



DRAFT MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 13TH JANUARY 2019 AT THE GUILDHALL TOTNES

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

Apologies: Cllr Adams

Not present: Cllr Simms

Present: Catherine Marlton (Town Clerk)

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	The apologies from Cllr Adams and Cllr Piper (late) 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 9 th December 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. The Town Clerk will look at purchasing Moth covers for the mace bearers uniforms.
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.	Noted. No actions to approve.
5	To receive an update on the Neighbourhood Plan (standing item).	Noted. No actions to approve.
6	To note any update from the Venues Working Group (standing item)	Noted. No actions to approve
7	To note any update from the Economy Working Group (standing item)	It was AGREED to temporarily hold off on scheduling an Economy WG meeting until the standing orders are reviewed. It was felt possible to bring individual ideas and projects direct to an appropriate committee for consideration as required.
8	To note any update from the Cemetery Working Group (standing item)	None.
<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).	The reconciliations were unanimously AGREED .
10	To consider and sign (Clerk and Chair) the 2019/20 staffing budget.	This was unanimously AGREED and signed by the Clerk and Chair.
11	To note the staffing structure agreed at Full Council on 6 th January 2020 from April 2020/21 onwards	Noted. No actions to approve
12	To consider a legally and commercially sensitive issue in relation to a community asset	It was AGREED to give the Clerk delegated authority to seek specialist legal advice in relation to the matter.
13	Date of the next meeting – Monday 10 th February 2020 at 7pm.	

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