



**AGENDA FOR THE ANNUAL GENERAL MEETING OF TOTNES TOWN COUNCIL
WEDNESDAY 5TH MAY 2021 – HELD REMOTELY USING ZOOM**

MEETING LINK: <https://zoom.us/j/94898900520>

MEETING ID: 948 9890 0520

PASSWORD: Not required.

Please note that Annual Town/Parish meeting will be held by Zoom from 6pm and an agenda is available on the website.

Please note that public question time will be held prior to Full Council from 6.30pm by joining the Zoom link above.

**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 **Wednesday 5th May 2021 at 6.30pm** for the purpose of transacting the following business:
Welcome to everyone attending and observing the meeting.

In relation to the public session 30 minutes before Full Council:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded on Zoom and live streamed on social media. If members of the public make presentations, 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. If a member of the public wishes not to be recorded they are able to turn their video off or watch the meeting via the Town Council Facebook page.

Please note that members of the public are usually allocated 3 minutes each for raising issues, particularly when time is limited and attendance is high. Questions asked of Councillors and the staff may not be answered immediately but please contact the Town Clerk following the meeting to confirm your queries and ensure matters are taken to the appropriate Councillor/Working Group.

1. WELCOME TO ALL ATTENDING AND OBSERVING

A reminder that open proceedings of this meeting will be video recorded on Zoom and live streamed on social media. If members of the public make presentations, 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. If a member of the public wishes not to be recorded they are able to turn their video off or watch the meeting via the Town Council Facebook page.

Can members of the public please note that given the current climate Councillors and staff are adapting to remote and mainly paperless working and therefore you may see use of mobile phones and other devices for reference to the agenda and associated papers.

As Council meetings are not permitted to be held in a location where alcohol is served, we ask that all attendees refrain from consuming alcohol directly prior or during the meeting as per our Code of Conduct.

This meeting is limited to 2 hours and therefore members are asked to raise their points succinctly and not repeat the same view expressed by colleagues if it does not add to the debate.

2. ELECTION OF MAYOR AND TO CONSIDER ROLES AND RESPONSIBILITIES

- a) To elect a Mayor for 2021 (until May 2022). The retiring Mayor will call for nominations and put them to the vote by show of hands. Those standing must have a proposer and seconder.
- b) Declaration of Acceptance of Office by the newly elected Mayor – signing of the book.
- c) New Mayor's Acceptance Speech. Please note it is in the power of the Mayor to appoint a Deputy without election.
- d) To consider rolling over the current committee, working group and link Councillor roles agreed in January 2021 for the 2021/22 Municipal year.
- e) To consider an approximate date for a ceremonial Mayor Making to do presentations and exchange of chains.

3. 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 – document enclosed.
- b. District Cllr Birch – document enclosed.
- c. District Cllr Rose – document enclosed.
- d. District Cllr Sweett – document enclosed.

The Council will convene to consider the following items:

4. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

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

- a. Extraordinary Full Council 1st April 2021 – document enclosed.

To note the following minutes:

- b. Council Matters Committee 8th March 2021 – document enclosed.
- c. Town Matters Committee 22nd March 2021 – document enclosed.
- d. Planning Committee 26th April 2021 – document enclosed.
- e. Council Matters Committee 29th April 2021 – document to follow.

5. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

To consider any matters arising from the Minutes and to approve any recommendations from Committees (document enclosed):

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

To consider matters arising and recommendations from:

- a. Extraordinary Full Council 1st April 2021 – document enclosed.
- b. Council Matters Committee 8th March 2021 – document enclosed.
- c. Town Matters Committee 22nd March 2021 – document enclosed.
- d. Planning Committee 26th April 2021 – document enclosed.
- e. Council Matters Committee 29th April 2021 – document to follow.

6. COMMUNICATIONS STRATEGY

To consider adoption of the Communications Strategy. Document enclosed.

7. OVERNIGHT PARKING AT LONGMARSH CAR PARK

To consider the proposal for a variation to the Off-Street Parking Places Order to allow overnight sleeping within designated car parks – Longmarsh in Totnes - at £10 per night. Document enclosed.

8. TEMPORARY PAVEMENT LICENCE APPLICATION

To consider a temporary pavement licence application from The Curator Café to South Hams District Council Estates Team. Document attached.

9. NEIGHBOURHOOD PLAN

To note an update on the Neighbourhood Plan. Document enclosed.

10. COMMUNITY COORDINATOR

To note an update from the Community Coordinator. Document enclosed.

11. LIST OF MEETING DATES

To note a list of upcoming meeting dates. Document enclosed.

12. NEXT MEETING

To note the next meeting date of Monday 7th June 2021, 6.30pm public session, 7.00pm formal meeting. Current proposed location – Civic Hall.

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.

13. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

To consider any recommendations or matters arising that are considered confidential in nature. No documents.

Agenda produced by:

Catherine Marlton

Town Clerk

29th April 2021

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.