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# MINUTES FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 20TH MAY 2024 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors D Peters (Deputy Chair), C Beavis, T Bennett, J Chinnock, J Hodgson and E Price (left at 8.15pm).

**Apologies:** Councillor J Hannam.

**In Attendance:** Cllr Auletta and C Marlton (Town Clerk).

# 1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted and recorded. The apologies were accepted.

*The Committee will adjourn for the following items:*

PUBLIC QUESTION TIME

Cllr Auletta spoke in support of the community grant applications submitted by Totnes Skatepark (where she has been liaising with young people) and (supported by Cllr Bennett) the Leechwell Garden Association.

*The Committee will reconvene to consider the following items:*

**2**.  **CONFIRMATION OF MINUTES**

**To approve the minutes of 15th April 2024 and update on any matters arising.**

The minutes were **AGREED** unanimously as an accurate record of the proceedings.

# 3. BUDGET ALLOCATION

**To consider a budget allocation for the community, economy, and environment and public realm objectives.**

To **RECOMMEND** to Full Council that an allocation of £15,000 be transferred from the Strategic Priorities budget to each of the community, economy, and environment and public realm budget lines to allow work to continue and expenditure to occur under delegated authority.

**4. BUDGET MONITOR**

# To consider the Budget Monitor including the reserves projection.

These documents were considered and **AGREED.** The Clerk was asked to add a summary sheet to the budget monitor for future months to present the budget information in a different way.

**5. BUDGET OUTTURN STATEMENT**

**To note the budget outturn statement for financial year 2023/24.**

Noted.

# 6. COMMUNITY GRANTS

# To review the Community Grant applications and make a recommendation to Full Council.

# Cllr Hodgson declared a personal interest as Chair of TRAYE. To RECOMMEND to Full Council: the allocation of the following grants under the Totnes Town Council Community Grant Applications 2024; and the transfer of an extra £15500.74 from the Strategic Priorities budget line.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Totnes Town Council Community Grant Applications May 2024** | | | | **PROPOSED BUDGET: £40,500 - plus an allocation from EM Reserves** | | |
| **Applicant** | **Project** | **Amount requested** | **Total project cost £** | **Committee recommendation** | **% proposed** | **Committee notes** |
| Bridgetown Alive | Sky Rise Festival 20 Jul 24 | £3,400.00 | £8,000.00 | £1,700.00 | 50 |  |
| TRAYE | Totnes Youth Leisure Night and Bridgetown Youth Club | £8,750.00 | £24,600.00 | £8,750.00 | 100 |  |
| Totnes Carnival | Totnes Carnival Summer/Christmas Programme | £3,170.00 | £3,170.00 | £2,377.50 | 75 |  |
| Totnes Hospital League of Friends | Chairs for Dart Ward | £3,231.00 | £3,731.00 | £0.00 | 0 |  |
| KEVICC Parents Association | Enrichment and Community Engagement Pupil Programme. | £6,450.00 | £10,850.00 | £0.00 | 0 | Once agreed, write suggesting an application to the KEVICC Foundation Governors. |
| Bike Hub | Earn a Bike Project | £1,475.00 | £3,150.00 | TAKEN FROM Earmarked Reserves | | |
| SASHA | Running Costs for FY 2024 | £1,143.48 | £3,162.50 | £571.74 | 50 |  |
| South Hams Community Action | Volunteer recruitment support for groups in Totnes | £3,000.00 | £36,401.00 | £750.00 | 25 |  |
| Totnes Caring | Community Intergenerational Projects | £3,262.00 | £8,155.00 | £2,446.50 | 75 |  |
| TADPOOL | Co-funded training for 10 high potential sports stars in Totnes who are ‘Pupil Premium’/ Low Income children | £1,250.00 | £2,500.00 | £0.00 | 0 |  |
| St Mary's Church | St.Mary’s Servery and Community Space | £2,000.00 | £63,250.00 | £1,000.00 | 50 |  |
| Youth Mental Health Foundation | Zoom support group for parents of young people struggling with mental health in Totnes | £3,532.00 | £7,948.00 | £0.00 | 0 |  |
| SPACE Youth Services | Totnes Summer Programme | £1,000.00 | £2,000.00 | £1,000.00 | 100 |  |
| Food In Community | Improving Food Security for Totnes Residents | £6,708.00 | £13,416.00 | £5,031.00 | 75 |  |
| Future Challenges | Strive Together | £3,500.00 | £5,000.00 | £0.00 | 0 |  |
| Totnes Skate Park | Totnes Skate Park Fundraising Project | £8,000.00 | £300,000.00 | £8,000.00 | 100 |  |
| Leechwell Garden Association | Sustaining Leechwell Garden: Ensuring continuity for our residents young and old | £4,000.00 | £4,000.00 | £2,000.00 | 50 | Funding for one year. |
| Fusion | Warm Spaces Bouncy Fun (Oct 24 - Feb 25) | £1,948.00 | £1,948.00 | £1,461.00 | 75 |  |
| Jamming Station | Family Chill Café (sep 24 - Feb 25) | £4,000.00 | £6,656.25 | £1,000.00 | 25 | Once agreed, further information to be requested reference the costs of running the sessions. |
| Stepping Stones | The Warms Hearts Café | £22,740.00 | £23,340.00 | £0.00 | 0 |  |
| Transition Town | Who owns Totnes? A workshop of mapping and visioning. Mid-Jun and Jul 2024 | £591.00 | £591.00 | £0.00 | 0 |  |
| The Mansion | Secondary glazing of the Lovelace Room at the Mansion. Jul-Oct 2024 | £1,600.00 | £1,600.00 | £0.00 | 0 | Once agreed suggest applying to SHDC for funding. |
| Citizens Advice | Totnes outreach and partnership with Totnes Caring | £8,826.00 | £17,651.00 | £4,413.00 | 50 |  |
| **Total** |  | **£103,576.48** | **£551,119.75** | **£40,500.74** | **Transfer extra £15500.74 from Strategic Priorities** |  |
|  |  |  |  | **£1,475** | **EAR MARKED RESERVES - Green Travel** | |
|  |  |  |  | **£41,975.74** | **TOTAL AWARDED** | |

The Committee **RESOLVED** to extend the meeting to no later than 8.45pm.

**7. COMMUNITY ECONOMIC PLAN**

**To consider engagement in the South Hams District Council’s Community Economic Plan process.**

It was **AGREED** to defer this item to the next meeting in July.

# 8. INVESTMENT STRATEGY

# To review the Council’s investment strategy.

It was **AGREED** to defer this item to the next meeting in July.

# 9. COMPLAINTS PROCEDURE

# To review the Complaints Procedure.

It was **AGREED** to defer this item to the next meeting in July.

# 10. STAFF LOANS POLICY

# To review the Staff Loans Policy.

It was **AGREED** to defer this item to the next meeting in July.

# 11. FIXED ASSET REGISTER

# To note the amendment to the Fixed Asset Register.

It was **AGREED** to defer this item to the next meeting in July.

# 12. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 8th July 2024 at 6.30pm in the Guildhall.**

Noted.

*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)*

# 13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED**.

# 14. BUILDING CONDITIONS SURVEY

# To consider a quote to carry out the 5-yearly building conditions survey (commercial).

It was **AGREED** to commission a buildings conditions survey as quoted.

# 15. STAFFING UPDATE

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

The Clerk updated on a staff resignation and the recruitment timeline and advert/job description were **AGREED**. The interview panel will consist of Cllr Peters, Cllr Bennett and the Town Clerk.

The meeting closed at 8.50pm

Catherine Marlton

Town Clerk

May 2024