



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 7TH DECEMBER 2020 – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/97577487335>

MEETING ID: 975 7748 7335

PASSWORD: Not required.

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

**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 7th December 2020** at **7pm** for the purpose of transacting the following business:

1. WELCOME TO ALL ATTENDING AND OBSERVING

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.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

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

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 2nd November 2020 – document enclosed.
- b. Council Matters Committee 9th November 2020 – document enclosed.
- c. Town Matters Committee 16th November 2020 – document enclosed.
- d. Council Matters Committee 23rd November 2020 – document enclosed.
- e. Planning Committee 23rd November 2020 – document enclosed.

4. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

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 2nd November 2020 – document enclosed.
- b. Council Matters Committee 9th November 2020 – document enclosed.
- c. Town Matters Committee 16th November 2020 – document enclosed.
- d. Council Matters Committee 23rd November 2020 – document enclosed.
- e. Planning Committee 23rd November 2020 – document enclosed.

5. ELECTION OF MAYOR AND CHAIRS OF COMMITTEE

To elect a Mayor and chairs of the Council Matters, Town Matters and Planning Committees for 2021. To nominate councillors to Committees and Link Councillors positions from January 2021. Document enclosed.

6. ROAD CLOSURE

To consider the reinstatement of the Saturday morning road closure of upper Fore Street and High Street on 12th and 19th December 2021. To note the Devon Communities Together interim report on the town centre survey responses to date. Document enclosed.

7. STAFF APPOINTMENT

To ratify the appointment of the Town Maintenance Officer (should a successful candidate be recommended by the interview panel).

8. NEXT MEETING

To note the next meeting date of Monday 11th January 2021, 6.30pm public session, 7.00pm formal meeting. No document.

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.

9. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

To consider any recommendations or matters arising that are considered confidential in nature regarding the staffing restructure from the Council Matters Committee. Documents to follow.

10. RECRUITMENT TIMELINE

To consider a timeline and advert for a job share advertisement for the new Administrator 2 role as per the restructure. Documents enclosed.

11. TOWN CLERK

To note a confidential update. Verbal update.

12. LEGAL MATTER

To consider an update on the Morrison's alcohol licensing application. Documents enclosed.

Agenda produced by:

Catherine Marlton

Town Clerk

2nd December 2020

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.