



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 15TH JUNE 2020 – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/99413977650?pwd=WmxqS0lmL2ZQVIRxRXk1OGduR2R4UT09> MEETING ID: 994 1397 7650

Please note that public question time will be held prior to Full Council from 6.30pm

PLEASE CONTACT THE TOWN CLERK ON CLERK@TOTNESTOWNCOUNCIL.GOV.UK
TO RECEIVE THE MEETING PASSWORD AT LEAST TWO HOURS PRIOR TO THE MEETING.

You are hereby **SUMMONED** to attend a Meeting of the Council, which is to be held using remote meeting service Zoom on **Monday 15th June 2020 at 7pm** for the purpose of transacting the following business:

1. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson – documents enclosed.
- b. District Cllr Birch – documents enclosed.
- c. District Cllr Rose – document enclosed.
- d. District Cllr Sweett – document enclosed.

The Council will convene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meetings:

(Please note confidential minutes can be agreed but any discussion must be held in Part 2)

- a. Full Council 18th May 2020 – document enclosed.
- b. Full Council 28th May 2020 – document enclosed.
- c. Council Matters Committee 8th June 2020 – document enclosed.

3. CONSIDERATION OF ANY MATTERS ARISING

To consider any matters arising from the Minutes and to approve any recommendations from Committees:

(Please note confidential minutes can be agreed but any discussion must be held in Part 2)

- a. Full Council 18th May 2020 – document enclosed.
- b. Full Council 28th May 2020 – document enclosed.
- c. Council Matters Committee 8th June 2020 – document enclosed.

4. CO-OPTION OF COUNCILLORS

To vote on the co-option of 3 Councillor vacancies. Document enclosed.

5. NEIGHBOURHOOD PLAN UPDATE

To receive an update on the Neighbourhood Plan (standing item). Verbal update from Councillor Luker.

6. TOTNES TOWN CENTRE RE-OPENING AND ASSOCIATED TRAFFIC MEASURES

To consider the details of the emergency highways and traffic measures in the town centre, update on reopening and any associated expenditure. Verbal Update from the Town Clerk.

7. OUTDOOR PREMISES LICENSES

To consider any licence requests to use South Hams District Council land around the town to support social distancing requirements of the hospitality businesses (cafes, pubs, restaurants). Documents to follow.

8. GUILDHALL OPENING

To consider whether to open the Guildhall for the 2020/21 season.

9. PARISH RECOVERY PLAN

To consider a draft Parish Recovery Plan. Document to follow.

10. INTERNAL AUDITOR REPORT ON THE ANNUAL RETURN

To consider the report of the Internal Auditor in relation to Accounts and Annual Return for the year ending 31st March 2020. Recommended for agreement by Council Matters on 8th June 2020. Document enclosed.

11. ANNUAL GOVERNANCE STATEMENT

To review and approve the Annual Governance Statement – if agreed, signing of the statement by the Chair and Clerk. Recommended for agreement by Council Matters on 8th June 2020. Document enclosed.

12. ACCOUNTING STATEMENT

To review and approve the Accounting Statement – if agreed, signing of the statement by the RFO (Clerk) and then by the Chair. If agreed the accounts will be put on the website for public rights. Recommended for agreement by Council Matters on 8th June 2020. Document enclosed.

13. STAFF APPOINTMENTS

To ratify the appointments of the Town Maintenance Officer and the Community Fundraiser.

The Council will be asked to RESOLVE 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.

Councillors will be asked to log out of the Zoom meeting and back into a separate secure meeting link.

14. STAFFING BUDGET AND STAFFING UPDATE

To consider and ratify the 2020/21 staffing budget and staffing update.

15. TOTNES CARING

To consider a funding request for Totnes Caring (recommendation from Full Council).

16. DATE OF NEXT MEETING

To note the date and time of the next meeting: **Monday 20th July 2020 at 7.00pm. Public session from 6.30pm via Zoom.**

Catherine Marlton

Town Clerk

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

The open proceedings of this Meeting will be audio and video recorded. If members of the public make a representation, they will be deemed to have consented to being recorded. By entering the Council Chamber or Zoom meeting, attendees are also consenting to being recorded.

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.