



## **MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 9<sup>TH</sup> JUNE 2025 AT 6.30PM IN THE GUILDHALL**

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

**Apologies:** Cllr J Chinnock.

**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 19<sup>th</sup> May 2025 and update on any matters arising.**

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

### **3. BUDGET MONITOR**

**To consider the Budget Monitor.**

The budget monitor was **AGREED**.

### **4. STRATEGY DELIVERY WORKING GROUPS**

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

a. **Environment and Public Realm Working Group, 28th May 2025.**

It was **AGREED** to appoint Parklife to carry out the maintenance of the wild areas at the cemetery in 2025 (cost £1460 + VAT).

### **5. COMMUNICATIONS AND SOCIAL MEDIA PROTOCOL**

**To review the Communications and Social Media Protocol.**

To **RECOMMEND** to Full Council that the revised Communications and Social Media Protocol is adopted.

## **6. ANTI-FRAUD AND CORRUPTION POLICY**

**To review the Anti-Fraud and Corruption Policy.**

To **RECOMMEND** to Full Council that the revised Anti-Fraud and Corruption Policy is adopted.

## **7. COUNCIL GRANTS PROCESS**

**To consider a request from Full Council to setup a Task and Finish Group to review the Council Grant process, the handling of ad hoc funding requests and future options.**

It was **AGREED** to set up a Task and Finish Group to discuss the Council Grant process moving forward, to which all members are invited to participate.

It was **AGREED** that the Town Clerk should set a meeting date as soon as possible to discuss how to deal with funding requests outside of the Community Grants process, given applications have been received after the deadline. Proposals should be considered by July Full Council given the August recess.

It was noted that the longer term plan for Community Grants and financial support from 2026 onwards should be considered on completion of the Community Audit/Mapping work which is being managed through the Community Working Group.

## **8. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Council Matters Committee – Monday 14<sup>th</sup> July 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)*

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

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

These were reviewed and **AGREED**.

## **10. GUILDHALL COTTAGE**

**To consider the repairs required and future use of Guildhall Cottage (financial).**

It was **AGREED** that the Town Clerk should set a meeting date as soon as possible to discuss the interim and future potential uses of the Guildhall Cottage. Proposals should be considered by July Full Council given the August recess and the length of time for the List Building Consent application process.

## **11. RECRUITMENT**

**To consider (staffing):**

- a. The job description and timeline for the Assistant Town Maintenance Officer position;**
- b. Councillor appointment to the interview panel; and**
- c. Recruitment timeline.**

a and c. The job description and recruitment timeline were **AGREED**. The merits of a fixed term contract for 12 months were discussed. It was **AGREED** to appoint on a permanent ongoing basis with a review in 12 months on the impact of the role on Council operations.  
b. It was **AGREED** that the interview panel would be Clerk, Cllr Bennett, Cllr Peters.

## **12. STAFFING UPDATE**

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

None.

The meeting closed at 8.15pm

Catherine Marlton  
Town Clerk  
June 2025