



## **DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 14<sup>TH</sup> APRIL 2025 AT 6.30PM IN THE GUILDHALL**

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

**Apologies:** Cllrs Hannam and Robshaw.

**In Attendance:** C Marlton (Town Clerk).

### **1. APOLOGIES FOR ABSENCE**

The Chair read a statement about how the meeting would be conducted and recorded. The apologies were accepted.

*The Committee adjourned for the following items:*

### **PUBLIC QUESTION TIME**

There were no members of the public present.

*The Committee convened to consider the following items:*

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

**To approve the minutes of 10<sup>th</sup> March 2025 and update on any matters arising.**

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

### **3. STRATEGY DELIVERY WORKING GROUPS**

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

#### **a. Community Working Group, 1<sup>st</sup> April 2025.**

Item 2b – Christmas Lights. It was **RESOLVED** to the appointment of the Christmas lighting installation contractor as outlined.

#### **b. Economy Working Group, 19<sup>th</sup> March 2025.**

No recommendations.

#### **c. Environment and Public Realm Working Group, 26<sup>th</sup> March 2025.**

Item 2 - Bridgetown Alive! Bus Shelter Maps. It was **RESOLVED:**

- To purchase [previously agreed in principle] and install as follows:
  - Higher Westonfields: to install a large landscape map and accompanying Bridgetown information (as detailed in the leaflet). The bus shelter will need painting and weeds/vegetation cut back by the TMO before installation.
  - Coronation Road: a large landscape profile map (with a suitable heading but omitting the detailed information about Bridgetown) is purchased and erected on the inside wall at the left hand end of the shelter (which needs to be repainted and fly posters removed).

- That a further £80 is allocated to cover the revised art work required.
- That the Bridgetown Map/walk is added to the Visit Totnes website.

Item 3a - Request to place a memorial bench for Judy Westacott on The Plains (privately funded purchase). It was **RESOLVED** that the Council accepts the request to place a memorial bench on The Plains on the understanding that the Town Council will provide routine upkeep but that it reserves the right to remove the bench if it becomes unsafe/unserviceable.

Item 3e - Vire Island. It was **RESOLVED** that the following tasks are considered as part of the Phase 1 work to tidy up Vire Island and that quotes are obtained to carry out this work (with the agreement of SHDC):

- Removal of vegetation – spotted laurel and spiky shrub.
- Cut back laurel to 1m in height.
- The purchase and installation of a bench on an existing concrete pad.
- Request that SHDC erect signs to ask dog owners to take care of their animals and stop them digging around the tree bases.

#### **4. MAYOR'S ENGAGEMENTS AND BUDGET**

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

The Mayor's engagements and budget was **AGREED** unanimously.

#### **5. STANDING ORDERS REVIEW**

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

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

- Section 26 Committee Terms of Reference - 'Remit' section update with 'Strategy Delivery Working Groups' for clarity for all applicable committees.
- Under section 28, 1.5, include reference to hybrid meetings being used as required.
- Update of the Scheme of Delegation with the proposed changes, including removal of Strategy Delivery Group references and from the organogram.

#### **6. RISK REGISTER**

**To review the Risk Register.**

To **RECOMMEND** to Full Council that the revised Risk Register is adopted.

#### **7. EARMARKED RESERVES**

**To review the earmarked reserves.**

To **RECOMMEND** to Full Council that the Earmarked Reserves is adopted.

#### **8. CODE OF CONDUCT**

**To review the Council's Code of Conduct**

To **RECOMMEND** to Full Council that the revised Code of Conduct is adopted.

#### **9. LEGIONELLA MANAGEMENT PLAN**

**To review the Legionella Management Plan.**

The Legionella Management Plan was **AGREED**.

## **10. APPRAISAL POLICY**

**To review the Appraisal Policy for officers.**

The Appraisal Policy was **AGREED**.

## **11. BUDGET MONITOR FORMAT**

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

It was **AGREED** that the monthly budget monitor print outs from Rialtas will be used with wider budget monitor documents quarterly.

## **12. YEAR END TIMELINE**

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

Noted.

## **13. S137 VALUE FOR 2025/26**

**To note the revised S137 value for 2025/26.**

Noted. However, the Council has subsequently adopted General Power of Competence which supersedes this.

## **14. DATE OF NEXT MEETING**

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

## **15. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**

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

These were reviewed and **AGREED**.

## **16. GUILDHALL MUNIMENTS ROOM INVENTORY**

**To consider an inventory of the muniment room (financial).**

To **RECOMMEND** to Full Council that:

- the process for considering relocation and disposal is as outlined in the report; and
- to dispose of four boxes of old leaflets, papers, cassette tapes and two candlestick holders.

## **17. BUILDING CONDITIONS SURVEY**

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

Noted. To **RECOMMEND** to Full Council that the quote for stone masonry work is accepted, and that an exception to financial regulations be agreed regarding chasing a third quote due to the specialist nature of the work required.

## **18. ANNUAL APPRAISALS**

**To note the outcome of the annual officer appraisal process (staffing).**

Noted.

## **19. STAFF ATTENDANCE**

**To note sickness and overtime balances (staffing).**

Noted.

## **20. STAFFING UPDATE**

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

A staffing report was tabled at the meeting. The following decisions/recommendations were AGREED:

- The Clerk will draft a business case for an additional member of the Town Maintenance Team, including job plan, hours, salary and job description. This will go directly to Full Council for consideration.
- The Clerk will draft a report on priorities and hours of work as outlined in the report, for consideration by May Full Council.
- The performance related increment payment proposed.

The meeting closed at 8.45pm

Catherine Marlton

Town Clerk

April 2025