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# MINUTES FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 12TH FEBRUARY 2024 AT 6.30PM IN THE GUILDHALL

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

**Apologies:** Cllr T Bennett.

**In Attendance:** Cllrs Allen and Auletta, 2Members of the public, 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

Members of the public raised concerns about: the freeport; graffiti in the town and it not being reported to the police; and business waste and cleanliness in the Civic Square.

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

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

**To approve the minutes of 15th January 2024 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. STRATEGIC PLAN 2024-27**

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

It was **AGREED** that the Strategic Plan in its current form would be tabled for consideration at Full Council in March 2024.

**5. COMMUNITY DEVELOPMENT BUDGET**

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

To **RECOMMEND** to Full Council the following budget allocations within the Community Development Budget:

|  |  |
| --- | --- |
| **AGREED COMMUNITY DEVELOPMENT BUDGET** | **£194,00** |
| **ENVIRONMENT** |  |
| Remaining S106 funding for Green Travel | £3,095 |
| Totnes Gardens | £3,000 |
| Sub-Total | £6,095 |
| **ECONOMY** |  |
| Nil at this time | £0 |
| **COMMUNITY** |  |
| Grant Funding – an initial round open to all projects with a priority for those working in partnership with other groups | £25,000 |
| Christmas Lights Switch On Event | £3,000 |
| Christmas Late Nights | £14,000 |
| Christmas Tree, erection of lights and cross street repair | £15,000 |
| Newsletters, publicity and Annual Town Meeting | £3,000 |
| Defibrillator pads and servicing | £500 |
| Sub-Total | £60,500 |
| **TOTAL ALLOCATED** | **£66,595** |
| Remainder to be allocated as ‘Strategic Plan and Council Priorities’ for future detailed allocation | £127,405 |

# 6. COUNCIL GRANTS

# To consider:

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

# To RECOMMEND to Full Council that the revised Council Grants Policy is adopted.

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

The proposed timeline was **AGREED** unanimously, 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.**

The risk assessment summary was **AGREED** unanimously.

# 8. PENSIONS DISCRETION POLICY

**To consider a Pensions Discretion Policy for staff.**

The Pensions Discretion Policy was **AGREED** unanimously.

# 9. BUILDING CONDITIONS SURVEY

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

It was **AGREED** that a quote for a 5-year conditions survey should be obtained and tabled at a future Council Assets and Public Realm Working Group.

**10. FIXED ASSET REGISTER**

**To note the Council’s Fixed Asset Register**.

Noted.

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

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

# Noted.

# 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.**

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)*

# 13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and unanimously **AGREED**.

# 14. TOTNES GARDENS

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

It was **AGREED** unanimously that the work of Totnes Gardens provides excellent value for money and that Full Council should be asked to ratify the recommended £3,000 payment for costs associated with annual maintenance for financial year 2024/25 financial year, as set out under item 5.

# 15. STAFFING UPDATE

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

**a. A work experience request.**

Noted. It was **AGREED** unanimously to permit one work experience placement as requested. This must be subject to any insurance requirements and any regulations around supervising a young person. Councillors are keen to hear feedback after the placement in terms of how successful it was for the student and how much management/oversight time was involved.

The meeting closed at 8.45pm

Catherine Marlton

Town Clerk

February 2024