

**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 11<sup>th</sup> March 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/88058809658?pwd=dQqQ2a5gM7t7GxSyJp2WhgjbM0CSJ1.1>

Meeting ID: 880 5880 9658

Passcode: 623230

Date: 6<sup>th</sup> March 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: 6th February 2024 – 6th March 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. Devon & Cornwall Neighbourhood Watch February 2024 Newsletter [February 2024 newsletter draft \(ourwatch.org.uk\)](#)
2. [Devon & Cornwall Neighbourhood Watch March 2024 Newsletter](#)
3. [Honiton Community Action Group – Swift Project](#)

**10. [Minutes of the Full Council Meeting held on 5th February 2024](#)**

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 5th February 2024 as published and circulated with this Agenda.

**11. Minutes of Previous Meetings**

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

- a. Strategy Committee [7<sup>th</sup> February 2024](#);
- b. Town Management Committee [19<sup>th</sup> February 2024](#);
- c. Planning Committee [6<sup>th</sup> February 2024](#);

**12. Operation Rudolph, Outside Bodies**

Council is asked to **RESOLVE** to a. include Operation Rudolph as an Outside Body and b. elect a Council representative to Operation Rudolph.

**13. [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.

**14. Community Strategy Action Plan**

Council will **RECEIVE** an update on the Action Plans prepared by [Strategy](#) and [Town Management](#) Committees and is asked to **RESOLVE** to approve those Action Plans.

**15. Mayor Making**

Council is asked to **RESOLVE** the date for Mayor Making as 6 June 2024.

**16. Annual Town Meeting**

Council is asked to **RESOLVE** the date for the annual Town Meeting as 22 April 2024.

**17. Honiton Show, 1 August 2024**

Council is asked to **RESOLVE** a) Council attend Honiton Show, b) which two Councillors attend and c) whether to have a joint stand (and with whom).

**18. [Visit to Mezidon](#)**

Council is asked to **RESOLVE** Council representatives attend with the Mayor, to visit Mezidon May 2024 for the Twinning celebration.

**19. [King Street Toilet Block](#)**

Council is asked to **RESOLVE** its comments on or otherwise approve the [EDDC proposed Heads of Terms](#) for the transfer of the King Street toilet block from EDDC to the Town Council.

**20. [Community Asset Transfer](#)**

To **RECEIVE** an update regarding the proposed Community Asset Transfer from EDDC to HTC and to **RESOLVE** the completion of the Expression of Interest Form.

**21. [Grass Cutting](#)**

Council is asked to **RESOLVE** that Honiton Town Council will consider entering into an [Urban Highway Grass Cutting Agreement](#) (see [maps 1](#) and [maps 2](#) attached) with Devon County Council from 1 April 2025.

**22. [Market Handbook](#)**

Council is asked to **RESOLVE** to approve the Market Handbook 2024/25.

- 23. Market Risk Assessments**  
Council is asked to **RESOLVE** to approve a) [the Market Risk Assessment 2024/25](#) and b) [the trial Market Risk Assessment](#).
- 24. Mid-Week Herald**  
Council is asked to **RESOLVE** to Delegate to the Town Clerk (in consultation with the Council Chairman and Chairman of the Beehive Working Group) to write to the Mid-Week Herald to clarify and correct its editorial 28 February 2024: lease of the Beehive.
- 25. Honiton Community Complex, Revised Mission Statement**  
Council is asked to **RESOLVE** to Delegate to the Town Clerk (in consultation with Councillors) its comments on HCC's proposed Mission Statement.
- 26. [Freedom of Information \(Fol\) Request](#)**  
Council is asked to **NOTE** the Fol request 16 February 2024 and Delegation to the Town Clerk (Minute 20/162) to respond and to **RESOLVE** a) reference to Hope & May to provide specialist Fol advice and b) to utilise Fol Act S43 (2): Commercial Interests.
- 27. [Grants Policy](#)**  
Council is asked to **RESOLVE** to approve its Grants Policy March 2024.
- 28. Devon & Torbay Devolution Deal**  
Council is asked to **RESOLVE** to Delegate to the Town Clerk (in consultation with Councillors) its consultation comments (by 24 March 2024) on the Devon & Torbay Devolution Deal: [Devon and Torbay's deal - Devon and Torbay Devolution Deal \(devontorbaydeal.org.uk\)](#)
- 29. EDDC Draft Economic Development Strategy**  
Council is asked to **RESOLVE** to Delegate to the Town Clerk (in consultation with Councillors) its consultation comments (by 10 March 2024) on the EDDC draft Economic Development Strategy: [Economic Development Strategy - East Devon](#)
- 30. 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 December 2023 and January 2024.
- 31. Underwriting Agreement with Honiton Community Complex (HCC)**  
Council is asked to **RESOLVE** to approve the revised Underwriting Agreement 24/25 with HCC,
- 32. Pollarding and Felling of Tree/s at Beehive**  
Council is asked to **RESOLVE** to approve quotes for pollarding/felling of trees at the Beehive.
- 33. [Accounts](#)**  
Council is asked to **RESOLVE** to approve the schedule of accounts for December 2023 payments.
- 34. 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.**