



## AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 20<sup>TH</sup> JULY 2020 – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/95992999798?pwd=ejN0bFFKbXBWOW5sTmFrZmcyamcyQT09>

MEETING ID: 959 9299 9798

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

THE PASSWORD FOR THIS MEETING IS **862147**. PLEASE NOTE THAT MEMBERS OF THE PUBLIC WILL BE KEPT IN THE WAITING ROOM FACILITY IN ZOOM UNTIL THE MEETING COMMENCES.

You are hereby **SUMMONED** to attend a Meeting of the Council, which is to be held using remote meeting service Zoom on **Monday 20th July 2020** at **7pm** for the purpose of transacting the following business:

### 1. WELCOME TO NEW COUNCILLORS

- Cllr Galvin - Totnes Bridgetown
- Cllr Allford - Totnes Bridgetown
- Cllr Collinson - Totnes Town

### 2. 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.

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*The Committee will adjourn for the following items:*

Reports from County and District Councillors.

- a. County Cllr Hodgson – document enclosed.
- b. District Cllr Birch – document enclosed.
- c. District Cllr Rose – no documents.
- d. District Cllr Sweett – no documents.

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*The Council will convene to consider the following items:*

### 3. 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 15<sup>th</sup> June 2020 – document enclosed.
- b. Council Matters Committee 13<sup>th</sup> July 2020 – document enclosed.

### 4. 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 15th June 2020 – document enclosed.
- b. Council Matters Committee 13th July 2020 – document enclosed.

### 5. MEMBERSHIP OF COMMITTEES AND WORKING GROUPS.

To review the membership lists and consider ratifying which groups the new Councillors will be on.  
Document enclosed.

**6. NEIGHBOURHOOD PLAN UPDATE**

To receive an update on the Neighbourhood Plan (standing item).

Verbal update from Councillor Luker.

No document.

**7. 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.

Documents enclosed as below:

- a) Fore Street/High Street Circular Route proposal
- b) Proposed locations for planter installation to encourage Shared Space
- c) Letter drafted by Cllr Luker for review and possibly linking with neighbouring parishes

**8. OUTDOOR PREMISES LICENSES**

To consider the request to Devon County Council for a street license (seating) from the Green Café.

Document enclosed.

**9. REOPENING OF SERVICES.**

To receive a verbal update from the Town Clerk.

No document.

**10. TOTNES CLIMATE & ECOLOGICAL EMERGENCY ACTION PLAN – OUTCOMES FROM ACTION WEEK**

Document to follow from Cllr Hodgson.

**11. MEETING SCHEDULE AND DIARY DATES**

To consider a schedule of proposed meetings.

Document enclosed.

**12. SOUTH HAMS DISTRICT COUNCIL DEMOCRATIC PROCESSES (STANDING ITEM)**

To review the current processes.

No document.

**13. RECESS COMMITTEE**

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.

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*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.*

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**14. CONFIDENTIAL ITEMS FROM COMMITTEE**

To discuss any recommendations or matters arising that are considered confidential in nature (staffing/legal/commercial sensitivity).

**15. STAFFING BUDGET AND BUDGET MONITOR**

To consider and ratify the 2020/21 staffing budget and staffing update including the recommendations from Council Matters on Monday 13<sup>th</sup> July 2020. Also included is an amended budget monitor showing the impact of the proposed changes.

Documents enclosed.

**16. DATE OF NEXT MEETING**

To note the date and time of the next meeting: **Thursday 30<sup>th</sup> July 2020 at 7pm. 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.**