

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

# **MONDAY 15TH MAY 2023 IN THE GUILDHALL**

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

## You are hereby **SUMMONED** to attend the Annual General Meeting of the Council, on **Monday 15th May 2023** 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.

### **ELECTION OF MAYOR AND TO CONSIDER ROLES AND RESPONSIBILITIES**

1. To elect the Mayor and the Chairman of the Council for the Council Year 2023-2024.
2. To note the Mayor’s appointment of the Deputy Mayor/Chair.

### **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:

a. Confirmation that all Members have signed the Declarations of Acceptance of Office and consider any extensions required.

b. All members complete their Registers of Interests and return them to the Town Clerk by 7th June 2023.

*The Committee will adjourn for the following items:*

Reports from County Councillor.

1. County Cllr Hodgson – no document.

*The Council will convene to consider the following items:*

### **WELCOME TO NEW COUNCILLORS**

* Cllrs Luisa Auletta, Tom Cooper and Anna Presswell.

### **COMMITTEE MEMBERSHIP**

To elect: members to committees; committee chairs; working groups; outside representatives; and link councillor roles. No document.

### **MAYOR MAKING CEREMONY**

To appoint Councillors to undertake the following duties at the Mayoral Choosing ceremony on 25th May 2023:

a. To propose the new Mayor;

b. To second the new Mayor; and

c. To propose a vote of thanks to the outgoing Mayor.

### **CLERK’S REPORT (Standing Item)**

To note the Clerk's Report for April 2023 (general updates and correspondence). Document to follow.

### **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)*

1. Full Council 3rd April 2023 – document attached.

To note the following minutes:

b. Council Matters 17th April 2023 – document attached.

c. Planning Committee 24th April 2023 – 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 (documents enclosed):

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

1. Full Council 3rd April 2023.

b. Council Matters 17th April 2023.

c. Planning Committee 24th April 2023.

### **STANDING ORDERS**

To consider the revised Standing Orders (see document for a summary of changes). Document attached.

### **CODE OF CONDUCT**

To consider:

a. A review of the Councillor’s Code of Conduct. Document attached.

b. Signing up to the NALC Civility and Respect Pledge. Document attached.

### **CO-OPTION TO COUNCILLOR VACANCIES**

To consider the applications for the Totnes Town and Totnes Bridgetown Councillor vacancies. Document attached.

### **TRAFFIC SPEED CAMPAIGN**

To consider a ’20’s Plenty’ traffic speed restriction campaign for Totnes. 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 6th June 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.

### **CHRISTMAS LIGHTS TENDER**

To consider the tenders received for the installation and provision of Christmas Lights in the town centre (commercially sensitive). Document attached.

### **ELMHIRST PROJECT**

To consider an update on the Elmhirst project and to consider next steps/actions (commercially sensitive). Verbal update.

Agenda produced by:

Catherine Marlton

Town Clerk

10th May 2023

**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.**