



MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 18TH MAY 2026 AT 6.30PM IN THE GUILDHALL

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

Apologies: Cllr Bennett

Not Present: Cllr Trant.

In Attendance: C Marlton (Town Clerk).

1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted. The apologies were accepted.

PUBLIC QUESTION TIME

There were no members of the public present.

2. CONFIRMATION OF MINUTES

To approve the minutes of 20th April 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 – It was noted that Full Council had **RESOLVED**: 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; and to allocate £1,000 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.

4. BUDGET MONITOR

To consider the Budget Monitor.

The budget monitor was **AGREED**.

5. BUDGET OVERTURN STATEMENT

To note the budget overturn statement for financial year 2025/26.

The budget overturn statement was **AGREED** as presented.

6. LEGIONELLA MANAGEMENT PLAN

To consider the annual review of the Legionella Management Plan.

It was **AGREED** to accept the Legionella Management Plan

7. COMMUNITY FUNDING POLICY

To note a clarification in the Community Funding Policy relating to supporting documentation required.

The amendments to the policy were **AGREED**.

8. 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)*

9. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED** unanimously.

10. IT SUPPORT CONTRACT

To consider quotes for the provision of IT support to the Council Offices and Councillors (commercial).

It was **AGREED** to shortlist to two providers, but the Committee had queries related to service delivery comparisons (rather than simply price). To **RECOMMEND** to Full Council that it considers which of two shortlisted companies to proceed with, subject to the provision of additional information.

11. CHRISTMAS ILLUMINATIONS

To consider the quotes and costings for the town’s Christmas illuminations for 2026 (commercial).

It was **AGREED** to accept the appointment of AJ Paine for installation and JHAV for phase one of the additional Christmas projection, as outlined in the report. It was noted that the estimated costs and savings found projects that this can be done within the existing £15,000 budget.

12. CIVIC HALL DOOR

To consider the quotes for replacement doors for the Civic Hall (commercial).

It was **AGREED** to appoint Five Star to replace the existing doors with Automatic Doors to match the ramp entrance at a quoted cost of £9,628.98.

13. TOTNES MUSEUM LEASE

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

To **RECOMMEND** to Full Council that the Museum Trust be offered a new 30 year lease to replace the existing, with no break clause and clarification on the detail that the Town Council is only responsible for exterior maintenance and repairs. This offer is subject to a 50/50 split of legal/professional costs arising from the Town Council drawing up said lease.

14. STAFFING – JOB DESCRIPTIONS

To consider the job descriptions for the Economic Support Officer and Communications and Community Officer roles (staffing).

It was **AGREED** to accept:

- the Economic Development Officer job description as presented;
- the Community Communications Officer job description with minor amendments; and
- the timeline outlined in the report.

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
May 2026