

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 5th February 2024 commencing at 7.00pm** to transact the following business.

This meeting will be a physical face to face meeting, which can also be viewed via Zoom. Please see details below to download Zoom, however this is not guaranteed.

Join Zoom Meeting:

<https://us06web.zoom.us/j/89186581288?pwd=LEmw1bIggSUM2a6oW2RWnaxQdmC1pE.1>

Meeting ID: 891 8658 1288

Passcode: 948371

Date: 31st January 2024

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 **RESOLVE** to 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** applications for and 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. 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.

6. Reports from District and County Councillors

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

7. Reports from Honiton Town Council Members with Special Responsibilities and/or on Outside Bodies

Council is asked to **NOTE** any report/s from Town Councillors with Special Responsibilities and/or on Outside Bodies.

8. Reports and Recommendations from Working Groups and Committees

Council is asked to **NOTE** any reports from Town Councillors on Working Groups (Market Working Group) and to **RESOLVE** to approve any Recommendations from Working Groups and Meetings, of which Councillors have previously been notified:

9. Correspondence: 9th January 2024 – 31st January 2024

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. [Operation Rudolph](#)

2. [Letter from Gronau](#)

3. Neighbourhood Watch Newsletter January 2024 [January 2024 newsletter draft \(ourwatch.org.uk\)](#)

10. Minutes of the Full Council Meeting held on [8th January 2024](#)

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 8th January 2024 as published and circulated with this Agenda.

11. Minutes of Previous Meetings

Council is asked to **NOTE** the minutes of the:

a. Planning Committee [9th January 2024](#) and;

b. Strategy Committee [10th January 2024](#).

12. [Annual Calendar of Meetings 2024/25](#)
Council is asked to **RESOLVE** to approve the annual calendar of meetings 2024/25.
13. [The Baton and The Den Outside Bodies](#)
Council is asked to **RESOLVE** to a. include the Baton (Charity no. 1135897) as an Outside Body b. include The Den (Charity no. 1197253) as Outside Body and c. elect a Council representative to The Baton and d. elect a Council representative to The Den.
14. [Membership of Committees and Working Groups](#)
Council is asked to **RESOLVE** Membership of each Committee and Working Group and Members with Special Responsibilities and/or on Outside Bodies.
15. [Visit to Mezidon](#)
Council is asked to **RESOLVE** two Council representatives to visit Mezidon May 2024 for the Twinning celebration.
16. **Purchase of Deputy Town Crier Hat and Guild Membership**
Council is asked to **RESOLVE** to agree a budget of £600 for the purchase of tricorn hat, Guild Membership and ancillaries for the Deputy Town Crier.
17. **King's Street Toilet Block**
Council is asked to **RESOLVE** which Town Councillors attend a planned meeting (pencilled in for 14 February 2024) with EDDC to discuss transfer of the toilet block at King's Street from EDDC to the Town Council.
18. **Polling Station Review**
Council is asked to **RESOLVE** its comments by 9 February 2024 to EDDC on its Polling Station review. [Polling Place Review 2023 - East Devon](#)
19. **Polling Cards**
Council is asked to **RESOLVE** to issue Polling Cards for three forthcoming by-elections (if requested).
20. [Risk Assessment Workshop](#)
Council is asked to **RESOLVE** to approve the Risk Assessment for the Workshop (at the storage containers).
21. **Annual Leave 23/24 and Carry Over to 24/25**
Council is asked to **NOTE** annual leave 23/24 and to **RESOLVE** to approve delegation of carry-over to 24/25/pay.
22. **Underwriting of Honiton Community Complex (HCC) Costs**
Council to **RECEIVE** an update from Councillor assigned to Review Meeting and the HTC Director of HCC and is asked to **RESOLVE** to determine financial support of HCC's net operating loss November 2023.
23. **Grants 23/24**
Council is asked to **RESOLVE** to Decide on Grants 23/24 to [Hospiscare](#), [Honiton Town Youth Football Club](#), [Parental Minds \(Impact Report\)](#) and [Citizen's Advice Bureau](#).

24. [Q3 2023/24 Financial Report](#)

Council is asked to **NOTE** the:

- (a) [Q3 2023/24 financial report](#); and
- (b) reconciliation of accounts to end December 2023 – [Current](#), [Nationwide](#) & [Savings Account](#).

25. [Accounts](#)

Council is asked to **RESOLVE** to approve the schedule of accounts for December 2023 payments.

26. 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.