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# MINUTES FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 13TH FEBRUARY 2023 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors B Piper (Chair), M Adams, J Hannam (joined at 18.35), J Hodgson (joined at 18.40), D Peters and E Price.

**Apologies:** Cllr Allen.

**In Attendance:** 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. The apologies were accepted.

*The Committee will adjourn for the following items:*

PUBLIC QUESTION TIME

There were no members of the public present.

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

**2. CONFIRMATION OF MINUTES**

**To approve the minutes of 16th January 2023 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:**

**a. A breakdown of proposed spend on phase 2 of the Wayfinding project.**

The Clerk explained that the actual installation costs for phase 1 was higher than quoted due to complexities, and therefore the costs budgeted for phase 2 have increased accordingly. It was **AGREED** unanimously that a maximum of £27K is allocated for phase 2 of the project (originally budgeted £32K).

**b. Provisional allocation of the FY 2023/24 budget on events in the town.**

The event funding provisional allocation was **AGREED** unanimously. It was suggested that Jamming Station is invited to provide music for the Spring community event.

**c. The reserve projection.**

Noted.

**d. An increase on the ‘Welcome to Totnes’ signs and giving delegated authority to the Clerk for the design of both given the timescales involved.**

It was **AGREED** unanimously: to replace the ‘Welcome to Totnes’ sign on the Newton Abbot road; and to give the Clerk delegated authority for the design of the signs and spend for the replacement.

**4. PAYMENTS TO COUNCILLORS POLICY**

**To review the Payments to Councillors Policy.**

This was reviewed and unanimously **AGREED**.

**5. RESERVES POLICY**

**To review the Reserves Policy.**

This was reviewed and unanimously **AGREED.**

# 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.**

The Clerk explained that the original grant was for a notice board to be placed in The Lamb (as well as garden trail leaflets). It was **AGREED** unanimously that an extension of six months be given for the funds to be spent on additional leaflets.

# 7. CHRISTMAS MARKETS

**To consider a report for the 2022 events and arrangements for 2023.**

The Clerk updated that: the budget in the report needs review as some costs came from the Arts and Events budget; and that South Hams District Council has agreed to hiring the space for the next two years. It was suggested that the Arts and Events Working Group looks at the entertainment provided at the event to try and reduce costs. It was agreed unanimously to **RECOMMEND** to Full Council to begin the tender process for a two-year contract for the organisation and management of the Christmas Markets event.

# 8. TOWN DECORATION

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

The Clerk updated that the costs for erection and road closure of bunting is higher than anticipated. It was **AGREED** to:

* Purchase and erect material bunting on upper Fore Street, High Street, the Market Square and the Rotherfold while the existing road closure is in force;
* Give the Clerk delegated authority to exceed the £3K budget allocation if required to purchase material bunting; and
* Make a suggestion to the community that they may wish to make bunting to decorate some areas of the town.

# 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.**

Noted.

# 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.**

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.

# 11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and unanimously **AGREED**.

# 12. HEARING LOOP REPAIR

**To consider a quote for the repair of hearing loop in the Guildhall.**

As an exception to financial regulations/best practice of multiple quotes, given the specialist nature of the repair the quote was unanimously **AGREED**. The Clerk was asked to check if the new system could be used to record audio.

# 13. CHAMBER OF COMMERCE

**To consider** **a draft letter to the Totnes Chamber of Commerce.**

It was **AGREED** that members of the Committee would redraft the letter by email before sending to the Town Clerk by 27th February 2023 for submission to Full Council.

# 14. WAYFINDING INSTALLATION COSTS

**To note the increase in wayfinding installation costs.**

Noted, with no concerns raised.

# 15. STAFFING UPDATE

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

The verbal update was noted.

Catherine Marlton

Town Clerk

February 2023