

**Minutes of the Full Council Meeting of the Town Council on Monday 11 May 2026
at 7.00pm**

Present

St Michael's Ward

Cllr S Atherton
Cllr M Baldock
Cllr R Fowles
Cllr L Wakefield
Cllr R Sexton
Cllr C Doran
Cllr J Wilson
Cllr R Wallis

St Paul's Ward

Cllr S Craddock
Cllr D Hayler
Cllr C Kolek
Cllr S Sexton
Cllr J Taylor

In attendance

Stephen Hill, Town Clerk
Heloise Marlow, Deputy Town Clerk
Cllr R Collins (EDDC)
Cllr T McCollum (EDDC) (via Zoom)
7 Members of the Public (via Zoom)
2 Members of the Public

26/01 Election of the Town Council Chairman

Cllr Atherton proposed that Cllr Serena Sexton be elected as Chairman. This was seconded by Cllr Baldock.

Members RESOLVED to elect Cllr S Sexton as Town Council Chairman.

For 10, Against 0, Abstentions 2

26/02 Election of the Town Council Deputy Chairman

Cllr Craddock proposed that Cllr Cathy Maunder be elected as Deputy Chairman. This was seconded by Cllr Fowles.

Members RESOLVED to elect Cllr Cathy Maunder as Town Council Deputy Chairman.

For 11, Against 0, Abstentions 1

26/03 Apologies for absence

Cllr R Coombs (personal)
Cllr C Maunder (personal)
Cllr S Thorne (personal)
Cllr J Brown (EDDC)
Cllr R Jefferies (DCC)

26/04 Declarations of Interests

Cllr C Kolek – Personal Interest (Item 26/09), Pecuniary Interest (Item 26/45).
Cllr J Taylor – Personal Interest (Items 26/39 and 26/40)

26/05 Dispensations

The Town Clerk confirmed he had granted Cllr Kolek a dispensation in relation to item 26/45 which allowed Cllr Kolek to remain in the meeting whilst this agenda item was being discussed, contribute to the debate but would prevent her from voting.

26/06 Public Question Time for items on the agenda

None received.

26/07 Reports from District and County Councillors

Cllr Collins advised:

- He had attended 11 EDDC meetings to include the Full Council meeting on 15th April 2026 and the Strategic Planning Committee 5th May 2026 at which the proposed Honi_18 site allocation was discussed.
- Barclays Bank was proposing to open up 500 branches. Cllr Collins urged all Barclays customers to lobby for one to be in Honiton.

The Town Clerk confirmed that he had received an [update from Cllr Jefferies regarding resurfacing works](#) in Honiton which he would circulate with the minutes.

26/08 Reports from Honiton Town Council Members with Special Responsibilities and/or on Outside Bodies

Cllr Craddock attended:

- the Patient Participation Group meeting at Honiton Surgery
- Allhallows and United Charities meeting and reported that the Charity had yet to receive any applications for grants or additional pensions
- had planted 21 plant pots at Honiton Station with Friends of Honiton Station.

Cllr R Sexton had hosted over 20 people at a meeting regarding the proposed Town Centre Management Board with presentation and a Q&A. Following that meeting 16 attendees have expressed an interest in joining a Town Centre Management Board with the next meeting scheduled for 28th May 2026.

Cllr S Sexton attended

- the PPG meeting and the Honiton United Charities meeting.

26/09 Reports and Recommendations from Working Groups and Meetings.

The Town Clerk suggested that there were no recommendations to approve arising from either the Footpaths Working Group or the Beehive Low Carbon Working Group

Cllr Fowles advised that TCS had provided training to the Manager of the Beehive on the operations system and that a meeting was due to be held with ECO to clarify the contractual arrangements with the solar panels.

The reports were **NOTED**.

26/10 Correspondence: 8th April 2026 – 6th May 2026

Members **NOTED** the item.

26/11 Minutes of the Full Council Meeting held on 13th April 2026

Cllr R Sexton noted that minute number 25/298 recorded that there had been no proposer for the motion without stating what the motion was.

The Town Clerk confirmed that this information would be added to the minutes.

Members RESOLVED to approve the minutes of Full Council 13th April 2026 subject to the above amendment

Proposed by Cllr Craddock and seconded by Cllr Atherton

For 9; Against 0; Abstentions 3.

26/12 Minutes of Previous Meetings

Members **NOTED** the item.

26/13 Co-option

Mr Rhys Wallis was invited to make his presentation.

Cllr Taylor highlighted paragraph 7.1 of the Co-option policy which confirmed that co-opted Councillors are not eligible for the councillor's allowance.

After the presentation Cllr Taylor asked Mr Wallis to comment on Local Government Reorganisation and the consequence that there would be no authority between parish councils and the unitary authority.

Mr Wallis confirmed that whilst he understood this would be the case he was unable to provide any information over and above what was in the public domain.

Mr Wallis left the meeting at 19:34

Members RESOLVED unanimously to co-opt Mr Rhys Wallis for a vacant seat in St Paul's Ward in line with the Council's co-option policy.

Proposed by Cllr Craddock and seconded by Cllr Kolek

Cllr Wallis returned to the meeting at 19.36, signed his Declaration of Office and joined the meeting

26/14 Committee Structure

a) **Council RESOLVED unanimously to approve the Council Structure as Full Council; Finance & Policy Committee; Strategy, Economy & Tourism Committee; Transitional 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 R Sexton

- b) **Council RESOLVED unanimously to approve the Working Groups: Communications, Allotments, Market, Footpaths, Volunteering, Maintenance, Youth Council, Beehive Low Carbon and Honiton Sports.**
Proposed by Cllr Fowles and seconded by Cllr Baldock

- 26/15 Membership of Committees and Working Groups**
Members RESOLVED unanimously to approve the membership of Committees and Working Groups as below.
Proposed by Cllr R Sexton and seconded by Cllr Craddock

Finance and Policy Committee

Cllrs Atherton, Craddock, Fowles, S Sexton, Taylor

Green & Open Spaces Committee

Cllrs Hayler, Kolek, Wakefield, Wilson

Planning Committee

Cllrs Craddock, Fowles, Maunder, R Sexton, S Sexton

Strategy, Economy and Tourism Committee

Cllrs Doran, Fowles, Hayler, Maunder, R Sexton, S Sexton

Town Management Committee

Cllrs Craddock, Doran, Hayler, Maunder, R Sexton, S Sexton

Transitional Committee

Cllrs Baldock, Doran, S Sexton, Taylor, Wallis

Allotments Working Group

Cllr S Sexton, Ms N Fernandez, Mrs J Vincent, Mrs R Tree

Footpaths Working Group

Cllrs Atherton, Hayler, Wilson, Dr I Jeeves, Mrs R Kimbell, Mr B Houlihan, Ms J Fotheringham, Mr C Share

Market Working Group

Cllrs Craddock, Hayler, Kolek, R Sexton, Ms W Bussell

Beehive Low Carbon Working Group

Cllrs Atherton, Doran, Fowles, Mr S Kolek

Honiton Sports Working Group

Cllrs Craddock, Kolek, Maunder

Volunteering Working Group

Cllrs Baldock, Mrs R Kimbell

Youth Council

Cllrs Kolek, Maunder, S Sexton, Wakefield, Wallis

Maintenance

Cllrs Fowles, R Sexton

Communications

Cllrs Craddock, Fowles, R Sexton

- 26/16 Committee and Working Group (WG) Terms of Reference**
The Town Clerk confirmed that some Working Groups had yet to prepare Terms of Reference.

Cllr R Sexton noted that paragraph 9 of the Terms of Reference for the Town Management Committee referred to the Committee leading on Tourism and suggested that responsibility for this was with the Strategy, Economy & Tourism Committee.

Cllr Wakefield queried whether there was a maximum or minimum for Committee and Working Group membership.

Members RESOLVED to approve the following Committee Terms of Reference:

Committees:

- a. **Finance & Policy Committee**
- b. **Green & Open Spaces Committee**
- c. **Transitional Committee**
- d. **Town Management Committee**
- e. **HR Committee**
- f. **Strategy, Economy & Tourism Committee**
- g. **Planning Committee**
- h. **Appeals/Complaints Committee**

Proposed by Cllr Kolek and seconded by Cllr Atherton

For 12; Against 0; Abstentions 1

Members RESOLVED unanimously to approve the following Working Group Terms of Reference

Working Groups:

- i. **Allotments**
- j. **Footpaths**
- k. **Beehive Low Carbon**
- l. **Market**
- m. **Maintenance**

Proposed by Cllr Craddock and seconded by Cllr Atherton

Council **NOTED** that Terms of Reference for Committees and Working Groups would be referred to the Committee/Working Groups, after which any proposed changes would be referred again to Full Council for approval.

26/17 To appoint Members to Outside Bodies

Cllr Craddock suggested that the Patient Participation Group be added to the list of Outside Bodies.

Members RESOLVED unanimously to agree the Outside Bodies as listed.

Proposed by Cllr Kolek and seconded by Cllr Craddock

Members RESOLVED unanimously to appoint Members to Outside Bodies as below

Proposed by Cllr Craddock and seconded by Cllr R Sexton

a. Allhallows Charity	Cllrs Baldock, Craddock, Doran, S Sexton
b. Citizens Advice	Cllr S Sexton
c. CUB	Cllr Wakefield
d. DALC Larger Councils Cttee	Town Clerk and Deputy Clerk
e. DALC County Cttee	Town Clerk and Deputy Clerk
f. Fair Trade Honiton	Cllr Kolek
g. Friends of the Glen	Cllrs Hayler and Wilson
h. Friends of Honiton Station	Cllr Craddock
i. Honiton & Axminster CSG	Cllrs R Sexton and S Sexton
j. Honiton United Charities	Cllrs Craddock, Doran, Maunder, S Sexton
k. Honiton Hot Pennies Ceremony	Cllrs Kolek and R Sexton
l. Millennium Green	Cllrs Hayler, Kolek, Wilson
m. TRIP	Cllrs Craddock, S Sexton
n. Twinning Association	Cllrs Kolek, Wilson
o. Honiton Hospital & Community League of Friends	Cllr Wilson, Wallis
p. HCC/HTC Review Meeting	Cllrs Maunder, R Sexton, S Sexton
q. A35 Parishes Group	Vacancy
r. IRF Coast to Country Project	Cllr Doran
s. Devon Communities Together	Cllr Doran
t. The Baton	Cllr Fowles
u. The Den CIC	Cllr S Sexton
v. Operation Rudolf	Cllr Kolek
w. Honiton Business Network	Cllrs Kolek, Maunder, R Sexton
x. Honiton Library	Cllrs S Sexton, Wakefield
y. Honiton Carers	Cllrs Craddock, S Sexton
z. Devon Freewheelers	Cllrs Atherton, Wallis
aa.PPG	Vacancy

**26/18 To appoint Honiton Town Council Members with Special Responsibilities
Members RESOLVED unanimously to a) agree the list of Special
Responsibilities and b) appoint Members with Special Responsibilities
below**

Proposed by Cllr Kolek and seconded by Cllr Craddock

Arts, Culture and Heritage	Cllrs Hayler, Kolek, Wakefield
Crime & Anti-Social Behaviour	Cllrs R Sexton, S Sexton
Economy	Cllrs Maunder, R Sexton, S Sexton
Environment and Footpaths	Cllr Atherton
Heath & Social Care	Cllrs S Sexton, Wallis

Sports
Young People & Education
Awards
LGR

Cllrs Craddock, Kolek
Cllrs Kolek, S Sexton, Wakefield
Cllrs Fowles, R Sexton
Cllrs Doran, S Sexton, Wallis

26/19 Calendar of Meetings 2026/27

Members RESOLVED unanimously for all Committee meetings to start at 7pm

Proposed by Cllr Kolek and seconded by Cllr R Sexton

Members RESOLVED unanimously to approve the schedule of meeting dates for 2026/27 recently approved by Full Council January 2026

Proposed by Cllr Craddock and seconded by Cllr R Sexton

Cllr Wakefield left the meeting at 20.30pm

26/20 Bank Signatories

Members RESOLVED unanimously to appoint:

a) Cllrs Wakefield, Craddock, Fowles and Baldock as Unity Trust Bank Signatories.

Proposed by Cllr Fowles and seconded by Cllr S Sexton

b) Cllr S Sexton to approve monthly reconciliations

Proposed by Cllr Craddock and seconded by Cllr R Sexton

c) Cllr R Sexton to sign monthly Schedule of Payments

Proposed by Cllr Craddock and seconded by Cllr Doran

26/21 Code of Conduct

Members RESOLVED unanimously to approve the Council's Code of Conduct (based on the LGA Model 2021, approved and recommended by Finance & Policy Committee February 2026.

Proposed by Cllr Craddock and seconded by Cllr Fowles

26/22 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 Fowles and seconded by Cllr R Sexton

26/23 Standing Orders

Members RESOLVED unanimously to approve the Council's Standing Orders (based on NALC model Standing Orders 2025 update) approved and Recommended by Finance & Policy Committee February 2026.

Proposed by Cllr Fowles and seconded by Cllr Baldock.

- 26/24 Financial Regulations**
Members RESOLVED to approve the Council's Financial Regulations (based on NALC model Financial Regulation 2025 update) approved and Recommended by Finance & Policy Committee February 2026.
Proposed by Cllr Craddock and seconded by Cllr Fowles
For 11; Against 0; Abstentions 1.
- 26/25 Scheme of Delegation and Statement of Internal Control**
Members RESOLVED to approve the Scheme of Delegation and Statement of Internal Control approved and Recommended by Finance & Policy Committee February 2026.
Proposed by Cllr Fowles and seconded by Cllr Baldock
For 11; Against 0; Abstentions 1
- 26/26 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.
- 26/27 Subscriptions**
Cllr Fowles suggested that some subscriptions were missing from the list eg Source for Business (Water) for the Allotments, HCC Service Charge; Wallgate service plan; Total Energies (King Street Toilets); van rental and Peninsula (HR) Services.
The Town Clerk confirmed that the list would be reviewed and brought back to Full Council in June 2026.
- Cllr R Sexton left the meeting at 20.44pm
- 26/28 Complaints Procedure**
Members RESOLVED unanimously to approve the Council's Complaints Procedure as approved and Recommended by Finance & Policy Committee February 2026
Proposed by Cllr Fowles and seconded by Cllr Baldock
- 26/29 Freedom of Information and Data Protection**
Members RESOLVED to approve the Privacy Notice and Data Protection Policy as approved and Recommended by Finance & Policy Committee February 2026.
Proposed by Cllr Fowles and seconded by Cllr Atherton
For 10; Against 0; Abstentions 1

Cllr R Sexton returned to the meeting at 20.48pm

- 26/30 **Training & Development Policy**
Members RESOLVED to approve the Training Policy as approved and Recommended by Finance & Policy Committee February 2026
Proposed by Cllr Craddock and seconded by Cllr Atherton
For 11, Against 0, Abstentions 1
- 26/31 **Co-option Policy**
Members RESOLVED unanimously to approve the revised Co-option Policy
Proposed by Cllr Craddock and seconded by Cllr Fowles
- 26/32 **New Members Induction and Training Programme**
Council **NOTED** the planned new Member induction/training programme, including mandatory training on the Code of Conduct.
- 26/33 **Safeguarding and Equalities**
Members RESOLVED unanimously to approve the Safeguarding and Equalities Policies as approved and Recommended by Finance & Policy Committee February 2026.
Proposed by Cllr Kolek and seconded by Cllr Craddock
- 26/34 **Communications Policies**
Members RESOLVED unanimously to approve the Communications, social media and Media Communications Policies as approved and Recommended by Finance & Policy Committee February 2026 and the Community Engagement Policy.
Proposed by Cllr Fowles and seconded by Cllr S Sexton
- 26/35 **Publication Scheme**
Members RESOLVED unanimously to approve the Publication Scheme (based on the ICO model) as approved and Recommended by Finance & Policy Committee February 2026.
Proposed by Cllr Craddock and seconded by Cllr Baldock.
- 26/36 **Retention & Disposal Policy**
Members RESOLVED to approve the Retention & Disposal Policy recently approved and Recommended by Finance & Policy Committee February 2026.
Proposed by Cllr R Sexton and seconded by Cllr Atherton
For 11; Against; Abstentions 1
- 26/37 **Extension of Meeting**
Members RESOLVED to extend the meeting to 9.30pm.

Proposed by Cllr Craddock and seconded by Cllr Fowles
For 9; Against 2; Abstentions 1

Cllrs Kolek and Baldock left the meeting at 9pm

- 26/38 IT Policy**
Members RESOLVED unanimously to approve the IT policy (based on the NALC model template) recently approved and Recommended by Finance & Policy Committee February 2026.
Proposed by Cllr Craddock and seconded by Cllr R Sexton.
- 26/39 Health & Safety and Risk Management Policies**
The Town Clerk confirmed that the Risk Management Policies would be brought to Members at a later meeting.
Members RESOLVED unanimously to approve the Health & Safety Policies.
Proposed by Cllr R Sexton and seconded by Cllr Craddock
- 26/40 Corporate Risk Assessment**
Members RESOLVED to approve the corporate risk assessment recently approved and Recommended by Finance & Policy Committee February 2026.
Proposed by Cllr Craddock and seconded by Cllr S Sexton
For 9; Against 0; Abstentions 1
- 26/41 Asset Register**
Members RESOLVED unanimously to approve the Asset Register March 2025 as approved and Recommended by Finance & Policy Committee February 2026.
Proposed by Cllr Craddock and seconded by Cllr R Sexton.
- 26/42 Earmarked Reserves (EMR)**
Cllr Wallis suggested that items b. £5k Youth Council (from underspend 25/26) and c. £10k Elections expenses be earmarked.
Cllr Taylor challenged the premise that reserves should equate to 25-50% of the precept and instead argued that reserves should be calculated according to contractual spend.
The Town Clerk agreed that reserves were needed to cover contractual spend but also to cover other risks and therefore the generally agreed calculation is 25-50% of the precept.
Members RESOLVED to add £5k Youth Council and £10k Elections expenses to Earmarked Reserves as considered by Finance & Policy Committee February 2026.

Proposed by Cllr Craddock and seconded by Cllr Wallis.
For 9; Against 0; Abstentions 1.

- 26/43 Investment Strategy**
Members RESOLVED unanimously to approve the Investment Strategy as approved and Recommended by Finance & Policy Committee February 2026
Proposed by Cllr Craddock and seconded by Cllr S Sexton
- 26/44 Sports Allocations S106 and HTC Sports Funds**
Members RESOLVED unanimously
a. to Recommend to EDDC allocation of £20k, S106 contributions to project the planned 3G pitch at Honiton Community College
Proposed by Cllr Craddock and seconded by Cllr R Sexton
b. to Delegate to the Town Clerk to provide comments on the draft Community Use Agreement (CUA) in consultation with the Councillor Chairman of the Sports Working Group.
Proposed by Cllr R Sexton and seconded by Cllr Wallis
- 26/45 Accounts**
Members RESOLVED unanimously to approve the schedule of payments for April 2026.
Proposed by Cllr R Sexton and seconded by Cllr Atherton.
- 26/46 Extension of Meeting**
Members RESOLVED to extend the meeting to 9.45pm.
Proposed by Cllr Wallis and seconded by Cllr Atherton
For 9; Against 1; Abstentions 0
- 26/47 Exempt Business**
Members RESOLVED unanimously to take the following item into exempt business.
Proposed by Cllr Craddock and seconded by Cllr Fowles
- 26/48 Honoured Citizen Award**
Members RESOLVED unanimously to ratify the award of Honoured Citizen status.
Proposed by Cllr Craddock and seconded by Cllr Fowles
- 26/49 To close the meeting**
The meeting closed at 9:35pm.