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**MINUTES FOR THE COUNCIL MATTERS COMMITTEE**

**MONDAY 14TH OCTOBER 2019 AT THE GUILDHALL TOTNES**

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

Apologies: Cllr Simms, Cllr Piper

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 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 9th September 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 any expenditure or resource implications from the Cemetery Working Group Meeting on 3rd October 2019 | The minor expenditure required for signage was **AGREED** and the Clerk could agree under delegated authority given the small sums.  The Clerk updated that SHDC Tree Officer would inspect the trees suspected of requiring remedial work. If urgent works are required then this will be carried out otherwise the works may wait until the next financial year.  The issue of the air ambulance landing zone was discussed. It was **AGREED** that Cllr Adams would approach the charity direct to discuss whether floodlights are required and if so would send a proposal to a future Council Matters committee for consideration.  The offer from Allwoods to provide a free repair was **AGREED** and the company thanked. | |
| 6 | To consider any expenditure or resource implications from the Public Realm Working Group Meeting on 26th September 2019 | The proposed expenditure of **£1500** for two planters was AGREED. This includes manufacture of the planters, compost, delivery, a small tree and estimated installation costs. The locations for the trial are to be one outside the Guildhall next to the trough and one at Bank Lane to obscure the unsightly commercial waste bins. | |
| 7 | To agree a Community Budgeting survey for open comment from 4th November – 5th December 2019 | The draft survey design was unanimously **AGREED.** | |
| 8 | To receive an update on the Civic/Birdwood refurbishment project | Noted. No actions to approve. | |
| 9 | To receive an update on the Market Square project | Noted. No actions to approve. | |
| 10 | To consider IT equipment and Town Council email addresses for all Councillors | It was **AGREED** to offer the provision of a second hand refurbished tablet to all Councillors but to encourage the use of own equipment to keeps costs to a minimum.  The investment in Town Council email addresses was considered essential to be GDPR compliant and therefore the estimate of £1170 for the google licence was **AGREED.** The format for email addresses will be cllr.surname@totnestowncouncil.gov.uk | |
| 11 | To note the deadline for the second round of the Community Grants process is 4th November 2019 for consideration by Council Matters on 11th November under delegated authority. | Noted. No actions to approve.. | |
| 12 | To note the meeting scheduled with the company undertaking the public ream audit – midday on Thursday 21st November 2019 | Noted. No actions to approve. | |
| 13 | To note the latest Christmas Events budget and to receive any necessary updates | Noted. No actions to approve. | |
| 14 | To receive an update on the Museum works and receive any requests from Trustees | It was reported that the remedial works to the roof were completed.  The Town Clerk explained that the Chair of trustees has expressed an interest in joint working with the Town Council on heritage issues. | |
| 15 | To consider how best to investigate public toilet provision from 2020 onwards | A site meeting scheduled for 5th November at 2pm in Paignton was noted. All Councillors were encourage to attend. | |
| 16 | To consider a Budget Setting Training session for Councillors.   * Training Session – date TBC * Community Budgeting open for feedback – 4th November – 5th December * Council Matters considered draft 2020/21 budget and Community Budgeting feedback– 9th December 2019 * Full Council sets the 2020/21 budget and requests the precept – 6th January 2020 | It was **AGREED** that rather than a separate training session for Councillors that the Council Matters meeting in November should include consideration of the draft budget for 20/21 and all Councillors should be encouraged to attend.  The Town Clerk agreed to forward a draft working budget spreadsheet showing projections for the next 4 years to all Councillors by email. | |
| 17 | To consider a request from the Climate Change Working Group for traffic pollution sensors | It was **AGREED** to invest in two of the sensors at a cost of £320 approximately. | |
| 18 | To note an update on the Museum – terms of lease, fire risk assessment and maintenance requirements | The Town Clerk explained that a fire safety risk assessment has been sent from the Trust which shows areas of concern. Further detailed information will follow to a future Council Matters meeting.  The Town Clerk reported that she is seeking legal advice on the detailed terms of the lease regarding the responsibilities of the Council as freeholder and the Museum Trust as leaseholder. | |
| *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.* | | | |
| 19 | To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees). | These were reviewed and unanimously **AGREED** | |
| 20 | To consider and sign (Clerk and Chair) the 2019/20 staffing budget | This was reviewed, unanimously **AGREED** and signed by the Clerk and Chair during the meeting. | |
| 21 | To consider a recruitment timeline and job descriptions for Events Officer and Groundsman roles | These were reviewed and unanimously **AGREED**  Interview panel for Groundsman – Clerk, Deputy and Cllr Adams  Interview panel for Events Officer – Clerk, Cllr Piper and Cllr Adams | |
| 22 | **Date of the next meeting – Monday 11th November 2019 at the earlier time of 6.30pm.** | | |

**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