



MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 8TH JUNE 2026 AT 6.30PM IN THE GUILDHALL

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

Apologies: None.

In Attendance: C Marlton (Town Clerk).

1. APOLOGIES FOR ABSENCE

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

PUBLIC QUESTION TIME

There were no members of the public present.

2. CONFIRMATION OF MINUTES

To approve the minutes of 18th May 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, 20th May 2026.

It was **AGREED** to accept the proposed changes to the 2026 Christmas Window Competition with a total prize fund of £800.

b. Economy Working Group, 19th May 2026.

None.

c. Environment and Public Realm Working Group, 28th May 2026.

Signage – it was **AGREED** that a fingerpost is purchased for installation in the Civic Square directing to Leechwell Gardens.

Road Warden Scheme – it was **AGREED** that the Council signs up to the Community Protocol to enable training opportunities for the maintenance team; and that any work undertaken is addition to Devon County Council's statutory function, not in replacement of it.

d. All grant funding recommendations for the Working Groups.

The following grant funding recommendations were **AGREED**:

Applicant	Project	Grant Request (£)	Project Cost (£)	Policy Area	Grant awarded
Community					
Sharpham Estate Parkrun	Replacement parkrun sign	55	55	Health & Fitness	£55 awarded
Stepping Stones Totnes CIC	The Essential Project – healthier food provision	1000	5000	Residents' wellbeing	£1,000 awarded
Totnes Lantern Festival	Community lantern sessions and parade	1150	2300	Community & Economy	£2,300 awarded from Christmas Lights budget allocation
Tadpool	Commando Run Inflatable	500	5622	Health & Wellbeing of Young People	£500 awarded
Better Places Be Buckfastleigh CIC	Hello Summer Activities and Food for Families	1000	3120	Health & Wellbeing of Young People	£1,000 awarded
Jonathan Elliott (BA!)	Community Event	1000	4210	Community & Economy	£1,000 awarded
Shiatsu for Change CIC	Community Qigong sessions for people living with long-term health conditions	1000	1000	Health & Fitness	Not recommended
Economy					
Totnes Lantern Festival	Community lantern sessions and parade	1150	2300	Community & Economy	See above
Totnes Pride	Pride Festival	1125	10,000	Members of the LGBTQ+ community	£1,000 awarded
Environment and Public Realm					
Leechwell Garden Association	Volunteer sessions and garden maintenance	3000	4095	Public realm	£1,000 awarded
#LoveCastleSt	Ongoing gardening and maintenance at two public Castle St locations.	300	586.56	Public realm	£300 awarded on the condition that: the gardening is carried out with the permission of the landowner; and that receipts for the £300 are presented to the Council.
Rewylding CIC	The creation of a medicine garden for community days.	800	1957	Community & wellbeing	Not recommended - main project is outside of the Totnes parish boundary.

4. BUDGET MONITOR

To consider the Budget Monitor.

The budget monitor was **AGREED** unanimously.

5. COMPLAINTS POLICY AND PROCEDURE

To review the Council's Complaints Policy and Procedure

To **RECOMMEND** to Full Council that the Complaints Policy and Procedure is adopted.

6. DEATH OF A SENIOR NATIONAL FIGURE PROTOCOL

To review the Death of a Senior National Figure Protocol.

To **RECOMMEND** to Full Council that the Death of a Senior National Figure Protocol is adopted.

7. WHISTLEBLOWING POLICY

To review the Whistleblowing Policy, updating following SW Councils advice.

To **RECOMMEND** to Full Council that the Whistleblowing Policy is adopted subject to minor amendment to include Councillors. *[Post-meeting Officer note: Advice from DALC has been received about the inclusion of Cllrs in the Whistleblowing policy. The important element of whistleblowing is ensuring that employees aren't discriminated against, where non-employees wouldn't have the same risks. As Members are not employees of the Council, if they have any concerns over fellow member behaviour or a Council decision, the Code of Conduct complaints process, Monitoring Officer oversight or the Council Complaints procedure could be used in their capacity as a member of the public.]*

8. HMRC MILEAGE RATE

To note the confirmation of the new HMRC mileage rates for 2026.

Noted.

9. COUNCIL GRANT REPORTS

To note a summary of two reports on the Council Grants awarded in June 2025.

Noted.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 13th July 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 May (financial).

These were reviewed and **AGREED** unanimously.

12. CHRISTMAS LATE NIGHT MARKETS

To consider the terms for any cancellations of the Christmas late night markets (commercial).

It was **AGREED** that the terms outlined in the report be adopted.

13. STAFFING UPDATE

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

Noted.

The meeting closed at 7.30pm

Catherine Marlton
Town Clerk
June 2026