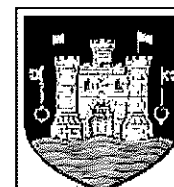


**AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL**  
**MONDAY 1<sup>ST</sup> JULY 2019 AT THE GUILDHALL, TOTNES**



You are hereby SUMMONED to attend a Meeting of the Council, which is to be held in the Guildhall, Totnes on **Monday 1<sup>st</sup> July 2019 at 7pm** for the purpose of transacting the following business:  
*Please note that public question time will be held prior to Full Council from 6.30pm*

No	Subject	Comments
1	To receive apologies.	District Cllr Rose Cllr M Adams
2	The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.	
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Reports from County and District Councillors</u></p> <p><i>The Council will convene.</i></p>	a) Cllr Hodgson b) Cllr Birch
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> <ul style="list-style-type: none"> <li>a. Full Council 3<sup>rd</sup> June 2019</li> <li>b. Extra Full Council 10<sup>th</sup> June 2019</li> <li>c. Council Matters 10<sup>th</sup> June 2019</li> <li>d. Planning 20<sup>th</sup> June 2019</li> </ul>	To follow To follow To follow Enclosure
5	<p>To consider any matters arising from the Minutes <u>and to approve any recommendations from Committees</u>  <i>(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</i></p> <ul style="list-style-type: none"> <li>a. Full Council 3<sup>rd</sup> June 2019</li> <li>b. Extra Full Council 10<sup>th</sup> June 2019</li> <li>c. Council Matters 10<sup>th</sup> June 2019</li> <li>d. Planning 20<sup>th</sup> June 2019</li> </ul>	To follow To follow To follow Enclosure
6	To elect a Recess Committee of the Mayor, Deputy and Committee Chairmen which will have delegated authority to deal with any urgent matters which may arise during August when the Council is in recess. Any such decisions will be reported to the Council in September. The Recess Committee has delegated authority to make decisions of the Full Council.	
7	<p>To ask for an additional Councillor for the Planning Committee. Current membership:</p> <ul style="list-style-type: none"> <li>• Cllr Allen</li> <li>• Cllr Hendriksen</li> <li>• Cllr Luker</li> <li>• Cllr Hodgson</li> <li>• Cllr Paine</li> <li>• Cllr Simms</li> <li>• Cllr Trow</li> </ul> <p>Standing Orders requires a minimum of 8 Councillors with a quorum of 3.</p>	
8	To consider a small amendment to the Standing Orders to bring in line with national requirements.	Enclosure

9	To note the signing of the Friendship Pact with Vire as part of the Twinning events in May 2019. A short verbal report on the recent Twinning Event to Vire in Normandy will also be presented.	Cllr Hodgson
10	To consider and approve the Climate Emergency Report and Proposed Action Plan for implementation of the Town's Climate Emergency Declaration and to minute any agreed actions, delegation and expenditure.	Cllr Hodgson
11	To discuss a proposal to organise a facilitated session to help set Town Council priorities for the coming term and to undertake some Social Media training and to minute any agreed actions, delegation and expenditure. If the Council is in agreement, the proposed date is either Tuesday 17 <sup>th</sup> or Thursday 26 <sup>th</sup> September 2019 and will also inform the budget setting process for 2020/21.	
12	To receive an update on the Neighbourhood Plan process (standing item) and to minute any agreed actions, delegation and expenditure.	To follow
13	<p>To consider application from Wendy Arcscott for a variation to the premises licence of Young Devon Trading, 3 Fore Street, Totnes, TQ9 5DA (also known as YD Number 3).</p> <p>The application is to:</p> <p>Extend the hours for sale of alcohol for consumption on and off the premises to Mon-Sun 11:00 to 22:00 (currently 11:00 to 16:30); to replace the current conditions under Annex 2 of the licence with more suitable conditions to address the four licensing objectives.</p> <p>If you would like to make a representation, please send to the Licensing Department at South Hams District Council or email <a href="mailto:licensing@swdevon.gov.uk">licensing@swdevon.gov.uk</a> no later than <b>16<sup>th</sup> July 2019</b>. Please do not hesitate to contact me if you would like any further information.</p>	
14	To note any notification of election and dates associated.	Verbal update Town Clerk
<i>The Council will be asked to <b>RESOLVE</b> 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>		
15	To consider two nominations for the Freeman of the Town award and to minute any agreed actions, delegation and expenditure.	Enclosure
16	To consider the draft budget for the December 2019 Christmas Festival and to minute any agreed actions, delegation and expenditure.	Enclosure
17	To note the date of the next meeting: <b>Monday 2<sup>nd</sup> September 2019. Public session from 6.30pm in <u>The Guildhall.</u></b>	

Catherine Marlton



Town Clerk

**County Councillor's Monthly Report Cllr. Jacqi Hodgson - Date of Report: 1<sup>st</sup> July 2019**  
**County Councillor for Totnes & Dartington**  
**(incl. Harberton, Harbertonford, Staverton, Landscope & part of Berry Pomeroy)**

**Key Issues Devon County Council**

At the **Cabinet meeting of June 12<sup>th</sup>** a large number of Members of the Public attended with statements and questions regarding DCC's plans for their Declaration of a Climate Emergency and concerns about the national roll out of 5G mobile phone masts.

**DCC Members Masterclass for Heart of South West (HOSW)/ Local Enterprise Partnership (LEP) Scrutiny Committee.**

A presentation was provided at the Masterclass on the difference between a linear and a circular economy using the example of the food industry and the key differences in managing waste, i.e. a resource in the latter system. Very interesting. This was followed by the **quarterly Local Enterprise Partnership DCC Scrutiny Committee\* meeting** (which I attended as a non-committee member). The CEO of the LEP outlined how the programme they have received £240M of Government money towards is being rolled out. He explained that they had not been as successful or expedient as anticipated in their original planned programme, however 67 capital programmes are now signed up for taking forward. Further to their previous Scrutiny meeting report where there had been challenges regarding their focus on economic drive, potentially at the expense of the environment and society, this had been responded to and was reported on at length. In response to my questions regarding their adoption of Climate Emergency measures, he agreed that further to all the Local Authorities in the HOSW having adopted this measure, they were now looking at how to support this. I suggested they could consider supporting **more rural transport services to help reduce car dependency, and install more anaerobic digesters, gasification and vitrification plants to ensure a better return from waste**. I also asked whether given that only 13% delivery of their original 177,000 housing programme had been achieved to date, and in light of the Campaign for the Protection of Rural England (CPRE)'s recently **review of housing needs numbers in the South West** had shown the ONS numbers to be over-inflated, would they be reducing their housing targets. The reply was no! I also asked about the roll out of 5G and it was stated that due to issues with rolling out 4G and public concerns about health impacts of 5G this was being looked into in more detail first and we are "mostly stuck with 3G".

**Devon Rail Forum.** The inaugural meeting of this group (that replaces the Devon & Exeter Rail working group) took place on June 7<sup>th</sup> and I have a seat on the Committee. Other seats are taken by fellow DCCllrs plus representatives of LAs across the County and local Rail User groups. As Chris Watson a local resident had accompanied me he took the seat for **Totnes Rail partnership** at the meeting. A number of interesting updates were provided by GWR in a presentation. This included that they are looking at connections at some of their key stations such as Exeter St Davids, for bikes to hire and services for bikes on trains.

**LOCAL MATTERS:**

**Totnes & District Traffic & Transport Forum (26.06.19)** considered the **Climate Emergency (CE) measures** that can be applied to transport. The issue of energy storage and the global shortage of lithium (essential component of batteries) was discussed in terms of zinc being developed as an alternative in the USA. In particular the CE was discussed in terms of the recently revised draft **Totnes Town Council Transport Policy and Strategy 2019** that it has reviewed in detail over the past year and the Transport Policies in the current draft of the **Totnes Neighbourhood Plan**. Some proposed additions to incorporate CE measures and timeline had been drafted into the draft TC Transport P&S document 2019 and the group agreed to look at them individually and feedback to the next meeting. Similarly it was agreed the TC Transport P&S 2019 and the emerging Neighbourhood Plan Transport policies need to reflect compatible vision, aims and objectives and the TC CE timeline and they also need cross checking in detail.

The **Bus Services from Totnes to Torbay Hospital** were discussed in detail further to concerns raised at the TC annual meeting in May. The central issue was the reduction of the Countryside 149 direct services to the hospital due to low numbers of passengers on certain journeys (such that DCC reduced the subsidy). This meant Totnes residents needing to reach Torbay Hospital early or late were now obliged to use the Stagecoach Gold services and that involved at least one change and a wait between buses on route, a journey that takes a lot longer. There is also the issue of tickets not being transferable between bus companies, making it very expensive to use a mix of these services. The CEO from Bob the Bus had discussed options with Devon County Council officers, but there was nothing that could be accomplished with them at present. Totnes Caring had also been approached, but provision of open services was outside of their remit (as they often take very vulnerable residents directly from their home), however their statistic of 950 journeys p.a. indicated strong demand. There are also busses run by major retailers operating out of the Willows. It was agreed that if an Electric Bob could be funded to provide an early and late service and possibly additional flexible 'demand based' services (that could be managed via an on-line demand etc), this might not only help residents to access a better service using the additional choices above, but might also be attractive to staff who are resident in Totnes and currently drive to Torbay for their shifts. (Reference was made to how a number of 4x4 SUV owners helped these staff during last year's freeze when no cars or buses could get from Totnes to Torbay). **The Big Lemon** was cited as a useful system for coordinating this. The Forum agreed in the meantime to look into putting together a detailed timetable to be made available (e.g. published in the Totnes Directory) of the various services that do currently operate to assist those currently caught with these difficulties. I will be raising the issue (again) with DCC of tickets being usable across the different providers.

Other issues that were discussed to address the (CE) Declaration were the proposals for **Declaration of a Low Emission Zone** for Totnes and for a "Leave the Car at Home Day", the latter in conjunction with a 'Car Free Day' (11am – 4pm) in Totnes Town Centre on **Tuesday 24<sup>th</sup> September 19**. The proposals to introduce permanent planters into the Highstreet to improve air quality and

implement some Shared Space measures could be part of this. This will be discussed in detail and planned at the next T&DTTF next meeting on **Wednesday 31<sup>st</sup> July at the Dartmouth Inn (upstairs) at 6.30pm.**

**Declaration of a Climate Emergency.** The next meeting for this group will be **Saturday 6<sup>th</sup> July 2pm -4pm at Totnes Guildhall.** (please ask me if you wish to be on the circulation list for updates, information and reports about meetings). A draft Action Plan that was agreed to be prepared within 6 months from the Declaration last December has now been drafted. Based on the directives of the original motion agreed, this comprises an overview of the monthly meetings hosted by the TC and the proposals and recommendations to take forward and implement Totnes' Declaration of a Climate Emergency. This report will be posted on Totnes Town Council website on the Climate Emergency webpage and available to download and share.

**Totnes Declares a Climate Emergency – What Next? A community Conversation Saturday 13<sup>th</sup> July at Totnes Civic Hall.10am – 5pm (plus drinks and networking from 5-7pm).** This event is being organised between Totnes Town Council, Transition Totnes and Extinction Rebellion. It will include a number of provocative events and discussions to stimulate and hopefully engage a number of people from all sectors in becoming committed to taking personal responsibility and changing their lifestyle and habits to reduce their carbon footprint and their impact on the natural environment. **Free Entry – A MUST GO TO EVENT**

**Attendance at meetings etc. as elected public representative:**

- Weds 5<sup>th</sup> June** DCC DM (Planning) Committee meeting  
Staverton PC meeting
- Thurs 6<sup>th</sup> June** British Legion event at Peace Garden in Totnes to mark 75 years since D-Day  
Berry Pomeroy PC meeting
- Friday 7<sup>th</sup> June** Devon Rail Forum – inaugural meeting. (I have a DCC voting seat on this group) (see report above)  
Meeting with lifeworks and Sarah Wollaston MP
- Sat. 8<sup>th</sup> June** Totnes Alive! Community event (excellent)
- Mon 10<sup>th</sup> June** Meeting with CEO of Dartington Hall Trust  
Totnes TC Extraordinary meeting
- Tues 11<sup>th</sup> June** Harberton PC meeting
- Weds 12<sup>th</sup> June** DCC Cabinet Meeting  
KEVICCs Foundation Trustees meeting
- Thurs 13<sup>th</sup> June** Informal planning meeting re. Totnes Climate Emergency Community event on 13<sup>th</sup> July  
Meeting with SHDC Officers and representatives of Borough Park User organisations and clubs
- Sat. 15<sup>th</sup> June** Totnes TC Climate Emergency meeting (see separate report)
- Mon 17<sup>th</sup> June** Totnes TC Neighbourhood Plan Meeting with new planning advisors
- Tues 18<sup>th</sup> June** TTT Film Night in collaboration with Beyond Borders Totnes & District to mark UK REFUGEE WEEK
- Weds 19<sup>th</sup> June** Dartington Extraordinary PC Meeting – an additional 3 Members were co-opted to make them quorate
- Thurs 20<sup>th</sup> June** DCC Members Masterclass for HOSW/ LEP Scrutiny Committee. (see report above)
- Weds 26<sup>th</sup>** Totnes & District Traffic & Transport Forum (see report above)

**Diary Dates**

- Sat 6<sup>th</sup> July** 2pm – 4pm Totnes TC – Declaration of a Climate Emergency – Next Steps and Actions
- Weds 10<sup>th</sup> July** 10.15am DCC Cabinet meeting, County Hall, Exeter. (Public questions due by 12 noon 05.07.19)
- Sat 13<sup>th</sup> July** 11am – 5pm (+5-7pm after event) Climate Emergency Community Event at Civic Hall (see report above)
- Weds 31<sup>st</sup> July** 6.30pm – 8pm Totnes & District Traffic & Transport Forum mtg (Dartmouth Inn, upstairs)

**OTHER ISSUES:**

**From:** Bethan Aldridge <bethan.aldridge@sparse.gov.uk> **Subject:** Rural Services Network Transport Consultation  
The Rural Services Network work closely with Rose Regeneration and they have asked us to circulate the message below on their behalf. *“The University of Lincoln and Rose Regeneration are carrying out a study to explore the potential for rural mobility innovations to address rural needs. The project is funded by Midlands Connect but it is expected that the findings will be relevant to*

rural areas across the UK. To assist in the initial phase of the project, they invite your input":  
[https://survey.az1.qualtrics.com/jfe/form/SV\\_cXXTREN46xA0W9](https://survey.az1.qualtrics.com/jfe/form/SV_cXXTREN46xA0W9)

If you have any queries or would like any further information, then please don't hesitate to contact Gary Bosworth at  
[GBosworth@lincoln.ac.uk](mailto:GBosworth@lincoln.ac.uk)

From: Graham Biggs MBE, Chief Executive, Rural Services Network. (The RSN is calling on the Government to develop a Rural Strategy to ensure that rural areas are properly considered. Too often policies are designed for urban areas and the result is that rural communities miss out on the benefits or experience unintended consequences from policies which are poorly thought through from a rural perspective. Sign up to support our call for action and to find out more here: <https://www.rsnonline.org.uk/time-for-a-rural-strategy>)

Also...(further to my monthly report a couple of months ago)... **The Better Broadband Voucher Scheme** developed by the UK government, provides a voucher worth up to £350 for basic broadband installation to homes and businesses that will not benefit from superfast broadband within the next twelve months: If you currently experience broadband speeds of less than 2 Megabits per second (Mbps), the Better Broadband Voucher Scheme may be able to help you access a basic broadband service that will offer download speeds of at least 10 Mbps. Check if YOU qualify at this link. <https://basicbroadband.culture.gov.uk>



**John Birch**  
**SHDC Member for Totnes**

Report for Totnes Town Council  
meeting to be held on Monday 1 July 2019

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I report on the following matters;

**CLIMATE EMERGENCY - SOUTH HAMS LATEST**

Prior to the SHDC Executive meeting on 6 June 2019 I held discussions with the Leader of the Council in order to seek a common approach in respect of a Climate Emergency recommendation to Full Council. An agreed recommendation received approval all round and will now go to a Full Council meeting in July for final approval.

The following recommendations will be going to the Full Council:

1. The Council declares a Climate Change Emergency.
2. An Action Plan that outlines how the Council will address the Emergency, and meet or exceed the targets set by the Intergovernmental Panel on Climate Change (IPCC), including an assessment of the viability of a 2030 target to be brought to Council for approval within 6 months.
3. SHDC will work with all the Devon district councils as well as Plymouth City Council and other agencies to address the crisis.
4. The Action Plan will identify key performance indicators measured against any relevant national standards

**39 HIGH STREET, TOTNES**

On 10 June 2019 Cllr Sweett and I met with the Enforcement and Conservation officers at SHDC to discuss the way forward in respect of the urgent repair works required to 39 High Street.

Prior to our meeting the owner of the property had been in correspondence with the officers and had updated the Council on her progress with works at 39 High Street, Totnes and reported that the window repairs/replacements were underway.

It was reported that the owner was going to be away until later in the month and the officers requested that upon her return she update them further with regards progress/completion. She was informed that the elected Ward Members were keen to report to the next Town Council meeting due to take place on 1<sup>st</sup> July 2019.

I hope to be in a position to give you an update at the meeting on 1 July 2019.

### **NEIGHBOURHOOD PLAN – EXTENDING TO UPPER BRIDGETOWN**

Bearing in mind that before the Totnes Neighbourhood Plan is adopted it will require the approval of Totnes voters in a local referendum. Unfortunately such a referendum will exclude nearly 500 voters who live in the top of Bridgetown including those living in Courtfield, Dukes Road, Elm Walk, Furze Road, Hayes Close, Hope Close, Meadow Close and Rush Way.

The voters of Upper Bridgetown fall within the Berry Pomeroy Parish area and thus their exclusion from the process. I believe their exclusion is wrong as the residents of Upper Bridgetown are very much part of Totnes and should be involved.

I have informed the new chair of the Neighbourhood Plan group that there is a procedure the Town Council can follow along with Berry Pomeroy Parish Council so as to include the residents of Upper Bridgetown and allow them a vote.

### **ELECTRIC VEHICLE CHARGING POINTS IN TOTNES**

It looks as though European money will soon become available to allow South Hams District Council to fulfil its policy of installing Electric Vehicle Charging points in Totnes and other towns in the district.

Once the money arrives I will be pressing SHDC to install sufficient points in the town to meet the current unsatisfied demand. It's an embarrassment that Totnes, with its green credentials, lacks such important facilities.

Cllr John Birch,

SHDC Member for Totnes

23 June 2019





**DRAFT MINUTES OF THE PLANNING COMMITTEE  
THURSDAY 20<sup>TH</sup> JUNE 2019 AT THE GUILDHALL TOTNES**

Present: Councillors G Allen (Chair), R Hendriksen, C Luker and P Paine.

Apologies: Cllr J Hodgson.

Not Present: Cllrs A Simms and V Trow.

In Attendance: One member of the public and Sara Halliday (Committee and Cemetery Administrator).

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was resolved to accept the apologies.
	<i>The Committee will adjourn for the following items:</i>	
	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.	There were no members of the public who wished to speak.
	<i>The Committee will convene to consider the following items:</i>	
2	To update on any matters arising from the minutes of 23rd May 2019.	The minutes have been agreed at Full Council.  Item 4.1 – a site visit to ATMOS has been arranged for Monday 24 <sup>th</sup> June at 1pm.
3	To make recommendations on the following tree works orders:  3a) 1529/19/TCA – T1: Willow tree – fell. 1 Seymour Lodge, Bridgetown Hill, Totnes, TQ9 5BA.  3b) 1730/19/TPO – T3: Elm – Fell and remove due to poor structural condition and to sycamore tree. Redhills, Jubilee Road, Totnes, TQ9 5BP.  3c) 1677/19/TPO – T1: Monterey Pine – Removal of 1 sub-lateral branch no greater than 100mm diameter off the lower lateral limb at approximately 2.5m from ground level on the south east side to stop high vehicles causing damage to tree. 4 Varian Court, Totnes, TQ9 5BS.	Decision notice already issued.  No objection, but the Committee wish to see a condition that states that a replacement native tree is planted.  No objections.
4	To make recommendations on the following planning applications:  4a) 1321/19/HHO & 1322/19/LBC - Householder application and listed building consent for external alterations including replacement windows & doors; removal of render on rear elevation; internal alterations including reconfiguration of partitions, openings; replacement staircase and floor; partial removal of first floor ceiling. 39 Butterwalk Cottage, High Street, Totnes, TQ9 5NP.	No objections.

<p>4b) 1244/19/FUL - Erection of detached two storey dwelling with associated parking. Land adjoining 43 Collapark, Totnes, TQ9 5LW.</p> <p>4c) 1577/19/FUL - Change of use from former workshop to C3 (studio apartment) together with associated repairs and refurbishment incorporating elevational changes, replacement of two dormer window frames to High Street elevation and retrospective permission for replaced bathroom window to rear. 61 High Street, Totnes, TQ9 5PB.</p> <p>4d) 1562/19/FUL – Proposed replacement detached garage. Fernleigh, Pomeroy Villas, Totnes, TQ9 5BE.</p> <p>4e) 1214/19/ADV – Application for consent to display advertisement sign under ramp of Civic Hall. Civic Hall, Market Square, Totnes, TQ9 5SG.</p> <p>4f) 1465/19/VAR - Variation of condition 2 (approved plans) of planning consent 3071/17/FUL for enlargement of roof terrace, french door and additional rooflight. 18a Leechwell Street, Totnes, TQ9 5SX.</p> <p>4g) 1476/19/VAR - Variation of condition 2 (approved plans) of planning consent 3687/18/FUL for revision to design of privacy screen. Bull Inn, High Street, Totnes, TQ9 5SN.</p> <p>4h) 3691/18/LBC – Listed building consent for strengthening works to second storey floor structure, additional of 2no. roof windows and remedial works throughout. 3 Ashleigh Villas, Plymouth Road, Totnes, TQ9 5PG.</p> <p>4i) 1601/19/ADV – Advertisement consent for 2no. Painted Text, 2no. Painted Text and Image, 3no. Menu Boards, and 1no. Hanging Sign. Bull Inn, High Street, Totnes, TQ9 5SN.</p> <p>4j) 1751/19/LBC – Listed building consent to erect signage. Bull Inn, High Street, Totnes, TQ9 5SN.</p>	<p>No objections.</p> <p>No objections.</p> <p>No objections, but the Committee would like to see a condition that specifies the appropriate and safe removal, storage and disposal of hazardous materials.</p> <p>No objections.</p> <p>No objections.</p> <p>No objections.</p> <p>No objections.</p> <p>Objection to the proposed illumination of: the hanging sign; menu boards; and the overall number of lights. The Bull is in the conservation area and no illuminated signs have previously been permitted in High Street or Fore Street. The Committee would request that the number of external lights is 'like for like' i.e. no more than 1 x light on the High Street and 2 x lights on the Rotherfold. Content with the artwork/images.</p> <p>As item 4i.</p>
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	<p>4k) 1592/19/FUL – Application for metal gates to three existing openings in Inner Baileywall and installation of new fencing on top of existing boundary wall between Castle and Castle Court. Totnes Castle, Castle Street, Totnes, TQ9 5NU.</p> <p>4l) 1770/19/ARC – Application for approval of details reserved by condition 4 (details of doors and windows) of planning consent 3636/19/LBC. 4 Seymour Villas, Pathfields, Totnes, TQ9 5QR.</p> <p>4m) 1749/10/HHO – Householder application for extension at first floor level over part of an existing ground floor rear extension, modifications to internal layout, and renovation of the existing building envelope with external alternations. Priory Orchard, Priory Avenue, Totnes, TQ9 5HR.</p>	<p>No objections.</p> <p>No objections.</p> <p>No objections.</p>
<p><b>NOTE: Cllr JH observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</b></p>		
5	<p>To consider public comments on the draft Totnes Town Council Transport Policy and Strategy.</p>	<p>It was <b>AGREED</b> that Councillors would pass any comments on the schemes and priorities to the Administrator for collation for the next Committee to consider (inputs required by 11 July).</p>
6	<p>To discuss a proposal to encourage the community to nominate trees for protection.</p> <p>The proposal is to get residents to tell us which trees they think should be protected (as people keep raising this):</p> <ol style="list-style-type: none"> <li>1. The Town Council puts up a Facebook post inviting residents to nominate trees, copses or woodlands for TPO protection within the town boundary (And attach a suitable map - two suggestions below). Ask people to respond with a comment describing the tree type and height and exact location - and suggested reason for protection. [We should say that 200+ trees are already TPO'ed or protected as part of the Conservation Area]. There could also be an email address supplied for anonymous nominations (as people might not want their neighbour to know!)</li> <li>2. Then our Town Council Tree Wardens can check through the proposals. They can pick the most important unprotected trees and put them in priority order. Ones already listed can be identified here: <a href="http://gis.swdevon.gov.uk/CNET4914LIVE/CMFindIt/">http://gis.swdevon.gov.uk/CNET4914LIVE/CMFindIt/</a></li> </ol> <ul style="list-style-type: none"> <li>o "A Tree Preservation Order is an order made by a local planning authority in England to protect specific trees, groups of trees or woodlands in the interests of amenity."</li> </ul>	<p>It was <b>AGREED</b> that there are some specimen trees in the town that fall outside of the conservation area and do not currently have the protection of a Tree Preservation Order (TPO). These trees should be considered for a request for a TPO (for example, the trees on Vire Island and the Sequoia on Station Road). It was <b>AGREED</b> that any nominations should be done by individuals, not the Council Offices staff.</p> <p>To <b>RECOMMEND</b> to Full Council that Totnes Town Council posts on its website and Facebook page a message inviting residents to nominate trees for Tree Preservation Orders within the town boundary. The message should explain the difference between a Tree Preservation Order (TPO) and an application for tree works in a conservation area (TCA); and include SHDC website links to how to nominate a tree for protection, and to the SHDC interactive mapping tool which shows which trees currently have TPOs.</p> <p>It was <b>AGREED</b> to include tree management as a future agenda item.</p>

	<ul style="list-style-type: none"> <li>○ "An Order can be used to protect individual trees, trees within an area, groups of trees or whole woodlands"</li> <li>○ "Orders should be used to protect selected trees and woodlands if their removal would have a significant negative impact on the local environment and its enjoyment by the public. Before authorities make or confirm an Order they should be able to show that protection would bring a reasonable degree of public benefit in the present or future."</li> </ul> <p>3. We, or the tree officers, submit to SHDC requests for the most suitable additional Tree Preservation Orders using this form: <a href="https://www.southhams.gov.uk/article/3916/Request-for-a-Tree-Preservation-Order">https://www.southhams.gov.uk/article/3916/Request-for-a-Tree-Preservation-Order</a></p>	
7	To consider the request for a Tree Preservation Order Parish of Totnes No 986 that has been served on a Walnut at 26 St Katherine's Mews.	Support confirmation as served.
8	To consider the Environment Agency consultation on the 'Draft National Flood and Coastal Erosion Risk Management Strategy for England' (deadline for comments is 4 <sup>th</sup> July).	<p>It was <b>AGREED</b> that this consultation contains some detailed documents and that many of the consultation questions were too specialised to be easily answered by the Committee/Town Council.</p> <p>It was <b>AGREED</b> that if Councillors wished to make a response, it would be best done as part of the free-text question in the consultation. Any suggestions for a response must be sent to the Administrator by Monday 24<sup>th</sup> June so that they can be collated for consideration at the July Full Council in order to meet the consultation deadline.</p>
9	<p>To note the following event requests received by SHDC:</p> <p>9a) National Trust Promotional Event on Tuesday 30<sup>th</sup> July from 0930-1600hrs, Civic Hall Car Park.</p> <p>9b) South Devon Cats Rehoming Centre Family Fun Dog Show on Saturday 31<sup>st</sup> August 2019 from 1000-1700hrs, Longmarsh.</p>	<p>Noted.</p> <p>Noted.</p>
10	To note the date of the next meeting of the Planning Committee – <b>Thursday 18<sup>th</sup> July 2019 at 10.00am.</b>	Noted.

## Draft National Flood and Coastal Erosion Risk Management Strategy for England

Flooding events are dirty, invasive, damaging, and they can kill.

They can force people to leave their homes and their businesses, cause prolonged mental ill health, destroy livelihoods and natural habitats.

Using principles from existing strategy and considering future needs, those involved in developing this draft strategy agreed on principles that run throughout.

We support sustainable development that creates great places for people and enhances the environment in line with the 25 year environment plan!

This draft strategy is not a policy document but a consultation by the Environment Agency, reflecting its own views and those we have heard from other stakeholders.

Policy on flood and coastal erosion risk is for the government and the strategy will be finalised in the light of the consultation responses and the government's forthcoming national policy statement on flood and coastal risk before being submitted to the Secretary of State for Environment, Food and Rural Affairs approval.

The vision is for a nation ready for and resilient to flooding and coastal change today, tomorrow and to the year 2100.

Alongside final strategy the Agency will publish an action plan detailing how it will work with partners to deliver the ambitions, strategic objectives and measures included in the strategy.

**Strategic objective:** Between now and 2050 risk management authorities will help places plan and adapt to flooding and coastal change across a range of climate futures.

The most recent climate change predictions confirm we will experience wetter winters and drier summers, with an increased likelihood of more intense rainfall leading to flooding.

They can force people to leave their homes and their businesses, cause prolonged mental ill health, and destroy livelihoods, natural habitats and other valued places.

We need sustained investment across society to prevent flood damage to properties and infrastructure in England increasing significantly.

The 25 year environment plan also makes a commitment to revising it during 2019. The assessment of alternatives also explored how the draft strategy has been developed.

An extensive engagement process has informed the development of the draft strategy, including 5 working groups involving a wide range of stakeholders.

Alternatives to these ideas have been discounted, in particular as they lacked stakeholder support, were not deliverable, lacked sufficient ambition and/or would not allow us to achieve our objectives in updating the national strategy. Local level FCERM plans and projects that are developed in accordance with the final strategy will also need to consider alternatives for different places.

### **Flood and coastal erosion risk management (FCERM)**

These local level assessments will be at a more relevant scale to consider the implications of different alternatives for managing flooding and coastal change. The following is a summary of the likely significant effects of the draft strategy as identified by the strategic environmental assessment.

The final strategy will set out a national framework for local flood and coastal erosion risk management strategies and projects. This includes risk management solutions that work with natural processes and use natural flood management approaches, land management and sustainable drainage systems. The assessment recognises that some tools for managing the risk of flooding and coastal change can have negative effects on habitats and species.

## Draft National Flood and Coastal Erosion Risk Management Strategy for England

### Population and human health

The draft strategy recognises the impacts flooding and coastal change can have on communities and businesses and the effects on people's health, wellbeing and livelihoods.

These can help to reduce surface water runoff and soil erosion with benefits also for water quality and water resources.

The potential for positive effects on soil conservation, however, is dependent on the local geology, topography and land use.

Early engagement at the national and local level with the agricultural sector is also advised. Cultural heritage The draft strategy could result in positive and negative effects on the historic environment.

It is anticipated such areas are likely to be place specific and potential effects are not likely to be significant in a national context. The assessment concluded the draft strategy's commitments to improve the natural, built and historic environment and support environmental net gain will benefit landscape character.

Proposals for monitoring the significant effects of the national strategy have been set out. The assessment process has informed the plan-making process of the draft strategy at a number of stages.

In support of the iterative nature of the SEA process and plan-making process, a workshop was arranged in November 2018. **Strategic Environmental Assessment (SEA)**

Initial recommendations from the workshop were used to inform the ongoing plan-making process. An early iteration of the draft strategy was also subject to a preliminary assessment of potential environmental effects.

### 6 'big ideas' for the draft strategy:

- climate (flood) resilience is built into the fabric of society as standard
- communities, businesses and individuals are empowered and supported to be involved in decisions about their local area
- flood recovery works in a way that reduces the fear of the unavoidable consequences of flooding
- everyone has clear expectations of the service they can expect on flooding and coastal change
- we strengthen and grow the 'flood and coastal change family' to provide a cohesive service across all sources of flooding
- the environment is protected, valued, respected and used to reduce flood and coastal risk, support community wellbeing and support natural capital.

Risk management plans, strategies and schemes have the potential to both negatively and positively affect landscape character.

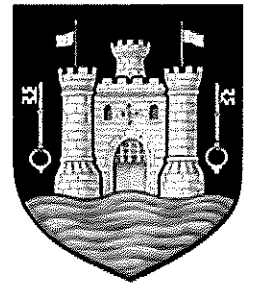
In urban areas, for example, schemes can affect remaining areas of green space used for informal or formal sport and recreation.

Such interventions can also provide opportunities to enhance the quality of landscapes, by improving or extending green infrastructure networks or enhancing the public realm.

This in turn can serve to improve people's connection with the water environment.

This might be in terms of potential constraints, such as designated landscapes, as well as opportunities for enhancing the quality of rural and urban landscapes and their use by people and wildlife.

The approach could also be beneficial by encouraging working at a catchment scale and the use of tools such as natural flood management.



# STANDING ORDERS

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TOTNES TOWN COUNCIL

Adopted 13<sup>TH</sup> May 2019

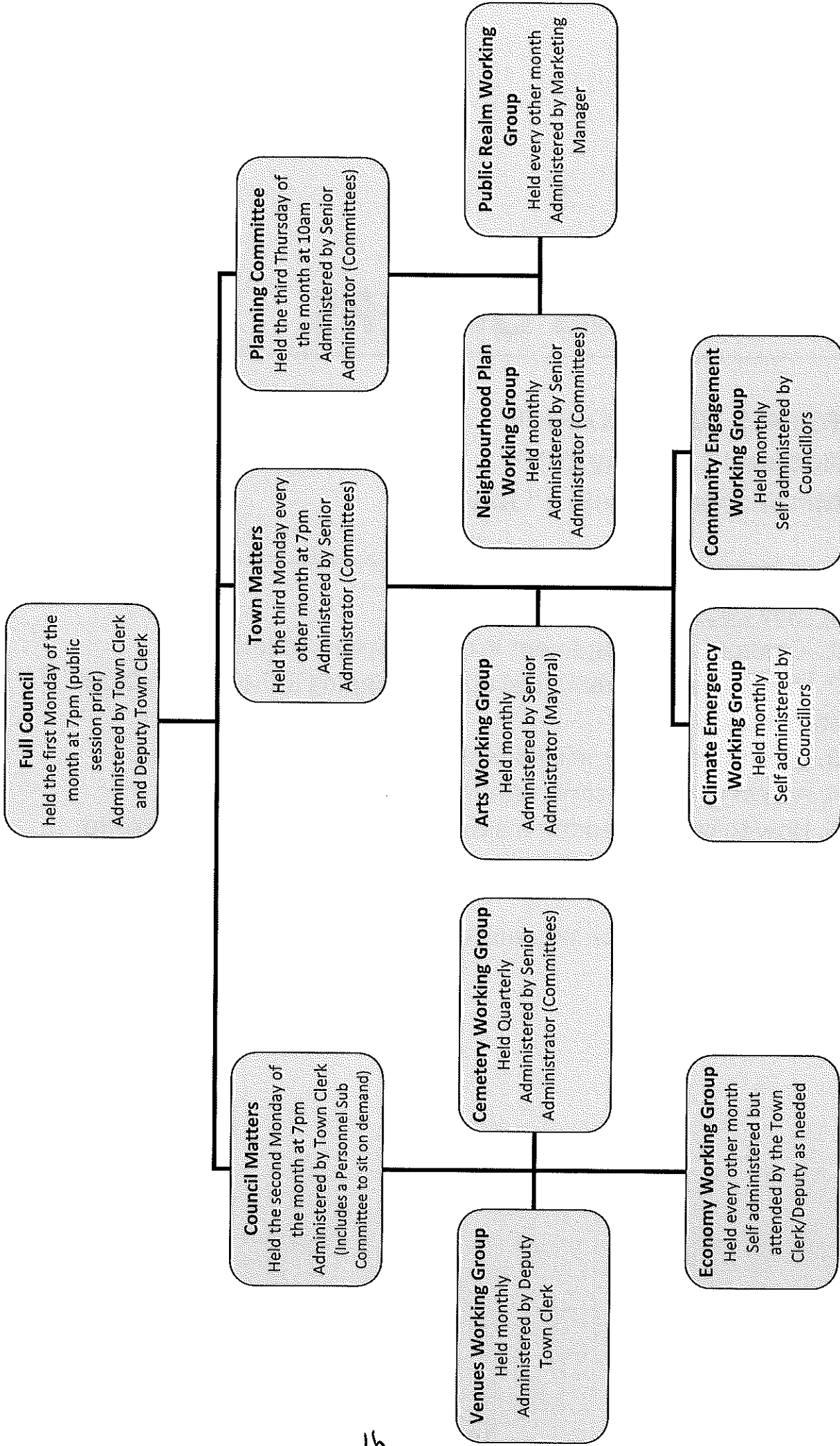
Minor amendments 1<sup>st</sup> July 2019

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## 1<sup>st</sup> July 2019

1. Community Engagement Working Group added.
2. Wording added about discussion stopping if the Mayor/Chair stands up.
3. References under accounts changed in line with updates.
4. Access to staff records amended.
5. How to raise amendments to Standing Orders – Clerk able to propose in line with best practice and national guidance and take to Full Council.
6. Wording added on Working Groups.

# STRUCTURE





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**Text in bold is required by statute**

## 1. Meetings

- a) Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b) The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c) Councillors are expected to attend meetings.
- d) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e) Members of the public may make representations, raise questions, give evidence during a 30 minute open and informal session prior to Full Council.
- f) Any items raised by members of the public that require a decision will be referred by the Chair to the relevant committee for consideration by the usual committee process. Questions requiring a factual answer may be answered by the Chair or be referred by the Chair to the Clerk or a relevant Councillor.
- g) **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted for non-confidential items.**
- h) The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- i) Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by the Chair of the Council may in their absence be done by the Deputy Chair.
- j) The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy Chair, if present, shall preside. If both the Chair and the Deputy Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- k) All questions at a meeting shall be decided by a majority of the Councillors present and by voting thereon.
- n) The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.
- l) Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.
- m) The minutes of a meeting shall record the names of the Councillors present or if late time of arrival or leaving prior to the end.
- n) The code of conduct adopted by the Council shall apply to Councillors in respect of the entire meeting (Appendix A).
- o) An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at the meeting shall be recorded in the minutes.
- p) A Councillor with voting rights who has a disclosable pecuniary interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.
- q) No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are

present and in no case shall the quorum of a meeting be less than three.

r) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.

## **2. Ordinary Council meetings**

a) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.

b) In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.

c) If no other time is fixed, the annual meeting of the Council shall take place at 7.00pm.

d) In addition to the annual Town Council meeting of the Council, at least three other ordinary meetings shall be held on such dates and times as the Council directs.

e) The election of the Chair and appointment of the Deputy Chair of the Council shall be the first business completed at the annual meeting of the Council. The Mayor appoints a Deputy without the need for an election.

f) The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.

g) The Deputy Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

h) In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.

i) In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.

j) Following the election of the Chair of the Council and Deputy Chair of the Council at the annual meeting of the Council, the order of business will include:

**i. In an election year, delivery by Councillors of their declarations of acceptance of office forms and to grant permission for absent Councillors to sign their declarations in the presence of the Clerk outside of the Annual Meeting.**

**ii. In a non-election year, delivery by the Chair of their acceptance of office form.**

i. Review delegation arrangements to committees and sub-committees and make appointments where appropriate;

v. Review terms of reference for committees;

vi. Appointment of members to existing committees;

vii. Approve the Council's Standing Orders;

viii. Set the dates, times and place of ordinary meetings of the Council and any committees and sub-committees agreed for the year ahead.

## **3. Extraordinary meetings of the Council**

a) The Chair of the Council may convene an extraordinary meeting of the Council at any time.

b) If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

#### 4. Committees, sub-committees and working groups

- a) The Council may appoint standing committees and sub-committees at any meeting.
- b) Terms of reference, membership and Chair of any committee or sub-committee shall be approved by Council and form part of the Standing Orders
- c) The Council will determine whether the public may participate at a meeting of the committee or sub-committee.
- d) The Council may dissolve a committee, sub-committee or Working Group at any meeting.
- e) The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.
- f) Subject to Standing Order 4 (e) above, the Council and Standing Committees may appoint working groups without delegated powers comprising between a minimum of three Councillors and a maximum of nine Councillors with powers to co-opt non-Councillors on a nonvoting basis. The quorum of any working party must be at least three Councillors.
- g) Working groups do not have any delegated authority in terms of decision making or expenditure but instead are a way of discussing issues and projects informally and including members of the community.
- h) All non-Councillor members of a Working Group are allowed on a non-voting basis only and must agree to abide by the Town Council Code of Conduct.
- i) A Working Group must appoint a Chair and produce brief action notes to be fed back to the appropriate Council committee for further discussion and decision making.

#### 5. Motions

- a) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least three clear working days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- b) If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting, or the Councillors that have convened the meeting, to consider whether the motion shall be included or rejected.
- c) Subject to Standing Order above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- f) The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to appoint a person to preside at a meeting;
  - ii. to approve the absences of Councillors;
  - iii. to approve the accuracy of the minutes of the previous meeting;
  - iv. to dispose of any business remaining from the last meeting;
  - v. to alter the order of business on the agenda;
  - vi. to proceed to the next business on the agenda;
  - vii. to close or adjourn debate;
  - viii. to move to a vote;
  - ix. to defer consideration of a motion;
  - x. to require a written report;
  - xi. to extend the time limits for speaking;

- xii. to exclude the press and public for all or part of a meeting;
- xiii. to silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend any Standing Order except those which are mandatory by law;**
- xvi. to appoint representatives to outside bodies and to make arrangements for those representatives to report back;
- xvii. to adjourn the meeting;
- xviii. to close a meeting.

## **6. Rules of debate at meetings**

- a) A motion shall not be considered unless it has been proposed and seconded.
- b) Motions must be clear and concise.
- c) The Chair shall decide the order in which amendments are considered and dealt with.
- d) Only one amendment shall be moved at a time.
- e) The mover of a motion or the mover of an amendment shall have the right of reply.
- f) During the debate of a motion, a Councillor may interrupt only on a point of order or if the Chair asks for an explanation. The Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or identify any irregularity.
- g) A point of order shall be decided by the Chair and their decision shall be final.
- h) The Chair shall be satisfied that a motion has been sufficiently debated before it is put to a vote.
- i) When a motion is under debate no other motion shall be moved except:
  - i. To amend the motion;
  - ii. To proceed to the next business;
  - iii. To adjourn the debate;
  - iv. To put the motion to a vote;
  - v. To ask a person to be silent or for them to leave the meeting;
  - vi. To exclude the public and press;
  - vii. To adjourn the meeting;
  - viii. To suspend any Standing Order, except those which are mandatory.
- j) If the Chair stands up during a meeting all discussion and debate shall cease.

## **7. Code of Conduct**

- a) All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council on November 6<sup>th</sup> 2017 (Appendix A). All Councillors and Working Group members will adhere to the 7 Nolan Principles as outlined under section 29.

### EXPLANATION OF PECUNIARY INTEREST TAKEN FROM CODE OF CONDUCT

#### *Discosable Pecuniary Interests*

7. *The interests you must register are:*

7.1 *Those disclosable pecuniary interests defined by the Regulations, namely:*

*(a) Employment - any employment, office, trade, profession or vocation carried on for profit or gain by you or a relevant person;*

*(b) Sponsorship - any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a Member, or towards your expenses, including any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992;*

*(c) Contracts - any contract which is made between you or, so far as you are aware, a relevant person (as defined at Paragraph 2 above) (or a body in which the relevant person has a beneficial interest) and the Council:*

- (1) under which goods or services are to be provided or works are to be executed; and*
- (2) which has not been fully discharged*

*(d) Land - any beneficial interest in land held by you, or so far as you are aware, a relevant person, which is within the area of the Council;*

*(e) Licence - any licence (alone or jointly with others) to occupy land held by you, or so far as you are aware, a relevant person in the area of the Council which will last for a month or longer*

*(f) Corporate Tenancies -any tenancy where (to your knowledge):*

- (1) the landlord is the Council; and*
- (2) the tenant is a body in which you or, so far as you are aware, a relevant person has a beneficial interest.*

*(g) Securities - any beneficial interest that you or, so far as you are aware, a relevant person has in securities of a body where:*

- (1) that body (to your knowledge) has a place of business or land in the area of the Council and*
- (2) either:*

*(a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or*

*(b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.*

b) Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c) Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e) A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

f) A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.

**h) A dispensation may be granted in accordance with Standing Order 7(e) above if having regard to all relevant circumstances the following applies:**

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or**
- ii. granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. it is otherwise appropriate to grant a dispensation.**

### **8. Disorderly Conduct**

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b) If, in the opinion of the Chair, there has been a breach of Standing Order 8 (a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forth with and without discussion.
- c) If a resolution made in accordance with Standing Order 8(b) is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or they may adjourn the meeting.

### **9. Minutes**

- a) Minutes, including any amendment to correct their accuracy shall be confirmed by resolution at the subsequent Council meeting.
- b) A motion to correct an inaccuracy can be moved and agreed amendments shall be made to the final minutes.

### **10. Voting on appointments**

- a) Where two or more persons have been nominated for a position by the Council and none of those persons has an absolute majority of votes in their favour, the person having the least number of votes shall be struck off the list and a fresh vote taken.
- b) This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

### **11. Previous resolutions**

- a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 Councillors to be given to the Proper Officer.
- b) When a motion moved pursuant to Standing Order 11(a) above has been disposed of, no similar motion may be moved within a further six months.

### **12. Handling confidential or sensitive information**

- a) Councillors and staff should not disclose confidential information.

### **13. Proper Officer**

- a) The Council shall appoint a Proper Officer who shall be the Town Clerk and a Deputy Town Clerk who will undertake the work of the Proper Officer when the Proper Officer is absent.
- b) The Proper Officer shall:
  - i. give public notice of the time, date, venue and agenda at least three working clear days before a meeting of the Council or a meeting of a committee or subcommittee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);**

- ii. send to Councillors the date, time, venue and agenda of the meetings of the Council at least three clear days before the meeting by email;
- iii. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. attend Council meetings OR delegate to the Deputy Clerk;
- v. make the minutes of meetings available for inspection by the public;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. **receive and retain declarations of acceptance of office forms from Councillors;**
- viii. process all requests made under the Freedom of Information Act 2000 and General Data Protection Regulation;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
- xi. arrange for legal deeds to be executed;
- xii. arrange authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
- xiv. have overall managerial responsibility for the organisation, including staff;
- xv. implement the decisions of the Council via delegated authority;
- xvi. provide objective, professional advice on all matters.

#### **14. Financial Matters**

The Council shall appoint the Proper Officer to be the Responsible Financial Officer. The Deputy Town Clerk shall undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

**a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:**

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the Council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually; and
- iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments.

b) Financial regulations shall be reviewed regularly and at least every 2 years for fitness of purpose (Appendix B).

#### **15. Financial controls and procurement**

a. a) Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 15(b) below.

b) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective



contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised on the Town Council website and Facebook page and must consider whether the Public Contracts Regulations. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 15(c) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

- c) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
- d) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.
- e) The Council or committees are not bound to accept the lowest value tender.

## **16. Accounts and accounting statements**

- a) "Proper practices" in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. The Council Matters Committee with a budget spreadsheet summarising the Council's receipts and payments for the last year to date for information; and
  - ii. to the Full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e) The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March.
- f) The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

## **17. Annual budget and precept**

- a) At least one community participatory budget event will take place prior to the annual budget setting by the Council.
- b) **The Council shall approve a budget for the coming financial year before the end of January** and instruct the Responsible Financial Officer to submit the precept demand to the District Council.

## **18. Execution and sealing of legal deeds**

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) Subject to standing order 18(a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the

Proper Officer shall witness their signatures.

### **19. Allegations of Breaches of the Code of Conduct**

- a) On receipt of an alleged breach of the code of conduct by a Councillor, the Proper Officer shall report this to the Council.
- b) Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council and they shall nominate another staff member to assume the duties of the Proper Officer set out in the remainder of this Standing Order.
- c) The Council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint as required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d) Upon notification by the District Council that a Councillor has breached the Council's code of conduct, the Council shall consider what, if any, action to take. Such action excludes disqualification or suspension from office.

### **20. Handling staff matters**

- a) A matter personal to a member of staff that is being considered by a meeting of Council OR the Council Matters Committee is subject to Standing Order 12 above.
- b) In relation to matters of staff absence and sickness all staff will confirm to the Absence Management Policy adopted in April 2019. In the case of the Town Clerk (Proper Officer) being absent the Chair of the Council Matters Committee and a Councillor of the Proper Officers preference will undertake the management role and report back to the Council Matters Personnel Sub Committee.
- c) The Chair of the Council Matters Committee and a Councillor of the Proper Officers preference shall conduct a review of the performance and annual appraisal of the work of the Proper Officer. The appraisal will be written up and reported to the Council Matters Personnel Sub Committee.
- d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chair of the Council or in their absence, the Deputy Chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by the Council Matters Committee.
- e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chair or Deputy Chair of the Town Council, this shall be communicated to another member of the Council Matters Committee which shall be reported back and progressed by resolution of the Council Matters committee OR the Town Council.
- f) Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g) The Council shall keep all written records relating to employees secure.
- h) Only persons with line management responsibilities shall have access to staff records referred to in Standing Orders 19(f) and (g) above if so justified.
- i) Access and means of access to records of employment referred to in Standing Orders 20(f) and (g) above shall be provided only to the Clerk (Deputy Clerk in their absence).

### **21. Requests for information**

- a) Councillors and staff must comply with the new General Data Protection Regulations (GDPR) effective from 25th May 2018. The Deputy Town Clerk is the appointed Data Protection Officer for the Town Council.

- b) Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000, the Data Protection Act 1998 to be superseded by the GDPR.
- c) Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Council. The Town Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000. An admin fee may be applicable for these requests depending on the complexity, at the discretion of the Town Clerk.

## **22. Restrictions on Councillor activities**

- a) Unless authorised by a resolution, no Councillor shall:
- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **23. Standing Orders generally**

- a) All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 Councillors to be given to the Proper Officer in accordance with Standing Order 9 above or by recommendation of the Town Clerk in relation to national best practice, to be considered by Full Council.
- c) The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible after they have delivered their acceptance of office form.
- d) The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.

## **24. Committee Terms of Reference**

### **24.1 Council Matters Committee**

#### **1. Authority**

The Council Matters Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies. Meetings of the Council Matters Committee will be held monthly.

A Personnel Sub-Committee will be formed, consisting of the Chair and 3/4 other elected members of the standing committee and will meet only when needed. For example; staffing appeals committee or for a complex staffing restructure. The quorum of this committee will be a third of the agreed membership.

#### **2. Membership**

The Committee will consist of no fewer than 8 elected Town Councillors and a maximum of 10, and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The *quorum* will be a minimum of a third of the elected committee membership.

#### **3. Responsibilities**

The Council Matters Committee will act as the Scrutiny Committee of the Council, monitoring the operational, civic, administrative, staffing and financial responsibilities as well as the assets of the Council. The day to day management of Council matters rests with the Town Clerk. The Council Matters Committee will be responsible for initiating, developing and monitoring any policies required for the Town Council to carry out its functions.

The Committee will be responsible (and have delegated authority) for all staff appointments; annual appraisal; training and development; the setting of staff salaries, hours of work and all matters relating to their individual contracts; sickness and staff welfare issues; and grievance and disciplinary matters.

The Committee must ensure that matters relating to the personal matters of staff are not published and that all staff records are held securely.

#### **4. Operating Principles**

The Council Matters Committee will meet monthly to accept reports, raise issues and act as a conduit to the Full Council on all of its responsibilities.

The Committee will be able to recommend the creation of subcommittees which need to be constituted to aid the work of the Committee. Membership of the subcommittee would come from the membership of the Council Matters Committee. However, it is envisaged that most work will be done by the Committee itself, as it is from the Committee that recommendations to Full Council need to emerge.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Council Matters Committee may also recommend establishing Working Groups to undertake specific tasks within the responsibilities of the Committee (or across committee responsibilities) as defined within Standing Orders. Working groups are constituted with fixed terms of reference, and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Council Matters Committee and members of the public, and their membership will be agreed at Full Council. They may be a task and finish group, or have a broader remit e.g. cemetery.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be a third of the agreed membership.

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

#### **5. Delegated Powers**

The Council Matters Committee may approve the income and expenditure of the Council on behalf of the Council, within the remit of existing agreed Town Council financial regulations.

The Council Matters Committee has delegated powers to act on behalf of the Council in all matters relating to staff appraisals, staff appointments, staff grievances, the setting of staff salary scales and staff training.

#### **6. Records of Proceedings**

Written minutes will be taken to record the Committee's deliberations and decisions. They will be received at the next Full Council meeting, formally adopted and any matters arising would be brought up at the next Council Matters Committee meeting.

The minutes of any subcommittee will be included into the Council Matters Committee minutes to inform Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Council Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

Minutes of committees and Full Council will be agreed and signed at the following Full Council meeting.

#### **7. Administrative Support**

The Town Clerk will be or will nominate an officer to be responsible for the support and administrative duties of that Committee.

### **24.2 Town Matters Committee**

#### **1. Authority**

The Town Matters Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies.

Meetings of the Town Matters Committee will be held every 2 months on a set date.

## **2. Membership**

The Committee will consist of no fewer than 8 elected Town Councillors, and a maximum of 10 and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the Committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The *quorum* will be a minimum of a third of the elected committee membership.

## **3. Remit**

The Town Matters Committee will consider on behalf of the Town Council any matters, excluding the physical nature of the town, and anything concerning the quality of life of people who live, work in or visit the town. This will include:

- The welfare of the elderly and vulnerable.
- Enrichment for children and young people
- Provision of social, leisure, sporting and recreational facilities.
- Provision of adult education, cultural and library services.
- Employment Strategy.
- Tourism Development.
- Crime and anti-social behaviour.
- Climate Emergency.

n.b. Where these areas overlap with services provided by the Town Council e.g. Totnes Information Point or the Civic Hall, the Council Matters Committee will deal with the issue.

## **4. Operating Principles**

The Town Matters Committee will meet every two months to consider any significant issues in relation to its remit. The Town Matters Committee may consider any matter referred to it by a member of the public. The Committee will work in partnership with relevant organisations in the town and where necessary will seek to provide leadership or coordination for the activities of individuals or organisations involved in quality of life issues. In issues in conjunction with outside groups and with a Council mandate it can act in an advocacy capacity to support specific issues.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the Committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Town Matters Committee will also be able to recommend the creation of Working Groups to undertake specific tasks within the responsibility of the Committee (or across Committee responsibilities) as defined within Standing Orders. Working groups are constituted with fixed terms of reference and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Committee and members of the public, and their membership will be agreed at Full Council.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be 50% of the membership and in no case less than 3.

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may, during the Committee meeting suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

## **5. Delegated Powers**

The Committee does not have delegated authority, and will be expected to make recommendations to Full Council for consideration.

## **6. Records of Proceedings**

Written minutes will be taken to record the Committee's deliberations and decisions, will be received at the next Full Council meeting, formally adopted and any matters arising would be brought up at the next Town Matters Committee meeting.

The minutes of any subcommittee will be included into the Town Matters Committee minutes to inform Full Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Town Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

## **7. Administrative Support**

The Senior Administrator (Committees) be responsible for the support and administrative duties of that Committee.

### **24.3 Planning Committee**

#### **1. Authority**

The Planning Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies.

Meetings of the Planning Committee will be held every month, mid month to allow any urgent planning applications to be considered by Full Council.

#### **2. Membership**

The Committee will consist of no fewer than 8 elected Town Councillors, and a maximum of 10 and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the Committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The *quorum* will be a minimum of a third of the elected committee membership.

#### **3. Remit**

The Planning Committee will consider on behalf of the Town Council any matters, including the physical nature of the town, and anything concerning the quality of life of people who live, work in or visit the town. This will include:

- Lead responsibility for the development of the Neighbourhood Plan, with appropriate input to the NP Working Group (please note any financial matters in relation to the Neighbourhood Plan needs to be considered by the Council Matters Committee).
- Planning applications, tree orders etc
- Traffic and Transport.
- Public Realm and Open Space (where these areas concern assets and services specifically provided by the Town Council e.g. the cemetery or the Town Council controlled allotments, the Council Matters committee will deal with the issue).
- Housing.

n.b. Where these areas overlap with services provided by the Town Council e.g. Totnes Information Point or the Civic Hall, the Council Matters Committee will deal with the issue.

#### **4. Operating Principles**

The Planning Committee will meet every month to consider any significant issues in relation to its remit e.g. planning. The Planning Committee will consider all but only matters referred to it by the Full Council by letter evidence. The Planning Committee may consider any matter referred to it by a member of the public. The Committee will work in partnership with relevant organisations in the town and where necessary will seek to provide leadership or coordination for the activities of individuals or organisations involved in quality of life issues. In issues in conjunction with outside groups and with a Council mandate it can act in an advocacy capacity to support specific issues.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the Committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Planning Committee will also be able to recommend the creation of Working Groups to undertake specific tasks within the responsibility of the Committee (or across Committee responsibilities) as defined within Standing Orders. Working groups are constituted with fixed terms of reference and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Committee and members of the public, and their membership will be agreed at Full Council.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be one third of the agreed membership and in no case less than 3.

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may, during the Committee meeting suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

#### **5. Delegated Powers**

The Planning Committee has full delegated powers to make a Council decision regarding representations to South Hams District Council or other appropriate bodies on all planning applications in the town re Standing Orders, unless the Committee decides, following Council guidelines, that the application should be passed to Full Council due to its size, controversial nature or potential effect on local people.

The Committee may also comment on behalf of the Town Council on licenses or street naming if requested to do so.

On all other aspects of its activity, the Committee does not have delegated authority, and will be expected to make recommendations to Full Council for consideration.

#### **6. Records of Proceedings**

Written minutes will be taken to record the Committee's deliberations and decisions, will be received at the next Full Council meeting, formally adopted and any matters arising would be brought up at the next Planning Committee meeting.

The minutes of any subcommittee will be included into the Planning Committee minutes to inform Full Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Town Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

#### **7. Administrative Support**

The Senior Administrator (Committees) be responsible for the support and administrative duties of that Committee.

## **25. Terms of Reference for Link Councillors**

### **1. Link Councillors**

The Town Council seeks to appoint Link Councillors annually. It is open to any Councillor to put themselves forward to be elected to a link Councillor role or to propose new areas of interest. The areas currently are:

- Business and Employment
- Cultural Links
- Elderly and Vulnerable People
- Young People/Youth
- Heritage
- Arts
- Traffic and Transport
- Environment and Sustainability
- Open Space, Sports Provision and Leisure
- Disability
- Network of Wellbeing
- Police and Crime Commissioner Advocate
- Totnes Hospital League of Friends
- TADPOOL
- Totnes Allotments Association
- Vire Twinning Association
- Totnes Municipal Charities and Totnes Bounds Charity
- Parish Paths Partnership
- River Dart Non-Beneficiaries Group
- DALC County Committee
- DALC Larger Councils Committee
- Caring Town
- Bridgetown Alive
- Totnes Fairtrade

#### Links on outside bodies

- Daisy and Rainbow Childcare
- Totnes Traffic & Transport Forum
- KEVICC Foundation Governors
- Totnes Chamber of Commerce

### **2. Aims**

The Town Council created these roles in order to provide nominated Councillors who can:

- a) develop particular knowledge about each key area;
- b) liaise with groups in the town with relevant interests to be aware of current issues and activity;
- c) take up particular cases for individuals with an issue in their remit;
- d) develop relationships with relevant service providers;
- e) take information and views from the Town Council back to the groups;

f) take matters for consideration back to Full Council via a motion or report.

## **26. Terms of Reference for Advisory Bodies (Forums)**

### Advisory:

There is currently one group operating as advisory bodies to the Town Council. This is:

- The Traffic and Transport Forum

Each forum has developed its own Terms of Reference which indicate why it exists and how it wishes to operate. These Terms of Reference do not wish to cut across those stated aims, and are written solely to clarify the nature of the relationship with the Town Council, to whom each acts as an advisory body only.

1. The Town Council will nominate at least one Councillor to act as a link point with each forum.
2. The Council will seek the views of its advisory bodies on all matter of relevance to them.
3. Where an issue needs further consideration, the Town Council could request consideration of the issue by the forum. Or the Council could set up a working group, asking the forum if they would nominate members to join with the Council on the working group to consider the relevant issues.
4. It must be noted that ultimately responsibility lies with Councillors, and they may not always choose to take the advice of the forum.
5. The Town Council values the forum members. It will encourage people from across the town to join the Forum, as the recognised place for members of the community to air their detailed concerns and become involved on matters of relevance to the forum. In return it expects the Forums to:
  - Regularly promote their meetings and seek to encourage individuals and community groups to join them, in order to make them as representative as possible.
  - achieve transparency and openness by holding open meetings, publicising the agenda and reporting on their activity.
  - recognise the right of any individual or organisation to operate unilaterally, respecting everyone's opinions.

## **27 Terms of Reference for the Mayor and Deputy Mayor**

The Mayor should provide a visible and strong presence in the town representing the Town and the Council. The Mayor should act within their role as a way for the Town Council to engage with the community as agreed by the Council and set out within Town Council policies and procedures. They act as an independent advocate for both Totnes and the Council on all occasions both within and outside of the Town.

The Mayor's role in all Civic events is to act as the senior public face of the Town/Council, representing its continuity and heritage and using the dress and regalia of the Town Mayor when appropriate. They are expected to attend events.

In undertaking the role of community leader the Mayor should help to develop partnerships with all sectors of the community for the benefit of Totnes. In achieving this they will reflect policies and recommendations of the Council in an independent manner, to further the interests of Totnes.

As Chair of the Council the Mayor fulfils both the statutory responsibilities of the Chair of the Council and the specific responsibilities of the role as directed by the Council within its Standing Orders. Their principal role is to preside at meetings of the Town Council:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;



- h) To ascertain the sense of the meeting by:
- putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
  - declaring the result
  - To approve the draft of the minutes or other record of proceedings (with the consent of the meeting);
- k) To adjourn the meeting when circumstances justify or require that course; and
- l) To declare the meeting closed when its business has been completed.

Additionally, together with the Committee Chairs, all Councillors and the Town Clerk, the Mayor through the Council committee meetings who report to Full Council, will oversee the effective management of all the resources of the Town Council, to deliver services to achieve the greatest benefit for the residents and businesses, including support for health and wellbeing, infrastructure, heritage and the economy of the town.

In undertaking the role of the Mayor they will receive support in their Civic role and in communications by the Mayor's PA. In their statutory and non-civic role, the Mayor will be supported by the Clerk.

The policy in relation to Mayoral expenditure is attached as Appendix D.

## **28 Council Strategy Group**

The Council Strategy Group (previously Mayors and Chairs) will consist of the Clerk, Chair of the Council, Deputy Chair of the Council, Chair of Town Matters, Chair of Council Matters and Chair of Planning.

The group will meet on the 2<sup>nd</sup> Monday of the month at 2pm in the Guildhall Offices. These meetings are not open to the public.

The quorum for this group will be half of the agreed membership and in no case less than 3.

This is an informal meeting to discuss current and upcoming issues within and impacting the Town Council and to review agenda items for consideration. This group is advisory only and does not have delegated authority to make decisions.

## **29 Nolan Principles**

All Councillors will adhere to the 7 principles of public life:

### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

### **2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **5. Openness**

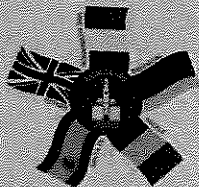
Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **6. Honesty**

Holders of public office should be truthful.

#### **7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



# EUROVIRE 2019

Meeting of the Twinned Towns



## Pact of friendship

We, representatives of the designated municipalities below, declare by this document to wish to continue and develop relations between our five localities.

Whereas the writing of history should continue in an open world where free men and women live in solidarity and friendship in our towns and cities, we must affirm our commitment to respect human rights.

On this day we are committed to:

- Implement any joint action likely to mutually enrich us
- Encourage and support exchanges between our fellow citizens to reach a better mutual understanding
- Act according to the rules of hospitality, respecting our diversities, in a climate of trust and in the spirit of solidarity.

Signed on this day in Vire Normandie, 1st June 2019

BAUNATAL

SACELE

SANTA FE

TOTNES

VIRE NORMANDIE



## FREEMAN OF TOTNES (FORMERLY HONOURED CITIZEN)

### THE TITLE

The title Freeman of the Borough is an honour bestowed on members of the community who have given outstanding service to the town and community. It has been awarded in Totnes since 1888.

In 1974 when the town ceased to have Borough status the Council decided to continue with the honour in principle but changed the title to Honoured Citizen. The last award using this title was made in 2002, jointly to Rendle and Eileen Crang, and only Eileen is still alive as the last remaining Hon. Cit.

In 2009 the Council was advised that the title 'Honoured Citizen' could no longer be used and that, if the award was to continue, it must revert back to using the title of 'Freeman of Totnes'. Tony Bowhay was the last awardee of this title in 2014.

### ENTITLEMENTS

The honour is simply a nominal title and carries little or no extra privilege, such as free use of the town's facilities etc. The only exceptions to this at the moment are a complimentary invitation to all Civic events such as Mayor Choosing, civic dinners etc.

In addition the council also undertakes to organise and pay for an award ceremony and a formal framed citation, normally paid for out of the civic budget. This takes the form of a 'one-off' event in the Guildhall at which special invitees are present and during which the citation is presented.

In the past the Council chose to pay for a funeral gathering in the Civic Hall after the funeral itself to honour remarkable and special citizens. On all occasions Full Council was consulted and a democratic decision was made. **It must be emphasised that did not include any payment for the funeral itself.** In each case the deceased, in addition to being an Honoured Citizen, had also held office as Mayor.

Our current policy position is: **Civic Funerals (as and when required) and refreshments at a wake for Honorary Citizens/Freeman of Totnes will be funded from the general reserve up to a value of £1,000.**

### PRESENT TOTNES TOWN COUNCIL PROCEDURES

At the moment the Council procedure is, by custom and practice, as follows:

- Anyone can be nominated by a councillor or a member of the public.
- The proposer(s) contacts the Mayor or the Town Clerk in writing with the name of the nominee.
- The letter should list sound and valid reasons why the person is to be nominated.
- The nomination is taken to the Council Matters Committee for initial evaluation.
- All serving councillors are contacted informally regarding the nomination and to get a 'straw poll' of possible supporters so as to ascertain whether to take the proposal to a more formal level.
- If at this stage a two-thirds vote is achieved then a formal agenda item is added to the next Full Council meeting at which a proposer and seconder will publically nominate the person and ask for a formal vote to be put.

Up until the public formal agenda item at Full Council it has been the custom that the proceedings are kept as private as possible so that no embarrassment is caused to the nominee in case their nomination is not successful.

It must be emphasised that these procedures took place by convention and none are included in Standing Orders. The present Council may feel that this approach is too informal and may therefore wish to take a different approach, for example, putting the nomination and initial vote to Full Council on 'pink paper'.

## CITIZEN(S) OF THE YEAR / COMMUNITY AWARDS

This is an additional award to be given to any individual or groups who have, during that year, given outstanding and special service in the community.

I am suggesting that the following might be discussed:

- The award to be conferred annually;
- That the award might be given to one or more individuals in any one year;
- That groups may also be proposed for the award;
- That any member of the community or councillor may make a nomination;
- The final choice may be made by Full Council or Town Matters Committee;
- The award(s) to be announced at an annual awards ceremony in the Guildhall;
- The awards be engraved onto a board in display in the Guildhall and on the Town Council website;
- That this award may be given to anyone of any age **OR** two separate awards can be given according to age category: adult / young person.

There would likely be costs and staff resources associated with this and further work would need to be done on the details and timings annually.

**I would suggest that the Council Matters Committee RECOMMENDS to Full Council that a budget allocation of £500 is set aside for an annual Citizens/Community Award and that the Town Matters Committee are asked to produce a policy for Citizens or Community Awards as part of the Community Engagement review.**

Catherine Marlton



Town Clerk