

OTTERY ST MARY TOWN COUNCIL



Dear Councillors

I hereby give you notice that The **ANNUAL MEETING** of Ottery St Mary Town Council will be held **virtually** on **Tuesday 4th May 2021 at 7.00pm**. All members of the Council are hereby summoned to consider the matters detailed on the Agenda below

Kerry Kennell

Kerry Kennell

Deputy CEO

27th April 2021

GENERAL INFORMATION

Due to new Government Legislation, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (LAPCP Regulations 2020) this Town Council's Standing Orders have been updated to allow the use of remote meetings while social distancing is in place.

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.

Ottery St Mary Town Council is inviting you to a scheduled Zoom meeting.

Topic: ANNUAL FULL COUNCIL MEETING – 4TH MAY 2021

Time: May 4, 2021 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/4123292245?pwd=MytoNUZiMFdLSXZLcUFFU2IUVXR0dz09>

Meeting ID: 412 329 2245

Passcode: Barrels

1. If you wish to join this meeting please contact the Deputy CEO by email enquiries@otterystmary-tc.gov.uk or phone 01404 812252
2. You can join the meeting either by phone, computer or android/apple device.
3. 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 30th April 2021**. This will be read out under public participation for members to consider.
4. 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.
5. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
6. 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. Election of the Mayor of Ottery St Mary for 2021/22** - 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
- 3. Election of the Deputy Mayor of Ottery St Mary for 2021/22** – to receive nominations and to carry out a vote accordingly
- 4.** To receive apologies for absence
- 5.** Election of Councillor with special responsibility for Finance (“Treasurer/Chairman”)
- 6.** 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
- 7.** 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
- 8.** To allow members of the public present to submit questions/comments for consideration
Individual contributions will be limited to 3 minutes
- 9.** To receive the Minutes of the **Full Council Meeting of 6 April 2021** (*minute refs 21/04/01 – 21/04/36*), and to approve the signing of the Minutes by the Mayor as a correct record. To confirm that employee issue will be carried forward until June meeting.
- 9A.** To note and confirm the Minutes of the **Planning Committee Meeting of 26th April 2021** (*minute refs P21/04/01–21/04/09*)
- 10.** To note the previous decisions made under the Business Continuity Plan/Scheme of delegation
- 11.** To receive Reports from EDDC and DCC Councillors
- 12.** To review the terms of reference for Committees and delegation arrangements and approve accordingly
- 13.** To appoint membership of Committees and Sub-Committees and to elect a Chairman and Vice Chairman for each
- 14. Working Groups** –
 - a) To consider extending duration of the following Working Groups: - Policies and Compliance (expires 03/05/2021); East Devon Local Plan (expires 01/05/2021); Tipton St John Primary School Working Group (expires 01/05/2021); Communications ((expires 30/04/2021); S106/CIL (expires 30/04/2021); Hospital (expires 30/04/2021); Christmas (expires 30/04/2021); Museum (expires 30/04/2021); Skate Park (expires 30/04/2021)
 - b) To confirm the existing Working Groups will continue: - Neighbourhood Plan Umbrella Group; Queen’s Platinum Jubilee (expires 30/06/22)
- 15.** To appoint membership of Working Groups

- 16.** To elect members to fill Council appointments and to appoint Council Representatives to outside bodies
- 17.** To review the Council's current Standing Orders and Financial Regulations
- 18.** To consider and review the Council's Assets Register
- 19.** To consider and confirm (if appropriate) the Council's current Insurance Policy
- 20.** To consider and review the Council's Annual Subscriptions
- 21.** Bank Mandate – to determine the Council's authorised signatories
- 22.** To confirm password changes to office computers
- 23.** Keyholder arrangements for the Town Council Building and the CEO's Office
- 24.** To note Council Meetings for 2021/22 and to decide whether to have one meeting a year at Escot (currently meetings were to be held at Ottery, Tipton St John and Alfington)
- 25.** Police Matters
- 26.** Section 106 update, approval of any recommendations or pertinent matters (to be a regular agenda item)
- 27.** Regeneration update, approval of any recommendations or pertinent matters (to be a regular agenda item)
- 28.** Climate Change update and approval of any recommendations or pertinent matters (to be a regular agenda item)
- 29.** Property Matters:
 - a) Skate Park
 - b) Allotments
 - c) Portacabins
 - d) Car spaces adjacent to Victoria Terrace
 - e) Museum
 - f) Victoria Monument bench
 - g) Request for new dog bin at entrance to Escot
 - h) Consideration of using external support with management of Property Portfolio
- 30.** Financial Matters
 - a. To approve the April 2021 Schedule of Payments
 - b. To approve the quarterly accounts
- 31.** Ottery Hub
- 32.** UK Government Community Renewal Fund
- 33.** Consideration of request for temporary relocation of the Ottery Larder to The Old Convent until a new location is found
- 34.** Consideration of request by Rotary Club of Otter Valley, for the Council to support the proposed Summer Fun Run on 26th July 2021 at 6.30pm
- 35.** To consider grant situation for the exceptional circumstances facing Ottery St Mary Cricket Club
- 36.** Agree location of June meeting

37. Any matters of urgency brought forward by the Mayor (for information only)
38. Report by the Mayor
39. Report by the Deputy CEO
40. To receive Correspondence for information and any late correspondence
41. To note any reports previously e-mailed by Councillors of Meetings attended as Council Representatives
42. Councillors Questions on Councillors Business

Date of the next meeting: Monday 7th June 2021 at 7pm