

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 May 2025 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. Please see details below to download Zoom, however this is not guaranteed.

Join Zoom Meeting

<https://us06web.zoom.us/j/81040709985?pwd=fKxkjMVtJ4NhRBUcKcKf7HVvaqbv1P.1>

Meeting ID: 810 4070 9985

Passcode: 184739

Date: 7th May 2025

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. Election of the Town Council Chairman

Council is asked to **RESOLVE** to elect a Chairman (may be styled as the Town Mayor) for 2025/26 and signing of the Declaration of Office.

2. Election of the Town Council Deputy Chairman

Council may **RESOLVE** to elect a Deputy Chairman (may be styled as the Deputy Town Mayor) for 2025/26.

3. Apologies for Absence

To **RECEIVE** apologies and **RESOLVE** to approve any reasons for absence.

4. 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.

5. Dispensations

To **NOTE** applications for and grant of dispensations made by the Town Clerk in relation to the business of this meeting.

6. 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.

7. Reports from District and County Councillors

Council is asked to **NOTE** (and may ask questions on) the report/s from District and County Councillors.

8. 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.

9. Reports and Recommendations from Working Groups and Meetings

Council is asked to **NOTE** any reports from Town Councillors on Working Group and to **RESOLVE** to approve any Recommendations from Working Groups and Meetings, of which Councillors have previously been notified.

10. Correspondence: 8th April 2025 – 6th May 2025

Council is asked to **NOTE** that there has been no matters of correspondence (on matters not otherwise included on this Agenda) received by the Council since last Full Council..

11. [Minutes of the Full Council Meeting held on 14th April 2025](#)

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 14th April 2025 as published and circulated with this Agenda.

12. Minutes of Previous Meetings

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

- a. Planning Committee [8th April 2025](#) and [22nd April 2025](#); and
- b. Town Management Committee [7th April 2025](#); and
- c. Finance & Policy Committee [24th March 2025](#); and
- d. Green & Open Spaces Committee [15th April 2025](#); and
- e. Strategy Committee [9th April 2025](#).

13. Committee Structure

- a. Council is asked to **RESOLVE** to approve the Council Structure as Full Council, Finance & Policy Committee; Strategy, Economy & Tourism Committee; Planning Committee; Green & Open Spaces Committee; Town Management Committee; Appeals/Complaints Committee; and Human Resources Committee.
- b. Council is asked to **RESOLVE** to approve the Working Groups: Communications, Allotments; Market; Beehive; Footpaths; Volunteering, King Street PC, Maintenance, Youth Council and Honiton Sports.

14. Committee and Working Group (WG) Terms of Reference

Council is asked to review, revise as necessary and **RESOLVE** to approve the Committee and Working Group Terms of Reference:

Committees:

- a. [Finance & Policy Committee](#);
- b. [Green & Open Spaces Committee](#);
- c. [Town Management Committee](#);
- d. [HR Committee](#);
- e. [Strategy, Economy & Tourism Committee](#);
- f. [Planning Committee](#); and
- g. [Appeals/Complaints Committee](#).

Working Groups:

- h. [Allotments](#)
- i. [Footpaths](#)
- j. [Beehive](#)
- k. [Market](#)

Council is asked to **NOTE** that Terms of Reference for Working Groups which will initially be agreed by the Working Groups before being referred to Full Council for approval.

15. [Membership of Committees and Working Groups](#)

Council is asked to **RESOLVE** Membership of each Committee and Working Group.

16. [To appoint Members to Outside Bodies](#)

Council is asked to **RESOLVE** to a) agree Outside Bodies and to b) appoint Members to Outside Bodies.

17. [To appoint Honiton Town Council Members with Special Responsibilities](#)

Council is asked to **RESOLVE** to a) agree Special Responsibilities and to b) appoint Members with Special Responsibilities.

18. [Calendar of Meetings 2025/26](#)

Council is asked to **RESOLVE** to approve the schedule of meeting dates for 2025/26; recently approved by Full Council February 2025.

19. Bank Signatories

Council is asked to **RESOLVE** to appoint:

- (a) four Bank Signatories;
- (b) a Councillor to approve monthly Reconciliations; and
- (c) a Councillor to sign monthly Schedule of Payments.

20. [Code of Conduct](#)

Council is asked to **RESOLVE** to approve the Council's Code of Conduct; last approved by Full Council June 2024 and Finance & Policy Committee March 2025.

21. **General Power of Competence**

Council is asked to **RESOLVE** to adopt the General Power of Competence (GPC) having met the qualifying criteria; secured more than 2/3rd Elected Councillors and a qualified Clerk.

22. [Standing Orders](#)

Council is asked to **RESOLVE** to approve the Council's Standing Orders last approved by Full Council September 2024 and Finance & Policy Committee March 2025.

23. [Financial Regulations](#)

Council is asked to **RESOLVE** to approve the Council's Financial Regulations; the previous version was approved by Full Council June 2024 and Finance & Policy Committee March 2025.

24. [Scheme of Delegation](#) and [Statement of Internal Control](#)

Council is asked to **RESOLVE** to approve the Scheme of Delegation and Statement of Internal Control.

25. **Insurance**

Council is asked to **NOTE** the insurance arrangements approved by Council June 2024: Long Term Agreement (LTA) for 3 years with Zurich Municipal from 1 July 2024 to 30 June 2027.

26. [Subscriptions](#)

Council is asked to **RESOLVE** to approve the Subscriptions 2025/26.

27. [Complaints Procedure](#)

Council is asked to **RESOLVE** to approve the Council's Complaints Procedure.

28. **Freedom of Information and** [Data Protection](#)

Council is asked to **RESOLVE** to approve the Privacy Notice, Data Protection Policy.

29. [Training Policy](#)

Council is asked to **RESOLVE** to approve the Training Policy.

30. **New Member Induction and** [Training Programme](#)

Council is asked to **NOTE** to planned new Member induction / training programme, including mandatory training on the Code of Conduct.

31. [Safeguarding](#) and [Equalities](#)

Council is asked to **RESOLVE** to approve the Safeguarding and Equalities Policies.

32. Communications Policies

Council is asked to **RESOLVE** to approve the [Communications](#) and [Media Communications](#) Policies.

33. [Publication Scheme](#)

Council is asked to **RESOLVE** to approve the Publication Scheme (based on the ICO model).

34. Employment Policies

Council is asked to **RESOLVE** to approve its Employment Policies as previously approved by HR Committee July 2024 and Recommended by HR Committee March 2025.

- a. [Absence Management Policy](#)
- b. [Bullying and Harassment Policy](#)
- c. [Staff Appraisal Policy](#)
- d. [Capability Procedure Policy](#)
- e. [Disciplinary Procedure](#)
- f. [Grievance Policy](#)
- g. [Leave Policy](#); and the:
- h. [Lone Working Policy](#)
- i. [Whistleblowing Policy](#)

35. [Corporate Risk Assessment](#)

Council is asked to **RESOLVE** to approve the corporate risk assessment; recently approved by Full Council November 2024 and Finance & Policy Committee March 2025.

36. [Asset Register](#)

Council is asked to **RESOLVE** to approve the [Asset Register March 2025](#); previously considered by Full Council November 2024 and December 2024 and Finance & Policy Committee March 2025.

37. [Earmarked Reserves \(EMR\)](#)

Council is asked to **RESOLVE** to approve the list of Earmarked Reserves; previously considered by Full Council June 2024 and Finance & Policy Committee March 2025.

38. [Investment Strategy](#)

Council is asked to **RESOLVE** to approve the Investment Strategy.

39. Project Implementation Plans (PIPs)

Council is asked to amend as necessary and **RESOLVE** to approve revised/updated PIPs for [Youth Council](#), [Pride Event](#) and [Flowerpot Characters Competition](#).

40. [Accounts](#)

Council is asked to **RESOLVE** to approve the schedule of accounts for April 2025 payments.

41. 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.

42. Pay Award and Increments

HR Committee November 2024 NOTED the nationally negotiated annual pay award 24/25 negotiated by LGA. Council is asked to **RESOLVE** to approve the annual incremental pay awards 25/26 and probation period backpay.

43. Underwriting of Honiton Community Complex (HCC) Costs

Council to **RECEIVE** an update from Councillors on Review Meeting and Chairman of the Review Meeting or HTC's nominated HCC Director and is asked to **RESOLVE** to approve financial support of HCC's net operating loss February and February 2025.

44. Honiton Community Complex (HCC) Charity Members Meeting

Council is asked to **RESOLVE** Councillor/s to attend HCC Charity Members meetings, representing the Council.

45. 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.