****

# MINUTES FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

# MONDAY 16TH JANUARY 2023 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors B Piper (Chair), M Adams, J Hannam, J Hodgson (joined at 18.35) and E Price.

**Apologies:** None.

**In Attendance:** Cllrs Allen, Peters and Smallridge, C Marlton (Town Clerk) and C Bewley (Finance, HR and Lettings Manager).

# 1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted and recorded. There were no apologies.

*The Committee will adjourn for the following items:*

PUBLIC QUESTION TIME

Cllr Allen raised her membership of committees, the Totnes Energy Club, the availability of 15 trees for the Council, and potholes.

*The Committee will reconvene to consider the following items:*

**2. CONFIRMATION OF MINUTES**

**To approve the minutes of 14th November 2022 and update on any matters arising.**

The minutes were **AGREED** as an accurate record of the proceedings.

# 3. BUDGET MONITOR

**To consider the Budget Monitor including:**

It was **AGREED** to accept the budget monitor.

**a. The reserve impact**

The Clerk explained that she is predicting an approximate reserve of: £500K at the end of financial year 2022/23; and £300K at the end of 2023/24.

**b. Recommended savings.**

To **RECOMMEND** to Full Council that the following savings are taken in the 2023/24 budget:

|  |  |
| --- | --- |
| RECOMMENDED CUTS | SAVING 2023/24 |
| Remove Arts and Events Grant Pot | £5,000 |
| Reduce S137/Community Grants | £25,000 |
| Remove CCTV and Traffic Calming | £50,000 |
| Reduce Public Seating and Benches | £5,000 |
| Reduce New planting and new planters and trees | £5,000 |
| TOTAL SAVING | £90,000 |

**4. MAYORS ENGAGEMENTS AND BUDGET**

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

This was reviewed and unanimously **AGREED**.

**5. REVIEW OF CEMETERY FEES**

**To review the fees for Totnes Cemetery for 2023.**

It was **AGREED** unanimously that all cemetery fees are increased by 20 percent.

# 6. COMMUNITY GRANT FOR PARK RUN

**To consider an extension to the community grant delivery date for the Totnes Park Run.**

It was **AGREED** unanimously that an extension of six months be given for the funds to be spent and to ask for an update on progress at this time.

# 7. COMMUNITY GRANT REPORT

**To consider a feedback report for the community grants awarded in April 2022.**

Noted.

# 8. COUNCIL RISK ASSESSMENTS

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

Noted.

# 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.**

Noted.

*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)*

The Committee voted unanimously to permit one non-Committee Councillor to attend on the basis he has requested to join the Committee.

# 10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

**To consider the bank statements and reconciliations for November and December.**

These were reviewed and unanimously **AGREED**.

# 11. ST MARY’S CHURCHYARD WALL REPAIR

 a. It was **AGREED** unanimously not to pursue a third quote due to the specialist nature of works.

 b. The quote of £5570 for remedial works was **AGREED** unanimously.

# 12. CCTV QUOTES

**To consider quotes for extending the Close Circuit television coverage outside the Guildhall and Guildhall garage area.**

1. It was **AGREED** unanimously not to pursue a third company due to the specialist nature of the project and given three quotes were considered.
2. The quote of £5071.85 was **AGREED** unanimously.

# 13. STAFFING UPDATE

**For any general or urgent updates that required confidential sharing with Councillors**

**a. To consider a reduction in hours.**

This was unanimously **AGREED**.

**b. To consider freelance support for the maintenance team for key urgent priorities.**

This was **AGREED** unanimously. The work should start urgently. The Clerk declared a potential interest and explained the management team would be asked to instruct and sign off payments as a result.

**c. To consider supported/parental leave for an officer.**

Two days of supported leave was **AGREED** unanimously, to be taken after the child’s surgery.

# 14. STAFF ATTENDANCE

**To note sickness and overtime balances.**

The verbal update was noted.

# 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.**

It was unanimously **AGREED** to agree in principle to the transfer to Green Energy UK and joining the TRESOC Energy Club. This is subject to:

1. An urgent meeting to confirm all changes to costs and income, and confirmation the commitment is for 12 months with TRESOC underwriting losses; and
2. A final decision of Full Council on 6th February 2023.

Catherine Marlton

Town Clerk

January 2023