



AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 8TH FEBRUARY 2021 AT 6.30PM – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/95965632400>

Meeting ID: 959 6563 2400 Passcode: Not required

You are hereby SUMMONED to attend the **Council Matters Committee**, which is to be held using remote meeting service Zoom on **Monday 8th February 2021 at 6.30pm** for the purpose of transacting the following business:

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

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded on Zoom and live streamed on social media. If members of the public make presentations, 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. If a member of the public wishes not to be recorded they are able to turn their video off or watch the meeting via the Town Council Facebook page.

Can members of the public please note that given the current climate Councillors and staff are adapting to remote and mainly paperless working and therefore you may see use of mobile phones and other devices for reference to the agenda and associated papers.

As Council meetings are not permitted to be held in a location where alcohol is served, we ask that all attendees refrain from consuming alcohol directly prior or during the meeting as per our Code of Conduct.

This meeting is limited to 90 minutes/2 hours and therefore members are asked to raise their points succinctly and not repeat the same view expressed by colleagues if it does not add to the debate.

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

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 approve the minutes of 18th January 2021 and update on any matters arising. Document enclosed.

3. FUNDING REQUESTS

To consider urgent funding requests from TRAYE (Totnes Rural Area Youth Engagement Project) and Totnes Caring. Document to follow.

4. COMMUNITY GRANT SCHEME

To consider a Community Grant Scheme application process. Document to follow.

5. BUDGET MONITOR

To consider the Budget Monitor. Document to follow.

6. RESERVES POLICY

To consider a draft Reserves Policy. Document enclosed

7. GDPR PRIVACY NOTICE AND POLICY

To consider an updated GDPR (General Data Protection Regulation) Privacy Notice and Privacy Policy. Documents enclosed.

8. PAYMENTS TO COUNCILLORS POLICY

To review the Payments to Councillors Policy. Document enclosed

9. CIVIC AND MAYORAL BUDGET POLICY

To review the Civic and Mayoral Budget Policy. Document enclosed

10. COUNCILLOR ALLOWANCES – TIMELINE

To note the timeline, eligibility and process for claiming the Councillor allowance. Document enclosed.

11. SOLAR BENCHES

To note the grant money for solar benches. Document enclosed.

12. TOWN COUNCIL WEBSITE

To note the expected live date for the new Totnes Town Council website. No document.

13. OFFICE MOVE

To note an update on the proposed office move. Verbal update from the Town Clerk.

14. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 8th March 2021 at 6.30pm. No document.

*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)*

15. LEGAL ISSUE

To note an update on an insurance query. Verbal update Town Clerk.

16. STAFF ATTENDANCE

To note sickness and overtime balances. Document enclosed.

17. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations. Documents enclosed.

18. STAFF APPOINTMENT

To ratify the appointment of the Town Maintenance Officer. No document.

19. STAFFING UPDATE (Standing Item)

For any general or urgent updates that required confidential sharing with Councillors. No document.

Catherine Marlton
Town Clerk
3rd February 2021

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.