DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 9TH NOVEMBER 2026 AT 6.30PM IN THE GUILDHALL

Present: Councillors D Peters (Chair), L Auletta, C Beavis, J Chinnock, E Price and M Trant.
Apologies: Cllrs Bennett and Hannam.
In Attendance: C Marlton (Town Clerk).

1. APOLOGIES FOR ABSENCE
The Chair read a statement about how the meeting would be conducted.

PUBLIC QUESTION TIME
There were no members of the public present.

2. CONFIRMATION OF MINUTES
To approve the minutes of 12th October 2026 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:
a. Economy Working Group, 3rd November 2026.
British Cycling Event - It was **RESOLVED** unanimously to award £1000 to the 2027 cycling event (on the assumption it goes ahead and permissions are granted). It was noted that the £1000 was to help support a safe road closure, but that the Town Council will not be involved in the arrangement or planning for the event.

4. BUDGET MONITOR
To consider the Budget Monitor.
The budget monitor was **AGREED** unanimously.

5. DISCIPLINE POLICY AND PROCEDURES
To review the Disciplinary Policy and Procedures.
It was **RESOLVED** unanimously to agree the policy, subject to minor amendments around professional HR support being available, the detail of which was delegated to the Town Clerk.

6. GRIEVANCE POLICY
To review the Grievance Policy.
It was **RESOLVED** unanimously to agree the policy, subject to minor amendments around employee support and cross reference to other policies, the detail of which was delegated to the Town Clerk.

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.

Noted.

*The Committee **RESOLVED** 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).

These were reviewed and **AGREED** unanimously.

9. CIVIC HALL FIRE DOORS

To consider quotes for replacing/repairing fire doors at the Civic Hall that are non-compliant (commercial).

It was **RESOLVED** unanimously to give the Town Clerk delegated authority to appoint any of the three contractors, preferably the lowest quote, subject to technical queries about the door installation and frames being resolved.

10. CHRISTMAS LATE NIGHT SHOPPING EVENINGS

To consider a budget increase for the Christmas Late Night Shopping Evenings for travel-related costs (commercial).

No decision was required but a verbal update was provided.

11. STAFFING – JOB DESCRIPTION

To consider the job description and recruitment timeline for the Town Maintenance Officer role (staffing).

It was **RESOLVED** unanimously to agree the job description, advert and timeline for recruitment. It was agreed that if the recruitment was unsuccessful the pay and conditions would be reviewed before readvertisement.

It was **RESOLVED** unanimously to appoint Cllr Peters to the shortlisting/interview panel.

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).

Noted.

The meeting closed at 7.35pm

Catherine Marlton
Town Clerk
9th November 2026

DRAFT