



AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 14TH OCTOBER 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 14th October 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.		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 9 th September 2019 - (already agreed through Full Council)	Enclosure	5 minutes
3	To consider the current year's budget allocations, budget monitor, balances and forecast	Enclosure to follow	10 minutes
4	To receive an update on the Neighbourhood Plan (standing item).		5 minutes
5	To consider any expenditure or resource implications from the Cemetery Working Group Meeting on 3 rd October 2019	Enclosure	5 minutes
6	To consider any expenditure or resource implications from the Public Realm Working Group Meeting on 26 th September 2019	Enclosure	5 minutes
7	To agree a Community Budgeting survey for open comment from 4 th November – 5 th December 2019	To be tabled at the meeting	5 minutes
8	To receive an update on the Civic/Birdwood refurbishment project	Verbal update Town Clerk	5 minutes
9	To receive an update on the Market Square project	Verbal update Town Clerk	5 minutes
10	To consider IT equipment and Town Council email addresses for all Councillors	Enclosure	5 minutes
11	To note the deadline for the second round of the Community Grants process is 4 th November 2019 for consideration by Council Matters on 11 th November under delegated authority.		2 minutes
12	To note the meeting scheduled with the company undertaking the public realm audit – midday on Thursday 21 st November 2019	Verbal update Town Clerk	2 minutes
13	To note the latest Christmas Events budget and to receive any necessary updates	Enclosure	5 minutes
14	To receive an update on the Museum works and receive any requests from Trustees	Verbal update Town Clerk	5 minutes
15	To consider how best to investigate public toilet provision from 2020 onwards	Verbal update Town Clerk	5 minutes
16	To consider a Budget Setting Training session for Councillors. <ul style="list-style-type: none"> • 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 	Verbal update Town Clerk	5 minutes
17	To consider a request from the Climate Change Working Group for traffic pollution sensors	Enclosure	5 minutes
18	To note an update on the Museum – terms of lease, fire risk assessment and maintenance requirements	Verbal update Town Clerk	5 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>			
19	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure	5 minutes
20	To consider and sign (Clerk and Chair) the 2019/20 staffing budget	Enclosure	10 minutes
21	To consider a recruitment timeline and job descriptions for Events Officer and Groundsman roles	Enclosure	10 minutes
22	Date of the next meeting – Monday 11 th November 2019 at 7pm		

Future meetings agenda items:

- Annual salary review for following financial year – November 2019
- To consider grant applications for the Community Fund – November 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 – November 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 – November 2019
- To consider terms of reference for the IT contractor
- To review the Grievance and Complaints policies
- To review the Communications and Social Media Policy
- Equalities policies for staff and Councillors – November 2019

Members – quorum is 3 members (1/3 of elected)

- Cllr E Price(Chair)
- Cllr M Adams
- Cllr C Allford
- Cllr J Hodgson
- Cllr P Paine
- Cllr A Simms
- Cllr B Piper
- VACANCY