**MINUTES FOR THE COUNCIL MATTERS COMMITTEE**

**MONDAY 8TH OCTOBER 2018 AT THE GUILDHALL TOTNES**

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

Apologies: Cllr R Adams

In Attendance: Catherine Marlton (Town Clerk), 1 member of the press, 2 members of the public

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| **No** | **Subject** | **Comments** |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. | Apologies were received from Cllr R Adams and these were **AGREED**. |
|  | Public Question time | Environment Agency officers attended and explained the need for the Town Council to oversee the volunteers for the town floodgates. It was **AGREED** that the Memorandum of Understanding would be amended and sent back to Town Matters to be considered as part of the Town Emergency Plan. |
| 2 | To discuss any matters arising from the minutes of:   1. Council Matters 10th September 2018   (already agreed through Full Council) | No matters arising. |
| 3 | To consider the budget monitor and any virements needed. | The budget monitor was noted. No virements were actioned at this time. |
| 4 | To consider a request for funds from Gardening for Health | The request was considered and it was **AGREED** that as this was outside of the annual grant process and given other budgetary pressures the answer would be no for this financial year. The organisation are to be encouraged to apply for funding in future years. |
| 5 | To consider reviewed versions of the following policies:  a) Lone Working Policy  b) Health and Safety Policy | It was **RECOMMENDED** to Full Council that both policies be adopted. |
| 6 | To consider how to most efficiently record the Full Council meetings | The Town Clerk updated that possible improvements into the audio equipment in the Guildhall were being considered as part of the budget considerations for next year. Further information will be fed back to Councillors through committee in due course. |
| 7 | To note the budget setting training session on Monday 15th October 2018 and consider any projects or priorities for inclusion in the budget planning process | Apologies for this meeting were received from Cllr M Adams and Cllr R Adams. |
| 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. **(THIS MEETING WAS CANCELLED).** Next main meeting is **Monday 12th November 2018 at 7pm**. | |
| *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.* | | |
| 9 | To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees). | These were **AGREED.** |
| 10 | To consider quotes for remedial works to the Guildhall | The following costs were **AGREED:**   1. £6700 Scaffolding of the Guildhall 2. £2962 Roof repair for the Guildhall and Guildhall cottage 3. £698 for internal scaffolding in the Guildhall.   It was **RECOMMENDED** to Full Council that the following costs were authorised:   1. £12180 internal plastering of the Guildhall chamber |
| 11 | To ratify the appointment of a Civic Hall Administrator | The appointment subject to satisfactory references was unanimously **AGREED.** |
| 12 | To consider a temporary staffing solution for the vacant Caretaker role | The Clerk declared a personal interest and left the meeting.  The committee **AGREED** to the temporary appointment as outlined in the Clerk’s report.  The Clerk re-joined the meeting. |
| 13 | To consider a recruitment timeline for the Caretaker role | The proposed recruitment timeline was **AGREED.** |
| 14 | To review the Neighbourhood Plan budget and consider allocation of funds for professional fees | The committee **RECOMMENDED** to Full Council that the following actions are needed:  a) Agenda and papers for NP meetings must go out in advance with the same 3 clear days’ notice as Council meetings.  b) Minutes must be produced for all meetings.  c) All papers must be up on the NP website.  d) All meeting dates must be on the NP website and Town Council calendar.  e) A project plan and budget to cover from now until the NP document is completed and through referendum must come back to Council Matters. |
| 15 | To review the Staff Handbook | The reviewed Staff Handbook was **AGREED.** |
| 16 | To review staff training needs | The staff training proposals as outlined in the Clerk’s report were **AGREED.** |
| 17 | To consider a quote for repair of the St Mary’s Church clock | The £695 expenditure was **AGREED.** |
| 18 | To consider Lightning protection quotations | It was **RECOMMENDED** to Full Council that the following costs were authorised:   1. £11865 for lighting protection works to the Civic Hall, Guildhall and Totnes Museum. |

**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 - December
* 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 - December
* To consider terms of reference for the IT contractor - December

**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