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# DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS

# MONDAY 18TH JANUARY 2021 AT 6.30PM – HELD REMOTELY USING ZOOM

**Present:** Councillors E Price (Chair), M Adams, C Allford, J Hodgson, C Luker, B Piper and V Trow.

**Apologies:** Cllr Paine

## In Attendance: Cllrs Collinson and Hendriksen, C Marlton (Town Clerk) and C Bewley (Finance, Assets and Lettings Manager).

## 1. APOLOGIES FOR ABSENCE

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

Apologies were received from Cllr Paine.

*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 who wished to speak.

*The Committee reconvened.*

## 2. DEPUTY CHAIR

## To elect a Deputy Chair (who will chair in Chair’s absence).

Cllrs Allford and Hodgson were nominated as candidates for the Deputy Chair. Cllr Allford was appointed by a majority.

## 3. CONFIRMATION OF MINUTES

**To update on any matters arising from the minutes of 14th December 2020.**

The minutes have already been ratified by Full Council. There were no matters arising.

## 4. 2021/2022 DRAFT BUDGET

**To consider the draft annual budget for 2021/2022 and make a recommendation to Full Council.**

The Clerk explained the costing for a number of lines of the budget and that an underspend of at least £11k is anticipated in the current financial year for public realm projects which haven’t been progressed due to the pandemic. Further detail will be circulated on the detailed breakdown of the staffing budget including the monies received from S106 and grants which offset the costs from public funds for Part 2 of Full Council. Cllr Trow proposed a 2 percent increase on the precept (an actual increase of 4.14 percent) which was seconded by Cllr Piper and passed by four votes in favour, two against with one abstention.

It is **RECOMMENDED** to Full Council that the draft budget is agreed subject to the minor amendments suggested by the Clerk during the meeting. Document enclosed.

Subject to the above recommendation it is **RECOMMENDED** to Full Council that the annual precept figure for 2021/22 be increased by 2% from £535280 to £546986. Because of the lower tax base this year this represents an actual increase of 4.14% for the taxpayer, making an average band D property a change from £3.49 per week (£181.61 per year) to £3.64 per week (£189.13 per year), which is an increase of 15 pence per week or £7.52 per year.

## 5. TERMS OF REFERENCE FOR TOTNES FUTURE FORUM

**To consider what is appropriate in terms of remit and structure for this new forum.**

It was **AGREED** that the first Totnes Future Forum would be held in March/April 2021.

It is **RECOMMENDED** to Full Council that the Traffic and Transport Forum and the Totnes Future Forum terms of reference are aligned (with the exception of the regularity of meetings) and that live streaming/recording of meetings be added.

It is **RECOMMENDED** that the Standing Orders structure diagram be amended to include the changes outlined in the above Terms of Reference. Please note that the first order of business when each group meets is to ratify the use of these Terms of Reference.

## 6. OUR PLACE

**To consider expenditure of £585 from the Climate Change budget to provide the website similar to the following:**[**https://ourplaceourplanet.org/**](https://ourplaceourplanet.org/) **at a cost of £585.**

Cllr Hodgson updated on the ‘Our Place’ website and other potential local collaborative options.

It was **RESOLVED** to approve expenditure of £585.00 for the provision of the website.

## 7. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 8th February 2021 at 6.30pm.**

Noted.

*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)*

1. **RESIDENTIAL PROPERTIES**

**To consider an issue in relation to management of our tenanted properties and consider future property management options.**

It was **RESOLVED** to:

a) Write to our current property management provider outlining our concerns with the service provision and give notice.

b) Move to the new suggested provider at a lower % fee and increased out of hours provision for tenants.

c) Refund the resident for costs incurred for repairs.

1. **ALARM SERVICE**

**To note a change in the alarm service and monitoring.**

In relation to one of the TC buildings it was **RESOLVED** to:

a) Contact the storage users to see if they wish to pay for the monitoring.

b) Check there is no requirement from the freeholder.

c) If monitoring is not requested, the alarm will not be set so as not to disturb the neighbouring properties.

1. **LEGAL ISSUE**

**To note any actions or updates from a meeting with the legal advisors on Monday 18th January 2021.**

Noted. Further information will be taken by a Link Councillor report to the Full Council meeting in February

1. **STAFFING UPDATE (Standing Item)**

**For any general or urgent updates that required confidential sharing with Councillors.**

It was **RESOLVED** to:

a) Circulate the Nolan principles to all Councillors and staff as a reminder.

b) One of the Councillors offered to contact a member of staff directly to offer an apology.

c) Discretionary use of the Guildhall for a funeral was not granted.

Catherine Marlton

Town Clerk