



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 Paige 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:

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| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 |
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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