

**Minutes of the Full Council Meeting of the Town Council on Monday 9th May 2022  
at 7.00pm**

**Present**

**St Michael's Ward**

Cllr L Beigan  
Cllr J Bonetta  
Cllr R Fowles  
Cllr T Howard  
Cllr H Hurford  
Cllr T McCollum  
Cllr C Maunder  
Cllr A Proszowska

**St Paul's Ward**

Cllr K Cloke  
Cllr J Furneaux-Gotch  
Cllr S Keene  
Cllr S Sexton

**In attendance**

Stephen Hill, Town Clerk  
Heloise Marlow, Deputy Town Clerk  
Cllr R Coombs (via zoom)  
4 members of the public (in person)  
7 members of the public (via zoom)

**22/01 Election of the Town Council Chairman**

**Members RESOLVED unanimously to elect Cllr Sexton as Town Council Chairman for 2022/23**

**Proposed by Cllr Bonetta and seconded by Cllr Keene.**

**22/02 Election of the Town Council Deputy Chairman**

**Members RESOLVED unanimously to elect Cllr Hurford as Deputy Chairman for 2022/23.**

**Proposed by Cllr Sexton and seconded by Cllr McCollum.**

**22/03 Apologies for absence**

Cllr J Brown - Personal  
Cllr R Coombs – Personal  
Cllr D Hulin - Personal  
Cllr C Kolek– Personal  
Cllr P Twiss EDDC/DCC

Cllr Sexton advised that Cllr Munge had resigned with immediate effect. She thanked him for his work since his election in May 2021 especially with the

Climate Change Working Group, the Yes 1 event and Honiton Health Matters and for his attendance at Council surgeries.

**22/04 Declarations of Interests**

Cllr J Bonetta – Personal Interest (Items 22/31, 22/35 and 22/36)

Cllr T McCollum – Personal Interest (Items 22/35, 22/36, and 22/37, and 22/38)

Cllr S Sexton – Personal Interest (Items 22/33, 22/35 and 22/36) Cllr Sexton confirmed that she would also leave the meeting during the discussion of those items.

**22/05 Dispensations**

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

**22/06 Public Question Time for items on the agenda**

Two public questions had been received and were read out by the Town Clerk: [Question 1](#) and [Question 2](#).

Cllr Sexton confirmed that written responses had been requested and so she would be asking Cllr Hurford as the Deputy Chair to respond in writing.

**22/07 Reports from District and County Councillors**

A written report ([attached](#)) was provided by Cllr Twiss.

Cllr Bonetta confirmed that EDDC's AGM would take place on the 19<sup>th</sup> May at the Ocean Suite in Exmouth and that EDDC had resolved to continue meeting virtually until October 2022.

**22/08 Reports from Honiton Town Council Members with Special Responsibilities and/or on Outside Bodies**

Cllr Proszowska provided a report regarding the Chamber of Commerce and Twin Tigers Martial Arts and Boxing Club – [attached](#).

Cllr Sexton on behalf of the Council sent her best wishes and hopes to all the competitors taking part and invited them to attend a future Town Council meeting.

**22/09 Reports and Recommendations from Working Groups**

Cllr Cloke provided a report from the Queen's Platinum Jubilee Working Group - [attached](#). She confirmed that the Saturday market stall had been very successful, and the next meeting of the Working Group was on Wednesday 11<sup>th</sup> May at 7.30pm at the Yellow Deli.

Cllr McCollum advised that Street scene would be contacting HTC with regards to the additional cleaning costs and that the power supply for the disco had been sourced from the Little Shop of Seasons. Cllr Twiss had confirmed a grant from his DCC Locality fund.

Cllr Hurford expressed her thanks to all on the Working Group but especially to Cllr Cloke who as Chair was working very hard to bring the event together.

- 22/10 Correspondence: 7<sup>th</sup> April 2022 -4<sup>th</sup> May 2022**  
None
- 22/11 Minutes of the Full Council Meetings held on 11<sup>th</sup> April 2022**  
**Members RESOLVED unanimously to approve the minutes of the Full Council meeting on the 11<sup>th</sup> April 2022.**  
Proposed by Cllr Proszowska and seconded by Cllr Fowles.
- 22/12 Minutes of Previous Meetings**  
Members **NOTED** the item.
- 22/13 Committee Structure**  
Further to a query raised, the Town Clerk advised that the Appeals Committee would hear any appeal raised against a Council decision.  
**Members RESOLVED unanimously to approve the Committee Structure as Council, Finance & Policy Committee, Strategy Committee, Planning Committee, Green & Open Spaces Committee, Town Management Committee, Appeals Committee and HR Committee, all with any Sub- Committees and/or Working Groups.**  
Proposed by Cllr Hurford and seconded by Cllr Keene.
- 22/14 Committee and Working Group (WG) Terms of Reference**  
Members discussed the following:
- The naming of Members on the TOR's to be removed.
  - The new format TOR for the Planning Committee would be brought to the next Full Council meeting.
  - Town Management Committee TOR to include leading on allotments and amended to meetings every two months.
  - Paragraph 7 of the Finance & Policy TOR to be deleted.
  - Allotments to be removed from Green & Open Spaces Committee TOR.

- Honiton Primary School Working Group to close.
- Market Working Group to report to Town Management Committee.
- Review Working Group to close.

**Members RESOLVED unanimously to approve the Committee and Working Group Terms of Reference: Finance & Policy Committee, Green & Open Spaces Committee, Town Management Committee, HR Committee and Allotments Working Group, Christmas Lights Working Group, Market Working Group, and Queen's Platinum Jubilee Working Group.**

**Proposed by Cllr McCollum and seconded by Cllr Cloke**

## **22/15 Membership on Committees/Working Groups**

The following appointments were unanimously **APPROVED**:

### **Finance and Policy Committee**

Cllrs Bonetta, Brown, Coombs, Furneaux-Gotch, Howard, Hurford, Keene, Maunder and Sexton.

### **Green & Open Spaces Committee**

Cllrs Cloke, Coombs, Furneaux-Gotch, Kolek, Proszowska

### **Planning Committee**

Cllr Coombs, Furneaux-Gotch, Fowles, Proszowska, Sexton

### **Strategy**

Cllrs Beigan, Bonetta, Brown, Fowles, Howard, Hurford, Keene, Maunder, McCollum, Sexton

### **Town Management Committee**

Cllrs Beigan, Brown, Cloke, Coombs, Furneaux-Gotch, Fowles, Hurford, Kolek, Maunder, McCollum, Proszowska.

### **Allotments Working Group**

Cllrs Cloke, Coombs, Hurford, McCollum

### **Christmas Lights Working Group**

Cllrs Beigan, Cloke, Furneaux-Gotch, Keene, McCollum, Proszowska

### **Climate Change Working Group**

Cllrs Bonetta, Kolek, Sexton

### **Council Surgeries Working Group**

Cllrs Brown, Fowles, Hurford, Kolek, Keene, McCollum, Sexton.

### **Footpaths Working Group**

Cllrs Cloke, Coombs, Proszowska

### **Market Working Group**

Cllrs Beigan, Bonetta, Cloke, Furneaux-Gotch, Fowles, McCollum, Proszowska

**Queen's Platinum Jubilee Working Group**

Cllrs Bonetta, Brown, Cloke, Hurford, McCollum, Proszowska, Sexton.

**Street Art Working Group**

Cllrs Beigan, Bonetta, Brown, Cloke, Hurford, Kolek, McCollum.

Proposed by Cllr Beigan and seconded by Cllr Cloke

**22/16 Calendar of Meetings 2022/23**

**Members RESOLVED unanimously to approve the schedule of meeting dates for 2022/23.**

Proposed by Cllr Howard and seconded by Cllr Sexton.

**22/17 Standing Orders**

Cllr Bonetta queried whether the new EDDC Code of Conduct should be included. The Town Clerk confirmed that EDDC was considering the proposed new Code of Conduct at a meeting on the 19<sup>th</sup> May 2022 and that HTC would review its Code of Conduct subsequently.

**Members RESOLVED unanimously to approve the Standing Orders approved by Full Council in October 2021.**

Proposed by Cllr Howard and seconded by Cllr Proszowska.

**22/18 Financial Regulations**

**Members RESOLVED unanimously to approve the Financial Regulations approved by Full Council in May 2021.**

Proposed by Cllr McCollum and seconded by Cllr Bonetta.

**22/19 Scheme of Delegation and Statement of Internal Control**

**Members RESOLVED unanimously to approve the Scheme of Delegation (previously dated 2014) with supplemental Delegations (which were approved through 2021/22) and Statement of Internal Control.**

**22/20 To appoint Members to Outside Bodies**

Outside Bodies for 2022/23

Councillors were appointed to Outside Bodies as follows:

- |                        |                            |
|------------------------|----------------------------|
| a. Allhallows Charity  | Cllrs Maunder and McCollum |
| b. Charter Day         | Cllr Kolek                 |
| c. Chamber of Commerce | Cllr Proszowska            |
| d. Citizens Advice     | Cllrs Bonetta, Fowles      |

- |  |   |
|--|---|
| e. Dementia Friendly S/G                             | Cllrs Kolek,                                      |
| f. DALC Larger Councils Cttee                        | Town Clerk and Deputy Clerk                       |
| g. DALC County Cttee                                 | Town Clerk and Deputy Clerk                       |
| h. Fair Trade Honiton S/C                            | Cllrs Bonetta, Hulin, Kolek                       |
| i. Friends of the Glen                               | Cllr Keene  |
| j. Honiton & Axminster CSG                           | Cllrs Furneaux-Gotch, Sexton                      |
| k. Honiton Community Complex                         | Cllrs Brown, Hulin (pending).                     |
| l. Honiton United Charities                          | Cllrs Fowles, Howard, Hulin, Hurford,<br>McCollum |
| m. Honiton Hot Pennies Ceremony                      | Cllr McCollum                                     |
| n. Millennium Green                                  | Cllrs Hulin, Kolek                                |
| o. Primary Care Mental Health                        | Cllrs Beigan, Hurford, Maunder, Sexton            |
| p. TRIP  | Cllrs Bonetta, Fowles,                            |
| q. Twinning Association                              | Cllrs Bonetta, Kolek, Keene, Maunder,<br>McCollum |
| r. Honiton Hospital & Community<br>League of Friends | Cllrs Beigan, Kolek, Sexton                       |

**Members RESOLVED unanimously to add the following to the list of Outside Bodies**

- |                               |                                    |
|-------------------------------|------------------------------------|
| s. Friends of Honiton Station | Cllr Brown                         |
| t. Community CUB              | Cllrs Cloke, Beigan and Proszowska |

**Proposed by Cllr Hurford and seconded by Cllr Howard.**

**22/21 To appoint Honiton Town Council Members with Special Responsibilities**

- |   |  |
|---|--|
| Arts, Culture and Heritage                                  | Cllrs Beigan, Bonetta, Brown,                              |
| Crime & Anti-Social Behaviour                               | Cllrs Cloke, Furneaux-Gotch, Maunder,<br>McCollum, Sexton. |
| Economy   | Cllrs Brown, McCollum                                      |
| Environment & Footpaths                                     | Cllr Coombs  |
| Health & Social Care<br>(Inc. Domestic Abuse, Disabilities) | Cllrs Maunder and Sexton                                   |
| Sports  | Cllrs Cloke, Proszowska                                    |
| Young People & Education                                    | Cllrs Beigan, Cloke, Hurford, Kolek,<br>Proszowska         |
| Awards  | Cllr Fowles and Sexton                                     |

- 22/22 Asset Register**  
**Members RESOLVED to approve the Asset Register 2022, SUBJECT TO the Town Clerk clarifying ownership of items listed under the Beehive.**  
Proposed by Cllr Hurford and seconded by Cllr Howard.
- 22/23 Insurance**  
Members **NOTED** the item.
- 22/24 Subscriptions**  
**Members RESOLVED unanimously to approve the Subscriptions 2022/2 to which was added Chamber of Commerce – Annual £50.00**
- 22/25 Complaints Procedure**  
Cllr McCollum queried which procedure applied if an employee had a complaint. The Town Clerk confirmed that it would be the grievance procedure or the Code of Conduct. If the grievance procedure could not be applied the matter would go to the Appeals Committee.  
**Members RESOLVED unanimously to approve the Council's Complaints Procedure.**  
Proposed by Cllr McCollum and seconded by Cllr Proszowska.
- 22/26 Freedom of Information and Data Protection**  
**Members RESOLVED unanimously to approve the Privacy Notice and Data Protection Policy.**  
Proposed by Cllr Hurford and seconded by Cllr Keene.
- 22/27 Communications Policies**  
Members **NOTED** the item.
- 22/28 Employment Policies**  
**Members RESOLVED unanimously to approve its Employment Policies**  
Proposed by Cllr Cloke and seconded by Cllr Hurford.
- 22/29 Local Council Award Scheme**  
Cllr Sexton spoken in favour of the item which would show that HTC is a forward thinking Council, that it would develop Members 'confidence and lead to improvement.

Cllr Fowles advised that several local councils were pursuing a Foundation Level award with others pursuing the Quality Award. The awards demonstrate to the public that the Council has in place all the policies it should have. The submission date is the 9<sup>th</sup> September 2022. NALC provide their comments and then the application goes to a Committee assessment on 28<sup>th</sup> October 2022 with the result of the application announced on 9<sup>th</sup> December 2022.

**Members RESOLVED unanimously to support an application in the next 12 months for the NALC Local Council Award Scheme Foundation Level. Registration fee £50 and annual Accreditation Fee £80.**

Proposed by Cllr Sexton and seconded by Cllr Bonetta.

**22/30 Mayor Making Ceremony 2022/23**  
**Members RESOLVED unanimously to have a Mayor Making Ceremony in July 2022.**

Proposed by Cllr McCollum and seconded by Cllr Proszowska.

**22/31 Delegation to Prepare Statement on behalf of the Council**  
**Members RESOLVED to delegate to the Town Clerk to prepare any Press statement that may be required in response to the former MP for Tiverton and Honiton in consultation with Cllrs Sexton, Furneaux-Gotch and McCollum.**

Proposed by Cllr Howard and seconded by Cllr Proszowska.  
For 10, Against 0, Abstentions 2.

**22/32 Earmarked Reserves**  
**Members RESOLVED unanimously to approve the list of Earmarked Reserves 2022/23 (previously approved by Council June 2021).**  
Proposed by Cllr Howard and seconded by Cllr McCollum.

Cllr Sexton left the meeting at 8.44pm and Cllr Hurford took over as Chair.

**22/33 Accounts**  
**Members RESOLVED unanimously to approve the schedule of payments**

Proposed by Cllr Howard and seconded by Cllr Bonetta.

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



- 22/34 Exempt Business**  
**Members RESOLVED unanimously to take the following items into exempt business.**  
Proposed by Cllr Howard and seconded by Cllr Proszowska
- 22/35 Beehive Management, Honiton Community Complex**  
**Members RESOLVED to underwrite Honiton Community Complex's variable net costs of operating the Beehive at an estimated £5k pm for a further 3 months rolling period (7 May 2022 – 7 August 2022) and maximum of 12 months from 7 March 2022.**  
Proposed by Cllr McCollum and seconded by Cllr Keene  
For: 9, Against 0, Abstentions 2.
- 22/36 Underwriting of Honiton Community Complex (HCC) Costs**  
**Members RESOLVED to pay the underwriting of HCC's net variable operating costs from 7 March 2022 to 31 March 2022 at £3,869.97.**  
Proposed by Cllr McCollum and seconded by Cllr Furneaux-Gotch.  
For 8; Against 0; Abstentions 3.
- 22/37 Conclusion of Information Commissioner's Office (ICO)**  
Members **NOTED** the report.
- 22/38 Employment Tribunal (case 1851/2021)**  
Members **NOTED** the report.
- 22/39 To close the meeting**  
The meeting closed at 9.20pm.