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# AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

# MONDAY 22ND MAY 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 22nd May 2023**

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

**Committee Members:** Councillors T Bennett, J Hannam, D Peters, B Piper 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. ELECTION OF CHAIR AND DEPUTY

To:

1. Make a recommendation to Full Council for the Chair of Council Matters Committee for 2023/24; and
2. Elect a deputy chair for the Committee. No document.

**3. CONFIRMATION OF MINUTES**

To approve the minutes of 17th April 2023 and update on any matters arising. Document attached.

**4. BUDGET MONITOR**

To consider the Budget Monitor including the reserves projection. Documents attached.

**5. BUDGET OUTTURN STATEMENT**

To note the budget outturn statement for financial year 2022/23. Document attached.

# 6. COMMUNICATIONS AND MEDIA PROTOCOL

To review the Communications and Media Protocol. Document attached.

# 7. TRANSFER OF FUNDS

To consider a transfer of funds to the Council’s savings account. Verbal update.

**8. COMMUNITY GRANTS REPORT**

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

# 9. RURAL SERVICES NETWORK

To consider the renewal of the Council’s membership of the Rural Services Network (cost £115). Verbal update.

# 10. GUILDHALL HIRE CHARGES

# To note the change in the hire charges for use of the Guildhall. Document attached.

# 11. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 12th June 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 April (financial). Documents attached.

# 13. MUSEUM UPDATE

To consider an update on Totnes Museum (legal). Verbal update.

# 14. CIVIC HALL FIRE DOOR

To consider quotes for the installation of the additional Civic Hall fire doors (commercial). Document to follow.

# 15. CLERK’S APPRAISAL

To note the Clerk’s annual appraisal (staffing). Document tabled at the meeting.

# 16. STAFFING UPDATE

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

1. Community Fundraiser recruitment.

Catherine Marlton

Town Clerk

17th May 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.**