



Ottery St Mary Town Council

Minutes of the **ANNUAL MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 15TH MAY 2023 at 7.00pm**. The meeting was held at the Council Offices, 8 Broad Street, OSM, EX11 1BZ.

PRESENT: - Cllrs Johns, Lucas, Stewart, Green, Faithfull (from 7.10pm), Copus, Bartlett, Sneller, Kerry Kennell (CEO) and two members of the public.

23/05/01

ELECTION OF THE MAYOR OF OTTERY ST MARY FOR 2023/24 - TO RECEIVE NOMINATIONS AND TO CARRY OUT A VOTE ACCORDINGLY

Cllr Johns carried out this part of the meeting in accordance with the Council's Standing Orders and asked for nominations for Mayor as she would not be standing for Mayor. Cllr Johns thanked everyone for the support she has received during her term as Mayor. Cllr Grainger was proposed by Cllr Lucas and seconded by Cllr Stewart. There were no other nominations. A vote was taken and it was **RESOLVED** that Cllr Grainger be elected as Mayor.

23/05/02

DECLARATION OF ACCEPTANCE OF OFFICE BY THE MAYOR – FOLLOWING THE ELECTION OF THE MAYOR AND PURSUANT TO THE PROVISIONS OF S83 OF THE LOCAL GOVERNMENT ACT 1972, THE PERSON ELECTED TO BE MAYOR OF OTTERY ST MARY SHALL MAKE A DECLARATION OF ACCEPTANCE OF OFFICE IN THE PRESCRIBED FORM

It was **RESOLVED** that Cllr Grainger be granted an extension to sign his Declaration of Acceptance of Office until 16th June 2023.

23/05/03

ELECTION OF THE DEPUTY MAYOR OF OTTERY ST MARY FOR 2023/24 – TO RECEIVE NOMINATIONS AND TO CARRY OUT A VOTE ACCORDINGLY

Cllr Stewart was proposed by Cllr Johns and seconded by Cllr Lucas. There were no other nominations. A vote was taken and it was **RESOLVED** that Cllr Stewart be elected as Deputy Mayor.

Cllr Faithfull joined the meeting.

23/05/04

DECLARATION OF ACCEPTANCE OF OFFICE BY ALL COUNCILLORS - TO NOTE THE DECLARATION OF ACCEPTANCE OF OFFICE BY ALL COUNCILLORS AND TO CONSIDER APPROVING EXTENSIONS TO ANY COUNCILLORS WHO HAVE NOT COMPLETED THEIR DECLARATIONS (IF APPROPRIATE)

Declaration of Acceptance of Office were completed by all Councillors and countersigned by the CEO.

Chair's initials _____

23/05/05

TO REMIND ALL COUNCILLORS THAT WITHIN 28 DAYS OF BECOMING A COUNCILLOR THEY MUST NOTIFY THE DISTRICT COUNCIL MONITORING OFFICER OF ANY DISCLOSABLE PECUNIARY INTERESTS BY COMPLETING REGISTER OF INTERESTS FORM AND RETURNING IT TO THE CEO

All Councillors were reminded to complete their Registerable Interests form and return it to the CEO by 5th June. A copy of the form will then be sent to EDDC.

23/05/06

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Grainger, DCC Cllr Jess Bailey and EDDC Cllr Bethany Collins

23/05/07

ELECTION OF COUNCILLOR WITH SPECIAL RESPONSIBILITY FOR FINANCE (“TREASURER/CHAIR”)

Cllr Stewart was proposed by Cllr Lucas and seconded by Cllr Copus. A vote was taken and it was **RESOLVED** that Cllr Stewart be elected as the Councillor with Special Responsibility for Finance.

23/05/08

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 Stewart	No interests declared. During the meeting Cllr Stewart declared a Pecuniary interest in Agenda item 16 as the Chief Executive Officer of Citizens Advice East Devon. Cllr Stewart also declared a Personal interest in Agenda item 16 as a sponsor of the program cover for the Food and Families Festival.
Cllr Johns	Agenda item 15 - Personal interest as Cllr Johns is currently a member of Bloom in Ottery but is resigning from this group tonight.
Cllr Lucas	No interests declared.
Cllr Bartlett	Agenda item 16 - Personal interest as a trustee of the Feoffees Charity.
Cllr Green	Agenda item 16 - Personal interest as a trustee of the Institute Management Committee.
Cllr Sneller	Agenda item 16 - Personal interest as founder of Bloom in Ottery
Cllr Faithfull	Agenda item 16 – Personal interest as Chair of the Twinning Association.
Cllr Copus	Agenda item 16 – Personal interest as Council representative on the Twinning Association.

Chair's initials _____

23/05/09

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

There were none.

23/05/10

TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO SUBMIT QUESTIONS/COMMENTS FOR CONSIDERATION *INDIVIDUAL CONTRIBUTIONS WILL BE LIMITED TO 3 MINUTES*

There were none.

23/05/11

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

EDDC Cllr Faithfull reported that he had attended a two hour zoom meeting organised by EDDC regarding recent flooding. The purpose of the call was to look at immediate needs and then to start work on long term needs. Cllr Faithfull suggested that one of the emergency boxes located in the Council cellar should be taken to Tipton St John and another to Alfington. The CEO will arrange for the contents of the boxes to be checked.

EDDC Cllr Johns reported that there is no clear majority at EDDC. Currently lots of training courses are being held for new and existing Councillors. Cllr Johns has visited Tipton St John and spoken to households affected by the flooding. It was noted that flooding was caused by water coming off of the fields. It was also noted that there was no warning meaning that there was not time for preventative action to be taken. Cllr Copus had also visited and was advised that a draft proof door had prevented water from entering a property. An investigation will be taking place into what happened.

23/05/12

TO CONSIDER CURRENT COMMITTEES AND REVIEW WHETHER ANY ALTERATIONS ARE REQUIRED. CURRENT COMMITTEES CONSIST OF PLANNING; FINANCE; REGENERATION AND CLIMATE ACTION; STATION HUB COMMITTEE; PROPERTY AND LAND AND HUMAN RESOURCES

It was **RESOLVED** that the Council will have the following Committees: Planning; Finance; Human Resources; Strategy; Operations and Environment, Local Development and Commerce.

23/05/13

TO APPOINT MEMBERSHIP OF COMMITTEES AND SUB-COMMITTEES AND TO ELECT A CHAIR AND VICE CHAIR FOR EACH.

1. Planning Committee

The following membership was agreed: Cllrs Grainger (**Ex Officio**), Stewart (**Ex Officio**) Copus, Lucas, Green, Bartlett and Faithfull

Cllr Copus was declared elected as Chair of the Planning Committee.

Cllr Johns was declared elected as Vice Chair of the Planning Committee.

2. Finance Committee

The following membership was agreed: Cllrs Grainger (**Ex Officio**), Stewart (**Ex Officio**), Bartlett, Lucas and Green.

Chair's initials _____

**Cllr Stewart had been elected as Chair earlier in the meeting.
Cllr Bartlett was declared elected as the Vice Chair of the Finance Committee.**

3. Human Resource Management Committee

The following membership was agreed: Cllrs Grainger (**Ex Officio**) Stewart (**Ex Officio**), Johns and Lucas

Chair and Vice Chair: The Mayor and Deputy Mayor were declared elected as Chair and Vice Chair of the Human Resource Management Committee respectively.

4. Operations Committee

The following membership was agreed: Cllrs Grainger (**Ex Officio**), Stewart (**Ex Officio**), Lucas and Johns

**Cllr Lucas was declared elected as the Chair of the Operations Committee
Cllr Green was declared elected as the Vice Chair.**

5. Environment, Local Development and Commerce Committee

The following membership was agreed: Cllrs Grainger (**Ex Officio**), Stewart (**Ex Officio**), Lucas, Green and Sneller

**Cllr Green was declared elected as the Chair of the Environment, Local Development and Commerce Committee
Cllr Lucas was declared elected as the Vice Chair.**

6. Strategy Committee

The following membership was agreed: Cllrs Grainger (**Ex Officio**), Stewart (**Ex Officio**), Lucas, Green and Sneller

**Cllr Lucas was declared elected as the Chair of the Strategy Committee
Cllr Green was declared elected as the Vice Chair.**

Appendix 1 attached, shows the Committee membership as agreed.
It was **RESOLVED** to accept the elected Chairs and Vice Chairs of all the Council's Committees.

23/05/14

WORKING GROUPS –

a. TO CONSIDER REPLACING CHRISTMAS WORKING GROUP WITH AN EVENTS WORKING GROUP WHICH WILL INCORPORATE CHRISTMAS AND ANY OTHER COMMUNITY EVENTS.

It was **RESOLVED** that the Christmas Working Group would be replaced with an Events Working Group.

b. TO REVIEW AND CONSIDER EXTENDING DURATION OF THE FOLLOWING WORKING GROUPS: - POLICIES AND COMPLIANCE (EXPIRES 03/05/2023); EAST DEVON LOCAL PLAN (EXPIRES 01/05/2023); COMMUNICATIONS (EXPIRES 30/04/2023); S106/CIL (EXPIRES 30/04/2023); CHRISTMAS (EXPIRES 30/04/2023); MUSEUM (EXPIRES 30/04/2023); TOURISM (EXPIRES 30/04/2023); SKATEPARK (EXPIRES 01/05/2023); NEIGHBOURHOOD PLAN UMBRELLA GROUP.

It was **RESOLVED** that:

- Policies and Compliance will become part of the Strategy Committee and will be looked at once an internal review has been conducted by the CEO.

Chair's initials _____

- Neighbourhood Plan Umbrella Group will become part of the Environment, Local Development and Commerce Committee responsibilities.
- East Devon Local Plan will become part of the Planning Committee responsibilities.
- Emergency Prevention & Response Plan will be included in the Environment, Local Development and Commerce Committee responsibilities.
- Skate Park – day to day running of the skatepark will be included in the remit of the Operations Committee with the long-term future covered by the Strategy Committee.
- Tourism – will be included in the remit of the Environment, Local Development and Commerce Committee.

It was **RESOLVED** that the following Working Groups are extended until 1st May 2024:

- Events
- Museum

It was **RESOLVED** that the following Working Groups remain mothballed:

- Tipton St John
- Communications
- Hospital

23/05/15

TO APPOINT MEMBERSHIP OF WORKING GROUPS

Events Working Group	Cllr Johns, Stewart and Lucas
Museum Working Group	Peter Shrubbsall, Cllrs Grainger, Stewart, Lucas and Green

It was **RESOLVED** to appoint the membership of Working Groups as above – see Appendix 1.

23/05/16

TO ELECT MEMBERS TO FILL COUNCIL APPOINTMENTS AND TO APPOINT COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

It was **RESOLVED** to elect members to fill Council Appointments as per Appendix 1.

The CEO will confirm whether Council representatives are still required for: the Institute Management Committee; East & Mid Devon Community Safety Partnership; Police Advocate and Ottery Food and Families Festival.

It was **RESOLVED** that the Information Centre at the Library will be included in the remit of the Environment, Local Development and Commerce committee.

23/05/17

TO RESOLVE THAT THE COUNCIL CONTINUES TO MEET THE ELIGIBILITY REQUIREMENTS OF THE GENERAL POWER OF COMPETENCE AS SET OUT IN THE LOCALISM ACT 2011 S.8 AND THE PARISH COUNCILS (GENERAL POWER OF COMPETENCE) (PRESCRIBED CONDITIONS) ORDER 2012

The Council **RESOLVED** to adopt the General Power of Competence as they meet the criteria of having more than 2/3 councillors being elected and have a qualified clerk.

Chair's initials _____

23/05/18

TO REVIEW THE COUNCIL`S CURRENT STANDING ORDERS AND FINANCIAL REGULATIONS

The Standing Orders and Financial Regulations were noted. The CEO will check that the Large Procurement Policy has been added to the Financial Regulations as an appendix.

23/05/19

TO CONSIDER AND REVIEW THE COUNCIL`S ASSETS REGISTER

The Assets Register was reviewed. It was noted that the wooden planters had not been included on the register but they have been added to the Council assets and insurance. Equipment at the Station will be checked and the Asset Register updated accordingly.

23/05/20

TO CONSIDER AND CONFIRM (IF APPROPRIATE) THE COUNCIL`S CURRENT INSURANCE POLICY

The Council`s insurers Hiscox have advised that due to the claims loss ratio they will want to break the long-term agreement. A 14-day extension was given to consider the revised terms. The breaking of the LTA does mean that Hiscox can adjust the rate used and as a result the premium (including IPT and all fees) for the year has increased to £8,341.63.

Alternative quotes from Zurich and BHIB, both of whom specialise in providing Council insurance. Basic information regarding the assets of the Council and the ongoing claims was provided to both companies. Both were unable to provide quotes within the required timescale. A decision was made by delegated authority (to ensure continuation of cover) to remain with Hiscox for a further year but to obtain quotations before renewal next year.

23/05/21

TO CONSIDER AND REVIEW THE COUNCIL`S ANNUAL SUBSCRIPTIONS

The National Allotment Society	£55 + VAT
DALC	£1041 + VAT
ICCM	£95.00
Southwest Councils	£485 + VAT
Devon Communities Together	£50
SLCC – two staff	£558 + VAT

The Council`s Annual Subscriptions were noted. Membership to South West Councils will be reconsidered for 2024/25.

23/05/22

BANK MANDATE – TO DETERMINE THE COUNCIL`S AUTHORISED SIGNATORIES

It was **RESOLVED** that the Mayor, Deputy Mayor/Chair of Finance, CEO, Vice Chair of Finance, Cllrs Johns, Lucas and Green be the authorised signatories.

23/05/23

KEYHOLDER ARRANGEMENTS FOR THE TOWN COUNCIL BUILDING AND THE OFFICES

Chair`s initials _____

It was **RESOLVED** that the Mayor, Deputy Mayor, Chair of the Operations Committee, Cllr Johns and office staff, plus the cleaner be key holders to the premises. The Station is accessed by a code provided by the office staff.

23/05/24

TO NOTE COUNCIL MEETINGS FOR 2023/24 AND TO DECIDE WHETHER TO HAVE ONE MEETING A YEAR AT ESCOT (CURRENTLY MEETINGS WERE TO BE HELD AT OTTERY, TIPTON ST JOHN AND ALFINGTON)

It was **AGREED** that the CEO will contact the village halls to see whether the July meeting could be held at Tipton St John, the August meeting at Alfington and the October meeting at Escot.

23/05/25

TO RECEIVE AN UPDATE REGARDING TWO VACANCIES FOR TIPTON ST JOHN WARD

An election has been called by EDDC. Applications need to be received at EDDC by 4pm on Thursday 25th May.

23/05/26

TO CONFIRM DETAILS FOR THE ANNUAL PARISH MEETING

It was **AGREED** to set a date once the two vacancies for the Tipton St John ward have been filled.

23/05/27

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

It was noted that a revised boundary map for the Coleridge Doctors Surgery has been circulated to Councillors.

It was noted that an email has been received from a business regarding the Post Office changes which has been circulated to Councillors. There was a discussion and it was **AGREED** that this will be an agenda item for the next Council meeting.

23/05/28

COUNCILLORS' QUESTIONS ON COUNCILLORS' BUSINESS

No questions were raised.

The meeting ended at 9.25pm.

SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 22 nd May 2023 – Council Offices, 8 Broad Street

Chair's initials _____