



**AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 13th JANUARY 2020 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 13th January 2020 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 December 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 final budget for 2020/2021 agreed at Full Council on 6 th January 2020 – Including the decision made by Palge Adams Trust on any annual contribution.		5 minutes
5	To receive an update on the Neighbourhood Plan (standing item).		5 minutes
6	To note any update from the Venues Working Group (standing item)	Enclosure	5 minutes
7	To note any update from the Economy Working Group (standing item)		5 minutes
8	To note any update from the Cemetery Working Group (standing item)		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>			
9	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure	5 minutes
10	To consider and sign (Clerk and Chair) the 2019/20 staffing budget.	Enclosure	10 minutes
11	To note the staffing structure agreed at Full Council on 6 th January 2020 from April 2020/21 onwards	Enclosure	5 minutes
12	To consider a legally and commercially sensitive issue in relation to a community asset		10 minutes
13	Date of the next meeting – Monday 10 th February 2020 at 7pm.		

Future meetings agenda items:

- To consider uses and layout of Civic/Birdwood refurb and Guildhall Offices – February 2020
- To consider projection and screen options for the Council Chamber- February 2020
- To receive an update on the Market Square project – February 2020
- Equalities policies for staff and Councillors – February 2020
- To consider dates for the Mayoral Choosing and Annual Town Meeting – February 2020
- To consider recruitment process and job descriptions for new roles – February 2020.
- To consider terms of reference for the IT contractor – March 2020
- To review the Communications and Social Media Policy – March 2020
- To review the Standing Orders – March 2020
- To review Earmarked Reserves – April 2020
- To review the Financial Risk Assessment
- 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 review the Grievance and Complaints policies
- Annual salary review for following financial year – December 2020

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



ITEM 2

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 13 th January 2020 at 7pm.	

**ONGOING BUDGET
PLANNING DOCUMENT 2019**

	18/19 YEAR END		19/20 CURRENT			2020/21 onwards		
	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19 YEAR END	CURRENT 11TH DECEMBER	2019/20 EXPECTED	ORIGINAL BUDGET 19/20	2021/22	2022/23	
1 Admin								
2 Salaries and pensions for all staff	190666	200332	148605	233000	219000	306500	310000	
3 Staff Training and Travel	2633	1500	2779	3500	4000	4000	4000	
4 Staff Eye Tests	99	300	50	400	500	500	500	
5 Staff Recruitment	789	1500	372	500	1000	500	500	
6 Utilities	2525	2250	1808	2600	2500	2700	2800	
7 Office Supplies	2034	2000	-231	1000	1750	1750	1750	
8 Photocopier	1549	2000	1180	2200	2000	2000	2000	
9 Insurance	5536	6000	7365	7365	6000	7500	7500	
10 Office Equipment	2012	1200	73	1500	1500	1500	1500	
11 Car park permits income and green socks	-408	0	-40	-40	0	0	0	
12 SUB TOTAL	207435	217082	161961	252025	238250	328450	330550	
13 Civic and Democratic	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19 YEAR END	CURRENT 11TH DECEMBER	2019/20 EXPECTED	2019/2020	2021/22	2022/23	
14 Mayoral Allowance	379	375	0	395	375	410	425	
15 Civic and Mayoral Events (expenditure)	5902	5750	1326	4000	5750	5750	5750	
16 Civic Events (income)	-2123	0	-393	0	0	0	0	
17 Civic Regalia	24	400	0	100	400	400	400	
18 Mayoral Travel and Expenses	401	200	38	200	350	400	425	
19 Councillor Allowances	3788	6000	0	6000	6000	6560	6800	
20 Councillor Training and Travel	948	750	262	3000	3000	2000	2000	
21 Councillor IT equipment	0	0	0	2700	6500	1500	6500	
22 Professional Fees	3123	4500	2908	3500	4500	6250	6250	
23 Elections	0	6000	0	7000	7000	6000	6000	
24 Subscriptions	2179	2000	2114	2500	2100	2150	2250	
25 Community Outreach work	1349	1500	2463	2800	2000	2000	2000	
26 Website and IT	1049	1500	708	7000	10000	2500	2500	
27 SUB TOTAL	17019	28975	9426	39195	47975	35970	41300	
28 Tourism	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19 YEAR END	CURRENT 11TH DECEMBER	2019/20 EXPECTED	2019/2020	2021/22	2022/23	
29 Visit Totnes Marketing	2390	1000	3192	5000	5000	5000	5000	
30 Pension costs	12656	13000	12636	12636	12700	12636	0	
31 Totnes Guide	14757	22000	1449	16000	15000	15000	15000	
32 Totnes Guide and Website income	-18260	-18500	-13438	-16800	-16000	-15000	-15000	
33 Bank Charges / Paypal	172	0	17	210	210	210	210	
34 Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	0	450	600	600	600	600	
35 SUB TOTAL	11847	17500	4306	17646	17510	18446	5810	
36 Guildhall	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19 YEAR END	CURRENT 11TH DECEMBER	2019/20 EXPECTED	2019/2020	2021/22	2022/23	

ONGOING BUDGET
PLANNING DOCUMENT 2019

	18/19 YEAR END			19/20 CURRENT			2020/21 onwards			
	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 11TH DECEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	2023/24	
37 Cleaning	2738	2000	899	2000	2500	3000	3000	3000	3000	
38 Building Maintenance	27453	4000	-2691	10000	5000	5000	5000	5000	5000	
39 Business Rates	8880	3575	4813	6015	6000	7000	7000	7000	7000	
40 Water	111	200	100	200	200	200	200	200	200	
41 Utilities	3783	2000	1818	3500	3000	3500	3500	3500	3500	
42 Equipment Maintenance	2599	2000	615	5000	2000	2000	2000	2000	2000	
43 Wedding Licence renewals and marketing	2044	1750	71	1000	500	500	3000	500	500	
44 Admissions Income	-3357	-4750	-2994	-2994	-3500	-3000	-3000	-3000	-3000	
46 Hire Income WEDDINGS	-2233	-2750	-2015	-2015	-2500	-2750	-2750	-2750	-2750	
47 SUB TOTAL	39018	10025	616	22706	13200	15450	17950	15450	15450	
48 Civic Hall	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 11TH DECEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	2023/24	
49 Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	17000	3058	5500	12000	5500	5500	5500	5500	
50 Feed in Tariff	3102	2500	1570	3000	2500	3000	3000	3000	3000	
51 Water	453	2000	741	2100	2000	2000	2000	2000	2000	
52 Utilities	4855	4250	2088	4500	4400	4600	4700	4900	4900	
53 Building Maintenance	11784	14000	2432	30000	150000	175000	25000	25000	25000	
54 Licences	70	2000	70	250	2000	250	250	250	250	
55 Marketing Civic Hall	28	400	369	1000	500	1000	1000	1000	1000	
58 Equipment Maintenance	4320	4000	4805	7000	3000	4000	4000	4000	4000	
57 Caretaking, Cleaning and Management costs	-27723	-35040	-31500	-31500	-31500	-31500	-31500	-31500	-31500	
58 Hire Charges	0	0	0	0	0	0	0	0	0	
59 Feed in tariff income	-7808	-5000	-3289	-5000	-5000	-5700	-5700	-5700	-5700	
60 SUB TOTAL	-1143	8110	-19656	16850	139900	158150	8250	8450	8450	
61 Property Maintenance	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 11TH DECEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	2023/24	
62 Guildhall Cottage Maintenance	636	2000	3	2000	2000	2000	2000	2000	2000	
63 Property Management Fees	1561	1760	1282	1760	1760	2000	2500	2500	2500	
64 Town Clocks amalgamated Rent and Utilities and maintenance	2443	2050	725	2000	2250	2250	2250	2250	2250	
65 Flat 5a Loan repay	9148	9150	4574	9150	9150	9150	9150	9150	9150	
66 Flat 5a Maintenance	110	2000	9	2000	2000	2000	2000	2000	2000	
67 Guildhall Office Maintenance	0	500	19	250	30000	5000	2000	2000	2000	
68 Museum Maintenance	3588	4000	0	10000	5000	5000	5000	5000	5000	
69 Museum Rent Income	-2	-1	0	-5	-1	-5	-5	-5	-5	
70 Eastgate Clock Rental	0	-2	0	-3	-3	-3	-3	-3	-3	
71 Civic Water Supply to shop	0	-210	-200	-200	-200	-200	-200	-200	-200	
72 Guildhall Cottage Income (£850 a month)	-10750	-9350	-6800	-9350	-9350	-9350	-9350	-9350	-9350	

Staffing element removed into core budget from 2019/21

Agreed increased investment in marketing
Floor repairs, rationalisation of electrical components and rigging
inspection causes an expected overspend

TO BE CONSIDERED BY PAIGE ADAMS

**ONGOING BUDGET
PLANNING DOCUMENT 2019**

	18/19 YEAR END		19/20 CURRENT		2020/21 onwards			
73	Guilthall Office Income (£230 per month)	0	0	0	0	-3000	-3000	TO BE CONSIDERED
	COMMUNITY/NON PROFIT GROUP							
74	Flat 5a Rental Income (£695 per month)	-8250	-7645	-7645	-7645	-7645	-7645	
75	SUB TOTAL	-1606	3647	9957	34961	4697	4697	
76	Cemetery							
	Actual 31st March 2019							
	YEAR END							
	ORIGINAL BUDGET 18/19							
77	Business Rates	3616	3500	4069	3500	5000	5000	
78	Water	143	150	150	150	150	150	
79	Grounds Maintenance (Grass cutting and tree work)	21795	30900	22000	23000	24000	25000	
80	Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	5000	2500	3000	3000	3000	
81	Chapel	244	500	500	500	500	500	
82	Cemetery Fees Income Amalgamated	-8495	-7500	-8000	-8000	-8000	-8000	
86	SUB TOTAL	51402	31650	21219	23650	24650	25650	
87	Open Spaces							
	Actual 31st March 2019							
	YEAR END							
	ORIGINAL BUDGET 18/19							
88	Ramparts Walk (regular cuts and tidying)	163	900	500	600	600	600	
89	St Marys Churchyard (Walls and trees)	390	900	1000	1000	1000	1000	
90	Castle Meadow Maintenance and Water	160	750	200	250	250	250	
91	Castle Meadow and allotments Income	-210	-210	-210	-210	-210	-210	
92	SUB TOTAL	503	2340	1490	1640	1640	1640	
93	Precept and Income							
	Actual 31st March 2019							
	YEAR END							
	ORIGINAL BUDGET 18/19							
94	Bank Charges	156	300	200	300	300	300	
95	Precept and Income	-355640	-355640	-494000	-494000	-535280	-535280	TO BE CONSIDERED - NOT CONFIRMED
96	Council Tax Grant (only guaranteed until 19/20)	-2230	-2230	-20040	-20040	-10020	0	
97	Charity of Paige Adams RATE ABATEMENT	0	0	-105000	-105000	0	0	
98	SECTION 106 FUNDS GREEN TRAVEL??	0	0	0	0	-59000	0	TO BE CONSIDERED - NOT CONFIRMED
99	SUB TOTAL	-377714	-377570	-618840	-618740	-545000	-551038	
100	Community Development							
	Actual 31st March 2019							
	YEAR END							
	ORIGINAL BUDGET 18/19							
101	Skate Park/Youth provision	0	0	0	0	13200	5000	
102	Public Toilets	0	0	17600	17600	40000	40000	
103	Caring Town Information Exchange	0	0	25775	25000	25000	25000	
104	Citizens Advice Service	0	0	14250	13088	1000	1000	
105	Neighbourhood Plan/Planning	11586	12517	28030	70860	135000	61500	
106	Community projects and public realm	35412	51366	12000	12000	0	0	
107	Community Grants Scheme/Community Fundraiser	0	0	4500	10000	5000	5000	
108	Arts and Culture and Events - INCOME OVER EXPENDITURE INCLUDED	2183	2842	0	0	8015	8015	
	Heritage Support	0	0	-2250	-2250	0	0	
109	GRANT FUNDING/PROJECT INCOME	-4736	0	0	0	0	0	

TBC

**ONGOING BUDGET
PLANNING DOCUMENT 2019**

	18/19 YEAR END		19/20 CURRENT			2020/21 onwards		
110 Climate Change Emergency Work	0		0	2500	0	5000	5000	5000
111 SUB TOTAL	£44,445	£66,725	£39,975	£102,405	£127,948	£209,815	£150,515	£144,015
112 TOTAL EXPENDED	£368,920	£386,054	£200,894	£483,493	£642,534	£799,948	£577,932	£577,562
113 TOTAL	-£8,794	£8,484	-£313,038	-£135,347	£23,794	£254,948	£26,894	£9,983
	Small underspend in final 18/19 due to staffing underspend and some of the community and assets expenditure rolling on into 19/20		Due to a delay in some projects we will show an underspend this year BUT we must ringfence for expenditure in 2020/21					

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Venues Working Group Meeting – Thursday 7th January 2020

Attendees: Catherine Marlton, Christina Bewley, Cllr Piper, Cllr Allford and Cllr Price

Absent: Cllr Hendriksen, Cllr M Adams

1. To review feedback data from Civic Hall hirers.

Feedback forms are now being sent to all hirers using survey monkey. Completed forms were reviewed along with feedback received by e-mail from regular hirers. It was agreed that feedback is generally positive. Any problems highlighted from the forms are addressed when received and action taken where possible. It was noted that Rosie is doing an excellent job and appears to be well liked by the hirers.

2. To review designated user applications.

Applications have been received from Jamming Station, Caring Town and Totnes Caring. It was agreed that the Paige Adams Trustees should be asked to approve all three applications.

3. To consider increasing the use of the Civic Hall by producing a programme of entertainment through the year via a local event promoter.

Rosie has made contact with a local promoter who would like to put regular events in the Civic Hall. It was agreed that establishing a regular programme of acts and shows in the Civic Hall, similar to those shown at Launceston Civic Hall, would be good for the Town and would raise the profile of the Civic Hall as a community venue. Initially links with the promoter will be strengthened to get some acts booked in and then ways of booking and staging events in-house will be investigated, with the aim of having an all year round programme of shows and events.

4. To receive an update on progress with the conversion of the scenery dock into a green room/dressing room at the Civic Hall.

The conversion work is being carried out by Colin Shearer and is progressing well. It is hoped that it will be completed by the end of the month. Creating a more useable space out of the scenery dock will help to make the hall more appealing for acts and shows.

5. To receive an update on grant funding options for the costs involved in making the Civic Hall more disability accessible and for a new projector and drop-down screen.

Applications have been made to:

The National Lottery Fund Awards for All - £10k requested to install automatic double doors at the ramp access for improved disabled access. Application submitted mid-November and the decision takes around 18 weeks.

John Coates Charitable Trust - £7k requested for mobile staging equipment. Decision due in January.

A bid to The National Lottery Reaching Communities Fund was declined.

Bids for funding for a drop down Projector & screen and for acoustic panels will be made once the results of the above bids are known.

6. To receive an update on the progress with the renovations of Birdwood House.

Catherine provided an update of the current position with the Birdwood House development. Architects have done initial drawings and various surveys now need to be carried out. These are being arranged.

7. To agree the date of the next meeting

The next meeting will be Thursday 3rd March 2020, 12.30pm for member of the public and Councillors, 1pm for Councillors & Officers meeting.