

**Minutes of the Full Council Meeting of the Town Council on Monday 17th  
January 2022 at 7.00pm**

**Present**

**St Michael's Ward**

Cllr J Bonetta  
Cllr T Howard  
Cllr H Hurford  
Cllr A McCollum  
Cllr D Munge  
Cllr A Proszowska

**St Paul's Ward**

Cllr S Keene  
Cllr S Sexton

**In attendance**

Stephen Hill, Town Clerk  
Heloise Marlow, Deputy Town Clerk  
6 members of the public (in person)  
29 members of the public (via zoom)

**21/306 Chairman**

**There being no other nominations, Members voted unanimously to elect Cllr Sexton as Chairman.**

Proposed by Cllr Bonetta and seconded by Cllr McCollum.

**21/307 Vice-Chairman**

Members discussed whether it would be possible to have two Vice-Chairs. The Town Clerk confirmed that DALC and NALC had advised that there could only be 1 Vice-Chair. It was noted that the main role of the Vice-Chair is to stand in for the Chair when the Chair is unavailable and that there would be another election for Chair and Vice-Chair in May 2022.

Cllr Munge proposed Cllr Bonetta and this was seconded by Cllr Keene  
Cllr Keene proposed Cllr Hurford, and this was seconded by Cllr Proszowska.

**Members RESOLVED unanimously to elect the Vice-Chair by secret ballot.**

Proposed by Cllr Howard and seconded by Cllr Proszowska.

**Members RESOLVED to elect Cllr Hurford as Vice-Chair.**

The vote was 6 in favour of Cllr Hurford with 2 votes in favour of Cllr Bonetta.

**21/308 Apologies for absence**

Cllr K Cloke - Personal  
Cllr R Coombs – Personal

**21/309 Declarations of Interests**

Cllr S Keene – Personal Interest (Item 21/330)

Cllr J Bonetta – Personal Interest (Item 21/320, 21/321, 21/324, 21/329)

Cllr T McCollum – Personal Interest (Item 21/320, 21/321, 21/324, 21/329)

Cllr T Howard – Personal Interest (Item 21/318 and 21/319)

**21/310 Dispensations**

There were no grants of dispensations made by the Town Clerk in relation to the business of this meeting.

**21/311 Public Question Time for items on the agenda**

Mr J Zarczynski ([click here](#))

Cllr Bonetta confirmed that he would answer the question as part of his report under item 7 (21/312).

**21/312 Reports from District and County Councillors**

Cllr P Twiss – click [here](#)

Cllr J Bonetta – click [here](#)

Cllr Hurford queried the location of the other 2 play areas across Honiton which should be receiving renovation and upgrades over the course of the year. Cllr Bonetta confirmed that these were the Jerrard Close and Pale Gate Close play areas.

Cllr Proszowska requested an update regarding the works to the football pitch near Littletown School. Cllr Bonetta confirmed that EDDC would be carrying out the work and would follow this up, in addition to seeing what can be achieved under the Welcome Back funding (see agenda item 24) and S106/CIL monies from the Hayne Lane development.

**21/313 Reports from Honiton Town Council Members with Special Responsibilities and/or on Outside Bodies**

Cllr Sexton advised that she and Cllrs Cloke and Hurford had met with the local police who were keen to come to a future Council meeting to introduce themselves.

Cllr Sexton had also attended an HCC Directors meeting when the issues affecting the charity from COVID regarding impact on revenue were discussed. The charity had had a difficult 12 months and at the AGM it presented its accounts. The charity was also being impacted by a reduction in volunteers.

Cllr Sexton had also attended a League of Friends meeting. Heather Penwarden was standing down as Chair due to her commitments with the Royal Devon and Exeter Hospital. A new Chair would be elected in the

summer. She had assisted with a collection outside Tesco's which had raised over £270 in one day.

Cllr Hurford advised that the last two Councillor surgeries had had to be cancelled due to adverse weather. The next surgery would be on Tuesday 29<sup>th</sup> January outside St Paul's Church – weather permitting.

Cllr McCollum advised that the Christmas lights had not been as successful as hoped due to power issues and damage. A full report would be brought to Full Council in March. He had also attended a Charter Day committee meeting to discuss the event in July.

#### 21/314 Reports and Recommendations from Working Groups

- a) Market Working Group report – [click here](#)  
**Members RESOLVED unanimously to approve the new market trader's handbook including fees, risk assessment and revised Terms of Reference.**

Proposed by Cllr Proszowska and seconded by Cllr McCollum

- b) Climate Change Working Group – [click here](#)  
The Town Clerk confirmed that the report had been considered by the Strategy Committee at their meeting on the 12<sup>th</sup> January and was now being brought to FC for their approval.

Cllr Munge advised that due to COVID restrictions it was likely that the event on the 9<sup>th</sup> April would need to be delayed.

They have already received sponsorship offers from 2 businesses in Honiton.

**Members RESOLVED unanimously to**

- a. **Hold an event on the proposed date of Sat 9 Apr 2022 which is to be confirmed.**
- b. **Booking to be made at the proposed venue of the Beehive for the event.**
- c. **HTC work in partnership with local industry to deliver the event.**
- d. **To allocate £2,000 to be available to spend on promoting and organising the event (from the £10,000 total allocated 21/22 by Full Council to Working Groups).**

Proposed by Cllr Bonetta and seconded by Cllr Keene.

- c) Footpath Working Group  
Cllr Proszowska confirmed that Cllr Coombs, Cloke, the Deputy Clerk and herself were undertaking the footpath inspections required under the P3 agreement.

**21/315 Correspondence: 17<sup>th</sup> December 2021 – 12<sup>th</sup> January 2022**

None received.

**21/316 Minutes of the Full Council Meetings held on 13 and 20 December 2021**  
**Members unanimously RESOLVED to approve for accuracy the minutes of the Full Council meeting on the 13<sup>th</sup> December 2021.**

Proposed by Cllr Proszowska and seconded by Cllr Hurford

**Members unanimously RESOLVED to approve for accuracy the minutes of the Full Council meeting on the 20<sup>th</sup> December 2021.**

Proposed by Cllr Proszowska and seconded by Cllr Hurford.

**21/317 Minutes of Previous Meeting**

Members **NOTED** the minutes of the Finance & Policy Committee dated 20<sup>th</sup> December 2021.

**21/318 Resignations**

Members **NOTED** that:

- a) Councillor Vera Howard resigned from the Town Council with immediate effect from 4 January 2022 (triggering a vacancy); ([letter](#)) and
- b) Councillors John Zarczynski (Chairman), Carol Gilson (Vice Chairman), Phil Carrigan, John Taylor, Jill McNally and Luke Dolby have resigned from the Town Council with immediate effect on 10 January 2022 (triggering vacancies).

**21/319 Honoured Citizen Status**

Cllr Sexton read out correspondence received from Mrs Jill McNally (see link) and from Mr S Kolek supporting the proposal.

Several Members spoke in favour of the proposal.

**Members RESOLVED unanimously to award Honoured Citizen status to ex-Councillor Vera Howard for her 40+ years dedicated service to Honiton and the Town Council.**

Proposed by Cllr McCollum and seconded by Cllr Proszowska.

**21/320 Motion: EDDC Standards Decision Notice**

Members **NOTED** the item.

**21/321 Conclusion of Complaints to the East Devon District Council (EDDC) Monitoring Officer**

Members **NOTED** the item.

**21/322 Members on Committees/Working Groups/Special Responsibilities/Outside Bodies**

Cllr Proszowska confirmed that her resignations were due to time constraints with a full-time job but that if in the future she had more time she would re-join/join groups and committees.

Members discussed the vacancies and the likely forthcoming elections to fill the Councillor vacancies. Members agreed to wait until the new councillors were elected to fill any WG/Committee vacancies but that in the meantime reaffirmed that members of the public could join working groups as they have done with the Climate Change working group.

**21/323 Preparation of Community Strategy**

Cllr Bonetta as Chair of the Strategy Committee confirmed that the purpose of the Community Strategy was to help HTC with an insight of the views of residents and that it was essential that the working groups and Cllrs be involved in this exciting opportunity.

Cllr Munge queried whether the document was in effect a business plan but Cllr Bonetta suggested that a community strategy would set out the community orientated aspects of the Council with a Business Plan being slightly different. This however would be debated by the Strategy Committee.

Cllr Munge asked if a task and finish forum group had been proposed by the Working Group and if so, could he be included. This was confirmed and that Cllrs not on the Strategy Committee could still join the group (TAFG).

Cllr Munge suggested that the work needed to be part of the development of the EDDC local plan. Cllr Bonetta confirmed that the draft local plan was going out for consultation in March 2022 and that depending on timescales HTC could submit their ideas as part of the public consultation.

**21/324 East Devon District Council Code of Conduct Standards Process**

Cllr McCollum asked if HTC would automatically adopt the changes to the Standards Process adopted by EDDC. The Town Clerk confirmed that this was not the case as this is EDDC's process. HTC can use the EDDC Code of Conduct as a template, but the Standards process is different to the Code of Conduct.

Members **NOTED** the item.

- 21/325 Delegation to Human Resources (HR) Committee**  
**Members RESOLVED unanimously to delegate administration of planned budgeted staff appointments to HR Committee to prepare Job Descriptions, advertise, interview and recommend Appointment to FC in line with the Recruitment Policy.**  
Proposed by Cllr Sexton and seconded by Cllr McCollum.
- 21/326 Emergency Plan**  
Cllr Sexton confirmed that work had already started on updating the Council's emergency plan which needed to fit with DCC's and EDDC's. Cllr Keene had volunteered to be the co-ordinator and it was intended to run it as a paper exercise shortly.  
**Members RESOLVED unanimously to delegate to the Town Clerk to revise the Emergency Plan and consult with Devon County Council in consultation with Cllrs Keene and Sexton**  
Proposed by Cllr Howard and seconded by Cllr Proszowska.
- 21/327 Equality Policy, April 2016**  
**Members RESOLVED unanimously to approve the revised Equality Policy.**  
Proposed by Cllr Proszowska and seconded by Cllr Hurford
- 21/328 Safeguarding Policy**  
Cllr Keene queried whether DBS checks should be required. The Town Clerk confirmed that these were not compulsory and not being proposed. Cllr Bonetta advised that there was legislation current being considered at Westminster regarding DBS checks for Cllrs and this should be considered further in due course.  
**Members RESOLVED unanimously to approve the draft Safeguarding Policy.**  
Proposed by Cllr McCollum and seconded by Cllr Keene.
- 21/329 Welcome Back Fund**  
The Deputy Town Clerk presented the report.  
Cllr Bonetta requested that a further bench/bin be added to the list at Millhead Road.  
Cllr Munge asked if the removal/re-positioning of signs could be dealt with under the scheme.  
The Town Clerk confirmed that he had already asked DCC to re-position the bus sign outside the Beehive and was waiting for a response.  
**Members RESOLVED unanimously to request the provision of 5 benches, 2 bins, 1 planter and 1 information board from EDDC under the Welcome Back Fund.**  
Proposed by Cllr McCollum and seconded by Cllr Proszowska.

**21/330 Accounts**

The Town Clerk advised the following payments needed to be added to the schedule:

- £50 – Market flyer printing costs
- £90 – Nub News job advert

Cllr Munge requested that further information be provided regarding Allotments and Market costs.

The Town Clerk and Cllr Keene left the meeting at 20.35pm

**Members RESOLVED unanimously to approve the schedule of payments.**

Proposed by Cllr Proszowska and seconded by Cllr Hurford.

The Town Clerk and Cllr Keene returned to the chamber at 20.36pm

**21/331 Exempt Business**

**Members RESOLVED unanimously to take the following items into Exempt Business**

Proposed by Cllr McCollum and seconded by Cllr Proszowska.

**21/332 Support to Street Market**

**Members RESOLVED unanimously to appoint temporary staff or voluntary or contractor support for the Street Market.**

Proposed by Cllr McCollum and seconded by Cllr Bonetta.

**21/333 IT Tender**

The Town Clerk presented his report.

**Members RESOLVED unanimously to go to tender for an IT support contract.**

Proposed by Cllr Hurford and seconded by Cllr Keene.

**21/334 Employment Tribunal (case 1851/2021)**

The Town Clerk provided an update.

**21/335 Extension of time**

**Members RESOLVED unanimously to extend the meeting to 9.30pm**

Proposed by Cllr Hurford and seconded by Cllr Bonetta.

Cllr McCollum left the meeting at 9pm.

**21/336 Employment Tribunal (case 1885/2021)**

Members discussed the item and made various resolutions.

**21/337 To close the meeting**

The meeting closed at 9.25pm.