

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 11th May 2026 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/86214369614?pwd=cxpboxaapASHw8alZapPzFBKmtkROmy.1>

Meeting ID: 862 1436 9614

Passcode: 043358

Date: 6th May 2026

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 2026/27 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 2026/27.
- 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.

- Footpaths Working Group – [04.03.26](#)
[18.03.26](#)
- Beehive Low Carbon Working Group – [27.04.26](#)

10. Correspondence: 8th April 2026 – 6th May 2026

Council is asked to **NOTE** that there have been two matters of correspondence (on matters not otherwise included on this Agenda) received by the Council since last Full Council.

1. Combe Estates – [Letter regarding Roundball Wood & Allotments](#)
2. Hospiscare – [Letter of thanks](#)

11. [Minutes of the Full Council Meeting held on 13th April 2026](#)

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 13th April 2026 as published and circulated with this Agenda.

12. Minutes of Previous Meetings

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

- a. Planning Committee [14th April 2026](#) and [28th April 2026](#);
- b. HR Committee [22nd April 2026](#); and
- c. Town Management Committee [20th April 2026](#).

13. [Co-Option](#)

Council is asked to **RESOLVE** to Co-Opt a [new Councillor](#) for a vacant seat in St Michael's Ward in line with the Council's co-option policy.

14. Committee Structure

a. Council is asked to **RESOLVE** to approve the Council Structure as Full Council, Finance & Policy Committee; Strategy, Economy & Tourism Committee; Transitional 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, Footpaths, Volunteering, Maintenance, Youth Council, Beehive Low Carbon and Honiton Sports.

15. Membership of Committees and Working Groups

Council is asked to **RESOLVE** Membership of each Committee and Working Group. [Existing members of Committees and Working Groups](#).

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

Council is asked to review, revise as necessary and **RESOLVE** to approve the Committees' and Working Groups' Terms of Reference:

Committees:

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

Working Groups:

- i. [Allotments](#)
- j. [Footpaths](#)
- k. [Beehive Low Carbon](#)
- l. [Market](#)
- m. [Maintenance](#)

Council is asked to **NOTE** that Terms of Reference for Committees and Working Groups will next be referred to the Committee/Working Groups, after which any proposed changes will be referred again to Full Council for approval.

17. To appoint Members to Outside Bodies

Council is asked to **RESOLVE** to a) agree Outside Bodies and to b) appoint Members to Outside Bodies. [Existing members of Committees and Working Groups](#).

- 18. 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. [Existing members of Committees and Working Groups](#).
- 19. [Calendar of Meetings 2026/27](#)**
Council is asked to **RESOLVE** to approve the schedule of meeting dates for 2026/27; recently approved by Full Council January 2026.
- 20. 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.
- 21. [Code of Conduct](#)**
Council is asked to **RESOLVE** to approve the Council's Code of Conduct (based on the LGA model 2021); approved and Recommended by Finance & Policy Committee February 2026.
- 22. 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.
- 23. [Standing Orders](#)**
Council is asked to **RESOLVE** to approve the Council's Standing Orders (based on NALC model Standing Orders 2025 update) approved and Recommended by Finance & Policy Committee February 2026.
- 24. [Financial Regulations](#)**
Council is asked to **RESOLVE** to approve the Council's Financial Regulations (based on NALC model Financial Regulation 2025 update) approved and Recommended by Finance & Policy Committee February 2026.
- 25. [Scheme of Delegation](#) and [Statement of Internal Control](#)**
Council is asked to **RESOLVE** to approve the Scheme of Delegation and Statement of Internal Control approved and Recommended by Finance & Policy Committee February 2026.
- 26. 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.
- 27. [Subscriptions](#)**
Council is asked to **RESOLVE** to approve the Subscriptions 2026/27.
- 28. [Complaints Procedure](#)**
Council is asked to **RESOLVE** to approve the Council's Complaints Procedure as approved and Recommended by Finance & Policy Committee February 2026.

29. **Freedom of Information and Data Protection**
Council is asked to **RESOLVE** to approve the Privacy Notice and Data Protection Policy as approved and Recommended by Finance & Policy Committee February 2026.
30. **Training & Development Policy**
Council is asked to **RESOLVE** to approve the Training Policy as approved and Recommended by Finance & Policy Committee February 2026.
31. **Co-option Policy**
Council is asked to **RESOLVE** to approve the revised Co-option Policy.
32. **New Member Induction and Training Programme**
Council is asked to **NOTE** the planned new Member induction / training programme, including mandatory training on the Code of Conduct.
33. **Safeguarding and Equalities**
Council is asked to **RESOLVE** to approve the Safeguarding and Equalities Policies as approved and Recommended by Finance & Policy Committee February 2026.
34. **Communications Policies**
Council is asked to **RESOLVE** to approve the Communications, Social Media and Media Communications Policies as approved and Recommended by Finance & Policy Committee February 2026 and the Community Engagement Policy.
35. **Publication Scheme**
Council is asked to **RESOLVE** to approve the Publication Scheme (based on the ICO model) as approved and Recommended by Finance & Policy Committee February 2026.
36. **Retention & Disposal Policy**
Council is asked to **RESOLVE** to approve the Retention & Disposal policy; recently approved and Recommended by Finance & Policy Committee February 2026.
37. **IT Policy**
Council is asked to **RESOLVE** to approve the IT policy (based on the NALC model template); recently approved and Recommended by Finance & Policy Committee February 2026.
38. **Health & Safety and Risk Management Policies**
Council is asked to **RESOLVE** to review and approve the Health & Safety and Risk Management Policies.
39. **Corporate Risk Assessment**
Council is asked to **RESOLVE** to review and approve the corporate risk assessment; recently approved and Recommended by Finance & Policy Committee February 2026.

40. **Asset Register**
Council is asked to **RESOLVE** to approve the Asset Register March 2026 as approved and Recommended by Finance & Policy Committee February 2026.
41. **Earmarked Reserves (EMR)**
Council is asked to **RESOLVE** to approve the list of Earmarked Reserves as considered by Finance & Policy Committee February 2026.
42. **Investment Strategy**
Council is asked to **RESOLVE** to approve the Investment Strategy as approved and Recommended by Finance & Policy Committee February 2026.
43. **Sports Allocations S106 and HTC Sports Funds**
Council is asked to **RESOLVE**:
a. to Recommend to EDDC allocation of £20k, S106 contributions to project the planned 3G pitch at Honiton Community College ([application summary](#)); and
b. to Delegate to the Town Clerk to provide comments on the draft Community Use Agreement ([CUA](#)) in consultation with the Councillor Chairman of the Sports Working Group.
44. **Accounts**
Council is asked to **RESOLVE** to approve the schedule of accounts for April 2026 payments.
45. **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.
46. **Honoured Citizen Award**
Council is asked to **RESOLVE** to ratify the award of Honoured Citizen status.
47. **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.