



AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE MONDAY 8TH SEPTEMBER 2025 AT 6.30PM IN THE GUILDHALL

There are stairs to the Council Chamber but if any member of the public has mobility issues the Council can relocate to the lower Guildhall.

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 8th September 2025 at 6.30pm** in the Guildhall for the purpose of transacting the following business:

Committee Members: Councillors L Auletta, C Beavis, T Bennett, J Chinnock, J Hannam, D Peters, E Price and M Trant.

1. WELCOME AND APOLOGIES FOR ABSENCE

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 90 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.

To receive apologies and to confirm that any absence has the approval of the Council.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

The Committee will convene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 14th July 2025 and update on any matters arising. Document attached.

3. BUDGET MONITOR

To consider the Budget Monitor. Documents attached.

4. STRATEGY DELIVERY WORKING GROUPS

To consider any budgetary recommendations from the following (documents attached):

- a. Community Working Group, 15th July 2025.
- b. Economy Working Group, 13th August 2025.
- c. Environment and Public Realm Working Group, 30th July 2025.

5. COUNCIL GRANT – TRAYE

To consider the Council grant application submitted by Totnes Rural Area Youth Engagement (TRAYE) for delivery of the project in 2025. Document attached.

6. CONFIDENTIALITY, DATA PROTECTION AND IT USAGE POLICY

To review the Confidentiality, Data Protection and IT Usage Policy. Document attached.

7. HEALTH, SAFETY AND WELLBEING POLICY

To review the Health, Safety and Wellbeing Policy. Document attached.

8. LONE WORKING POLICY

To review the Lone Working Policy. Document attached.

9. PAY POLICY

To review the Pay Policy. Document attached.

10. EXTERNAL AUDIT CERTIFICATE

To note the external audit certificate.

11. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 13th October 2025 at 6.30pm in the Guildhall. No document.

*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)*

12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for July and August (financial). Documents attached and to follow.

13. TOTNES CHRISTMAS MARKET AND LATE-NIGHT SHOPPING: EVENT MANAGEMENT 2026-2028

To consider tenders for the Christmas Market and late-night market event management 2026-28 (commercially sensitive). Document attached.

14. TOTNES MUSEUM

To consider the following works for Totnes Museum (commercially sensitive):

- a. A quote and brief for a condition survey of the building to be conducted. Document attached.
- b. A quote for works to the party wall. Document attached.

15. CASTLE MEADOW

To consider a recommendation for Castle Meadow from the Environment and Public Realm Working Group (legal). Document attached.

16. CHURCH WALL

To note an update on St Mary’s Church wall (legal). Verbal update

17. STAFFING UPDATE

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

Catherine Marlton
Town Clerk
2nd September 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.