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# MINUTES OF THE MEETING OF COUNCIL MATTERS

# MONDAY 14TH FEBRUARY 2022 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors E Price (Chair), P Paine, B Piper (joined at 18.40), N Stopp and V Trow.

**Apologies:** Cllrs M Adams and J Hodgson.

## In Attendance: C Marlton (Town Clerk) & 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 and recorded.

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 17th January 2022 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 explained that there is an anticipated underspend due to capital projects being delayed, which will see more of a reserve carried into financial year 2022/23. It was unanimously **AGREED** to accept the budget monitor.

## 4. 2022/23 BUDGET

**To consider the updated 2022/23 budget.**

The Clerk set out that the updated budget is an increase in staffing costs to reflect the increase in hours (21 to 30 hours per week) for the Marketing and Communications Manager which was agreed by Full Council. This would see a predicted reserve of around £220K by year end 2023.

To **RECOMMEND** to Full Council that the budget amendment is accepted.

## 5. CIVIC BUDGET AND MAYORAL ALLOWANCE POLICY

**To review the Civic Budget and Mayoral Allowance Policy.**

To **RECOMMEND** to Full Council that the revised policy is adopted.

## 6. PAYMENTS TO COUNCILLORS POLICY

**To review the Payments to Councillors Policy.**

The Clerk explained that having consulted Clerks in other councils, the policy has been revised and looks to clarify any ambiguous points about the basis of when expenses will be paid. To **RECOMMEND** to Full Council that the revised policy is adopted.

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## 7. COMMUNITY GRANT AWARDS

**To note feedback from the Community Grants awarded in 2021.**

Noted.

## 8. FUTURE FORUM

**To note an update on the Future Forum.**

Cllr Allen was not present to give an update. A date for the next meeting has been circulated however, the Clerk is checking to see how this fits into the wider meetings calendar.

## 9. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 14th March 2022 at 6.30pm.**

Noted.

T*he 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.**

These were reviewed and **AGREED** unanimously.

**11. STAFFING UPDATE (Standing Item)**

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

A verbal update was noted, no decisions were required.

**12. STAFF APPOINTMENT**

**To ratify the appointment of the Marketing and Communications Manager vacancy.**

It was unanimously **AGREED** to ratify the appointment subject to the normal checks and with the usual 6 month probationary period. The salary offer the Clerk proposed was **AGREED.**

**13. VEXATIOUS BEHAVIOUR**

**To consider the application of the vexatious behaviour policy in relation to a member of the public (personal information).**

It was **AGREED** that the situation would be kept under review and that, if required, the Clerk had the delegated authority to form a panel to decide on appropriate action. All Councillors present were supportive of the use of the policy if further correspondence was received.