

**Minutes of the Full Council Meeting of the Town Council on Monday 11th
October 2021 at 7.00pm**

Present

St Michael's Ward

Cllr J Bonetta
Cllr L Dolby
Cllr H Hurford
Cllr T Howard
Cllr A McCollum
Cllr J McNally
Cllr D Munge
Cllr A Proszowska
Cllr J Taylor
Cllr J Zarczynski (Chairman)

St Paul's Ward

Cllr P Carrigan
Cllr K Cloke
Cllr R Coombs
Cllr C Gilson
Cllr S Keene
Cllr S Sexton

In attendance

Stephen Hill, Town Clerk
Heloise Marlow, Deputy Town Clerk
Cllr Phil Twiss (DCC/EDDC)
13 members of the public (in person)
20 members of the public (via zoom)

21/187 Apologies for absence

Cllr F Hanratty - Personal

21/188 Declarations of Interests

Cllr R Coombs – Personal Interest (Item 21/196)
Cllr S Keene – Personal Interest (Item 21/197)
Cllr S Sexton – Personal Interest (Item 21/199)
Cllr J Bonetta – Personal Interest (Items 21/196, 21/198, 21/202, 21/208,
21/197 and 21/194)
Cllr T McCollum – Personal Interest (Item 21/214)

21/189 Dispensations

There were no grants of dispensation made by the Town Clerk in relation to the business of this meeting.

21/190 Public Question Time for items on the agenda

Mrs Caroline Kolek ([click here](#))
Cllr Zarczynski advised that Mrs Kolek would receive a response in writing.
Cllr Taylor advised that he had abstained as he disagreed with such requests for sponsorship.

21/191 Reports from District and County Councillors

Cllr Twiss provided the following report – [click here](#).

Cllr Sexton asked Cllr Twiss for his feedback following his attendance at the recent community conversation held on the 28th September. He replied that this question should be answered by the organisers, Honiton Health Matters.

Cllr Twiss left at 19.12pm

Cllr Jake Bonetta presented his report – [click here](#)

He advised that EDDC had agreed to replace the goal posts at Littletown Field.

21/192 Reports from Honiton Town Council Members with Special Responsibilities

Cllr Coombs provided the following report – [click here](#).

21/193 Reports from Working Groups

Cllr Keene provided a report from the Christmas Lights working group – [click here](#).

Cllr Cloke provided a report from the Primary School working group – [click here](#).

Members RESOLVED to approve the letter to sponsors of the Christmas Lights and the letter to Honiton Primary School.

Proposed by Cllr Proszowska and seconded by Cllr Cloke.

For: 13, Against 1, Abstentions 2.

Cllr Proszowska reported on behalf of the Market Working Group, as Chair of the Group, who had met on the 5th October 2021. She confirmed that she would provide Full Council with a full report at the next meeting.

Cllr Taylor queried whether 3 months' notice needed to be given to erect signs on lampposts and the Town Clerk confirmed that he would look into this.

21/194 Correspondence: 6th September – 5th October 2021

Council **NOTED** the correspondence received.

21/195 Minutes of the Full Council Meeting held on 13th September 2021

Cllr Sexton queried whether Cllr McNally had resigned from the Council as stated verbally at the meeting on the 13th September 2021.

Cllr McNally responded saying that she had provided the Town Clerk with a statement and would not be making any further comment.

Cllr Sexton noted that since her first Council meeting in June 2021, Cllr McNally had on two occasions left a Council meeting, and requested an assurance from Cllr McNally that she would not do so in future, as such behaviour brought the Council into disrepute.

Cllr McNally objected to the allegation that she had brought the Council into disrepute and accused Cllr Sexton and others of bullying her.

Cllr Zarczynski objected to the allegation that Cllr McNally had brought the Council into disrepute and accused Cllr Sexton and others of bullying Cllr McNally."

Cllr Zarczynski adjourned the meeting at 19.30pm

Cllr McNally and Cllr Taylor left the meeting at 19.35pm

Cllr Zarczynski resumed the meeting at 19.40pm.

Members RESOLVED to approve for accuracy the minutes of the Full Council Meeting held on the 13th September 2021

Proposed by Cllr Carrigan and seconded by Cllr Dolby
For 6, Against 5, Abstentions 3.

21/196 Membership on Committees

- a) **Members RESOLVED to approve Cllr Howard's inclusion on the Finance & Policy Committee and the Strategy Committee.**

For 11, Against 0, Abstentions 3.

Proposed by Cllr Bonetta and seconded by Cllr Cloke.

- b) **Members RESOLVED to approve the Terms of Reference for the Strategy Committee.**

For 10, Against 0, Abstentions 4.

- c) **Members RESOLVED to approve Cllr Cloke's and Cllr McCollum's inclusion on the Market Working Group.**

For 10, Against 2, Abstentions 2.

Proposed by Cllr Proszowska and seconded by Cllr Keene.

21/197 EDDC Standards Hearing

Council **NOTED** the conclusions of the EDDC Standards Decision Notice Case: 2021/C15, 11 August 2021:
[decision-notice-mo2021-c15.pdf \(eastdevon.gov.uk\)](#)

21/198 Grants 2021/22

Councillors discussed the Grant policy as follows:

- Any grant requests over £5000.00 had to be considered individually.
- Grant recipients had to provide an end of project report.
- The current grant policy was confusing and needed to be updated.

Members RESOLVED to review the grant applications 2021/22 and if necessary, request further information from the grant applicants.

Proposed by Cllr Proszowska and seconded by Cllr McCollum
For 13, Against 0, Abstentions 1.

Cllr Zarczynski spoke against delegating the authority to approve the Grants 21/22 to the Finance & Policy Committee and proposed an amendment that the Finance and Policy Committee review the grants and provide Full Council with recommendations.

Members RESOLVED unanimously that the Finance & Policy review the grant applications and provide Full Council with recommendations regarding their approval.

Proposed by Cllr Zarczynski and seconded by Cllr Coombs.

21/199 Innovation and Resilience Fund

Members RESOLVED unanimously to be a partner in a collaborative expression of interest with Sidmouth Town Council as lead partner to the EDDC Innovation and Resilience Fund as soon as possible and by no later than 18 February 2022 and then there will be a further process to develop the full application by no later than early March 2022.

Proposed by Cllr Proszowska and seconded by Cllr Keene.

21/200 Beehive Room Hire Costs

Cllr Zarczynski spoke against the increase in room hire charges as excessive and more expensive than other venues in Honiton.

Cllr Sexton spoke in favour of the increase in room hire charges which applied to all room hirers including charities. It would be wrong for the Council to pay less than charities for room hire. The increase in room hire charges should have been implemented for the Council 3 years ago but had only just been noted by Honiton Community Complex. Previously the chairman of the HTC Finance and Policy Committee had argued that HCC should be more self-sufficient and should not rely on HTC funding.

Cllr Proszowska spoke in favour of the increase in room charges as the Council should be supporting the Beehive.

Members RESOLVED to agree the increased charges for room hire at the Beehive in line with the terms of the SLA between HCC and HTC.

Proposed by Cllr Cloke and seconded by Cllr Keene.

For 9, Against 5, Abstentions 0.

21/201 Motion: Queen's Platinum Jubilee

a) Members RESOLVED unanimously to create the Queen's Platinum Jubilee Working Group

Proposed by Cllr Proszowska and seconded by Cllr Hurford.

b) Members RESOLVED unanimously to elect Cllrs Bonetta, Proszowska, Cloke, Hurford and McCollum to the Queen's Platinum Jubilee Working Group

Proposed by Cllr Keene and seconded by Cllr Sexton

21/202 Motion: Street Art

Cllr Cloke spoke in favour of the motion.

a) Members RESOLVED unanimously to establish a Street Arts Working Group with the aim of raising funds, speaking to artists and gathering suggestions from local residents on what kind of street art they would like to see around the town in line with Honiton's history of lace and pottery, but others may have other ideas.

Proposed by Cllr Cloke and seconded by Cllr Proszowska

b) Members RESOLVED unanimously to elect Cllrs Cloke, McCollum and Hurford to the Street Arts Working Group.

Proposed by Cllr Proszowska and seconded by Cllr Keene.

- 21/203 Motion: Littletown Field, Honiton**
Cllr Proszowska spoke in favour of the motion.
Members RESOLVED unanimously to request that EDDC repairs and updates the football amenities at Littletown Field, Honiton.
Proposed by Cllr Proszowska and seconded by Cllr Sexton.
- 21/204 Lace Walk Sculpture**
Cllr Munge advised that he had spoken with the Honiton Sculpture Group who had confirmed that they would be able to undertake the cleaning work free of charge.
Cllr Coombs confirmed that the sculpture was owned by Honiton Town Council.
Members RESOLVED to contribute to the cost of repair and fees up to a total unbudgeted sum of £2,000 + VAT and for annual maintenance up to an unbudgeted sum of £1,000 for the Lace Walk sculpture; previously resolved at Full Council 19 November 2020
For 11, Against 0, Abstentions 3.
Proposed by Cllr Dolby and seconded by Cllr Cloke.
- 21/205 Calendar of Meetings**
Cllr Sexton advised that the Strategy Committee had RESOLVED at their meeting on the 4th October 2021 to meet monthly.
Members RESOLVED unanimously to approve the Calendar of Meetings to April 2022 subject to the change above re the Strategy Committee
Proposed by Cllr Sexton and seconded by Cllr Keene.
- 21/206 Budget Setting Timetable**
Members RESOLVED unanimously to:
a) **Comment on the draft Budget Setting Timetable for 2022/23**
Proposed by Cllr Sexton and seconded by Cllr Keene and
b) **Delegate authority to approve the Budget Setting timetable for 2022/23 to the Finance & Policy Committee.**
Proposed by Cllr Sexton and seconded by Cllr Cloke.
- 21/207 Policy Review Prioritisation and Timetable**
Members RESOLVED unanimously to:
a) **comment on the prioritisation list of policies to be reviewed and timetable of Committees to lead, and consider revisions in line with the Terms of Reference of the Review Working Group: “to undertake a review of standing orders, the Council’s scheme of delegations, its communications policy and its current work**

programme”

Proposed by Cllr Sexton and seconded by Cllr Bonetta, and

- b) to delegate authority to approve the prioritisation list of policies to be reviewed and timetable of Committees to lead, to the Finance & Policy Committee.**

Proposed by Cllr Sexton and seconded by Cllr Cloke.

21/208 Donation to Beehive Charity

Members RESOLVED unanimously to pay a £10 donation associated with membership of Beehive Charity.

Proposed by Cllr Cloke and seconded by Cllr Proszowska.

21/209 Interim report on costs of constructing allotments

Members **RECEIVED** an update on the construction of the Battishorne Way Allotments.

Members RESOLVED to approve the additional construction costs.

For 13, Against 0, Abstentions 1.

Proposed by Cllr Cloke and seconded by Cllr Sexton.

21/210 AGAR 2020/21 and Notice of the Audit and Right to Inspect the Annual Return.

Members NOTED:

- a) that the Notice of the Audit and Right to Inspect the Annual Return has been published by end September 2021.
- b) the External Auditor Report and Certificate 2020/21; and
- c) [PKF Littlejohn fee](#).

21/211 Accounts

Members RESOLVED unanimously to approve the schedule of payments.

Proposed by Cllr Keene and seconded by Cllr Bonetta.

21/212 Exempt Business

Members unanimously RESOLVED to take the following items into exempt business

Proposed by Cllr Coombs and seconded by Cllr Proszowska.

21/213 Town Clerk Hours of Work

The Town Clerk spoke in relation to the item.

Members RESOLVED to vote on the item by secret ballot.

For 8, Against 5, Abstentions 1.

Proposed by Cllr Sexton and seconded by Cllr Proszowska.

The Town Clerk left the meeting at 8.35pm

Members RESOLVED unanimously to increase the Town Clerk's hours of work to return to the normal and budgeted 30hpw, which were temporarily reduced for a trial period in June 2021.

The Town Clerk returned to the meeting at 8.45pm
The Deputy Clerk left the meeting at 8.45pm

21/214 Employment Tribunal (case 1406620/2020)

Members RESOLVED unanimously to:

1) Present an amended defence by 12 November 2021

Proposed by Cllr Proszowska and seconded by Cllr Hurford

2) Provide delegated authority to the Town Clerk to instruct DAS Law to act on the Council's behalf

Proposed by Cllr Hurford and seconded by Cllr Sexton

3) To delegate authority to the Town Clerk to get Barrister's availability for the Hearing and to appoint (subject to fees being returned if settled 5 days before Hearing).

Proposed by Cllr Hurford and seconded by Cllr Proszowska

The Deputy Clerk returned to the meeting at 8.55pm

21/215 Employment Tribunal (case 1851/2021)

Cllr Zarczynski proposed that he, Cllr Carrigan and the Deputy Clerk be called as witnesses for the Council.

Members RESOLVED unanimously to call Cllr Zarczynski, Cllr Carrigan and possibly the Deputy Clerk as witnesses and to establish dates they are unavailable for the next 2 years.

Proposed by Cllr Hurford and seconded by Cllr Keene.

Members RESOLVED unanimously to assess the risk and identify any further mitigating actions.

Proposed by Cllr Proszowska and seconded by Cllr McCollum.

Members RESOLVED unanimously to give the Town Clerk Delegated Authority to assess the risk in consultation with Cllrs Hurford, T Howard and Sexton, to be reported to Full Council for its adoption.

Proposed by Cllr Keene and seconded Cllr Proszowska

Cllr McCollum left the meeting at 9.05pm

21/216 Employment Tribunal (case 1885/2021)

Members RESOLVED unanimously to assess the risk and identify any further mitigating actions.

Proposed by Cllr Cloke and seconded by Cllr Proszowska

Members RESOLVED unanimously to give the Town Clerk Delegated Authority to assess the risk in consultation with Cllrs Hurford,

T Howard and Sexton, to be reported to Full Council for its adoption.

Proposed by Cllr Keene and seconded by Cllr Sexton.

21/217 To close the meeting.

The meeting was closed at 9.15pm.