

OTTERY ST MARY TOWN COUNCIL

Council Offices, The Old Convent, 8 Broad Street,

Ottery St Mary. Devon EX11 1BZ

Tel: 01404 812252

E-mail: ceo@otterystmary-tc.gov.uk

Web Site:- www.otterystmary-tc.gov.uk



Dear Councillors

I hereby give you notice that the **Annual Meeting of Ottery St Mary Town Council** will be held at the **COUNCIL OFFICES, 8 BROAD STREET EX11 1BZ** on **MONDAY 15TH MAY 2023 AT 7.00PM**

All members of the Council are hereby summoned to consider the matters detailed on the Agenda below

Yours faithfully

K Kennell

Kerry Kennell

Chief Executive Officer

9th May 2023

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 12th May 2023**. 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. Election of the Mayor of Ottery St Mary for 2023/24 - 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 2023/24 – to receive nominations and to carry out a vote accordingly
4. Declaration of Acceptance of Office by all Councillors - To note the Declaration of Acceptance of Office by all councillors and to consider approving extensions to any councillors who have not completed their declarations (if appropriate)
5. To remind all Councillors that within 28 days of becoming a Councillor they must notify the district council monitoring officer of any disclosable pecuniary interests by completing Register of Interests form and returning it to the CEO
6. To receive apologies for absence
7. Election of Councillor with special responsibility for Finance (“Treasurer/Chair”)
8. 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
9. 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
10. To allow members of the public present to submit questions/comments for consideration *Individual contributions will be limited to 3 minutes*
11. To receive Reports from EDDC and DCC Councillors
12. To consider current committees and review whether any alterations are required. Current committees consist of Planning; Finance; Regeneration and Climate Action; Station Hub Committee; Property and Land and Human Resources
13. To appoint membership of Committees and Sub-Committees and to elect a Chair and Vice Chair for each.
14. Working Groups –
 - a. To consider replacing Christmas Working Group with an Events Working Group which will incorporate Christmas and any other community events.
 - b. To review and consider extending duration of the following Working Groups: - Policies and Compliance (expires 03/05/2023); East Devon Local Plan (expires 01/05/2023); Communications (expires 30/04/2023); S106/CIL (expires 30/04/2023); Christmas (expires 30/04/2023); Museum (expires

30/04/2023); Tourism (expires 30/04/2023); Skatepark (expires 01/05/2023);
Neighbourhood Plan Umbrella Group;

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 resolve that the Council continues to meet the eligibility requirements of the General Power of Competence as set out in the Localism Act 2011 S.8 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012
18. To review the Council's current Standing Orders and Financial Regulations
19. To consider and review the Council's Assets Register
20. To consider and confirm (if appropriate) the Council's current Insurance Policy
21. To consider and review the Council's Annual Subscriptions
22. Bank Mandate – to determine the Council's authorised signatories
23. Keyholder arrangements for the Town Council Building and the Offices
24. To note Council Meetings for 2023/24 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. To receive an update regarding two vacancies for Tipton St John Ward
26. To confirm details for the Annual Parish Meeting
27. To note any specific correspondence received
28. Councillors Questions on Councillors Business

Date of the next meeting: Monday 15th May 2023 at 7pm –

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