** DRAFT MINUTES OF THE COUNCIL MATTERS COMMITTEE**

**MONDAY 11TH MARCH 2019 AT THE GUILDHALL TOTNES**

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

Apologies: Cllr R Adams, Cllr M Adams

In Attendance: Catherine Marlton (Town Clerk)

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| **No** | **Subject** | **Comments** |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. | The apologies were noted. |
| *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. | None |
| *The Committee will convene to consider the following items:* |
| 2 | To discuss any matters arising from the minutes of:1. Council Matters 11th February 2019 - (already agreed through Full Council)
 | It was suggested that a quarterly Cemetery Working Group be built into the Standing Orders. The Town Clerk will include this suggestion in the Standing Orders review. |
| 3 | To consider the current year’s budget allocations and balances and any virements needed. | The current year budget monitor was considered and **AGREED.** It was **AGREED** to vire £150 from Civic and Mayoral Events to Mayoral Travel and Expenses to cover a small overspend.Cllr Simms arrived. |
| 4 | To receive an update on the Neighbourhood Plan (standing item). | A meeting had been set by the Town Clerk for Wednesday 20th March 2019 at 11am to find out the current position and start to summarise information ready for the new Council and potentially a new Neighbourhood Planning Group. Councillors were asked to circulate this meeting date to other NP Task and Finish members. |
| 5 | To consider an employee Absence Management Policy. | It was **RECOMMENDED** to Full Council that the draft Absence Management Policy be ratified. |
| 6 | To consider a letter from SHDC regarding the 2019/20 precept increase and how to word a response. | The draft statement from the Clerk was **AGREED** as the correct response.  |
| 7 | To ratify the appointment of the Administrative Assistant. | It was **AGREED** to ratify the appointment subject to the usual pre-employment checks. |
| 8 | To note the date of the next meeting: **Monday 8th April at 7pm** **in The Guildhall.** | Noted.  |
| *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.* |
| 9 | To note the last 12 months of sick leave. | Noted.  |
| 10 | To discuss a staffing matter in relation to serious illness. | It was **AGREED** to give the Clerk delegated authority to:1. Extend paid sick leave by up to 12 working days.2. Implement any adjustments needed to facilitate the employee being able to return to work, up to and including appointing temporary staff to cover any phased start required. |

Catherine Marlton

Town Clerk