



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 **Ordinary Meeting of Ottery St Mary Town Council** will be held at the **COUNCIL OFFICES, 8 BROAD STREET, EX11 1BZ** on **MONDAY 5TH JUNE 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
Chief Executive Officer
31st 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 2nd June 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

Before the meeting begins the Council wish to recognise Elli Pang and Roger Giles for their contribution to Ottery St Mary Town Council.

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 Meetings of the Town Council of 22nd May 2023 (minute refs 23/05/29 – 23/05/53) and to approve the signing of the Minutes by the Mayor as a correct record
7. To receive Reports from EDDC and DCC Councillors
8. Planning Committee
 - a. To note the Minutes of the Planning Committee Meeting of 23rd May 2023 (minute refs P23/05/11 - P23/05/20)
 - b. To consider and determine observations on the following Planning Application

Reference	Applicant	Details
23/1073/FUL	Mr and Mrs David and Karen Strawbridge 12 Sunnyhill Ottery St Mary EX11 1DZ	Construction of loft conversion and raising of roof.

9. Operations Committee
 - a. To note the minutes of the Operations Committee Meeting of 1st June 2023 (minute refs O23/05/01 – O23/05/22)
 - b. To consider (and approve if appropriate) recommendations from the Committee
10. Confirmation of decisions made under the Scheme of Delegation
11. Financial Matters: To consider and approve the May 2023 Council Schedule of Payments
12. To approve the accounts for the year ending 31st March 2023

13. To approve the Annual Governance Statement – Section 1 Annual Governance Statement 2022/23
14. To consider and approve Accounting Statements 2022/23 – Section 2
15. To receive and approve the report of the Internal Auditor (Alison Marshall) and to approve (if appropriate) to reappoint her as the Internal Auditor for the 2023/24 Internal Audit
16. To consider response from Simon Jupp, MP regarding the Council's letter about the Post Office services available in town and the possibility of a Banking Hub being opened in Ottery St Mary
17. To consider Stephens Scown remaining as the Council's legal advisors
18. To receive an update from the Events Working Group regarding Christmas late night event
19. To consider request for items belonging to the Twinning Association to be stored in the cellar
20. To review Committee Membership and appoint members (if appropriate)
21. To review Nominated Representatives for Outside Bodies and to appoint a Councillor (if appropriate)
22. To consider and approve (if appropriate) training requirements for Council as a whole and individual Councillors
23. To review the following policies: Planning Pre-application Policy; Policy for Considering Larger or More Complex Planning Applications; Awards and Gifts Policy
24. To consider Report from the Mayor
25. Report from the 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 3rd July 2023 at 7pm
Council Offices, 8 Broad Street, Ottery St Mary**