



AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 11TH FEBRUARY 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 11th February 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.		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 14 th January 2019 - (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 start discussing the interim review of Standing Orders	Enclosure	20 minutes
5	To note the adoption of the Community Grants Policy and where it will be published.		2 minutes
6	To receive an update on the Town Centre Strategies Working Group meeting and the Future High Street funding	Cllr Whitty and Cllr Simms	5 minutes
7	To receive an update on the Neighbourhood Plan (standing item)	Cllr Simms	10 minutes
8	To note national guidance on purdah	Enclosure	2 minutes
9	To receive an update from Council Venues and Arts Working Group meetings	Town Clerk	5 minutes
10	To note the agreed dates for the Mayoral Choosing and Annual Town Meeting: • Mayoral Choosing – 16 th May 2019 • Annual Town Meeting – 23 rd May 2019		2 minutes
11	To note the date of the next meeting: Monday 11th March at 7pm in The Guildhall And future meetings: • Town Matters – 21 st Feb 2019 from 7pm • Arts and Council Venues Working Group – 25 th February 2019 from 10am • Paige Adams and Full Council – 4 th March from 6pm • Council Matters – 11 th March from 7pm • Town Matters – 21 st March 2019 from 7pm • Civic Dinner – 22 nd March 2019 – evening in the Seven Stars Arts and Council Venues Working Group – 25 th March 2019 from 10am		
<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>			
12	To consider the detailed request from the Museum Trust for funding to cover CCTV upgrade (COMMERCIALY SENSITIVE)	Enclosure	20 minutes
13	To consider an internal staffing change	Enclosure	5 minutes
14	To note a verbal staffing update in relation to health issues	Town Clerk	5 minutes

p.p. Shutterley

Future meetings agenda items:

- Update Statement of Internal Control
- Update Financial Regulations
- Signage and Public Realm projects
- Consider a Business Continuity Plan
- To review the Town Council Anti-Fraud and Corruption Policy.
- 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
- To consider grant applications for the Community Fund – July 2019

- Dying with Dignity campaign – March 2019
- Review of Standing Orders and annual meetings calendar – May 2019

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