

OTTERY ST MARY TOWN COUNCIL

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05 June 2024

Dear Councillors

I hereby give you notice that the **Full Council Meeting [In-person]** of **OTTERY ST MARY TOWN COUNCIL** will be held at **19:00 on Monday, November 4, 2024**, at **Station Hub, Mill Street, Ottery St Mary EX11 1AH**.

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

Yours faithfully

Ottery St Mary Town Council 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. 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 Monday, November 4, 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/Chair 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/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 Mayor/Chair may approve an exception to this request in special circumstances

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AGENDA

C24/11/01 Apologies for Absence

To receive apologies for absence

C24/11/02 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

C24/11/03 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

C24/11/04 Public Participation

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

C24/11/05 Minutes

To receive the Minutes of the Meeting of the Town Council of 7th October 2024 (*minute refs C/24/10/01-C/24/10/28*) and to approve the signing of the Minutes by the Mayor as a correct record

COMMON.Reports:

[2024-10-07 - Full Council Meeting - Meeting Book.pdf](#)

C24/11/06 To receive Reports from the EDDC and DCC Councillors (if any)

C24/11/07 To elect a Deputy Mayor

C24/11/08 Planning Committee

To note the Minutes of the 21st October 2024 (*minute refs P/24/10/01-P/24/10/10*)

COMMON.Reports:

[2024-10-21 - Planning Meeting - Minutes.pdf](#)

C24/11/09 Strategy Committee

A. To note the Minutes of the 17th October 2024 (*minute refs S/24/10/1 - S/24/10/14*)

B. To consider (and approve if appropriate) recommendations from the Committee

COMMON.Reports:

[2024-10-17 - Strategy Committee - Minutes.pdf](#)

C24/11/10 Finance Committee

A. To note the Minutes of the 24th October 2024 (*minute refs F/24/10/1 - F/24/10/14*)

B. To consider (and approve if appropriate) recommendations from the Committee

COMMON.Reports:

[2024-10-24 - Finance Committee \[In-person\] - Minutes.pdf](#)

C24/11/11 Operations Committee

A. To note the Minutes of the 29th October 2024 (*minute refs O24/10/01 - O24/10/15*)

B. To consider (and approve if appropriate) recommendations from the Committee

C24/11/12 To receive an update following the Community Engagement event on Wednesday 23rd October 2024

COMMON.Reports:

[241023 - Consultation Panels \(Email\).pdf](#)

C24/11/13 To receive feedback from the EDDC Strategic Planning Meeting held on 29th October 2024

C24/11/14 To receive an update regarding the proposal to transfer Tipton St John Church of England Primary School to Thorne Farm, Ottery St Mary

C24/11/15 Confirmation of decisions made under the Scheme of Delegation

C24/11/16 Financial Matters

To consider and approve the October 2024 Receipts and Payments and Reconciliation reports

C24/11/17 To consider options to increase awareness of Town Council meetings and ensure information is fully accessible to all parishioners

C24/11/18 To consider how the Council could improve their engagement with younger members of the community (and make decisions if appropriate)

C24/11/19 To consider a response to the Devon Countywide Local Cycling and Walking Infrastructure Plan (LCWIP)

[Devon Countrywide Local Cycling and Walking Infrastructure Plan \(LCWIP\)](#)

C24/11/20 To consider making a response to the open consultation regarding Enabling remote attendance and proxy voting at local authority meetings

[Consultation information](#)

C24/11/21 Christmas and New Year

A. To confirm opening hours

B. To discuss a staffing matter in relation to this period

C24/11/22 To review information regarding a parish lengthsman role and to make recommendations as appropriate

C24/11/23 To consider Report from the Mayor

C24/11/24 To consider Report from the Town Clerk

C24/11/25 To note any specific correspondence received

C24/11/26 To note any reports previously e-mailed by Councillors of Meetings attended

C24/11/27 Councillors Questions on Councillors Business

**C24/11/28 Date of the next meeting: Monday 2nd December 2024
Reports & Appendix 1**