**DRAFT MINUTES FOR THE COUNCIL MATTERS COMMITTEE**

**MONDAY 12TH NOVEMBER 2018 AT THE GUILDHALL TOTNES**

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

Apologies: Cllr R Adams, Cllr M 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 Cllr M Adams and these were **AGREED**. |
|  | Public Question time | None. |
| 2 | To discuss any matters arising from the minutes of:   1. Council Matters 8th October 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 list of possible public realm projects for 2019/20 | The list was discussed at length. The importance of public realm improvements and the priority given to this by local residents through the community budgeting process was noted. It was **AGREED** that the Clerk would prioritise projects over several years and bring a rationalised list back through the budget setting process for consideration. |
| 5 | To consider the response to the SHDC request for the Town Council to take over some Totnes play parks | It was **RECOMMENDED** to Full Council that the Town Council does not take over responsibility for the 3 play areas offered by SHDC. Councillors were however very supportive of a one off capital investment of around £5,000 for the Collapark play area to help fund the upgrade of children’s equipment. |
| 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. | It was **RECOMMENDED** to Full Council that an honorarium of up to £300 could be offered to the Traffic and Transport Group to cover interim administration costs.  ***Definition - Honorarium****. An****honorarium****is an ex gratia payment, i.e., a payment made, without the giver recognising themselves as having any liability or legal obligation, to a person for his or her services in a volunteer capacity or for services for which fees are not traditionally required.* |
| 7 | To note the budget setting process:   * December Council Matters – consider a draft proposed budget for 19/20, amend as required and recommend to Full Council * January Full Council – budget is consider and ratified. Precept is set. | This was noted. |
| 8 | To review the Payments to Councillors Policy | It was **RECOMMENDED** to Full Council that the reviewed policy be adopted. |
| 9 | The date of the next meeting was noted: **Monday 10th December 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.* | | |
| 10 | To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees). | These were **AGREED.** |
| 11 | To note the conclusion of the appraisal process and receive a general staff update. | The satisfactory conclusion of the annual appraisal process was noted. |
| 12 | To note the latest staff budget forecast | The staffing forecast was noted with a year end figure of £216500 less £8330 PA grant still to be paid to cover Civic Hall staffing costs. |

**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 - December
* Investment options for general reserve – 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 consider asset remedial works –Museum Roof, Civic Hall
* To review the alarm provider
* To consider terms of reference for the IT contractor

**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