

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 17th January 2021 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.

Download this:

<https://us06web.zoom.us/j/84789017713?pwd=SkdOYmhEUmJHRXZZaWtRRW9lbW94Zz09>

Meeting ID: 847 8901 7713

Passcode: 558580

Date: 12th January 2022

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. **Chairman**
Council is asked to **RESOLVE** to elect a Chairman of the Council.
2. **Vice Chairman**
The Committee may **RESOLVE** to elect a Vice Chairman of the Council.
3. **Apologies for absence**
To **RECEIVE** apologies and **RESOLVE** to approve any reasons for absence.
4. **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.

5. **Dispensations**

To **NOTE** the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

6. **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.

7. **Reports from District and County Councillors**

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

8. **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.

9. **[Reports and Recommendations from Working Groups](#)**

Council is asked to **NOTE** any reports from Town Councillors on Working Groups and to **RESOLVE** to approve any Recommendations from Working Groups, of which Councillors have previously been notified.

10. **Correspondence: 17th December 2021 – 12th January 2022**

Council is asked to **NOTE** that there have been no 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).

11. Minutes of the Full Council Meetings held on [13th December](#) and [20th December 2021](#)

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meetings held on 13th December 2021 and 20th December 2021 as published and circulated with this agenda.

12. Minutes of Previous Meeting

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

- a. Finance & Policy Committee - [20th December 2021](#)

13. Resignations

Council is asked to **NOTE** that:

- a) Councillor Vera Howard resigned from the Town Council with immediate effect from 4 January 2022 (triggering a vacancy); and
- b) Councillors John Zarczynski (Chairman), Carol Gilson (Vice Chairman), Phil Carrigan, John Taylor, Jill McNally and Luke Dolby have resigned from the Town Council with immediate effect on 10 January 2022 (triggering vacancies).

14. [Honoured Citizen Status](#)

Council is asked to **RESOLVE** to award Honoured Citizen status to ex-Councillor Vera Howard for her 40+ years dedicated service to Honiton and the Town Council.

15. Motion: EDDC Standards Decision Notice

In a Standards Decision Notice published by EDDC dated the 3rd of December 2021 the Office of the EDDC's Monitoring Officer made the following statement: That former Honiton Mayor, ex-Cllr Zarczynski has "Brought the role of councillor, his role as the Chair and Honiton Town Council into disrepute and has therefore breached paragraph 5(h) of Honiton Town Council's Code of Conduct,...." East Devon has published its Standards Decision Notice following a complaint made by former Town Clerk, Mark Tredwin, in which it finds the ex-Mayor of Honiton, Cllr Zarczynski, to be in breach of part of the Honiton Town Council's Code of Conduct. The complaint and decision have been referred by EDDC for independent investigation and therefore its process is not yet complete. Council is asked to **NOTE** the Decision.

<https://eastdevon.gov.uk/media/3723640/decision-notice-2021c17.pdf>

Motion moved by Councillor David Munge

Date of submission: 22 December 2021

16. Conclusion of Complaints to the East Devon District Council (EDDC) Monitoring Officer

Council is asked to **NOTE** the conclusions of four EDDC Monitoring Officer Standards Decision Notices relating to three Honiton ex-Town Councillors. At present two of the complaints and decisions have been referred by EDDC for independent investigation and therefore its process is not yet complete for all four complaints.

<https://eastdevon.gov.uk/media/3723640/decision-notice-2021c17.pdf>

<https://eastdevon.gov.uk/media/3723695/final-decision-notice-2021c24.pdf>

<https://eastdevon.gov.uk/media/3723694/final-decision-notice-2021c23.pdf>
<https://eastdevon.gov.uk/media/3723693/final-decision-notice-2021c22.pdf>

17. Members on Committees/Working Groups/ Special Responsibilities/Outside Bodies

Council is asked to **NOTE** changes to Membership on Committees, Working Groups, Councillors with Special Responsibilities and Representation on Outside Bodies ([see attached](#)) and is asked to **RESOLVE** any new Members in those roles.

18. Preparation of Community Strategy

Council is asked to **RESOLVE** to delegate authority to the Strategy Committee as its decision 8 December 2021: *“Committee RESOLVED to ask Full Council for delegated authority to prepare a Community Strategy in less than 12 months via a Task and Finish Working Group.”*

19. East Devon District Council Code of Conduct Standards Process

Council is asked to **NOTE** the changes to the Standard Process adopted by EDDC and implemented from 1 January 2022.

<http://www.honiton.gov.uk/Sites/2819/ UserFiles/Files/ Agendas/Town Council/2022/17th Jan/Full complaint procedure October 2021.pdf>

20. Delegation to Human Resources (HR) Committee

Council is asked to **RESOLVE** to delegate administration of planned budgeted staff appointments to HR Committee to prepare Job Descriptions, advertise, interview and recommend Appointment to FC in line with the Recruitment Policy.

21. Emergency Plan

Council is asked to **RESOLVE** to delegate to the Town Clerk to revise the Emergency Plan and consult with Devon County Council, in consultation with Councillors Keene and Sexton.

22. Equality Policy, April 2016

Council is asked to review and as necessary revise the Council’s Equality Policy and **RESOLVE** its approval.

<http://www.honiton.gov.uk/ UserFiles/Files/Council/Policies%20and%20Papers /Equalities%20Policy%20revised%20March%202016.pdf>

23. Safeguarding Policy

Council is asked to **RESOLVE** to approve the draft Safeguarding Policy.

24. Welcome Back Fund

Council is asked to **RESOLVE** the provision of assets via EDDC and the Welcome Back Fund.

25. [Accounts](#)

Council is asked to **RESOLVE** to approve the schedule of payments.

26. 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.

27. Support to Street Market

Council is asked to **NOTE** the support to the Market provided by Cllr Taylor and **RESOLVE** to appoint temporary staff or voluntary or contractor support.

28. IT Tender

Council is asked to **RESOLVE** to go to Tender for an IT support contract.

29. Employment Tribunal (case 1851/2021)

Council will **RECEIVE** an update on the case against Honiton Town Council, which has been presented to the Employment Tribunal including to **NOTE** the outcomes from the Preliminary Telephone Hearing and Subject Access Request (SAR).

30. Employment Tribunal (case 1885/2021)

Council will **RECEIVE** an update on the case against Honiton Town Council which has been presented to the Employment Tribunal and **RESOLVE** matters relating to the case.

31. 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**