

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 12th June 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/86587130522?pwd=Q29YM3A3MzdpaitUK0hPZDdtT1M4QT09>

Meeting ID: 865 8713 0522

Passcode: 343070

Date: 7th June 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.

1. [Maintenance Working Group Minutes](#)
2. [Maintenance List](#)
3. [Maintenance Working Group Terms of Reference](#)

8. Correspondence: 6th May 2023 – 6th June 2023

Council is asked to **NOTE** that there have been four 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 [Pryor - Honiton Tourist Information Centre](#)
2. [Devon & Cornwall Neighbourhood Policing Newsletter](#)
3. [Devon & Cornwall Rural Policing Newsletter](#)
4. [Dr Jeeves - Friends of the Glen](#)

9. Minutes of the Full Council Meeting held on [15th May 2023](#)

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 15th May 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 31 May 2023](#)
- b. [Finance & Policy Committee 30 May 2023](#); and
- c. [Town Management Committee 5 June 2023](#).

11. **Membership of Committees and Working Groups**
Council is asked to **RESOLVE** Membership of each Committee and Working Group.
12. **Q4 2022/23 Financial Report**
Committee is asked to **NOTE** the:
 - (a) 2022/23 financial report; and
 - (b) reconciliation of accounts to end March 2023 – Current, Nationwide & Savings Account.
13. **Internal Audit Report**
Council is asked to **NOTE** to Internal Audit 22/23 report and the Council's actions and Internal Auditor has provided the AGAR Annual Internal Audit Report 2022/23
14. **Annual Governance & Accountability Report (AGAR) 2022/23**
Council is asked to consider, complete and to approve the AGAR 2022/23, 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 2023), public Notice, Notice to PKF, variances, reconciliation, earmarked reserves and differences (box 7 and 8).
 - a. **RESOLVES** to approve Section 1: Annual Governance Statement 2022/23; and
 - b. **RESOLVES** to approve Section 2: Accounting Statement 2022/23.
15. **Regular Payments**
Council is asked to **RESOLVE** to approve the Regular Payments 2023/24.
16. **Devon County Council (East Devon HATOC) (Traffic Regulation) Amendment Order and Local Waiting Restriction Programme 2023/24**
 - a. Council is asked to **NOTE** consultation on the DCC proposal to make an Order under the Road Traffic Regulation Act 1984 to introduce No Waiting At Any Time on a specified length of Streamers Meadows.
 - b. Council is asked to **RESOLVE** to delegate to the Town Clerk to provide comments to the DCC Honiton Ward Member on the Request List for the Local Waiting Restrictions Programme 2023/24, in consultation with the Chairman of the Town Management Committee.
17. **Mobile Library Consultation**
Council is asked to **RESOLVE** that Councillors provide any comments on the Devon County Council Mobile Library consultation to the Town Clerk to enable a Council response to the consultation.
18. **Stand at Honiton Show**
Council is asked to **RESOLVE** to share its Stand at the Honiton Show with Honiton Community Complex.

- 19. Honiton Town Council News Bulletin**
Council is asked to **RESOLVE** to agree to the introduction of a regular monthly Council News Bulletin; the details of which are delegated to the Strategy Committee.
- 20. [Hearing System, Beehive](#)**
a. Council is asked to **RESOLVE** its preference to provide neck loop system at the JLA auditorium at its Beehive building; and
b. Council is asked to **RESOLVE** its preference to provide neck loop system at the Tirard room at its Beehive building.
Attachments to the above report a. [RAS Letter dated 5th June 23](#), b. [RAS Letter dated 24th June 23](#), c. [Email](#).
- 21. [Room Hire Rates, Beehive](#)**
Council is asked to **RESOLVE** its response/approval of Council's new [Room Hire](#) rates proposed by Honiton Community Complex (HCC).
- 22. [Accounts](#)**
Council is asked to **RESOLVE** to approve the schedule of accounts for April 2023 payments.
- 23. 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).
- 24. Underwriting of Honiton Community Complex (HCC) Costs**
Council to **RECEIVE** an update from Councillors on Review Meeting and is asked to **RESOLVE** to determine financial support of HCC's net operating loss March 2023 (deferred from May 2023).
- 25. Honiton Community Complex (HCC) Costs**
Council to **RECEIVE** an update from Councillors on Review Meeting and is asked to **NOTE** HCC's net operating loss April 2023.
- 26. Hearing System, Beehive**
Council is asked to **RESOLVE** to appoint a contractor for provision of a Hearing system at the Beehive:
a. JLA; and
b. Tirard Room.
- 27. Cleaning Contract**
Council is asked to **RESOLVE** to appoint a contractor for cleaning of its Offices at the Beehive.

28. 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.