



AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 9TH DECEMBER 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 9th December at 6.30pm** 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 11 th November 2019 - (already agreed through Full Council)	Enclosure	5 minutes
3	To consider the current year's budget allocations, budget monitor, balances and forecast.	Enclosure	10 minutes
4	To note the Community Budgeting survey results and analysis.	Tabled at the meeting	10 minutes
5	To note a delay to the Collapark Playpark improvement programme and the need to carry forward the funding.	Verbal update Town Clerk	2 minutes
6	To consider and make a recommendation on the draft 2020/21 budget including an application from Caring Town/Citizens Advice/Totnes Caring, Totnes Museum and a request from SHDC regarding public toilet funding.	Enclosure	20 minutes
7	To consider an update on the compost project at the Cemetery following a site meeting.	Verbal update Town Clerk	5 minutes
8	To receive an update on the Neighbourhood Plan (standing item).	Verbal update Cllr Luker	5 minutes
9	To consider the noticeboard outside the Town Mill.	Verbal update Town Clerk	5 minutes
10	To note an update on the Museum – terms of lease, fire risk assessment and maintenance requirements.	Verbal update Town Clerk	5 minutes
11	To consider a request for a reallocation of a Community Grant Award.	Enclosure	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>			
12	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure	5 minutes
13	To consider a new interview date for the Events Officer role.	Verbal update Town Clerk	2 minutes
14	To consider a revised plan for the part time Groundsman and new recruitment schedule.	Tabled at the meeting	10 minutes
15	To consider and sign (Clerk and Chair) the 2019/20 staffing budget.	Enclosure	10 minutes
16	To consider the draft staffing structure from 2020/21 onwards as part of the budget setting and to undertake an annual staff salary review.	Enclosure	5 minutes
17	To consider a sensitive staffing issue.	Verbal update Town Clerk	5 minutes
18	To consider the Castle Meadow lease.	Verbal update Town Clerk	5 minutes
19	Date of the next meeting – Monday 13 th January 2020 at 7pm.		