



**AGENDA FOR THE COUNCIL MATTERS COMMITTEE  
MONDAY 20<sup>TH</sup> MAY 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 20<sup>th</sup> May 2019 at 7pm** for the purpose of transacting the following business:

No	Subject		Time
1	To receive apologies and to confirm that any absence has the approval of the Council.		2 minutes
2	To elect a Deputy Chair (if required)		2 minutes
3	To elect a personnel sub-committee of the Chair and 3 others to deal with complex staffing matters should they arise		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>			
4	To discuss any matters arising from the minutes of: a) Council Matters 8 <sup>th</sup> April and 1 <sup>st</sup> May 2019 - (already agreed through Full Council)	Enclosure	5 minutes
5	To note the 2018/19 year end figures	Enclosure	5 minutes
6	To note the end of year timeline 14/5/19 Internal Audit 3/6/19 Approval of AGAR and Audit report at Full Council meeting 4/6/19 Publish notice of public rights of inspection of AGAR Submit approved AGAR to External Auditors 5/6/19 First day of period of public rights of inspection of AGAR 1/7/19 Deadline for submission of approved AGAR to External Auditors 16/7/19 Last day of period of public rights of inspection of AGAR		5 minutes
7	To consider the current year's budget allocations, budget monitor, balances and forecast	Enclosure	10 minutes
8	To receive an update on the Neighbourhood Plan (standing item).	Town Clerk	5 minutes
9	To consider a Vexatious Complaints Policy	To follow	10 minutes
10	To consider the reviewed Financial Risk Assessment	Enclosure	10 minutes
11	To review the Pay Policy	Enclosure	10 minutes
12	To review the Recruitment and Retention Policy	Enclosure	5 minutes
13	To note the latest statement for the Public Works Loan Board	Enclosure	5 minutes
14	To note the Guildhall Fire Evacuation Procedures	Enclosure	5 minutes
15	To note the date of the next meeting: <b>Monday 10<sup>th</sup> June at 7pm in The Guildhall.</b>		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>			
16	To note the current staffing budget forecast	Enclosure	10 minutes
17	To receive a brief staffing update	Town Clerk	5 minutes
18	To consider a request for an award of Freeman/person of the town and investigating a new Citizens/Community Award annually	Enclosure	10 minutes
19	To note the reviewed Appraisal Policy and update	Enclosure	10 minutes

**Future meetings agenda items:**

- Update Statement of Internal Control
- Review Financial Regulations
- Signage audit and Public Realm projects
- To review the Pensions Discretions Policy
- To review the Councillor Allowances Policy
- 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 – Capability, Disciplinary, Equal Opportunities, Dignity at Work
- To review the Staff handbook
- To note sick leave and overtime balances
- To consider asset remedial works
- To receive an update on the Market Square project

- To consider terms of reference for the IT contractor
- To consider grant applications for the Community Fund – July 2019
- To review the Grievance and Complaints policies
- To review the Communications and Social Media Policy
- To review the financial contribution to SHDC for free public toilet provision

**Members – quorum is 3 members (1/3 of elected)**

- Cllr E Price(Chair)
- Cllr M Adams
- Cllr R Adams
- Cllr C Allford
- Cllr J Hodgson
- Cllr P Paine
- Cllr A Simms
- Cllr B Piper

Catherine Marlton

Town Clerk

