



## **OTTERY ST MARY TOWN COUNCIL**

Council Offices, The Old Convent, 8 Broad Street,

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Dear Councillors

I hereby give you notice that the **Ordinary Meeting of Ottery St Mary Town Council** will be held at the **COUNCIL OFFICES, 8 BROAD STREET, EX11 1BZ** on **MONDAY 22<sup>ND</sup> MAY 2023 AT 7.00PM**

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

Yours faithfully

*Kerry Kennell*

Kerry Kennell

**Chief Executive Officer**

17<sup>th</sup> 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 19<sup>th</sup> 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 Council's 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. Report from visiting Police and opportunity for councillors to raise questions
6. To receive the Minutes of the Ordinary Meeting of the Town Council of 3<sup>rd</sup> April 2023 (minute refs 23/04/01 – 23/04/33) and the Annual Meeting of the Town Council of 15<sup>th</sup> May 2023 (minute refs 23/05/01 - 23/05/28), and to approve the signing of the Minutes by the Mayor as a correct record
7. To note the Minutes of the Planning Committee Meeting of 20<sup>th</sup> April 2023 (minute refs P23/04/01 – P23/04/10) and 2<sup>nd</sup> May 2023 (minute refs P23/04/11 - P23/04/21)
8. To receive Reports from EDDC and DCC Councillors
9. Confirmation of decisions made under the Scheme of Delegation
10. Financial Matters:
  - a. To consider and approve the April 2023 Council Schedule of Payments
  - b. To approve the quarterly accounts (January – March)
11. To consider and approve (if appropriate) that the Council extend Contract 1 for a further year at the discounted rate; that the additional Christmas trees are required for a further year and that the Council wish to use Encore for a further year for the installation/removal of the lights. All the contracts will then expire in 2024 when the Christmas lights for the town will need to be reconsidered.
12. To consider and approve (if appropriate) updated Scheme of Delegation
13. To consider and approve (if appropriate) Terms of Reference for all Committees and Working Groups
14. To consider and approve (if appropriate) annual schedule of Council meetings for 2023/24
15. To consider and approve (if appropriate) a grant to The Men's Shed towards labour costs for making of the Alfington noticeboard

16. To discuss proposed changes to the Post Office and to consider what action (if appropriate) the Council can take to help support local residents and businesses
17. To consider and approve (if appropriate) Cllr Lucas attending “A Guide to Strategic Thinking Workshop” at a cost of £570 plus VAT
18. To consider recognition of long-standing Councillors who have left the Council
19. To consider Report from the Mayor
20. Report from the CEO
21. To note any specific correspondence received
22. To note any reports previously e-mailed by Councillors of Meetings attended
23. Councillors Questions on Councillors Business

**Date of the next meeting: Monday 5<sup>th</sup> June 2023 at 7pm  
Council Offices, 8 Broad Street, Ottery St Mary**