



**AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 11TH MARCH 2019 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 11th March 2019 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments	Time
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 11 th February 2019 - (already agreed through Full Council)	Enclosure	5 minutes
3	To consider the current year's budget allocations and balances and any virements needed.	Enclosure	10 minutes
4	To receive an update on the Neighbourhood Plan (standing item).	Cllr Simms	10 minutes
5	To consider an employee Absence Management Policy.	Enclosure	10 minutes
6	To consider a letter from SHDC regarding the 2019/20 precept increase and how to word a response.	Enclosure	10 minutes
7	To ratify the appointment of the Administrative Assistant.	Town Clerk	10 minutes
8	To note the date of the next meeting: Monday 8th April at 7pm in The Guildhall.		2 minutes
<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>			
9	To note the last 12 months of sick leave.	Enclosure	5 minutes
10	To discuss a staffing matter in relation to serious illness.	Town Clerk	10 minutes

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
- 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

Catherine Marlton - Town Clerk