

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 13th June 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.

Join Zoom Meeting:

<https://us06web.zoom.us/j/81791560556?pwd=aWdnRXVxNWZ1eU5pTEhWdFdPamRMZz09>

Meeting ID: 817 9156 0556

Passcode: 803019

Date 8th June 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** applications for and 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.

8. Correspondence: 4th May 2022 – 8th June 2022

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

1. [Mr Bailey](#)
2. [Mr & Mrs Roche](#)
3. [Miriam Thomas](#)

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

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meetings held on 9th May 2022 as published and circulated with this Agenda.

10. Minutes of Previous Meetings

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

- a. Planning Committee [24th May 2022](#)
- b. Strategy Committee [11th May 2022](#);
- c. Finance & Policy Committee [30th May 2022](#)

11. **[Co-option to Honiton Town Council](#)**
Council will consider application for Co-option on to the Town Council and **ELECT** to the vacancy.
12. **[Membership of Committees and Working Groups](#)**
 - a) Council is asked to **NOTE** Councillor Membership of each Committee, Working Groups, Representation on Outside Bodies and Special Responsibilities.
 - b) Council is asked to **RESOLVE** to agree Members to be included on the Beehive Working Group and to **RESOLVE** the [Terms of Reference](#).
13. **[Q4 2021/22 Financial Report](#)**
Council is asked to **NOTE** the:
 - (a) [Q4 2021/22](#) financial report; and
 - (b) reconciliation of accounts to end March 2022 – [Current](#), [Nationwide](#) & [Savings Account](#).
14. **[Internal Audit report](#)**
Council is asked to **NOTE** that the Internal Auditor undertook the internal audit 3rd June 2022 and has provided the AGAR Annual Internal Audit Report 2021/22.
15. **AGAR 2021/22**
Council is asked to consider, complete and to approve the AGAR 2021/22, Part 3 (to be signed at a later date by the Chairman and Clerk and provided to the External Auditor and Published by the Town Council by 1 July 2022), [public Notice](#), [Notice to PKF](#), [variances](#), [reconciliation](#), [earmarked reserves](#) and [differences \(box 7 and 8\)](#).
 - a. **RESOLVES** to approve [Section 1](#): Annual Governance Statement 2021/22; and
 - b. **RESOLVES** to approve [Section 2](#): Accounting Statement 2021/22.
16. **Delegation of Street Market Operation**
In accordance with LGA 1972 s112 (5), Council is asked to **RESOLVE** to appoint Councillors as officers of the Council without remuneration to operate the Street Market when required.
17. **[Street Market Health & Safety Report](#)**
Council will **RECEIVE** the Street Market Health & Safety Report and is asked to **RESOLVE** to delegate to the Market Working Group to prepare a draft mitigation plan including co-ordination of traffic management with DCC and the Police.
18. **[Planning Appeal \(Honiton Cattle Market, Silver Street\): Appeal 3270077](#)**
As decided and reported to Full Council 15th July 2021 and 31st August 2021, Council is asked to **RESOLVE** to nominate, if preferred, Councillor/s to attend the virtual Appeal Hearing on 28th June 2022.

<https://planning.eastdevon.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QJ6HYHGHH TD00>

19. Consultation on [County Wide Parking](#)

Council is asked to **RESOLVE** any comments on the DCC [consultation](#).

20. Green & Open Spaces Committee

Council is asked to **RESOLVE** to approve the Recommendations from the Green & Open Spaces Committee 7th February 2022:

<https://www.honiton.gov.uk/UserFiles/Files/Minutes/140430-7.2.22 Minutes Green and Open spaces.pdf>

21. [Review Meeting, draft Terms of Reference](#)

Council is asked to review, revise as necessary and **RESOLVE** to approve the HTC/HCC Review Meeting Terms of Reference.

22. Beehive Management

Council is asked to **RECEIVE** an update and report from the Councillor Representatives on Outside Body (HCC), Councillors on Review Meeting (with HCC) and the Chairman of the Beehive Working Group on the Council's arrangement for managing the Beehive and to **RESOLVE** any actions.

23. [Accounts](#)

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

24. 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.

25. 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 arrangements for the Council's management of the Beehive and to **RESOLVE** to underwrite Honiton Community Complex's variable net costs of operating the Beehive at an estimated £5k pm for a further 3 months rolling period (7 June 2022 – 7 September 2022) and maximum of 12 months from 7 March 2022.

- 26. 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 April 2022.
- 27. Data Protection Officer (DPO)**
Council is asked to **RESOLVE** to approve the appointment of consultant to act as the Council's DPO.
- 28. Access Ramp at near Lace Walk**
Council is asked to **RESOLVE** to appoint a contractor for the construction of access ramp from near Lace Walk car park to High Street.
- 29. Officer Appointments**
Council is asked to **RESOLVE** offers of permanent contract of employment for both the Market Assistant and Democratic Services Officer roles.
- 30. Internal Audit (IAC) Report**
Council is asked to **NOTE** the internal auditors report.
- 31. 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.
- 32. 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**