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# MINUTES FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 22ND MAY 2023 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors B Piper (Chair), T Bennett, D Peters and E Price.

**Apologies:** Cllr Hannam.

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

*The Committee will adjourn for the following items:*

PUBLIC QUESTION TIME

The member of the public asked the Committee about: the Section 137 payment and how it is calculated; the financial risk assessment and whether it covers intellectual property; and car parking for the Park Run. The Clerk explained how the S137 allowance can be spent.

*The Committee will reconvene 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**

Cllr Price proposed Cllr Piper, seconded by Cllr Peters which was supported unanimously. To **RECOMMEND** to Full Council that Cllr Piper becomes the Chair of the Council Matters Committee.

1. **Elect a deputy chair for the Committee.**

Cllr Piper proposed, seconded by Cllr Bennett that Cllr Peters becomes the Deputy Chair which was **AGREED** unanimously.

**3. CONFIRMATION OF MINUTES**

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

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

# 4. BUDGET MONITOR

**To consider the Budget Monitor including the reserves projection**

This was considered and unanimously **AGREED**. The Clerk explained that the Council’s reserves at the start of financial year 2023/24 are healthy and are predicted be around £528K at the end of the financial year, dropping down in future financial years. Savings identified for the current financial year have not been applied to future years. The Clerk hopes that the strategic priority setting of the Council later this year should help inform the future budgets of the Council’s term.

**5. BUDGET OUTTURN STATEMENT**

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

This was reviewed and noted. It was **AGREED** to add a table to explain the breakdown of the professional fees incurred from the Administration budget line.

# 6. COMMUNICATIONS AND MEDIA PROTOCOL

**To review the Communications and Media Protocol.**

The policy was reviewed and **AGREED** unanimously.

# 7. TRANSFER OF FUNDS

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

It was **AGREED** unanimously to transfer £200K to the Council’s savings account.

# 8. COMMUNITY GRANTS REPORT

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

Noted.

# 9. RURAL SERVICES NETWORK

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

It was **AGREED** that Councillor usage will be gauged before deciding on renewal of the membership.

# 10. GUILDHALL HIRE CHARGES

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

Noted.

# 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.**

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)*

# 12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

**To consider the bank statements and reconciliations for April (financial).**

These were reviewed and unanimously **AGREED**.

# 13. MUSEUM UPDATE

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

A verbal update was noted.

# 14. CIVIC HALL FIRE DOOR

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

This item was deferred to the June meeting.

**15. CLERK’S APPRAISAL**

**To note the Clerk’s annual appraisal (staffing).**

Noted.

# 16. STAFFING UPDATE

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

**a. Community Fundraiser recruitment.**

A verbal update was noted.

Catherine Marlton

Town Clerk

May 2023