** AGENDA FOR THE COUNCIL MATTERS COMMITTEE**

**MONDAY 8th JULY 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 July at 7pm** for the purpose of transacting the following business:

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| **No** | **Subject** | **Comments** | **Time** |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. |  | 2 minutes |
| *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. | | | 15 minutes |
| *The Committee will convene to consider the following items:* | | | |
| 2 | To discuss any matters arising from the minutes of:  Council Matters 10th July 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). | Verbal update Town Clerk | 5 minutes |
| 5 | To consider Grant Applications to the Community Grants Scheme under delegated authority - £6,000 available for allocation | Enclosure | 30 minutes |
| 6 | To consider any actions from the Council Venues Working Group on Thursday 4th July 2019 | Tabled at the meeting | 10 minutes |
| 7 | To consider the reviewed Councillor Allowance Policy for recommendation to Full Council | Tabled at the meeting | 10 minutes |
| 8 | To review the financial contribution to SHDC for public toilets | Enclosure | 10 minutes |
| 9 | To ratify the appointment of a Visitor Information Assistant from 22nd July until 1st November 2019 | Verbal update Town Clerk | 5 minutes |
| 10 | To consider any actions from the Cemetery Working Group on Thursday 27th June 2019 | Enclosure | 5 minutes |
| 11 | To note any update from the Economy Working Group | Cllr Price | 5 minutes |
| 12 | To agree expenditure for upcoming projects as proposed by the Public Realm Working Group. | Enclosure | 5 minutes |
| 13 | To note a delay on the Museum repair work | Verbal update Town Clerk | 5 minutes |
| *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). | Enclosure | 5 minutes |
| 15 | To consider a quote for rewiring work in the Civic Hall and to agree delegation, expenditure and actions required. | Tabled at the meeting | 5 minutes |
| 16 | Date of the next meeting – Monday 9th September 2019 at 7pm | | |

**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 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 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 – late 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

**ITEM 2 – MINUTES**

**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. |

**ITEM 5 – GRANT APPLICATIONS**

Councillors please note that grant application forms and supporting information will be available to view from the Town Clerk. Community Grants Policy and application guidance will be circulated with the agenda for information. Council Matters has delegated authority to consider and agree grants twice a year, £6,000 total available for each round maximum. Any unallocated funds from the first round will be added to the post available later in the year.

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| **Name of project** | **Amount requested** |
| Transition Town Totnes Change Workshop Series | £2,000 |
| Leechwell Garden Ancient Pool Regeneration Project | £2,000 |
| Totnes Library Writers Group – Write Now! Festival | £2,000 |
| Totnes Elizabethan Society Charity and Craft Market | £300 |
| Jamming Station Sessions | £2,000 |
| Transition Homes Community  Land Trust – Housing our Future – what next? | £1949 |
| Caring Town – income maximisation for those who cannot access Citizens Advice | £1672 |
| Totnes Pride 2019 | £1400 |
| Party in the Town | TBC |

**ITEM 8 – PUBLIC TOILETS**

Does paying to keep the toilets free to enter provide best value? Should we commit to continue this support until the end of the financial tear and then stop or look at taking the toilets over on a pilot scheme? Costs are significant, should the community be asked?

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| **OPTION A** |  |  |  |
| TC continue to pay monthly to avoid Pay on Entry installation. | | | |
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| **TOTAL 19/20** | **17600** |  |  |
| **TOTAL 20/21** | **17600** |  |  |
| **OPTION A total cost over the 2 years** | **35200** |  |  |
|  |  |  |  |
| **OPTION B** |  |  |  |
| TC take over the toilets based on the model from Salcombe TC on a 2 year pilot FROM 2020 | | | |
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| **TOTAL 19/20** | **17600** |  |  |
| **2020/2021** | |  |  |
| Improvement capital costs | 10000 |  |  |
| Maintenance | 12000 |  |  |
| Electricity | 2000 |  |  |
| Water | 15000 |  |  |
| Consumables | 5000 |  |  |
| Cleaning Staff service from SHDC contractors | 17500 |  |  |
| Business rates | 0 |  |  |
| SHDC contribution towards running costs | -24397 |  |  |
| **TOTAL 20/21** | **37103** |  |  |
| **OPTION B total cost over the 2 years** | **54703** |  |  |

**ITEM 12 – PUBLIC REALM WORKING GROUP**

**Public Realm Working Group – 12th June 2019 at 10am**

* A survey of the Birdwood side of the Civic Hall will be completed to allow for a pre application to be completed. Target date for pre app submission is end of July. Engagement from conservation and planning officers will shape the possibilities in terms of design and layout. Further detail and cost breakdown will be taken to Council Venues and Council Matters in September/October. Then a detailed planning application before works commence early 2020.
* Pre application for the Market Square is being completed for submission early July 2019 to start engaging with conservation and planning officers on any amendments required to design.
* Tidy Totnes - an annual editorial in the Totnes Times /Totnes Directory to promote the business owners who have engaged with the 'Tidy Totnes' campaign was proposed rather than an award or ceremony. Costings would be sent to Council Matters for agreement. Positive feedback and providing improvements since start date.
* Funds for shelter at Bridgetown not receiving support within the community. Consider re-routing into a professional wayfinding/public realm audit to shape the longer term improvements to the Town - investment could then be costed over several years to alleviate budget pressures. Further information will be taken to a future meeting.
* £750 allocation for Chicken Run improvements at Bridgetown has received support from SHDC  and Bridgetown Alive. Council Matters will consider costs before authorising for immediate implementation so residents can make the most of use over the summer period.
* Picnic tables at Vire island x 4 have received support from the community and SHDC. £2000.
* Picnic tables at Longmarsh x 4 have received support from the community, Berry Pomeroy Council and SHDC. £2000.
* Play parks - Town Ranger approaching SHDC about larger swing set possibly being added to Borough Park following requests received. Town Clerk will speak to SHDC regarding what is proposed for Collapark Play Area improvements and feedback to thePublic Realm Working Group.
* Town Clerk/Marketing Manager will investigate providers of public realm audit work (signage/seating/bins/green spaces). Liaison with SHDC, DCC and Historic England will be arranged. Date for a walk around will be set and circulated to all Councillors in due course. Likely not to happen until later August. Will include discussion about where to put planters with small trees/.shrubs in the high street, potentially as a first phase of the works before the signage/seating/litter bins audit is completed. Further information to follow.
* Date of the next meeting - Wednesday 17th July at 10am please

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| **Public Realm 19/20** | **19/20** |  |
| Totnes Gardens AND Corrie Road Cutting | 2000 | AGREED and ongoing. |
| Weeding and composting project | 12000 | Consider as part of the Town Ranger role and other town cleanliness requirements? |
| Tidy Totnes | 500 | Year 2 of ongoing project |
| Market Square seating, ramp improvements and new steps | 35000 |  |
| 2 large welcome to Totnes and map boards | 5000 |  |
| Additional planters around Fore and High Street | 7000 | Done in advance of the public realm project? |
| Signage and Wayfinding Audt and ongoing project | 5000 |  |
| Vire Island picnic tables | 2000 |  |
| Chicken Run Steps/Ramp improvements | 750 |  |
| Collapark investment | 10000 | AGREED. SHDC to engage on designs later in the year |
| Vire Island - band stand idea raised? | 3000 | Town Ranger liaising with group |
| Steamer Quay 4 x Picnic benches | 2000 |  |
| **BALANCE** | **84250** |  |