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# DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS

# MONDAY 8TH FEBRUARY 2021 AT 6.30PM – HELD REMOTELY USING ZOOM

**Present:** Councillors E Price (Chair), M Adams, C Allford, C Luker, P Paine, B Piper, V Trow and , J Hodgson (joined the meeting at 7.15pm).

**Apologies:** None.

## In Attendance: Cllrs Collinson and Hendriksen, C Marlton (Town Clerk) and C Bewley (Finance, HR 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. CONFIRMATION OF MINUTES

**To approve the minutes of 18th January 2021 and update on any matters arising**

The minutes were approved as an accurate record of proceedings. There were no matters arising.

## 3. FUNDING REQUESTS

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

Cllr Hodgson declared a personal interest in the TRAYE funding request. The Totnes project involves various outreach with young people over the past 5 years. The funding is requested for opening a youth cafe in Totnes.

To **RECOMMEND** to Full Council that both funding requests are granted, £2,000 for TRAYE and £4010 for Totnes Caring, from S137 funding as per the formal motion and table below:

Council Matters of 8th February 2021 are asked to consider whether the proposals in red, in accordance with its powers under section 137 of the Local Government Act 1972, will be spent in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure.  If they do agree they must **RECOMMEND** to Full Council of 1st March 2021 that these allocations be RESOLVED.

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| --- | --- | --- |
| **Name** | **Amount of grant** | **Reason** |
| Transition Town Totnes | £5,809 | PHASE 1 Support for large Climate Change Lottery Bid |
| Caring Town/Totnes Caring/Citizens Advice | £25,000 | Community service to the vulnerable |
| Totnes Caring   | £15000 (includes £2750 of 8 weeks staff support by secondment) | Emergency COVID 19 crisis |
| Food in Community | £800 | Refrigeration costs during COVID 19 |
| Totnes Connection Hub | £561 | Food for food bank during COVID 19 |
| Totnes Gardens | £2,000 | Support for annual programme of improvements |
| Bridgetown Alive | £1344 | Community Hall improvements |
| Totnes Caring   | £4,010 | Covid Response |
| TRAYE | £2,000 | Youth Engagement |
| **TOTAL** | **£56,524** |  |
| Remaining allocation | £360.00 | **Until the new financial year** |

## 4. COMMUNITY GRANT SCHEME

**To consider a Community Grant Scheme application process.**

To **RECOMMEND** to Full Council that a Community Grant Scheme is administered through a formal application process with two deadlines spaced evenly to allocate the £50000 equally over the two rounds.

## 5. BUDGET MONITOR

**To consider the budget monitor.**

The budget monitor and forecast was reviewed and unanimously **AGREED**. There will be an underspend in the current financial year due to a postponement of capital projects.

## 6. RESERVES POLICY

**To consider a draft Reserves Policy.**

To **RECOMMEND** to Full Council with the amendment that the reserve has a minimum six months’ operational costs.

## 7. GDPR PRIVACY NOTICE AND POLICY

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

It was **AGREED** to consider this item under Part 2.

## 8. PAYMENTS TO COUNCILLORS POLICY

## To review the Payments to Councillors Policy.

The policy was reviewed and it was **RECOMMENDED** to Full Council for adoption.

## 9. CIVIC AND MAYORAL BUDGET POLICY

**To review the Civic and Mayoral Budget Policy.**

The policy was reviewed and it was **RECOMMENDED** to Full Council for adoption.

## 10. COUNCILLOR ALLOWANCE POLICY

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

Noted.

## 11. SOLAR BENCHES

**To note the grant money for solar benches.**

Noted. It was **AGREED** that the benches should be purchased and that the Public Realm and Cemetery Working Group should consider potential locations with good sunlight at the meeting in April (The Plains, the Rotherfold, near the Pavilions) before relocating them to the Skatepark when complete.

## 12. TOTNES COUNCIL WEBSITE

**To note the expected live date for the new Totnes Town Council website.**

Noted. It is hoped that the website will be live by the end of February.

## 13. OFFICE MOVE

**To note an update on the proposed office move.**

Noted. Site meetings have not been possible due to lockdown, surveys are expected and further input is awaited from the architect before a consultant writes the planning application. The proposal and project plan will be taken through the Venues and Public Assets Working Group. The Clerk confirmed that the Town Council is on a repairing lease for the premises so funding from South Hams is not expected.

## 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.**

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)*

## 7. GDPR PRIVACY NOTICE AND POLICY

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

This was unanimously **AGREED** and it was **RECOMMENDED** to Full Council for adoption.

**15. LEGAL ISSUE**

**To note an update on an insurance query.**

Noted. Councillors **AGREED** with the Clerk’s current course of enquiry.

**16. STAFF ATTENDANCE**

**To note sickness and overtime balances.**

Noted.

**17. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**

**To consider the bank statements and reconciliations.**

These were unanimously **AGREED**.

**18. STAFF APPOINTMENT**

**To ratify the appointment of the Town Maintenance Officer.**

 This was unanimously **AGREED**.

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

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

Noted.

Catherine Marlton

Town Clerk