# MINUTES FOR THE MEETING OF COUNCIL MATTERS
# MONDAY 14TH SEPTEMBER 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 13th July 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:**
It was **AGREED** to review the authority required for expenditure recommended by the Working Groups.

**a. Community Working Group, 8th September 2026.**
It was **AGREED** to allocate an additional £44 for the Odd Object Competition.

**b. Economy Working Group, 14th July and 6th September 2026.**
No recommendations.

**c. Environment and Public Realm Working Group, 15th July 2026.**
Castle Meadow - It was **AGREED** to allocate £2,000 to Transition Town Totnes for the 30x30 project (ground preparation, seeds and plants) and that the area to the rear of Alpha Terrace is used.
Town Maintenance – it was **AGREED** to seek permission from utilities companies for the removal of graffiti and if granted for the Town Maintenance Team to undertake a clean up.

**d. All grant funding recommendations for the Working Group.**
None.

## 4. BUDGET MONITOR

**To consider the Budget Monitor.**
The budget monitor was **AGREED** unanimously.

**5. GROUNDS MAINTENANCE TENDER SPECIFICATION**
**To consider the grounds maintenance specification for the Council's tendering of a two-year contract.**
It was **RESOLVED** to tender for the 2-year contract as proposed in the specification. It was noted that submissions will be considered by the November Full Council to enable this to form part of the 2027/28 budget setting process.

**6. HEALTH, SAFETY AND WELLBEING POLICY**
**To review the Health, Safety and Wellbeing Policy.**
It was **RESOLVED** to adopt the revised Health, Safety and Wellbeing Policy subject to a minor amendment of wording to the summary of responsibilities around what the Town Councillors/Town Council body corporate are responsible for.

**7. FIXED ASSETS POLICY**
**To review the Fixed Assets Policy.**
To **RECOMMEND** to Full Council that the Fixed Assets Policy is adopted.

**8. PAY POLICY**
**To review the Pay Policy.**
To **RECOMMEND** to Full Council that the Pay Policy is adopted.

**9. HOME WORKING POLICY**
**To review the Home Working Policy.**
It was **RESOLVED** to adopt the revised Home Working Policy.

**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.**
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 July and August (financial).**
These were reviewed and **AGREED** unanimously.

**12. TOTNES GUIDE**
**To consider the quotes for outsourcing the production of the Totnes Guide (commercial).**
It was **RESOLVED** unanimously to:

- Appoint Left Bridge for one year (to be reviewed) to undertake the production, advertising management, printing and distribution of the 2027 Visit Totnes Guide;
- Ringfence £700 from the Visit Totnes budget as a contingency for additional printing costs as required; and

- Grant the Town Clerk delegated authority to finalize the contract and production timetable.

**13. TRANSPORT FEASIBILITY STUDY**

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

It was **RESOLVED** unanimously to grant the Town Clerk delegated authority to instruct the chosen contractor (Gateway or Waterman) once Cllrs have liaised with Devon County Council and met with the companies. The work will be undertaken in Spring/Summer 2027 to ensure that the study is conducted at a busy time of year and therefore more representative of bridge use.

**14. CIVIC HALL BUILDING MAINTENANCE**

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

It was **RESOLVED** to grant the Town Clerk delegated authority to:

**a. Green Room roof; and**

Appoint Coyde Construction to undertake the repairs.

**b. Gable End structural repair.**

Appoint Coyde Construction to undertake the works, subject to checking the remedial works resolve the issues outlined in the structural survey report on the gable end.

**15. STAFFING UPDATE**

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

**a. Change of hours request; and**

The change of hours request was **AGREED** unanimously.

**b. Town Maintenance Officer job description and recruitment update**

Deferred to the November meeting.

The meeting closed at 7.50pm

Catherine Marlton
Town Clerk
September 2026