

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

**MONDAY 6TH MARCH 2023 IN THE GUILDHALL**

## Present: Councillors E Price (Chair), M Adams, G Allen, T Bennett, S Collinson, J Cummings, J Hannam, J Hodgson, P Paine, D Peters, B Piper and L Smallridge.

Apologies: Cllrs Hendriksen and Webberley.

Not Present: Cllr Skinner.

## In Attendance: District Cllr Birch and Rose, members of the press and public, C Marlton (Town Clerk), 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 Birch**
3. **District Cllr Rose**
4. **District Cllr Sweett**

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

a. County Cllr (C Cllr) Hodgson updated on the pedestrian crossing near the Lamb as she has asked Devon Highways officers why some of the issues raised by Inclusive Totnes have not been addressed despite them being legal requirements and is waiting on a reply. C Cllr Hodgson reported that there have been cutbacks at Rushbrook because of problems and requested that the police make a report to the next meeting.

b. District Cllr (D Cllr) Birch gave a verbal update.

c. District Cllr Rose had circulated a report.

d. District Cllr Sweett had not circulated a report.

*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)***

**a. Full Council 6th February 2023.**

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

**To note the following minutes:**

**b.** **Council Matters Committee 13th February 2023.**

Noted.

**c. Planning Committee 20th February 2023.**

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)***

**a. Full Council 6th January 2023.**

No matters arising.

**b. Council Matters Committee 13th February 2023.**

Item 7 – Christmas Markets. It was **RESOLVED** unanimously to begin the tender process for a two-year contract for the organisation and management of the Christmas Markets event.

**c. Planning Committee 20th February 2023.**

No recommendations.

### **5. CIVIC PROTOCOL AND PROCEDURE**

**To review the Civic Protocol and Procedure.**

### It was **RESOLVED** by majority to accept the revised Civic Protocol and Procedure.

**6. CLIMATE CHANGE BUDGET**

**To consider a reallocation of the climate change budget.**

It was **RESOLVED** by majority to accept the proposal for the remaining Climate Change budget:

|  |  |  |
| --- | --- | --- |
| Project | Amount | Recommended Amount |
|  | Remaining in Budget | £3870.99 |
| Cllr travel expenses for Sustainable South Hams/ Climate Change events (prior approval from Town Clerk) |  | £226.00 |
| Gardening for Wildlife booklet printing and distribution | Printing ~£1300  Distribution ~£200 | £1500.00 |
| Biodiversity work in the Cemetery by Park Life – spec TBC |  | £1500.00 |
|  | Total: | £3226.00 |
|  | Remaining unspent | £644.99 |

**7. EVENT EXPENDITURE**

**To consider event expenditure given the response from the Elizabethan Society.**

It was **RESOLVED** by majority to accept the proposal for the reallocation of expenditure previously identified for partnering with the Elizabethan Society on the Orange Races to another event in August.

|  |  |  |  |
| --- | --- | --- | --- |
| When | Detail | Spend | Note |
| **Total Budget Amount** |  | **£12000.00** |  |
| From Paige Adams | Grant community element of Spring Festival | £500.00 |  |
| Thursday 13th April 2023 | Spring Festival (including free community event) | -£3000.00 | Already agreed |
| Sunday 28th May 2023 | Working with SeaChange to expand the market offer | -£1000.00 | Already agreed |
| Wednesday 23rd August 2023 | Summer Fair | -£4000.00 | Change from joint project with Orange Races |
| Christmas Late Night Shopping 2023 | Visit Totnes sponsoring entertainment/community element | Unknown | To be confirmed after event organiser appointed |
| **Total Spend Allocated:** |  | **-£8000.00** |  |
| **Unallocated Budget:** |  | **£4500.00** |  |

**8. LICENSING APPLICATION**

**To consider an application for a new premises licence from The Angel Totnes Ltd for The Angel, South Street, Totnes, TQ9 5DZ.**

Cllr Hodgson declared a personal interest. It was **RESOLVED** by majority to support the application.

**9. LIST OF MEETING DATES**

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

Noted.

### **10. NEXT MEETING**

**To note the next meeting date of Monday 3rd April 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.*

### **11. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)**

**To consider any recommendations or matters arising that are considered confidential in nature.**

No recommendations.

### **12. NEIGHBOURHOOD PLAN**

**To consider the draft response to a fact check on the Neighbourhood Plan examiner’s report (legally sensitive).**

It was **RESOLVED** unanimously to respond to South Hams District Council as drafted, subject to clarification about page numbering.

### **13. CCTV QUOTES**

### **To reconsider quotes for extending the Close Circuit television coverage outside the Guildhall and Guildhall garage area (commercially sensitive).**

### It was **RESOLVED** unanimously to accept the quote of £4404.00 plus VAT for the CCTV hard wired system.

### **14. EASTGATE LEASE**

### **To consider the lease on Eastgate (commercially sensitive).**

It was **RESOLVED** unanimously to serve notice on the lease of Eastgate while requesting access as required to service the clock.

Cllr Adams left the meeting.

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

**To consider any update on the Elmhirst Site project (commercial).**

There was no new information to update Council with at this time in terms of the bid. It was **AGREED** to launch a community conversation about the site at the Annual Town Meeting on 17th May 2023.

**16. CHRISTMAS LIGHTS**

**To consider Christmas lighting costs and how to proceed (commercially sensitive).**

The Town Clerk explained the proposed specification for lighting in the town and this was **AGREED** as a basis for the tender. It was **RESOLVED** unanimously to: proceed to the tender process for the specification agreed; and give the Town Clerk delegated authority to administer to process and bring the tenders back to Council for a decision on a contractor.

Cllr Emily Price

Mayor