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# MINUTES FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 11TH NOVEMBER 2024 AT 6.30PM IN THE GUILDHALL

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

**Apologies:** Cllr Robshaw.

**In Attendance:** Cllr Collinson (for part of the meeting) and C Marlton (Town Clerk).

# 1. APOLOGIES FOR ABSENCE

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

Cllr Chinnock proposed that Cllr Collinson be invited to participate in item 12 of the agenda (part 2) given her knowledge. It was **AGREED** to invite Cllr Collinson to attend this single item as an exception to Standing Orders.

PUBLIC QUESTION TIME

There were no members of the public present.

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

**To approve the minutes of 14th October 2024 and update on any matters arising.**

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

**3. BUDGET MONITOR**

**To consider the Budget Monitor including:**

**a. the reserves projection; and**

Subject to an amendment on the Guildhall Wedding/Hire income line, the budget monitor was **AGREED**.

**b. allocation of unallocated Strategic Priorities Budget.**

This will be considered at the Cllr at budget setting session at the end of November.

**4. COUNCILLOR USE OF PREMISES AND EQUIPMENT POLICY**

**To consider a policy covering Councillor use of Council premises and equipment.**

To **RECOMMEND** to Full Council that it adopts the Councillor use of Council premises and equipment policy.

**5. TRANSFER OF FUNDS**

**To consider the transfer of funds into the Council’s saving accounts.**

It was **AGREED** to:

* Transfer to Nationwide 35 Day Saver Account £ 16000.00
* Transfer to Charity Bank Easy Access Account £145000.00

**6. MHCLG CONSULTATION ON REMOTE MEETINGS**

**To consider the Ministry of Housing, Communities and Local Government consultation on ‘Enabling remote attendance and proxy voting at local authority meetings’ and make any recommendation to Full Council (deadline 19th December).**

The Committee expressed support for the use of remote or hybrid meetings as an option, particularly in an emergency. However, they raised concerns about the validity of proxy voting and how that is compatible with avoiding pre-determination. It was **AGREED** that the Town Clerk would draft the consultation response for consideration by Full Council.

# 7. DISCIPLINE POLICY AND PROCEDURE

**To review the Discipline Policy and Procedure.**

It was **AGREED** to adopt the updated Discipline Policy and Procedure.

# 8. GRIEVANCE POLICY

# To review the Grievance Policy.

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

# 9. DATE OF NEXT MEETING

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

# 10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED**.

# 11. CLOSED CIRCUIT TELEVISION AT THE CIVIC HALL

# To consider quotes for the installation of CCTV at the Civic Hall (commercial).

The quote was **AGREED** subject to South Hams District Council consent.

# 12. DEVON HIGHWAYS

# To consider how to challenge Devon Highways on the pavement width required for accessibility legislation (legal).

It was **AGREED** that the Town Clerk would draft a letter to the leaders of Devon County Council and South Hams District Council regarding the concerns raised, for consideration by Full Council. It was **AGREED** that the Town Clerk would continue to escalate the concerns via Devon Association of Local Councils (DALC).

# 13. STAFFING UPDATE

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

Noted.

The meeting closed at 8.00pm

Catherine Marlton

Town Clerk

November 2024