



Honiton Town Council Priorities & Priority Projects 2026/27

PRIORITIES

The Council has identified (July 2025) its **Priorities as Economy, Tourism and Environment**. The Council “away day” November 2025 identified seven new Priority Projects. Each Priority Project has Lead Councillors and a Project Improvement Plan (PIP), which describes the measurable Actions, budgets and attributes timescales.

Priority Project	Project Lead Councillors
Tourist Information	Rob Sexton, Chris Doran, David Hayler
Town centre regeneration/experience	Rob Sexton, Serena Sexton, Chris Doran
Market improvements	Rob Sexton, David Hayler, Steve Craddock
Sports	Steve Craddock, Sharon Thorne, Simon Atherton
Communications	Rob Sexton, Steve Craddock, Robert Fowles
Beehive Low Carbon	Robert Fowles, Chris Doran, Simon Atherton
Youth Council	Serena Sexton, Caroline Kolek



ACTION PLAN 26/27

4 June 26
Rev 3

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Action	Owner	Deadline	Progress update (to be updated quarterly)	Budget
Events				
Hot Pennies	HM	July 26		£300 26/27
Armed Force Day	HM	May 27		No budget cost or income needed 26/27; 27/28 budget
Charter Day	HM	July 26	With Tonic Creatives Contract	£10k 26/27
Honiton Show	HM	August 26	Attend, decorate and present TC at stall.	No budget, use budget code 4620
Christmas Tree Lights switch-on	MR/DR	Dec 26	We've had several meetings. Everyone that needs to be contacted has agreed to take part in the event this year. Mark & I have made an appointment to sort out the new Christmas Tree lights.	Income budget 1.2k £2000.00
Yellow Day	BR	June 26	Arrangements being completed with HBN including Charity Stalls, Shop Window displays and children's colouring competition.	No budget, can use budget code 4620
Apple Day	BR	Sept 26	Arrangements being completed with MWG	No budget, can use budget code 4620
Artists Corner	BR	Aug 26	Arrangement being made with THG assisting	No budget, can use budget code 4620
Mayor's Charity Ball	HM	April 26	Completed and funds raised for Hospiscare	n/a
Gate to Plate	HM	Aug 26	Eat Festivals Contract Renew Contract with Eat Festivals – completed FC June 26	£2.5k 26/27
Council Surgeries	SH	tbd		-
Remembrance Day	HM	11 Nov 26		No budget, can use budget code 4620



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Mayor Making	HM	4 June 26	Invites have been sent; Serena & Cathy had a meeting with Heloise 20.05.26 Completed	£1k under code 4620, shared between several events
Annual Town Meeting	SH/RD	27 April 26	Publish posters, Invitees completed	£200 26/27
Financial				
Refer to separate timetable for AGAR 25/26 approved by F&P committee Feb 26, Rev 1 Timetable AGAR 25-26.pdf				
AGAR	SH / DR	8 June 26	207568-Agenda_Annual_Full_Council_08.06.26.pdf	-
Year End Return to External Audit	SH / DR	May 26	End of Year Closedown 25/26 completed with Rialtas End of Year closedown information provided to Internal Audit	Part £2.5k
Public Rights	SH / DR	July 26	IA Certificate 25/26 provided 3 June 26	-
Interim internal audit	SH / DR	Dec 25	IAC Interim Internal Audit 25/26 completed with action plan	Part £2.5k
Action Plan (arising from Interim IA)	SH	Feb 26	with HTC comments 2025-26 Honiton Town Council Interim Internal Audit Observations.pdf	-
Independence of External Audit	SH	Dec 25	2025-26 Engagement Letter Honiton Town Council 09/10/2025	-
Final internal audit 25/26	SH / DR	May 26	Complete May 26 with HTC Action Plan	Part £2.5k
Internal Audit Certificate	SH	May 26	Final IA certificate provided 2 June 26	Part £2.5k
Draft AGAR to F&P	SH	May 26	Item 14 F and P May 26 AGAR 25 26.pdf 207917-Minutes_27.5.26.pdf	-
Draft AGAR to FC	SH	June 26	207568-Agenda_Annual_Full_Council_08.06.26.pdf	
Publish Public Rights	SH	15 June 26	complete	
Submit to PKF	SH	15 June 26	complete	
Refer to separate timetable for 26/27 budget setting approved by F&P committee Sept 25, Agenda item 8 Report F and P 1.9.25 Budget Setting Timetable final.pdf				
Budget/Precept setting	SH	Jan 26	Completed FC 12 January 2026	
Precept return to EDDC	SH	Jan 26	Completed and returned end January 2026	
Refer to separate timetable for 27/28 budget setting to be approved by F&P committee Sept 26				
Budget/Precept setting	SH	Jan 27		



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Committees to consider and Recommend budgets 27/28	SH	Oct 26 – Dec 26		
Precept return to EDDC	SH	Jan 27		
27/28 budget consultation	SH	Dec 26		-
Monthly Payment Schedule	DR	FC each month	Up to date.	
Monthly Reconciliations	Cllr SS	Monthly after FC	Bring up to date for the financial year 25/26	
PWLB	SH	March 27	Twice yearly loan payment to PWLB	£59k 26/27 budget
Grants Policy	RD	March 26	Grant policy 2026-27 v2.pdf GPC (not S137) Review/revise Grants Policy	£27k 26/27 £5k CAB 26/27 £10k cost of living 26/27 £15k youth support 26/27
Grants	RD	June 26 (applications deadline)	Publicise for Grants Assess Grant Applications Assessment of Grant Applications	-
	RD	Sept 26 (payments)	Cllr Panel needed and FC approval	-
Contribution to Reserves	SH	March 27	Budget 26/27 includes £115k contribution based on risks and current Reserves	Budget 26/27 £115k contribution
Asset Register	SH	June 26	Asset Register to end March 26 reviewed by F&P February 26 and Approved by FC June 26	End March 26 Asset Register c. £2.3m
Insurance	HM	July 26	3 year LTA with Zurich until July 27	£6.8k budget 26/27
Project Management				
Preparation of PIPS	SH		Communications – approved by FC Sports – approved by FC Beehive Low Carbon (draft with FC June 26)	



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			Tourism Information (drafted with SET committee June 26)	
Assign Lead Councillors	SH	May 26	SET Cttee Complete rev 4	
FC Approval of PIPS	SH	When approved by Lead Cllrs	Sports (approved by FC) Communications (approved by FC) Beehive Low Carbon (drafted with FC June 26)	
Implementation of PIP Actions	SH/HM	March 27	Many Project specific actions with deadlines	
Reporting progress	SH	3 monthly to SET	Reported to SET committee June 26	
Project Management Methodology	SH		SET Cttee June 26	
Council Strategic Plan	SH/comms	Dec 26	Headlines prepared for SET June 26	
Local Government Re-organisation	SH	March 27	Transfer of services/assets discussed with EDDC – complete February 26	£120k legal fees 26/27 £10l HR fees 26/27
Youth Council	SH	March 27	Establish	£5k 26/27
Risk Management				
H&S Policy	SH	asap	Peninsula Agreement – Brightsafe with EAP Preparation of H&S Policy and Statement Approved by FC May 26 - complete	c. £250 pm Peninsula cost
Insurance	HM	July 27	LTA with Zurich until July 27; will need work during 26/27 to get new prices.	26/27 £16.8k
Corporate Policies (annual)	SH	May 26	Reviewed and approved by annual FC May 26: SO, CoC, Financial Regs, Corporate Risk Assessment, Co-option, H&S, GPC, Scheme of Delegation, Complaints, Fol and Data Protection,	-
Bank Signatories	HM	May 26	Approved by FC May 26 26/20: 207567-Minutes_11.5.26.pdf	-
Risk Management Policy	SH		Approved by FC May 26: RISK MANAGEMENT POLICY FC May 26.pdf	Peninsula contract c. £250 pm 26/27



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Statement of Internal Control	SH	May 26	Statement of Internal Control draft May 26 Rev 1 Post F P 16.2.26.pdf	-
Corporate Risk Assessment	SH	May 26	V10 CORPORATE RISK ASSESSMENT	-
H&S Consultant appointed	SH	March 26	Peninsula appointed - agreement Brightsafe system started May 26	Peninsula contract c/ £250 pm 26/27
H&S policy and statement	SH	May 26	Peninsula prepared. FC adopted May 26. H and S General Policy Statement.pdf	Ditto
HR Policies, staff handbook	SH	June 26	SWC commissioned to review and update Policies Revised draft HR Policies to HR Cttee April 26 for comments Revised draft HR Policies to FC June 26 for approval	c. £2k costs from SWC
New Assertion 10			Audit of personal data IT policy review by F&P Cttee February 26; approved by FC May 26 Privacy Notice review and approval FC May 26 – posted on website Accessibility statement – Vision ICT reviewed June 26 and amended website	Vision ICT Accessibility Review Core Office IT and Vision ICT review and draft IT Policy
Service specific RAs:	SH/MR/BR	Dec 26	Peninsula to offer templates RA for review.	
Lone working	SH/MR/BR	Asap	Revised draft HR Policies to FC June 26 for approval	
Market	BR	Asap	Peninsula offered price Bernard Gale offered price Follow up with Peninsula	
GM	MR		Maintenance Working Group Councillor oversight of progress	
Assets				
Asset Register end March 27	SH	Dec 26	Draft end March 27 to F&P Cttee	
Beehive	SH	March 27	Maintenance	Monthly rent to HCC at £1.25k pm: income budget 26/27 at £15k
Beehive Insurance	SH	March 27	Insurance contribution 26/27 from HCC	Budget 26/27 £4k
Beehive shared services	SH	March 27	New Service Charge to HCC	£11k 26/27
HCC support Grant	SH	March 27	Grant to HCC (Beehive)	£60k 12 months to Aug 26



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				£45k 12 months to Aug 27 (ie £51.25k 26/27)
Beehive Low Carbon	SH	March 27	PIP Project	£31K 26/27
Dilapidations	SH	August 27	HCC to complete end August 26	At HCC cost
Monitoring of lease SMART targets	SH		Quarterly Review meetings to monitor	No cost
Communications				
Recruitment of Comms Officer	SH	August 26	Recruitment advertised – complete Interviews end May 26: appointment ratified by FC June 26 New starter	
Review Comms Policies	Comms officer			
Prepare Comms strategy	Comms officer			
New website	Comms officer	Dec 26		£1k budget 26/27 + £5k EMR
Bulletin	Comms officer	Quarterly		£1k budget 26/27
Council Surgeries	Comms Officer	March 27		-
HR and Recruitment				
Decision on TC & RFO structure/roles	SH	June 26		EMR suggest at £30k + £2k recruitment cost
Interim arrangements	SH	June 26	Deputy (Heloise) to act as Interim TC and RFO; FC and HR Cttees June 26	EMR suggest at £30k + £2k recruitment cost
Recruitment of RFO	HR Cttee	Tbd		Ditto
Recruitment of TC	HR Cttee	tbd		Ditto
Communications Officer recruitment	SH	June 26	Interviews May 26 207568-Agenda Annual Full Council 08.06.26.pdf Appointment confirmed FC June 26; start date 3.8.26	£2k recruitment budget 26/27 and c. £2.5k cost



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			Employment Contract Probation objectives	
Job Evaluation	SH	March 26	SW Councils commissioned 207565-Agenda_Full_Council_9.3.26_final.pdf Completed	C. £2.5k cost 25/26
Re-organisations	SH		Completed for Town Clerk's Assistants and Market Superintendent	-
Staff Handbook / HR policies	SH	June 26	SWC commissioned April 26, HR Cttee, June 26, FC, 207568-Agenda_Annual_Full_Council_08.06.26.pdf	c. £2.5k cost - -
Staff to sign off HR Policies	SH	Sept 26		-
Monthly payroll	SH	Monthly	To EDDC circa 10 th each month	£750 26/27 payroll services fee to EDDC
Annual leave	SH	Jan-March 26	Update provided to staff	-
		June 26	Carry over 25/26 to 26/27 approved FC June 26	-
Democratic Services				
Member Allowances	SH	November 26	New Allowances policy – complete Dec 24 Request if Allowances claimed Request Bank details EDDC to make payments	Mayor's £1,052 Macebearer £403 Members Allowance £9.5k
Policies review/revision	SH	May 26	207567-Agenda_Annual_Full_Council_11.05.26v2.pdf	-
Casual vacancies	RD	As necessary	Elections May 26 (uncontested), co-option May 25, currently (June 26) 3x vacancies	-
Co-options	RD	As necessary		-
Elections	RD	As necessary		26/27 £10k + £7.2k EMR
All out Elections	SH/RD	May 27	Recruitment campaign needed Dec 26 – May 27	-



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Allowances	SH/RD	Dec 25	Policy review Dec 24: Agenda item 17 Report FC December 24.pdf 25/26 Allowances https://www.honiton.gov.uk/_UserFiles/Files/Finance/2025-26/Members%20Allowance%202025%20v2.pdf	£9.5k 26/27
Awards	SH/RD			£7k 26/27
Honoured Citizen	SH/RD	Feb 26	May 26 FC: 207567-Agenda_Annual_Full_Council_11.05.26v2.pdf Awarded at Mayor Making June 26	
Bulletins	SH/RD	Dec 25	Complete	-
Training	SH			£2k staff 26/27 £2k Cllrs 26/27
New Councillors (eg Declaration, Rol, email, profile, website)	RD		Waiting for Josh & Rhys to fill in ROI – May 26	-
ICT				
Website (Tender)	Comms Officer	Dec 26		£1k budget 26/27 + £5k EMR
Website maintenance	SH	March 27	Vision ICT	£1k 26/27
IT services (Tender)	SH	December 26 - August 27	IT contract to be Tendered	£18k 26/27
IT Policy	SH	June 26	Draft IT policy for F&P comments Feb 26 IT policy approved by FC May 26	£225 Vision ICT IT Policy £- Core IT (inc) £145 Vision ICT Accessibility
Assertion 10	SH	June 26	Progress reported to F&P Feb and May 26 Assertion 10 positive Assertion June 26 FC	-
Services				
Maintenance (flowerbeds)	MR	March 27		Cost 26/27 budgets: - Van 6k - Tools £1k - General £1k



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Roundball Wood	MR	March 27		Budget 26/27, £2.5k
Dog bins	DR	March 27	Payment to EDDC for collection and disposal	Budget 26/27, £2k
Hanging baskets	MR	June 26 (installed)	Ordered, planting in progress, delivered 1 st week of June. Bracket testing completed	£10k, 26/27
Christmas Lights	MR	December 26	Meeting with Mike Harding & Festive Lighting in June 26	£9k 26/27
Christmas trees	DR	December 26	Meeting with Donna in June 26.	Income £1k 26/27
Christmas tree (large – St Paul’s)	MR	December 26	Ordered and confirmed with James at Coombe, budget for new lights, ordering next month after meeting with Festive lighting	£2k 26/27
Grounds Maintenance:				
Sidmouth Rd roundabout	HM/MR	August 26	Discussion with Heloise, Mark & Dawn, plan confirmed.	Part of Town Floral Maintenance budget above (£10k 26/27)
Footpaths	HM	March 27	Annual Inspection Maintenance work	£1k income from PPP
Market	BR	Throughout year	Occasional additional Markets/Events: Yellow Day, Charter Day, Christmas	Income budget 26/27 £15k Cost budgets 26/27 £2k
Bus shelters	RD	March 27	2x additional shelters to be provided by Fernbank	£7k 26/27
Dowell St wall:				
Contract	SH	12 weeks build contract	Awarded, with Letter of Intent issued Securing PP/Bldg Regs	£95k Contract D&B: EMR £75k + £20k 26/27
Artwork	HM	When wall repaired	To follow wall repair/rebuild	£2k + £5k 26/27
Allotments	HM	Throughout year	Up to date and no plots available	£3k 26/27



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Lease of Beehive	SH	August 26	Monitoring of lease Contract, Financial Performance and SMART targets – HTC/HCC Review Meetings	£11k Service charge 26/27
Solar panels (contract regularization)	SH	Dec 26	Legal advice approved at FC June 26	Some exp from £31k budget for Beehive Low Carbon
Beehive building (maintenance)	SH	March 27	Maintenance work identified and being done 26/27: - Window Tirard room -	Exp from £1.25k pm rent to HCC. To be put as EMR.
Beehive car park	SH/MR	March 26	New lining - completed	£3k 26/27
Benches	MR	Feb 27	Programme of replacement needed and repair/replacement done	£500 26/27
CCTV	HM	March 27	Replacement and extension £10k OPCC funding secure (not yet received)	£15k 26/27 + £10k OPCC funding
Emergency Plan	SH	March 27	To be updated inc Flood Action Card	£1.5k 26/27
Noticeboards	RD	March 27	Maintenance completed – now occasional maintenance	£500 26/27
Town Entrance Signs	HM	March 27	Recently replaced several. 2x still be done: on National Highways land	£2k 26/27
Tourism (promoting)	SH	June- Dec 26	End of contract with Ignyte Tender for new contract – draft Tender SET June 26 Tourist Information Points established with 3 year Agreements – complete March 26	£20k budget 26/27 (inc PIP costs)
War Memorial	MR	Oct 26	Clean	£100 26/27
Kings St Toilets	MR HM/MR SH	April 26 March 26 May 26 June 26	Maintenance (as needed) New Wallgate units SLA with EDDC for operation 26/27 Legionella assessment completed Additional drainage tap/s needed	£40k budget 26/27