

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

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

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

There are stairs to the Council Chamber but if any member of the public has mobility issues the Council can relocate

to the lower Guildhall.

## You are hereby **SUMMONED** to attend the Annual General Meeting of the Council, on **Monday 5th September 2022** 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. 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 – no document.
2. District Cllr Birch – document attached.
3. District Cllr Rose – no document.
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 Meetings:

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

1. Full Council 4th July 2022 – document attached.
2. Full Council 8th August 2022 – document attached.

To note the following minutes:

c. Council Matters 11th July 2022 – document attached.

d. Planning Committee 18th July 2022 – document attached.

e. Town Matters Committee 25th July 2022 – 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 attached):

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

1. Full Council 4th July 2022.

b. Full Council 8th August 2022.

c. Council Matters 11th July 2022.

d. Planning Committee 18th July 2022.

e. Town Matters Committee 25th July 2022.

### **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. Verbal update.

### **FINANCIAL REGULATIONS**

To consider the revised Financial Regulations. Document attached.

### **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). Document attached.

### **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).

### **COMMITTEE MEMBERSHIP**

To consider (no document):

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

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

### **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. Document attached.

### **LIST OF MEETING DATES**

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

### **NEXT MEETING**

To note the next meeting date of Monday 3rd October 2022, 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 document.

### **STAFF APPOINTMENTS**

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

Agenda produced by:

Catherine Marlton

Town Clerk

25th August 2022

**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. 3rd October**