

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

28th May 2019

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

A 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 3RD JUNE 2019 at 7.00pm** to consider the matters detailed on the Agenda below

Yours faithfully
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. 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 **Full Council Meeting of 13th May 2019** (*minute refs 19/05/01 – 19/05/45*), 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. Police Matters (including crime figures)
8. Election of Councillor with Special Responsibility for Finance as Chairman/Treasurer, plus the election of a Vice- Chair
9. To review the Terms of Reference of each of the Council's committees and decide whether any changes are required

10. Update on outside organisations and requirements re Council representation, namely:

- Ottery in Bloom – to appoint a Council representative
- Update on Heritage Society`s membership requirements re a Council representative
- Update on EDDC membership requirements re Art and Culture Forum Council representative
- To set up a working group to review, update and publish the Emergency Prevention and Response Plan.
- Consideration of a S106/CIL representative (and if agreed) the appointment thereof or alternatively, the setting up of a S106/CIL Working Party
- DALC Larger Council Committee - to appoint a Council Representative and for a candidate to be proposed for the DALC County Committee 2019-23
- EDDC`s Standards Committee – to nominate a Council representative

11. Regeneration Working Group – To agree the formation of a new working group (and if appropriate) to agree the Terms of Reference of the group and (if appropriate) the appointment of a Chairperson

12. Climate Change

- To declare a Climate Change emergency (for decision) and, if agreed
- To set up a Working Group

12A. Update on the Council`s Website/Social Media and to consider and approve (if appropriate) an additional member for the Communications Working Group and the requirement for Terms of Reference to be drafted

13 Consideration of suggestions as to how former councillors can be recognised for their previous service

14. To consider (and agree) as to how councillors should be addressed at Full Council Meetings

15. Information Centre - to consider the provision of a `Word` software package for the Information Centre computer

16. Ottery Hospital - Update

17. Consideration as to whether to re-introduce `once a year` council meetings at Alfington

18. Potholes – the legal requirements and the appointment of volunteers

19. Consideration of the Late Night Christmas Shopping Event and provision of Christmas lights and any other related matters and details of a proposed donation from the Women`s Institute

20. Gypsy and Traveller Liaison - Consideration as to the setting up of an East Devon Forum

21. Financial Matters

- To approve the May 2019 Council Schedule of Payments
- to approve the Accounts for the year ending 31st March 2019
- to approve the Annual Governance Statement – Section 1 of the Annual Governance and Accountability Return (`AGAR`) 2018/19
- to consider and approve the Accounting Statements – Section 2 of the AGAR (to be signed by the Mayor)
- to receive and approve the Report of the Internal Auditor

22. Any matters of urgency brought forward by the Mayor

23. Report by the Mayor

24. Report by the Clerk

25. To receive Correspondence for information and any late correspondence

26. To note any reports previously e-mailed by Councillors of Meetings attended as Council Representatives

27. To receive Councillors` Questions

Date of the next meeting: Monday 1st July 2019 at 7pm in the Council Chamber, The Old Convent, 8 Broad Street, Ottery St Mary