



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 1ST SEPTEMBER 2025 IN THE GUILDHALL

Present: Councillors T Bennett (Chair), L Auletta, C Beavis, J Chinnock, S Collinson, T Cooper, J Cummings, J Hannam, J Hodgson, D Peters, A Presswell, E Price, T Robshaw and M Trant.

Apologies: Cllr Roberts and Smallridge, and District Cllr Birch.

In Attendance: Member of the public, District Cllr Allen, C Marlton (Town Clerk) and P Bethel (Town Sergeant).

1. WELCOME TO ALL ATTENDING AND OBSERVING

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.

It was **RESOLVED** to accept the apologies. There were no amendments to Declarations of Interest.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson
- b. District Cllr Allen
- c. District Cllr Birch
- d. District Cllr Presswell

*It was **RESOLVED** to suspend standing orders.*

a. County Cllr (C Cllr) Hodgson had not submitted a report and updated on: the various meetings attended in her role as Devon County Council Cabinet member for Climate Change and Biodiversity; the funding challenges that TRAYE are facing; and the impact of funding cuts on Libraries Unlimited. It was **AGREED** that the Council Matters Committee will consider the TRAYE Council grant application.

b. District Cllr Allen was present and had not submitted a report. No questions were asked.

c. District Cllr Birch was not present and had submitted a report.

d. District Cllr Presswell was present and had submitted a report. She answered questions about Kingsbridge Hill car parking and enforcement.

The Council reconvened.

3. CLERK'S REPORT

To note the Clerk's Report for July and August 2025 (general updates and correspondence).

Noted.

4.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 July 2025.

It was **RESOLVED** unanimously to approve and sign the minutes.

b. Recess Committee 11th August 2025.

It was **RESOLVED** unanimously to approve and sign the minutes.

To note the following minutes:

c. Council Matters Committee 14th July 2025.

Noted.

d. Planning Committee 21st July 2025.

Noted.

e. Town Matters Committee 28th July 2025.

Noted.

5. CONSIDERATION OF ANY MATTERS ARISING

To consider any matters arising from the Minutes and to approve any recommendations from Committees:

(Please note confidential minutes can be agreed but any discussion must be held in the Confidential session)

a. Full Council 7th July 2025.

No matters arising.

b. Recess Committee 11th August 2025.

No matters arising.

c. Council Matters Committee 14th July 2025

Item 5. Financial Regulations. It was **RESOLVED** to adopt the revised Financial Regulations.

Item 6. Death of a Senior National Figure Protocol. It was **RESOLVED** to adopt the revised Death of a Senior National Figure subject to updates to Annex D.

Item 11. Potential loan from Totnes Museum (legal). It was **RESOLVED** that the item bequeathed to the Museum from Judy Westacott's estate should be taken on loan and displayed at the Guildhall. This is subject to: insurance being checked; the inventory of Guildhall items being updated

accordingly; and confirmation in writing from the Museum that they are content with the arrangement.

d. Planning Committee 21st July 2025

No recommendations.

e. Town Matters Committee 28th July 2025.

Item 6. Universal Toilets. It was **RESOLVED** that the Council writes to South Hams District Council requesting that it considers extending the provision of RADAR keys to transgender people on request.

Item 8. Request for a letter of support for Transition Town Totnes. It was **RESOLVED** to Full Council that it sends the letter of support as drafted to Transition Town Totnes.

6. STRATEGY DELIVERY WORKING GROUP UPDATES

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

Community Working Group – Cllr Bennett updated that the next Working Group is on 16th September.

Economy Working Group – Cllr Auletta updated on the Community Economic Plan survey results are provisional with more data and analysis to follow.

Environment and Public Realm Working Group – Cllr Hodgson updated on the meeting she and the officer had with Parklife at the cemetery, and Cllr Peters commented that the large litter bins seem to have made a difference to litter in the Civic Square and Heath Gardens.

7. SOUTH HAMS DISTRICT COUNCIL INFORMAL CONSULTATIONS

To consider any response to South Hams District Council on the following informal consultations:

a. Parking Permits in Totnes.

It was **RESOLVED** to grant the Clerk delegated authority to respond to the parking permit consultation as recommended by the Economy Working Group, with the additional points of requesting a review, data, and resubmitting previous feedback in relation to the status of the Pavilions car park and pointing out the feedback from the Community Economic Plan consultation.

b. Dates for two days free parking for Christmas.

It was **RESOLVED** to accept the proposed four half days on Thursday afternoons as outlined in the report (27th November and 4th, 11th and 18th December).

8. STATEMENT OF LICENSING POLICY REVIEW

To consider any response to the South Hams District Council Statement of Licensing Policy consultation (deadline for comments is 30th September).

It was **RESOLVED** to accept the revised policy.

9. COMMITTEE MEMBERSHIP

To consider Cllr Price becoming a member of the Town Matters Committee.

It was **RESOLVED** to add Cllr Price to the Town Matters Committee membership.

10. LIST OF MEETING DATES AND COMMUNICATIONS POINTS

To note a list of upcoming meeting dates and annual meetings calendar, Council communications points and link Councillor/ Councillor representatives on outside bodies updates.

Noted.

11. NEXT MEETING

To note the next meeting dates of Monday 6th October 2025 for Full Council, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

Noted.

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.

12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

To consider any recommendations or matters arising that are considered confidential in nature.

None.

13. MARKETING AND COMMUNICATIONS REVIEW APPOINTMENT

To ratify the appointment of a consultant to carry out the strategic review of Marketing and Communications, Business Support and Tourism Services (commercially sensitive).

Cllr Chinnock declared a personal interest in relation to one of the applicants.

It was **RESOLVED** to appoint Pearson and Pearson to undertake the work as outlined and as per the report recommendation.

14. CIVIC HALL ROOF

To consider the quotes received for works to the Civic Hall flat roof (commercially sensitive).

It was **RESOLVED** that further pursuit of a third quote is not required as every attempt has been made.

It was **RESOLVED** to give the Clerk delegated authority to appoint a contractor, subject to querying in the warranty of work.

15. ELMHIRST PROJECT (Standing Item)

To consider an update on the Elmhirst project and the delegation of costs associated with the bid process (commercially sensitive).

None.

The meeting closed at 8.00pm.

Cllr Tim Bennett
Chair