

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

7th May 2019

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 **MONDAY 13th MAY 2019 at 7.00pm** to consider the matters detailed on the Agenda below

Yours faithfully

CJ McIntyre
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

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

The Council Prayer

A G E N D A

- 1. Election of the Mayor of Ottery St Mary for 2019/20** - 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 before the Town Clerk
- 3. Election of the Deputy Mayor of Ottery St Mary for 2019/20** – to receive nominations and to carry out a vote accordingly
- 4. Declaration of Acceptance of Office by all Councillors** - To note the Declaration of Acceptance of Office by all councillors and to consider approving extensions to any councillors who have not completed their declarations (if appropriate)
- 5. To receive apologies for absence**

6. Election of Councillor with special responsibility for Finance (“Treasurer/Chairman”)
7. 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
8. 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
9. To allow members of the public present to submit questions/comments for consideration
Individual contributions will be limited to 3 minutes
10. To receive the Minutes of the **Full Council Meeting of 1st April 2019** (*minute refs 19/04/01 – 19/04/24*), and to approve the signing of the Minutes by the Mayor as a correct record
11. To receive the Minutes of the **Annual Parish Meeting held on 23rd April 2019** and to consider any matters raised
12. To receive the Minutes of the **Planning Committee Meetings of 8th April 2019** (*minute refs 19/04/01 – 19/04/7*), **and 1st May 2019** (*minute ref 19/05/01 – 18/05/08*) and to approve the signing of both sets of Minutes by the Mayor as a correct record
13. To review the terms of reference for Committees and delegation arrangements and approve accordingly
14. To appoint membership of Committees and Sub-Committees and to elect a Chairman and Vice Chairman for each
15. To appoint membership of Working Groups (to include the Regeneration Working Group and the Clerk to advise of additional information pertaining to this group)
16. To elect members to fill Council appointments and to appoint Council Representatives to outside bodies (to include the appointment of a Nominative Trustee of the Millennium Green Charity)
17. To resolve that the Council continues to meet the eligibility requirements of the General Power of Competence as set out in the Localism Act 2011 S.8 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012
18. To review and re-adopt (if appropriate) the Council’s current Standing Orders and Financial Regulations
19. To consider and review the Council’s Assets Register
20. To consider and confirm (if appropriate) the Council’s current Insurance Policy
21. To consider and review the Council’s Annual Subscriptions
22. Bank Mandate – to determine the Council’s authorised signatories
23. To consider and review the Council’s Complaint Procedures; procedures for dealing with the Press and Media; FOI and Data Protection and Employment Practices
24. Password changes to office computers
25. Keyholder arrangements for the Town Council Building and the Clerk’s Office
26. To note Council Meetings for 2019/20 and to decide whether to continue one meeting a year at Tipton St John following the results of a survey in the Tipton Times

27. To receive Reports from EDDC and DCC Councillors
28. To receive the Police Report and the latest crime figures
29. Ottery Hospital – Update
30. To consider and approve (if appropriate) a new Council policy for `Hospitality`

31. To consider and (if appropriate) to approve i. a new specification for a replacement handy person and ii. to advertise the position accordingly
32. Litter Picking Requirements
33. To agree a delegate to attend a meeting with SWW re the flooding issues at Victoria Terrace
34. Community Infrastructure Levy (`CIL`) Update
35. Property Matters
 - Consideration of quotes for a surveyor to prepare reports for the lettings of the Silver Band Room, the Station and the Former Old Town Hall at less than market value
 - Update of vacant office accommodation (Council Offices)
 - Consideration and approval (if appropriate) of damp proof quote for the Station
 - Update on the Station`s lease
 - Update on the proposed works at the Bowling Club by the Environment Agency
 - Update on the Skate Park transfer and consideration of quotes for legal costs and to determine which solicitor will carry out the work
36. To approve the quarterly accounts and the April 2019 Council schedule of payments
37. Any matters of urgency brought forward by the Mayor (for information only)
38. Report by Mayor
39. Report by Clerk
40. To receive Correspondence for information and any late correspondence
41. To receive Reports by Councillors of Meetings attended as Council Representatives
42. To receive Councillors` Questions

Date of the next meeting: Monday 3rd June 2019 at 7pm in the Council Chamber, The Old Convent, 8 Broad Street, Ottery St Mary

