** MINUTES FOR THE COUNCIL MATTERS COMMITTEE**

**MONDAY 9TH JULY 2018 AT THE GUILDHALL TOTNES**

Present: Councillor R Adams, Cllr M Adams , Cllr Simms, Cllr E Price, Cllr J Westacott MBE, Cllr P Paine, Cllr J Hodgson, Cllr Sweett

Apologies: Cllr T Whitty

In Attendance: Catherine Marlton (Town Clerk), Cllr Allen, Cllr Hendriksen, 1 member of the public

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| No | Subject | Comments |
| 1 | To appoint a Deputy Chair of committee (who will chair in Cllr Whitty’s absence) | Cllr A Simms was nominated and AGREED as Deputy Chair of the Council Matters Committee. Cllr A Simms chaired the meeting in the absence of Cllr Whitty.  |
| 2 | To receive apologies and to confirm that any absence has the approval of the Council. | Apologies were received from Cllr T Whitty and these were **AGREED.** |
| *The Committee will adjourn for the following item:* |
| 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. | Concerns were raised by Cllr Allen, Cllr Hodgson and a member of the public regarding the meeting arranged between SHDC and 3 Totnes Town Councillors. They felt strongly that all Councillors and District Councillors should have been invited to attend the meeting. Cllr Westacott explained that the meeting was called by SHDC Leader Cllr Tucker who specified a limited number pf representatives. Cllr Westacott explained that she would feedback to a future Full Council meeting in full. |
| *The Committee will convene to consider the following items:* |
| 3 | To discuss any matters arising from the minutes of:1. Personnel 25th June 2018
2. Operations 25th June 2018
 | None (already agreed through Full Council). |
| 4 | To consider the budget monitor and any virements needed. | The Town Clerk updated that at this time no virements were needed. However she warned that money from reserves and virements would be needed in the 18/19 financial year when accurate costings were ready for remedial and maintenance works coming out of the assets survey. A significant underspend in 2017/18 should cover these additional costs. Further information would be sent to a future Council Matters meeting. |
| 5 | To consider air quality testing in the town. | It was **AGREED** that Cllr Westacott should thank the member of the public for the kind offer of free air quality testing and ask for results to be fed back the Full Council in due course. |
| 6 | To note the application to the Great British High Street Awards | The Marketing Manager was congratulated on the application and asked to send the details out to all Councillors. |
| 7 | To note the date of the next meeting: **Monday 10th September 2018 at 7pm**. | Noted. |
| *The Council 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.* |
| 8 | To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees). | These were **AGREED.** |
| 9 | To consider a proposal for expenditure on the Neighbourhood Plan project (commercially sensitive) | *The committee voted to suspend standing orders to allow non committee members to contribute.*Cllr R Adams explained the reason the Neighbourhood Planning group felt that the strategy proposed was so essential. Cllr Simms supported this and explained that the strategy would strengthen and support work already done and was required to make the Totnes NP robust enough to be adopted. Cllr Westacott said that the timescale for commencing the work was extremely tight and the contractors needed to be appointed for a September start in order to fit the current JLP timeline. Cllr Hodgson asked whether there was enough in the specification on the ecology side. Cllr R Adams responded to say that she would speak to the provider but that if additional works were required there was still capacity in the NP budget for the current year. The Town Clerk confirmed that approximately £3900 would remain in the NP budget line for the remainder of 18/19 and that the Council Matters committee had delegated authority to authorise expenditure up to £10,000.*The committee reconvened*It was **RESOLVED** to spend £8250 on the Green Infrastructure Strategy as outlined in the Landsmith Associates proposal. 7 Councillors in favour, 1 against. |

Catherine Marlton

Town Clerk