

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

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

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

**T**here are stairs to the Council Chamber but if any member of the public has mobility issues the Council can

relocate to the Main Chamber.

## You are hereby **SUMMONED** to attend the Annual General Meeting of the Council, on **Monday 5th June 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.

### **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 Council will adjourn for the following items:*

Reports from County and District Councillors.

1. County Cllr Hodgson – no document.
2. District Cllr Allen – no document.
3. District Cllr Birch – no document.
4. District Cllr Presswell – no document.

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

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

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

### **CHAIRS OF COMMITTEES**

To ratify the election of Chairs to Committees and note deputies. Document attached.

### **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 15th May 2023 – document attached.

To note the following minutes:

b. Council Matters 22nd May 2023 – document attached.

c. Planning Committee 23rd May 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 (document enclosed):

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

1. Full Council 15th May 2023.

b. Council Matters 22nd May 2023.

c. Planning Committee 23rd May 2023.

### **COMMITTEE MEMBERSHIP**

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

### **INTERNAL AUDIT REPORT**

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

### **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.

### **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.

### **LIST OF MEETING DATES**

To note a list of upcoming meeting dates. Document attached.

### **NEXT MEETING**

To note the next meeting date of Monday 3rd July 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. No document.

### **CIVIC HALL FIRE DOORS**

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

### **ELMHIRST PROJECT**

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

Agenda produced by:

Catherine Marlton

Town Clerk

25th 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.**