



AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE MONDAY 10TH MARCH 2025 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 10th March 2025 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 10th February 2025 and update on any matters arising. Document attached.

3. BUDGET MONITOR

To consider the Budget Monitor and to review what information members want to receive monthly. Document attached.

4. STRATEGY DELIVERY WORKING GROUPS

To consider any budgetary recommendations from the following (documents attached):

- a. Community Working Group, 11th February 2025.
- b. Economy Working Group, 12th February 2025.

c. Environment and Public Realm: Bridgetown Alive map details.

5. CEMETERY FEES

To consider a review of the Cemetery Fees for financial year 2025/26. Document attached.

6. MENOPAUSE POLICY

To consider a draft Menopause Policy for the Council. Document attached.

7. CIVIC BUDGET AND MAYORAL ALLOWANCE POLICY

To review the Civic Budget and Mayoral Allowance Policy. Document attached.

8. CIVIC PROTOCOL AND PROCEDURE REVIEW

To review the Civic Protocol and Procedure. Document attached.

9. PRIVACY NOTICE

To review the Privacy Notice [for website and external use]. Document attached.

10. PRIVACY POLICY

To review the Privacy Policy [internal guidance for Councillors and officers]. Document attached.

11. COUNCIL GRANTS REPORT

To note a report of community organisation's assessment of their projects which received Community Grant funding in June 2024. Document attached.

12. DATE OF NEXT MEETING

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

13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for January (financial). Documents attached.

14. GUILDHALL COTTAGE

To consider the vacancy in Guildhall Cottage to undertake maintenance and the reduction of income (financial). Verbal update.

15. CCTV AT THE CIVIC HALL

To consider the purchase and installation of an additional camera as part of the Closed Circuit Television system at the Civic Hall (commercial). Document attached.

16. STAFFING UPDATE

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

Catherine Marlton

Town Clerk

5th March 2025

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.