** AGENDA FOR THE COUNCIL MATTERS COMMITTEE**

**MONDAY 10th JUNE 2019 AT THE GUILDHALL TOTNES**

You are hereby summoned to attend the Council Matters Committee, which is to be held in the Guildhall, Totnes on **Monday 10th June at 7pm** for the purpose of transacting the following business:

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| **No** | **Subject** | **Comments** | **Time** |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. |  | 2 minutes |
| *The Committee will adjourn for the following item:* | | | |
| 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. | | | 15 minutes |
| *The Committee will convene to consider the following items:* | | | |
| 2 | To discuss any matters arising from the minutes of:  Council Matters 20th May 2019 - (already agreed through Full Council) | Enclosure | 5 minutes |
| 3 | To consider the current year’s budget allocations, budget monitor, balances and forecast | To follow | 10 minutes |
| 4 | To receive an update on the Neighbourhood Plan (standing item). | Enclosure | 10 minutes |
| 5 | To consider any actions from the Arts Working Group on Tuesday 4th June 2019 | To follow | 10 minutes |
| 6 | To consider any actions from the Council Venues Working Group on Thursday 7th June 2019 | To follow | 10 minutes |
| 7 | To consider how to cover the Guildhall to ensure consistent opening |  | 10 minutes |
| 8 | To consider a request for the use of the Town Crest | Enclosure | 5 minutes |
| 9 | To note the date of upcoming Working Groups   * Tuesday 11th June at 2pm – Economy Working Group * Wednesday 12th June at 10am – Public Realm Working Group * Thursday 27th June at 6.30pm – Neighbourhood Plan Working Group * Thursday 27th June 10.30am (TBC) – Cemetery Working Group |  | 2 minutes |
| *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.* | | | |
| 10 | To consider a confidential staffing update and proposals in relation to:  a) Tourist Information Assistant  b) Civic Hall Administrator  c) Events Coordinator | To follow | 30 minutes |
| 11 | To consider quotes for Council Insurances (commercially sensitive) | To follow | 15 minutes |
| 12 | Date of the next meeting – Monday 8th July 2019 |  |  |

**Future meetings agenda items:**

* Update Statement of Internal Control
* Review Financial Regulations
* Signage audit and Public Realm projects
* To review the Pensions Discretions Policy
* To review the Councillor Allowances Policy
* Consider a Business Continuity Plan
* To review the Town Council Anti-Fraud and Corruption Policy.
* To review a summary of the required actions resulting from the Risk Assessment programme
* Investment options for general reserve
* To review various staffing policies – Capability, Disciplinary, Equal Opportunities, Dignity at Work
* To review the Staff handbook
* To note sick leave and overtime balances
* To consider asset remedial works
* To receive an update on the Market Square project
* To consider terms of reference for the IT contractor
* To consider grant applications for the Community Fund – July 2019
* To review the Grievance and Complaints policies
* To review the Communications and Social Media Policy
* To review the financial contribution to SHDC for free public toilet provision

**Members – quorum is 3 members (1/3 of elected)**

* Cllr E Price(Chair)
* Cllr M Adams
* *Cllr R Adams - resigned*
* Cllr C Allford
* Cllr J Hodgson
* Cllr P Paine
* Cllr A Simms
* Cllr B Piper

Catherine Marlton

Town Clerk

**ITEM 2 – MINUTES**

**MINUTES OF THE COUNCIL MATTERS COMMITTEE**

**MONDAY 20TH MAY 2019 AT THE GUILDHALL TOTNES**

Present: Cllr E Price (Chair), Cllr P Paine, Cllr J Hodgson, Cllr M Adams, Cllr R Adams, Cllr B Piper, Cllr A Simms, Cllr C Allford.

Apologies: None

In Attendance: Catherine Marlton (Town Clerk) from after item 3

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| **No** | **Subject** | **Comments** |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. | None. |
| 2 | To elect a Deputy Chair (if required) | The Deputy was **AGREED** as Cllr M Adams |
| 3 | To elect a personnel sub-committee of the Chair and 3 others to deal with complex staffing matters should they arise | It was **AGREED** the membership would be Cllr M Adams, Cllr R Adams, Cllr E Price (Chair), Cllr B Piper.  *Cllr R Adams and Cllr M Adams left the meeting after discussing items 1, 2, 3 and 18 on the agenda.* |
| *The Committee will adjourn for the following item:* | | |
| 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. | | None. |
| *The Committee will convene to consider the following items:* | | |
| 4 | To discuss any matters arising from the minutes of:   1. Council Matters 8th April and 1st May 2019 - (already agreed through Full Council) | None. |
| 5 | To note the 2018/19 year-end figures | Noted. Councillors were very pleased on the small underspend figure against the forecasted overspend from reserves. |
| 6 | To note the end of year timeline  14/5/19                Internal Audit  3/6/19                  Approval of AGAR and Audit report at Full Council meeting  4/6/19                  Publish notice of public rights of inspection of AGAR                              Submit approved AGAR to External Auditors  5/6/19                  First day of period of public rights of inspection of AGAR  1/7/19                  Deadline for submission of approved AGAR to External Auditors  16/7/19                Last day of period of public rights of inspection of AGAR | Noted. |
| 7 | To consider the current year’s budget allocations, budget monitor, balances and forecast | The current year budget spreadsheet was considered and **AGREED** unanimously**.** |
| 8 | To receive an update on the Neighbourhood Plan (standing item). | A NP Working Group to discuss the completed Green Infrastructure report had taken place that day and comments submitted. The date of the next meeting had been arranged for early June for Councillors only to consider who should be Chair, what financial resources were needed to provide professional support and the community membership of the Working Group going forward. |
| 9 | To consider a Vexatious Complaints Policy | The policy was **RECOMMENDED** to Full Council for adoption. Please see attached. |
| 10 | To consider the reviewed Financial Risk Assessment | The document was reviewed and **AGREED.** |
| 11 | To review the Pay Policy | The policy was **RECOMMENDED** to Full Council for adoption. Please see attached. |
| 12 | To review the Recruitment and Retention Policy | The policy was **AGREED** by the committee. |
| 13 | To note the latest statement for the Public Works Loan Board | Noted. |
| 14 | To note the Guildhall Fire Evacuation Procedures | Noted. |
| 15 | To note the date of the next meeting: **Monday 10th June at 7pm** **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.* | | |
| 16 | To note the current staffing budget forecast | Noted. |
| 17 | To receive a brief staffing update | Noted. |
| 18 | To consider a request for an award of Freeman/person of the town and investigating a new Citizens/Community Award annually | An allocation of up to £500 from the Community Outreach budget was **AGREED** in principle. The Town Matters committee were asked to produce a plan with costings listed.  It was **AGREED** that Cllr M Adams would informally approach all Councillors and the final decision would be taken by Full Council. Cllr R Adams asked for detailed costs of awarding the position annually. The Town Clerk will produce these costings to inform the Full Council decision in due course. |
| 19 | To note the reviewed Appraisal Policy and update | The policy was **AGREED** by the committee.  The Town Clerk’s successful annual appraisal was noted. The appraisals of other staff would now start. |

**ITEM 4 - BUDGET PROPOSAL – NEIGHBOURHOOD PLAN 2019/20**

Discussed at NP Working Group Monday 3rd June 2019

* The Chair was AGREED as Cllr Luker and the Deputy was AGREED as Cllr Allford.
* To RECOMMEND to Council Matters Committee that funding is approved to engage Lee Bray and Steve Munday to provide professional planning support, to undertake work packages 3 and 5 as outlined in their informal agreement note.
* It was AGREED that the revised plan should make reference to the Climate Emergency declared by TTC. Also need to check that renewable energy for new builds is included. (Look at the Frome NP for how they have cross-referenced such themes)
* .It was AGREED that subject to approval of Council Matters, that Cllrs would like to meet with Lee Bray and Steve Munday as soon as possible to understand more of what their drafting work will entail and to see how the WG can assist. Note - Lee and Steve have been emailed to see if they are available on the afternoons of 17 and 18 June. Mairead will email out to all Cllrs to confirm arrangements when a reply is received.
* It was AGREED that the Transport section will be discussed at the next WG.
* It was AGREED that the date and agenda for the next meeting should be copied to the Clerks of adjoining parishes (Dartington, Berry Pomeroy, Harberton, Ashprington) so that they are aware of the latest position.
* The next meeting will be held on Thursday 27th June at 6.30pm - the Administrator will put the details on the TTC and Totnes Neighbourhood Plan websites, and TTC and TNP Facebook pages. Note - Complete.

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| -13088 | Original budget allocation |
| 1950 | from 1st April 2019 months funding for internal admin support of 5 hours a week for 6 months |
| **9000** | **Professional Planning Policy Support** |
| 500 | Final design and layout works |
| 1000 | Printing |
| 1000 | Consultation events and promotion |
| 900 | Emergency contingency funds |
| **1262** | **OVERSPEND PROJECTED** |

**ITEM 8 – USE OF THE TOWN CREST**

Request from Transition Town Totnes in relation to the attached event information on 13th July 2019.