



MINUTES OF THE COUNCIL MATTERS COMMITTEE
MONDAY 11TH FEBRUARY 2019 AT THE MASONIC HALL TOTNES

Present: Councillor T Whitty, Cllr E Price, Cllr P Paine, Cllr J Hodgson, Cllr R Adams, Cllr J Sweett, Cllr M Adams, Cllr J Westacoot MBE, Cllr A Simms

Apologies: None

In Attendance: Catherine Marlton (Town Clerk), 1 member of the press, Cllr L Webberley

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	None
<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.	None
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of: a) Council Matters 14 th January 2019 - (already agreed through Full Council)	No matters arising.
3	To consider the current year's budget allocations and balances and any virements needed.	The current year budget monitor was considered and AGREED . No virements were considered necessary at this time.
4	To start discussing the interim review of Standing Orders	The Standing Orders were discussed. It was considered important to allow all Councillors time to make suggestions on the current Standing Orders before amending them and taking the new version to Full Council in May for the new Council to consider further or adopt. The suggestions coming forward from Council Matters committee and Cllr Webberley were: 1. Allowing a full 30 minute public participation session prior to the formal Full Council meeting starting. 2. Considering making the quorate level standard across committees and Full Council. 3. Considering the locations of the meetings over the course of the year. It was AGREED to take these points and other suggestions received to Full Council on 4 th March to make Councillors aware of comments needed. Amendments are needed to the Town Clerk by 31 st March 2019
5	To note the adoption of the Community Grants Policy and where it will be published.	This was noted and Councillors were asked to spread the word in the community.
6	To receive an update on the Town Centre Strategies Working Group meeting and the Future High Street funding	A verbal update was given by Cllr A Simms and Cllr T Whitty who both attended the meeting.
7	To receive an update on the Neighbourhood Plan (standing item)	Cllr Sweett left the meeting. Concerns were raised about the lack of recent meetings for the NP. It was RECOMMENDED to Full Council that 2 summary meetings would be arranged by Cllr A Simms as Chair prior to 31 st March 2019. These meetings would solely focus on summarising the current position of the NP and suggesting what administration and professional support would be required to complete the document. Then the group membership would need to be reviewed following May elections.
8	To note national guidance on purdah	Noted. Cllr R Adams wished it to be noted that she found the term 'purdah' offensive and would rather use election information.

9	To receive an update from Council Venues and Arts Working Group meetings	An update would be sent to all Councillors by email following the next round of meetings.
10	To note the agreed dates for the Mayoral Choosing and Annual Town Meeting: <ul style="list-style-type: none"> • Mayoral Choosing – 16th May 2019 • Annual Town Meeting – 23rd May 2019 	Noted.
11	To note the date of the next meeting: Monday 11th March at 7pm in The Guildhall And future meetings: <ul style="list-style-type: none"> • Town Matters – 21st Feb 2019 from 7pm • Arts and Council Venues Working Group – 25th February 2019 from 10am • Paige Adams and Full Council – 4th March from 6pm • Council Matters – 11th March from 7pm • Town Matters – 21st March 2019 from 7pm • Civic Dinner – 22nd March 2019 – evening in the Seven Stars Arts and Council Venues Working Group – 25 th March 2019 from 10am	Noted.
<i>The Committee RESOLVED 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>		
12	To consider the detailed request from the Museum Trust for funding to cover CCTV upgrade (COMMERCIAL SENSITIVE)	It was RECOMMENDED to Full Council that the allocation of £2500 was granted to the Museum for The upgrade of the CCTV system in order to facilitate accreditation and access to grant funding streams for the Trust.
13	To consider an internal staffing change	It was AGREED under delegated authority to the proposed internal restructure of staff. This will mean a small saving against the budget for 19/20 budget which would be reallocated to any additional costs arising from the public toilets discussion.
14	To note a verbal staffing update in relation to health issues	The Town Clerk verbally updates and this was noted by all.

Future meetings agenda items:

- Update Statement of Internal Control
- Update Financial Regulations
- Signage and Public Realm projects
- Consider a Business Continuity Plan
- To review the Town Council Anti-Fraud and Corruption Policy.
- To review a summary of the required actions resulting from the Risk Assessment programme
- Investment options for general reserve
- To review various staffing policies
- To note sick leave and overtime balances
- To consider asset remedial works
- To consider terms of reference for the IT contractor

- To consider grant applications for the Community Fund – July 2019
- Dying with Dignity campaign – March 2019
- Review of Standing Orders and annual meetings calendar – May 2019

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