



AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

MONDAY 14TH SEPTEMBER 2026 AT 6.30PM IN THE GUILDHALL

There are stairs to the Council Chamber but if any member of the public has mobility issues the Council can relocate to the lower Guildhall.

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 14th September 2026 at 6.30pm** in the Guildhall for the purpose of transacting the following business:

Committee Members: Councillors L Auletta, C Beavis, T Bennett, J Chinnock, J Hannam, D Peters, E Price and M Trant.

1. WELCOME AND APOLOGIES FOR ABSENCE

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 90 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.

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

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

The Committee will convene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 13th July 2026 and update on any matters arising. Document attached.

3. STRATEGY DELIVERY WORKING GROUPS

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

- a. Community Working Group, 8th September 2026.
- b. Economy Working Group, 14th July and 6th September 2026.
- c. Environment and Public Realm Working Group, 15th July 2026.
- d. All grant funding recommendations from the Working Group.

4. BUDGET MONITOR

To consider the Budget Monitor. Document attached.

5. GROUNDS MAINTENANCE TENDER SPECIFICATION

To consider the grounds maintenance specification for the Council's tendering of a two-year contract. Document attached.

6. HEALTH, SAFETY AND WELLBEING POLICY

To review the Health, Safety and Wellbeing Policy. Document attached.

7. FIXED ASSETS POLICY

To review the Fixed Assets Policy. Document attached.

8. PAY POLICY

To review the Pay Policy. Document attached.

9. HOME WORKING POLICY

To review the Home Working Policy. Document attached.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 12th October 2026 at 6.30pm in the Guildhall. No document.

*The Committee 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. (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 July and August (financial). Documents to follow.

12. TOTNES GUIDE

To consider the quotes for outsourcing the production of the Totnes Guide (commercial). Document attached.

13. TRANSPORT FEASIBILITY STUDY

To consider the quotes received to undertake a Transport Feasibility Study (commercial). Document attached.

14. CIVIC HALL BUILDING MAINTENANCE

To consider the quotes received to undertake the following repairs at the Civic Hall (commercial). Document attached.

- a. Green Room roof; and
- b. Gable End structural repair.

15. STAFFING UPDATE

For any general or urgent updates that required confidential sharing with Councillors (staffing, verbal update) including:

- a. Change of hours request; and
- b. Town Maintenance Officer job description and recruitment update.

Catherine Marlton
Town Clerk
9th September 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.