

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 **OTTERY HUB (FORMERLY THE STATION)** on **MONDAY 4TH OCTOBER 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

28th September 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 1st October 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 4th September 2021 (minute refs 21/09/01 – 21/09/33), and to approve the signing of the Minutes by the Mayor as a correct record
6. Planning Committee Issues:
 - a) To note the Minutes of the Planning Committee Meeting of 20th September 2021 (minute refs P21/09/01 – P21/09/09)
7. Regeneration and Climate Action update and approval of any recommendations or pertinent matters *(to be a regular agenda item)*
 - a) To review and approve Terms of Reference for the Committee
8. To note the Minutes of the Ottery Hub Committee Meeting of 23rd September 2021 (minute refs OH21/09/01 - OH21/09/10)
 - a) To consider and approve (if appropriate) the recommendations from this meeting
9. Tourism in Ottery – To review and approve Terms of Reference for the Committee
10. Section 106 update
11. To receive Reports from EDDC and DCC Councillors
12. Police matters
13. Confirmation of decisions made under the Scheme of Delegation
14. Financial Matters:
 - a. To approve the September 2021 Council Schedule of Payments
 - b. To present the External Auditor's report re the Council's accounts for 2020/21
 - c. To approve seeking external advice regarding VAT reclaim in preparation of Making Tax Digital which comes into effect from 1 April 2022
15. The Council's Property Portfolio – consideration of various matters arising and to make decisions (as appropriate)
16. To consider (and approve if appropriate) the continued usage of the Council Chamber by Ottery Larder.
17. To consider the rebranding of the Town Council
18. To provide an update regarding the Leat on Ridgeway
19. Remembrance Day Parade Update

20. To consider costs for an additional waste/dog bin at Escot
21. To consider a request from Ottery Twinning Association
22. Christmas
 - a) To receive an update regarding the plans for Christmas from the Mayor
 - b) To consider and agree (if applicable) the cost of having a Christmas Tree at the Christmas Tree Festival
23. The Annual Parish Meeting - to determine when the meeting should be held
24. Report from the Mayor
25. Report from the CEO/Deputy CEO
26. To note any specific correspondence received
27. To note any reports previously e-mailed by Councillors of Meetings attended.
28. Councillors Questions on Councillors Business

Date of the next meeting: Monday 1st November 2021 at 7pm at Ottery Hub (formerly The Station)