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# AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

# MONDAY 13TH NOVEMBER 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 13th November 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 9th October 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. DRAFT STRATEGIC PLAN**

To note any update on the draft Strategic Plan for 2023-2027 and the timeline for Council considerations. Document attached.

**5. INITIAL DRAFT 2024/25 BUDGET**

To consider an initial draft budget for financial year 2024/25. Document attached.

**6.** **PAYMENT CONTRARY TO THE CIVIC BUDGET AND MAYORAL ALLOWANCE POLICY**

To consider the suspension of the Civic Budget Policy as set out in section b) for the payment of a gift for the recent Vire visit. Document attached.

**7. RISK REGISTER**

To consider a draft Town Council risk register. Document attached.

**8. BUSINESS CONTINUITY PLAN**

To consider a draft Town Council business continuity plan. Document attached.

**9. INCREDIBLE EDIBLES MEMORANDUM OF UNDERSTANDING REVIEW**

To review the Memorandum of Understanding with Incredible Edibles for the fruit and nut trees in Totnes Cemetery. Document attached.

**10. ARTS AND EVENTS WORKING GROUP**

To note the minutes of the Arts and Events Working Group held on 18th October and consider the recommendations (items 1, 2 and 8). Document attached.

# 11. DATE OF NEXT MEETING

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

# 12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

# 13. STAFF RECRUITMENT

To consider the recruitment timeline for the green travel coordinator vacancy (staffing). Document attached.

# 14. STAFFING BUDGET

# To consider the staffing budget and information on staff roles (staffing and financial). Document to follow.

# 15. STAFFING UPDATE

For any general or urgent updates that required confidential sharing with Councillors (staffing). Verbal update.

1. To consider an officer request for a loan.

 Catherine Marlton

Town Clerk

8th November 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.**