



## AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 2<sup>ND</sup> JUNE 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 a meeting of the Town Council, on **Monday 2<sup>nd</sup> June 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. 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.

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*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 – no document.
- d. District Cllr Presswell – document attached.

*The Council will convene to consider the following items:*

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### 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 the Confidential session)*

- a. Full Council 12<sup>th</sup> May 2025 – document attached.

To note the following minutes:

- b. Council Matters Committee 19<sup>th</sup> May 2025 – document attached.
- c. Planning Committee 28<sup>th</sup> May 2025 – document to follow.

### 4. 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 12<sup>th</sup> May 2025.
- b. Council Matters Committee 19<sup>th</sup> May 2025.
- c. Planning Committee 28<sup>th</sup> May 2025.

### 5. STRATEGY DELIVERY WORKING GROUP UPDATES

To receive an update from the Chairs of the Strategy Delivery Working Group Chairs. Verbal update.

## 6. COMMUNITY GRANTS

To consider (documents attached):

- a. The Council Matters Committee's recommendation for the awarding of Community Grants for 2025; and
- b. The grant awarded to Hello Summer for school holiday activities and running the Odd Object competition.
- c. How and when to consider ad hoc funding requests outside of the grant application timeline and the resource implications.

## 7. INTERNAL AUDIT REPORT

To receive the Internal Audit Report for 2024/25, consider the findings and action plan. Document attached.

## 8. ANNUAL GOVERNANCE STATEMENT

To:

- a. Consider and approve the Annual Governance Statement for 2024/25 by resolution (document attached); and
- b. Chair to sign the Governance Statement.

## 9. ACCOUNTING STATEMENT

To:

- a. Consider the Accounting Statement for 2024/25 (document attached);
- b. Approve the Accounting Statement for 2024/25 by resolution; and
- c. Chair to sign the Accounting Statement for 2024/25.

## 10. FIRST RESPONDER PARKING DISC

To consider a proposal from Cllr Hodgson to introduce a parking disc system (similar to that available to disabled drivers) for first responders. Document attached and verbal update.

## 11. THE GROVE SCHOOL CONSULTATION

To consider a consultation on a proposal to extend the age range of The Grove School from 4-11 to 3-11 years of age from September 2025 (deadline for responses 9<sup>th</sup> June 2025). Document attached.

## 12. 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.

## 13. NEXT MEETING

To note the next meeting date of Monday 7<sup>th</sup> July 2025, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

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*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.*

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## 14. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

## 15. RECRUITMENT

To consider (staffing, document attached):

- a. The job description and timeline for the Assistant Town Maintenance Officer position;
- b. Councillor appointment to the interview panel; and
- c. Recruitment timeline.

## 16. CASTLE MEADOW

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

## 17. ELMHIRST PROJECT (Standing Item)

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

Agenda produced by:

Catherine Marlton

Town Clerk

28<sup>th</sup> 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.**