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# MINUTES FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 9TH SEPTEMBER 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:** 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 present.

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

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

**To approve the minutes of 8th July 2024 and update on any matters arising.**

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

**3. BUDGET MONITOR**

**To consider:**

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

The Clerk updated that there was an amendment required for future budget monitors for: cemetery income is already higher than expected; and the Christmas Light overspend was predicted to be £1025 not £3003. Subject to these points the budget monitor was **AGREED**.

**b. the purchase of a gazebo for Council events (and what budget should fund this).**

It was **AGREED** to fund £900 on a new gazebo from the Community budget

**c. an overspend on the Christmas Lights due to infrastructure costs.**

The overspend was **AGREED** as the works are essential.

**4. COMMUNITY WORKING GROUP**

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

It was **AGREED** to discuss the relationship between various community groups and seek advice from them on what research is needed locally before committing to any endorsement or proposing a pledge of funding to support.

To **RECOMMEND** to Full Council that Cllr Robshaw is added to the Community Working Group membership.

# 5. ECONOMY WORKING GROUP

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

It was **AGREED** to allocate £675 from the Economy budget for this project.

# 6. SCHEME OF DELEGATION

# To note a Scheme of Delegation for the Council.

# Noted. The Scheme of Delegation will go to Full Council to consider adoption.

**7. INVESTMENT STRATEGY**

**To review the Council’s investment Strategy**

This item was not required as the policy was agreed earlier in the year due to audit requirements.

# 8. EQUALITY AND DIVERSITY POLICY

# To review the Equality and Diversity Policy.

It was **AGREED** to adopt the updated Equality and Diversity Policy..

# 9. HEALTH, SAFETY AND WELLBEING POLICY

# To review the Health, Safety and Wellbeing Policy.

# It was AGREED to adopt the updated Health, Safety and Wellbeing Policy.

# 10. PAY POLICY

# To review the Pay Policy.

It was **AGREED** to adopt the updated Pay Policy.

# 11. EXTERNAL AUDITY CERTIFICATE

# To note the external audit certificate

# This item was deferred as the certificate had not yet been received.

# 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.**

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)*

# 13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

**To consider the bank statements and reconciliations for July and August (financial).**

These were reviewed and **AGREED**.

# 14. CHRISTMAS MARKET CONTRACT

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

It was **AGREED** unanimously to extend the Christmas Market contract by one year as outlined in the report.

# 15. CLOSED CIRCUIT TELEVISION (CCTV) SHARING WITH THE POLICE

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

To **RECOMMEND** to Full Council that:

Two local police officers are permitted real-time access to the CCTV footage around the Guildhall (via phone app), subject to:

a. Accessing the footage should only be for the prevention and investigation of criminal activity, and

b. The app should not be installed on the officers personal phones, and

c. There is a signed agreement that no footage shall be shared and used without the usual completed CCTV request form being completed.

Full Council will be made aware of the detail in the prepared report which outlines that the Town Council, in law, retains responsibility for the CCTV data at all times.

# 16. STAFFING UPDATE

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

**a. to note a parental leave request.** Noted.

**b. to consider the approval of professional fees.** After discussing the impact of the Strategic Plan process, the proposed staffing changes were unanimously **AGREED** in principle and the Clerk was instructed to start the process under delegated authority, including:

* It was unanimously **AGREED** to appoint Cllr Price as the Cllr representative in the process.
* It was unanimously **AGREED** to appoint legal support.
* It was unanimously **AGREED** to offer an increase of 4 hours week to the Assistant Town Maintenance Officer, from 1st January 2025.

The meeting closed at approx. 8.40pm

Catherine Marlton

Town Clerk

September 2024