# AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

# MONDAY 9TH NOVEMBER 2026 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 9th November 2026 at 6.30pm** in the Guildhall for the purpose of transacting the following business:

**Committee Members:** Councillors L Auletta, C Beavis, T Bennett, J Chinnock, J Hannam, D Peters, E Price and M Trant.

**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 12th October 2026 and update on any matters arising. Document attached.

**3. STRATEGY DELIVERY WORKING GROUPS**
To consider any budgetary recommendations from the following (document to follow):

a. Economy Working Group, 3rd November 2026.

**4. BUDGET MONITOR**
To consider the Budget Monitor. Document attached.

**5. DISCIPLINE POLICY AND PROCEDURES**
To review the Disciplinary Policy and Procedures. Document attached.

**6. GRIEVANCE POLICY**
To review the Grievance Policy. Document attached.

**7. DATE OF NEXT MEETING**
To note the date of the next meeting of the Council Matters Committee – Monday 14th December 2026 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)*

**8. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**
To consider the bank statements and reconciliations for October (financial). Documents attached and to follow.

**9. CIVIC HALL FIRE DOORS**
To consider quotes for replacing/repairing fire doors at the Civic Hall that are non-compliant (commercial). Document attached.

**10. CHRISTMAS LATE NIGHT SHOPPING EVENINGS**
To consider a budget increase for the Christmas Late Night Shopping Evenings for travel-related costs (commercial). Verbal update.

**11. STAFFING – JOB DESCRIPTION**
To consider the job description and recruitment timeline for the Town Maintenance Officer role (staffing). Document to follow.

**12. STAFF ATTENDANCE**
To note sickness and overtime balances (staffing**)**. Verbal update.

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

Catherine Marlton
Town Clerk
4th November 2026

**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.**