

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 March 2023 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: Join Zoom Meeting

<https://us06web.zoom.us/j/82363262787?pwd=Z2FjUmlFNkVCTk9GL3N2cmPoZjlrZz09>

Meeting ID: 823 6326 2787

Passcode: 727044

Date: 8th March 2023

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.

8. Correspondence: 18th February 2023 – 8th March 2023

Council is asked to **NOTE** that there have been six 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. [Honiton Town Neighbourhood Policing Newsletter March 23](#)
2. [Devon & Cornwall Alert – Neighbourhood Watch Recruitment](#)
3. [Balfour Beatty - A30/A35 Exeter to Bere Regis Trunk Road Maintenance](#)
4. [Devon & Cornwall Police – new Assistant Chief Constable](#)
5. [Operation Rudolph – Summary of this year](#)
6. WRT Rapid Response [Catchments Event](#) and Honiton Flood Warning [Service Leaflet](#)

9. Minutes of the Full Council Meeting held on [22nd February 2023](#)

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 22 February 2023 as published and circulated with this Agenda.

10. Minutes of Previous Meetings

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

- a. Planning Committee, [28 February 2023](#)
- b. Finance & Policy Committee, [20 February 2023](#)

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. **[Code of Conduct](#)**
The revised [draft Code of Conduct](#) is Recommended from Finance & Policy Committee 20 February 2023. Council is asked to **RESOLVE** to approve the Code of Conduct.
13. **Councillors for Maintenance Working Group**
Following Green & Open Spaces Committee 17 October 2022, Full Council decided 14 November 2022 to establish this Working Group. Council is asked to **RESOLVE** Councillors to join the Working Group.
14. **[Community Ownership Fund](#) and [UKSPF \(Shared Prosperity Fund\)](#)**
Council is asked to **NOTE** Community Ownership Fund and update on UK SPF.
15. **Candidate Recruitment Campaign**
Council is asked to **NOTE** the start of the recruitment campaign for Nomination of Candidates for local Elections 4 May 2023.
16. **Pre-Election Period (Purdah)**
Council is asked to **NOTE** that the Pre-Election Period (purdah) commences 27 March 2023.
17. **Honiton Show**
Council is asked to **RESOLVE** to attend the Honiton Show – 3rd August 2023
18. **[Market Handbook \(Charges\)](#)**
Deferred from Full Council 22 February 2023. Following consideration by the Market Working Group and on the Recommendation of the Town Management Committee 6th February 2023 and following the Full Council Meeting 22nd February 2023, Council is asked to **RESOLVE** to approved the:
 - a. revised Market Handbook;
 - b. new Charges from 1 April 2023; and
 - c. consistent application of parking Charges from 1 April 2023.
19. **[Asset Register](#)**
The revised [draft Asset Register](#) is Recommended from Finance & Policy Committee 20 February 2023. Council is asked to **RESOLVE** to approve the Asset Register, subject to agreement to return assets from Honiton Community Complex ([Fixed Asset Register 2023](#))
20. **[Financial Regulations](#)**
The revised [draft Financial Regulations](#) are Recommended from Finance & Policy Committee 20 February 2023. Council is asked to **RESOLVE** to approve the Financial Regulations.

21. [Accounts](#)

Council is asked to **RESOLVE** to approve the schedule of accounts for February 2023 payments.

22. **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.

23. **Appointment of Town Orderly & Market Assistant**

Council is asked to **RESOLVE** to offer appointment to the role of Town Orderly & Market Assistant on the Recommendation of the interview panel.

24. **Annual Leave**

Council is asked to **RESOLVE** to approve carry over of annual leave not taken in 2022/23 and/or to reimburse.

25. **Honiton Community Complex (HCC): Term of Underwriting Agreement**

Council approved the financial safety net mechanism Underwriting Agreement 22 February 2023 and is now asked to **RESOLVE** to determine the term of the Agreement from 1 April 2023.

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 reimbursement from HCC's net operating profit November and December 2022.

27. **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.