

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

**MONDAY 5TH JUNE 2023 IN THE GUILDHALL**

## Present: Councillors E Price (Chair), G Allen, L Auletta, C Beavis, J Chinnock, S Collinson, T Cooper, J Cummings, J Hannam, D Peters, B Piper and A Presswell.

Apologies: Cllrs Bennett, Hodgson, Roberts and Smallridge.

## In Attendance: members of the public, C Marlton (Town Clerk) and P Bethel (Town Sergeant)

### **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 agreed unanimously.

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

**Reports from County and District Councillors.**

1. **County Cllr Hodgson**
2. **District Cllr Allen**
3. **District Cllr Birch**
4. **District Cllr Presswell**

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

a. County Cllr (C Cllr) Hodgson had sent her apologies and had not submitted a report.

b. District Cllr Allen updated that she has been appointed to the Development Management Committee, Licensing Committee, Area of Outstanding Natural Beauty Board.

c. District Cllr Birch had sent his apologies and had not submitted a report.

d. District Cllr Presswell made no comments.

*The Council reconvened.*

**3. CLERK’S REPORT (Standing Item)**

**To note the Clerk's Report for May 2023 (general updates and correspondence).**

Noted.

### **4. CHAIRS OF COMMITTEES**

### **To ratify the election of Chairs to Committees and note deputies.**

It was **RESOLVED** unanimously to elect the following chairs of Committee:

Council Matters – Cllr Ben Piper

Planning – Cllr Tim Bennett

Town Matters – Cllr John Cummings

### **5. 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)***

**a. Full Council 15th May 2023.**

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

**To note the following minutes:**

**b.** **Council Matters Committee 22nd May 2023.**

Noted.

**c. Planning Committee 23rd May 2023.**

Noted.

### **6. 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)***

**a. Full Council 15th May 2023.**

No matters arising.

**b. Council Matters Committee 22nd May 2023.**

Item 2 – Election of Chair. Considered under item 4 of the Full Council agenda.

**c. Planning Committee 23rd May 2023.**

Item 2 – Election of Chair. Considered under item 4 of the Full Council agenda.

Item 9 – Neighbourhood Plan. It was **RESOLVED** by majority to accept the modifications in their entirety as set out in the Examiner’s report on the Totnes Neighbourhood Plan, and that the Council supports the plan going forward to referendum.

**7. COMMITTEE MEMBERSHIP**

**To consider the committee, working group and link council membership of the newly co-opted Councillors.**

The following Committee membership appointment were **RESOLVED**:

Council Matters: Cllrs Chris Beavis, Jeff Chinnock and Jacqi Hodgson

Town Matters Committee: Cllrs Jeff Chinnock and Nick Roberts

**8. INTERNAL AUDIT REPORT**

**To receive the Internal Audit Report for 2022/23, consider the findings and action plan.**

It was **RESOLVED** unanimously to approve the Internal Audit Report for 2022/23.

**9. ANNUAL GOVERNANCE STATEMENT**

**To:**

**a. Approve the Annual Governance Statement for 2022/23 by resolution (document to follow); and**

**b. Chair to sign the Governance Statement.**

It was **RESOLVED** unanimously to approve the Annual Governance Statement for 2022/23, which was then duly signed by the Chair.

**10. ACCOUNTING STATEMENT**

**To:**

**a. Consider the Accounting Statement for 2022/23 (document to follow);**

**b. Approve the Accounting Statement for 2022/23 by resolution; and**

**c. Chair to sign the Accounting Statement for 2022/23.**

It was **RESOLVED** unanimously to approve the Accounting Statement for 2022/23, which was then duly signed by the Chair and Proper Officer.

**11. LIST OF MEETING DATES**

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

Noted.

### **12. NEXT MEETING**

**To note the next meeting date of Monday 3rd July 2023, 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 recommendations.

### **14. CIVIC HALL FIRE DOORS**

**To consider quotes for the installation of the additional Civic Hall fire doors (commercial).**

It was unanimously **AGREED** not to pursue a third written quote for the installation of the doors. It was **RESOLVED** to appoint Coyde to carry out the work.

### **15. ELMHIRST PROJECT (Standing Item)**

**To consider an update on the Elmhirst project and the delegation of costs associated with the bid process (commercially sensitive).**

There was no new information to update Council with at this time.

Cllr Emily Price

Mayor