

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

**MONDAY 4TH JULY 2022 IN THE GUILDHALL**

## Present: Councillors G Allen (Chair), M Adams, T Bennett, S Collinson, J Cummings, J Hannam, J Hodgson, P Paine, B Piper, V Trow and L Webberley.

Apologies: Cllrs Hendriksen, Oliver, and Price, and District Cllrs Birch.

Not present: Cllrs Skinner and Stopp.

## In Attendance: District Cllr Sweett, Members of the press and public, C Marlton (Town Clerk).

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

### **APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS**

**To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.**

The apologies were received and accepted.

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

**Reports from County and District Councillors.**

1. **County Cllr Hodgson**
2. **District Cllr Birch**
3. **District Cllr Rose**
4. **District Cllr Sweett**

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

a. County Cllr (C Cllr) Hodgson updated on: XXX

b. District Cllr Birch was not present and a report had been received.

c. District Cllr Rose was not present and no report had been received.

d. District Cllr Sweett was present and had emailed a report to members.

*The Council reconvened.*

### **3. CONFIRMATION OF MINUTES**

**To approve and sign the minutes of the following Meeting:**

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

1. **Full Council 6th June 2022.**

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

**To note the following minutes:**

**b. Council Matters 13th June 2022.**

Noted.

1. **Planning Committee 20th June 2022.**

Noted.

### **4. CONSIDERATION OF ANY MATTERS ARISING**

**To consider any matters arising from the Minutes and to approve any recommendations from Committees:**

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

1. **Full Council 6th June 2022.**

No matters arising.

**b. Council Matters 13th June 2022.**

4 – Budget Monitor: insurance Renewal. The Clerk updated that the three-year fixed price contract offer had expired and therefore could not be pursued.

12 – Terms and Conditions of the Green Travel Co-ordinator and Community Co-ordinator positions. To be considered at item 13.

**c. Planning Committee 20th June 2022.**

No matters arising.

### **5. TO APPOINT A RECESS COMMITTEE**

**To consider appointing the Mayor, Deputy and Chairs of Committee as the Recess Committee for August 2022. This group will have delegated authority to make decisions on behalf of the Town Council in the case of an emergency decision being required. This committee will only be convened by the Clerk if necessary.**

It was **RESOLVED** to appoint a recess committee consisting of the Mayor, Deputy and Chairs of Committee who would meet if required.

### **6. ARTS AND EVENTS GRANT**

**To consider an application from the Elizabethan Society for a grant to cover the road closure costs for the Orange Races in August.**

It was **RESOLVED** to allocate up to £1000 as a grant to the Elizabethan Society to facilitate the road closure from the Arts and Events Grant (to be paid directly to the contractor).

### **7. PLANNING APPLICATIONS**

**To:**

**a. Review the Planning Committee’s standing objection to application 1078/22/FUL (Development of a bat house - Land at the former Dairy Crest Site, Totnes) based on information subsequently received.**

It was **RESOLVED** to keep the standing objection in place for this application.

**b. Consider granting the Clerk delegated authority to respond to non-contentious planning applications in August 2022.**

It was **RESOLVED** to grant the Clerk delegated authority to respond to non-contentious planning applications in August based on comments received from members.

### **8. COMMITTEE MEMBERSHIP**

**To consider Cllr Allen’s resignation from the Council Matters Committee and any new members to this Committee.**

It was **RESOLVED** to accept Cllr Allen’s resignation and Cllr Hannam’s appointment to the Council Matters Committee.

**9. LIST OF MEETING DATES**

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

Noted.

### **10. NEXT MEETING**

**To note the next meeting date of Monday 5th September 2022, 6.30pm public session, 7.00pm formal meeting in the Guildhall.**

Noted.

*The Council will be asked to RESOLVE to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.*

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

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

No matters arising.

### **12. CHRISTMAS FESTIVAL CONTRACT TENDER**

**To consider the applications received to tender for running the three Christmas Festival nights in December 2022 (commercially sensitive).**

The Council shortlisted the tenders down to two. It was **RESOLVED** that the Clerk is given delegated authority to appoint the best provider following interviews conducted with Cllr Piper with the two companies.

### **13. STAFFING REVIEW**

**To consider:**

**a. The Terms and Conditions of the Green Travel Co-ordinator, Community Co-ordinator and TMO positions (personnel).**

These were **RESOLVED** by Full Council.

**b. A review of the overall staffing structure and pay scales.**

It was **RESOLVED** unanimously to support a review of the overall staffing structure and pay scales subject to the Council Matters Committee reviewing the detail under delegated authority before implementation on 20th September 2022.

**c. A change to the allocation of hours for opening and closing of the Civic Hall and Council buildings.**

It was **RESOLVED** to approve the hours as per the report.

Cllr Georgina Allen

Deputy Mayor