



AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 8TH OCTOBER 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 8th October 2018 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments	Time allocated
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 10 th September 2018 (already agreed through Full Council)	Enclosures	5 minutes
3	To consider the budget monitor and any virements needed.	Enclosure	10 minutes
4	To consider a request for funds from Gardening for Health	Enclosure	10 minutes
5	To consider reviewed versions of the following policies: a) Lone Working Policy b) Health and Safety Policy	Enclosures	5 minutes
6	To consider how to most efficiently record the Full Council meetings	Verbal update Town Clerk	10 minutes
7	To note the budget setting training session on Monday 15 th October 2018 and consider any projects or priorities for inclusion in the budget planning process	Verbal update Town Clerk	10 minutes
8	To note the date of the next meeting: proposed additional meeting on Monday 29th October 2018 at 4.30pm to ratify a staff appointment only. Next main meeting is Monday 12th November 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>			
9	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure	5 minutes
10	To consider quotes for remedial works to the Guildhall	Enclosure	5 minutes
11	To ratify the appointment of a Civic Hall Administrator	Verbal update Town Clerk	5 minutes
12	To consider a temporary staffing solution for the vacant Caretaker role	Enclosure	5 minutes
13	To consider a recruitment timeline for the Caretaker role	Enclosure	5 minutes
14	To review the Neighbourhood Plan budget and consider allocation of funds for professional fees	Enclosure	5 minutes
15	To review the Staff Handbook	Enclosure	5 minutes
16	To review staff training needs	Tabled at the meeting	5 minutes
17	To consider a quote for repair of the St Mary's Church clock	Enclosure	5 minutes
18	To consider Lightning protection quotations	Enclosure	5 minutes

Future meetings agenda items:

- Update Statement of Internal Control
- To review a summary of the required actions resulting from the Risk Assessment programme
- Grants Award Policy - November
- Councillor Allowance Policy - November
- Investment options for general reserve – November
- Play Parks
- To review various staffing policies – Capability Procedure, Dignity at Work Policy, Equal Opportunities Policy, Grievance Policy, Disciplinary Procedure, Managing Absence
- To note sick leave and overtime balances
- To note the outcome of the appraisal process

- To consider asset remedial works – Museum Roof, Civic Hall
- To review the contract with Fernbank for bus shelters – December
- To review the alarm provider
- To consider terms of reference for the IT contractor - November

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