****

# MINUTES OF THE MEETING OF COUNCIL MATTERS

# THURSDAY 17TH SEPTEMBER 2020 AT 7PM – HELD REMOTELY USING ZOOM

**Present:** Councillors E Price (Chair), M Adams (Deputy Chair), C Allford, J Hodgson, C Luker, P Paine, B Piper (joined at 7.17pm) and V Trow (joined at 7.26 for Part II).

## 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.

There were no members of the public present.

*The Committee reconvened.*

## 2. CONFIRMATION OF MINUTES

**To update on any matters arising from the minutes of July 2020. (Note: already agreed through Full Council.)**

No matters arising. The minutes have already been ratified by Full Council.

## 3. BUDGET MONITOR

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

Noted and agreed.

## 4. NEIGHBOURHOOD PLAN

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

Cllr Luker updated that the Totnes Neighbourhood Plan and supporting documents have been submitted to South Hams District Council who will check that they have all the required documents and confirm if a Strategic Environment Assessment or Habitat Regulations Assessment is required.

## 5. ECONOMY WORKING GROUP

**To consider restarting the Economy Working Group.**

It was **AGREED** that the next Councillor Strategy session should discuss the scope and remit of this group, as well as an alternative name, as part of a wider review of working groups and their administration.

## 6. VENUES WORKING GROUP

**To consider the notes of and any expenditure from the Venues Working Group.**

Noted. A planning application has been submitted for the automatic doors in the Civic Hall which have received grant funding. These will be ordered and installed as soon as permission is granted by SHDC.

## 7. STRATEGY SETTING

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

Noted. The notes circulated will be turned into a document for further discussion at the Councillor Strategy session on 28th September 2020 at 6.30pm.

## 8. FUNDING UPDATE

**To note updates on funding for the Town Centre improvements.**Noted. The Clerk is awaiting information from South Hams District Council about the future high streets fund. Costs associated with the Saturday morning road closures (traffic management and Bob the Bus hire) is included in the Covid-19 line on the current budget monitor.

## 9. GREEN TRAVEL

**To note an update on the Green Travel Coordinator recruitment.**

Noted. Advertisement for the vacancy has gone out and has been placed with specialist recruitment agencies, reflecting the skills that will be required for the position. Recruitment costs will come from the S106 funding. The interview panel will consist of the Clerk, Cllr Hodgson, Cllr Allen.

## 10. EXTERNAL AUDIT

**To note the completion of the external Audit.**

Noted. The audit process has been satisfactorily completed.

T*he 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)*

## 11. STAFF BUDGET

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

The updated Staffing budget was unanimously **AGREED.** Cllr Price will receive a hard copy to sign in the next week.

## 12. STAFF UPDATE

**To note a general staff update.**

The verbal update from the Town Clerk was noted.

## 13. BANK RECONCILLATION

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

These documents were considered and unanimously **AGREED.**

## 14. STAFFING PROPOSAL

**a) Town Maintenance Officer recruitment**

**b) Events Officer**

The resignation of the Town Maintenance Officer and the absence of the Events Officer was noted. It was AGREED that any recruitment should be postponed until the proposed staffing review was completed.

The confidential staffing proposal was considered and received support from all Councillors present. following recommendations were made:

* **Delegated authority to the Town Clerk to administer the restructure process. RECOMMENDED TO FULL COUNCIL**
* **Agreement of the proposed structure, timeline and process. RECOMMENDED TO FULL COUNCIL**
* **Agreement of spend on professional HR support to advise during said process (if required) RECOMMENDED TO FULL COUNCIL**

## 15. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 12th October at 7.00pm.**

Noted.

Catherine Marlton

Town Clerk