



**MINUTES FOR THE COUNCIL MATTERS COMMITTEE**  
**MONDAY 14<sup>TH</sup> JANUARY 2019 AT THE MASONIC HALL TOTNES**

Present: Councillor T Whitty, Cllr E Price, Cllr P Paine, Cllr J Hodgson, Cllr R Adams, Cllr J Sweett, Cllr M Adams, Cllr J Westacoot MBE.

Apologies: Cllr A Simms,

In Attendance: Catherine Marlton (Town Clerk), 1 member of the press

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies received from Cllr Simms and these were <b>AGREED</b> .
<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.		No members of the public attended.
<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 <sup>th</sup> December 2018 - (already agreed through Full Council)	No matters arising.
3	To consider the current year's budget allocations and balances and any virements needed.	The current year budget monitor was considered and <b>AGREED</b> . No virements were considered necessary at this time.
4	To consider the recruitment timeline and JD for the seasonal Visitor Information Officer role	The proposal set out in the papers was considered and <b>AGREED</b> .
5	To consider the request from the Museum Trust for funding to cover CCTV upgrade	It was <b>AGREED</b> in principle that the CCTV upgrade in the Museum was important and the Town Council should consider contributing. However concerns were raised about the specification of the equipment and the requirement to get 3 like for like quotes for consideration.  It was therefore <b>AGREED</b> that further information on the detailed specification of equipment and 3 quotes would be tabled at a future Council Matters committee.
6	To consider adopting a Community Grants Policy to administer the agreed £12,000 budget for 2019/20	Queries were raised regarding the need to add in the requirement for copies of policies to be added to the grant application to ensure that groups in receipt of Council funds were operating professionally. It was <b>AGREED</b> that that the Town Clerk would seek further advice and make minor amendments to the wording before sending to Full Council for adoption.  It was <b>RECOMMENDED</b> to Full Council that subject to minor amendments above the Community Grants Policy and Application Form be adopted.
7	To note the Guildhall will open from the beginning of April and run until Friday 25 <sup>th</sup> October 2019 – more volunteers are needed	This was noted and received support from Councillors
8	To receive an update on the Neighbourhood Plan (standing item)	Cllr R Adams read out an update from Cllr A Simms in his absence. It stated that a

		meeting with Landsmiths and Tor Ecology was taking place on 22 <sup>nd</sup> January and the next NP meeting would be held before the end of January. Notes from both meetings would be sent to Full Council in February for information and to consider any actions required.
9	To note the date of the next meeting: <b>Monday 11<sup>th</sup> February at 7pm in The Masonic Hall</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>		
10	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	These were <b>AGREED</b> with two abstentions.
11	To note the outcome of an insurance claim from 2015	The outcome was noted.
12	To consider the updated 2019/20 budget including detailed staffing information	The updated staffing forecast was explained by the Town Clerk and the figures <b>AGREED</b> .

**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