



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 14th MAY 2018 AT THE GUILDHALL TOTNES

You are hereby SUMMONED to attend the Meeting of the Council, which is to be held in the Guildhall, Totnes on **Monday 14th May 2018 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies.	Apologies have been received from Cllr R Hendriksen and Cllr J Westacott MBE.
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Public Question Time:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Totnes.</p> <p><u>Reports from County and District Councillors</u></p> <p><i>The Council will convene.</i></p>	<p>a) Cllr Green b) Cllr Birch c) Cllr Vint d) Cllr Hodgson</p>
4	<p>To approve and sign the Minutes of the following Meetings: <i>(Please note confidential minutes can be agreed but any discussion must be held in Part 2):</i></p> <ol style="list-style-type: none"> a. Full Council 9th April 2018 b. Place 5th April 2018 c. People 19th April 2018 d. Place 26th April 2018 e. Operations 23rd April 2018 f. Personnel 30th April 2018 – CONFIDENTIAL 	Enclosures
5	<p>To consider any matters arising from the Minutes <u>and to approve any recommendations</u> from Committees <i>(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</i></p> <ol style="list-style-type: none"> a. Full Council 9th April 2018 b. Place 5th April 2018 <ul style="list-style-type: none"> • The RECOMMENDATION to Full Council is that the 4 hour tariff is increased from £3 to £3.50 in all Totnes car parks (with the exception of Longmarsh), which will keep all 	Enclosures

other tariffs unchanged for the coming year.

[Note: this recommendation will be circulated outside of Full Council to all Councillors for comment in order to meet the 23rd April deadline.]

c. People 19th April 2018

- To **RECOMMEND** to Full Council the following response:
 - *What do you believe will be the biggest impact of the closure of Totnes branch on the local community?* No banking facility in the High Street (there are two provisions in Fore Street). This will impact on businesses and market traders in High Street. Additional pressure on the Post Office which is already busy.
 - *What do you believe will be the biggest impact of the closure of Totnes branch on customers of the branch?* Impact on the elderly and those who do not have computer access for, or confidence in, online banking. Impact on businesses and traders in the town.
 - *What alternative ways to bank do you believe need to be provided to help customers and the community adapt to this change?* Advice to customers about the changes and use of the Post office or online banking. Advice to customers on how to switch banks to those that have a physical presence in Totnes. Provision of a mobile banking facility to help those who need branch access.
- To **RECOMMEND** to Full Council: that Totnes Town Council is supportive of the initiative; and that PCSO Powell is made aware of the Paige Adams grant application timescale should the Police wish to apply (as well as suggesting she investigate grant funding from National Lottery 'Awards for All' and various bank community funding sources).
- To **RECOMMEND** to Full Council that the following organisations are included for Councillor representation on outside bodies (if the organisations request council representation): Network of Wellbeing; Caring Town; Bridgetown Alive; Daisy Childcare; and Rainbow Childcare.
- To **RECOMMEND** to Full Council that the Community Engagement Policy: is reviewed by a Working Group of Councillors who attended the Frome training; and is incorporated into revised Standing Orders over the next year, with a view to being fully implemented by the newly elected council in 2019.

- To **RECOMMEND** to Full Council that the Rainbow Flag is flown over the Civic Hall from 27th August until 2nd September in support of Totnes Pride week. [Note: Full Council has already agreed to fly the Red Ensign on 3rd September on the Civic Hall.]
 - To **RECOMMEND** to Full Council that:
the Clerk sends a letter to Redhouse Events asking them to engage with: the Town Council early about their plans for the Christmas Markets; and the community – both with the public and businesses;
the proposed quarterly meeting is held before the next People Committee so that key points can be reviewed by the Committee and Full Council informed of plans; and Link Councillors for Business, Arts and Fair Trade attend the next quarterly meeting and the Safety Advisory Group with SHDC and offer to host the meeting in the Guildhall.
- d. Place 26th April 2018
- To **RECOMMEND** to Full Council that a working group of Councillors and the Town Ranger is set up to review the Emergency Planning procedures for Totnes before drafting a plan with EA assistance; and to seek volunteers to assist with tidal flood gate closure, and act as snow and ice wardens for sectors of the town.
- e. Operations 23rd April 2018
- It was **RECOMMENDED** to Full Council that the amended Standing Orders with the new committee format be adopted.
 - It was **RECOMMENDED** to Full Council that the Ear Marked Reserves remain the same as the 2017 levels.
 - It was **RECOMMENDED** to Full Council that expenditure on an ecology and open spaces report up to £6,000 be authorised, subject to the usual need for quotes detailed in Financial Regulations.
- f. *Personnel 30th April 2018 – CONFIDENTIAL*

6	To consider the Minutes of the Neighbourhood Plan Task and Finish Group	Enclosure
7	To consider the latest 'Visit Totnes' Marketing Report	Enclosure

8	To note the draft Traffic and Transport Forum Minutes from March 18	Enclosure
9	To consider the matter of Seagull nuisance on the town	Enclosure
10	To consider the Annual Town Meeting format and agenda – 31 st May at 6pm in the Civic Hall	Enclosure
11	To discuss the issues around residents and off street parking and invite views	Cllr J Hodgson
12	To consider the drugs problem around St John's church and how to respond as a community	Cllr M Parker Enclosure
13	To note the date of the next meeting: Monday 4th June 2018 at 7pm Future dates for noting: Mayoral Choosing 24 th May 2018 Annual Town Meeting 6pm 31 st May 2018	
<i>The Council will be asked to RESOLVE to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
14	To approve and sign the Minutes of the following Meetings (staffing implications and commercial sensitivity). ONLY REQUIRED IF NOT AGREED IN OPEN SESSION. <i>a. Personnel 30th April 2018 – CONFIDENTIAL</i>	Confidential Enclosures
15	To receive an update on Code of Conduct matters	Verbal update from the Town Clerk

Catherine Marlton
Town Clerk