



MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 10TH FEBRUARY 2025 AT 6.30PM IN THE GUILDHALL

Present: Councillors D Peters (Chair), C Beavis, T Bennett, J Chinnock, J Hannam and E Price.

Apologies: Cllr Robshaw.

In Attendance: C Marlton (Town Clerk).

1. APOLOGIES FOR ABSENCE

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

PUBLIC QUESTION TIME

There were no members of the public present.

2. CONFIRMATION OF MINUTES

To approve the minutes of 13th January 2025 and update on any matters arising.

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

3. BUDGET MONITOR

To consider the Budget Monitor including:

a. The reserves projection.

Noted.

b. Proposed earmarked reserves and budget expenditure.

Noted. The proposed earmarked reserves had been agreed at the February Full Council.

c. The Community/Economy /Environment and PR and Strategic Priorities budgets.

The proposed working group budgets were **AGREED**.

4. STRATEGY DELIVERY WORKING GROUPS

To consider:

a. the format and frequency of the Working Group and Strategy Delivery Group meetings;

It was **AGREED** to discuss the format of the working group and Strategy Delivery Group meetings at the next Councillor away day in March.

And any budgetary recommendations from the following:

b. Community Working Group, 6th January 2025.

No recommendations.

c. Economy Working Group, 15th January 2025.

It was **AGREED** to approve the following expenditure:

- Item 2 - £3,000 for the MidSummer festival – with the flexibility to reallocate to support other events at the discretion of the Economy Working Group.
- Item 3 - £500 for the Totnes and Dartmouth marketing project.

d. Environment and Public Realm Working Group, 29th January 2025.

Item 2a – It was **AGREED** that:

- the seven new extra-large heritage style litter bins will replace existing bins in the following locations: front of Civic Square; by Birdwood House/end of Civic Hall ramp; pavement outside St Mary’s Church on the High Street; Heath Gardens; The Plains near Fone Shop/Curator; Vire Island, bottom of the ramp; and one held in reserve for placement.
- Utilising existing and removed bins to improve the street scene: black bins removed as part of the installation of the larger capacity bins are used to replace the green bins on High Street; one green metal bins near the Dartmouth Inn to near the posts on The Plains where there has previously been a bin; and relocate the metal bin from the Civic Square to the bus shelter on Coronation Road to increase capacity from the post-mounted bin currently in place.

Item 3 – It was **AGREED** that the Council supports in principle the hosting of the Bridgetown Alive! map in its bus shelters but that further information is required in terms of the cost of the signage, materials for the signage, proposed size of the maps, inclusion of the Town Council logo if it is funding the signs and their installation.

5. COUNCIL RISK ASSESSMENTS

To consider a summary of the Council’s Risk Assessments.

The risk assessment summary was **AGREED** unanimously.

6. ASSET TRANSFER POLICY

To consider a draft Asset Transfer Policy for the Council.

To **RECOMMEND** to Full Council that the draft Asset Transfer Policy is adopted following an amendment to include reference to an Equality Impact Assessment being provided and adding ‘and anyone who has control of the assets’ to the first line under the Ownership and Tenure.

7. COUNCIL GRANTS POLICY

To review the Council Grants Policy and proposed timeline and budget for 2025/26.

To **RECOMMEND** to Full Council that the revised Council Grants Policy is adopted. It was **AGREED** to amend the timeline so that the grant application process closes on Monday 5th May.

8. CLOSED-CIRCUIT TELEVISION POLICY

To review the Closed-Circuit Television Policy.

To **RECOMMEND** to Full Council that the revised Closed-Circuit Television Policy is adopted.

9. PENSIONS DISCRETION POLICY

To review the Pensions Discretion Policy.

The Pensions Discretion Policy was **AGREED** unanimously.

10. BULLYING AND HARASSMENT POLICY

To review the Bullying and Harassment Policy.

The Bullying and Harassment Policy was **AGREED** unanimously.

11. FIXED ASSET REGISTER

To note the Council's Fixed Asset Register.

Noted.

12. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 10th March 2025 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)*

13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for January (financial).

These were reviewed and **AGREED**.

14. GUILDHALL COTTAGE GARAGE

To note an enquiry about the ownership of the Guildhall Cottage Garage (legal).

Noted.

15. STAFFING UPDATE

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

Noted.

The meeting closed at 7.45pm

Catherine Marlton
Town Clerk
February 2025