

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 10th October 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/81719735923?pwd=N2tDMU9ZUWxrU01GdVFOUE1UVmltdz09>

Meeting ID: 817 1973 5923

Passcode: 956972

Date: 5th October 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 and Meetings

Council is asked to **NOTE** any reports from Town Councillors on Working Groups and to **RESOLVE** to approve any Recommendations from Working Groups and Meetings, of which Councillors have previously been notified including to ratify delegated decisions 13 September 2022 re [Market](#) and [Devon & Cornwall Community Rail Partnership](#). Attached is the [Market Working Group](#) Report for 15th August 2022 and there is also a confidential Beehive Working Group Report for 22nd September 2022.

8. Correspondence: 5th August 2022 – 5th October 2022

Council is asked to **NOTE** that there have been one matter 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. [P Hartopp](#)

9. Minutes of the Full Council Meetings held on [8th August 2022](#)

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 8th August 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 [16th August](#), [30th August 2022](#), & [27th September 2022](#)
- b. Finance & Policy [22nd August 2022](#)
- c. Strategy Committee [24th August 2022](#)
- d. Town Management [5th September 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. **Town Regeneration Working Group**
Council is asked to **RESOLVE** to establish a Town Regeneration Working Group, as highlighted by Town Management Committee 4 July 2022 and to elect Councillors to that Working Group.
13. **Devon Association of Local Councils (DALC) AGM and East Devon AoNB AGM**
Council is asked to **NOTE** the outcome of and ratify delegated decisions 13 September 2022 re DALC AGM 5 October 2022 and East Devon AoNB AGM 20 September 2022.
14. **Training policy**
Council is asked to **RESOLVE** to approve the Training Policy.
15. **Appraisal Policy**
Council is asked to **RESOLVE** to approve Appraisal Policy, [appraisal form](#) and [self-assessment form](#).
16. **Youth Council**
Council is asked to **RESOLVE** to establish a Youth Council, subject to College/School approval, as Recommended from Strategy Committee 24th August 2022.
17. **Local Council Award Scheme**
Further to Council decision 9 May 2022 (22/29) Council is asked to **RESOLVE**:
 - a) that it recognises its duties in relation to bio-diversity and crime and disorder; and
 - b) approves submitting an Application by 6 January 2023 for the Local Council Award Scheme, Foundation Level using the response to the assessment criteria.
<https://www.nalc.gov.uk/our-work/local-council-award-scheme>
[https://www.honiton.gov.uk/UserFiles/Files/Minutes/143931-9.5.22 Public not draft.pdf](https://www.honiton.gov.uk/UserFiles/Files/Minutes/143931-9.5.22%20Public%20not%20draft.pdf)
18. **“Cost of Living Crisis” Collaborative Working and Budget**
 - a) Council is asked to **RESOLVE** to [ratify delegated decision 13 September 2022](#) re that the Town Council will work together with the Community Use Building (CUB) to arrange another Warm Place venue in addition to the CUB; and
 - b) Council is asked to **RESOLVE** to [ratify delegated decision 13 September 2022](#) re that the Council approves the recommendations of Finance & Policy Committee 22 August 2022 (22/24/FP) and Strategy Committee 24 August 2022 (22/26/SC) to reallocate to Earmarked Reserves £7.5k from the Grants budget and £2.5k from the Youth Fund to support “cost of living crisis” initiatives in accordance with the Grants policy.

- c) Council is asked to **RESOLVE** that the Town Council will lead the organisation and administration of initiatives with several other Honiton community/voluntary groups.
19. **Transfer of King's Street Toilets**
Council is asked to **RESOLVE** to approve Recommendation to the Finance and Policy Committee to set aside up to £50,000 pa in the budget 23/24 and to appoint a solicitor to prepare a proposed lease.
20. **S106 Funding Allocation: The Glenn**
Council is asked to **RESOLVE** to allocate up to £15.6k S106 funding contribution to improvements at East Devon District Council's, The Glenn.
21. **Haynes Lane Developer S106 Contributions**
Council is asked to **RESOLVE** to establish a Working Group re the S106 developer contributions from the Haynes Lane developer and to elect Councillors to that Working Group.
22. **Recasting of 22/23 Revenue Budget**
Council is asked to **RESOLVE** to approve:
a) the recast budget 2022/23, following each Committees' proposals to date for recasting the revenue budget 22/23. [Budget Recast 22/23 Report](#) and on the recommendation of Finance & Policy Committee 22 August 2022 (22/24/FP);
b) transfer of budget 2022/23 changes to Earmarked Reserves; and
c) transfer from Earmarked Reserves to fund underwriting of Honiton Community Complex's costs.
23. **Draft budget process and timetable for 23/24**
Council is asked to **RESOLVE** to:
a) approve the process and timetable for budget setting 2023/24; and
b) that delegated authority be given to the Finance & Policy Committee (on the recommendation of Finance & Policy Committee 22 August 2022 (22/27/FP)) to approve the Budget Setting Timetable for 2023/24.
24. **Q1 2022/23 Financial Report**
Council is asked to **NOTE** the:
(a) [Q1 2022/23 financial report](#); and
(b) reconciliation of accounts to end June 2022 – [Current](#), [Nationwide](#) & [Savings Account](#)
25. **Charter Day and Platinum Jubilee Underspend**
Council is asked to **RESOLVE** to ratify delegated decision 13 September 2022 re to provide by Grant, in accordance with the Grants policy, of any underspend against budget and donations received, for both Charter Day (c. £775) and the Queen's Platinum Jubilee celebrations (c. £283).
26. **External Audit Procurement Option to Opt-Out.**
Under the Local Audit (Smaller Authorities) Regulations 2015, Small Authorities' Audit Appointment (SAAA) is responsible for appointing external auditors to all applicable opted-in smaller authorities. Council is asked to

RESOLVE to [ratify delegated decision 13 September 2022](#) re not to opt out, as recommended by DALC.

27. [External Audit 21/22 Report and Certificate](#)

Council is asked to **NOTE** the External Auditor Report and Certificate 2021/22: and 'except for' matter: the AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015: Section 2 was not signed by the Responsible Finance Officer before approval.

28. [Accounts](#)

Council is asked to **RESOLVE** to ratify delegated decision 13 September 2022 re to approve the schedule of September 2022 payments (exc. underwriting to HCC July 2022) and to approve the schedule of payments October 2022.

29. 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.

30. Councillor Absence

Council is asked to **RESOLVE** to approve (before the expiry of 6 months) the reason for absence of a Councillor.

31. 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 approve the principle of underwriting Honiton Community Complex's variable net costs of operating the Beehive at a current average estimate £3.9k pm for a further 4 months rolling period (7 September 2022 – 7 January 2023) and maximum of 12 months from 7 March 2022.

32. 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 July 2022.

33. [Market Superintendent](#)

Council is asked to **RESOLVE** to ratify delegated decision 13 September 2022 re to approve the appointment of a Market Superintendent as Recommended by Town Management Committee 5th August 2022.

34. Market Assistant

Council is asked to **RESOLVE** to ratify delegated decision 13 September 2022 re to approve the advertising and recruitment of a Market Assistant and maintenance “handyman”.

35. Bollards at Whitmore Way Footpath

Council is asked to **RESOLVE** to appoint a contractor for the provision of bollards at the footpath at Whitmore Way.

36. 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