



**AGENDA FOR THE COUNCIL MATTERS COMMITTEE**  
**MONDAY 8<sup>TH</sup> APRIL 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 8<sup>th</sup> April 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 <sup>th</sup> March 2019 - (already agreed through Full Council)	Enclosure	5 minutes
3	To consider the current year's budget allocations, budget monitor, balances and forecast	Enclosure	10 minutes
4	To receive an update on the Neighbourhood Plan (standing item).	Town Clerk	5 minutes
5	To review the allocation of Earmarked Reserves	Tabled at meeting	10 minutes
6	To receive a verbal update on asset remedial works	Town Clerk	10 minutes
7	To receive the notes from the Council Venues Working Group meeting of 1 <sup>st</sup> April 2019	Enclosure	10 minutes
8	To note the proposed allocation of the Totnes Gardens grant for 2019/20	Enclosure	5 minutes
9	To consider the draft Standing Orders for recommendation to Full Council in May 2019	Enclosure	5 minutes
10	To note the date of the next meeting: <b>Monday 20<sup>th</sup> May at 7pm in The Guildhall.</b>		2 minutes
<i>The Committee will be asked to <b>RESOLVE</b> 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>			
11	To receive a verbal staffing update	Town Clerk	10 minutes
12	To note a confidential financial matter	Town Clerk	5 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

**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

**Totnes Gardens 2019/20 plans – PUBLIC REALM IMPROVEMENTS**

Budget agreed for 2019/20 for Totnes Gardens = £1500

Proposed expenditure currently:

- Coronation Road: wildflower bed now x3 bigger because the cedar has been taken out (new tree donated & planted already). Rotovating, spraying, strimming ready for seed sowing: £500.
- Wild flower seeds for this and for other town sites: £350
- Plants, bedding, compost, plant food etc for Town wide planting: £400
- Watering hoses, taps, cans, etc for planters and tubs: £100
- Incidentals £150

**Officer recommendations:**

That the Council Matters Committee AGREES to the above allocation of funds and allows for up to an additional funds from the public realm budget to allow for grass cutting of Coronation Road on top. Quotes from contractors are still to be confirmed. All payments are made by invoice with receipts attached.

That the Council Matters Committee AGREES that a formal letter should be sent to Totnes Gardens thanking them for all their hard work and congratulating them on the positive impact their improvements make to the town.