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# AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

# MONDAY 15TH JANUARY 2024 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 15th January 2024**

**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 11th December 2023 and update on any matters arising. Document attached.

**3. BUDGET MONITOR**

To:

1. Consider the 2023/24 Budget Monitor (document attached); and
2. Note the indicative 2023/24 to 2026/27 reserve projection (document attached).

**4. MAYOR’S ENGAGEMENTS AND BUDGET**

To consider the Mayor’s engagements since October 2023 and the current budget (documents attached), including:

1. Payment of a Mayoral expense claim for travel without a receipt or ticket.

**5. SAFEGUARDING POLICY**

To review the Safeguarding Policy. Document attached.

# 6. REVIEW OF DEATH OF A SENIOR NATIONAL FIGURE PROTOCOL

# To review the protocol for the conduct of Council business on the death of a Senior National Figure. Document attached.

# 7. CLIMATE CHANGE AND ECOLOGICAL EMERGENCY BUDGET

To consider a request for expenditure from the Climate Change budget for a food/diet leaflet. Documents from Cllr Hodgson to follow.

# 8. STRATEGIC PLAN

# To note the new timetable for the adoption of the Strategic Plan. Verbal update.

# 9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 12th February 2024 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)*

# 10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

# 11. GUILDHALL COTTAGE RENT

# To review the Guildhall Cottage rent (commercial). Verbal update.

# 12. GUILDHALL BATHROOM

# To consider quotes for renovation of the Guildhall bathroom (commercial). Documents attached.

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# 13. STAFF ATTENDANCE

# To note sickness and overtime balances (personal details). Verbal update.

# 14. STAFFING UPDATE

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

1. To note a revised staffing organogram from April 2024 (document attached).

Catherine Marlton

Town Clerk

10th January 2024

**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.**