

AGENDA FOR THE ANNUAL MEETING OF TOTNES TOWN COUNCIL

MONDAY 13TH MAY 2024 IN THE GUILDHALL

Please note that public question time will be held prior to Full Council from 6.30pm. There 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 a meeting of the Council, on **Monday 13th May 2024 at 7.00pm** for a maximum of 120 minutes the purpose of transacting the following business:

1. 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.

2. ELECTION OF MAYOR AND TO CONSIDER ROLES AND RESPONSIBILITIES

- a) To elect the Mayor and the Chairman of the Council for the Council Year 2024-2025.
- b) To note the Mayor's appointment of the Deputy Mayor/Chair.

3. 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 Committee will adjourn for the following items:

Reports from County Councillor.

- a. County Cllr Hodgson – no document.
- b. District Cllr Allen – no document.
- c. District Cllr Birch – document attached.
- d. District Cllr Presswell – document attached.

The Council will convene to consider the following items:

4. COMMITTEE MEMBERSHIP

To elect: members to committees; committee chairs; Strategy Delivery Group; outside representatives; and link councillor roles. Document attached.

5. CLERK'S REPORT (Standing Item)

To note the Clerk's Report for April 2024 (general updates and correspondence). Document to follow.

6. 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 8th April 2024 – document attached.

To note the following minutes:

- b. Council Matters 15th April 2024 – document attached.
- c. Planning Committee 22nd April 2024 – document attached.
- d. Town Matters Committee 29th April 2024 – document attached.

7. 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)

- a. Full Council 8th April 2024.
- b. Council Matters 15th April 2024.
- c. Planning Committee 22nd April 2024.
- d. Town Matters Committee 29th April 2024.

8. STANDING ORDERS

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

9. APPLICATIONS OFFERING UNFORESEEN BENEFITS

To consider any letter(s) of support in response to two applications offering unforeseen benefits from pharmaceutical companies to re-open a pharmacy alongside Leatside surgery. Documents attached.

10. LIST OF MEETING DATES, COMMUNICATIONS POINTS AND LINK COUNCILLOR UPDATES

To note a list of upcoming meeting dates and annual meetings calendar, Council communications points and link Councillor/Councillor representatives on outside bodies updates. Document attached.

11. NEXT MEETING

To note the next meeting date of Monday 10th June 2024, 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.

12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

To consider any recommendations or matters arising that are considered confidential in nature. No document.

13. S106 CONTRIBUTIONS

To consider the potential transfer of Baltic Wharf Phase 1 S106 contributions (commercial). Verbal update.

14. ELMHIRST PROJECT (Standing Item)

To consider any update on the Elmhirst Site project (commercially sensitive). Verbal update.

Agenda produced by:

Catherine Marlton

Town Clerk

8th May 2024

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.

John Birch

SHDC Member for Totnes

**Report to the Totnes Town Council meeting to be held on
Monday 13 May 2024**

I report on the following

WORK STARTS ON STEAMER QUAY TOURING SITE

The Caravan and Motorhome Club has occupied the Steamer Quay caravan site near to the river on a seasonal basis since 1970, a massive 54 years of Totnes visitor history. Now, following the award of a new 40-year lease to the club on the Steamer Quay site and the club obtaining planning permission, improvement works have commenced.

The club won a competitive tender with proposals to spend in excess of £1 million to modernise the caravan site and turn it into an all-year round tourist facility.

The investment into the site will boost the town's visitor economy, extending the use of the caravan site into the off-peak seasons and throughout the year. Visitors will spend money in Totnes and the wider South Hams district as they explore the area.

The works to be carried out include improvements to pitches, washroom and reception facilities including installing solar power and is supported by the local district and town councillors.

As the SHDC's district councillor responsible for economic development I see this as great news for Totnes and the district so as to increase the number of visitors to the town throughout the year. The Caravan and Motorhome Club has a good reputation nationally and, with renewed facilities, this will encourage visitors to our wonderful town and the surrounding area.

We cannot underplay the economic impact that visitors have to our local businesses and attractions. It's so important that SHDC continues to support opportunities to get the best possible outcomes for our communities and economy to thrive.

A spokesperson for the Caravan and Motorhome Club, said: "Steamer Quay Caravan and Motorhome Club Campsite is a hugely popular destination for members and non-members alike. The latest report by the UK Caravan and Camping Alliance shows that UK holiday parks and campsites generate £12.2billion in visitor spending each year and play a vital role in supporting local economies across the nation.

“Visitors to UK holiday parks and campsites stay 82% longer and spend 12% more than the national tourism average. Holiday parks and campsites also have strong ties to the local communities in which they are based, whether that’s through employment, supporting local marketing or fundraising initiatives.

“The club is delighted South Hams District Council has awarded a new 40-year lease to the Club to enable people to continue to enjoy this wonderful location”.

A SOUTH HAMS FESTIVAL PLANNED FOR 2025

There are plans in place for a South Hams Arts and Performance Festival to be held throughout the district in the summer of 2025.

The proposed festival has emerged following discussions between South Hams District Council and NDP Circus which previously delivered a successful Totnes Festival in 2022 that attracted over £65,000 of Arts Council funding, £15,000 of funding from Totnes Town Council and £30,000 through SHDC along with many visitors to the town.

The 2022 Festival was held in and around Totnes and Dartington and the highlight was a performance by the Globe Theatre at Dartington Hall. Dozens of the town’s organisations took part in and supported the festival with its many events.

It is proposed that the South Hams 2025 Festival project will see activities and performances being organised across all the towns and parishes throughout South Hams.

The plan is to deliver a weeklong festival across all of South Hams during the summer of 2025 and bring together a range of community organisations focused on arts and culture with one of the key themes being climate change.

In preparing for the festival the key activities will include:

- Networking and partnership building with key organisations from across the district.
- Securing a contribution from local councils together with businesses to provide match funding for an Arts Council bid.
- Coordination of a programme of festival activities.
- Engagement with key groups, including schools and colleges, to ensure that the activities will be able to reach as many residents and visitors as possible.
- Promotion of activities to ensure that the festival is a key driver for attracting tourism to our towns and parishes.
- Ensure that climate change mitigation is a key theme promoted throughout the festival.

South Hams District Council will be working with NDP Circus who has a track record of delivering arts and culture events, and of successfully drawing down significant levels of Arts Council funding to deliver previous festivals.

At the same time South Hams District Council plans to tackle the need for an Arts and Culture Strategy. The festival will be held in parallel with the strategy in hope that this will act as a launch platform for wider arts and culture activities across the entire district

SHDC VOICES CONCERNS ON GOVERNMENT'S EFFORTS TO IMPROVE ENERGY EFFICIENCY OF NEW HOMES

The Department for Levelling Up, Housing and Communities (DLUHC) is consulting on changes to The Future Homes and Buildings Standards, a set of rules that will come into effect in 2025 to ensure new homes produce less carbon emissions.

In its response to the consultation, South Hams District Council has expressed its concerns on the limited standards being set for new buildings, as well as the government's approach to the full Future Homes and Building Standards.

The Future Homes and Building Standards were supposed to deliver a huge shift in energy efficiency with new buildings not needing future work to be considered net-zero.

However, the Government's approach is now to rely on the decarbonisation of the electric grid to deliver carbon savings, rather than ensure new homes and buildings are net-zero in operation from the outset.

It is hugely disappointing that at a time when we need to drastically reduce carbon emissions, we are presented with these barriers.

We need the Government to act fast and take bigger and quicker strides on the important issue. We understand that ensuring net-zero in operation of new builds comes at a cost, however the long-term financial cost of not doing so, could have far reaching implications for future generations.

SHDC remains driven and committed to achieving its 2025 net zero targets while just as importantly reducing energy bills for residents. The council cannot do this alone; it needs the support at a national level.

Cllr John Birch
SHDC Member for Totnes
6 May 2024

District Councillor Report for Totnes Town Council

from Anna Presswell

8/05/2024

Cadet Training Centre Building – the MOD are thinking of selling this off. The roof leaks badly and there are quite a few buckets around the place, plus I believe asbestos in the roofing material. Something to consider in the future if the MOD decide to let it go.

For information – the Air Cadet numbers are fairly high 25+ cadets. The Army Cadets have a new leader in place and number around 6 which they need to grow, to remain viable.

As a general comment regarding the youth of Totnes and supporting them in their mental health, opportunities, confidence building, recreational sporting activities.... I'd like to suggest that the Town Council considered the idea of an

'Opportunities for Children of Totnes Event' (no doubt a better title exists). We have a lot of 'club's, youth groups, child minding businesses but I think there is place for proper outreach from our side. Both parents and children could see opportunities at first hand without having to think and research them beforehand. It doesn't always come from the child, as they do not necessarily know what is available to them.

A Civic Hall event with publicity would not be a great expense. Something to think about in the future? A list of potential stalls, plus maybe some simple demos....

Air Cadets - Army Cadets – Police cadets (nearest Newton Abbot, but there exists Mini Police for 8-10 years olds provided for schools if they ask) – TRAYE and SPACE Youth groups – Baby and Toddler Groups – Daisy Play Centre Action for Children Hub – Childrens Tennis, Rugby Football Hockey Swimming clubs – Martial Arts – and more besides.

Rental Housing

A recent report discussed the huge lack of property to fulfil the South Hams housing needs. I discussed this with Devon Home Choice and the South Hams Housing Advice team. I wondered if there needs to be a re-introduction to owners of Air BnB's or Second home owners about loaning to the Council and the advantages of that. Summer months prove less of a problem, but winter months become difficult. 'The properties just aren't available'.

It wasn't considered necessary, and that homeowners are aware of this avenue of renting to the council.

Audit and Governance

I was asked to sit again on an assessment panel to discuss complaints made by members of the public or Councillors themselves against Council members/activities in the South Hams.

I bring to your attention the issues raised for information and education. It certainly enlightens myself and I believe is of interest to our highly functioning, efficient, and responsive Town Council that we have at this present time.

Issues brought were around intimidation, rudeness and a declaration of interest.

- A District Councillor it was suggested, dismissed, out of hand, a Parish Council member at a meeting, over some documents given to him which he could not recall.
- A declaration of interest not forthcoming and asserting they were speaking on behalf of the Town Council but were actually speaking on behalf of themselves and their interest in the particular situation.
- A councillor insulting another councillor on a Facebook page.

Task and Finish

The Executive Members meeting last month discussed the Freeport and proposed and approved that our T&F group should have some ongoing monitoring role of the Freeport.

Its been suggested that DC members of our T&F group will be invited to join this Working Group. There will be an interim discussion on the topic, and I welcome your considered monitoring proposals.

D-Day Commemoration Events to date:-

Commonwealth War Graves Commission - Talk in Guildhall – ‘D-day preparations and Devon’

The Steam Railway and Primary schools – Re-enacting the child evacuation plans. I’ve also invited Berry Pomeroy Primary school, and waiting for confirmation or otherwise. The WI will take part on the platform to shepherd the children with their WI sashes’, apparently worn to identify them during that time.

South Devon Big Band – FREE 6.30 for 7pm, plus Bar and refreshments. Readings and Last Post

Totnes Community Choir - 1940’s songs 3.30pm outside St Marys Church

Totnes Cinema – during the week, screenings of The Longest Day and Saving Private Ryan and more plus evening music to include a selection of 40’s tunes.

Totnes Museum – Will have a dedicated area to all things DDay, plus potentially some free booklets appealing to both children and adults of the Social History of War in those days.

Morrisons - hope to get them to contribute to food for evening Big Band, plus flags outside their store.

Twinning Town stall on Butterwalk in the afternoon. Cheese, wine etc

St Marys – Service 1pm and bells ring out at 6.30 across the country

A **BEACON** will be lit in the evening at 9.30.

Fashion and Textile Museum may be open with a small display of 1940's clothing.

The Army Cadets – will be giving short readings from soldiers during that time outside St Marys at around 5.30.

Historical Walking Tour – Kathy Alexander will be giving a walking tour, 11.30 Bellchamber Garden by the castle. She will be charging £5.

Fore/High Street shops – I have drafted a letter asking if businesses would like to be involved by making buying or printing 3 small flags joined at the base in their shop windows – Union Jack, American flag, French flag. The flags will be a small visual colourful mark of respect, and a sign of connection and commemoration of that time.

A copy of the leaflets and letter to Businesses will be presented at the meeting.

ITEM 4 – COMMITTEE MEMBERSHIP AND COUNCILLOR NOMINATIONS 2024/25 (changes since April 2024 discussion underlined)

RECOMMENDED Chairs of Committee (see minutes of Committee meetings in April 2024):

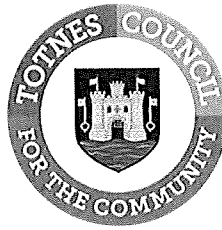
Council Matters – Cllr Peters

Planning – Cllr Bennett

Town Matters – Cllr Collinson

Committee/Working Group	Frequency	Cllr Members
Full Council	Monthly - first Monday @7pm	ALL CLLRS ATTEND
Council Matters Committee	Monthly - second Monday @6.30pm	Beavis, Bennett, Chinnock, Hannam, Hodgson, Peters, Price,
Planning Committee	Monthly - third Monday @6.30pm	Auletta, Bennett, Collinson, Cooper, Cummings, Hodgson, Smallridge
Town Matters Committee	Bi-monthly - fourth Monday @6.30pm	Auletta, Beavis, Chinnock, Collinson, Cummings, Presswell, Price, Roberts, Smallridge
Link Councillors		
Cultural Links		Cooper
Arts		Hannam & Price
Elderly and Vulnerable People		Collinson & Hannam
Young People/Youth		Hannam & Hodgson
Heritage		Auletta, Bennett & Price,
Open Space, Sports Provision and Leisure		Auletta, Price & Roberts
Traffic and Transport		Auletta, Presswell & Roberts
Environment, Sustainability & Air Quality		Cummings & Hodgson
Disability		Collinson, Hodgson & Price
Business and Employment		Peters & Roberts
Representatives on Outside Bodies Frequency of meetings depends on the various organisations - monthly is the most frequent. Where information is known it is shown below.		

TADPOOL		Hannam
Totnes Allotments Association		Hodgson
Vire Twinning Association		Cooper & Price
Totnes Municipal Charities and Totnes Bounds Charity		Bennett & Hannam
KEVICC Foundation Governors		<u>Beavis</u> , Bennett, Hannam & Price
Parish Paths Partnership		Auletta
Totnes Hospital League of Friends		Hannam, Price
DALC		Price
Dart Harbour Community Group		Collinson & Peters
Totnes Chamber of Commerce		Peters & Roberts
Fairtrade		Chinnock & Hannam
Museum Trust		Bennett
Caring Town		Collinson, Peters & Price
Network of Wellbeing		Cummings
Bridgetown Alive		Bennett, Hodgson & Presswell
Friends of Totnes Museum		Auletta
Daisy and Rainbow Childcare		Bennett
Inclusive Totnes [Disability]		Cummings & Price
Police & Crime Commissioner Councillor Advocate		Peters & Smallridge
Totnes Community Builders (formerly TC Development Society)		<u>Beavis</u> & Price
Devon Countryside Forum		Hodgson
Rural Service Network		Hodgson
Friends of Salfit		Cooper & Price
TQ9 Partnership		Collinson & Peters
Schools Engagement		Bennett



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 8TH APRIL 2024 IN THE GUILDHALL

Present: Councillors E Price (Chair), L Auletta, C Beavis, T Bennett, J Chinnock, S Collinson, T Cooper, J Cummings, J Hannam, J Hodgson, D Peters, A Presswell, N Roberts and L Smallridge.

Apologies: District Cllr Birch.

In Attendance: Members of the public, District Cllr Allen, C Marlton (Town Clerk) and P Bethel (Town Sergeant).

1. WELCOME TO ALL ATTENDING AND OBSERVING

2. 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.

There were no updates to declarations of interest. Following recent resignations, Cllr Price thanked Cllr Piper for his nine years' service as a Town Councillor and former Mayor, and Cllr Allen for her time on the Council.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson
- b. District Cllr Allen
- c. District Cllr Birch
- d. District Cllr Presswell

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

- a. County Cllr (C Cllr) Hodgson was present and gave a verbal update on her written report.
- b. District Cllr Allen was present and gave a verbal update on her written report. DCllrs Allen and Hodgson agreed to arrange two further briefings with South Hams District Council (SHDC) on the Freeport and social housing, with SHDC officers to be present to answer questions.
- c. District Cllr Birch was not present and had submitted a written report.
- d. District Cllr Presswell was present and gave a verbal update on her written report, and was congratulated for her work on the events planned as part of the D-Day 80th anniversary.

The Council reconvened.

3. CLERK'S REPORT (Standing Item)

To note the Clerk's Report for March 2024 (general updates and correspondence).

It was **AGREED** that the Clerk would circulate her report this week.

4. 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 4th March 2024.

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

To note the following minutes:

b. Council Matters Committee 11th March 2024.

Noted.

c. Planning Committee 18th March 2024.

Noted.

d. Town Matters Committee 25th March 2024.

Noted.

5. 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 4th March 2024.

No matters arising.

b. Council Matters Committee 11th March 2024.

No recommendations.

c. Planning Committee 18th March 2024.

No recommendations.

d. Town Matters Committee 25th March 2024.

Recommendation to be considered under item 13.

6. COMMITTEE MEMBERSHIP FOR APRIL 2024

To consider any nominations to the Council Matters and Town Matters Committees following the recent Councillor resignation.

It was **RESOLVED** to add Cllr Auletta to the Council Matters Committee and Town Matters Committee, and Cllr Presswell Town Matters Committee.

7. ELECTION OF MAYOR FOR 2024/25

To elect the Mayor and the Chairman of the Council for the Council Year 2024-2025 (effective May 2024).

It was **RESOLVED** to elect Cllr Price as Mayor for 2024-25. Cllr Price appointed Cllr Bennett as her deputy.

8. MAYOR MAKING AND MAYORAL ELECTION

To appoint Councillors to undertake the following duties at the Mayor Making ceremony on 23rd May 2024:

It was **AGREED** to look at an alternative date for the Mayor Making ceremony as there is a clash with meetings at SHDC.

- a. To propose the election of the new Mayor - Cllr Hodgson, with Cllr Auletta as reserve if the date cannot be moved;
- b. To second the election of the new Mayor - Cllr Bennett;
- c. To propose and endorse the election of all other Council positions and Committees – Cllr Smallridge; and
- d. To propose a vote of thanks to the outgoing Mayor – Cllr Beavis.

9. MEMBERSHIP OF COMMITTEES, WORKING GROUPS AND LINK COUNCILLORS FOR 2024/25

To elect members to committees, committee chairs, outside representatives and link councillor roles.

The following appointments were **RESOLVED**:

Committee/Working Group	Frequency	Members
Full Council	Monthly - first Monday @7pm	ALL CLLRS ATTEND
Council Matters Committee	Monthly - second Monday @6.30pm	Beavis, Bennett, Peters, Hannam, Chinnock, Price, Hodgson
Planning Committee	Monthly - third Monday @6.30pm	Auletta, Collinson, Cooper, Smallridge, Cummings, Hodgson, Bennett
Town Matters Committee	Bi-monthly - fourth Monday @6.30pm	Auletta, Beavis, Cummings, Collinson, Roberts, Chinnock, Presswell, Price, Smallridge
Link Councillors		
Cultural Links		Cooper
Arts		Price, Hannam
Elderly and Vulnerable People		Collinson, Hannam
Young People/Youth		Hannam, Hodgson
Heritage		Auletta, Price, Bennett
Open Space, Sports Provision and Leisure		Auletta, Roberts, Price
Traffic and Transport		Auletta, Presswell, Roberts
Environment, Sustainability & Air Quality		Hodgson, Cummings

Disability		Collinson, Price, Hodgson
Business and Employment		Peters, Roberts
Representatives on Outside Bodies Frequency of meetings depends on the various organisations - monthly is the most frequent. Where information is known it is shown below.		
TADPOOL		Hannam
Totnes Allotments Association		Hodgson
Vire Twinning Association		Cooper, Price
Totnes Municipal Charities and Totnes Bounds Charity		Hannam, Bennett
KEVICC Foundation Governors		Bennett, Hannam, Price
Parish Paths Partnership		Auletta
Totnes Hospital League of Friends		Hannam, Price
DALC		Price
Dart Harbour Community Group		Collinson, Peters
Totnes Chamber of Commerce		Peters, Roberts
Fairtrade		Hannam, Chinnock
Museum Trust		Bennett
Caring Town		Collinson, Peters, Price
Network of Wellbeing		Cummings
Bridgetown Alive		Bennett, Hodgson, Presswell
Friends of Totnes Museum		Auletta
Daisy and Rainbow Childcare		Bennett
Inclusive Totnes [Disability]		Price, Cummings
Police & Crime Commissioner Councillor Advocate		Peters, Smallridge
Totnes Community Development Society		Price
Devon Countryside Forum		Hodgson
Rural Service Network		Hodgson
Friends of Salfit		Price, Cooper
TQ9 Partnership		Collinson, Peters

Schools Engagement		Bennett
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10. CHRISTMAS MARKETS AND LATE NIGHT SHOPPING

To consider the recommendations for the Christmas markets and late night shopping events in 2024.

It was **RESOLVED** to accept all recommendations subject to the amendment that the Lantern Parade should remain as only one night (rather than the proposed three).

11. LIST OF MEETING DATES AND COMMUNICATIONS POINTS

To note a list of upcoming meeting dates, Council communications points and link Councillor/Councillor representatives on outside bodies updates.

Noted.

12. NEXT MEETING

To note the next meeting date of Monday 13th May 2024, 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.

The recipients of the 2024 individual and organisation awards were **RESOLVED**. It was **AGREED** that:

- Certificates will be produced for all nominees.
- All nominees will be written to stating whether they were nominated or have been shortlisted for an award, and invited to the Town Meeting on 29th May 2024.

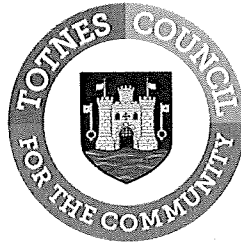
14. ELMHIRST PROJECT (Standing Item)

To consider any update on the Elmhirst Site project (commercially sensitive).

There were no updates.

The meeting closed at 8.35pm.

Cllr Emily Price
Chair



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 15TH APRIL 2024 AT 6.30PM IN THE GUILDHALL

Present: Councillors D Peters (Deputy Chair), L Auletta, C Beavis, T Bennett, J Hodgson and E Price.

Apologies: Councillors J Chinnock and J Hannam.

In Attendance: C Marlton (Town Clerk) and C Bewley (Finance and HR Manager).

1. APOLOGIES FOR ABSENCE

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

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

There were no members of the public present.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 11 March 2024 and update on any matters arising.

The minutes were **AGREED** unanimously as an accurate record of the proceedings.

3. ELECTION OF CHAIR AND DEPUTY

To:

a. **Make a recommendation to Full Council for the Chair of Council Matters Committee for 2024/25 (effective May 2024); and**

To **RECOMMEND** to Full Council that Cllr Peters is appointed Chair of the Council Matters Committee.

b. **Elect a deputy chair for the Committee (from May 2024).**

It was **AGREED** to appoint Cllr Bennett as Deputy Chair from May 2024.

4. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since January 2024 and the current budget.

These documents were considered and expenditure was **AGREED**.

5. STANDING ORDERS

To review Standing Orders (including the creation of strategy delivery groups) and make a recommendation to Full Council.

To **RECOMMEND** to Full Council that the Standing Orders are adopted subject to the following amendments:

a) Changing the structure diagram to amalgamate the three strategy delivery topics into one meeting.

- b) Removing the cap of nine for the Strategy Delivery Group (SDG) to allow all Councillors to attend (minimum of three remains).
- c) Adding that the SDG will be made available as a hybrid meeting to encourage attendance.
- d) Day and time of the SDG is to be determined. In the circulated meeting table the SDG meetings should be headed as monthly not bi-monthly.

6. FINANCIAL RISK ASSESSMENT

To review the Financial Risk Assessment and Risk Register.

The Financial Risk Assessment was **AGREED**.

7. EARMARKED RESERVES

To review the earmarked reserves.

The Clerk's officer recommendation on Earmarked Reserves was **AGREED**.

8. CEMETERY FEES

To consider a review of the Cemetery Fees for financial year 2024/25.

It was **AGREED** to increase the cemetery fees by 5 percent for financial year 2024/25.

9. LEGIONELLA MANAGEMENT PLAN

To consider a Legionella Management Plan.

The Legionella Management Plan was **AGREED**.

10. ARTS AND EVENTS WORKING GROUP

To note the minutes of the Arts and Events Working Group held on 20th March and consider the recommendation at item 7.

Noted. The recommendation regarding a charitable gift offer from the Mayor's budget was **AGREED**.

11. COUNCILLOR CO-OPTION

To consider the proposed timeline for Councillor co-option for the Bridgetown Ward casual vacancy.

The Councillor Co-option timeline was **AGREED**.

12. GRAFFITI TAGGING

To consider putting up a monetary reward for information on the individuals who are responsible for the most prolific graffiti tagging in the town.

The proposal for a monetary award for information on graffiti was considered but was not agreed.

13. YEAR END TIMELINE

To note the year end timeline for financial year 2023/24.

Noted.

14. S137 VALUE FOR 2024/25

To note the revised S137 value for 2024/25.

Noted.

15. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 20th May 2024 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)

16. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for March (financial).
These were reviewed and **AGREED**.

17. TEMPORARY EMPLOYEE COSTS

To consider the cost of temporary employees (personal details).

Noted. It was **AGREED** to keep these costs under review going forward. It was clarified that the figures discussed were for the only two casual employees. The Town Council does not currently employ temporary or fixed term role.

18. STAFF ATTENDANCE

To note sickness and overtime balances (personal details). a

Noted.

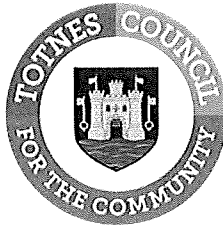
19. STAFFING UPDATE

For any general or urgent updates that required confidential sharing with Councillors (staffing).

None.

The meeting closed at 8.35pm

Catherine Marlton
Town Clerk
April 2024



ITEM 6C + 7C

DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 22ND APRIL 2024 IN THE GUILDHALL

Present: Councillors T Bennett (Chair), L Auletta, J Cummings, J Hodgson.

Apologies: Cllrs S Collinson, T Cooper and L Smallridge.

In Attendance: Cllr Beavis, S Halliday (Governance and Projects Manager).

1. WELCOME AND APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Council.

Cllr Bennett read out a statement about how the meeting would be conducted and recorded.

The apologies were accepted.

The Committee will adjourn Standing Orders for the following items:

PUBLIC QUESTION TIME

There were no members of the public.

The Committee reconvened Standing Orders.

2. CONFIRMATION OF MINUTES

To approve the minutes of 18th March 2024 and update on any matters arising.

The minutes were approved as an accurate record of proceedings. There were no matters arising.

3. ELECTION OF CHAIR AND DEPUTY

To:

a. Make a recommendation to Full Council for the Chair of the Planning Committee for 2024/25 (effective May 2024); and

To RECOMMEND to Full Council that Cllr Bennett is appointed Chair of the Planning Committee.

b. Elect a deputy chair for the Committee (from May 2024).

It was AGREED to appoint Cllr Auletta as Deputy Chair from May 2024.

4. TREE WORKS APPLICATIONS

4a. 0859/24/TCA – T1: Common Holly - remove. 26 Fore Street, Totnes, TQ9 5DX.

A decision notice was received on 22nd April for this application. However, the Committee would request that a replacement tree is planted in a suitable location.

4b. 1241/24/TPO - T1: Monterey Cypress - remove, limb failure onto road. Totnes Magistrates Court, Ashburton Road, Totnes, TQ9 5JY.

Comment – the Committee would welcome the Tree Officer's comments on this application and would suggest that the limbs at risk are removed and that the condition of the tree is assessed on an annual basis.

5. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

Note: Cllr Hodgson observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.

5a. 0974/24/FUL - Proposed construction of a single dwelling & associated parking (resubmission of 3417/23/FUL). Land at SX 796 606, Collapark, Totnes.

Support. However, the Committee has concerns about the design not including any guttering and the impact of rainwater runoff on the property and the neighbouring properties.

5b. 0621/24/FUL - Creation of a new 1 bedroom, 2 storey terraced dwelling by subdividing the existing house and garden and adding a single storey extension to the south (re-submission of 4115/23/FUL). 29 Pathfields, Totnes, TQ9 5TZ.

Comment – the Committee has concerns that the first floor space is included in the habitable space calculation but that the head height makes its function uninhabitable. The Committee would repeat the comment that it made in January 2024 on application 4115/23/FUL that it would like to see a condition that the new dwelling is used as long-term housing rather than as a holiday accommodation business.

5c. 0645/24/OPA – Outline Planning application with some matters reserved for a single two storey dwelling within curtilage of Spring House. Spring House, Dartington, TQ9 6EU. Consulted as neighbouring parish.

Cllr Hodgson declared a personal interest.

Comment – in principle the Committee does not object to the site being developed for an additional dwelling but it has concerns about the quantum size of the dwelling proposed.

5d. 4268/23/FUL – Erection of prefabricated 'pop-up' takeaway café. Car Park Longmarsh, Steamer Quay Road, Totnes, TQ9 5AL. Consulted as neighbouring parish.

Object. Inadequate information is provided in the application with regards to the following:

- Waste Management – no plan provided detailing the disposal of packaging/cup[generated through sales and in food/drink preparation, localised litter picking and or how waste water will be appropriately disposed.
- Water Provision – where will this come from and how will it be stored?
- Power Generation – the Council objects to any noise or fumes generated from a generator adjacent to a natural space.
- Design Quality of the building – this is inadequate given the location as the river gateway to the town and adjacent to a green space.
- Pedestrian Safety – no mention of measures to ensure that vehicles manoeuvring in the car park will not hit queuing customers or the opening flap of the building.
- Sanitary Provision – the lack of toilet facilities at Longmarsh already causes problems in the vicinity. Portalooos should be considered.

5e. 1004/24/HHO – Householder application for a first floor extension & conversion of garage into habitable accommodation (resubmission of 3987/23/HHO). Oak Tree Cottage, Weirfields, Totnes, TQ9 5JS.

Comment – the Committee’s comment on application 3987/23/HHO from January 2024 still stand, namely that it doesn’t object in principle but the Committee has concerns about the flat roof over the former garage and how this fits visually with the existing pitched roof of the house.

5f. 0736/24/HHO - Householder Application for extensions & alterations to existing dwelling. Windrush, Kingsbridge Hill, Totnes, TQ9 5TA.

Cllr Bennett declared a personal interest. Object - It was **AGREED** to circulate the final text to all Cllrs for additional comments before submitting a response.:

Object.

Site Context - Windrush is located at the edge of the designated NP Settlement Boundary, being the final house at the top of Kingsbridge Hill lane. It provides a visual foreground to the well-utilised adjacent accessible public viewing point from where Dartmoor can be seen on the horizon, with Totnes' historic town centre in the valley below.

The existing house is tucked into the hillside, appearing as a modest bungalow from the road, with a roof ridge height which is slightly lower than its immediate neighbour. Its form is therefore recessive in both near and far views, with its shallow gable ended roof blending into its context. Whilst shapes of roofs along Kingsbridge Hill differ, a shared characteristic to all is a shallow pitch, responding contextually to the Grade II Listed early 19C villa Highfield (Summercourt) half way up the lane.

The site is also visible from various points along Fishchowter's Lane, an important ancient greenway (designated PRoW) on the other side of the undeveloped valley to Kingsbridge Hill. The views from Fishchowter's Lane are characterised by natural landscape features, with built forms being recessive and not breaking the brow of the hill visually. This path provides walks for residents in a town which is acknowledged to be deficient in public open space.

It is critical that any proposal for the site occupied by Windrush respects this highly sensitive context.

The Committee has the following comments:

- The proposed additional upper floor is not sympathetic to, or in keeping with, the natural landscape and neighbouring properties (which have shallow pitched roofs) in such a prominent and visible location. It will be seen driving into Totnes from the Dartmouth direction, and from local green spaces and footpaths, for example the adjacent public viewing point and Fishchowters Lane. The DAS notes that the design is 'defensive' to the North and West, resulting in elevations which provide nothing positive to the street scene, thus detracting further from the views.
- A flat roof design is not appropriate for the location, and is not a characteristic building form seen in this area of Totnes. The Committee supports the planning officer’s pre-application advice.
- Size of the windows and the impact on light pollution and solar glare in the undeveloped natural valley.

We consider that the proposal is not in conformity with the following TNP policies:

- V1a. Local Identity - respecting local distinctiveness and historic character in land use.
- EN1c. Scale and character to be in keeping with the site and surroundings.
- EN1d. Maintaining or enhancing local identity and distinctiveness.
- EN2c. Development and Design: be in scale and keeping with its site and setting, protecting the local landscape and important views.

4.4.1 Landscape Setting of Totnes: "The high quality undeveloped landscape around Totnes frames the town as it nestles in the surrounding hills... This is particularly important at key 'gateway' site to the town - for example views descending Kingsbridge Hill."

EN4. 2. New building should not be of a height or mass to obscure important views... nor of a height to break the historic skyline

(the height and volumetric mass of the upper floor will result in its profile breaking the top of the hill when observed from various angles – photographs provided).

We noted that EN3.2. Historic and Built Character the NP states that "good innovative design offering a fresh interpretation of local distinctiveness will be welcomed". This Policy provides the opportunity for a revised design to be submitted with a diminished volume visible from the road, and utilising a shallow roof pitch to create a different form that is both contextual and less prominent.

5g. 0730/24/HHO and 0731/24/LBC – Householder application and Listed Building Consent for internal reconfigurations, new access from side path, thermal upgrade to rear elevation with changes to fenestration and replacement windows to principal elevation. 8 Bridgetown, Totnes, TQ9 5AB.

Comment - the Committee supports the creating of an entrance in the external wall. However, the Committee has concerns on the proposed removal of internal walls which could be original and would welcome the Conservation Officer's views.

6. CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN CONSULTATION

consider the Totnes Conservation Area Appraisal and Management Plan ahead of an upcoming South Hams District Council consultation and make a recommendation to Full Council [consultation date to be confirmed].

Cllr Hodgson gave an update that the planned consultation. The Committee **AGREED** that collating more detailed information for the proposed conservation area extensions to strengthen the case for inclusion would be useful.

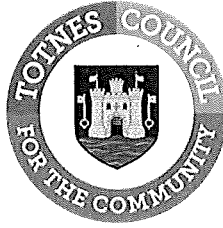
7. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Wednesday 22nd May 2024 at 6.30pm in the Guildhall.

Noted. The Committee noted the change of day due to lack of non-Bank Holiday Mondays in May.

The meeting closed at 8.15pm.

Sara Halliday
Governance and Projects Manager
April 2024



Item 60 + 70

DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

MONDAY 29TH APRIL 2024 IN THE GUILDHALL

Present: Councillors J Cummings (Chair), L Auletta, J Chinnock, S Collinson, A Presswell, E Price, N Roberts and L Smallridge.

Apologies: None.

In Attendance: Cllrs Beavis and Peters, L Ferrier (Marketing and Communications Manager).

1. WELCOME AND APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Council.

Cllr Cummings read out a statement about how the meeting would be conducted and recorded.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

There were no members of the public.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To approve the minutes of 25th March 2024 and update on any matters arising.

The minutes were **AGREED** as an accurate record of proceedings.

3. ELECTION OF CHAIR AND DEPUTY

To:

a. Make a recommendation to Full Council for the Chair of the Town Matters Committee for 2024/25 (effective May 2024);

To **RECOMMEND** to Full Council that Cllr Collinson is appointed Chair of the Town Matters Committee.

b. Elect a deputy chair for the Committee (from May 2024).

It was **AGREED** to appoint Cllr Cummings as Deputy Chair from May 2024.

*It was **RESOLVED** to suspend Standing Orders to enable wider Councillor discussion under Items 4 and 5.*

4. DRAFT COMMUNICATIONS STRATEGY AND COMMUNICATIONS PLAN 2024-25
To consider the draft Council Communications Strategy and Communications Plan for 2024-25 and make a recommendation to Full Council.

The Committee discussed the draft communications strategy and the need to align it with the corporate strategy, which is still being developed. It was **AGREED** to set up a Task and Finish Group with the following tasks:

- To meet after the Strategy Delivery Group meeting on 28th May to go through the plan, with the Communications and Marketing Manager in attendance.
- The revised Communications Strategy and Communications Plan returns to the Town Matters Committee in June for consideration and to make a recommendation to Full Council in July.

5. OPEN SPACE, SPORTS, RECREATION AND WELLBEING POLICY REVIEW
To review the following sections of the Council's Open Spaces, Sport Recreation and Wellbeing Plan:

- a. Cemetery and Churchyard
- b. Greenways
- c. Parks and Gardens

It was **AGREED** to set up a Task and Finish Group with the following tasks:

- To go through the remaining OSSRW sections (Accessible Natural Spaces, Cemetery and Churchyard, Greenways, Parks and Gardens, Projects) with the Governance and Projects Manager in attendance.
- That the revised OSSRW Plan will return to the Town Matters Committee in June for consideration.

6. CASTLE BOOKSHOP
To consider a request to the Council for a letter of support for the Castle Bookshop Community Ownership Fund application and make a recommendation to Full Council.
The Committee reconvened.

To **RECOMMEND** to Full Council that the Council sends a letter of support to the Castle Bookshop for their Community Ownership Fund application.

7. DATE OF NEXT MEETING
To note the date of the next meeting of the Town Matters Committee – Monday 24th June 2024 at 6.30pm.
Noted.

The meeting closed at 7.50pm.

Lucy Ferrier
Marketing and Communications Manager

ITEM 7 – CONSIDERATION OF RECOMMENDATIONS

5a. Full Council, 8th April 2024

No recommendations.

5b. Council Matters Committee, 15th April 2024

Item 5 – Standing Orders. To be reviewed under agenda item 8.

5c. Planning Committee, 22nd April 2024

No recommendations.

5d. Town Matters Committee, 29th April 2024

Item 6 – Castle Bookshop. To **RECOMMEND** to Full Council that the Council sends a letter of support to the Castle Bookshop for their Community Ownership Fund application. Draft letter below:

To whom it may concern,

Totnes Town Council strongly supports Totnes Community Bookshop's application to the Community Ownership Fund and its aspirations to have long term stability from ownership of its premises. Failure to buy the premises before the current lease expires will leave the bookshop, which trades under the name of Castle Books, vulnerable to market forces.

Castle Books is a popular resource in the town, not just for local people and visitors in terms of the wide range of affordable second-hand books that they sell, but also in terms of the community benefits that the shop provides. It runs a book group, creative writing group, holds author events and children's writing competitions. It is staffed through the goodwill of 15 volunteers who include the elderly and people with mental health issues, with no paid staff. This valuable voluntary work provides the individuals with a sense of belonging, keeps them active and helps to reduce loneliness and social isolation.

Profits from the shop's book sales are channelled back into the local community to support local literary and educational causes, with regular beneficiaries including: Totnes Library where donations from Castle Books has enabled the installation of a new 'teen hub', a refreshed children's area, and a versatile and welcoming space for community groups and those seeking company and shelter during the energy and cost of living crisis; and Grove Primary School in Totnes where annual donations are used to support children in their love of books and reading.

The Town has a recently made Neighbourhood Plan which states its objective to 'Support community-led development and community asset ownership as ways of achieving sustainable development'. The Town Council believes this application fits with the town's wider aims and aspirations. By acquiring Castle Books as a community

asset, the Community Interest Company can secure the future of the shop for the benefit of its customers, community and volunteers, and increase its community funding and outreach programmes.

STANDING ORDERS

TOTNES TOWN COUNCIL

Last reviewed May 2023

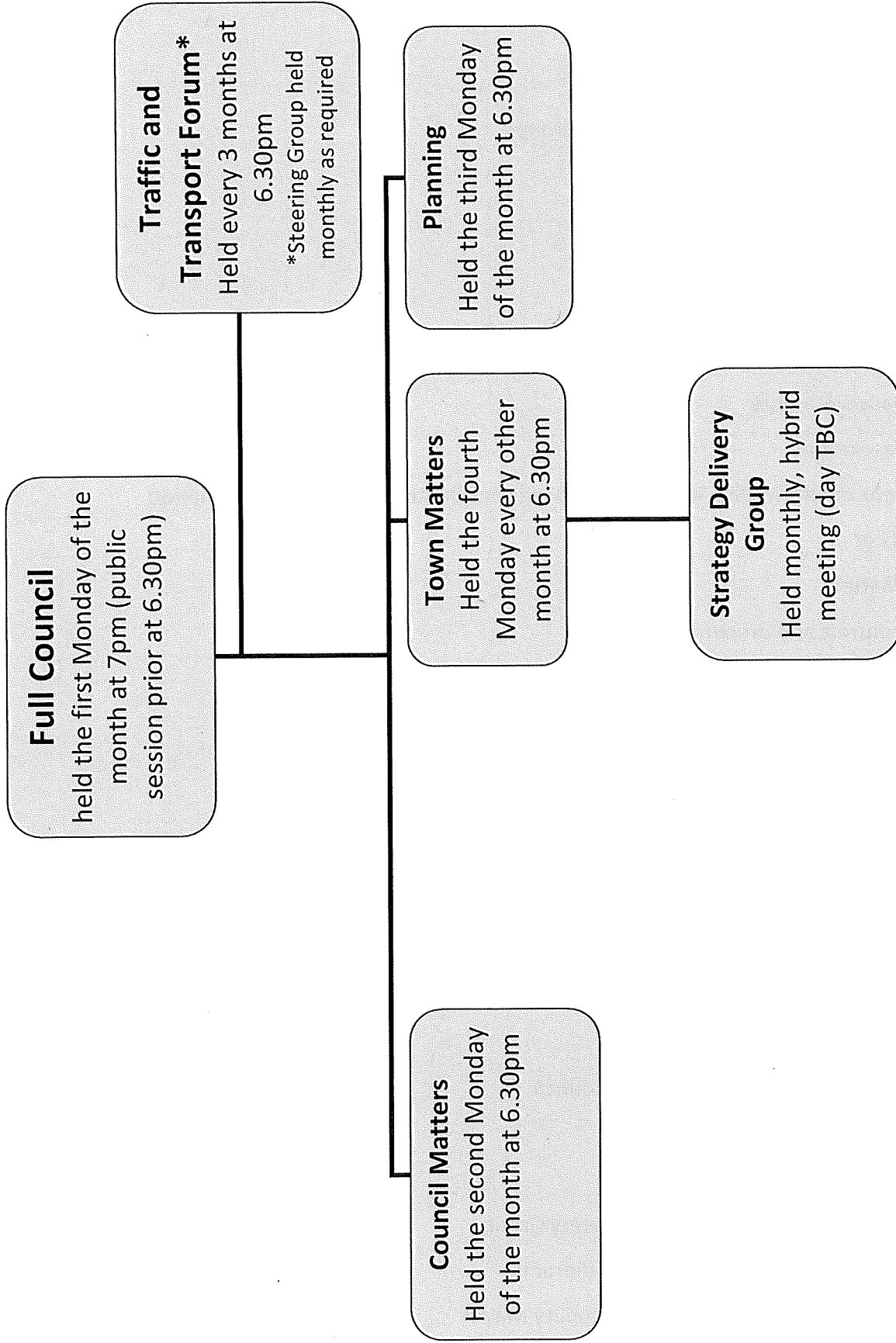
Amendments April 24

- Structure updated to reflect:
 - Removal of Climate Emergency Forum.
 - New Community, Economy and Environment strategy delivery Groups and their reporting chain through Committee replacing the previous working groups.
- Statutory text updates to the following sections (shown in **bold**):
1g, h & o; 4a & b; 3b; 9c; 13b.ii; 19c.
- Section 5 Motions – wording from the model Standing Orders included at a.
- Section 7 Code of Conduct ‘and dispensations’ and acceptance date updated.
- Section 12 Management of information including handling of sensitive and confidential information – wording from the model Standing Orders included at a - d.
- Section 15 Financial Controls and Procurement – new points b and h taken from model Standing Orders wording, c.iii revised wording to cover the advertising of invitations to tender.
- Section 17 Annual budget and precept – frequency of community participatory budgeting updated.
- Section 19 Allegations of Breaches of the Code of Conduct - wording from the model Standing Orders included at a - f.
- Section 20 Handling of staff matters – sections b and c to now

read 'Chair of the Council '.

- Section 21 – revised to 'Responsibility to provide information' wording from the model Standing Orders.
- New Section 22 – 'Responsibility under Data Protection legislation wording from the model Standing Orders.
- Section 23 Restrictions on Councillor activities – wording from the model Standing Orders.
- New Section 25 – 'Matters that must be resolved only by Council' based wording from the model Standing Orders.
- Section 26.1.3 – Amend heading from 'Responsibilities' to Remit to align with other formats. Amended to 'consider notes and any expenditure the strategy delivery groups'.
- Sections 26.2.3 and 26.3.3 – remove reference to Totnes Information Point.
- Section 26.2.3 – updated to reflect change in working group structure to Strategy Delivery Groups.
- Section 26.3.3 – amend wording on the Neighbourhood Plan to say 'review' rather than 'development of', and including of 'licensing applications'.
- Section 27 Link Councillor representatives on outside bodies – list updated.
- Section 28 Working Groups – updated to reflect creation of the Strategy Delivery Group.
- Section 29 Terms of Reference for Advisory Bodies – updated with details of the committee they report through, and remove reference to the Climate Emergency Forum
- Section 31 Operational Support Group – updated to include frequency of meetings and attendees 'as required'.

STRUCTURE



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30. Terms of Reference for the Mayor and Deputy Mayor
31. Operational Support Group
32. Nolan Principles

Text in bold is required by statute

1. Meetings

- a) Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b) The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c) Councillors are expected to attend meetings.
- d) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e) Members of the public may make representations, raise questions, give evidence during a 30 minute open and informal session prior to Full Council, and 15 minute session at the beginning of Committee meetings. The period of time designated for public participation at a meeting shall not be exceeded unless directed by the chair of the meeting. An individual member of the public shall not speak for more than 3 minutes.
- f) Any items raised by members of the public that require a decision will be referred by the Chair to the relevant committee for consideration by the usual committee process. Questions requiring a factual answer may be answered by the Chair or be referred by the Chair to the Clerk or a relevant Councillor.
- g) Subject to standing order 3(h), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- h) A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- i) The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- j) Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by the Deputy Chair.
- k) The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy Chair, if present, shall preside. If both the Chair and the Deputy Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- l) Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and by voting thereon.
- m) The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.
- n) Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the

voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.

o) The minutes of a meeting shall record the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

p) The code of conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.

q) A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

r) No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

s) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.

t) Full Council meetings will not exceed 120 minutes in length unless there are exceptional circumstances, at which time Members vote by majority to extend the length of the meeting. Committee, Working Group and Forum meetings should not exceed 90 minutes in length unless there are exceptional circumstances, at which time Members vote by majority to extend the length of the meeting.

2. Ordinary Council meetings

a) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.

b) In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.

c) If no other time is fixed, the annual meeting of the Council shall take place at 7.00pm.

d) In addition to the annual Town Council meeting of the Council, at least three other ordinary meetings shall be held on such dates and times as the Council directs.

e) The election of the Chair and appointment of the Deputy Chair of the Council shall be the first business completed at the annual meeting of the Council. The Mayor appoints a Deputy without the need for an election.

f) The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.

g) The Deputy Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

h) In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.

i) In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.

j) Following the election of the Chair of the Council and Deputy Chair of the Council at the annual meeting of the Council, the order of business will include:

i. In an election year, delivery by Councillors of their declarations of acceptance of office forms and to grant permission for absent Councillors to sign their declarations in the presence of the Clerk outside of the Annual Meeting.

ii. In a non-election year, delivery by the Chair of their acceptance of office form.

i. Review delegation arrangements to committees and sub-committees and make appointments where appropriate;

v. Review terms of reference for committees;

vi. Appointment of members to existing committees;

vii. Review the Council's Standing Orders;

viii. Review of representation on or work with external bodies and arrangements for reporting back;

ix. Set the dates, times and place of ordinary meetings of the Council and any committees and sub-committees agreed for the year ahead.

3. Extraordinary meetings of the Council

a) The Chair of the Council may convene an extraordinary meeting of the Council at any time.

b) If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting. The statutory public notice giving the time, venue and agenda for such a meeting shall be signed by the two Councillors.

4. Committees, sub-committees and working groups

a) Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

b. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

c) The Council may appoint standing committees and sub-committees at any meeting.

d) Terms of reference, membership and Chair of any committee or sub-committee shall be approved by Council and form part of the Standing Orders.

e) The Council will determine whether the public may participate at a meeting of the committee or sub-committee.

f) The Council may dissolve a committee, sub-committee or Working Group at any meeting.

g) The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.

h) Subject to Standing Order 4 (g) above, the Council and Standing Committees may appoint working groups without delegated powers comprising between a minimum of three Councillors and a maximum of nine Councillors with powers to co-opt non-Councillors on a nonvoting basis. The quorum of any working party must be at least three Councillors.

i) Working groups do not have any delegated authority in terms of decision making or expenditure but instead are a way of discussing issues and projects informally and including members of the community.

j) All non-Councillor members of a Working Group are allowed on a non-voting basis only and must agree to abide by the Town

Council Code of Conduct.

k) A Working Group must appoint a Chair and produce brief action notes to be fed back to the appropriate Council committee for further discussion and decision making.

l) Chairs of committee are required to undertake DALC training 'Chairing Local Council Meetings' within 2 months of starting the role.

5. Motions

a) A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b) No motion may be moved at a meeting unless it falls under an item on the agenda. Best practice states that the mover has given written notice of its wording to the Proper Officer at least three clear working days before the meeting. Clear days do not include the day of the notice or the day of the meeting. Verbal motions will be allowed in exceptional circumstances at the discretion of the Chair.

c) If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting, or the Councillors that have convened the meeting, to consider whether the motion shall be included or rejected.

d) Subject to Standing Order above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

e) The following motions may be moved at a meeting without written notice to the Proper Officer;

i. to appoint a person to preside at a meeting;

ii. to approve the absences of Councillors;

iii. to approve the accuracy of the minutes of the previous meeting;

iv. to dispose of any business remaining from the last meeting;

v. to alter the order of business on the agenda;

vi. to proceed to the next business on the agenda;

vii. to close or adjourn debate;

viii. to move to a vote;

ix. to defer consideration of a motion;

x. to require a written report;

xi. to extend the time limits for speaking;

xii. to exclude the press and public for all or part of a meeting;

xiii. to silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend any Standing Order except those which are mandatory by law;

xvi. to appoint representatives to outside bodies and to make arrangements for those representatives to report back;

xvii. to adjourn the meeting;

xviii. to close a meeting.

6. Rules of debate at meetings

a) A motion shall not be considered unless it has been proposed and seconded.

b) Motions must be clear and concise.

- c) The Chair shall decide the order in which amendments are considered and dealt with.
- d) Only one amendment shall be moved at a time.
- e) The mover of a motion or the mover of an amendment shall have the right of reply.
- f) During the debate of a motion, a Councillor may interrupt only on a point of order or if the Chair asks for an explanation. The Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or identify any irregularity.
- g) A point of order shall be decided by the Chair and their decision shall be final.
- h) The Chair shall be satisfied that a motion has been sufficiently debated before it is put to a vote.
- i) When a motion is under debate no other motion shall be moved except:
 - i. To amend the motion;
 - ii. To proceed to the next business;
 - iii. To adjourn the debate;
 - iv. To put the motion to a vote;
 - v. To ask a person to be silent or for them to leave the meeting;
 - vi. To exclude the public and press;
 - vii. To adjourn the meeting;
 - viii. To suspend any Standing Order, except those which are mandatory.
- j) If the Chair stands up during a meeting all discussion and debate shall cease.

7. Code of Conduct and Dispensations

- a) All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council on May 15th 2023. All Councillors and Working Group members will adhere to the 7 Nolan Principles as outlined under section 29.

EXPLANATION OF PECUNIARY INTEREST TAKEN FROM CODE OF CONDUCT

Disclosable Pecuniary Interests

7. *The interests you must register are:*

7.1 *Those disclosable pecuniary interests defined by the Regulations, namely:*

- (a) Employment - any employment, office, trade, profession or vocation carried on for profit or gain by you or a relevant person;*
- (b) Sponsorship - any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a Member, or towards your expenses, including any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992;*
- (c) Contracts - any contract which is made between you or, so far as you are aware, a relevant person (as defined at Paragraph 2 above) (or a body in which the relevant person has a beneficial interest) and the Council:*
 - (1) under which goods or services are to be provided or works are to be executed; and*
 - (2) which has not been fully discharged*
- (d) Land - any beneficial interest in land held by you, or so far as you are aware, a relevant person, which is within the area of the Council;*
- (e) Licence - any licence (alone or jointly with others) to occupy land held by you, or so far as you are aware, a relevant person in the area of the Council which will last for a month or longer*

(f) Corporate Tenancies -any tenancy where (to your knowledge):

(1) the landlord is the Council; and

(2) the tenant is a body in which you or, so far as you are aware, a relevant person has a beneficial interest.

(g) Securities - any beneficial interest that you or, so far as you are aware, a relevant person has in securities of a body where:

(1) that body (to your knowledge) has a place of business or land in the area of the Council and

(2) either:

(a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

b) Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c) Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e) A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

f) A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

h) A dispensation may be granted in accordance with Standing Order 7(e) above if having regard to all relevant circumstances the following applies:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

8. Disorderly Conduct

a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.

b) If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of

the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c) If a resolution made in accordance with Standing Order 8(b) is ignored, the Chair may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

9. Minutes

a) Minutes, including any amendment to correct their accuracy shall be confirmed by resolution at the subsequent Council meeting.

b) A motion to correct an inaccuracy can be moved and agreed amendments shall be made to the final minutes.

c) **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

10. Voting on appointments

a) Where two or more persons have been nominated for a position by the Council and none of those persons has an absolute majority of votes in their favour, the person having the least number of votes shall be struck off the list and a fresh vote taken.

b) This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

11. Previous resolutions

a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 Councillors to be given to the Proper Officer.

b) When a motion moved pursuant to Standing Order 11(a) above has been disposed of, no similar motion may be moved within a further six months.

12. Management of Information including handling confidential or sensitive information a) The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

b) The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

c) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

d) Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

e) Councillors and staff will not disclose information given to them in confidence, or which they believe or ought to be aware, is of a confidential nature. Any confidential papers issued should be returned to the Clerk at the end of each meeting for appropriate disposal.

13. Proper Officer

a) The Council shall appoint a Proper Officer who shall be the Town Clerk. The management team will undertake the work of the Proper Officer when the Proper Officer is absent.

b) The Proper Officer shall:

i. **give public notice of the time, date, venue and agenda at least three working clear days before a meeting of the**

- Council or a meeting of a committee or subcommittee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);
- ii. serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email),
 - iii. convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - iv. attend Council meetings OR delegate to the a member of the management team;
 - v. make the minutes of meetings available for inspection by the public;
 - vi. receive and retain copies of byelaws made by other local authorities;
 - vii. receive and retain declarations of acceptance of office forms from Councillors;
 - viii. process all requests made under the Freedom of Information Act 2000 and General Data Protection Regulation;
 - ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
 - xi. arrange for legal deeds to be executed;
 - xii. arrange authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
 - xiv. have overall managerial responsibility for the organisation, including staff;
 - xv. implement the decisions of the Council via delegated authority;
 - xvi. provide objective, professional advice on all matters.

14. Financial Matters

The Council shall appoint the Proper Officer to be the Responsible Financial Officer. The Finance, HR and Lettings Manager shall undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the Council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually; and
- iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments.

b) Financial regulations shall be reviewed regularly and at least every 2 years for fitness of purpose (Appendix B).

15. Financial controls and procurement

a) Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender summarised in standing order 15(c) below.

b) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of

the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).c) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
- iii. The invitation to tender shall be advertised on the Town Council website and Facebook page. If Public Contracts Regulations apply it must be placed on the Contracts Finder website regardless of what other means it uses to advertise.

d) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and In OJEU.

e) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

f) The Council or committees are not bound to accept the lowest value tender.

g) Procedures for the management of capital projects require payments only against certified completions under a planned and approved programme of works governed by a properly negotiated contract supervised by a named Council officer.

h) Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

16. Accounts and accounting statements

a) "Proper practices" in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).

b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i. The Council Matters Committee with a budget spreadsheet summarising the Council's receipts and payments for the last year to date for information; and
- ii. to the Full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.

e) The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March.

f) The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be

presented to Council for consideration and formal approval before 30 June.

17. Annual budget and precept

- a) At least one community participatory budget process (event/survey) will take place per Council term (i.e. once every four years) prior to the annual budget setting by the Council.
- b) **The Council shall approve a budget for the coming financial year before the end of January** and instruct the Responsible Financial Officer to submit the precept demand to the District Council.

18. Execution and sealing of legal deeds

- a) **A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.**
- b) **Subject to standing order 18(a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

19. Allegations of Breaches of the Code of Conduct

- a) Alleged breaches of the Code of Conduct by a Councillor must be referred to the Monitoring Officer at the District Council.
- b) On receipt of a notification that the District Council is dealing with a complaint that a Councillor has breached the code of conduct, the Town Clerk will report this to Council.
- c) **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**
- d) Where that notification relates to a complaint made by the Town Clerk, the Governance and Projects Manager will assume the duties of the Town Clerk in relation to the complaint.
- e) Where a notification relates to a complaint made by an employee (not being the Town Clerk), the Town Clerk will ensure that the employee in question does not deal with any aspect of the complaint.
- f) The subject matter of notifications will be confidential.

20. Handling staff matters

- a) A matter personal to a member of staff that is being considered by a meeting of Council OR the Council Matters Committee is subject to Standing Order 12 above.
- b) In relation to matters of staff absence and sickness all staff will conform to the Absence Management Policy adopted in July 2021. In the case of the Town Clerk (Proper Officer) being absent the Chair of the Council and a Councillor of the Proper Officers preference will undertake the management role and report back to the Council Matters Personnel Sub Committee.
- c) The Chair of the Council and a Councillor of the Proper Officers preference shall conduct a review of the performance and annual appraisal of the work of the Proper Officer.
- d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chair of the Council or in their absence, the Deputy Chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by the Council Matters Committee.
- e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chair or Deputy Chair of the Town Council, this shall be communicated to another member of the Council Matters Committee which shall be reported back and progressed by resolution of the Council Matters committee OR the Town Council.

- f) Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g) The Council shall keep all written records relating to employees secure.
- h) Only persons with line management responsibilities shall have access to staff records referred to in Standing Orders 20(f) and (g) above if so justified.
- i) Access and means of access to records of employment referred to in Standing Orders 20(f) and (g) above shall be provided only to the Clerk and the Finance, HR and Lettings Manager.

21. Responsibilities to provide information

- a) In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b) The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

22. Responsibilities under Data Protection Legislation

- a) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- b) The Council shall have a written policy in place for responding to and managing a personal data breach.
- c) The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- d) The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- e) The Council shall maintain a written record of its processing activities.

23. Restrictions on Councillor activities

- a) No individual Councillor will, in the name or on behalf of the Council, a committee or a sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. make decision or issue orders, instructions or directions.

24. Standing Orders generally

- a) All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 Councillors to be given to the Proper Officer in accordance with Standing Order 9 above or by recommendation of the Town Clerk in relation to national best practice, to be considered by Full Council.
- c) The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible after they have delivered their acceptance of office form.
- d) The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.

25. Matters that must be Resolved only by Council

- a) These include:
 - i. Agreeing the Strategic Plan, the annual work programme, and the annual budget
 - ii. Setting the precept demand

iii. Borrowing money

iv. Approving the end of year Accounts and approving submission of the Annual Return to the External Auditors

26. Committee Terms of Reference

26.1 Council Matters Committee

1. Authority

The Council Matters Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies. Meetings of the Council Matters Committee will be held monthly.

A Personnel Sub-Committee will be formed, consisting of the Chair and 3/4 other elected members of the standing committee and will meet only when needed. For example; staffing appeals committee. The quorum of this committee will be a third of the agreed membership.

2. Membership

The Committee will consist of no fewer than 6 elected Town Councillors and a maximum of 8, and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The *quorum* will be a minimum of a third of the elected committee membership (not less than three).

3. Remit

The Council Matters Committee will act as the Scrutiny Committee of the Council, monitoring the operational, civic, administrative, staffing and financial responsibilities as well as the assets of the Council. The day to day management of Council matters rests with the Town Clerk. The Council Matters Committee will be responsible for initiating, developing and monitoring any policies required for the Town Council to carry out its functions.

The Committee will be responsible (and have delegated authority) for all staff appointments; annual appraisal; training and development; the setting of staff salaries, hours of work and all matters relating to their individual contracts; sickness and staff welfare issues; and grievance and disciplinary matters.

The Committee must ensure that matters relating to the personal matters of staff are not published and that all staff records are held securely.

The Committee will consider actions related to expenditure from the notes of the Strategy Delivery Groups as required .

4. Operating Principles

The Council Matters Committee will meet monthly to accept reports, raise issues and act as a conduit to the Full Council on all of its responsibilities.

The Committee will be able to recommend the creation of subcommittees which need to be constituted to aid the work of the Committee. Membership of the subcommittee would come from the membership of the Council Matters Committee. However, it is envisaged that most work will be done by the Committee itself, as it is from the Committee that recommendations to Full Council need to emerge.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Council Matters Committee may also recommend establishing Working Groups to undertake specific tasks within the responsibilities of the Committee (or across committee responsibilities) as defined within Standing Orders. Working groups are constituted with fixed terms of reference, and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Council Matters Committee and members of the public, and their membership will be agreed at Full Council. They may be a task and finish group, or have a broader remit e.g. cemetery.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be a third of the agreed membership (not less than 3 Councillors present).

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

5. Delegated Powers

The Council Matters Committee may approve the income and expenditure of the Council on behalf of the Council, within the remit of existing agreed Town Council financial regulations.

The Council Matters Committee has delegated powers to act on behalf of the Council in all matters relating to staff appraisals, staff appointments, staff grievances, the setting of staff salary scales and staff training.

6. Records of Proceedings

Written minutes will be taken to record the Committee's deliberations and decisions. They will be received at the next Full Council meeting. Formal adoption of minutes and any matters arising would be brought up at the next Council Matters Committee meeting. The minutes of any subcommittee will be included into the Council Matters Committee minutes to inform Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Council Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

Full Council minutes will be agreed and signed at the following Full Council meeting, and minutes of committees will be noted.

7. Administrative Support

The Town Clerk will be or will nominate an officer to be responsible for the support and administrative duties of that Committee.

26.2 Town Matters Committee

1. Authority

The Town Matters Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies.

Meetings of the Town Matters Committee will be held every other month (where possible) on a set date.

2. Membership

The Committee will consist of no fewer than 6 elected Town Councillors, and a maximum of 10 and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the Committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The *quorum* will be a minimum of a third of the elected committee membership (not less than three).

3. Remit

The Town Matters Committee will consider on behalf of the Town Council any matters, excluding the physical nature of the town, and anything concerning the quality of life of people who live, work in or visit the town. This will include:

- The welfare of the elderly and vulnerable.
- Enrichment for children and young people
- Provision of social, leisure, sporting and recreational facilities.
- Provision of adult education, cultural and library services.
- Employment Strategy.
- Tourism Development.
- Crime and anti-social behaviour.
- Climate Emergency.
- Community Arts.

The Committee will consider non-expenditure actions from the notes of the Strategy Delivery Group. n.b. where these areas overlap with services provided by the Town Council e.g. the Civic Hall, the Council Matters Committee will deal with the issue.

4. Operating Principles

The Town Matters Committee will meet every two months to consider any significant issues in relation to its remit. The Town Matters Committee may consider any matter referred to it by a member of the public. The Committee will work in partnership with relevant organisations in the town and where necessary will seek to provide leadership or coordination for the activities of individuals or organisations involved in quality of life issues. In issues in conjunction with outside groups and with a Council mandate it can act in an advocacy capacity to support specific issues.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the Committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Town Matters Committee will also be able to recommend the creation of Working Groups to undertake specific tasks within the responsibility of the Committee (or across Committee responsibilities) as defined within Standing Orders. Working groups are constituted with fixed terms of reference and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Committee and members of the public, and their membership will be agreed at Full Council.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be 50% of the membership and in no case less than 3 Councillors present.

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may, during the Committee meeting suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

5. Delegated Powers

The Committee does not have delegated authority, and will be expected to make recommendations to Full Council for consideration.

6. Records of Proceedings

Written minutes will be taken to record the Committee's deliberations and decisions, will be received at the next Full Council meeting. Formal adoption of minutes and any matters arising will be brought up at the next Town Matters Committee meeting.

The minutes of any subcommittee will be included into the Town Matters Committee minutes to inform Full Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Town Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

7. Administrative Support

The Governance and Projects Manager be responsible for the support and administrative duties of that Committee.

26.3 Planning Committee

1. Authority

The Planning Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies.

Meetings of the Planning Committee will be held every month to allow any urgent planning applications to be considered by Full Council.

2. Membership

The Committee will consist of no fewer than 6 elected Town Councillors, and a maximum of 10 and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the Committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The *quorum* will be a minimum of a third of the elected committee membership (not less than three).

All Planning Committee Councillors will undertake DALC training 'Responding to Planning Applications' within 2 months of joining the Committee.

3. Remit

The Planning Committee will consider on behalf of the Town Council any matters, including the physical nature of the town, and anything concerning the quality of life of people who live, work in or visit the town. This will include:

- Planning applications, tree orders, licensing applications etc
- Traffic and Transport.
- Housing.
- Neighbourhood Plan review and inputs to Joint Local Plan review.

n.b. Where these areas overlap with services provided by the Town Council e.g. the Civic Hall, the Council Matters Committee will deal with the issue.

4. Operating Principles

The Planning Committee will meet every month to consider any significant issues in relation to its remit e.g. planning. The Planning Committee will consider all but only matters referred to it by the Full Council by letter evidence. The Planning Committee may consider any matter referred to it by a member of the public. The Committee will work in partnership with relevant organisations in the town and where necessary will seek to provide leadership or coordination for the activities of individuals or organisations involved in quality of life issues. In issues in conjunction with outside groups and with a Council mandate it can act in an advocacy capacity to support specific issues.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the Committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Planning Committee will also be able to recommend the creation of Working Groups to undertake specific tasks within the responsibility of the Committee (or across Committee responsibilities) as defined within Standing Orders. Working groups are constituted with fixed terms of reference and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Committee and members of the public, and their membership will be agreed at Full Council.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be one third of the agreed membership and in no case less than 3 Councillors.

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may, during the Committee meeting suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

5. Delegated Powers

The Planning Committee has full delegated powers to make a Council decision regarding representations to South Hams District Council or other appropriate bodies on all planning applications in the town re Standing Orders, unless the Committee decides, following Council guidelines, that the application should be passed to Full Council due to its size, controversial nature or potential effect on local people.

The Committee may also comment on behalf of the Town Council on licenses or street naming if requested to do so.

On all other aspects of its activity, the Committee does not have delegated authority, and will be expected to make recommendations to Full Council for consideration.

6. Records of Proceedings

Written minutes will be taken to record the Committee’s deliberations and decisions, will be received at the next Full Council meeting. Formal adoption of minutes and any matters arising would be brought up at the next Planning Committee meeting.

The minutes of any subcommittee will be included into the Planning Committee minutes to inform Full Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Planning Committee on completion of their work, and may choose to prepare interim reports if they wish.

7. Administrative Support

The Governance and Projects Manager be responsible for the support and administrative duties of that Committee.

27. Terms of Reference for Link Councillors

1. Link Councillors

The Town Council seeks to appoint Link Councillors annually. It is open to any Councillor to put themselves forward to be elected to a link Councillor role or to propose new areas of interest. The areas currently are:

<ul style="list-style-type: none"> • Business and Employment • Cultural Links • Elderly and Vulnerable People • Young People/Youth • Heritage 	<ul style="list-style-type: none"> • Arts • Traffic and Transport • Environment, Sustainability and Air Quality • Open Space, Sports Provision and Leisure • Disability
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Links on outside bodies

<ul style="list-style-type: none"> • TADPOOL • Totnes Allotments Association • Vire Twinning Association • Totnes Municipal Charities and Totnes Bounds Charity • KEVICC Foundation Governors • Parish Paths Partnership • Totnes Hospital League of Friends • Devon Association of Local Councils Committee • Dart Harbour Community Group • Totnes Chamber of Commerce • Totnes Fairtrade • Museum Trust 	<ul style="list-style-type: none"> • Caring Town • Network of Wellbeing • Bridgetown Alive • Friends of Totnes Museum • Daisy and Rainbow Childcare • Inclusive Totnes • Police and Crime Commissioner Advocate • Totnes Community Builders • Devon Countryside Forum • Rural Services Network • Friends of Salfit • TQ9 Partnership • Schools Engagement
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2. Aims

The Town Council created these roles in order to provide nominated Councillors who can:

- develop particular knowledge about each key area;
- liaise with groups in the town with relevant interests to be aware of current issues and activity;
- take up particular cases for individuals with an issue in their remit;
- develop relationships with relevant service providers;
- take information and views from the Town Council back to the groups;
- take matters for consideration back to Full Council via a motion or report.

28. Terms of Reference for Strategy Delivery Group

Purpose: The Strategy Delivery Group's role is to discuss and prioritise the objectives as set out in the Council's Strategic Plan under three areas: community, economy and environment, which will support and improve the social, economic and cultural life of residents, businesses and visitors.

The Strategy Delivery Group does not have any delegated authority but is a way of discussing issues and projects informally and including members of the community when relevant and by invitation only.

Membership: The Strategy Delivery Group will be made up of a minimum of three Councillors and no maximum number, with powers to co-opt as required named members of the public (with relevant experience) on a non-voting basis who must agree to abide by the Town Council Code of Conduct.

Quorum: Three Councillors.

Power: Local Government Act 1972, section 145.

Delegated Authority: no delegated authority, recommendations of a general nature to the Town Matters Committee for consideration and those of a financial nature will go to the Council Matters Committee direct.

1. Terms

- The Council's Standing Orders apply to all meetings of the Strategy Delivery Group.
- The Strategy Delivery Group shall be appointed on an annual basis at the Annual Meeting of the Town Council.
- The first order of business of the first meeting of the Strategy Delivery Group after its annual appointment will be to elect a Chair.
- The Mayor and Deputy Mayor of the Council shall be ex-officio, non-voting members of the Strategy Delivery Group.
- The Working Group will meet monthly and made available as a hybrid meeting to encourage attendance.
- Meetings shall not be open to the public and any invites should be issued by Council Officers in advance of the meeting.
- Members of the Strategy Delivery Group will receive an agenda and supporting papers in advance of the meeting.
- A brief action note will be produced and fed back to the appropriate Council committee(s) for further discussion and decision making. These notes will form part of the committee papers made available to the public. The Clerk or member of the management team will attend and take notes, with other officers in attendance as required.

2. Responsibilities

- 2.1 Each agenda will include an item for Community, Economy and Environment topics.
- 2.2 To prioritise the Strategic Plan's objectives including the details of the question/package of work required in suggesting to the Town Matters Committee the setting up of any Task and Finish Groups.
- 2.3 To monitor the progress, outcome and delivery against the prioritised objectives by the Strategy Delivery Group and any Task and Finish Groups created.

29. Terms of Reference for Advisory Bodies (Forums)

Advisory:

There is currently one group operating as an advisory body to the Town Council. This is:

- The Traffic and Transport Forum, which reports through the Planning Committee

The forum has developed its own Terms of Reference which indicate why it exists and how it wishes to operate. These Terms of Reference do not wish to cut across those stated aims, and are written solely to clarify the nature of the relationship with the Town Council, to whom each acts as an advisory body only.

1. The Town Council will nominate at least one Councillor to act as a link point with each forum.
2. The Council will seek the views of its advisory bodies on all matter of relevance to them.
3. Where an issue needs further consideration, the Town Council could request consideration of the issue by the forum. Or the Council could set up a working group, asking the forum if they would nominate members to join with the Council on the working group to consider the relevant issues.
4. It must be noted that ultimately responsibility lies with Councillors, and they may not always choose to take the advice of the forum.
5. The Town Council values the forum members. It will encourage people from across the town to join the Forum, as the recognised place for members of the community to air their detailed concerns and become involved on matters of relevance to the forum. A Forum may establish a smaller Steering Group drawn from the community which meets on a monthly basis (as required) to progress work, with the wider public Forum meetings held on a quarterly basis. In return it expects the Forums to:
 - Regularly promote their meetings and seek to encourage individuals and community groups to join them, in order to make them as representative as possible.
 - achieve transparency and openness by holding open meetings, publicising the agenda and reporting on their activity.
 - recognise the right of any individual or organisation to operate unilaterally, respecting everyone's opinions.

30. Terms of Reference for the Mayor and Deputy Mayor

The Mayor should provide a visible and strong presence in the town representing the Town and the Council. The Mayor should act within their role as a way for the Town Council to engage with the community as agreed by the Council and set out within Town Council policies and procedures. They act as an independent advocate for both Totnes and the Council on all occasions both within and outside of the Town.

The Mayor's role in all Civic events is to act as the senior public face of the Town/Council, representing its continuity and heritage and using the dress and regalia of the Town Mayor when appropriate. They are expected to attend events.

In undertaking the role of community leader the Mayor should help to develop partnerships with all sectors of the community for the benefit of Totnes. In achieving this they will reflect policies and recommendations of the Council in an independent manner, to further the interests of Totnes.

As Chair of the Council the Mayor fulfils both the statutory responsibilities of the Chair of the Council and the specific responsibilities of the role as directed by the Council within its Standing Orders. Their principal role is to preside at meetings of the Town Council:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;
- h) To ascertain the sense of the meeting by:
 - putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - declaring the result
 - To approve the draft of the minutes or other record of proceedings (with the consent of the meeting);
- k) To adjourn the meeting when circumstances justify or require that course; and
- l) To declare the meeting closed when its business has been completed.

Additionally, together with the Committee Chairs, all Councillors and the Town Clerk, the Mayor through the Council committee meetings who report to Full Council, will oversee the effective management of all the resources of the Town Council, to deliver services to achieve the greatest benefit for the residents and businesses, including support for health and wellbeing, infrastructure, heritage and the economy of the town.

In undertaking the role of the Mayor they will receive support in their Civic role and in communications by the Administrator. In their statutory and non-civic role, the Mayor will be supported by the Clerk, including through regular one-to-one meetings.

The policy in relation to Mayoral expenditure is attached as Appendix D.

31. Operational Support Group

The Operational Support Group (previously Mayors and Chairs) will consist of the Clerk, Chair of the Council, Deputy Chair of the Council and Chairs of Town Matters, Council Matters and Planning.

The group will meet as required by the Clerk. These meetings are not open to the public. The Clerk will also liaise directly on a one to one with the Mayor and/or Chairs of Committees on individual operational issues if required.

The quorum for this group will be half of the agreed membership and in no case less than 3.

This is an informal meeting to discuss current and upcoming issues within and impacting the Town Council and to review agenda items for consideration. This group is advisory only and does not have delegated authority to make decisions.

32. Nolan Principles

All Councillors will adhere to the 7 principles of public life:

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other

material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Chapter 15

Annex 1

Application Form

Application offering unforeseen benefits

Application for inclusion in the pharmaceutical list for the area of

.....Devon Health and Wellbeing Board.....

This is an application offering unforeseen benefits and as such is a routine application under regulation 18 of the NHS (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013 (the Regulations).

Please complete this form as legibly as possible.

Applicants should note that information provided in this form may be disclosed where this application is required to be notified to other parties or in response to a request made under the Freedom of Information Act 2000. Applicants are referred to paragraph 21 of Schedule 2 of the Regulations which sets out NHS England or the relevant delegated integrated care board's responsibilities in relation to information provided in this application form which an applicant advises is confidential.

1 Information regarding the applicant

1.1 Full name and correspondence address of the applicant¹

O'Brien Limited

Is this a personal address? Yes X

1.2 Applicant's legal entity

We are applying as : O'Brien Limited

(Please tick relevant box. Only one box may be selected. GPhC/PSNI registration numbers only need to be provided for pharmacy applications.)

Sole trader My GPhC/PSNI registration number is

Partnership

¹ This is the name of the legal entity applying, not the person who is completing the application.

Please list each partner and their GPhC/PSNI registration number:

Please continue on a separate sheet if necessary.

Corporate Body

Superintendent's name and GPhC registration number is	Karen O'Brien - 2033885
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1.3 Provision of fitness information required by Part 1, Schedule 2 of the Regulations

(Please tick relevant box)

We have provided the required fitness information on a previous occasion to NHS England or the relevant delegated integrated care board or, before 1 April 2013, to a home primary care trust, and there is no missing information. I confirm that the previously provided information remains up-to-date and accurate.

Please set out below when and to whom the information was provided. If NHS England or the relevant delegated integrated care board cannot locate the information previously supplied after using reasonable efforts to locate it, you will be asked to provide it again.

I/We have already provided the fitness information on a previous occasion to NHS England or the relevant delegated integrated care board or, before 1 April 2013, to a home primary care trust, but there is missing information. I confirm that the remainder of the previously provided information remains up-to-date and accurate

Please indicate what information NHS England or the relevant delegated integrated care board already has and when and to whom it was provided, and confirm the missing information that is being provided. If NHS England or the relevant delegated integrated care board cannot locate the information previously supplied after using reasonable efforts to locate it, you will be asked to provide it again.

I/We have provided the required fitness information with this application.

1.4 Relevant fee

We include the relevant fee for this application.

2 Proposed premises

(Please tick relevant box. Only one box may be selected.)

We know the address of the proposed premises

I/we provide a best estimate of the location of the proposed premises

Please provide the address

Leatside Surgery, Totnes TQ9 5JA

Lease to be arranged on the completion of a successful application.

Please continue on a separate sheet if necessary.

(Only complete the question below if you know the address of the proposed premises)

The premises above are currently in my/our possession* Yes No

* by rental, leasehold or freehold

3 Opening hours

3.1 Proposed core opening hours²

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
09:00 – 13:00	09:00 – 13:00	09:00 – 13:00	09:00 – 13:00	09:00 – 13:00			40
13:30 – 17:30	13:30 – 17:30	13:30 – 17:30	13:30 – 17:30	13:30 – 17:30			

3.2 Total proposed opening hours³

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
09:00– 18:30	09:00– 18:30	09:00– 18:30	09:00– 18:30	09:00– 18:30	09:00 – 13:00		51.5

4 Pharmaceutical services to be provided at these premises

Essential services (paragraphs 3 to 22, Schedule 4 – pharmacies)

Or

Terms of service (paragraphs 3 to 12, Schedule 5 – DACs)

If you are undertaking to provide appliances, specify the appliances that you undertake to provide (or write 'none' if it is intended that the pharmacy will not provide appliances).

² Core opening hours must total 40 hours per week for pharmacies or not less than 30 hours for DACs, unless the applicant is proposing more core opening hours to secure unforeseen benefits in which case NHS England or the relevant delegated integrated care board will need to agree with you when these additional core opening hours would be.

³ The total opening hours includes the core hours and any supplementary opening hours.

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Please give details of any advanced and enhanced services⁴ you intend to provide. These details should include:

- confirmation that you are accredited to provide the services where that accreditation is a prerequisite for the provision of the services;
- confirmation that the premises are accredited in respect of the provision of the services where that accreditation is a prerequisite for the provision of the services; and
- a floor plan showing the consultation area where you propose to offer the services, where relevant. Where a floor plan cannot be provided please set out the reasons for this.

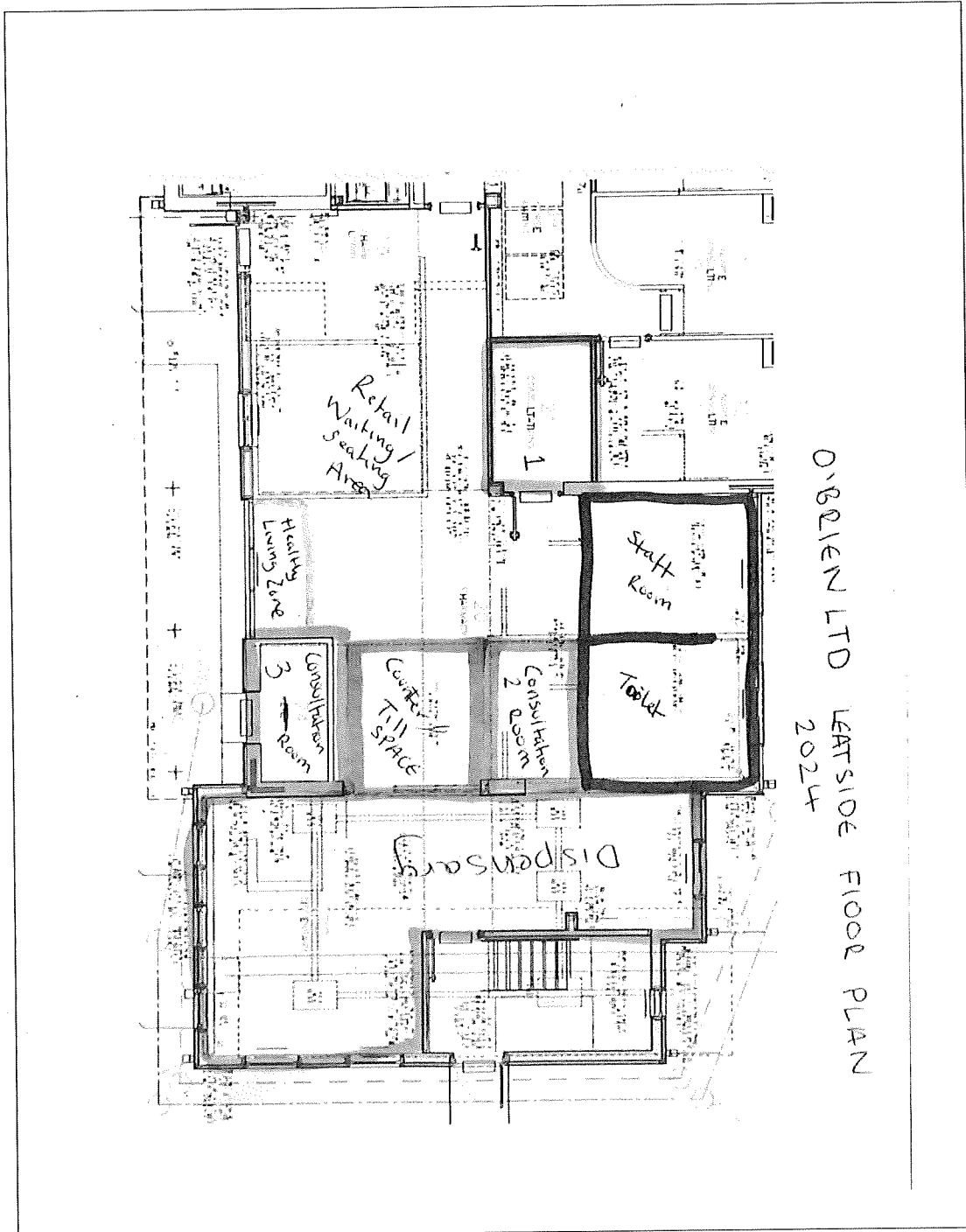
Service	Accredited to provide (Y/N/NA)	Premises accredited (Y/N/NA)
New Medicine Service	Y	Y
Influenza Vaccination Service	Y	Y
Pharmacy First (CPCS/Community Minor Aliments Service)	Y	Y
Hypertension Case Finding Service	Y	Y
Smoking Cessation Advanced Service	Y	Y
COVID-19 Lateral Flow Device Distribution	Y	Y
On Demand Availability of Specialist Drugs	Y	Y
The Community Pharmacy Access to Medicine Service	Y	Y

⁴ Please note that enhanced services are those commissioned by NHS England or the relevant delegated integrated care board. Do not include services which are commissioned by the local authority/council or any other commissioner.

Please continue on a separate sheet if necessary.

We confirm that the pharmacy premises will have a consultation room that meets the requirements of paragraph 28A, Schedule 4 of the Regulations. Yes

Floor plan showing consultation area



Please continue on a separate sheet if necessary.

5 Applications in relation to premises that are in close proximity to other listed chemist premises

This section should only be completed if the premises included in section 2 above are adjacent to, or in close proximity to, another pharmacy or dispensing appliance contractor premises.

Morrisons Pharmacy
Address
CORONATION ROAD
TOTNES
DEVON
TQ9 5GN

Well
Address
28 FORE STREET
TOTNES
DEVON
TQ9 5DX

In our view this application should not be refused pursuant to Regulation 31 for the following reasons:

Because this proposed re-opening of a recently closed premises is not on the same site of an existing provider of pharmaceutical services.

Regulation 31 of the 2013 Regulations provides circumstances in which NHS England must refuse a market entry application – if the proposed premises were part of the same site as the premises of an existing provider of pharmaceutical services. This now applies to all types of pharmaceutical list applications.

Please continue on a separate sheet if necessary.

6 Information in support of the application

In making this application I/we am/are offering to secure improvements or better access that were not included in the HWB's pharmaceutical needs assessment.

Please describe the unforeseen benefit(s) that you are offering to secure and how it will secure improvements or better access to pharmaceutical services, or pharmaceutical services of a specified type in the HWB's area.

The proposed Leatside Pharmacy is located within South Hams, which has a recorded population (at time current Pharmacy Needs Assessment) of 87,946. While Totnes has over 9,200 people living within the town limits Appendix 3 (attached) shows that the current Leatside GP surgery catchment area extends well beyond the town limit and includes vast areas of rural South Hams. The unforeseen benefit of a pharmacy at Leatside would be to not only provide pharmacy services for the population of Totnes, but it would provide a vast improvement to the current pharmaceutical capacity to provide these pharmacy services as well as better access to these services for the population of the surrounding areas too.

The following evidence will describe the unforeseen benefits that we our offering to the patients of Totnes and the surrounding areas.

PNA Healthwatch Statement

The PNA Healthwatch statement, stated that patients can be frustrated with the electronic communication between GP practises and dispensing pharmacies. The unforeseen benefits of re-instating pharmacy services at Leatside will be that this will provide a robust system to deal with prescribing issues and will provide assurance to patients (particularly those managing long term conditions) that issues arising will be dealt with in a timely manner. Healthwatch also state that for those who rely on public transport and/or friends and family to collect their medication require timely pharmacy services to help avoid multiple journeys. Please see appendix 1, regarding patient complaints on this matter. The unforeseen benefit of the re-instatement of the Leatside pharmacy will also include there being an additional pharmacy in Totnes with free on-site parking for the population of Totnes and surrounding areas, which will alleviate the current problems identified by patients in the Healthwatch statement.

Unforeseen Benefit to Services

Please see attached document (Appendix 2) showing advanced services statistics for September 2023. These clearly show the quantity of prescription items previously provided and show the significant proportion of services provided to the population of Totnes and surrounding areas.

This would indicate a current loss of 86 NMS, 122 Hypertension Finding Services and 161 Influenza Vaccinations during the season as a result of the recent short-notice closure. By re-opening the provision of pharmacy services at Leatside we would not only expect to continue to provide the same level of NMS but we would expect to exceed the previous provision by introducing the gold standard of ABPM monitoring with at least two monitoring machines to support the Hypertension Finding Service. Hence, an unforeseen service benefit from the re-instatement of the Leatside Pharmacy would be the provision of a robust Hypertension Case Finding Service for the population of Totnes and surrounding areas.

Also by resuming the previous capacity of pharmacy services in Totnes, the unforeseen benefit would be to provide capacity for all Pharmacy First services which not only provides excellent healthcare for patients at point of access but also supports the reduction of GP workload.

An additional unforeseen benefit with the re-instatement of the Leatside pharmacy would be the provision of essential dispensary services which would provide capacity and help support the other two pharmacies in Totnes to be able to provide all Pharmacy First services and advanced services for the population of Totnes. At present there is no capacity for any Totnes pharmacy to provide Pharmacy First Services due to pressure of dispensing responsibilities.

Another unforeseen benefit would be the reprovision of the below services stated in the attached supplementary statement (Appendix 4) – identifying closure of Boots Leatside Pharmacy 13th January 2024 – following the loss of these previously commissioned services.

- EHC/Chlamydia Combined Consultation
- Chlamydia Grab Box Service
- Needle Exchange
- Supervised Consumption
- Smoking Cessation

Unforeseen benefit to NHS Long term Plan (LTP)

Smoking prevention is listed as a priority clinical area in the LTP for NHS. The loss of the current service leaves only one provider of this service which has no parking, no easy access for disabled patients and is not open on Saturdays allowing no easy access for week day working patients.

Section 1.12 of LTP – states the importance of medication review to avoid A&E attendance. This current lack of capacity in Totnes will significantly affect this.

Section 3.68 LTP – identifies the importance of the Hypertension case finding service – see attached service in September (Appendix 2) to show the loss of this service in Totnes and extra explanation in Unforeseen benefit section below.

Section 3.86 LTP – indicates the importance of supporting patients with respiratory disease to receive the correct medication and the lack of capacity for supporting patients in using their inhalers correctly could contribute to poorer health outcomes and increased hospital admissions.

Unforeseen benefit with respect to Equality, Safety and Patient Experience

The two pharmacies left in Totnes are an extremely inconvenient distance away from Leatside surgery (Totnes's largest GP surgery) for those with mobility issues or young children. One pharmacy has no available parking which could lead to extreme difficulties for disabled and elderly patients as well as for parents with young children to access timely services. The other pharmacy in Totnes, which is connected to a busy supermarket, does have parking but can be some distance away from the pharmacy entrance. Please also see patient complaints (Appendix 1). Also please see a letter attached (Appendix 5) from the MP of Totnes, Anthony Mangnall providing feedback from Totnes constituents and the support of this application. Another example of current poor patient experience has been recorded by Cornworthy Parish Council (Appendix 6), which is a rural village on the outskirts of Totnes, in the South Hams.

With respect to patients with other protected characteristics, most pharmacies are deemed safe spaces to discuss and share domestic abuse/domestic violence cases and request advice and signposting assistance. The current capacity issues within Totnes could lead to vulnerable patients who cannot access this support safely and the ongoing signposting to specialist services. The continuation of the current capacity issues could lead to ongoing stress and anxiety due to patient's concerns about not being able to obtain timely pharmacy services. Please see patient complaints (Appendix 1) regarding capacity.

Additionally the surgery is experiencing issues with sourcing of dressings for wound management of patients who we need to apply regular dressings. Previously, with patient consent, the pharmacy held stock for these patients to ensure that they always had appropriate dressings available. Patients now need to access from other pharmacies and bring with them – this is particularly difficult for those users who have large volumes (boxes) of dressings and who have mobility issues as a result. An unforeseen benefit of the re-instatement of this pharmacy contract would return the dressing service to the surgery and District nurses which will speed of their service which is not only delaying patient treatment but causing additional trips into Totnes town centre to collect dressings.

Totnes, like all of Devon, has a large seasonal influx of tourists each year who may require pharmacy services. These could range from simple colds through to issues of sunburn as well as more complicated prescribing regimens that need to be maintained whilst visiting. Over the summer months the local population dramatically increases due to second home owners and tourists. Morrison's which provides free parking in the centre of the town becomes a difficult place to park due to visitor numbers and services become stretched due to the additional demand from temporary visitors to the area.

The current limited capacity would make timely provision of services to visitors challenging.

With respect to the gap analysis in the Pharmaceutical Needs Assessment (PNA) – 2022 – 2025, at conducted at the level of three pharmacies in Totnes, it was identified that there was no gap in services. It is therefore evident that with one less pharmacy, gaps in services would arise. Furthermore, the assessment noted that within a 3-mile radius of the proposed re-instated Leatside pharmacy, a proposed 4 new housing developments were planned and it stated if the trajectory of population growth continued to increase there may require further pharmacy provision (above the pre-existing 3 pharmacies). The unforeseen benefit of the re-instatement of the Leatside pharmacy would secure the provision of the current PNA.

Please continue on a separate sheet if necessary.

Please explain how you intend to secure the unforeseen benefit(s).

To secure this unforeseen benefit O'Brien Ltd will use its 27 years of pharmaceutical experience to provide the highest quality provision of pharmacy services by drawing on experiences from operating pharmacies throughout the Torbay area as well as

operating pharmacies within GP surgeries. We believe that it takes commitment from both the GP surgery and the pharmacy to provide high quality services/healthcare for patients. Prior to this application, O'Brien Ltd has received confirmation of the full support from the Leatside GP Surgery partners to complete this application and set up a new pharmacy co-located with their surgery. This support from the GP partners was conditional on the partnership we will enter into with the surgery, a partnership that will be based on cooperation between the two premises to provide the highest quality, integrated healthcare services to patients.

O'Brien Ltd will look to complete a refit of the Leatside Pharmacy to increase the current number of consultation rooms from 1 to 3 as well as including a healthy living information zone and a retail space offering essential healthcare items.

Finally, O'Brien Ltd will create a team of healthcare professionals including pharmacists, technicians, dispensers and counter assistants to be able to deal with the level of medicine dispensing and provide the patients with pharmacy services within a timely manner.

Please continue on a separate sheet if necessary.

7 Undertakings

By virtue of submitting this application I/we undertake to notify NHS England or the relevant delegated integrated care board within 7 days of any material changes to the information provided in this application (including any fitness information provided under paragraph 3 or 4, Schedule 1) before:

- the application is withdrawn,
- while the application remains the subject of proceedings, the proceedings relating to the application reach their final outcome and any appeal through the courts has been disposed of, or
- if the application is granted, I/we commence the provision of the services to which this application relates,

whichever is the latest of these events to take place.

I/We also undertake to notify NHS England or the relevant delegated integrated care board if I/we am/are included, or apply to be included, in any other relevant list before:

- the application is withdrawn,
- while the application remains the subject of proceedings, the proceedings relating to the application reach their final outcome and any appeal through the courts has been disposed of, or
- if the application is granted, I/we commence the provision of the services to which this application relates,

whichever is the latest of these events to take place.

I/We also undertake:

- to comply with all the obligations that are to be my/our terms of service under Regulation 11 if the application is granted, and
- in particular to provide all the services and perform all the activities at the premises listed above that are required under the terms of service to be provided or performed as or in connection with essential services.

The following only applies where the applicant is seeking to provide directed services. I/We:

- undertake to provide the directed services mentioned in this application if they are commissioned within 3 years of the date of grant of this application or, if later, the listing of the premises to which this application relates,
- undertake, if the services are commissioned, to provide the services in accordance with an agreed service specification, and
- agree not to unreasonably withhold my/our agreement to the service specification for each directed service I/we are seeking to provide.

I confirm that to the best of my knowledge the information contained in our application is correct.

Name: Karen O'Brien

Position: Director & Superintendent Pharmacist

Date: 07/02/2024

On behalf of the company/partnershipO'Brien Limited

Contact phone number in case of queries.....

Contact email number in case of queries

Registered office

Please send the completed form to:

Email: PCSE.marketentry@nhs.net

Post: Primary Care Support England, PO Box 350, Darlington, DL1 9QN

NHS England's [Privacy Notice](#) describes how certain services are provided on behalf of Integrated Care Boards and how personal data is used. It also explains how you can invoke your rights as a data subject. We will protect your information in line with the requirements of the Data Protection Act 2018.

Chapter 15

Annex 1

Application Form

Application offering unforeseen benefits

Application for inclusion in the pharmaceutical list for the area of

Devon HWB..... (insert name of health and well-being board).

This is an application offering unforeseen benefits and as such is a routine application under regulation 18 of the NHS (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013.

Please complete this form as legibly as possible.

Applicants should note that information provided in this form may be disclosed where this application is required to be notified to other parties or in response to a request made under the Freedom of Information Act 2000. Applicants are referred to paragraph 21 of Schedule 2 of the Regulations which sets out NHS England's responsibilities in relation to information provided in this application form which an applicant advises is confidential.

1 Information regarding the applicant

1.1 Full name and correspondence address of the applicant

Pharmaderma Limited C/o PSC

1.2 Applicant's legal entity

I/we am/are applying as a:

(Please tick relevant box. Only one box may be selected. GPhC registration numbers only need to be provided for pharmacy applications.)

Sole trader My GPhC registration number is

Partnership

Please list each partner and their GPhC registration number:

Please continue on a separate sheet if necessary.

Corporate Body

Superintendent's name and GPhC registration number is	Robert Anthony Skornia – 2065537
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1.3 Provision of fitness information required by Part 1, Schedule 2 of the NHS (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013, as amended

(Please tick relevant box)

I/We have provided the required fitness information on a previous occasion to NHS England or, before 1 April 2013, to a home primary care trust, and there is no missing information. I confirm that the previously provided information remains up-to-date and accurate.

Please set out below when and to whom the information was provided. If NHS England cannot locate the information previously supplied after using reasonable efforts to locate it, you will be asked to provide it again.

We are already included in the Devon pharmaceutical list at 31/32 Fore Street, Okehampton, Devon, EX20 1HB

I/We have already provided the fitness information on a previous occasion to NHS England or, before 1 April 2013, to a home primary care trust, but there is missing information. I confirm that the remainder of the previously provided information remains up-to-date and accurate

Please indicate what information NHS England already has and when and to whom it was provided, and confirm the missing information that is being provided. If NHS England cannot locate the information previously supplied after using reasonable efforts to locate it, you will be asked to provide it again.

I/We have provided the required fitness information with this application.

1.4 Relevant fee

I/we include the relevant fee for this application. £750

2 Proposed premises

(Please tick relevant box. Only one box may be selected.)

I/we know the address of the proposed premises

I/we provide a best estimate of the location of the proposed premises

Please provide the address or best estimate¹ of the proposed premises

Best estimate area within the vicinity of the Leatside Health Centre as shown on the enclosed map.

Please continue on a separate sheet if necessary.

(Only complete the question below if you know the address of the proposed premises)

The premises above are currently in my/our possession* Yes No

* by rental, **leasehold** or freehold

3 Opening hours

3.1 Proposed core opening hours²

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
0800 – 1200 1400- 1800	0800 – 1200 1400- 1800	0800 – 1200 1400-1800	0800 – 1200 1400- 1800	0800 – 1200 1400- 1800	Nil	Nil	40

3.2 Total proposed opening hours³

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
0800 – 1800	0800 – 1800	0800 – 1800	0800 – 1800	0800 – 1800	0900- 1200	-	53

¹ Best estimates are to be precise as possible. Phrases such as “in the vicinity of” and “within 100m of the junction of the High Street and Church Lane” are unlikely to be considered acceptable.

² Core opening hours must total 40 hours per week for pharmacies or not less than 30 hours for DACs, unless the applicant is proposing more core opening hours to meet an identified current need.

³ The total opening hours includes the core hours and any supplementary opening hours

4 Pharmaceutical services to be provided at these premises

Essential services (paragraphs 3 to 22, Schedule 4 – pharmacies)

Or

Terms of service (paragraphs 3 to 12, Schedule 5 – DACs)

If you are undertaking to provide appliances, specify the appliances that you undertake to provide (or write 'none' if it is intended that the pharmacy will not provide appliances).

Appliances listed in Part IX of the Drug Tariff

Please give details of any advanced and enhanced services⁴ you intend to provide. These details should include:

- confirmation that you are accredited to provide the services where that accreditation is a prerequisite for the provision of the services;
- confirmation that the premises are accredited in respect of the provision of the services where that accreditation is a prerequisite for the provision of the services; and
- a floor plan showing the consultation area where you propose to offer the services, where relevant. Where a floor plan cannot be provided please set out the reasons for this.

⁴ Please note that enhanced services are those commissioned by NHS England. Do not include services which are commissioned by the local authority/council or the clinical commissioning group (CCG).

Service	Accredited to provide (Y/N/NA)	Premises accredited (Y/N/NA)	Consultation area (Y/N/NA)
Flu Vaccination Service	Y	TBA	Y
Community Pharmacy Consultation Service (CPCS)	Y	TBA	Y
NMS	Y	TBA	Y
Smoking cessation service	Y	TBA	Y
Hypertension case-finding service	Y	TBA	Y
Pharmacy contraception service	Y	TBA	Y
Pharmacy First	Y	TBA	Y
Covid-19 Vaccination service.	Y	TBA	Y
NHS Weight Loss service	Y	TBA	Y
We would propose to provide any local enhanced service commissioned by the CCG, HWB or NHS England. Also see supporting information.			

Please continue on a separate sheet if necessary.

Floor plan showing consultation area

As this is a best estimate of location we are not able to provide a floor plan. However, we can confirm that at least one consultation room will be provided and the premises will meet all NHS and GPhC requirements.

Please continue on a separate sheet if necessary.

5 Applications in relation to premises that are in close proximity to other listed chemist premises

This section should only be completed if the premises included in section 2 above are adjacent to, or in close proximity to, another pharmacy or dispensing appliance contractor premises.

In my/our view this application should not be refused pursuant to Regulation 31 for the following reasons:

There is no other pharmacy in close proximity to the best estimate area.

Please continue on a separate sheet if necessary.

6 Information in support of the application

In making this application I/we am/are offering to secure improvements or better access that were not included in the HWB's pharmaceutical needs assessment.

Please describe the unforeseen benefit(s) that you are offering to secure and how it will secure improvements or better access to pharmaceutical services, or pharmaceutical services of a specified type in the HWB's area.

See enclosed supporting information.

Please continue on a separate sheet if necessary.

Please explain how you intend to secure the unforeseen benefit(s).

See enclosed supporting information.

Please continue on a separate sheet if necessary.

7 Undertakings

By virtue of submitting this application I/we undertake to notify NHS England within 7 days of any material changes to the information provided in this application (including any fitness information provided under paragraph 3 or 4, Schedule 1) before:

- the application is withdrawn,
- while the application remains the subject of proceedings, the proceedings relating to the application reach their final outcome and any appeal through the courts has been disposed of, or
- if the application is granted, I/we commence the provision of the services to which this application relates,

whichever is the latest of these events to take place.

I/We also undertake to notify NHS England if I/we am/are included, or apply to be included, in any other relevant list before:

- the application is withdrawn,
- while the application remains the subject of proceedings, the proceedings relating to the application reach their final outcome and any appeal through the courts has been disposed of, or
- if the application is granted, I/we commence the provision of the services to which this application relates,

whichever is the latest of these events to take place.

I/We also undertake:

- to comply with all the obligations that are to be my/our terms of service under Regulation 11 if the application is granted, and
- in particular to provide all the services and perform all the activities at the premises listed above that are required under the terms of service to be provided or performed as or in connection with essential services.

The following only applies where the applicant is seeking to provide directed services. I/We:

- undertake to provide the directed services mentioned in this application if they are commissioned within 3 years of the date of grant of this application or, if later, the listing of the premises to which this application relates,
- undertake, if the services are commissioned, to provide the services in accordance with an agreed service specification, and
- agree not to unreasonably withhold my/our agreement to the service specification for each directed service I/we are seeking to provide.

I confirm that to the best of my knowledge the information contained in my/our application is correct.

Signature ... 

Name: **William Roy Pike**

Position: **Director**

Date: ...**24th January 2024**.....

On behalf of the company/partnership: **Pharmaderma Limited**

Contact phone number in case of queries.....

Contact email number in case of queries

Registered office

ITEM 10 – LIST OF MEETING DATES, COMMUNICATIONS POINTS AND LINK COUNCILLOR UPDATES

Month	Full Council, 7pm	Council Matters Committee, 6.30pm	Planning Committee, 6.30pm	Town Matters Committee, 6.30pm
May 2024	Monday 13 th	Monday 20 th	Wednesday 22 nd	None
June 2024	Monday 10 th	None	Monday 17 th	Monday 24 th
July 2024	Monday 1 st	Monday 8 th	Monday 15 th	Monday 22 nd

May

Annual General Meeting of Totnes Town Council – 13th May at 6.30pm
 Council Matters Committee – 20th May at 6.30pm
 Planning Committee – 22nd May at 6.30pm
 Mayor Making Ceremony (not a public event) – Tuesday 21st May
 Strategy Delivery Group – Tuesday 28th May at 6pm.
 Annual Town Meeting – Wednesday 29th May at 5pm

June

Full Council – 10th June at 6.30pm
 Council Matters Committee – No meeting
 Planning Committee – 17th June at 6.30pm
 Town Matters Committee – 24th June at 6.30pm

July

Full Council – 1st July at 6.30pm
 Council Matters Committee – 8th July at 6.30pm
 Planning Committee – 15th July at 6.30pm
 Town Matters Committee – 22nd July at 6.30pm
 Traffic and Transport Forum meeting – 31st July at 6.30pm

Communications Points

Annual Town Meeting

The Annual Town Meeting will be held on Wednesday 29th May at 5pm in the Civic Hall. This is an opportunity for the Mayor and Clerk to set out their reports and for the public to ask questions. It will also include the presentation of the individual and group Community Awards for 2024.

Bridgetown Ward Vacancy – The Bridgetown Ward vacancy is to be filled by co-option. The deadline for anyone interested in being considered is midday on Thursday 23 May 2024, so that Full Council can review the applications at the meeting on 10 June 2024. The form for completion is on the Town Council website or can be collected from the Council Offices.

Further verbal updates to be given by the Clerk at the meeting and a list of recent press releases is in the Clerk’s Report.

Link Councillor/Councillor Representative on Outside Body Updates

Updates from Cllr Auletta:

Heritage - I had a meeting with Jo Cairns who is the Museum Development Officer for Devon (based in Bristol). It was useful to understand what assistance Jo may be able to offer us in the future, and she is already working with the Elizabethan House (Totnes Museum) and Costume Collection, both of which are AIM accredited. I need to follow up with Kate. The Totnes Image Bank is not accredited and it feels as if the two organisations are not as good a fit as was initially thought. Cllr Bennett attended this too.

Open Space - Cllr Bennett introduced me to Rory Batt who is a new Trustee for Leechwell Gardens and we had a productive and positive meeting about future plans there. I have offered my support and await further news.

CALENDAR OF TOTNES TOWN COUNCIL MEETINGS 2024-25

	Full Council	Council Matters Committee	Planning Committee	Town Matters Committee	Strategy Delivery Group	Traffic and Transport Forum
	Monthly	Monthly	Monthly	Bimonthly	Bimonthly	Quarterly
Officers attending	Catherine Marilton	Catherine Marilton (Cover by Christina Bewley)	Sara Halliday	Sara Halliday (Cover by Lucy Ferrier)	Catherine Marilton (cover by the management team)	Lisa Baumback (Forums only)
May = 4	Full Meeting 13th	Meeting 20th	Meeting 22nd	None	SDG Meeting 28th @ 6pm	None
Jun = 4	Full Meeting 10th	None	Meeting 17th	Meeting 24th	None	Steering Group
Jul = 6	Full Meeting 1st	Meeting 8th	Meeting 15th	Meeting 22nd	SDG Meeting 23rd @ 6pm	Forum and Steering Group
Aug* = 2	Full Meeting 5th	None	Meeting 19th	None	None	None
Sep = 5	Full Meeting 2nd	Meeting 9th	Meeting 16th	Meeting 23rd	None	None
Oct = 5	Full Meeting 7th	Meeting 14th	Meeting 21st	None	SDG Meeting 22nd @ 6pm	Forum and Steering Group
Nov = 5	Full Meeting 4th	Meeting 11th	Meeting 18th	Meeting 25th	None	Steering Group
Dec = 4	Full Meeting 2nd	Meeting 9th	Meeting 16th	None	SDG Meeting 18th @ 12pm	None
Jan = 6	Full Meeting 6th	Meeting 13th	Meeting 20th	Meeting 27th	None	Forum
Feb = 4	Full Meeting 3rd	Meeting 10th	Meeting 17th	None	SDG Meeting 25th @ 6pm	None
Mar = 5	Full Meeting 3rd	Meeting 10th	Meeting 17th	Meeting 24th	SDG Meeting 22nd @ 6pm	Steering Group
Apr = 5	Full Meeting 7th	Meeting 14th	Meeting 28th	None	None	Forum and Steering Group

*If required

