



DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 17TH MAY 2021 AT 6.30PM IN THE CIVIC HALL

Present: Councillors E Price (Chair), M Adams, C Allford, C Luker, P Paine, and B Piper.

Apologies: Cllrs Hodgson and Trow.

In Attendance: A member of the public, Cllr Hendriksen, 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.

The member of the public wished to speak to the TRESOC proposal of installing solar panels on the Pavilion roof. They were informed that there was not enough notice for this to be included as an agenda item at this Committee and that it will be on the Town Matters Committee agenda on 1st June 2021.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To approve the minutes of 29th April 2021 and update on any matters arising

The minutes were approved as an accurate record of proceedings. Cllr Adams raised the legal matter. The Clerk updated that following advice received, as the matter does not require council debate or a decision it does not need to come to committee and that an email has been sent to all Councillors updating them on the matter.

3. BUDGET MONITOR

To consider the Budget Monitor.

The Clerk updated that at the end of financial year 2020/21 there is an underspend due to grant funding received and capital project delay. This was noted by the Committee.

4. SUPPORTING OUR TOWN FUND

To consider the South Hams District Council Supporting Our Towns Fund and any amendments required to the Town Council budget.

South Hams District Council has made up to £50,000 available to be match funded for projects to assist business recovery in Totnes (funding will need to be spent by 31st March 2022). To **RECOMMEND** to Full Council that the proposed ideas are supported and shared with the local business community to gauge and evidence support for the various schemes to take forward.

5. COMMUNITY GRANT SCHEME APPLICATIONS

To consider the applications for the community grant scheme.

Personal interests were declared on the following applications: Cllr Price - Totnes Heritage Trust; Cllr Allford – Totnes Library. Discussion was had to ensure that the applications will be spent in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure, as per the spending powers under section 137 of the Local Government Act 1972.

It was **AGREED** to allocated £25011 from S137 as outlined in the table below (in italics). The Council Matters Committee had previously been given authority to determine and award the Community Grants from S137 up to the £50,000 outlined in the annual budget.

To **RECOMMEND** to Full Council the awards (in bold) totalling £8475 are allocated from the general reserve as follow below:

Applicant	Project	Amount Request	Project Cost	Grant Awarded
<i>Totnes Caring</i>	<i>Transport services coordination</i>	<i>£4000</i>	<i>£17354</i>	<i>£4000</i>
Totnes Heritage trust	St Mary's churchyard design & consultation	£4000	£4000	£4000 funded through the general reserve
<i>TRAYE</i>	<i>Youth can make a difference forum</i>	<i>£3881</i>	<i>£3881</i>	<i>£1940.50</i>
Sea Scouts	Building refurb for reopening	£2000	£20000	£2000 funded through the general reserve
Totnes Bike Hub	Dr Bike workshops	£1950	£1950	£975 funded through general reserve
Warmheart Community Projects	A Totnes Tale	£2000	£16400	£1500 funding through the general reserve
<i>Parklife</i>	<i>Cemetery wildflower area maintenance</i>	<i>£1000</i>	<i>£1500</i>	<i>£750</i>
<i>Youth Mental Health Foundation</i>	<i>What's your genius workshops</i>	<i>£1979.40</i>	<i>£1979.40</i>	<i>£1979.40</i>
<i>Lifeworks</i>	<i>Get involved youth club</i>	<i>£5000</i>	<i>£53476</i>	<i>£2500</i>
<i>Totnes Library</i>	<i>Revamping children's library</i>	<i>£3846.36</i>	<i>£3846.36</i>	<i>£2884.77</i>
<i>Transition Town Totnes</i>	<i>Relaunch Transition Streets</i>	<i>£6389</i>	<i>£12778</i>	<i>£0</i>
<i>Church of St Johns & St Mary</i>	<i>Connecting communities – upgrade AV equipment</i>	<i>£2500</i>	<i>£17500</i>	<i>£1250</i>
<i>South Hams Citizens Advice</i>	<i>Outreach at The Mansion</i>	<i>£6444</i>	<i>£7999</i>	<i>£6444</i>
<i>Network of Wellbeing Shared</i>	<i>News top in Bridgetown</i>	<i>£4350</i>	<i>£24991</i>	<i>£3262.50</i>

6. VISIT TOTNES REPORT

To consider a Visit Totnes report covering January-April 2021.

The Committee noted their thanks for this update.

7. COUNCIL MEETING VENUE

To consider the venue of where council meetings are held as we come out of the stages of lockdown

The Clerk explained that at present Council meetings are due to be held in the Civic Hall until 21st June before the planned return to the Guildhall either in the Chamber (for committees) or downstairs (for Full Council) however, this will be dependent on social distancing advice. Continuing meetings in the Civic Hall would have an impact on a regular hirer and financial impact on the Paige Adams Trust.

To **RECOMMEND** to Full Council that meetings return to the Guildhall as of 21st June 2021 (subject to social distancing advice).

8. COMPLAINTS POLICY AND PROCEDURE

To review the Council's Complaints Policy and Procedure.

The policy was reviewed and **AGREED**.

9. CODE OF CONDUCT

To review the Councillor's Code of Conduct.

The policy was reviewed and it is **RECOMMENDED** to Full Council for adoption. The content of this policy will be included in the Councillor training session.

10. OFFICE MANAGEMENT DURING STAFF LEAVE

To review the office management during staff leave policy.

The policy was reviewed and **AGREED**.

11. EMPLOYEE PERSONAL DEVELOPMENT LOAN

To consider the introduction of an employee personal development loan policy.

The draft policy was considered and was **AGREED** by a majority.

12. COUNCIL PROJECTS

To note the ongoing projects that Totnes Town Council are progressing.

Noted.

13. DATE OF NEXT MEETING

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

14. STAFFING UPDATE (Standing Item)

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

- a) It was **AGREED** to give the Clerk delegated authority to increase the Town Maintenance Officer hours to 35 hours a week from 20th June, subject to it being achievable in the existing annual staffing budget. The Clerk was confident this was possible due to the delay in recruiting a Civic Hall/Finance Administrator.
- b) A recruitment update was noted.
- c) A confidential staff update was noted – no decisions or actions required.

15. STAFF ATTENDANCE

To note sickness and overtime balances.

These were noted.

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