

OTTERY ST MARY TOWN COUNCIL

Council Offices, The Old Convent, 8 Broad Street,
Ottery St Mary. Devon EX11 1BZ

Tel: 01404 812252

E-mail: depceo@otterystmary-tc.gov.uk

Web Site:- www.otterystmary-tc.gov.uk



Dear Councillors

I hereby give you notice that the **Ordinary Meeting of Ottery St Mary Town Council** will be held at the **STATION COMMUNITY HUB, EX11 1AH** on **MONDAY 6TH JUNE 2022 AT 7.00PM**

All members of the Council are hereby summoned to consider the matters detailed on the Agenda below

Yours faithfully

K Kennell

Kerry Kennell

Deputy Chief Executive Officer

30th May 2022

The meeting is open to the press and public. Attendees are requested to wear a face mask until seated; to wear suitable clothing as the room will be ventilated with open windows/door; not to attend if they are suffering from any covid symptoms or have tested positive for covid.

INFORMATION FOR MEMBERS OF THE PUBLIC/PRESS:

The law requires that public access is possible and not restricted, unless in the case of an agreed confidential session.

1. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **12 noon Monday 6th June 2022**. This will be read out under public participation for members to consider.
2. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Mayor to prompt you.
3. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
4. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Council's website.

Note: Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Mayor has the power to control public recording and/or reporting so it does not disrupt the meeting

Mobile Phones, Pagers and Similar Devices – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Mayor may approve an exception to this request in special circumstances

A G E N D A

1. To receive apologies for absence
2. To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the Agenda
3. In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded
4. To allow members of the public present to submit questions/comments for consideration *Individual contributions will be limited to 3 minutes*
5. To receive the Minutes of the Annual Meeting of the Town Council of 6th May 2022 (minute refs 22/05/01 – 22/05/49), and to approve the signing of the Minutes by the Mayor as a correct record
6. To receive Reports from EDDC and DCC Councillors
7. To note the Minutes of the Planning Committee Meeting of 28th April 2022 (minute refs P22/04/010 – P22/04/19), 16th May 2022 (minute refs P22/05/01 - P22/05/09) and 31st May 2022 (minute refs P22/05/10 - P22/05/18)
8. Property and Land Committee:
 - a) To note the minutes of the Property and Land Committee Meeting of 26th May 2022 (minute refs PL22/05/01 - PL22/05/ 16)
 - b) To approve (if appropriate) any recommendations from the Property and Land Committee Meeting
9. Human Resources Committee:
 - a) To note the minutes of the Human Resources Committee Meeting of 27th May 2022 (minute refs HR22/05/01 - HR22/05/07)
 - b) To approve (if appropriate) any recommendations from the Human Resources Committee
10. Station Community Hub Management Committee - to receive an update
11. S106:
 - a) Update and approval of any recommendations or pertinent matters (to be a regular agenda item)
 - b) To consider (and approve if appropriate) the reprioritisation of current Section 106 projects taking into consideration that no suitable site for play area in Alfington has been identified
12. Regeneration and Climate Action Committee – to receive an update
13. Police matters
14. Confirmation of decisions made under the Scheme of Delegation
15. Financial Matters:
 - a) To consider and approve the May 2022 Council Schedule of Payments
 - b) To approve the Q4 2021/22 quarterly accounts

16. To approve the accounts for the year ending 31st March 2022
17. To approve the Annual Governance Statement – Section 1 Annual Governance Statement 2021/22
18. To consider and approve Accounting Statements 2021/22 – Section 2
19. To receive and approve the report of the Internal Auditor (Alison Marshall) and to approve (if appropriate) to reappoint her as the Internal Auditor for the 2022/23 Internal Audit
20. To consider EDDC`s Code of Conduct and whether the Council wishes to adopt it
21. To consider and approve (if appropriate) to continue to incur the annual servicing costs of the Devon Air Ambulance landing site
22. Grant Application - To consider (and approve if appropriate) a community grant request from the Ottery Literary Festival
23. Tourism Working Group: Update and approval of any recommendations or pertinent matters
24. To consider whether the Council wishes to run hybrid meetings and to consider a quotation for equipment to enable hybrid meetings (and to approve if appropriate)
25. To consider requests from Cllr Faithfull for Ukrainian refugees to i. have the use of the Council meeting room/chamber for English lessons and ii. for the Council to provide gazebos at private dwellings for Ukrainians to meet
26. The Unveiling of the statue of Samuel Taylor Coleridge on 21st October – to decide Council representation
27. To appoint an additional Council member on the Property and Land and Human Resources Committees in view of Cllr Faithfull`s resignation from the said committees
28. To consider on which basis the 12 car parking spaces at Victoria Terrace are to be let to residents
29. Report from the Mayor
30. Report from the CEO/Deputy CEO
31. The Queen`s Platinum Jubilee Working Group – to receive an update of the event
32. Bloom in Ottery – to receive an update
33. To note any specific correspondence received
34. To note any reports previously e-mailed by Councillors of Meetings attended
35. Councillors Questions on Councillors Business

Date of the next meeting: Monday 4th July 2022 at 7pm - location to be confirmed

