



**AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 9TH JULY 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 9th July 2018 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To appoint a Deputy Chair of committee (who will chair in Cllr Whitty's absence)	
2	To receive apologies and to confirm that any absence has the approval of the Council.	Cllr Whitty
<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.		
<i>The Committee will convene to consider the following items:</i>		
3	To discuss any matters arising from the minutes of: a) Personnel 25 th June 2018 b) Operations 25 th June 2018 (already agreed through Full Council)	Enclosures
4	To consider the budget monitor and any virements needed.	Enclosure
5	To consider air quality testing in the town.	Enclosure
6	To note the application to the Great British High Street Awards	Enclosure
7	To note the date of the next meeting: Monday 10th September 2018 at 7pm.	
<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>		
8	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure
9	To consider a proposal for expenditure on the Neighbourhood Plan project (commercially sensitive)	Enclosure and update from Cllr R Adams

Future meetings agenda items:

- Update Statement of Internal Control
- To review a summary of the required actions resulting from the Risk Assessment programme
- Plastic Free initiatives
- CCTV Policy – September
- Grants Award Policy
- Councillor Allowance Policy
- Investment options for general reserve – September
- To review various staffing policies – Capability Procedure, Dignity at Work Policy, Equal Opportunities Policy, Flexible Working Policy, Grievance Policy, Lone Working Policy,

Recruitment 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
- Cllr M Adams
- Cllr R Adams
- Cllr Sweett
- Cllr Price
- Cllr Westacott MBE
- Cllr Paine
- Cllr Hodgson

Catherine Marlton - Town Clerk