



## **AGENDA FOR THE MEETING OF COUNCIL MATTERS THURSDAY 17<sup>TH</sup> MAY 2021 AT 6.30PM IN THE CIVIC HALL**

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 17<sup>th</sup> May 2021 at 6.30pm** in the Civic Hall 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.

Councillors and members of the public are asked not to move any seats or tables, and to take their seats on arrival to ensure that social distancing measures are maintained.

### **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 attendees are also consenting to being recorded.

Can members of the public please note that given the current climate Councillors and staff are adapting to 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 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 29<sup>th</sup> April 2021 and update on any matters arising. Document attached.

## **3. BUDGET MONITOR**

To consider the Budget Monitor. Document to follow.

## **4. SUPPORTING OUR TOWN FUND**

To consider the South Hams District Council Supporting Our Towns Fund and any amendments required to the Town Council budget. Document to follow.

## **5. COMMUNITY GRANT SCHEME APPLICATIONS**

To consider the applications for the community grant scheme. Documents attached.

## **6. VISIT TOTNES REPORT**

To consider a Visit Totnes report covering January-April 2021. Document attached.

## **7. COUNCIL MEETING VENUE**

To consider the venue of where council meetings are held as we come out of the stages of lockdown. Verbal update from the Clerk.

## **8. COMPLAINTS POLICY AND PROCEDURE**

To review the Council's Complaints Policy and Procedure. Document attached.

## **9. CODE OF CONDUCT**

To review the Councillor's Code of Conduct. Document attached.

## **10. OFFICE MANAGEMENT DURING STAFF LEAVE**

To review the office management during staff leave policy. Document attached.

## **11. EMPLOYEE PERSONAL DEVELOPMENT LOAN**

To consider the introduction of an employee personal development loan policy.  
Document attached.

## **12. COUNCIL PROJECTS**

To note the ongoing projects that Totnes Town Council are progressing. Document attached.

## **13. DATE OF NEXT MEETING**

To note the date of the next meeting of the Council Matters Committee – Monday 14<sup>th</sup> June 2021 at 6.30pm in the Civic Hall. 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)*

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

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

- a. To consider an increase in hours for the TMO.
- b. To note an update on Administrator recruitment.
- c. Verbal update on all other issues.

**15. STAFF ATTENDANCE**

To note sickness and overtime balances. Document enclosed.

Catherine Marlton

Town Clerk

12 May 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.**