



## MINUTES OF THE MEETING OF COUNCIL MATTERS THURSDAY 29<sup>TH</sup> APRIL 2021 AT 6.30PM – HELD REMOTELY USING ZOOM

**Present:** Councillors E Price (Chair), M Adams, C Luker, P Paine, B Piper, V Trow and J Hodgson (joined at 18.55).

**Apologies:** Cllr C Allford.

**In Attendance:** C Marlton (Town Clerk) and 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, recorded and live streamed on social media.

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 8th March 2021 and update on any matters arising**

The minutes were approved as an accurate record of proceedings. There were no matters arising.

### 3. BUDGET MONITOR

**To consider the Budget Monitor.**

The Clerk updated that there is a year-end surplus of £150k due to delayed capital projects, and remainder of £70k of S106 funding to cover the green travel projects and the co-ordinator. The year end figures will be provided for the next Committee in May.

### 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 17<sup>th</sup> March and 21<sup>st</sup> April 2021.**

The minutes were noted. There were no recommendations for Committee consideration.

## 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.

For the Cemetery It was **AGREED** that:

- The revised Cemetery Regulations were approved.
- The wildflower circle is monitored over the course of 2021 and if there is no improvement TTC takes back the management of the land.
- The signage for the wildflower area poster is revised to have the individual names removed and be replaced with 'private donation and County Councillor locality grant'.
- A Friends of Totnes Cemetery Group may be formed as set out in the draft Terms of Reference.

On wayfinding in the town, it was **AGREED** that a separate meeting will be held on 13<sup>th</sup> May 2021 and open to all Councillors.

## 6. ARTS WORKING GROUP

To note the minutes of and consider any recommendations from the Arts Working Group held on 21<sup>st</sup> April 2021.

Noted.

## 7. ARTS AND COMMUNITY OUTREACH

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

The Clerk explained that due to financial pressures on the Chamber of Commerce, there is a one-off allocation to assist with the town's Christmas lights in 2021. It was unanimously **RECOMMENDED to Full Council** to approve the £4000 spend from reserve as outlined below:

COUNCIL MATTERS APRIL 2021		
<b>COMMUNITY OUTREACH ALLOCATION</b>	<b>6000</b>	
Civic Square Light and Trees	-3000	
Town Wide Christmas Lights grant to Chamber of Commerce	-2000	
Totnes Directory Updates	-1000	
Defibrillator Pads/Serviceing	-200	
Facebook/Comms	-200	
Community Consultation events/marketing material as required	-500	
<b>TOTAL</b>	<b>-900</b>	
<b>ARTS BUDGET ALLOCATION</b>	<b>10000</b>	
Professional support for Civic Hall from electrician	-100	Agreed by Council Matters
Christmas Festival domain	-100	Agreed by AWG
Christmas Festival nights professional support	-6500	Agreed by Council Matters
May Day Event facilitated by NDP Circus	-1500	Agreed by Council Matters
Community Christmas Workshop	-1000	Estimate
Winter Wandaland	-250	TBC by the AWG
Summer arts events/installations TBC	-1500	TBC by the AWG
Phoneboxes	-650	
Halloween event/trail TBC	-1500	TBC by the AWG

The individual allocations within the proposed Arts budget were **AGREED** by Council Matters under delegated authority (in red).

#### 8. VISION AND STRATEGY

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

To **RECOMMEND** to Full Council that the Vision and Strategy document is adopted with the annex on how to evaluate future ideas and proposals.

#### 9. CHRISTMAS FESTIVAL TENDER

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

The Invitation to Tender document was **AGREED**. It was **AGREED** that the Clerk is given delegated authority to progress the tender process, with candidates interviewed with named Councillors and the Clerk before a contract is awarded.

#### 10. CLIMATE CHANGE WORKING GROUP

**To consider any items from the Climate Change Working Group.**

Cllr Hodgson set out that as part of the Tree Planting Group, a contribution of £210 is requested towards the cost of purchase of trees planted at Baltic Wharf. A revised figure of £600 is required for the purchase of three mobile hand-held air pollution monitors. These expenditures were **AGREED** as below:

COUNCIL MATTERS APRIL 2021		
<b>CLIMATE CHANGE</b>	<b>10000</b>	
Air pollution monitors	-600	Agreed by Council Matters
e Bike and E Cars Survey	-500	Previously agreed
Tree planting contribution	-210	Agreed by Council Matters
<b>TOTAL</b>	<b>8690</b>	Remaining to be allocated

#### 11. EARMARKED RESERVES

**To review the earmarked reserves.**

The earmarked reserves are an amount within our existing reserves and are usually used by smaller parishes. Given the healthy general reserve it was **AGREED** to set the earmarked reserve allocation to £0.

#### 12. COMMUNICATIONS AND MEDIA PROTOCOL

**To review the Communications and Media Protocol.**

The policy was reviewed and it is **RECOMMENDED** to Full Council for adoption, with the inclusion of a summary of key points.

#### 13. STAFF APPRAISAL POLICY

**To review the Staff Appraisal Policy.**

The policy was reviewed and **AGREED**.

#### 14. FINANCIAL RISK ASSESSMENT

**To review the Financial Risk Assessment.**

The risk assessment was reviewed and it is **RECOMMENDED** to Full Council for adoption.

## 15. YEAR END TIMELINE

### To note the year end timeline.

Noted.

## 16. RE-OPENING HIGH STREET FUND

### To note and update on the Re-opening High Streets Fund.

The Clerk updated that £28K is due back from South Hams District Council which will go into Financial Year 2020/21 for closures for the high street and traffic calming measures, and It is hoped that a further £6k can be claimed for FY 2021/22.

## 17. DATE OF NEXT MEETING

### To note the date of the next meeting of the Council Matters Committee – Monday 17<sup>th</sup> May 2021 at 6.30pm.

Noted. This meeting will be held in the Civic Hall, a risk assessment will need to be completed and with Covid regulations seats will need to be spaced which could mean public numbers have to be capped.

---

*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.

These were reviewed and **AGREED**.

## 19. STAFFING UPDATE (Standing Item)

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

- It was **AGREED** to allocate £250 from the staffing budget for specialist training for the Admin Assistant.
- Possible sick leave requirements for a senior staff member was noted.
- Possible compassionate leave for a senior member of staff was noted.

## 20. LEGAL UPDATE

### To note any updates from the Town Clerk.

The Clerk explained that a brief will be sent to May Council Matters regarding a potential claim being made on the Council insurance policy.

## 21. EMERGENCY BUSINESS CONTINUITY PLAN

### To note the proposal for emergency business continuity plans for implementation in unexpected management absence.

The Clerk explained emergency cover arrangements proposed in the case of absence of the Finance Manager. The Clerk will set up bank payments and another member of the management team will provide the second authorisation to allow urgent payments and wages to be paid. This approach was **AGREED** as reasonable by Councillors.