

**Minutes of the Full Council Meeting of the Town Council on Monday 12th May
2025 at 7.00pm**

Present

St Michael's Ward

Cllr M Baldock
Cllr J Brown
Cllr J Fotheringham
Cllr R Fowles
Cllr T McCollum
Cllr M Sheen
Cllr R Sexton
Cllr S Thorne
Cllr L Wakefield

St Paul's Ward

Cllr D Hayler
Cllr C Kolek
Cllr C McCollum
Cllr A Pearsall
Cllr S Sexton

In attendance

Stephen Hill, Town Clerk
Heloise Marlow, Deputy Town Clerk
Cllr R Jefferies (DCC) from 19:50pm
Cllr R Collins (EDDC)
2 Members of the public – via Zoom

Cllr McCollum congratulated newly elected Cllr R Fowles and Cllr C Doran.

25/01 Election of the Town Council Chairman

Cllr J Fotheringham proposed that Cllr Tony McCollum be elected as Chairman. This was seconded by Cllr R Fowles

Cllr L Wakefield proposed that Cllr A Pearsall be elected as Chairman. This was seconded by Cllr S Thorne.

Members RESOLVED to hold a written ballot.

Proposed by Cllr Kolek and seconded by Cllr Brown

For 11; Against 2; Abstentions 1

Members RESOLVED to elect Cllr A Pearsall as Town Council Chairman.

Cllr Pearsall received 9 votes.

Cllr T McCollum received 5 votes.

Cllr R Sexton thanked Cllr McCollum for his work as Chairman 24/25.

25/02 Election of the Town Council Deputy Chairman

Cllr R Sexton proposed that Cllr Wakefield be elected as Deputy Chairman. This was seconded by Cllr Pearsall.

Members RESOLVED to elect Cllr Lucy Wakefield as Town Council Deputy Chairman.

For 11; Against 0; Abstentions 3

25/03 Apologies for absence

Cllr R Coombs (personal)
Cllr S Craddock (personal)
Cllr C Doran (personal)
Cllr H Turner (personal)

25/04 Declarations of Interests

Cllr S Sexton – Pecuniary Interest (Items 25/24, 25/26, 25/36,25/37, 25/41, 25/44 and 25/45)
Cllr R Sexton - Pecuniary Interest (Items 25/24, 25/26, 25/36,25/37, 25/41, 25/44 and 25/45)
Cllr C Kolek – Pecuniary Interest (Items 25/24, 25/26, 25/36,25/37, 25/41, 25/44 and 25/45)

25/05 Dispensations

The Town Clerk confirmed he had granted Cllr S Sexton, Cllr C Kolek or Cllr R Sexton a dispensation in relation to items 25/24, 25/26, 25/36,25/37, 25/41, 25/44 and 25/45) which allowed one Councillor to remain in the meeting whilst these agenda items were being discussed, contributing to the debate but would prevent them from voting.

25/06 Public Question Time for items on the agenda

None received.

25/07 Reports from District and County Councillors

Cllr Brown advised that the election of EDDC Cllrs to Committees would take place on 14.5.25

Cllr R Collins spoke regarding the democratic representation of Cllrs on EDDC Committees; a proposal by EDDC to allow rough sleepers to use the facilities at LED for free; the Lace Walk toilets; and the retention by HTC of the Changing Places facility at the Beehive.

Cllr Jeffries introduced himself as the new DCC Ward member. He was currently undergoing the required training but was happy to be emailed regarding any current projects to enable continuity planning.

25/08 Reports from Honiton Town Council Members with Special Responsibilities and/or on Outside Bodies

Cllr Fotheringham had attended the Operation Rudolph meeting. Useful feedback from the 2024 event had been received and the 2025 event was being planned, to include a change of incorporation to a Charity, with 4/5 Trustees.

Cllr T McCollum and Cllr C McCollum had attended a workshop at Honiton Community College in relation to the Beehive Street Art project and a meeting of the Hot Pennies Committee.

Cllr Kolek had attended the Fairtrade Honiton Steering Group meeting who would be re-applying for Fairtrade status later in 20205 and the Hot Pennies Committee meeting.

Cllr Thorne had attended the Citizen Advice East Devon meeting.

Cllr M Sheen had attended the Honiton Food Save meeting – 85 tons of food had been redistributed in 2024 which would otherwise have gone to landfill with Honiton Food Save on target to beat this in 2025.

- 25/09 Reports and Recommendations from Working Groups and Meetings.**
None received.
- 25/10 Correspondence: 8th April – 6th May 2025**
None received.
- 25/11 Minutes of the Full Council Meeting held on 14th April 2025**
Members RESOLVED to approve the minutes of the Full Council meeting on the 14 April 2025.
Proposed by Cllr S Sexton and seconded by Cllr Fotheringham
For 10; Against 0; Abstentions 4.
- 25/12 Minutes of Previous Meetings**
Members **NOTED** the item.
- 25/13 Committee Structure**
a) **Members RESOLVED unanimously to approve the Committee Structure as Full Council, Finance & Policy Committee, Strategy, Economy and Tourism Committee, Planning Committee, Green & Open Spaces Committee, Town Management Committee, Appeals/Complaints Committee and Human Resources Committee.**
b) **Members RESOLVED unanimously to approve the Working Group: Communications, Allotments; Market; Beehive; Footpaths; Volunteering, Maintenance, Youth Council and Honiton Sports**
Proposed by Cllr R Sexton and seconded by Cllr S Sexton.
- 25/14 Committee and Working Group (WG) Terms of Reference**
Members RESOLVED to approve the Committee Terms of Reference:
a. **Finance & Policy Committee (paragraph 9 to be deleted and additional paragraph regarding speed of decision making to be inserted)**
b. **Green & Open Spaces Committee**
c. **Town Management Committee**
d. **HR Committee**

- e. Strategy Committee
- f. Planning Committee; and
- g. Appeals/Complaints Committee

Working Groups:

- h. Allotments (WG Members' names to be removed.)
- i. Footpaths
- j. Beehive
- k. Market (meeting monthly)

Proposed by Cllr S Sexton and seconded by Cllr Kolek

For 13; Against 0; Abstentions 1.

25/15 Members RESOLVED unanimously to approve the membership of Committees and Working Groups as below.

Proposed by Cllr Kolek and seconded by Cllr Brown

Finance and Policy Committee

Cllrs Fotheringham, Fowles, Pearsall, Wakefield.

Green & Open Spaces Committee

Cllrs Fotheringham, Hayler, Kolek, Pearsall.

Planning Committee

Cllrs Craddock, Fotheringham, Fowles, Kolek, Pearsall, S Sexton, R Sexton.

Strategy, Economy and Tourism

Cllrs Brown, Fowles, Hayler, Pearsall, R Sexton, Sheen, Wakefield.

Town Management Committee

Cllrs Brown, Craddock, Hayler, T McCollum, Pearsall, R Sexton.

Allotments Working Group

Cllrs C McCollum, T McCollum, Pearsall, Ms N Fernandez, Mrs J Vincent & Mr C Quick

Footpaths Working Group

Cllrs Fotheringham, Kolek, Dr I Jeeves, Mr I Morrison, Ms A Proszowska, Mrs R Kimbell.

Market Working Group

Cllrs Craddock, Hayler, R Sexton, Sheen, Mr I Morrison & Mr S Keene.

Beehive Working Group

Cllrs Craddock, Fotheringham, Fowles, Sheen

Honiton Sports Pitches Working Group

Cllrs Craddock, Thorne, Wakefield & Cllr McCollum (EDDC)

Volunteering Working Group

Cllrs Baldock, Fotheringham, Thorne

Youth Council

Cllrs Kolek, R Sexton, S Sexton, Wakefield

Maintenance

Cllrs Fowles, T McCollum, R Sexton

Communications

Cllrs Fotheringham, Fowles, R Sexton

25/16 To appoint Members to Outside Bodies
Members RESOLVED unanimously to agree the Outside Bodies as listed.

Proposed by Cllr R Sexton and seconded by Cllr Kolek.

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

Proposed by Cllr Wakefield and seconded by Cllr S Sexton.

a. Allhallows Charity	Cllr Thorne
b. Charter Day	Cllr Fotheringham
c. Citizens Advice	Cllrs Fotheringham, Thorne
d. CUB	Cllr Wakefield
e. Dementia Friendly S/G	Vacancy
f. DALC Larger Councils Cttee	Town Clerk and Deputy Clerk
g. DALC County Cttee	Town Clerk and Deputy Clerk
h. Fair Trade Honiton	Cllrs Brown, Kolek
i. Friends of the Glen	Cllr Hayler
j. Friends of Honiton Station	Cllr Wakefield
k. Honiton & Axminster CSF	Cllr R Sexton
l. Honiton Community Complex	Vacancy
m. Honiton United Charities	Cllrs Craddock, Thorne
n. Honiton Hot Pennies Ceremony	Cllr T McCollum
o. Millennium Green	Cllrs Hayler, Kolek
p. TRIP	Cllrs Craddock, Fowles
q. Twinning Association	Cllrs Kolek, Sheen
r. Honiton Hospital & Community League of Friends	Cllr Wakefield
s. HCC/HTC Review Meeting	Cllr Pearsall & Wakefield
t. A35 Parishes Group	Cllr T McCollum
u. IRF Coast to Country Project	Vacancy
v. East Devon Local Care Partnership	Cllr Wakefield
w. The Baton	Cllr Thorne
x. Operation Rudolf	Cllr Fotheringham
y. The Den	Vacancy

25/17 To appoint Honiton Town Council Members with Special Responsibilities

Members RESOLVED to

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

Proposed by Cllr Sexton and seconded by Cllr R Sexton

For 12; Against 2; Abstentions 0

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

Proposed by Cllr Wakefield and seconded by Cllr S Sexton

Arts, Culture and Heritage	Cllr Wakefield
Crime & Anti-Social Behaviour	Cllrs T McCollum, R Sexton, S Sexton
Economy	Cllr Fotheringham
Environment & Footpaths	Cllr Fotheringham
Health & Social Care (Inc. Domestic Abuse, Disabilities)	Cllrs C McCollum, S Sexton
Sports	Cllrs Craddock, R Sexton, Wakefield
Young People & Education	Cllrs S Sexton, Wakefield
Awards	Cllrs Fowles, R Sexton

25/18 Calendar of Meetings 2025/26

Members RESOLVED to approve the schedule of meeting dates for 2025/26; recently approved by Full Council February 2025.

Proposed by Cllr R Sexton and seconded by Cllr T McCollum

For 13; Against 0; Abstentions 1.

25/19 Bank Signatories

a) Members RESOLVED unanimously to appoint Cllrs McCollum, Pearsall, and Wakefield as Bank Signatories.

b) Members RESOLVED unanimously to appoint Cllr Fotheringham to approve monthly Reconciliations.

c) Members RESOLVED unanimously to appoint Cllr R Sexton to sign monthly Schedule of Payments.

Proposed by Cllr Thorne and seconded by Cllr S Sexton.

25/20 Code of Conduct

Members RESOLVED to approve the Council's Code of Conduct; last approved by Full Council June 2024 and Finance & Policy Committee March 2025.

Proposed by Cllr S Sexton and seconded by Cllr Baldock

For 13; Against 0; Abstentions 1

25/21 General Power of Competence

Members RESOLVED unanimously to adopt the General Power of Competence (GPC) having met the qualifying criteria; secured more than 2/3rd Elected Councillors and a qualified Clerk.

Proposed by Cllr S Sexton and seconded by Cllr Wakefield

25/22 Standing Orders

Cllr S Sexton advised that the HR Committee had noted that there were discrepancies between the Council's Standing Orders and the Council's Staff Annual Appraisal Policy which would necessitate a review.

Members RESOLVED unanimously to delegate to the Town Clerk in consultation with the Chairman and Deputy Chairman the review of Standing Orders and Staff Annual Appraisal policy.

Proposed by Cllr T McCollum and seconded by Cllr Brown.

25/23 Financial Regulations

Members RESOLVED to approve the Council's Financial Regulations approved by Full Council June 2024 and Finance & Policy Committee March 2025.

Proposed by Cllr Wakefield and seconded by Cllr Fotheringham.

For 13; Against 0; Abstentions 1

Cllrs R Sexton and C Kolek left the meeting at 20:47pm

25/24 Scheme of Delegation and Statement of Internal Control

It was agreed that the words "cheques" at Deputy Town Clerk paragraph 3 b and c would be changed to "payments".

Members RESOLVED to approve the Scheme of Delegation and Statement of Internal Control.

Proposed by Cllr Fotheringham and seconded by Cllr T McCollum

For 10; Against 0; Abstentions 2.

Cllrs R Sexton and C Kolek returned to the meeting at 20.49pm

25/25 Insurance

Members **NOTED** 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.

Cllrs R Sexton and Cllr C Kolek left the meeting at 20.51pm

25/26 Subscriptions

It was agreed to remove the following items from the list:

Beehive Agreement - this was a duplicate payment

HRSP – HR Retainer – services are provided on an ad hoc basis as and when required.

Hope & May DPO GDPR – services are provided on an ad hoc basis as when required.

Members RESOLVED to approve the following subscriptions.

Proposed by Cllr Brown and seconded by Cllr Wakefield

For 9; Against 1; Abstentions 2.

SUPPLIER	ANNUAL/MONTHLY	AVERAGE COST PER YEAR/MONTH
HCC CHARITY MEMBERSHIP	ANNUAL	£12.00
BEEHIVE ROOM HIRE	MONTHLY	£525.00 approx.
HCC UNDERWRITING	MONTHLY	AT COST

Members RESOLVED to approve the following subscriptions.

Proposed by Cllr Brown and seconded by Cllr Fotheringham

For: 13; Against 0; Abstentions 1

SUPPLIER	ANNUAL/MONTHLY	AVERAGE COST PER YEAR/MONTH
DALC – Affiliation Fee/Service charge	ANNUAL	£1904.82
NALC – Affiliation Fee	ANNUAL	AS ABOVE – JOINT COST
SLCC – (Staff Subscription)	ANNUAL	£381.00
SW COUNCILS - Subs	ANNUAL	£630.00
SWCAA – Subs	ANNUAL	£12.00
CLERK & COUNCILS DIRECT	ANNUAL	£80.00
LOCAL COUNCILS UPDATE	ANNUAL	£100.00
ICO (Information Commissioner's Office)	ANNUAL	£52.00
ZOOM SUBSCRIPTION	ANNUAL	£311.76 (June 24)
CANVA SUBSCRIPTION	ANNUAL	£208.63
RATES ON THE OFFICES – Room 1 Room 2 Room 3	ANNUAL	£0.00} £0.00} £0.00} small business rate relief
COMBE ESTATE - Allotments Rent Water	ANNUAL	£900.00 £240.00
NATIONAL ALLOTMENTS ASSOCIATION	ANNUAL	£84.00
EDDC – DOG BIN EMPTYING	ANNUAL	£1718.50
RIALTUS – SOFTWARE	ANNUAL	£706.80
RIALTUS – CLOSING YEAR END	ANNUAL	£1126.70
ZURICH INSURANCE	ANNUAL	£6,822.83
METCALFE ALLEN – SERVICE CHARGE	ANNUAL	£295.20
IAC INTERNAL AUDIT FEE	ANNUAL	£474.00
PKF LITTLEJOHN LLP – ANNUAL GOVERNANCE	ANNUAL	£1260.00
RURAL SERVICES PARTNERSHIP LTD	ANNUAL	£137.00 (NEW SUB May 24)
THIRSTY WORK	MONTHLY	£35.34

CLEANING	MONTHLY	£120.00 approx
TELEPHONES & CCTV CONNECTION – ONECOM	MONTHLY	£752.20
CORE OFFICE IT SUPPORT	MONTHLY	£1800.24
RICOH –IM C3000	MONTHLY (EVERY 3 MONTHS)	£49.78 per month (£149.65)
PAYROLL – EDDC ADMIN	MONTHLY	£57.37
	<u>ANNUAL TOTAL</u>	<u>£17457.24</u>
	<u>MONTHLY TOTAL</u>	<u>£ 3339.93</u>

25/27 Complaints Procedure

Members RESOLVED to approve the Council's Complaints Procedure.

Proposed by Cllr Brown and seconded by Cllr Kolek

For 13, Against 0, Abstentions 1.

25/28 Freedom of Information and Data Protection

Members RESOLVED to approve the Privacy Notice and Data Protection Policy.

Proposed by Cllr Kolek and seconded by Cllr Brown.

For 13; Against 0; Abstentions 1

25/29 Training Policy

Cllr S Sexton suggested that Code of Conduct training be identified in the policy as a priority and undertaken within 3 months of Cllrs joining the Council.

Members RESOLVED to approve the Training Policy.

Proposed by Cllr S Sexton and seconded by Cllr R Sexton

For 13; Against 0; Abstentions 1.

25/30 Extension of meeting

Members RESOLVED to extend the meeting to 10pm

Proposed by Cllr Brown and seconded by Cllr Wakefield

For 12; Against 2; Abstentions 0

25/31 New Member Induction and Training Programme

Members **NOTED** the planned new Member induction/training programme, including mandatory training on the Code of Conduct.

Cllr Kolek left the meeting at 9.03pm

25/32 Safeguarding and Equalities

Members RESOLVED unanimously to approve the Safeguarding and Equalities Policies.

Proposed by Cllr R Sexton and seconded by Cllr Wakefield

For 12; Against 0; Abstentions 1

25/33 Communications Policies

Cllr R Sexton referred to the paper he had written for the Strategy Committee and the new Communication Working Group.

Members RESOLVED to approve the Communications and Media Communications Policies.

Proposed by Cllr R Sexton and seconded by Cllr Wakefield.

For 12; Against 0; Abstentions 1

25/34 Publication Scheme

Members RESOLVED to approve the Publication Scheme (based on the ICO model).

Proposed by Cllr S Sexton and seconded by Cllr Sheen.

For 11; Against 0; Abstentions 2.

25/35 Employment Policies

Members RESOLVED unanimously to delegate the approval of the Staff Appraisal policy to the Human Resources Committee in line with any revised Standing Orders.

Proposed by Cllr R Sexton and seconded by Cllr T McCollum

Members RESOLVED to approve the Employment Policies (apart from the Staff Appraisal Policy) as previously approved by HR Committee July 2024 and Recommended by HR Committee March 2025.

Proposed by Cllr S Sexton and seconded by Cllr Sheen

For 10; Against 0; Abstentions 3.

Cllr R Sexton left the meeting at 21.08pm

25/36 Corporate Risk Assessment

Members RESOLVED to approve the corporate risk assessment recently approved by Full Council November 2024 and Finance & Policy Committee March 2025.

Proposed by Cllr Wakefield and seconded by Cllr Sheen.

For 9, Against 0, Abstentions 3.

25/37 Asset Register

Members RESOLVED to approve the Asset Register March 2025.

Proposed by Cllr Sheen and seconded by Cllr Brown

For 9, Against 0, Abstentions 3

Cllr R Sexton returned to the meeting at 21.10pm

25/38 Earmarked Reserves (EMR)

Cllr T McCollum confirmed that he wanted to add any 2024/25 budget balance for Dowell Street Corner and Christmas Lights.

The Town Clerk advised that he would bring a report to the Finance & Policy Committee on 19th May 2025 to consider adding these 2 items once the level of reserves was known.

Members RESOLVED to approve the list of Earmarked Reserves: previously considered by Full Council June 2024 and Finance & Policy Committee March 2025.

Proposed by Cllr T McCollum and seconded by Cllr S Sexton

For 9, Against 1; Abstentions 3

25/39 Investment Strategy

Members RESOLVED to approve the Investment Strategy.

Proposed by Cllr Fotheringham and seconded by Cllr Brown.

For 11, Against 0, Abstentions 2.

25/40 Project Implementation Plans (PIPs)

Members RESOLVED to approve revised/updated PIPs for Youth Council, Pride Event and Flowerpot Characters Competition.

Proposed by Cllr Wakefield and seconded by Cllr S Sexton

For 10; Against 0; Abstentions 3

Cllr R Sexton left the meeting at 21.15

25/41 Accounts

Members RESOLVED to approve payments HTC 21107, HTC 21116 and HTC 21137

Proposed by Cllr McCollum and seconded by Cllr Wakefield.

For 8; Against 1; Abstentions 3.

Cllr R Sexton returned to the meeting at 21.17pm

Members RESOLVED to approve the remainder of the schedule of payments 01/04/25 – 07/05/25.

Proposed by Cllr Fotheringham and seconded by Cllr S Sexton

For 11; Against 0; Abstentions 2

25/42 Exempt Business

Members RESOLVED unanimously to take the following items into exempt business.

Proposed by Cllr S Sexton and seconded by Cllr Sheen

25/43 Pay Award and increments

Members **NOTED** the nationally negotiated annual pay award 24/25 negotiated by LCA and **RESOLVED unanimously to approve the annual incremental pay awards 25/26 and probation backpay.**
Proposed by Cllr S Sexton and seconded by Cllr Brown

Cllr R Sexton left the meeting at 21.21pm

25/44 Underwriting of Honiton Community Complex (HCC) Costs

Cllr Pearsall advised that he had no update to provide as there had been no HTC/HCC Review meeting since Full Council last met.

Cllr S Sexton had no update to provide.

Members RESOLVED to underwrite total contribution to HCC of £5k for February 2025

Proposed by Cllr Wakefield and seconded by Cllr Fowles.

For 7, Against 2, Abstentions 3.

25/45 Honiton Community Complex (HCC) Charity Members Meeting

a) Members RESOLVED to attend the HCC Charity Members' Meeting.

Proposed by Cllr Fowles and seconded by Cllr Wakefield

For 9; Against 0; Abstentions 3

b) Members RESOLVED to appoint Cllr Wakefield to attend the HCC Charity Members' meeting.

Proposed by Cllr Wakefield and seconded by Cllr Pearsall

For 11; Against 0; Abstentions 1

25/46 To close the meeting

The meeting closed at 21.26pm.