



DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 9TH NOVEMBER 2020 AT 7PM – HELD REMOTELY USING ZOOM

Present: Councillors E Price (Chair), M Adams, C Allford, J Hodgson, C Luker, P Paine, V Trow and B Piper (joined the meeting at 7.10pm).

Apologies: None

In Attendance: C Marlton (Town Clerk).

1. APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Committee.

There were no apologies.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

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 present.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To update on any matters arising from the minutes of 12th October 2020.

The minutes have already been ratified by Full Council.

Item 3 – as there is currently no staff member in post to install the proposed additional benches for Longmarsh, Berry Pomeroy Parish Council have not yet been approached.

Item 6 – Bridgetown Community Hall update: flooring is due to be laid on 24/25th November; the ramp is currently being manufactured; there is a slight delay on the double glazed windows due to Covid; and the hall is being hired out and is in regular use by a school.

3. BUDGET MONITOR

To consider the Budget Monitor.

Noted. Overall the budget is underspent due to projects not progressing as planned due to the restrictions of Covid.

4. ARTS WORKING GROUP

To note any update from the Arts Working Group.

Noted. As the winter Community Craft day is unable to be held this year, it is proposed to extend the Window Wonderland idea and purchase further craft packs for £200.00 for a winter/Christmas themed event to take place. It was **AGREED** to allocate £200.00 to this community arts idea which will be promoted as a Totnes Town Council event, and for any funding remaining from the Halloween window wonderland craft purchases to be included in this spend.

A request for the use of the town crest has been received for it to be used on correspondence and fundraising for a collaborative 'Lady of Leechwell' performance concept with schools, churches and community groups. It was **AGREED** to grant the use of the town crest for this project.

5. TREE PLANTING DAY

To consider any proposals for Tree Planting Day in late November.

Noted. Cllr Hodgson reported that planning has been carried out on the carbon and ecology plan. With the Chair using their casting vote, it was **RESOLVED** to plant six cherry trees in Castle Meadow (to the boundary but not too close to the wall), subject to liaison with and consent from the South Hams District Council Tree Officer.

There is also a proposal to plant trees around the parish boundary of Totnes to create a wildlife corridor.

6. TIMESCALE FOR PRECEPT AND ANNUAL BUDGET

To note the timescale for setting the 2021 precept and annual budget.

Noted. Due to social distancing requirements, the Clerk will meet with Councillors as required on an individual basis to explain the budget and answer questions.

7. EASTGATE STORAGE

To note the Eastgate storage proposal and template licence agreement.

Noted. It was confirmed that Town Council insurance covers the building and that the organisations using the space for storage must arrange their own insurance or accept at their own risk the safety of the items stored there.

8. TOTNES MUSEUM

To note an update following a meeting with Museum Trustees.

Noted. The lease can be amended from the Museum Trust to the Charitable Incorporate Organisation when this status changes.

9. TOWN MAINTENANCE OFFICER RECRUITMENT

To consider the recruitment timeline for the Town Maintenance Officer.

It was **AGREED** to hold the interviews on 3rd December and that Cllrs Adams and Piper will be on the interview panel with the Town Clerk and Deputy Clerk.

10. SHARED SPACE

To consider the proposed representatives for the Town Council when liaising with DCC on Shared Space.

It was **RESOLVED** for Cllrs Hodgson and Luker, the Town Clerk and the Green Travel Co-ordinator to be the liaison with Devon County Council.

11. TOWN CENTRE SURVEYS

To note the distribution list for hard copies of the Town Centre Survey.

Noted. It was **AGREED** for the survey to be a sponsored post and repeat sharing on Facebook, and for the item to be at the top of the news page on the Town Council website.

*The Committee **RESOLVED** 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. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

12. STAFFING UPDATE

To consider an update on the staffing restructure.

The documentation and verbal update from the Clerk was noted. It was **AGREED** to hold an extraordinary meeting of the Council Matters committee on 23rd November at 7pm to discuss the restructure in detail and consider all staff consultation responses before making recommendations to Full Council.

13. STAFFING BUDGET

To consider the current 2020/21 in year staffing budget projection.

These were considered and unanimously **AGREED**.

14. BANK STATEMENTS AND RECONCILIATIONS

To consider the bank statements and reconciliations.

These were considered and unanimously **AGREED**.

15. DATES OF NEXT MEETINGS

To note the date of the next meeting of the Council Matters Committee – Monday 23rd November at 7pm (extraordinary) and then 14th December at 7.00pm.

Noted.

Catherine Marlton
Town Clerk