

OTTERY ST MARY TOWN COUNCIL

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Dear Councillors

I hereby give you notice that an **Ordinary Meeting of Ottery St Mary Town Council** will be held at **ESCOT VILLAGE HALL** on **MONDAY 5TH JULY 2021 AT 7.00PM**

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

Yours faithfully
Kerry Kennell

Deputy Chief Executive Officer

29th June 2021

The meeting is open to the press and public. Our Risk Assessment requires that anyone who wishes to attend the meeting in person, contacts the Deputy CEO in advance to ensure social distancing and attendance protocol are fully understood and adhered to.

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 2nd July 2021**. 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

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 Ordinary Meeting of the Town Council of 7th June 2021 (minute refs 21/06/01 – 21/06/31), and to approve the signing of the Minutes by the Mayor as a correct record

6. To note the Minutes of the Planning Committee Meeting of 9th June 2021 (minute refs P21/06/01 – P21/06/09) and 28th June 2021 (minute refs P21/06/10-P21/06/18)

7. To note the Minutes of the Property and Land Management Committee Meeting of 22nd June 2021 (minute refs PL21/06/01 – PL21/06/16)

a) To consider and approve (if appropriate) the following recommendations from this meeting:

- Office staff to move to Offices 1 & 2 and to offer a former tenant other office accommodation.
- To delegate to the administration team authority to make minor amendments to the cemetery rules and regulations
- To write to the Station Charity to advise that they can apply for a grant from the Community Grant policy if they require financial support in the future
- That the town Council should take on updating the town map which was initially produced by the Ottery Business Forum.

8. To receive Reports from EDDC and DCC Councillors

9. Police matters

10. To note the minutes of the Finance Committee Meeting of 25th June 2021 (minute refs F21/06/01-F21/06/08)

a) To consider and approve (if appropriate) the following recommendations from this meeting:

- For LCC to complete a procurement document for Section 106 projects at Land of Canaan
- To contact Dave Cook at EDDC for an update regarding the works at Winters Lane and to request this is completed urgently
- To write to EDDC to request a complete breakdown of where we are with Section 106 funding and what we are still expecting

11. To note minutes of the Regeneration Committee of 16th June 2021 (minute refs R21/06/01-R21/06/17)

a) To consider and approve (if appropriate) a recommendation to form a new committee to incorporate both Regeneration and Climate Action with a new Terms of Reference. In addition working groups will be run within the new committee structure to ensure community engagement

12. Climate Action update and approval of any recommendations or pertinent matters (*to be a regular agenda item*)

13. Ottery Hub update and approval of any recommendations or pertinent matters (*to be a regular agenda item*)

a) To confirm the purchase of equipment from The Station Charity

14. Confirmation of decisions made under the Scheme of Delegation

15. Financial Matters:

- a. To approve the June 2021 Council Schedule of Payments
- b. To approve changes to the Schedule of Payments for March, April and May 2021
- c. To approve using Alison Marshall to carry out the Council's internal audit for the current year's accounts (2021/22)

16. To consider proposed changes by The Boundary Commission under the 2023 review

17. To consider and approve (if appropriate) recommendations from the Christmas Working Group

18. To consider and approve (if appropriate) recommendations from the Queens Jubilee Working Group

19. To consider and approve (if appropriate) quotations for new website and branding of Ottery St Mary Town Council

20. To consider grant request from Ottery St Mary Carnival & Tar Barrel Committee

21. To discuss the culvert on Ridgeway

22. To consider request to pay for half of the annual maintenance costs of rainwater gauges at Ottery St Mary Primary, Kings School and Tipton St John for 21/22 and updating The Emergency Plan

23. To re-consider the revised date for the Annual Parish Meeting

24. To provide an update on the use of the Council Chambers and Meeting Room by Ottery Community Volunteers and to consider the proposed use of accommodation by Uplift

25. To consider contingency fund for clearing plots that are left excessively untidy by former allotment holder

26. To receive an update regarding IT upgrade and to consider process for moving things forward

27. Report from the Mayor

28. Report from the CEO/Deputy CEO

29. To note any specific correspondence received

30. To note any reports previously e-mailed by Councillors of Meetings attended.

31. Councillors Questions on Councillors Business

Date of the next meeting: Monday 2nd August 2021 at 7pm. Location to be confirmed.