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# MINUTES FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 11TH SEPTEMBER 2023 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors B Piper (Chair), C Beavis, J Chinnock, J Hannam (from 1835), J Hodgson and D Peters.

**Apologies:** Cllr Bennett and Price.

**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 10th July 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**.

**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).**

This was considered. It was **AGREED** by majority to fund £2456 for the EnergyWise show subject to TTT being asked to provide an impact assessment post event and also asking them to get stallholders to contribute to offset the event costs. It was unanimously **AGREED** to fund £600 for the Bike Hub.

# 5. FINANCIAL REGULATIONS POLICY

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

These were reviewed and unanimously **AGREED**.

# 6. HUMAN RESOURCES (HR) POLICIES

# To review the following HR policies:

# a. Capability Policy and Procedures.

# b. Confidentiality, Data Protection and IT Usage Policy.

# c. Health, Safety and Wellbeing Policy.

# d. Pay Policy.

# e. Lone Working Policy.

Policies a-e were unanimously **AGREED** subject to minor amendments to the Health and Safety policy.

# 7. IDENTITY VERIFICATION

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

To **RECOMMEND** to Full Council that the Council allows the continuation of the service of proof of life/pension form certification subject to the insurer's consent and confirmation of coverage, and the following two Office procedures: a copy of the signed form is taken and kept; and photo ID is seen and also a copy kept for future reference.

# 8. CIVIC HALL ANTI-SOCIAL BEHAVIOUR

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

Noted.

# 9. CO CARS/CO BIKES UPDATE

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

Noted.

# 10. EXTERNAL AUDIT

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

Noted.

# 11. ARTS AND EVENTS WORKING GROUP

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

Noted.

# 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.**

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)*

# 13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and unanimously **AGREED**.

# 14. STAFFING UPDATE

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

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

The following staffing updates were noted:

a. Confirmation of parental leave request;

b. Current sickness absence of a member of staff; and

c. Dates of 2 day special carers leave for a member of staff with a child having surgery.

**15. ASSET TRANSFER**

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

To **RECOMMEND** to Full Council that Totnes Town Council formally approach South Hams District Council to request further information about possible asset transfers. This is to allow time to collate evidence and consider resource implications before budget setting.

Catherine Marlton

Town Clerk

September 2023