



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 13TH JULY 2026 AT 6.30PM IN THE GUILDHALL

Present: Councillors D Peters (Chair), L Auletta, C Beavis, T Bennett and M Trant.

Apologies: Cllrs J Chinnock, J Hannam and E Price.

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 8th June 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, 29th June 2026.

It was **AGREED** that the remaining Christmas Lights allocation (£7700) in the Community Budget be reallocated to additional funding for: the Christmas Lights Switch on event (£700); and Community Grants (£7000).

b. All grant funding recommendations for the Working Group.

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

Applicant	Project	Grant Request (£)	Project Cost (£)	Policy Area	Grant awarded
United Free Church	Baby and Toddler equipment and toys for new play area	£500	£700	Community wellbeing of young families	£500
Individual hosting at United Free Church	Pilot youth group, including development of youth council	£250	£1,175	Community and Young People	£250
Jamming Station	Safe Sounds: Safeguarding, accessibility and SEND work	£1,000	£1,000	Community and Young People	£1,000
Care in Community	CQC registration fee	£1,000	£18,000	Community and Wellbeing	£0

<i>Dartington Recreation Centre</i>	<i>To support the fundraising Extravaganza event</i>	<i>£500</i>	<i>£1,400</i>	<i>Community - Dartington</i>	<i>£0 – outside of the Parish boundary.</i>
The Mansion	Free events for families and children	£850	£1,200	Community and Families	£850
SASHA	Ongoing support for vulnerable women and children	£1,000	£2,427.50	Community wellbeing	£1,000
Playground Arts CiC (Mansion project)	Unwiped: intergenerational cultural/arts project - wellbeing and SEND support	£990	£8,995	Community and the Arts	£660
Totnes Bike Hub	Tea and Tinkering - mental health support	£1,000	£1,840	Community	£1,000
Tony Gee (Telling Tales)	Story telling, arts and cultural project with heritage links	£600	£2,300	Community & Economy/ Events	£600
				TOTAL	£5,860

In addition, it was **AGREED** to award £120 to Totnes Pulse to cover the Civic Hall hire costs for the Volunteer Fair in September 2026.

A review of the grant processes will be carried out as part of the 2027/28 precept and budget discussions.

4. BUDGET MONITOR

To consider the Budget Monitor.

The budget monitor was **AGREED** unanimously.

5. MAYOR'S ENGAGEMENTS AND BUDGET

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

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

6. STRATEGIC FUNDING

To review the applications for Strategic Funding for 2026.

It was **AGREED** that further clarification for the strategic funding grant applications is required before Full Council consideration in September 2026, particularly around service delivery within the Totnes boundary to Totnes residents. Councillors **AGREED** the following questions:

Applicant	Additional information requested
Caring Town	Clarification of detailed workplan, governance arrangements following trustee transition, role description for coordinator/project manager, outputs for the £13,500 earmarked award.
Food in Community	Confirmation of any further secured or pending match funding beyond the £12,000 South Hams District Council contribution, and clarification of whether the £20,100 cost covers the full Totnes-specific delivery period only. Confirmation that funding is for the food delivery service element of the operation.

Totnes Caring	Updated position on the projected transport service deficit, confirmed income for the service, and whether a partial award would still allow the Transport Coordinator post/service to operate.
Jamming Station	Confirmation of which income lines are secured, pending or at risk, given the projected shortfall and reliance on some unconfirmed income streams. £1,000 funding already agreed for the current financial year by separate application. Requesting clarification around how many Totnes young people are served and what they pay to attend the sessions, including clarification on the bursary element of the budget.
TRAYE	Total cost of the three projects, current secured/pending funding for each, and confirmation of whether the £12,000 request represents full or partial project costs. Further information needed on the Youth Can Make a Difference element. Request for the number of Totnes children attending the clubs.
Stepping Stones	Confirmation of whether the £5,000 Essential Project is the full cost of the proposed purchase and whether any reduced award would still be viable. Noting funding has already been awarded in this year towards this project.
Citizens Advice South Hams	Confirmation of the match funding position from Devon County Council and South Hams District Council, and whether the St John's outreach can continue if a partial award is made.

7. FINANCIAL REGULATIONS

To review the Financial Regulations.

To **RECOMMEND** to Full Council that the Financial Regulations are adopted.

8. HR POLICY REVIEW

To review the following HR policies following SW Councils advice (documents attached):

a. Working Time and Leave Policy.

It was **RESOLVED** to adopt the revised Working Time and Leave Policy.

b. Maternity, Paternity, Adoption and Neonatal Leave and Pay Policy.

It was **RESOLVED** to adopt the revised Maternity, Paternity, Adoption and Neonatal Leave and Pay Policy.

9. INVESTMENT STRATEGY

To review the Investment Strategy.

To **RECOMMEND** to Full Council that the revised Investment Strategy is adopted.

10. RESPONSIBLE AND SAFE USE OF ARTIFICIAL INTELLIGENCE POLICY

To consider the updates to the Responsible and Safe Use of Artificial Intelligence Policy.

To **RECOMMEND** to Full Council that the revised Responsible and Safe Use of Artificial Intelligence Policy is adopted and reviewed on a 12-month basis.

11. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th September 2026 at 6.30pm in the Guildhall.

Noted.

The Committee **RESOLVED** to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)

12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED** unanimously.

13. COMMUNITY ASSET

To note an update on Laura House (legal and financial).

Noted.

14. STAFF ATTENDANCE

To note sickness and overtime balances (staffing).

Noted.

15. STAFFING UPDATE

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

Noted.

The meeting closed at 8.30pm

Catherine Marlton

Town Clerk

July 2026