



## DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 10<sup>TH</sup> MARCH 2025 AT 6.30PM IN THE GUILDHALL

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

**Apologies:** Cllr Robshaw.

**In Attendance:** Member of the public, 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 adjourned for the following items:*

### PUBLIC QUESTION TIME

A member of the public asked about Baltic Wharf and the planning application being refused. Cllrs explained the role of the Town Council as a statutory consultee but not a decision making authority. The reasons the Planning Committee objected previously were outlined by the Chair of Planning Committee. It was suggested the member of the public approach District Councillors and also Totnes Society for further information.

*The Committee convened to consider the following items:*

### 2. CONFIRMATION OF MINUTES

**To approve the minutes of 10<sup>th</sup> February 2025 and update on any matters arising.**

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

### 3. BUDGET MONITOR

**To consider the Budget Monitor and to review what information members want to receive monthly.**

The budget monitor was **AGREED**. It was **AGREED** to table an item on the April agenda to discuss the documents members wished to receive at Committee.

### 4. STRATEGY DELIVERY WORKING GROUPS

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

#### a. **Community Working Group, 11th February 2025.**

Totnes Carnival and Lantern Group 2025 (ref CD2). It was unanimously **AGREED** to award £3000 total to support the continuation of the Odd Object Competition and the Christmas Lantern Procession. £2000 of this will be granted to Better Places on receipt of an invoice for the Summer events and Odd Object competition. It was **AGREED** to grant the Clerk delegated authority to decide who to pay £1000 to for the Christmas Lantern procession, either Better Places or the Carnival Committee.

Caring Town 2025/26 support (ref CD4). It was **AGREED** to grant the Clerk delegated authority to pay £9000, subject to a meeting with Caring Town for more detailed discussion on the objectives and structure of the

organisation. The invitation to this meeting should include both Community Working Group and Council Matters Committee members.

**b. Economy Working Group, 12th February 2025.**

No recommendations.

**c. Environment and Public Realm: Bridgetown Alive map details.**

Bridgetown Alive! Maps. It was **AGREED** in principle to cover the £230+VAT for two copies of the maps (one large and one small), but only on the basis that the Environment and Public Realm Working Group agree to the locations. It was **AGREED** that when the locations are confirmed that the Town Maintenance team should install the signage.

**5. CEMETERY FEES**

**To consider a review of the Cemetery Fees for financial year 2025/26.**

It was **AGREED** by majority that a 7.5 percent increase should be applied to the existing cemetery fees.

**6. MENOPAUSE POLICY**

**To consider a draft Menopause Policy for the Council.**

It was **AGREED** to adopt the draft Menopause Policy.

**7. CIVIC BUDGET AND MAYORAL ALLOWANCE POLICY**

**To review the Civic Budget and Mayoral Allowance Policy .**

To **RECOMMEND** to Full Council that the revised Civic Budget and Mayoral Allowance Policy is adopted.

**8. CIVIC PROTOCOL AND PROCEDURE REVIEW**

**To review the Civic Protocol and Procedure.**

To **RECOMMEND** to Full Council that the revised Civic Protocol and Procedure is adopted.

**9. PRIVACY NOTICE**

**To review the Privacy Notice [for website and external use].**

To **RECOMMEND** to Full Council that the revised Privacy Notice is adopted.

**10. PRIVACY POLICY**

**To review the Privacy Policy [internal guidance for Councillors and officers].**

To **RECOMMEND** to Full Council that the revised Privacy Policy is adopted.

**11. COUNCIL GRANTS REPORT**

**To note a report of community organisation's assessment of their projects which received Community Grant funding in June 2024**

Noted.

**12. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Council Matters Committee – Monday 14<sup>th</sup> April 2025 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 February (financial).**

These were reviewed and **AGREED**.

**14. GUILDHALL COTTAGE**

**To consider the vacancy in Guildhall Cottage to undertake maintenance and the reduction of income (financial).**

The vacancy and subsequent loss of income was noted. It was **AGREED** that remedial works should take place while the property is unoccupied. It was noted that this may take some time as various permissions will apply as the property is listed.

**15. CCTV AT THE CIVIC HALL**

**To consider the purchase and installation of an additional camera as part of the Closed Circuit Television system at the Civic Hall (commercial).**

The funding was **AGREED** to purchase an additional camera for the Civic Hall. South Hams District Council will be asked for permission to site the camera and whether they would help contribute financially given the coverage will help protect the Public Toilets.

**16. STAFFING UPDATE**

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

Noted.

The meeting closed at 8.20pm

Catherine Marlton  
Town Clerk  
March 2025