



## **MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 9<sup>TH</sup> MARCH 2026 AT 6.30PM IN THE GUILDHALL**

**Present:** Councillors D Peters (Chair), L Auletta, C Beavis, J Chinnock, E Price and M Trant.

**Apologies:** Cllrs Bennett and Hannam.

**In Attendance:** Devon Community Foundation representative, 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 item:*

### **PUBLIC QUESTION TIME**

The Devon Community Foundation representative spoke to members about the draft Community Audit report and feedback from Councillors was discussed, including: other funding streams coming into the voluntarily sector; lack of primary care/NHS details in the report; possible gaps in local provision around the condition of housing; opportunity to recruit volunteers from retired community members; and how useful deprivation information is for future funding applications.

*The Committee reconvened.*

### **2. CONFIRMATION OF MINUTES**

**To approve the minutes of 9<sup>th</sup> February 2026 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** unanimously.

### **4. EARMARKED RESERVES**

**To review the Council's Earmarked Reserves at the end of financial year 2025/26 and considering allocation for FY 2026/27.**

It was **AGREED** that there is a need to ensure that Ear Marked Reserves (EMR) are for set projects and potential risks, with some amendments to the proposed list being made. To **RECOMMEND** to Full Council the following proposed list of EMR for 2026/27:

<b><u>Review of EMR</u></b>	<b>2025/26 EMR £</b>	<b>Original proposals from WG 2026/27 £</b>	<b>Recommend £</b>	<b>Detail/comments</b>
Green Travel & S106 monies	5993	5993	5993	Earmarked monies from Baltic Wharf
Van Replacement	20000	20000	20000	Existing EMR
Council Websites	8000	15000	15000	New EMR for upgrading both the Town Council and Visit Totnes websites.
Christmas Lights	30000	35000	35000	Existing EMR, added £5k from underspend
Civic Funeral	1000	1000	1000	Existing EMR
Emergency Capital Repairs	100000	100000	140000	Existing EMR, added £40k from underspend for known asset work required and to protect against unexpected remedial works.
Community Facilities	15000	15000	0	Suggested removal of this budget as £15,000 is insufficient for community facility projects
Devolution Transfer of Assets	50000	50000	50000	Existing EMR for localism/LGR work and possible reactive spend outside of budget setting.
Community Economic Fund	0	22000	22000	New EMR for implementation of Community Economic Plan projects, including new Business Forum.
Transport Feasibility	0	10000	10000	New EMR from underspend in Economy WG for known project.
Active Travel	0	12000	12000	New EMR from underspend in the Economy WG. Possible VAS/Cycle paths contributions.
Climate Change Projects	0	7500	0	No detail provided from Working Groups on the creation of this EMR.
Town Improvement Fund	0	40000	0	No projects currently in train, reallocated to the Emergency Capital Repairs EMR given known asset work
<b>Total</b>	<b>229993</b>	<b>333493</b>	<b>310993</b>	

## **5. COMMUNITY AUDIT REPORT**

### **To consider the findings of the Community Audit report.**

The report presented was in draft form, and feedback had been made in the public session (see above). The Committee felt the format of the report was good, and the content, particularly the data, would be useful for funding applications and shaping future grant funding, but asked for a session to discuss and understand the report more fully.

It was **RECOMMENDED** that the updated report go directly to Full Council for consideration.

## **6. COUNCIL GRANTS REPORT**

### **To consider a summary of the reports on the Council Grants awarded in June 2025.**

Noted.

**7. COMMUNITY FUNDING POLICY**

**To consider the draft Community Funding Policy.**

To **RECOMMEND** to Full Council that the draft Community Funding Policy is adopted.

**8. TOWN COUNCIL BUSINESS CONTINUITY PLAN**

**To review the Business Continuity Plan for the Town Council**

It was **RESOLVED** to agree the Business Continuity Plan.

**9. CIVIC BUDGET AND MAYORAL ALLOWANCE POLICY**

**To review the Civic Budget and Mayoral Allowance Policy.**

To **RECOMMEND** to Full Council that the draft Civic Budget and Mayoral Allowance Policy is adopted.

**10. WORKING TIME AND LEAVE POLICY**

**To review the Working Time and Leave Policy.**

It was **RESOLVED** to agree the Working Time and Leave Policy, subject to an amendment to reflect paid time off for employees for Hospital appointments from 1st April 2026, on receipt of written confirmation.

**11. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Council Matters Committee – Monday 20<sup>th</sup> April 2026 at 6.30pm in the Guildhall.**

Noted.

*The Committee **RESOLVED** 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 February (financial).**

These were reviewed and **AGREED** unanimously.

**13. COUNCIL ASSETS**

**To receive an update on the condition of Council assets (legal).**

The Town Clerk gave a verbal update on the Council’s property holdings which was noted.

**14. STAFFING UPDATE**

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

Noted.

The meeting closed at 8.25pm

Catherine Marlton  
Town Clerk  
March 2026