



AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE MONDAY 14TH APRIL 2025 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 14th April 2025 at 6.30pm** in the Guildhall for the purpose of transacting the following business:

Committee Members: Councillors C Beavis, T Bennett, J Chinnock, J Hannam, D Peters, E Price and Robshaw.

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 10th March 2025 and update on any matters arising. Document attached.

3. STRATEGY DELIVERY WORKING GROUPS

To consider any budgetary recommendations from the following (document attached):

- a. Community Working Group, 1st April 2025.
- b. Economy Working Group, 19th March 2025.
- c. Environment and Public Realm Working Group, 26th March 2025.

4. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since January 2025 and the current budget. Documents attached.

5. STANDING ORDERS REVIEW

To review Standing Orders and make a recommendation to Full Council. Document attached.

6. RISK REGISTER

To review the Risk Register. Document attached.

7. EARMARKED RESERVES

To review the earmarked reserves. Document attached.

8. CODE OF CONDUCT

To review the Council's Code of Conduct. Document attached.

9. LEGIONELLA MANAGEMENT PLAN

To review the Legionella Management Plan. Document attached.

10. APPRAISAL POLICY

To review the Appraisal Policy for officers. Document attached.

11. BUDGET MONITOR FORMAT

To consider what Budget Monitor information members want to receive monthly. Verbal update

12. YEAR END TIMELINE

To note the year end timeline for financial year 2024/25. Document attached.

13. S137 VALUE FOR 2025/26

To note the revised S137 value for 2025/26. Document attached.

14. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 19th May 2025 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)*

15. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

16. GUILDHALL MUNIMENT ROOM INVENTORY

To consider an inventory of the muniment (financial). Document attached

17. BUILDING CONDITIONS SURVEY

To note a summary of the building conditions survey and to consider a quote for works (financial and commercial). Document attached.

18. ANNUAL APPRAISALS

To note the outcome of the annual officer appraisal process (staffing). Document to follow.

19. STAFF ATTENDANCE

To note sickness and overtime balances (staffing). Document attached.

20. STAFFING UPDATE

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

Catherine Marlton
Town Clerk
9th April 2025

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.