

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 9th May 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/87552934952?pwd=REpZSkNIL2Y4aU9vTVFPQjBzU1U4UT09>

Meeting ID: 875 5293 4952

Passcode: 379436

Stephen Hill

Stephen Hill
Town Clerk

Date: 4th May 2022

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. Election of the Town Council Chairman**
Council is asked to **RESOLVE** to elect a Chairman (also known as the Town Mayor) for 2022/23 and signing of the Declaration of Office.
- 2. Election of the Town Council Deputy Chairman**
Council may **RESOLVE** to elect a Deputy Chairman (also to be known as the Deputy Town Mayor) for 2022/23.
- 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** applications for and 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: 7th April 2022 – 4th May 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 [11th April 2022](#)**

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meetings held on 11th April 2022 as published and circulated with this Agenda.
- 12. Minutes of Previous Meetings**

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

 - a. Strategy Committee [13th April 2022](#);
 - b. Town Management Committee [14th April 2022](#);
 - c. Green & Open Spaces [7th February 2022](#).
- 13. [Committee Structure](#)**

Council is asked to **RESOLVE** to approve the Committee Structure as Council, Finance & Policy Committee, Strategy Committee, Planning Committee, Green & Open Spaces Committee, Town Management Committee, Appeals Committee and HR Committee, all with any Sub-Committees and/or Working Groups.
- 14. Committee and Working Group (WG) Terms of Reference**

Council is asked to review, revise as necessary and **RESOLVE** to approve the Committee and Working Group Terms of Reference: [Finance & Policy Committee](#), [Green & Open Spaces Committee](#); [Town Management Committee](#), [HR Committee](#) and [Allotments Working Group](#), [Christmas Lights Working Group](#), [Market Working Group](#), [Queens Platinum Jubilee Working Group](#), [Review working Group](#) and [Honiton Primary School Working Group](#).
- 15. [Membership of Committees and Working Groups](#)**

Council is asked to review, revise as necessary and **RESOLVE** to approve the Councillor Membership of each Committee and Working Groups.
- 16. Calendar of Meetings 2022/23**

Council is asked to **RESOLVE** to approve the [schedule of meeting dates](#) for 2022/23.
- 17. Standing Orders**

Council is asked to **RESOLVE** to approve the Standing Orders approved by Council October 2021.
<https://www.honiton.gov.uk/UserFiles/Files/HTC%20Standing%20Orders%20031%20August%202021%20based%20on%20NALC%20Model%20SO%20018%20for%20England%20revised%202020.pdf>
- 18. Financial Regulations**

Council is asked to **RESOLVE** to approve the Financial Regulations approved by Council May 2021.
<https://www.honiton.gov.uk/UserFiles/Files/Council/Policies%20and%20Papers/Appendix%2014%20HTC%20Financial%20Regulations%20MT%2005-06-18.pdf>

- 19. [Scheme of Delegation and Statement of Internal Control](#)**
Council is asked to **RESOLVE** to approve the Scheme of Delegation (previously dated 2014) with supplemental Delegations (which were approved through 2021/22) and Statement of Internal Control
- 20. To appoint Members to Outside Bodies**
Council is asked to **RESOLVE** to a) agree [Outside Bodies](#) and to b) appoint Members to Outside Bodies.
- 21. To appoint Honiton Town Council Members with Special Responsibilities**
Council is asked to **RESOLVE** to a) agree [Special Responsibilities](#) and to b) appoint Members with Special Responsibilities.
- 22. Asset Register**
Council is asked to **RESOLVE** to approve the [Asset Register 2022](#). Council reviewed the Asset Register 11 April 2022.
- 23. Insurance**
Council is asked to **NOTE** the insurance arrangements approved by Council 24 June 2021: Long Term Agreement (LTA) for 3 years with Zurich Municipal from 1 July 2021.
- 24. Subscriptions**
Council is asked to **RESOLVE** to approve the [Subscriptions 2022/23](#).
- 25. Complaints Procedure**
Council is asked to **RESOLVE** to approve the Council's [Complaints Procedure](#).
- 26. Freedom of Information and Data Protection**
Council is asked to **RESOLVE** to approve the [Privacy Notice](#), [Data Protection Policy](#).
- 27. Communications Policies**
Council is asked to **NOTE** its approval of the [Communications](#), [Media Communications](#) and Social Media Policies approved by Finance & Policy Committee February 2022.
Social Media:
<https://www.honiton.gov.uk/UserFiles/Files/Policies/Social%20Media%20Policy%20Feb%202022.pdf>
- 28. Employment Policies**
Council is asked to **RESOLVE** to approve its [Employment Policies](#).
- 29. [Local Council Award Scheme](#)**
Council is asked to **RESOLVE** to support an application in the next 12 months for the NALC Local Council Award Scheme Foundation Level: Registration Fee £50 and annual Accreditation Fee £80.

- 30. Mayor Making Ceremony 2022/23**
Council is asked to **RESOLVE** to have a Mayor Making Ceremony and to agree preferred date.
- 31. Delegation to Prepare Statement of behalf of the Council**
Council is asked to **RESOLVE** to delegate to the Town Clerk to prepare any Press statement that may be required in response to the former MP for Tiverton and Honiton (in consultation with three members of the Council, to be decided at Full Council).
- 32. Earmarked Reserves**
Council is asked to **RESOLVE** to approve the list of [Earmarked Reserves](#) 2022/23 (previously approved by Council June 2021).
- 33. [Accounts](#)**
Council is asked to **RESOLVE** to approve the schedule of payments.
- 34. 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.
- 35. Beehive Management, Honiton Community Complex**
Council is asked to **RECEIVE** an update, and report from the Councillor Representatives on Outside Body (HCC) and Councillors on Review Meeting (with HCC), on the Council managing the Beehive arrangements and to **RESOLVE** any actions.
- 36. Underwriting of Honiton Community Complex (HCC) Costs**
Council to receive an update from Councillors on Review Meeting and is asked to **RESOLVE** to approve a financial contribution to HCC's net operating costs 7 March 2022 – 31 March 2022.
- 37. Conclusion of Information Commissioner's Office (ICO)**
Council is asked to **NOTE** the ICO's conclusion on Subject Assess Request (SAR) and the actions arising.
- 38. 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 and to **RESOLVE** any matters.
- 39. 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**