



MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 10TH FEBRUARY 2020 AT THE GUILDHALL TOTNES

Present: Cllr E Price (Chair), Cllr C Allford, Cllr P Paine, Cllr J Hodgson, Cllr Piper, Cllr Adams

Apologies: Cllr Luker

Not present: Cllr Simms

Present: Catherine Marlton (Town Clerk), 2 members of the public.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	The apologies from Cllr Luker were AGREED .
<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.	A member of the public requested that the Council decision not to plant wildflowers on the Cemetery 'roundabout' be reconsidered. The Town Clerk explained that 3 Councillors would need to request in writing a revisit at Full Council as outlined in the Standing Orders.
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of: Council Matters 13 th January 2020 - (already agreed through Full Council)	None.
3	To consider the current year's budget allocations, budget monitor, balances and forecast,	The current year budget monitor was considered and AGREED unanimously. The Town Clerk reported that covers had been purchased for the mace bearers uniforms.
4	To consider a proposal from Cllr Luker that up to £1000 of surplus from the Councilor Allowances budget should be vired to the Climate Change budget.	This was unanimously AGREED subject to it being ringfenced for tree planting. Requests for expenditure should come from working groups to Council Matters.
5	To consider the draft job descriptions and recruitment timeline for the following positions: a) Community Fundraiser b) Town Maintenance Officer c) Green Travel Coordinator	The recruitment schedule and job descriptions for the Town Maintenance Officer and Community Fundraiser was AGREED . It was RECOMMENDED to Full Council that a letter be sent to TQ9 requesting payment of the £70,000 to be spent on a 2 year fixed term post (Green Travel Coordinator) and implementation works. The letter should include reference to the Traffic and Transport Forum overseeing the output and direction for the role and the Town Clerk to be the line manager. It was reiterated that any expenditure in relation to the above monies would be subject to the usual financial regulations and Standing Orders and therefore need to be considered by Council Matters. The job description for the Green Travel Coordinator was AGREED . The Town Clerk would send a recruitment schedule to Council Matters in March for consideration. Any recruitment will be subject to receipt of the funds beforehand.
6	To consider storage solutions and vehicle requirements going forward	Temporary storage in the chapel was AGREED . Councillors were enthusiastic about the electric vehicle and asked for costings to come to March Council Matters.
7	To consider audio recording equipment and other potential upgrades for the Guildhall Council Chamber	It was RECOMMENDED to Full Council that the Town Clerk be given delegated authority up to a total of £6,000 to implement improvements to the Council Chamber. The priority is audio

		improvements, then a display/screen, then investigating visual recording capabilities. Cllr Hendriksen, Cllr Piper and the Town Clerk will source the best options before proceeding with expenditure.
8	To note any update or proposed items of expenditure from the Climate Change Working Group	Update noted, no expenditure.
9	To note any update or proposed items of expenditure from the Public Realm Working Group	The update was noted and it was AGREED that the remaining £500 allocation for Totnes Gardens in 19/20 can be spent on organic compost for the town. It was RECOMMENDED to Full Council that the Public Realm brief be agreed and the design company instructed to start the community consultation phase of works.
10	To consider an Equalities Policy	It was RECOMMENDED to Full Council that the policy be adopted.
11	To consider and authorize the Mayoral Civic Event budget	This was AGREED . It was noted that lower ticket sales would result in an increased overall event cost.
12	To agree dates for the Mayoral Choosing and Annual Town Meeting (to be agreed by Full Council) a) Mayoral Choosing – Thursday 21 st May 2020 b) Annual Town Meeting – Thursday 30 th April 2020	It was RECOMMENDED to Full Council that this date be approved with an 11am start time. It was RECOMMENDED to Full Council that this date be approved.
13	To receive an update on the Neighbourhood Plan (standing item).	None.
14	To note any update or proposed items of expenditure from the Arts Working Group	Update noted, no expenditure.
15	To note any update of items or proposed expenditure from the Cemetery Working Group	The update was noted and it was AGREED that the Town Ranger be asked to clean and/or repaint the railings (non urgent) and that 2 days are allocated to cutting back shrubs, saplings, brambles.
16	To consider a request for yarn bombing	This was AGREED for the weekend of the event only.
17	To receive an update from Caring Town	Noted. Councillors AGREED to a letter of support as requested.
18	To note the Share Shed siting on the Market Square	Noted.
19	To consider how to reallocate redundant equipment: a) Salt Gritter b) Floor Buffer	It was AGREED to ask Share Shed and if they do not want the items, local community groups.
<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>		
20	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	The reconciliations were unanimously AGREED .
21	To consider and sign (Clerk and Chair) the 2019/20 staffing budget	This was unanimously AGREED and signed by the Clerk and Chair.
22	To consider Electrical and Fire Safety reports from Totnes Museum (commercially sensitive)	It is RECOMMENDED to Full Council that up to £8,000 is earmarked for essential museum maintenance subject to the following: 1. The Museum Trust produces a budget document showing the 2019/20 income and expenditure and a 2020/21 forecast showing expected income and liabilities before any expenditure can be agreed. ATTACHED

		<p>2. Expenditure is limited to priority matters only initially and the Museum Trust must obtain further information (from non commercial sources) about what is absolutely essential work.</p> <p>3. All works will be subject to the Town Council's financial regulations of more than one quote, and all contractors will be commissioned and paid directly by the Town Council.</p> <p>4. That the Museum Trust acknowledges that any improvements made are done so as a one off exception given that the terms of the lease clearly state the items proposed are the responsibility of the Museum Trust.</p>
23	To consider lease terms for Eastgate storage (legally sensitive)	Deferred to a later meeting.
24	To consider an issue in relation to a community asset (legally and commercially sensitive)	It was RECOMMENDED to Full Council to give the Clerk delegated authority to submit an Asset of Community Value application to SHDC. Cllr Vint has volunteered to draft the document in liaison with other Councillors.
25	To receive a general staff update	Noted.
26	To consider the uses and layout of the Civic Hall spaces (commercially sensitive)	Deferred to Venues Working Group in late February, then Council Matters in March, Full Council in April. It was noted that the planning application cannot be submitted and the project progressed until Council agree the purpose and layout of the building.
27	To note the draft Christmas Events debrief document (commercially sensitive)	Noted. Councillors were pleased with the feedback overall. The finalised budget would be presented to Council Matters in March for information. The debrief document will be emailed to all Councillors.
28	Date of the next meeting – Monday 9 th March 2020 at 7pm.	