

# OTTERY ST MARY TOWN COUNCIL

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**THIS MEETING IS OPEN TO THE PUBLIC AND PRESS**  
**who are welcome to attend as observers**  
**20 seats only, are available to the public on a first-come, first-served basis**

1<sup>ST</sup> May 2018

To: **The Mayor and Members of Ottery St Mary Town Council**

Dear Councillors

The **ANNUAL MEETING** of Ottery St Mary Town Council to which you are summoned, will be held at the Council Chamber, The Old Convent, 8 Broad Street, Ottery St Mary on **TUESDAY 8<sup>th</sup> MAY 2018 at 7.00pm** to consider the matters detailed on the Agenda below

Yours faithfully

A handwritten signature in black ink, appearing to read 'Christine McIntyre', is written over a light blue horizontal line.

**Christine McIntyre**  
**Town Clerk**

**Note:** This meeting is being audio recorded by the Council and the recording will subsequently be available for public listening on request. 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.

## **The Council Prayer**

### **A G E N D A**

1. Election of the Mayor of Ottery St Mary and signing of the declaration of acceptance of office
2. Election of the Deputy Mayor of Ottery St Mary
3. To receive apologies for absence
4. Election of Councillor with special responsibility for Finance ("Treasurer/Chairman")
5. 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
6. 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
7. To allow members of the public present to submit questions/comments for consideration  
*Individual contributions will be limited to 3 minutes*

8. To receive the Minutes of the **Full Council Meeting of 3rd April 2018** (*minute refs 18/04/01 – 18/04/32*), and to approve the signing of the Minutes by the Mayor as a correct record
9. To receive the Minutes of the **Annual Parish Meeting held on 11th April 2018** and to consider any matters raised
10. To receive the Minutes of the **Planning Committee Meetings of 9<sup>th</sup> April 2018** (*minute refs 18/04/01 – 18/04/7*), and **30<sup>th</sup> April 2018** (*minute ref 18/04/08 – 18/04/15*) and to approve the signing of both sets of Minutes by the Mayor as a correct record
11. To review the terms of reference for Committees and delegation arrangements and approve accordingly
12. To appoint membership of Committees and Sub-Committees and to elect a Chairman and Vice Chairman for each
13. To elect members to fill Council appointments and to appoint Council Representatives to outside bodies
14. To review and approve expenditure on the Council's and employees' membership of other bodies
15. To receive the Police Report and to consider information about the Councillor Advocate Scheme
16. To receive Reports from EDDC and DCC Councillors
17. Neighbourhood Plan and implementation requirements
18. OSM Regeneration Project Working Group – Update/Report by Chair of the Working Group and to approve its new terms of reference
19. Property Matters – i. Library Update and consideration of request to have a Sharps disposal container bin sited on the Council's land (Licence /Licence Fee Implications) ii. Consideration of quotes for replacement roofing at the library and to approve a contractor iii. Update on Old Town Hall lease with the Heritage Society of Former Library and Print Room iv Provision of a gate at the front of the Old Town Hall v. Update on sale of St Saviour's Land and consideration of an offer from another buyer vi. Request to rent an office at Council Offices
20. Closure of Lloyds Bank
21. Consideration of an Open Evening for OSM organisations etc
22. Approval for the Clerk to attend the South West England Regional Training seminar
23. Request to support the provision of a trolley park at the Land of Canaan
24. Request from Ottery and District Skate and BMX Trust for S106 funding towards cost of additional equipment
25. Ottery Hospital – Update and consideration of separate meeting
26. To adopt the new 2018 revised NALC Standing Orders
27. To approve the revisions to the Council's Financial Regulations, the provision of a debit card and accompanying Debit Card policy
28. To approve the quarterly accounts and the April 2018 Council schedule of payments

29. To approve Section 1 of the Annual Governance Statement for year ending 31<sup>st</sup> March 2018

30. To approve acceptance of the Parishes Together Grant in respect of the Help Scheme

31. Any matters of urgency brought forward by the Mayor (for information only)

32. Report by Mayor

33. Report by Clerk

34. To receive Correspondence for information and any late correspondence

35. To receive Reports by Councillors of Meetings attended as Council Representatives

36. To receive Councillors' Questions

**Date of the next meeting: Monday 4<sup>th</sup> June 2018 at 7pm in the Council Chamber, The Old Convent, 8 Broad Street, Ottery St Mary**

