



**AGENDA FOR THE COUNCIL MATTERS COMMITTEE  
MONDAY 10<sup>th</sup> FEBRUARY 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 10<sup>th</sup> February 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 13 <sup>th</sup> January 2020 - (already agreed through Full Council)	Enclosure	5 minutes
3	To consider the current year's budget allocations, budget monitor, balances and forecast,	Enclosure	5 minutes
4	To consider a proposal from Cllr Luker that up to £1000 of surplus from the Council Allowances budget should be vired to the Climate Change budget.	Cllr Luker	5 minutes
5	To consider the draft job descriptions and recruitment timeline for the following positions: a) Community Fundraiser b) Town Maintenance Officer c) Green Travel Coordinator	Enclosure	10 minutes
6	To consider storage solutions and vehicle requirements going forward	Verbal Update Town Clerk	5 minutes
7	To consider audio recording equipment and other potential upgrades for the Guildhall Council Chamber	Enclosure	5 minutes
8	To note any update or proposed items of expenditure from the Climate Change Working Group	Enclosure	5 minutes
9	To note any update or proposed items of expenditure from the Public Realm Working Group	Enclosure	5 minutes
10	To consider an Equalities Policy	Forwarded by email	
11	To consider and authorize the Mayoral Civic Event budget	Enclosure	5 minutes
12	To agree dates for the Mayoral Choosing and Annual Town Meeting (to be agreed by Full Council) a) Mayoral Choosing – Thursday 21 <sup>st</sup> May 2020 b) Annual Town Meeting – Thursday 30 <sup>th</sup> April 2020	Enclosure	5 minutes
13	To receive an update on the Neighbourhood Plan (standing item).	Cllr Luker	5 minutes
14	To note any update or proposed items of expenditure from the Arts Working Group	Enclosure	5 minutes
15	To note any update of items or proposed expenditure from the Cemetery Working Group	Enclosure	5 minutes
16	To consider a request for yarn bombing	Verbal Update Town Clerk	5 minutes
17	To receive an update from Caring Town	Enclosure	5 minutes
18	To note the Share Shed siting on the Market Square	Enclosure	5 minutes
19	To consider how to reallocate redundant equipment: a) Salt Gritter b) Floor Buffer	Verbal update Town Clerk	
<i>The Committee will be asked to <b>RESOLVE</b> 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>			
20	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure	5 minutes

21	To consider and sign (Clerk and Chair) the 2019/20 staffing budget	Enclosure	5 minutes
22	To consider Electrical and Fire Safety reports from Totnes Museum (commercially sensitive)	Enclosure	5 minutes
23	To consider lease terms for Eastgate storage (legally sensitive)	Verbal update Town Clerk	5 minutes
24	To consider an issue in relation to a community asset (legally and commercially sensitive)	Tabled at the meeting	10 minutes
25	To receive a general staff update	Verbal update Town Clerk	5 minutes
26	To consider the uses and layout of the Civic Hall spaces (commercially sensitive)	Tabled at the meeting	5 minutes
27	To note the draft Christmas Events debrief document (commercially sensitive)	Enclosure	5 minutes
28	Date of the next meeting – Monday 9 <sup>th</sup> March 2020 at 7pm.		

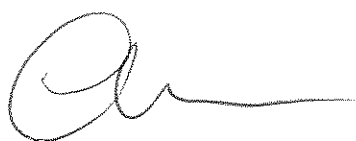
**Future meetings agenda items:**

- To receive an update on the Market Square project – March 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



5th February 2020