****

# DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS COMMITTEE

# MONDAY 11TH JULY 2022 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors B Piper (Chair, joined at 6.35pm), M Adams (chaired until 6.40), J Hannam (joined at 6.33pm), J Hodgson (joined at 6.40pm), P Paine, and E Price.

## Apologies: None

## 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 Adams read out a statement about how the meeting would be conducted and recorded.

There were no apologies received.

*The Committee will adjourn for the following items:*

PUBLIC QUESTION TIME

There were no members of the public present.

*The Committee reconvened.*

## 2. CONFIRMATION OF MINUTES

**To approve the minutes of 13th June 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 and to vote on revising the budget to the predicted year end figures.**

The Clerk updated that the expected year end figure reflects the changes agreed by Full Council. As previously updated, professional fees and the insurance premium is higher than originally budgeted which sees a predicted overspend of approx. £12.8K.

It was **AGREED** to approve the Arts and Culture budget overspend of £6450 which is largely for the Civic Hall pillars arts project, and the Public Realm and Community Assets budget overspend of £2865 to bring the fabrication of wayfinding signage forward.

## 4. FINANCIAL REGULATIONS

**To review the Financial Regulations.**

To **RECOMMEND** to Full Council that the revised Financial Regulations are adopted.

## 5. INVESTMENT ACCOUNTS

**To consider:**

**a. The criteria for investment accounts for the Council, including the type of account, interest rate, sectors that will/won’t be invested in; and**

**b. Granting the Clerk delegated authority to select the account based on the best value at the time and the decision in a. (above).**

It was **AGREED** to grant the Clerk delegated authority to invest £80K into an instant access account with the best rate of interest and £120K in a 30-40 day access account with a bank with the highest ethical credentials.

## 6. ARTS AND EVENTS WORKING GROUP

**To consider:**

**a. The actions from the Arts and Events Working Group held on 15th June 2022;**

Noted.

**b. The Arts and Events budget monitor, including the allocation of funds to the Orange Races; and**

Full Council has agreed the allocation of up to £1K for the Orange Races road closure. The highways contractor will be paid directly by the Council.

**c. The allocation of funds for an artist to run workshops to create decorations for the Civic Hall pillars.**

The Committee has agreed the funding under item 3.

## 7. GREEN TRAVEL AND CLIMATE CHANGE BUDGETS

## To consider an update on the Green Travel/Climate Change budget, including the timeline for the Totnes Traffic Strategy Stakeholder session.

An email has been circulated to Councillors about the Traffic Strategy Stakeholder session including details of the suggested stakeholders to invite, and Cllrs playing an observer rather than active role in the event. It was **AGREED** that the Clerk would look at the Zoom arrangements for the Climate Emergency Working Group**.**

## 8. REMEMBRANCE SUNDAY

**To consider the arrangements required for the annual Remembrance Sunday event.**

It was **AGREED** that the Council will issue and co-ordinate the invitations for the event on behalf of the Royal British Legion, make a contribution towards the refreshments following the church service but it will not organise a parade. It was noted that the Mayor has a Civic budget which could be used to provide any ancillary arrangements or refreshments. ACTION: Cllr Price to liaise with the Mayoral PA.

## 9. COMMUNITY CO-ORDINATOR RECRUITMENT TIMELINE

**To consider the recruitment timeline for the Community Co-ordinator.**

The timeline for recruitment was **AGREED**. Cllr Hodgson will be involved in the shortlisting of candidates and Cllrs Price and Piper and the Clerk will conduct the interviews.

## 10. CHRISTMAS LIGHTS

**To note the arrangements for the town’s Christmas lights in 2022.**

The Clerk updated that the Chamber of Commerce will organise the erection of the Christmas lights this year, including the testing of anchor points and the purchase of new lights for Fore Street. However, this could be the last year that the Chamber is prepared to do so. The Committee requested that someone qualified tests the anchor points but the Clerk said that as this is not a Council project how the work is taken forward is outside of its control.

## 11. VISIT TOTNES REPORT

**To note the Visit Totnes report covering April to June 2022.**

Noted with thanks.

## 12. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 12th September 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)*

**13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**

**To consider the bank statements and reconciliations.**

It was **AGREED** to defer this item until the September agenda.

**14. STAFFING UPDATE**

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

**a. To consider the revised salary scales for adoption from 20th September 2022.**

(The Clerk and Finance/HR Manager left the meeting) It was unanimously **AGREED** to accept the revised salary scales from 20th September 2022.

**15. STAFF APPOINTMENT**

**To ratify the appointment of the Town Maintenance Officer vacancy.**

(The Clerk re-joined the meeting) It was unanimously **AGREED** to ratify the appointment subject to the normal checks and with the usual six-month probationary period.