

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 Tipton St John Village Hall on **MONDAY 7TH JUNE 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

1st 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 4th June 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 Annual Meeting of the Town Council of 4th May 2021 (minute refs 21/05/01 – 21/05/43), and to approve the signing of the Minutes by the Mayor as a correct record
6. To note and confirm the Minutes of the Planning Committee Meeting of 10th May 2021 (minute refs P21/05/01 – P21/05/09)
7. To receive Reports from EDDC and DCC Councillors
8. Police matters
9. S106 update and approval of any recommendations or pertinent matters *(to be a regular agenda item)*
10. Regeneration update and approval of any recommendations or pertinent matters *(to be a regular agenda item)*
11. Climate Change update and approval of any recommendations or pertinent matters *(to be a regular agenda item)*
12. Ottery Hub update and approval of any recommendations or pertinent matters *(to be a regular agenda item)*
13. Confirmation of decisions made under the Scheme of Delegation
14. Financial Matters - to approve the May 2021 Council Schedule of Payments
15. To approve the accounts for the year ending 31st March 2021
16. To approve the Annual Governance Statement – Section 1 Annual Governance Statement 2020/21
17. To consider and approve Accounting Statements 2020/21 – Section 2
18. To receive and approve the report of the Internal Auditor
19. To consider an employee matter
20. To consider office staff moving to a single office
21. Tipton School Working Group update
22. To consider request from Coleridge Memorial Trust for support for installation of the Statue of Coleridge in the churchyard.
23. To discuss issues relating to the Cemetery
 - a. Results of Safety inspection of memorial stones
 - b. Flora and fauna engraving on memorial stones
24. Property Matters - Updates and to approve any proposed recommendations

- a. Skate Park (To determine financial responsibilities and annual grant)
 - b. Allotments
 - c. Portacabins
 - d. Car Spaces adjacent to Victoria Terrace
 - e. Museum – Consideration of appointing a Project Manager
25. Update and review of IT upgrade and new phone system
 26. To review working practices and consider software to automate processes and reduce time spent by office staff on manual processes.
 26. Report from the Mayor
 27. Report from the Deputy CEO
 28. To note any specific correspondence received
 29. To note any reports previously e-mailed by Councillors of Meetings attended.
 30. Councillors Questions on Councillors Business

Date of the next meeting: Monday 5th July 2021 at 7pm. Location to be confirmed.