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# MINUTES OF THE MEETING OF COUNCIL MATTERS

# MONDAY 8TH NOVEMBER 2021 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors E Price (Chair), M Adams, J Hodgson, P Paine, B Piper, N Stopp and V Trow.

**Apologies:** None.

## In Attendance: Cllr R Hendriksen, 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 11th October 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 an increase in professional fees as agreed at Full Council, but overall the Council is within its original budget for FY 2021/22. It was **AGREED** to accept the budget monitor.

## 4. DRAFT 2022/23 BUDGET

**To consider a draft budget for 2022/23.**

Cllr Price set out the process for considering the budget with a planning meeting for Councillors on 29th November and then consideration at Full Council in December. The Clerk explained the background to the draft budget and options A, B and C depending on which projects are taken forward by the Council and how this will impact on reserves. The Clerk reminded the Committee of the need to hold 3 months operational cost in reserves. To **RECOMMEND** to Full Council (subject to discussion on 29th November) adoption of the Option B budget and no increase to the precept for FY 2022/23.

## 5. COUNCIL RISK ASSESSEMENTS

**To consider a summary of the Council’s various risk assessments.**

Noted.

## 6. CLOSED-CIRCUIT TELEVISION POLICY

**To review the Closed-Circuit Television policy.**

The policy was reviewed and **AGREED**.

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## 7. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 13th December 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)*

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

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

These were reviewed and **AGREED** unanimously.

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

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

**• Staffing of Elizabethan Market in 2022.**

It was **AGREED** that the TMO and Assistant TMO continue to be asked to open and lock for this group to allow them access to stored items. This will be reviewed annually.

**• Civic Hall Caretaker post.**

Noted.