



**AGENDA FOR THE RECESS COMMITTEE**  
**TUESDAY 30<sup>TH</sup> JULY AT THE GUILDHALL OFFICES TOTNES**

You are hereby SUMMONED to attend the Recess Committee of the Council, which is to be held in the Guildhall Offices, Totnes on **Tuesday 30<sup>th</sup> July 2019 at 10am** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies received from Cllr Allen
2	To ratify the appointments of the Freelance Events Manager and Admin Assistant (Maternity Cover) following interviews.	Verbal update Deputy Clerk
3	To consider a request from the Royal British Legion to take over liability of the Remembrance Day events.	Verbal update Deputy Clerk
4	To consider the balance of the Councillor Training budget and how to authorise requests for expenditure.	Tabled at the meeting
5	To consider a request for a change of bank details for Caring Town – for payment of the Information Exchange funding.	Enclosure
6	To note that the deadline for expressions of interest to be sent to the Town Clerk for the Coopted Council vacancy is 9am on Tuesday 27 <sup>th</sup> August 2019.	
7	To consider the request to set up a Town Centre Meeting with partner agencies.	Enclosure
8	To note the date of the next Full Council – <b>2<sup>nd</sup> September 2019 at 7pm</b> in the Guildhall. <b>Public session from 6.30pm</b>	

Catherine Marlton  
Town Clerk

## ITEM 5

### **Request that the new Caring Town Ltd organisation/charity holds TTC's funding for Caring Town, rather than Totnes Caring**

The funding that Totnes Town Council provides for the Caring Town Information Exchange (based on acceptance of the attached proposal) is currently held by Totnes Caring.

This is a practical arrangement that Totnes Caring has kindly supported, because Caring Town has not, until now, been established as a legal entity in its own right and so has not been able to hold its own funding or bank account.

However, given the expansion of Caring Town's activities and need to work with wider and more varied funding sources including possible being commissioned by public services, the management team have decided to establish Caring Town Ltd.

This will be a Company Limited by Guarantee (i.e. not for profit) and we are also applying for Charitable status (so this is the same structure as Totnes Caring).

The new organisation will have the same Caring Town management team including Bob Alford, Chief Officer of Totnes Caring. We will be inviting other organisations from the Caring Town network to join our new management board including Totnes Town Council, who we hope will be keen to participate and help shape our work moving forward.

The new organisation will employ the Caring Town Connectors (rather than continue on the self-employed basis with Totnes Caring).

Therefore we are requesting the second half of the funding for this 2019/2020 period - which is £7,500 due to be paid in October 2019 - be paid into the new Caring Town Ltd bank account, rather than Totnes Caring.

This will help ensure we can establish the new organisation as an operational entity and begin to create its own track record, which is essential to support other funding applications.

We really appreciate the support of Totnes Town Council to date and hope this request meets with your approval.

## ITEM 7

### **Request to set up a Town Centre Meeting with partner agencies**

For, and on behalf of, Tom Jones (SHDC):

Dear Clerks,

As you will all be aware changing shopping habits and leisure interests, technology and a variety of other reasons (neglect, rents, accessibility ...) mean that our town centres and the services they provide are under threat.

To ensure our town centres continue to meet the needs of their communities and hinterland, new, innovative thinking and collaborative working is required. As many have found, one fit solutions plastered on top of unique circumstances does not work. South

Hams District Council, therefore, would like to help you to help your towns (and hinterlands) – after all, who knows them better.

It is our suggestion that each town holds its own meeting; organised, convened, and led by yourselves. The objective at each meeting will be to identify key issues of concern with respect to TC function and potential collaborative action points. Clerks are invited to take full ownership of their meeting, or identify another appropriate body to do so. Acting as the conduit for community input, the Town Councils are encouraged to involve the Neighbourhood Planning Group (should one such Group exist), Chamber of Commerce, Charitable organisation and other formal local groups. Ward Cllrs will, of course, also be invited.

If you would like to organise a meeting please contact me with your preferred date so we can co-ordinate and assist in scoping the agenda – we will attend every meeting. We anticipate a half day during the week and can make a start as soon as you are ready. Hopefully we can get going in July and, with August likely to be a time when many are unable to attend, conclude by the end of September.

At the end of the series Janice and I will collate a report that sets out:

1. points of action that are common to all towns (this could be presented as a ‘South Hams Action Plan’);
2. individual points of action for each town;
3. responsibilities / collaborative parties for each action point (who is responsible for what and when); and
4. other matters as agreed through the meetings

The report would be circulated for comment.

Following a brief period of ‘confirmation’, each party would be invited to formally adopt the document as the South Hams Action Plan (although it is likely to be in the main a collection of bespoke actions for each town). I envisage this would be a non-binding document, but one that sets out a framework for collaborative action that would seek to ensure that the function of town centres is optimised in terms of serving their community and hinterland. South Ham District Council would take this document through a formal approval process such that it would then inform a variety of work streams including Strategic Planning, priorities for the Enterprise Strategy and priorities / focus of the Council’s Assets Team.

Mary Portas had her go – now it’s your turn! J