**MINUTES OF THE PEOPLE COMMITTEE**

**WEDNESDAY 14 SEPTEMBER 2016 AT THE GUILDHALL OFFICES TOTNES**

In Attendance: Cllr T Whitty (Chair), Cllr K Sermon, Cllr B Piper, Cllr J Sweett, Cllr M Elliott-Smith

Present: Catherine Marlton (Deputy Town clerk), Press and 1 member of the public

Apologies: Cllr R Hendriksen

Arrived late: Cllr A Simms

Not present: Cllr R Vint

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| **No** | **Subject** | **Comments** |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council | The apologies from Cllr Hendriksen were accepted and noted. |
|  | *The Committee will adjourn for the following item:* |  |
|  | Public Engagement: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes. | A member of the public asked whether we have a Community Engagement Policy as well as a Community Engagement Plan.  The Deputy Clerk explained that a draft document had been circulated to Councillors in 2014 but was reformatted into a Community Engagement Policy in table form before adoption.  Cllr Whitty and the Deputy Clerk will investigate the draft policy document and consider bringing it back to People Committee and Full Council.  The Deputy Town Clerk will ask Vision ICT if a search option can be added to the Town Council website. |
|  | *The Committee will convene to consider the following items:* |  |
| 2 | To consider the funding and staffing implications of Christmas Community events in the Civic Hall. | Councillors were very supportive of the Family Fun Nights in the Civic Hall that were piloted last year.  Cllr B Piper, Cllr M Elliott-Smith, Cllr J Sweett and Cllr K Sermon were interested in working with Chamber of Commerce to run the nights and it was agreed to set a meeting date to discuss this further.  The Deputy Clerk explained that the costs of the hall hire, licenses for events, a banner and craft materials for the families to use would amount to £170 a week so a total of £510. This is less than the 2015 pilot year as there are no staffing costs to include.  The Deputy Clerk will meet with the Council Venues Working Group and review the budget to see where the costs to facilitate the nonprofit family nights in the Civic Hall on the late night shopping evenings can be funded from. The staffing and management of the events would be done by Chamber of Commerce and a local event company with Councillors asked to volunteer where they can. |
| 3 | To receive an update about the Civic Hall and Guildhall. | The Deputy Clerk explained about the current fire safety improvement works in the Civic Hall, and the few upcoming bookings.  Councillors felt that the booking fees needed to be reviewed with the potential for local charitable groups to receive a further discount.  The Deputy Clerk to investigate a new three tier hire fee system with the Council Venues Working Group and bring back to People Committee for discussion. |
| 4 | To consider a request for twinning with Totness, Suriname from Suriname Tourism Foundation. | Councillors discussed this request and felt that the distance could make progress difficult but were supportive of making links internationally with other places named Totnes(s) as part of a wider network.  The Deputy Clerk to email Suriname back and ask what they envisage in terms of going forward with a possible twinning process. |
| 5 | To discuss requirements from the Committee for allocations in next year’s budget for 2017/18. | The Councillors were supportive of providing budget to Totnes Gardens for open space improvements/maintenance and to youth/older services provision.  The proposed amendments to the Civic Hall hire rates was discussed under item 3.  The Deputy Clerk to arrange a meeting with Caring Town to discuss how to financially support local information, homelessness, youth and older people, in partnership with local groups who are already providing and developing these services. |
| 6 | To discuss a process for redrafting the Town Council Emergency Plan. | Deferred to the November meeting. |
| 7 | To review actions required on the Community Engagement Plan. | The Deputy Clerk to meet with Cllr T Whitty to investigate the format of the document and how to implement the action plan as a matter of priority. |
| 8 | To receive an update on Neighbourhood Planning and Open Space and Recreation Policy – standing item. | Cllr T Whitty to send out a draft document to the Committee next week prior to an October People Committee to discuss this document only before going to Full Council in November. |
| 9 | To receive an update on the Sport and Recreation consultation document. | Cllr T Whitty to circulate the document to the committee. |
| 10 | To receive an update on the Mansion and Caring Town Totnes – standing item. | The transfer of the Mansion is due to be completed end of September/start of October. |
| 11 | To receive an update on the emergency night shelter. | Cllr T Whitty explained that the works on the homeless shelter have been deferred until Spring 2017, which means the urgency for a temporary replacement unit on the site has now stopped as the existing building will be in use over the winter. |
| 12 | To set a standing day and time bi-monthly for the Committee’s future meetings. | * Wednesday 19th October at 9.30am – single item for discussion Neighbourhood Planning and Open Space and Recreation Policy. * Wednesday 16th November at 9.30am |

END

MAYOR