



AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE MONDAY 20TH APRIL 2026 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 20th April 2026 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 9th March 2026 and update on any matters arising. Document attached.

3. STRATEGY DELIVERY WORKING GROUPS

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

- a. Community Working Group, 14th April 2026.
- b. Economy Working Group, 8th April 2026.
- c. Environment and Public Realm Working Group, 18th March 2026.

4. MAYOR'S ENGAGEMENTS AND BUDGET

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

5. STANDING ORDERS REVIEW

To review Standing Orders and make a recommendation to Full Council. Document attached.

6. RISK REGISTER

To review the Risk Register. Document attached.

7. RESPONSIBLE AND SAFE USE OF ARTIFICIAL INTELLIGENCE POLICY

To consider any updates to the Responsible and Safe Use of Artificial Intelligence Use Policy for the Council to adopt. Document attached.

8. ELECTION OF CHAIR AND DEPUTY

To:

- a. Make a recommendation to Full Council for the Chair of Council Matters Committee for 2026/27 (effective May 2026); and
- b. Elect a deputy chair for the Committee (from May 2026). No document.

9. YEAR END TIMELINE

To note the year end timeline for financial year 2025/26. Document attached.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 18th May 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)*

11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

12. TOTNES MUSEUM LEASE

To consider a request to extend the lease on 70 Fore Street/Totnes Museum (financial and legal). Document attached.

13. GUILDHALL INVENTORY

To consider updates to the Guildhall inventory (financial). Document attached.

14. STAFF ATTENDANCE

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

15. STAFFING UPDATE

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

Catherine Marlton
Town Clerk
15th April 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.