

**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 8<sup>th</sup> June 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/88066005710?pwd=zuafvrqYReVNKvN3Q7JU4kq8rj0B79.1>

Meeting ID: 880 6600 5710

Passcode: 173749

*Stephen Hill*  
Stephen Hill

**Town Clerk**

Date: 6<sup>th</sup> June 2026

**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. [Co-option/s](#)**

Council is asked to **RESOLVE** to Co-Opt new Councillor/s for vacant seat/s in St Paul's Ward in line with the Council's co-option policy.

  - [Steve Keene](#)
  - [Jadie Larcombe](#)
  - [Gordon Martin](#)
- 6. Reports from District and County Councillors**

Council is asked to **NOTE** (and may ask questions on) the report/s from District and County Councillors.
- 7. 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.
- 8. 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.

  - [Market Working Group 30.04.26](#)
  - [Maintenance Working Group 20.05.26](#)
- 9. Correspondence: 8<sup>th</sup> May 2026 – 6<sup>th</sup> June 2026**

Council is asked to **NOTE** that there have been no matters of correspondence (on matters not otherwise included on this Agenda) received by the Council since last Full Council.
- 10. [Minutes of the Full Council Meeting held on 11<sup>th</sup> May 2026](#)**

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 11<sup>th</sup> May 2026 as published and circulated with this Agenda.
- 11. Minutes of Previous Meetings**

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

  - a. Planning Committee [12](#) and [26 May 2026](#);
  - b. SET Committee [13 May 2026](#); and
  - c. Finance & Policy Committee [27 May 2026](#).

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

Council is asked to **RESOLVE** Membership of each Committee and Working Group and Members with Special Responsibilities and/or on Outside Bodies.

**13. Employment Policies**

Council is asked to **RESOLVE** to approve its Employment Policies as previously reviewed, approved and Recommended by HR Committee April 2026:

<a href="#">Staff Handbook (Welcome &amp; Introduction)</a>	<a href="#">Lone Working</a>
<a href="#">General Information</a>	<a href="#">Grievance</a>
<a href="#">Conduct</a>	<a href="#">Disciplinary</a>
<a href="#">Whistleblowing</a>	<a href="#">Capability</a>
<a href="#">Absence Management</a>	<a href="#">Recruitment &amp; Selection</a>
<a href="#">Leave</a>	<a href="#">Menopause</a>
<a href="#">Staff Annual Appraisal</a>	<a href="#">Maternity</a>
<a href="#">Reasonable Adjustments</a>	<a href="#">Paternity</a>
<a href="#">Health and Wellbeing</a>	<a href="#">Adoption</a>
<a href="#">Dignity at Work</a>	<a href="#">Neonatal</a>
<a href="#">Flexible Working</a>	<a href="#">Bereaved Partner's Paternity</a>
	<a href="#">Shared Parental Leave</a>
	<a href="#">Probation</a>

**14. Arrangements: Vacancy, Town Clerk and Responsible Financial Officer (RFO)**

Council is asked to **RESOLVE** to approve arrangements with respect to the position of Town Clerk and RFO role/s to:

- a. Consider setting an Earmarked Reserves of £2k for recruitment and up to £30k for temporary appointment of a locum Officer/s and any acting up compensation (alternatively costs are balanced by savings on staff salary budget 26/27);
- b. Confirm the temporary acting up appointment of the Deputy Town Clerk as Interim Town Clerk & RFO;
- c. Delegate to the HR Committee to make HR arrangements for the intervening period eg line management, acting up, Delegation and compensation salary;
- d. Delegate to the HR Committee to Decide upon preferred permanent Town Clerk, RFO or other role/s;
- e. Delegate to the HR Committee to make arrangements for recruitment to post/s, including information pack/s, advertisement/s, interviews, Recommendations to Full Council, conditional offer/s (subject to Full Council appointment); and
- f. Delegate to the Deputy Town Clerk/ Interim Town Clerk & RFO (in consultation with the Chairman and Deputy of HR Committee) to appoint temporary locum Officer/s.

**15. [Beehive Low Carbon Project Implementation Plan \(PIP\)](#)**

Council is asked to **RESOLVE** to approve the Beehive Low Carbon PIP.

**16. [Solar Panels Legal Agreements](#)**

Council is asked to **RESOLVE** to approve appointment of a solicitor (costs from the Beehive low carbon £31k, 26/27 budget) to advise and prepare any draft new/extended/replacement agreements that may be needed to regularise Beehive solar panel agreements eg lease and Power Purchase Agreement.

17. **Gate to Plate: Eat Festival**  
Council is asked to **RESOLVE** to a) continue Gate to Plate and b) enter a new Contract (i. for 3 years or ii. ongoing) with Eat Festival for Gate to Plate events.
18. **Earmarked Reserves (EMR)**  
Following Full Council May 2026 and Finance & Policy Committee 27 May 2026, Council is asked to **RESOLVE** to review/revise and approve EMR.
19. **Q4 25/26 Financial Report**  
Council is asked to **NOTE** the:  
(a) 2025/26 financial report; and  
(b) reconciliation of accounts to end March 2026 – Current, Nationwide & Savings Account.
20. **Annual Governance & Accountability Report (AGAR) 2025/26**  
Council is asked to consider, complete and to approve the AGAR 2025/26, Part 3 (Governance Statement and Accountability report 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 2026), Public Notice, internal audit report and letter, explanation of variances, variances and variances to other payments, reconciliation, earmarked reserves, differences (box 7 and 8) and evidence of GPC (certificate / training and Elected Councillors).
  - a. **RESOLVES** to complete and approve Section 1: Annual Governance Statement 2025/26; and
  - b. **RESOLVES** to approve Section 2: Accounting Statement 2025/26.
21. **Accounts**  
Council is asked to **RESOLVE** to approve the schedule of accounts for May 2026 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 Communications Officer**  
Council is asked to **RESOLVE** the appointment of a Communications Officer.
24. **Annual Leave 25/26 and Carry Over to 26/27**  
Council is asked to **NOTE** annual leave 25/26 and to **RESOLVE** to approve arrangements for pay/carry over to 26/27 to be Delegated to the Town Clerk (in consultation with the Council Chairman and Deputy).

## **25. 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](http://www.honiton.gov.uk)  
OR VIA THE TOWN COUNCIL OFFICE.