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# DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS

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

**Present:** Councillors D Peters (Deputy Chair), L Auletta, C Beavis, T Bennett, J Hodgson and E Price.

**Apologies:** Councillors J Chinnock and J Hannam.

**In Attendance:** C Marlton (Town Clerk) and C Bewley (Finance and HR 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

There were no members of the public present.

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

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

**To approve the minutes of 11 March 2024 and update on any matters arising.**

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

# 3. ELECTION OF CHAIR AND DEPUTY

**To:**

**a. Make a recommendation to Full Council for the Chair of Council Matters Committee for 2024/25 (effective May 2024); and**

To **RECOMMEND** to Full Council that Cllr Peters is appointed Chair of the Council Matters Committee.

**b. Elect a deputy chair for the Committee (from May 2024).**

It was **AGREED** to appoint Cllr Bennett as Deputy Chair from May 2024.

**4. MAYOR’S ENGAGEMENTS AND BUDGET**

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

These documents were considered and expenditure was **AGREED.**

**5. STANDING ORDERS**

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

To **RECOMMEND** to Full Council that the Standing Orders are adopted subject to the following amendments:

a) Changing the structure diagram to amalgamate the three strategy delivery topics into one meeting.

b) Removing the cap of nine for the Strategy Delivery Group (SDG) to allow all Councillors to attend (minimum of three remains).

c) Adding that the SDG will be made available as a hybrid meeting to encourage attendance.

d) Day and time of the SDG is to be determined. In the circulated meeting table the SDG meetings should be headed as monthly not bi-monthly.

# 6. FINANCIAL RISK ASSESSMENT

# To review the Financial Risk Assessment and Risk Register.

# The Financial Risk Assessment was AGREED.

**7. EARMARKED RESERVES**

**To review the earmarked reserves.**

# The Clerk’s officer recommendation on Earmarked Reserves was AGREED.

# 8. CEMETERY FEES

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

It was **AGREED** to increase the cemetery fees by 5 percent for financial year 2024/25.

# 9. LEGIONELLA MANAGEMENT PLAN

# To consider a Legionella Management Plan.

The Legionella Management Plan was **AGREED**.

# 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.

Noted. The recommendation regarding a charitable gift offer from the Mayor’s budget was **AGREED**.

# 11. COUNCILLOR CO-OPTION

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

The Councillor Co-option timeline was **AGREED**.

# 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.

The proposal for a monetary award for information on graffiti was considered but was not agreed.

# 13. YEAR END TIMELINE

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

Noted.

# 14. S137 VALUE FOR 2024/25

# To note the revised S137 value for 2024/25.

Noted.

# 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.**

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)*

# 16. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED**.

# 17. TEMPORARY EMPLOYEE COSTS

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

Noted. It was **AGREED** to keep these costs under review going forward. It was clarified that the figures discussed were for the only two casual employees. The Town Council does not currently employ temporary or fixed term role.

# 18. STAFF ATTENDANCE

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

Noted.

# 19. STAFFING UPDATE

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

None.

The meeting closed at 8.35pm

Catherine Marlton

Town Clerk

April 2024