



**AGENDA FOR THE COUNCIL MATTERS COMMITTEE**  
**MONDAY 12<sup>TH</sup> NOVEMBER 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 12<sup>th</sup> November 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
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.			15 minutes
The Committee will convene to consider the following items:			
2	To discuss any matters arising from the minutes of: a) Council Matters 8 <sup>th</sup> October 2018 (already agreed through Full Council)	Enclosures	5 minutes
3	To consider the budget monitor and any virements needed.	Enclosure	5 minutes
4	To consider a list of possible public realm projects for 2019/20	Tabled at the meeting	10 minutes
5	To consider the response to the SHDC request for the Town Council to take over some Totnes play parks	Enclosure	10 minutes
6	To consider Cllr. Hodgson's request to provide 4 hours of admin support a month, to include holding the circulation contact data and coordinating the updating of the TC Traffic and Transport policy. This is for the interim period where the provision of the support from 106 monies is interrupted, due to the ending of the Green Travel Plan funding support from Follaton Oak to the start of funding from the delayed Baltic Wharf development. This is expected to be from January to June 2019.	Cllr Hodgson	10 minutes
7	To note the budget setting process: <ul style="list-style-type: none"> <li>• December Council Matters – consider a draft proposed budget for 19/20, amend as required and recommend to Full Council</li> <li>• January Full Council – budget is consider and ratified. Precept is set.</li> </ul>	Verbal update Town Clerk	2 minutes
8	To review the Payments to Councillors Policy	Enclosure	10 minutes
9	To note the date of the next meeting: <b>Monday 10<sup>th</sup> December 2018 at 7pm.</b>		
The Committee will be asked to <b>RESOLVE</b> 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.			
10	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure	5 minutes
11	To note the conclusion of the appraisal process and receive a general staff update.	Verbal update Town Clerk	10 minutes
12	To note the latest staff budget forecast	Tabled at the meeting	10 minutes

**Future meetings agenda items:**


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| <ul style="list-style-type: none"> <li>• Update Statement of Internal Control</li> <li>• To review a summary of the required actions resulting from the Risk Assessment programme</li> <li>• Grants Award Policy - December</li> </ul> | <ul style="list-style-type: none"> <li>• Investment options for general reserve – December</li> <li>• To receive an update on the NP budget – December</li> <li>• Business Continuity Plan – December</li> <li>• To consider the draft 19/20 budget – December</li> </ul> |
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- To consider an update Market Square project budget – December
- To consider a Town Council Investment Policy - January
- 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 review the alarm provider

**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



**ITEM 2 - Minutes**