



AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 8TH MARCH 2021 AT 6.30PM – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/95887764430>

Meeting ID: 958 8776 4430 Passcode: Not required

You are hereby SUMMONED to attend the **Council Matters Committee**, which is to be held using remote meeting service Zoom on **Monday 8th March 2021 at 6.30pm** for the purpose of transacting the following business:

Committee Members: Councillors E Price (Chair), M Adams, C Allford, J Hodgson, C Luker, P Paine, B Piper, V Trow.

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 on Zoom and live streamed on social media. If members of the public make presentations, 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. If a member of the public wishes not to be recorded they are able to turn their video off or watch the meeting via the Town Council Facebook page.

Can members of the public please note that given the current climate Councillors and staff are adapting to remote and mainly paperless working and therefore you may see use of mobile phones and other devices for reference to the agenda and associated papers.

As Council meetings are not permitted to be held in a location where alcohol is served, we ask that all attendees refrain from consuming alcohol directly prior or during the meeting as per our Code of Conduct.

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 8th February 2021 and update on any matters arising. Document attached.

3. PUBLIC REALM AND CEMETERY WORKING GROUP

To note the minutes of and consider any recommendations from the Public Realm and Cemetery Working Group held on 10th February 2021. Document attached.

4. ARTS WORKING GROUP

To note the minutes of and consider any recommendations from the Arts Working Group held on 25th February 2021. Document attached.

5. TREE PLANTING

To consider a proposal to plant a tree along each parish boundary. Document attached.

6. MAYORAL CHOOSING AND ANNUAL MEETING

To consider the dates for Mayoral Choosing and the annual Town Meeting, changes to the May Full Council date and an additional Extraordinary meeting date for Full Council on 1st April 2021.

- 1st April at 6.30pm (public time) and 7pm start, Extraordinary Full Council on Road Closures/Covid-19 town centre measures. Via Zoom.
- Monday 10th May Full Council moved to Thursday 5th May 2021 at the same time to accommodate the potential change to virtual meeting legislation. This meeting will also be the Annual General Meeting of the Town Council where the Mayor is elected. It may be worth considering a resolution to allow the previously appointed Chairs and Deputies of Committees to roll forwards for continuity. Via Zoom.
- Thursday 24th June at 7pm – Annual TOWN Meeting in the Civic Hall, assuming Covid regulations allow.

7. IN PERSON MEETINGS

To consider the practicalities of the resumption of in person meetings once the emergency legislation permitting virtual meetings ceases in May 2021. Verbal update Town Clerk.

8. FINANCIAL REGULATIONS

To review the Financial Regulations. Document attached.

9. COMMUNICATIONS STRATEGY

To consider the draft Communications Strategy from 2021-24. Document attached.

10. PAY POLICY

To review the Pay Policy. Document attached.

11. TRAINING

To consider the training requirements of Councillors and officers for 2021. Verbal update Town Clerk.

12. RECRUITMENT

To consider the recruitment timelines for the administrator posts and the job description for the Administrator 1 position. Document attached.

13. PROTOCOL ON THE DEATH OF A SENIOR NATIONAL FIGURE

To note the protocols that the Town Council will observe on the death of a senior national figure. Document attached.

14. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 19th April 2021 at 6.30pm. 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)*

15. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations. Documents enclosed.

16. PERFORMANCE MANAGEMENT REVIEWS

To note the outcomes of the officer performance management reviews for 2020. Document enclosed.

17. STAFFING UPDATE (Standing Item)

For any general or urgent updates that required confidential sharing with Councillors. No document.

Catherine Marlton
Town Clerk
3rd March 2021

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.