

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

# **MONDAY 5TH DECEMBER 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 December 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 7th November 2022 – document attached.

To note the following minutes:

b. Council Matters 14th November 2022 – document attached.

c. Planning Committee 21st November 2022 – document attached.

d. Town Matters Committee 28th November 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 to follow):

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

1. Full Council 7th November 2022.

b. Council Matters 14th November 2022.

c. Planning Committee 21st November 2022.

d. Town Matters Committee 28th November 2022.

### **WAYFINDING**

* 1. To note a verbal update on Phase 1 of the Wayfinding project – including the noticeboard proposed for the Market Square. Verbal update.
  2. To consider a list of locations for Phase 2 of the Wayfinding project for installation in February/March 2023. Document attached.

### **CLIMATE EMERGENCY**

1. To consider the Climate Emergency budget. Document attached.
2. To review the Climate Emergency Working Group Councillor membership. Document attached.

### **ARTS AND EVENTS WORKING GROUP**

1. To consider any urgent actions from the Arts and Events Working Group held on 16th November 2022. Document attached.
2. To note the letter of support from the Chamber of Commerce regarding the Totnes Festival which will need to be considered when setting the budget. Document attached.

### **CHAMBER OF COMMERCE COUNCILLOR REPRESENTATIVE**

To consider any changes to the current Councillor representatives to the Chamber of Commerce (currently Cllrs Price and Skinner, proposed Cllr Bennett). No document.

### **BUDGET FORECAST**

To note the latest budget forecast document for 2023/24. Councillors should note this does not required a decision, budget setting is scheduled for January 2023 Full Council. 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 9th January 2023, 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.

### **STAFFING RE-ORGANISATION**

To ratify changes to tasks re-organisation within the administrator positions. Document to be circulated at the meeting.

### **ELMHIRST PROJECT**

To consider any update on the Elmhirst Site project and a review of the financial position (commercial). Verbal update.

Agenda produced by:

Catherine Marlton

Town Clerk

30th November 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.**