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# AGENDA FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 14TH NOVEMBER 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 **Monday 14th November 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 10th October 2022 and update on any matters arising. Document attached.

# 3. WAYFINDING

To:

1. Consider a list of locations for signage as part of phase 2 of the Wayfinding project. Document to follow.
2. Note any update on Phase 1. Verbal update.

**4. BUDGET MONITOR**

To consider the Budget Monitor. Document attached.

# 5. DRAFT 2023/24 BUDGET

To consider a draft budget for financial year 2023/24. Document to follow.

# 6. PUBLIC WORKS LOAN BOARD

# To consider a loan pay off proposal to the Public Works Loan Board. Document to follow.

# 7. CIVIC HALL

# To consider the installation of a lift onto the stage at the Civic Hall and review the Civic Hall Buildings budget. Document to follow.

**8. CHRISTMAS LIGHTS 2023**

To consider arrangements for the Town Council taking on responsibility for the Christmas lights in the town from 2023. Verbal update.

**9. CEMETERY MAINTENANCE CONTRACT**

To consider the cemetery grounds maintenance specification for the contract tender process due for renewal in April 2023/24. Document attached.

**10. COUNCIL ASSETS AND PUBLIC REALM WORKING GROUP**

To consider the recommendations (items 10, 11 and 12) from the Council Assets and Public Realm Working Group held on 18th October 2022. Document attached.

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# 11. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 16th January 2023 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)*

# 12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for October. Documents attached.

# 13. COMMUNITY FUNDRAISER/CO-ORDINATOR

To consider a proposal for the Community Fundraiser post (staffing). Document to follow.

# 14. STAFFING UPDATE

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

# 15. LEGAL ISSUE

To note the resolution of a legal issue (legal). Verbal update.

Catherine Marlton

Town Clerk

9th November 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.**