



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

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

Apologies: Cllrs Hannam and Trant.

In Attendance: Member of the public, Cllr Hodgson, 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

Totnes Rural Area Youth Engagement (TRAYE) representatives presented their final accounts and the implications of not receiving Town Council funding in the 25/26 financial year. Members used the opportunity to ask questions about other funding stream, service operation, interlinking with statutory services run by Devon County Council.

The Committee convened to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 14th July 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.

The budget monitor was **AGREED**.

4. STRATEGY DELIVERY WORKING GROUPS

To consider any budgetary recommendations from the following:

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

It was **RESOLVED** to agree the recommendation for the Town Maintenance Team to install the signage once funded and agreed by SHDC – subject to confirmation that the Town Council does not take ownership, liability or future maintenance responsibilities.

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.

To **RECOMMEND** to Full Council that:

- a. The second homes premium element of the precept totalling £11967 should be reallocated to youth provision; and
- b. If recommendation 6a is agreed, that TRAYE is awarded £10500 for the 2025/26 financial year for the protection of three fortnightly youth services.

6. CONFIDENTIALITY, DATA PROTECTION AND IT USAGE POLICY

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

To **RECOMMEND** to Full Council that the Confidentiality, Data Protection and IT Usage Policy is adopted.

7. HEALTH, SAFETY AND WELLBEING POLICY

To review the Health, Safety and Wellbeing Policy.

It was **AGREED** to adopt the Health, Safety and Wellbeing Policy subject to a widening of the wording around Young Persons to include all vulnerable people such as those with a disability, older persons, etc.

8. LONE WORKING POLICY

To review the Lone Working Policy.

It was **AGREED** to adopt the Lone Working Policy.

9. PAY POLICY

To review the Pay Policy.

It was **AGREED** to adopt the Pay Policy.

10. EXTERNAL AUDIT CERTIFICATE

To note the external audit certificate.

Noted.

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.

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)*

It was **RESOLVED** to extend the meeting by 30 minutes.

12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED**.

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).

To **RECOMMEND** to Full Council that Miss Ivy Events be appointed as the 2026–2028 delivery partner for the Christmas Late Night events

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.**
- b. A quote for works to the party wall.**

It was **RESOLVED** to accept both quotes, without pursuing further quotes, due to the specialist nature of the works.

15. CASTLE MEADOW

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

To **RECOMMEND** to Full Council to agree the recommendation of the Environment and Public Realm Working Group.

16. CHURCH WALL

To note an update on the St Mary's Church wall (legal).

Noted.

17. STAFFING UPDATE

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

Noted.

The meeting closed at 8.30pm

Catherine Marlton
Town Clerk
September 2025