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# MINUTES FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 10TH JULY 2023 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors B Piper (Chair), C Beavis, T Bennett, J Chinnock (from 1835), J Hodgson (from 1843), D Peters and E Price.

**Apologies:** Cllr Hannam.

**In Attendance:** Cllr Cooper, 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 12th June 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**

This was considered and unanimously **AGREED**. It was **AGREED** to include an explanation that the ‘Total’ row is comprised of expenditure over income.

**4. MAYOR’S ENGAGEMENTS AND BUDGET**

**To consider the Mayor’s engagements since April 2023 and the current budget.**

This was considered and unanimously **AGREED**.

# 5. STAFF ABSENCE MANAGEMENT POLICY

# To review the Staff Absence Management Policy.

This was unanimously **AGREED** subject to the correction of typos, additional explanation and a softening of, and more positive, language.

# 6. HOME WORKING POLICY

# To review the Home Working Policy.

This was unanimously **AGREED** subject to amendment of wording around movement restrictions (rather than specific reference to a pandemic).

# 7. SAVINGS ACCOUNT BALANCES

# To note the savings account balances.

Noted.

# 8. COUNCIL ASSETS AND PUBLIC REALM WORKING GROUP

# To note the minutes of the Council Assets and Public Realm Working Group held on 14th June and to consider the recommendations under items 7 and 12.

The minutes were **AGREED**. Under item 5 Cllr Hodgson updated that Devon Highways have put clearance of the drains on Fore Street on the works schedule. Item 7 – it was unanimously **AGREED** to paint the Civic Hall doors at this time (rather than replace them). Item 12 – it was unanimously **AGREED** to accept the amendments to section 7b as amended.

# 9. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 11th September 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)*

# 10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and unanimously **AGREED**.

# 11. STAFF ATTENDANCE

**To note sickness and overtime balances (personal details).**

Noted.

# 8. STAFFING UPDATE

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

**a. To consider proposals regarding the Community Coordinator role.**

It was unanimously **AGREED** to reallocate £18912 from the staffing budget to an emergency fund but for urgent (cost of living only) requests that would struggle to be funded elsewhere. It was agreed to keep this under review and schedule for discussion after the Strategic Plan has been set. Any underspend of this money will be redirected into year end reserves and considered through the annual budget setting.

Catherine Marlton

Town Clerk

July 2023