



**AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 14TH JANUARY 2019 AT THE MASONIC HALL TOTNES**

You are hereby summoned to attend the Council Matters Committee, which is to be held in the Masonic Hall, Totnes on **Monday 14th January 2019 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments	Time
1	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies received from Cllr Simms and possibly Cllr M 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 10 th December 2018 - (already agreed through Full Council)	Enclosure	5 minutes
3	To consider the current year's budget allocations and balances and any virements needed.	Enclosure	20 minutes
4	To consider the recruitment timeline and JD for the seasonal Visitor Information Officer role	Enclosure	10 minutes
5	To consider the request from the Museum Trust for funding to cover CCTV upgrade	Enclosure	20 minutes
6	To consider adopting a Community Grants Policy to administer the agreed £12,000 budget for 2019/20	Enclosure	10 minutes
7	To note the Guildhall will open from the beginning of April and run until Friday 25 th October 2019 – more volunteers are needed		5 minutes
8	To receive an update on the Neighbourhood Plan (standing item)		10 minutes
9	To note the date of the next meeting: Monday 11th February at 7pm in The Masonic Hall		
<i>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.</i>			
10	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure	5 minutes
11	To note the outcome of an insurance claim from 2015	Enclosure	5 minutes
12	To consider the updated 2019/20 budget including detailed staffing information	Enclosure	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
- Investment options for general reserve
- To review various staffing policies
- To note sick leave and overtime balances
- To consider asset remedial works
- To consider terms of reference for the IT contractor

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