



AGENDA FOR THE MEETING OF COUNCIL MATTERS

MONDAY 13TH JULY 2020 – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/95346036419?pwd=ZDNHdm1lU1M3dTNQTzY5SElOcUNLQT09> Meeting ID: 953 4603 6419

PLEASE CONTACT THE TOWN CLERK ON CLERK@TOTNESTOWNCOUNCIL.GOV.UK
TO RECEIVE THE MEETING PASSWORD AT LEAST TWO HOURS PRIOR TO THE MEETING.

You are hereby **SUMMONED** to attend a Meeting of **Council Matters Committee**, which is to be held using remote meeting service Zoom on **Monday 13th July 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 8th June 2020. (Note: already agreed through Full Council.)

Document enclosed.

3. ALCOHOL LICENSE

To consider a variation to the premises licence of Morrisons Service Station, Station Road, Totnes, TQ9 5JR from Wm Morrison Supermarkets PLC. The application is to extend the hours for sale of alcohol for consumption off the premises to 24hrs. The hours currently licensed for the sale of alcohol is Monday to Sunday from 6am to midnight.

No document.

4. BUDGET MONITOR

To consider the current year's budget allocations, budget monitor, balances and forecast.

Documents enclosed.

5. GREEN TRAVEL COORDINATOR

To note receipt of the S106 funding and to consider a recruitment timeline.

Verbal update Town Clerk.

6. PUBLIC REALM WORKING GROUP

To consider any action points and proposed expenditure, including how to progress the Shared Space project.

Documents enclosed.

7. NEIGHBOURHOOD PLAN

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

Verbal update Cllr Luker.

8. CEMETERY WORKING GROUP

To consider any action points and proposed expenditure.

Document enclosed.

9. TOTNES MUSEUM

To note a proposed change in the governance of Totnes Museum and the landlord responsibilities associated.

Document enclosed.

10. TRANSITION TOWN FUNDING AMENDMENT

To consider a minor alteration to previously agreed S137 funding.

Document enclosed.

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)

11. COMMERCIAL CONTRACT

To consider how to proceed with a commercial contract given liquidation of the company.

Document enclosed.

12. LEGAL MATTER

To consider an update and actions required.

Document available for inspection by Councillors in the Town Council offices.

13. CLERK CONTRACT

To consider a reviewed employment contract for the Town Clerk.

Document enclosed.

14. STAFF UPDATE

To note a general staff update.

Verbal update.

15. BANK RECONCILLATION

To consider and agree the bank and petty cash reconciliations.

Documents enclosed.

16. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – **Monday 14th September 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.