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# AGENDA FOR THE MEETING OF COUNCIL MATTERS

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

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 8th November 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, N Stopp, 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. CONFIRMATION OF MINUTES

To approve the minutes of 11th October 2021 and update on any matters arising. Document attached.

# 3. BUDGET MONITOR

To consider the Budget Monitor. Document attached.

# 4. DRAFT 2022/23 BUDGET

To consider a draft budget for 2022/23. Document attached.

# 5. COUNCIL RISK ASSESSMENTS

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

# 6. CLOSED-CIRCUIT TELEVISION POLICY

To review the Closed-Circuit Television policy. Document attached.

# 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 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)*

# 8. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations. Documents attached.

# 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.
* Civic Hall Caretaker post.

Catherine Marlton

Town Clerk

3rd November 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.**