



OTTERY ST MARY TOWN COUNCIL

Council Offices, The Old Convent, 8 Broad Street,

Ottery St Mary. Devon EX11 1BZ

Tel: 01404 812252

E-mail: clerk@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 **Alfington Village Hall, Alfington** on **MONDAY 4TH SEPTEMBER 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

Town Clerk

29th August 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 1st September 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. To receive the Minutes of the Meeting of the Town Council of 7th August 2023 (minute refs 23/08/01 – 23/08/32) and to approve the signing of the Minutes by the Mayor as a correct record
6. Report from visiting Police and opportunity for councillors to raise questions
7. To receive Reports from EDDC and DCC Councillors
8. Planning Committee
 - a. To note the Minutes of the Planning Committee Meeting of 10th August 2023 (minute refs P23/08/01 - P23/08/11)
9. Strategy Committee:
 - a. To note the Minutes of the Strategy Committee of 15th August 2023 (minute refs S23/08/01 – S23/08/10)
 - b. To consider (and approve if appropriate) recommendations from the Committee:
 - To adopt the LGA Code of Conduct with the Pre-Planning Application Policy added as an Appendix.
 - That the Council enters into a Preferred Tender Agreement with Maverick.
 - That the Council accepts the proposed Access route as the only one that is viable.
 - That all Councillors consider which of the Council's ongoing projects they can support.
10. Finance Committee:
 - a. To note the minutes of the Finance Committee Meeting of 22nd August 2023 (minute refs F23/08/01 – F23/08/09)
 - b. To consider (and approve if appropriate) recommendations from the Committee:
 - That £10,000 grant is awarded to the Tar Barrel Committee.
 - That DCK Accounting Ltd services are used to assist with budget setting for 2024/25 to verify that a robust budget setting process is in place.
 - That the revised Risk Management Policy is adopted.
 - That the updated Statement of Internal Control is adopted.

11. To receive an update from The Claremont Field Open Space Working Group and make decisions if appropriate
12. Confirmation of decisions made under the Scheme of Delegation:
 - To approve the Terms of Reference for The Claremont Field Open Space Working Group
13. Financial Matters:
 - a. To consider and approve the August 23 Council Schedule of Payments
 - b. To consider and approve the Quarter 1 accounts (April-June 23)
14. To agree the Mayor and Deputy Mayor sign the Section 106 agreement with EDDC for the MUGA funding
15. To receive an update about the Post Office services available in town and the possibility of a Banking Hub being opened in Ottery St Mary
16. To consider signing the Road Warden Agreement and make decisions if appropriate
17. To receive an update from the Events Working Group regarding Christmas late night event
18. To consider and approve (if appropriate) changes to the current Christmas lights
19. To consider condition of the phone box at Spring Gardens and agree next steps
20. To consider and approve (if appropriate) training requirements for Council as a whole and individual Councillors
21. To consider Report from the Mayor
22. Report from the Town Clerk
23. To note any specific correspondence received
24. To note any reports previously e-mailed by Councillors of Meetings attended
25. Councillors Questions on Councillors Business

**Date of the next meeting: Monday 2nd October 2023 at 7pm
Council Offices, 8 Broad Street, Ottery St Mary**