



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 13TH OCTOBER 2025 AT 6.30PM IN THE GUILDHALL

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

Apologies: Cllr E Price.

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 8th September 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** unanimously. It was **AGREED** to allocate £200 from the Visit Totnes line to sponsor the Skate Jam in return for recognition in associated publicity.

4. STRATEGY DELIVERY WORKING GROUPS

To consider any budgetary recommendations from the Economy Working Group, 8th October 2025.

It was **AGREED** that the Clerk will liaise with the Economic Support Officer to clarify the budgetary proposals of the Economy Working Group.

5. MAYOR'S ENGAGEMENT AND BUDGET

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

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

6. CAPABILITY POLICY AND PROCEDURES

To review the Capability Policy and Procedures.

The revised Capability Policy and Procedures was **AGREED** unanimously.

7. WHISTLEBLOWING POLICY

To review the Whistleblowing Policy.

Subject to a minor amendment to widen the scope to include reference to elected members, to **RECOMMEND** to Full Council that the revised Whistleblowing Policy is adopted.

8. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 10th November 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 September (financial).

These were reviewed and **AGREED** unanimously.

10. LEISURE FACILITIES

To consider an informal update on local leisure facilities.

The Clerk gave an informal overview of the position. The Committee discussed the need for improved community facilities including a building for youth provision.

11. STAFF ATTENDANCE

To note sickness and overtime balances (staffing).

Noted.

12. STAFFING UPDATE

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

Noted. The Clerk updated on an introduction of six-month reviews of performance targets for officers and that the new part-time Marketing and Communications Officer has started.

The meeting closed at 7.20pm

Catherine Marlton
Town Clerk
October 2025