



MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 9TH DECEMBER 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: None

Not present: Cllr Simms

Present: Catherine Marlton (Town Clerk), Cllr Skinner, Cllr Lucas

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	No apologies had been received from committee members.
<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 11 th November 2019 - (already agreed through Full Council)	None other than to note Cllr Allford was not present as recorded on the minutes, her apologies were sent and accepted.
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 note the Community Budgeting survey results and analysis.	Noted. No actions to approve.
5	To note a delay to the Collapark Playpark improvement programme and the need to carry forward the funding.	Noted. No actions to approve.
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.	The Council Matters committee unanimously RECOMMENDED to Full Council that the budget be agreed with a 3% precept increase in 2020/21. The expected underspend in 2019/20 will be ring fenced to pay for capital improvement projects. It was noted that the impact on the reserves over three years would be significant but within reasonable levels. The Town Clerk advised that high levels of unallocated reserves is not considered best practice and expenditure on projects directly benefitting the community would be preferable. Cllr Paine left the meeting.
7	To consider an update on the compost project at the Cemetery following a site meeting.	It was AGREED to postpone the installation of a compost area in favour of upgrading our waste collection contract to include green waste. This will allow information to be collated on the volume of waste being produced.
8	To receive an update on the Neighbourhood Plan (standing item).	Noted. No actions to approve.
9	To consider the noticeboard outside the Town Mill.	It was AGREED to decline the request. Councillors felt it was important to retain this space for the Visit Totnes brand. The Town Clerk was asked to speak to the Mill owners regarding replacing the bench that was removed outside of the property when the refurbishments were undertaken.
10	To note an update on the Museum – terms of lease, fire risk assessment and maintenance requirements.	Noted. No actions to approve at this time, further information will be sent to Council Matters in due course.

11	To consider a request for a reallocation of a Community Grant Award.	It was AGREED to decline the request. Councillors felt it was important to retain the money for the original purpose and asked the Town Clerk to request the money be returned and ring fenced until such time that the project reaches the appropriate stage.
<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).	<i>Not required this month.</i>
13	To consider a new interview date for the Events Officer role.	The new interview date and panel of Cllr Piper, Cllr Allford and the Town Clerk was AGREED .
14	To consider a revised plan for the part time Groundsman and new recruitment schedule.	It was unanimously AGREED to give the Town Clerk delegated authority to recruit a freelance contractor for Lengths man and maintenance jobs until the end of March 2020. An employed role encompassing these tasks would be sent through Council Matters in January for consideration.
15	To consider and sign (Clerk and Chair) the 2019/20 staffing budget.	The current year staffing budget was considered and AGREED unanimously and signed by the Chair and Town Clerk.
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.	The Council Matters committee unanimously RECOMMENDED to Full Council that the budget proposal be agreed. Job descriptions for any vacancies would follow the usual committee process before the recruitment stage.
17	To consider a sensitive staffing issue.	It was unanimously AGREED to give the Town Clerk delegated authority to proceed with support for a member of staff as outlined at the meeting.
18	To consider the Castle Meadow lease.	It was unanimously AGREED to give the current tenants notice for March 2021. The repurposing of the space would be considered through Council Matters or the Public Realm Working Group during the notice period.
19	Date of the next meeting – Monday 13th January 2020 at 7pm.	