**MINUTES OF THE PEOPLE COMMITTEE**

**THURSDAY 8TH FEBRUARY 2018 AT THE GUILDHALL OFFICES TOTNES**

Present: Councillors A Simms (Chair), M Parker, K Sermon, J Sweett and T Whitty.

In Attendance: Sara Halliday (Administrator).

Apologies: None.

Not Present: Cllr B Piper.

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| **No** | **Subject** | **Comments** |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. | There were no apologies. |
|  | *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. | No members of the public were present at the meeting. |
|  | *The Committee will reconvene to consider the following items:* |
| 2 | To address any matters arising from 11th January 2018.  | Item 5 – Agreed by Full Council with the following amendments: in paragraph 1 ‘battery’ is removed; and in paragraph 7 ‘expect’ is changed to ‘condone’. Item 6 – Agreed by Full Council with the following amendment: that in the final sentence ‘necessary’ is changed to ‘appropriate’.Item 9 – Agreed by Full Council with the following amendment: that in the penultimate sentence ‘recognising’ is changed to ‘recognises’.Item 10 – Agreed by Full Council. Cllr Piper will be the Arts Link Councillor. Item 12 – Agreed by Full Council. The Administrator will draft a letter of support for the People Committee Chair to send. |
| 3 | To update on sending 18th Birthday cards to young people within the town following the purchase of the Open Register. | Cllr Sweett updated on the number of young people listed in the open register who will be 18 this year, and outlined the costs and administration of sending birthday cards to them individually. To **RECOMMEND** to Full Council that: funding of up to £100 is agreed to cover the the cost of sending 22 birthday cards to 18 year olds (includes cost of the card, postage and purchase of the Open Register); administering the sending of the cards will be undertaken by Cllrs Sermon and Sweett; and to encourage young voter participation in elections the wording inside the card will be as follows:Side 1: Dear Sydney, Wishing you a very Happy 18th Birthday. Very best wishes From the Mayor of Totnes and all Totnes Town Councillors. [Signature ]Side 2: Now you are 18 do make sure you are registered to vote and use Your Vote! You can vote in all National, County, District and Town Council elections. You can even stand as a Councillor yourself. If you have any local issues you can contact Totnes Town Council or come along to the Guildhall meeting first Monday of the month at 7pm. Your vote matters! Your voice is important! It's Your future!  |
| 4 | To consider a proposal for improving Community links in Totnes.  | Cllr Parker explained her community builder role in Torbay and how she believes the principles to help reduce isolation and loneliness, and improve skill sharing could be used to benefit Totnes communities. It was acknowledged that there are a number of existing organisations such as the Caring Town Information Exchange (CTIE), Totnes Caring, Market Place Ministries (MPM) already working in the community and therefore avoiding duplication of work that is already being done was crucial. It was AGREED that Cllr Parker would engage with Totnes community organisations and report her findings at the next meeting.  |
| 5 | To consider a Link Councillor for Caring Town Information Exchange and to note the July-December 2017 service update breakdown and ‘Help in Hard Times’ leaflet. | It was acknowledged that a number of Cllrs are engaged with the CTIE in various forums, but despite this it is important to have a specific Link Councillor who can report back to Committee. To RECOMMEND to Full Council that Cllr Parker is considered for: the Caring Town Information Exchange Link Councillor; as an additional Link Councillor for Elderly and Vulnerable People, and Young People; and that Cllr Parker expands this role into the wider community building work outlined in Item 4 (above). The CTIE service update for July-December 2017 and the MPM monthly report for January 2018 were noted. The Committee welcomed the production of the CTIE ‘Help in Hard Times’ leaflet and its contribution to informing and directing the community to the services and support they could access and benefit from. |
| 6 | To consider setting up a Working Group to organise the Totnes beacon as part of ‘Battles Over – A Nation’s Tribute’ commemorations on 11th November 2018 and to note the latest update from the organisers. | Cllr Simms reported that he and Cllr Paine have volunteered to prepare the beacon for this event, which follows a set timetable for national commemoration.To RECOMMEND to Full Council that a Working Group is established involving the following community groups to ensure that the commemorative event is widelypromoted and supported across the town: St Mary’s Church (the organizers have requested that bells be rung) and all churches/religious groups in the town; the Royal British Legion; the Army, Air and Sea Cadets; Scouts, Guides, Cubs, Brownies; KEVICC, St John’s, and the Grove School; Totnes Museum; Totnes Image Bank; Totnes Band (for the sounding of The Last Post). |
| 7 | To consider flying the Red Ensign in support of Merchant Navy Day on Monday 3rd September above the Civic Hall. | To RECOMMEND to Full Council that the Red Ensign is flown from the Civic Hall on Monday 3rd September for Merchant Navy Day. |
| 8 | To note the date of the next meeting – Thursday 12th April 2018 at 10.00am.  | Noted. |

END

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CHAIR