



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 14TH JULY 2025 AT 6.30PM IN THE GUILDHALL

Present: Councillors D Peters (Chair), L Auletta, C Beavis, T Bennett, J Chinnock and J Hannam.

Apologies: Cllrs Price and Trant.

In Attendance: Cllr Hodgson, 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 9th June 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. MAYOR'S ENGAGEMENTS AND BUDGET

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

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

5. FINANCIAL REGULATIONS

To review the Financial Regulations.

To **RECOMMEND** to Full Council that the revised Financial Regulations are adopted.

6. DEATH OF A SENIOR NATIONAL FIGURE PROTOCOL

To review the Death of a Senior National Figure Protocol.

To **RECOMMEND** to Full Council that the revised Death of a Senior National Figure is adopted subject to updates to Annex D.

7. HOME WORKING POLICY

To review the Home Working Policy.

It was **AGREED** to adopt the Home Working Policy.

8. MATERNITY, PATERNITY, ADOPTION AND NEONATAL LEAVE AND PAY POLICY

To review the Maternity, Paternity, Adoption and Neonatal Leave and Pay Policy.

It was **AGREED** to adopt the Maternity, Paternity, Adoption and Neonatal Leave and Pay Policy.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 8th September 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)*

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED**.

11. POTENTIAL LOAN FROM TOTNES MUSEUM

To consider a potential loan from Totnes Museum (legal).

To **RECOMMEND** to Full Council that the item bequeathed to the Museum from Judy Westacott’s estate should be taken on loan and displayed at the Guildhall. This is subject to: insurance being checked; the inventory of Guildhall items being updated accordingly; and confirmation in writing from the Museum that they are content with the arrangement.

12. STAFF ATTENDANCE

To note sickness and overtime balances (staffing).

Noted.

13. STAFFING UPDATE

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

None.

The meeting closed at 7.25pm

Catherine Marlton
Town Clerk
July 2025