

**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 **Tuesday 31st 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: 25<sup>th</sup> 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 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. Planning Appeal (Honiton Cattle Market, Silver Street): Appeal 3270077**  
Council will **RECEIVE** a [report](#) from Councillor/s who attended the virtual Appeal Hearing from 19 July 2021; Decision 21/104, 15 July 2021.  
<https://planning.eastdevon.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QJ6HYHGHHTD00>
- 9. Correspondence: 5th August – 25<sup>th</sup> 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).  
**No Correspondence Received**
- 10. Minutes of the Full Council Meeting held on [9<sup>th</sup> August 2021](#)**  
Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 9<sup>th</sup> August 2021 as published and circulated with this agenda.
- 11. Public Toilets consultation from EDDC**  
Council is asked to **RESOLVE**:  
a) to approve its comments by 1 October 2021 on the East Devon District Council consultation; or  
b) to delegate authority to the Town Clerk to provide comments by 1 October 2021 on the East Devon District Council consultation, in consultation with 3 Councillors (to be elected);  
[Public Toilet Review - East Devon](#)

**12. Standing Orders: Review Working Group**

Meetings of the Review Working Group (WG) continue to take place. At its meeting on 17 June 2021 Council decided Members of the Review WG: 21/42 vii. The Terms of Reference for the WG includes amongst other things “To undertake a review of Standing Orders .....” Council is asked to review, revise as necessary and **RESOLVE** to approve the attached revised Standing Orders.

**13. Market Working Group**

As a valuable asset to the town, the Council is asked to **RESOLVE** to:

- a) establish a Market Working Group (to create oversight of the Market management, and guidance to the Town Clerk as to the development of the Street Market); and
- b) elect Councillors for the proposed Market Working Group.

**14. Membership of Committees**

Council is asked to review, revise as necessary and **RESOLVE** to approve the Councillor Membership on each Committee:

Finance & Policy Committee  
Green & Open Spaces  
Town Management Committee  
Planning Committee  
HR Committee (Chairmen of other Committees)

**15. Temporary Suspension of Committees**

Council is asked to **RESOLVE** to remove the temporary suspension of Committees which was implemented in line with Resolution 21/42 iii: Focus on Governance Structure.

**16. Outside Bodies**

Council is asked to **RESOLVE** to approve to which outside bodies Councillor representative/s will be proposed.

*Note: It is planned that Council will be asked to Resolve to propose appointment of Members to outside bodies at its next meeting planned for 13 September 2021.*

**17. Special Responsibilities**

Council is asked to **RESOLVE** to approve a list of Special Responsibilities.

*Note: It is planned that Council will be asked to Resolve to nominate Member/s to those Special Responsibilities at its next meeting planned for 13 September 2021.*

**18. Internal Audit**

Council is asked to **RESOLVE** to approve the appointment of IAC Audit & Consultancy Ltd. (IAC) for Internal Audit services:

- a) at £770 for 2021/22; or

b) for 3 years from and including 2021/22 at a 5% discount.

**19. Accounts**

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

**20. 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.

**21. 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 and **RESOLVE** matters relating to the case.

**22. 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 including defence, assessment of likelihood of successfully defending and insurance.

**23. 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 defence, assessment of likelihood of successfully defending and insurance.

**24. Honiton Street Market Health & Safety (H&S)**

In line with Resolution 20/221, 26 April 2021 and as Noted 21/75, 24 June 2021, Council has now received H&S consultants' competitive prices and Council is asked to **RESOLVE** to approve the award of contract.

**25. Grounds Maintenance Contract**

Council will **RECEIVE** an update on the Grounds Maintenance (GM) contract and is asked to **RESOLVE** to approve the award of the GM contract.

**26. 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.

**27. 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](http://www.honiton.gov.uk)  
OR VIA THE TOWN COUNCIL OFFICE**