

**To all Members of Honiton Town Council**

A meeting of **Honiton Town Council, Finance & Policy Committee** to which you are summoned, will be held at The Beehive, Dowell Street, Honiton on **Monday 16<sup>th</sup> February 2026 commencing at 6:30pm** 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/83196635765?pwd=Zg9D3ufQTVEzscrn8yj9zaDy6KaLMY.1>

Meeting ID: 831 9663 5765

Passcode: 909961

*Stephen Hill*

Date: 11<sup>th</sup> February 2026

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 Finance & Policy Committee Chairman**  
Committee is asked to **RESOLVE** to elect a Chairman for 2025/26.
- 2. Election of the Finance & Policy Committee Deputy Chairman**  
Committee may **RESOLVE** to elect a Deputy Chairman for 2025/26.
- 3. Apologies for absence**  
To **RECEIVE** apologies and **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** the 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. Minutes of the Finance & Policy Committee Meeting held on 15<sup>th</sup> December 2025**

Committee is asked to **RESOLVE** to approve for accuracy the minutes of the Finance & Policy Committee Meeting held on 15<sup>th</sup> December 2025 as published and circulated with this agenda.

**8. Finance & Policy Committee Terms of Reference**

Committee is asked to **RESOLVE** to approve its Terms of Reference and Recommend to Full Council May 2026.

**9. Standing Orders**

Committee is asked to **RESOLVE** to Recommend Standing Order (based on the NALC model) (considered by Full Council May 2025 and revised in consultation with Chairman and Deputy November 25) to Full Council May 26.

**10. Code of Conduct**

Committee is asked to **RESOLVE** to review/revise and recommend the Code of Conduct (based on the LGA model as approved by Full Council May 2025) to Full Council May 26.

**11. Financial Regulations**

Committee is asked to **RESOLVE** to review/revise and recommend Financial Regulations (based on the NALC model as approve by Full Council June 2025) to Full Council May 26.

**12. Investment Strategy, Publication Scheme (based on the ICO model), Communications, Social Media, Media Communications, Safeguarding, Equalities and Complaints policies, Scheme of Delegation and Statement of Internal Control.** Committee is asked to **RESOLVE** to review/revise and recommend the above to Full Council (Full Council May 2026).

**13. Corporate Risk Assessment**

Following Finance & Policy Committee November 2025, Committee is asked to **RESOLVE** to review/revise and recommend the Corporate Risk Assessment to Full Council May 2026.

**14. Asset Register 2025**

Following Finance & Policy Committee November 2025, Committee is asked to **RESOLVE** to review/revise and recommend the [draft Asset Register 2025](#), to Full Council May 26.

**15. Earmarked Reserves**

Following Full Council June 2025, Committee is asked to **RESOLVE** to review/revise and recommend Earmarked Reserves to Full Council May 2026.

**16. Training & Development Policy**

Committee is asked to **RESOLVE** to Recommend the amended Training & Development Policy to Full Council May 26.

**17. Retention & Disposal Policy**

Committee is asked to **RESOLVE** to Recommend the Retention & Disposal Policy to Full Council May 26.

**18. Data Protection Policy**

Following Full Council May 25 Committee is asked to **RESOLVE** to Recommend the Data Protection Policy to Full Council May 26.

**19. Data Protection Privacy Notice**

Following Finance & Policy Committee November 25 Committee is asked to **RESOLVE** to Recommend the Data Protection Privacy Notice to Full Council May 26.

**20. IT Policy**

Following Finance & Policy Committee November 25 Committee is asked to **RESOLVE** to Recommend the IT Policy to Full Council May 26.

**21. Assertion 10**

Following Finance & Policy Committee October 25 ([Item 6 F and P 20.10.25 Assertion 10.pdf](#)) Committee is asked to **NOTE** progress with Data Audit and Accessible Documents training.

**22. Q3 2025/26 Financial Report**

Committee is asked to **NOTE** the:

(a) [2025/26 financial report](#); and

(b) reconciliation of accounts to end December 2025 – [Current](#), [Nationwide](#) & [Savings Account](#).

**23. Grants 26/27**

Committee is asked to **RESOLVE** to review/revise the Grants 26/27 Policy and [application](#), and to start the Grant application process 26/27.

**24. Interim Internal Audit Observations 25/26 and Effectiveness of Internal Control Engagement and Observations covering letter.**

Committee is asked to **RESOLVE** to approve a. the Council's comments on Internal Audit Observations December 25 and b. effectiveness of the Council's internal control systems, encapsulated in Standing Orders, Financial Regs and Statement of Internal Control.

**25. AGAR 25/26 Timetable**

Committee is asked to **NOTE** the draft timetable for the 2025/26 AGAR.

**26. To close to 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](http://www.honiton.gov.uk)  
OR VIA THE TOWN COUNCIL OFFICE**