



AGENDA FOR THE MEETING OF COUNCIL MATTERS THURSDAY 17TH SEPTEMBER 2020 AT 7PM – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/91693709479?pwd=bXRPC21pdks3SHNPN1JMTElBdTQrUT09>
Meeting ID: 916 9370 9479 Passcode: 862147

You are hereby SUMMONED to attend the **Council Matters Committee**, which is to be held using remote meeting service Zoom on **Thursday 17th September 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, Cllr Trow.

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 July 2020.
Document enclosed.

3. BUDGET MONITOR

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

4. NEIGHBOURHOOD PLAN

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

5. ECONOMY WORKING GROUP

To consider restarting the Economy Working Group
Verbal update Cllr Luker.

6. VENUES WORKING GROUP

To consider the notes of and any expenditure from the Venues Working Group.
Document to follow.

7. STRATEGY SETTING

To note the draft notes of the Strategy setting session and decide on next steps.
Document enclosed.

8. FUNDING UPDATE

To note updates on funding for the Town Centre improvements.
Verbal update Town Clerk.

9. GREEN TRAVEL

To note an update on the Green Travel Coordinator recruitment.
Verbal update Town Clerk.

10. EXTERNAL AUDIT

To note the completion of the external Audit.
Documents 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. 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 from the Town Clerk.

13. BANK RECONCILLATION

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

14. STAFFING PROPOSAL

- a) **Town Maintenance Officer recruitment**
- b) **Events Officer**

Documents enclosed.

15. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 12th October at 7pm.

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.