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# AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

# MONDAY 8TH JULY 2024 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 8th July 2024**

**at 6.30pm** in the Guildhall for the purpose of transacting the following business:

**Committee Members:** Councillors D Peters (Chair), C Beavis, T Bennett, J Chinnock, J Hannam, J Hodgson and E Price.

# 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 20th May 2024 and update on any matters arising. Document attached.

**3. SOUTH HAMS COMMUNITY ACTION**

To receive an update from South Hams Community Action in relation to their Community Grant application. Verbal update.

**4. BUDGET MONITOR**

To:

1. Consider the Budget Monitor including the reserves projection. Document attached.
2. Note the Civic Funeral expenditure from General Reserve.

**5. MAYOR’S ENGAGEMENTS AND BUDGET**

To consider the Mayor’s engagements since April 2024 and the current budget Documents attached.

**6. FINANCIAL REGULATIONS**

To revise Financial Regulations (sections XX) and agree an update to Standing Orders. Document attached.

**7. CEMETERY – MEMORIAL STONE CHARGING**

To consider a clarification of the fees chargeable for the erection of memorial stones. Document attached.

**8. INFORMATION AND DATA PROTECTION POLICY**

To review the Information and Data Protection Policy. Document attached.

**9. FREEDOM OF INFORMATION PUBLICATION SCHEME**

To review the Council’s Freedom of Information Publication Scheme. Document attached – note additional text is highlighted.

**10. COMPLAINTS PROCEDURE**

To review the Complaints Procedure. Document attached.

**11. VEXATIOUS BEHAVIOUR POLICY**

To review the Vexatious Behaviour Policy. Document attached.

**12. STAFF LOANS POLICY**

To review the Staff Loans Policy. Document attached.

# 13. WORKING TIME AND LEAVE POLICY

# To review the Working Time and Leave Policy. Document attached.

# 14. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 9th September 2024 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)*

# 15. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for May and June (financial). Documents attached.

# 16. HONORARY FREEMAN

# To consider two nominations for honorary freeman awards (personal details). Document attached.

# 17. EASTGATE SUB LEASES

# To consider the Eastgate sub leases (financial and contractual). Documents attached.

# 18. STAFF APPOINTMENT

# To ratify the appointment of a Town Maintenance Officer (personal details). Verbal update.

# 19. STAFF ATTENDANCE

To note sickness and overtime balances (personal details). Verbal update.

# 20. STAFFING UPDATE

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

Catherine Marlton

Town Clerk

3rd July 2024

**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.**