

# **AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL**

# **MONDAY 19TH JULY 2021 IN THE GUILDHALL**

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

## You are hereby **SUMMONED** to attend a Meeting of the Council, on **Monday 19th July 2021** at **7.00pm** for a maximum of 120 minutes the purpose of transacting the following business:

### **WELCOME TO ALL ATTENDING AND OBSERVING**

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded on. If members of the public make presentations, they will be deemed to have consented to being recorded. By entering the Council Chamber attendees are also consenting to being recorded.

This meeting is limited to 120 minutes 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.

### **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.

1. County Cllr Hodgson – document enclosed.
2. District Cllr Birch – document enclosed.
3. District Cllr Rose – document enclosed.
4. District Cllr Sweett – no document.

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

### **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)*

1. Full Council 7th June 2021 – document attached.

To note the following minutes:

1. Council Matters 14th June 2021 – document attached.

### **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)*

1. Full Council 7th June 2021.
2. Council Matters 14th June 2021.

### **PHOTOVOLTAIC PANELS ON THE PAVILIONS**

To consider a request from Totnes Renewable Energy Society (TRESOC) to support the installation of photovoltaic panels on the Pavilions. Verbal update.

### **KEVICC CONSULTATION**

To consider the Town Council response to the KEVICC consultation paper. Document to follow.

### **TOWN PLANTERS - PHASE 2**

To consider the costs for phase 2 of placing planters around the town. Document attached.

### **STAFFING POLICIES**

To consider the following staffing policies:

a. Working Time and Leave Policy. Document attached.

b. Home Working Policy. Document attached.

c. Absence Management Policy. Document attached.

### **ARTS WORKING GROUP**

To note the minutes from the Arts Working Group. Document attached, reworked Christmas event brief to follow.

### **LIST OF MEETING DATES**

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

### **NEXT MEETING**

To note the next meeting date of Monday 6th September 2021, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

*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.*

### **CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)**

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

### **EXPRESSION OF INTEREST**

### To consider an application to the Cultural Development Fund for improvements in the town. Document to follow.

### **COMMERCIAL MATTERS**

To consider the following:

a. The cost for a Visit Totnes promotional video. Document attached.

b. The tender options for the Christmas Festival nights. Document attached.

c. The request for additional allotment land in Castle Meadow and associated costs. Document attached.

d. Giving the Clerk delegated authority to submit the planning application for the Civic Hall Annex conversion (Birdwood House). Document to follow.

e. The cost of Community Charter facilitation for the Totnes Futures Forum. Document to follow.

### **GENERAL STAFFING UPDATE**

To consider the following:

a. An appointment to the Administrator 1 position. Verbal update.

b. To give the Clerk authority to advertise a vacancy following a resignation. Verbal update.

c. Absence of staff due to compassionate/sick leave. Verbal update.

d. To note the casual caretaker vacancy. Verbal update.

e. A temporary hour change for the Marketing Manager.

Agenda produced by:

Catherine Marlton

Town Clerk

14th July 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.**