



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

MEETING LINK: <https://zoom.us/j/97196712740?pwd=NDNIMS9SR3FjQ1EyVWVJqaXJ5cjR5QT09>

MEETING ID: 971 9671 2740

PLEASE CONTACT THE TOWN CLERK ON [CLERK@TOTNESTOWNCOUNCIL.GOV.UK](mailto:CLERK@TOTNESTOWNCOUNCIL.GOV.UK)  
TO RECEIVE THE MEETING PASSWORD AT LEAST TWO HOURS PRIOR TO THE MEETING.

You are hereby SUMMONED to attend the **Council Matters Committee**, which is to be held using remote meeting service Zoom on **Monday 8<sup>th</sup> June 2020 at 7pm** for the purpose of transacting the following business:

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

**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.

*The Committee will convene to consider the following items:*

**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.) Document enclosed.

**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). Document enclosed.

**4. NEIGHBOURHOOD PLAN**

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

**5. STANDING ORDERS AND COUNCIL PRIORITIES**

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

**6. INTERNAL AUDIT AND AGAR**

To consider the AGAR and internal audit report for recommendation to Full Council. Documents enclosed.

## **7. ARTS BUDGET**

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

## **8. INSURANCE RENEWAL**

To note the insurance renewal cost and conditions regarding consideration. Verbal update.

## **9. FOLLATON CEMETERY**

To note an update on communication with the maintenance contractor. Verbal update.

*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. (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. Document enclosed.

## **11. STAFF BUDGET**

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

## **12. STAFF UPDATE**

To note a general staff update. Verbal update.

## **13. BANK RECONCILLATION**

To consider and agree the bank and petty cash reconciliations. Document enclosed.

## **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.**

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.**