** MINUTES OF THE COUNCIL MATTERS COMMITTEE**

**MONDAY 8TH APRIL 2019 AT THE GUILDHALL TOTNES**

Present: Cllr E Price, Cllr P Paine, Cllr J Hodgson, Cllr M Adams, Cllr A Simms (Deputy) Cllr R Adams

Apologies: Cllr Whitty (Chair), Cllr Sweett, Cllr Westacott MBE

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 March 2019 - (already agreed through Full Council)
 | None. |
| 3 | To consider the current year’s budget allocations, budget monitor, balances and forecast | The current year budget monitor was considered and **AGREED** unanimously**.** The Clerk updated that the forecast year end overspend is the worst case scenario only and the aim is to save money on staffing and asset expenditure – some of which will have to be accommodated in the 19/20 budget.  |
| 4 | To receive an update on the Neighbourhood Plan (standing item). | The collation of the NP work is being completed by staff and will be assessed by consultants. The Clerk will work out a budget for professional support and an update will be sent to the first meeting of the NP Working Group after the new Council is formed. |
| 5 | To review the allocation of Earmarked Reserves | The Earmarked Reserves were reviewed. It was **RECOMMENDED** to Full Council to amend the Earmarked Reserves to the following:* Capital Fund of £200 is used for the Birdwood House project as it needs to be capital expenditure.
* Administration Earmark is increased to £6,000 for any emergency staffing requirements
* Transport is increased £7,000 for potential improvements to the high street in terms of planters, methods of slowing traffic

**TOTAL £13,000**Councillors were asked to note that Earmarked Reserves are not separate from the General Reserve. |
| 6 | To receive a verbal update on asset remedial works | The ongoing works were noted. Further expenditure will be needed on the Guildhall in terms of wiring and fire alarm upgrades. Further information will come back to Council Matters.  |
| 7 | To receive the notes from the Council Venues Working Group meeting of 1st April 2019 | These were noted. |
| 8 | To note the proposed allocation of the Totnes Gardens grant for 2019/20 | After discussion it was **RESOLVED** unanimously as per the officer recommendations:Budget agreed for 2019/20 for Totnes Gardens = £1500Proposed expenditure currently:* Coronation Road: wildflower bed now significantly larger because the cedar has been taken out (new tree donated & planted already). Rotorvating, 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. |
| 9 | To consider the draft Standing Orders for recommendation to Full Council in May 2019 | It was **RECOMMENDED** to Full Council that the revised Standing Orders be adopted on 13th May 2019. |
| 10 | To note the date of the next meeting: **Monday 20th May 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.* |
| 11 | To receive a staffing update | Noted.  |
| 12 | To note a confidential financial matter | Noted. |

**MINUTES OF THE EXTRAORDINARY COUNCIL MATTERS COMMITTEE**

**MONDAY 1ST MAY 2019 AT THE GUILDHALL TOTNES**

Present: Cllr T Whitty (Chair), Cllr E Price, Cllr J Hodgson, Cllr M Adams,

Cllr J Westacott MBE, Cllr A Simms (Deputy), Cllr R Adams

Apologies: Cllr J Sweett, Cllr P Paine

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* ***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.* |
| 2 | To consider a confidential staffing report | It was unanimously **RESOLVED** to grant delegated authority to the Town Clerk as outlined in the confidential staffing report attached to the committee papers. The Town Clerk was thanked for the detailed brief of the situation. |
| 3 | Date of the next meeting – Monday 20th May at 7pm | Noted |

Catherine Marlton

Town Clerk