**ITEM 6 AND 7 B**

**DRAFT MINUTES FOR THE COUNCIL MATTERS COMMITTEE**

**MONDAY 9TH SEPTEMBER 2019 AT THE GUILDHALL TOTNES**

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

Apologes, Cllr M Adams

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 Council. | Apologies were received from Cllr M Adams and these 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. | None. |
| *The Committee will convene to consider the following items:* |
| 2 | To discuss any matters arising from the minutes of:Council Matters 8th July 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. |
| 4 | To receive an update on the Neighbourhood Plan (standing item). | Noted. No actions to approve |
| 5 | To consider the Town Council policy on Cemetery fees for ex-residents | After much discussion it was **RECOMMENDED** to Full Council that a policy is introduced from 1st April 2020 where a former parishioner’s death has occurred whilst residing in a nursing home outside of Totnes, but they had been resident in Totnes within 3 years of death, single fees will be charged.It was stressed that proof of address and dates would be required to be provided for this discretionary reduction to apply. |
| 6 | To consider the AHF Grant process and deadline | The possibility of a meeting being called was discussed. It was **AGREED** to hold a meeting of interested parties outside of committee if time allowed before the deadline. |
| 7 | To consider the content of the 30th September Priority Setting AND Training session for Councillors | It was **AGREED** the Town Council would draft a loose agenda around general updates, budgets and ongoing strategic priorities to allow free discussion.Cllr Allford and the Town Clerk are going to investigate Chapter 8 training for Councillors. |
| 8 | To consider how best to start and progress the community consultation element of the 2020/21 precept setting process | The Town Clerk was asked to draft a timeline for the next Full Council meeting. Detail of the scope of the community budgeting exercise should be considered at October Council Matters. |
| 9 | To consider content for the October Totnes Directory submission – deadline for finalised copy is Wednesday 12th September 2019. | Councillors were encouraged to contribute to the newsletter. |
| 10 | To note the deadline for the second round of the Community Grants process is 7th October 2019 for consideration by Council Matters on 14th October under delegated authority. | It was **AGREED** to delay the deadline for the Community Grants applications to early November for consideration by November Council Matters. |
| 11 | To review a summary of the required actions resulting from the Risk Assessment programme | The content was reviewed. Councillors thanked the Clerk and Deputy Clerk for undertaking this. |
| 12 | To receive an update on the Arts Council Mosaic project | Noted. No actions to approve. |
| 13 | To note an update regarding Follaton Arboretum | Noted. No actions to approve. |
| 14 | To review the revised Financial Regulations | The Financial Regulations were reviewed and **RECOMMENDED** to Full Council for adoption. |
| 15 | To consider the expenditure of £306 on Christmas cards from the Civic Budget as it falls outside of current policy | It was **AGREED** to fund the Mayor’s Christmas cards from the Community Outreach budget. |
| 16 | To note the successful completion of the external audit | Noted. Councillors thanked the Clerk and Deputy Clerk for undertaking this. |
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| 17 | To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees). | These were reviewed and unanimously **AGREED** |
| 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. | It was **AGREED** to fund the provision of Totnes Caring operating from the Mansion CTIE until the end of the 19/20 financial year, up to the total of £3750. It was noted that this would take the allocated budget overspent. |
| 19 | To review the Public Realm budget and consider costings for a professional audit to start the project off. | The proposed Public Realm expenditure was reviewed and the following were **AGREED**:a) £12500 allocation to a weeding and composting project (as previously budgeted for at the start of the year).b) £8000 for the first stage of a professional wayfinding and public realm audit undertaken by 20/20 |
| 20 | To consider a request from the Climate Change Working Group for traffic pollution sensors | The matter was discussed. It was felt more information and research is required before making a decision on the equipment needed. |
| 21 | To review the Civic/Birdwood budget allocation and consider costings for professional surveys to be completed to enable the planning process to start | The proposed project expenditure was reviewed and the following were **AGREED**:a) £1750 for professional survey work |
| 22 | To note the latest Christmas Events budget | Noted. No actions to approve |
| 23 | To consider a draft staffing proposal  | The proposed changes were reviewed and unanimously **AGREED**. Further information would be sent to November Council Matters and discussed with the wider Councillors as part of the budget setting process for 2020/21 |
| 24 | To note staff sick and overtime balances | Noted. No actions to approve |
| 25 | To consider a staffing matter in relation to training requirements | The temporary working adjustments requested to allow for Town Clerk to complete CiLCA was **AGREED**. |
| 26 | Date of the next meeting – Monday 14th October 2019 at 7pm |

**Future meetings agenda items:**

* Annual salary review for following financial year – November 2019
* To consider grant applications for the Community Fund – November2019
* 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 – November 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