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# AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

# MONDAY 9TH SEPTEMBER 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 9th September 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 8th July 2024 and update on any matters arising. Document attached.

**3. BUDGET MONITOR**

To consider:

1. the Budget Monitor including the reserves projection. Document to follow.
2. the purchase of a gazebo for Council events (and what budget should fund this). Verbal update.
3. an overspend on the Christmas Lights due to infrastructure costs. See budget monitor.

**4. COMMUNITY WORKING GROUP**

To consider the actions from the Community Working Group – point 3: support for Community Transport. Document attached.

**5. ECONOMY WORKING GROUP**

To consider the actions from the Economy Working Group - point 9: funding for the Christmas window competition for businesses. Document attached.

**6. SCHEME OF DELEGATION**

To note a Scheme of Delegation for the Council. Document attached.

**7. INVESTMENT STRATEGY**

To review the Council’s investment Strategy. Document attached.

**8. EQUALITY AND DIVERSITY POLICY**

To review the Equality and Diversity Policy. Document attached.

**9. HEALTH, SAFETY AND WELLBEING POLICY**

To review the Health, Safety and Wellbeing Policy. Document attached.

**10. PAY POLICY**

To review the Pay Policy. Document attached.

# 11. EXTERNAL AUDIT CERTIFICATE

# To note the external audit certificate. Document to follow.

# 12. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th October 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)*

# 13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for July and August (financial). Documents for July attached, August to follow.

# 14. CHRISTMAS MARKET CONTRACT

# To consider the contract terms document for the Christmas Markets (commercial). Document attached.

# 15. CLOSED CIRCUIT TELEVISION SHARING WITH THE POLICE

# To consider a request for real-time CCTV data sharing with the police (legal). Document attached.

# 16. STAFFING UPDATE

For any general or urgent updates that required confidential sharing with Councillors (staffing), including (verbal update):

1. to note a parental leave request.
2. to consider the approval of professional fees.

Catherine Marlton

Town Clerk

4th September 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.**