



AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE MONDAY 12TH JANUARY 2026 AT 7.00PM 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 December 2025 at 7.00pm** 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 8th December 2025 and update on any matters arising. Document attached.

3. BUDGET MONITOR

To consider the Budget Monitor. Documents attached.

4. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since October 2025 and the current budget. Document attached.

5. MARKETING AND COMMUNICATIONS AUDIT

To consider the executive summary and recommendations from the Marketing and Communications Audit. Document attached.

6. SAFEGUARDING POLICY

To review the Safeguarding Policy. Document attached.

7. ARTIFICIAL INTELLIGENCE USE POLICY

To consider an Artificial Intelligence Use Policy for the Council to adopt. Document to follow.

8. MEMBERS IT AND DATA PROTECTION POLICY

To consider a Members IT and Data Protection Policy. Document attached.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 9th February 2026 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)*

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for December (financial). Documents attached.

11. ELIZABETHAN HOUSE SURVEY (TOTNES MUSEUM)

To consider a survey of the Elizabethan House (commercial). Document attached.

12. INVOICE FOR TOWN COUNCIL LANTERN

To consider an invoice received for work on Totnes Town Council’s lantern, Pegasus, prior to the Lantern Procession in December 2026 (financial). Document attached.

13. STAFF ATTENDANCE

To note sickness and overtime balances (staffing). Verbal update.

14. STAFFING UPDATE

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

Catherine Marlton
Town Clerk
7th January 2026

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.