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# MINUTES FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 15TH JANUARY 2024 AT 6.30PM IN THE GUILDHALL

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

**Apologies:** None.

**In Attendance:** Member of the public, C Marlton (Town Clerk).

# 1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted and recorded. There were no apologies.

*The Committee will adjourn for the following items:*

PUBLIC QUESTION TIME

The Chair of the Traffic and Transport Forum attended to outline the role of the forum and the need for ongoing support. Councillors were invited to attend the AGM on 31st January in the Guildhall.

*The Committee will reconvene to consider the following items:*

**2**.  **CONFIRMATION OF MINUTES**

**To approve the minutes of 11th December 2023 and update on any matters arising.**

The minutes were **AGREED** as an accurate record of the proceedings.

# 3. BUDGET MONITOR

**To:**

1. **Consider the 2023/24 Budget Monitor;**

This was considered and **AGREED** unanimously.

**b. Note the indicative 2023/24 to 2026/27 reserve projection.**

Noted.

**4. MAYOR’S ENGAGEMENTS AND BUDGET**

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

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

These documents were considered and it was **AGREED** unanimously to pay the Mayoral expense claim.

**5. SAFEGUARDING POLICY**

**To review the Safeguarding Policy.**

The document **AGREED** unanimously subject to the following amendments:

* Ensuring the policy outlines who the responsible person is (Town Clerk) and making sure staff know to report any concerns or disclosures to the Town Clerk (or member of the management team).
* Under 7.1 – detailing who we would report disclosures to.
* That we display the number for social services in the reception of the office for all to access.

# 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

The as **AGREED** unanimously.

# 7. CLIMATE CHANGE AND ECOLOGICAL EMERGENCY BUDGET

**To consider a request for expenditure from the Climate Change budget for a food/diet leaflet.**

Cllr Hodgson declared an interest and did not participate in the vote.

It was **AGREED** by majority that the Town Council will apply for the funding from County Councillor Hodgson’s Locality fund for the publication/distribution of the leaflet subject to the author being added to the leaflet and that there is nothing attributing it to the Town Council.

# 8. STRATEGIC PLAN

**To note the new timetable for the adoption of the Strategic Plan.**

Noted. It was **AGREED** to invite all Councillors to a final informal session on the Strategic Plan at 5.30pm on Monday 12th February 2024 (prior to the next Council Matters Committee).

# 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.**

Noted, with an additional informal session from 5.30pm on the Strategic Plan (non-decision making).

*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 December (financial).**

These were reviewed and unanimously **AGREED**.

# 11. GUILDHALL COTTAGE RENT

# To review the Guildhall Cottage rent (commercial).

It was **AGREED** unanimously to increase the rent in line with the lower recommendation from the letting agent, from 1st April 2024.

# 12. GUILDHALL BATHROOM

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

It was **AGREED** unanimously to appoint BVEC to undertake the bathroom refurbishment.

# 13. STAFF ATTENDANCE

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

Noted.

# 14. STAFFING UPDATE

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

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

Noted. The Clerk informed the Councillors about an update on pension contributions for unpaid leave.

The meeting closed at 8.00pm

Catherine Marlton

Town Clerk

January 2024