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 **AGENDA FOR THE COUNCIL MATTERS COMMITTEE**

**MONDAY 11TH NOVEMBER 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 11th November at 6.30pm** 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 14th October 2019 - (already agreed through Full Council) | Enclosure | 5 minutes |
| 3 | To consider the current year’s budget allocations, budget monitor, balances and forecast | Enclosures | 10 minutes |
| 4 | To consider the draft 2020/21 budget including an application from Caring Town/Citizens Advice/Totnes Caring | Enclosures | 20 minutes |
| 5 | To consider applications to the Community Grant Scheme | Enclosures | 20 minutes |
| 6 | To receive an update on the Neighbourhood Plan (standing item). | Enclosure | 5 minutes |
| 7 | To consider giving permission for wildflower planting at Follaton Cemetery | Enclosure | 10 minutes |
| 8 | To note the outcome of the Council Tax Support Grant | Enclosure | 5 minutes |
| 9 | To consider a request from Cllr Luker to set up a Heritage Working Group | Cllr Luker | 5 minutes |
| 10 | To consider the noticeboard outside the Town Mill | Town Clerk | 5 minutes |
| 11 | To note an update on the Museum – terms of lease, fire risk assessment and maintenance requirements | 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.* |
| 12 | To consider and agree the bank and petty cash reconciliations (standing item). | Not required this month |
| 13 | To consider and sign (Clerk and Chair) the 2019/20 staffing budget | Enclosure | 10 minutes |
| 14 | To consider approving expenditure on a new Town Council website | Enclosure | 5 minutes |
| 15 | To consider approving expenditure on a compost compound in the cemetery | Enclosures | 10 minutes |
| 16 | To consider the Castle Meadow lease | Town Clerk | 5 minutes |
| 17 | Date of the next meeting – Monday 9th December 2019 at 6.30pm. Main item for discussion is the 2020/21 budget. |

Future meetings agenda items:

* Annual salary review for following financial year – December 2019
* To consider uses and layout of Civic/Birdwood refurb and Guildhall Offices – December 2019
* To review the Financial Risk Assessment
* To consider projection and screen options for the Council Chamber December 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 – December 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 – December 2019

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

* Cllr E Price(Chair)
* Cllr M Adams (Deputy)
* Cllr C Allford
* Cllr J Hodgson
* Cllr P Paine
* Cllr A Simms
* Cllr B Piper
* Cllr C Luker