

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

**MONDAY 10TH JUNE 2024 IN THE GUILDHALL**

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

Apologies: Cllrs J Hannam, D Peters and E Price, and District Cllr Allen.

## In Attendance: Members of the press and public, Police Officer, District Cllr Birch, C Marlton (Town Clerk) and P Bethel (Town Sergeant).

### **1. WELCOME TO ALL ATTENDING AND OBSERVING**

Cllr Bennett asked those present to observe a minute’s silence in remembrance of Judy Westacott MBE, former Mayor and long serving Town Councillor who passed away on 21st May.

### **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.**

Cllr Beavis updated that he had become a KEVICC Foundation Governor.

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

**Reports from County and District Councillors.**

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

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

a. County Cllr (C Cllr) Hodgson was present and gave a verbal update on her written report, including: concerns about Babcock and their arms manufacturing in relation to current conflicts; investigating farm soil quality for the public interest; road safety outside St John’s School; general issues with Highways, including Castle Street; and that the potential devolution deal is deferred pending the General Election.

b. District Cllr Allen was not present and hadn’t submitted a report.

c. District Cllr Birch was present and gave a verbal update on his written report, including: council tax on second homes and the small proportion that will be sent to Towns and Parishes from 2025 onwards with the need to ringfence the funds for housing; chasing updates and improvements to the Civic Square - Cllr Auletta asked that the Town Council be consulted on the design/any improvements; and the Former Dairy Crest site planning appeal.

d. District Cllr Presswell was present and gave a verbal update on her written report, including a dentistry report around alternative ways of providing NHS services that will be coming out in due course. The availability of NHS dentists is at an all-time low and there are no options in Totnes.

*The Council reconvened.*

**3. CLERK’S REPORT (Standing Item)**

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

Noted.

### **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 13th May 2024.**

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

**To note the following minutes:**

**b.** **Council Matters Committee 20th May 2024.**

Noted.

**c. Planning Committee 22nd May 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 10th May 2024.**

No matters arising.

**b. Council Matters Committee 20th May 2024.**

Item 3 – Budget Allocation. It was **RESOLVED** unanimously that an allocation of £15,000 be transferred from the Strategic Priorities budget to each of the community, economy, and environment and public realm budget lines to allow work to continue and expenditure to occur under delegated authority.

**c. Planning Committee 22nd May 2024.**

Item 6 – Traffic and Transport Forum. It was **RESOLVED** unanimously that Appendix B of the Traffic, Transport and Pedestrian Policy is adopted.

### **6. CO-OPTION TO BRIDGETOWN WARD VACANCY**

**To consider the applications for the Totnes Bridgetown Councillor vacancy.**

It was **RESOLVED** by a majority to co-opt Tobias Robshaw to the Bridgetown Ward vacancy. All candidates were thanked for their applications.

### **7. COMMUNITY GRANTS**

**To consider the Council Matters recommendation for the awarding of Community Grants for 2024.**

The supported projects will be spent in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure, as per the spending powers under section 137 of the Local Government Act 1972. It was **RESOLVED** to allocate the following grants under the Totnes Town Council Community Grant Applications June 2024:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Totnes Town Council Community Grant Awards June 2024** | | | | **PROPOSED BUDGET: £40,500 - plus an allocation from EM Reserves** | |  |  |
| **Applicant** | **Project** | **Amount requested** | **Total project cost £** | **AGREED AMOUNT** | **% of ask** | **Spending Power** | **S137** |
| Bridgetown Alive | Sky Rise Festival 20 Jul 24 | £3,400.00 | £8,000.00 | £1,700.00 | 50 | Provision of entertainment and support for the arts including festivals and celebrations |  |
| TRAYE | Totnes Youth Leisure Night and Bridgetown Youth Club | £8,750.00 | £24,600.00 | £8,750.00 | 100 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £8,750.00 |
| Totnes Carnival | Totnes Carnival Summer/Christmas Programme | £3,170.00 | £3,170.00 | £2,377.50 | 75 | Provision of entertainment and support for the arts including festivals and celebrations |  |
| Totnes Hospital League of Friends | Chairs for Dart Ward | £3,231.00 | £3,731.00 | £0.00 | 0 |  |  |
| KEVICC Parents Association | Enrichment and Community Engagement Pupil Programme. | £6,450.00 | £10,850.00 | £0.00 | 0 |  |  |
| Bike Hub | Earn a Bike Project | £1,475.00 | £3,150.00 | 100% AGREED from Earmarked Reserves | | Highways and sustainable transport |  |
| SASHA | Running Costs for FY 2024 | £1,143.48 | £3,162.50 | £1,143.48 | 100 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £1,143.48 |
| South Hams Community Action | Volunteer recruitment support for groups in Totnes | £3,000.00 | £36,401.00 | £750.00 | 25 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £750.00 |
| Totnes Caring | Community Intergenerational Projects | £3,262.00 | £8,155.00 | £2,446.50 | 75 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £2,446.50 |
| TADPOOL | Co-funded training for 10 high potential sports stars in Totnes who are ‘Pupil Premium’/ Low Income children | £1,250.00 | £2,500.00 | £0.00 | 0 |  |  |
| St Mary's Church | St.Mary’s Servery and Community Space | £2,000.00 | £63,250.00 | £1,000.00 | 50 | Power to provide and equip community buildings |  |
| Youth Mental Health Foundation | Zoom support group for parents of young people struggling with mental health in Totnes | £3,532.00 | £7,948.00 | £0.00 | 0 |  |  |
| SPACE Youth Services | Totnes Summer Programme | £1,000.00 | £2,000.00 | £1,000.00 | 100 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £1,000.00 |
| Food In Community | Improving Food Security for Totnes Residents | £6,708.00 | £13,416.00 | £5,031.00 | 75 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £5,031.00 |
| Future Challenges | Strive Together | £3,500.00 | £5,000.00 | £0.00 | 0 |  |  |
| Totnes Skate Park | Totnes Skate Park Fundraising Project | £8,000.00 | £300,000.00 | £8,000.00 | 100 | Power to provide a wide range of recreational facilities |  |
| Leechwell Garden Association | Sustaining Leechwell Garden: Ensuring continuity for our residents young and old | £4,000.00 | £4,000.00 | £2,000.00 | 50 | Power to acquire and maintain open spaces |  |
| Fusion | Warm Spaces Bouncy Fun (Oct 24 - Feb 25) | £1,948.00 | £1,948.00 | £1,461.00 | 75 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £1,461.00 |
| Jamming Station | Family Chill Café (Sep 24 - Feb 25) | £4,000.00 | £6,656.25 | £1,000.00 | 25 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £1,000.00 |
| Stepping Stones | The Warms Hearts Café | £22,740.00 | £23,340.00 | £0.00 | 0 |  |  |
| Transition Town | Who owns Totnes? A workshop of mapping and visioning. Mid-Jun and Jul 2024 | £591.00 | £591.00 | £0.00 | 0 |  |  |
| The Mansion | Secondary glazing of the Lovelace Room at the Mansion. Jul-Oct 2024 | £1,600.00 | £1,600.00 | £0.00 | 0 |  |  |
| Citizens Advice | Totnes outreach and partnership with Totnes Caring | £8,826.00 | £17,651.00 | £4,413.00 | 50 | Power to support |  |
| **Total** |  | **£103,576.48** | **£551,119.75** | **£41,072.48** | **Transfer extra £16072.48 from Strategic Priorities** |  | £21,581.98 |
|  |  |  |  | **£1,475** | **EAR MARKED RESERVES - Green Travel** |  |  |
|  |  |  |  | **£42,547.48** | **TOTAL AWARDED** | |  |

### **8. INTERNAL AUDIT REVIEW**

**To receive the Internal Audit Report for 2023/24, consider the findings and action plan.**

It was **RESOLVED** unanimously to approve the Internal Audit Report for 2023/24.

### **9. ANNUAL GOVERNANCE STATEMENT**

**To:**

**a. Consider and approve the Annual Governance Statement for 2023/24 by resolution (document attached); and**

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

It was **RESOLVED** unanimously to approve the Annual Governance Statement for 2023/24, which was then duly signed by the Chair.

### **10. ACCOUNTING STATEMENT**

**To:**

**a. Consider the Accounting Statement for 2023/24 (document attached);**

**b. Approve the Accounting Statement for 2023/24 by resolution; and**

**c. Chair to sign the Accounting Statement for 2023/24.**

It was **RESOLVED** unanimously to approve the Accounting Statement for 2023/24, which was then duly signed by the Chair and Proper Officer.

**11. COMMUNITY ECONOMIC PLAN**

**To consider engagement in the South Hams District Council’s Community Economic Plan process.**

It was **RESOLVED** unanimously to continue with the project, keeping the staffing resources required under review.

**12. INVESTMENT STRATEGY**

**To review the Council’s investment strategy.**

The Investment Strategy was **AGREED.**

**13. FIXED ASSETS REGISTER**

**To note the amendment to the Fixed Asset Register.**

Noted.

**14. 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.

### **15. NEXT MEETING**

**To note the next meeting date of Monday 1st July 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.*

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

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

None.

### **17. INSURANCE DECLARATION REQUIREMENTS**

### **To note the need/receipt of declarations from officers and Councillors in line with insurance requirements (personal).**

Noted.

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

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

There were no updates at this time.

The meeting closed at 8.45pm.

Cllr Tim Bennett

Deputy Chair