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# AGENDA FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 17TH JANUARY 2022 AT 6.30PM IN THE GUILDHALL

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 17th January 2022**

**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 8th November 2021 and update on any matters arising. Document attached.

# 3. BUDGET MONITOR

To consider the Budget Monitor. Document attached.

# 4. STANDING ORDERS

To consider a revision to Standing Orders in relation to Committees and Working Groups and make a recommendation to Full Council. Document attached.

# 5. CEMETERY PROCEDURE

To consider the administrative procedure for the scattering of ashes in Totnes Cemetery and the levelling of a fee. Document attached.

# 6. PROCEDURAL NOTE

To note the advice note on procedure relating to expenses and expenditure from the budget (document attached) and:

a. Consider the payment of a mileage claim as an exemption.

# 7.  COUNCIL CHAMBER AUDIO-VISUAL EQUIPMENT

# To consider projection and screen options for the Council chamber. Document attached.

# 8. DRAFT SAFEGUARDING POLICY

To consider a draft Safeguarding policy for the Council. Document attached.

# 9. PUBLIC REALM AND CEMETERY WORKING GROUP

To note the minutes of the Public Realm and Cemetery Working Group held on 10th November. Document attached.

# 10. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th February 2022 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)*

# 11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations. Documents attached.

# 12. STAFFING UPDATE (Standing Item)

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

**13. ADVERTISING CAMPAIGN**

To consider a Visit Totnes outdoor advertising campaign and possible commercial service provider (commercially sensitive). Document attached.

**14. STAFF ATTENDANCE**

To note sickness and overtime balances. Verbal update.

Catherine Marlton

Town Clerk

12th January 2022

**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.**