

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 July 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/89071289740?pwd=eVlEWEdLV200Wm1jZlV5eFhZclQwdz09>

Meeting ID: 890 7128 9740

Passcode: 734613

Date 6th July 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: 9th June 2022 – 6th July 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).

9. Minutes of the Full Council Meetings held on [13th June 2022](#)

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 13th June 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, [21 June 2022](#) and 5 July 2022
- b. Strategy Committee, 8 June 2022
- c. Town Management Committee, [9 June 2022](#)

11. **Membership of Committees and Working Groups**
Council is asked to **RESOLVE** any changes to Councillor Membership of each Committee, Working Group, Representation on Outside Bodies and Special Responsibilities.
12. **Human Resources Committee Terms of Reference**
Council is asked to **RESOLVE** to approve the revised Terms of Reference for the HR Committee to include Chairman and Deputy Chairman of Council as committee members.
13. **Transfer of King's Street Toilets**
Council is asked to **RESOLVE** to approve the draft Heads of Terms for transfer including leasehold.
14. **Innovation & Resilience Fund (IRF)**
Council is asked to **RESOLVE** the lead Councillor for the Council's implementation of the IRF with Sidmouth Town Council.
15. **Grants Policy**
Council is asked to **RESOLVE** to
 - a. approve the revised Grants Policy; and
 - b. accept invitations for Grants 22/23.
16. **Purchase of Steam Cleaner and Repair of Christmas Lights**
Council is asked to **RESOLVE** to approve purchase of a steam cleaner at £1,140 (inc VAT) and repair of Christmas Lights at £1,506 (nc VAT).
17. **Beehive Strategy**
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 is asked to **RESOLVE** to:
 - a. approve a public consultation day 26th July 2022;
 - b. approve the Options to be presented for public consultation; and
 - c. delegate to the Clerk to prepare presentation materials (in consultation with the Beehive Working Group).
18. **Accounts**
Council is asked to **RESOLVE** to approve the schedule of payments.
19. **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.

20. Social media contract

Council is asked to **RESOLVE** to appoint a consultant for its social media communications.

21. Bus Shelters

Council is asked to **RESOLVE** to approve the:

- a. extension of the maintenance/advertising with Fernbank Advertising Ltd;
- b. increase the current Earmarked Reserve of £6k to £30.4k for upgrading four shelters over 4 years; and
- c. draw down of £7.6k from Earmarked Reserves for 2022/23.

22. Referral to Information Commissioner's Office (ICO) and Bailey Partnership

Council will receive a report on correspondence with the ICO and **RESOLVE** action with respect to Bailey Partnership.

23. Volunteer Coordinator, Beehive

Council is asked to **RESOLVE** to approve underwriting of costs of Honiton Community Complex employing a volunteer co-ordinator.

24. 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 July 2022 – 7 October 2022) and maximum of 12 months from 7 March 2022.

25. 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 May 2022.

26. 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**