

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 **MONDAY 1st JUNE 2020 at 7.00pm**. All members of the Council are hereby summoned to consider the matters detailed on the Agenda below

Christine McIntyre

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CEO

26th May 2020

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.

1. If you wish to join this meeting please contact the 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 29th May 2020**. 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: 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

A G E N D A

1. **Election of the Mayor of Ottery St Mary for 2020/21** - 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 2020/21** – 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 2nd March 2020** (*minute refs 20/03/01 – 20/03/33*), and of the **Extra Ordinary Council Meeting of 23rd March 2020** (*20/03/34 – 20/03/36*), and to approve the signing of the Minutes by the Mayor as a correct record
- 9A.. To note and confirm the Minutes of the **Planning Committee Meeting of 19th May 2020** (*minute refs P20/05/01 – P20/05/09*),
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 Terms of Reference for the Policies and Compliance Working Group
 - b. To consider amended Terms of Reference for the Christmas Working Group
 - c. To consider generic Terms of Reference for the Events Working Group
 - d. To consider extending duration of the following Working Groups:-
 - Communications (expires 30/6/2020); s106/CIL (1/5/2020);
 - Hospital (1/5/2020)
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 2020/21 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. Ottery Hospital – Update
27. Consideration of proposed removal of fence near Coleridge Bridge
28. Consideration of request for a contribution towards the cost of a planter
29. Consideration of Devon County Council's new initiative 'Doing What Matters'
30. To agree a date for a Property and Land Committee meeting
31. To consider alteration to office accommodation for staff
32. Update on Ottery Community Volunteers and any relevant matters for consideration/approval
33. £10,000 shop improvement scheme - relevant matters for consideration/approval
34. Financial Matters
 - a. To approve the May 2020 Schedule of Payments
 - b. To approve the quarterly accounts
 - c. To approve the Annual Accounts for 2019/20 prepared by Griffin Accountants
 - d. to approve the Annual Governance Statement – Section 1 of the Annual Governance and Accountability Return ('AGAR')
 - e. to consider and approve the Accounting Statements – Section 2 of the AGAR (to be signed by the Mayor)
 - f. to receive and approve the Report of the Internal Auditor
35. Any matters of urgency brought forward by the Mayor (for information only)
36. Report by Mayor
37. Report by the CEO
38. To receive Correspondence for information and any late correspondence
39. To note any reports previously e-mailed by Councillors of Meetings attended as Council Representatives
40. Councillors Questions (Councillors to direct questions to the Mayor on any matters in relation to which the Council has powers or duties, or which affect the Parish. The Mayor to provide a response but with discretion to re-direct a question to another councillor(s) who may be better placed to answer the same)

Date of the next meeting: Monday 6th July 2020 at 7pm by Zoom unless Government Guidance allows resumption of public meetings

