



**AGENDA FOR THE OPERATIONS COMMITTEE**  
**MONDAY 19<sup>th</sup> FEBRUARY 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 19<sup>th</sup> February 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.	
	<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 a) Tourism Community Budgeting – Tourism core budget £5560 b) Mayoral budget - Councillor Training £300 c) Neighbourhood Planning – Staff costs £275	Enclosure
4	To consider the Civic Square improvement project and proposed consultation process	Enclosure
5	To note the deadline for the Councillor Allowances claims for 2017/18 of 28 <sup>th</sup> February 2018	Verbal update from the Town Clerk
6	To consider an update on the Council Venue Working Group meeting	Verbal update from the Town Clerk
7	To consider the January 22 <sup>nd</sup> 2018 NP Task and Finish Group and any actions/expenditure required.	Enclosure
8	To review the NP budget and approve any expenditure proposed.	Enclosure
9	To consider security improvements to the Guildhall and Civic Hall and how to fund them.	Verbal update from the Town Clerk
10	To note the date of the next meeting: Monday 19 <sup>th</sup> March 2018 at 3pm	
<i>The Council will be asked to <b>RESOLVE</b> 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>		
11	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees)	Enclosure
12	To consider quotes for the conversion of the Elizabethan Store and agree a budget allocation (confidential as contains commercially sensitive information)	To be circulated at the meeting

**This meeting will be followed by a Neighbourhood Plan Task and Finish Group at 7pm**

**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





**PART 1 MINUTES FOR THE OPERATIONS COMMITTEE  
MONDAY 22<sup>ND</sup> JANUARY 2018 AT THE GUILDHALL TOTNES**

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

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.	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.	None.
3	To consider the budget monitor and any virements needed	The budget monitor was noted and no virements currently required.
4	To consider a request for a contribution to a local planting scheme	It was <b>AGREED</b> that this request would be declined. The Town Clerk will write to the individual concerned and ask them to liaise with existing community groups such as Bridgetown Alive.
5	To consider the revised Guildhall Booking Form and Prices	The new booking form and hire rates were <b>AGREED</b> .
6	To receive an update about the Town Mill and Totnes Image Bank	It was noted that the Image Bank archive is being moved into Eastgate Clock.
7	To note the process for the Councillor Allowances claims for 2017/18	The form and process was <b>AGREED</b> . The deadline for claims is 28 <sup>th</sup> February 2018 for the 2016/17 financial year. The allowance would be pro-rated for new Councillors.
8	To consider the issues around street licensing in the town	Concerns were raised by the Clerk and Councillors regarding the amount of work involved in street licensing in light of the detailed guidance from DCC. It was <b>RECOMMENDED</b> to Full Council that the responsibility for street licensing should be handed back to DCC with immediate effect.
9	To consider an update on the Council Venue Working Group meeting	Informal update on remedial works and improvements was noted.
10	To note the minutes of the Tourism Partnership meeting	Noted.
11	To consider conversion of the Elizabethan Store and estimated costs	Cllr Westacott declared a pecuniary interest and left the room.

		<p>It was <b>AGREED</b> that the Clerk would pursue the conversion of the Elizabethan Store to accommodate the Visitor Information Officer and Town Officer roles. The estimated cost of this refurbishment is £8,000 and will come in within budget for 16/17.</p> <p>Cllr Westacott rejoined the meeting.</p>
12	To consider the December 2017 and January 2018 NP Task and Finish Notes	Noted.
13	To review the NP budget	The attached NP budget review was considered and <b>AGREED</b> . The internal administrative support would cease at the end of February.
14	To note the date of the next meeting: Monday 19 <sup>th</sup> February at 5pm (CHANGED TO 3PM)	Start time moved to 3pm.

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

Catherine Marlton, Town Clerk



Detailed Income & Expenditure by Budget Heading 01/02/2018

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>101 ADMINISTRATION</b>							
1190 Events & Venues Income	6	0	0	0			0.0%
6283 Car Park Permits	0	833	0	(833)			0.0%
6284 Green Sacks Sales	0	13	0	(13)			0.0%
ADMINISTRATION :- Income	<u>6</u>	<u>845</u>	<u>0</u>	<u>(845)</u>			
1101 Salaries and Pensions	30,747	112,843	133,925	21,082		21,082	84.3%
1103 Staff Training and Travel	653	2,623	2,500	(123)		(123)	104.9%
1105 Staff Eye Tests	174	99	380	281		281	26.2%
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	1,777	2,750	973		973	64.6%
1111 Office Supplies	2,042	744	2,000	1,256		1,256	37.2%
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	1,023	500	(523)		(523)	204.6%
1169 Car Park Permits	0	1,608	0	(1,608)		(1,608)	0.0%
ADMINISTRATION :- Indirect Expenditure	<u>45,584</u>	<u>128,047</u>	<u>152,055</u>	<u>24,008</u>	<u>0</u>	<u>24,008</u>	<u>84.2%</u>
Movement to/(from) Gen Reserve	<u>(45,578)</u>	<u>(127,202)</u>					
<b>102 CIVIC AND DEMOCRATIC</b>							
1277 Civic Events	332	1,168	0	(1,168)			0.0%
CIVIC AND DEMOCRATIC :- Income	<u>332</u>	<u>1,168</u>	<u>0</u>	<u>(1,168)</u>			
1201 Salaries and Pensions	73,606	0	0	0		0	0.0%
1202 Mayoral Allowance	0	305	3,250	2,945		2,945	9.4%
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	662	1,000	338		338	66.2%
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	390	2,000	1,610		1,610	19.5%
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	<u>100,189</u>	<u>17,571</u>	<u>35,542</u>	<u>17,971</u>	<u>0</u>	<u>17,971</u>	<u>49.4%</u>
Movement to/(from) Gen Reserve	<u>(99,856)</u>	<u>(16,403)</u>					

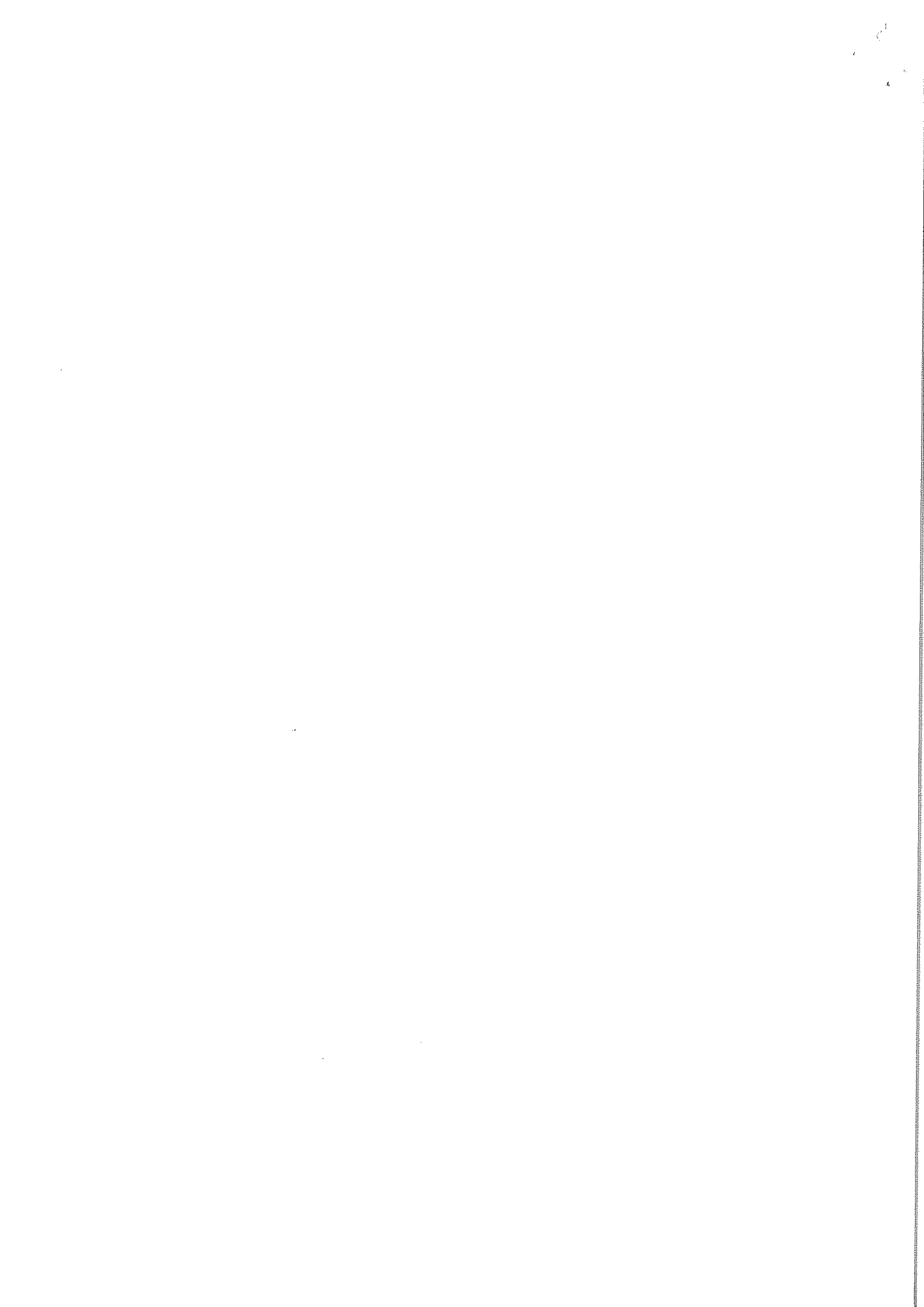


## Detailed Income &amp; Expenditure by Budget Heading 01/02/2018

Month No: 11

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>201 TOURISM</b>							
2181 Retail Sales	2,274	0	0	0			0.0%
2182 Totnes Guide and Website	21,861	19,580	25,000	5,420			78.3%
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%
<b>TOURISM :- Income</b>	<b>31,400</b>	<b>19,635</b>	<b>25,000</b>	<b>5,365</b>			<b>78.5%</b>
2100 Retail Sales	456	0	0	0		0	0.0%
2101 Salaries and Pensions	33,590	12,636	13,000	364		364	97.2%
2103 Destination Management	7,056	8,036	11,700	3,664		3,664	68.7%
2106 Marketing	0	1,270	1,000	(270)		(270)	127.0%
2113 Water	86	(16)	0	16		16	0.0%
2114 Utilities	1,041	(82)	0	82		82	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	60	0	(60)		(60)	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	18,723	20,000	1,277		1,277	93.6%
<b>TOURISM :- Indirect Expenditure</b>	<b>86,502</b>	<b>40,107</b>	<b>45,700</b>	<b>5,593</b>	<b>0</b>	<b>5,593</b>	<b>87.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(55,102)</b>	<b>(20,472)</b>					
<b>301 GUILDHALL</b>							
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	3,896	4,000	104			97.4%
<b>GUILDHALL :- Income</b>	<b>8,349</b>	<b>9,160</b>	<b>8,000</b>	<b>(1,160)</b>			<b>114.5%</b>
3101 Cleaning	1,418	1,942	2,000	58		58	97.1%
3103 Building Maintenance	19,731	1,586	11,000	9,414		9,414	14.4%
3112 Business Rates	5,324	5,702	5,485	(217)		(217)	104.0%
3113 Water	106	116	200	84		84	57.9%



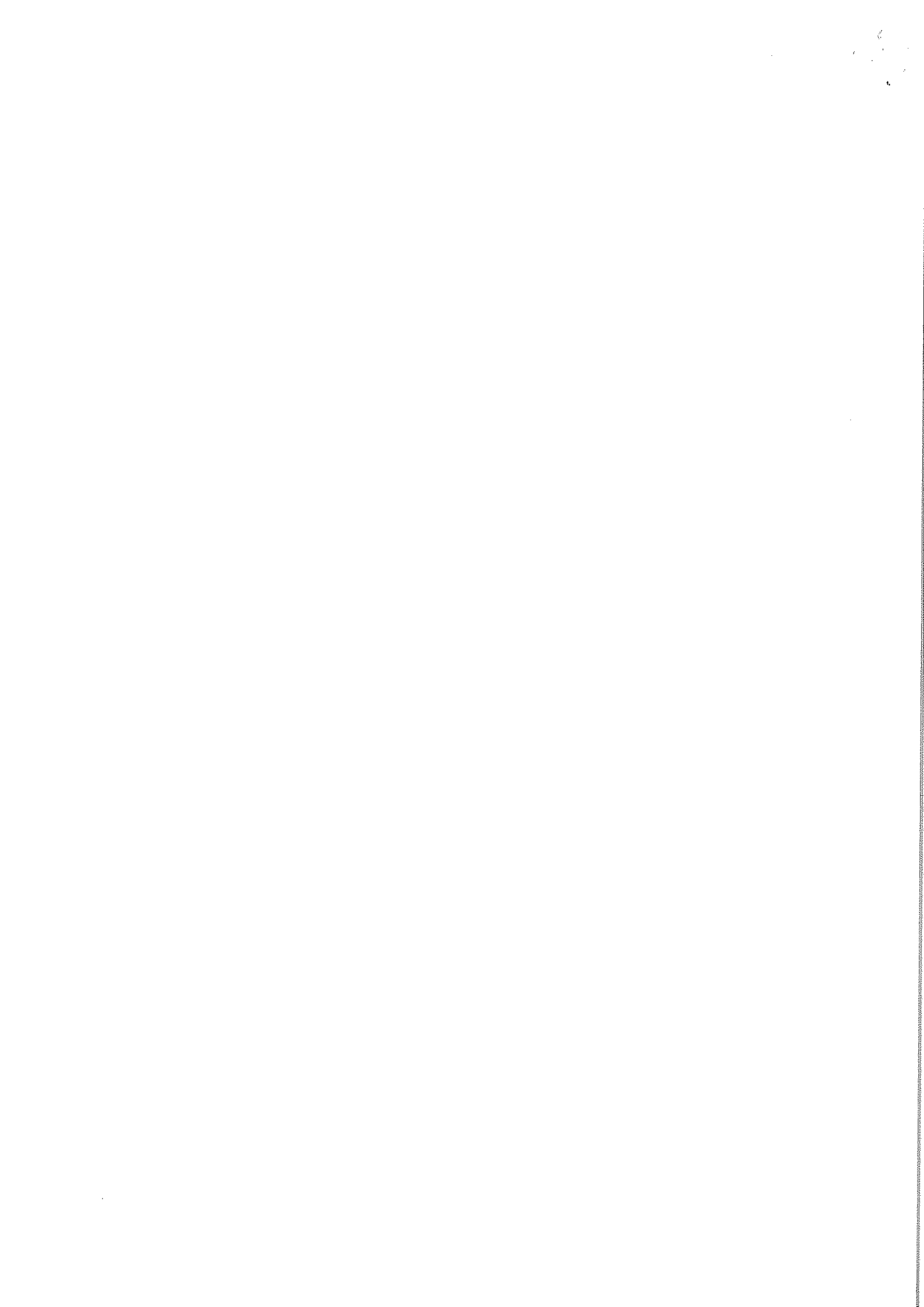


## Detailed Income &amp; Expenditure by Budget Heading 01/02/2018

Month No: 11

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3114 Utilities	522	457	3,000	2,543		2,543	15.2%
3115 Staff Costs	6,955	1,611	5,365	3,754		3,754	30.0%
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	<u>34,441</u>	<u>12,621</u>	<u>28,050</u>	<u>15,429</u>	<u>0</u>	<u>15,429</u>	<u>45.0%</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(26,093)</u></b>	<b><u>(3,461)</u></b>					
<b>302 CIVIC HALL</b>							
3279 Feed in Tariff	6,151	2,650	5,800	3,150			45.7%
CIVIC HALL :- Income	<u>6,151</u>	<u>2,650</u>	<u>5,800</u>	<u>3,150</u>			<u>45.7%</u>
3201 Caretaking	12,160	10,935	16,000	5,065		5,065	68.3%
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	1,216	2,500	1,284		1,284	48.6%
3214 Utilities	4,142	2,992	4,000	1,008		1,008	74.8%
3220 Caretaking Supplies	1,685	928	2,000	1,072		1,072	46.4%
3222 Building Maintenance	11,560	(20,891)	10,000	30,891		30,891	(208.9%)
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	<u>51,395</u>	<u>3,717</u>	<u>40,900</u>	<u>37,183</u>	<u>0</u>	<u>37,183</u>	<u>9.1%</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(45,244)</u></b>	<b><u>(1,068)</u></b>					
<b>303 PROPERTY MAINTENANCE</b>							
3381 Museum Rent	0	0	1	1			0.0%
3382 Guildhall Cottage Income	10,200	8,500	9,350	850			90.9%
3383 Garage Rental Income	0	330	0	(330)			0.0%
3384 Eastgate Clock Rental Income	0	2	1	(1)			200.0%
3385 Flat 5A Rental Income	8,798	6,950	8,200	1,250			84.8%
PROPERTY MAINTENANCE :- Income	<u>18,998</u>	<u>15,782</u>	<u>17,552</u>	<u>1,770</u>			<u>89.9%</u>
3303 Guildhall Cottage Maintenance	5,237	667	6,000	5,333		5,333	11.1%
3305 Eastgate Clock Rent	600	600	850	250		250	70.6%
3306 Eastgate Clock Utilities	187	139	180	41		41	77.4%
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	9,148	9,148	0		0	100.0%

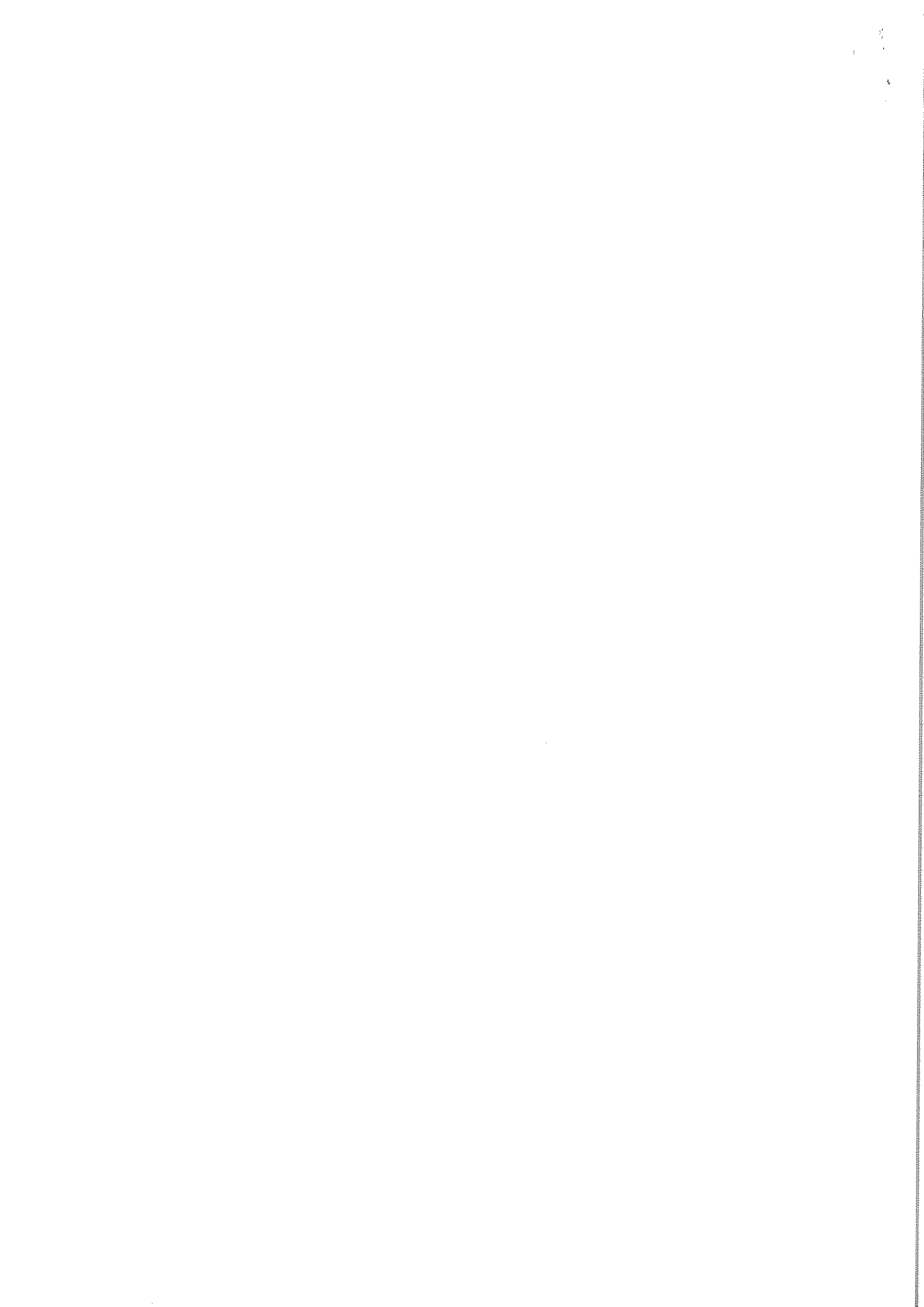


## Detailed Income &amp; Expenditure by Budget Heading 01/02/2018

Month No: 11

## 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	637	1,000	363		363	63.7%
3314 Guildhall Office Maintenance	129	351	500	149		149	70.2%
3321 Museum Maintenance	7,800	495	12,000	11,505		11,505	4.1%
PROPERTY MAINTENANCE :- Indirect Expenditure	<u>24,707</u>	<u>12,818</u>	<u>30,578</u>	<u>17,760</u>	<u>0</u>	<u>17,760</u>	<u>41.9%</u>
Movement to/(from) Gen Reserve	<u>(5,709)</u>	<u>2,964</u>					
<b>401 CEMETERY</b>							
4181 Interment Fees	5,337	4,427	3,000	(1,427)			147.6%
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	<u>11,813</u>	<u>6,155</u>	<u>7,500</u>	<u>1,345</u>			<u>82.1%</u>
4112 Business Rates	1,774	3,266	1,500	(1,766)		(1,766)	217.7%
4113 Water	144	122	90	(32)		(32)	135.6%
4121 Grounds Maintenance	6,977	16,527	28,437	11,910		11,910	58.1%
4122 Works and Maintenance	3,291	206	275	69		69	75.0%
4123 Chapel	34	66	725	659		659	9.1%
CEMETERY :- Indirect Expenditure	<u>12,219</u>	<u>20,187</u>	<u>31,027</u>	<u>10,840</u>	<u>0</u>	<u>10,840</u>	<u>65.1%</u>
Movement to/(from) Gen Reserve	<u>(406)</u>	<u>(14,032)</u>					
<b>501 OPEN SPACES</b>							
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	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	38	0	(38)		(38)	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>1,696</u>	<u>6,500</u>	<u>4,804</u>	<u>0</u>	<u>4,804</u>	<u>26.1%</u>
Movement to/(from) Gen Reserve	<u>(2,802)</u>	<u>(1,686)</u>					
<b>602 PRECEPT AND INCOME</b>							
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	<u>328,306</u>	<u>369,186</u>	<u>369,186</u>	<u>0</u>			<u>100.0%</u>
6202 Bank Charges	139	190	150	(40)		(40)	126.5%
PRECEPT AND INCOME :- Indirect Expenditure	<u>139</u>	<u>190</u>	<u>150</u>	<u>(40)</u>	<u>0</u>	<u>(40)</u>	<u>126.5%</u>
Movement to/(from) Gen Reserve	<u>328,167</u>	<u>368,996</u>					

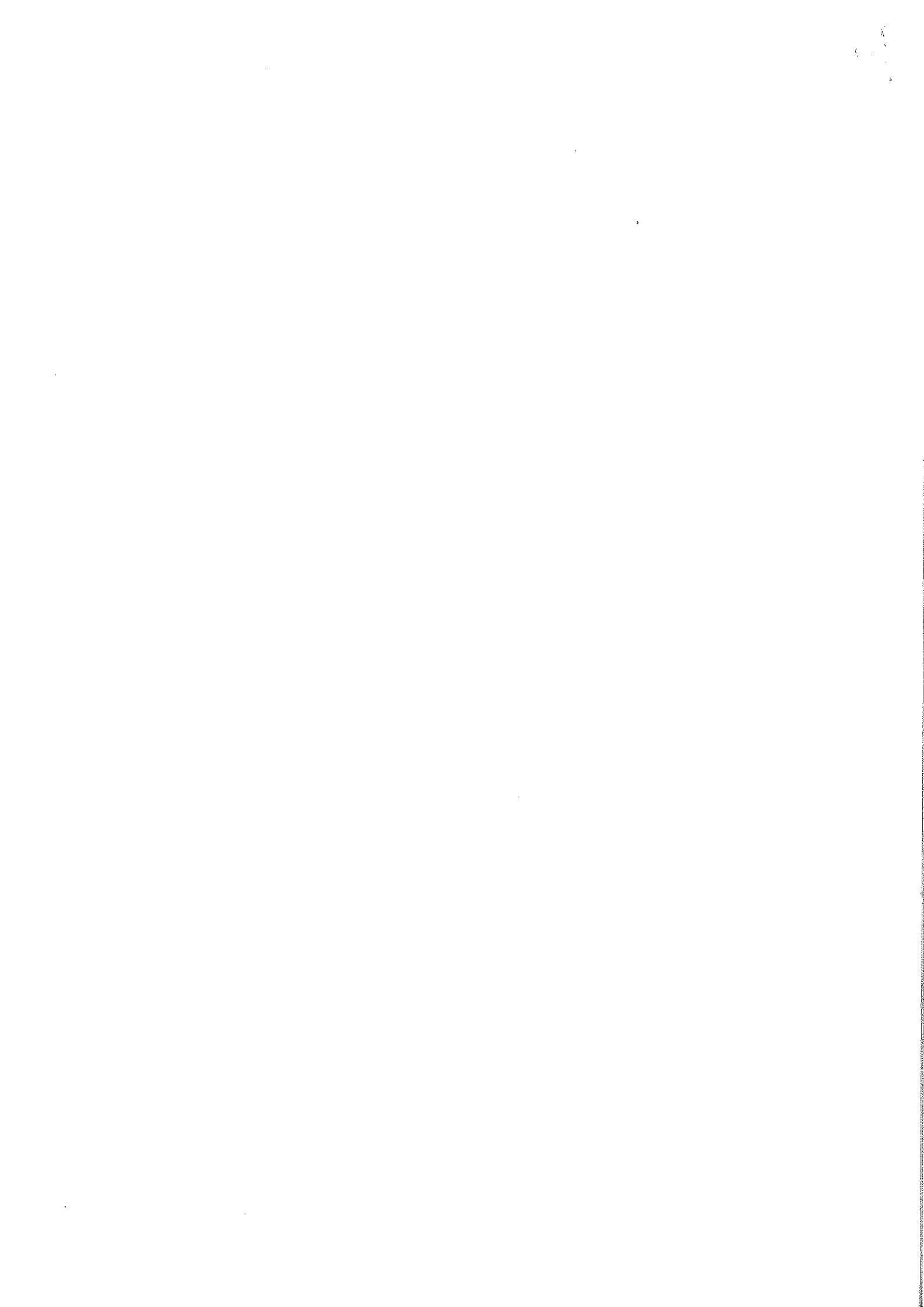


## Detailed Income &amp; Expenditure by Budget Heading 01/02/2018

Month No: 11

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>701 COMMUNITY DEVELOPMENT</b>							
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	5,637	5,601	(36)		(36)	100.6%
7502 Neighbourhood Plan	22,523	7,962	0	(7,962)		(7,962)	0.0%
7503 Arts and Culture	4,034	10,038	15,748	5,709		5,709	63.7%
7504 Local Info & Support Service	0	20,035	20,235	200		200	99.0%
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>58,212</u>	<u>67,183</u>	<u>8,971</u>	<u>0</u>	<u>8,971</u>	<u>86.6%</u>
Movement to/(from) Gen Reserve	<u>(37,031)</u>	<u>(43,165)</u>					
Grand Totals:- Income	420,058	439,638	433,248	(6,390)			101.5%
Expenditure	409,711	295,166	437,685	142,519	0	142,519	67.4%
Net Income over Expenditure	<u>10,346</u>	<u>144,473</u>	<u>(4,437)</u>	<u>(148,910)</u>			
Movement to/(from) Gen Reserve	<u>10,346</u>	<u>144,473</u>					



#### ITEM 4 – Civic Square improvements

Monday 19th Feb Operations Committee - to consider the options on the square design works and to consider funds and staff time to be spent on the consultation process. This meeting will be open to the public.

Monday 5th March Full Council will consider the Ops recommendations/actions and note any details/comments made by Councillors and members of the community. Again this is open to the public.

from Wednesday 7th March - Town Council promotes community engagement process and invites comments and ideas.

Tuesday 20th March from 7pm - 8pm - drop in session hosted by the Town Council in the Guildhall/Civic Hall for members of the public to express their views on surface options, street furniture, functionality, water fountain. Also sending out e-survey outlining the same questions. Closing date for comments 2nd April 2018.

Monday 2<sup>nd</sup> April – Town Council collate feedback.

Tuesday 3rd April – Town Council and SHDC to meet to review feedback and agree specification design work. Architects are then instructed that week. Deadline given of 30th April.

30th April - detailed designs received and are circulated to all members and the community who are asked for feedback by survey and email. Designs put up in the Guildhall and Information Point for the consultation period. Deadline for comment of 21st June 2018

Monday 21st May - Operations Committee receive the designs and express their views.

Thursday 31st May 2018 - Annual Town Council Meeting in the Civic Hall where the proposed designs are displayed and a comments box/sheet up

Thursday 21st June 2018 - Town Council collate consultation responses on the design options.

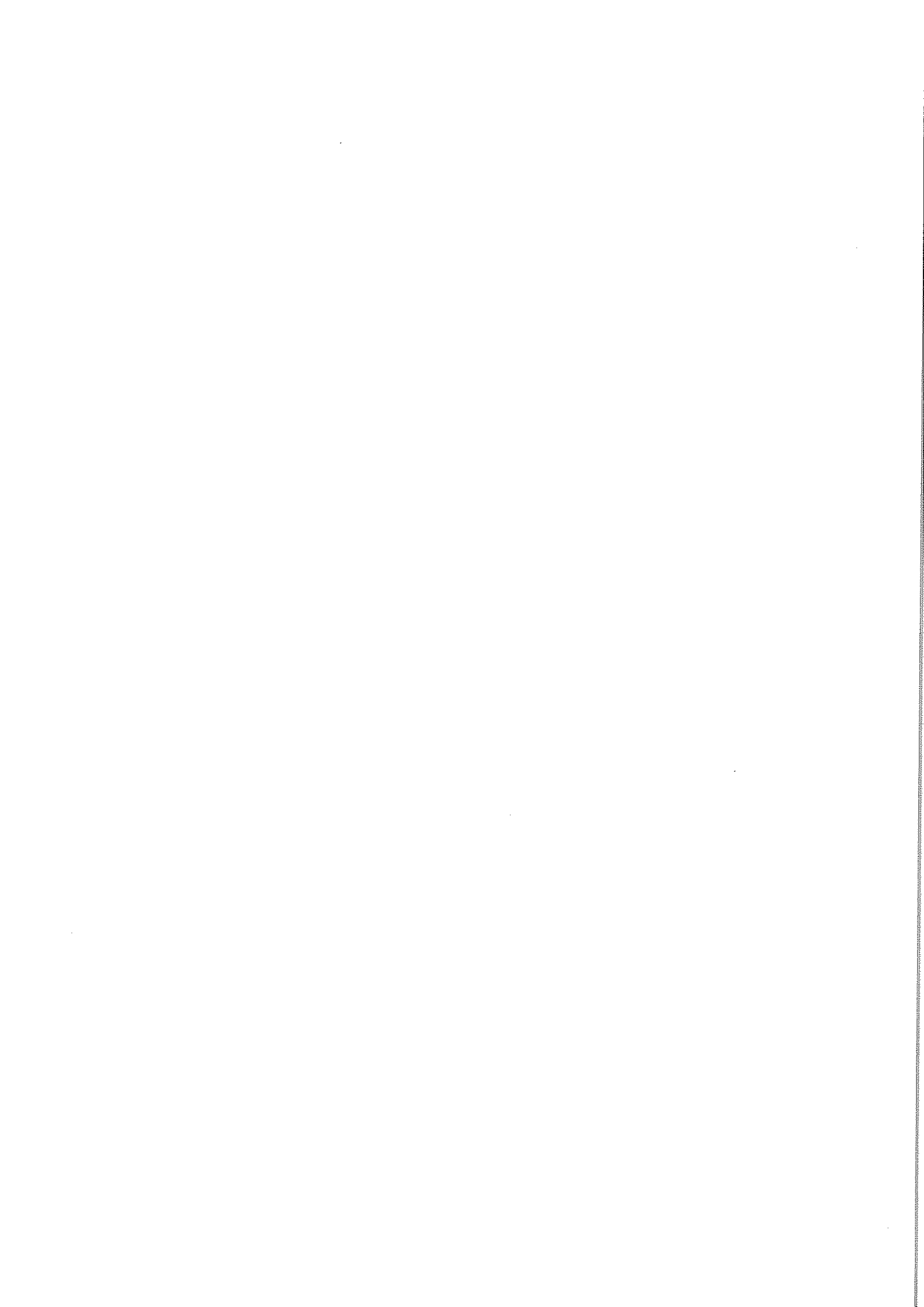
Monday 2nd July 2018 Full Council - Town Council receives the collated survey/feedback information and votes on the preferred design.

from Tuesday 3rd July - SHDC Tender process and ordering of surface materials (some with 12-15 week lead time). Town Council gets quotes based on the agreed design for works not covered by the SHDC budget. If required submit an application to the S106 fund for improvements to amenity space or consider other funding sources.

Sunday 29th July 2018 – Winning design is displayed at the Totnes Show.

Monday 3rd September 2018 - Town Clerk asks the Town Council to agree the detailed costings for the Market Square improvements.

Winter 2018 – works are completed





**MINUTES OF THE TOTNES NEIGHBOURHOOD PLAN TASK AND FINISH GROUP  
MONDAY 22<sup>ND</sup> JANUARY 2018 AT THE GUILDHALL TOTNES**

Present: Councillors R Adams (Chair), M Adams, R Hendriksen, P Paine, M Parker, A Simms, J Westacott MBE; G Allen, C Allford, L Cowling, A Garner, S Jones, S Lambert and C Watson.

In Attendance: Cllr T Whitty and Sara Halliday (Administrator).

Apologies: SHDC Cllr J Birch.

No	Subject	Comments
1	To receive any apologies.	Apologies were received from Cllr Birch.
2	To address any actions arising from the meeting on 11 <sup>th</sup> January 2018.	<p>The minutes were agreed. Matters arising:</p> <p>Item 3 – ongoing. The main areas in need of updating on the Totnes Neighbourhood Plan Website had been identified and will be discussed with the Town Clerk and Task and Finish Group Chair.</p> <p>Item 5 – complete. The Totnes section of the Joint Local Plan has been circulated to all. Discussion of the policies is Item 3 on the agenda.</p> <p>Item 6 – ongoing. The co-ordinator is unsure whether she has received information from Bridgetown Alive about designating green spaces. No proposed green spaces in Totnes have yet undergone the thorough designation process.</p> <p>G Allen raise that she received an offer of assistance from a planning expert in Paignton to help with the Neighbourhood Plan. G Allen also introduced the idea of a healthy and thriving high street helping improve health and wellbeing in the town and it was agreed that this would be looked at as part of the policy review.</p>
3	<p>Totnes Neighbourhood Plan Policies:</p> <p>a) To review the Totnes Neighbourhood Plan policies and South Hams District Council comments;</p> <p>b) To identify, agree and prioritise those that need redrafting;</p> <p>c) To identify any new policies for inclusion; and</p> <p>d) To identify owners to take this work forward.</p>	<p>c) The following new policies areas were suggested:</p> <ul style="list-style-type: none"> <li>- No second home ownership.</li> <li>- Youth provision and support for redeveloping the Skate Park.</li> <li>- Provision for disabled people.</li> <li>- Potential land for affordable housing, requesting a meeting with SHDC to discuss any possibilities.</li> </ul> <p>a, b &amp; d) It was agreed that the following sub-groups would form to look at the narrative and existing policies/requirement for any new policies based on the public consultation event responses held in 2017:</p> <p>Bridgetown: Cllrs Parker and Westacott, C Allford, L Cowling and S Jones. Green Spaces: G Allen and S Lambert. Heritage: G Allen and S Lambert. Health and Wellbeing: G Allen. Adult Training and Education Sector: S Lambert. Transport and Car Parking: Cllrs Paine and Simms, and C Watson. Business/Economy: A Garner in consultation with the Chamber of Commerce, as and when required.</p>

		<p>Planning: SHDC Cllr Birch.          Growing spaces, sports and recreation, services and facilities, KEVICC - All          Evidence to support policies: Cllrs R Adams and M Adams.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Each sub-group to bring back their initial findings and some solid points for discussion to the next meeting (All).</li> <li>- Public consultation event analysis, and Totnes conservation area information to be emailed to all (TTC Offices).</li> <li>- A map showing the parish boundary of Totnes and its neighbouring parishes to be circulated to all (TTC Offices).</li> </ul>
4	<p>To note the date of the next meeting – <b>Monday 19<sup>th</sup> February at 7pm.</b></p>	<p>The Chair announced the resignation of the Neighbourhood Plan Co-ordinator. Cllr Westacott proposed a vote of thanks to Mary Coughlan-Clark for all her hard work on the Neighbourhood Plan so far, which was agreed.</p> <p>The date of the next meeting was noted</p>

ITEM 8

## NEIGHBOURHOOD PLANNING BUDGETS

2017/18 budget	
<b>£15,000.00</b>	<b>2017/18 Budget</b>
-£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
<b>£3,014.24</b>	<b>Left end of 2017</b>
-£210.00	Coordinator January
-£275.00	Overtime for internal staff - virement needed
-£362.00	Devon Communities training
-£178.75	Printing
<b>£1,988.49</b>	<b>Left until 31st March 2018 - professional support and stationary costs</b>
2018/19 budget	
<b>£6,350.00</b>	<b>BUDGET AGREED for 2018/19 financial year</b>
-£500.00	Marketing/publicity 2018
-£350.00	Design work for final version
-£1,500.00	Printing of hard copies
<b>£4,000.00</b>	<b>Left until 31st March 2019 - spend on professional support?</b>

Money to be spent:

- £18 Audio equipment
- £25 Stationary and folders

B

