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# AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

# MONDAY 9TH DECEMBER 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 December 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, E Price and T Robshaw.

# 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 11th November 2024 and update on any matters arising. Document attached.

**3. STRATEGY DELIVERY WORKING GROUP RECOMMENDATIONS**

To consider any budgetary recommendations from the following (document attached and to follow):

1. Environment and Public Realm Working Group, 27th November 2024.
2. Community Working Group, 3rd December 2024.
3. Economy Working Group, 4th December 20204.
4. Councillor Away Day, 30th November 2024.

**4. DRAFT 2025/26 BUDGET**

To consider an initial draft budget for financial year 2025/26. Document attached. Recommendations to Full Council needed on:

1. Precept for 2025/26.
2. Annual budget for 2025/26.
3. Anticipated spend from Reserve in 2025/26.

# 5. BURIAL AND CREMATION CONSULTATION

To consider the Law Commission’s consultation on ‘Burial and Cremation’ in relation to Totnes Cemetery and make any recommendation to Full Council (deadline 9th January). Document attached and see <https://lawcom.gov.uk/project/burial-and-cremation/>

**6. PAYMENTS TO COUNCILLORS**

To review the Payments to Councillors Policy. Document attached.

**7. ASSET TRANSFER POLICY**

To consider a draft Asset Transfer Policy for the Council. Document attached.

**8. RECRUITMENT**

To consider delegated authority for the Clerk in terms of recruitment (subject to checks and references). Verbal update.

# 9. MATERNITY, PATERNITY AND ADOPTION POLICY

To review the Maternity, Paternity and Adoption Leave Policy. Document attached.

# 10. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 13th January 2025 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)*

# 11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for November (financial). To follow.

# 12. IT SOFTWARE

To consider expenditure on IT software (commercial). Document attached.

# 13. GUILDHALL COTTAGE

To note an update on the Guildhall Cottage (legal). Verbal update.

# 14. STAFFING UPDATE

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

Catherine Marlton

Town Clerk

4th December 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.**