

OTTERY ST MARY TOWN COUNCIL

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Dear Councillors

I hereby give you notice that the **Annual Meeting of Ottery St Mary Town Council** will be held at the **STATION COMMUNITY HUB, EX11 1AH** on **MONDAY 9TH MAY 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

3rd 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 Friday 6th May 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 Councils 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

To present certificate to former Ottery St Mary Town Councillor Geoff Pratt for his service to the Council.

A G E N D A

1. Election of the Mayor of Ottery St Mary for 2022/23 - to receive nominations and to carry out a vote accordingly
2. Declaration of Acceptance of Office by the Mayor – Following the election of the Mayor and pursuant to the provisions of S83 of the Local Government Act 1972, the person elected to be Mayor of Ottery St Mary shall make a declaration of Acceptance of Office in the prescribed form
3. Election of the Deputy Mayor of Ottery St Mary for 2022/23 – to receive nominations and to carry out a vote accordingly
4. To receive apologies for absence
5. Election of Councillor with special responsibility for Finance (“Treasurer/Chair”)
6. 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
7. 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
8. To allow members of the public present to submit questions/comments for consideration *Individual contributions will be limited to 3 minutes*
9. To receive the Minutes of the Ordinary Meeting of the Town Council of 4th April 2022 (minute refs 22/04/01 – 22/04/36), and to approve the signing of the Minutes by the Mayor as a correct record
10. To note the Minutes of the Planning Committee Meeting of 12th April 2022 (minute refs P22/04/01 – P22/04/09)
11. To receive Reports from EDDC and DCC Councillors
12. Station Community Hub Management Committee:
 - a) To note the minutes of the Station Community Hub Management Meeting of 25th April 2022 (minute refs OH22/04/01 - OH22/04/13)
 - b) To approve (if appropriate) any recommendations from the Station Community Hub Management Committee
13. S106: Update and approval of any recommendations or pertinent matters (to be a regular agenda item)
14. To consider and approve (if appropriate) the setting up of a forum (to be headed up by Cllr Stewart) who will arrange meetings `as and when` of Mayors and Clerks in the East Devon area
15. Regeneration and Climate Action Committee – to receive an update

16. Finance Committee:
 - a. To note the Minutes of the Finance Committee Meeting of 21st April 2022 (minute refs *F22/04/01 – F22/04/07*)
 - b. To approve (if appropriate) any recommendations from the Finance Committee
17. To review the delegation arrangements and approve accordingly
18. To appoint membership of Committees and Sub-Committees and to elect a Chair and Vice Chair for each.
19. Working Groups –
 - a. To consider extending duration of the following Working Groups: - Policies and Compliance (expires 03/05/2022); East Devon Local Plan (expires 01/05/2022); Tipton St John Primary School Working Group (expires 01/05/2022); Communications ((expires 30/04/2022); S106/CIL (expires 30/04/2022); Christmas (expires 30/04/2022); Museum (expires 30/04/2022); Tourism (expires 30/04/2022)
 - b. To confirm the existing Working Groups will continue: - Neighbourhood Plan Umbrella Group; Queen’s Platinum Jubilee (expires 30/06/22)
20. To appoint membership of Working Groups
21. To elect members to fill Council appointments and to appoint Council Representatives to outside bodies
22. To review the Council’s current Standing Orders and Financial Regulations
23. To consider and review the Council’s Assets Register
24. To consider and confirm (if appropriate) the Council’s current Insurance Policy
25. To consider and review the Council’s Annual Subscriptions
26. Bank Mandate – to determine the Council’s authorised signatories
27. To confirm password changes to office computers
28. Keyholder arrangements for the Town Council Building and the Offices
29. To note Council Meetings for 2022/23 and to decide whether to have one meeting a year at Escot (currently meetings were to be held at Ottery, Tipton St John and Alington)
30. Police matters
31. Confirmation of decisions made under the Scheme of Delegation
32. Financial Matters:
 - a) To consider and approve the April 2022 Council Schedule of Payments
 - b) To approve the quarterly accounts
33. Grant Applications:

- a. To consider (and approve if appropriate) community grant requests from the Ottery Literary Festival and the Tar Barrels and Carnival Committee
 - b. To consider a request from the Ottery Help Scheme to review the Council's decision re their grant application
34. Tourism Working Group: Update and approval of any recommendations or pertinent matters
35. Property Matters:
- a. Update regarding Skatepark
 - b. To consider a request from Ottery St Mary Bowling Club to plant trees in part of the area they lease
 - c. To consider a request from the Petanque Club to use the Pavilion for the preparation of refreshments to support their fund-raising efforts for Hospiscare
36. Co-option of Tipton St John Ward Councillor: To consider applications and make a decision (if appropriate)
37. Footpaths
- a. Definitive Map Review Consultation – Comments to be submitted by 15th July
 - b. To discuss difficulties encountered walking between Ottery St Mary and Tipton St John on way side of the river
38. Report from the Mayor
39. Report from the CEO/Deputy CEO
40. To confirm details for the Annual Parish Meeting
41. The Queen's Platinum Jubilee Working Group – Update and approval of any recommendations or pertinent matters
42. Bloom in Ottery – to receive an update
43. To note the condition of the Footbridge on Millennium Green and to agree (if applicable) a course of action
44. To consider the displaying of religious information on Council noticeboards
45. Ukrainian refugees – update/issues to be discussed
46. To note any specific correspondence received
47. To note any reports previously e-mailed by Councillors of Meetings attended
48. Councillors Questions on Councillors Business
49. Employee Matter

Date of the next meeting: Monday 6th June 2022 at 7pm - location to be confirmed