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# DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS

# MONDAY 13TH JUNE 2022 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors B Piper (Chair), M Adams (joined at 6.36pm), J Hodgson (joined at 6.35pm), P Paine, and E Price.

## Apologies: Councillor G Allen.

## In Attendance: Two members of the public, 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 Piper read out a statement about how the meeting would be conducted and recorded.

The apologies were accepted. Cllr Allen’s resignation from the Committee will go to Full Council in July.

*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.

A member of the public raised: the need for a bus stop in Bridge Road, Follaton as accessibility ramps cannot unload passengers if the pavement area is blocked; a pedestrian crossing required near Follaton Gate to link the pavements on either side of the road and to help slow traffic; needing clarity from TRESOC on how many solar panels will produce the 250kwatt required for the ‘Energy Local Totnes’ scheme based on average PV panel output.

*The Committee reconvened.*

## 2. CONFIRMATION OF MINUTES

**To approve the minutes of 16th May 2022 and update on any matters arising.**

The minutes were approved as an accurate record of proceedings. There were no matters arising.

## 3. ELECTION OF DEPUTY CHAIR

## To elect a deputy chair for the Council Matters Committee.

Cllr M Adams was elected as deputy chair.

## 4. BUDGET MONITOR

**To consider the Budget Monitor.**

The Clerk updated that there has been a significant increase in the insurance premium this year which is widespread across town councils and is exacerbated by the number of insurers no longer offering cover to parish and town councils. It was **AGREED** to accept the document. To **RECOMMEND** to Full Council that a 3-year fixed price contract for insurance is considered if following further officer investigation it is possible to do so on the current insurance policy.

## 5. MAYOR’S ENGAGEMENTS AND BUDGET

**To consider the Mayor’s engagements since March 2022 and the current budget.**

It was **AGREED** to accept the Mayor’s engagements and the budget.

## 6. VEXATIOUS BEHAVIOUR POLICY

**To review the Vexatious Behaviour Policy.**

It was **AGREED** to accept the revised Vexatious Behaviour Policy subject to amendments to be checked with DALC to see if wording can be extended to include reference to Councillors (in their Councillor role) as well as officers, and also for those who disrupt meetings.

## 7. COUNCIL ASSETS AND PUBLIC REALM WORKING GROUP

**To consider the actions from the Council Assets and Public Realm Working Group held on 17th May 2022.**

The following actions were considered:

Item 5. To consider the grass cutting and maintenance of Castle Meadow inc. the issue of dog littering.

It was **AGREED** to cut back grass once a year, with general maintenance like strimming of paths carried out by TMO, get costs for 3 picnic benches and the ‘No Dogs’ signs to remain as part of Phase One.

Item 6. To consider applying to the Community Payback scheme for weed clearance along St Mary’s wall. It was **AGREED** that the Council applies for the project to be considered by the Community Payback scheme as detailed.

It was **AGREED** to contact the structural survey engineers to ask about drainage issues in the churchyard in extreme weather and the potential effects on the wall, and any advice for the removal of vegetation from the wall.

It was **AGREED** to include an item on the next Working Group agenda for ideas for the A381 roundabout.

## 8. TOWN MAINTENANCE OFFICER RECRUITMENT

## To consider the recruitment timeline for the Town Maintenance Officer.

The recruitment timeline for the Town Maintenance Officer was **AGREED.**

## 9. COMMUNITY GRANTS

**To note an update from the Community Fundraiser.**

Noted.

## 10. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 11th July 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)*

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

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

These were reviewed and **AGREED** unanimously.

**12. STAFFING REVIEW**

**To consider the Terms and Conditions of the Green Travel Co-ordinator and Community Co-ordinator positions (personnel).**

It was **RECOMMENDED** to Full Council that consideration is given to a report from the Town Clerk including the following staffing amendments:

* Increase the Green Travel Co-ordinator’s hours from 15 to 24 hours a week and change it from fixed term to permanent;
* Trial a Community and Sustainability Manager role (change from Community Co-ordinator) for 30 hours a week on a probationary basis; and
* Commission South-West Councils to review the Council’s officer staffing and pay structure.

**13. TOTNES MUSEUM**

**To consider a verbal update on the museum lease and vote on any action required (legal).**

It was **AGREED** to instruct the solicitor to draft a lease with minor amendments regarding security and fire alarm monitoring.

**14. CIVIC HALL LEASE**

**To consider a verbal update on the Civic Hall lease and vote on any action required (legal).**

It was **AGREED** to instruct the solicitor to liaise with SHDC on a Deed of Variation to the Civic Hall lease regarding the office conversion.

**15. CASTLE MEADOW ACCESS**

**To note a verbal update on Castle Meadow access, boundary and insurance (legal).**

Noted.

### 16. STAFF ATTENDANCE

**To note sickness and overtime balances.**

Noted.