the Appeals (Complaints) Committee.

30. 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**