



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 4TH MARCH 2024 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

27th February 2024

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 March 2024**. 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 5th February 2024 (minute refs 24/02/01 – 24/02/30) and to approve the signing of the Minutes by the Mayor as a correct record
6. To receive Reports from the EDDC and DCC Councillors
7. Planning Committee
 - a. To note the Minutes of the Planning Committee Meeting of 12th January 2024 (minute refs P24/02/01 - P24/02/10)
8. To receive an update regarding planning application 22/1973/MOUT and to consider a request from the Gerway Action Group to make a donation towards the cost of engaging a planning consultant to fight the appeal
9. HR Committee
 - a. To note the Minutes of the HR Committee Meeting of 12th February 2024 (minute refs HR24/02/01-HR24/02/06)
 - b. To consider (and approve if appropriate) recommendations from the committee
10. Environment, Local Development and Commerce Committee (ELDC Committee)
 - a. To note the Minutes of the ELDC Committee Meeting of 19th February 2024 (minute refs ELDC24/02/01 – ELDC24/02/11)
 - b. To consider (and approve if appropriate) recommendations from the committee:
 - that the Coast Meets Country video is updated to include Otter Garden Centre
 - that the Shop front grant scheme is run again
 - that an additional Councillor from the wider Council joins Cllr Grainger to review the planting strategy
11. Finance Committee
 - a. To note the Minutes of the Finance Committee Meeting on 21st February 2024 (minute ref (F24/02/01 – F24/02/11)
 - b. To consider (and approve if appropriate) recommendations from the committee:
 - that DTG are awarded the Grounds Maintenance Contract for the period 1st April 2024 – 31st March 2027
 - that Shaun Davey is awarded the Cemetery Grounds Maintenance Contract for the period 1st April 2024 – 31st March 2027

- that the MUGA in the current format cannot proceed as the quote received is more than £100,000 above the Section 106 funding that is available.
- that the Clerk contacts EDDC to ask for clarification regarding the use of the S106 funds.
- that the Council proceeds with an application for a Football Foundation PlayZone.
- that the Council alter the council's pension scheme in line with recommendations from the Finance Committee
- to approve the Community Grants Policy

12. To approve the Shop Front Grant Policy

13. Operations Committee

- To note the Minutes of the Operations Committee Meeting of 27th February 2024 (*minute refs O24/02/01 - O24/02/13*)
 - To consider (and approve if appropriate) recommendations from the committee:
- that the SPACE contract is signed for the period 1st April 2024 – 31st March 2026.
 - that the Council proceeds with the quotation from Cloudy IT.

14. Strategy Committee

- To note the Minutes of the Strategy Committee Meeting of 29th February 2024 (*minute refs S24/02/09 - S24/02/16*)
- To consider (and approve if appropriate) recommendations from the committee:
 - that the Draft Strategic Plan for the Council is approved

15. Otter Trail - To receive an update from the Otter Trail Group

16. To receive an update from The Claremont Field Open Space Working Group and make decisions if appropriate

17. Confirmation of decisions made under the Scheme of Delegation

18. Financial Matters:

- To consider and approve the February 2024 Council Schedule of Payments

19. To receive an update regarding the identification of a suitable location for the rebuilding of Tipton St John Church of England Primary School

20. To receive an update regarding Coleridge Medical Centre

21. To confirm the date for the event to mark the 50th anniversary of the Council

22. To consider Report from the Mayor

23. To consider Report from the Town Clerk

24. To note any specific correspondence received

25. To note any reports previously e-mailed by Councillors of Meetings attended

26. Councillors Questions on Councillors Business

Date of the next meeting: Monday 8th April 2024 at 7pm