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**AGENDA FOR THE COUNCIL MATTERS COMMITTEE**

**MONDAY 9th MARCH 2020, 7PM, 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 9th March 2020** for the purpose of transacting the following business:

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| **No** | **Subject** | **Comments** | **Time** |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. |  | 2 minutes |
| *The Committee will adjourn for the following item:* | | | |
| 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 |
| *The Committee will convene to consider the following items:* | | | |
| 2 | To discuss any matters arising from the minutes of:  Council Matters 10th February 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 recruitment timelines for the following positions:  a) Town Maintenance Officer - extension  b) Green Travel Coordinator | Enclosure | 5 minutes |
| 5 | To consider Community Traffic Management Training and Chapter 8. | Enclosure | 5 minutes |
| 6 | To note any update of items or proposed expenditure from the Venues Working Group. | Enclosure | 5 minutes |
| 7 | To note any update or proposed items of expenditure from the Arts Working Group. | Tabled at the meeting | 5 minutes |
| 8 | To note any update or proposed items of expenditure from the Public Realm Working Group:   1. Bank Lane update 2. Town Mill signage update | Verbal update Town Clerk | 5 minutes |
| 9 | To note the draft Christmas Events debrief document and budget. | Enclosure | 5 minutes |
| 10 | To receive an update on the Neighbourhood Plan (standing item). | Cllr Luker | 2minutes |
| 11 | To consider writing to support the Littlehempston Cycle Path. | Cllr Hodgson | 5 minutes |
| 12 | To review the Payments to Councillors Policy. | Enclosure | 5 minutes |
| 13 | To consider a request from Cllr Luker for an audit to be completed of the Guildhall contents. | Enclosure | 5 minutes |
| 14 | To note the proposed timeline for the Market Square project. | Enclosure | 5 minutes |
| 15 | To consider a plan for how to operate the Town Council offices in the case of the Coronavirus outbreak significantly worsening. | Enclosure | 5 minutes |
| 16 | To consider an end date for the Castle Meadow lease. | Verbal update Town Clerk | 2 minutes |
| 17 | To note the new Guildhall Booking form for Councillor use. | Enclosure | 5 minutes |
| 18 | To consider the proposed breakdown for the 2020/21 Totnes Gardens budget allocation. | Enclosure | 2 minutes |
| 19 | To consider a timeline and process for reviewing the Town Council’s priorities and Standing Orders. | Enclosure | 5 minutes |
| *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.* | | | |
| 20 | To consider and agree the bank and petty cash reconciliations. *(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)* | Enclosure | 5 minutes |
| 21 | To consider and sign (Clerk and Chair) the 2019/20 staffing budget. (updated)  *(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)* | Enclosure | 5 minutes |
| 22 | To receive a general staff update.  *(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)* | Verbal update Town Clerk | 5 minutes |
| 23 | To consider the uses and layout of the Civic Hall spaces.  *(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)* | Enclosures | 10 minutes |
| 24 | To consider a request from Transition Town Totnes for an interim payment on the agreed contribution towards core costs. This was agreed at 2nd March 2020 Full Council.  *(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)* | Tabled at the meeting | 10 minutes |
| 25 | To note the new employment contract format which will be issued to all staff members.  *(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)* | Enclosure | 5 minutes |
| 26 | To note an issue regarding standing order payments.  *(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)* | Enclosure | 5 minutes |
| **27** | **Date of the next meeting – Monday 20th April 2020 at 7pm** | | |

**Future meetings agenda items:**

* To consider terms of reference for the IT contractor – April 2020
* To review the Communications and Social Media Policy – April 2020
* To review Earmarked Reserves – April 2020
* To consider the lease terms for Eastgate Clock storage – April 2020
* To review the Financial Risk Assessment – April 2020
* Update Statement of Internal Control – April 2020
* To review the Standing Orders – May 2020
* To review the Pensions Discretions Policy – May 2020
* 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

* Cllr E Price(Chair)
* Cllr M Adams (Deputy)
* Cllr C Allford
* Cllr J Hodgson
* Cllr P Paine
* VACANCY
* Cllr B Piper
* Cllr C Luker

**USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS**

**The open proceedings of this Meeting may be audio recorded. If members of the public make a representation, they will be deemed to have consented to being audio recorded. By entering the Council Chamber, attendees are also consenting to being audio recorded.**

**Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.**