

**MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL**

**MONDAY 5TH SEPTEMBER 2022 IN THE GUILDHALL**

## Present: Councillors E Price (Chair), M Adams, T Bennett, S Collinson, J Cummings, J Hannam, J Hodgson, A Oliver, P Paine, B Piper, V Trow and L Webberley.

Apologies: Cllrs Allen, Hendriksen, Skinner, Stopp and Webberley, and District Cllrs Birch and Sweett.

## In Attendance: Members of the press and public, C Marlton (Town Clerk).

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

### **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 apologies were received and accepted.

***The Committee will adjourn for the following items:***

**Reports from County and District Councillors.**

1. **County Cllr Hodgson**
2. **District Cllr Birch**
3. **District Cllr Rose**
4. **District Cllr Sweett**

*It was* ***RESOLVED*** *to suspend standing orders.*

a. County Cllr (C Cllr) Hodgson updated on: a no-notice freeze on the County Councillor locality budgets which she is challenging; the withdrawal of the Gold Bus route through Westonfields which there is a consultation about; letters to the Secretary of State for Education about the KEVICC site; contact with the ublic health officer at Devon County Council about the impact of the Air Quality Measurement Area on residents; freeports; residential parking restrictions for next year – will propose Jubilee Roads again, as well as Swallowfields. Cllrs asked about the freeports, suggested that Brooklands is included in the residents parking, overnight parking at Longmarsh .

b. District Cllr Birch was not present and a report had been received. It was **AGREED** to request a meeting with District Cllr Birch to discuss the Baltic Wharf report that he had circulated.

c. District Cllr Rose was present and updated that he was now contactable again.

d. District Cllr Sweett was not present and no report had been received.

*The Council reconvened.*

### **3. 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 4th July 2022.**

It was **RESOLVED** to approve and sign the minutes.

1. **Full Council 8th August 2022.**

It was **RESOLVED** to approve and sign the Minutes.

**To note the following minutes:**

1. **Council Matters 11th July 2022.**

Noted.

1. **Planning Committee 18th July 2022.**

Noted.

1. **Town Matters Committee 25th July 2022.**

Noted.

### **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)***

1. **Full Council 4th July 2022.**

No matters arising.

1. **Full Council 8th August 2022.**

No matters arising.

1. **Council Matters 11th July 2022.**

4 – Financial Regulations. The amendments as drafted were supported. The vote too place under Item 6.

1. **Planning Committee 18th July 2022.**

No matters arising.

1. **Town Matters Committee 25th July 2022.**

4 - Community Award process for 2023.

It was **RESOLVED** unanimously that:

a. Two awards are presented in 2023 – an individual and community group award – with the timings as follows:

• February 2023 - nominations will be invited from the public through the Totnes Directory, Town Council Website and Social Media with a closing date of mid-March;

• March 2023 - Town Matters Committee will consider the nominations received;

• April 2023 - Full Council considers Town Matters Committee recommendation.

b. Depending on the number of nominations received, the top three nominees in each category (as determined by Full Council) will be invited to attend the Annual Town Meeting in May 2023 where the award will be presented.

c. A new medal is cast based on the Town Council logo (see below) which will cost £100 for the moulding from which pewter medals can then be struck (unit cost £3-5 plus engraving for ‘Community Award 2023’, type of award and the name of the recipient on the reverse).



### **5. ELMHIRST SITE**

**To consider any update on the Elmhirst Site project noting that any commercially sensitive or legal discussions will need to be moved into Part 2 of the meeting.**

The Clerk updated that the school was expected to make a decision soon on the land sale process. The Clerk’s powers of delegated authority had been given up to £60K and this limit has almost been reached.

### **6. FINANCIAL REGULATIONS**

**To consider the revised Financial Regulations**

It was **RESOLVED** unanimously to accept the amendments as drafted.

### **7. COMMUNITY CHARTER**

**To consider the transfer of the draft Community Charter document to the Heritage Trust to take the project forward (there is no budget/funding currently allocated for this work).**

Cllr Price declared a personal interest. It was **RESOLVED** unanimously to transfer the Community Charter as drafted to the Totnes Heritage Trust to take it forward subject to a six-month review process, with an instruction to simplify the document to make the language accessible to all.

### **8. STANDING ORDERS**

**To consider the revised Standing Orders, to include (document attached):**

**a. Section 8 Disorderly Conduct – updated based on the NALC model Standing Orders.**

**b. New paragraph 15(f) which covers the management of capital projects as recommended by the Joint Panel on Accountability and Governance.**

**c. Paragraph 20(b) updated with date of adoption of the Absence Management policy.**

**d. Paragraph 20(i) updated to include the Finance, HR and Lettings Manager.**

**e. New Section 26 Terms of Reference for Working Groups (Arts and Events, Council assets and Public Realm, and Climate Emergency).**

Cllr Cummings suggested an amendment to paragraph 26.2, the purpose of the Climate Emergency Working Group, to remove the brackets text in the second sentence so that it would read ‘The current national target set by the UK Government is to reduce carbon emissions by 100% ~~(compared to 1990 levels)~~ by 2050.’. It was **RESOLVED** by majority to accept the revisions to the Standing Orders and the amendment proposed by Cllr Cummings.

**9. COMMITTEE MEMBERSHIP**

**To consider:**

**a. Cllr Bennett’s resignation from the Town Matters Committee and any new member to this Committee; and**

It was **RESOLVED** to accept Cllr Bennett’s resignation from the Town Matters Committee. Cllr Piper put himself forward for the vacant place which was **RESOLVED** [note: Cllr Piper is already a member of the Town Matters Committee].

**b. Cllr Webberley’s request to be one of the Council representatives for Bridgetown Alive!**

It was **RESOLVED** to accept Cllr Webberley as the representative for Bridgetown Alive! and Cllr Adams’ resignation from the role was accepted.

**10. GRANT APPLICATION SUPPORT**

**To consider the Council’s support in principle to an application to be submitted by New Economy Law for a grant up to £25K funded by UK Research Institute in collaboration with Innovate UK.**

It was **RESOLVED** by majority to support in principle New Economy Law’s grant application.

**11. LIST OF MEETING DATES**

**To note a list of upcoming meeting dates.**

Noted. Cllr Price updated on the Civic Dinner on 14th October and the Civic Service on 15th October.

### **12. NEXT MEETING**

**To note the next meeting date of Monday 3rd October 2022, 6.30pm public session, 7.00pm formal meeting in the Guildhall.**

Noted.

*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 matters arising.

### **14. STAFF APPOINTMENTS**

**To ratify the appointment of the Town Maintenance Officer and Community Co-ordinator vacancies.**

There were no new staff appointments to ratify.

Cllr Emily Price

Mayor