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# AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

# MONDAY 15TH APRIL 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 April 2024**

**at 6.30pm** in the Guildhall for the purpose of transacting the following business:

**Committee Members:** Councillors L Auletta, 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 March 2024 and update on any matters arising. Document attached.

# 3. ELECTION OF CHAIR AND DEPUTY

To:

1. Make a recommendation to Full Council for the Chair of Council Matters Committee for 2024/25 (effective May 2024); and
2. Elect a deputy chair for the Committee (from May 2024). No document.

**4. MAYOR’S ENGAGEMENTS AND BUDGET**

To consider the Mayor’s engagements since January 2024 and the current budget. Documents attached.

**5. STANDING ORDERS**

To review Standing Orders (including the creation of strategy delivery groups) and make a recommendation to Full Council. Document attached.

**6. FINANCIAL RISK ASSESSMENT**

To review the Financial Risk Assessment and Risk Register. Document to follow.

# 7. EARMARKED RESERVES

To review the earmarked reserves. Document to follow.

**8. CEMETERY FEES**

To consider a review of the Cemetery Fees for financial year 2024/25. Document attached.

**9. LEGIONELLA MANAGEMENT PLAN**

To consider a Legionella Management Plan. Document attached.

**10.** **ARTS AND EVENTS WORKING GROUP**

To note the minutes of the Arts and Events Working Group held on 20th March and consider the recommendation at item 7. Document attached.

# 11. COUNCILLOR CO-OPTION

# To consider the proposed timeline for Councillor co-option for the Bridgetown Ward casual vacancy. Document attached.

# 12. GRAFFITI TAGGING

To consider putting up a monetary reward for information on the individuals who are responsible for the most prolific graffiti tagging in the town. Verbal update from Cllr Peters.

# 13. YEAR END TIMELINE

To note the year end timeline for financial year 2023/24. Document attached.

**14. S137 VALUE FOR 2024/25**

To note the revised S137 value for 2024/25. Document attached.

# 15. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 20th May 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)*

# 16. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for March (financial). Documents to follow.

# 17. TEMPORARY EMPLOYEE COSTS

# To consider the cost of temporary employees (personal details). Verbal update.

# 18. STAFF ATTENDANCE

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

# 19. STAFFING UPDATE

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

Catherine Marlton

Town Clerk

10th April 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.**