



AGENDA FOR THE MEETING OF COUNCIL MATTERS THURSDAY 29TH APRIL 2021 AT 6.30PM – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/92173929621>

Meeting ID: 921 7392 9621 Passcode: Not required

You are hereby SUMMONED to attend the **Council Matters Committee**, which is to be held using remote meeting service Zoom on **Thursday 29th April 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 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 8th March 2021 and update on any matters arising. Document attached.

3. BUDGET MONITOR

To consider the Budget Monitor. Document to follow.

4. VENUES AND PUBLIC ASSETS WORKING GROUP

To note the minutes of and consider any recommendations from the Venues and Public Assets Working Group held on 17th March and 21st April 2021. Documents attached.

5. PUBLIC REALM AND CEMETERY WORKING GROUP

To note the minutes of and consider any recommendations from the Public Realm and Cemetery Working Group held on 14th April 2021. Document attached.

6. ARTS WORKING GROUP

To note the minutes of and consider any recommendations from the Arts Working Group held on 21st April 2021. Document attached.

7. ARTS AND COMMUNITY OUTREACH

To consider a proposed budget allocation for Arts and community outreach. Document attached.

8. VISION AND STRATEGY

To consider the draft Vision and Strategy document for the Council's current term until 2023. Document attached.

9. CHRISTMAS FESTIVAL TENDER

To consider the draft invitation to tender document for the Christmas Festival nights. Document attached.

10. CLIMATE CHANGE WORKING GROUP

To consider any items from the Climate Change Working Group. Budget attached and further document to follow.

11. EARMARKED RESERVES

To review the earmarked reserves. Document to follow.

12. COMMUNICATIONS AND MEDIA PROTOCOL

To review the Communications and Media Protocol. Document attached.

13. STAFF APPRAISAL POLICY

To review the Staff Appraisal Policy. Document attached.

14. FINANCIAL RISK ASSESSMENT

To review the Financial Risk Assessment. Document attached.

15. YEAR END TIMELINE

To note the year end timeline. Document attached.

16. RE-OPENING HIGH STREET FUND

To note and update on the Re-opening High Streets Fund. Verbal update from the Clerk.

17. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 17th May 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)*

18. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations. Documents enclosed.

19. STAFFING UPDATE (Standing Item)

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

20. LEGAL UPDATE

To note any updates from the Town Clerk. No document, verbal update Town Clerk.

21. EMERGENCY BUSINESS CONTINUITY PLAN

To note the proposal for emergency business continuity plans for implementation in unexpected management absence. Verbal update from the Clerk.

Catherine Marlton
Town Clerk
23 April 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.