



AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 12TH NOVEMBER 2018 AT THE GUILDHALL TOTNES

You are hereby summoned to attend the Council Matters Committee, which is to be held in the Guildhall, Totnes on **Monday 12th November 2018 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments	Time allocated
1	To receive apologies and to confirm that any absence has the approval of the Council.		2 minutes
The Committee will adjourn for the following item:			
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.			15 minutes
The Committee will convene to consider the following items:			
2	To discuss any matters arising from the minutes of: a) Council Matters 8 th October 2018 (already agreed through Full Council)	Enclosures	5 minutes
3	To consider the budget monitor and any virements needed.	Enclosure	5 minutes
4	To consider a list of possible public realm projects for 2019/20	Tabled at the meeting	10 minutes
5	To consider the response to the SHDC request for the Town Council to take over some Totnes play parks	Enclosure	10 minutes
6	To consider Cllr. Hodgson's request to provide 4 hours of admin support a month, to include holding the circulation contact data and coordinating the updating of the TC Traffic and Transport policy. This is for the interim period where the provision of the support from 106 monies is interrupted, due to the ending of the Green Travel Plan funding support from Follaton Oak to the start of funding from the delayed Baltic Wharf development. This is expected to be from January to June 2019.	Cllr Hodgson	10 minutes
7	To note the budget setting process: <ul style="list-style-type: none"> • December Council Matters – consider a draft proposed budget for 19/20, amend as required and recommend to Full Council • January Full Council – budget is consider and ratified. Precept is set. 	Verbal update Town Clerk	2 minutes
8	To review the Payments to Councillors Policy	Enclosure	10 minutes
9	To note the date of the next meeting: Monday 10th December 2018 at 7pm.		
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.			
10	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure	5 minutes
11	To note the conclusion of the appraisal process and receive a general staff update.	Verbal update Town Clerk	10 minutes
12	To note the latest staff budget forecast	Tabled at the meeting	10 minutes

Future meetings agenda items:

- Update Statement of Internal Control
- To review a summary of the required actions resulting from the Risk Assessment programme
- Grants Award Policy - December
- Investment options for general reserve – December
- To receive an update on the NP budget – December
- Business Continuity Plan – December
- To consider the draft 19/20 budget – December

- To consider an update Market Square project budget – December
- To consider a Town Council Investment Policy - January
- To review various staffing policies – Capability Procedure, Dignity at Work Policy, Equal Opportunities Policy, Grievance Policy, Disciplinary Procedure, Managing Absence
- To note sick leave and overtime balances
- To review the alarm provider

Committee Members – quorum is 5 members

- Cllr Whitty (Chair)
- Cllr Simms (Deputy)
- Cllr M Adams
- Cllr R Adams
- Cllr Sweett
- Cllr Price
- Cllr Westacott MBE
- Cllr Paine
- Cllr Hodgson

Catherine Marlton - Town Clerk



ITEM 2 - Minutes



MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 8TH OCTOBER 2018 AT THE GUILDHALL TOTNES

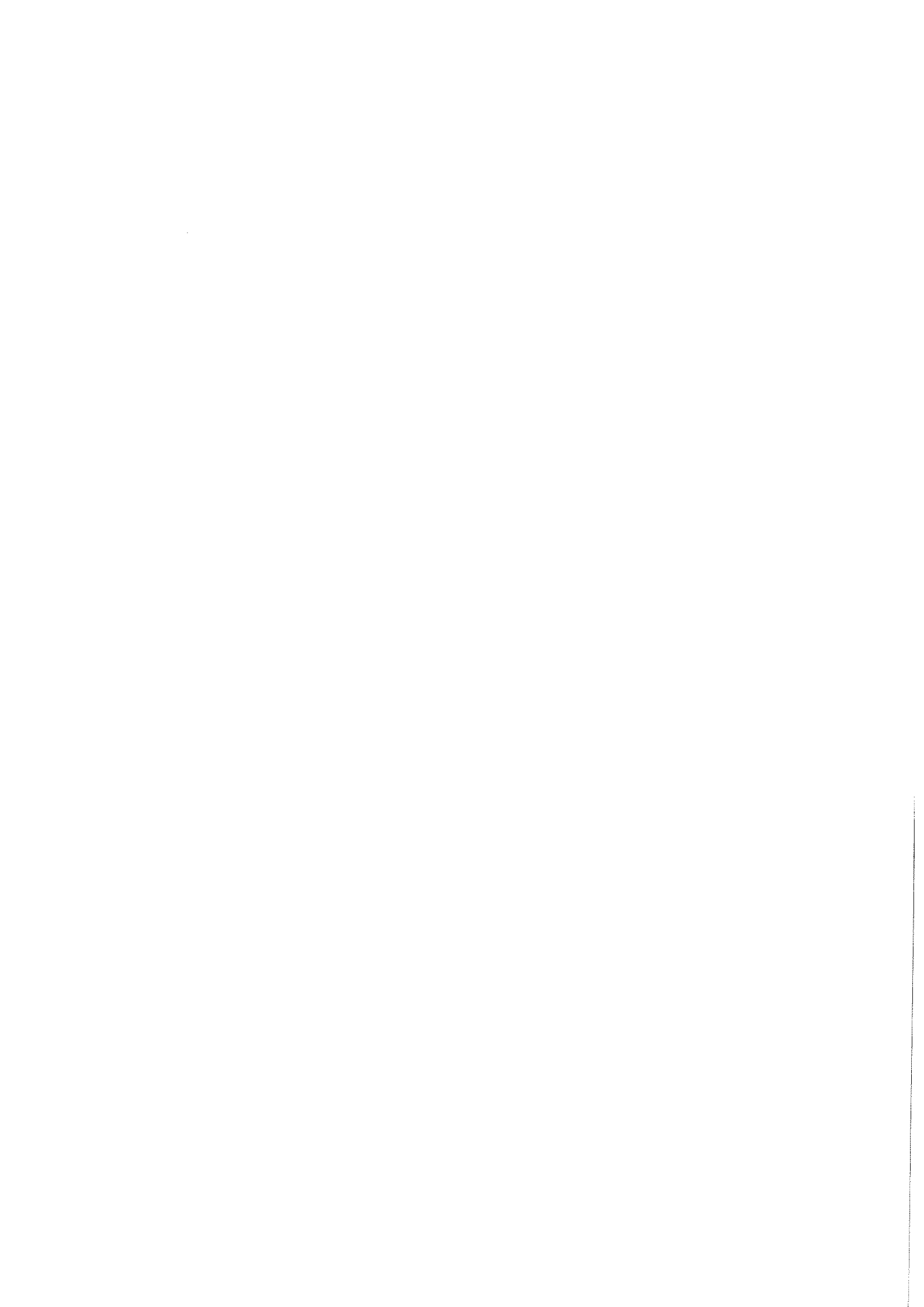
Present: Councillor T Whitty, Cllr M Adams, Cllr Simms, Cllr E Price, Cllr J Westacott MBE, Cllr P Paine, Cllr J Hodgson

Apologies: Cllr R Adams

In Attendance: Catherine Marlton (Town Clerk), 1 member of the press, 2 members of the public

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies were received from Cllr R Adams and these were AGREED .
	Public Question time	Environment Agency officers attended and explained the need for the Town Council to oversee the volunteers for the town floodgates. It was AGREED that the Memorandum of Understanding would be amended and sent back to Town Matters to be considered as part of the Town Emergency Plan.
2	To discuss any matters arising from the minutes of: b) Council Matters 10 th September 2018 (already agreed through Full Council)	No matters arising.
3	To consider the budget monitor and any virements needed.	The budget monitor was noted. No virements were actioned at this time.
4	To consider a request for funds from Gardening for Health	The request was considered and it was AGREED that as this was outside of the annual grant process and given other budgetary pressures the answer would be no for this financial year. The organisation are to be encouraged to apply for funding in future years.
5	To consider reviewed versions of the following policies: a) Lone Working Policy b) Health and Safety Policy	It was RECOMMENDED to Full Council that both policies be adopted.
6	To consider how to most efficiently record the Full Council meetings	The Town Clerk updated that possible improvements into the audio equipment in the Guildhall were being considered as part of the budget considerations for next year. Further

		information will be fed back to Councillors through committee in due course.
7	To note the budget setting training session on Monday 15 th October 2018 and consider any projects or priorities for inclusion in the budget planning process	Apologies for this meeting were received from Cllr M Adams and Cllr R Adams.
8	To note the date of the next meeting: proposed additional meeting on Monday 29th October 2018 at 4.30pm to ratify a staff appointment only. (THIS MEETING WAS CANCELLED) . Next main meeting is Monday 12th November 2018 at 7pm .	
<i>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.</i>		
9	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	These were AGREED .
10	To consider quotes for remedial works to the Guildhall	The following costs were AGREED : a) £6700 Scaffolding of the Guildhall b) £2962 Roof repair for the Guildhall and Guildhall cottage c) £698 for internal scaffolding in the Guildhall. It was RECOMMENDED to Full Council that the following costs were authorised: d) £12180 internal plastering of the Guildhall chamber
11	To ratify the appointment of a Civic Hall Administrator	The appointment subject to satisfactory references was unanimously AGREED .
12	To consider a temporary staffing solution for the vacant Caretaker role	The Clerk declared a personal interest and left the meeting. The committee AGREED to the temporary appointment as outlined in the Clerk's report. The Clerk re-joined the meeting.
13	To consider a recruitment timeline for the Caretaker role	The proposed recruitment timeline was AGREED .
14	To review the Neighbourhood Plan budget and consider allocation of funds for professional fees	The committee RECOMMENDED to Full Council that the following actions are needed: a) Agenda and papers for NP meetings must go out in advance with the same 3 clear days' notice as Council meetings. b) Minutes must be produced for all meetings. c) All papers must be up on the NP website. d) All meeting dates must be on the NP website and Town Council calendar. e) A project plan and budget to cover from now until the NP document is completed and through referendum must come back to Council Matters.
15	To review the Staff Handbook	The reviewed Staff Handbook was AGREED .
16	To review staff training needs	The staff training proposals as outlined in the Clerk's report were AGREED .
17	To consider a quote for repair of the St Mary's Church clock	The £695 expenditure was AGREED .
18	To consider Lightning protection quotations	It was RECOMMENDED to Full Council that the following costs were authorised: a) £11865 for lighting protection works to the Civic Hall, Guildhall and Totnes Museum.



BUDGET MONITOR OCTOBER 2018		CURRENT YEAR			NOTES
Admin	2017/18 ACTUAL	ACTUAL 4TH OCTOBER	2018/19 budgeted	2018/19 expected	
Salaries and pensions	134062	93179	200315	218000	Salaries amalgamated under Admin.
Staff Training and Travel	2806	1995	1500	2500	Budget overspent and further expenditure needed. Includes 2 staff permits as part of existing terms and conditions.
Staff Eye Tests	99	0	300	300	
Staff Recruitment	805	0	1500	500	Cost effective recruitment methods used so far. Further recruitment costs difficult to predict.
Utilities	2262	1219	2250	2250	
Office Supplies	974	533	2000	1250	Savings expected due to careful use of supplies and higher use of email and online services
Photocopier	1278	749	2000	2000	
Insurance	5487	5810	6000	5810	
Office Equipment	804	1639	1200	1750	Overspend due to kitting out the TIC but underspent in office supplies
Events Expenditure	1072	175	525	175	
Car Park Permits	1608	0	0	0	
Green Sack Sales	-13	-8	0	0	
Car Permits Income	-833	-360	0	0	
Events and Venues Income	-225	0	0	0	
SUB TOTAL	150186	104931	217590	234535	Shows overspend due to staffing review
Civic and Democratic	2017/18 ACTUAL	ACTUAL 4TH OCTOBER	2018/19 budgeted	2018/19 expected	NOTES
Mayoral Allowance and Expenses	934	0	375	375	
Civic and Mayoral Events (expenditure)	5262	1920	5750	5000	Expecting an underspend given the Mayors planned events
Civic Events (Income)	-1342	-848	0	0	
Civic Regalla	109	0	400	400	
Salaries and pensions	724	0	0	0	Salaries amalgamated under Admin
Mayoral Travel and Expenses	352	211	200	400	Small overspend expected depending on use of taxis etc
Councillor Allowances	2876	0	6000	5000	Not expecting all Councillors to claim the allowance as per previous years
Councillor Training and Travel	600	746	750	1250	Budget already spent, will be overspent by year end. Higher budget needed in following years to allow Councillor development opportunities
Professional Fees	8646	3123	4500	4500	
Elections	11284	0	6000	6000	
Subscriptions	1868	1928	2000	2000	
Community Outreach work	7274	977	1500	1650	Small increase discussed previously and agreed. £673 requested from Arts Working Group to cover Community Arts Day and Light Switch On (includes tree erection but not purchase or transport)
Website and IT	892	954	1500	1500	New Website in 2019 proposed and potential IT upgrade needed
SUB TOTAL	39479	9011	28975	28075	Small underspend expected on Civic and Democratic
Tourism	2017/18 ACTUAL	ACTUAL 4TH OCTOBER	2018/19 budgeted	2018/19 expected	NOTES
Visit Totnes Marketing	4482	-319	1000	5000	As previously agreed more money to be spent on marketing projects depending on income received for the Totnes Guide
Pension costs	12636	12636	13000	12636	
Salaries and pensions	10157	0	0	0	Salaries amalgamated under Admin
Totnes Guide	19103	970	22000	15614	Previously been through Council Matters/Operation
Totnes Guide and Website Income	-20716	-222	-18500	-18500	Reduction in income to be cautious in line with national trend
Bank Charges	60	0	0	210	1.4% Paypal for advertisers payments
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	43	132	0	584	
Other TIC Income	-716	0	0	0	
SUB TOTAL	25049	13197	17500	15544	Underspend
Guildhall	2017/18 ACTUAL	ACTUAL 4TH OCTOBER	2018/19 budgeted	2018/19 expected	NOTES
Cleaning	2437	736	2000	1500	
Building Maintenance	1835	869	4000	22500	Additional funding needed this year for roof repairs, inside Council Chamber plaster and LIGHTENING PROTECTION
Business Rates	5702	3528	5575	5750	
Water	136	24	200	200	
Utilities	544	272	2000	1500	Investigating the drop in utility cost with gas supplier. May be due large bill or down to efficiency of new boiler
Salaries and pensions	1644	0	0	0	Salaries amalgamated under Admin
Equipment Maintenance	1577	1836	2000	2000	Nearly spent due to £1442 CCTV but overspend agreed previously
Wedding Licence renewals and marketing	0	1825	1750	2000	Increased by Council Matters by £250 to allow for £500 marketing costs for weddings and events in the Guildhall
Admissions income	-5210	-2732	-4750	-3300	Income levels are down this year, more development needed on marketing and social media. Also recruitment of volunteers

BUDGET MONITOR OCTOBER 2018		CURRENT YEAR			
Retail Sales	-79	0	0	0	
Hire Income WEDDINGS	-4462	-1821	-2750	-1850	Drop off in wedding bookings, now promoting for future years
SUB TOTAL	4124	4537	10025	30300	Overspend expected due to Guildhall remedial works
Civic Hall	2017/18 ACTUAL	ACTUAL 4TH OCTOBER	2018/19 budgeted	2018/19 expected	NOTES
Cleaning (inc supplies)	14057	4745	17000	10000	
Feed in Tariff	1620	2478	2500	2500	
Water	1537	453	2000	2000	
Utilities	4070	1211	4250	4250	
Building Maintenance		1300	14000	7000	No urgent works required this year other than lightning protection, will be required in 19/20 as part of the major refurbishment of older section.
Licences	964	70	2000	2000	
Marketing Civic Hall	176	20	400	400	
Equipment Maintenance	6488	2043	4000	3000	
Paige Adams Grant towards Caretaking, Cleaning and Management costs	0	-21388	-33040	-33000	Agreed at April Paige Adams a transfer to cover CH Admin, Caretaker, Caretaker supplies and Devon Cleaning Costs.
Hire Charges	0	0	0	0	
Feed in tariff income	-4696	-4149	-5000	-4150	Difficult to estimate, currently looks low based on previous years
SUB TOTAL	28872	-13217	8110	-6000	Underspend due to careful costing of caretaking and reduction of building maintenance.
Property Maintenance	2017/18 ACTUAL	ACTUAL 4TH OCTOBER	2018/19 budgeted	2018/19 expected	NOTES
Guildhall Cottage Maintenance	667	0	2000	500	No major works required inside, roof will be addressed with Guildhall remedial works
Guildhall Cottage and Guildhall Flat Management Fees	0	634	1760	1760	
Town Clocks amalgamated Rent and Utilities and maintenance	1376	939	2050	2050	
Flat 5a Loan repay	9148	4574	9150	9150	
Flat 5a Maintenance	767	0	2000	500	No major woks required inside, roof will be addressed with Guildhall remedial works
Guildhall Office Maintenance	501	0	500	500	
Museum Maintenance	945	70	4000	7500	Additional funding will be needed for roof repairs and lightning protection
Museum Rent income	-1	0	-1	-1	
Eastgate Clock Rental	-3	0	-3	-3	
Civic Water Supply to shop	0	0	-210	-200	
Guildhall Cottage Income (£850 a month)	-10200	-5100	-9350	-9350	
Flat 5a Rental Income (£750 per month)	-8340	-4170	-8250	-8250	
SUB TOTAL	-4870	-3053	3646	4156	Overspend expected due to additional costs on building maintenance
Cemetery	2017/18 ACTUAL	ACTUAL 4TH OCTOBER	2018/19 budgeted	2018/19 expected	NOTES
Business Rates	3266	2168	3500	3500	
Water	139	33	150	150	
Grounds Maintenance (Grass cutting and tree work)	23084	11042	30000	20000	
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	229	228	5000	34000	Additional funding needed for path repairs.
Chapel	66	0	500	500	Currently mothballed and secured.
Cemetery Fees Income Amalgamated	-5683	-4745	-7500	-7000	Estimate slightly lower income this year
Memorials	-753	0	0	0	
Grant of rights	-2085	0	0	0	
War Bonds	0	0	0	0	
SUB TOTAL	18263	8726	31650	51150	Overspend expected due to cemetery maintenance works
Open Spaces	2017/18 ACTUAL	ACTUAL 4TH OCTOBER	2018/19 budgeted	2018/19 expected	NOTES
Ramparts Walk (regular cuts and tidying)	599	133	900	400	
St Marys Churchyard (Walls and trees)	1059	0	900	900	
Castle Meadow Maintenance and Water	46	115	750	400	
Castle Meadow and allotments income	-210	-10	-210	-210	
SUB TOTAL	1494	238	2340	1490	Small underspend due to contractor efficiencies
Precept and Income	2017/18 ACTUAL	ACTUAL 4TH OCTOBER	2018/19 budgeted	2018/19 expected	NOTES
Bank Charges	222	86	300	300	
Precept and Income	-344527	-355640	-355640	-355640	

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BUDGET MONITOR OCTOBER 2018		CURRENT YEAR			
Council Tax Grant (only guaranteed until 19/20)	-24659	-22230	-22230	-22230	Will not receive Council Tax support grant after next year.
SUB TOTAL	-369095	-377784	-377570	-377570	
Community Development	2017/18 ACTUAL	ACTUAL 4TH OCTOBER	2018/19 budgeted	2018/19 expected	NOTES
Caring Town	20035	7500	15056	15056	
Citizens advice	0	6109.88	6109.88	6109.88	
Neighbourhood Plan/Planning	8833	431	6350	12517	Current bid includes carry forward from previous year as agreed.
Skate Park	0	0	13200	0	Needs to be rolled over to 2019/20
Community projects, environment, planting, bins, street furniture, public realm	0	10615	14000	35000	Suggest allocating additional funds to Market Square project to ensure the improvements are comprehensive and high quality
Arts and Culture Events	12906	-6788	3000	5500	Current bid is £5842 which includes carry forward from previous year as agreed. Current credit is due to Arts Council funding. Expecting small underspend due to withdrawal of projected light display at the Light Switch on Event
TAP funding		-3118	0	-4215.36	Further TAP funding due in
Youth Projects	0	0	0	2500	For the youth nights, not previously budgeted for
SUB TOTAL	£52,503	£14,750	£57,716	£72,468	Overspend expected if Market Square Project funding is agreed
TOTAL EXPENDED	£315,100	£139,120	£377,552	£431,718	
TOTAL	-£53,995	-£238,664	-£18	£54,148	Underspend from last year will almost balance the overspend this year.
	Underspent by £54k approx			Overspent by £54k approx	

ITEM 5

Dear Catherine, Totnes Town Council, and local SHDC Members

SHDC Members have agreed to make £520,000 available from the capital budget towards improvement of SHDC owned play parks across the District over the 3 financial years between 2018 and 2021. This was based upon a bid by officers recognising that there were a number (circa 25) play areas in particular which were aging, had limited play value, or were of poor quality.

The sum was based on an allowance of around £20-25,000 per play area, although there was recognition that the investment per play area could vary considerably on a case by case basis, not least based on the size of the play area, and that not all of the play areas would necessarily receive funding.

In agreeing to the funds, SHDC Members have expressed a desire for investment to be prioritised for those play areas where there is the potential for asset transfers to a Town/Parish Council.

The age and quality of the c.25 play areas vary, and there are some that SHDC officers consider are clear priorities for investment, notably where there are limited other play facilities, or where the quality is particularly poor and the ongoing need and support for the play area is clear.

There are also cases where there is the opportunity for match funding the SHDC investment (notably through s106 funds, although in the case of these play areas in Totnes there appears to be no realistic s106s to match funds at present given the competition from other projects within the town) that would make the case for SHDC investment more attractive. I anticipate that there will be cases where Town/Parish Council (or other local groups) may also wish to contribute their own funds or lead on fundraising to match fund the SHDC contribution, not least because in most cases £25,000 is unlikely to buy a new play area, and the District Council is unable to apply to external funding sources itself (unlike Town/Parish Councils).

The review by officers has also highlighted those play areas where the continued need/merit is more questionable (because the site is not used, there is a surplus locally of play provision and other local sites are better placed to meet the need, high incidents of Anti-Social Behaviour, inappropriate location, etc) and where an alternative use may be more suitable.

There are a number of play areas featuring on the list of c.25 within Totnes, and I have included some notes from my list including a basic summary of views on each:

Parish	Site Name and Postcode	LAP, LEAP, NEAP	SHDC Owned ?	Suggested Improvements	Quality 5 Excellent 1 V Poor	Issues/removals
Totnes	Collapark TQ9 5LW	LEAP	Yes	Site poor – room to improve – access and gradients need attention	2	- Some interest has been expressed from local residents in improving this site

				Surfacing poor		<ul style="list-style-type: none"> - Currently suffers from litter/lack of pride locally - Serves a clear local population – no other local options for play
Totnes	Smithfields TQ9 5LR	LAP	Yes	Access, equipment, play value – all poor	1	<ul style="list-style-type: none"> - No apparent benefit to this site - Sensible to remove equipment and keep as open space - Close to Collapark which is a site with more potential
Totnes	Westonfields TQ9 5UA	LEAP	Yes	Site currently poor – space to improve, and a reasonable location for a play area although possibly surplus locally to requirement?	2	<ul style="list-style-type: none"> - Bridgetown Alive wish to place a piece of Trim Trail equipment here - Site is 200m from new Parkers Way play area, and 300m from Rush Way play area – could be a candidate for open space/alternative (e.g. trim trail equipment)

I am keen to gauge your opinion/views on a number of points:

- Do the Town Council have an interest in taking on an asset transfers of any/all of the play areas, either alone or with other SHDC assets within the Town, on the understanding that this the transfer would be accompanied by the capital sums identified for investment in improving the play area?
- Do the Town Council have any of their own funds that they would wish to contribute as match funding for the SHDC capital funds to maximise the benefit of these funds?
- Do the Town Council consider there a continued need and local support for the play areas listed above? If not, noting my own comments, do you think there is there a more suitable need

that you have identified locally for each site (e.g. landscaped, informal recreation area, carparking, community housing)? Are any of the play areas surplus to requirements? Should some of the play areas be landscaped, with funds invested instead in other remaining play areas?

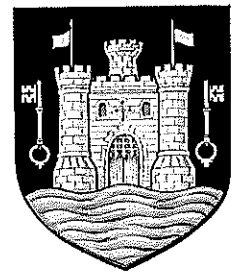
- If you consider there to be ongoing merit in the play areas, do the Town Council consider complete renewal/redesigns of the play areas are required, or does it simply require some replacement of pieces of equipment/safety surfacing, etc? Do the Town Council have views as to what each play area needs to include, or the ages it needs to target?

- Do the Town Council have any interest and capacity to play a role (or lead) in consulting locally with respect the play area – i.e. what the community want at the site in terms of equipment and age ranges to cater for, etc)? If not the Council, do you think there would be any other local groups (including residents groups) that might play a role in consultation for any of the sites? Have you had any contact to date form the local community with respect this play area or aspirations for the sites, was there any relevant feedback as part of the Neighbourhood Plan process?

- Do the Town Council have an interest in leading on projects to improve any of the play areas?

I look forward to your response, and would be happy to discuss further by phone, or to meet up if required.

I am currently contacting all of those Town and Parish Councils in which these c.25 play areas are sited, and the outcome of this initial contact will contribute to shaping the priority list for use of the capital funds over the next 3 years.



PAYMENTS TO COUNCILLORS

TOTNES TOWN COUNCIL

NOVEMBER 2018

This Policy outlines the occasions on which payments may be made to Town Councillors.

Background

The elected members of Totnes Town Council may receive an allowance in recognition of the time, work and costs involved in representing the people of Totnes. This allowance is not to be confused with expenses or with training and travel costs, all of which are defined below. Councillors must attend 75% of Full Council and committee meetings in order to qualify for this allowance. Councillors who start part way through the year will receive a pro rata allowance assuming they have attended 75% of the meetings as detailed above during their time. Co-opted Councillors are not eligible to receive this allowance.

Councillor Allowances

Councillors can claim a paid Basic Allowance each year. This relates to the work they do as local councillors in attending local and community meetings. The levels of allowance paid are agreed by South Hams District Council in accordance with national legislation.

The annual permitted allowance for members of Totnes Town Council is £378.75 and this is subject to taxation. The Mayor may be awarded twice that sum.

Town Councillors who are members of another local authority and who are entitled to an allowance from that authority should be guided by the Declaration of Interest Guidance in the Council's Code of Conduct.

Councillors Expenses

Councillors can reclaim a limited range of travel and other expenses they have paid out of their own pocket when they have had to travel out of the town or when they are out of pocket for some other approved reason such as childcare expenses to attend a meeting.

Councillor Training and Travel

Councillors can reclaim the cost of any approved training and the associated travel costs at the agreed rate per mile or fares paid.

Rates set by South Hams District Council

Parish Basic Allowance

The formula recommended by the Parish Remuneration Panel at its last meeting calculates an allowance based on a percentage of the district basic allowance (now fixed at £5,050 per annum) and the size of the electorate.

This has now been updated for 18/19 as follows:-

Electorate	% of District Basic Allowance	Amount per Councillor
5,001 – 10,000	7.5%	£378.75

Parish Allowance for Chairman / Mayor / Leader

If so minded to pay such an allowance, the view remains that an additional sum could be paid to a Chairman / Mayor / Leader of 1 x the parish basic allowance paid.

Travel, Subsistence and Dependants' Carers' Allowances

In respect of Travel, Subsistence and Dependants' Carers' Allowances, the view remains that these can be payable in line with the amounts paid to Members of South Hams District Council. The main rates are:

(a) Travel Allowances

- Car mileage can be paid at 45p per mile (in line with the HMRC advisory rate and automatically adjusted in the event that the HMRC adjust this rate);
- Motorcycle mileage can be paid at 24p per mile;
- A supplement of 5p per mile for each passenger carried can also be paid; and
- The actual amount incurred on any tolls, ferries or parking fees can be reimbursed.

(b) Subsistence Allowances

If a town or parish councillor is away from their usual place of residence for more than four hours, they can claim £5.00 towards their breakfast, lunch and/or evening meal.

(c) Dependants' Carers' Allowance

An allowance of up to £7.20 per hour may be claimed when a carer for a dependant has been engaged to enable a town/parish councillor to carry out town/parish council duties.

Totnes Town Council Protocol for the Civic Budget & Mayoral Allowance

All Civic and Mayoral spending will be limited to the agreed budgets over the course of the financial year, therefore pre planning of proposed events and larger commitments is essential. All major civic events should take place within the Council's financial year ending 31st March.

During the period from 1st April to 18th May a maximum spend of an amount equivalent to 1 ½ months of the allocated Civic Budget and Mayoral Allowance Budget for the financial year is allowed and must be agreed in advance with the Town Clerk.

Any surplus at the end of the financial year will not be carried forward.

The budgets must not be in deficit at the financial year end.

Expenditure which is allowed:

- A. The Mayoral Allowance budget is to defray reasonable costs in order that the office holder is not out of pocket for fulfilling the role of Mayor. The Mayor can claim an amount equivalent to the annual Councillor Allowance as a lump sum at the end of the financial year from this budget.
- B. Funding for all the formal and informal Civic events and costs associated with the role of the Mayor during the Mayoral year.

These may include:

- ❖ Mayor Choosing and reception
- ❖ The Civic Service
- ❖ Remembrance Sunday (in conjunction with the British Legion)
- ❖ The Civic Event (Community fundraising event)
- ❖ Events where the Mayor is usually accompanied by the Town Sergeant, such as Totnes Carnival, the annual Orange Race, the opening of the Elizabethan Market.

PLEASE NOTE - Civic Funerals (as and when required) and refreshments at a wake for Honorary Citizens will be funded from the general reserve up to a value of £1,000.

- C. Civic events supported by the Council involving, but not necessarily arranged by, the Mayor, or agreed Councillors. This expenditure must be agreed in advance by the Mayor.

These may include

- ❖ hosting the Mayor of Vire, to include up to £25 for an award.
- ❖ receptions for Civic visitors
- ❖ hosting small award ceremonies, to include up to £25 for an award.
- ❖ hosting meetings of community groups
- ❖ activities related to the Town Council but not necessarily organised by the Mayor.

- D. The costs of any events held or attended by the Mayor or Deputy Mayor or Councillors deputising in their place in the course of his/her duties in the Mayoral Year.

These may include

- ❖ Christmas reception
- ❖ specific refreshments etc. when organising events at the Guildhall during the year.
- ❖ the incidental costs of attending community and charitable events e.g. purchase of tickets for both the event and raffles
- ❖ charity functions, and to cover any costs when attending functions e.g. the purchase of raffle tickets, collections, etc.

E. Supporting the Mayor in raising money toward his/her chosen charity.

These may include

- ❖ providing facilities paid for by the Civic Budget in raising funds for the chosen charity e.g. reception in the Guildhall, hire of the Civic Hall, etc.

PLEASE NOTE: All use of the Civic Hall must be paid for in full from the Civic Budget to the Paige Adams account. No free use can be granted by the Mayor.

Expenditure which is not allowed :

The Civic budget must not be used to pay for

- ❖ gifts of monies or goods (including flowers) other than to charities. NOTE: Any requests for contributions to groups and charities outside of fundraising must be considered by Paige Adams through the grants process.
NOTE: The policy will allow an exception for the purchase of flowers for incoming and outgoing Mayors and their consorts plus retiring Councillors and staff leavers to the value of £25 per bouquet
- ❖ parking fines
- ❖ social events internal to the Council unless agreed by the Mayor or Deputy Mayor.
- ❖ items normally covered by the Mayoral and Councillor Allowance e.g. costs associated with the use of home as office, personal telephone bills, etc.
- ❖ printing fliers/leaflets/posters etc. other than for civic events covered in B. above.

Reporting and monitoring procedures:

The Mayor is asked to account for his/her spending and to submit these expenses, along with the Mayor's monthly engagements, as a quarterly agenda item to Council Matters Committee meetings:

- All amounts submitted for reimbursement from the Town Council will be signed off and paid according to the Town Council financial regulations.
- Amounts of £500 and over need to be agreed by The Council Matters Committee in advance of agreement. Details of the proposed expenditure will need to be submitted, to ensure contributions and events are in line with Civic function and the Town Council priorities. If agreed it can then be submitted for reimbursement/payment to the Deputy Clerk.

Once 85% spend of the budget is reached the Council Matters Committee must be informed and any future spend must be agreed in advance with the Town Clerk.

Any outstanding civic expenses need to be submitted by the outgoing mayor by the end of June, when the preceding mayor's budget will be closed.