



AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 9TH SEPTEMBER 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 9TH September 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.	Cllr M Adams	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: Council Matters 8 th 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).	Enclosure	5 minutes
5	To consider the Town Council policy on Cemetery fees for ex-residents	Enclosure	5 minutes
6	To consider the AHF Grant process and deadline	Enclosure	5 minutes
7	To consider the content of the 30 th September Priority Setting AND Training session for Councillors		5 minutes
8	To consider how best to start and progress the community consultation element of the 2020/21 precept setting process	Verbal update Town Clerk	5 minutes
9	To consider content for the October Totnes Directory submission – deadline for finalised copy is Wednesday 12 th September 2019.		5 minutes
10	To note the deadline for the second round of the Community Grants process is 7 th October 2019 for consideration by Council Matters on 14 th October under delegated authority.		5 minutes
11	To review a summary of the required actions resulting from the Risk Assessment programme	Enclosure	5 minutes
12	To receive an update on the Arts Council Mosaic project	Verbal update Town Clerk	5 minutes
13	To note an update regarding Follaton Arboretum	Enclosure	5 minutes
14	To review the revised Financial Regulations	Enclosure	5 minutes
15	To consider the expenditure of £306 on Christmas cards from the Civic Budget as it falls outside of current policy	Enclosure	5 minutes
16	To note the successful completion of the external audit	Enclosure	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>			
17	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure	5 minutes
18	To consider the location of the CTIE service given the Town Council grant funding of the service and it's interest of the ongoing viability.	Verbal update Town Clerk	5 minutes
19	To review the Public Realm budget and consider costings for a professional audit to start the project off.	Enclosure	5 minutes
20	To consider a request from the Climate Change Working Group for traffic pollution sensors	Enclosure	5 minutes
21	To review the Civic/Birdwood budget allocation and consider costings for professional surveys to be completed to enable the planning process to start	Enclosure	5 minutes
22	To note the latest Christmas Events budget	Enclosure	5 minutes
23	To consider a draft staffing proposal	Enclosure	10 minutes
24	To note staff sick and overtime balances	Enclosure	5 minutes
25	To consider a staffing matter in relation to training requirements	Verbal update Town Clerk	5 minutes
26	Date of the next meeting – Monday 14 th October 2019 at 7pm		

Future meetings agenda items:

- Annual salary review for following financial year – October 2019
- To consider grant applications for the Community Fund – October 2019
- To consider allocation of funds for planters located around Fore Street and High Street – October 2019
- To consider uses and layout of Civic/Birdwood refurb and Guildhall Offices – October 2019
- To consider IT equipment for all Councillors – October 2019
- To review the Financial Risk Assessment
- To consider projection and screen options for the Council Chamber – October 2019
- Update Statement of Internal Control
- To review the Pensions Discretions Policy
- Consider a Business Continuity Plan
- To review the Anti-Fraud and Corruption Policy.
- 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 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