



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL MONDAY 1ST JUNE 2026 IN THE GUILDHALL

Present: Councillors T Bennett (Mayor and Chair), L Auletta, C Beavis, S Collinson, T Cooper, J Cummings, J Hannam, J Hodgson, D Peters, E Price, N Roberts, T Robshaw and M Trant.

Apologies: Cllrs Chinnock and Presswell.

Not Present: Cllr Smallridge.

In Attendance: Member of the public, District Councillors Allen and Birch, and C Marlton (Town Clerk).

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.

- a. **County Cllr Hodgson**
- b. **District Cllr Allen**
- c. **District Cllr Birch**
- d. **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: the biodiversity report; possible funding for libraries; HATOC will discuss the zebra crossing on Bridgetown Hill proposal in July; an extension to the National Landscape area has been raised and a document will be circulated; and that Devon County Council and South Hams District Council are dealing with the caravan on the Newton Road.

b. District Cllr Allen had not submitted a report and give an update on: the changes to the operation of the Development Management Committee at South Hams District Council (SHDC) from September 2026; the KEVICC land disposal, urging the Town Council to register an expression of interest and concerns about retaining footpaths on the site; and the pontoon on the river which

Dartington Trust are aware of.

c. District Cllr Birch (DCllr) had submitted a report and raised: the Joint Local Plan policy in relation to the KEVICC lower field site; grants for adapting homes; Crisis and Resilience Funding for local services; and congratulating Cllr Hodgson on becoming Chair of SHDC. Cllrs thanked SHDC for the smooth transition from Fusion to Parkwood at the leisure centre.

d. District Cllr Presswell had submitted a report but was not present.

The Council reconvened.

3. 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 11th May 2026.

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

To note the following minutes:

b. Council Matters Committee 18th May 2026.

Noted.

c. Planning Committee 20th May 2026.

Noted.

4. 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 11th May 2026.

No matters arising.

b. Council Matters Committee 18th May 2026.

Item 10 IT Support Contract and item 13 Totnes Museum Lease will be considered under item 12 in the confidential session.

c. Planning Committee 20th May 2026.

Item 5. Totnes Bridge Safety Audit – It was **RESOLVED** that the Totnes Bridge Safety Audit brief is adopted as drafted and that suitable consultants for the work are invited to quote.

Item 8. Totnes Neighbourhood Plan Review – It was **RESOLVED** that the Council updates the Totnes Neighbourhood Plan with the non-material minor modifications as advised in the health check; and that officer time is allocated for the necessary liaison with South Hams District Council.

5. STRATEGIC PLAN QUARTERLY REPORT

To consider a quarterly report on the Strategic Plan progress.

Noted.

6. INTERNAL AUDIT

To receive the Internal Audit Report for 2025/26, consider the findings and action plan.

It was **RESOLVED** unanimously to approve the Internal Audit Report for 2025/26 and to consider a Fixed Asset Policy as suggest for 2027.

7. ANNUAL GOVERNANCE STATEMENT

To:

- a. Consider and approve the Annual Governance Statement for 2025/26 by resolution; and**
- b. Chair to sign the Governance Statement.**

It was **RESOLVED** unanimously to approve the Annual Governance Statement for 2025/26, which was then duly signed by the Chair.

8. ACCOUNTING STATEMENT

To:

- a. Consider the Accounting Statement for 2025/26;**
- b. Approve the Accounting Statement for 2025/26 by resolution; and**
- c. Chair to sign the Accounting Statement for 2025/26.**

It was **RESOLVED** unanimously to approve the Accounting Statement for 2025/26, which was then duly signed by the Chair and the Town Clerk.

9. COUNCILLOR REPRESENTATIVE ROLES

To consider a request from Cllr Robshaw (and any other requests) for Councillor representative roles.

It was **RESOLVED** to appoint Cllr Robshaw as Councillor representative to Caring Town and Vire Twining Association as requested.

10. 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.

11. NEXT MEETING

To note the next meeting dates of Monday 6th July 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)*

12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

Item 10. IT Support Contract – It was **RESOLVED** to grant delegated authority to the Town Clerk to appoint one of the two shortlisted IT contractors, subject to references and liaison over cyber security compliance.

Item 13. Totnes Museum Lease – It was **RESOLVED** 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.

13. GUILDHALL COTTAGE

To consider the future use of the Guildhall Cottage (financial).

It was **RESOLVED** by majority to carry out the first phase of refurbishment works to enable the future residential letting of the cottage.

14. TOWN COUNCIL INSURANCE

To consider the quote for renewal of the Town Council's insurance (financial).

It was **RESOLVED** unanimously to accept a three-year insurance quote.

15. DISPOSAL OF KEVICC LOWER SITE

To consider the notice of disposal letter received on behalf of Education Southwest for the KEVICC lower site which is listed as an asset of community value (legal and financial).

It was **RESOLVED** by majority not to trigger the Expression of Interest at this time, but to inform local community groups of this decision and the process to follow should they wish to do so.

16. FUTURE COMMUNITY ASSETS

To consider future community assets in the town (commercial and financial).

It was **RESOLVED** to allocate £15,000 from the earmarked reserve for transfer/devolution of assets, for initial feasibility work on the potential freehold purchase of a building that could be used for community use. The Clerk will have delegated authority to spend this budget as required on professional support given the time sensitivities. The Clerk will seek partnership arrangements with SHDC and local community groups, arranging an urgent meeting to discuss the proposal.

The meeting closed at 9.30pm, with members agreeing to extend the length of the meeting to accommodate all business.

Cllr Tim Bennett
Chair