

OTTERY ST MARY TOWN COUNCIL

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14 May 2026

Dear Councillors

I hereby give you notice that the **Finance and Strategic Planning Committee** of **OTTERY ST MARY TOWN COUNCIL** will be held at **17:00 on Tuesday, May 19, 2026**, at **Ottery St Mary Town Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ**.

All members are hereby summoned to consider the matters detailed on the agenda below.

Yours faithfully

Kerry Kennell

Town Clerk

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. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Chair to prompt you.
2. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
3. The order of business may be changed by a decision of the Council and by resolution without notice.

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 Chair 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 Chair may approve an exception to this request in special circumstances

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AGENDA

FSP/26/05/01 Apologies for Absence

To receive apologies for absence

FSP/26/05/02 Declarations and Disclosable Pecuniary Interests

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

FSP/26/05/03 Admission to Meetings

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

FSP/26/05/04 Public Participation

To allow members of the public present to submit questions/comments for consideration
Individual contributions will be limited to 3 minutes

FSP/26/05/05 Minutes

To receive the Minutes of the Finance and Strategic Planning Committee meeting of 14th April 2026 (FSP/26/04/01 - FSP/26/04/16) by the Chair as a correct record

FSP/26/05/06 Strategic Alignment and Committee Progress

FSP/26/05/07 To review the Terms of Reference and make recommendations as appropriate

FSP/26/05/08 Consideration of Community Grant Applications and correspondence relating to grant applications

FSP/26/05/09 Consideration of Shop Front Fund Applications

FSP/26/05/10 To receive an update regarding the Section 106 consultation and to make decisions as appropriate

FSP/26/05/11 To review Standing Orders and make recommendations as appropriate

FSP/26/05/12 To review Financial Regulations and make recommendations as appropriate

FSP/26/05/13 To note the redemption figure of the Public Works Loan and make recommendations as appropriate

FSP/26/05/14 To consider the Heads of Terms for the sale of the Museum to the Ottery Heritage Society and make recommendations as appropriate

FSP/26/05/15 To consider transferring up to £70,000 from general funds to the Rolling Capital Fund

FSP/26/05/16 To receive an update from the Clerk regarding any outstanding issues and make decisions as appropriate

FSP/26/05/17 To note any specific correspondence received

FSP/26/05/18 To receive any further recommendations from Members

FSP/26/05/19 To receive Councillors questions

FSP/26/05/20 Date of the next meeting: 14th July 2026
Reports & Appendix 1



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Finance & Strategic Planning Committee [In-person] held on **Tuesday 14 April 2026 at 17:00**. The meeting was held in the **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary, EX11 1BZ**

Present: Cllrs Ben Feasey, Dean Stewart (Chair), Janice Aherne, Richard Grainger (Vice Chair), Vicky Johns (Mayor) and Emily Peka
In Attendance: EDDC and Town Councillor Peter Faithfull (not a member of this committee), Melissa Wall (EDDC Section 106 Officer) and Kerry Kennell (Town Clerk)
Minute Taker: Kerry Kennell, Town Clerk

FSP/26/04/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

There were none.

FSP/26/04/02 DECLARATIONS AND DISCLOSABLE PECUNIARY INTERESTS

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

Cllr Feasey	No interests declared.
Cllr Grainger	No interests declared.
Cllr Johns	No interests declared.
Cllr Aherne	No interests declared.
Cllr Peka	No interests declared.
Cllr Stewart	No interests declared.

FSP/26/04/03 ADMISSION TO MEETINGS

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

It was **RESOLVED** that the supporting information for Agenda items FSP/26/03/06 - Consideration of Community Grant Applications and correspondence relating to grant applications and FSP/26/03/07 - Consideration of Shop Front Fund Applications would be discussed in Confidential Session if appropriate.

FSP/26/04/04 PUBLIC PARTICIPATION

To allow members of the public present to submit questions/comments for consideration
Individual contributions will be limited to 3 minutes

Chair's initials _____

There were none.

FSP/26/04/05 MINUTES

To receive the Minutes of the Finance and Strategic Planning Committee meeting of 10th March 2026 (FSP/26/03/01 - FSP/26/03/13) by the Chair as a correct record

The minutes of 10th March 2026 were approved and signed by the Chair as a correct record of the meeting.

FSP/26/04/06 CONSIDERATION OF COMMUNITY GRANT APPLICATIONS AND CORRESPONDENCE RELATING TO GRANT APPLICATIONS

A discussion was held with a representative of the Ottery St Mary Petanque Club via Teams. It was **RECOMMENDED** that £2,000 is awarded to complete the work on the condition that they use a professional contractor with the appropriate public liability insurance.

FSP/26/04/07 CONSIDERATION OF SHOP FRONT FUND APPLICATIONS

It was **RECOMMENDED** that the following Shop Front Fund grants are awarded:

The Ottery Hound	£600
C Lewis Physiotherapy	£300
Jo Wilson Dance	£287.50
Grace Hair	Up to £250
Edward Scissor Hounds	£330

It was **AGREED** that all successful applicants will be reminded that need to follow the appropriate planning guidance including that relating to being situated in a conservation area including the installation of LED signs.

The EDDC Section 106 officer and Cllr Faithfull joined the meeting.

FSP/26/04/08 TO RECEIVE AN UPDATE REGARDING THE SECTION 106 CONSULTATION AND TO MAKE DECISIONS AS APPROPRIATE

It was noted that £136,818.00 is available from Section 106 for open spaces. There will be a further £40,589 left over from Section 106 money for a sports pitch.

The Committee reviewed the results of the recent Section 106 consultation and was pleased to see the level of engagement and interest across the parish. Councillors agreed that they would like to support as many of the identified projects as possible, with the aim of ensuring that the benefits of the funding are spread across the whole parish.

The next stage is to finalise the information relating to the projects that ranked highest in the consultation, namely:

- Cricket Club – ball stop netting - £40,000
- Football Club – changing rooms project - £40,000
- Resurfacing of Winters Lane tennis courts - £45,000

Chair's initials _____

- A shelter at the Land of Canaan- £50,000

As part of this information-gathering process each project will be asked for three current quotations for the proposed works; to give details of how any funding shortfall could be met, for example through club funds, fundraising activities, or the option of a loan; confirm whether planning permission is required for the project. This information will be requested before 19th May where possible.

FSP/26/04/09 TO RECEIVE AN UPDATE FROM THE CLERK REGARDING ANY OUTSTANDING ISSUES AND MAKE DECISIONS AS APPROPRIATE

It was AGREED that the Clerk will move £35,000 to the Councils Hinckley & Rugby Savings Account. The Clerk will provide information on the current saving rates and possible alternatives for consideration at the next meeting.

FSP/26/04/10 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

FSP/26/04/11 TO REVIEW THE QUARTER 4 FINANCIAL REPORTS

The Quarter 4 financial reports were noted. The Council's accountant is visiting on 30th April to complete the yearend for 2025/26.

FSP/26/04/12 TO NOTE THE OUTSTANDING BALANCE OF THE PUBLIC WORKS LOAN

The balance of the Public Works Loan was noted as £135,758.86. It was AGREED that the Clerk will request a redemption figure.

FSP/26/04/13 STRATEGIC ALIGNMENT AND COMMITTEE PROGRESS

It was AGREED that the Chair and Vice Chair of the Committee should complete the tracker document. This will then be sent out with the supporting information for each committee meeting and will be reviewed at the beginning of the meeting.

FSP/26/04/14 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

FSP/26/04/15 TO RECEIVE COUNCILLORS QUESTIONS

It was AGREED that the Grant Application form will be updated to have a drop down menu/tick box to allow applicants to indicate which of the Council's strategic aims the application relates to.

FSP/26/04/16 DATE OF THE NEXT MEETING: 19TH MAY 2026

Reports & Appendix 1

Meeting concluded at 18:30

Chair's initials _____

Draft

Chair's initials _____