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# DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS

# MONDAY 11TH OCTOBER 2021 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors E Price (Chair), J Hodgson and B Piper.

**Apologies:** Cllr M Adams and P Paine.

**Not Present:** Cllr V Trow.

## In Attendance: C Marlton (Town Clerk) & 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.**

Cllr Price read out a statement about how the meeting would be conducted and recorded.

The apologies were accepted.

*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 in attendance.

*The Committee reconvened.*

## 2. CONFIRMATION OF MINUTES

**To approve the minutes of 13th September 2021 and update on any matters arising.**

The minutes were approved as an accurate record of proceedings.

## 3. BUDGET MONITOR

**To consider the Budget Monitor.**

The Clerk highlighted changes to the budget forecast for election costs, underspend on staffing costs due to recruitment, and delays to capital expenditure. It was **AGREED** to accept the budget monitor.

## 4. HUMAN RESOURCES POLICIES

**To review the following human resources policies:**

**a. Discipline Policy and Procedures.**

The policy was reviewed and **AGREED**.

**b. Grievance.**

The policy was reviewed and **AGREED**.

**c. Maternity, Paternity and Adoption Leave and Pay.**

The policy was reviewed and **AGREED**.

**d. Whistleblowing.**

The policy was reviewed and **AGREED**.

**e. Recruitment, Retention and Selection.**

The policy was reviewed and **AGREED**.

**f. Bullying and Harassment.**

The policy was reviewed and **AGREED**.

## 5. ARTS WORKING GROUP

**To note the minutes of the Arts Working Group.**

Noted. The budget has been agreed through Full Council. It was **AGREED** that arrangements for ticket sales for the New Year’s Eve event needs to be clarified to determine if VAT needs to be applied.

## 6. SECURITY UPGRADE

**To note security upgrades of the Guildhall.**

Noted. Alarming will be added to the window in the Guildhall following the recent vandalism as the previous system didn’t trigger the alarm when damaged. It was **AGREED** that extending CCTV outside of the Guildhall should be incorporated as part of a wider town review.

## 7. PUBLIC TOILETS

**To note any update from South Hams District Council (SHDC).**

Noted. The Council has budgeted to pay SHDC to keep the toilets free in 2021/22. The last payment was made in February 2021 (financial year 2020/21) and the Clerk has requested an update from SHDC about arrangement for the current financial year and for 2022/23.

## 8. S137 BALANCE & ALLOCATIONS

**To note the current financial year allocations.**

Noted.

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## 9. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 8th November 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)*

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

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

These were reviewed and **AGREED** unanimously.

**11. STAFFING RESTRUCTURE**

**To consider adding capacity to the maintenance team.**

The confidential report from the Clerk outlined the annual budget implications and reasoning for the restructure was considered and discussed. It was unanimously **AGREED**to restructure the staff team to cover the increasing maintenance and caretaking requirements and advertise for an Assistant Town Maintenance and Caretaking Officer.

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

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

None.