** MINUTES FOR THE COUNCIL MATTERS COMMITTEE**

**MONDAY 10th JUNE 2019 AT THE GUILDHALL TOTNES**

Present: Cllr E Price (Chair), Cllr C Allford, Cllr P Paine, Cllr B Piper

Apologies: Cllr M Adams, Cllr J Hodgson

Not present: Cllr Simms

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 Committee. | The apologies were AGREED. |
| *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. | | |
| *The Committee will convene to consider the following items:* | | |
| 2 | To discuss any matters arising from the minutes of:  Council Matters 20th May 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**.** Councillors felt a projected overspend at the end of 2019/20 was reasonable given the healthy level of reserves and the previous two years underspend. |
| 4 | To receive an update on the Neighbourhood Plan (standing item). | The update was noted. The proposed budget was discussed and it was **AGREED** under delegated authority to proceed with engaging professional planning support. |
| 5 | To consider any actions from the Arts Working Group on Tuesday 4th June 2019 | It was considered appropriate that the £10,000 Arts budget should be used to provide a series of events around the Christmas period. It was **AGREED** under delegated authority to proceed with an Events Manager advertisement for the Christmas Festival events as outline in part 2 papers. A further discussion would be needed through Full Council on the overall financial liabilities. |
| 6 | To consider any actions from the Council Venues Working Group on Thursday 7th June 2019 | It was **AGREED** that all the actions being progressed through the Venues Working Group were very positive. Expenditure for Civic Hall Buildings Maintenance may overspend in the coming year but the works are essential for the effective function of the facility. The Town Clerk was asked to proceed as outlined in the notes of the Working Group under her delegated authority. |
| 7 | To consider how to cover the Guildhall to ensure consistent opening | It was **AGREED** to offer some paid hours to an existing casual worker to fill the vacant slots. It was felt important to include some kind of supervisory role for 2020 onwards through the budget setting process. |
| 8 | To consider a request for the use of the Town Crest | The request was **AGREED** as the event lined up with the Town Council’s declaration of a Climate Emergency. |
| 9 | To note the date of upcoming Working Groups   * Tuesday 11th June at 2pm – Economy Working Group * Wednesday 12th June at 10am – Public Realm Working Group * Thursday 27th June at 6.30pm – Neighbourhood Plan Working Group * Thursday 27th June 10.30am (TBC) – Cemetery Working Group | Noted. |
| *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.* | | |
| 10 | To consider a confidential staffing update and proposals in relation to:  a) Tourist Information Assistant  b) Civic Hall Administrator  c) Events Coordinator/Manager | Staffing proposals to cover relocation and maternity cover for existing employees were discussed and **AGREED** as outlined in the attached documents. The freelance Event Manager role was **AGREED** as per the discussion earlier on the agenda. |
| 11 | To consider quotes for Council Insurances (commercially sensitive) | It was **AGREED** to go ahead with a 1 year insurance contract with the cyber protection, rather than a 3 year contract. |
| 12 | Date of the next meeting – Monday 8th July 2019 at 7pm in the Guildhall | Noted. |

**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
* *VACANCY*
* Cllr C Allford
* Cllr J Hodgson
* Cllr P Paine
* Cllr A Simms
* Cllr B Piper

Catherine Marlton

**APPENDIX 4 - BUDGET PROPOSAL – NEIGHBOURHOOD PLAN 2019/20**

Discussed at NP Working Group Monday 3rd June 2019

* The Chair was AGREED as Cllr Luker and the Deputy was AGREED as Cllr Allford.
* To RECOMMEND to Council Matters Committee that funding is approved to engage Lee Bray and Steve Munday to provide professional planning support, to undertake work packages 3 and 5 as outlined in their informal agreement note.
* It was AGREED that the revised plan should make reference to the Climate Emergency declared by TTC. Also need to check that renewable energy for new builds is included. (Look at the Frome NP for how they have cross-referenced such themes)
* .It was AGREED that subject to approval of Council Matters, that Cllrs would like to meet with Lee Bray and Steve Munday as soon as possible to understand more of what their drafting work will entail and to see how the WG can assist. Note - Lee and Steve have been emailed to see if they are available on the afternoons of 17 and 18 June. Mairead will email out to all Cllrs to confirm arrangements when a reply is received.
* It was AGREED that the Transport section will be discussed at the next WG.
* It was AGREED that the date and agenda for the next meeting should be copied to the Clerks of adjoining parishes (Dartington, Berry Pomeroy, Harberton, Ashprington) so that they are aware of the latest position.
* The next meeting will be held on Thursday 27th June at 6.30pm - the Administrator will put the details on the TTC and Totnes Neighbourhood Plan websites, and TTC and TNP Facebook pages.

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| -13088 | Original budget allocation |
| 1950 | from 1st April 2019 months funding for internal admin support of 5 hours a week for 6 months |
| **9000** | **Professional Planning Policy Support** |
| 500 | Final design and layout works |
| 1000 | Printing |
| 1000 | Consultation events and promotion |
| 900 | Emergency contingency funds |
| **1262** | **OVERSPEND PROJECTED** |