



AGENDA FOR THE OPERATIONS COMMITTEE
MONDAY 23rd APRIL 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 23rd April 2018 at 4pm** 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 (already agreed through Full Council).	Enclosure
3	To consider the budget monitor and any virements needed and note the unaudited year-end account figures.	Enclosure
4	To consider the reviewed Standing Orders.	Enclosure
5	To authorise complimentary spaces on the Mayoral Choosing Civic Lunch.	Enclosure
6	To note the updated Market Square project timeline.	Enclosure
7	To note the transfer of residential properties to a managed letting service.	Verbal update from the Town Clerk
8	To note the Year End Accounts timeline.	Enclosure
9	To review earmarked reserves.	Enclosure
10	To receive an update on the Neighbourhood Plan process.	Cllr R Adams
11	To consider proposed expenditure on the Neighbourhood Plan.	Cllr R Adams
12	To consider a payment schedule for Caring Town Information Exchange grant 18/19.	Verbal update from the Town Clerk
13	To consider a repayment of Cllr expenses that falls outside of usual policy.	Cllr R Adams
14	To consider how to implement the Arts Council Mosaic project.	Enclosure
15	To consider the matter of Common Graves.	Enclosure
16	To discuss a symbol of unity between Totnes and its twin town of Vire.	Cllr R Adams
17	To note the date of the next meeting: Monday 21 st May 2018 at 2pm.	
<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>		
18	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees)	Enclosure
19	To note a confidential matter (confidential legal dispute)	Enclosure

Committee members:

Cllr M Adams (Chair)

Cllr R Adams

Cllr E Price

Cllr J Westacott

Cllr J Sweett

Cllr P Paine

Future meetings agenda items:

- Update Statement of Internal Control
- 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
- Plastic Free initiatives - May

Catherine Marlton



Town Clerk



MINUTES FOR THE OPERATIONS COMMITTEE
MONDAY 26th MARCH 2018 AT THE GUILDHALL TOTNES

Present: Councillor M Adams (Chairman), Paine, R Adams, Price and Sweett

Apologies: None

Not present: Cllr J Westacott MBE

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

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 (already agreed through Full Council).	None.
3	To consider the budget monitor and any virements needed	<p>The budget monitor was noted.</p> <p>A virement of £600 from 2106 (Tourism) to 7505 (Tourism Community Budget) was AGREED to balance the figures.</p> <p>It was RECOMMENDED to Full Council that the remaining balance at year end for the Arts and Neighbourhood Plan budgets should be carried forward and added to the 18/19 allocation.</p> <p>NP estimated carry forward £6167 (added to £6350 allocation) = £12517 Arts estimated carry forward = £2841 (add to £3000 allocation) = £5841</p>
4	To note an update on the Civic Hall office space refurbishment	The update was noted. The Tourist Information space is due to open on Tuesday 10 th April 2018.
5	To consider an application to SHDC for Section 106 monies for Market Square improvements	It was AGREED that the Town Clerk should proceed with an application to SHDC for £15,000 funding towards the Market Square improvements project.
6	To note the external decoration of the Eastgate	This was noted.
7	To review any NP expenditure proposed	No proposed expenditure for consideration.
8	To consider security improvements to the Guildhall and Civic Hall and how to fund them.	<p>The Town Clerk is currently getting a second quote for CCTV and will proceed with installation up to the agreed figure of £3,000.</p> <p>It was AGREED that a safe was not required and that cash and valuables should be stored in the secure office space available.</p>

9	To consider access to the Guildhall for tours out of season	It was RECOMMENDED to Full Council that an out of season charge of £25 hourly would be implemented for group tours, at the discretion of staff members depending on other commitments and bookings.
10	To note the date of the next meeting: Monday 23 RD April 2018 at 2pm (changed to 4pm)	
<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>		
11	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees)	These were noted and AGREED .
12	To consider a confidential matter (confidential as could become a legal dispute)	Cllr M Adams postponed this item. No discussion on the matter was held.

Catherine Marlton
Town Clerk

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 ADMINISTRATION								
1190 Events & Venues income	6	225	0	(225)			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>1,070</u>	<u>0</u>	<u>(1,070)</u>				<u>0</u>
1101 Salaries and Pensions	30,747	134,062	133,925	(137)	(137)		100.1%	
1103 Staff Training and Travel	653	2,806	2,500	(306)	(306)		112.2%	
1105 Staff Eye Tests	174	99	380	281	281		26.2%	
1106 Staff Recruitment	1,463	805	500	(305)	(305)		160.9%	
1108 CLLR EXPENSES	45	0	0	0	0		0.0%	
1110 Utilities	2,060	2,262	2,750	489	489		82.2%	
1111 Office Supplies	2,042	974	2,000	1,026	1,026		48.7%	
1123 Photocopier	1,310	1,278	2,000	722	722		63.9%	
1156 Insurance	5,951	5,487	6,500	1,013	1,013		84.4%	
1160 Office Equipment	537	804	1,000	196	196		80.4%	
1167 Events & Venues Expenditure	603	1,072	500	(572)	(572)		214.4%	
1169 Car Park Permits	0	1,608	0	(1,608)	(1,608)		0.0%	
ADMINISTRATION :- Indirect Expenditure	<u>45,584</u>	<u>151,256</u>	<u>152,055</u>	<u>799</u>	<u>0</u>	<u>799</u>	<u>99.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(45,578)</u>	<u>(150,185)</u>						
102 CIVIC AND DEMOCRATIC								
1277 Civic Events	332	1,342	0	(1,342)			0.0%	
CIVIC AND DEMOCRATIC :- Income	<u>332</u>	<u>1,342</u>	<u>0</u>	<u>(1,342)</u>				<u>0</u>
1201 Salaries and Pensions	73,606	0	0	0	0		0.0%	
1202 Mayoral Allowance	0	934	3,250	2,316	2,316		28.7%	
1205 Civic Events	4,796	5,262	3,250	(2,012)	(2,012)		161.9%	
1225 Civic Regalia	399	109	400	291	291		27.1%	
1230 Town Sergeant	1,279	0	1,000	1,000	1,000		0.0%	
1231 Mayoral Travel	0	352	0	(352)	(352)		0.0%	
1232 Town Sergeant salary	0	724	0	(724)	(724)		0.0%	
1234 Councillor Allowable Expenses	174	0	0	0	0		0.0%	
1235 Councillor Training and Travel	843	600	2,000	1,400	1,400		30.0%	
1236 Professional Fees	3,470	8,646	9,900	1,254	1,254		87.3%	
1237 Elections	6,900	7,000	6,000	(1,000)	(1,000)		116.7%	
1238 Subscriptions	1,930	1,868	1,950	82	82		95.8%	
1240 Community Outreach	1,771	7,274	5,750	(1,524)	(1,524)		126.5%	
1241 Website and IT	1,645	892	1,000	108	108		89.2%	
1242 Councillor Allowances	3,375	2,876	5,542	2,666	2,666		51.9%	
CIVIC AND DEMOCRATIC :- Indirect Expenditure	<u>100,189</u>	<u>36,536</u>	<u>40,042</u>	<u>3,506</u>	<u>0</u>	<u>3,506</u>	<u>91.2%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(99,856)</u>	<u>(35,195)</u>						

Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Accounts to 31st March 2018

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 TOURISM								
2181 Retail Sales	2,274	0	0	0			0.0%	
2182 Totnes Guide and Website	21,861	20,716	25,000	4,284			82.9%	
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	20,771	25,000	4,229			83.1%	0
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	10,157	11,700	1,543		1,543	86.8%	
2106 Marketing	0	4,482	5,960	1,478		1,478	75.2%	
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	19,103	20,000	897		897	95.5%	
TOURISM :- Indirect Expenditure	86,502	45,820	50,660	4,840	0	4,840	90.4%	0
Movement to/(from) Gen Reserve	(55,102)	(25,049)						
301 GUILDHALL								
3181 Admissions	4,634	5,210	4,000	(1,210)			130.2%	
3182 Retail Sales	139	79	0	(79)			0.0%	
3183 Hire Charges	3,575	4,462	4,000	(462)			111.6%	
GUILDHALL :- Income	8,349	9,751	8,000	(1,751)			121.9%	0
3101 Cleaning	1,418	2,437	2,000	(437)		(437)	121.8%	
3103 Building Maintenance	19,731	1,835	6,500	4,665		4,665	28.2%	
3112 Business Rates	5,324	5,702	5,485	(217)		(217)	104.0%	
3113 Water	106	136	200	64		64	68.1%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3114 Utilities	522	544	3,000	2,456		2,456	18.1%	
3115 Staff Costs	6,955	1,644	5,365	3,721		3,721	30.6%	
3122 Equipment Maintenance	359	1,577	1,000	(577)		(577)	157.7%	
3125 Marketing and Licences	27	0	0	0		0	0.0%	
GUILDHALL :- Indirect Expenditure	34,441	13,875	23,550	9,675	0	9,675	58.9%	0
Movement to/(from) Gen Reserve	(26,093)	(4,123)						
302 CIVIC HALL								
3279 Feed in Tariff	6,151	4,696	5,800	1,104			81.0%	
CIVIC HALL :- Income	6,151	4,696	5,800	1,104			81.0%	0
3201 Caretaking	12,160	12,870	16,000	3,130		3,130	80.4%	
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	1,537	2,500	963		963	61.5%	
3214 Utilities	4,142	4,070	4,000	(70)		(70)	101.8%	
3220 Caretaking Supplies	1,685	1,187	2,000	813		813	59.3%	
3222 Building Maintenance	11,560	4,656	10,000	5,344		5,344	46.6%	
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	6,488	1,500	(4,988)		(4,988)	432.5%	
CIVIC HALL :- Indirect Expenditure	51,395	33,568	40,900	7,332	0	7,332	82.1%	0
Movement to/(from) Gen Reserve	(45,244)	(28,872)						
303 PROPERTY MAINTENANCE								
3381 Museum Rent	0	1	1	0			100.0%	
3382 Guildhall Cottage Income	10,200	10,200	9,350	(850)			109.1%	
3383 Garage Rental Income	0	330	0	(330)			0.0%	
3384 Eastgate Clock Rental Income	0	3	1	(2)			300.0%	
3385 Flat 5A Rental Income	8,798	8,340	8,200	(140)			101.7%	
PROPERTY MAINTENANCE :- Income	18,998	18,874	17,552	(1,322)			107.5%	0
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	166	180	14		14	92.0%	
3307 Eastgate Clock Alarm	225	0	500	500		500	0.0%	
3308 Eastgate Clock Maintenance	512	120	100	(20)		(20)	120.0%	
3309 St John's Clock Maintenance	145	145	100	(45)		(45)	145.0%	
3310 St Mary's Clock Maintenance	165	945	200	(745)		(745)	472.5%	
3311 Flat 5A Loan Repayment	9,148	9,148	9,148	0		0	100.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Accounts to 31st March 2018

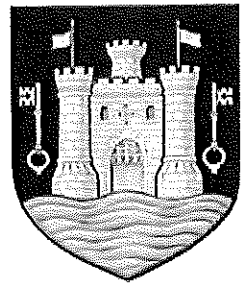
	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3312 Flat 5A Maintenance	559	767	1,000	233		233	76.7%	
3314 Guildhall Office Maintenance	129	501	500	(1)		(1)	100.2%	
3321 Museum Maintenance	7,800	945	12,000	11,055		11,055	7.9%	
PROPERTY MAINTENANCE :- Indirect Expenditure	24,707	14,004	30,578	16,574	0	16,574	45.8%	0
Movement to/(from) Gen Reserve	(5,709)	4,870						
401 CEMETERY								
4181 Interment Fees	5,337	5,683	3,000	(2,683)			189.4%	
4182 Memorials	1,962	753	2,500	1,747			30.1%	
4184 Grant of Rights	4,514	2,085	2,000	(85)			104.3%	
CEMETERY :- Income	11,813	8,521	7,500	(1,021)			113.6%	0
4112 Business Rates	1,774	3,266	1,500	(1,766)		(1,766)	217.7%	
4113 Water	144	139	90	(49)		(49)	154.4%	
4121 Grounds Maintenance	6,977	23,084	24,000	916		916	96.2%	4,437
4122 Works and Maintenance	3,291	229	275	46		46	83.4%	
4123 Chapel	34	66	725	659		659	9.1%	
CEMETERY :- Indirect Expenditure	12,219	26,784	26,590	(194)	0	(194)	100.7%	4,437
Net Income over Expenditure	(406)	(18,263)	(19,090)	(827)				
6000 plus Trf from EMR	0	4,437						
Movement to/(from) Gen Reserve	(406)	(13,826)						
501 OPEN SPACES								
5180 Castle Meadow Rents	210	210	210	0			100.0%	
OPEN SPACES :- Income	210	210	210	0			100.0%	0
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	46	0	(46)		(46)	0.0%	
5104 Castle Meadow Maintenance	932	0	2,000	2,000		2,000	0.0%	
OPEN SPACES :- Indirect Expenditure	3,012	1,705	6,500	4,795	0	4,795	26.2%	0
Movement to/(from) Gen Reserve	(2,802)	(1,495)						
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%	
6282 Charity of Paige Adams	0	131	0	(131)			0.0%	
PRECEPT AND INCOME :- Income	328,306	369,317	369,186	(131)			100.0%	0

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6202 Bank Charges	139	222	150	(72)		(72)	148.2%	
PRECEPT AND INCOME :- Indirect Expenditure	139	222	150	(72)	0	(72)	148.2%	0
Movement to/(from) Gen Reserve	328,167	369,095						
701 COMMUNITY DEVELOPMENT								
7580 Community Projects	10,155	3,165	0	(3,165)			0.0%	
7581 Neighbourhood Plan	4,338	15,000	0	(15,000)			0.0%	
COMMUNITY DEVELOPMENT :- Income	14,493	18,165	0	(18,165)				0
7501 Community Projects	24,966	8,255	5,601	(2,654)		(2,654)	147.4%	
7502 Neighbourhood Plan	22,523	8,833	0	(8,833)		(8,833)	0.0%	
7503 Arts and Culture	4,034	12,906	15,748	2,842		2,842	82.0%	
7504 Local Info & Support Service	0	20,035	20,235	200		200	99.0%	
7505 Tourism	0	4,384	4,385	1		1	100.0%	
7506 Heritage	0	11,300	11,300	0		0	100.0%	
7507 Visitor Information Officer	0	4,955	4,955	(0)		(0)	100.0%	
COMMUNITY DEVELOPMENT :- Indirect Expenditure	51,524	70,668	62,223	(8,445)	0	(8,445)	113.6%	0
Movement to/(from) Gen Reserve	(37,031)	(52,502)						
Grand Totals:- Income	420,058	452,718	433,248	(19,470)			104.5%	
Expenditure	409,711	394,437	433,248	38,811	0	38,811	91.0%	
Net Income over Expenditure	10,346	58,281	0	(58,281)				
plus Trf from EMR	0	4,437						
Movement to/(from) Gen Reserve	10,346	62,718						

Account	Opening Balance	Net Transfers	Closing Balance
315 CAPITAL FUND - Capital projects	200.00		200.00
320 ADMINISTRATION ?	4,418.00		4,418.00
321 BUILDINGS MAINTENANCE - Eastgate clock	5,480.00		5,480.00
322 HIGHWAYS - Speed calming	6,193.20		6,193.20
323 CASTLE MEADOW	0.00		0.00
324 BUS SHELTERS	0.00		0.00
325 CEMETERY	4,437.00	-4,437.00	0.00
	<u>20,728.20</u>	<u>-4,437.00</u>	<u>16,291.20</u>

F3

General Reserve



STANDING ORDERS

TOTNES TOWN COUNCIL

Adopted ???

Last updated May 2018

DRAFT

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Text in bold is required by statute

1. Meetings

- a) Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b) The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c) Councillors are expected to attend meetings.
- d) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e) Members of the public may make representations, raise questions, give evidence at a meeting and the first item on the agenda shall allow for this.
- f) The period of time designated for public participation at a meeting shall not exceed 15 minutes or at the discretion of the Chair. Meetings can be suspended by resolution to involve the public at any time.
- g) Detailed questions from the public may be answered at a later date at the discretion of the Chair.
- h) A record of public comments shall be included in the minutes.
- i) **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted for non-confidential items.**
- j) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- k) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by the Chair of the Council may in their absence be done by the Deputy Chair.**
- l) **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy Chair, if present, shall preside. If both the Chair and the Deputy Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- m) **All questions at a meeting shall be decided by a majority of the Councillors present and by voting thereon.**
- n) **The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
- o) **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.**
- p) **The minutes of a meeting shall record the names of the Councillors present or if late time of arrival or leaving prior to the end.**
- q) **The code of conduct adopted by the Council shall apply to Councillors in respect of the entire meeting (Appendix A).**

- r) An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at the meeting shall be recorded in the minutes.
- s) A Councillor with voting rights who has a disclosable pecuniary interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.
- t) No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.
- u) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Public forum may continue at the discretion of the Chair.

2. Ordinary Council meetings

- a) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- b) In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c) If no other time is fixed, the annual meeting of the Council shall take place at 6.00pm.
- d) In addition to the annual town council meeting of the council, at least three other ordinary meetings shall be held on such dates and times as the Council directs.
- e) The election of the Chair and Deputy Chair of the Council shall be the first business completed at the annual meeting of the Council.
- f) The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g) The Deputy Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the council.
- h) In an election year, if the current Chair of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.
- i) In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.
- j) Following the election of the Chair of the Council and Deputy Chair of the Council at the annual meeting of the Council, the order of business shall be as follows:
 - i. In an election year, delivery by Councillors of their declarations of acceptance of office forms and to grant permission for absent Councillors to sign their declarations in the presence of the Clerk outside of the Annual Meeting.
 - ii. In a non-election year, delivery by the Chair of their acceptance of office form.
 - iii. Confirmation of the accuracy of the minutes of the last annual town Council meeting;

- iv. Review delegation arrangements to committees and sub-committees and make appointments where appropriate;
- v. Review terms of reference for committees;
- vi. Appointment of members to existing committees;
- vii. Approve the Council's Standing Orders;
- viii. Set the dates, times and place of ordinary meetings of the Council and any committees and sub-committees agreed for the year ahead.

3. Extraordinary meetings of the Council

- a) The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b) If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

4. Committees, sub-committees and working groups

- a) The Council may appoint standing committees and sub-committees at any meeting.
- b) Terms of reference, membership and Chair of any committee or sub-committee shall be approved by Council and form part of the Standing Orders
- c) The Council will determine whether the public may participate at a meeting of the committee or sub-committee.
- d) The Council may dissolve a committee or sub-committee at any meeting.
- e) The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- f) Subject to Standing Order 4 (e) above, the Council, any committee or sub-committee may appoint working parties and/or open public forum groups comprised solely of Councillors, or of both Councillors and non-Councillors or entirely of non-Councillors.

5. Motions

- a) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least three clear working days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- b) If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting, or the Councillors that have convened the meeting, to consider whether the motion shall be included or rejected.
- c) Subject to Standing Order above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- f) The following motions may be moved at a meeting without written notice to the Proper Officer;

- i. to appoint a person to preside at a meeting;
- ii. to approve the absences of Councillors;
- iii. to approve the accuracy of the minutes of the previous meeting;
- iv. to dispose of any business remaining from the last meeting;
- v. to alter the order of business on the agenda;
- vi. to proceed to the next business on the agenda;
- vii. to close or adjourn debate;
- viii. to move to a vote;
- ix. to defer consideration of a motion;
- x. to require a written report;
- xi. to extend the time limits for speaking;
- xii. to exclude the press and public for all or part of a meeting;
- xiii. to silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend any Standing Order except those which are mandatory by law;**
- xvi. to appoint representatives to outside bodies and to make arrangements for those representatives to report back;
- xvii. to adjourn the meeting;
- xviii. to close a meeting.

6. Rules of debate at meetings

- a) A motion shall not be considered unless it has been proposed and seconded.
- b) Motions must be clear and concise. c) The Chair shall decide the order in which amendments are considered and dealt with.
- d) Only one amendment shall be moved at a time.
- e) The mover of a motion or the mover of an amendment shall have the right of reply.
- f) During the debate of a motion, a Councillor may interrupt only on a point of order or if the Chair asks for an explanation. The Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or identify any irregularity.
- g) A point of order shall be decided by the Chair and their decision shall be final.
- h) The Chair shall be satisfied that a motion has been sufficiently debated before it is put to a vote.
- i) When a motion is under debate no other motion shall be moved except:
 - i. To amend the motion;
 - ii. To proceed to the next business;
 - iii. To adjourn the debate;
 - iv. To put the motion to a vote;
 - v. To ask a person to be silent or for them to leave the meeting;
 - vi. To exclude the public and press;

- vii. To adjourn the meeting;
- viii. To suspend any Standing Order, except those which are mandatory.

7. Code of Conduct

- a) All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council on November 6th 2017 (Appendix A).
- b) Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c) Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e) A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f) A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- h) A dispensation may be granted in accordance with Standing Order 7(e) above if having regard to all relevant circumstances the following applies:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or
 - ii. granting the dispensation is in the interests of persons living in the council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

8. Disorderly Conduct

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b) If, in the opinion of the Chair, there has been a breach of Standing Order 8 (a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forth with and without discussion.
- c) If a resolution made in accordance with Standing Order 8(b) is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or they may adjourn the meeting.

9. Minutes

- a) Minutes, including any amendment to correct their accuracy shall be confirmed by resolution at the subsequent Council meeting.
- b) A motion to correct an inaccuracy can be moved and agreed amendments shall be made to the final minutes.

10. Voting on appointments

- a) Where two or more persons have been nominated for a position by the Council and none of those persons has an absolute majority of votes in their favour, the person having the least number of votes shall be struck off the list and a fresh vote taken.
- b) This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

11. Previous resolutions

- a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 Councillors to be given to the Proper Officer.
- b) When a motion moved pursuant to Standing Order 11(b) above has been disposed of, no similar motion may be moved within a further six months.

12. Handling confidential or sensitive information

- a) Councillors and staff should not disclose confidential information.

13. Proper Officer

- a) The Council shall appoint a Proper Officer who shall be the Town Clerk and a Deputy Town Clerk who will undertake the work of the Proper Officer when the Proper Officer is absent.
- b) The Proper Officer shall:
 - i. give public notice of the time, date, venue and agenda at least three working clear days before a meeting of the Council or a meeting of a committee or subcommittee (provided that the public notice with agenda of an extraordinary meeting of the council convened by Councillors is signed by them);
 - ii. send to Councillors the date, time, venue and agenda of the meetings of the Council at least three clear days before the meeting electronically;
 - iii. convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - iv. attend Council meetings;
 - v. make the minutes of meetings available for inspection by the public;
 - vi. receive and retain copies of byelaws made by other local authorities;
 - vii. receive and retain declarations of acceptance of office forms from Councillors;
 - viii. process all requests made under the Freedom of Information Act 2000 and General Data Protection Regulation – 25th May 2018;
 - ix. receive and send general correspondence and notices on behalf of the Council except where there

is a resolution to the contrary;

- x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
- xi. arrange for legal deeds to be executed;
- xii. arrange authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the Council's financial regulations;
- xiv. have overall managerial responsibility for the organisation, including staff;
- xv. implement the decisions of the Council via delegated authority;
- xvi. provide objective, professional advice on all matters.

14. Financial Matters

The Council shall appoint the Proper Officer to be the Responsible Financial Officer. The Deputy Town Clerk shall undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the Council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually; and
- iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments.

b) Financial regulations shall be reviewed regularly and at least every 2 years for fitness of purpose (Appendix B).

15. Financial controls and procurement

a) Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 15(b) below.

b) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised on the Town Council website and Facebook page and must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

- c) The Council or committees are not bound to accept the lowest value tender.

16. Accounts and accounting statements

- a) "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. The Council Matters Committee with a statement summarising the Council's receipts and payments for the last year to date for information; and
 - ii. to the Full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e) The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May.
- f) The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

17. Annual budget and precept

- a) At least one community participatory budget event will take place prior to the annual budget setting by the Council.
- b) **The Council shall approve a budget for the coming financial year before the end of January** and instruct the Responsible Financial Officer to submit the precept demand to the District Council.

18. Execution and sealing of legal deeds

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) Subject to standing order 18(a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures. The above is applicable to a Council without a common seal.

19. Allegations of Breaches of the Code of Conduct

- a) On receipt of an alleged breach of the code of conduct by a Councillor, the Proper Officer shall report this to the Council.
- b) Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council and they shall nominate another staff member to assume the duties of the Proper Officer set out in the remainder of this Standing Order.
- c) The Council may:
- i. provide information or evidence where such disclosure is necessary to progress an investigation of

the complaint as required by law;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

d) Upon notification by the District Council that a Councillor has breached the Council's code of conduct, the Council shall consider what, if any, action to take. Such action excludes disqualification or suspension from office.

20. Handling staff matters

a) A matter personal to a member of staff that is being considered by a meeting of Council OR the Council Matters Committee is subject to Standing Order 12 above.

b) Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Council or, if they are not available, the Deputy Chair committee of absence occasioned by illness or other reason and that person shall report such absence to the Council Matters committee.

c) The Chair of the Council Matters Committee and a Councillor of the Proper Officers preference shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Council Matters Committee.

d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chair of the Council or in their absence, the Deputy Chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council Matters Committee.

e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chair or Deputy Chair of the Town Council, this shall be communicated to another member of the Council Matters Committee which shall be reported back and progressed by resolution of the Council Matters committee OR the Town Council.

f) Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

g) The Council shall keep all written records relating to employees secure.

h) Only persons with line management responsibilities shall have access to staff records referred to in Standing Orders 19(f) and (g) above if so justified.

i) Access and means of access to records of employment referred to in Standing Orders 20(f) and (g) above shall be provided only to the Clerk and the Chair of the Council.

21. Requests for information

a) Councillors and staff must comply with the new General Data Protection Regulations (GDPR) effective from 25th May 2018. The Deputy Town Clerk is the appointed Data Protection Officer for the Town Council.

b) Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000, the Data Protection Act 1998 to be

superseded by the GDPR.

c) Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Council. The Town Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

22. Relations with the press/media

a) Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media (Appendix C).

23. Communicating with District and County Councillors

- a) An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b) Unless the Council determines otherwise, copies of relevant letters for information will be sent to the District and County Council ward councillor(s) representing the area of the Council.

24. Restrictions on Councillor activities

- a) Unless authorised by a resolution, no Councillor shall:
- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. Standing Orders generally

- a) All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with Standing Order 9 above.
- c) The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible after they have delivered their acceptance of office form.
- d) The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.

26. Committee Terms of Reference

26.1 Council Matters Committee

1. Authority

The Council Matters Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies. Meetings of the Council Matters Committee will be held monthly.

2. Membership

The Committee will consist of no fewer than 8 elected Town Councillors and a maximum of 10, and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee

members will be re-elected each year in March/April. A Deputy Chair can be elected by the committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The *quorum* will be a minimum of 5 elected committee members.

3. Responsibilities

The Council Matters Committee will act as the Scrutiny Committee of the Council, monitoring the operational, civic, administrative, staffing and financial responsibilities as well as the assets of the Council. The day to day management of Council matters rests with the Town Clerk. The Council Matters Committee will be responsible for initiating, developing and monitoring any policies required for the Town Council to carry out its functions.

The Committee will be responsible for all staff appointments; annual appraisal; training and development; the setting of staff salaries, hours of work and all matters relating to their individual contracts; sickness and staff welfare issues; and grievance and disciplinary matters.

The Committee must ensure that matters relating to the personal matters of staff are not published and that all staff records are held securely.

4. Operating Principles

The Council Matters Committee will meet monthly to accept reports, raise issues and act as a conduit to the Full Council on all of its responsibilities.

The Committee will be able to recommend the creation of subcommittees which need to be constituted to aid the work of the Committee. Membership of the subcommittee would come from the membership of the Council Matters Committee. However, it is envisaged that most work will be done by the Committee itself, as it is from the Committee that recommendations to Full Council need to emerge.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Council Matters Committee may also recommend establishing Working Groups to undertake specific tasks within the responsibilities of the Committee (or across committee responsibilities) as defined within Standing Orders. Working groups are constituted with fixed terms of reference, and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Council Matters Committee and members of the public, and their membership will be agreed at Full Council. They may be a task and finish group, or have a broader remit e.g. cemetery.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be 50% of the membership and in no case less than 3.

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

5. Delegated Powers

The Council Matters Committee may approve the income and expenditure of the Council on behalf of the Council, within the remit of existing agreed Town Council financial regulations. On all other aspects of its activity, the Committee does not have delegated authority, and will be expected to make recommendations to Full Council for consideration.

The Council Matters Committee has delegated powers to act on behalf of the Council in all matters relating to staff appraisals, staff appointments, staff grievances, the setting of staff salary scales and staff training.

6. Records of Proceedings

Written minutes will be taken to record the Committee's deliberations and decisions. They will be received at the next Full Council meeting, formally adopted and any matters arising would be brought up at the next Council Matters Committee meeting.

The minutes of any subcommittee will be included into the Council Matters Committee minutes to inform Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Council Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

7. Administrative Support

The Town Clerk will be or will nominate an officer to be responsible for the support and administrative duties of that Committee.

26.2 Town Matters Committee

1. Authority

The Town Matters Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies.

Meetings of the Town Matters Committee will be held every month and will be held 2 weeks after Full Council.

2. Membership

The Committee will consist of no fewer than 8 elected Town Councillors, and a maximum of 10 and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the Committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The *quorum* will be a minimum of 5 elected committee members.

3. Remit

The Town Matters Committee will consider on behalf of the Town Council any matters, including the physical nature of the town, and anything concerning the quality of life of people who live, work in or visit the town. This will include:

- The welfare of the elderly and vulnerable.
- Enrichment for children and young people
- Provision of social, leisure, sporting and recreational facilities.
- Provision of adult education, cultural and library services.
- Employment Strategy.
- Tourism Development.
- Crime and anti-social behaviour.
- Lead responsibility for the development of the Community Plan, with appropriate input to the Neighbourhood Plan (please note any financial matters in relation to the Neighbourhood Plan needs to be considered by the Council Matters Committee).
- Planning applications, tree orders etc
- Traffic and Transport.
- Public Realm and Open Space (where these areas concern assets and services specifically provided by the Town Council e.g. the cemetery or the Town Council controlled allotments, the Council Matters committee will deal with the issue).
- Housing.

n.b. Where these areas overlap with services provided by the Town Council e.g. Totnes Information Point or the Civic Hall, the Council Matters Committee will deal with the issue.

4. Operating Principles

The Town Matters Committee will meet every month to consider any significant issues in relation to its remit e.g. planning. The Town Matters Committee will consider all but only matters referred to it by the Full Council by letter evidence. The Town Matters Committee may consider any matter referred to it by a member of the public. The Committee will work in partnership with relevant organisations in the town and where necessary will seek to provide leadership or coordination for the activities of individuals or organisations involved in quality of life issues. In issues in conjunction with outside groups and with a Council mandate it can act in an advocacy capacity to support specific issues.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the Committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Town Matters Committee will also be able to recommend the creation of Working Groups to undertake specific tasks within the responsibility of the Committee (or across Committee responsibilities) as defined within Standing Orders. Working groups are constituted with fixed terms of reference and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Committee and members of the public, and their membership will be agreed at Full Council.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be 50% of the membership and in no case less than 3.

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may, during the Committee meeting suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

5. Delegated Powers

The Town Matters Committee has full delegated powers to make a Council decision regarding representations to South Hams District Council or other appropriate bodies on all planning applications in the town re Standing Orders, unless the Committee decides, following Council guidelines, that the application should be passed to Full Council due to its size, controversial nature or potential effect on local people.

The Committee may also comment on behalf of the Town Council on licenses or street naming if requested to do so.

On all other aspects of its activity, the Committee does not have delegated authority, and will be expected to make recommendations to Full Council for consideration.

6. Records of Proceedings

Written minutes will be taken to record the Committee's deliberations and decisions, will be received at the next Full Council meeting, formally adopted and any matters arising would be brought up at the next Town Matters Committee meeting.

The minutes of any subcommittee will be included into the Town Matters Committee minutes to inform Full Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Town Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

7. Administrative Support

The Senior Administrator (Committees) be responsible for the support and administrative duties of that Committee.

27. Terms of Reference for Link Councillors

1. Link Councillors

The Town Council seeks to appoint Link Councillors annually. It is open to any Councillor to put themselves forward to be elected to a link Councillor role or to propose new areas of interest. The areas currently proposed are:

- Business and Employment
- Cultural Links
- Elderly and Vulnerable People
- Young People/Youth
- Heritage
- Arts
- Open Space
- Traffic and Transport
- Environment and Sustainability
- Open Space, Sports Provision and Leisure

2. Aims

The Town Council created these roles in order to provide nominated Councillors who can:

- a) develop particular knowledge about each key area;
- b) liaise with groups in the town with relevant interests to be aware of current issues and activity;
- c) take up particular cases for individuals with an issue in their remit;
- d) develop relationships with relevant service providers;
- e) take information and views from the Town Council back to the groups;
- f) take matters for consideration back to Full Council via a motion or report.

28. Terms of Reference for Advisory Bodies (Forums)

There is currently one group operating as advisory bodies to the Town Council. This is:

- The Traffic and Transport Forum

Each forum has developed its own Terms of Reference which indicate why it exists and how it wishes to operate. These Terms of Reference do not wish to cut across those stated aims, and are written solely to clarify the nature of the relationship with the Town Council, to whom each acts as an advisory body only.

1. The Town Council will nominate at least one councillor to act as a link point with each forum.
2. The Council will seek the views of its advisory bodies on all matter of relevance to them.
3. Where an issue needs further consideration, the Town Council could request consideration of the issue by the forum. Or the Council could set up a working group, asking the forum if they would nominate members to join with the Council on the working group to consider the relevant issues.
4. It must be noted that ultimately responsibility lies with Councillors, and they may not always choose to take the advice of the forum.
5. The Town Council values the forum members. It will encourage people from across the town to join the Forum, as the recognised place for members of the community to air their detailed concerns and become involved on matters of relevance to the forum. In return it expects the Forums to:
 - Regularly promote their meetings and seek to encourage individuals and community groups to join them, in order to make them as representative as possible.
 - achieve transparency and openness by holding open meetings, publicising the agenda and reporting on their activity.
 - recognise the right of any individual or organisation to operate unilaterally, respecting everyone's opinions.

29 Terms of Reference for the Mayor and Deputy Mayor

The Mayor should provide a visible and strong presence in the town representing the Town and the Council. The Mayor should act within their role as a way for the Town Council to engage with the community as agreed by the Council and set out within Town Council policies and procedures. They act as an independent advocate for both Totnes and the Council on all occasions both within and outside of the Town.

The Mayor's role in all Civic events is to act as the senior public face of the Town/Council, representing its continuity and heritage and using the dress and regalia of the Town Mayor when appropriate. They are expected to attend events.

In undertaking the role of community leader the Mayor should help to develop partnerships with all sectors of the community for the benefit of Totnes. In achieving this they will reflect policies and recommendations of the Council in an independent manner, to further the interests of Totnes.

As Chair of the Council the Mayor fulfils both the statutory responsibilities of the Chair of the Council and the specific responsibilities of the role as directed by the Council within its Standing Orders. Their principal role is to preside at meetings of the Town Council:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;
- h) To ascertain the sense of the meeting by:
 - putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - declaring the result; and
 - causing a ballot to be taken if duly demanded.
- i) To approve the draft of the minutes or other record of proceedings (with the consent of the meeting);
- k) To adjourn the meeting when circumstances justify or require that course; and
- l) To declare the meeting closed when its business has been completed.

Additionally, together with the Committee Chairs, all Councillors and the Town Clerk, the Mayor through the Council committee meetings who report to Full Council, will oversee the effective management of all the resources of the Town Council, to deliver services to achieve the greatest benefit for the residents and businesses, including support for health and wellbeing, infrastructure, heritage and the economy of the town.

In undertaking the role of the Mayor they will receive support in their Civic role and in communications by the Mayor's PA. In their statutory and non-civic role, the Mayor will be supported by the Clerk.

The policy in relation to Mayoral expenditure is attached as Appendix D.

30 Town Council Planning Cycle

In election years:

- During March/April, each committee should review its own performance over the past year, and what is seen as priorities for the coming year.
- In May, the election takes place, and post holders and committee members are elected at a Council meeting prior to the AGM.
- In June, the new council may hold an awareness day for all Councillors to goal set for the 4 years.
- In July, the Full Council confirms its priorities both for its four year term and for its first year.

In normal years

- The Mayor and Committee Chairs will be provisionally elected in April and confirmed in May at the AGM.
- During March/April, each Committee should review its own performance over the past year, and what they see as priorities for the coming year. The current chair would lead this discussion in conjunction with the incoming chair.

DRAFT

MAYORAL CHOOSING CIVIC LUNCH EXPENDITURE

Mayor & Consort, Deputy Mayor & Consort, outgoing Mayor & Consort, outgoing Deputy Mayor & Consort (as Judy and Rosie are swapping roles this year there will only be 2 as they are not bringing Consorts), Honoured Citizen, The Police Inspector, Mayor's Chaplain, Town Clerk, Mayor's PA, Town Sergeant, Mace Bearers and Chair of South Hams, 12 school spaces. The cost of the meal is the same as last year £19.95 per person. **Total of £438.90 assuming all attend.**

MARKET/CIVIC SQUARE PROJECT TIMELINE UPDATE

Monday 16th April 2018 – Arts Council confirms funding for mosaic project.
Installation of completed work to be completed after the surface replacement?

Wednesday 18th April 2018 – Town Clerk drafts design brief and circulate to Chris and Emma at SHDC.

Friday 20th April 2018 – Design brief sent to Harrison Sutton with consultation responses. Deadline given of midday 31st May 2018 for submission.

w/b Monday 23rd April 2018 – Test pit dug in the Civic Square.

Tuesday 24th April 2018 – Topographical survey completed – survey to be sent to Harrison Sutton asap.

Wednesday 25th April 2018 – Town Council apply for Section 106 monies from SHDC to increase the improvement project budget.

Midday Thursday 31st May 2018 – competition entries are received and circulated/published to all members and the community who are asked for feedback and votes by survey and email. Designs put up in the Guildhall and Information Point for the consultation period. Deadline for comment of 21st June 2018.

6pm Thursday 31st May 2018 - Annual Town Council Meeting in the Civic Hall where the proposed designs are displayed and a comments box/sheet up.

Monday 11th June 2018 – Operations Committee consider the designs and discuss feedback received so far from the community.

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, an Operations Committee recommendation and an Officers report and votes on the preferred design.

From Tuesday 3rd July – Start September 2018 – Winning design worked into final solution plus detailed specification provided by Architect.

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

Mid September onwards - SHDC Tender process and ordering of surface materials (some potentially with 12-15 week lead time).

Town Council gets quotes based on the agreed design for works not covered by the SHDC. Start Works January / February 2019.

YEAR END ACCOUNTS TIMELINE

30th April – Rialtas visit to do the year end work.

21st May – Internal Audit of the accounts.

4th June – Annual Governance Statement and Accounts to be agreed at Full Council.

6th June – Publish the Notice of Exercise of Public Rights.

7th June to 18th July (inclusive) – 30 working day period for exercise of public rights.

11th June – Deadline for submitting the Annual Governance Statement and Accounts to External Auditors

30th September – Deadline for publishing the External Auditors report and the Annual Governance Statement and Accounts, plus the Notice of Conclusion of Audit.

This is the instructions for how things must be done at the Full Council meeting on 4th June:

The smaller authority must carry out a review of the effectiveness of the system of internal control and prepare the Annual Governance Statement (Section 1 of the AGAR Parts 2 & 3).

At the approval meeting, following the review, the smaller authority must:

- (a) consider the findings of the review by the members meeting as a whole; and
- (b) approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements.

The Annual Governance Statement must be approved prior to the Accounting Statements, either at separate meetings or in the same meeting but with the correct order of business on the agenda and this must be evidenced by the meeting minute references and/or dates.

The responsible financial officer (RFO) must sign and date 'Section 2 - Accounting statements 2017/18' of the AGAR Part 2 or 3, whichever is relevant to your smaller authority, before it is presented to the smaller authority.

At the approval meeting, the smaller authority must, in the following order:

- (a) consider the Accounting Statements by the members meeting as a whole;
- (b) approve the Accounting Statements by resolution; and
- (c) ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

Totnes Town Council Earmarked Reserves April 2018

ITEM 9

Year End	2013	2014	2015	2017
Earmarked Reserves				
Capital Fund	£200	£200	£200	£200
Highways	£7,500	£6,193	£6,193	£6,193
Administration		£4,418	£4,418	£4,418
Buildings		£20,776	£5,480	£0
Maintenance				
Castle Meadow		£2,998		
Bus Shelters		£200		
Cemetery		£4,437	£4,437	
General Reserve	£168,964	£224,191	£259,808	£270,447
Total Reserves	£176,664	£263,413	£280,536	£291,175

13 April 2018

Tiffany Strawson
Totnes Town Council
The Guildhall, Ramparts Walk
TOTNES
TQ9 5QH

Dear Tiffany Strawson

Offer letter

Programme: Grants for the Arts
Applicant name: Totnes Town Council
Reference: GFTA-00090244
Name of activity: Community Mosaic in Totnes Market Square

I am writing to offer you a grant of up to £13,875 towards the costs of Community Mosaic in Totnes Market Square. Congratulations on your successful application.

You must accept our current standard conditions for grants and the payment conditions and requirements listed below, or our offer is not valid. A copy of our 'Standard conditions for grants' is attached on the screen following this letter, and you can also download it from our [website](#).

You must accept this offer within one month of the date at the top of this page to show that you accept the current conditions of our grant offer. The grant we are offering is the maximum amount available. You can only spend it on the activity we have agreed to fund.

The schedule below shows how we will structure the payments for your grant. Payments are conditional on us receiving and approving any additional monitoring information (or 'payment conditions') we have asked for. Please note that the dates listed refer to when we expect you to submit the information to meet the relevant conditions, and do not indicate when we will send a payment. After you meet all the conditions for each payment, it will normally take 15 working days for us to process and release the funds. If any of the dates listed are unrealistic, you should contact us so we can amend our records.

You must acknowledge your Arts Council England National Lottery funding in any press release, interview, public statement or event speech that is related to the project we are funding. You must also use the Lottery grant award logo according to our guidelines.

1. Your payment schedule for this grant

Payment #: 1
Due: 30/04/2018
Amount: £12,488

- Written evidence of confirmation of the artists involved in the activity
- A completed bank details form sent to us in hardcopy only

Payment #: 2

33



Income

On this page you should enter all the cash and in kind income for your activity.

The table at the top of the page is a snapshot of the information you are entering, and will calculate your total income for you as you work. This table is not editable. The table already includes the amount you are requesting from Arts Council England so you do not need to add this.

The details about each item of income that you add will be shown in the list at the bottom of the page. You should make sure that you show how your figures have been calculated in the 'Description' field, for example:

Ticket sales (7 dates @ 60% of 100 capacity x £8 ticket price) £3,360

You should enter all your cash income on this page, as well as any Support in kind you will receive. Please read the Support in kind section of the How to apply guidance for information on how to complete this section.

To add an income line
 To add each income line, click the 'Add new item' icon on the left of the screen. To add more than one line of income, use the 'Save and Add another' button.

Income summary

Income heading	% Project value	Amount (£)
Earned income	0.00%	£0
Local authority funding	89.27%	£161,800
Other public funding	0.00%	£0
Private income	0.58%	£1,050
Income total (cash)	89.85%	£162,850
Support in kind	2.50%	£4,525
Arts Council England Funding	7.66%	£13,875
Income total	100.00%	£181,250

Expected vs confirmed summary

Income heading	% Project income	Amount (£)
Expected	0.00%	£0
Confirmed	100.00%	£167,375
Income total	100.00%	£167,375

Please tick the box if you have less than 10% funding from sources other than the Arts Council.

Applicant: Totnes Town Council

54670852

Project: Community Mosaic in Totnes Market Square

GFTA-00090244

You will need to explain what the exceptional circumstances are that have prevented you from sourcing the minimum 10% partnership funding when you tell us about your approach to raising as much money as you can.

Income heading	Description	Expected or confirmed	Amount
Local authority funding	(SHDC) Road re-surfacing, (TTC) street furniture, architect	Confirmed	£161,800
Private income	Paige Adams Trust (venue hire, launch costs)	Confirmed	£1,050
Support in kind	Consultancy from partners	Confirmed	£4,525

Income details

Income heading: Local authority funding
Description: (SHDC) Road re-surfacing, (TTC) street furniture, architect
Expected or confirmed: Confirmed
Amount (£): £161,800

Income details

Income heading: Private income
Description: Paige Adams Trust (venue hire, launch costs)
Expected or confirmed: Confirmed
Amount (£): £1,050

Income details

Income heading: Support in kind
Description: Consultancy from partners
Expected or confirmed: Confirmed
Amount (£): £4,525

Expenditure

On this page you should enter all the cash expenditure for your activity.

The table at the top of the page is a snapshot of the information you are entering, and will calculate your total expenditure for you as you work. This table is not editable. The table already includes any Support in kind you added on the Income screen so you do not need to add this.

The details about each item of expenditure that you add will be shown in the list at the bottom of the page. You should make sure that you show how your figures have been calculated in the 'Description' field. For example, you should show the number of days and the daily rate for any fees shown.

To add an expenditure line
 To add each expenditure line, click the 'Add new item' icon on the left of the screen. To add more than one line of expenditure, use the 'Save and Add another' button.

Spending (expenditure) summary

Expenditure heading	% Project value	Amount (£)
Artistic spending	6.34%	£11,500
Making your work accessible	0.00%	£0
Developing your organisation and people	1.45%	£2,623
Marketing and developing audiences	0.65%	£1,172
Overheads	0.00%	£0
Assets - buildings, equipment, instruments and vehicles	0.00%	£0
Other	89.06%	£161,430
Personal access costs	0.00%	£0
Expenditure total (cash)	97.50%	£176,725
Support in kind	2.50%	£4,525
Expenditure total	100.00%	£181,250

Total income (for information): £181,250

Expenditure	Description	Amount
Artistic spending	Lead Artist & Materials	£11,500
Marketing and developing audiences	Marketing, promotion, launch	£1,172
Developing your organisation and people	Project Manager - Co-ordination, mileage, evaluation	£2,623
Other	Road surfacing, street furniture, signage	£160,900
Other	Community workshop costs	£530

Expenditure details

Expenditure heading: Artistic spending
Description: Lead Artist & Materials
Amount (£): £11,500

Expenditure details

Expenditure heading: Marketing and developing audiences
Description: Marketing, promotion, launch
Amount (£): £1,172

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Project Manager - Co-ordination, mileage, evaluation
Amount (£): £2,623

Expenditure details

Expenditure heading: Other
Description: Road surfacing, street furniture, signage
Amount (£): £160,900

Expenditure details

Expenditure heading: Other

Applicant: Totnes Town Council

54670852

Project: Community Mosaic in Totnes Market Square

GFTA-00090244

Description: Community workshop costs

Amount (£): £530

Application submission	Page 28	14/03/2018
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ITEM 15

TOTNES CEMETERY – FAMILY USE OF COMMON GRAVES (OPERATIONS COMMITTEE 23RD APRIL 2018)

Issue

Whether to permit additional interments of family members into common graves, and if so what fee to charge.

Recommendation

That the Operations Committee considers the following options:

- a. The family is offered the opportunity to purchase the exclusive right of burial for the plot which would enable the future interment of a body or cremated remains, and give the owners the right to erect a memorial stone. The charge would be the current exclusive right of burial fee plus the appropriate interment costs;
- b. At the discretion of the Town Clerk, the family is permitted to make future interments on production of a birth or marriage certificate to show a maternal/paternal/spousal link with the interred, without owning the exclusive right of burial and with no guarantee of future use. This would give the family a financial advantage over many others who have had to purchase exclusive right of burial, but they would be charged the appropriate interment fee and there would be no automatic right to erect a memorial; or
- c. The Council denies such requests and uses common grave plots for any future interments when space in the cemetery becomes limited.

Background

The Town Council Offices has received an application to inter the cremated remains of a woman into the grave of her late mother. The original interment was made in 1951. A review of the purchased grave register and receipts for that year confirms that the plot is a common grave and as such remains the property of Totnes Town Council. Despite the plot in question being a common grave, the family were permitted to erect a memorial stone in 1971, and permission was granted for the memorial stone to be replaced in 2014 without any record of a Deed of Grant being requested.

Having spoken to the Institute of Cemetery and Crematorium Management (ICCM), they advise that families of those who were given common graves by the town have no legal right to be granted future interments or its exclusive use. The ICCM suggests: offering the sale of the exclusive right of burial for the plot which protects the family's future use; or that the Town Clerk could grant the interment with no guarantee that future interments will be allowed.

A quick look at the purchased graves registers show that many of the graves issued in the 1940s to late 1960s were common graves, and therefore this question is likely arise again. In 1951 alone, Totnes Cemetery handled 71 burials, but only 3 burial plots were purchased that year.

Presentation

The cemetery is an emotive issue and there could be a negative public and press response to not automatically granting future family interments into existing common graves. Conversely, purchasers of new graves could take umbrage if they were aware that those who do not hold an exclusive right of burial are being afforded the same rights as themselves. Trying to normalise this situation by offering families the opportunity to buy the exclusive right of burial and protect the grave for the future would put any future interments on the same legal footing as all new graves purchased in Totnes Cemetery, and would see the Town Council dealing with all interment requests in an equitable way.

Financial

This could be viewed as TTC trying to make money but it is unlikely that the sale of the exclusive right of burial would generate significant additional annual income for the cemetery.