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# AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

# MONDAY 12TH FEBRUARY 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 12th February 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 15th January 2024 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. STRATEGIC PLAN 2024-27**

To consider the draft Strategic Plan for 2024-27 and make a recommendation to Full Council. Document to follow.

**5. COMMUNITY DEVELOPMENT BUDGET**

To consider the detailed breakdown of the draft Community Development Budget for financial year 2024/25. Document attached.

# 6. COUNCIL GRANTS

# To consider (documents attached):

# A review of the Council Grants Policy (previously Community Grants Policy); and

1. A proposed timeline for the awarding of grants (subject to Full Council’s decision on the proposed Community Development Budget).

# 7. COUNCIL RISK ASSESSMENTS

To consider a summary of the Council’s Risk Assessments. Document attached.

# 8. PENSIONS DISCRETION POLICY

# To consider a Pensions Discretion Policy for staff. Document attached.

# 9. BUILDING CONDITIONS SURVEY

# To consider the requirement for a building conditions survey on a 5-yearly basis. Verbal update.

**10. FIXED ASSET REGISTER**

To note the Council’s Fixed Asset Register. Document attached.

**11.** **ARTS AND EVENTS WORKING GROUP**

To note the minutes of the Arts and Events Working Group held on 24th January. Document attached.

# 12. DATE OF NEXT MEETING

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

# 13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

# 14. TOTNES GARDENS

# To consider purchasing the services of Totnes Garden for annual maintenance of spaces in the town (financial). Document attached.

# 15. STAFFING UPDATE

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

1. A work experience request (verbal update).

 Catherine Marlton

Town Clerk

7th February 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.**