



DRAFT MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 11TH NOVEMBER 2019 AT THE GUILDHALL TOTNES

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

Apologies: Cllr Simms, Catherine Marlton (Town Clerk)

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	The Clerk apologised for her absence due to a family emergency. Apologies were received and these were AGREED .
<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.		None.
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of: Council Matters 14 th October 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	<i>To consider the draft 2020/21 budget including an application from Caring Town/Citizens Advice/Totnes Caring</i>	<i>Item deferred to December Council Matters due to the absence of the Clerk.</i>
5	To consider applications to the Community Grant Scheme.	The following allocations for grant awards were AGREED : Caring Town £500 Gardening for Health £750 Saturday Morning Music £1000 Transition Town (Clearwater Trail) £250 Young People's Theatre £750 Transition Town (Transition Streets) £750 Torbay Symphony £200 Sea Change £1000 Totnes Caring £800
6	To receive an update on the Neighbourhood Plan (standing item).	Noted. No actions to approve.
7	To consider giving permission for wildflower planting at Follaton Cemetery.	The wildflower planting arounds the edges of the cemetery was AGREED and further areas including the circular 'roundabout' area would be considered by the Cemetery Working Group.
8	To note the outcome of the Council Tax Support Grant.	Noted. No actions to approve.
9	To consider a request from Cllr Luker to set up a Heritage Working Group.	The need for another working group was discussed. It was AGREED that Cllr Luker would informally approach interested parties for their views and bring ideas back to Council Matters for discussion instead.
10	<i>To consider the noticeboard outside the Town Mill.</i>	<i>Item deferred to December Council Matters due to the absence of the Clerk.</i>
11	<i>To note an update on the Museum – terms of lease, fire risk assessment and maintenance requirements</i>	<i>Item deferred to December Council Matters due to the absence of the Clerk.</i>
<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>		
12	<i>To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).</i>	<i>Not required this month.</i>
13	To consider and sign (Clerk and Chair) the 2019/20 staffing budget.	This was reviewed, unanimously AGREED . Due to the absence of the Clerk the paper copy was signed by the Clerk and Chair after the meeting.

14	To consider approving expenditure on a new Town Council website.	This was unanimously AGREED . No further quotes are required because of the specialist nature of the work.
15	To consider approving expenditure on a compost compound in the cemetery.	The proposal and expenditure up to the amount outlined in the quote was AGREED in principle but the Clerk was asked to arrange a meeting on site to discuss the specification of the compound and whether a concrete base is necessary. The two further quotes requested and this site meeting should happen before the contractors are instructed. The contacts involved with the wildflower planting may have expertise to contribute as well.
16	<i>To consider the Castle Meadow lease.</i>	<i>Item deferred to December Council Matters due to the absence of the Clerk.</i>
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

December

- To consider the Community Budgeting survey analysis
- Recommending a budget for 20/21 to Full Council – including provision of public toilets and Caring Town/Totnes Caring/Citizens Advice Funding requests
- To consider the current 2019/20 budget monitor
- Annual salary and staffing structure review for 20/21
- Castle Meadow Lease
- Museum Lease and funding request
- Noticeboard outside the Town Mill
- Equalities policies for staff and Councillors
- Amendment to Standing Orders to allow a change of time for the Planning Committee
- Any actions from Public Realm Working Group requiring expenditure
- An actions from the Venues Working Group Meeting
- Bank reconciliations and petty cash
- To consider staffing budget and structure for the current 2019/20

2020 onwards

- To consider uses and layout of Civic/Birdwood refurb and Guildhall Offices – early 2020
- To review the Financial Risk Assessment
- To consider projection and screen options for the Council Chamber – early 2020
- 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 – early 2020
- 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 (Deputy)
- Cllr C Allford
- Cllr J Hodgson
- Cllr P Paine
- Cllr A Simms
- Cllr B Piper
- Cllr C Luker