



**AGENDA FOR THE OPERATIONS COMMITTEE
MONDAY 22ND JANUARY 2018 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 22nd January 2018 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. | To note the resignation of Cllr M Barker |
| | <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. | | |
| <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 a request for a contribution to a local planting scheme | Enclosures |
| 5 | To consider the revised Guildhall Booking Form and Prices | Enclosure |
| 6 | To receive an update about the Town Mill and Totnes Image Bank | Verbal update from the Town Clerk |
| 7 | To note the process for the Councillor Allowances claims for 2017/18 | Enclosure |
| 8 | To consider the issues around street licensing in the town | Enclosure |
| 9 | To consider an update on the Council Venue Working Group meeting | Verbal update from the Town Clerk |
| 10 | To note the minutes of the Tourism Partnership | Enclosure |
| 11 | To consider conversion of the Elizabethan Store and estimated costs | To be circulated at the meeting |
| 12 | To consider the December 2017 and January 2018 NP Task and Finish Notes | Enclosures |
| 13 | To review the NP budget | Enclosure |
| 14 | To note the date of the next meeting: Monday 19 th February at 5pm | |
| <i>The Council 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> | | |
| 15 | To note a matter of a sensitive security nature | Verbal update from the Town Clerk |
| 16 | To consider a staffing terms and conditions issue | Verbal update from the Town Clerk |
| 17 | To consider the tenders for the Cemeteries grounds maintenance contract | To be circulated at the meeting |

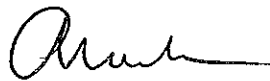
This meeting will be followed by a Neighbourhood Plan Task and Finish Group and a Full Council meeting

Future meetings agenda items:

- February – To consider the joint Market Square refurbishment project plan
- To approve the Insurance Renewal package
- Update Standing Orders
- Update Statement of Internal Control
- April - Review Earmarked Reserves
- To consider the reviewed Financial Regulations for recommendation to Full Council.
- To consider the Annual Return for recommendation to Full Council.
- To consider the Internal Audit report
- To review a summary of the required actions resulting from the Risk Assessment programme

Catherine Marlton

Town Clerk





ITEM 2

**MINUTES FOR THE OPERATIONS COMMITTEE
MONDAY 18TH DECEMBER 2017 AT THE GUILDHALL TOTNES**

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

Apologies: None.

In Attendance: Catherine Marlton (Town Clerk)

| No | Subject | Comments |
|---|--|---|
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. | None |
| <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. | Cllr Sweett asked whether any Councillors would be willing to become volunteer wardens to check on homeless people in the town on colder nights. Concerns were raised about safety and liability of this and it was felt that it would be better for the Police and other local agencies to take the lead. Cllr M Adams to speak to Liz Waterson regarding this. |
| <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 noted. No virements needed at this time. |
| 4 | To consider a draft budget for 2018/19. | The Town Clerk went through the draft budget line by line. Councillors asked for further information on the Tourism budget and Guildhall visitor numbers. Additional funds were asked for against IT equipment given the constant updates needed to stay current and the Town Clerk was asked to query the Castle Meadow income lines. Subject to these details the Operations Committee AGREED that the draft budget was sound. |
| <i>The Council 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> | | |
| 5 | To discuss any CONFIDENTIAL staffing matters associated with the draft budget – if required (ONLY IF REQUIRED). | None. |
| <i>The Committee will reconvene</i> | | |
| 6 | To note the date of the next meeting on Monday 22 nd January at 5pm | Noted. |

This meeting will be followed by a Neighbourhood Plan Task and Finish Group and a Full Council meeting

Catherine Marlton

Town Clerk

17/01/2018

Totnes Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 01/01/2018

Month No: 10

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 | 672 | 0 | (672) | | | 0.0% |
| 6284 Green Sacks Sales | 0 | 13 | 0 | (13) | | | 0.0% |
| ADMINISTRATION :- Income | 6 | 685 | 0 | (685) | | | |
| 1101 Salaries and Pensions | 30,747 | 101,904 | 133,925 | 32,021 | | 32,021 | 76.1% |
| 1103 Staff Training and Travel | 653 | 2,445 | 2,500 | 55 | | 55 | 97.8% |
| 1105 Staff Eye Tests | 174 | 50 | 380 | 330 | | 330 | 13.1% |
| 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 | 1,572 | 2,750 | 1,178 | | 1,178 | 57.2% |
| 1111 Office Supplies | 2,042 | 515 | 2,000 | 1,485 | | 1,485 | 25.8% |
| 1123 Photocopier | 1,310 | 1,176 | 2,000 | 824 | | 824 | 58.8% |
| 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 | 323 | 500 | 177 | | 177 | 64.6% |
| 1169 Car Park Permits | 0 | 1,608 | 0 | (1,608) | | (1,608) | 0.0% |
| ADMINISTRATION :- Indirect Expenditure | 45,584 | 115,748 | 152,055 | 36,307 | 0 | 36,307 | 76.1% |
| Movement to/(from) Gen Reserve | (45,578) | (115,063) | | | | | |
| 102 CIVIC AND DEMOCRATIC | | | | | | | |
| 1277 Civic Events | 332 | 1,168 | 0 | (1,168) | | | 0.0% |
| CIVIC AND DEMOCRATIC :- Income | 332 | 1,168 | 0 | (1,168) | | | |
| 1201 Salaries and Pensions | 73,606 | 0 | 0 | 0 | | 0 | 0.0% |
| 1202 Mayoral Allowance | 0 | 226 | 3,250 | 3,024 | | 3,024 | 7.0% |
| 1205 Civic Events | 4,796 | 3,846 | 3,250 | (596) | | (596) | 118.4% |
| 1225 Civic Regalia | 399 | 109 | 400 | 291 | | 291 | 27.1% |
| 1230 Town Sergeant | 1,279 | 588 | 1,000 | 412 | | 412 | 58.8% |
| 1231 Mayoral Travel | 0 | 91 | 0 | (91) | | (91) | 0.0% |
| 1234 Councillor Allowable Expenses | 174 | 0 | 0 | 0 | | 0 | 0.0% |
| 1235 Councillor Training and Travel | 843 | 80 | 2,000 | 1,920 | | 1,920 | 4.0% |
| 1236 Professional Fees | 3,470 | 3,149 | 5,400 | 2,251 | | 2,251 | 58.3% |
| 1237 Elections | 6,900 | 0 | 6,000 | 6,000 | | 6,000 | 0.0% |
| 1238 Subscriptions | 1,930 | 1,868 | 1,950 | 82 | | 82 | 95.8% |
| 1240 Community Outreach | 1,771 | 6,924 | 5,750 | (1,174) | | (1,174) | 120.4% |
| 1241 Website and IT | 1,645 | 602 | 1,000 | 398 | | 398 | 60.2% |
| 1242 Councillor Allowances | 3,375 | (375) | 5,542 | 5,917 | | 5,917 | (6.8%) |
| CIVIC AND DEMOCRATIC :- Indirect Expenditure | 100,189 | 17,108 | 35,542 | 18,434 | 0 | 18,434 | 48.1% |
| Movement to/(from) Gen Reserve | (99,856) | (15,940) | | | | | |

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Detailed Income & Expenditure by Budget Heading 01/01/2018

Month No: 10

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 | 18,205 | 25,000 | 6,795 | | | 72.8% |
| 2183 Advertising | 600 | 21 | 0 | (21) | | | 0.0% |
| 2184 Accommodation Bookings | 13 | 0 | 0 | 0 | | | 0.0% |
| 2185 Miscellaneous Retail Sales | 519 | 34 | 0 | (34) | | | 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 | 18,260 | 25,000 | 6,740 | | | 73.0% |
| 2100 Retail Sales | 456 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| 2101 Salaries and Pensions | 33,590 | 12,636 | 13,000 | 364 | 364 | 364 | 97.2% |
| 2103 Destination Management | 7,056 | 7,467 | 11,700 | 4,233 | 4,233 | 4,233 | 63.8% |
| 2106 Marketing | 0 | 695 | 1,000 | 305 | 305 | 305 | 69.5% |
| 2113 Water | 86 | (16) | 0 | 16 | 16 | 16 | 0.0% |
| 2114 Utilities | 1,041 | (82) | 0 | 82 | 82 | 82 | 0.0% |
| 2115 Post and Telephone | 472 | 43 | 0 | (43) | (43) | (43) | 0.0% |
| 2116 Stationery | 135 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| 2117 Mill Rent | 1,470 | (563) | 0 | 563 | 563 | 563 | 0.0% |
| 2122 Office Equipment and Supplies | 17,417 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| 2123 Information Boards | 297 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| 2161 Bank Charges | 303 | 60 | 0 | (60) | (60) | (60) | 0.0% |
| 2173 National Express Tickets | 2,694 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| 2174 Community Group Tickets | 1,217 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| 2175 Princess Theatre Tickets | 1,491 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| 2177 Totnes Guide and Website | 18,775 | 18,723 | 20,000 | 1,277 | 1,277 | 1,277 | 93.6% |
| TOURISM :- Indirect Expenditure | 86,502 | 38,963 | 45,700 | 6,737 | 0 | 6,737 | 85.3% |
| Movement to/(from) Gen Reserve | (55,102) | (20,703) | | | | | |
| 301 GUILDHALL | | | | | | | |
| 3181 Admissions | 4,634 | 5,185 | 4,000 | (1,185) | | | 129.6% |
| 3182 Retail Sales | 139 | 79 | 0 | (79) | | | 0.0% |
| 3183 Hire Charges | 3,575 | 3,500 | 4,000 | 500 | | | 87.5% |
| GUILDHALL :- Income | 8,349 | 8,764 | 8,000 | (764) | | | 109.5% |
| 3101 Cleaning | 1,418 | 1,682 | 2,000 | 318 | 318 | 318 | 84.1% |
| 3103 Building Maintenance | 19,731 | 1,586 | 11,000 | 9,414 | 9,414 | 9,414 | 14.4% |
| 3112 Business Rates | 5,324 | 5,132 | 5,485 | 353 | 353 | 353 | 93.6% |
| 3113 Water | 106 | 85 | 200 | 115 | 115 | 115 | 42.4% |

Detailed Income & Expenditure by Budget Heading 01/01/2018

Month No: 10

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| 3114 Utilities | 522 | 413 | 3,000 | 2,587 | | 2,587 | 13.8% |
| 3115 Staff Costs | 6,955 | 1,593 | 5,365 | 3,772 | | 3,772 | 29.7% |
| 3122 Equipment Maintenance | 359 | 1,208 | 1,000 | (208) | | (208) | 120.8% |
| 3125 Marketing and Licences | 27 | 0 | 0 | 0 | | 0 | 0.0% |
| GUILDHALL :- Indirect Expenditure | 34,441 | 11,697 | 28,050 | 16,353 | 0 | 16,353 | 41.7% |
| Movement to/(from) Gen Reserve | (26,093) | (2,933) | | | | | |
| 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 | 9,953 | 16,000 | 6,047 | | 6,047 | 62.2% |
| 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 | 1,216 | 2,500 | 1,284 | | 1,284 | 48.6% |
| 3214 Utilities | 4,142 | 2,440 | 4,000 | 1,560 | | 1,560 | 61.0% |
| 3220 Caretaking Supplies | 1,685 | 908 | 2,000 | 1,092 | | 1,092 | 45.4% |
| 3222 Building Maintenance | 11,560 | (21,579) | 10,000 | 31,579 | | 31,579 | (215.8%) |
| 3250 Licences | 884 | 964 | 2,500 | 1,536 | | 1,536 | 38.6% |
| 3251 Miscellaneous Expenditure | 151 | 176 | 0 | (176) | | (176) | 0.0% |
| 3252 Equipment Maintenance | 5,493 | 5,778 | 1,500 | (4,278) | | (4,278) | 385.2% |
| CIVIC HALL :- Indirect Expenditure | 51,395 | 1,475 | 40,900 | 39,425 | 0 | 39,425 | 3.6% |
| Movement to/(from) Gen Reserve | (45,244) | 1,174 | | | | | |
| 303 PROPERTY MAINTENANCE | | | | | | | |
| 3381 Museum Rent | 0 | 0 | 1 | 1 | | | 0.0% |
| 3382 Guildhall Cottage Income | 10,200 | 7,650 | 9,350 | 1,700 | | | 81.8% |
| 3383 Garage Rental Income | 0 | 150 | 0 | (150) | | | 0.0% |
| 3384 Eastgate Clock Rental Income | 0 | 2 | 1 | (1) | | | 200.0% |
| 3385 Flat 5A Rental Income | 8,798 | 6,255 | 8,200 | 1,945 | | | 76.3% |
| PROPERTY MAINTENANCE :- Income | 18,998 | 14,057 | 17,552 | 3,495 | | | 80.1% |
| 3303 Guildhall Cottage Maintenance | 5,237 | 572 | 6,000 | 5,428 | | 5,428 | 9.5% |
| 3305 Eastgate Clock Rent | 600 | 600 | 850 | 250 | | 250 | 70.6% |
| 3306 Eastgate Clock Utilities | 187 | 125 | 180 | 55 | | 55 | 69.7% |
| 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% |

Detailed Income & Expenditure by Budget Heading 01/01/2018

Month No: 10

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| 3312 Flat 5A Maintenance | 559 | 542 | 1,000 | 458 | | 458 | 54.2% |
| 3314 Guildhall Office Maintenance | 129 | 351 | 500 | 149 | | 149 | 70.2% |
| 3321 Museum Maintenance | 7,800 | 475 | 12,000 | 11,525 | | 11,525 | 4.0% |
| PROPERTY MAINTENANCE :- Indirect Expenditure | 24,707 | 8,019 | 30,578 | 22,559 | 0 | 22,559 | 26.2% |
| Movement to/(from) Gen Reserve | (5,709) | 6,038 | | | | | |
| 401 CEMETERY | | | | | | | |
| 4181 Interment Fees | 5,337 | 3,558 | 3,000 | (558) | | | 118.6% |
| 4182 Memorials | 1,962 | 753 | 2,500 | 1,747 | | | 30.1% |
| 4184 Grant of Rights | 4,514 | 975 | 2,000 | 1,025 | | | 48.8% |
| CEMETERY :- Income | 11,813 | 5,286 | 7,500 | 2,214 | | | 70.5% |
| 4112 Business Rates | 1,774 | 2,939 | 1,500 | (1,439) | | (1,439) | 195.9% |
| 4113 Water | 144 | 55 | 90 | 35 | | 35 | 60.9% |
| 4121 Grounds Maintenance | 6,977 | 16,527 | 28,437 | 11,910 | | 11,910 | 58.1% |
| 4122 Works and Maintenance | 3,291 | 186 | 275 | 89 | | 89 | 67.8% |
| 4123 Chapel | 34 | 66 | 725 | 659 | | 659 | 9.1% |
| CEMETERY :- Indirect Expenditure | 12,219 | 19,773 | 31,027 | 11,254 | 0 | 11,254 | 63.7% |
| Movement to/(from) Gen Reserve | (406) | (14,487) | | | | | |
| 501 OPEN SPACES | | | | | | | |
| 5180 Castle Meadow Rents | 210 | 10 | 210 | 200 | | | 4.8% |
| OPEN SPACES :- Income | 210 | 10 | 210 | 200 | | | 4.8% |
| 5101 Ramparts Walk | 29 | 599 | 1,500 | 901 | | 901 | 39.9% |
| 5102 St Mary's Churchyard | 1,772 | 1,059 | 3,000 | 1,941 | | 1,941 | 35.3% |
| 5103 Castle Meadow Water | 280 | 24 | 0 | (24) | | (24) | 0.0% |
| 5104 Castle Meadow Maintenance | 932 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% |
| OPEN SPACES :- Indirect Expenditure | 3,012 | 1,682 | 6,500 | 4,818 | 0 | 4,818 | 25.9% |
| Movement to/(from) Gen Reserve | (2,802) | (1,672) | | | | | |
| 602 PRECEPT AND INCOME | | | | | | | |
| 6280 Precept | 300,953 | 344,527 | 344,527 | 0 | | | 100.0% |
| 6281 Council Tax Grant | 27,353 | 24,659 | 24,659 | 0 | | | 100.0% |
| PRECEPT AND INCOME :- Income | 328,306 | 369,186 | 369,186 | 0 | | | 100.0% |
| 6202 Bank Charges | 139 | 167 | 150 | (17) | | (17) | 111.3% |
| PRECEPT AND INCOME :- Indirect Expenditure | 139 | 167 | 150 | (17) | 0 | (17) | 111.3% |
| Movement to/(from) Gen Reserve | 328,167 | 369,019 | | | | | |

Detailed Income & Expenditure by Budget Heading 01/01/2018

Month No: 10

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| <u>701 COMMUNITY DEVELOPMENT</u> | | | | | | | |
| 7580 Community Projects | 10,155 | 47 | 0 | (47) | | | 0.0% |
| 7581 Neighbourhood Plan | 4,338 | 15,000 | 0 | (15,000) | | | 0.0% |
| COMMUNITY DEVELOPMENT :- Income | <u>14,493</u> | <u>15,047</u> | <u>0</u> | <u>(15,047)</u> | | | |
| 7501 Community Projects | 24,966 | 5,612 | 5,601 | (12) | | (12) | 100.2% |
| 7502 Neighbourhood Plan | 22,523 | 6,854 | 0 | (6,854) | | (6,854) | 0.0% |
| 7503 Arts and Culture | 4,034 | 9,998 | 15,748 | 5,749 | | 5,749 | 63.5% |
| 7504 Local Info & Support Service | 0 | 12,500 | 20,235 | 7,735 | | 7,735 | 61.8% |
| 7505 Tourism | 0 | 3,784 | 7,670 | 3,886 | | 3,886 | 49.3% |
| 7506 Heritage | 0 | 5,800 | 11,300 | 5,500 | | 5,500 | 51.3% |
| 7507 Visitor Information Officer | 0 | 4,955 | 6,630 | 1,675 | | 1,675 | 74.7% |
| COMMUNITY DEVELOPMENT :- Indirect Expenditure | <u>51,524</u> | <u>49,504</u> | <u>67,183</u> | <u>17,679</u> | <u>0</u> | <u>17,679</u> | <u>73.7%</u> |
| Movement to/(from) Gen Reserve | <u>(37,031)</u> | <u>(34,456)</u> | | | | | |
| Grand Totals:- Income | 420,058 | 435,113 | 433,248 | (1,865) | | | 100.4% |
| Expenditure | 409,711 | 264,137 | 437,685 | 173,548 | 0 | 173,548 | 60.3% |
| Net Income over Expenditure | <u>10,346</u> | <u>170,976</u> | <u>(4,437)</u> | <u>(175,413)</u> | | | |
| Movement to/(from) Gen Reserve | <u>10,346</u> | <u>170,976</u> | | | | | |



For the attention of Catherine Marlton

1 message

amanda smith [REDACTED]
To: clerk@totnestowncouncil.gov.uk

Thu, Jan 11, 2018 at 4:11 PM

Dear Ms. Marlton,

Attached is a copy of the receipts and invoices for plants that I have bought or ordered to put in the town flower bed at the bottom of Bridgetown Hill. This is the bed on your left as the road bears sharp right towards Brutus Bridge.


It is actually owned by Devon Highways, but I look after the bed on behalf of Totnes Gardens. Devon Highways suggested I contact you in the hope that you might get some funding through the Towns and Parishes Grant Scheme.


I intend to buy more plants together with top soil & mulch.


I am paying a gardener to help me with the very heavy work (digging out tree stumps) but otherwise I look after the bed on my own.

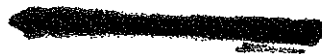
With regards,
Amanda Smith

3 attachments

 **Allium bulbs.pdf**
148K

 **Anemone bulbs.pdf**
139K

 **Plants ordered to date 11.01.2018.docx**
16K



Dispatch to:

Order ID: 202-0066882-6233147

Thank you for buying from Bolly Bulbs® on Amazon Marketplace.

| | |
|-------------------|--------------|
| Order Date: | 12 Nov 2017 |
| Delivery Service: | Standard |
| Buyer Name: | amanda smith |
| Seller Name: | Bolly Bulbs® |

| Quantity | Quantity Included | Product Details | Price | Total |
|---------------------------|-------------------|---|-------|---------------------------------|
| 2 | 2 | 25 x Allium Small Flowered Mixed bulb size 4+ mixed colour spring flower SKU: BDC-MDI-YA5 ASIN: B075DFXFJY Listing ID: 0906SRVAJBS Order Item ID: 04975834756963 Condition: New | £2.88 | Subtotal: £5.76 Total: £5.76 |
| ORDER TOTAL: £5.76 | | | | |

Thanks for buying on Amazon Marketplace. To provide feedback for the seller please visit www.amazon.co.uk/feedback. To contact the seller, go to Your Orders in Your Account. Click the seller's name under the appropriate product. Then, in the "Further Information" section, click "Contact the Seller."

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Order ID: 202-6810614-1483555

Thank you for buying from Garthwaite Nurseries@ on Amazon Marketplace.

| | |
|-------------------|-----------------------|
| Order Date: | 12 Nov 2017 |
| Delivery Service: | Standard |
| Buyer Name: | amanda smith |
| Seller Name: | Garthwaite Nurseries@ |

| Quantity | Product Details | Price | Total |
|----------|--|-------|--|
| 2 | Anemone coronaria De Caen - 20 flower bulbs SKU: bulbs2grow-1068 ASIN: B00EAP5AEC Listing ID: 0414QR3GM0T Order Item ID: 40863530136011 Condition: New Comments: all bulbs hand picked no pre packs | £0.84 | Subtotal: £1.68 Shipping: £3.00 Total: £4.68 |
| | | | ORDER TOTAL: £4.68 |

Thanks for buying on Amazon Marketplace. To provide feedback for the seller please visit www.amazon.co.uk/feedback. To contact the seller, go to Your Orders in Your Account. Click the seller's name under the appropriate product. Then, in the "Further Information" section, click "Contact the Seller."

PLANTS FOR TOWN BED

Thank you for placing an order with **Burncoose Nurseries** on 07/01/2018 at 18:47. If you have any queries please contact us on 01209 860316.

| Qty | Item | Unit Price | Total |
|---------------------|-----------------------|------------|--------|
| 4 | AMELANCHIER lamarckii | £7.50 | £30.00 |
| Goods Total | | | £30.00 |
| Postage and Packing | | | £13.50 |
| Order Total | | | £43.50 |

| |
|--|
| <p>Payment Method: Web - CC Payment transaction status: Success Delivery Option: Smaller Order Courier Instructions: Leave with neighbour if out, please</p> <p>Do Not Deliver Information: None given</p> |
|--|

Marshalls Seeds

Thank you for your order (no. 1323502) with marshalls-seeds.co.uk
 Thank you for using marshalls-seeds.co.uk

Kind Regards
 The Marshalls Team

| Product | Price | Quantity | Expected Delivery Date | Total |
|---|--------|----------|------------------------|--------|
| <u>1150-1120 Birch Betula Jacquemontii - Tree</u> 1 Bare Root Tree | £18.99 | 3 | 19/01/2018 | £56.97 |
| Delivery fee (UK Mainland) | £4.99 | 1 | | £4.99 |

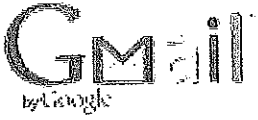
Total before
 savings £61.96
Order Total £61.96

RHS

Thank you for shopping with the RHS. We are pleased to confirm that your order (reference number 4325485) was received on 07 January 2018 and consists of :

| Item | Price | Qty. | Size | Availability | Subtotal |
|----------------------|--------|------|-----------------|----------------|---------------|
| ** Delivery charge** | £4.95 | 1 | | | £4.95 |
| Cornus collection | £13.98 | 2 | 1 collection | within 4 weeks | £27.96 |
| | | | | Total | £32.91 |

Your payment card has now been debited.



Totnes Town Council Clerk <clerk@totnestowncouncil.gov.uk>

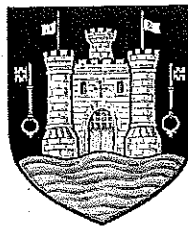
Town bed at bottom of Bridgetown Hill

1 message

amanda smith [REDACTED]
To: Totnes Town Council Clerk <clerk@totnestowncouncil.gov.uk>

Tue, Jan 16, 2018 at 5:06 PM

Dear Catherine,
I have ordered some top soil for the flower bed that has cost £455.00.
Do you think I may be compensated for this and the previous spend in the next financial year?
Regards,
Amanda



ITEM 5

GUILDHALL, TOTNES
BOOKING FORM 2018

| | | | |
|---|-------|--|---------------------------------------|
| Name: | | | |
| Address: | | | |
| Email: | | | |
| Phone: | | Mobile: | |
| Event details: | | | |
| Type of Function: | | | |
| Date/s required: (Available Monday to Saturday excluding bank holidays) | | | |
| Times required: (Available between 9am and 5pm) | | Start time (including set up): | End time (including clear up): |
| Will you be selling alcoholic drinks? | Y / N | Please note a license application to SHDC will be required and proof of license sent to Totnes Town Council in advance of the event. | |
| Will your event involve members of the public? | Y / N | If yes, please attach a copy of your current public liability insurance and risk assessment to your booking form. | |

Hire charges include use of toilets but please note that, due to the historic nature of the building, there is limited disabled access and no disabled toilets available.

| Wedding Hire charges | | | Please tick | Amount payable |
|---|-----------------------|------------------------------------|-------------|----------------|
| Main Guildhall - Low Season (Oct – Mar) | £275.00 + VAT | | | |
| Main Guildhall with Council Chamber - Low Season (Oct – Mar) | £350.00 + VAT | | | |
| Main Guildhall - High Season (Apr – Sept) | £375.00 + VAT | | | |
| Main Guildhall with Council Chamber - High Season (Apr – Sept) | £450.00 + VAT | | | |
| The minimum 3 hour venue hire is included in the above fees. | | | | |
| Additional hours | £40.00 + VAT per hour | No. of extra hours required: _____ | | |
| Maximum capacity is 70. Please note that for weddings/civil ceremonies the Registrar has a separate fee and must be booked and confirmed by the hirer (Tell: 0345 1551002) | | | | |
| Room Hire charges – Saturdays (Maximum capacity is 70) | | | Please tick | Amount payable |
| Main Guildhall – Low Season (Oct – Mar) | £275.00 | | | |
| Main Guildhall with Council Chamber - Low Season (Oct – Mar) | £350.00 | | | |
| Main Guildhall - High Season (Apr – Sept) | £375.00 | | | |
| Main Guildhall with Council Chamber - High Season (Apr – Sept) | £450.00 | | | |
| The minimum 3 hour venue hire is included in the above fees. | | | | |
| Additional hours | £40.00 per hour | No. of hours required: | | |
| Room Hire charges – Monday to Friday (excluding bank holidays) | | | | Amount payable |
| Main Guildhall | £50.00 per hour | No. of hours required: | | |
| Main Guildhall with Council Chamber | £75.00 per hour | No. of hours required: | | |
| Maximum capacity is 70. | | | | |
| | | | Total £ | |

IT IS ESSENTIAL YOU READ THE FOLLOWING STATEMENTS BEFORE SIGNING

I / We acknowledge that we have read the Conditions of Hire and have read and understand the requirements detailed.

I / We hereby make application for the use of the Guildhall Hall, Totnes, for the purpose and on the date(s) as set out above.

I / We undertake to pay the Council's charges due and to abide by the Conditions of Hire as may be in force at the time.

I / We understand that the account for the balance of the hire charge (including any loss, damage or clear up costs incurred by the Council) will be advised following the hiring.

I / We have attached a copy of our public liability insurance.
(Please delete if not applicable)

I/We are over 18 years of age.

| | |
|---|---------------|
| Date: | Signed: |
| Print name: | Organisation: |
| Deposit accompanying the form (50% of full fee) | £ |

If there is any further information / requirements concerning your booking please state:

**Payments can be made by Bank Transfer to:
HSBC - Account No. 01000357, Sort code - 40-44-24.
Cheques payments should be made payable to Totnes Town Council.**

**This form should be returned to:
Totnes Town Council, The Guildhall Offices, 5 Ramparts Walk, Totnes TQ9 5QH**

TOTNES TOWN COUNCIL
GUILDHALL
CONDITIONS OF HIRE

1. DEFINITIONS

- (a) The **HIRER** shall include the person signing the Booking Application Form and/or the organisation on whose behalf such application was made.
- (b) The **COUNCIL** shall include its officers, servants or agents or any persons authorised by them.

2. PURPOSE

- (a) The hirer shall use the hall for the purpose stated on the booking form only, and for no other purpose whatsoever. The times as stated on the booking form must be adhered to.
- (b) The hirer shall not sub-let the hall, or any part thereof, without the written agreement of the Council.

3. STEWARDS

In accordance with the requirements of the Health and Safety Act and as a term and condition of our licensed ceremony status a member of staff or a delegated person of authority will be present throughout the event. Additional stewards may be required depending on the nature of the event and the numbers expected to attend.

4. CAPACITY

- (a) The capacity for the Main Guildhall is 60-70 for fire regulation reasons.
- The Authorised Person is responsible to ensure that the maximum number of persons permitted to be in the Civic Hall at any one time is not exceeded.**

5. HEALTH & SAFETY

Hirers should undertake a risk assessment to quantify hazards, which might arise during the event and devise procedures to minimise any hazard. In addition, hirers are responsible for ensuring that all activities comply with the requirements of the Health and Safety at Work Act 1974.

6. GOOD ORDER

The hirer shall be responsible for keeping good order in the hall and, if the Council directs, provide and pay for additional stewards and/or Police as the Council considers necessary for the proper conduct of the function. Any decision made by the Council is final and not negotiable.

Please note: The hirer should be aware that the hall is situated in a residential area and that every reasonable precaution must be taken to prevent disturbance to occupiers of neighbouring properties, both during and after the event. The hirer should advise their audience / clients to leave the area of the hall in a quiet and responsible manner.

The Council shall not be responsible for any loss or damage due to any breakdown of machinery, failure of the power supply, leakage of water or gas, fire, government restriction or Act of God which may cause the hall to be closed and the hiring interrupted or cancelled. The hirer shall indemnify the Council against any claim which may arise out of the hiring or which may be made by any person or agent of that person who has suffered any loss, damage, injury or death whilst they were in the hall during the period of hire.

7. SELLING ALCOHOL AT EVENTS

The Council does not have a licence for the sale of alcohol on the premises.

8. PAYMENT OF THE HIRE CHARGES

At the time of booking the event the hirer shall pay to the Council a deposit of 50% of the total hire fee **NB: If this deposit is not received, the date will not be reserved for the event.**

The hirer will receive an invoice for the balance 2-3 weeks before the event and full payment must be made before the event can go ahead.

9. CANCELLATIONS

- (a) By the hirer if made by letter:

(i) received by the Council 6 weeks or more before the date of hiring, the deposit shall be repaid to the hirer, less an administrative charge of £30.00.

(ii) received by the Council less than 6 weeks before the date of hiring, no refund of the deposit will be made.

(b) The Council reserves the right to cancel the event and amend the conditions of hire without notice and without any liability of any kind. In the event of the Council cancelling the event the deposit will be returned in full.

10. PROHIBITION OF NAILS, PLACARDS, ETC

No nails, tacks, screws, pins or other like objects shall be driven into any part of the hall; nor shall any placards, tape or other articles be fixed thereto that shall cause damage to the paintwork, plaster or any other part of the fabric of the building.

11. REMOVAL OF HIRER'S PROPERTY

Unless prior arrangements have been made with the Civic Hall Caretaker, all persons and equipment must be off the premises by the time stated on the booking form. The Council accepts no responsibility for any property left on the hall premises.

12. CLEANING

The hirer shall, at the end of the period of hire, leave the hall in a clean and orderly state. **If it is not, an extra cleaning charge will be made, at the discretion of the Council.**

13. SECURITY FOR CONTINGENCIES

The Council may, at any time, without stating a reason, demand, by way of letter addressed to the hirer, such security as the Council may deem necessary to cover any contingency. If such security is not forthcoming within the period stated in the letter, the Council has the right to terminate the hire.

The person signing the Booking Form will be treated by the Council as the Authorised Person. When The Authorised Person is signing the Booking Form on behalf of an Organisation, Club, Society, Association or Company he/she must have the authority to sign and bind the organisation to the Conditions of Hire.

14. RIGHT OF ENTRY

The Council reserves the right to enter any part of the hall during the period of hire.

15. COMPLIANCE WITH THE CHILDREN ACT 1989

The hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons who have passed the appropriate DBS checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The hirer shall provide the Council with a copy of their Child Protection Policy on request.

16. ADDITIONAL HIRER RESPONSIBILITIES

(a) The hirer shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

(b) The hirer shall repay to the Council on demand the cost of re-instating or replacing any part of the hall or any property in or upon the hall which shall be damaged, destroyed, stolen or removed during the period of hire.

(e) The hirer must report all accidents to the member of staff or a delegated person of authority so that they can be recorded in the accident book. Details required include the contact details of the injured person, the date and location of the accident, how and why the accident happened, the injury suffered and treatment given. A First Aid kit is held in the Council Offices and can be supplied by the member of staff or a delegated person of authority if required.

(j) The hirer shall be responsible for preparing and executing Personal Emergency Evacuation Plans for any disable persons taking part or attending the event.

(k) The hirer shall ensure that fire extinguishers are not removed from their locations or discharged unless required to fight a fire.

ACTION ON DISCOVERING A FIRE



Operate the nearest fire alarm call point.



Call the Fire Service by telephoning 999 from a safe location.

Give this address:

Totnes Guildhall, Ramparts Walk, Totnes, Devon, TQ9 5QH.



Attack the fire, if trained to do so with the appliances provided, without taking personal risk



Leave the building by the nearest available exit



Go to the assembly point: ST. MARY'S CHURCHYARD



Notify the Town Council by telephoning 01803 862147

ACTION WHEN THE FIRE ALARM SOUNDS



Leave the building by the nearest available exit

If you have a specific role in an evacuation e.g. Fire marshal, or assisting a disabled person- carry out that role.

You may take what you may need with you-coat, keys; handbag, money etc. in case you are unable to return for some time, but only if this will not unduly delay your evacuation.

Close all doors in the area before leaving but not if this will endanger you, or hinder your escape.



Go to the assembly point: ST. MARY'S CHURCHYARD

Do not re-enter the building or leave the assembly point until told to do so by the Evacuation officer, the Emergency Services or Estate Patrol. The fact that the fire Alarm has been silenced is NOT a signal that you may return to the building.

ACTION ON RECEIVING A BOMB THREAT OR FINDING A SUSPECT PACKAGE

*Notify any persons in the building verbally. **DO NOT** activate the fire alarm or use mobile phones*

Call the Police and Fire Service by telephoning 999 from a safe location.

Give this address:

Totnes Guildhall, Ramparts Walk, Totnes, Devon, TQ9 5QH.



Leave the building by the nearest available exit



Go to the assembly point: MARKET SQUARE

Notify any persons/residents in the vicinity of Ramparts Walk to clear the area.



Notify the Town Council by telephoning 01803 862147.

Do not re-enter the building or leave the assembly point until told to do so by the Evacuation officer or the Emergency Services.

DEADLINE 28TH FEB 18

ITEM 7



TOTNES TOWN COUNCIL

COUNCILLOR ALLOWANCE CLAIM FORM

| | | |
|--------------------|---|---------|
| Title | | |
| Full name | | |
| Address | Postcode: | |
| Date of birth | | |
| Marital Status | Single / Married / Divorced * (* delete as appropriate) | |
| Telephone numbers | Home: | Mobile: |
| E-mail | | |
| NI number | | |
| Bank Details | Bank: Name on account: Sort code: Account number: | |
| Employee statement | You need to select one of the following statements (please circle) : A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension. B - This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension. C - As well as my new job, I have another job or receive a State or Occupational Pension. | |

I wish to claim my Councillor Allowance for 2017/18.

Signed: Date:

Guidance relating to Taxation of Members' Allowances and Expenses can be found at <https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim65970>

It states that:

'For tax purposes council members and civic dignitaries are treated in the same way as any other individual who holds an office or is an employee. Earnings received from an office or employment are chargeable to income tax as employment income. PAYE arrangements apply to these earnings as they do to any other employment. 'Earnings' has a wide meaning - it includes salaries, fees, wages and any other profits received from an office or employment. It also includes allowances paid to cover expenses incurred in carrying out the duties of an office or employment, unless these allowances do no more than reimburse expenses actually incurred and which are deductible for tax purposes.'

Also:

'Procedure at the end of the tax year

Members who receive tax returns should include figures for all their income on their Self-Assessment tax return. They will also include all claims they wish to make.

- They should send their completed tax return back to their tax office by 30 September after the end of the tax year if: they want HMRC to calculate their tax bill for them and/or
- they wish tax (below £2000) to be collected through next year's PAYE code where practicable.

The deadline for sending back their tax return is 31 January after the end of the tax year.

HMRC will make any repayment due. If there is tax to pay, the member should pay it by 31 January after the end of the tax year.

Members who do not receive tax returns will have their tax checked by HMRC in the traditional way. They should send any claims to their tax office after the end of the tax year as now.'

Street Café Information for Town Councils

Overview

Any premises that wish to use café seating and tables on the highway – that is any paved or pedestrianised area, which is maintained at public expense, must apply for a street café licence. If tables and chairs are placed on the highway without the correct permissions in place, the premises are doing so illegally. The premises may also invalidate their Public Liability Insurance in the event of a claim.

Devon County Council is the licensing authority for Street Cafe licences, we have a duty of care to ensure that the highway is safe and easily accessible for all highway users. The way we do this is by issuing a licence to businesses who have agreed to our terms and conditions.

It may be possible to delegate this responsibility to a Town Council, but only after the full process has been agreed. This agreement should be reviewed periodically and we reserve the right to withdraw permission should the Town Council not adhere to the guidelines for the issuing of these licences.

Devon County Council have the power to remove unlicensed items from the highway and non-compliance may result in a £1000 fine plus removal costs.

What is a Street Café Licence?

A street café licence is issued in the applicant's name, at the premises address and confirms the operating conditions that have been agreed.

Licences are not transferable. Should a premises change ownership, the new owner must apply for a licence in their own name. They cannot trade under the licence issued to the previous owner.

A licence is issued for specific operating hours and for a specific number of tables and chairs in a set area. If the premises do not adhere to the agreed conditions, their licence can be withdrawn or may not be renewed the following year.

Tables and chairs must be removed from the highway outside of the agreed operating hours.

Licences are issued for a period of 12 months, with an annual renewal.

Should an applicant wish to change the operating conditions of their street café licence, they should submit a new application and a new consultation will need to be carried out.

How does an applicant apply?

The application form and copies of the terms and conditions and guidance notes are available on our website:

<https://new.devon.gov.uk/roadsandtransport/make-a-request/street-cafe/>

The applicant should read the terms and conditions and the guidance notes to ensure that the site meets the criteria for a street café **before** submitting their application. It is also important that they check with the local planning department of the District Council, that the use of their building gives permission for the use of outdoor seating.

If this is not already in place, this should be applied for before the application for the street café licence is submitted. If permission is not already in place, it will be highlighted by the planning department during the consultation stage. Before the street café licence can be issued to the premises, they will need to provide evidence that this permission has been put in place.

Any street café licence issued must be in line with any conditions set out by the local planning department.

If the premises changes hands, the new owners should not assume that this permission is in place. They should check that their proposed operating hours and numbers of tables and chairs, are permitted by any permission already in place with the District Council planning department.

If the current conditions specified by the District Council do not cover the operating hours and number of furniture items proposed by the new owner, they will need to apply for a variation to the condition through the planning department to amend the condition. It is likely that the planning department will need to carry out a new consultation. Application forms and details regarding costs will be available via the District Council.

What is the application process?

When the application is received it is assessed to make sure that it meets the criteria for a street café licence. If there are any questions regarding the application, the site plans or requested operating conditions, the applicant should be contacted to discuss this. It may be necessary for the applicant to compromise on the number of tables and chairs or the requested operating hours.

For each new street café licence application, it is necessary for a public consultation to be carried out. There is a statutory notice period of 28 days, during this period the following parties will be consulted:

- Immediate neighbours – either side, above and opposite the premises
- The Planning department of the relevant District Council

- The relevant Town or Parish Council
- Local Fire Station
- Local Police Station
- South West Ambulance Service NHS
- County Councillor

Town Councils who undertake consultation will also need to consult with Devon Highways.

At the end of the consultation period, all responses are reviewed and any valid objections should be considered before deciding whether the licence can be granted. It may be necessary to include special conditions on the licence when it is granted which are specific to that location.

A response should be sent to any objectors, where the licence has been agreed, the reasons and details of any compromises reached with the premises over the operating conditions should be included.

The licence is issued detailing the operating hours which have been agreed and the number of tables and chairs. A map should be attached which shows the premises outlined in blue and the area where the premises can use the furniture marked in red.

What would the Town Councils responsibilities be?

- Processing application for new street café licences and renewals
- Act as point of contact for new enquiries and queries regarding existing licence holders
- Assessing whether the application meets the requirements as set out in the guidance notes and terms and conditions
- Carrying out the public consultation for all new applications
- Issuing the licence to the premises, a copy of the licence should be sent to Devon Highways
- Monitoring the premises in their area to check that premises are adhering to the site-specific conditions on their licence and that the licence is displayed in the premises, as per the terms and conditions
- Contact premises prior to their licences expiring to arrange renewal
- Contact premises which are operating without a licence, after reasonable attempts have been made to licence the premises, notifying Devon Highway of any premises that require enforcement. Evidence of all correspondence and conversations between the Town Council and the premises must be recorded to assist with the enforcement
- Setting the fees for new applications and renewals in their area, this should take in to consideration the level of work involved for processing this licence.

Frequently Asked Questions from Premises

Why do I need a licence?

It is our duty to ensure that the highway (including footways and pavements) are safe and accessible to all members of the public. Obstruction of pavements can present a serious problem, particularly to elderly or disabled people, and may be a hazard.

We are required to carry out a consultation before issuing a licence for tables and chairs on the highway, which is why it takes a long time for us to issue a licence and which is why we recommend you apply as early as possible.

What happens if I don't apply for a licence?

You would be committing an offence under the highways act 1980. Any incident involving public safety relating to your equipment on the highway would be your full responsibility, and it is unlikely your insurance would cover this without a licence from us.

Once we are aware of unlicensed items on the highway we will issue you a notice requiring you to remove the items or obtain a licence within a certain time period. If this notice is not complied with we have the power to remove the items and fine you up to £1000.

Are picnic benches ok?

No – tables and chairs must be easily movable if required, and must not be left out overnight.

Do I need to get planning permission as well as a highway licence?

We advise you to check with your local planning authority as planning permission may also be required.

I have just taken ownership of a premises. Is the previous owners licence still valid?

No, the licence gives permission to the applicant only. You would have to make a new application, and check with your local planning authority regarding planning permission.

Is a consultation needed if I am just renewing my licence?

We must carry out a consultation if the details of the licence change – so if you have changed the number of tables and chairs or your operating hours, for example, then a new consultation will be needed.

I've already got planning permission for outdoor tables and chairs – do I also need a highway licence?

Yes – if you are planning to place any items on the highway, you will need a licence from the highway authority (us) as well.

My balcony overhangs the pavement – can I put out tables and chairs under there without a licence?

If the furniture is on any part of the highway (pavements and footways) you will need a licence. Check your property deeds to identify what is within your

premises boundary – remember you do not necessarily own the pavement in front of your property! If in doubt contact us for help.

My premises already hold a street café licence, can we increase our operating hours and put out extra tables and chairs when there is a local special event? It is not possible to grant a temporary extension to the operating hours or increase to the amount of furniture that can be used under the street café licence. Any changes to the conditions of the licence would require a 28-day public consultation.

Street Café licence enforcement procedure for Town Councils

1. Town council talks to the business but once all efforts to persuade them to apply for a licence, or comply with the licence they hold, have been exhausted, contact our NHO.
2. Local NHO speaks face-to-face to the business owner, explaining why street cafés need to be licenced, what they need to do, and the potential consequences.
3. We (Devon Highways) confirm this visit in writing.
4. Wait 7 calendar days for business to contact town council.
5. Check with town council and if no contact, we issue a legal notice.
6. If possible, we check to ensure tables and chairs are still there.
7. Items removed no less than 7 calendar days after notice and kept safe for 28 days. During removal, letter is delivered to business explaining what has happened and what they need to do next (ie contact us and pay to recover the items)

Totnes Tourism Partnership

Meeting Minutes

9 January 2018

Present: Dave Tinker (Totnes Chamber of Commerce, Out of the Blue), Sam Branch [Minutes] (Totnes Destination Manager), Kathy Alexander (Bay Horse Inn), Anna Roach (Visit South Devon)

Apologies Katie Tokus (Sharpham Trust) Matt Bulford (English Heritage), Rosie Adams (Totnes Town Council), Karen Jonas (Dartington Trust), Dick Wood (South Devon Railway, Visit Devon, DATA), Thea Platt (TTT), , Penny Johns Dart Harbour, John Elford (Totnes Pound) and Catherine Marlton (Totnes Town Council)

Next meeting: Tuesday 17th April at 10am – Totnes Council

I. Minutes

The following points were discussed:

Marketing Update**2017 Guide Update**

SB gave an update on marketing for Totnes as follows:

Take One Media had 40k guides in 2017 with the aim of undertaking a national distribution of 30k and a regional distribution of 10k – by the end of the year they had distributed 37,100 with approximately 1000 being left in stands and 1800 left in the warehouse. This is very good overall but it has meant that we have been able to reduce the print run for 2018 and tighten the campaign based on those areas that went well.

The areas that did well tend to have towns with some sort of synergy with Totnes in terms of creativity or history. Areas that didn't do well will be dropped including service stations – it's the wrong demographic and people tend to be on their way to a destination therefore they prefer attraction leaflets.

We will use the money saved from the service stations and areas that didn't do well to increase the number of supermarkets in areas that did do well e.g. Taunton, and to increase the number of locations in the south east.

We're due to meet again in mid-April to review the 2018 campaign.

2018 Guides

The 2018 guides have been delivered with 30k going to Take One Media for the national and regional distribution, and 10k coming to VT (in two batches due to space issues). We only printed 40k this year due to their being less income from advertising and we have tightened the national and regional distribution as we now know which areas did and didn't work meaning there will be less wastage.

10k will be distributed locally through the information points at 7 Stars, Totnes Bookshop and seasonal TIC, will be sent to advertisers with a letter asking them to re-order, delivered to businesses in town and St. Mary's Church. The church got through 4,500 in 2017.

Dave from Chamber is concerned that we are targeting people who are already here with this distribution however it was felt by Kathy that this is very important as she sees people using the guide as a directory, and it is crucial for those who have arrived with no accommodation booked. If she is full she will give them a guide so that they can try elsewhere in town.

Anna from VSD mentioned that their advertising numbers and revenue have remained static and they also had drop off from some of the bigger advertisers which was the same as us.

Drop off in advertising

SB mentioned that there had been a drop off in number of advertisers year on year with very few retailers and eateries - Dave explained that a lot of the retailers are losing money and struggling to keep afloat which is why they probably wouldn't advertise, however they all want to increase footfall in Jan & Feb.

Dave explained that advertising doesn't work for retailers as it costs so much however he would contribute x amount to get people in the town somehow. SB will look at ideas and suggest to members.

Anna suggested having a few pages in both the shopping and eating out sections where some of the businesses are just listed, like a directory, and they only pay £20 - £50 as an example. Dave said he would be willing to pay this and help with asking others. This can be explored in the summer when we look at creating something for 2019.

Coach Marketing

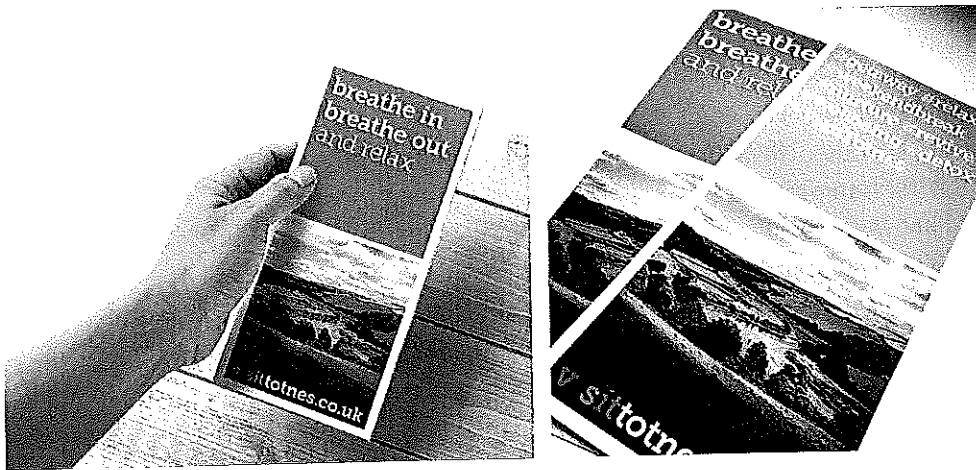
Dave also said that he had noticed a decrease in the number of coach trips in the winter so it was suggested that we try to encourage more to visit from Jan - March. SB said that she will try to arrange some meetings with some of the big companies and it was also suggested that we advertise Totnes to them in their coach packs and talk to them about adding Totnes to their day trip packages if they aren't already doing so.

Dave and Anna suggested creating a map with shops and eateries advertised around the edge or on the back. SB will get some quotes for this however it will need to pay for itself with advertising. Dave has said that he would be willing to advertise on this with a money off special offer if it was distributed to those on the day trip before they come to town.

Dave mentioned that the coach trips tend to be here for about 2 hours but we should push for a minimum of 4 as they don't have enough time. SB will discuss this with them to find out more.

He also suggested offering the driver a free meal while they're here to incentivize them to stay longer. SB will look into this.

London Campaign



For the first time, we are trialling the distribution of 1,000 DL sized leaflets in London in February and March (depending on how long they take to be picked up). These are being distributed by Take One using their table top leaflet dispensers along the Northern Line Living route in coffee shops, delis etc. Places where there is a fairly high dwell time, places where people tend to stop on their way home from work or at the weekends, targeting singles, young couples and couples without children - those with money to spend and time to burn! There will also be a Family Living Line as well targeting families but not until March. If we want to distribute along this circuit we will need more budget to re-print leaflets and pay for the distribution - this could be sponsored by members.

We are trialling 2 different front covers with the orange going out in February and the turquoise in March and we are leading with a 'relax' message on the front and a message to remind that that we are only 3 hours on the train from London. Dave also suggested that we should mention how much it might cost which is something we could trial either in London or a different area if the campaign is successful.

We will be able to test exactly how many of each are picked up (or how quickly they get picked up) and check Google analytics to see if there is a difference in the numbers of people searching

from London. We decided to put orange out in Feb as it's a bright sunny colour which should hopefully be more appealing when it's likely to be cold and wet still.

Retail Update

Dave would like to see the Tuesday Elizabethan Market re-energised and potentially return to being a normal market like the Friday and Saturday ones.

He also said that the Xmas Markets see him through to Easter financially as they're so busy but in general there has been mixed feedback about them.

Budget update

Catherine Marlton went through the budget which has been agreed and allocated to tourism related marketing which is as follows:

- £1,000 Marketing
- £12,500 Visitor Officer from April - October (location to be agreed)
- £17,298 Totnes Guide
- £2,400 Web development
- £1,595 National Distribution of the guide
- £625 London DL and local distribution

TOTAL: £35, 418 + SB Marketing Manager increased hours to 20 per week

Catherine said that this is an increase on 2017.

Physical Evidence

Dave mentioned how many improvements were being made to the town in Newton Abbot with new planters, benches and marketing and wondered where they got their money from. Catherine recognised that this was the case and that we were trying to get there as well. Kathy highlighted the difficulty with South Hams council not contributing to tourism financially.

Visitor Information Officer

The new Information Officer will wear a Visit Totnes branded t-shirt again. Kathy has said that she would wear one for her guided tours as well.

When discussing potential locations for them Kathy mentioned that the old Yo My Gosh shop was being taken over and whether they could sit in there. SB will investigate.

New Members for the Tourism Partnership

Members agreed that quarterly meetings would be fine and that we should invite new people to attend the meetings to alleviate the drop off in attendance.

**MINUTES OF THE TOTNES NEIGHBOURHOOD PLAN TASK AND FINISH GROUP
MONDAY 18TH DECEMBER 2017 AT THE GUILDHALL TOTNES**

Present: Councillors R Adams (Chair), M Adams, M Barker, P Paine, J Sweett and J Westacott MBE.

In Attendance: Cllr R Hendriksen, Cllr J Hodgson, Cllr M Parker, Cllr A Simms, Cllr T Whitty, Cllr John Birch, Sara Halliday (Administrator), Mary Coughlan-Clarke (Neighbourhood Plan Coordinator), Press and Public.

Apologies: None.

| No | Subject | Comments |
|----|--|--|
| 1 | To discuss the proposed membership of the Totnes Neighbourhood Plan (TNP) Task and Finish Group. [A copy of the proposed membership list is at Annex A]. | <p>The Chair circulated a list of names for the proposed membership of the TNP Task and Finish Group for discussion, which drew together members of the Operations Committee, Totnes Town Council Committee Chairs, and individuals from within the community.</p> <p>Cllrs Barker and Sweett both said that they would do any tasks asked of them but did not wish to be members of the Group. Both felt that they did not have the necessary time or skills required to devote to the Group. Cllr M Adams would be part of the membership and due to a pecuniary interest would absent herself from any discussions or work involving the Steamer Quay.</p> <p>Cllr Paine expressed concern that the wider membership of the Group should only be considered once the tasks are identified. Cllr R Adams set out that she saw the proposed membership as an initial list and agreed that co-opting people with the skills necessary to carry out specific tasks as work progresses would be required, and all such inclusions would go to Full Council for approval.</p> <p>All members would need to complete a declaration of interests to ensure transparency.</p> <p>The RECOMMENDATION to Full Council was for the proposed membership (minus Cllr Barker) to be approved. Voting: 4 (four) votes in favour (Cllrs R Adams, M Adams, Paine and Westacott MBE) and 2 (two) abstentions (Cllrs Barker and Sweett).</p> |
| 2 | Administration and running of the TNP Task and Finish Group. | <p>The Group will meet after the Operations Committee is held (usually the third Monday of each month). All meetings will be open to the public and recorded. The meetings will be clerked by the TTC Administrator.</p> <p>Cllr Westacott MBE sought assurance that the work carried out to date on the draft TNP would not be wasted, and that the Task and Finish Group would concentrate its efforts in reviewing the comments received from the public consultation in order to revise the draft policies as required. Cllr R Adams confirmed this to be the role of the Task and Finish Group.</p> <p>Devon Communities have been approached to run a training session on Neighbourhood Planning which will cover aspects such as policy writing, policy planning, community engagement and meeting the inspection criteria. The potential dates (22nd, 23rd or 24th January 2018) for delivery</p> |

| | | |
|---|--|--|
| | | will be circulated to all members of the Task and Finish Group and all TTC Councillors to identify a date that will be best attended. |
| 3 | The proposed date of the next meeting – 22nd January 2018 at 7pm in the Guildhall. | It was agreed to have an interim meeting on 11th January at 7pm in the Guildhall in addition to the planned meeting on 22nd January at 7pm in the Guildhall. |

ANNEX A

TOTNES NEIGHBOURHOOD PLAN TASK AND FINISH GROUP – PROPOSED MEMBERSHIP

Cllr Rosie Adams (Chair)
~~Cllr Barker (Operations Committee)~~
 Cllr Marion Adams (Operations Committee Chair)
 Cllr Paine (Operations Committee)
 Cllr Westacott MBE (Personnel Committee Chair and Operations Committee)
 Cllr Simms (People Committee Chair)
 Cllr Hendriksen (Planning and Place Committee Chair)
 Lindsay Garner
 Andy Garner
 Rev Steve Jones
 Claire Allford
 Georgina Allen
 Cllr John Birch
 Chris Watson
 Stu Lambert
 Carmen Luscombe
 Lindsay Cowling

**MINUTES OF THE TOTNES NEIGHBOURHOOD PLAN TASK AND FINISH GROUP
MONDAY 11TH JANUARY 2018 AT THE GUILDHALL TOTNES**

Present: Councillors R Adams (Chair), M Adams, P Paine, A Simms, J Westacott MBE, SHDC Cllr J Birch, G Allen, C Allford, L Cowling, S Jones and C Watson.

In Attendance: Cllr J Hodgson, Cllr B Piper, Cllr T Whitty, Sara Halliday (Administrator), and Public.

Apologies: Cllrs R Hendriksen and M Parker.

| No | Subject | Comments |
|----|--|---|
| 1 | Introductions – at the first full meeting, all to introduce themselves and to say who they are representing. | All members introduced themselves to the group to ensure that all were aware of who they are and the interests of the town that they represent. |
| 2 | To address any actions arising from the meeting on 18 th December 2017. | The minutes were agreed. Confirmation that the training day will be held on Monday 22 nd January from 10am-4pm in the Guildhall. |
| 3 | To review and agree the Terms of Reference for the Totnes Neighbourhood Plan Task and Finish Group. | A question was raised about the Totnes Neighbourhood Plan website which requires updating. Action: Website update (TTC Offices). The Terms of Reference were agreed unanimously. |
| 4 | To discuss and prioritise the common themes arising from the public consultation period in Summer/Autumn 2017. | The common themes identified in the public consultation were agreed, with an addition to Steamer Quay to include: the pedestrian bridge; and employment impact of proposals as currently drafted. Concerns were also raised about: the lack of social infrastructure in Bridgetown; the emphasis placed on Bob the Bus by developers as a solution to transport and mobility; and whether a moratorium on second homes should be included. |
| 5 | Totnes Neighbourhood Plan Policies: a) To review the Totnes Neighbourhood Plan policies and South Hams District Council comments; b) To identify, agree and prioritise those that need redrafting; and c) To identify owners to take this work forward. | Cllr Birch explained a list of existing policies that he believes need to be reviewed to ensure that the Totnes Neighbourhood Plan conforms to the Joint Local Plan (JLP) housing numbers and to provide clarification on specific locations or terms used. Action: Totnes section of the JLP to be circulated to all (TTC Offices). General comments concerned viewing the wording for policies connected to transport, green spaces, and the inclusion of the St Mary's Church partnership proposals and youth provision. The Chair asked that Task and Finish Group members review the policies as currently drafted and return to the next meeting prepared to discuss points 5b and 5c. Action: All. |
| 6 | To consider the actions identified at the last Neighbourhood Plan Steering Group. | It was agreed that these actions should be taken forward. Action: TTC Offices to check the status of Bridgetown green spaces with the Neighbourhood Plan Coordinator. |
| 7 | To note the date of the next | Noted |

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| meeting – Monday 22 nd January at 7pm. | |
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NEIGHBOURHOOD PLANNING BUDGETS

| 2017/18 budget | |
|-------------------|---|
| £15,000.00 | 2017/18 Budget |
| -£1,200.00 | Coordinator cost April |
| -£1,350.00 | Coordinator Cost May |
| -£1,200.00 | Coordinator Cost June |
| -£1,500.00 | Coordinator Cost July |
| -£1,200.00 | Coordinator Cost August |
| -£204.23 | Informal consultation Room hire, publicity etc |
| -£1,200.00 | Coordinator September |
| -£187.50 | Room hire September |
| -£83.40 | Website Hosting renewal |
| -£48.00 | Room Hire October |
| -£141.60 | Students October – re detailed map work |
| -£195.00 | Room hire |
| -£5.97 | Refreshments |
| -£1,200.00 | Coordinator October |
| -£1,200.00 | Coordinator November 2017 |
| -£930.00 | Coordinator December 2017 |
| -£38.81 | Facebook adverts |
| -£101.25 | Room Hire |
| £3,014.24 | Left end of 2017 |
| -£150.00 | Coordinator January |
| -£700.00 | Overtime for internal administration until the end of Feb 2018 |
| -£350.00 | Devon Communities training |
| -£1,500.00 | Design and printing of final draft for public consultation |
| £314.24 | Left until 31st March 2018 - spend on professional support? |
| 2018/19 budget | |
| £6,350.00 | BUDGET AGREED for 2018/19 financial year |
| -£500.00 | Marketing/publicity 2018 |
| -£250.00 | Stationary/Misc 2018 |
| -£1,000.00 | Assuming document is agreed at referendum, printing costs for hard copies |
| £4,600.00 | Left until 31st March 2019 - spend on professional support? |

