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# DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 8TH JULY 2024 AT 6.30PM IN THE GUILDHALL

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

**Apologies:** None

**In Attendance:** Member of the public, Cllr Trant and C Marlton (Town Clerk).

# 1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted and recorded.

*The Committee will adjourn for the following items:*

PUBLIC QUESTION TIME

There were no members of the public who wished to speak.

*The Committee will reconvene to consider the following items:*

**2**.  **CONFIRMATION OF MINUTES**

**To approve the minutes of 20th May 2024 and update on any matters arising.**

The minutes were **AGREED** unanimously as an accurate record of the proceedings.

*The Committee will adjourn Standing Orders to allow the Chief Executive Officer (CEO) of South Hams Community Action to speak.*

# 3. SOUTH HAMS COMMUNITY ACTION

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

# The CEO of South Hams Community Action gave an update on their work and specifically in relation to Totnes.

*The Committee reconvened.*

It was **AGREED** to award a community grant of £750.00 to South Hams Community Action.

**4. BUDGET MONITOR**

**To:**

**a. Consider the Budget Monitor including the reserves projection.**

This was considered and **AGREED** unanimously.

**b. Note the Civic Funeral expenditure from General Reserve.**

Noted.

**5. MAYOR’S ENGAGEMENTS AND BUDGET**

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

These documents were considered and expenditure was noted.

# 6. FINANCIAL REGULATIONS

# To revise Financial Regulations and agree an update to Standing Orders.

# To RECOMMEND to Full Council that the revised Financial Regulations are adopted subject to the proposed amendments given verbally by the Clerk.

**7. CEMETERY – MEMORIAL STONE CHARGING**

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

It was **AGREED** that in cases where the Deed of Grant holder lives outside of the Totnes Parish, memorial application fees will be charged at the same rate as the deceased’s burial fee for up to three years after the interment was made.

# 8. INFORMATION AND DATA PROTECTION POLICY

# To review the Information and Data Protection Policy.

To **RECOMMEND** to Full Council that the reviewed Information and Data Protection Policy is adopted.

# 9. FREEDOM OF INFORMATION PUBLICATION SCHEME

# To review the Council’s Freedom of Information Publication Scheme.

# To RECOMMEND to Full Council that the updated Freedom of Information Publication Scheme is adopted.

# 10. COMPLAINTS PROCEDURE

# To review the Complaints Procedure.

To **RECOMMEND** to Full Council that the reviewed Complaints Procedure is adopted.

# 11. VEXATIOUS BEHAVIOUR POLICY

# To review the Vexatious Behaviour Policy.

# To RECOMMEND to Full Council that the reviewed Vexatious Behaviour Policy is adopted.

# 12. STAFF LOANS POLICY

# To review the Staff Loans Policy.

The Staff Loans Policy was reviewed and **AGREED**.

# 13. WORKING TIME AND LEAVE POLICY

# review the Working Time and Leave Policy.

The Working Time and Leave Policy was reviewed and **AGREED**.

# 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.**

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)*

# 15. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED**.

# 16. HONORARY FREEMAN

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

It was **AGREED** to defer the matter of the criteria for deciding on nominations to the Community Working Group for further discussion, before a decision can be considered.

# 17. EASTGATE SUB LEASES

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

The Eastgate sub leases were **AGREED**.

# 18. STAFF APPOINTMENT

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

It was **AGREED** to appoint the recommended candidate, subject to references.

# 19. STAFF ATTENDANCE

# To note sickness and overtime balances (personal details

Noted.

# 20. STAFFING UPDATE

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

Noted.

The meeting closed at 8.05pm

Catherine Marlton

Town Clerk

July 2024