

**Minutes of the Full Council Meeting of the Town Council on Monday 15th May
2023 at 7.00pm**

Present

St Michael's Ward

Cllr J Brown
Cllr J Fotheringham
Cllr H Hurford
Cllr N Ingham
Cllr C Maunder
Cllr T McCollum
Cllr L Passmore-Smart
Cllr R Sexton
Cllr S Thorne
Cllr L Wakefield

St Paul's Ward

Cllr K Cloke
Cllr S Craddock
Cllr D Hulin
Cllr S Keene
Cllr C Kolek
Cllr A Pearsall
Cllr S Sexton

In attendance

Heloise Marlow, Deputy Town Clerk
3 members of the public
Cllr R Coombs (via Zoom)

23/01 Election of the Town Council Chairman

Cllr Cloke proposed that Cllr Tony McCollum be elected as Chairman. This was seconded by Cllr Hulin

Cllr Kolek proposed that Cllr Helen Hurford be elected as Chairman. This was seconded by Cllr Maunder

Following a discussion as to whether the vote should be a secret ballot or an open vote, **Members RESOLVED to hold the vote by secret ballot.**

Proposed by Cllr McCollum and seconded by Cllr Pearsall

16 for, 1 against, 0 Abstentions.

Both Cllr McCollum and Cllr Hurford addressed the meeting.

Members RESOLVED to elect Cllr Hurford as Town Council Chairman.

(10:7)

23/02 Election of the Town Council Deputy Chairman

Cllr Brown proposed that Cllr Serena Sexton be elected as Deputy Chairman. This was seconded by Cllr Kolek.

Cllr Ingham proposed that Cllr Tony McCollum be elected as Deputy Chairman. This was seconded by Cllr Keene.

Following a discussion as to whether the vote should be a secret ballot or an open vote, **Members RESOLVED to hold the vote by secret ballot.**

Proposed by Cllr McCollum and seconded by Cllr Pearsall

16 for, 1 against, 0 Abstentions.

Members RESOLVED to elect Cllr McCollum as Town Council Deputy Chairman.

(9:8)

23/03 Apologies for absence

Cllr R Coombs (personal)

Members RESOLVED unanimously to approve Cllr Coombs' apologies.

Proposed by Cllr McCollum and seconded by Cllr S Sexton.

23/04 Declarations of Interests

Cllr S Sexton – Pecuniary Interest (Item 23/44). Cllr S Sexton confirmed that she would leave the meeting during the discussion of this item.

Cllr R Sexton - Pecuniary Interest (Item 23/44). Cllr R Sexton confirmed that he would leave the meeting during the discussion of this item.

Cllr J Brown – Pecuniary Interest (Item 23/44).

Cllr D Hulin –Personal Interest (Item 23/44)

23/05 Dispensations

The Deputy Clerk confirmed that the Clerk had granted Cllr J Brown a dispensation in relation to item 23/44 which allowed Cllr Brown to remain in the meeting whilst this agenda item was being discussed and which allowed Cllr Brown to debate the item but would prevent her from voting.

23/06 Public Question Time for items on the agenda

None received.

Cllr Kolek requested that the Chairman endeavour to answer any public questions received in future at the meeting if possible.

23/07 Reports from District and County Councillors

None received.

Cllr Brown advised that the Honiton District Councillors were having their induction with EDDC on 16th May 2023.

23/08 Reports from Honiton Town Council Members with Special Responsibilities and/or on Outside Bodies

Cllr Kolek:

- Fair Trade Honiton Steering Group. Honiton had been picked as the 1st Town under the new criteria and so would be used as an example.
- Twinning Association. Two Councillors were visiting with their spouses from Mezidon-Canon in July. Cllrs R and S Sexton were hosting one couple. Would another Cllr be able to host the other couple? Also 9 members of the Honiton Twinning Association were visiting Gronau in September.

Cllr S Sexton reminded Members of the Civic Reception which would be held at the Beehive on 28th July 2023 to welcome the Councillors from Mezidon-Canon. All Councillors are invited to attend.

- 23/09 Reports and Recommendations from Working Groups and Meetings.**
Cllr Cloke advised that the King's Coronation Working Group had spent 6 months planning the event which took place on Sunday 7th May 2023. There had been a good turnout with a lot of positive feedback. All traders had sold out by the end of the day.
Members thanked Cllr Cloke and Mrs Fran Keene for leading the organisation of the event.
- 23/10 Correspondence: 30th March 2023 – 5th May 2023**
Members **NOTED** the correspondence received.
Cllr R Sexton queried how the correspondence would be replied to? The Deputy Clerk confirmed that the Town Clerk would action this where necessary.
- 23/11 Minutes of the Full Council Meeting held on 3rd April 2023.**
Cllr Hurford advised that she had not been invited to attend the Devon and Cornwall Police Awards.
Members RESOLVED to approve the minutes of the Full Council meeting on the 3 April 2023 subject the omission of Cllr Hurford's name from item 22/341.
Proposed by Cllr Pearsall and seconded by Cllr S Sexton.
For 9, Against 0, Abstention 8.
- 23/12 Minutes of Previous Meetings**
Members **NOTED** the item.
- 23/13 Committee Structure**
a) **Members RESOLVED to approve the Committee Structure as Council, Finance & Policy Committee, Strategy Committee, Planning Committee, Green & Open Spaces Committee, Town Management Committee, Appeals/Complaints Committee and Human Resources Committee.**
Proposed by Cllr Kolek and seconded by Cllr Keene
For 15, Against 0, Abstentions 2.
Members discussed adding a Volunteering Working Group and a Cost of Living Working Group to the existing list of Working Groups.
Members RESOLVED to accept the amendment.
Proposed by Cllr Cloke and seconded by Cllr Kolek
For 15, Against 0, Abstention 2.

Members RESOLVED to add a Volunteering Working Group and a Cost of Living Working Group to the list of existing Working Groups.
Proposed by Cllr Kolek and seconded by Cllr McCollum.
For 15, Against 0, Abstentions 2.
b) **Members RESOLVED to approve the Working Group: Allotments; Market; Christmas Lights; Street Art; Beehive; Community Strategy**

Task & Finish; Town Regeneration; Council Surgeries; Climate Change; Footpaths; Hayne Lane S106; Maintenance; King's Coronation; Volunteering and Cost of Living.

Proposed by Cllr S Sexton and seconded by Cllr Cloke

For 15, Against 0, Abstentions 2.

23/14 Committee and Working Group (WG) Terms of Reference
Members RESOLVED unanimously to approve the Committee Terms of Reference:

- a. **Finance & Policy Committee**
- b. **Green & Open Spaces Committee**
- c. **Town Management Committee**
- d. **HR Committee**
- e. **Strategy Committee**
- f. **Planning Committee; and**
- g. **Appeals/Complaints Committee**

Proposed by Cllr Pearsall and seconded by Cllr Cloke.

Members **NOTED** that Terms of Reference for Working Groups will be initially agreed by the Working Groups before being referred to Full Council for approval.

23/15 Members RESOLVED unanimously to approve the membership of Committees and Working Groups as below.

Proposed by Cllr Cloke and seconded by Cllr Kolek

Finance and Policy Committee

Cllrs Brown, Hurford, Keene, Maunder, McCollum, S Sexton, Wakefield.

Green & Open Spaces Committee

Cllrs Cloke, Craddock, Fotheringham, Hurford, Passmore-Smart, Pearsall, Wakefield.

Planning Committee

Cllr Fotheringham, Hulin, Keene, Kolek, Pearsall, S Sexton

Strategy

Cllrs Ingham, R Sexton, S Sexton, Wakefield.

Town Management Committee

Cllrs Brown, Cloke, Craddock, Hulin, Ingham, Maunder, McCollum, R Sexton.

Allotments Working Group

Cllrs Cloke, Hurford, and McCollum

Christmas Lights Working Group

Cllrs Cloke, Keene, McCollum,

Climate Change Working Group

Cllrs Fotheringham, Kolek

Council Surgeries Working Group

Cllrs Craddock, Hurford, McCollum, Pearsall, R Sexton, S Sexton, Thorne, Wakefield

Footpaths Working Group

Cllrs Cloke, Fotheringham, Keene, Kolek

Market Working Group

Cllrs Cloke, Craddock, R Sexton

King's Coronation Working Group

Cllrs Cloke, Keene, Maunder, S Sexton.

Street Art Working Group

Cllrs Brown, Cloke, Hurford, McCollum, Passmore-Smart, Wakefield

Beehive Working Group

Cllrs Brown, Craddock, Hulin, Maunder, Pearsall

Community Strategy Working Group

Cllrs Hulin, Thorne, Wakefield

Town Regeneration Working Group

Cllrs Brown, Cloke, Craddock, Ingham, Maunder, McCollum, Pearsall, R Sexton, S Sexton, Thorne, Wakefield.

Hayne Lane S106 Working Group

Cllrs Cloke, Pearsall

Volunteering Working Group

Cllrs Cloke, Kolek, Passmore-Smart, Pearsall, S Sexton, Thorne

Maintenance Working Group

Cllrs Cloke, Ingham, McCollum, R Sexton

23/16 To appoint Members to Outside Bodies

Members RESOLVED unanimously to add A35 Villages Together to the list of Outside Bodies.

Proposed by Cllr Pearsall and seconded by Cllr Cloke

Members RESOLVED unanimously to appoint Members to Outside Bodies as below:

Proposed by Cllr Sexton and seconded by Cllr Cloke.

- | | |
|-------------------------------|----------------------------------|
| a. Allhallows Charity | Cllrs Maunder and McCollum |
| b. Charter Day | Cllr S Sexton |
| c. Chamber of Commerce | Cllr R Sexton |
| d. Citizens Advice | Cllrs Ingham, Thorne |
| e. CUB | Cllrs Cloke, Craddock, Wakefield |
| f. Dementia Friendly S/G | Cllr Wakefield |
| g. DALC Larger Councils Cttee | Town Clerk and Deputy Clerk |
| h. DALC County Cttee | Town Clerk and Deputy Clerk |
| i. Fair Trade Honiton S/C | Cllrs Hulin, Kolek |
| j. Friends of the Glen | Cllr Fotheringham |
| k. Friends of Honiton Station | Cllrs Brown, Craddock, Kolek |

l. Honiton & Axminster CSF	Cllrs McCollum, R Sexton, Thorne
m. Honiton Community Complex	Cllrs Brown, S Sexton.
n. Honiton United Charities	Cllrs Craddock, Hurford, Maunder, McCollum, Thorne
o. Honiton Hot Pennies Ceremony	Cllrs Keene, McCollum
p. Millennium Green	Cllrs Hulin, Kolek
q. Primary Care Mental Health	Cllrs Craddock, Passmore-Smart, Thorne, Wakefield
r. TRIP	Cllrs Fotheringham, S Sexton
s. Twinning Association	Cllrs Keene, Kolek
t. Honiton Hospital & Community League of Friends	Cllrs Pearsall, S Sexton
u. HCC/HTC Review Meeting	Cllr Maunder, Pearsall
v. A34 Villages Together	Cllrs Cloke, Hulin

Cllr Kolek left the meeting at 8.21pm and returned at 8.22pm

23/17 To appoint Honiton Town Council Members with Special Responsibilities

Members RESOLVED unanimously to

a) Agree the list of Special Responsibilities as set out below

Proposed by Cllr McCollum and seconded by Cllr Kolek.

b) Appoint Members with Special Responsibilities as set out below.

Proposed by Cllr Cloke and seconded by Cllr Maunder

Arts, Culture and Heritage	Cllrs Brown, R Sexton, Wakefield
Crime & Anti-Social Behaviour	Cllrs Cloke, Keene, Maunder, McCollum, R Sexton
Economy	Cllr Brown
Environment & Footpaths	Cllrs Cloke, Keene, Pearsall
Health & Social Care (Inc. Domestic Abuse, Disabilities)	Cllrs Craddock, Hulin, Maunder, S Sexton
Sports	Cllrs Craddock, Wakefield
Young People & Education	Cllrs Craddock, Hurford, Kolek, Passmore-Smart, S Sexton, Wakefield
Awards	Vacancy

23/18 Calendar of Meetings 2023/24

Members RESOLVED unanimously to approve the schedule of meeting dates for 2023/24; recently approved by Full Council February 2023.

Proposed by Cllr McCollum and seconded by Cllr S Sexton.

- 23/19 Bank Signatories**
- a) **Members RESOLVED unanimously to appoint Cllrs McCollum, Keene, Hurford and Maunder as Bank Signatories.**
Proposed by Cllr S Sexton and seconded by Cllr Keene.
 - b) **Members RESOLVED unanimously to appoint Cllr Fotheringham to approve monthly Reconciliations.**
Proposed by Cllr Ingham and seconded by Cllr McCollum.
 - c) **Members RESOLVED unanimously to appoint Cllr Ingham to sign monthly Schedule of Payments.**
Proposed by Cllr McCollum and seconded by Cllr Fotheringham.
- 23/20 Code of Conduct**
Members RESOLVED to approve the Council's Code of Conduct recently approved by Full Council March 2023.
Proposed by Cllr McCollum and seconded by Cllr Pearsall.
For 15, Against 0, Abstentions 2.
- 23/21 General Power of Competence**
Members RESOLVED unanimously to adopt the General Power of Competence (GPC).
Proposed by Cllr S Sexton and seconded by Cllr Kolek.
- 23/22 Standing Orders**
Members RESOLVED to approve the Council's Standing Orders approved by Full Council May 2022.
Proposed by Cllr S Sexton and seconded by Cllr Pearsall
For 16, Against 0, Abstentions 1.
- 23/23 Financial Regulations**
Members RESOLVED to approve the Council's Financial Regulations approved by Full Council March 2023.
Proposed by Cllr McCollum and seconded by Cllr Maunder
For 16, Against 0, Abstentions 1.
- 23/24 Scheme of Delegation and Statement of Internal Control**
Members RESOLVED to approve the Scheme of Delegation and Statement of Internal Control.
Proposed by Cllr Kolek and seconded by Cllr R Sexton.
For 14, Against 0, Abstentions 3.
- 23/25 Insurance**
Members **NOTED** the insurance arrangements approved by Council 24 June 2021; Long term Agreement (LTA) for 3 years with Zurich Municipal from 1 July 2021 to 30 June 2024.

23/26 Subscriptions

The Deputy Clerk advised that the document provided included regular payments as well as subscriptions. If Members only approved the subscriptions listed, the regular payments could be deferred for approval to the next Full Council meeting.

Members RESOLVED to approve the following subscriptions.

SUPPLIER	ANNUAL/MONTHLY	AVERAGE COST PER YEAR/MONTH
DALC – Affiliation Fee/Service charge	ANNUAL	£1,430.87
NALC – Affiliation Fee	ANNUAL	AS ABOVE – JOINT COST
SLCC – (Staff Subscription)	ANNUAL	£852.00 (APPROX)
SW COUNCILS - Subs	ANNUAL	£582.00
SWCAA – Subs	ANNUAL	£10.00
CHAMBER OF COMMERCE	ANNUAL	£50.00
CLERK & COUNCILS DIRECT	ANNUAL	£80.00
LOCAL COUNCILS UPDATE	ANNUAL	£100.00
ICO (Information Commissioner's Office)	ANNUAL	£40.00
NATIONAL ALLOTMENTS ASSOCIATION	ANNUAL	£66.00
RIALTUS – SOFTWARE	ANNUAL	£358.52
RIALTUS – CLOSING YEAR END	ANNUAL	£906.00
	<u>ANNUAL TOTAL</u>	£4,475.39

Proposed by Cllr McCollum and seconded by Cllr Pearsall.

For 15, Against 0, Abstentions 2.

23/27 Complaints Procedure

Members RESOLVED to approve the Council's Complaints Procedure.

Proposed by Cllr S Sexton and seconded by Cllr Maunder

For 15, Against 0, Abstentions 2.

- 23/28 Freedom of Information and Data Protection**
Members RESOLVED unanimously to defer this item to a future Full Council meeting.
Proposed by Cllr McCollum and seconded by Cllr Keene.
- 23/29 Training Policy**
Members RESOLVED unanimously to defer this item to a future Full Council meeting.
Proposed by Cllr McCollum and seconded by Cllr Keene.
- 23/30 New Member Induction and Training Programme**
Members **NOTED** the planned new Member induction/training programme, including mandatory training on the Code of Conduct.
- 23/31 Safeguarding and Equalities**
Members RESOLVED unanimously to defer this item to a future Full Council meeting.
Proposed by Cllr McCollum and seconded by Cllr Keene.
- 23/32 Communications Policies**
Members RESOLVED unanimously to defer this item to a future Full Council meeting.
Proposed by Cllr McCollum and seconded by Cllr Keene.
- 23/33 Publication Scheme**
Members RESOLVED unanimously to defer this item to a future Full Council meeting.
Proposed by Cllr McCollum and seconded by Cllr Keene.
- 23/34 Employment Policies**
Members RESOLVED unanimously to defer this item to a future Full Council meeting.
Proposed by Cllr McCollum and seconded by Cllr Keene.
- 23/35 Mayor Making Ceremony 2023/24**
The Deputy Clerk confirmed that the proposed date for Mayor Making was 29th June 2023.
Members RESOLVED unanimously to accept the amendment.
Proposed by Cllr S Sexton and seconded by Cllr Keene
- Members RESOLVED unanimously to have a Mayor Making Ceremony on 29th June 2023.**
Proposed by Cllr S Sexton and seconded by Cllr McCollum.

- 23/36 Corporate Risk Assessment**
Members RESOLVED to approve the corporate risk assessment approved by Full Council November 2022.
Proposed by Cllr McCollum and seconded by Cllr R Sexton.
For 14, Against 0, Abstentions 3.
- 23/37 Asset Register**
Members RESOLVED to approve the Asset Register 2023.
Proposed by Cllr Kolek and seconded by Cllr Mauder.
For 7, Against 4, Abstentions 6
- 23/38 Earmarked Reserves (EMR)**
Members RESOLVED to approve:
- a) Removal of EMR for Roundball Wood £14,000, Queen's Platinum Jubilee £1000.**
Proposed by Cllr McCollum and seconded by Cllr Kolek
For 14, Against 0, Abstentions 3
 - b) The amended list of Earmarked Reserves (previously approved by Full Council January 2023)**
Proposed by Cllr McCollum and seconded by Cllr Mauder
For 12, Against 0, Abstentions 5.
- 23/39 Investment Strategy**
Members RESOLVED to approve the Investment Strategy.
Proposed by Cllr R Sexton and seconded by Cllr Hulin.
For 13, Against 0, Abstentions 4.
- 23/40 Accounts**
Members RESOLVED to approve the schedule of accounts for March 2023 payments.
Proposed by Cllr Kolek and seconded by Cllr Hulin
For 10, Against 0, Abstentions 7
- 23/41 Members RESOLVED to extend the meeting to 10pm**
Proposed by Cllr McCollum and seconded by Cllr Pearsall
For 16, Against 1, Abstentions 0
- 23/42 Exempt Business**
Members RESOLVED unanimously to take the following items into exempt business.
Proposed by Cllr Sexton and seconded by Cllr Cloke

Cllr Kolek left the meeting at 21.05pm

23/43 Pay Award and increments

Members **NOTED** the nationally negotiated annual pay award 22/23 negotiated by LCA and **RESOLVED unanimously to approve the annual incremental pay awards 23/24.**

Proposed by Cllr McCollum and seconded by Cllr Sexton.

Cllr R and S Sexton left the meeting at 21.10pm

23/44 Underwriting of Honiton Community Complex (HCC) Costs

Members received an update from the Councillor who attended the Review Meeting.

Members RESOLVED to defer the item to Full Council on 12th June 2023.

Proposed by Cllr Cloke and seconded by Cllr Hurford

For 13, Against 0, Abstentions 1.

23/45 To close the meeting

The meeting closed at 9.15pm.