

AGENDA FOR THE MEETING OF COUNCIL MATTERS

MONDAY 13TH JULY 2020 – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/95346036419?pwd=ZDNHdm1lU1M3dTNQTzY5SElOcUNLQT09> Meeting ID: 953 4603 6419

PLEASE CONTACT THE TOWN CLERK ON CLERK@TOTNESTOWNCOUNCIL.GOV.UK
TO RECEIVE THE MEETING PASSWORD AT LEAST TWO HOURS PRIOR TO THE MEETING.

You are hereby **SUMMONED** to attend a Meeting of Council Matters Committee, which is to be held using remote meeting service Zoom on **Monday 13th July 2020** at 7pm for the purpose of transacting the following business:

Committee Members: Councillors E Price (Chair), M Adams (Deputy Chair), J Hodgson, P Paine, C Luker, B Piper

1. APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Committee.

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 update on any matters arising from the minutes of 8th June 2020. (Note: already agreed through Full Council.)

Document enclosed.

3. ALCOHOL LICENSE

To consider a variation to the premises licence of Morrisons Service Station, Station Road, Totnes, TQ9 5JR from Wm Morrison Supermarkets PLC. The application is to extend the hours for sale of alcohol for consumption off the premises to 24hrs. The hours currently licensed for the sale of alcohol is Monday to Sunday from 6am to midnight.

No document.

4. BUDGET MONITOR

To consider the current year's budget allocations, budget monitor, balances and forecast.

Documents enclosed.

5. GREEN TRAVEL COORDINATOR

To note receipt of the S106 funding and to consider a recruitment timeline.

Verbal update Town Clerk.

6. PUBLIC REALM WORKING GROUP

To consider any action points and proposed expenditure, including how to progress the Shared Space project.

Documents enclosed.

7. NEIGHBOURHOOD PLAN

To receive an update on the Neighbourhood Plan (standing item).
Verbal update Cllr Luker.

8. CEMETERY WORKING GROUP

To consider any action points and proposed expenditure.
Document enclosed.

9. TOTNES MUSEUM

To note a proposed change in the governance of Totnes Museum and the landlord responsibilities associated.
Document enclosed.

10. TRANSITION TOWN FUNDING AMENDMENT

To consider a minor alteration to previously agreed S137 funding.
Document enclosed.

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. COMMERCIAL CONTRACT

To consider how to proceed with a commercial contract given liquidation of the company.
Document enclosed.

12. LEGAL MATTER

To consider an update and actions required.
Document available for inspection by Councillors in the Town Council offices.

13. CLERK CONTRACT

To consider a reviewed employment contract for the Town Clerk.
Document enclosed.

14. STAFF UPDATE

To note a general staff update.
Verbal update.

15. BANK RECONCILIATION

To consider and agree the bank and petty cash reconciliations.

None - agreed last month

16. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th September at 7.00pm.

Catherine Marlton

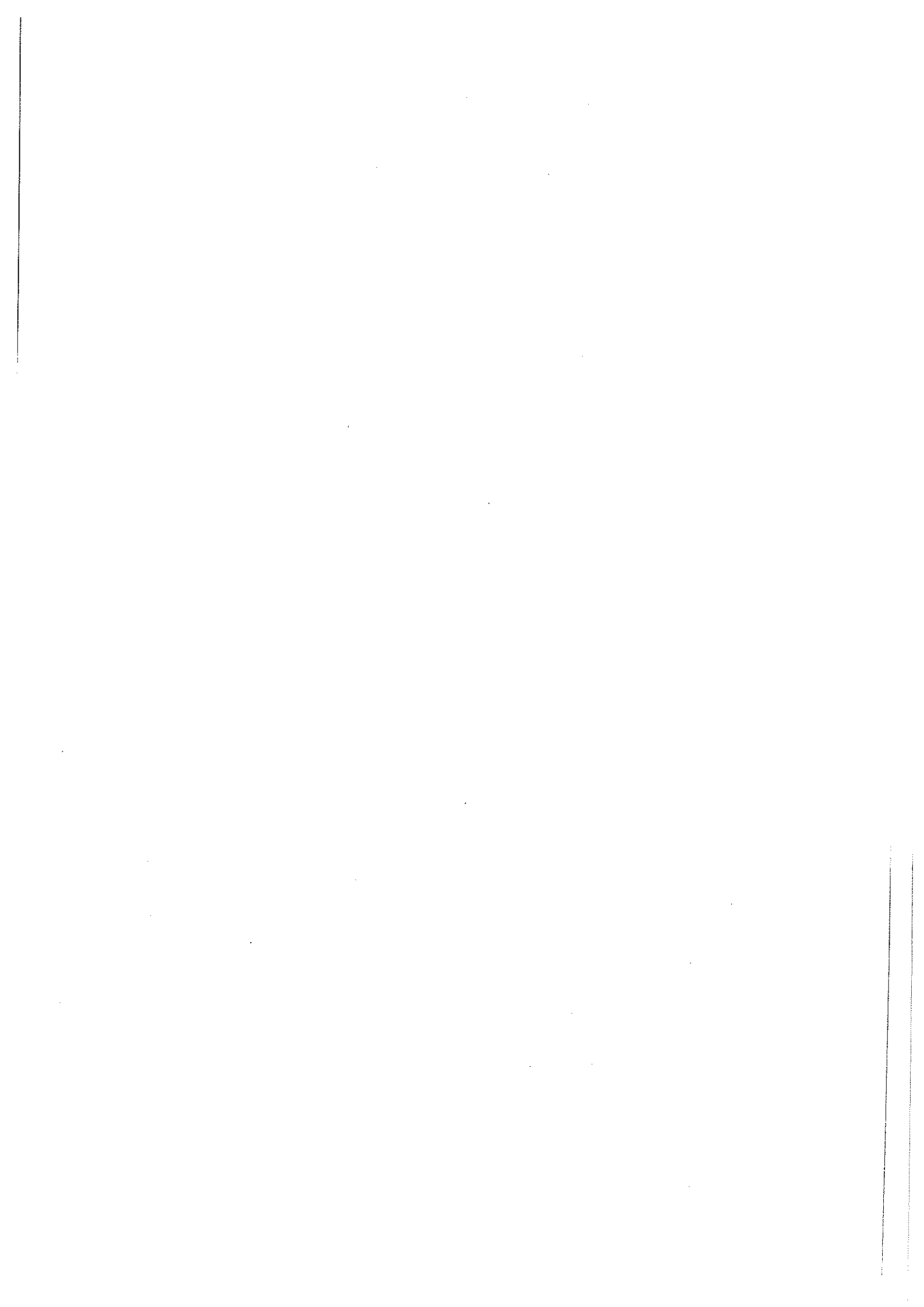
Town Clerk



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.





**MINUTES OF THE MEETING OF COUNCIL MATTERS
MONDAY 8TH JUNE 2020 AT 7PM – HELD REMOTELY USING ZOOM**

Present: Councillors E Price (Chair), M Adams (Deputy Chair), J Hodgson, P Paine, C Luker, B Piper, C Allford.

In Attendance: C Marlton (Town Clerk)

1. APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Committee.

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.

None.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To update on any matters arising from the minutes of 9th March 2020. (Note: already agreed through Full Council.)

No matters arising. Minutes already ratified.

3. BUDGET MONITOR

To consider the current year's budget allocations, budget monitor, balances and forecast. (already noted at Full Council 2nd March 2020).

Deferred to next month.

4. NEIGHBOURHOOD PLAN

To receive an update on the Neighbourhood Plan (standing item).

Noted.

5. STANDING ORDERS AND COUNCIL PRIORITIES

To consider a timeline and process for reviewing the Town Council's priorities and Standing Orders. It was **AGREED** to start the review from July onwards given other priorities.

6. INTERNAL AUDIT AND AGAR

To consider the AGAR and internal audit report for recommendation to Full Council. Documents will be recirculated for Full Council on 15th June 2020.

It was **RECOMMENDED** to Full Council that the following be ratified on 15th June 2020:

- a) Internal Audit Report
- b) Internal Audit Action Plan
- c) AGAR for signing by the Clerk/Mayor and then public inspection.

7. ARTS BUDGET

To consider a small allocation of funds for arts related activities during the COVID-19 pandemic.

It was **AGREED** to spend up to £200 from the Mayoral budget on community related competitions such as mask design/cooking.

8. INSURANCE RENEWAL

To note the insurance renewal cost and conditions needing consideration.

Noted.

9. FOLLATON CEMETERY

To note an update on communication with the maintenance contractor.

Noted. The Cemetery Working Group has been arranged and Councillors are encouraged to attend.

*The Committee **RESOLVED** 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. FUNDING REQUEST

To consider a funding request and staffing secondment to Totnes Caring.

- a) The temporary secondment of a member of Town Council staff was unanimously **AGREED**.
- b) It was **RECOMMENDED** to Full Council that additional funding be granted to Totnes Caring as outlined in the report in response to the COVID-19 pandemic. This payment would form part of the S137 allocation for 2020/21.

11. STAFF BUDGET

To consider and sign (Clerk and Chair) the 2020/21 staffing budget (updated).

Deferred to next month.

12. STAFF UPDATE

To note a general staff update.

Noted. No actions to consider.

13. BANK RECONCILIATION

To consider and agree the bank and petty cash reconciliations.

The documents were unanimously AGREED.

14. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 13th July at 7.00pm.

Noted.

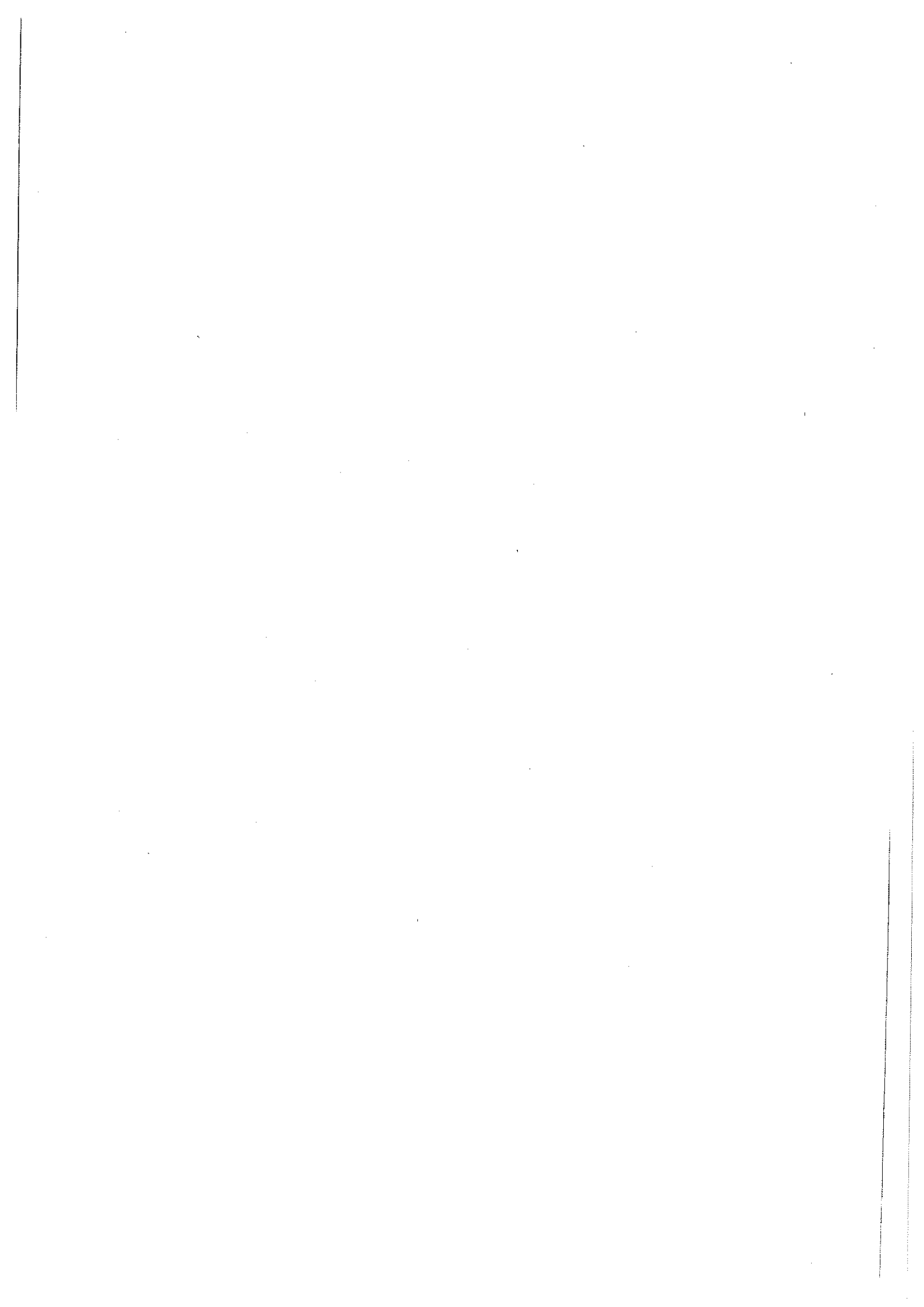
Catherine Marlton

Town Clerk

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.



ITEM 4

AMENDED 9TH JULY FOR JULY 2020 COUNCIL MATTERS	18/19 YEAR END	19/20 YEAR END	20/21 CURRENT			2021/22 ONWARDS	
			CURRENT POSITION	20/21 EXPECTED	BUDGET 20	2021/22	2022/23
Admin	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGET 20	2021/22	2022/23
Salaries and pensions for all staff	190665	224062	37406	300000	306500	308000	310000
Staff Training and Travel	2633	3296	35	3500	4000	4000	4000
Staff Eye Tests	99	50	0	400	500	500	500
Staff Recruitment	709	1558	678	1000	500	500	500
Utilities	2525	2870	400	2600	2600	2700	2800
Office Supplies	2034	545	133	1000	1750	1750	1750
Photocopier	1549	1592	400	2200	2000	2000	2000
Insurance	5536	7365	0	7365	7500	7500	7500
Office Equipment	2012	864	429	1500	1500	1500	1500
Car park permits income and green socks	-408	-40	0	0	0	0	0
SUB TOTAL	207435	242162	39481	319565	326850	328450	330350
Civic and Democratic	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGET 20	2021/22	2022/23
Mayoral Allowance	379	394	0	400	400	410	425
Civic and Mayoral Events (expenditure)	5902	4196	21	5750	5750	5750	5750
Civic Events (income)	-2123	-1127	0	0	0	0	0
Civic Regatta	24	344	0	400	400	400	400
Mayoral Travel and Expenses	401	146	0	400	400	400	425
Councillor Allowances	3788	2623	0	6400	6400	6560	6800
Councillor Training and Travel	948	352	0	2000	2000	2000	2000
Councillor IT equipment	0	1281	0	1500	1500	1500	6500
Professional Fees	3123	3908	1491	6250	6250	6250	6250
Elections	0	161	0	6000	6000	6000	6000
Subscriptions	2179	2558	1782	2150	2150	2200	2250
Community Outreach work	1349	4133	1809	2000	2000	2000	2000
Website and IT	1049	11312	-6753	2500	2500	2500	2500
SUB TOTAL	17019	30281	-1650	35750	35750	35970	41300
Tourism	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGET 20	2021/22	2022/23
Visit Totnes Marketing	2390	4710	38	5000	5000	5000	5000
Pension costs	12636	12636	0	12636	12636	0	0
Totnes Guide	14737	14219	520	15000	15000	15000	15000
Totnes Guide and Website Income	-18260	-16844	0	-15000	-15000	-15000	-15000
Bank Charges / Paypal	172	20	0	210	210	210	210
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	553	0	600	600	600	600
SUB TOTAL	11847	15294	558	18446	18446	5810	5810
Guildhall	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGET 20	2021/22	2022/23
Cleaning	2738	1545	46	3000	3000	3000	3000
Building Maintenance	27453	4160	-320	5000	5000	5000	5000
Business Rates	5880	6015	6113	7000	7000	7000	7000
Water	111	120	99	200	200	200	200
Utilities	3783	3046	605	3500	3500	3500	3500
Equipment Maintenance	2599	1281	0	2000	2000	2000	2000
Wedding Licence renewals and marketing	2044	71	0	500	500	3000	500
Admissions Income	-3357	-2994	0	-3000	-3000	-3000	-3000
Hire Income WEDDINGS	-2233	-2566	0	-2750	-2750	-2750	-2750
SUB TOTAL	39018	10678	6543	15450	15450	17950	15450
Civic Hall	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGET 20	2021/22	2022/23
Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	4362	357	5500	5500	5500	5500
Feed in Tariff	3102	2156	811	3000	3000	3000	3000
Water	453	1989	0	2000	2000	2000	2000
Utilities	4855	3617	211	4600	4600	4700	4900
Building Maintenance	11784	10771	500	175000	175000	250000	250000
Licences	70	70	0	250	250	250	250
Marketing Civic Hall	28	515	-300	1000	1000	1000	1000
Equipment Maintenance	4320	6433	0	4000	4000	4000	4000
Paige Adams Grant towards Caretaking, Cleaning and Management costs	-27723	-31500	0	-31500	-31500	-31500	-31500
Feed in tariff income	-7808	-889	-417	-5700	-5700	-5700	-5700
SUB TOTAL	-1143	-7086	1162	158150	158150	8250	8450
Property Maintenance	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGET 20	2021/22	2022/23
Guildhall Cottage Maintenance	636	65	0	2000	2000	2000	2000
Property Management Fees	1561	1962	340	2000	2000	2500	2500
Town Clocks amalgamated Rent and Utilities and maintenance	2443	1543	25	2250	2250	2250	2250
Flat 5a Loan repay	9148	9148	0	9150	9150	9150	9150
Flat 5a Maintenance	110	9	70	2000	2000	2000	2000

Underspend expected due to delay in recruitment due to COVID

overspend expected

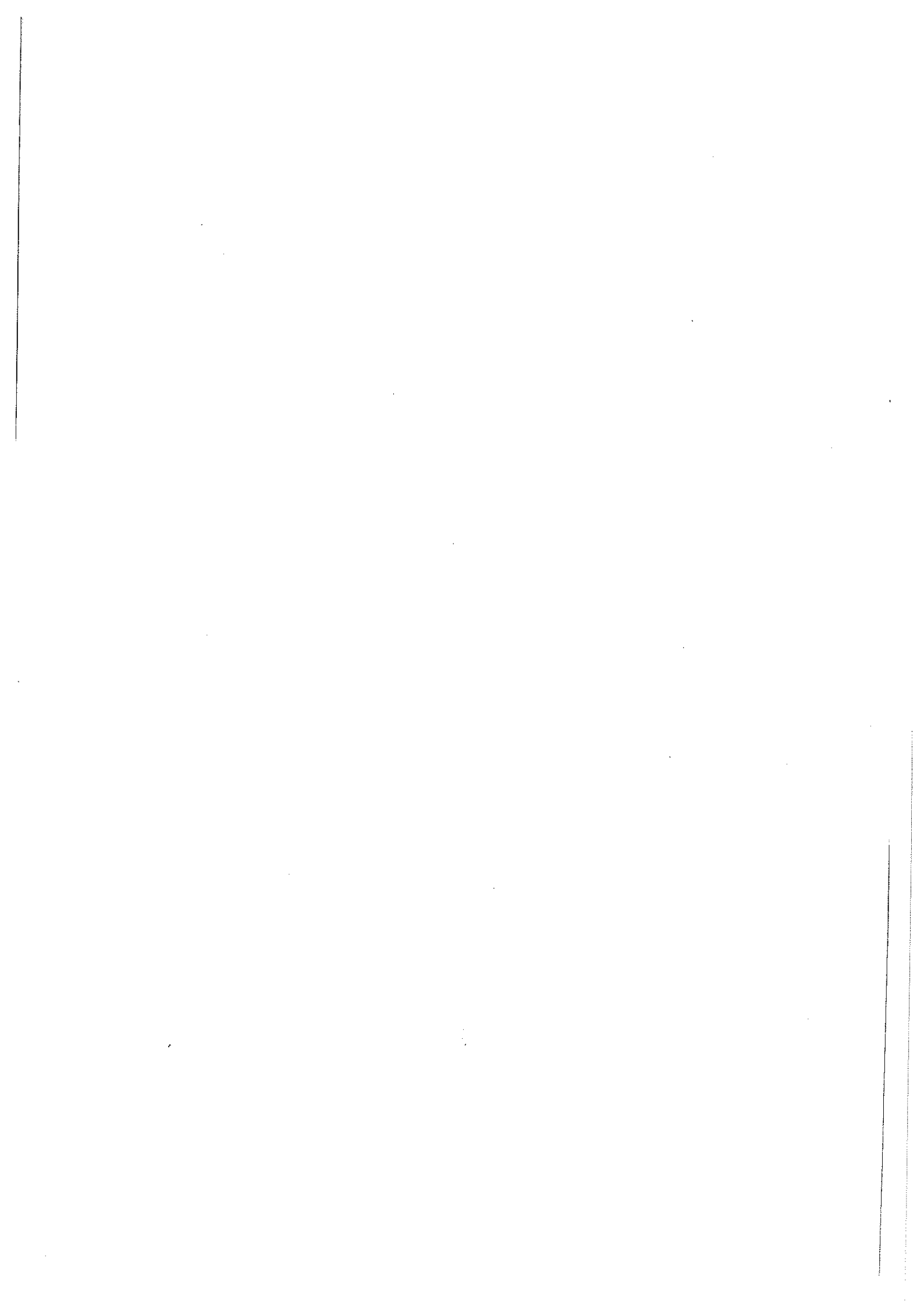
Budget allowance from the last financial year showing as a credit

TO BE CONSIDERED BY PAIGE ADAMS

Guildhall Office Maintenance	0	579	0	5000	5000	2000	2000	
Museum Maintenance	3588	6122	-3325	5000	5000	5000	5000	maintenance commitment carried forward from 2019/20
Museum Rent Income	-2	-1	0	-5	-5	-5	-5	
Eastgate Clock Rental	0	-1	0	-3	-3	-3	-3	
Civic Water Supply to shop	0	-200	-200	-200	-200	-200	-200	
Guildhall Cottage Income (£850 a month)	-10750	-10200	-1700	-9350	-9350	-9350	-9350	
Guildhall Office Income (£250 per month)	0	0	0	0	0	-3000	-3000	TO BE CONSIDERED
COMMUNITY/NON PROFIT GROUP								
Flat 5a Rental Income (£695 per month)	-8340	-8340	-1390	-7645	-7645	-7645	-7645	
SUB TOTAL	-1606	686	-6180	10197	10197	4697	4697	
Cemetery	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	2022/23	
Business Rates	3616	4069	4441	5000	5000	5000	5000	
Water	143	127	0	150	150	150	150	
Grounds Maintenance (Grass cutting and tree work)	21795	21179	-315	23000	23000	24000	25000	
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	1495	125	3000	3000	3000	3000	
Chapel	244	0	150	500	500	500	500	
Cemetery Fees Income Amalgamated	-8495	-11375	-825	-8000	-8000	-8000	-8000	
SUB TOTAL	51402	15495	3576	23650	23650	24650	25650	
Open Spaces	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	2022/23	
Ramparts Walk (regular cuts and tidying)	163	0	0	600	600	600	600	
St Marys Churchyard (Walls and trees)	390	414	0	1000	1000	1000	1000	
Castle Meadow Maintenance and Water	160	57	13	250	250	250	250	
Castle Meadow and allotments Income	-210	-210	0	-210	-210	-210	-210	
SUB TOTAL	503	261	13	1640	1640	1640	1640	
Precept and Income	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	2022/23	
Bank Charges	156	150	18	300	300	300	300	
Precept and Income	-355640	-494000	-267640	-535280	-535280	-551338	-567879	TO BE CONSIDERED - NOT CONFIRMED
Council Tax Grant (only guaranteed until 19/20)	-22230	-20040	-10020	-10020	-10020	0	0	
Charity of Palge Adams RATE ABATEMENT	0	0	0	-105000	0	0	0	rate abatement to be transferred in current year as projects were delayed
SECTION 106 FUNDS GREEN TRAVEL	0	0	-70000	-70000	-70000	0	0	
SUB TOTAL	-377714	-513890	-347642	-650000	-615000	-551038	-567579	
Community Development	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	2022/23	
Skate Park/Youth provision	0	0	0	13200	13200	5000	5000	
Public Toilets	0	SEE COMMUNITY PROJECTS	14582	15000	17600	40000	40000	Underspend expected due to closures
Caring Town Information Exchange	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS		25000	25000	25000	25000	
Citizens Advice Service	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS		1750	1000	1000	1000	Overspend expected.
Neighbourhood Plan/Planning	11585	9252		141000	135000	61500	55000	See attached public Realm Budget
Community projects and public realm	35412	76024		13700	0	0	0	Overspend expected due to additional Covid 19 support
Community Grants Scheme/COVID 19	0	0	0	5000	5000	5000	5000	
Arts and Culture and Events - INCOME OVER EXPENDITURE INCLUDED	2183	6185	0	8015	8015	8015	8015	
Heritage Support	0	0	0	-1000	0	0	0	
GRANT FUNDING/PROJECT INCOME	-4736	-1845	-1000	5000	5000	5000	5000	
Climate Change Emergency Work	0	0	0	5000	5000	5000	5000	
SUB TOTAL	£44,445	£89,616	£13,582	£226,665	£209,815	£150,515	£144,015	
TOTAL	-£8,794	-£116,501	-£290,557	£159,513	£184,948	£26,894	£9,983	
	Small underspend in final 18/19 due to staffing underspend and some of the	Underspend due to delay in project progression						

Public Realm 2021 Previously agreed		
Design Work public realm	20000	Phase 2 of ongoing project
Totnes Gardens	2000	AGREED
Collapark Investment	10000	AGREED - delayed to 2020/21
Green Waste collections	3000	To be arranged
Market Square - ramp improvements	35000	Actual ground works and resurface
Lengthsman equipment and training	5000	to be discussed
Additional planters	7500	Estimated for 10 planters phase 2
Tidy Totnes	1000	Year 3 of ongoing project
Wildflower planting	500	
Wildflife trails cemetery/longmarsh etc	1000	
New Noticeboards and signage town wide	50000	
Bins and seating upgrades town wide		
BALANCE	135000	

AMENDED Public Realm 2021 PROPOSED		
Consultation and Design Work Wayfinding	10000	TO BE RECOMMENDED TO FULL COUNCIL
Totnes Gardens	2000	Previously agreed in budget setting
Collapark investment	10000	Previously agreed in budget setting
Market Square - ramp improvements	35000	Previously agreed in budget setting
Town Maintenance Office vehicle and maintenance	20000	TO BE RECOMMENDED TO FULL COUNCIL
Tidy Totnes	1000	Previously agreed in budget setting
SHARED SPACE, SIGNAGE AND PLANTERS	60000	TO BE RECOMMENDED TO FULL COUNCIL
DCC AND SHDC CONTRIBUTION	-10500	
SIGNAGE	1900	ALREADY AUTHORISED TOWN CLERK
ROAD CLOSURE COSTS	8820	ALREADY AUTHORISED BY FULL COUNCIL.
BANNER INSTALLATON	285	ALREADY AUTHORISED TOWN CLERK
BOB THE BUS ON SATURDAYS DURING ROAD CLOSURE	720	ALREADY AUTHORISED TOWN CLERK
Wildflower planting	500	Previously agreed in budget setting
Wildflife trails cemetery/longmarsh etc	1000	Previously agreed in budget setting
BALANCE	140725	



BUDGET MONITOR NOTES – MAY 20

1. Staff Recruitment (1106)
Overspend by £178.

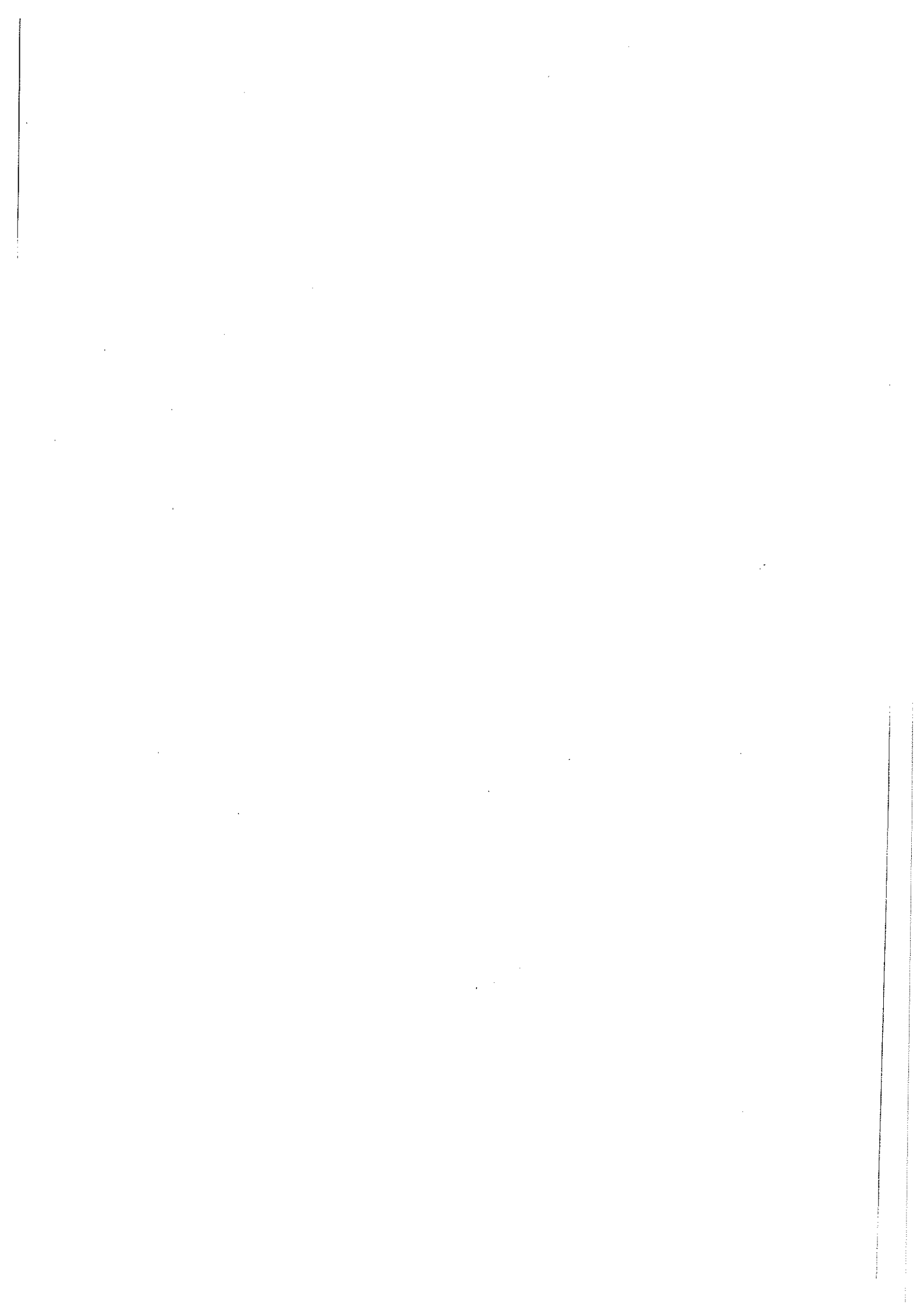
2. Phone and Broadband (1110)
Change of budget headings hence budget allocation between 1110 and 3114 may need adjusting. Also no split of costs with 3214 now.

3. Community Outreach (1240)
 - £28 Zoom subscription
 - £22 Canva subscription
 - £561 Food purchased for Food Bank
 - £500 Door to door leaflet drop
 - £480 Coronavirus advice newspaper advert
 - £192 Coronavirus advice postcards
 - £85 Totnes Directory page
 - £(60) FC recordings creditor

4. Community Projects (7501)
 - £36 Steamer Quay standpipe
 - £800 Refrigerated trailer hire x 4 wks
 - £5809 TTT grant
 - £20 Food package
 - £(3718) Wayfinding creditor

5. Neighbourhood Plan (7502)
Overspent by £260.
Lee Bray reviewing and redrafting plan £1260. Potential of an increase to the overspend if further redrafting is required.

6. Vulnerable People Services (7504)
 - Caring Town Connectors wages, Apr – June, £2875
 - Caring Town Information Exchange Grant, Apr 20 – Mar 21, £7500



Public Realm Meeting 7th July 2020

Attendees

Town Clerk, Cllr Matthews (Chair), Totnes Gardens, Cllr Allford, 2 MoP, Events Officer, STAG reps x 2, Marketing Manager, Chamber of Commerce rep, Cllr Trow, Cllr Hodgson, Cllr Webberley, Cllr Collinson, Town Maintenance Officer, Cllr Allen, Cllr Skinner.

Agenda

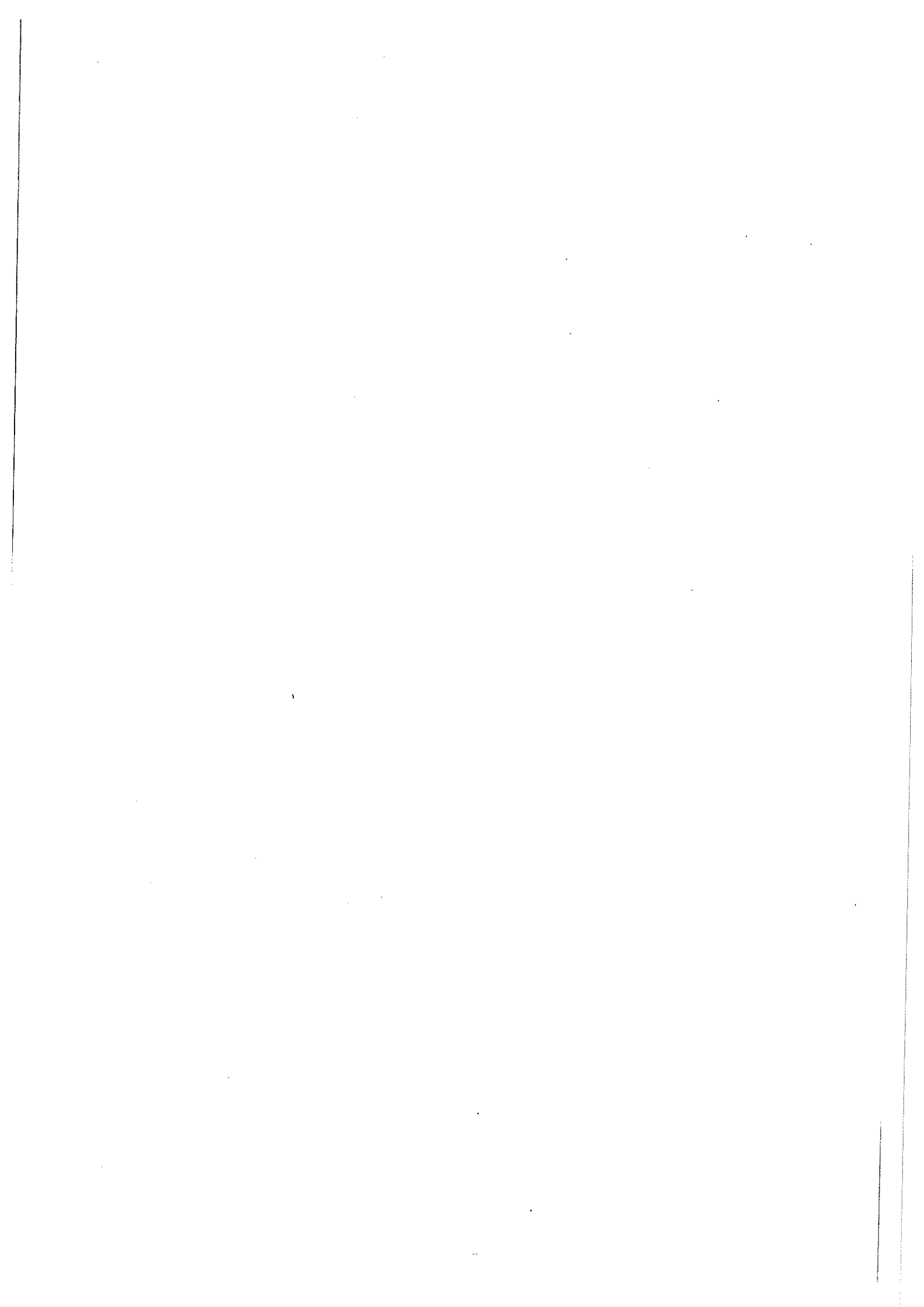
1. To receive an update on Bank Lane/Guildhall planters, Vire Island and Longmarsh seating - verbal update Clerk/Mayor
2. To consider the way finding brief given the liquidation of 20/20 and changes to priorities - previous design brief attached.
3. To consider how to progress the Shared Space project for Totnes.
 - Resurfacing Totnes Town Centre with the imprint material
 - 4 locations for planters were agreed as part of the Shared Space discussions which included STAG in 2013/14, permissions required and costings to be discussed. The plan attached shows the original proposal previously agreed in green and potential further locations in red.
 - Points from DCC - Whatever is installed should not obstruct or restrict passage, preferably a minimum of 2m width of unobstructed footway must remain available to passing pedestrians (1.5m is considered an obstruction defect). The other is that visibility should not be obstructed. Totnes town centre has extremely narrow footways throughout its length so careful consideration has to be given to the position of your proposals.
 - Additional signage? Needed and how to install?
 - Rumble strips have been raised but were previously turned down by DCC and English Heritage.
4. To consider remaining budget and budget allocations for 2020/2021 - to follow by email
5. To revisit the request from Totnes Trust to move the noticeboard outside the Town Mill - verbal update Town Clerk/Cllr Price
6. To consider how to progress a tree planting strategy for Totnes.
7. Suggestions for future agenda items (standing item).
 - St Mary's Churchyard.
 - Lighting between Leatside and Morrisons.
 - Collapark improvements
 - How to improve Castle Meadow
8. To consider appointing a Deputy Chair for the Public Realm Working Group
9. Date of next meeting - Thursday 24th September at 1pm. Earlier meeting or Traffic and Transport may be required on Shared Space.

Action Points/Recommendations for Council Matters/Full Council

1. Proceed with the benches/table installation at Longmarsh/Vire Island (Town Maintenance Officer)
2. Chase DCC for permission for Bank Lane planter installation (Town Clerk)
3. Chase shops for bin relocation at Bank Lane (Cllrs Luker and Hodgson)
4. That the no access onto Kingsbridge Hill/No right turn onto Plymouth Road and an obligatory left turn down the Lamb are investigated with Highways (Cllr Hodgson).
5. It was agreed that funding for the previously investigated and designed imprint/surface improvements are discussed with SHDC and DCC (Town Clerk/Cllr Hodgson).

6. It is RECOMMENDED that the Town Council apply for permission to locate planters as outlined on the attached map.
7. It is RECOMMENDED to Full Council that the wayfinding consultants continue with their work as signage is essential. The priority should be a sign at the bottom of Fore Street as the entry point to the Town – 'Welcome to Totnes' (Town Clerk/Marketing Manager)
8. It is RECOMMENDED to Full Council that the public realm budget be changed as attached to reflect the Shared Space project as a priority.
9. It is RECOMMENDED to Full Council that the Town Clerk is given delegated authority up to a £20,000 limit for the purchase and running of an electric vehicle for the Town Maintenance Officer.
10. It is RECOMMENDED to Full Council that Cllr Collinson be ratified as Deputy Chair of the Public Realm Working Group.
11. To consider how to use a letter drafted by Cllr Luker as attached.
12. To add 'parish boundary of trees' to the next agenda for consideration.
13. To reconsider the Town Mill noticeboard location at the request of Totnes Trust

AMENDED Public Realm 2021 PROPOSED		
Consultation and Design Work Wayfinding	10000	TO BE RECOMMENDED TO FULL COUNCIL
Totnes Gardens	2000	Previously agreed in budget setting
Collapark investment	10000	Previously agreed in budget setting
Market Square - ramp improvements	35000	Previously agreed in budget setting
Town Maintenance Office vehicle and maintenance	20000	TO BE RECOMMENDED TO FULL COUNCIL
Tidy Totnes	1000	Previously agreed in budget setting
SHARED SPACE, SIGNAGE AND PLANTERS	60000	TO BE RECOMMENDED TO FULL COUNCIL
DCC AND SHDC CONTRIBUTION	-10500	
SIGNAGE	1900	ALREADY AUTHORISED TOWN CLERK
ROAD CLOSURE COSTS	8820	ALREADY AUTHORISED BY FULL COUNCIL
BANNER INSTALLATION	285	ALREADY AUTHORISED TOWN CLERK
BOB THE BUS ON SATURDAYS DURING ROAD CLOSURE	720	ALREADY AUTHORISED TOWN CLERK
Wildflower planting	500	Previously agreed in budget setting
Wildlife trails cemetery/longmarsh etc	1000	Previously agreed in budget setting
BALANCE	140725	





Live video COVID-19 safety measures

Nissan ENV200 ELECTRIC

2016 (16 reg)

Acenta Rapid 24KW Van Auto Heat Pack

£12,995 +VAT

No admin fees ⓘ

£322 per month (HP) →

No diesel or Road Tax costs!



HENDY



Hendy Nissan - Bournemouth

★★★★☆ 4.5 (97 reviews)

Live video viewing available
Book now

Learn more about their home services and

(01202) 060318

11,900 miles

- 2016 (16 reg)
- Panel Van
- Automatic
- Electric
- 2 seats

Description

Nissan ENV200 24KW Acenta Rapid Van with Climate A/C, Rear Parking Camera, Bluetooth and Twin Sliding Doors. Rapid Charge to 80% in just 30 minutes or charge overnight. £0 Road Tax and save £100's in diesel fuel costs. 1 Owner, supplied fully serviced with balance of factory Warranty. Rear Parking Camera, Keyless Entry & Start, Climate Controlled AC, Electric Windows & Mirrors, Bluetooth and Twin Sliding Doors. Call Ben Cross at the Hendy Nissan Business Centre on 01202 844943 Nissan ENV200 24KW Acenta Rapid Van with Climate A/C, Rear Parking Camera, Bluetooth and Twin Sliding Doors. Rapid Charge to 80% in just 30 minutes or charge overnight. £0 Road Tax and save £100's in diesel fuel costs. 1 Owners, supplied fully serviced with balance of factory Warranty. Call Ben Cross at the Hendy Nissan Business Centre on 01202 844943, White, £12,995 + VAT

Finance this van

£15,594 (inc VAT) total price **£321.78** per month (HP)

Price	£15,594 (inc VAT)
Cash deposit	£3,000
Term (months)	48
Annual mileage	10,000
Balance to finance	£12,594
Pay monthly	£321.78

Nissan e-NV200 Panel Van (2014 -) reviews

By other buyers

★★★★★ (2 reviews)

About this seller

HENDY



Hendy Nissan - Bournemouth

★★★★☆ 4.5 (97 reviews)

Home services



Live video viewing

- ✓ View the vehicle from your home
- ✓ Arrange a time to suit you
- ✓ Ask our experts any questions

At Hendy, we understand that sometimes you have specific questions that aren't always answered by an online advert. With live video, we can prepare personalised introductions to your vehicle of choice and send these via SMS or e-mail for you to view at your convenience, from a desktop, smartphone or tablet device. Furthermore, if you would like a demonstration of any specific vehicle features, we can record these in action for you to ensure that they meet your needs.

COVID-19 safety measures

- ✓ Social distancing measures in place
- ✓ Contactless collection

Here at Hendy Group, we've introduced a number of COVID-19 safety measures to protect both customers and colleagues.



What kind of future is there for the High Street?

Dear Residents, Business Owners, Market Traders of Totnes, Local Charity Organisations,

The question of what should happen with our High & Fore Street & The Narrows has been discussed for many years but now seems to be the time to discuss and decide on how we all see the future of the centre of Town in the coming decades.

We are extremely lucky in Totnes to have a High Street that has a majority of independent traders and as a result are unlikely to suffer from the problems that exist in many shopping centres. We do not have large retail units, shopping malls or department stores, etc. which now seem to be frequently closing resulting in large vacant gaps in the once popular town centre shopping areas.

The current 'virus' situation has accelerated the need to introduce solutions in the short term and so we have seen both shoppers & business owners implementing innovative ideas. Some of these, subject to popular support, may go on to being adopted in the longer term.

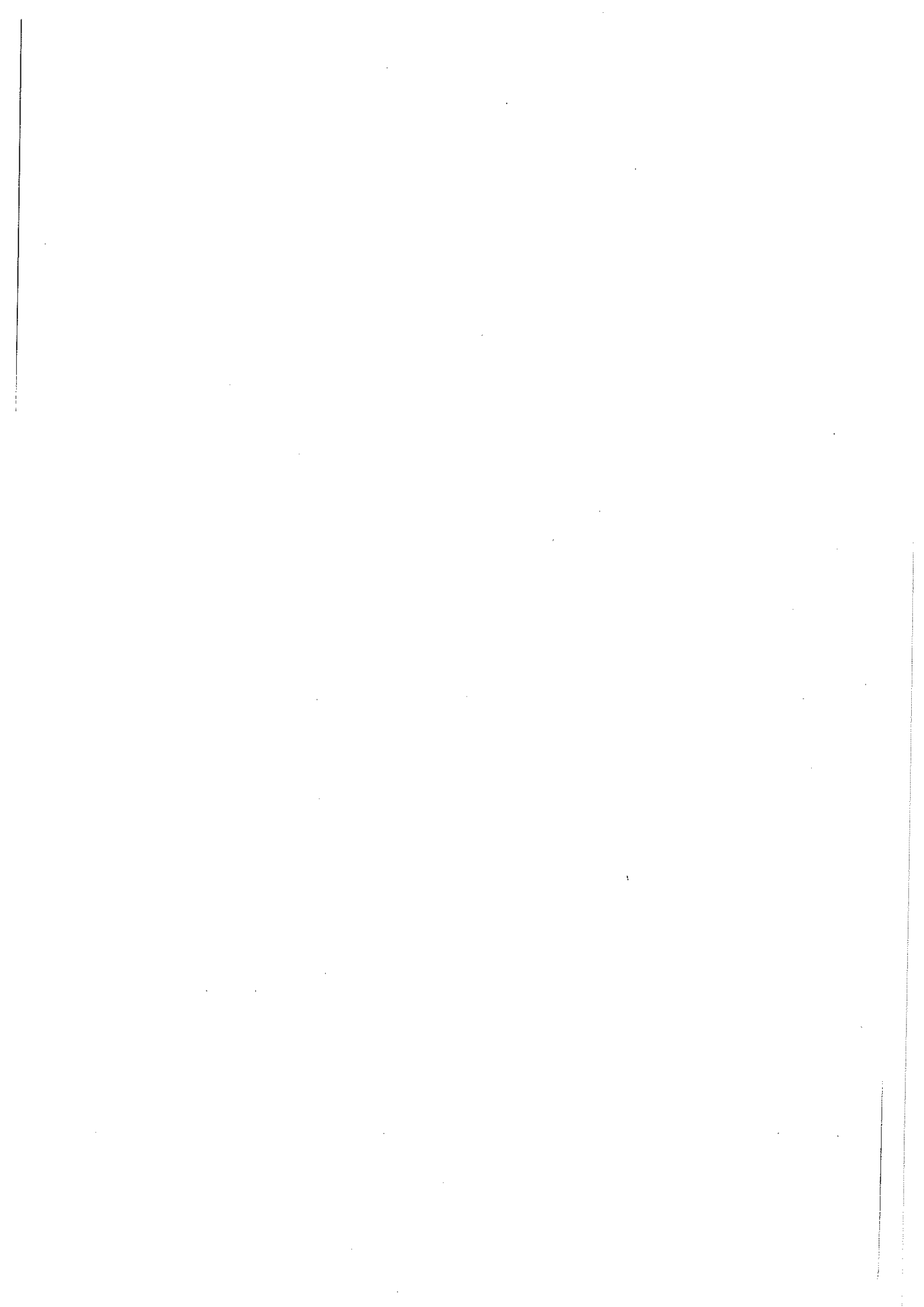
So, the time has come for us to get together and agree an approach to how we will see our Town centre developing into meeting the needs of all for the foreseeable future. In this regard the Totnes Town Council is willing to facilitate such an initiative.

The proposal is that all sectors of the community should come together to work on a feasible solution. There are many ideas that have been suggested such as a 'Shared Space'; reduced speed limits; delivery drop off points or a central depot; extra green / recreation space; traffic calming measures; etc.; etc. Once we put our minds to it there will no doubt be many, many more possible ideas.

At the moment public meetings are restricted but as an initial phase a video conferencing meeting could be set up in the coming months. A specific social media page would allow ongoing comments and for those who prefer not to participate using this type of technology then a point of contact will be arranged at the Council offices.

The Town Council wish to make this a truly participatory project that is representative of all sectors in the Town. Let us know your thoughts and lets move forward to creating a town centre that we feel proud and happy to be a part of.

Signed on behalf of Totnes town Council by



NOTICE BOARD BESIDE THE TOWN MILL

1. CURRENT (AND PAST) SITUATION:

- a. A good and appropriate location for it when the Mill was the Tourist Information Centre
- b. Based on recent surveys carried out at the Mill, it was observed that:
 - i. Few people stop and look at it now, as they hasten by to go to and from Morrisons
 - ii. The rear panel is hardly looked at or noticed
 - iii. Whoever is paying for their advertising are not getting their money's worth!
- c. It is a significant obstruction to the visibility of the Mill Wheel – which is a special, attractive, moving feature of our town's heritage. At one of the surveys (1.b. above) a lot of people supported the refurbishment of the wheel and agreed that it should be a more noticeable feature of the 400 year old building. This support was a significant ingredient in the successful bid for a grant to carry out the repairs. Visitors' photos of the Mill or Mill Wheel invariably include the wretched notice board!
- d. It is considered by some that the Notice Board is not robust enough to withstand a move. This is disputed and its condition needs to be properly assessed.
- e. Advertising costs are a source of revenue for the Town Council
- f. The Totnes Trust would pay for any move

2. POSSIBLE ALTERNATIVE SITES FOR THE NOTICE BOARD

a. To site it elsewhere on the path between the main road and Morrison's car park.

i. Pros:

- a) Achieves the aim of making the wheel more visible
- b) Morrisons – the owners of this piece of land - does not object to a move,

ii. Cons:

- a) This could cause a significant obstruction to pedestrian flow
- b) Interrupt views of the attractive, adjacent leat and its feathered inhabitants
- c) It may fall to bits as a result of the move (see 1.d. above);
- d) Advertisers would need to be informed
- e) Town Council to agree move

b. To site it near the bus stop opposite the Royal Seven Stars

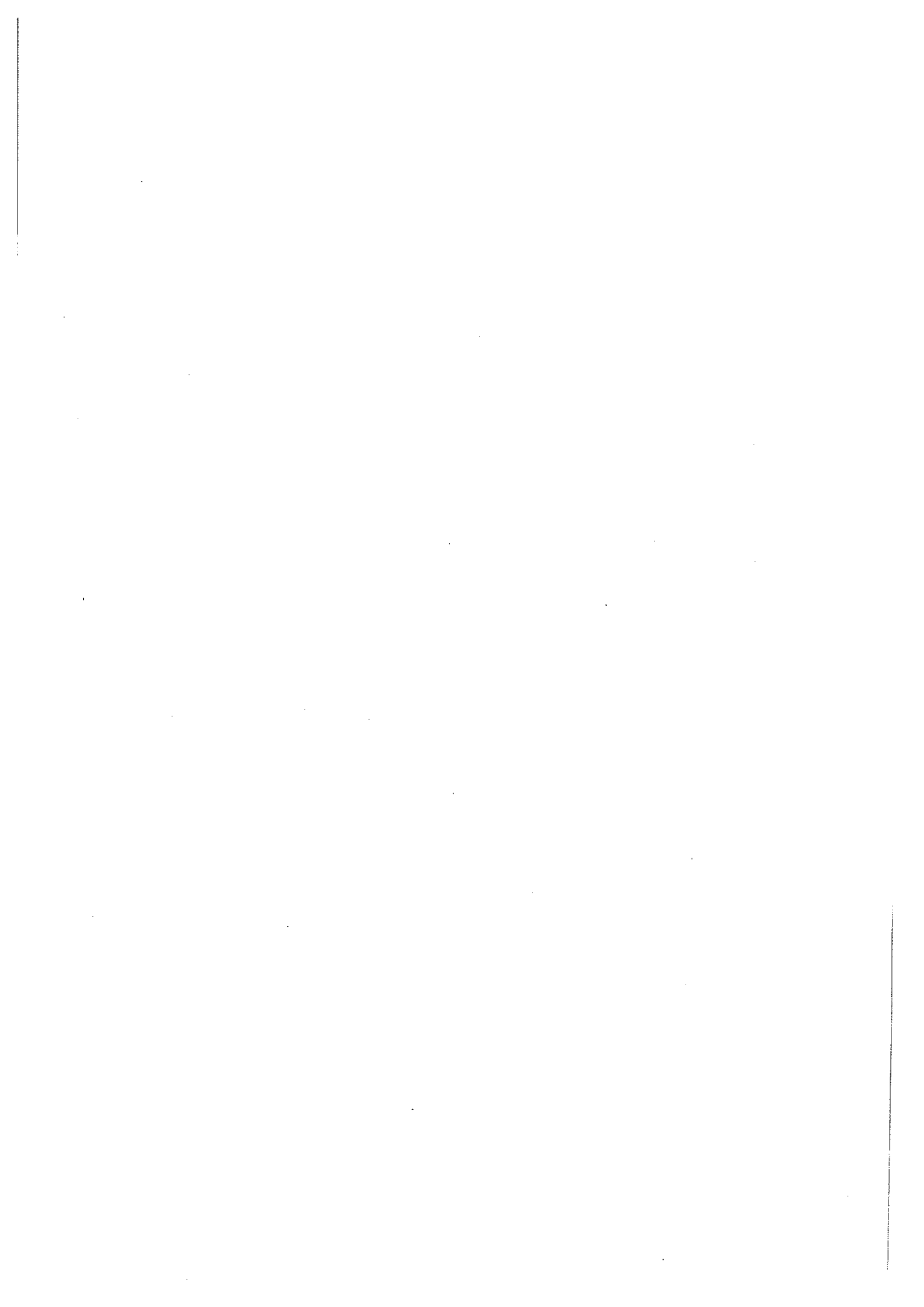
i. Pros:

- a) Very visible and available to the town's visitors as they alight from buses or wait for buses;
- b) Increased space would facilitate easier, all-round visibility;
- c) Advertisers would get better value for their money

ii. Cons:

- a) Devon County Council would need to give their approval;
- b) It may fall to bits as a result of the move (see 1.d above);
- c) Advertisers would need to be informed
- d) Town Council to agree move

CONCLUSION: To move (subject to a survey of its strength) the Notice Board in accordance with 2.b. above is considered to be the most advantageous solution. It is difficult to imagine any substantial objections from the County and Town Councils for this very minor adjustment to the town's fabric.



CEMETERY WORKING GROUP, 29TH JUNE 2020 HELD AT TOTNES CEMETERY

Present: Cllrs Adams (Chair), Piper, Skinner and Trow (Working Group members) and Cllrs P Allford, Hodgson, Luker, Town Maintenance Officer (TMO) and Administrator.

1. **Site walk around to consider the current maintenance contract.** Cllrs were generally content with how the cemetery is looking. A map was given to Councillors to show the location of pre-purchased graves and interments over the last 5 years across the cemetery. There is concern about saplings and shrubs growing on graves which are damaging the kerb sets which could (and in some cases have) undermine the safety of the grave and memorial stone. The routine maintenance of the shrubs and hedges by the contractor also needs to be monitored to ensure that they are sufficiently cut back, with the laurel hedge alongside the railway spreading over the burial area and the large yew next to the road beginning to encroach onto the road again which could damage hearses and funeral cars. It was also requested that action is taken to make safe the dead willow in the hedge near section Q and the dead tree to the rear of 52 Smithfields.

Cllr Allford suggested that the Working Group should look at long term uses of some areas of the cemetery to maximise burial plots numbers, particularly with St John's Church and Dartington churchyards reaching capacity. For example: a new Garden of Rest could be created in section L which is unsuitable for burials, with burials in the space that the existing Garden of Rest would expand into; and the circle where wild flowers have been sown could be used for the scattering of ashes with a wall for small memorial plaques erected. The Officer will speak to the grave digger about the feasibility of these ideas and report back to the next Working Group.

It was **AGREED** that the next Working Group will review the existing maintenance specification and how various areas of the cemetery could be maintained going forward, with these proposals to go to the Council Matters Committee in October.

To **RECOMMEND** to the Council Matters Committee that the grounds maintenance contract is unchanged in the current year, but that the maintenance specification is reviewed in good time prior to budget setting and contract tendering, to allow for any changes to be properly costed.

2. **To consider the planting of six cherry trees in the old section.**

Cllr Hodgson explained the idea of planting the six white flowered cherry trees to commemorate the end of the First World War. The trees are on a dwarfing root stock which should minimise disturbance to the surrounding graves and memorial stones. The proposed line of six trees is to run in a line across from the large family memorial marking the deaths of two brothers at the end of the war (just to the left below the chapel) across to section J, avoiding existing memorial stones and with the first tree sufficiently far back from the road not to interfere with hearses and funeral cars when fully grown.

To **RECOMMEND** to the Council Matters Committee that approval is given for the six trees to be planted, with the TMO and Administrator having input on the planting locations.

UPDATE: The supplier has confirmed that the cherry trees are on a Colt rootstock which is semi-vigorous and RHS advice is that trees should be planted 6m apart and expect to reach 6m in height.

3. **To inspect the chapel with a view to a future discussion about possible use.** Councillors agreed that the chapel is an asset and that the Council should make best use of it. It was agreed that to be able to hire the chapel for use for funeral services where the deceased did not want a religious service would be advantageous, and that this could generate income for the chapel's maintenance. The Officer explained limitations about water connection and toilet facilities, and that a local funeral director had suggested that a portaloos would suffice should there be a decision to bring the chapel back into use for services. Cllr Hodgson suggested residents should be able to hire the chapel on a fee linked to the band of Council Tax paid, however the Officer expressed concern that this could be complex to calculate and deliver in a timely manner as this information is held by South Hams District Council. Cllr Luker suggested

that the Community Fundraiser should be asked to investigate grant options that could be secured for the chapel.

It was **AGREED** that Cllrs would take away what they had seen in the chapel and the comments shared from discussion today for further consideration at the next Working Group.

4. **To consider a review of the Cemetery Regulations.** This item will be considered at the next meeting. The Administrator explained that the current regulations are out of date with references to the gates being locked and no dogs permitted, and that they therefore need to be updated.

5. **Date of next meeting – September (exact date TBC).** Items to include:

- future maintenance requirements
- updates to the Cemetery Regulations
- uses of cemetery sections for the future
- the blocking of the gate from the cemetery into Smithfields
- review of cemetery fees

Sara Halliday
Cemetery and Committees Administrator



ITEM 9

Registered Charity no: 296684
70. Fore Street, Totnes, Devon.TQ9 6ES
01803- 863821
info@totnesmuseum.co.uk

TOTNES MUSEUM TRUST: re: proposed changes to its Charitable Structure.

Dear Catherine,

Following our meeting with yourself and Councillor Price, I am enclosing details of the future plans, as well as the reasons for the proposed changes to the Charitable Structure of Totnes Museum.

In the UK there are 4 possible options for any proposal of an organisation etc. to become a charity. At present we are a Charitable Trust established by the Town Council on the 1st April 1987. This has subsequently been amended and interpreted by the Town Council, as its position, its relationship, and the changing legal situation the Trust has altered. Thus, the new charitable structure will establish the Totnes Museum Trust as distinct and separate charitable organisation with essentially the same objects as the 1987 Trust.

As we discussed at the meeting there is a need to regularise the situation, which will establish the Trust as a community organisation working with all other community organisations in the Town, especially in the heritage field, also with the Town Council where it is appropriate. In reality it will mean the Museum Trust relationship with the Town Council will be regularised as landlord and tenant. A result of this, is that the current lease will need to be altered to incorporate the change of structure in it, though keeping the same terms and conditions as in the existing lease.

The proposed structure is a Charitable Incorporated Organisation [Foundation], a "CIO". This is similar to a Charitable Trust. A CIO will be administered by people who are identified as the charity trustees and bound by its governing document based on a Charity Commission model document and the final version agreed by the Charity Commission before it is registered. It will provide the legal security for the continuity of the Museum and its collection.

The primary aim, is in order to secure the long term survival of the Totnes Museum:

- with all its collection,
- funds and investments,
- its charity status and its objects and purpose.

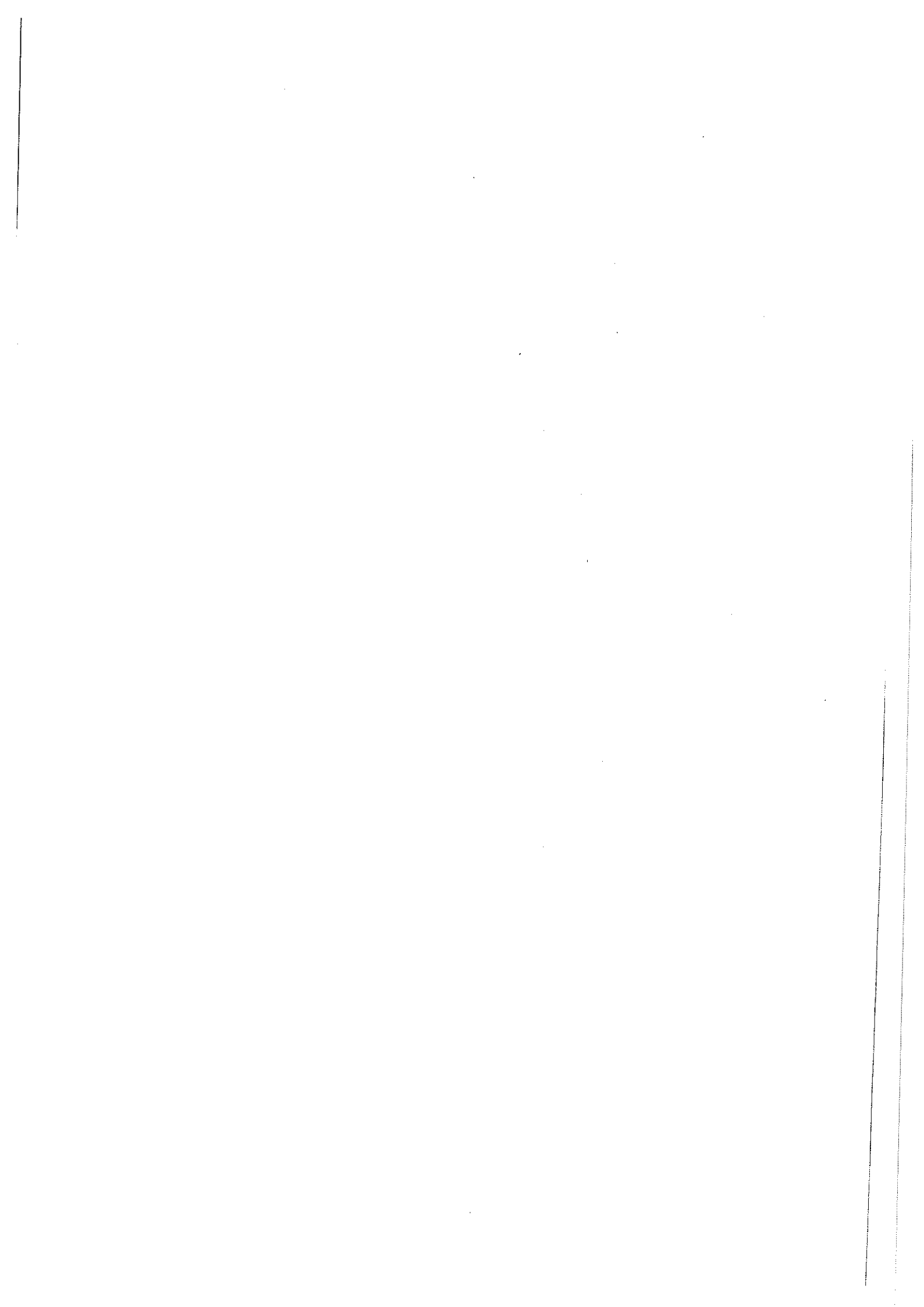
In doing this it will be able:

- to establish the legal and individual identity of the trust in the town separate from the TC.
- to protect the personal liability of individual trustees
- enable the Trust to attract more suitably qualified persons to the position a trustee,
- benefit the application of the Trust for grants

This will be achieved by the creation of a new (Foundation) Charitable Incorporated Organisation, in the name of Totnes Museum Trust. It will have Objects identical to those of the current Totnes Museum Trust and when the CIO is registered with the Charity Commission and legally operative it will transfer all the collection, funds and investments of the current Totnes Museum Trust to the CIO. When the transfer is complete it will close the existing Trust.

Yours,

Tony Whitty. Chair of Trustees Totnes Museum Trust.





Dear Totnes Town Council

3rd July

Re: Council decision in respect of TTT- Mon 2nd March – Thank you, Update and request for repurposing

We are very appreciative of the continued support of the Town Council as a partner for the re-launching of Transition Streets project for our local community.

As you are probably aware, we were not successful in progressing to the final stage of the National Lottery Bid for Climate Action Fund. We will be having a further meeting with the National Lottery Team later in July to learn which projects were successful, details of the focus of future rounds and possibilities locally.

The Town Council agreed a supporting grant of £18,000 as a bid partner on March 2nd 2020 with an initial first tranche of £5809 in March to cover core costs during the bid preparation. The initial tranche monies were to support the infrastructure from April-July.

Regardless of the outcome of the Lottery bid, TTT wishes to continue to update and develop the Transition Streets Handbook for the town. In trying to do this, we have secured a small grant of £5000 from a local Trust to continue the work.

Request for repurposing

Our request to the Council is to request that the unused proportion of the £5809 grant (£1452) already passed to TTT be repurposed. This money would further support the Transition Streets Handbook project. The Updated Handbook will support the Town's Climate Action Plan and strengthen our communities during the challenges that we are all continuing to experience from the pandemic. Streets will be able to use the Handbook to self-organise their own process to reduce their carbon emissions and, on completion of this initial piece of work, we will be also seeking further funding to roll out a supported Transition Streets process for the town and potentially further afield

Thank you for your support and consideration

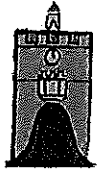
Yours sincerely

Mary Coughlan-Clarke
Trustee

N.B

- Households in the original project achieved an average of £570 pa savings
- Totnes's local networks at street level have strengthened during the pandemic and this project would provide a continued way to maintain strong links into our community

Transition Town Totnes
The Mansion, 36a Fore St, Totnes, Devon, TQ9 5RP
Phone: 01803 867358
Email: info@transitiontowntotnes.org
Registered Charity: 1138865



Transition Town **TOTNES**

Transition Town Totnes
The Mansion, 36a Fore St, Totnes, Devon, TQ9 5RP
Phone: 01803 867358
Email: info@transitiontowntotnes.org
Registered Charity: 1138865