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# MINUTES FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 9TH OCTOBER 2023 AT 6.30PM IN THE GUILDHALL

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

**Apologies:** Cllr Hannam.

**In Attendance:** 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 11th September 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 and Christmas budgets.**

An amended Budget Monitor was circulated due to an auto sum error. This was considered and **AGREED**.

**4. MAYOR’S ENGAGEMENTS AND BUDGET**

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

This was considered and **AGREED**.

# 5. HUMAN RESOURCES (HR) POLICIES

# To review the following HR policies:

# a. Discipline Policy and Procedures.

# b. Grievance Policy.

# c. Whistleblowing Policy.

Policies a-c were unanimously **AGREED**.

**6. COMMUNITY GRANTS**

**To consider running a second round for community grant applications.**

It was **AGREED** to delay a decision and to revisit in January. It was also **AGREED** that the Town Clerk would contact Caring Town to obtain their strategic priorities and thoughts on the structure of community support funding. To **RECOMMEND** to Full Council that Cllrs Chinnock and Peters are link councillors/representatives on outside bodies for the TQ9 Partnership meetings.

# 7. SAVINGS ACCOUNT BALANCES

**To note the savings account balances.**

Noted. The balances are: £80681.49 - Charity Bank Instant Access and £323582.68 - Nationwide 35 day Access.

# 8. COUNCIL ASSETS AND PUBLIC REALM GROUP

# To note the minutes of the Council Assets and Public Realm Working Group held on 19th September.

Noted. Cllr Hodgson will take the birdboxes back to Climate Emergency and Cllr Peters will make them when the specification is agreed. The following recommendations relating to requests from Totnes Gardens were **AGREED** unanimously:

* Three new planters for Coronation Road - turn down.
* Take over planting and maintenance of the three planters near the bus stop - £150 to Totnes Gardens to maintain the Visit Totnes Planters.

# 9. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 13th November 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 September (financial).**

These were reviewed and unanimously **AGREED**.

# 11. INTERNAL AUDIT SERVICE

# To consider appointing an internal audit service for 2023/24 (commercial).

The quotes were considered and Devon Audit Partnership were appointed.

# 12. STAFF ATTENDANCE

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

# Noted.

# 13. STAFFING UPDATE

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

It was **AGREED** that the Town Clerk could delay commencement of the Community Governance qualification for a couple of years due to capacity and financial restrictions.

Catherine Marlton

Town Clerk

October 2023