



AGENDA FOR THE ANNUAL MEETING OF TOTNES TOWN COUNCIL MONDAY 11TH MAY 2026 IN THE GUILDHALL

Please note that public question time will be held prior to Full Council from 6.30pm. There are stairs to the Council Chamber but if any member of the public has mobility issues the Council can relocate to the Main Chamber.

You are hereby **SUMMONED** to attend the Annual Meeting of the Town Council, on **Monday 11th May 2026** at **7.00pm** for a maximum of 120 minutes the purpose of transacting the following business:

1. WELCOME TO ALL ATTENDING AND OBSERVING

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 120 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.

2. ELECTION OF MAYOR

- a) To elect the Mayor and the Chair of the Council for the Council Year 2026-2027.
- b) To note the Mayor's appointment of the Deputy Mayor/Chair.

3. 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.

The Committee will adjourn for the following items:

Reports from County and District Councillors:

- a. County Cllr Hodgson – no document.
- b. District Cllr Allen – no document.
- c. District Cllr Birch – document attached [page 4].
- d. District Cllr Presswell – document attached [page 8].

The Council will convene to consider the following items:

4. COMMITTEE MEMBERSHIP

To elect: members to committees; committee chairs; Strategy Delivery Working Groups; outside representatives; and link councillor roles. Document attached [page 11].

5. 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 13th April 2026 – document attached [page 13].

To note the following minutes:

- b. Council Matters 20th April 2026 – document attached [page 21].
- c. Planning Committee 27th April 2026 – document attached [page 24].

6. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

To consider any matters arising from the Minutes and to approve any recommendations from Committees (document enclosed, page 30):

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

- a. Full Council 13th April 2026.
- b. Council Matters 20th April 2026.
- c. Planning Committee 27th April 2026.

7. STRATEGY DELIVERY WORKING GROUP UPDATES

To receive an update from the Chairs of the Strategy Delivery Working Groups. No document.

8. STANDING ORDERS

To consider the revised Standing Orders (see document for a summary of changes). Document attached [page 31].

9. RISK REGISTER

To review the Town Council's Risk Register. Document attached [page 56].

10. LIST OF MEETING DATES, COMMUNICATIONS POINTS AND LINK COUNCILLOR UPDATES

To note a list of upcoming meeting dates and annual meetings calendar, Council communications points and link Councillor/Councillor representatives on outside bodies updates. Document attached [page 69].

11. NEXT MEETING

To note the next meeting date of Monday 1st June 2026, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

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. No document.

13. TOTNES MUSEUM LEASE

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

14. BANKRUPTCY DECLARATION REQUIREMENTS

To confirm declarations from officers and Councillors of bankruptcy in line with insurance requirements (personal). Verbal update.

Agenda produced by:

Catherine Marlton

Town Clerk

6th May 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.

ITEM 3C – DISTRICT COUNCILLOR BIRCH

John Birch
SHDC Member for Totnes
Report to the meeting to be held on
Monday 11 May 2026

I report on the following:

THE TOTNES LEISURE CENTRE

For quite a while Fusion Lifestyle has been running the Totnes Leisure Centre. Over the years, South Hams District Council (SHDC) has had to step in to support Fusion to keep the centre open but a few weeks ago, Fusion warned the council that there was a possibility the centre would close as a result of liquidation if funding could not be found by SHDC to place it in what is called administration.

Since Covid, Fusion has faced sustained financial pressures due to rising operational costs, a lack of government funding and post-pandemic recovery challenges. It made significant attempts to introduce new funding but despite some interest, these efforts were unsuccessful and as a result Joint Administrators were appointed to take over the running of Fusion.

SHDC looked for options to avoid a closure through the possible liquidation of Fusion and the priority was to keep the centre open for the community.

The option adopted by SHDC was the award of a short-term contract to Parkwood Leisure to operate the leisure centre. Parkwood, a national operator, runs the leisure centres in Torbay and North Devon and will also operate the three other leisure centres in South Hams previously run by Fusion.

SHDC has been working closely with Parkwood and Fusion's administrator to ensure that the centres, their staff, swim school, fitness classes and memberships continue without any interruption so that there is a seamless transfer over to Parkwood.

All current memberships and swimming lesson bookings will continue as normal, with no action required from customers.

The Totnes & District Swimming Pool Association, better known as "TADPOOL", has also played its part in keeping the leisure centre open and is now working with SHDC and Parkwood to bring about an improvement in the leisure activities.

To start with TADPOOL has decided to go ahead and purchase an 18 metre assault course pool inflatable for the 25 metre pool. Parkwood has agreed to offer free community family fun days. It is also hoped the new inflatable can be used by schools who regularly use the pool.

TADPOOL is in the course of raising funds for the new inflatable and have decided to start a [GoFund.me](https://www.gofundme.com/f/ebum4-totnes-pool-inflatable-project) for the shortfall. If you would like to help by making a contribution the appeal can be found at www.gofundme.com/f/ebum4-totnes-pool-inflatable-project.

The Totnes Leisure Centre's future now looks brighter.

SHDC's CLEAN MARINE VISION

SHDC hosted the third in a series of clean marine events as it continues to drive the District's clean marine vision, including reduced carbon emissions and water pollution.

At a recent workshop held at South Devon College, and supported by Maritime UK SW, SHDC welcomed local marine businesses, harbourmasters, and marine industry experts to explore how small ports and harbours can transition to a more sustainable future.

The event included an update on the Leading the Charge (LTC) project, a nationally funded initiative which brings together innovation and sustainability partners and local stakeholders to explore clean maritime charging infrastructure for small ports and harbours. The event also saw the launch of the project's Salcombe Harbour case study, which was developed as a key output of the project.

Cameron Sim-Stirling, Salcombe Harbour Master, said: "The Salcombe Harbour case study will give us real, practical insight into how small harbours like ours can move towards cleaner, low-carbon operations. By focusing on everyday vessel use and the real challenges faced on the water, it will provide learning that other coastal communities can benefit from when planning their own clean-marine infrastructure."

Speakers at the event shared their experience of the real-world challenges faced by coastal communities, and highlighted opportunities for clean marine technologies, and innovation around biodiversity, circular growth and future funding.

Cllr John McKay, Lead Member for Climate Change at South Hams District Council, said: "This is our third event and it has clearly demonstrated how far our partnerships have advanced to help us achieve our clean marine priorities. It speaks volumes about the Council's commitment to supporting clean maritime innovation that reflects community needs and strengthens the local marine economy."

Maritime UK SW and South Devon College brought valuable insight and support from across the South West's marine sector.

Sheldon Ryan, Maritime UK SW, said: "Today's event shows just how much potential there is for small harbours to lead the way on clean maritime innovation. It's exciting to see the South Hams at the heart of this shift towards cleaner, smarter marine technology."

Paul Singer, Business and Qualification Development Coordinator, South Devon College, said: "It's fantastic to host this event at our Marine Academy and see so many partners working together to shape the future of clean marine technology. At South Devon College, we're proud to support innovation that prepares our students and local businesses for the changes ahead."

As one of the event's expert speakers, Professor Chris Smith of Green e-Fuels Ltd brought specialist expertise in clean alternative marine fuels, including hydrogen and methanol. His

insight adds a valuable perspective on the technologies that could help ports and small harbours cut emissions in the years ahead.

These events are an important way for SHDC to introduce local businesses to new marine technologies and support a better understanding of how they can help create cleaner, more sustainable harbours for coastal communities.

NATIONAL EMERGENCY BRIEFING

Members may be aware of the National Emergency Briefing (<https://nebriefing.org>) on Climate Change held in Westminster on 27th November 2025. It was organised and largely funded by Simon and Nick Oldridge who are based locally and Simon was a founding member of Sustainable South Hams.

The event was attended by about 1,250 people, which included many MPs including our local South Devon MP, Caroline Voaden, and SHDC's Climate Change Officer.

The messages were clear. Climate change is accelerating. Current projections put us on track for 2°C warming by 2050 and a real risk of 3-4°C by 2100. This will be absolutely catastrophic. It will affect young people that are just starting their lives... they are facing a very difficult future.

The event has been followed a 50-minute film entitled "People's Emergency Briefing" which combines authoritative scientific content from the Westminster event with reactions from members of the public and some more familiar faces - designed to help audiences process the information on a more human level. It will deliver the frank facts about the threats, but also the enormous benefits if Government leads genuine emergency action.

Many of those attending the event commented that although the facts are alarming, they felt a sense of optimism about confronting the challenge together and seeing a pathway to a better future.

The film has been shown to SHDC Members and officers and after seeing the film it is in my opinion a "must see" and furthermore all town and parish councils should be encouraged to arrange the screening of the film not only to its members but also to its wider community.

There will be an opportunity to see the film on Friday 15 May at 6.30pm at the Civic Hall in Totnes and tickets are available on Eventbrite. Caroline Voaden and George Monbiot will be attending and giving their response to the film. The event is supported by Transition Town Totnes, Bioregional Learning Centre, South Devon Lifehouse Network and Totnes Climate Hub.

SHDC Water Quality Monitoring Pilot Project

The issue of water quality in South Hams' rivers and estuaries forms part of a wider climate and biodiversity challenge. South Hams District Council (SHDC) is leading by example through the launch of its ambitious Water Quality Monitoring Pilot in 2025.

Currently, the district's water users, and those with an interest in the health of our rivers and estuaries, can find it difficult to access the timely information they need on water

quality status. Any information that is available is usually collected on a seasonal and manual basis and is out of date.

This SHDC-led pilot aims to establish a district-wide water quality monitoring network that uses state-of-the-art continuous water quality sensors. This approach will enable the Council to deliver real-time information to the public in an accessible and transparent way via a digital dashboard. The digital dashboard is expected to launch in 2026.

SHDC is delivering the pilot with the support of government funding and partnerships that include academics from the University of Plymouth and water monitoring specialists at Teledyne Valeport, based in Totnes. Throughout the pilot, SHDC has engaged with local catchment groups, encouraging our communities to get involved.

The pilot forms an important part of SHDC's ambitious marine decarbonisation programme in and around South Hams' waters. In particular, it will play an essential role in helping the Council to monitor the impact of its wider clean marine-related activities.

SHDC is already gathering data from all sensor sites. Some further work will be required on ensuring this is viable year-round, and in all weather conditions. University of Plymouth's researchers will also be carrying out a data review over the coming weeks. The launch of the digital dashboard to the public is planned for later this year and SHDC can then carry out a pilot impact assessment.

Currently, SHDC is seeking further funding opportunities that will allow it to extend the pilot, University of Plymouth researchers and catchment groups are keen to continue working with the Council. In January, SHDC submitted an Expression of Interest to the South West Water Nature Recovery Fund, and is awaiting a decision on whether it can continue to full application (grants over £250k).

Further information about SHDC's clean marine activities:

<https://www.southhams.gov.uk/climate-change/our-climate-work/clean-marine>

Cllr John Birch
SHDC Member for Totnes
5 May 2026

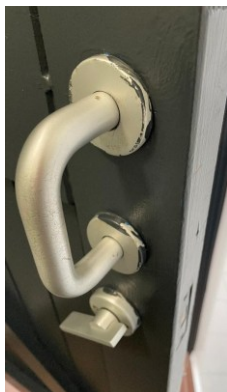
District Councillor Report for Totnes Town Council

from Cllr Anna Presswell

05/05/2026

Steamer Quay Toilets Refurb

I was asked by a resident to look at the painting at the newly refurbished toilets. This was what I discovered, so I reported this back to SHDC and they are addressing this with the contractor.



Nat West Bank Van visiting Steamer Quay Car park Tuesday 2-2.30

I discovered the van whilst walking past the Car Park. Speaking to Nat West bank on the telephone – they say it is only present for 30 minutes, 2pm – 2.30pm and usually have 2 bank staff available.

I'm reporting this as I had not seen any publicity. Speaking to residents they hadn't heard of the visiting van, so I wonder if further comms should be considered.

Dentistry Update

In brief, there has been an increase of 4% of dentists remaining in Devon - after training at the Plymouth College – due to the 'Golden Hello' scheme of an award of £15,000 to stay in the region. There has been an increase of 114,000 UDA's (units of dental activity), awarded to 3 dental practices in Devon. This results in an increase number of urgent dental cases being treated for free both children and adults. They have been awarded to x3 dental practices in Torquay, Barnstable and Plymouth.

Rural Devon is more expensive to support with the Dentistry, as far as the option of a travelling dentist scheme.

New pathways of increasing our dental support are post graduate bursaries, retention support (the Golden Hellos), and an increase in the training capacity.

Long Marsh:

Access Path We await a quote for the extension of the inner path to make a circular route more accessible for wheel chair users.

Viewing point end of Long Marsh I wrote to Rob Sekula to get an update regarding the poor condition of the two existing benches (one part of a seat has broken away, the other is becoming quite rotten), plus I reiterated the need for a third bench at the end of Long Marsh. I received this reply from Tim Pollard the Greenspaces Project Officer at SHDC:

Further to your concerns about the benches at the viewpoint, Longmarsh we have now taken the following steps:

Carved bench in memory of Sally Zane Moore. We have written to the family indicating that this bench is now reaching a point where it will need to be removed on safety grounds. Under the terms of our Memorial agreement, we would offer a family the option of renewing their agreement for a further ten years. As this is a unique bench we have made it a requirement, should they wish to continue, that they have the bench assessed by the company which installed it, Greenspaces Design Ltd (based in Okehampton) with a view to replacing any damaged timber. This would be at the family's expense. Alternatively, we have offered to remove the bench and allow the family the option of collecting the engraved back panel. Should this be the case then we would replace with a recycled plastic bench which would then be available for sponsorship.

Existing bench in memory of R Prowse. This bench is still within the agreement period of ten years and so we will replace with a new recycled plastic bench and reattach the existing plaque for the remainder of the agreement after which the family will have the option to renew, or we will allocate it to another sponsor in due course.

Additionally, we will add a third bench between the two existing (there was originally a bench in this location). This will be available for sponsorship should anyone come forward. I will hold off on this until I have heard from the Moore Family so that I can arrange for them both at the same time – I will allow Rob to determine what the cost implications of this might be.



Missing Planks on the Jetty This has been reported with pictures - Rob Sekula is speaking with the Contractor, and will report back with an update.

Farming Community

After watching the National Emergency Film shown at Follaton house last week, (and soon to be shown at the Civic Hall put on by Transition Town 16th May 6.30) – I questioned whether our farming community are financially able and knowledgeable in their adaptation, what worries they hold or whether it was business as usual and any kind of apathy. Are our local farms, both arable and livestock, ready to adapt to the changes in climate which seem to be upon us at speed.

I had a meeting with the Farming in Protected Landscapes organisation who are based at Follaton house. They look at soil health, sustainable farming practice (minimising

environmental impact and maximising resources through farm shops etc). This area has a unique and diverse farming landscape from moorland, to our 5 estuaries. They receive grant funding from DEFRA'S Agricultural Transition Plan, which supports the environment, grants for farmers to support carbon sequestration, water supply by increasing pond builds, and resilience to the climate changes.

I will also be meeting Chris Shears (Head of Place and Economy SHDC) and Cllr John Mackay (Executive member for Climate Change and Biodiversity SHDC) who have both been working with the farming community on the economic impact and what support South Hams can contribute, as well as planning for the years ahead with Climate Change impacts, and the nuts and bolts hopefully about what adaptation is out there happening for our area. I will report back at our future Town Council meeting.

ITEM 4 – COMMITTEE MEMBERSHIP

Committee Recommendation for Chairs:
 Council Matters Committee – Cllr Peters
 Planning Committee – Cllr Auletta

Committee	Proposed Membership 2026/27
Full Council	ALL CLLRS ATTEND
Council Matters Committee (between 6-8 members)	Cllrs Auletta, Beavis, Bennett, Chinnock, Hannam, Peters, Price, Trant
Planning Committee (between 6-10 members)	Cllrs Auletta, Bennett, Collinson, Cooper, Cummings, Hodgson, Smallridge, Trant
Town Matters Committee (between 6-10 members)	Cllrs Auletta, Beavis, Chinnock, Collinson, Cummings, Presswell, Price, Roberts
Working Group	
Community Working Group	Cllrs Bennett, Chinnock, Collinson, Hannam, Presswell, Trant
Economy Working Group	Cllrs Auletta, Beavis, Chinnock, Roberts
Environment and Public Realm Working Group	Cllrs Auletta, Collinson, Cooper, Cummings, Hodgson, Peters
Link Councillors	
Cultural Links	None
Arts	Cllr Hannam
Elderly and Vulnerable People	Cllrs Hannam & Hodgson
Young People/Youth	Cllr Hannam
Heritage	Cllrs Auletta, Bennett & Price
Open Space, Sports Provision and Leisure	Cllrs Auletta, Price & Roberts
Traffic and Transport	Cllrs Auletta, Hodgson, Presswell & Roberts
Environment, Sustainability & Air Quality	Cllrs Cummings & Hodgson
Disability	Cllrs Hodgson & Price
Business and Employment	Cllr Roberts
Representatives on Outside Bodies	
TADPOOL	Cllrs Hannam, Peters
Totnes Allotments Association	Cllr Hodgson

Vire Twinning Association	CLRs Cooper, Hodgson & Price
Totnes Municipal Charities and Totnes Bounds Charity	CLRs Bennett & Hannam
KEVICC Foundation Governors	CLRs Beavis, Bennett, Hannam & Price
Parish Paths Partnership	CLr Bennett
Totnes Hospital League of Friends	CLRs Bennett & Hannam
DALC Larger Councils Committee	CLr Bennett
Dart Harbour Community Group	CLr Peters
Totnes Chamber of Commerce	CLr Roberts
Fairtrade	CLr Hannam
Museum Trust	CLr Presswell
Caring Town	CLr Price
Network of Wellbeing	CLr Cummings
Bridgetown Alive	CLRs Bennett, Hodgson & Presswell
Friends of Totnes Museum	CLr Presswell
Daisy and Rainbow Childcare	CLr Bennett
Inclusive Totnes [Disability]	CLRs Cummings, Hodgson & Price
Police & Crime Commissioner Councillor Advocate	CLr Peters?
The King Edward VI College Site Foundation (The Mansion)	CLRs Beavis & Price
Devon Countryside Forum	CLRs Auletta & Hodgson
Rural Service Network	CLr Hodgson
Friends of Salfit	CLr Price
TQ9 Partnership	CLRs Bennett, Chinnock, Hodgson & Price
Schools Engagement	CLr Bennett
Stepping Stones	CLr Hannam
Totnes Lantern Festival and Carnival	CLr Bennett
Totnes Fringe Festival	CLr Bennett



**DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 13TH APRIL 2026 IN THE GUILDHALL**

Present: Councillors T Bennett (Mayor and Chair), L Auletta, C Beavis, J Chinnock, S Collinson, T Cooper, J Hodgson, A Presswell, E Price, N Roberts, L Smallridge and M Trant.

Apologies: Cllrs Cummings, Hannam, Peters and Robshaw, and District Cllr Allen.

In Attendance: District Councillor Birch, a representative of the Devon Community Foundation, C Bewley (Finance and Assets Manager) S Halliday (Governance and Projects Manager) 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.

- e. County Cllr Hodgson**
- f. District Cllr Allen**
- g. District Cllr Birch**
- h. District Cllr Presswell**

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

- a. County Cllr (C Cllr) Hodgson had not submitted a report and gave a verbal update on: crisis and resilience fund assistance for domestic heating oil costs; Devon Highways – various site visits (including Bridgetown Hill and under Eastgate) and pothole repairs with 2500 being completed each week across the county; local transport management has transferred to the Devon and Torbay Combined Local Authority; the Parish Protocol is being developed into a guide for Councils; Air Quality Management Area (AQMA) concerns; and the tenth anniversary of TRAYE (Totnes and Rural Area Youth Engagement project). Councillors asked about: AQMA designation, what particulates are/have been monitored by

South Hams District Council (SHDC) and how.

- b. District Cllr Allen had not submitted a report and was not present.
- c. District Cllr Birch (DCllr) had submitted a report and was questioned about: the terms of the District Council's transfer of community assets policy; and the Community Economic Plan and lack of District Council funding to progress the projects identified – DCllr Birch explained that £1.3M had been allocated to keeping leisure centres in the district open after the problems with Fusion and therefore no funding is available.
- d. District Cllr Presswell had submitted a report and Councillors asked about: a small number of planks that still need replacing on the Steamer Quay mooring; and the Civic Square surface condition and the continued problems with cobble sets lifting creating a health and safety issue.

The Council reconvened.

3. CLERK'S REPORT

To note the Clerk's Report for February and March 2026 (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 2nd March 2026.

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

To note the following minutes:

b. Council Matters Committee 9th March 2026.

Noted.

c. Planning Committee 16th March 2026.

Noted.

d. Town Matters Committee 23rd March 2026.

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 2nd March 2026.

No matters arising.

b. Council Matters Committee 9th March 2026.

Item 4. Ear Marked Reserves – See item 8 on the Full Council agenda.

Item 5. Community Audit Report – See item 7 on the Full Council agenda.

Item 7. Community Funding Policy – It was **RESOLVED** unanimously to adopt the Community Funding Policy.

Item 9. Civic Budget and Mayoral Allowance Policy - It was **RESOLVED** unanimously to adopt the Civic Budget and Mayoral Allowance Policy.

c. Planning Committee 16th March 2026.

No recommendations.

d. Town Matters Committee 23rd March 2026.

Item 3. Environment and Public Realm Working Group.

a. the Weir – It was **RESOLVED** unanimously that the Council writes to the Dartington Hall Trust (copied to Dartington Parish Council and South Ham District Council) to make them aware that some concerns have been raised about the condition of the pontoon and that the Council would be willing to meet someone on site about how to make it safe.

b. Castle Meadow – It was **RESOLVED** unanimously that:

- The Town Maintenance team removes all barbed wire in the meadow as it presents a health and safety hazard to those using the meadow and that a single wire is erected to demark the boundary line; and
- The Council responds to the resident to say that: the barbed wire will be removed; direct access to the meadow via a gate or stile cannot be agreed to due to health and safety concerns; and if they wish to erect a fence inside their boundary line then we advise them to follow any planning permissions required for works in a conservation area (SHDC will be able to advise).

c. Biodiversity Net Gain (BNG) – It was **RESOLVED** unanimously that the Council writes to the Dartington Hall Trust to see if they have any BNG plans for the estate as the land is included in the Totnes Open Spaces, Sport, Recreation and Wellbeing Plan as a valuable resource in a neighbouring parish.

d. EPR01.3 – National Landscape area – It was **RESOLVED** that the Council writes to Devon County Council (copied to District Councillors) in support of extending the existing National Landscape area along the Dart to include Totnes through to Buckfastleigh as this will bring biodiversity benefits and ensure that suitable mitigation is put in place for future housing number requirements.

Item 4. Public-facing Emergency Plan – It was **RESOLVED** unanimously to adopt the public-facing emergency plan, with Council communications used (website, social media, Totnes Directory ‘Totnes Matters’ article) to publicise the plan.

Item 5. Climate National Emergency Plan-Based Council – It was **RESOLVED** that food provided for Council functions is locally produced and sustainably sourced, with a balance in favour of vegetarian and vegan options catered for.

6. STRATEGY DELIVERY WORKING GROUP UPDATES

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

- Community Working Group. Cllr Bennett updated that there will be a meeting on 14th April which all members are welcome to attend to discuss the funding of core services in the town.
- Economy Working Group. Cllr Roberts updated that: the Business Forum are looking to form a Community Interest Company (CIC); discussions have taken place with Bike England about an event but it would be a substantial cost to the Town Council; and meetings have been held with businesses in The Narrows who have formed an active group to look at events, identity and signage for the area.

7. COMMUNITY AUDIT

To consider the findings of the Community Audit report.

Cllr Chinnock gave a summary of the report which had been presented to members at a meeting in March. It was **AGREED** that this is a useful report which highlights levels of deprivation around the town, and that further discussion of the findings and what the Town Council can do at a practical level will be discussed in the Community Working Group. It was **RESOLVED** to accept the report.

8. EAR MARKED RESERVES

To consider the Council Matters Committee recommendation for the Council's Earmarked Reserves allocation for FY 2026/27.

The following Ear Marked Reserves (EMR) for 2026/27 were **RESOLVED**:

Review of EMR	Agreed EMR £	Detail/comments
Green Travel & S106 monies	5993	Earmarked monies from Baltic Wharf
Van Replacement	20000	Existing EMR
Council Websites	15000	New EMR for upgrading both the Town Council and Visit Totnes websites.
Christmas Lights	35000	Existing EMR, added £5k from underspend
Civic Funeral	1000	Existing EMR
Emergency Capital Repairs	140000	Existing EMR, added £40k from underspend for known asset work required and to protect against unexpected remedial works.
Devolution Transfer of Assets	50000	Existing EMR for localism/LGR work and possible reactive spend outside of budget setting.
Community Economic Fund	22000	New EMR for implementation of Community Economic Plan projects, including new Business Forum.
Transport Feasibility	10000	New EMR from underspend in Economy WG for known project.
Active Travel	12000	New EMR from underspend in the Economy WG. Possible VAS/Cycle paths contributions.
Total	£310,993	

9. ELECTION OF MAYOR FOR 2026/27

To elect the Mayor and the Chair of the Council for the Council Year 2026-2027 (effective May 2026).

It was **RESOLVED** unanimously to elect Cllr Bennett as Mayor for 2026-27. Cllr Bennett appointed Cllr Trant as his deputy.

10. MAYOR MAKING AND MAYORAL ELECTION

To appoint Councillors to undertake the following duties at the Mayor Making ceremony on 21st May:

a. To propose the election of the new Mayor;

Cllr Price.

b. To second the election of the new Mayor;

Cllr Smallridge.

c. To propose and endorse the election of all other Council positions and Committees;

Cllr Auletta.

d. To propose a vote of thanks to the outgoing Mayor.

Cllr Trant.

11. MEMBERSHIP OF COMMITTEES, WORKING GROUPS AND LINK COUNCILLORS FOR 2026/27

To elect members to committees, outside representatives and link councillor roles.

The following appointments were proposed for 2026/27 [note: no preferences for Cllr Robshaw are included]:

Committee	Proposed Membership 2026/27
Full Council	ALL CLLRS ATTEND
Council Matters Committee (between 6-8 members)	Cllrs Auletta, Beavis, Bennett, Chinnock, Hannam, Peters, Price, Trant
Planning Committee (between 6-10 members)	Cllrs Auletta, Bennett, Collinson, Cooper, Cummings, Hodgson, Smallridge, Trant
Town Matters Committee (between 6-10 members)	Cllrs Auletta, Beavis, Chinnock, Collinson, Cummings, Presswell, Price, Roberts
Working Group	
Community Working Group	Cllrs Bennett, Chinnock, Collinson, Hannam, Presswell, Trant
Economy Working Group	Cllrs Auletta, Beavis, Chinnock, Roberts
Environment and Public Realm Working Group	Cllrs Auletta, Collinson, Cooper, Cummings, Hodgson, Peters
Link Councillors	
Cultural Links	None

Arts	Cllr Hannam
Elderly and Vulnerable People	Cllrs Hannam & Hodgson
Young People/Youth	Cllr Hannam
Heritage	Cllrs Auletta, Bennett & Price
Open Space, Sports Provision and Leisure	Cllrs Auletta, Price & Roberts
Traffic and Transport	Cllrs Auletta, Hodgson, Presswell & Roberts
Environment, Sustainability & Air Quality	Cllrs Cummings & Hodgson
Disability	Cllrs Hodgson & Price
Business and Employment	Cllr Roberts
Representatives on Outside Bodies	
TADPOOL	Cllrs Hannam, Peters
Totnes Allotments Association	Cllr Hodgson
Vire Twinning Association	Cllrs Cooper, Hodgson & Price
Totnes Municipal Charities and Totnes Bounds Charity	Cllrs Bennett & Hannam
KEVICC Foundation Governors	Cllrs Beavis, Bennett, Hannam & Price
Parish Paths Partnership	Cllr Bennett
Totnes Hospital League of Friends	Cllrs Bennett & Hannam
DALC Larger Councils Committee	Cllr Bennett
Dart Harbour Community Group	Cllr Peters
Totnes Chamber of Commerce	Cllr Roberts
Fairtrade	Cllr Hannam
Museum Trust	Cllr Presswell
Caring Town	Cllr Price
Network of Wellbeing	Cllr Cummings
Bridgetown Alive	Cllrs Bennett, Hodgson & Presswell
Friends of Totnes Museum	Cllr Presswell
Daisy and Rainbow Childcare	Cllr Bennett

Inclusive Totnes [Disability]	Cllrs Cummings, Hodgson & Price
Police & Crime Commissioner Councillor Advocate	Cllr Peters?
The King Edward VI College Site Foundation (The Mansion)	Cllrs Beavis & Price
Devon Countryside Forum	Cllrs Auletta & Hodgson
Rural Service Network	Cllr Hodgson
Friends of Salfit	Cllr Price
TQ9 Partnership	Cllrs Bennett, Chinnock, Hodgson & Price
Schools Engagement	Cllr Bennett
Stepping Stones	Cllr Hannam
Totnes Lantern Festival and Carnival	Cllr Bennett
Totnes Fringe Festival	Cllr Bennett

12. TOTNES CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN CONSULTATION

To consider any response to the South Hams District Council consultation on the Totnes Conservation Area Appraisal and Management Plan (deadline for comments 26th April 2026).

It was **RESOLVED** to respond to the Totnes Conservation Area Appraisal and Management Plan Consultation to:

- Thank the SHDC Heritage Officer for getting the proposed plan to this stage; and
- Reiterate the Town Council's support for the conservation area extensions to include Leechwell Gardens, Maudlin Road, and Somerset Place and Brooklands.

13. PLANNING APPLICATIONS

To consider any planning applications whose deadline falls before the next Planning Committee on 27th April 2026: 0478/26/HHO – Householder application for conversion of an integral garage to habitable space and alterations to the northern (front) elevation. 12 Birchwood Close, Totnes, TQ9 5GB.

Cllr Hodgson abstained from the vote. Support.

14. 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.

15. NEXT MEETING

To note the next meeting dates of Monday 11th May 2026 for Full Council, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

Noted.

The Council **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)

16. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

Town Matters Committee recommendation: Item 9. Community Awards. It was **RESOLVED** to agree two winners for the individual award, one winner for the group award and one winner for the Judy Westacott award, as outlined in the confidential report.

It was **RESOLVED** to review the Community Award policy and concept through the Town Matters Committee over the summer.

17. SOUTH HAMS DISTRICT COUNCIL ASSET TRANSFER

To consider any asset transfer request to South Hams District Council.

It was **RESOLVED** to pursue option 3 with an amendment on time-limiting retention of current market arrangements: to apply for the transfer of the Civic Square only, with South Hams District Council retaining a time-limited licence to operate markets on agreed days until a unitary/successor authority forms.

18. TOTNES NEIGHBOURHOOD PLAN ADVICE

To consider a quote for advice to specific questions related to the Totnes Neighbourhood Plan not covered by the recent health check (commercial).

It was **RESOLVED**:

- To proceed with the meeting to discuss the Totnes Neighbourhood Plan health check on 15th April 2026;
- That the Planning Committee considers the additional information requirements post-meeting and makes a recommendation; and
- That delegated authority is given to the Clerk to authorise any additional costs based on the Planning Committee’s recommendation.

19. GUILDHALL GARAGE OWNERSHIP

To consider an update on the ownership of the Guildhall Garage (legal).

In light of new information and a revised offer from SHDC, it was **RESOLVED** to:

- Accept the new terms of a freehold transfer (subject to legal advice);
- Give delegated authority to the Clerk to make a decision based on said legal advice; and
- Retain the March 2026 Full Council resolution to pursue adverse possession in principle, should the SHDC position change.

The meeting closed at 9.25pm.

ClIr Tim Bennett
Chair



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 20TH APRIL 2026 AT 6.30PM IN THE GUILDHALL

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

Apologies: Cllr Trant.

In Attendance: Member of the Public (Chair of the Museum Trust), 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 Chair of the Museum Trust attended to outline the request from the Museum to extend the lease of Totnes Museum/70 Fore Street to 99 years. This extension is both to ensure the commitment of Museum Trust funds to improvements internally (as per the existing lease) and to access external grant funding. This will be considered under item 12.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To approve the minutes of 9th March 2026 and update on any matters arising.

The minutes were **AGREED** unanimously as an accurate record of the proceedings.

3. STRATEGY DELIVERY WORKING GROUPS

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

a. Community Working Group, 14th April 2026.

Community Audit – To **RECOMMEND** to Full Council to ring fence £13,500 of the £50,000 Strategic Community Funding for Caring Town, subject to further work on the Job Description of the new role and the involvement of the Town Council in the future planning of the organisation and recruitment processes.

It was **AGREED** that £1,000 be allocated from professional fees for Devon Communities Foundation (DCF) to work on: project scoping with Caring Town (as outlined above); allocation for the remainder of the 2026/27 Strategic Community Budget; and to look ahead to how best to plan for community funding for 2027 onwards.

b. Economy Working Group, 8th April 2026.

No recommendations requiring budgetary approval.

c. Environment and Public Realm Working Group, 18th March 2026.

Cemetery Wild Area – Funding of £2275 for wild area maintenance in the cemetery was **AGREED**, by provider Park Life. It was **AGREED** that this should be reviewed before committing to future years.

Benches - It was **AGREED** to allocate funds for a bench at the weir

Noticeboard - It was **AGREED** to purchase a new noticeboard for the gate to the Council offices.

4. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since January 2026 and the current budget.

The Mayor's engagements and budget was **AGREED** unanimously.

5. STANDING ORDERS REVIEW

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

To **RECOMMEND** to Full Council that the revised Standing Orders (with minor amendments as listed) are adopted.

6. RISK REGISTER

To review the Risk Register.

To **RECOMMEND** to Full Council that the Risk Register is adopted as presented, with the Clerk requesting internal auditor advice about how risks assessed as high after mitigation are presented in future years and where any further mitigation is possible.

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.

The Clerk explained there has been no change in how AI is used internally and no external changes/updates have been identified that impact the current policy. It was **AGREED** no updates are currently required.

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);

To **RECOMMEND** to Full Council that Cllr Peters is elected Chair of the Council Matters Committee.

b. Elect a deputy chair for the Committee (from May 2026).

Cllr Bennett was elected deputy chair of the Council Matters Committee.

9. YEAR END TIMELINE

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

Noted.

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.

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)*

11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED** unanimously.

12. TOTNES MUSEUM LEASE

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

It was **AGREED** to ask the Museum Trust about the minimum term of lease extension required for accessing external funding, and whether a transfer of the freehold had been discussed by trustees.

There was no recommendation to Full Council on this matter given the queries above, but it was **AGREED** to table an agenda item at the May Full Council for further consideration.

13. GUILDHALL INVENTORY

To consider updates to the Guildhall inventory (financial).

To **RECOMMEND** to Full Council that the framed prints (excluding the Goss certificate) be added to the inventory and stored in the Muniments Room.

To **RECOMMEND** to Full Council that the other items as listed be disposed of.

14. STAFF ATTENDANCE

To note sickness and overtime balances (staffing).

Noted. It was **AGREED** not to implement the Absence Management Policy escalation at this time for a staff member due to the one-off nature of their surgery.

15. STAFFING UPDATE

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

No issues raised.

The meeting closed at 8.00pm

Catherine Marlton
Town Clerk
April 2026



DRAFT MINUTES FOR THE PLANNING COMMITTEE MONDAY 27TH APRIL 2026 IN THE GUILDHALL

Present: Councillors L Auletta (Chair), T Bennett, S Collinson, T Cooper, J Cummings, J Hodgson (from 18.37) and M Trant.

Apologies: Cllr Smallridge.

In Attendance: Members of the public, Cllr Beavis and S Halliday (Governance and Projects Manager).

1. WELCOME AND APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Council.

Cllr Auletta read out a statement about how the meeting would be conducted and recorded. The apologies from Cllr Smallridge (holiday) were accepted.

The Committee adjourned for the following item:

PUBLIC QUESTION TIME

Members of the public made representations in relation to item 5b, planning application 0611/26/FUL, change of use at 4 Birdwood Court ('Centre'). As residents in neighbouring properties and in South Street, whilst they are supportive of having an arts centre as described, they raised the following concerns about the application:

- Noise insulation/sound proofing of the building – current levels are insufficient as it is on the walls only and no measures taken on the large windows or in the roof space. This afternoon an event with amplified music was audible (the bass and song) inside a neighbouring property. Windows need to be closed during performances and the air conditioning system fully utilised to provide ventilation.
- Inconsistencies in the application about the use of the roof terrace. Any use is a loss of privacy to neighbouring properties where windows and gardens can be looked into/onto.
- Waste management – the number of bins has grown from two to five and these are overflowing with the current hours of operation.
- Hours of operation – 10.30pm is too late for a music curfew based on sound levels experienced during the day. A more robust noise management plan is required.
- Windows and Doors – do not believe that what has been installed has permission.

The Committee reconvened.

It was **AGREED** to bring forward discussion of item 5b.

5b. 0611/26/FUL - Change of use of existing first floor building from cafe/restaurant (A3 now E) to a Cafe and Performing Arts Venue (Sui Generis). 4 Birdwood Court, High Street, Totnes, TQ9 5SG.

Cllr Trant declared a personal interest.

Comment – The Planning Committee is supportive of the change of use to sui generis to reflect the arts centre space; however, this support is subject to the following points being addressed:

- Change of Use - that the change of use solely as an arts centre, noting that a drinking venue would not be supported in this location.
- Noise (ref. "Acoustic Visit" Report and Birdwood Management Plan) – the Committee has concerns that the mitigation measures described do not sufficiently address impacts on residential amenity. It is noted that the nearest affected dwelling has been incorrectly identified in the Acoustic Visit report and there is a closer and less well screened property. Details should be provided of: mitigation employed to prevent transmission of low frequency vibration through the concrete framed building; confirmation of the glazing specification (air gap and whether acoustic glass has been used) and sealing of the windows and entrance doors to prevent noise leakage; sound insulation under the roof (as solid walls constitute minimal surface area within the interior). It has been noted that background noise levels in the interior are high and a recent concert has caused further concern in this regard.
- Ventilation System – confirmation that the extract/intake fresh air ventilation system is operational, appropriate for the venue capacity and properly baffled for external sound. The system that was described on a previous site visit is not visible.
- Air Conditioning - confirmation that the existing internally fitted units are sufficient to keep the interior environment acceptably cool for the venue's capacity with the windows completely closed (we note the likelihood of considerable solar gain causing excessive internal temperature during the day also).
- Accessibility – no accessibility report has been provided to accompany the proposed change of use. The Committee would expect to see proposals to achieve compliance with Building Regulations Part M and the Equality Act 2010.
- Use of Roof Terrace – there are inconsistencies in the application stating that it isn't being pursued as a viable option, but also mentioning that it will only be accessed until 5pm. For clarity the use of the terrace beyond 5pm is not supported as it would cause significant detriment to residential amenity and the Committee would ask that any approval should include this as a Condition.
- Waste Management – the Committee requests that a comprehensive waste management plan is produced for the proposed extended operating hours and the type and volume of waste stored. Despite additional bins being added to the bin location these are often overflowing, exacerbating the existing seagull problem around Civic Square car park. The Committee also requests some form of visual screening as the bins are seen from a busy public footway and negatively impacts on visual amenity within the Conservation Area.

- SHDC Environmental Health – the Committee welcomes and supports the Environmental Health Officer’s comments and proposed Conditions, and requests that a site visit is made by an Environmental Health Officer to ensure that the sound proofing and noise mitigation measures mentioned in the application are in situ and operating effectively; and to confirm waste management arrangements are sufficient for the proposed extension in operating hours.

2. CONFIRMATION OF MINUTES

To approve the minutes of 16th March 2026 and update on any matters arising.

The minutes were approved as an accurate record of proceedings.

3. ELECTION OF CHAIR AND DEPUTY

To:

- Make a recommendation to Full Council for the Chair of Planning Committee for 2026/27 (effective May 2026); and

To **RECOMMEND** to Full Council that Cllr Auletta is the Chair of the Planning Committee for 2026/27.

- Elect a deputy chair for the Committee (from May 2026).

Cllr Trant was elected as Deputy Chair of the Planning Committee for 2026/27.

4. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

4a. 0963/26/TCA – T1: Magnolia - Crown height reduction by up to 3m T2: Beech - Crown height reduction by up to 3m. Glebe Coach House, Manor Way, Totnes, TQ9 5HP.

Object. Without the inclusion of an arboricultural report, there is insufficient information about the requirement for the works or the most appropriate pruning method for tree health. If the Tree Officer is content with the works once a report is submitted, the Committee would not wish to see the application again.

4b. 0913/26/TCA – T1: Yew – removal of overhanging branches, overgrown environment. Bogan Cottage, North Street, Totnes, TQ9 5NZ.

Object. Without the inclusion of an arboricultural report, there is insufficient information about the requirement for the works or the most appropriate pruning method for tree health. If the Tree Officer is content with the works once a report is submitted, the Committee would not wish to see the application again.

4c. 1021/26/TCA - T1 Maple – Crown height reduction by up to 1.5 metres in branch length vertically and approximately 0.5-1m in branch length laterally, in order to reduce the overall crown size and reshape the canopy, leaving a balanced and natural form appropriate to the species. Pruning cuts to be made to suitable growth points in accordance with BS3998:2010. Remove no more than is necessary to achieve the specified reduction, while retaining a flowing branch structure and a well-furnished canopy, 10 Warland, Totnes, TQ9 5EL.
Support.

4d. 1033/26/TCA – T1 Laurel – removal of hedge and replacement with either Hornbeam or Beech as a hedge or a crab apple tree to allow for continued privacy between properties to be maintained to a height of 3 - 3.5m. 49A High Street, Totnes, TQ9 5NP.
Support.

5. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

Note: Cllr Hodgson observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at South Hams District Council (SHDC).

5a. 2051/25/OPA - Application for Outline Planning Permission with some matters reserved, access & layout, for commercial units (Use Classes E(g)(iii)). Land at Ngr Sx 797 614, Nellies Wood View, Dartington [consulted as a neighbouring parish].

Cllr Bennett updated that there had been a number of representations by the public at the Dartington Parish Council meeting and that the Council had objected to the plans.

Comment – The Committee is supportive of the employment space designation in principle, however, there should be strict controls on the types of business and hours of operation at this site. The Committee has the following concerns about the application:

- Footprint - The height of the building is acceptable. However, the footprint is too large and the Committee is concerned about its encroachment into a wildlife corridor at the rear of the site and associated removal of trees and vegetation. The Committee welcomes the landscaping at the front of the site to screen from the residential area and road and would not wish to see this reduced should the footprint be moved/amended.
- Material Palette/Design – a more sympathetic palette, for example timber cladding, would be welcomed to improve the visual amenity from the residential area and from the A385, the main road into Totnes. Designs that come forward under a detailed application must be of high quality with a considered roofscape and should avoid dark grey/black which results in an over-dominant appearance.
- Flooding – the Committee would wish to see the Devon County Council Flood and Coastal Risk objections addressed in relation to providing additional evidence of mitigation measures for the site to be policy compliant.
- Biodiversity Net Gain – the Committee does not support Biodiversity Net Gain off site and wish to see this addressed through the reduced footprint of the buildings.

5c. 0136/26/HHO - Householder application for gabled extension to the north elevation and other alterations. Causen Cottage, The Grove, Totnes, TQ9 5ED.

Comment – the Committee supports the volume and scale of the extension in principle. However, the Committee has concerns about:

- Inconsistencies in materials to be used – the application form states standing seam metal, the plans show natural timber and slate.
- Windows – no details have been provided about the sight lines/pattern of the windows on the front elevation, and no south elevation plan has been provided. It is unclear if the windows will be installed in the extension, or if all windows in the dwelling will be replaced.

The Committee objects to the installation of an illuminated EV charger set into the front elevation stone wall which emits a blue light/glow 24hrs a day, making it highly visible at night. NB this is not included in the Climate Emergency Form despite already being fitted.

The Committee voted to extend the meeting by 30 minutes.

5d. 0722/26/FUL - Planning application for change of use of internal and external areas to a Class E use ancillary to the existing Class B2 use. Unit 6, Burke Road, Totnes, TQ9 5XL.
Cllr Trant declared a personal interest.

Support, subject to the change of use to Class E being linked to the current occupier of the building.

5e. 0845/26/HHO - Householder application for conversion of garage to kitchen with single story rear extension & raised terrace & provision of additional parking space. 17 Courtfield, Totnes, TQ9 5RQ. [Consulted as a neighbouring parish].

Comment – the Committee is concerned about the loss of vegetation in the front garden; and would request that the proposed large flat roof of the extension is a green roof.

5f. 0618/26/HHO - Householder application for like for like replacement of a fire damaged roof. Heversham, Rhine Villas, Bridgetown, Totnes, TQ9 5BD.

Cllr Bennett declared a personal interest.

Support.

5g. 0666/26/VAR - Variation of condition 4 (self-build) of planning consent 3048/24/OPA. Land at Sx 787 607, Wall Park, Totnes.

Support, subject to Biodiversity Net Gain mitigation.

5h. 0867/26/ARC - Application for approval of details reserved by conditions 4 (Slates), 5 (Eaves/Verges), 6 (Render) & 7 (Ducts/Flues/Vents) of planning consent 3356/25/LBC.

Ferneigh Cottage, Pomeroy Villas, Bridgetown, Totnes, TQ9 5BE.

Support, subject to the Heritage Officer's comments.

And to note:

5i. 0678/26/LBC - Listed Building Consent for rebuilding a structurally unsafe section of walling to the same width, height and style. The Guildhall Officer, 5 Ramparts Walk, Totnes, TQ9 5QH.

Noted.

6. LICENSING APPLICATION

To consider the following application: Premises Licence (live music, late night refreshment and supply of alcohol) on 3 Fore Street, Totnes, TQ9 5DA.

Object – there is insufficient information provided to make a decision.

7. DISABLED PARKING AND CONTROL OF WAITING AMENDMENT ORDER

To consider a disabled parking and control of waiting amendment order proposed for Lower Collapark.

There is no objection to the proposed disabled parking and control of waiting order for Lower Collapark.

8. DATE OF NEXT MEETING AND MAY MEETING

To note the date of the next meeting of the Planning Committee – Wednesday 20th May 2026 at 6.30pm in the Guildhall.

Noted. Cllrs Cooper and Collinson gave apologies for this meeting.

*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)*

9. TOTNES NEIGHBOURHOOD PLAN REVIEW

To consider the outcome of the health check meeting for the Totnes Neighbourhood Plan and the requirement for any future work (commercial).

It was **AGREED** to defer discussion until a note from the meeting discussing the health check with the consultant has been produced.

The meeting closed at 8.25pm.

Sara Halliday
Governance and Projects Manager
April 2026

ITEM 6 - RECOMMENDATIONS FROM COMMITTEE

6a. Full Council 13th April 2026

No recommendations.

6b. Council Matters 20th April 2026

Item 3a. Community Working Group: Community Audit – To **RECOMMEND** to Full Council to ring fence £13,500 of the £50,000 Strategic Community Funding for Caring Town, subject to further work on the Job Description of the new role and the involvement of the Town Council in the future planning of the organisation and recruitment processes.

Item 5. Standing Orders Review – See item 8 on the Full Council agenda.

Item 6. Risk Register – See item 9 on the Full Council agenda.

Item 13. Guildhall Inventory - To **RECOMMEND** to Full Council that the framed prints (excluding the Goss certificate) be added to the inventory and stored in the Muniments Room.

To **RECOMMEND** to Full Council that the other items as listed be disposed of.

6c. Planning Committee 27th March 2026

No recommendations.

STANDING ORDERS

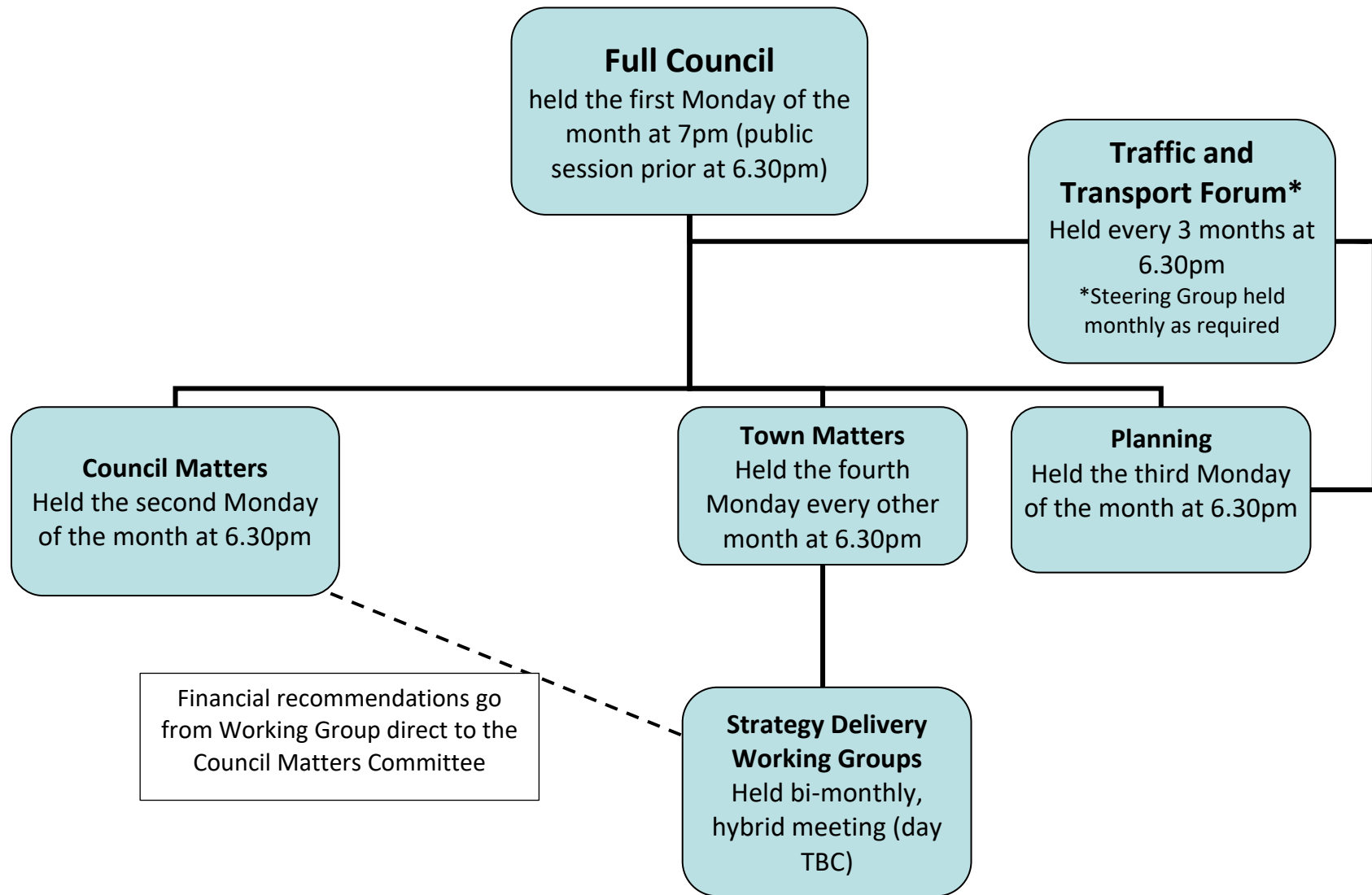
TOTNES TOWN COUNCIL

Last reviewed May 2025

Amendments May 26 [shown in red]

- No NALC updates to the Standing Orders since 2025.
- Section 13(b)xvi updated to reflect the Council’s General Power of Competence.
- Annex A new introduction to set out the Council’s General Power of Competence and the Clerk’s professional qualification in the conduction of Council business.
- Annex A update to section 3.6.f – Clerk authorisation for emergency expenditure is £10000 (not £5000).
- Annex A new section 3.7 to reflect the Clerk’s professional qualification and decision taking in in cases of urgency.
- Annex A update to ‘Overview’ table – deletion of the Communications and Marketing Manager position.

STRUCTURE



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Text in bold is required by statute

1. Meetings

- a) Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b) The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c) Councillors are expected to attend meetings.
- d) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e) Members of the public may make representations, raise questions, give evidence during a 30 minute open and informal session prior to Full Council, and 15 minute session at the beginning of Committee meetings. The period of time designated for public participation at a meeting shall not be exceeded unless directed by the chair of the meeting. An individual member of the public shall not speak for more than 3 minutes.
- f) Any items raised by members of the public that require a decision will be referred by the Chair to the relevant committee for consideration by the usual committee process. Questions requiring a factual answer may be answered by the Chair or be referred by the Chair to the Clerk or a relevant Councillor.
- g) **Subject to standing order 1(h), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- h) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- i) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- j) **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by the Deputy Chair.**
- k) **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy Chair, if present, shall preside. If both the Chair and the Deputy Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- l) **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and by voting thereon.**
- m) **The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
- n) **Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.**
- o) **The minutes of a meeting shall record the following:**
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- p) **The code of conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.**
- q) **A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- r) **No business may be transacted at a meeting unless at least one third of the whole number of members of the**

Council are present and in no case shall the quorum of a meeting be less than three.

s) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.

t) Full Council meetings will not exceed 120 minutes in length unless there are exceptional circumstances, at which time Members vote by majority to extend the length of the meeting. Committee, Working Group and Forum meetings should not exceed 90 minutes in length unless there are exceptional circumstances, at which time Members vote by majority to extend the length of the meeting.

2. Ordinary Council meetings

a) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.

b) In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.

c) If no other time is fixed, the annual meeting of the Council shall take place at 7.00pm.

d) In addition to the annual Town Council meeting of the Council, at least three other ordinary meetings shall be held on such dates and times as the Council directs.

e) The election of the Chair and appointment of the Deputy Chair of the Council shall be the first business completed at the annual meeting of the Council. The Mayor appoints a Deputy without the need for an election.

f) The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.

g) The Deputy Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

h) In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.

i) In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.

j) Following the election of the Chair of the Council and Deputy Chair of the Council at the annual meeting of the Council, the order of business will include:

i. In an election year, delivery by Councillors of their declarations of acceptance of office forms and to grant permission for absent Councillors to sign their declarations in the presence of the Clerk outside of the Annual Meeting.

ii. In a non-election year, delivery by the Chair of their acceptance of office form.

i. Review delegation arrangements to committees and sub-committees and make appointments where appropriate;

v. Review terms of reference for committees;

vi. Appointment of members to existing committees;

vii. Review the Council's Standing Orders;

viii. Review of representation on or work with external bodies and arrangements for reporting back;

ix. Set the dates, times and place of ordinary meetings of the Council and any committees and sub-committees agreed for the year ahead.

3. Extraordinary meetings of the Council

a) The Chair of the Council may convene an extraordinary meeting of the Council at any time.

b) If the Chair of the Council does not to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting. The statutory public notice giving the time, venue and agenda for such a meeting shall be signed by the two Councillors.

4. Committees, sub-committees and working groups

a) Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

b. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

- c) The Council may appoint standing committees and sub-committees at any meeting.
- d) Terms of reference, membership and Chair of any committee or sub-committee shall be approved by Council and form part of the Standing Orders.
- e) The Council will determine whether the public may participate at a meeting of the committee or sub-committee.
- f) The Council may dissolve a committee, sub-committee or Working Group at any meeting.
- g) The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.**
- h) Subject to Standing Order 4 (g) above, the Council and Standing Committees may appoint working groups without delegated powers comprising between a minimum of three Councillors and a maximum of nine Councillors with powers to co-opt non-Councillors on a nonvoting basis. The quorum of any working party must be at least three Councillors.
- i) Working groups do not have any delegated authority in terms of decision making or expenditure but instead are a way of discussing issues and projects informally and including members of the community.
- j) All non-Councillor members of a Working Group are allowed on a non-voting basis only and must agree to abide by the Town Council Code of Conduct.
- k) A Working Group must appoint a Chair and produce brief action notes to be fed back to the appropriate Council committee for further discussion and decision making.
- l) Chairs of committee are required to undertake DALC training 'Chairing Local Council Meetings' within 2 months of starting the role.
- m) A Scheme of Delegation at Annex A sets out the delegated powers and financial delegations held by the various Committees and Working Groups.

5. Motions

- a) A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b) No motion may be moved at a meeting unless it falls under an item on the agenda. Best practice states that the mover has given written notice of its wording to the Proper Officer at least three clear working days before the meeting. Clear days do not include the day of the notice or the day of the meeting. Verbal motions will be allowed in exceptional circumstances at the discretion of the Chair.
- c) If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting, or the Councillors that have convened the meeting, to consider whether the motion shall be included or rejected.
- d) Subject to Standing Order above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- e) The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to appoint a person to preside at a meeting;
 - ii. to approve the absences of Councillors;
 - iii. to approve the accuracy of the minutes of the previous meeting;
 - iv. to dispose of any business remaining from the last meeting;
 - v. to alter the order of business on the agenda;
 - vi. to proceed to the next business on the agenda;
 - vii. to close or adjourn debate;
 - viii. to move to a vote;
 - ix. to defer consideration of a motion;
 - x. to require a written report;
 - xi. to extend the time limits for speaking;
 - xii. to exclude the press, public and non-committee Councillors for all or part of a meeting;
 - xiii. to silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend any Standing Order except those which are mandatory by law;
 - xvi. to appoint representatives to outside bodies and to make arrangements for those representatives to report back;
 - xvii. to adjourn the meeting;
 - xviii. to close a meeting.

6. Rules of debate at meetings

- a) A motion shall not be considered unless it has been proposed and seconded.
- b) Motions must be clear and concise.
- c) The Chair shall decide the order in which amendments are considered and dealt with.
- d) Only one amendment shall be moved at a time.
- e) The mover of a motion or the mover of an amendment shall have the right of reply.
- f) During the debate of a motion, a Councillor may interrupt only on a point of order or if the Chair asks for an explanation. The Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or identify any irregularity.
- g) A point of order shall be decided by the Chair and their decision shall be final.
- h) The Chair shall be satisfied that a motion has been sufficiently debated before it is put to a vote.
- i) When a motion is under debate no other motion shall be moved except:
 - i. To amend the motion;
 - ii. To proceed to the next business;
 - iii. To adjourn the debate;
 - iv. To put the motion to a vote;
 - v. To ask a person to be silent or for them to leave the meeting;
 - vi. To exclude the public, press and non-committee Councillors;
 - vii. To adjourn the meeting;
 - viii. To suspend any Standing Order, except those which are mandatory.
- j) If the Chair stands up during a meeting all discussion and debate shall cease.

7. Code of Conduct and Dispensations

- a) All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council on May 15th 2023. All Councillors and Working Group members will adhere to the 7 Nolan Principles as outlined under section 29.

EXPLANATION OF PECUNIARY INTEREST TAKEN FROM CODE OF CONDUCT

Disclosable Pecuniary Interests

7. The interests you must register are:

7.1 Those disclosable pecuniary interests defined by the Regulations, namely:

- (a) Employment - any employment, office, trade, profession or vocation carried on for profit or gain by you or a relevant person;*
- (b) Sponsorship - any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a Member, or towards your expenses, including any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992;*
- (c) Contracts - any contract which is made between you or, so far as you are aware, a relevant person (as defined at Paragraph 2 above) (or a body in which the relevant person has a beneficial interest) and the Council:
 - (1) under which goods or services are to be provided or works are to be executed; and*
 - (2) which has not been fully discharged**
- (d) Land - any beneficial interest in land held by you, or so far as you are aware, a relevant person, which is within the area of the Council;*
- (e) Licence - any licence (alone or jointly with others) to occupy land held by you, or so far as you are aware, a relevant person in the area of the Council which will last for a month or longer*
- (f) Corporate Tenancies -any tenancy where (to your knowledge):
 - (1) the landlord is the Council; and*
 - (2) the tenant is a body in which you or, so far as you are aware, a relevant person has a beneficial interest.**
- (g) Securities - any beneficial interest that you or, so far as you are aware, a relevant person has in securities of a body where:
 - (1) that body (to your knowledge) has a place of business or land in the area of the Council and*
 - (2) either:
 - (a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or*
 - (b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.***

- b) Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c) Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e) A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f) A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g) **Subject to standing orders 7(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].**
- h) **A dispensation may be granted in accordance with Standing Order 7(e) above if having regard to all relevant circumstances the following applies:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

8. Disorderly Conduct

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b) If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c) If a resolution made in accordance with Standing Order 8(b) is ignored, the Chair may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

9. Minutes

- a) Minutes, including any amendment to correct their accuracy shall be confirmed by resolution at the subsequent Council meeting.
- b) A motion to correct an inaccuracy can be moved and agreed amendments shall be made to the final minutes.
- c) **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

10. Voting on appointments

- a) Where two or more persons have been nominated for a position by the Council and none of those persons has an absolute majority of votes in their favour, the person having the least number of votes shall be struck off the list and a fresh vote taken.
- b) This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

11. Previous resolutions

- a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 Councillors to be given to the Proper Officer.
- b) When a motion moved pursuant to Standing Order 11(a) above has been disposed of, no similar motion may be

moved within a further six months.

12. Management of Information including handling confidential or sensitive information

- a) **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b) **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c) **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d) **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e) **Councillors and staff will not disclose information given to them in confidence, or which they believe or ought to be aware, is of a confidential nature. Any confidential papers issued should be returned to the Clerk at the end of each meeting for appropriate disposal.**

13. Proper Officer

- a) The Council shall appoint a Proper Officer who shall be the Town Clerk. The management team will undertake the work of the Proper Officer when the Proper Officer is absent.
- b) The Proper Officer shall:
 - i. **give public notice of the time, date, venue and agenda at least three working clear days before a meeting of the Council or a meeting of a committee or subcommittee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);**
 - ii. **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email),**
 - iii. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
 - iv. attend Council meetings OR delegate to the a member of the management team;
 - v. **make the minutes of meetings available for inspection by the public;**
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. **receive and retain declarations of acceptance of office forms from Councillors;**
 - viii. process all requests made under the Freedom of Information Act 2000 and General Data Protection Regulation;
 - ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
 - xi. arrange for legal deeds to be executed;
 - xii. arrange authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
 - xiv. have overall managerial responsibility for the organisation, including staff;
 - xv. implement the decisions of the Council via delegated authority;
 - xvi. provide objective, professional and lawful advice on all matters **within the statutory powers of the Council, including matters exercised under the General Power of Competence.**

14. Financial Matters

The Council shall appoint the Proper Officer to be the Responsible Financial Officer. The Finance and HR Manager shall undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

- a) **The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:**
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports

- from the internal auditor, which shall be required at least annually; and
- iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments.
 - b) Financial regulations shall be reviewed regularly and at least every 2 years for fitness of purpose (Appendix B).

15. Financial controls and procurement

- a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or electronically by email to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e) Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

16. Accounts and accounting statements

- a) "Proper practices" in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. The Council Matters Committee with a budget spreadsheet summarising the Council's receipts and payments for the last year to date for information; and
 - ii. to the Full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e) The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March.
- f) The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

17. Annual budget and precept

- a) At least one community participatory budget process (event/survey) will take place per Council term (i.e. once every four years) prior to the annual budget setting by the Council.
- b) The Council shall approve a budget for the coming financial year before the end of January and instruct the**

Responsible Financial Officer to submit the precept demand to the District Council.

18. Execution and sealing of legal deeds

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.**
- b) Subject to standing order 18(a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

19. Allegations of Breaches of the Code of Conduct

- a) Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**
- b) Where that notification relates to a complaint made by the Town Clerk, the Governance and Projects Manager will assume the duties of the Town Clerk in relation to the complaint.
- c) Where a notification relates to a complaint made by an employee (not being the Town Clerk), the Town Clerk will ensure that the employee in question does not deal with any aspect of the complaint.
- d) The subject matter of notifications will be confidential.

20. Handling staff matters

- a) A matter personal to a member of staff that is being considered by a meeting of Council OR the Council Matters Committee is subject to Standing Order 12 above.
- b) In relation to matters of staff absence and sickness all staff will conform to the Absence Management Policy adopted in July 2021. In the case of the Town Clerk (Proper Officer) being absent the Chair of the Council and a Councillor of the Proper Officers preference will undertake the management role and report back to the Council Matters Personnel Sub Committee.
- c) The Chair of the Council and a Councillor of the Proper Officers preference shall conduct a review of the performance and annual appraisal of the work of the Proper Officer.
- d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chair of the Council or in their absence, the Deputy Chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by the Council Matters Committee.
- e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chair or Deputy Chair of the Town Council, this shall be communicated to another member of the Council Matters Committee which shall be reported back and progressed by resolution of the Council Matters committee OR the Town Council.
- f) Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g) The Council shall keep all written records relating to employees secure.
- h) Only persons with line management responsibilities shall have access to staff records referred to in Standing Orders 20(f) and (g) above if so justified.
- i) Access and means of access to records of employment referred to in Standing Orders 20(f) and (g) above shall be provided only to the Clerk and the Finance and HR Manager.

21. Responsibilities to provide information

- a) In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b) The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

22. Responsibilities under Data Protection Legislation

- a) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- b) The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c) The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d) The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

e) The Council shall maintain a written record of its processing activities.

23. Restrictions on Councillor activities

- a) No individual Councillor will, in the name or on behalf of the Council, a committee or a sub-committee:
- i. inspect any land and/or premises which the Council has a right or duty to inspect;
 - ii. make decision or issue orders, instructions or directions.

24. Standing Orders generally

- a) All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 Councillors to be given to the Proper Officer in accordance with Standing Order 9 above or by recommendation of the Town Clerk in relation to national best practice, to be considered by Full Council.
- c) The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible after they have delivered their acceptance of office form.
- d) The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.

25. Matters that must be Resolved only by Council

- a) These include:
- i. Agreeing the Strategic Plan, the annual work programme, and the annual budget
 - ii. Setting the precept demand
 - iii. Borrowing money
 - iv. Approving the end of year Accounts and approving submission of the Annual Return to the External Auditors

26. Committee Terms of Reference

26.1 Council Matters Committee

1. Authority

The Council Matters Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies. Meetings of the Council Matters Committee will be held monthly.

A Personnel Sub-Committee will be formed, consisting of the Chair and 3/4 other elected members of the standing committee and will meet only when needed. For example; staffing appeals committee. The quorum of this committee will be a third of the agreed membership.

2. Membership

The Committee will consist of no fewer than 6 elected Town Councillors and a maximum of 8, and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The **quorum** will be a minimum of a third of the elected committee membership (not less than three).

3. Remit

The Council Matters Committee will act as the Scrutiny Committee of the Council, monitoring the operational, civic, administrative, staffing and financial responsibilities as well as the assets of the Council. The day to day management of Council matters rests with the Town Clerk. The Council Matters Committee will be responsible for initiating, developing and monitoring any policies required for the Town Council to carry out its functions.

The Committee will be responsible (and have delegated authority) for all staff appointments; annual appraisal; training and development; the setting of staff salaries, hours of work and all matters relating to their individual contracts; sickness and staff welfare issues; and grievance and disciplinary matters.

The Committee must ensure that matters relating to the personal matters of staff are not published and that all staff records are held securely.

The Committee will consider actions related to expenditure from the notes of the Strategy Delivery Working Groups as required.

4. Operating Principles

The Council Matters Committee will meet monthly to accept reports, raise issues and act as a conduit to the Full Council on all of its responsibilities.

The Committee will be able to recommend the creation of subcommittees which need to be constituted to aid the work of the Committee. Membership of the subcommittee would come from the membership of the Council Matters Committee. However, it is envisaged that most work will be done by the Committee itself, as it is from the Committee that recommendations to Full Council need to emerge.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Council Matters Committee may also recommend establishing Working Groups to undertake specific tasks within the responsibilities of the Committee (or across committee responsibilities) as defined within Standing Orders. **Working groups are constituted with fixed terms of reference, and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Council Matters Committee and members of the public, and their membership will be agreed at Full Council. They may be a task and finish group, or have a broader remit e.g. cemetery.**

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be a third of the agreed membership (not less than 3 Councillors present).

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

5. Delegated Powers

The Council Matters Committee may approve the income and expenditure of the Council on behalf of the Council, within the remit of existing agreed Town Council financial regulations.

The Council Matters Committee has delegated powers to act on behalf of the Council in all matters relating to staff appraisals, staff appointments, staff grievances, the setting of staff salary scales and staff training.

6. Records of Proceedings

Written minutes will be taken to record the Committee's deliberations and decisions. They will be received at the next Full Council meeting. Formal adoption of minutes and any matters arising would be brought up at the next Council Matters Committee meeting.

The minutes of any subcommittee will be included into the Council Matters Committee minutes to inform Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Council Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

Full Council minutes will be agreed and signed at the following Full Council meeting, and minutes of committees will be noted.

7. Administrative Support

The Town Clerk will be or will nominate an officer to be responsible for the support and administrative duties of that Committee.

26.2 Town Matters Committee

1. Authority

The Town Matters Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies. Meetings of the Town Matters Committee will be held every other month (where possible) on a set date.

2. Membership

The Committee will consist of no fewer than 6 elected Town Councillors, and a maximum of 10 and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the Committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The **quorum** will be a minimum of a third of the elected committee membership (not less than three).

3. Remit

The Town Matters Committee will consider on behalf of the Town Council any matters, excluding the physical nature of the town, and anything concerning the quality of life of people who live, work in or visit the town. This will include:

- The welfare of the elderly and vulnerable.

- Enrichment for children and young people
- Provision of social, leisure, sporting and recreational facilities.
- Provision of adult education, cultural and library services.
- Employment Strategy.
- Tourism Development.
- Crime and anti-social behaviour.
- Climate Emergency.
- Community Arts.

The Committee will consider non-expenditure actions from the notes of the Strategy Delivery Working Groups. n.b. where these areas overlap with services provided by the Town Council e.g. the Civic Hall, the Council Matters Committee will deal with the issue.

4. Operating Principles

The Town Matters Committee will meet every two months to consider any significant issues in relation to its remit. The Town Matters Committee may consider any matter referred to it by a member of the public. The Committee will work in partnership with relevant organisations in the town and where necessary will seek to provide leadership or coordination for the activities of individuals or organisations involved in quality of life issues. In issues in conjunction with outside groups and with a Council mandate it can act in an advocacy capacity to support specific issues.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the Committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Town Matters Committee will also be able to recommend the creation of Working Groups to undertake specific tasks within the responsibility of the Committee (or across Committee responsibilities) as defined within Standing Orders. **Working groups are constituted with fixed terms of reference and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Committee and members of the public, and their membership will be agreed at Full Council.**

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be 50% of the membership and in no case less than 3 Councillors present. Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may, during the Committee meeting suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

5. Delegated Powers

The Committee does not have delegated authority, and will be expected to make recommendations to Full Council for consideration.

6. Records of Proceedings

Written minutes will be taken to record the Committee's deliberations and decisions, will be received at the next Full Council meeting. Formal adoption of minutes and any matters arising will be brought up at the next Town Matters Committee meeting.

The minutes of any subcommittee will be included into the Town Matters Committee minutes to inform Full Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Town Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

7. Administrative Support

The Governance and Projects Manager be responsible for the support and administrative duties of that Committee.

26.3 Planning Committee

1. Authority

The Planning Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies.

Meetings of the Planning Committee will be held every month to allow any urgent planning applications to be considered by Full Council.

2. Membership

The Committee will consist of no fewer than 6 elected Town Councillors, and a maximum of 10 and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the Committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The **quorum** will be a minimum of a third of the elected committee membership (not less than three).

All Planning Committee Councillors will undertake DALC training 'Responding to Planning Applications' within 2 months of joining the Committee.

3. Remit

The Planning Committee will consider on behalf of the Town Council any matters, including the physical nature of the town, and anything concerning the quality of life of people who live, work in or visit the town. This will include:

- Planning applications, tree orders, licensing applications etc
- Traffic and Transport.

Housing.

Neighbourhood Plan review and inputs to Joint Local Plan review.

n.b. Where these areas overlap with services provided by the Town Council e.g. the Civic Hall, the Council Matters Committee will deal with the issue.

4. Operating Principles

The Planning Committee will meet every month to consider any significant issues in relation to its remit e.g. planning.

The Planning Committee will consider all but only matters referred to it by the Full Council by letter evidence. The

Planning Committee may consider any matter referred to it by a member of the public. The Committee will work in partnership with relevant organisations in the town and where necessary will seek to provide leadership or coordination for the activities of individuals or organisations involved in quality of life issues. In issues in conjunction with outside groups and with a Council mandate it can act in an advocacy capacity to support specific issues.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the Committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Planning Committee will also be able to recommend the creation of Working Groups to undertake specific tasks within the responsibility of the Committee (or across Committee responsibilities) as defined within Standing Orders.

Working groups are constituted with fixed terms of reference and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Committee and members of the public, and their membership will be agreed at Full Council.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be one third of the agreed membership and in no case less than 3 Councillors.

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may, during the Committee meeting suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

5. Delegated Powers

The Planning Committee has full delegated powers to make a Council decision regarding representations to South Hams District Council or other appropriate bodies on all planning applications in the town re Standing Orders, unless the Committee decides, following Council guidelines, that the application should be passed to Full Council due to its size, controversial nature or potential effect on local people.

The Committee may also comment on behalf of the Town Council on licenses or street naming if requested to do so.

On all other aspects of its activity, the Committee does not have delegated authority, and will be expected to make recommendations to Full Council for consideration.

6. Records of Proceedings

Written minutes will be taken to record the Committee's deliberations and decisions, will be received at the next Full Council meeting. Formal adoption of minutes and any matters arising would be brought up at the next Planning Committee meeting.

The minutes of any subcommittee will be included into the Planning Committee minutes to inform Full Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Planning Committee on completion of their work, and may choose to prepare interim reports if they wish.

7. Administrative Support

The Governance and Projects Manager be responsible for the support and administrative duties of that Committee.

27. Terms of Reference for Link Councillors

1. Link Councillors

The Town Council seeks to appoint Link Councillors annually. It is open to any Councillor to put themselves forward to be elected to a link Councillor role or to propose new areas of interest. The areas currently are:

Business and Employment Cultural Links Elderly and Vulnerable People Young People/Youth Heritage	Arts Traffic and Transport Environment, Sustainability and Air Quality Open Space, Sports Provision and Leisure Disability
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Links on outside bodies

TADPOOL Totnes Allotments Association Vire Twinning Association Totnes Municipal Charities KEVICC Foundation Governors Parish Paths Partnership Totnes Hospital League of Friends Devon Association of Local Councils Committee Dart Harbour Community Group Totnes Chamber of Commerce Totnes Fairtrade Museum Trust Stepping Stones	Caring Town Network of Wellbeing Bridgetown Alive Friends of Totnes Museum Daisy and Rainbow Childcare Inclusive Totnes Police and Crime Commissioner Advocate Totnes Community Builders Devon Countryside Forum Rural Services Network Friends of Salfit TQ9 Partnership Schools Engagement
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2. Aims

The Town Council created these roles in order to provide nominated Councillors who can:

- a) develop particular knowledge about each key area;
- b) liaise with groups in the town with relevant interests to be aware of current issues and activity;
- c) take up particular cases for individuals with an issue in their remit;
- d) develop relationships with relevant service providers;
- e) take information and views from the Town Council back to the groups;
- f) take matters for consideration back to Full Council via a motion or report.

28. Terms of Reference for the Strategy Delivery Working Groups

Strategy Delivery Working Groups: Community; Devolution; Economy; and Environment and Public Realm

Purpose: Each Working Group's role is to discuss the detail, prioritise and deliver the objectives as set out in the Council's Strategic Plan under the three themes of: community; devolution; economy; and environment and public realm.

There is a budget allocation for each Working Group to allocate. However, the budget allocation will be held by the Council Matters Committee who will consider recommendations from the Working Group. The working group does not have any delegated authority but is a way of discussing issues and projects informally and including members of the community when relevant.

Membership: The community, economy and environment and public realm Working Groups will be made up of a minimum of three Councillors and a maximum of eight Councillors with powers to co-opt as required other Councillors and/or named members of the community (with relevant experience) on a non-voting basis who must agree to abide by the Town Council Code of Conduct. A Chair and Deputy will be elected.

The Devolution Working Group will be made up of the Mayor, Deputy Mayor, Chairs of Committee and two members.

Quorum: Three Councillors.

Power: Local Government Act 1972, section 145.

Delegated Authority: no delegated authority, recommendations to the Town Matters Committee, or Council Matters Committee where it concerns a budgetary matter, for consideration.

1. Terms

- 1.1 The Council's Standing Orders apply to all meetings of the Working Group.
- 1.2 The Working Group shall be appointed on an annual basis at the Annual Meeting of the Town Council.
- 1.3 The first order of business of the first meeting of the Working Group after its annual appointment will be to elect a Chair.
- 1.4 The Mayor and Deputy Mayor of the Council shall be ex-officio, non-voting members of the Working Group.
- 1.5 The Working Group will meet bi-monthly or as required, in person or as a hybrid meeting as required.
- 1.6 Meetings shall not be open to the public, but it is the intention of members to liaise and involve relevant members of the community as required.
- 1.7 The Working Group will be allocated an officer whose role will be to act as a link, particularly with the Chair. The link officer will attend the Working Group meetings on an as required basis.
- 1.8 Brief bullet points of actions will be required for Committee discussion and forming recommendations/making decisions

2. Responsibilities

- 2.1 To prioritise the objectives set out in the Strategic Plan which aim to support and improve the social, economic, environment quality, and cultural life of the town for the benefit of its residents, businesses and visitors.
- 2.2 To deliver the objectives of the Strategic Plan, including providing details on how these objectives will be investigated or taken forward.
- 2.3 To consider the matter of local government reform and devolution on the Town Council and the impact that such changes may have on its operation, the town and wider community.

29. Terms of Reference for Advisory Bodies (Forums)

Advisory:

There is currently one group operating as an advisory body to the Town Council. This is:

- The Traffic and Transport Forum, which reports through the Planning Committee
- The forum has developed its own Terms of Reference which indicate why it exists and how it wishes to operate. These Terms of Reference do not wish to cut across those stated aims, and are written solely to clarify the nature of the relationship with the Town Council, to whom each acts as an advisory body only.
1. The Town Council will nominate at least one Councillor to act as a link point with each forum.
 2. The Council will seek the views of its advisory body on all matter of relevance to them.
 3. Where an issue needs further consideration, the Town Council could request consideration of the issue by the forum. Or the Council could set up a working group, asking the forum if they would nominate members to join with the Council on the working group to consider the relevant issues.
 4. It must be noted that ultimately responsibility lies with Councillors, and they may not always choose to take the advice of the forum.
 5. The Town Council values the forum members. It will encourage people from across the town to join the Forum, as the recognised place for members of the community to air their detailed concerns and become involved on matters of relevance to the forum. A Forum may establish a smaller Steering Group drawn from the community which meets on a monthly basis (as required) to progress work, with the wider public Forum meetings held on a quarterly basis. In return it expects the Forums to:
 - Regularly promote their meetings and seek to encourage individuals and community groups to join them, in order to make them as representative as possible.
 - Achieve transparency and openness by holding open meetings, publicising the agenda and reporting on their activity.
 - Recognise the right of any individual or organisation to operate unilaterally, respecting everyone's opinions.

30. Terms of Reference for the Mayor and Deputy Mayor

The Mayor should provide a visible and strong presence in the town representing the Town and the Council. The Mayor should act within their role as a way for the Town Council to engage with the community as agreed by the Council and set out within Town Council policies and procedures. They act as an independent advocate for both Totnes and the Council on all occasions both within and outside of the Town.

The Mayor's role in all Civic events is to act as the senior public face of the Town/Council, representing its continuity and heritage and using the dress and regalia of the Town Mayor when appropriate. They are expected to attend events.

In undertaking the role of community leader the Mayor should help to develop partnerships with all sectors of the community for the benefit of Totnes. In achieving this they will reflect policies and recommendations of the Council in an independent manner, to further the interests of Totnes.

As Chair of the Council the Mayor fulfils both the statutory responsibilities of the Chair of the Council and the specific responsibilities of the role as directed by the Council within its Standing Orders. Their principal role is to preside at meetings of the Town Council:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;
- h) To ascertain the sense of the meeting by:
 - putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - declaring the result
 - To approve the draft of the minutes or other record of proceedings (with the consent of the meeting);
- k) To adjourn the meeting when circumstances justify or require that course; and
- l) To declare the meeting closed when its business has been completed.

Additionally, together with the Committee Chairs, all Councillors and the Town Clerk, the Mayor through the Council committee meetings who report to Full Council, will oversee the effective management of all the resources of the Town Council, to deliver services to achieve the greatest benefit for the residents and businesses, including support for health and wellbeing, infrastructure, heritage and the economy of the town.

In undertaking the role of the Mayor they will receive support in their Civic role and in communications by the Administrator. In their statutory and non-civic role, the Mayor will be supported by the Clerk, including through regular one-to-one meetings.

The policy in relation to Mayoral expenditure is attached as Appendix D.

31. Operational Support Group

The Operational Support Group (previously Mayors and Chairs) will consist of the Clerk, Chair of the Council, Deputy Chair of the Council and Chairs of Town Matters, Council Matters and Planning.

The group will meet as required by the Clerk. These meetings are not open to the public. The Clerk will also liaise directly on a one to one with the Mayor and/or Chairs of Committees on individual operational issues if required.

The quorum for this group will be half of the agreed membership and in no case less than 3.

This is an informal meeting to discuss current and upcoming issues within and impacting the Town Council and to review agenda items for consideration. This group is advisory only and does not have delegated authority to make decisions.

32. Nolan Principles

All Councillors will adhere to the 7 principles of public life:

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



TOTNES TOWN COUNCIL SCHEME OF DELEGATION

Adopted: October 2024

Review date: May 2026

Introduction

This Scheme of Delegation operates within the Council's statutory powers and, where adopted, the General Power of Competence. Delegations to the Town Clerk (Proper Officer) are made recognising the Clerk's professional qualification (CiLCA) and responsibility to act lawfully, proportionately and in the best interests of the Council.

1. THE POWER TO DELEGATE

1.1 The power to delegate function by local councils is set out in the Local Government Act 1972 S.101 as follows:

- a. that a council may delegate its powers (except those incapable of delegation) to a committee or an officer (not a working group, forum or individual councillor).
- b. a committee may delegate its powers to an officer.
- c. the delegating body may exercise Powers that have been delegated (i.e. Full Council).

1.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.

1.3 The Proper Officer may nominate another named Officer to carry out any powers and duties which have been delegated to that Officer.

1.4 Where officers are contemplating any action under delegated powers which is likely to have a significant impact in a particular area, they should also consult the Members and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

2. FINANCIAL REGULATIONS (EXCERPT)

2.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- a. the Council for all items over £10,000;
- b. the Council Matters Committee for items over £5,000; or

- c. the Clerk/RFO for any items below £5,000.
- d. members of the management team for specific budget lines as decided by the Clerk/RFO for any items below £1000.
- e. The Town Maintenance Officer for the TMO Tools & Consumables budget up to £100 excluding VAT.

3. DELEGATION TO OFFICERS

3.1 The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

3.2 The Council may at any time, following resolution, revoke any delegated authority.

3.3 Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to Committee or the Council for a decision.

Responsible Financial Officer (currently Town Clerk)

3.4 The Responsible Financial Officer to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

Proper Officer (Town Clerk)

3.5 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- a. To receive Declarations of Acceptance of Office.
- b. To receive and record notices disclosing personal and prejudicial interests.
- c. To receive and record notices of requests for dispensations.
- d. To receive and retain plans and documents.
- e. To sign notices or other documents on behalf of the Council.
- f. To receive copies of by-laws made by the local authority.
- g. To certify copies of by-laws made by the Council.
- h. To sign summonses to attend meetings of the Council.
- i. To arrange insurance.

3.6 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- a. The day-to-day operation of services, together with routine inspection and control.
- b. Day-to-day supervision and control of all staff employed by the Council.
- c. The day-to-day administration and oversight for organised events and activities.
- d. Authorisation of routine expenditure within the agreed budget (up to £5,000 unless otherwise resolved by Council).
- f. Emergency expenditure up to £10,000 ~~5,000~~ outside the agreed budget (see Financial Regulations).
- g. Matters and increased expenditure specifically delegated by Council or Committee.
- h. Payment of authorised continuing contracts, including but not limited to monthly salary payments.

3.7 The Town Clerk may, in cases of urgency where delay would be prejudicial to the Council's interests, take decisions and incur expenditure within delegated limits under the General Power of Competence, reporting such action to the next appropriate meeting.

4. FULL COUNCIL

4.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations for the Council's consideration:

- a. Approval of the budget.
- b. Setting the precept.
- c. Approval of the Annual Return and Audit of Accounts.
- d. Agreement to write off bad debts.
- e. Approval by resolution, before payment, of any grant or single commitment in excess of £10,000.
- f. Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
- g. Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (eg hire purchase or leasing of tangible assets).
- h. Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property £10,000 or over.
- i. Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- j. Approval of changes in earmarked reserves as part of the budgetary process.
- k. Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- l. Making, amending or revoking by-laws.
- m. Making of orders under any statutory powers.
- n. Matters of principle or policy.
- o. Appointment of Standing Committees.
- p. Appointing Council Representatives to outside bodies.
- q. Confirming the appointment of the Proper Officer (Town Clerk) – all other appointments can be agreed by Council Matters.
- r. Elect Chairs of committee.
- s. All other matters which must, by law, be reserved to the Full Council.

5. COMMITTEES

5.1 The following matters are delegated to the Council’s Committees to make decisions on behalf of the Council. They must be exercised in accordance with the law, the Council’s Standing Orders and Financial Regulations and any approved policy framework and budget.

5.2 The Council may at any time, following resolution, revoke any delegated authority.

5.3 Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

All Committees are authorised to:

- a. Elect a deputy Chair from within the membership of that Committee.
- b. Approve the Minutes of the last meeting of the Committee.
- c. Spend money from budget headings under that Committee’s remit up to the limit of the budget and/or named reserve.
- d. Make recommendations on the budget requirement for the Committee for the coming Financial Year.
- e. Delegate any of their functions to a Sub Committee or Officer of the Council (not a working group, forum or individual Councillor)

Overview

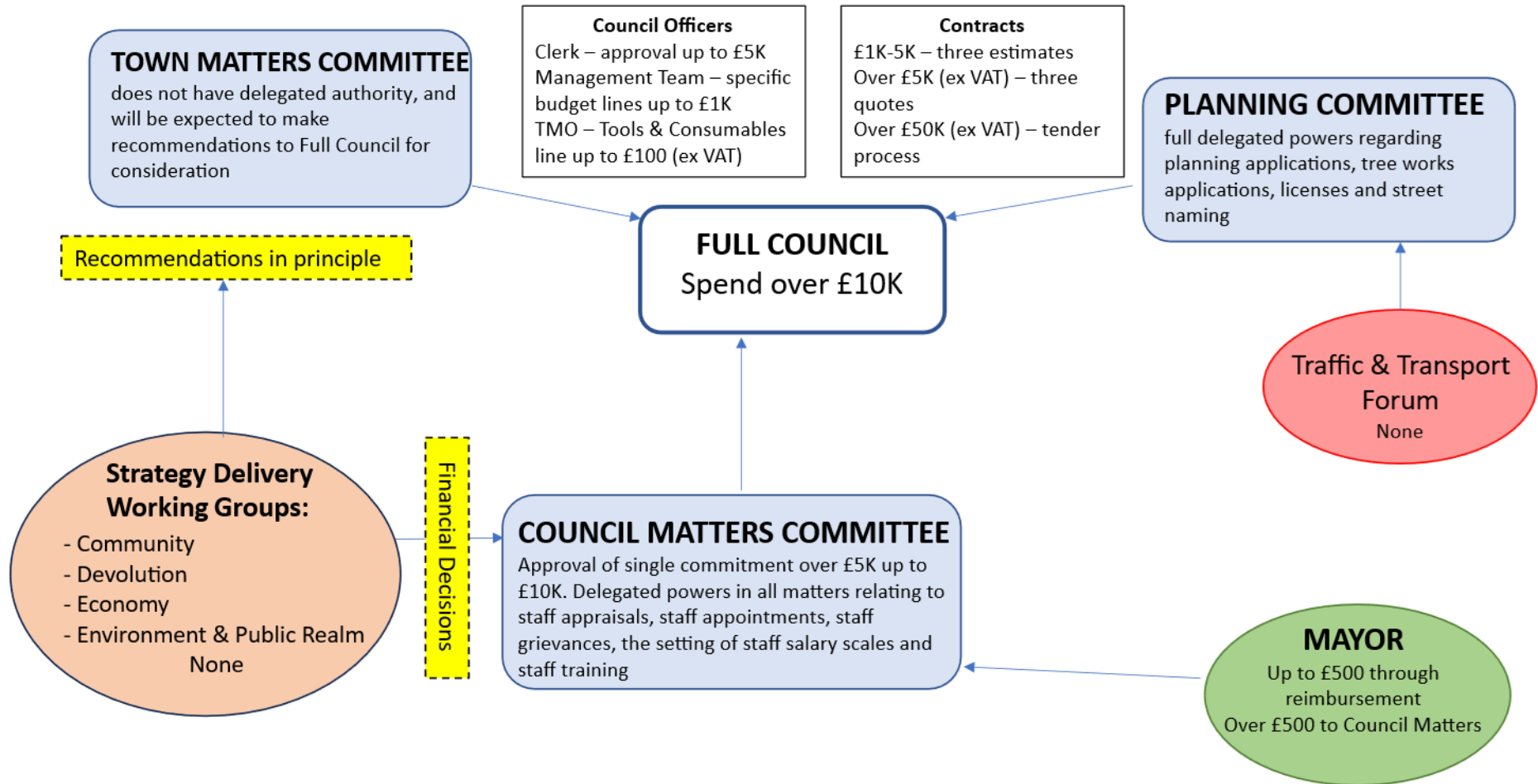
Committee/Working Group	Delegation
Full Council	Detail above. Approval of single expenditure over £10K.

Council Matters Committee	<p>The Council Matters Committee will act as the Scrutiny Committee of the Council, monitoring the operational, civic, administrative, staffing and financial responsibilities as well as the assets of the Council.</p> <p>The Council Matters Committee may approve the income and expenditure of the Council on behalf of the Council, within the remit of existing agreed Town Council financial regulations (single commitment over £5K up to £10K). The Council Matters Committee has delegated powers to act on behalf of the Council in all matters relating to staff appraisals, staff appointments, staff grievances, staff disciplinaries and dismissals, the setting of staff salary scales and staff training.</p>
Planning Committee	<p>The Planning Committee will consider on behalf of the Town Council any matters, including the physical nature of the town, and anything concerning the quality of life of people who live, work in or visit the town. This will include: planning applications, tree orders; Neighbourhood Plan; Traffic and Transport; Housing; licensing.</p> <p>The Planning Committee has full delegated powers to make a Council decision regarding representations to South Hams District Council or other appropriate bodies on all planning applications in the town unless the Committee decides, following Council guidelines, that the application should be passed to Full Council due to its size, controversial nature or potential effect on local people. The Committee may also comment on behalf of the Town Council on licenses or street naming if requested to do so. On all other aspects of its activity, the Committee does not have delegated authority, and will be expected to make recommendations to Full Council for consideration.</p>
Town Matters Committee	<p>Town Matters Committee will consider on behalf of the Town Council any matters, excluding the physical nature of the town, and anything concerning the quality of life of people who live, work in or visit the town. This will include: welfare of the elderly and vulnerable; enrichment for children and young people; provision of social, leisure, sporting and recreational facilities; provision of adult education, cultural and library services; employment strategy; tourism development; crime and anti-social behaviour; climate emergency; community arts.</p> <p>The Committee does not have delegated authority, and will be expected to make recommendations to Full Council for consideration.</p>
<p>Strategy Delivery Working Groups:</p> <ul style="list-style-type: none"> - Community - Devolution - Economy - Environment and Public Realm 	<p>None. Actions/recommendations to the Council Matters Committee or Town Matters Committee for consideration.</p>
Traffic and Transport Forum	<p>None. Advisory group to the Town Council. Any recommendations to the Planning Committee.</p>
Mayor	<p>Civic Budget for: the funding of formal and informal civic events associated with the role of Mayor; civic events supported by the Council; cost of events attended or hosted by the Mayor; supporting the Mayor in raising money for their chosen charity. Appoint a Deputy Mayor.</p> <p>Civic Budget - Up to £500 (through reimbursement) with authorisation by the Town Clerk. Amounts of £500 and over need to be agreed by the Council Matters Committee in advance of agreement.</p>

Council Officers	Delegation
Clerk/Responsible Financial Officer (RFO)/Proper Officer	As above, management of day-to-day operation of Council services and staff management matters. Approval of payments and expenses up to £5K. Emergency expenditure up to £10,000 in liaison with the Chair (if possible).
Finance and HR Manager	Approval of payments up to £1K on the following budget lines: staff training, travel & expenses; office supplies; Guildhall cleaning; Guildhall marketing & licences; Civic Hall caretaking, cleaning & supplies; Civic Hall Misc and marketing expenditure; Civic events; civic regalia; mayoral travel.
Marketing & Communications Manager	Approval of payments up to £1K on the following budget lines: marketing; other Tourist Information Centre expenses; Totnes Guide & Website.
Governance & Projects Manager	Approval of payments up to £1K on the following budget lines: Cllr IT equipment; Cllr training & travel; cemetery grounds maintenance; cemetery maintenance.
Town Maintenance Officer	Approval of payments up to £100 (excluding VAT) on the following budget line: TMO Tools & Consumables.
Contracts	Over £1K and up to £5K – 3 estimates (ideally) Over £5K (ex VAT) – 3 quotations Over £50K (ex VAT) – tender process and award.
Legal Deeds	Authorisation through Council resolution. Signed by 2 x Councillors or the Chair and Clerk as required. Witnessed by the Proper Officer [Clerk]

Chart showing the Council's scheme of delegation including reporting chains for working groups and forums to committees and Full Council.

TTC SCHEME OF DELEGATION & REPORTING CHAINS





TOTNES TOWN COUNCIL

RISK REGISTER – April 2026

Risk Scores Matrix

		Impact		
		Low	Medium	High
Likelihood	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium

No.	Risk description	Likelihood	Potential Impact	Gross Risk	Risk owner	Management/Control of Risk	Residual risk
Assets							
A1	Inadequate insurance cover or over insurance increasing costs unnecessarily.	Medium	High	High	Town Clerk and Council Matters Committee.	Insurance cover reviewed annually with brokers. Buildings reinstatement valuation survey carried out July 2022. Annual review of asset register by Clerk.	Low
A2	Fire in council owned/leased property.	Medium	High	High	Town Clerk	Insurance includes cover for fire. Fire risk assessments carried out for all council run buildings annually. Fire alarms fitted in all council run buildings and testing done weekly. Fire extinguishers in place in all council run buildings and serviced annually. Emergency evacuation procedures notified to all staff and users of the buildings. A contract is in place for an emergency response out of hours. Town Maintenance Officer (TMO) has responsibility for ensuring hazardous substances are stored safely and buildings are kept free from fire hazards. Copies of fire risk assessments are requested from the Museum leaseholders and confirmation of any corrective action needed is obtained. A fire alarm is fitted at the museum and fire extinguishers are in place.	Medium
A3	Poor security of buildings/property leading to vandalism, theft, fire, flood,	Low	High	Medium	Town Clerk.	All buildings/properties and contents are insured. Insurance is reviewed annually. Buildings secured outside working hours.	Low

	leaks, weather and accidental damage.					Burglar alarm systems and external CCTV is installed at the Guildhall and external CCTV is installed at the Civic Hall. Fire alarm systems in all properties. Regular fire alarm checks carried out. Annual servicing of fire extinguishers. A contract is in place for an emergency response out of hours. Security at the Museum is the responsibility of the leaseholders.	
A4	Maintenance of assets: Inadequate maintenance of buildings etc.	Low	Medium	Low	Town Clerk.	TMO's role includes monitoring and maintaining council buildings. Buildings conditions surveys carried out every 4-6 years with latest carried out in September 2024. The annual budgets include allocations for general maintenance of all the Council's buildings and an Earmarked Reserve has been established for Emergency Capital Repairs.	Low
A5	Loss or theft due to poor security of valuables and cash (e.g. civic regalia).	Low	High	Medium	Town Clerk.	All valuables and cash are insured. Insurance is reviewed annually. In the Guildhall, valuables stored in locked strong room out of hours. Building alarmed and a contract is in place for an emergency response out of hours. Building has external CCTV.	Medium
A6	Risk to the public in council owned open spaces (Cemetery, Castle Meadow and Coronation Rd).	Medium	High	High	Town Clerk, TMO and Governance and Projects Manager.	Tree risk assessment carried out by a professional tree surgeon every 4 years and any recommendations actioned. TMO monitors trees for safety and inspects after any storm/high winds. The Governance and Projects Manager has undertaken the training required to carry out headstone risk assessments and completes these on the recommended frequency. Any	Low

						recommendations from the risk assessments are actioned. As part of the role, the Caretaker and Maintenance Assistant is required to check the Cemetery and Castle Meadow weekly for rubbish and hazards, and the safety of the exterior of Cemetery Chapel.	
A7	Damage or theft of Council vehicle and equipment.	Medium	Medium	Medium	Town Clerk and TMO.	The Council van and tools & equipment are insured. The van is parked where it is covered by CCTV.	Medium
Finance							
F1	Precept sum inadequate. Requirement not submitted in time.	Low	Medium	Low	Town Clerk and Councillors.	Budget and Precept considered by Council Matters Committee in December and Full Council in January each year. Precept is set as a result of a full report detailing requirements for the forthcoming year has been reviewed by the Council Matters Committee. The precept deadline is noted and complied with by the Clerk/RFO. The adequacy of reserves are reviewed annually at year end.	Low
F2	Inadequate budget preparation leading to inability to fulfil obligations.	Low	Medium	Low	Town Clerk and Councillors.	A fully costed budget proposal with alternative precept options is considered by Council Matters Committee and Full Council annually. The impact of the different precept options on proposed activities of the council are considered.	Low
F3	Devolution and inadequate financing of devolved assets.	High	High	High	Town Clerk and Councillors.	The Council has established an Asset Transfer Policy which provides a framework and set of guidelines for the Council to evaluate the transfer of assets or services from other authorities or organisations. It outlines the due diligence requirements, assessment criteria for both assets and services, and essential initial questions to develop a comprehensive business case.	High

						Council reserves are being kept high in the budget setting process to provide a buffer against any additional costs that may arise from the devolution of assets in the coming years, and a £50k Earmarked Reserve has been established for Devolution Transfer of Assets.	
F4	Poor security of Funds at Bank due to failure of bank	Low	High	Medium	Town Clerk and Councillors.	The Council's Bank is a large high street bank which has the minimum credit rating specified in the Financial Regulations. Invested funds are only placed in interest bearing savings accounts with FSCS approved organisations.	Low
F5	Lack of an agreed investment policy for surplus funds.	Low	Medium	Low	Town Clerk and Council Matters Committee.	The Council has an Investment strategy which is reviewed every year.	Low
F6	Bank errors and/or inadequate checks leading to financial irregularities.	Low	High	Medium	Town Clerk and Council Matters Committee.	Bank reconciliation are completed each month by the Finance Manager and are reviewed by the Clerk. They are submitted to the Council Matters Committee meetings and are signed as reviewed by the Mayor or Committee Chair quarterly. There is a Primary User (Clerk) and a Secondary User (Finance Manager) set up on internet banking with appropriate authorities. Suitable controls are in place for use of the Debit card. Annual Internal Audit of controls is carried out annually by Independent firm.	Low
F7	Inadequate financial records leading to financial irregularities. Loss through theft or dishonesty. Payments for goods or services not received.	Low	High	Medium	Town Clerk and Finance Manager	Clerk appointed as the Proper Financial Officer. Financial Regulations adhered to and reviewed annually. Annual Internal Audit of controls carried out by Independent firm. Bank reconciliation completed each month by the Finance Manager and are reviewed by the Clerk.	Low

	Unauthorised payments. Income due to the Council not collected or banked.					They are submitted to the Council Matters Committee meetings and are signed as reviewed by the Mayor or Committee Chair quarterly. Budget monitor report reviewed by Clerk monthly and by the Council Matters Committee at each meeting. Invoices raised monthly and receipts issued for all cash income.	
F8	Loss of data through system failure or theft.	Low	High	Medium	Town Clerk and Finance Manager.	Finance and Payroll packages are backed-up to the icloud on completion of each input session. Anti-virus software installed. Contractor used for all hardware and software issues.	Low
F9	Best value not achieved for contracts. Breach of the Public Contracts Regulations.	Low	Low	Low	Town Clerk and Finance Manager.	Financial regulations detail procedures to be followed when buying goods or services and awarding contracts. Annual Internal Audit of controls carried out by Independent firm.	Low
F10	Payroll: Incorrect payments to staff. Incorrect deductions made. Non-compliance with Pension Regulations. Payments not made to HMRC.	Low	Medium	Low	Town Clerk and Finance Manager.	Monthly wages spreadsheet prepared by Finance Manager and checked by the Clerk. Casual staff hours and additional staff payments are authorised by the Clerk SAGE payroll software package used which calculates wages and deductions monthly. Full payment submission to HMRC made monthly via SAGE. BACS payments of wages processed by Secondary User and checked and authorised by Primary User. Annual Internal Audit of controls carried out by Independent firm. Pensions Auto-enrolment rules adhered to.	Low
F11	Inability to meet election costs	Low	Low	Low	Town Clerk and Councillors.	Provision made in budget annually. Sufficient reserves held to cover any costs in excess of the budget allocation.	Low

F12	VAT: Errors in calculation. Payments not made/claimed to/from HMRC. Wrong treatment of VAT resulting in a fine or liability.	Medium	Medium	Medium	Town Clerk and Finance Manager.	Compliance with HMRC regulations. Professional advice sought where correct VAT treatment is not known. Input VAT only claimed where proper VAT invoices are held. Clerk and Finance Manager have attended training. Quarterly returns made. RBS Software used to compile returns. Returns reviewed by Internal Audit.	Low
F13	Annual Return not submitted on time. Incorrectly completed.	Low	Medium	Low	Town Clerk and Finance Manager.	Clerk/RFO aware of date. Clerk and Finance Manager have attended training. Accounts prepared by RBS Software Accounts. Annual Return must be signed off by the Internal Auditor.	Low
Liability							
L1	Legal proceedings against the Council causing the reputation of the Council to be put at risk, officers / Members being personally accountable, and possible significant resource implication.	Medium	High	High	Town Clerk and Councillors.	Access to legal advice through NALC, SLCC, and independent solicitors. Insurance cover gives financial protection. Council protocols and procedures designed to prevent actions outside the law.	Medium
L2	Poor procedures for Health and Safety of staff, visitors and contractors leading to risk of financial liability if Council found to be at fault.	Medium	Medium	Medium	Town Clerk.	Public Liability insurance in place (limit of indemnity £10m). Insurance cover reviewed annually with brokers. Health & Safety Policy and Lone Working Policy in place. Risk assessment programme in place and risk assessments are completed for all events put on by the Council.	Low

						<p>Where events are run by an external contractor on behalf of the Council the contract includes H&S responsibilities.</p> <p>All new staff, Councillors and Volunteers are issued with an Induction booklet and relevant policies.</p> <p>H&S and risk assessment requirements included in facilities bookings terms and condition which are on the Council's website.</p> <p>Fire instructions for Civic Hall users are on the Council's website.</p> <p>PAT testing carried out annually.</p> <p>Asbestos register in place.</p>	
L3	Non-compliance with Employment Law. Acts outside the Employment Law could lead to financial liability.	Low	Medium	Low	Town Clerk and Finance Manager.	<p>Employer Liability insurance in place (limit of indemnity £10m). Insurance cover reviewed annually with brokers.</p> <p>Contract held with South West Councils to provide HR support and advice.</p> <p>Additional professional advice purchased when considered necessary.</p>	Low
L4	Risk that the Council does not act within its legal powers. Ultra Vires Acts incurring financial liability.	Medium	Low	Low	Town Clerk and Councillors.	<p>Clerk to verify legal position for any new proposal.</p> <p>Use of advice from NALC/DALC/SLCC.</p> <p>Members Code of Conduct in place and reviewed regularly.</p>	Low
L5	Failure to comply with key legislative requirements	Low	Low	Low	Town Clerk.	<p>Clerk to verify legal position for any new proposal.</p> <p>Use of advice from NALC/DALC/SLCC.</p> <p>Clerk keeps up-to-date with changes in legislation by networking and attending meetings/conferences with other Clerks.</p>	Low
L6	Legal costs attributed to removal of trespassers from Council owned land	Low	Low	Low	Town Clerk.	<p>The access width and uneven terrain at the Cemetery and Castle Meadow would make them an unattractive site for travellers with caravans.</p> <p>Both sites offer very little shelter from the weather and would therefore not be attractive to rough sleepers.</p>	Low

						No issues of this kind have arisen to date.	
Governance							
G1	Conflict of interest - Council members or staff making decisions that benefit their personal interests rather than the community.	Medium	Low	Low	Town Clerk and Governance & Projects Manager	All Councillors complete the Register of Interests. Regular reminders are given to members to update their register entry if required. Standing agenda item for Full Council meetings. Induction programmes in place for new Councillors.	Low
G2	Inadequate oversight - Weak monitoring and review processes for council activities, potentially allowing issues to go undetected.	Low	Medium	Low	Town Clerk and Councillors	The Full Council meets monthly (excluding August when a Recess Committee can meet if required) and receives reports from the three Committees. The Council Matters Committee and the Planning Committee meet monthly (excluding August). The Town Matters Committee meets approximately every two months. Working Groups are established to feed into the Committees with recommendations. The Clerk meets weekly with the Mayor. Councillors have the opportunity to attend training as required and are kept informed of available courses.	Low
G3	Poor decision-making - Lack of clear guidelines or procedures for decision-making, leading to inconsistent or biased outcomes.	Low	High	Medium	Town Clerk and Councillors	Standing Orders and Financial Regulations are in place and reviewed annually. Council Policies are kept up-to-date with a set programme of review. The Clerk keeps Councillors informed of advice and guidance from various sources such as NALC, DALC and SLCC, and policies are updated for any new developments. Councillors have the opportunity to attend training as required and are kept informed of available courses.	Low
G4	Poor leadership - Ineffective leadership from council members or senior	Low	High	Medium	Town Clerk and Councillors	The Clerk holds the CiLCA qualification, has several years of experience in the role and networks with other experienced Clerks. She	Low

	staff, leading to poor morale, lack of direction, and operational issues.					attends training and conferences to stay up-to-date with latest developments. The Clerk meets weekly with the Mayor and attends the monthly Full Council and Council Matters Committee meetings. Councillors have the opportunity to attend training as required and are kept informed of available courses.	
G5	Political interference - Excessive influence from external political actors, potentially compromising the council's ability to make impartial decisions.	Low	Medium	Low	Town Clerk and Councillors	The Council has 16 Councillors and all have a vote on decisions when in attendance at meetings. All Councillors complete the Register of Interests which includes any membership of political parties. Regular reminders are given to members to update their register entry if required. Standing agenda item for Full Council meetings. Each new Councillor receives an induction from the Clerk or member of the management team which includes sharing a number of guides, including NALC's 'The Good Councillor's Guide' which sets out the party politics isn't appropriate at Town Council meetings. There is very little external political influence at Town & Parish Council level of government.	Low
Reputation and Administration							
R1	Breach of confidentiality by staff or councillors.	Medium	Medium	Medium	Town Clerk	Code of Conduct in place. Data Protection Policy and Privacy Policy in place which all staff and councillors have been made aware of. Regular reminders issued to Councillors/staff and Data Protection training undertaken. Included in new Councillors' and staff Inductions.	Low
R2	Improper and untimely reporting of meetings via the minutes.	Low	Medium	Low	Town Clerk and Governance	Full Council meetings are held monthly and receive the minutes of Committee meetings held in the interim.	Low

					and Projects Manager.	The Governance and Projects Manager has responsibility to ensure the minutes are made available to press and public via the Council website within a month of a meeting.	
R3	Lack of business continuity planning resulting in the risk that Council business cannot operate due to fire, flood, extreme weather event, power outage, act of terrorism, or any other significant event.	Medium	High	High	Town Clerk.	The Council has a Business Continuity Plan that is regularly reviewed. IT systems backed-up to i-cloud. IT support provided by contractor who would be able to reinstate systems. Insurance cover in place and reviewed annually. Internal staff cover arrangements identified where possible although budgetary constraints do not allow a staffing structure with cover for all staff. Written procedure documents established for financial processes and cemetery procedures.	Medium
R4	Loss of or incorrect recording in Cemetery records.	Low	Medium	Low	Town Clerk and Governance and Projects Manager.	Staff involved in managing the Cemetery and completing the records have had appropriate training. Cemetery records are kept in locked filing cabinets with access restricted to specific staff. Scanned copies of burial records from 1856 to 2025 are kept.	Low
R5	Risk to business continuity through inadequate staffing capacity and cover.	Medium	Medium	Medium	Town Clerk	The staffing structure is reviewed annual when the draft budget is prepared to ensure capacity is sufficient and appropriate for the coming year. Insurance cover in place for long term staff absence from accidents. Budgetary constraints do not allow a staffing structure with cover for all staff roles. External support would need to be sought and brought in as cover for any business critical duties arising from long term absence. Written procedures have been established for financial processes and cemetery procedures.	Medium
R6	Failure to effectively	Low	Medium	Low	Town Clerk	The Council website is kept up-to-date.	Low

	manage media relations.					The Clerk vets all communications with the public and media. A Communications and Media Protocol is in place and is reviewed every 2 years.	
R7	Risk to reputation from a qualified audit being returned.	Low	Low	Low	Town Clerk.	Financial Regulations and Standing Orders are in place and reviewed regularly. The requirements for the completion of the Annual Return are followed. Year-end closedown services are purchased from RBS Rialtas to provide an independent review of the accuracy of the Annual Return. Explanations for variances on the Annual Return of more than 15% between totals for individual boxes or of £100,000 or more year on year are provided. All supporting information and answers to queries from the External Auditors are provided promptly.	Low
R8	Risk to reputation with poor event management processes and risk to public safety.	Low	Medium	Low	Town Clerk.	Large events are contracted out to an experience Event Management provider with roles and responsibilities detailed in a contract. Risk assessments are completed for all council run events. Staff involved in administering in-house events have undertaken training on how to run safe and successful events.	Low
IT and Data Security							
I1	Failure of back-up Systems.	Low	High	Medium	Town Clerk	All files are on the One Drive cloud based system. This has a 2 stage recovery.	Low
I2	Server failure.	Low	High	Medium	Town Clerk	All programmes and documents can be re-installed so the risk is only for the working downtime this will result in while a new server is being sourced and built. Overnight hard drive back-ups are set up for quicker recovery.	Low

13	Data corruption.	Medium	High	High	Town Clerk	One Drive keeps the two latest versions of documents and contract with IT service provider would enable quick recovery.	Low
14	Virus or other corruptive Elements.	High	High	High	Town Clerk	Antivirus software is deployed on the cloud based server. Staff accessing SharePoint from home are advised to only work on documents on the web. Staff made aware that documents must not be downloaded on to home PCs and loaded back onto the server.	Medium
15	Infiltration/Hacking.	High	High	High	Town Clerk	Microsoft Defender for Office 365 is in place which is a cloud-based email filtering service that helps protect against advanced threats to email and collaboration tools, like phishing, business email compromise, and malware attacks. Cyber insurance cover is in place.	High
16	Failure to comply with Data Protection Act.	Medium	Medium	Medium	Town Clerk	Office 365 is based in the EU and therefore complies with GDPR regulations. A Data Protection Officer has been appointed.	Low
17	Failure of IT systems, networks or suppliers.	Medium	High	High	Town Clerk	Phone lines provided by reputable company. Office 365 has not had recent outages.	Low
18	Failure to comply with software licence agreements.	Low	Low	Low	Town Clerk	IT service provider administers the software licences for Microsoft. Annual fees paid for Payroll and Accounts packages.	Low
19	Access to email system once a Councillor or member of staff leaves/resigns.	Low	Medium	Low	Town Clerk	The Town Clerk and IT service provider can disable e-mail accounts and SharePoint access once Councillors or staff have left.	Low

ITEM 10 – LIST OF MEETING DATES, COMMUNICATIONS POINTS AND LINK COUNCILLOR UPDATES

Month	Full Council, 7pm	Council Matters Committee, 6.30pm	Planning Committee, 6.30pm	Town Matters Committee, 6.30pm
May 2026	Monday 11 th	Monday 18 th	Wednesday 20 th	None
June 2026	Monday 1 st	Monday 8 th	Monday 15 th	Monday 22 nd
July 2026	Monday 6 th	Monday 13 th	Monday 20 th	Monday 27 th
August 2026	Monday 3 rd (if required – Recess Committee	None	Monday 17 th (TBC)	None
September	Monday 7 th	Monday 14 th	Monday 21 st	Monday 28 th

May 2026

Full Council: Annual Meeting of the Town Council – 11th May at 6.30pm
 Council Matters Committee – 18th May at 6.30pm
 Economy Working Group – 19th May at 6.00pm
 Community Working Group – 20th May at 4.00pm
 Planning Committee – WEDNESDAY 20th May at 6.30pm (note change of day for May only)
 Mayor Making - Thursday 21st May, 11.30am for 11.45am
 Environment and Public Realm Working Group – 27th May at 4.30pm
 Thursday 28th May - Annual Town Meeting, 6pm in the Civic Hall

June

Full Council – 1st June at 6.30pm
 Council Matters Committee – 8th June at 6.30pm
 Planning Committee – 15th June at 6.30pm
 Town Matters Committee – 22nd June at 6.30pm

July

Full Council – 6th July at 6.30pm
 Council Matters Committee – 13th July at 6.30pm
 Planning Committee – 20th July at 6.30pm
 Environment and Public Realm Working Group – 22nd July at 4.30pm
 Town Matters Committee – 27th July at 6.30pm

August

Recess Committee – if required, 3rd August
 Planning Committee – 17th August (to be confirmed)

September

Full Council – 7th September at 6.30pm
 Council Matters Committee – 14th September at 6.30pm
 Planning Committee – 21st September at 6.30pm
 Town Matters Committee – 28th September at 6.30pm

Communications Points – please check the Totnes Town Council ‘News’ page Further verbal updates to be given by the Clerk at the meeting.

Link Councillor Updates

Cllr Auletta

Heritage

- Attended a joint Building Lime Forum and Historic England all-day Lime Symposium. Interesting presentations with some new conclusions: not only was almost all random / rubble stonework covered in lime historically, but it was only 1 coat, hot lime mixed and dashed (not 3 coat, as is usually specified). This makes it much cheaper to specify and could be useful for our heritage assets, if the CO agrees. I've seen a number of examples of this in town which now makes sense.
- Informal meeting with Chair of Totnes Museum Trustees.
- The updated Totnes Conservation Area Plan consultation has now closed - comments are overwhelmingly supportive of the proposed extensions to the boundary that we put forward, which is good news.

OSSRW

- Assisted residents with the purchase of a small piece of land to ensure it can continue to be managed for biodiversity, including liaising with the Wakefield Almshouse Trust.
- Worked with TTT finding sites for their 30x30 project and continuing liaison on signboards etc.
- Signposted funding opportunities with Tadpool who are fundraising for a large pool inflatable that will be available, once purchased, for use during free community fun days and youth nights etc.

Traffic/Transport

- Attended the Bob the Bus Kings Award ceremony at Follaton House. Very well deserved!

Cllr Robshaw - Vire Twinning Committee.

The committee continues to develop a range of activities aimed at strengthening the twinning relationship with Vire while increasing local engagement and participation.

A recent highlight was the international digital twinning event held on 7 March, which connected Totnes with several European partner towns in a shared live exchange. Hosted locally at the Bay Horse Inn, the event demonstrated how twinning is evolving through digital platforms while maintaining strong in-person community elements.

An in-person visit to Vire is planned for the May bank holiday weekend, with a group of 11 members travelling to France to continue developing relationships and exchanges.

Membership growth remains a key priority. The committee is exploring ways to better engage local businesses and enhance member benefits. Opportunities such as regular French conversation groups to be announced. There is also interest in collaborating more closely with the Alliance Française to support language and cultural activities. An Extraordinary General Meeting is scheduled for 2 June to consider changes to the membership structure, including the introduction of half-yearly joining options.

Community outreach has expanded through the launch of a public Facebook group, which is steadily growing, alongside recent coverage in Totnes Pulse and on Soundart Radio raising awareness of the twinning initiative. Several new initiatives are under development, including a joint elementary schools project, youth-led digital exchanges, and creative collaborations in arts and music. The committee is also exploring more informal and

inclusive activities, such as a social “twinning open mic” event to reconnect with those who have previously been involved in visits, exchanges and twinning organising, and to share experiences.

Fundraising and public engagement remain ongoing areas of focus. While a proposed joint fundraising event with The Jamming Station may not take place this year due to scheduling constraints, alternative plans are being considered, including hosting an event on Vire Island, as well as stalls at local summer events and potentially a silent disco.

A ‘Twin Town’ band has formed and rehearsals are underway.

Overall, the committee is working to ensure the twinning remains active, inclusive, and relevant, with a balance of traditional exchanges and new, community-driven initiatives.

Next meeting: June 2nd 6.30pm in The Library Bar at The Barrel House. Whilst this is an EGM, regular business will also be discussed – interested parties are welcome to attend.