



**AGENDA FOR THE COUNCIL MATTERS COMMITTEE**  
**MONDAY 10<sup>TH</sup> SEPTEMBER 2018 AT THE GUILDHALL TOTNES**

You are hereby summoned to attend the Council Matters Committee, which is to be held in the Guildhall, Totnes on **Monday 10<sup>th</sup> September 2018 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments	Time allocated
1	To receive apologies and to confirm that any absence has the approval of the Council.	Cllr R Adams	2 minutes
<i>The Committee will adjourn for the following item:</i>			
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.			15 minutes
<i>The Committee will convene to consider the following items:</i>			
2	To discuss any matters arising from the minutes of: a) Council Matters 9 <sup>th</sup> July 2018 (already agreed through Full Council)	Enclosures	5 minutes
3	To consider the working framework for the Council Matters committee	Cllr Whitty Enclosure	5 minutes
4	To consider the budget monitor and any virements needed.	Enclosure	10 minutes
5	To receive a report on Town Ranger activities and street scene improvements required	Enclosure	10 minutes
6	To consider a timeline for the Cemetery path tender process	Enclosure	10 minutes
7	To consider how to respond to the Environment Agency regarding Totnes floodgates	Enclosure	10 minutes
8	To consider the risk assessment completed on the Town Council assets in relation to lightning protection	Enclosure to follow	5 minutes
9	To note the delay to the SHDC JLP and the date of the next NP meeting	Town Clerk	5 minutes
10	To consider a draft CCTV Policy	Enclosure	5 minutes
11	To consider draft staffing policies: a) Flexible Working Policy b) Recruitment and Retention Policy c) Office Management in times of leave	Enclosure	5 minutes
13	To note the date of the next meeting: <b>Monday 12<sup>th</sup> October 2018 at 7pm.</b>		
<i>The Committee will be asked to <b>RESOLVE</b> 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.</i>			
14	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure to follow	5 minutes
15	To consider alternative options for the Town Council alarm monitoring and maintenance contract	Town Clerk	3 minutes
16	To consider a staffing review and recruitment process following a resignation	Enclosure	15 minutes
17	To confirm the staffing for the Community Arts Workshop and Christmas Light Switch on	Town Clerk	5 minutes
18	To note the overtime and sickness records of staff	Town Clerk	5 minutes

**Future meetings agenda items:**

- Update Statement of Internal Control
- To review a summary of the required actions resulting from the Risk Assessment programme
- Grants Award Policy - October
- Councillor Allowance Policy
- Investment options for general reserve – October
- Play Parks
- To review various staffing policies – Capability Procedure, Dignity at Work Policy, Equal Opportunities Policy, Grievance Policy, Lone Working Policy, Disciplinary Procedure, Managing Attendance

- To note sick leave and overtime balances
- To note the outcome of the appraisal process

**Committee Members – quorum is 5 members**

- Cllr Whitty (Chair)
- Cllr Simms (Deputy)
- Cllr M Adams
- Cllr R Adams
- Cllr Sweett
- Cllr Price
- Cllr Westacott MBE
- Cllr Paine
- Cllr Hodgson

Catherine Marlton - Town Clerk