



**AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 10TH DECEMBER 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 10th December 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 12 th November 2018 (already agreed through Full Council)	Enclosures	5 minutes
3	To consider the current year's budget allocations and balances and non-confidential proposals for 2019/20.	Enclosure	20 minutes
4	To note the date of the next meeting: Monday 14th January at 7pm in The Masonic Hall		
<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>			
5	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure	5 minutes
6	To review the alarm provider for servicing and monitoring (commercially sensitive)	Tabled at meeting	10 minutes
7	To consider the draft 2019/20 budget including detailed staffing information	Enclosure	20 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
- Investment options for general reserve
- 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

- 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