

**Minutes of the Annual Full Council Meeting of the Town Council held via Zoom  
on Tuesday 4th May 2021 at 7.00 pm.**

**Present**

**St Michael's Ward**

Cllr J Taylor  
Cllr J Zarczynski (Chairman)  
Cllr J McNally  
Cllr L Dolby

**St Paul's Ward**

Cllr R Coombs  
Cllr C Gilson  
Cllr P Carrigan

**In attendance**

Stephen Hill, Town Clerk  
Heloise Marlow, Deputy Town Clerk  
26 Members of the public

The Chairman welcomed Councillors and members of the public who were attending via ZOOM and confirmed that the meeting would be recorded.

**21/01 Election of the Town Mayor and the signing of the Declaration of Office  
There being no other nominations, Members voted unanimously to elect  
Cllr Zarczynski as Town Mayor.**

Proposed by Cllr McNally and seconded by Cllr Carrigan.

The Town Clerk confirmed that usually at this stage the Mayor would be asked to sign the Declaration of Office. Due to the meeting being held via Zoom that was not possible. As such he invited Cllr Zarczynski to attend the Council offices at his earliest convenience to sign the Declaration of Office.

**21/02 Election of Deputy Town Mayor  
There being no other nominations, Members unanimously voted to elect  
Cllr Gilson as Deputy Mayor.**

Proposed by Cllr Zarczynski and seconded by Cllr McNally.

**21/03 Apologies for absence.**

Council **RECEIVED** and recorded apologies and reasons for absence.  
Cllr V Howard (personal reasons).  
Cllr P Twiss (DCC/EDDC commitments)

**21/04 Declarations of Interests**

Council **RECEIVED** declarations of interest. None were received.

**21/05 Dispensations**

Council **NOTED** the grant of dispensations made by the Town Clerk in relation to the business of this meeting. None were made.

**21/06 Public question time for items on the agenda**

The following links provide the questions and responses:

1a & 1b. [Mrs S Sexton](#)

2 & 3. [Mrs Howe](#)

4. [Mrs Howe on behalf of Mr Burgess](#)

**21/07 Reports from District and County Councillors.**

Council **NOTED** (and may have asked questions on) the report/s from District and County Councillors. None received.

**21/08 Reports from Honiton Town Council Members with Special Responsibilities.**

Council **NOTED** the report/s from Town Councillors with special responsibilities.

Cllr Zarczynski confirmed that the building of the new allotments was progressing.

**21/09 Correspondence – 4th April 2021 – 28<sup>th</sup> April 2021**

Council **NOTED** correspondence (on matters not otherwise included on the Agenda) received by the Council since last Full Council.

Cllr McNally requested copies of the correspondence and the Town Clerk confirmed that the correspondence was available to be viewed at the Council offices.

Cllr Taylor queried the reference to litter bins in the correspondence from EDDC as he was only aware of HTC paying for dog bins to be emptied.

Correspondence item 3 relates to a new footpath now owned by the Crown.

Cllr Coombs re item 3, HTC in February tried to establish who was responsible for the footpath and the Deputy Clerk has raised questions with Devon County Council as part of the annual footpath return.

**PART A MATTERS FOR DECISION**

**21/10 Committee Structure**

Cllr Zarczynski confirmed that in addition to the Committees listed, he was proposing to add a Scrutiny Committee, to scrutinise any decisions made by the Council.

**Council RESOLVED unanimously to approve the Committee Structure as Council, Finance and Policy Committee, Planning Committee, Green & Open Spaces Committee, Town Management Committee, Appeals Committee, HR Committee and Scrutiny Committee, all with any Sub-Committees and/or Working Groups.**

Proposed by Cllr Coombs and seconded by Cllr Taylor.

**21/11 Standing Orders and Financial Regulations**

**Council reviewed and RESOLVED unanimously to approve the current Standing Orders and Financial Regulations and both are to be reviewed at the next Finance & Policy Committee meeting.**

Proposed by Cllr Zarczynski and seconded by Cllr Taylor.

**21/12 Code of Conduct**

Cllr Taylor raised a query as to whether the Code of Conduct was in conflict with the duties, rights and responsibilities of a Councillor and that this would need to be reviewed in the future.

**Council reviewed and RESOLVED to approve the current Code of Conduct to be reviewed at the next Finance & Policy Committee meeting.**

**For 6, Against 0, Abstained 1**

Proposed by Cllr Zarczynski and seconded by Cllr Carrigan.

**21/13 Membership of Committees**

**Council reviewed and RESOLVED unanimously to defer this item to the next Full Council meeting with the current composition of the Committees remaining in place. Once elected any new Cllr will then be able to apply to be on Committees of their choosing and thereafter the members of that Committee will elect their Chairman and Vice-Chairman.**

Proposed by Cllr Zarczynski and seconded by Cllr Carrigan.

**21/14 Committee Terms of Reference**

Cllr Zarczynski advised that these Terms of Reference can be reviewed and revised once the Committees are formed and meet. There are no Terms of Reference for a new Scrutiny Committee, and they will need to be approved at the next Full Council meeting.

**Council reviewed and RESOLVED unanimously to approve the existing Committee Terms of Reference and the new Terms of Reference for the Appeals Committee.**

Proposed by Cllr Zarczynski and seconded by Cllr Taylor.

**21/15 Calendar of Meetings 2021/22**

Cllr Zarczynski and the Town Clerk confirmed that discussions had taken place with a view to having another Full Council meeting in May. The Town Clerk confirmed that the agenda for tonight's meeting had been written prior to the issuing of the recent court judgement on virtual meetings. That judgement has now confirmed that all meetings after 7<sup>th</sup> May 2021 must be face to face meetings and in public. He is looking at booking a suitable venue for a meeting possibly on the 20 May 2021.

**Council RESOLVED unanimously to approve the schedule of meetings for 2021/22.**

Proposed by Cllr Zarczynski and seconded by Cllr Taylor.

**21/16 To appoint Members to Outside Bodies**

**Council RESOLVED unanimously to defer this item to the next Full Council meeting with the current Cllrs retaining their appointments until then.**

Proposed by Cllr Taylor and seconded by Cllr Carrigan.

**21/17 To appoint Honiton Town Council Members with Special Responsibilities**

**Council RESOLVED unanimously to defer this item to the next Full Council meeting with the current Cllrs retaining their appointments until then.**

Proposed by Cllr Zarczynski and seconded by Cllr McNally.

**21/18 Accounts**

**Council RESOLVED unanimously to approve the schedule of payments.**

Proposed by Cllr Gilson and seconded by Cllr Dolby.

**21/19 To close the meeting.**

The meeting was closed at 20.00pm.