



## **DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 8<sup>TH</sup> JUNE 2020 AT 7PM – HELD REMOTELY USING ZOOM**

**Present:** Councillors E Price (Chair), M Adams (Deputy Chair), J Hodgson, P Paine, C Luker, B Piper.

**In Attendance:** C Marlton (Town Clerk)

### **1. APOLOGIES FOR ABSENCE**

**To receive apologies and to confirm that any absence has the approval of the Committee.**

*The Committee will adjourn for the following items:*

#### **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.

*The Committee reconvened.*

### **2. CONFIRMATION OF MINUTES**

**To update on any matters arising from the minutes of 9<sup>th</sup> March 2020. (Note: already agreed through Full Council.)**

No matters arising. Minutes already ratified.

### **3. BUDGET MONITOR**

**To consider the current year's budget allocations, budget monitor, balances and forecast. (already noted at Full Council 2<sup>nd</sup> March 2020).**

Deferred to next month.

### **4. NEIGHBOURHOOD PLAN**

**To receive an update on the Neighbourhood Plan (standing item).**

Noted.

## 5. STANDING ORDERS AND COUNCIL PRIORITIES

To consider a timeline and process for reviewing the Town Council's priorities and Standing Orders.

It was **AGREED** to start the review from July onwards given other priorities.

## 6. INTERNAL AUDIT AND AGAR

To consider the **AGAR** and internal audit report for recommendation to Full Council. Documents will be recirculated for Full Council on 15<sup>th</sup> June 2020.

It was **RECOMMENDED** to Full Council that the following be ratified on 15<sup>th</sup> June 2020:

- a) Internal Audit Report
- b) Internal Audit Action Plan
- c) AGAR for signing by the Clerk/Mayor and then public inspection.

## 7. ARTS BUDGET

To consider a small allocation of funds for arts related activities during the COVID-19 pandemic.

It was **AGREED** to spend up to £200 from the Mayoral budget on community related competitions such as mask design/cooking.

## 8. INSURANCE RENEWAL

To note the insurance renewal cost and conditions needing consideration.

Noted.

## 9. FOLLATON CEMETERY

To note an update on communication with the maintenance contractor.

Noted. The Cemetery Working Group has been arranged and Councillors are encouraged to attend.

*The Committee **RESOLVED** 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. (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)*

## 10. FUNDING REQUEST

To consider a funding request and staffing secondment to Totnes Caring.

- a) The temporary secondment of a member of Town Council staff was unanimously **AGREED**.
- b) It was **RECOMMENDED** to Full Council that additional funding be granted to Totnes Caring as outlined in the report in response to the COVID-19 pandemic. This payment would form part of the S137 allocation for 2020/21.

## 11. STAFF BUDGET

To consider and sign (Clerk and Chair) the 2020/21 staffing budget (updated).

Deferred to next month.

**12. STAFF UPDATE**

**To note a general staff update.**

Noted. No actions to consider.

**13. BANK RECONCILLATION**

**To consider and agree the bank and petty cash reconciliations.**

The documents were unanimously **AGREED**.

**14. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Council Matters Committee – Monday 13<sup>th</sup> July at 7.00pm.**

Noted.

Catherine Marlton

Town Clerk

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

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

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