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# AGENDA FOR THE MEETING OF COUNCIL MATTERS

# FRIDAY 23RD SEPTEMBER 2022 AT 6.30PM IN THE GUILDHALL

There are stairs to the Council Chamber but if any member of the public has mobility issues the Council can relocate to the lower Guildhall.

You are hereby SUMMONED to attend the **Council Matters Committee** on **Friday 23rd September 2022**

**at 6.30pm** in the Guildhall for the purpose of transacting the following business:

**Committee Members:** Councillors B Piper (Chair), M Adams, J Hannam, J Hodgson, P Paine, E Price.

# 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 July 2022 and update on any matters arising. Document attached.

# 3. BUDGET MONITOR

To consider the Budget Monitor. Document attached.

# 4. PROCEDURAL NOTE – COUNCILLOR EXPENSES

To note the procedure relating to expenses and expenditure from the budget (as below):

Current policy: Items required by Councillors to carry out their approved duties must be ordered and paid for through the office in advance of the event.

and:

a. Consider the payment of an expenses claim for refreshments as an exemption to the policy (£10.10 claimed by Cllr Hodgson)

b. Consider the payment of an expenses claim for Totnes Show tickets as an exemption to the policy (£30.00 claimed by Cllr Price)

If Council Matters does not approve said expenses please note the current policy states: Any dispute over claims or reimbursement of expenses will be considered by Full Council.

# 5. MAYOR’S ENGAGEMENTS AND BUDGET

To consider the Mayor’s engagements since June 2022 and the current budget. Document attached.

# 6. HEALTH, SAFETY AND WELLBEING POLICY

# To review the Health, Safety and Wellbeing Policy. Document attached.

# 7. PAY POLICY

To review the Pay Policy. Document attached.

# 8. EMPOWERING COMMUNITIES CONFERENCE

# To consider attendance at the Empowering Communities Conference on 7th November 2022. Document attached.

**9. TRESOC ENERGY CLUB PROPOSAL**

To consider the Totnes Renewable Energy Society’s energy club proposal for use of the solar panels on the Civic Hall. Document attached.

**10. EXTERNAL AUDIT**

To note the external auditor report on the Annual Governance & Accountability Return. Document attached.

**11. FSCS PROTECTION LEVEL FOR COUNCILS**

To note that the Financial Services Compensation Scheme (FSCS) protection for bank deposits does not apply to councils with a budget greater than 500, 000 euros. Verbal update.

**12. ART UNDER CIVIC HALL**

To:

1. Note the process and timelines in considering the expressions of interest for the artwork on the pillars under the Civic Hall; and
2. Consider granting the Clerk delegated authority to appoint the preferred artist. Document attached.

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# 13. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 10th October 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)*

# 14. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for June, July [and August]. Documents attached.

# 15. EASTGATE LEASE

To consider the future requirement for the lease of Eastgate. The current lease expires in September 2023 (commercial). Verbal update.

# 16. TOWN CLOCKS

# To review current and projected maintenance and repair costs. Document attached.

# 17. ELMHIRST PROJECT

# To review expenditure to date and current delegated authority limit to the Clerk. Document to follow.

# 18. CIVIC HALL MAIN DOORS

# To consider replacing the Civic Hall doors at the top of the steps to match the doors at the ramp entrance (commercial). Documents attached.

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# 19. PURCHASE OF LIGHTING

To consider the purchase of festoon lighting for underneath the Civic Hall (commercial). Document attached.

# 20. STAFFING UPDATE

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

### 21. TOWN MAINTENANCE OFFICER VACANCY

To consider the current Town Maintenance Officer vacancy. Verbal update.

### 22. STAFF ATTENDANCE

To note sickness and overtime balances. Document attached.

Catherine Marlton

Town Clerk

20th September 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.**