**DRAFT MINUTES FOR THE COUNCIL MATTERS COMMITTEE**

**MONDAY 8th JULY 2019 AT THE GUILDHALL TOTNES**

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

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. | None. |
| *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. – No members of the public present. |
| *The Committee will convene to consider the following items:* |
| 2 | To discuss any matters arising from the minutes of:Council Matters 10th June 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 of £81,047 was reasonable given the healthy level of reserves and the previous two years underspend. The Clerk explained that the projected overspend was likely to be a ‘worst case’ scenario and savings should be made over the course of the year. |
| 4 | To receive an update on the Neighbourhood Plan (standing item). | The update was noted.  |
| 5 | To consider Grant Applications to the Community Grants Scheme under delegated authority - £6,000 available for allocation | The following allocations were **AGREED** under delegated authority:

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| **Organisation** | **Amount Awarded** |
| Transition Town Totnes | £1,000 |
| Leechwell Garden Association | £1,000 |
| Totnes Library Writers Group | £200 |
| Totnes Elizabethan Society | £300 |
| Jamming Station | £800 |
| Transition Homes Community Land Trust  | £1,000 |
| Totnes Caring | £700 |
| Proud2Be | £500 |
| Party in the Town | £500 |

The total awarded is £6,000. Each group will be asked to invoice the Town Council for payment with receipts where appropriate.Organisations who have been successful in their application should be encouraged to use the Town Council logo on publicity materials.A further £6,000 is available in the grant fund and applications must be received by midday on 7th October 2019 for consideration by Council Matters in mid-October.Updates on the project will be asked for at the end of the financial year.  |
| 6 | To consider any actions from the Council Venues Working Group on Thursday 4th July 2019 | It was **AGREED** under delegated authority to proceed with the improvements to the scenery dock and disabled friendly improvements |
| 7 | To consider the reviewed Councillor Allowance Policy for recommendation to Full Council | It was **RECOMMENDED** to Full Council that the reviewed Councillor Allowance Policy (renamed Payments to Councillors) be adopted. |
| 8 | To review the financial contribution to SHDC for public toilets | It was **RECOMMENDED** to Full Council that the contribution to SHDC to keep the public toilets free of pay on entry should continue until the end of the 19/20 financial year at a cost of £17,600 total. Ongoing contributions should be considered as part of the community budgeting and precept planning work. |
| 9 | To ratify the appointment of a Visitor Information Assistant from 22nd July until 1st November 2019 | It was unanimously **AGREED** to ratify the appointment. |
| 10 | To consider any actions from the Cemetery Working Group on Thursday 27th June 2019 | Cllr Paine handed a list and site plan for items for improvement to the Clerk for action. It was **AGREED** to action these if they were possible within the already allocated 19/20 budget and by agreement of the Cemetery Working Group. |
| 11 | To note any update from the Economy Working Group  | The update from Cllr Price was noted. A future date would be circulated by Cllr Price in due course. |
| 12 | To agree expenditure for upcoming projects as proposed by the Public Realm Working Group. | The following allocations were **AGREED** under delegated authority:* Chicken Run - £750
* 4 picnic tables on Vire island and entering into an SLA with SHDC to maintain them - £2,000
* 4 picnic tables at Longmarsh and entering into an SLA with SHDC to maintain them - £2,000

It was noted that costs for a professional signage audit and the weeding/composting project would be taken to the next Council Matters meeting. |
| 13 | To note a delay on the Museum repair work | The update was 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.* |
| 14 | To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees). | These were reviewed and unanimously **AGREED.** |
| 15 | To consider a quote for rewiring work in the Civic Hall and to agree delegation, expenditure and actions required. | A quote and specification of £4,400 was **AGREED** under delegated authority and the Clerk was asked to expedite the remedial works to ensure hirers were able to easily access the technical equipment in the Civic Hall. |
| 16 | Date of the next meeting – Monday 9th September 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
* 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 – Guildhall, Chapel, Museum, Civic Hall, residential properties
* 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 – October 2019
* To review the Grievance and Complaints policies
* To review the Communications and Social Media Policy

**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