****

# AGENDA FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 16TH JANUARY 2023 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 16th January 2023**

**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 and 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 14th November 2022 and update on any matters arising. Document attached.

**3. BUDGET MONITOR**

To consider the Budget Monitor including (document attached):

1. The reserve impact; and
2. Recommended savings.

# 4. MAYOR’S ENGAGEMENTS AND BUDGET

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

# 5. REVIEW OF CEMETERY FEES

To review the fees for Totnes Cemetery for 2023. Document attached.

# 6. COMMUNITY GRANT FOR PARK RUN

# To consider an extension to the community grant delivery date for the Totnes Park Run. Document attached.

# 7. COMMUNITY GRANT REPORT

# To consider a feedback report for the community grants awarded in April 2022. Document attached.

**8. COUNCIL RISK ASSESSMENTS**

To receive a summary of the Council’s risk assessments. Document attached.

#

# 9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 13th February 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)*

# 10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for November and December. Documents attached.

# 11. ST MARY’S CHURCHYARD WALL REPAIR

To consider quotes for the repair of cracks and structural safety work for the St Mary’s churchyard wall (commercially sensitive). Documents attached.

# 12. CCTV QUOTES

# To consider quotes for extending the Close Circuit television coverage outside the Guildhall and Guildhall garage area (commercially sensitive). Documents attached.

# 13. STAFFING UPDATE

For any general or urgent updates that required confidential sharing with Councillors, including (personal details), verbal update:

1. To consider a reduction in hours.
2. To consider freelance support for the maintenance team for key urgent priorities.
3. To consider supported/parental leave for an officer.

# 14. STAFF ATTENDANCE

To note sickness and overtime balances (personal details). To be tabled at the meeting.

**15. TRESOC ENERGY CLUB PROPOSAL**

To reconsider the Totnes Renewable Energy Society’s energy club proposal for use of the solar panels on the Civic Hall as resolved by Full Council in January 2023 (commercially sensitive).

Catherine Marlton

Town Clerk

11th January 2023

**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.**