

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 11th April 2022 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/89021384573?pwd=Y1RFTDRzZExHU2pieEw1eJiNnZDdz09>

Meeting ID: 890 2138 4573

Passcode: 950902

Date: 6th April 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. 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** the 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. Reports from District and County Councillors

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

6. 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.

7. 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.

- [Queens Jubilee Report](#)
- [Christmas Lights Report](#)

8. Correspondence: 10th March 2022 – 6th April 2022

Council is asked to **NOTE** that there have been two 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).

- a. [Police Report](#)
- b. [High Street Parking Concerns](#)

9. Minutes of the Full Council Meetings held on [14th March 2022](#).

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meetings held on 14th March 2022 as published and circulated with this agenda.

10. Minutes of Previous Meetings

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

- a. Strategy Committee [9th March 2022](#);
- b. Town Management [Committee 10th March 2022](#);
- c. HR Committee [21st March 2022](#);
- d. Green & Open Spaces 7th February 2022.

11. **Membership on Committees/Working Groups/ Special Responsibilities/ Representation on Outside Bodies**
 - a. Council is asked to **NOTE** changes to Membership on Committees, Working Groups, Councillors with Special Responsibilities and Representation on Outside Bodies (see attached);
 - b. Council is asked to **RESOLVE** any new Members in roles on Committees/Working Groups/Special Responsibilities/Representation on Outside Bodies, not least two proposed Director's for Honiton Community Complex (HCC); and
 - c. Council is asked to **RESOLVE** representation at the HCC Charity Members meeting on 12 April 2022.

12. **Yes 1 Event Update**

Council will **RECEIVE** an update on the Yes1 Event Saturday 2nd April 2022 at the Beehive, led by the Climate Change Working Group.

13. **Date for Annual Town meeting**

Council is asked to **RESOLVE** if it wants to convene an Annual Town Meeting and a date upon which to call a meeting between 1st March and 1st June 2022. NOTE: At Full Council 14th March 2022, a date of 25th April 2022 was decided but a convenient venue could not be found for that date.

14. **Casual Vacancy: Co-option**

Council is asked to **RESOLVE** to proceed with the process to Co-opt a new Councillor for the Council.

15. **Luppitt Neighbourhood Plan**

Council is asked to **RESOLVE** to delegate authority to the Planning Committee to make any Town Council consultation comments on the Regulation 16 submitted Plan by 6th May 2022.

[Neighbourhood Plans being produced in East Devon - Luppitt - East Devon](#)

16. **Recasting of 22/23 Revenue Budget**

Council is asked to **NOTE** decisions of Strategy Committee 9th March 2022 re the revenue budget 22/23: to request each Committee to consider any changes to the budget not least arising from emerging budgetary pressures and report to Finance & Policy Committee.

17. **Work Programme Prioritisation**

Council is asked to **NOTE** the decisions of Strategy Committee 9th March 2022 re: Work Programme 22/23 and **RESOLVE** any changes to prioritisation of projects.

18. **Beehive LED Lighting Honiton Community Complex (HCC)**

Council is asked to **NOTE** that a funding application has been submitted by HCC and includes for replacement of lights with LED lighting at the Beehive and the bid Expression of Interest has been successful.

19. **AGAR [2019/20](#) and [2020/21](#) Conclusion of External Audits**
- a. Council is asked to **NOTE** the Notice of Conclusions of Audit AGAR 2019/10 including costs and AGAR 2020/21, which have been published and available for inspection; and
 - b. Council is asked to **RESOLVE** to publish the “Notice”, the AGAR (Sections 1, 2 & 3) and if requested the External Auditor final report and certificate.
20. **[Draft Asset Register 21/22](#)**
Council is asked to **RESOLVE** to approve the Asset Register 21/22.
21. **Bank Signatories**
Council is asked to **RESOLVE** Bank signatories to authorise payments.
22. **[Accounts](#)**
Council is asked to **RESOLVE** to approve the schedule of payments.
23. **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.
24. **AGAR 2019/20 and 2020/21 Conclusion of External Audits**
Council is asked to **RESOLVE** not to pursue a claim against any Council professional advisor acting in relation to the Council’s claim against the Bailey Partnership.
25. **Beehive Management**
Council is asked to **RECEIVE** an update, and report from the Representative on Outside Body (HCC), on the Council managing the Beehive arrangements (timeline, use, costs and options) and to **RESOLVE** any actions.
26. **Beehive Hearing Loops and Audio**
Council is asked to **RESOLVE** to:
- a. appoint a preferred supplier for provision of hearing loops / audio equipment at the Beehive; and
 - b. set aside an Earmarked Reserve for hearing loop/audio equipment.
27. **Employment Tribunal (case 1851/2021)**
Council will **RECEIVE** a further update on the case against Honiton Town Council, which has been presented to the Employment Tribunal including to **NOTE** the outcomes from the further Preliminary Telephone Hearing and **RESOLVE** any matters.

28. Roundball Wood: Lease

Council is asked to **RESOLVE** not to give Notice (two months before October 2022) to end its lease of Roundball Wood.

29. Annual Leave

Council is asked to **RESOLVE** to approve carry over of annual leave not taken in 2021/22 and/or to reimburse.

30. 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