****

# DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS

# MONDAY 13TH SEPTEMBER 2021 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors E Price (Chair), J Hodgson (arrived 18.45), P Paine, B Piper and V Trow.

**Apologies:** Cllr M Adams.

## In Attendance: C Marlton (Town Clerk) & C Bewley (Finance and Assets Manager.

## 1. APOLOGIES FOR ABSENCE

**To receive apologies and to confirm that any absence has the approval of the Committee.**

Cllr Price read out a statement about how the meeting would be conducted and recorded.

The apologies were accepted.

*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.

There were no members of the public in attendance.

*The Committee reconvened.*

## 2. DEPUTY CHAIR

**To elect a Deputy Chair (who will chair in Chair’s absence).**

It was proposed to elect an acting Deputy Chair until all Councillor vacancies are filled in October/November. It was **AGREED** that Cllr Trow would be the acting Deputy Chair.

## 3. CONFIRMATION OF MINUTES

**To approve the minutes of 14th June 2021 and update on any matters arising.**

The minutes were approved as an accurate record of proceedings.

## 4. BUDGET MONITOR

**To consider the Budget Monitor.**

The Clerk highlighted changes to the budget forecast for election costs, professional fees and Guildhall donations which is currently predicting an overspend of approximately £13k. It was **AGREED** to accept the budget monitor.

## 5. COMMUNITY GRANT SCHEME APPLICATIONS

**To consider the applications for the community grant scheme.**

Discussion was had to ensure that the applications will be spent in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure, as per the spending powers under section 137 of the Local Government Act 1972. It was **AGREED** to allocate £19022 from S137 as outlined in the table below. The total allocation in 2021/22 will be under the threshold allowed for S137 expenditure at a total so far from two rounds of community grants of - £44033 and an additional £8475 as detailed below. Please note that this is means a total overspend of £2508 on the original £50,000 community grants budget.

**S137 DECISION OF 13TH SEPTEMBER 2021 - £19022**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant | Project | Amount Requested | Project Cost | Grant Awarded |
| Bridgetown Community Hall | Kitchen hob & oven | £780 | £1040 | £780 |
| Totnes Caring | Transportation services co-ordination | £4000 | £17354 | £4000 |
| Creation Myths Puppets | The Talking Forest production | £2350 | £5850 | £2350 |
| Totnes Supporting Fairtrade | FairTrade Fortnight (Feb 2022) | £400 | £600 | £400 |
| Jamming Station | Beat Café | £1800 | £13366 | £1800 |
| Totnes Bike Hub | Essential Tools & equipment, Dr Bike | £1910 | £1910 | £1910 |
| Food in Community | Community Cooking Groups, soup groups | £950 | £1950 | £950 |
| Lifeworks | Get Involved Youth Club | £2500 | £53476 | £2500 |
| Totnes Library | Revamping Children’s Library | £1131.59 | £4016.36 | £1131.59 |
| Church of St Johns and St Mary | Connecting Communities: upgrade AV equipment | £2500 | £17500 | £2500 |
| Caring Town | Community Conversation Mental Health | £700 | £700 | £700 |

**S137 DECISION OF MAY/JUNE 2022 - £25011**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant | Project | Amount Request | Project Cost | Grant Awarded |
| Totnes Caring | Transport services coordination | £4000 | £17354 | £4000 |
| TRAYE | Youth can make a difference forum | £3881 | £3881 | £1940.50 |
| Parklife | Cemetery wildflower area maintenance | £1000 | £1500 | £750 |
| Youth Mental Health Foundation | What’s your genius workshops | £1979.40 | £1979.40 | £1979.40 |
| Lifeworks | Get involved youth club | £5000 | £53476 | £2500 |
| Totnes Library | Revamping children’s library | £3846.36 | £3846.36 | £2884.77 |
| Transition Town Totnes | Relaunch Transition Streets | £6389 | £12778 | £0 |
| Church of St Johns & St Mary | Connecting communities – upgrade AV equipment | £2500 | £17500 | £1250 |
| South Hams Citizens Advice | Outreach at The Mansion | £6444 | £7999 | £6444 |
| Network of Wellbeing Shareshed | News top in Bridgetown | £4350 | £24991 | £3262.50 |

**OTHER AGREED EXPENDITURE FROM GENERAL RESERVE MAY/JUNE 2022 - £8475**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant | Project | Amount Request | Project Cost | Grant Awarded |
| Totnes Heritage trust | St Mary’s churchyard design & consultation – maintenance of closed churchyards | £4000 | £4000 | £4000 funded through the general reserve |
| Sea Scouts | Building refurb for reopening – Community Buildings | £2000 | £20000 | £2000 funded through the general reserve |
| Totnes Bike Hub | Dr Bike workshops – Green Travel | £1950 | £1950 | £975 funded through general reserve |
| Warmheart Community Projects | A Totnes Tale – Community Arts | £2000 | £16400 | £1500 funding through the general reserve |

## 6. HUMAN RESOURCES POLICIES

**To review the following human resources policies:**

**a. Capability Policy and Procedures.**

The policy was reviewed and **AGREED**.

**b. Lone Working.**

The policy was reviewed and **AGREED**.

**c. Equality and Diversity.**

The policy was reviewed and **AGREED**.

**d. Pay.**

The policy was reviewed and **AGREED**.

**e. Confidentiality, Data Protection and Information Technology (IT).**

The policy was reviewed and **AGREED**.

**f. Health, Safety and Wellbeing.**

The policy was reviewed and **AGREED**.

## 7. EXTERNAL AUDITOR REPORT

**To note the external auditor report on the Annual Governance & Accountability Return.**

Noted.

## 8. ARTS WORKING GROUP

**To note the minutes of the Arts Working Group.**

Noted. It was noted that it was **AGREED** to support the Seachange Festival with £800 funding.

## 9. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 11th October 2021 at 6.30pm.**

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.**

These were reviewed and **AGREED** unanimously.

**11. STAFFING UPDATE (Standing Item)**

**For any general or urgent updates that required confidential sharing with Councillors.**

**a. To consider backup support options to cover the vacant Administrator 3 post.**

It was **AGREED** unanimously to allow the seasonal Tourist Information office to continue after the end of October on two days a week until an appointment can be made.

**b. To consider a staff benefit in a cycle to work scheme.**

The idea of a staff cycle to work scheme was **AGREED** in principle – further information will come to a future meeting for consideration.

**12. STAFF ATTENDANCE**

**To note sickness and overtime balances.**

Noted.

**13. COMMERCIAL MATTERS**

**To consider an increase in rent for the Guildhall flat.**

The commercial valuation was £850 per month. It was **AGREED** by majority to stagger the increase over two years, £775 going forward, £850 in 12 months’ time. Further reviews would be undertaken on an annual basis. In regards to the issue of parking, it was **AGREED** unanimously to include parking restrictions in the reissued tenancy agreement.