



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 19TH MAY 2025 AT 6.30PM IN THE GUILDHALL

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

Apologies: Cllrs Peters and Trant.

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.

The Committee adjourned for the following items:

PUBLIC QUESTION TIME

There were no members of the public present.

The Committee convened to consider the following items:

2. ELECTION OF DEPUTY CHAIR

To elect a deputy chair for the Committee.

It was **AGREED** to appoint Cllr Bennett as Deputy Chair

3. CONFIRMATION OF MINUTES

To approve the minutes of 14th April 2025 and update on any matters arising.

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

4. BUDGET MONITOR

To consider the Budget Monitor.

The budget monitor was **AGREED**.

5. BUDGET OUTTURN STATEMENT

To note the budget outturn statement for financial year 2024/25.

Noted.

6. CHRISTMAS MARKETS 2026

To consider an event report and draft tender document for future Christmas Markets from 2026 onwards.

The event specification was **AGREED**. Quotes will be invited for the running of the Christmas Markets from 2026, and these will be considered at a future Council Matters Committee.

7. COMMUNITY GRANTS

To review the Community Grant applications and make a recommendation to Full Council.

It was **AGREED** that due to the huge oversubscription that late applications could not be considered at this time.

It was **RECOMMENDED** to Full Council to allocate £30,000 to the Skate Park project (from Earmarked Reserves), on the condition that it is the payment that ensures the project can be delivered in the coming calendar year and that South Hams District Council bring forward £150,000 of funding.

It was **RECOMMENDED** to Full Council to allocate Community Grants as follows:

| Totnes Town Council Community Grant Applications May 2025 | | | | | |
|---|---|---|----------------------|-----------------|-------------------------------------|
| Applicant | Project | Amount requested | Total project cost £ | % of total cost | RECOMMENDATION FROM COUNCIL MATTERS |
| Bridgetown Alive | Sky Rise Festival 12 Jul 25 | £4,000.00 | £10,200.00 | 39.2 | 1,500.0 |
| Totnes Skatepark Community | Skate Park | £30,000.00 | £320,000.00 | 9.4 | From Earmarked Reserves |
| Playground Arts | Young Peoples Theatre for 11-16 year olds in Totnes | £2,318.00 | £7,020.00 | 33.0 | 0.0 |
| Totnes Heritage Trust | Totnes Heritage Festival 2025 - 27 Sep 25 | £600.00 | £715.00 | 83.9 | 600.0 |
| Stepping Stones | Stepping Stones Food & Wellbeing | £19,800.00 | £65,140.00 | 30.4 | 5,000.0 |
| Totnes Caring | Volunteer Transport Service 1 Apr 25 - 31 Mar 26 | £9,523.88 or £10,000 [getting confirmation] | £46,241.00 | | 5,000.0 |
| Reanella Trust | The Resilience Recovery Relief Project 16/06/25 - 28/07/25 | £9,600.00 | £19,600.00 | 49.0 | 0.0 |
| Fusion | Warm Spaces Bouncy Fun Oct 2025 - Feb 2026 | £2,231.00 | £2,231.00 | 100.0 | 1,500.0 |
| 3rd Totnes Sea Scouts | Updating 3 rd Totnes Scouts equipment and facilities | £3,000.00 | £10,000.00 | 30.0 | 2,000.0 |
| Totnes Natural Health Centre | | | £11,000.00 | 0.0 | 0.0 |
| Sasha | Running costs for rent of space, Apr 25 - Mar 26. | £1,000.00 | £2,427.50 | 41.2 | 1,000.0 |
| Soundart Radio Ltd | Totnes Summer Broadcasts Jul - 30 Sep 2025 | £3,680.00 | £4,710.00 | 78.1 | 0.0 |

| | | | | | |
|----------------------------|---|--------------------|--------------------|-------------|-----------------|
| Totnes Bowls Club | Centenary Year - clubhouse refurbishment & provision of equipment for new bowlers | £2,000.00 | £4,000.00 | 50.0 | 1,000.0 |
| Totnes Bike Hub | Tea & Tinkering 1 Sep 25 - 28 Feb 26 | £1,600.00 | £3,280.00 | 48.8 | 1,600.0 |
| Fringe Festival | Totnes Fringe Festival 2025 (Jun - end Jul 25, with festival 11-13 Jul) | £3,000.00 | £9,924.20 | 30.2 | 1,500.0 |
| Resilient Lives | Slice and Bar Youth Project June-July 25 | £1,500.00 | £1,500.00 | 100.0 | 0.0 |
| Resilient Lives | Pizza Pirates | £1,500.00 | £4,000.00 | 37.5 | 1,500.0 |
| Grove School PTA | Reading Summerhouse | £4,500.00 | £6,500.00 | 69.2 | 0.0 |
| Citizens Advice South Hams | C Community Outreach Totnes | £9,519.00 | £19,076.00 | 49.9 | 5,000.0 |
| Jamming Station | Next Wave" – Music & Mentorship for Young Adults (16–21) | £10,000.00 | £18,500.00 | 54.1 | 3,800.0 |
| Total | | £109,848.00 | £566,064.70 | 19.4 | 31,000.0 |

There was a vote to extend the meeting.

8. INVESTMENT STRATEGY REVIEW

To review the Investment Strategy.

To **RECOMMEND** to Full Council that the revised Investment Strategy is adopted.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 9th June 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)*

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED**.

11. PROPERTY OWNERSHIP

To consider a property ownership issue (legal).

Noted.

12. GUILDHALL COTTAGE

To consider the repairs required and future use of Guildhall Cottage (financial).

Due to time constraints, it was **AGREED** to defer this item to the June meeting.

13. CASTLE MEADOW

To consider legal advice on Castle Meadow access (legal).

The legal advice is **RECOMMENDED** to Full Council as outlined.

14. CHRISTMAS LIGHTS

To consider seeking legal advice on the return of the Council's Christmas lights and unresolved functionality issues (legal).

Noted. The lights have been returned and the fault repair is ongoing. Legal advice may be sought in future.

15. STAFF REPORT

To consider a staffing report including details on priorities and hours of work (staffing).

It was **AGREED** to have a 12 month fixed term contract (Marketing and Communications Officer, 24 hours pw).

It was **AGREED** that a brief is drafted for a consultant to assist in reviewing and providing an options document on the Visit Totnes/Town Council Comms and Business Support Service for members to consider in due course.

It was **AGREED** that Cllr Chinnock be appointed to the Marketing and Communications Officer interview panel.

To **RECOMMEND** to Full Council the creation of an Assistant Town Maintenance Officer role as outlined, with budget implications and Job Descriptions to be ratified before recruitment commencement.

To **RECOMMEND** to Full Council that Cllr Bennett be appointed to the Assistant Town Maintenance Officer interview panel.

To **RECOMMEND** to Full Council that both posts (subject to ratification of the Assistant Town Maintenance Officer) be advertised as soon as possible to limit the gap in staffing resources.

16. STAFFING UPDATE

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

Noted.

The meeting closed at 9.00pm

Catherine Marlton
Town Clerk
May 2025