



AGENDA FOR THE ANNUAL MEETING OF TOTNES TOWN COUNCIL

MONDAY 12TH MAY 2025 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 the Annual Meeting of the Town Council, on **Monday 12th May 2025** 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 Chair of the Council for the Council Year 2025-2026.
- 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 and District Councillors:

- 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 Working Groups; outside representatives; and link councillor roles. Document attached.

5. CLERK'S REPORT (Standing Item)

To note the Clerk's Report for April 2025 (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 the Confidential session)

- a. Full Council 7th April 2025 – document attached.

To note the following minutes:

- b. Council Matters 14th April 2025 – document attached.
- c. Planning Committee 28th April 2025 – 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 7th April 2025.
- b. Council Matters 14th April 2025.
- c. Planning Committee 28th April 2025.

8. STRATEGY DELIVERY WORKING GROUP UPDATES

To receive an update from the Chairs of the Strategy Delivery Working Group Chairs and consider the following (document attached):

- a. Environment and Public Realm Working Group – Bridgetown Alive Map in Coronation Road bus shelter; mosaics in bus shelters.

9. TRAFFIC AND TRANSPORT FORUM

To consider an urgent recommendation from the Traffic and Transport Forum:

The group agreed to endorse and fully support a **RECOMMENDATION** to Full Council to release the funds for a bridge feasibility study.

10. LOCAL GOVERNMENT REORGANISATION

To consider any feedback from SHDC and DCC on Local Government Reorganisation and the devolution of assets. Verbal update.

11. STANDING ORDERS

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

12. CODE OF CONDUCT

To consider a review of the Councillor's Code of Conduct. Document attached.

13. 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.

14. NEXT MEETING

To note the next meeting date of Monday 2nd June 2025, 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.

15. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

16. STAFFING REPORT

To consider a staffing report including details on priorities and hours of work. Document to follow.

17. BANKRUPTCY DECLARATION REQUIREMENTS

To confirm declarations from officers and Councillors of bankruptcy in line with insurance requirements (personal). Verbal update.

18. ELMHIRST PROJECT (Standing Item)

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

Agenda produced by:

Catherine Marlton

Town Clerk

7th May 2025

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.

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.