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# AGENDA FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 13TH FEBRUARY 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 13th February 2023**

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

**Committee Members:** Councillors B Piper (Chair), M Adams, G Allen, J Hannam, J Hodgson, D Peters 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 16th January 2023 and update on any matters arising. Document attached.

**3. BUDGET MONITOR**

To consider the Budget Monitor including (documents attached):

1. A breakdown of proposed spend on phase 2 of the Wayfinding project; and
2. Provisional allocation of the FY 2023/24 budget on events in the town.
3. The reserve projection
4. An increase on the ‘Welcome to Totnes’ signs and giving delegated authority to the Clerk for the design of both given the timescales involved.

# 4. PAYMENTS TO COUNCILLORS POLICY

To review the Payments to Councillors Policy. Document attached.

# 5. RESERVES POLICY

To review the Reserves Policy. Document attached.

# 6. COMMUNITY GRANT FOR THE LAMB GARDEN

# To consider an extension to the delivery date and change of use for the community grant awarded for the Lamb Garden project. Document attached.

# 7. CHRISTMAS MARKETS

# To consider a report for the 2022 events and arrangements for 2023. Document attached.

**8. TOWN DECORATION**

To consider revised costings and alternative solutions to the town decorations for summer 2023. Document attached.

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# 9. CHRISTMAS LIGHTS

To note a breakdown of the ARG on Christmas lights in 2021 and 2022, and the amount of money being transferred from the Chamber of Commerce to the Council. Document attached.

# 10. DATE OF NEXT MEETING

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

# 11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

# 12. HEARING LOOP REPAIR

To consider a quote for the repair of hearing loop in the Guildhall (commercially sensitive). Documents attached.

# 13. CHAMBER OF COMMERCE

# To consider a draft letter to the Totnes Chamber of Commerce (legally sensitive). Document draft from Cllr Piper to follow.

# 14. WAYFINDING INSTALLATION COSTS

# To note the increase in wayfinding installation costs (commercially sensitive). Document attached.

# 15. STAFFING UPDATE

For any general or urgent updates that required confidential sharing with Councillors (personal details). Verbal update.

Catherine Marlton

Town Clerk

8th February 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.**