



AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 14TH JUNE 2021 AT 6.30PM IN THE CIVIC HALL

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 14th June 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.

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 17th May 2021 and update on any matters arising. Document attached.

3. CHRISTMAS FESTIVAL TENDER

To consider the responses to the tender for the Christmas Festival nights. Verbal update.

4. COUNCIL MEETING VENUE

To consider the venues of where council meetings are held from 21st June based on current Government social distancing requirements. Verbal update.

5. SCHEME OF DELEGATION

To consider a scheme of delegation for the Town Clerk to cover any limitations to public meetings due to changes in Covid social distancing requirements. Document to follow.

6. FINANCIAL REGULATIONS

To consider a revision to the Financial Regulations to enable members of the management team to authorise payments. Document attached.

7. FREEDOM OF INFORMATION PUBLICATION SCHEME

To review the Council's Freedom of Information Publication Scheme. Document attached.

8. INFORMATION AND DATA PROTECTION POLICY

To review the Council's Information and Data Protection Policy. Document attached.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th 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)*

10. COMMUNITY CHARTER FACILITATION

To consider whether to commission a facilitator for a Community Charter to support the Totnes Futures Forum. Document attached.

11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations. Documents attached.

12. STAFFING UPDATE (Standing Item)

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

13. LEGAL MATTERS

To:

- a. Consider legal advice required for submission of an Asset of Community Value application. Verbal update from Town Clerk.
- b. Note an update from the Town Clerk. Verbal update Town Clerk.

Catherine Marlton
Town Clerk
9 June 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.