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# MINUTES FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

# MONDAY 10TH OCTOBER 2022 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors B Piper (Chair), J Hodgson, P Paine and E Price.

**Apologies:** Cllrs Adams and Hannam.

**In Attendance:** Member of the public, Cllr Cummings, C Marlton (Town Clerk), C Bewley (Finance, HR and Lettings Manager).

# 1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted and recorded.

The apologies received were accepted by the Committee.

*The Committee will adjourn for the following items:*

PUBLIC QUESTION TIME

A member of the public asked about the Community Grants being considered today and the lack of publication of the application forms. The Clerk explained that the resources available are limited and will suggest to some applicants that they approach the Paige Adams Trust for assistance.

*The Committee will reconvene to consider the following items:*

# 2. CONFIRMATION OF MINUTES

**To approve the minutes of 23rd September 2022 and update on any matters arising.**

The minutes were unanimously **AGREED** as an accurate record of the proceedings. The Clerk updated that the Civic Hall pillar art project is expected to start in the Spring Term, and the town clock and Elmhirst Project items will be discussed in Part 2.

# 3. BUDGET MONITOR

**To consider the Budget Monitor.**

It was **AGREED** to accept the budget monitor. There were no questions.

# 4. BUDGET PROJECTIONS

**To consider the initial 2023/24 budget projections.**

The Clerk updated that a proposed budget for next year is currently being drafted and there are two areas of increased spend to make the Committee aware of: staff costs based on the pay deal that has been offered; and utilities costs based on recent increases. Whilst the budget is usually agreed by Council in December, this might have to be pushed back to January due to receipt of the necessary details from South Hams District Council about the precept for next year (which is not expected until December).

# 6. VISIT TOTNES GUIDE AND PROMOTION

# To consider the format of the Visit Totnes Guide for 2023, its promotion and the budget.

The Clerk highlighted that the income from advertising on the website and in the guide could be impacted in the current economic climate. It was **RESOLVED** unanimously to give the Clerk delegated authority to make the decision on the format based on a further conversation of the options with the Communications and Marketing Manager.

# 7. ELIZABETHAN MARKET

**To consider caretaking support for the Elizabethan market in 2023.**

It was **AGREED** to discuss this item under Part 2 as there is a staffing element.

# 8. ARTS WORKING GROUP

# To consider the actions from the Arts Working Group held on 21st September 2022.

Noted. There were no actions requiring a Committee decision.

*The Committee resolved to suspend Standing Orders to enable an update from District Councillor Sweett.*

District Cllr Sweett spoke about the site visit to the Civic Hall annex which she had been invited to attend by the South Hams District Council Heritage Officer, the discussion of the heritage aspects of the building and the number of complaints that she has received on the change of use of this area to offices.

*The Committee reconvened to consider the following items.*

# 5. COMMUNITY GRANT SCHEME APPLICATIONS

**To consider the applications for the community grant scheme.**

Cllr Hodgson declared a personal interest in relation to the TRAYE application. It was **AGREED** that due to oversubscription of grant funding, the successful applications should focus on helping with the cost of living crisis. The supported projects will be spent in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure, as per the spending powers under section 137 of the Local Government Act 1972. The Council Matters Committee **RESOLVED** unanimously to allocate £25,042 to Community Grant applicants listed below, £14,042 of which is considered S137 expenditure.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant** | **Project** | **Amount requested** | **Total project cost £** | **% of total cost** | **Grant Awarded** |
| Apricot Centre Wellbeing Service | Gather & Nourish | 1620 | 1620 | 100.0 | FULL £1,620 grant awarded. **S137 allocation.** |
| Be Buckfastleigh | Hello Summer 2023 | £10,000 | 37,801 | 26.5 | 20% £2,000 grant awarded. **S137 allocation.** |
| Caring Town | We Care about…The Cost of Living Crisis: | 3100 | 6200 | 50.0 | FULL £3,100 grant awarded. **S137 allocation.** |
| Citizens Advice South Hams | Totnes Community Outreach Programme | 7,000 | 9,800 | 71.4 | FULL £7,000 grant awarded. Power to support CAB. |
| Dynamic Adventures CIC | Community projects | 6000 | 12,000 | 50.0 | Nil. Refer to Paige Adams Trust. |
| Earthjump CIC | Community Cafe | 970 | 1370 | 70.8 | Nil. Refer to Paige Adams Trust. |
| JAMMING STATION CIC | Firebird Nov 22 - Mar 23 | 1995 | 1995 | 100.0 | Nil. Refer to Paige Adams Trust. |
| KEVIC Site Foundations Charity (The Mansion) | Installation of electric instant heater taps | 2800 | 5600 | 50.0 | Nil. Refer to Paige Adams Trust and/or consider funding through TTC Climate Change budget. |
| Movement for Life community group | Moving in Community | £1,621.00 | £2,281.00 | 71.1 | Nil. Refer to Paige Adams Trust. |
| Participate Arts CIC | Creative Connections Round 2 | £1,000 | £4,200 | 23.8 | FULL £1,000 grant awarded**. S137 allocation.** |
| Resilient Lives CIC | Pop up Pirates | 5610 | 13280 | 42.2 | 20% £1,122 grant awarded. **S137 allocation.** |
| Skate to the Max | Skateboard Deck Pressing Workshops for young people | 2266.5 | £14,666.48 | 15.5 | Nil. Refer to Paige Adams Trust. |
| St Mary’s Totnes Heritage Trust | Totnes Community Charter | £5,590 | £5,590 | 100.0 | Nil. Refer to Paige Adams Trust. |
| Stepping Stones | Stepping Stones Totnes Community Food Club | 3000 | ? | ? | 80% £2,400 grant funded. **S137 allocation.** |
| Totnes Bike Hub CIC | Re-Loved Bike Project | 3,996 | 3,996 | 100.0 | Nil. Refer to Paige Adams Trust and/or consider funding through TTC Climate Change budget. |
| Totnes Caring Ltd | Transport Coordination | 4,000 | 18,073 | 22.1 | FULL £4,000 grant awarded. Powers for Community Transport. |
| Totnes Community Tennis Club | Community Sensory Garden Project | 2000 | 2000 | 100.0 | Nil. Refer to Paige Adams Trust and/or consider public realm budget contribution. |
| Totnes Pulse | The Totnes Pulse Magazine | 5,000.00 | 5,000.00 | 100.0 | Nil. Refer to Paige Adams Trust. |
| Transition Town Totnes (TTT) | Totnes Climate Hub | £1,870 | 1870 | 100.0 | Nil. Refer to Paige Adams Trust and/or consider funding through TTC Climate Change budget. |
| TravellerSpace | Moving Forward - Supporting Gypsies & Travellers in Totnes | 5,000.00 | 15,000.00 | 33.3 | 16% £800 grant funded. **S137 allocation.** Encourage group to work with and integrate with existing organisations, for example Stepping Stones, SHDC Traveller Forum. |
| TRAYE | The Totnes Young People’s Free Zone. | 3,799.00 | 5,663.00 | 67.1 | 53% £2,000 grant awarded. **S137 allocation.** Refer to Paige Adams Trust. |
| **Total** |  | **78,237.50** | **168,005.48** | **46.6** | **£25,042** |

# 9. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 14th November 2022 at 6.30pm in the Guildhall.**

Noted.

*The Committee 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 by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

# 10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

**To consider the bank statements and reconciliations for September.**

These were reviewed and unanimously **AGREED**.

# 11. CIVIC HALL ANNEX

**To consider an update on the Civic Hall annex (commercial).**

It is **RECOMMENDED** to Full Council that:

1. To consider withdrawing the full and listed building applications for the Civic Hall Annex and Ramp upgrades, with a view to resubmitting both to prioritise remedial work to the shell of the building (namely the roof, ceiling space, windows and stone work).
2. To consider an extension to the current office space of the Town Council.

# 12. GUILDHALL FLAT RENT

# To consider the annual rent increase for the Guildhall Flat rent (effective December 2022) (commercial).

It was **AGREED** to delay the rent increase on the Guildhall Flat until further decisions on assets are taken.

# 13. CHRISTMAS LIGHTS

# To consider any future Council role in arranging the wider Christmas lights in the town (commercial).

No decision was required because no formal request had been received from the Chamber of Commerce. It was noted that a future decision may be required.

# 14. TOWN CLOCKS

# To re-review current and projected maintenance and repair costs as requested by Full Council

# The Committee reviewed the item as requested by Full Council. It was unanimously RECOMMENDED to Full Council that given the legal issue identified with funding church property the Council would continue to service and maintain the Town Clock in Eastgate but not the Church clocks in town

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# 15. STAFFING UPDATE

**For any general or urgent updates that required confidential sharing with Councillors**

None.

Catherine Marlton

Town Clerk

October 2022