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# AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

# MONDAY 11TH SEPTEMBER 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 11th September 2023**

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

**Committee Members:** Councillors B Piper (Chair), C Beavis, T Bennett, J Chinnock, J Hannam, J Hodgson, D Peters 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. CONFIRMATION OF MINUTES

To approve the minutes of 10th July 2023 and update on any matters arising. Document attached.

**3. BUDGET MONITOR**

To consider the Budget Monitor including the reserves projection and Christmas budgets. Documents attached.

**4. CLIMATE AND ECOLOGICAL EMERGENCY FORUM RECOMMENDATIONS**

To consider recommendations from the Climate and Ecological Emergency Forum to fund from its budget the Energywise Show (£2456) and Bike Hub (£600). Document attached.

**5. FINANCIAL REGULATIONS UPDATE**

To review an update to Financial Regulations (sections 2, 5, 6 and 9). Document attached.

**6. HUMAN RESOURCES (HR) POLICIES**

To review the following HR policies:

1. Capability Policy and Procedures. Document attached.
2. Confidentiality, Data Protection and IT Usage Policy. Document attached.
3. Health, Safety and Wellbeing Policy. Document attached.
4. Pay Policy. Document attached.
5. Lone Working Policy. Document attached.

**7. IDENTITY VERIFICATION**

To consider whether the Council Offices should be verifying the identity of individuals for overseas pensions. Document to follow.

**8. CIVIC HALL ANTI-SOCIAL BEHAVIOUR**

To note an increase in incidents of anti-social behaviour around the Civic Hall. Verbal update.

**9.** **CO CARS/CO BIKES UPDATE**

To note an update on Co Bikes and the E-bike hire scheme. Document attached.

**10. EXTERNAL AUDIT**

To note the external auditor report on the Annual Governance & Accountability Return. Document attached.

**11. ARTS AND EVENTS WORKING GROUP**

To note the minutes of the Arts and Events Working Group held on 19th July. Document attached.

# 12. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 9th October 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)*

# 13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for July and August (financial). Documents attached.

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# 14. STAFFING UPDATE

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

1. To note a parental leave request from a member of the team.

**15. ASSET TRANSFER**

To consider a transfer of assets from South Hams District Council (commercial). Verbal update.

 Catherine Marlton

Town Clerk

5th September 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.**