



AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 8TH 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 8th 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 th 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 st 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: Monday 20th May 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>			
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



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)

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	The apologies were noted.
<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 11 th 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 20 th 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.
<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>		
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

**5 year budget - APR
Council Matters**

	CURRENT				AGREED	Following 3 years		
	Actual 14th March 2019	ORIGINAL BUDGET	2018/19 expected	2019/2020		2020/21	2021/22	2022/23
Admin								
Salaries and pensions for all staff	174001	200332	205000	219000	225000	231000	238000	
Staff Training and Travel	2886	1500	2886	4000	4000	4000	4000	
Staff Eye Tests	99	300	150	500	500	500	500	
Staff Recruitment	664	1500	700	1000	1000	1000	1000	
Utilities	2267	2250	2500	2500	2600	2700	2800	
Office Supplies	944	2000	1150	1750	1750	1750	1750	
Photocopier	1549	2000	2000	2000	2000	2000	2000	
Insurance	5536	6000	5810	6000	6500	6500	6500	
Office Equipment	1925	1200	1925	1500	1500	1500	1500	
Events and venues expenditure	140	525	140	0	0	0	0	
Car park permits	480	0	480	0	0	0	0	
Car park permits income and green sacks	-408	0	-408	0	0	0	0	
SUB TOTAL	190083	217607	222508	238250	244850	250950	258050	
Civic and Democratic	Actual 14th March 2019	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23	
Mayoral Allowance	0	375	375	375	385	400	425	
Civic and Mayoral Events (expenditure)	3680	5750	5650	5750	5750	5750	5750	
Civic Events (income)	-1439	0	-1650	0	0	0	0	
Civic Regalia	24	400	50	400	400	400	400	
Salaries and pensions	0	0	0	0	0	0	0	
Mayoral Travel and Expenses	254	200	400	350	350	350	350	
Councillor Allowances	0	6000	4875	6000	6160	6400	6800	
Councillor Training and Travel	948	750	1000	3000	3000	3000	3000	
Councillor IT equipment	0	0	0	6500	500	500	500	
Professional Fees	3123	4500	3500	4500	4500	4500	4500	
Elections	0	6000	0	7000	6000	6000	6000	
Subscriptions	2179	2000	2179	2100	2150	2200	2250	

5 year budget - APR

Council Matters

	CURRENT		AGREED		Following 3 years			
	Actual 14th March 2019	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23	
Community Outreach work	1349	1500	1200	2000	2000	2000	2000	2000
Website and IT	1049	1500	1500	10000	2000	2000	2000	2000
SUB TOTAL	11167	28975	19079	47975	33195	33500	33975	33975
Tourism	Actual 14th March 2019	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23	
Visit Totnes Marketing	521	1000	3500	5000	5000	5000	5000	5000
Pension costs	12636	13000	12636	12700	12700	0	0	0
Salaries and pensions	0	0	0	0	0	0	0	0
Totnes Guide	14258	22000	15000	15000	15000	15000	15000	15000
Totnes Guide and Website Income	-17818	-18500	-17818	-16000	-16000	-16000	-16000	-16000
Bank Charges	170	0	170	210	210	210	210	210
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	0	500	600	600	600	600	600
Other TIC income	0	0	0	0	0	0	0	0
SUB TOTAL	9939	17500	13988	17510	17510	4810	4810	4810
Guildhall	Actual 14th March 2019	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23	
Cleaning	1518	2000	1750	2500	2500	2500	2500	2500
Building Maintenance	15458	4000	26000	5000	5000	5000	5000	5000
Business Rates	5880	5575	5880	6000	6000	6000	6000	6000
Water	61	200	200	200	200	200	200	200
Utilities	3377	2000	3377	3000	3000	3000	3000	3000
Salaries and pensions	0	0	0	0	0	0	0	0
Equipment Maintenance	2267	2000	2267	2000	2000	2000	2000	2000
Wedding Licence renewals and marketing	2044	1750	2044	500	500	2750	500	500
Admissions income	-3357	-4750	-3357	-3500	-4000	-4000	-4000	-4000
Hire Income WEDDINGS	-2233	-2750	-2233	-2500	-2750	-2750	-2750	-2750
SUB TOTAL	25015	10025	35928	13200	12450	14700	12450	12450
Civic Hall	Actual 14th March 2019	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23	

**5 year budget - APR
Council Matters**

	CURRENT			AGREED	Following 3 years		
Cleaning and supplies	9356	17000	10000	12000	12000	12000	12000
Feed in Tariff	3102	2500	3102	2500	3000	3000	3000
Water	453	2000	1000	2000	2000	2000	2000
Utilities	4364	4250	4364	4400	4600	4700	4900
Building Maintenance	7155	14000	11500	150000	25000	15000	15000
Licences	70	2000	2000	2000	2000	2000	2000
Marketing Civic Hall	28	400	500	500	500	500	500
Equipment Maintenance	4199	4000	7500	3000	3000	3000	3000
<i>Paige Adams Grant towards Caretaking, Cleaning and Management costs</i>	-25510	-33040	-26300	-31500	-31500	-31500	-31500
<i>Feed in tariff income</i>	-5708	-5000	-5708	-5000	-5700	-5700	-5700
SUB TOTAL	-2491	8110	7958	139900	14900	5000	5200
Property Maintenance	Actual 14th March 2019	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
Guildhall Cottage Maintenance	636	2000	636	2000	2000	2000	2000
Property Management Fees	1406	1760	1760	1760	2000	2500	2500
Town Clocks amalgamated Rent and Utilities and maintenance	2169	2050	2169	2250	2300	2400	2500
Flat 5a Loan repay	9148	9150	9148	9150	9150	9150	9150
Flat 5a Maintenance	110	2000	500	2000	2000	2000	2000
Guildhall Office Maintenance	0	500	500	30000	2000	2000	2000
Museum Maintenance	3588	4000	7000	5000	5000	5000	5000
<i>Museum Rent income</i>	-2	-1	-2	-1	-1	-1	-1
<i>Eastgate Clock Rental</i>	0	-2	0	-3	-3	-3	-3
<i>Civic Water Supply to shop</i>	0	-210	-210	-200	-200	-200	-200
<i>Guildhall Cottage Income (£850 a month)</i>	-9900	-9350	-9900	-9350	-9350	-9350	-9350
<i>Guildhall Office Income (£695 per month)</i>	0	0	0	0	0	-7645	-7645

**5 year budget - APR
Council Matters**

	CURRENT		AGREED		Following 3 years		
	Actual 14th March 2019	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
<i>Flat 5a Rental Income (£695 per month)</i>	-7645	-8250	-8340	-7645	-7645	-7645	-7645
SUB TOTAL	-490	3647	3261	34961	7251	206	306
Cemetery	Actual 14th March 2019	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
Business Rates	3616	3500	3616	3500	3500	3500	3500
Water	107	150	150	150	150	150	150
Grounds Maintenance (Grass cutting and tree work)	20252	30000	22000	22000	22500	22500	22500
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	5000	34500	2500	3000	3000	3000
Chapel	244	500	244	500	500	30000	500
<i>Cemetery Fees Income Amalgamated</i>	-7870	-7500	-7870	-7500	-7500	-7500	-7500
SUB TOTAL	50448	31650	52640	21150	22150	51650	22150
Open Spaces	Actual 14th March 2019	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
Ramparts Walk (regular cuts and tidying)	163	900	200	600	600	600	600
St Marys Churchyard (Walls and trees)	390	900	500	1000	1000	1000	1000
Castle Meadow Maintenance and Water	160	750	300	250	250	250	250
<i>Castle Meadow and allotments income</i>	-10	-210	-210	-210	-210	-210	-210
SUB TOTAL	703	2340	790	1640	1640	1640	1640
Precept and Income	Actual 14th March 2019	ORIGINAL BUDGET	2018/19	2019/2020	2020/21	2021/22	2022/23
Bank Charges	148	300	200	300	300	300	300
Precept and Income	-355640	-355640	-355640	-494000	-494000	-494000	-494000
<i>Council Tax Grant (only guaranteed until 19/20)</i>	-22230	-22230	-22230	-20040	0	0	0
<i>Charity of Paige Adams</i>	0	0	0	-105000	0	0	0
SUB TOTAL	-377722	-377570	-377670	-618740	-493700	-493700	-493700

5 year budget - APR Council Matters

	CURRENT			AGREED	Following 3 years		
	Actual 14th March 2019	ORIGINAL BUDGET	2018/19		2019/2020	2020/21	2021/22
Community Development							
Skate Park/Youth provision	0	SEE COMMUNITY PROJECTS	0	0	13200	10000	10000
PUBLIC TOILETS	0	0	0	17600	UNKNOWN	UNKNOWN	UNKNOWN
Caring Town Information Exchange	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJE	22000	22000	22000	22000
Citizens Advice Service	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJE				
Neighbourhood Plan/Planning	5612	12517	11586	13088	3000	3000	3000
Community projects and public realm	34974	51366	35000	70860	60000	60000	60000
Community Grants Scheme	0	0	0	12000	12000	12000	12000
Arts and Culture	-617	2842	5500	10000	10000	10000	10000
TAP GRANT FUNDING	-5736	0	-5736	0	0	0	0
SUB TOTAL	£34,233	£66,725	£46,350	£145,548	£120,200	£117,000	£117,000
TOTAL EXPENDED	£318,607	£386,579	£402,502	£660,134	£474,146	£479,456	£455,581
TOTAL	-£59,115	£9,009	£24,832	£41,394	-£19,554	-£14,244	-£38,119
	Expect overspend of approx £25K in comparison to £9k initially budgeted for			Increase in overspend due to potential unexpected toilet contribution			

Totnes Town Council Reserves estimates as of MARCH 2019 Audited year end reserve 17/18

-345171

Year	Expected year end budget	Expected year end reserves	Expenditure by year	Reserve % of annual expenditure at start of year
18/19	24932	-320239	402602	85.73%
19/20	41500	-278739	660000	48.52%
20/21	-19500	-298239	474000	58.80%

MONDAY 1ST April 2019 – VENUES WORKING GROUP**Attendees**

Catherine Marlon
 Tina Bewley
 Mairead Phipps
 Cllr Hendriksen
 Cllr Price
 Cllr Piper
 Cllr Whitty
 Cllr Sweett

Apologies

Cllr Allen
 Cllr Simms
 Cllr Westacott

VENUES - 1PM

1. What is the criteria for charitable/non-profit rates? Current criteria attached as a word doc.

It was AGREED that groups must confirm their non-profit status in accordance with the attached criteria in order to qualify for the reduced rate.

It was AGREED to implement a new system where only bookings with a paid deposit would appear in the public bookings diary. All provisional bookings would be kept internally and potential hirers warned if an enquiry about said provisional date comes in.

2. How do we make the stage and bar more disabled friendly? Possible grant pots available? Wheelchair lift x 2?

It was AGREED that the Deputy Clerk would investigate this further.

3. Could the scenery dock become a green room?

It was AGREED that this would be an excellent development and the Deputy Clerk and Town Ranger are going to proceed as the costings are within budget and delegated authority. Advice would be sought in terms of fire safety for access/escape.

4. To note a verbal update on the Birdwood House project

The Town Clerk explained that she had met with the Mitchell Trust and would hire a local surveyors to undertake accurate measurements of the interior of both TTC owned and Birdwood House properties to see where there are adjoining walls and potential for longer term collaboration on usage.

5. Muniment Room requests and how to cover. Are Councillors willing to volunteer?

It was AGREED that the Senior Administrator (Mayoral) would write to the Museum to inform them that the items in the muniment room need to be reclaimed and catalogued as staff are unable to spend time with those looking to access the contents.

6. To note the gaps in Guildhall volunteer cover. How to cover? What is the priority? What happens when visitors increase from increases signage and promotion?

It was AGREED to defer this discussion to the new Council to consider in terms of potential staffing solutions or collaborative working with other heritage groups in the town.

7. Note the date of the next meeting (Thursday 6th June at 1pm) and suggest future agenda items in addition to below.

FUTURE AGENDA ITEMS FOR DISCUSSION IN VENUES WORKING GROUP:

- *Review of 18/19 income/expenditure, who hires the hall, how could the PA grant pot be allocated?*
- *What should the rates be and what should they include for charitable/non-profit hirers? Include discussion on table/chairs and mural room.*
- *Should there be an additional discount for local residents and what proof is required? Should the organisation insurance address be registered within the town boundary or is a name on the booking form sufficient? Should the standard deposit for non profit hirers drop to 25% but remain as full hours for commercial and private hirers?*
- *Air conditioning and internal drinking fountain in the Civic Hall?*
- *Birdwood house usages*
- *Rationalisation of sound equipment and upgrade/replace the projector screen?*
- *Security in the Guildhall*

Organisations eligible for reduced Civic Hall hire rate:

Organisation structure	Details	Proof required
Charity	Registered with the Charities Commission	Charity registration number
Charitable trust	A charitable trust is a type of charity run by a small group of people known as trustees. The trustees are appointed rather than elected, and there is no wider membership. A charitable trust is not incorporated, so it cannot enter into contracts or own property in its own right. To set up a trust your group must write and sign a trust deed, which must show that the organisation is legally charitable.	Charity registration number
Charitable Incorporated Organisation	A CIO is a type of charity which is incorporated CIOs must be registered with and report to the Charity Commission, regardless of their income. Unlike charitable companies, however, they do not need to register with Companies House. This means the reporting requirements are simpler for CIOs than for charitable companies.	Charity registration number
Charitable company	A company can be a charity if it meets the legal requirements required by charity law. In order to be considered charitable, the directors of a company are usually unpaid. Charities may pay their directors in exceptional circumstances, but organisations wishing to pay their directors as a matter of course are likely to find a Community Interest Company, Community Benefit Society or Cooperative Society structure more suitable.	Charity registration number
Community Interest Company	A non-charitable company can still be a not-for-profit organisation: many social enterprises are non-charitable companies. If your organisation is not charitable, you can guarantee your not-for-profit status by becoming a Community Interest Company (CIC). CICs commit their assets and profits permanently to the community by means of an "asset lock", ensuring that assets are used for the benefit of the community. CICs can have paid directors.	Certificate of incorporation
Community Benefit Society	A Community Benefit Society is owned by its members, who hold shares and control the society democratically, on a one-member one-vote basis. The society must exist primarily for the benefit of the wider community, and members may not receive preferential treatment. Profits must be used for the benefit of the community (although interest on shares can be paid to members, up to a maximum rate). A Community Benefit Society can apply for a Statutory Asset Lock, which will allow it to guarantee its non-profit status. If a Community Benefit Society has aims that are legally charitable, it can register with the Financial Conduct Authority as a Charitable Community Benefit Society. This allows the organisation to call itself a charity, although it is not regulated by the Charity Commission. A Community Benefit Society is a useful structure if your community wishes to take control of an asset, such as a	FCA registration

	building. You can fund your organisation by selling "Community Shares", and run the service to benefit the wider community. A Community Benefit Society is incorporated and can have paid directors.	
Cooperative Society	A Cooperative Society is a similar structure to a Community Benefit Society, but its main purpose is to provide services to its members rather than the wider community. Cooperative Societies must be based on the co-operative values of self-help, self-responsibility, democracy, equality, equity, and solidarity. In general, membership to a Cooperative Society is open to people who use the services provided by the society, or work for the society, and profits may be distributed to members providing this is not the primary purpose of the organisation. A Cooperative Society cannot be charitable because its beneficiaries are its own members, rather than the public. A Cooperative Society is incorporated and can have paid directors.	FCA registration
Company limited by guarantee	A company limited by guarantee is a type of company which does not distribute income to shareholders. This means it can be not-for-profit, if all surplus income is reinvested back into the organisation. A company is incorporated, and has voting members. It is controlled by a group of directors, who can be paid or unpaid.	FCA registration and organisations constitution showing not-for-profit aims.
Schools		DfE number
Not-for-profit Community or Voluntary Groups which are not charities or companies.	An unincorporated association can be a charity, but it does not have to be. Many unincorporated associations primarily benefit their own members, and are therefore not considered to be charitable and are not regulated by charity law. For an unincorporated organisation to be a charity it must have charitable aims and be run for the public benefit.	Group/Society/Club constitution.

Totnes Gardens 2019/20 plans – PUBLIC REALM IMPROVEMENTS

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

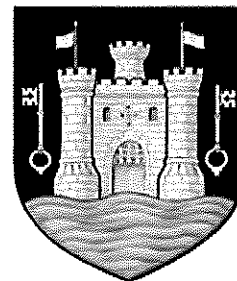
Proposed expenditure currently:

- 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.



STANDING ORDERS

TOTNES TOWN COUNCIL

Adopted May 2018

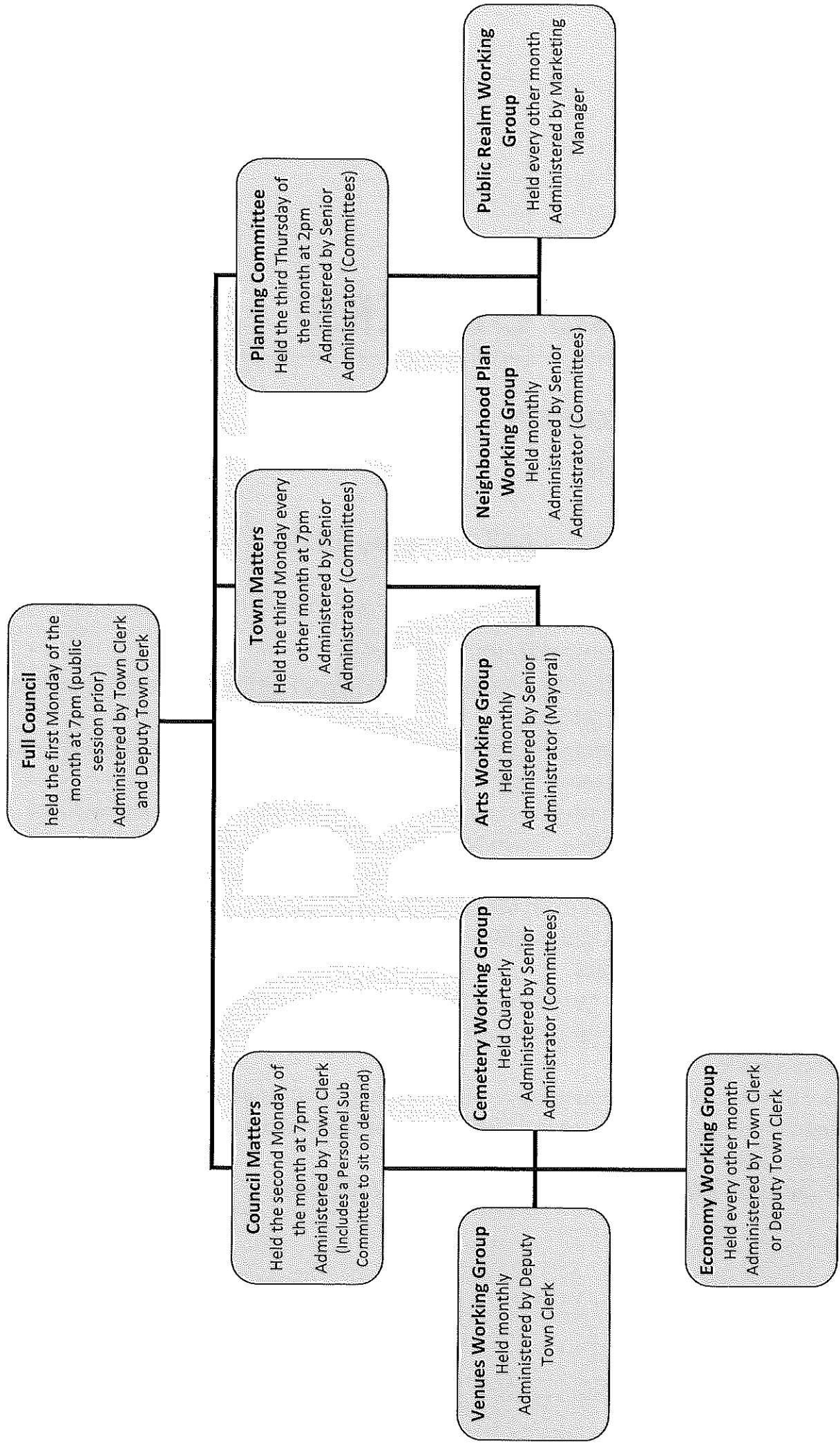
Under Review

Scheduled for Full Council 13th May 2019

General suggested amendments received:

1. Public participation for 30 minutes prior to every Full Council meeting before it starts in an informal setting.
2. Quorum for all meetings – Full Council and committees suggested as no less than a third (legal minimum is 3).
3. Town Matters committee to cover community issues and Planning split out into a separate committee. Town Matters to be held 2 monthly. Planning to be held monthly (mid-month) with any urgent items to come before Full Council.
4. Council Matters will remain covering Finances, general operation updates and staffing policies. A sub-committee of this committee will be set up for sensitive staffing matters
5. 6 Working Groups – Cemetery, Venues, Arts, Public Realm, Economy and Neighbourhood Plan. Need to consider the remit for these groups and they are non-decision making.
6. Formalisation of a Council Overview Group (previously Mayors and Chairs) held monthly consisting of the Clerk, Chair of the Council and Chairs of Committee.
7. All Councillors will adhere to the 7 Nolan Principles.

STRUCTURE



MEETING DATES START OF 2019 – DRAFT ONLY

Meeting	Date	Location
Full Council	Monday 13 th May at 7pm	The Guildhall
Mayoral Choosing/AGM	Thursday 16 th May during the day	The Guildhall
Council Matters	Monday 20 th May at 7pm	The Guildhall
Council Overview Group	Monday 20 th May at 2pm	Guildhall Offices
Planning Committee	Thursday 23 rd May at 2pm	The Guildhall
Annual Town Meeting	Thursday 23 rd May at 6.30pm	The Civic Hall
Town Matters	Tuesday 28 th May at 7pm (Monday is a B/H)	The Guildhall
Neighbourhood Plan Working Group	TBC	The Guildhall
Full Council	Monday 3 rd June at 7pm	The Guildhall
Arts Working Group	Tuesday 4 th June at 1pm	Guildhall Offices
Venues Working Group	Thursday 6 th June at 1pm	Guildhall Offices
Council Overview Group	Monday 10 th June at 2pm	Guildhall Offices
Council Matters	Monday 10 th June at 7pm	The Guildhall
Economy Working Group	Tuesday 11 th June at 1pm	Guildhall Offices
Public Realm Working Group	Wednesday 12 th June at 10am	Guildhall Offices/On site
Planning Committee	Thursday 20 th June at 2pm	The Guildhall
Neighbourhood Plan Working Group	TBC	The Guildhall
Cemetery Working Group	TBC	Guildhall Offices/On site

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21. Requests for information
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25. Standing Orders generally
26. Committee Terms of Reference
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Text in bold is required by statute

1. Meetings

- a) Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b) The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c) Councillors are expected to attend meetings.
- d) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e) Members of the public may make representations, raise questions, give evidence during a 30 minute open and informal session prior to Full Council.
- f) Any items raised by members of the public that require a decision will be referred by the Chair to the relevant committee for consideration by the usual committee process. Questions requiring a factual answer may be answered by the Chair or be referred by the Chair to the Clerk or a relevant Councillor.
- g) Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted for non-confidential items.
- h) The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- i) Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by the Chair of the Council may in their absence be done by the Deputy Chair.
- j) The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy Chair, if present, shall preside. If both the Chair and the Deputy Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- k) All questions at a meeting shall be decided by a majority of the Councillors present and by voting thereon.
- n) The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.
- l) Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.
- m) The minutes of a meeting shall record the names of the Councillors present or if late time of arrival or leaving prior to the end.
- n) The code of conduct adopted by the Council shall apply to Councillors in respect of the entire meeting (Appendix A).
- o) An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at the meeting shall be recorded in the minutes.
- p) A Councillor with voting rights who has a disclosable pecuniary interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.
- q) No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are

present and in no case shall the quorum of a meeting be less than three.

r) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.

2. Ordinary Council meetings

a) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.

b) In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.

c) If no other time is fixed, the annual meeting of the Council shall take place at 7.00pm.

d) In addition to the annual Town Council meeting of the Council, at least three other ordinary meetings shall be held on such dates and times as the Council directs.

e) The election of the Chair and Deputy Chair of the Council shall be the first business completed at the annual meeting of the Council.

f) The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.

g) The Deputy Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

h) In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.

i) In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.

j) Following the election of the Chair of the Council and Deputy Chair of the Council at the annual meeting of the Council, the order of business shall be as follows:

i. In an election year, delivery by Councillors of their declarations of acceptance of office forms and to grant permission for absent Councillors to sign their declarations in the presence of the Clerk outside of the Annual Meeting.

ii. In a non-election year, delivery by the Chair of their acceptance of office form.

i. Review delegation arrangements to committees and sub-committees and make appointments where appropriate;

v. Review terms of reference for committees;

vi. Appointment of members to existing committees;

vii. Approve the Council's Standing Orders;

viii. Set the dates, times and place of ordinary meetings of the Council and any committees and sub-committees agreed for the year ahead.

3. Extraordinary meetings of the Council

a) The Chair of the Council may convene an extraordinary meeting of the Council at any time.

b) If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

4. Committees, sub-committees and working groups

- a) The Council may appoint standing committees and sub-committees at any meeting.
- b) Terms of reference, membership and Chair of any committee or sub-committee shall be approved by Council and form part of the Standing Orders
- c) The Council will determine whether the public may participate at a meeting of the committee or sub-committee.
- d) The Council may dissolve a committee or sub-committee at any meeting.
- e) The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.
- f) Subject to Standing Order 4 (e) above, the Council, any committee or sub-committee may appoint working parties and/or open public forum groups comprised solely of Councillors, or of both Councillors and non-Councillors or entirely of non-Councillors.

5. Motions

- a) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least three clear working days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- b) If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting, or the Councillors that have convened the meeting, to consider whether the motion shall be included or rejected.
- c) Subject to Standing Order above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- f) The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to appoint a person to preside at a meeting;
 - ii. to approve the absences of Councillors;
 - iii. to approve the accuracy of the minutes of the previous meeting;
 - iv. to dispose of any business remaining from the last meeting;
 - v. to alter the order of business on the agenda;
 - vi. to proceed to the next business on the agenda;
 - vii. to close or adjourn debate;
 - viii. to move to a vote;
 - ix. to defer consideration of a motion;
 - x. to require a written report;
 - xi. to extend the time limits for speaking;
 - xii. to exclude the press and public for all or part of a meeting;
 - xiii. to silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend any Standing Order except those which are mandatory by law;**
 - xvi. to appoint representatives to outside bodies and to make arrangements for those representatives to report back;
 - xvii. to adjourn the meeting;
 - xviii. to close a meeting.

6. Rules of debate at meetings

- a) A motion shall not be considered unless it has been proposed and seconded.
- b) Motions must be clear and concise.
- c) The Chair shall decide the order in which amendments are considered and dealt with.
- d) Only one amendment shall be moved at a time.
- e) The mover of a motion or the mover of an amendment shall have the right of reply.
- f) During the debate of a motion, a Councillor may interrupt only on a point of order or if the Chair asks for an explanation. The Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or identify any irregularity.
- g) A point of order shall be decided by the Chair and their decision shall be final.
- h) The Chair shall be satisfied that a motion has been sufficiently debated before it is put to a vote.
- i) When a motion is under debate no other motion shall be moved except:
 - i. To amend the motion;
 - ii. To proceed to the next business;
 - iii. To adjourn the debate;
 - iv. To put the motion to a vote;
 - v. To ask a person to be silent or for them to leave the meeting;
 - vi. To exclude the public and press;
 - vii. To adjourn the meeting;
 - viii. To suspend any Standing Order, except those which are mandatory.

7. Code of Conduct

- a) All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council on November 6th 2017 (Appendix A). All Councillors will adhere to the 7 Nolan Principles as outlined under section 29.

EXPLANATION OF PECUNIARY INTEREST TAKEN FROM CODE OF CONDUCT

Disclosable Pecuniary Interests

7. *The interests you must register are:*

7.1 *Those disclosable pecuniary interests defined by the Regulations, namely:*

(a) Employment - any employment, office, trade, profession or vocation carried on for profit or gain by you or a relevant person;

(b) Sponsorship - any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a Member, or towards your expenses, including any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992;

(c) Contracts - any contract which is made between you or, so far as you are aware, a relevant person (as defined at Paragraph 2 above) (or a body in which the relevant person has a beneficial interest) and the Council:

- (1) under which goods or services are to be provided or works are to be executed; and*
- (2) which has not been fully discharged*

(d) Land - any beneficial interest in land held by you, or so far as you are aware, a relevant person, which is within the area of the Council;

(e) Licence - any licence (alone or jointly with others) to occupy land held by you, or so far as you are aware, a relevant person in the area of the Council which will last for a month or longer

(f) Corporate Tenancies -any tenancy where (to your knowledge):

(1) the landlord is the Council; and

(2) the tenant is a body in which you or, so far as you are aware, a relevant person has a beneficial interest.

(g) Securities - any beneficial interest that you or, so far as you are aware, a relevant person has in securities of a body where:

(1) that body (to your knowledge) has a place of business or land in the area of the Council and

(2) either:

(a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

b) Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c) Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e) A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

f) A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

h) A dispensation may be granted in accordance with Standing Order 7(e) above if having regard to all relevant circumstances the following applies:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

8. Disorderly Conduct

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b) If, in the opinion of the Chair, there has been a breach of Standing Order 8 (a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forth with and without discussion.
- c) If a resolution made in accordance with Standing Order 8(b) is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or they may adjourn the meeting.

9. Minutes

- a) Minutes, including any amendment to correct their accuracy shall be confirmed by resolution at the subsequent Council meeting.
- b) A motion to correct an inaccuracy can be moved and agreed amendments shall be made to the final minutes.

10. Voting on appointments

- a) Where two or more persons have been nominated for a position by the Council and none of those persons has an absolute majority of votes in their favour, the person having the least number of votes shall be struck off the list and a fresh vote taken.
- b) This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

11. Previous resolutions

- a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 Councillors to be given to the Proper Officer.
- b) When a motion moved pursuant to Standing Order 11(a) above has been disposed of, no similar motion may be moved within a further six months.

12. Handling confidential or sensitive information

- a) Councillors and staff should not disclose confidential information.

13. Proper Officer

- a) The Council shall appoint a Proper Officer who shall be the Town Clerk and a Deputy Town Clerk who will undertake the work of the Proper Officer when the Proper Officer is absent.
- b) The Proper Officer shall:
 - i. give public notice of the time, date, venue and agenda at least three working clear days before a meeting of the Council or a meeting of a committee or subcommittee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);
 - ii. send to Councillors the date, time, venue and agenda of the meetings of the Council at least three clear days before the meeting by email;
 - iii. convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - iv. attend Council meetings OR delegate to the Deputy Clerk;
 - v. make the minutes of meetings available for inspection by the public;
 - vi. receive and retain copies of byelaws made by other local authorities;
 - vii. receive and retain declarations of acceptance of office forms from Councillors;
 - viii. process all requests made under the Freedom of Information Act 2000 and General Data Protection Regulation;

- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
- xi. arrange for legal deeds to be executed;
- xii. arrange authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
- xiv. have overall managerial responsibility for the organisation, including staff;
- xv. implement the decisions of the Council via delegated authority;
- xvi. provide objective, professional advice on all matters.

14. Financial Matters

The Council shall appoint the Proper Officer to be the Responsible Financial Officer. The Deputy Town Clerk shall undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the Council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually; and
- iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments.

b) Financial regulations shall be reviewed regularly and at least every 2 years for fitness of purpose (Appendix B).

15. Financial controls and procurement

a) Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 15(b) below.

b) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised on the Town Council website and Facebook page and must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

c) The Council or committees are not bound to accept the lowest value tender.

16. Accounts and accounting statements

a) "Proper practices" in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).

- b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. The Council Matters Committee with a statement summarising the Council's receipts and payments for the last year to date for information; and
 - ii. to the Full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e) The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March.
- f) The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

17. Annual budget and precept

- a) At least one community participatory budget event will take place prior to the annual budget setting by the Council.
- b) **The Council shall approve a budget for the coming financial year before the end of January** and instruct the Responsible Financial Officer to submit the precept demand to the District Council.

18. Execution and sealing of legal deeds

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) Subject to standing order 18(a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

19. Allegations of Breaches of the Code of Conduct

- a) On receipt of an alleged breach of the code of conduct by a Councillor, the Proper Officer shall report this to the Council.
- b) Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council and they shall nominate another staff member to assume the duties of the Proper Officer set out in the remainder of this Standing Order.
- c) The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint as required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d) Upon notification by the District Council that a Councillor has breached the Council's code of conduct, the Council shall consider what, if any, action to take. Such action excludes disqualification or suspension from office.

20. Handling staff matters

- a) A matter personal to a member of staff that is being considered by a meeting of Council OR the Council Matters Committee is subject to Standing Order 12 above.
- b) In relation to matters of staff absence and sickness all staff will confirm to the Absence Management Policy adopted in April 2019. In the case of the Town Clerk (Proper Officer) being absent the Chair of the Council Matters Committee and a Councillor of the Proper Officers preference will undertake the management role and report back to the Council Matters Personnel Sub Committee.
- c) The Chair of the Council Matters Committee and a Councillor of the Proper Officers preference shall conduct a review of the performance and annual appraisal of the work of the Proper Officer. The appraisal will be written up and reported to the Council

Matters Personnel Sub Committee.

- d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chair of the Council or in their absence, the Deputy Chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by the Council Matters Committee.
- e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chair or Deputy Chair of the Town Council, this shall be communicated to another member of the Council Matters Committee which shall be reported back and progressed by resolution of the Council Matters committee OR the Town Council.
- f) Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g) The Council shall keep all written records relating to employees secure.
- h) Only persons with line management responsibilities shall have access to staff records referred to in Standing Orders 19(f) and (g) above if so justified.
- i) Access and means of access to records of employment referred to in Standing Orders 20(f) and (g) above shall be provided only to the Clerk and the Chair of the Council.

21. Requests for information

- a) Councillors and staff must comply with the new General Data Protection Regulations (GDPR) effective from 25th May 2018. The Deputy Town Clerk is the appointed Data Protection Officer for the Town Council.
- b) Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000, the Data Protection Act 1998 to be superseded by the GDPR.
- c) Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Council. The Town Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000. An admin fee may be applicable for these requests depending on the complexity, at the discretion of the Town Clerk.

22. Restrictions on Councillor activities

- a) Unless authorised by a resolution, no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

23. Standing Orders generally

- a) All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 Councillors to be given to the Proper Officer in accordance with Standing Order 9 above.
- c) The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible after they have delivered their acceptance of office form.
- d) The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.

24. Committee Terms of Reference

24.1 Council Matters Committee

1. Authority

The Council Matters Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies. Meetings of the Council Matters Committee will be held monthly.

A Personnel Sub-Committee will be formed, consisting of the Chair and 3/4 other elected members of the standing committee and will meet only when needed. For example; staffing appeals committee or for a complex staffing restructure. The quorum of this committee will be a third of the agreed membership.

2. Membership

The Committee will consist of no fewer than 8 elected Town Councillors and a maximum of 10, and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The *quorum* will be a minimum of a third of the elected committee membership.

3. Responsibilities

The Council Matters Committee will act as the Scrutiny Committee of the Council, monitoring the operational, civic, administrative, staffing and financial responsibilities as well as the assets of the Council. The day to day management of Council matters rests with the Town Clerk. The Council Matters Committee will be responsible for initiating, developing and monitoring any policies required for the Town Council to carry out its functions.

The Committee will be responsible for all staff appointments; annual appraisal; training and development; the setting of staff salaries, hours of work and all matters relating to their individual contracts; sickness and staff welfare issues; and grievance and disciplinary matters.

The Committee must ensure that matters relating to the personal matters of staff are not published and that all staff records are held securely.

4. Operating Principles

The Council Matters Committee will meet monthly to accept reports, raise issues and act as a conduit to the Full Council on all of its responsibilities.

The Committee will be able to recommend the creation of subcommittees which need to be constituted to aid the work of the Committee. Membership of the subcommittee would come from the membership of the Council Matters Committee. However, it is envisaged that most work will be done by the Committee itself, as it is from the Committee that recommendations to Full Council need to emerge.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Council Matters Committee may also recommend establishing Working Groups to undertake specific tasks within the responsibilities of the Committee (or across committee responsibilities) as defined within Standing Orders. Working groups are constituted with fixed terms of reference, and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Council Matters Committee and members of the public, and their membership will be agreed at Full Council. They may be a task and finish group, or have a broader remit e.g. cemetery.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be a third of the agreed membership.

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

5. Delegated Powers

The Council Matters Committee may approve the income and expenditure of the Council on behalf of the Council, within the remit of existing agreed Town Council financial regulations.

The Council Matters Committee has delegated powers to act on behalf of the Council in all matters relating to staff appraisals, staff appointments, staff grievances, the setting of staff salary scales and staff training.

6. Records of Proceedings

Written minutes will be taken to record the Committee's deliberations and decisions. They will be received at the next Full Council meeting, formally adopted and any matters arising would be brought up at the next Council Matters Committee meeting.

The minutes of any subcommittee will be included into the Council Matters Committee minutes to inform Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Council Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

Minutes of committees and Full Council will be agreed and signed at the following Full Council meeting.

7. Administrative Support

The Town Clerk will be or will nominate an officer to be responsible for the support and administrative duties of that Committee.

24.2 Town Matters Committee

1. Authority

The Town Matters Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies.

Meetings of the Town Matters Committee will be held every 2 months on a set date.

2. Membership

The Committee will consist of no fewer than 8 elected Town Councillors, and a maximum of 10 and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the Committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The *quorum* will be a minimum of a third of the elected committee membership.

3. Remit

The Town Matters Committee will consider on behalf of the Town Council any matters, including the physical nature of the town, and anything concerning the quality of life of people who live, work in or visit the town. This will include:

- The welfare of the elderly and vulnerable.
- Enrichment for children and young people
- Provision of social, leisure, sporting and recreational facilities.
- Provision of adult education, cultural and library services.
- Employment Strategy.
- Tourism Development.
- Crime and anti-social behaviour.

n.b. Where these areas overlap with services provided by the Town Council e.g. Totnes Information Point or the Civic Hall, the Council Matters Committee will deal with the issue.

4. Operating Principles

The Town Matters Committee will meet every month to consider any significant issues in relation to its remit. The Town Matters Committee may consider any matter referred to it by a member of the public. The Committee will work in partnership with relevant organisations in the town and where necessary will seek to provide leadership or coordination for the activities of individuals or

organisations involved in quality of life issues. In issues in conjunction with outside groups and with a Council mandate it can act in an advocacy capacity to support specific issues.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the Committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Town Matters Committee will also be able to recommend the creation of Working Groups to undertake specific tasks within the responsibility of the Committee (or across Committee responsibilities) as defined within Standing Orders. Working groups are constituted with fixed terms of reference and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Committee and members of the public, and their membership will be agreed at Full Council.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be 50% of the membership and in no case less than 3.

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may, during the Committee meeting suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

5. Delegated Powers

The Committee does not have delegated authority, and will be expected to make recommendations to Full Council for consideration.

6. Records of Proceedings

Written minutes will be taken to record the Committee's deliberations and decisions, will be received at the next Full Council meeting, formally adopted and any matters arising would be brought up at the next Town Matters Committee meeting.

The minutes of any subcommittee will be included into the Town Matters Committee minutes to inform Full Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Town Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

7. Administrative Support

The Senior Administrator (Committees) be responsible for the support and administrative duties of that Committee.

24.3 Planning Committee

1. Authority

The Planning Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies.

Meetings of the Planning Committee will be held every month, mid month to allow any urgent planning applications to be considered by Full Council.

2. Membership

The Committee will consist of no fewer than 8 elected Town Councillors, and a maximum of 10 and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the Committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The *quorum* will be a minimum of a third of the elected committee membership.

3. Remit

The Planning Committee will consider on behalf of the Town Council any matters, including the physical nature of the town, and anything concerning the quality of life of people who live, work in or visit the town. This will include:

- Lead responsibility for the development of the Neighbourhood Plan, with appropriate input to the NP Working Group (please note any financial matters in relation to the Neighbourhood Plan needs to be considered by the Council Matters Committee).
- Planning applications, tree orders etc

- Traffic and Transport.
- Public Realm and Open Space (where these areas concern assets and services specifically provided by the Town Council e.g. the cemetery or the Town Council controlled allotments, the Council Matters committee will deal with the issue).
- Housing.

n.b. Where these areas overlap with services provided by the Town Council e.g. Totnes Information Point or the Civic Hall, the Council Matters Committee will deal with the issue.

4. Operating Principles

The Planning Committee will meet every month to consider any significant issues in relation to its remit e.g. planning. The Planning Committee will consider all but only matters referred to it by the Full Council by letter evidence. The Planning Committee may consider any matter referred to it by a member of the public. The Committee will work in partnership with relevant organisations in the town and where necessary will seek to provide leadership or coordination for the activities of individuals or organisations involved in quality of life issues. In issues in conjunction with outside groups and with a Council mandate it can act in an advocacy capacity to support specific issues.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the Committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Planning Committee will also be able to recommend the creation of Working Groups to undertake specific tasks within the responsibility of the Committee (or across Committee responsibilities) as defined within Standing Orders. Working groups are constituted with fixed terms of reference and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Committee and members of the public, and their membership will be agreed at Full Council.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be one third of the agreed membership and in no case less than 3.

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may, during the Committee meeting suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

5. Delegated Powers

The Planning Committee has full delegated powers to make a Council decision regarding representations to South Hams District Council or other appropriate bodies on all planning applications in the town re Standing Orders, unless the Committee decides, following Council guidelines, that the application should be passed to Full Council due to its size, controversial nature or potential effect on local people.

The Committee may also comment on behalf of the Town Council on licenses or street naming if requested to do so.

On all other aspects of its activity, the Committee does not have delegated authority, and will be expected to make recommendations to Full Council for consideration.

6. Records of Proceedings

Written minutes will be taken to record the Committee's deliberations and decisions, will be received at the next Full Council meeting, formally adopted and any matters arising would be brought up at the next Planning Committee meeting.

The minutes of any subcommittee will be included into the Planning Committee minutes to inform Full Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Town Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

7. Administrative Support

The Senior Administrator (Committees) be responsible for the support and administrative duties of that Committee.

25. Terms of Reference for Link Councillors

1. Link Councillors

The Town Council seeks to appoint Link Councillors annually. It is open to any Councillor to put themselves forward to be elected to a link Councillor role or to propose new areas of interest. The areas currently are:

- Business and Employment
- Cultural Links
- Elderly and Vulnerable People
- Young People/Youth
- Heritage
- Arts
- Open Space
- Traffic and Transport
- Environment and Sustainability
- Open Space, Sports Provision and Leisure
- Disability
- Network of Wellbeing
- Police and Crime Commissioner Advocate
- Totnes Hospital League of Friends
- TADPOOL
- Totnes Allotments Association
- Vire Twinning Association
- Totnes Municipal Charities and Totnes Bounds Charity
- Parish Paths Partnership
- River Dart Non-Beneficiaries Group
- DALC County Committee
- DALC Larger Councils Committee
- Caring Town
- Bridgetown Alive
- Police and Crime Commissioner
- Totnes Fairtrade

Links on outside bodies

- Daisy and Rainbow Childcare
- Totnes Traffic & Transport Forum
- KEVICC Foundation Governors
- Totnes Chamber of Commerce

2. Aims

The Town Council created these roles in order to provide nominated Councillors who can:

- a) develop particular knowledge about each key area;
- b) liaise with groups in the town with relevant interests to be aware of current issues and activity;
- c) take up particular cases for individuals with an issue in their remit;
- d) develop relationships with relevant service providers;
- e) take information and views from the Town Council back to the groups;
- f) take matters for consideration back to Full Council via a motion or report.

26. Terms of Reference for Advisory Bodies (Forums)

There is currently one group operating as advisory bodies to the Town Council. This is:

- The Traffic and Transport Forum

Each forum has developed its own Terms of Reference which indicate why it exists and how it wishes to operate. These Terms of Reference do not wish to cut across those stated aims, and are written solely to clarify the nature of the relationship with the Town Council, to whom each acts as an advisory body only.

1. The Town Council will nominate at least one Councillor to act as a link point with each forum.
2. The Council will seek the views of its advisory bodies on all matter of relevance to them.
3. Where an issue needs further consideration, the Town Council could request consideration of the issue by the forum. Or the Council could set up a working group, asking the forum if they would nominate members to join with the Council on the working group to consider the relevant issues.
4. It must be noted that ultimately responsibility lies with Councillors, and they may not always choose to take the advice of the forum.
5. The Town Council values the forum members. It will encourage people from across the town to join the Forum, as the recognised place for members of the community to air their detailed concerns and become involved on matters of relevance to the forum. In return it expects the Forums to:
 - Regularly promote their meetings and seek to encourage individuals and community groups to join them, in order to make them as representative as possible.
 - achieve transparency and openness by holding open meetings, publicising the agenda and reporting on their activity.
 - recognise the right of any individual or organisation to operate unilaterally, respecting everyone's opinions.

27 Terms of Reference for the Mayor and Deputy Mayor

The Mayor should provide a visible and strong presence in the town representing the Town and the Council. The Mayor should act within their role as a way for the Town Council to engage with the community as agreed by the Council and set out within Town Council policies and procedures. They act as an independent advocate for both Totnes and the Council on all occasions both within and outside of the Town.

The Mayor's role in all Civic events is to act as the senior public face of the Town/Council, representing its continuity and heritage and using the dress and regalia of the Town Mayor when appropriate. They are expected to attend events.

In undertaking the role of community leader the Mayor should help to develop partnerships with all sectors of the community for the benefit of Totnes. In achieving this they will reflect policies and recommendations of the Council in an independent manner, to further the interests of Totnes.

As Chair of the Council the Mayor fulfils both the statutory responsibilities of the Chair of the Council and the specific responsibilities of the role as directed by the Council within its Standing Orders. Their principal role is to preside at meetings of the Town Council:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;
- h) To ascertain the sense of the meeting by:
 - putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - declaring the result; and
 - causing a ballot to be taken if duly demanded.
- i) To approve the draft of the minutes or other record of proceedings (with the consent of the meeting);
- k) To adjourn the meeting when circumstances justify or require that course; and
- l) To declare the meeting closed when its business has been completed.

Additionally, together with the Committee Chairs, all Councillors and the Town Clerk, the Mayor through the Council committee meetings who report to Full Council, will oversee the effective management of all the resources of the Town Council, to deliver services to achieve the greatest benefit for the residents and businesses, including support for health and wellbeing, infrastructure, heritage and the economy of the town.

In undertaking the role of the Mayor they will receive support in their Civic role and in communications by the Mayor's PA. In their statutory and non-civic role, the Mayor will be supported by the Clerk.

The policy in relation to Mayoral expenditure is attached as Appendix D.

28 Council Strategy Group

The Council Strategy Group (previously Mayors and Chairs) will consist of the Clerk, Chair of the Council, Chair of Town Matters, Chair of Council Matters and Chair of Planning.

The group will meet on the 2nd Monday of the month at 2pm in the Guildhall Offices. These meetings are not open to the public.

The quorum for this group will be half of the agreed membership and in no case less than 3.

This is an informal meeting to discuss current and upcoming issues within and impacting the Town Council and to review agenda items for consideration. This group is advisory only and does not have delegated authority to make decisions.

29 Nolan Principles

All Councillors will adhere to the 7 principles of public life:

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.