



AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 13TH SEPTEMBER 2021 AT 6.30PM IN THE GUILDHALL

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 13th September 2021 at 6.30pm** in the Guildhall for the purpose of transacting the following business:

Committee Members: Councillors E Price (Chair), M Adams, J Hodgson, P Paine, B Piper, V Trow.

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. 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.

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. DEPUTY CHAIR

To elect a Deputy Chair (who will chair in Chair's absence). No document.

3. CONFIRMATION OF MINUTES

To approve the minutes of 14th June 2021 and update on any matters arising. Document attached.

4. BUDGET MONITOR

To consider the Budget Monitor. Document to follow.

5. COMMUNITY GRANT SCHEME APPLICATIONS

To consider the applications for the community grant scheme. Documents attached.

6. HUMAN RESOURCES POLICIES

To review the following human resources policies (documents attached):

- a. Capability Policy and Procedures.
- b. Lone Working.
- c. Equality and Diversity.
- d. Pay.
- e. Confidentiality, Data Protection and Information Technology (IT).
- f. Health, Safety and Wellbeing.

7. EXTERNAL AUDITOR REPORT

To note the external auditor report on the Annual Governance & Accountability Return. Documents attached.

8. ARTS WORKING GROUP

To note the minutes of the Arts Working Group. Document attached.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 11th October 2021 at 6.30pm in the Guildhall. 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. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations. Documents attached.

11. STAFFING UPDATE (Standing Item)

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

- a. To consider backup support options to cover the vacant Administrator 3 post.
- b. To consider a staff benefit in a cycle to work scheme.

12. STAFF ATTENDANCE

To note sickness and overtime balances. Verbal update.

13. COMMERCIAL MATTERS

To consider an increase in rent for the Guildhall flat. Verbal update from Town Clerk.

Catherine Marlton
Town Clerk
8th September 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.