



**AGENDA FOR THE OPERATIONS COMMITTEE
MONDAY 25TH SEPTEMBER 2017 AT THE GUILDHALL TOTNES**

You are hereby summoned to attend the Operations Committee Meeting, which is to be held in the Guildhall, Totnes on **Monday 25th September 2017 at 5pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	
<i>The Committee will adjourn for the following item:</i>		
<i>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.</i>		
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of the last meeting.	Enclosure
3	To consider the budget monitor and any virements needed	Enclosure
4	To consider an updated paper on the Mayoral role	Enclosure
5	To consider an updated Code of Conduct policy	Enclosure
6	To consider the letter from Totnes Museum Trust regarding hosting any future Visitor Information Officer role	Enclosure
7	To consider the terms of the Museum lease and health and safety obligations	Enclosure
8	To consider a review of the Follaton Cemetery fees	Enclosure
9	To receive an update on the Civic Hall rigging remedial works	Verbal update by Clerk
10	To receive an update on the handing over of St Mary's Churchyard maintenance	Verbal update by Clerk
11	To consider the terms of reference for the Council Venues Working Group	Verbal update by Clerk
12	To receive an update on licensing of street furniture and 'pavement cafes' in Totnes	Verbal update by Clerk
13	To consider closing the Tourist Information account and amalgamating funds with the main Town Council account	Verbal update by Clerk
14	To receive an update on health and safety issues	Verbal update by Clerk
15	To receive an update on the Town Mill lease status	Verbal update by Clerk
<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>		
16	To consider a quote for building survey works to provide a 5 year remedial asset management programme	Enclosure
<i>The Committee will reconvene</i>		
17	To note the date of the next meeting on Monday 23rd October 2017 at 5pm.	

Catherine Marlton
Town Clerk

Items for future agendas:

- To approve the Insurance Renewal package
- Update Standing Orders
- Update Statement of Internal Control



**MINUTES FOR THE OPERATIONS COMMITTEE
MONDAY 24th JULY 2017 AT THE GUILDHALL TOTNES**

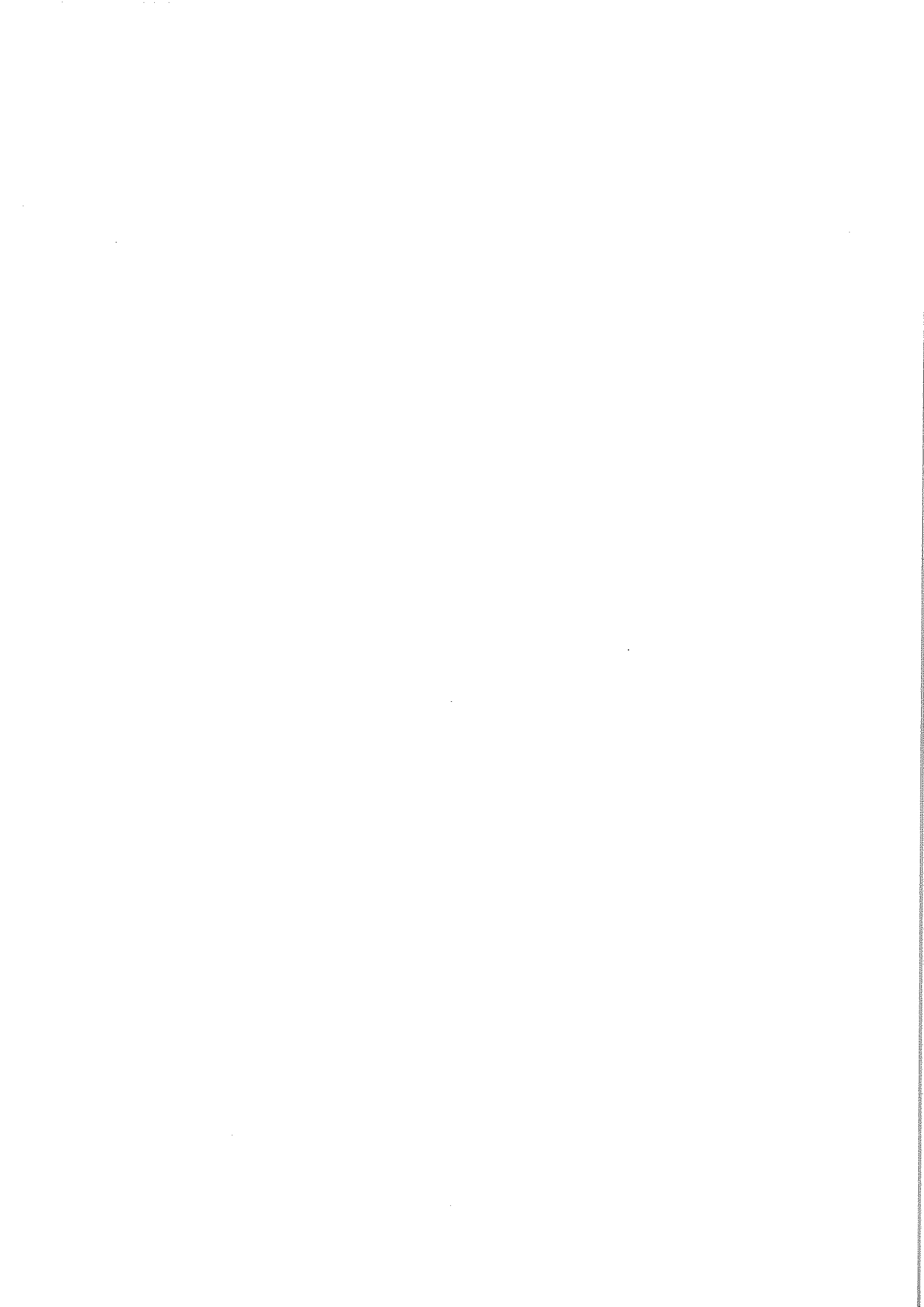
Present: Councillor M Adams (Chairman), Paine, Westacott MBE, Barker, R Adams and Sweett

Apologies: Councillor Cohen

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

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies were accepted for the three Councillors.
<i>The Committee will adjourn for the following item:</i>		
	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.
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of the last meeting.	None
3	To consider the budget monitor and any virements needed	The budget monitor was considered and it was AGREED that no virements required at this time.
4	To review the updated Financial Risk Assessment and approve the proposed actions	The proposed actions were AGREED . It was RECOMMENDED to Full Council that CCTV be installed outside the Guildhall
5	To note a circular on Health and Safety changes	Noted.
6	To review a summary of the required actions resulting from the Risk Assessment programme	The actions were reviewed and AGREED .
7	To agree the Emergency Evacuation Plan for the Civic Hall	This was AGREED .
8	To note the S106 monies being held by SHDC	Noted
9	To receive an update on waste and recycling in the Town	This item was deferred to a later meeting
10	To consider the future of Grounds Maintenance of St Mary's Churchyard	It was AGREED to contact SHDC about transfer of responsibility from 1 st October 2017
11	To receive a report on progress with the St Mary's Partnership, and in particular on the Heritage Area Project (HAP)	The committee adjourned to allow Louis Victory to update on the St Mary's Partnership.
<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>		
12	To consider quotes for Health and Safety Works to the Civic Hall and sealing off certain areas until improvement works have been commenced.	It was AGREED to go ahead with the remedial works on the Civic Hall stage rigging.
13	To receive an update on a Public Liability claim that is ongoing from 2015	This was noted.
14	To note the date of the next meeting on Monday 25th September 2017 at 5pm.	Noted.

Catherine Marlton
Town Clerk



Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 ADMINISTRATION							
1190 Events & Venues Income	6	0	0	0			0.0%
6283 Car Park Permits	0	360	0	(360)			0.0%
6284 Green Sacks Sales	0	13	0	(13)			0.0%
ADMINISTRATION :- Income	<u>6</u>	<u>373</u>	<u>0</u>	<u>(373)</u>			
1101 Salaries and Pensions	30,747	62,108	133,925	71,817	71,817		46.4%
1103 Staff Training and Travel	653	2,211	2,500	289	289		88.4%
1105 Staff Eye Tests	174	0	380	380	380		0.0%
1106 Staff Recruitment	1,463	43	500	457	457		8.7%
1108 CLLR EXPENSES	45	0	0	0	0		0.0%
1110 Utilities	2,060	897	2,750	1,853	1,853		32.6%
1111 Office Supplies	2,042	254	2,000	1,746	1,746		12.7%
1123 Photocopier	1,310	412	2,000	1,588	1,588		20.6%
1156 Insurance	5,951	5,575	6,500	925	925		85.8%
1160 Office Equipment	537	536	1,000	464	464		53.6%
1167 Events & Venues Expenditure	603	90	500	410	410		18.0%
ADMINISTRATION :- Indirect Expenditure	<u>45,584</u>	<u>72,126</u>	<u>152,055</u>	<u>79,929</u>	<u>0</u>	<u>79,929</u>	<u>47.4%</u>
Movement to/(from) Gen Reserve	<u>(45,578)</u>	<u>(71,753)</u>					
102 CIVIC AND DEMOCRATIC							
1277 Civic Events	332	867	0	(867)			0.0%
CIVIC AND DEMOCRATIC :- Income	<u>332</u>	<u>867</u>	<u>0</u>	<u>(867)</u>			
1201 Salaries and Pensions	73,606	0	0	0	0		0.0%
1202 Mayoral Allowance	0	103	3,250	3,147	3,147		3.2%
1205 Civic Events	4,796	2,638	3,250	612	612		81.2%
1225 Civic Regalia	399	97	400	303	303		24.3%
1230 Town Sergeant	1,279	76	1,000	924	924		7.6%
1234 Councillor Allowable Expenses	174	0	5,542	5,542	5,542		0.0%
1235 Councillor Training and Travel	843	25	2,000	1,975	1,975		1.3%
1236 Professional Fees	3,470	2,149	5,400	3,251	3,251		39.8%
1237 Elections	6,900	0	6,000	6,000	6,000		0.0%
1238 Subscriptions	1,930	1,659	1,950	291	291		85.1%
1240 Community Outreach	1,771	1,272	6,000	4,728	4,728		21.2%
1241 Website and IT	1,645	602	1,000	398	398		60.2%
1242 Councillor Allowances	3,375	(375)	0	375	375		0.0%
CIVIC AND DEMOCRATIC :- Indirect Expenditure	<u>100,189</u>	<u>8,245</u>	<u>35,792</u>	<u>27,547</u>	<u>0</u>	<u>27,547</u>	<u>23.0%</u>
Movement to/(from) Gen Reserve	<u>(99,856)</u>	<u>(7,379)</u>					

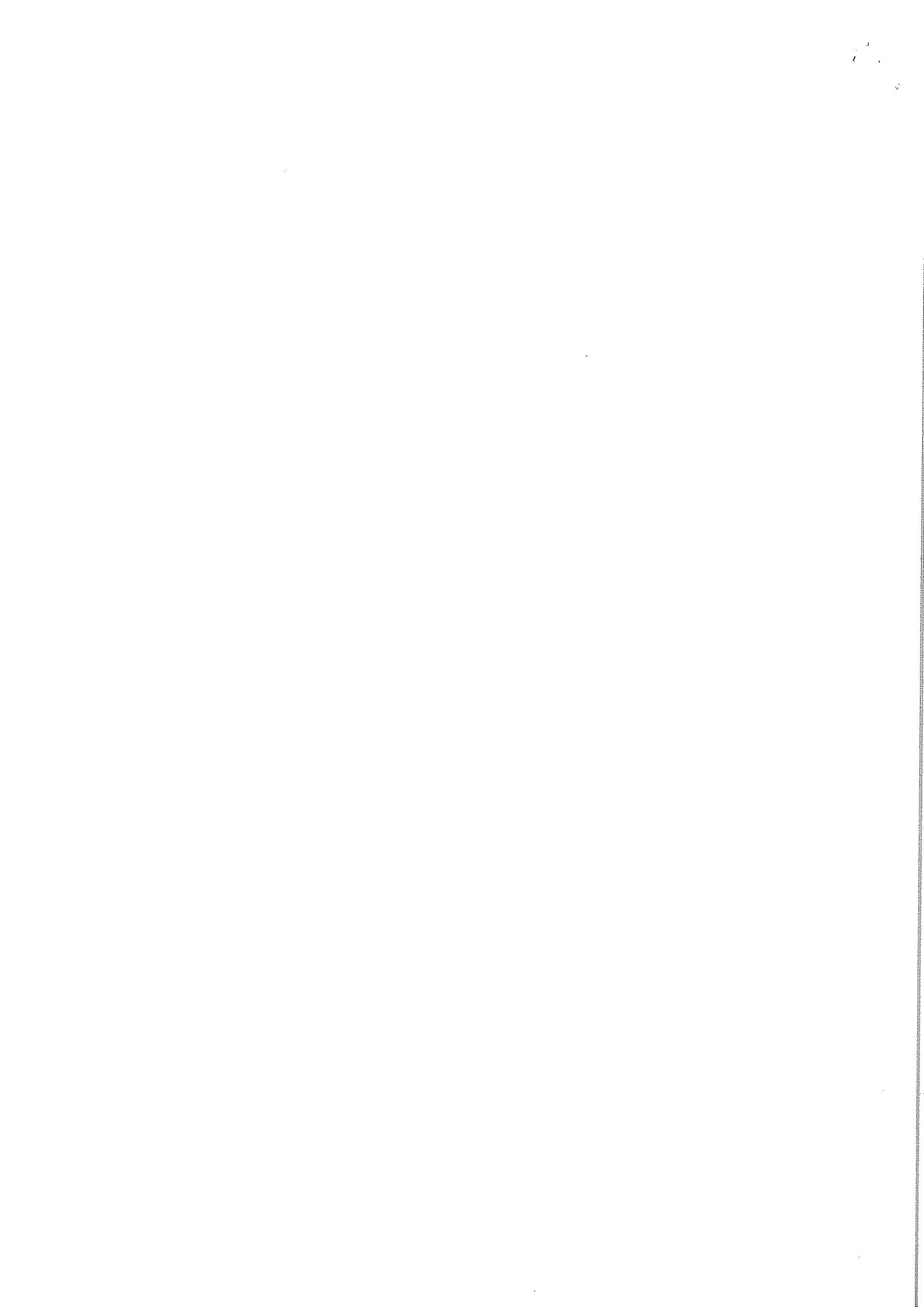
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Detailed Income & Expenditure by Budget Heading 01/09/2017

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
201 TOURISM							
2181 Retail Sales	2,274	0	0	0			0.0%
2182 Totnes Guide and Website	21,861	458	25,000	24,543			1.8%
2183 Advertising	600	0	0	0			0.0%
2184 Accommodation Bookings	13	0	0	0			0.0%
2185 Miscellaneous Retail Sales	519	0	0	0			0.0%
2186 Car Park Permits	725	0	0	0			0.0%
2187 Community Group Tickets	964	0	0	0			0.0%
2193 Princess Theatre Tickets	1,452	0	0	0			0.0%
2194 National Express Tickets	2,991	0	0	0			0.0%
TOURISM :- Income	31,400	458	25,000	24,543			1.8%
2100 Retail Sales	456	0	0	0		0	0.0%
2101 Salaries and Pensions	33,590	0	13,000	13,000		13,000	0.0%
2103 Destination Management	7,056	4,812	11,700	6,888		6,888	41.1%
2106 Marketing	0	215	1,000	785		785	21.5%
2113 Water	86	(16)	0	16		16	0.0%
2114 Utilities	1,041	(64)	0	64		64	0.0%
2115 Post and Telephone	472	43	0	(43)		(43)	0.0%
2116 Stationery	135	0	0	0		0	0.0%
2117 Mill Rent	1,470	(563)	0	563		563	0.0%
2122 Office Equipment and Supplies	17,417	0	0	0		0	0.0%
2123 Information Boards	297	0	0	0		0	0.0%
2161 Bank Charges	303	25	0	(25)		(25)	0.0%
2173 National Express Tickets	2,694	0	0	0		0	0.0%
2174 Community Group Tickets	1,217	0	0	0		0	0.0%
2175 Princess Theatre Tickets	1,491	0	0	0		0	0.0%
2177 Totnes Guide and Website	18,775	925	20,000	19,075		19,075	4.6%
TOURISM :- Indirect Expenditure	86,502	5,377	45,700	40,323	0	40,323	11.8%
Movement to/(from) Gen Reserve	(55,102)	(4,920)					
301 GUILDHALL							
3181 Admissions	4,634	3,302	4,000	698			82.5%
3182 Retail Sales	139	79	0	(79)			0.0%
3183 Hire Charges	3,575	1,675	4,000	2,325			41.9%
GUILDHALL :- Income	8,349	5,056	8,000	2,944			63.2%
3101 Cleaning	1,418	662	2,000	1,338		1,338	33.1%
3103 Building Maintenance	19,731	87	11,000	10,913		10,913	0.8%
3112 Business Rates	5,324	2,852	5,485	2,633		2,633	52.0%
3113 Water	106	24	200	176		176	12.0%

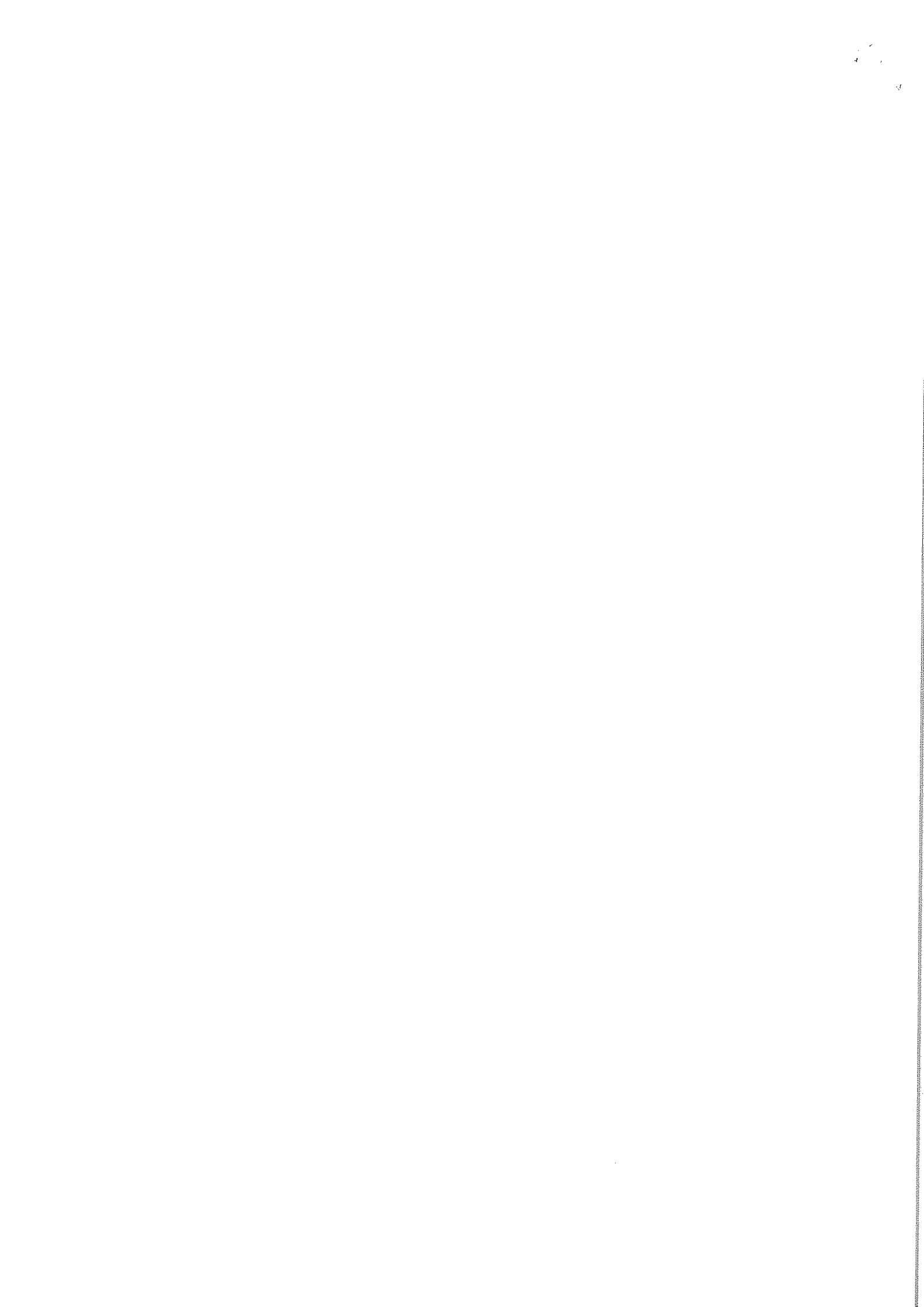


Detailed Income & Expenditure by Budget Heading 01/09/2017

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3114 Utilities	522	236	3,000	2,764		2,764	7.9%
3115 Staff and Volunteer Costs	6,955	886	5,365	4,479		4,479	16.5%
3122 Equipment Maintenance	359	438	1,000	562		562	43.8%
3125 MISC EXPENDITURE	27	0	0	0		0	0.0%
GUILDHALL :- Indirect Expenditure	34,441	5,186	28,050	22,864	0	22,864	18.5%
Movement to/(from) Gen Reserve	(26,093)	(130)					
302 CIVIC HALL							
3279 Feed in Tariff	6,151	2,650	5,800	3,150			45.7%
CIVIC HALL :- Income	6,151	2,650	5,800	3,150			45.7%
3201 Caretaking	12,160	5,485	16,000	10,515		10,515	34.3%
3202 Feed in Tariff	1,900	1,620	2,400	780		780	67.5%
3203 Salaries and Pensions	12,037	0	0	0		0	0.0%
3213 Water	1,382	706	2,500	1,794		1,794	28.2%
3214 Utilities	4,142	1,237	4,000	2,763		2,763	30.9%
3220 Caretaking Supplies	1,685	365	2,000	1,635		1,635	18.3%
3222 Building Maintenance	11,560	515	10,000	9,485		9,485	5.1%
3250 Licences	884	895	2,500	1,605		1,605	35.8%
3251 Miscellaneous Expenditure	151	150	0	(150)		(150)	0.0%
3252 Equipment Maintenance	5,493	3,210	1,500	(1,710)		(1,710)	214.0%
CIVIC HALL :- Indirect Expenditure	51,395	14,183	40,900	26,717	0	26,717	34.7%
Movement to/(from) Gen Reserve	(45,244)	(11,533)					
303 PROPERTY MAINTENANCE							
3381 Museum Rent	0	0	1	1			0.0%
3382 Guildhall Cottage Income	10,200	4,250	9,350	5,100			45.5%
3384 Eastgate Clock Rental Income	0	2	1	(1)			200.0%
3385 Flat 5A Rental Income	8,798	3,475	8,200	4,725			42.4%
PROPERTY MAINTENANCE :- Income	18,998	7,727	17,552	9,825			44.0%
3303 Guildhall Cottage Maintenance	5,237	490	6,000	5,510		5,510	8.2%
3305 Eastgate Clock Rent	600	600	850	250		250	70.6%
3306 Eastgate Clock Utilities	187	68	180	112		112	38.0%
3307 Eastgate Clock Alarm	225	0	500	500		500	0.0%
3308 Eastgate Clock Maintenance	512	0	100	100		100	0.0%
3309 St John's Clock Maintenance	145	0	100	100		100	0.0%
3310 St Mary's Clock Maintenance	165	780	200	(580)		(580)	390.0%
3311 Flat 5A Loan Repayment	9,148	4,574	9,148	4,574		4,574	50.0%
3312 Flat 5A Maintenance	559	464	1,000	536		536	46.4%

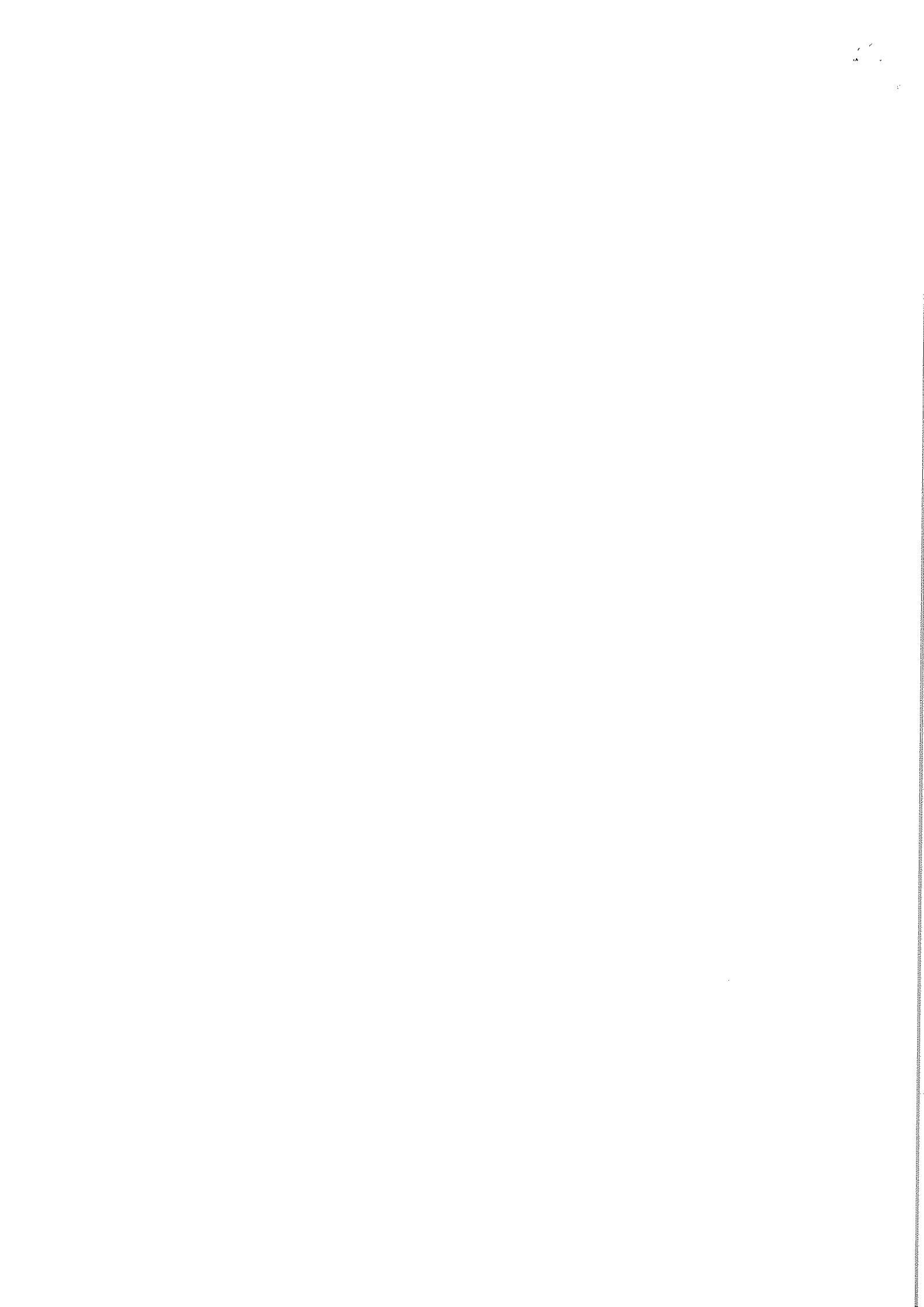


Detailed Income & Expenditure by Budget Heading 01/09/2017

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3314 Guildhall Office Maintenance	129	40	500	460		460	8.0%
3321 Museum Maintenance	7,800	175	12,000	11,825		11,825	1.5%
PROPERTY MAINTENANCE :- Indirect Expenditure	<u>24,707</u>	<u>7,191</u>	<u>30,578</u>	<u>23,387</u>	<u>0</u>	<u>23,387</u>	<u>23.5%</u>
Movement to/(from) Gen Reserve	<u>(5,709)</u>	<u>536</u>					
401 CEMETERY							
4181 Interment Fees	5,337	2,391	3,000	609			79.7%
4182 Memorials	1,962	502	2,500	1,998			20.1%
4184 Grant of Rights	4,514	555	2,000	1,445			27.8%
CEMETERY :- Income	<u>11,813</u>	<u>3,448</u>	<u>7,500</u>	<u>4,052</u>			<u>46.0%</u>
4112 Business Rates	1,774	1,631	1,500	(131)		(131)	108.7%
4113 Water	144	17	90	73		73	19.1%
4121 Grounds Maintenance	6,977	7,003	24,437	17,434		17,434	28.7%
4122 Works and Maintenance	3,291	110	0	(110)		(110)	0.0%
4123 Chapel	34	45	5,000	4,955		4,955	0.9%
CEMETERY :- Indirect Expenditure	<u>12,219</u>	<u>8,807</u>	<u>31,027</u>	<u>22,220</u>	<u>0</u>	<u>22,220</u>	<u>28.4%</u>
Movement to/(from) Gen Reserve	<u>(406)</u>	<u>(5,359)</u>					
501 OPEN SPACES							
5180 Castle Meadow Rents	210	10	210	200			4.8%
OPEN SPACES :- Income	<u>210</u>	<u>10</u>	<u>210</u>	<u>200</u>			<u>4.8%</u>
5101 Ramparts Walk	29	0	1,500	1,500		1,500	0.0%
5102 St Mary's Churchyard	1,772	1,059	3,000	1,941		1,941	35.3%
5103 Castle Meadow Water	280	11	0	(11)		(11)	0.0%
5104 Castle Meadow Maintenance	932	0	2,000	2,000		2,000	0.0%
OPEN SPACES :- Indirect Expenditure	<u>3,012</u>	<u>1,071</u>	<u>6,500</u>	<u>5,429</u>	<u>0</u>	<u>5,429</u>	<u>16.5%</u>
Movement to/(from) Gen Reserve	<u>(2,802)</u>	<u>(1,061)</u>					
602 PRECEPT AND INCOME							
6280 Precept	300,953	172,264	344,527	172,264			50.0%
6281 Council Tax Grant	27,353	24,659	24,659	0			100.0%
PRECEPT AND INCOME :- Income	<u>328,306</u>	<u>196,923</u>	<u>369,186</u>	<u>172,264</u>			<u>53.3%</u>
6202 Bank Charges	139	93	150	57		57	62.0%
PRECEPT AND INCOME :- Indirect Expenditure	<u>139</u>	<u>93</u>	<u>150</u>	<u>57</u>	<u>0</u>	<u>57</u>	<u>62.0%</u>
Movement to/(from) Gen Reserve	<u>328,167</u>	<u>196,830</u>					



Detailed Income & Expenditure by Budget Heading 01/09/2017

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
701 COMMUNITY DEVELOPMENT							
7580 Community Projects	10,155	(26,774)	0	26,774			0.0%
7581 Neighbourhood Plan	4,338	15,000	0	(15,000)			0.0%
COMMUNITY DEVELOPMENT :- Income	<u>14,493</u>	<u>(11,774)</u>	<u>0</u>	<u>11,774</u>			
7501 Community Projects	24,966	98	5,601	5,503		5,503	1.7%
7502 Neighbourhood Plan	22,523	5,100	0	(5,100)		(5,100)	0.0%
7503 Arts and Culture	4,034	4,219	15,498	11,278		11,278	27.2%
7504 Local Info & Support Service	0	12,500	20,235	7,735		7,735	61.8%
7505 Tourism	0	4,209	14,300	10,091		10,091	29.4%
7506 Heritage	0	5,800	11,300	5,500		5,500	51.3%
COMMUNITY DEVELOPMENT :- Indirect Expenditure	<u>51,524</u>	<u>31,927</u>	<u>66,933</u>	<u>35,006</u>	<u>0</u>	<u>35,006</u>	<u>47.7%</u>
Movement to/(from) Gen Reserve	<u>(37,031)</u>	<u>(43,700)</u>					
Grand Totals:- Income	420,058	205,736	433,248	227,512			47.5%
Expenditure	409,711	154,206	437,685	283,479	0	283,479	35.2%
Net Income over Expenditure	<u>10,346</u>	<u>51,530</u>	<u>(4,437)</u>	<u>(55,967)</u>			
Movement to/(from) Gen Reserve	<u>10,346</u>	<u>51,530</u>					

1

DRAFT TOTNES TOWN COUNCIL PAPER
CIVIC PROCEDURE & PROTOCOL ON CIVIC FUNCTIONS AND EVENTS

4

REVISED FOR OPERATIONS SEPTEMBER 2017

The organisation of the Town Council Civic Functions and Events is the responsibility of the Clerk working with the Mayor and any other designated Councillors.

1
MAYORAL
CHAINS

When in attendance it should be the task of the Town Sergeant to take charge of the chain(s) after each event and to either:

- Return the chains in their boxes in the Guild Hall or
- If this is not possible or practical then the Sergeant may take them home and keep them in a safe place in his/her own home.

It is the responsibility of the Town Council, through the Clerk, to ensure that any insurance policy covers an eventuality where the chain is kept overnight away from the Guildhall and for the Clerk to check that the security complies with the terms of the insurance policy.

When the Mayor is undertaking official engagements out of the parish and is wearing the full chain, the Town Sergeant will attend at the discretion of the Mayor. If the Mayor has no escort then it is preferable that only the medal should be worn to minimise any risk to the regalia.

The full regalia should not be worn if the event takes place on the water.

Similarly, the full regalia should not be taken out of the country without the full and express permission of the Town Council. A risk assessment is undertaken and ensures that full insurance cover is in effect to cover any eventuality.

The Town Sergeant does not always accompany the Mayor, especially when the event that he/she is attending is in the town. If this is the case and the Mayor wishes to wear the full chain then the Mayor **MUST** be accompanied by someone.

Sometimes the Mayor may be asked to attend more than one event in any one day. In this case it may not be practical for the Mayor (or Sergeant) to return the chain to the Guildhall after each separate event. In this case the Mayor may take the chain home. However, it must NEVER be left unattended

However, this again may be impractical. For example if the Mayor is not accompanied by the Town Sergeant and the event is a late night one. In this case the chain may be taken home by the Mayor **BUT** it must be stored in a secure and safe place and **MUST NEVER** be left unattended. It must be returned to the Guild Hall as early as possible on the following day.

2
CIVIC
FUNCTIONS
DEFINITION

These are events when the Mayor wears the full robes in addition to the chain. The Town Sergeant and Mace-bearers are also expected to wear their full Civic dress. On some occasions (but not all) it may be appropriate for the Macebearers to be in attendance and the maces to be carried. For example this is the case on the day of the Annual Mayor Choosing.

The following are annual events organised by and for the Town Council

- Mayor Choosing
- The Civic Service
- Remembrance Sunday
- Civic Funerals
- The Civic Dinner

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	<p>The following events are deemed, by custom and practice, to be occasions for the wearing of the robes:</p> <ul style="list-style-type: none"> • Totnes Carnival • The annual Orange Race • The opening of the Elizabethan Market <p>However, on these three latter occasions it may not be necessary for the Town Sergeant to wear full Civic dress or for the Macebearers to be in attendance.</p> <p>If the Mayor is requested to wear the full robes (perhaps by the organisers), and wishes to do so, to any other event than those listed above, they may do so at their discretion. It would not be necessary for the Town Sergeant to wear full Civic dress or for the Macebearers to be in attendance.</p>
<p>3 CIVIC FUNCTIONS</p>	<p>DRESS FOR THE MAYOR AND DEPUTY AND THE CIVIC PARTY</p> <p>The Mayor and Deputy are expected to wear the full robes, together with the jabot and white gloves.</p> <p>Similarly the Clerk, Town Sergeant and the Macebearers should wear full ceremonial dress</p> <p>The Dress for the Civic party is provided by the Council.</p>
<p>4 CIVIC FUNCTIONS</p>	<p>DRESS FOR OTHER MEMBERS OF THE CIVIC PARTY</p> <ul style="list-style-type: none"> • <u>ALL</u> councillors are expected to attend • All Councillors attending are expected to wear suitable clothing appropriate for the occasion. • Past mayors may wear the Past Mayor's medal • Decorations may be worn
<p>5 ORDER OF PROCESSION</p>	<p>THE ORGANISATION OF THE ORDER OF PROCESSION IS THE RESPONSIBILITY OF THE TOWN SERGEANT</p> <p>The order of procession is as follows:</p> <p><i>The Town Band (if present)</i></p> <p>The military</p> <p>The Fire Brigade</p> <p>The Police</p> <p>Mace Bearer Town Sergeant Mace Bearer</p> <p>The Mayor & Deputy Mayor</p> <p>The Mayor's Chaplain & the Town Clerk</p> <p>The Mayoress (or Consort) & the Deputy Mayoress (or Consort)</p> <p>Member of Parliament</p> <p>Guests of Honour and/or Freemen of the Borough</p> <p>Chairman of the District Council & escort</p> <p>Honoured Citizens</p> <p>Councillors (in order of seniority)</p> <p>Ex Mayors and their escorts</p> <p>Magistrates (according to seniority)</p> <p>County Councillors</p> <p>SHDC officials</p> <p>Chief officials</p> <p>Other representatives (families, guests etc)</p> <p>If the Lord Lieutenant is present then he should walk at the END OF THE PROCESSION to enter any building (e.g. the Church) and HEAD THE PROCESSION when the event is over.</p>

**THE ANNUAL
MEETING
AND MAYOR
CHOOSING
CEREMONY OF
TOTNES TOWN
COUNCIL**

This is the primary Civic occasion of the Council Year. It is also the AGM of the Council and as such is a Full Council meeting.

Order of Mayor Choosing prior to the Council Business meeting.

Welcome:

1. The Town Mayor, Councillor will preside and welcome everyone to the annual meeting and mayor choosing ceremony of Totnes Town Council.

2. **Opening prayers** will be conducted by the Mayor's Chaplain
The Mayor Councillor will ask her Chaplain to open the meeting with prayers.

3. The election of the Mayor and Chairman for the Council Year 2014/2015:

The Mayor Councillor calls upon Councillor to propose the Motion

a) The formal motion will then be Proposed to the Council by Councillor
The Mayor Councillor calls upon Councillor to second the motion

b) The formal motion will then be Seconded to the Council by Councillor
The formal motion will then be Proposed and put to the Council by the Mayor Councillor and a vote taken

4. The election of the Deputy Mayor for Council Year 2014-2015:

The Mayor Councillor calls upon Councillor to propose the motion

a) The formal motion will then be Proposed to the Council by Councillor

The Mayor Councillor calls upon Councillor to second the motion

b) The formal motion will then be Seconded to the Council by Councillor

The formal motion will then be Proposed and put to the Council by the Mayor Councillor and a vote taken.

The Town Mayor, the Deputy Mayor, the Retiring Town Mayor and Retiring Deputy Mayor, with the Town Clerk will proceed to the Mayor's Parlour, where the Mayor and Deputy will be robed before the Mayoral party returns to the Lower Chamber.

THOSE PRESENT ARE REQUESTED TO STAND AS THE MAYORAL PARTY RETURN TO THE LOWER CHAMBER

7. The Town Mayor/ Council Chairman Councillor will take the Oath and preside for the remainder of the Meeting.

The oath will be taken by the Mayor Councillor being instructed by the Clerk through the process.

8. The Town Mayor Councillor will nominate his Chaplain for the ensuing year.

The nominated Chaplain will be thanked for agreeing to be the Chaplain to the mayor for the forthcoming year.

9. The Town Mayor Councillor will express thanks for his election.
The Mayor Councillor will make a speech thanking the Town and Council for his election.
10. The Mayor Councillor ask that a Vote of thanks is proposed to the Retiring Mayor, he asks a Councillor to propose the vote
The Mayor Councillor will then ask for a Vote of thanks is proposed for the Retiring Mayor – he will ask for Councillor to propose the vote of thanks to the Retiring Mayor.

This will be followed by the Presentation of Past Mayor's Medallion by the Town Mayor Councillor

12. The Retiring Mayor will then reply to the vote of thanks:
The Retiring Mayor Councillor the replies to the vote of thanks.

BUSINESS AGM:

The Town Mayor Councillor explains that the meeting today when the Mayor is chosen is also the AGM of the Council so the Business of the meeting will now be completed:

13. Those Councillors elected to serve as Lead Councillors and on the under-mentioned Committees and Outside Bodies/Organisations will be proposed by and endorsed by the Council:

The Town Mayor Councillor asks that "those Councillors elected to serve as Lead Councillors and on the under-mentioned Committees; Working Groups; Advisory Groups and Outside bodies/Organisations will be proposed by and endorsed by the Council:

The Town Mayor Councillor..... then asks a councillor to propose the motion: Councillor will then propose the motion.

The Town Mayor Councillorthen asks a councillor to second the motion:
Councillor will then second the motion.

The Town Mayor Councillor declares the motion carried and those councillors named in the minutes are elected to those positions. AS reflected in the current structure of the Council.

Lead Councillors: <i>to be inserted after the April Full Council meeting when elections to posts are held.</i>	<i>Representation to Outside Bodies: to be inserted after the April Full Council meeting when elections to posts are held.</i>
Chairs and members of Committees: <i>to be inserted after the April Full Council meeting when elections to posts are held.</i>	
Advisory Groups: <i>to be inserted after the April Full Council meeting when elections to posts are held.</i>	

14. A senior Student from King Edward VI Community College will request the traditional Mayor's Holiday and, *assuming it is granted*, pupils from the Totnes County Primary [Grove] and St John's C of E Primary School, Bidwell Brook schools will respond.

a) The Town Mayor Councillor asks a senior Student from King Edward VI Community College if they would like to request the traditional Mayor's Holiday

b) the Town Mayor Councillor then agrees and asks the principal and Head teachers to grant the traditional Mayor's Holiday

c) The Town Mayor Councillor asks a pupil from St John's C of E Primary School to respond.

d) The Town Mayor Councillor asks a pupil from the Grove Primary School to respond

e) The Town Mayor Councillor asks a pupil from Bidwell Brook School to respond

15. The Town Mayor Councillor will call "*Three Cheers for the Queen*".

If it is proposed by the Mayor in the arrangements for the Mayor Choosing;

16. The Town Mayor will request those present to accompany him to the Church/or other place where a short service will be held and prayers may be said, then proceed to the venue for luncheon/refreshments.

**7
THE CIVIC
SERVICE**

If a Civic service is held [which is at the discretion of the Mayor],

It is customary to hold this in JUNE at the start of the Mayoral year.

It is customary to hold this in St Mary's Church (as the Parish Church) though individual Mayors may wish to hold it in a church or place of his/her own choosing.

The Order of Service or the content is at the discretion of the Mayor.

The Civic Party leaves from the Guildhall and processes along Church Walk to the North door of St Mary's or, if the service is to held in another church, along the street to that church. The order of procession is as described above in section 5.

When the civic Party arrives at the door of the church the MAYOR and DEPUTY MAYOR, together with the macebearers and the Town Sergeant, should stand to each side of the main door until the rest of the procession has entered the church and are in the pews.

The Mayor and Deputy will then escorted into the church to take their places. This is to enable the Mayor and Deputy to take their places without any other guest needing to push past them. This is also appropriate at other events such as Civic Funerals etc

After the service is finished the Clergy and the Choir will leave the front of the church and Macebearers will line up, together with the Town Sergeant. The Standards will be carried out of the church and the Town Sergeant/mace bearers will follow and lead the Mayor and Deputy from the church, followed by the rest of the procession.

The Civic party will parade out of the church to a designated spot for the Mayoral party to take the salute (this may be in the Guildhall Yard or at another suitable place on the main street at the discretion of the Mayor) in conjunction with his/her Chaplin.

	<p>The Mayor, the Deputy Mayor, and the Chairman of District Council take the salute. The Mayoress/Mayor's Consort, the Deputy Mayoress and the Chairman's escort should stand behind the Civic party.</p> <p>The Remainder of the Council will line up behind the Civic Party in the Guildhall Yard/Street while the parade files past.</p> <p>It is usual for the Mayor to thank and dismiss the parade after the salute has been taken. In this case the Mayor should wait for the rest of the Councillors/guest to disperse and then take his/her place for the dismissal.</p>
<p>8 CIVIC FUNERALS</p>	<p>These are usually held at the request of the family, in conjunction with the Council. These are reserved for serving Mayors, past Mayors, serving Councillors and Honoured Citizens only.</p> <p>The Mayor and Deputy Mayor will wear black ribbons suspended from the shoulders of the robes and black gloves. Black ribbons will be tied round both of the Maces. It may also be appropriate for the Town Sergeant and the Macebearers to wear black armbands.</p> <p>Should the funeral be that of a Past Mayor who is also an Honoured Citizen then it is customary for the Council to offer to organise and pay for the reception after the funeral. This courtesy does not apply to those who are simply past Mayors.</p> <p>The chief mourners should enter the church and be in their places before the Civic Party arrives.</p> <p>The initial parade is as it would be for the Civic Service until it reaches the front of the church.</p> <p>When the civic Party arrives at the door of the church the MAYOR and DEPUTY MAYOR, together with the macebearers and the Town Sergeant, should stand to each side of the main door until the rest of the procession has entered the church and are in the pews.</p> <p>The Mayor and Deputy are then escorted into the church to take their places. This is to enable the Mayor and Deputy to take their places without any other guest needing to push past them.</p> <p>At the end of the Funeral Service the Town Sergeant and Macebearers will lead the Civic Party from Church BEFORE the coffin and mourners leave the church. It will line up on either side of the door to form a Guard-of-honour as the coffin and the funeral party leave the church.</p> <p>The arrangements for the Civic Funeral Service will be agreed with the family, prior to any organisation of the Service taking place. The Council will abide by the wishes of the family concerning details of the service.</p>
<p>9 CIVIC DINNER</p>	<p>This may be held at any venue and at anytime of the year at the discretion and convenience of the Mayor.</p> <p>It normally takes the form of a formal dinner at a venue of the Mayor's choice, though any Mayor's may choose to make alternative arrangements. Practice is now for guests to purchase tickets etc. for events such as Civic Dinners and any invited guest who is not asked to pay is the responsibility of the Mayor.</p>

The Lord Mayor of Plymouth & escort
The Lord Mayor of Exeter & Escort
The Mayor of Dartmouth and escort
The Mayor of Salcombe & escort
The Mayor of Ivybridge and Escort
The Mayor of Kingsbridge & Escort
The Chairman of the District Council & Escort
Honoured Citizens
The Inspector of Police
The Mayor's Chaplain

It is also customary for the Council to subsidise other guests. These include:

The Town Sergeant
The two Macebearers
The Master of Ceremonies
The drivers/sergeants of other Civic Heads
The Guest speaker
The Town Clerk

The Mayor & Deputy Mayor, together with their Escorts, should greet the guests as they enter. They will both wear full robes. However, because it is after 6.00 pm it may not be necessary, if the Mayor is a woman, for her to wear the ceremonial hat.

After the other guests are in place but not seated the Master of Ceremonies should announce the Civic guests and their Escorts in the following order:

The Mayor of Ivybridge
The Mayor of Kingsbridge
The Mayor of Salcombe
The Mayor of Dartmouth
The Chairman of the District Council
The Lord Mayor of Plymouth
The Lord Mayor of Exeter
The Mayor of Totnes

11 REMEMBRANCE SUNDAY

The organisation of Remembrance Sunday is undertaken in conjunction with the British Legion. A programme of the day should be published to detail the timings order of procession and order of service. This will be agreed with the British Legion.

The Mayor, Deputy Mayor and their escorts, any guests (such as the representatives of South Hams District Council) and the Councillors should meet in the Guildhall prior to the parade.

Customary order of the day, which yearly arrangements are based on are in agreement with the British Legion.

Once assembled the parade will line up outside the Guildhall in the order given on page: 5 - ORDER OF PROCESSION

The parade will proceed along Church Walk and to the assembly point. It is then joined by the Town Band and other representatives, including the standard bearers from town organisations. It returns down the main street led by the Town band to the front of the church.

The Mayor, followed by the Deputy Mayor and escorts will lead the way onto the church forecourt. The Mayor and escort stand to the left of the main door and the Deputy and escort to the right. The guest (SHDC representatives etc) and the remaining councillors line up alongside the Mayor and the clergy and the choir line up with the Deputy Mayor and escort.

The Mayor is the first town representative to lay a wreath

After the remembrance ceremony the Mayor and Deputy wait outside on either side of the door until the clergy, the choir and the councillors have taken their places in the pews and they are then led to their places in the church by the Town Sergeant and the Mace Bearers.

After the service is finished the Clergy and the Choir will leave the front of the church and Macebearers will line up, together with the Town Sergeant. The Standards will be carried out of the church and the Town Sergeant/mace bearers will follow and lead the Mayor and Deputy from the church, followed by the rest of the procession.

After the Service is over the Civic party will parade out of the church to a designated spot for the Mayoral party to take the salute. The Mayor, the Deputy Mayor, and the Chairman of District Council take this. The Mayoress/Mayor's Consort, the Deputy Mayoress and the Chairman's escort should stand behind the Civic party with all Councillors who are present.

It is usual for the Mayor to thank and dismiss the parade after the salute has been taken. In this case the Mayor should wait for the rest of the Councillors/guest to disperse and then take his/her place for the dismissal.



Totnes Town Council

**Members Code of
Conduct**

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PART 1 - GENERAL PROVISIONS

Public Duty and Private Interests: An introduction

- 1 This Code applies to you as a Member or a Co-opted Member of Totnes Town Council ('the Council').
 - 1.2.1 When acting in your capacity as a Member or Co-opted Member of the Council, you should have regard to the Principles of Public Life namely:
 - Selflessness
 - Honesty/Integrity
 - Objectivity
 - Accountability
 - Openness,
 - Personal judgment,
 - Respect for others
 - Duty to uphold the law,
 - Stewardship and
 - Leadership.
 - 1.3 When acting in your capacity as a Member or Co-opted Member of the Council:
 - (a) you must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, a member of your family or close associate;
 - (b) you must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties;
 - (c) when carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit;
 - (d) you are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office;
 - (e) you must be as open as possible about your decisions and actions and the decisions and actions of the Council and should be prepared to give reasons for those decisions and actions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council or contained in its Constitution/Standing Orders,
 - (f) you must declare any private interests, whether disclosable or personal, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out at Part 2 of this Code;
 - (g) you must, when using or authorising the use by others of the resources of the Council, ensure that such resources are not used improperly for political purposes (including party political purposes) and that any use is in accordance with the Council's reasonable requirements;

(h) you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986 or any similar Communications Protocol or Code produced by the Council;

(i) you must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

(j) you must undertake training to support you in your role as a councillor.

- 1.4 Whilst you may be strongly influenced by the views of others, it is your responsibility alone to decide what view to take on any question which Members have to decide.
- 1.5 Do nothing as a Member which you could not justify to the public.
- 1.6 The reputation of the Council depends on your conduct and what the public believes about your conduct.
- 1.7 It is not enough to avoid actual impropriety, you should at all times avoid any occasion for suspicion or appearance of improper conduct.
- 1.8 It is your responsibility to comply with the provisions of this Code.

Definitions

2. In this Code:

"interest or interests" have the meanings set out in Part 2 of this Code

"meeting" means any meeting of:

- the Council;
- any of the Council's Committees, Sub-Committees or Joint Committees,
- one or more Members, formal or informal relating to the discharge of the Council's functions where a formal record is made by a Council Officer.

"member" includes a co-opted member

"Relevant person" means:

- you or
- your spouse or civil partner, or
- a person with whom you are living as husband and wife or as civil partners and you are aware that that other person has an interest

"relevant period" means a period of 12 months ending with the date on which you notified the Monitoring Office of an interest

"the Regulations" means 'The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI2012/1464)' or any statutory amendment of them

Scope

3. You must comply with this Code whenever you are acting in your official capacity, when:

- (a) you are engaged on the business of the Council; or
- (b) you behave so as to give a reasonable person the impression that you are acting as a representative of the Council.

General obligations

4. You must:

- (a) treat others with courtesy and respect,
- (b) when reaching decisions on any matter, do so on the merits of the circumstances and in the public interest and have reasonable regard to any relevant advice provided to you by an officer of the Council.

5. You **must not**:

- (a) attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;
- (b) do anything which may cause the Council to breach a statutory duty or any of the equality enactments (as defined in section 149 of the Equality Act 2010);
- (c) bully any person (bullying may be characterised as any single act or pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse or misuse of power or authority which attempts to undermine or coerce or has the effect of undermining or coercing an individual or group of individuals by gradually eroding their confidence or capability which may cause them to suffer stress or fear);
- (d) intimidate or attempt to intimidate any person who is or is likely to be:

- (i) a complainant,
- (ii) a witness, or
- (iii) involved in the administration of any investigation or proceedings,

in relation to an allegation that any Member has failed to comply with the Council's Code of Conduct;

(e) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council;

(f) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:

- (i) you have the consent of a person authorised to give it;
- (ii) you are required by law to do so;
- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- (iv) the disclosure is:

- (a) in the public interest; and
- (b) made in good faith and
- (c) in compliance with the reasonable requirements of the Council;

(g) prevent another person from gaining access to information to which that person is entitled by law;

(h) conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office or the Council into disrepute.

PART 2 - INTERESTS

Registration of Interests

6. You **must**, within 28 days of:
- (a) this Code being adopted by, or applied to, the Council; or
 - (b) your taking office as a Member or Co-opted Member of the Council, whichever is the later, and annually thereafter, provide written notification to the South Hams District Council's Monitoring Officer of:
 - (i) any disclosable pecuniary interest as defined by Regulations, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with such as a husband or wife; and
 - (ii) any other personal interest laid down by the Council, as set out at paragraph 7 below; which will be recorded in the Council's Register of Members' Interests and made available for public inspection including on the Council's website at: www.southhams.gov.uk
- 6.1 Within 28 days of becoming aware of any new interest or change to any interest already registered, you must register details of that new interest or change by providing written notification to the South Hams District Council's Monitoring Officer.
- 6.2 Whether or not an interest within paragraphs 7.1 and 7.2 below has been entered onto the Council's register, you must disclose any interest to any meeting at which you are present in any matter being considered, in line with paragraph 8 below, where the matter is not a 'sensitive interest'.
- 6.3 Following any disclosure of an interest not on the Council's register or the subject of pending notification, you must notify the South Hams District Council's Monitoring Officer of the interest within 28 days beginning with the date of disclosure.
- 6.4 In relation to **disclosable pecuniary interests** in this Part of the Code the expressions in the left hand column below have the meanings attributed to them in the right hand column:

"body in which the relevant person has a beneficial interest"	means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director or in the securities of which the relevant person has a beneficial interest
"director"	includes a member of the committee of management of an industrial and provident society
"land"	excludes an easement, servitude, interest, or right over

	land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income
"relevant authority"	means the authority of which you are a member
"relevant person"	means you, your spouse or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living with as if you are civil partners
"securities"	means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

Disclosable Pecuniary Interests

7. The interests you **must** register are:

7.1 Those **disclosable pecuniary interests** defined by the Regulations, namely:

(a) **Employment** - any employment, office, trade, profession or vocation carried on for profit or gain by you or a relevant person;

(b) **Sponsorship** - any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a Member, or towards your expenses, including any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992;

(c) **Contracts** - any contract which is made between you or, so far as you are aware, a relevant person (as defined at Paragraph 2 above) (or a body in which the relevant person has a beneficial interest) and the Council:

(1) under which goods or services are to be provided or works are to be executed; and

(2) which has not been fully discharged

(d) **Land** - any beneficial interest in land held by you, or so far as you are aware, a relevant person, which is within the area of the Council;

(e) **Licence** - any licence (alone or jointly with others) to occupy land held by you, or so far as you are aware, a relevant person in the area of the Council which will last for a month or longer

(f) **Corporate Tenancies** - any tenancy where (to your knowledge):

(1) the landlord is the Council; and

(2) the tenant is a body in which you or, so far as you are aware, a relevant person has a beneficial interest.

(g) **Securities** - any beneficial interest that you or, so far as you are aware, a relevant person has in securities of a body where:

(1) that body (to your knowledge) has a place of business or land in the area of the Council and

(2) either:

(a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Personal or other interests

7.2 **Those other personal interests** - you have a non-pecuniary interest where a decision in relation to a matter being determined or to be determined:

(a) might reasonably be regarded as affecting the financial position or well being of you; a member of your family or any person with whom you have a close association; or any body or group which you are a member of more than it might affect the majority of council tax payers, rate payers or inhabitants in the parish; and

(b) the interest is such that a reasonable person with knowledge of all the relevant facts would consider your interest so significant that it is likely to prejudice your judgement of the public interest.

(c) any other area which, in your view, might create a conflict of interest in carrying out your duties as a Councillor, including but not confined to the receipt of gifts or hospitality to a value greater than £50.

7.3 Where the South Hams District Council's Monitoring Officer agrees that any information relating to your interests is "**sensitive information**" namely information whose availability for inspection by the public is likely to create a serious risk that any person may be subjected to violence or intimidation, you need not include that information when registering that interest, or, as the case may be, any change to that interest.

7.4 You must, within 28 days of becoming aware of any change of circumstances which means that information excluded is no longer sensitive information, notify the South Hams District Council's Monitoring Officer asking that the information be included in the Council's Register of Members' Interests.

Declaration of Interests and participation in meetings

8. Unless a dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest as defined by the Regulations and you must also observe any restrictions the Council may place on your involvement in matters where you have any interest as defined by the Council and shown at Paragraph 7 above.

8.1 If you are present at a meeting and you are aware that you have a non-pecuniary interest or a disclosable pecuniary interest in any matter being considered or to be considered at the meeting you must disclose the existence and nature of that interest to the meeting if that interest is not already entered in the register. Unless you have

the benefit of a current and relevant dispensation in relation to that matter you must withdraw from the meeting for a disclosable pecuniary interest, in relation to a non-disclosable pecuniary/personal interest you must apply the test set out in paragraph 7.2 above and thereby establish whether, having declared the interest, to:

- (i) continue to participate in the meeting;
- (ii) not participate, or participate further, in any discussions on the matter at the meeting;
- (iii) not participate in any vote, or further vote, taken on the matter at the meeting;
- (iv) not seek to influence improperly any decision about that business;
- (v) withdraw from the room or chamber where a meeting considering the business is being held at the commencement of the consideration of that business in which you have the interest, or (if later) the time at which the interest becomes apparent to you.

PART 3 - MEMBER/OFFICER RELATIONS

PREAMBLE - Mutual trust and respect between Councillors and Officers is essential to ensure good governance and the effective running of a council. To help ensure that relationships do not go awry this written protocol, incorporated in the Code of Conduct, covers:

- *The respective roles and responsibilities of the Councillors and the Clerk, and all other staff employees;*
- *Relationships between Councillors and Officers;*
- *Where/Who the Clerk should go to if they have concerns;*
- *Who is responsible for making decisions.*

9 Background

Totnes Town Council has adopted the following Protocol as part of the Code of Conduct for Members.

- i) This protocol is intended to assist Councillors and the Clerk, in approaching some of the sensitive circumstances which arise in a challenging working environment.
- ii) The reputation and integrity of the Council is significantly influenced by the effectiveness of Councillors, the Clerk and other staff working together to support each other's roles.
- iii) The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Close personal familiarity should be avoided.

10. Roles of Councillors and Employees

10.1 The respective roles of Councillors and employees can be summarised as follows: Councillors and Officers are servants of the public and they are indispensable to one and other, but their responsibilities are distinct:

- Councillors are responsible to the electorate and serve only so long as their term of office lasts.
- Officers are responsible to the Council. Their job is to give advice to Councillors and to the Council, and to carry out the Council's work under the direction and control of the Council and relevant committees.

11 **Councillors**

11.1 Councillors have four main areas of responsibility:

- To determine Council policy and provide community leadership;
- To monitor and review Council performance in delivering services;
- To represent the Council externally; and
- To act as advocates for their constituents.

11.2 All Councillors have the same rights and obligations in their relationship with the Clerk and other employees, regardless of their status or political party, and should be treated equally.

11.3 Councillors shall not involve themselves in the day to day running of the Council. This is the Clerk's responsibility, and the Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.

12 **Chairmen and Vice-Chairmen of Committees**

Committee Chairmen and Vice-Chairmen have additional responsibilities. These responsibilities mean that their relationships with employees may be different and more complex than those of other Councillors. However, they must still respect the impartiality of Officers and must not ask them to undertake work of a party political nature, or to do anything which would prejudice their impartiality.

13 **Meetings**

13.1 Attendance

Councillors are required to attend punctually for all meetings of any Committees or Working Groups they are appointed to.

Apologies should be given to the Town Clerk or the Committee Clerk no later than 2 hours before the start of the meeting.

Authorised or non-authorised absence from meetings, or late arrival, on three consecutive occasions for any Committee or Working Group will result in the Member being removed from the Committee/Working Group and a replacement being appointed at the next Full Council meeting.

13.2 Alcohol and Drugs

Councillors are not allowed to attend any meetings whilst under the influence of alcohol or drugs.

The Mayor or Town Clerk are entitled to ask any Member to leave the meeting if it is suspected that they are under the influence of alcohol or drugs.

13.3 Food and Drink

Councillors are not permitted to consume food or drink during any meetings being held in the Guildhall Chambers other than the drinking water provided.

13.4 Use of Electronic Devices

All mobile phones must be switched to silent during meetings.

Answering calls or messages on mobile phones should only be done in an emergency situation and the Member should leave the meeting to respond to the call/message.

The use of any recording devices should be declared at the start of any meetings.

Mobile phones and any recording devices must be switched off during the confidential Part II of any meetings.

14 **Officers**

The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.

In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

15 **Expectations**

15.1 All Councillors can expect:

- a commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillors or political group;
- a working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from Officers to enquiries and complaints;
- Officer's professional advice, not influenced by political views or personal preferences;
- regular, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from Officers;
- training and development opportunities to help them carry out their role effectively;
- not to have personal issues raised with them by Officers outside the council's agreed procedures;
- that Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
- that Officers will at all times comply with the relevant code of conduct.

15.2 Officers can expect from Councillors:

- a working partnership;
- an understanding of, and support for, respective roles, workloads and pressures;
- leadership and direction;
- respect, courtesy, integrity and appropriate confidentiality;
- not to be bullied or to be put under undue pressure;

- that Councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- that Councillors will at all times comply with the Council's adopted Code of Conduct.

15.3 Some General Principles:

- Close personal relationships between Councillors and Officers can confuse their separate roles and get in the way of the proper conduct of Council business, not least by creating a perception in others that a particular Councillor or Officer is getting preferential treatment.
- Special relationships with particular individuals or party political groups should be avoided as it can create suspicion that an employee favours that Councillor or political group above others.

16 Political Groups

16.1 The operation of political groups is becoming more of a feature within town/parish councils, but Totnes Town Council endorses NALC policy that party politics should have no place in town/parish councils. Town/parish Councillors are there to serve their community as members of the community, and should not be distracted by party political issues. Party politics within a town council can pose particular difficulties in terms of the impartiality of the Clerk and other employees, and the relationship between Councillors and the staff generally.

16.2 Party political groups have no power to require the Clerk or any other employee to attend group meetings or to prepare written reports for them and employees can legitimately refuse to do so. The Clerk and other Officers are responsible to the Council as a whole and should not take action under instructions from any individual Councillor, even if he/she has been styled as 'Leader' of the Council.

17 When things go wrong

17.1 From time to time the relationship between Councillors and the Clerk (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, through conciliation by an appropriate third party, it is important that the Council follows a formal grievance protocol or procedure.

17.2 The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way when things go wrong.

17.3 If a Councillor is dissatisfied with the conduct, behaviour or performance of the Clerk or another employee, the matter should be raised with the Clerk in the first instance (unless the matter relates to the Clerk when it shall be raised with the Mayor). If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

18 Gifts and Hospitality

18.1 The Standards Board Guidance on the Code of Conduct requires Members to register any gifts or hospitality worth £25 or over that are received in connection with any official duties, and the source of the gift or hospitality. Members must complete the registration within 28 days of receiving it.

As with other registered interests, a member has a personal interest in any matter under consideration at a meeting if it is likely to affect a person giving a member a gift or hospitality. Members must declare the existence and nature of the gift or hospitality as an interest at the meeting. Members will also need to consider whether the interest is prejudicial.

The receipt of gifts or hospitality can be misinterpreted. Guidance is provided in Appendix A to help Members to consider the implications of receiving gifts and hospitality and to make an appropriate judgement.

GUIDANCE ON GIFTS AND HOSPITALITY

General Caution

Treat with extreme caution any offer or gift, favour or hospitality that is made to you personally which may possibly be perceived to be in connection with your position as a Town Councillor.

Your personal reputation and that of the town council can be seriously jeopardised by the inappropriate acceptance by you of gifts or hospitality.

The acceptance of gifts and hospitality is not always unlawful or inappropriate. The decision for you, in every case, is whether or not it is appropriate to accept any gift or hospitality that might be offered to you having regard to how it might be perceived.

No hard and fast rules can be laid down to cover every circumstance as to what is appropriate or inappropriate. The following general principles will enable you to make your own decision.

Criminal Law

It is a criminal offence corruptly to solicit or receive any gift, reward or advantage as an inducement to doing, or forbearing to do anything, in respect of any transaction involving the town council.

The onus would be on you to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract from the town council.

Limits of Guidance

The Code of Conduct does not apply to:

- Gifts given to the town council that you accept formally on your council's behalf and are retained by the council and not by you personally.

Meaning of Gifts and Hospitality

The expressions 'gifts' and 'hospitality' have wide meanings and no conclusive definition is possible.

Gifts and hospitality include:

- The free gift of any goods or services;
- The opportunity to acquire any goods or services at a discount or at terms not available to the general public;
- The opportunity to obtain goods or services not available to the general public;
- The offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event;
- The use of a free car.

Common gifts include pens, diaries, calendars and other business stationery, articles of clothing, books, flowers and bouquets. When making purchases you should be cautious if additional services, privileges or advantages are offered which might be related to your position as a Member of the town council.

Appropriate Gifts and Hospitality

There are some circumstances where you may accept gifts and hospitality as being in the normal course of your duties as a Member:

- Civic hospitality provided by another public authority;
- Normal and modest refreshment in connection with any meeting in the course of your work as a Town Council Member (e.g. tea, coffee and other normal beverages and biscuits);
- Tickets for sporting, cultural and entertainment events which are sponsored or promoted by the town council or bodies to which you have been appointed by the town council, and the tickets are offered in relation to that sponsorship or promotion;
- Small low value gifts (below £25.00 such as pens, calendars, diaries, flowers and other mementos and tokens);
- Drinks or other modest refreshment received in the normal course of socialising arising consequentially from town council business (e.g. inclusion in a round of drinks after a meeting);
- Modest meals provided as a matter of courtesy in the office or meeting place of a person with whom the town council has a business connection;
- Souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from twin-town and other civic events).

Principles to Apply in Relation to Gifts and Hospitality

In deciding whether it is appropriate to accept any gift or hospitality you must apply the following principles:

- Do not accept a gift or hospitality as an inducement or reward for anything you do as a Town Council Member. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it.
- "Reward" includes remuneration, reimbursement and fee.
- Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.
- Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:
 - From parties involved with the town council in a competitive tendering or other procurement process.
 - From applicants for planning permission and other applications for licences, consents and approvals in which the town council has an involvement.
 - From applicants for grants, including voluntary bodies and other organisations applying for public funding from the town council.
 - From parties in legal proceedings with the town council.
- Do not accept a gift or hospitality if you believe it will put you under any obligation to the provider as a consequence.
- Do not solicit any gift or hospitality and avoid giving any perception of so doing.

Gifts Received and Donated to a Chair's Appeal

It may be customary for some Members on receiving gifts of value not to retain these personally but to pass them to the Chair for use in relation to a charity appeal. Members may continue to do this, but should indicate this intention to the provider and make this clear on the registration form.

Reporting of Inappropriate Gifts and Hospitality offered

It is a criminal offence for a person corruptly to give or offer any gift, reward or advantage as an inducement or reward to you for doing or forbearing to do anything as a member of the town council.

You must immediately report to the Monitoring Officer any circumstances where an inappropriate gift or hospitality has been offered to you.

You may thereafter be required to assist the Police in providing evidence.

Registered Charity No. 296684
70 Fore Street,
Totnes,
Devon TQ9 5RU



Tony Whitty [Chair of the Totnes Museum Trust]
45 Copland Meadows, Totnes, Devon, TQ9 6ES

Dear Catherine,

I am writing to you on behalf of the Totnes Museum Trust to ascertain the position of the Town Council in relation to placing the Visitor Information Point [VIP] in the Museum.

We will soon be planning the winter work in the Museum, which will include the Museum Front room/reception area where the establishing of the VIP was originally proposed.

In order to plan the winter work, we would need to know whether the Town Council would want to further discuss the proposal of the placement of the VIP there, if an agreement was reached to factor it into our planning, or whether it has other options and it no longer wishes to consider the Museum.

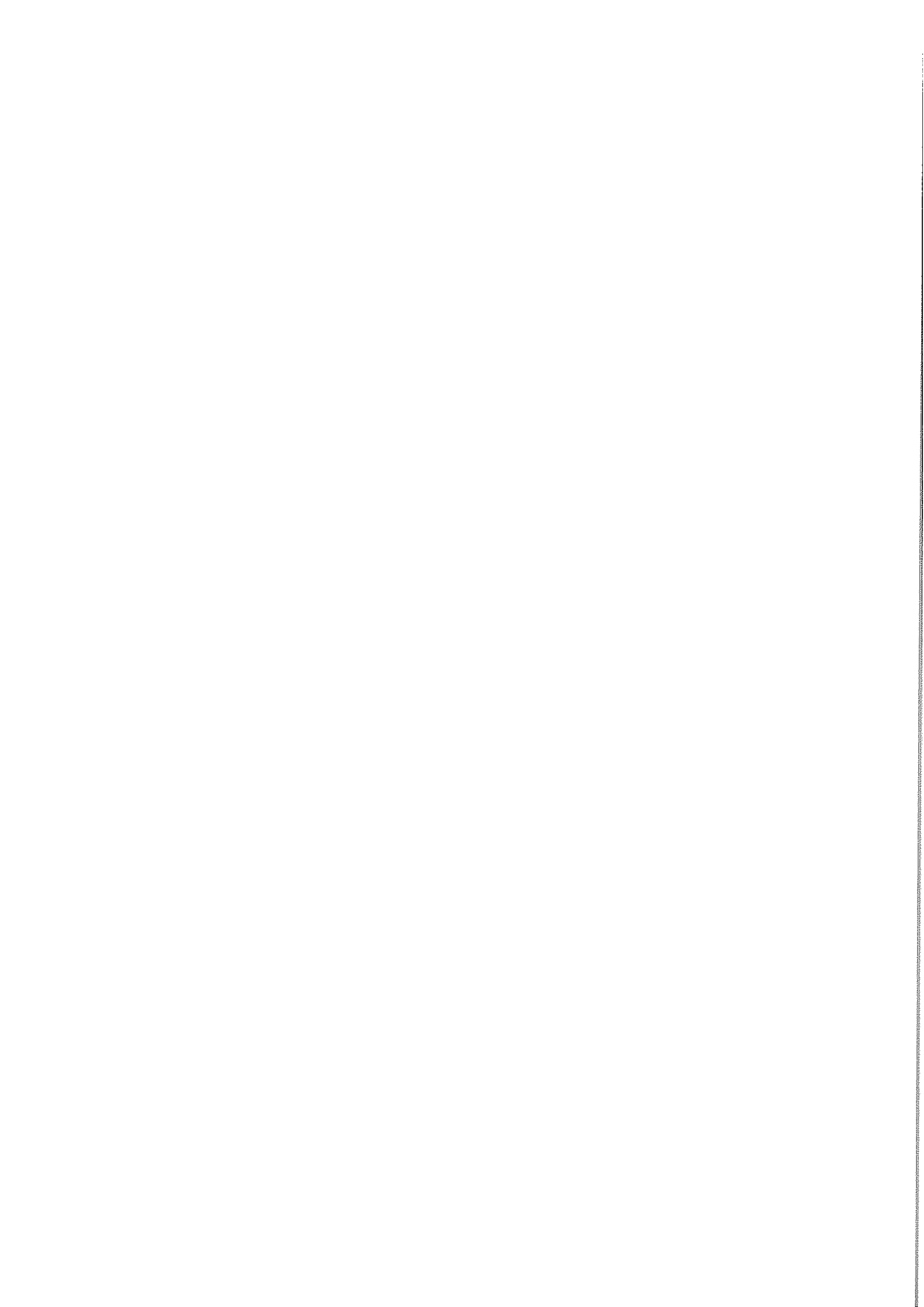
I would be grateful if you could let me know the outcome as we will be developing a detailed plan for the work in October and it will affect the way we intend to undertake the work.

All the best,

Yours,

Tony

Tony



TOTNES TOWN COUNCIL OPERATIONS COMMITTEE 25TH SEPTEMBER 2017

TOTNES MUSEUM TRUST LEASE AND RESPONSABILITIES

When looking at the health and safety responsibilities of the Town Council a question has been raised about the Totnes Museum lease.

The Totnes Museum is leased to Totnes Museum Trust at a rate of £1 per annum.

The lease states on page 3:

(4) to keep the interior of the premises including all doors, windows, glass shutters, locks, fastenings, waste, waste water and drainpipes in tenable repair and properly painted / whitewashed / papered and varnished when, from time to time required by the landlord and in such repair to yield up at the determination of the tenancy.

And on page 4:

3. The Landlord hereby covenants with the Tenants to (1) keep the external parts of the property in good repair

I would therefore suggest that the Town Council are only responsible for the exterior of the building and that, in line with current guidance, the Museum Trust is responsible for internal repairs and decoration and the health and safety matters.

However, given the agreement by the Town Council to cover some repairs this year, and given the financial burden on the Trust should these not be funded, Councillors could agree to fund the internal repairs until 31st March 2017 as budgeted for.

It is recommended that the Town Council write to the Totnes Museum Trust to outline the following:

As per the terms of the 11th May 1987 lease, we are writing to confirm that the internal repairs and health and safety matters are the responsibility of the Trust, not the Town Council.

We would advise that the following works that have been undertaken to date will be paid for by the Town Council but in future only exterior works will be budgeted for.

1. Cracks and repainting in 1st floor front room, 2nd floor front room
2. Window seat and plaster repair plus repainting in 2nd floor rear room
3. Flue unblocking and boarding with ventilation in the work room.
4. Plaster removal in the Still room to allow walls to dry out. Trustees to be aware that the walls will remain bare rubble indefinitely.

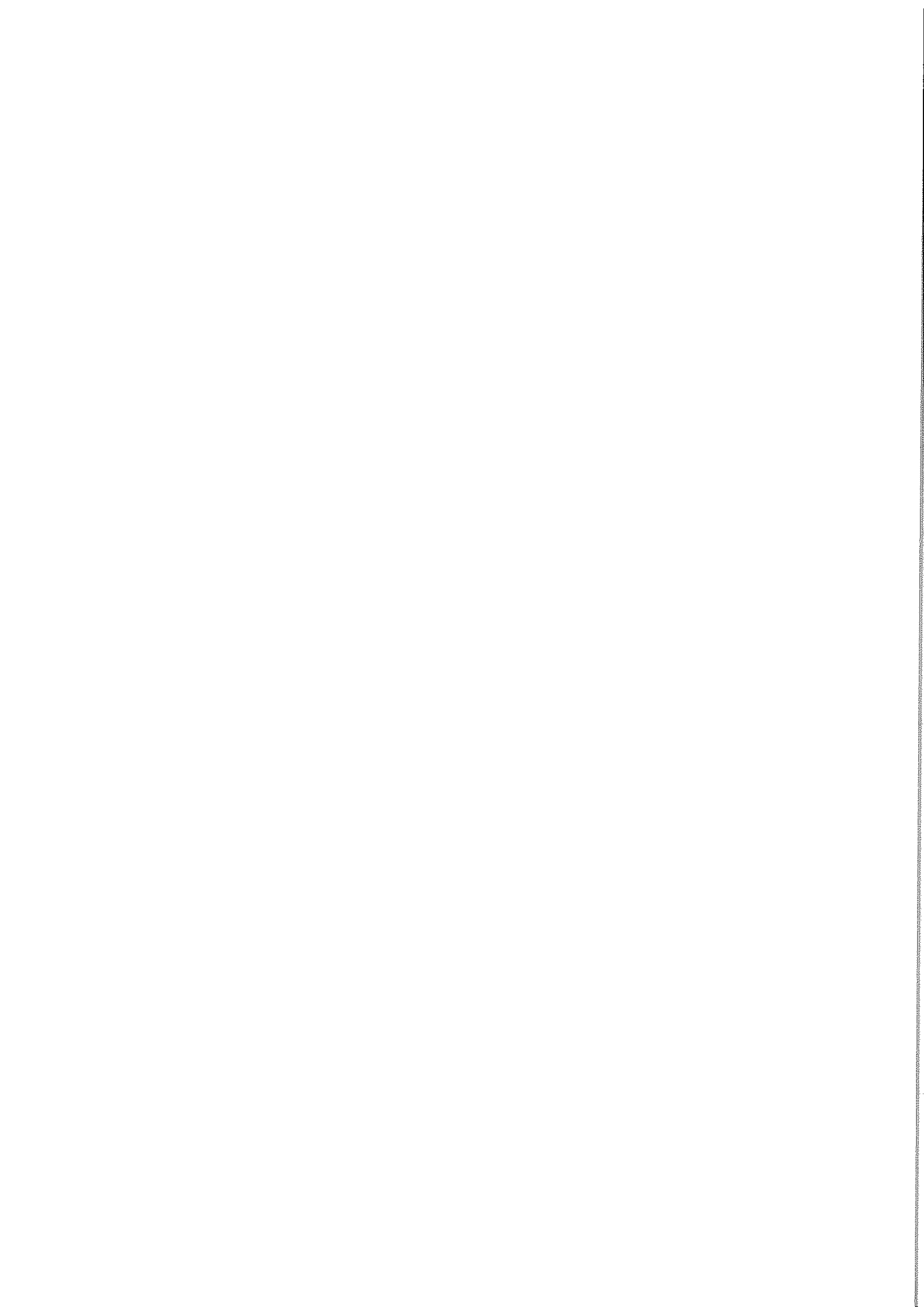
These works are at a cost to the Town Council of roughly £2,000.

In addition the Trust will need to appoint a responsible person to carry out the following:

- *The last Legionella Risk Assessment was on 18th August 2014 so a review of any actions needed are complete and a review assessment is needed.*
- *The last Fire Risk Assessment was completed in September 2014 so a review of any actions needed are complete and a review assessment is needed.*
- *The last extinguisher inspection was May 2016 so a review of any actions needed are complete and a review assessment is needed.*
- *Weekly alarm testing will need to be carried out and recorded by a nominated person throughout the year.*

Catherine Marlton

Town Clerk



Museum Fire Risk Assessment – September 2014

Actions required

Store flammable substances in a flammable substances/hazardous materials cabinet. Create an inventory of flammable substances stored on site.	
Ensure all electrical equipment and wiring is tested to current legislation.	
Ensure all heaters are adequately guarded and stable.	
Repair or replace the damaged electrical consumer unit and fuse boxes in reception.	
Upgrade or replace the light fittings within the attic area to ensure they are separated from combustible material.	
Extension leads – ensure they are inspected/tested and are kept fully uncoiled.	
Ensure all escape routes are adequately signed. Ensure all exits and escape routes are available and open and kept clear during material times.	
Install emergency lighting is installed throughout the emergency escape routes.	
Ensure the correct amount and appropriate type of portable fire extinguishers are installed.	
Install suitable signage to conform to current legislation. Display fire routine notices.	

Extinguisher inspection – 11/5/16

Recommendations

6 extinguishers:

CO2 – Reception & Office

Foam – Ground floor, Ground floor rear, 2nd floor, Archives

Extinguisher signs: Foam x 9, CO2 x 3.

Fire Alarm signs x 4 (all call points)

Fire Exit signs – main exit, top of stairs x 2

Environmentally Friendly Recovery x 2 (CO2)

OPERATIONS COMMITTEE – REVIEW OF TOTNES CEMETERY FEES

Totnes Town Council has not increased the fees for Totnes Cemetery since 2016 – the previous increase was made in 2014. In order to inform the Operations Committee of whether a review of the current cemetery fees would be prudent in planning the budget for 2018/19, the following information is provided:

- Comparison of fees charged by Totnes and neighbouring towns/districts;
- A breakdown of interments and memorial applications for Totnes Cemetery in 2016 and 2017 (year to date); and
- Options for consideration of a 5, 10, 15 or 20 percent increase in fees for 2018/19.

Comparison of fees charged by Totnes and Neighbouring Towns/Districts

The table below shows the range of cemetery fees in the local area. From this, the current fees charged by Totnes are generally lower than those charged elsewhere (Salcombe's Exclusive Right of Burial fees are high but their interment charge is much lower than the average). All towns/districts have differing levels of fees for residents and non-residents, as set out below:

- Totnes – residents fee; double fee for those living within 3 miles of parish; and treble fee for all other applicants. Totnes is the only cemetery applying three tiers of pricing to cemetery fees, which can get complex when calculating a location's proximity to Totnes (for example, do we take the measurement on road travel or as the crow flies?).
- Dartmouth – residents fee; and double fee for all non-parishioners and non-residents.
- Salcombe - 3 categories: A - residents, including those moved away into care and have been resident within the last 5 years; B - children of current living residents (same fee as A); C - non-residents or second home owners residing less than 183 days in Salcombe for which fees are treble.
- Teignbridge – residents fee; and double fee for all non-parishioners and non-residents. Additional fees for funerals on Saturdays and Bank Holidays.
- Torbay – residents fee; and double fee for all non-parishioners and non-residents. Additional fees for funerals on Saturdays and Sundays.

In addition, Teignbridge and Torbay also charge for family enquiries into grave locations (TTC Offices do get a number of calls and emails of this nature) and for transfer of deeds to a new owner.

Totnes cemetery also seems to have more complex fees for monuments than other cemeteries. When you look at the majority of memorial applications TTC receive they generally fall into a couple of categories – could this be simplified?

Fees for residents	Totnes 2014		Totnes 2016		Dartmouth 2017/18	Salcombe (agreed 2015)	Teignbridge 2017/18	Torbay 2017/18
Interment - body	£299	£314	£419	£95	£740	1000/1350		
Interment - ashes	£161	£169	£300	£95	£340	£245		
Exclusive Right of Burial - Single	£352	£370	£503	£650	£495	£1,070		
Exclusive Right of Burial - Double	£529	£555	£853	£850	£575	£1,200		
Exclusive Right of Burial - Treble	£698	£732	-	-	£690	£1,350		
Exclusive Right of Burial - Ashes	£222	£233	£259	£350	£145	£550		
Choice of Plot	£271	£284	£259	-	-	-		
Monuments - flat stone/ledge monument 1'6" x 2'6"	£131	£138	£140	-	-	-		
Monuments - flat stone/ledger monument 9' x 4'	£208	£218	£167	-	-	-		
Monuments - flat stone/ledger monument exceeding 9' x 4'	£266	£279	-	-	-	-		
Monuments - headstone/cross not exceeding 3'(h) by 2'6"(w)	£239	£251	£209	£150	£154	£325		
Monuments - footstone not exceeding 2'(h) or 1'6"(w)	£176	£184	-	-	-	-		
Monuments - kerb/border stone not exceeding 8'x3'	£176	£185	-	-	-	-		
Monuments - vase not exceeding 1'6(h) and 6"x6"(w)	£75	£79	-	-	-	-		
Monuments - Flat stone on the ground 3'x2'	£101	£106	-	£100	£52	£70		
Monuments - additional inscription	No charge	No charge	No charge	£80	£52	£135		
Scattering of ashes	£100	£105	-	-	£52/82	£135		
Memorial tree (Plaque and inscription)	£284	£298	-	-	-	£75/125		
All other types of monument	£237	£249	-	-	-	-		
Other - search of burial/grave registers	-	-	-	-	-	£30	£25	
Other - transfer of grave ownership	-	-	-	£75	-	-	£40	

A breakdown of interments and memorial applications for 2016 and 2017 (as at 25th August)

The information below is intended to give Councillors an idea of the most commonly purchased graves/interments/monuments in Totnes Cemetery, with the number of transactions completed in the calendar year, or the year to date. In 2016 there were a total of 14 interments, and in 2017 there have been 13 to date (looking back from 2000, there have been between 13-30 interments per year).

Activity	Fee	2016		2017 (as at 25 Aug 17)		
		Resident	Within 3 Miles	Outside 3 Miles	Resident	Within 3 Miles
Interment – body	£314	8			6	1
Interment – ashes	£169	3		3	5	
Exclusive Right of Burial - Single	£370	2				
Exclusive Right of Burial - Double	£555	4			2	1
Exclusive Right of Burial - Treble	£732					
Exclusive Right of Burial - Ashes	£233			2		
Choice of Plot	£284	1				
Monuments - flat stone/ledge monument 1'6" x 2'6"	£138	1				
Monuments - flat stone/ledger monument 9' x 4'	£218	1				
Monuments - flat stone/ledger monument exceeding 9' x 4'	£279					
Monuments - headstone/cross not exceeding 3'(h) by 2'6"(w)	£251	7			1	
Monuments - footstone not exceeding 2'(h) or 1'6"(w)	£184					
Monuments - kerb/border stone not exceeding 8'x3'	£185					
Monuments - vase not exceeding 1'6(h) and 6"x6"(w)	£79					
Monuments - Flat stone on the ground 3'x2'	£106					1
Monuments - additional inscription	No charge	4			2	
Scattering of ashes	£105					
Memorial tree (Plaque and inscription)	£298					
All other types of monument	£249					

Options for 5, 10, 15 and 20 percent increase in fees for 2018/19

The fees as set for 2016 were a 5% increase on those for 2014. The table below shows revised fees calculated at a 5, 10, 15 and 20% increase, which would still see Totnes Cemetery charges as much lower than neighbouring towns and districts.

Fees for residents	Totnes	Totnes	% Change					
	2014	2016		5%	10%	15%	20%	
Interment - body	£299	£314	5	£330	£345	£361	£377	
Interment - ashes	£161	£169	5	£177	£186	£194	£203	
Exclusive Right of Burial - Single	£352	£370	5	£389	£407	£426	£444	
Exclusive Right of Burial - Double	£529	£555	5	£583	£611	£638	£666	
Exclusive Right of Burial - Treble	£698	£732	5	£769	£805	£842	£878	
Exclusive Right of Burial - Ashes	£222	£233	5	£245	£256	£268	£280	
Choice of Plot	£271	£284	5	£298	£312	£327	£341	
Monuments - flat stone/ledge monument 1'6" x 2'6"	£131	£138	5	£145	£152	£159	£166	
Monuments - flat stone/ledger monument 9' x 4'	£208	£218	5	£229	£240	£251	£262	
Monuments - flat stone/ledger monument exceeding 9' x 4'	£266	£279	5	£293	£307	£321	£335	
Monuments - headstone/cross not exceeding 3'(h) by 2'6"(w)	£239	£251	5	£264	£276	£289	£301	
Monuments - footstone not exceeding 2'(h) or 1'6"(w)	£176	£184	5	£193	£202	£212	£221	
Monuments - kerb/border stone not exceeding 8'x3'	£176	£185	5	£194	£204	£213	£222	
Monuments - vase not exceeding 1'6(h) and 6"x6"(w)	£75	£79	5	£83	£87	£91	£95	
Monuments - Flat stone on the ground 3'x2'	£101	£106	5	£111	£117	£122	£127	
Monuments - additional inscription	No charge	No charge						
Scattering of ashes	£100	£105	5	£110	£116	£121	£126	
Memorial tree (Plaque and inscription)	£284	£298	5	£313	£328	£343	£358	
All other types of monument	£237	£249	5	£261	£274	£286	£299	