Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Finance & Strategic Planning Committee Meeting held on **Tuesday 14 July 2026** at **17:00**.The meeting was held in the **Ottery St. Mary Town Council**

Present: Cllrs Ben Feasey (Vice Chair), Dean Stewart (Chair), Janice Aherne and Richard Grainger
In Attendance: Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

FSP/26/07/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted for Cllr Johns (Mayor).

FSP/26/07/02 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	Agenda item FSP/26/07/07 – Cllr Feasey declared a DPI as his wife works for SPACE.
Cllr Grainger	Agenda item FSP/26/07/07 – Cllr Grainger declared a personal interest as a member of ORCA.
Cllr Stewart	No interests declared.
Cllr Aherne	No interests declared.

FSP/26/07/03 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 item FSP/26/07/07 - Consideration of Community Grant Applications and FSP/26/07/11 To consider the Heads of Terms for the sale of the Museum to the Ottery Heritage Society are discussed in Confidential session.

FSP/26/07/04 PUBLIC PARTICIPATION

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

There was none.

FSP/26/07/05 MINUTES

To receive the Minutes of the Finance and Strategic Planning Committee meeting of 19th May 2026 (FSP/26/05/01 - FSP/26/05/20) by the Chair as a correct record

The minutes of 19th May 2026 were approved and signed by the Chair as a true record of the meeting.

FSP/26/07/06 STRATEGIC ALIGNMENT AND COMMITTEE PROGRESS

There was no update.

FSP/26/07/07 CONSIDERATION OF COMMUNITY GRANT APPLICATIONS AND LARGE GRANT APPLICATIONS

Under s.1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the council resolved to exclude the press and public from the meeting since publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Cllr Aherne joined meet at 17.12.

A representative from the Tar Barrels spoke to the committee. It was **RECOMMENDED** that £7,000.00 is awarded to the Ottery St Mary Carnival and Tar Barrel Committee.

Cllr Feasey left the meeting.

A representative from SPACE spoke to the Council about their grant application. It was **RESOLVED** that £600.00 is awarded to SPACE.

Cllr Feasey joined the meeting.

A representative from ORCA spoke to the Council about their grant application. It was **RESOLVED** that £400.00 is awarded to ORCA.

The Confidential Session ended.

FSP/26/07/08 CONSIDERATION OF REQUEST TO EXTEND APPLICATION PERIOD FOR THE SHOP FRONT FUND

Requests had been received from two entities to consider extending the application deadline for the Shop Front Improvement Fund beyond 31 May. The Clerk advised that, as a deadline had been formally set, it should be adhered to and expressed concern that extending the deadline could set a precedent for future Council funding schemes. Following discussion, it was **RESOLVED** to extend the application deadline.

FSP/26/07/09 TO RECEIVE AN UPDATE REGARDING THE SECTION 106 CONSULTATION AND TO MAKE DECISIONS AS APPROPRIATE

Details have been passed to EDDC regarding the Section 106 allocation for OSM Cricket Club and OSMAFC. EDDC will now need to seek internal approval for the proposed allocations and consult with East Devon District Council Councillors. EDDC will take the process forward and liaise directly with the organisations.
Tennis Courts: Three companies have been approached to provide a quote for the new surface. Only one company has come out and they have provided a quote which is within the allocated amount of £40,000. It has identified an issue with the trees surrounding the tennis court – many of which are self-sown. The Clerk has instructed that a Tree Survey is carried out. EDDC have raised a temporary TPO for an Oak Tree bordering the tennis courts. One tree is actually impacting the foundations of the court.
Land of Canaan shelter: The Clerk has met with EDDC to discuss a licence to enable the Council to progress with the project. Once written confirmation is received that a licence can be created, the Council can submit a planning application to EDDC.

FSP/26/07/10 TO NOTE ADVICE REGARDING EARLY SETTLEMENT OF THE PUBLIC WORKS LOAN AND MAKE RECOMMENDATIONS AS APPROPRIATE
Advice from Derek Kemp, the Council's accountant was noted.

FSP/26/07/11 TO CONSIDER THE HEADS OF TERMS FOR THE SALE OF THE MUSEUM TO THE OTTERY HERITAGE SOCIETY AND MAKE RECOMMENDATIONS AS APPROPRIATE

Under s.1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the council resolved to exclude the press and public from the meeting since publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The Heads of Terms (HOTs) were reviewed. A query regarding an item will be sent to the Council's solicitor. The HOTs will then be sent to the Ottery Heritage Society.

The Confidential session ended.

FSP/26/07/12 TO REVIEW STANDING ORDERS AND MAKE RECOMMENDATIONS AS APPROPRIATE
It was **RECOMMENDED** that the Standing Orders are approved.

FSP/26/07/13 TO REVIEW THE STATEMENT OF INTERNAL CONTROL AND MAKE DECISIONS AS APPROPRIATE
It was **RECOMMENDED** that the Statement of Internal Control is approved.

FSP/26/07/14 TO REVIEW THE DEBIT & CREDIT CARD POLICY AND MAKE DECISIONS AS APPROPRIATE
It was **RESOLVED** that the policy is renamed to the Debit Card Policy. It was **RECOMMENDED** that the Debit Card Policy is approved.

FSP/26/07/15 TO REVIEW THE EARMARKED RESERVES POLICY AND MAKE DECISIONS AS APPROPRIATE
It was **RECOMMENDED** that the Earmarked Reserves Policy is approved.

FSP/26/07/16 TO REVIEW THE SUBSISTENCE & MILEAGE POLICY AND MAKE DECISIONS AS APPROPRIATE

It was **RECOMMENDED** that the Subsistence & Mileage Policy is approved.

FSP/26/07/17 TO RECEIVE AN UPDATE FROM THE CLERK REGARDING ANY OUTSTANDING ISSUES AND MAKE DECISIONS AS APPROPRIATE

It was **AGREED** the Finance and Strategic Planning Committee will review finance reports monthly and at the end of each quarter. The quarterly accounts will then be presented to the Full Council.

FSP/26/07/18 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

On receipt of their letter, it was **RESOLVED** to approve the final grant payment £250 to Project Food. *Cllr Aherne abstained.*

FSP/26/07/19 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

FSP/26/07/20 TO RECEIVE COUNCILLORS QUESTIONS

Councillors noted with concern the continuing issue of water running at Paternoster Row, given the current hosepipe ban. It was agreed that the Clerk would write to Devon County Council requesting that remedial works be carried out at the earliest opportunity.

FSP/26/07/21 DATE OF THE NEXT MEETING: 11TH AUGUST 2026

Reports & Appendix 1

Meeting concluded at 18:41