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# MINUTES FOR THE MEETING OF COUNCIL MATTERS

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

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

**Apologies:** Cllrs Allen and Hannam.

**In Attendance:** A member of the public, 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

The member of the public asked the Committee to consider under item 5 (review of the Community Grants Policy) that funding should be for projects within the parish boundary only and that spend should be carried out in the financial year, not just within six months of award. The member also raised the accessibility of the committee papers on the Town Council website which the Clerk said would be looked at and addressed.

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

**2. CONFIRMATION OF MINUTES**

**To approve the minutes of 13th February 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 the reserves projection.**

The budget monitor was **AGREED** unanimously. The Clerk updated that there will be some variance to the expected year-end figures in areas such as wayfinding and installation of the hearing loop in the Guildhall Council Chamber. The level of reserves started of the financial year was around £705K and is expected to be in the region of £565K at year-end.

**4. CIVIC BUDGET AND MAYORAL ALLOWANCE POLICY**

**To review the Civic Budget and Mayoral Allowance Policy.**

This was reviewed and unanimously **AGREED**.

**5. COMMUNITY GRANTS POLICY**

**To review the Community Grants Policy and note the timeline for 2023/24.**

This was reviewed and **AGREED** unanimously with the following amendments:

1. The scheme is to support local charities and community organisation providing services within the Totnes parish boundary.
2. The grant period will be for the financial year in which it is awarded and applicants are asked to submit a six month progress update as well as an end of project completion statement (should the project run longer than six months).

# 6. PRIVACY NOTICE

**To review the Privacy Notice.**

This was reviewed and unanimously **AGREED**.

# 7. PRIVACY POLICY

**To review the Privacy Policy.**

This was reviewed and unanimously **AGREED**.

# 8. CLOSE-CIRCUIT TELEVISION POLICY

# To review the Close-Circuit Television Policy.

This was reviewed and unanimously **AGREED**.

# 9. COUNCIL ASSETS AND PUBLIC REALM WORKING GROUP

**To consider the recommendations (items 2b and 7) from the Council Assets and Public Realm Working Group held on 21st February 2023.**

It was **AGREED** unanimously that:

1. Item 2b – the Clerk will write to South Hams District Council and the Community Safety team about waste collection, storage of commercial bins and the future of split collection for recycling from public bins.
2. Item 7 – this recommendation has been superseded by the decision of Full Council on 6th March to allocate funding from the Climate Change budget for a biodiversity project by Park Life around the chapel and circle in the cemetery.

# 10. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 17th April 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)*

# 11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

**To consider the bank statements and reconciliations for February.**

These were reviewed and unanimously **AGREED**.

# 12. COMMUNITY FUNDRAISER RECRUITMENT

**To update on the recruitment to the Community Fundraiser vacancy.**

It was **AGREED** to keep the Community Fundraiser vacancy on the Council website and look to re-run the full advertisement process after the local elections.

# 13. STAFFING UPDATE

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

The verbal update was noted.

# 14. REFURBISHMENTS

**To consider the increased cost of painting the offices upstairs.**

The Clerk declared an interest. It was unanimously **AGREED** that:

1. Expenditure to date on decorating was approved for the Civic Hall bar and Guildhall office expansion;
2. Freelance decorating is to continue at the agreed rate of £16.50 per hour. This includes continued work on the Guildhall offices and Civic Hall refurbishment; and
3. The invoices for the freelance decorating work on the project will be signed by the Finance, HR and Lettings Manager and Town Maintenance Officer as a temporary change to the budget signatories due to the potential conflict of interest. All payments will be countersigned by a Councillor as normal.

Catherine Marlton

Town Clerk

March 2023