



**AGENDA FOR THE PEOPLE COMMITTEE
THURSDAY 9th FEBRUARY 2017 AT THE GUILDHALL OFFICES TOTNES**

You are hereby SUMMONED to attend the meeting of the People Committee, which is to be held in the Guildhall, Totnes on **Thursday 9th February 2017 at 9.30am** 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 Committee.	
	<i>The Committee will adjourn for the following item:</i>	
	<i>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.</i>	
	<i>The Committee will convene to consider the following items:</i>	
2	To deal with any matters arising from 16 th November 2016.	Minutes attached.
3	NP and OSSR&WB Policy review.	CLRs to look at NP website.
4	Participatory budgeting	
5	CCG Review as applies to Totnes Hospital.	See circulated e-mail.
6	Update on Borough Park and TADPOOL.	
7	Community Engagement Plan review and action plan.	
8	Caring Town re. youth and homelessness issues. Also partnership provision of services within the Mansion.	
9	Emergency/Severe Weather Plan review/update.	
10	Update on placement of defibrillators in the town.	
11	To diary the date of the next meeting – Thursday 9 th March at 9.30am	

C. Bewley

Christina Bewley
Senior Administrator

MINUTES OF THE PEOPLE COMMITTEE
WEDNESDAY 16th NOVEMBER 2016 AT THE GUILDHALL OFFICES TOTNES

Present: Cllr Elliott Smith, Cllr Whitty (Chair), Cllr Hendriksen, Cllr Sweett, Cllr Piper, Cllr Vint

Apologies: Cllr Sermon

Not Present: Cllr Simms

In Attendance: Catherine Marlton (Deputy Town Clerk), 1 member of the Press

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Committee.	It was RECOMMENDED that the apologies be received.
	<i>The Committee will adjourn for the following item:</i>	
	<i>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.</i>	No members of the public were in attendance.
	<i>The Committee will convene to consider the following items:</i>	
2	To deal with any matters arising from 1 st November 2016.	The minutes were agreed and there were no matters arising.
3	To consider a proposal by Caring Town for the supporting of Local Information Services in the town.	Councillors were very supportive of this proposal by Caring Town for a partnership that supports vulnerable members of the community. It was noted that the Mansion would be an ideal location for such a service but that the transfer of the building was not yet confirmed. It was RECOMMENDED to Full Council that Option 3 of the Caring Town proposal be put agreed and budgeted for, with a minimum of Option 2, depending on the outcome of the initial learning period.
4	To consider the Street Cleansing Reflection letter from South Hams District Council.	The Deputy Clerk was asked to circulate the letter from South Hams to all Councillors and include the notes from the recent Waste Review Rounds for information.
5	To receive the notes of the Council Venues Working Group on Wednesday 26th October and consider the actions.	The Committee supported Item 3 and RECOMMENDED that a one-off fee of £90 be paid to those covering out of hours and weekend events such as paranormal nights and weddings. It was RECOMMENDED to Full Council that a special community rate of £10 per hour should be implemented for Civic Hall bookings from January 2017. This would be at the discretion of the Council Venues Working Group, for qualifying charitable Totnes groups. Ancillary charges would still apply as before for heating, kitchen hire, sound equipment etc.

		The Deputy Clerk was asked to investigate the possibilities of wider use of the Guildhall yard area through the Council Venues Working Group and bring back to the People Committee as an update.
6	To consider dates and locations for quarterly Councillor Surgeries	<p>There was discussion regarding the possibility of having a stall at Totnes Show on 30th July 2017 and the Deputy Town Clerk was asked to investigate costings and availability.</p> <p>Assuming one of the surgeries would be this date the other 3 dates would be mid-February, end of April and end of October depending on venue availability.</p> <p>The Deputy Clerk was asked to investigate availability and costings of hiring St Johns in Bridgetown and Follaton Hall.</p>
7	To note the Town Team Minutes and to consider the proposals there in.	<p>Councillors were very positive regarding the proposed change from Town Team to a Town Centre Partnership, and the Town Centre Manager role and the improvements that would bring. Cllr Piper, Cllr Sweet and Cllr Elliott-Smith all asked to be involved as much as possible with the group and the recruiting of this role.</p> <p>Cllr Whitty asked for clarification on what plan the new Town Centre Manager role would be implementing and asked for more detail on the job description as he felt there may be some overlaps with other staff and Councillor roles.</p>
8	To note the installation date of the two new defibrillators.	<p>The installation of the two units in early December was noted. An email would go out to all Councillors and an update posted across social media and notice boards to inform the community when this has happened.</p> <p>The Deputy Town Clerk will arrange training courses in the Civic Hall in spring 2017.</p>
	To diary the date of the next meeting – 9.30am Thursday 12 th January 2017	The date was agreed.

END

MAYOR