



**AGENDA FOR THE COUNCIL MATTERS COMMITTEE**  
**MONDAY 9<sup>TH</sup> JULY 2018 AT THE GUILDHALL TOTNES**

You are hereby summoned to attend the Council Matters Committee, which is to be held in the Guildhall, Totnes on **Monday 9<sup>th</sup> July 2018 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To appoint a Deputy Chair of committee (who will chair in Cllr Whitty's absence)	
2	To receive apologies and to confirm that any absence has the approval of the Council.	Cllr Whitty
	<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>	
3	To discuss any matters arising from the minutes of: a) Personnel 25 <sup>th</sup> June 2018 b) Operations 25 <sup>th</sup> June 2018 (already agreed through Full Council)	Enclosures
4	To consider the budget monitor and any virements needed.	Enclosure
5	To consider air quality testing in the town.	Enclosure
6	To note the application to the Great British High Street Awards	Enclosure
7	To note the date of the next meeting: <b>Monday 10<sup>th</sup> September 2018 at 7pm.</b>	
	<i>The Committee 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>	
8	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure
9	To consider a proposal for expenditure on the Neighbourhood Plan project (commercially sensitive)	Enclosure and update from Cllr R Adams

**Future meetings agenda items:**

- Update Statement of Internal Control
- To review a summary of the required actions resulting from the Risk Assessment programme
- Plastic Free initiatives
- CCTV Policy – September
- Grants Award Policy
- Councillor Allowance Policy
- Investment options for general reserve – September
- To review various staffing policies – Capability Procedure, Dignity at Work Policy, Equal Opportunities Policy, Flexible Working Policy, Grievance Policy, Lone Working Policy,

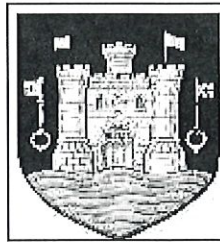
Recruitment Policy, Disciplinary Procedure, Managing Attendance,

- To note sick leave and overtime balances
- To note the outcome of the appraisal process

**Committee Members – quorum is 5 members**

- Cllr Whitty (Chair)
- Cllr Simms
- Cllr M Adams
- Cllr R Adams
- Cllr Sweett
- Cllr Price
- Cllr Westacott MBE
- Cllr Paine
- Cllr Hodgson





**MINUTES FOR THE PERSONNEL COMMITTEE**  
**MONDAY 25<sup>th</sup> JUNE 2018 AT THE GUILDHALL OFFICES TOTNES**

Present: Councillors J Westacott MBE, Cllr J Sweett (temporary Chair), Cllr R Adams  
 In Attendance: Catherine Marlton (Town Clerk)  
 Apologies: Cllr T Whitty and Cllr M Adams

Cllr Sweett was **AGREED** as the temporary Chair.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Committee	Apologies from Cllr Whitty and Cllr M Adams were <b>AGREED</b> .
2	Matters arising (minutes already agreed)	None.
3	To consider the reviewed Appraisals Policy	The reviewed policy was <b>AGREED</b> .
4	To consider the reviewed Pensions Discretions Policy	The reviewed policy was <b>AGREED</b> .
5	To receive an update about Probationary Reviews	The Town Clerk gave a verbal update on how new staff members were settling in.
6	To consider a draft recruitment timeline and JD for the Office Administrator (Mayoral PA/Reception)	<p>That the Totnes Town Council Personnel Committee <b>RESOLVES to agree</b> the proposed recruitment timeline.</p> <ul style="list-style-type: none"> <li>• 10<sup>th</sup> July 2018 – Advertise for the role in local press, on the website, Devon Jobs, on Facebook.</li> <li>• 31<sup>st</sup> July 2018 – Closing date</li> <li>• 1<sup>st</sup> August 2018 – Shortlisting</li> <li>• 8<sup>th</sup> August 2018 – Interviews (Cllr Westacott, Cllr R Adams, Town Clerk)</li> <li>• 9 August 2018 at 11am – Recess Committee ratifies appointment</li> <li>• Mid September – proposed start date for 2 week handover period with existing postholder</li> </ul> <p>That the Totnes Town Council Personnel Committee <b>RESOLVES to agree</b> the proposed JD and minor staff restructure.</p>
7	To note the date of the next meeting	Monday 9 <sup>th</sup> July at 7pm – Council Matters

Catherine Marlton  
 Town Clerk





**MINUTES FOR THE OPERATIONS COMMITTEE**  
**MONDAY 25<sup>TH</sup> JUNE 2018 AT THE GUILDHALL TOTNES**

Present: Councillor R Adams, Cllr E Price, Cllr J Westacott MBE, Cllr P Paine

Apologies: Cllr M Adams, Cllr T Whitty

Not present: Cllr J Hodgson

In Attendance: Catherine Marlton (Town Clerk), Cllr Webberley, Cllr Vint, Cllr Simms, 8 members of the public, 1 member of the press

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	Noted.
2	To vote a temporary chair of the meeting in the Chair's absence	It was <b>AGREED</b> to have Cllr E Price Chair the meeting in the absence of Cllr Whitty. It was agreed that appointing a deputy was unnecessary given the restructure of Standing Orders starting in July.
<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>		
3	To discuss any matters arising from the minutes of the last meeting (already agreed through Full Council).	None.
4	To consider funding options for youth nights in the Pavilions	It was <b>RESOLVED</b> to match fund the youth nights at Totnes Pavilions to a maximum of £2500, assuming the other £2500 can be found from other sources.
5	To consider how to support a 'Plastic Free' campaign in Totnes	<p align="center"><i>The committee adjourned to allow free discussion</i></p> <p>Members of the public spoke regarding existing initiatives to reduce plastic waste.</p> <p align="center"><i>The committee reconvened</i></p> <p>It was <b>AGREED</b> that this should be something the Town Council should be supporting and an item detailing how to become a 'Plastic Free' town would be sent to the next Town Matters Committee</p>
6	To consider a report from St Mary's Partnership	<p align="center"><i>The committee adjourned to allow free discussion</i></p> <p>Cllr J Birch outlined the attached report and reiterated that at this time the Town Council were only being asked to continue their support. There were no financial or time commitments associated with the request.</p> <p align="center"><i>The committee reconvened</i></p> <p>It was <b>RECOMMENDED</b> to Full Council that Totnes Town Council continues to formally support the St Mary's Partnership project.</p>
7	To receive a Neighbourhood Plan update	<i>The committee adjourned to allow free discussion</i>

		<p>Cllr A Simms explained that the current OSSR document is not sufficient given the information gleaned from recent training on the Neighbourhood Plan process.</p> <p><i>The committee reconvened</i></p> <p>It was <b>AGREED</b> that a detailed proposal of what would be included and the breakdown of costs would go to the Council Matters Committee on 9<sup>th</sup> July for consideration.</p>
8	To consider the Totnes Market Square concept designs	<p>The Town Clerk gave a verbal update on the process. A brief is being drafted which includes copies of all the consultation feedback received to date. This will then go to Full Council on 2<sup>nd</sup> July for consideration. After which time the architects and officers will have 2 months to draft a proposal for consideration by Full Council in September.</p> <p><i>The committee adjourned to allow free discussion</i></p> <p>Comments were made as follows by members of the public:</p> <ul style="list-style-type: none"> <li>• Visibility to businesses on the square on market day should be improved.</li> <li>• Vehicle and pedestrian access to businesses on the square must be maintained during the improvement works.</li> <li>• The improvement works should be kept to the January and February timeline to reduce impact on market traders and business owners.</li> <li>• The number of market stalls must be maintained.</li> <li>• The market should not try to be all things to all people.</li> </ul> <p><i>The committee reconvened</i></p>
9	To consider a new Data Protection Policy	It was <b>RECOMMENDED</b> to Full Council that the attached Data Protection Policy be agreed.
10	To note the date of the next meeting: <b>Monday 9<sup>th</sup> July 2018 at 7pm (Council Matters Committee)</b>	Noted.
<p><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></p>		
11	To consider quotes received for the Totnes Guide design and printing	It was <b>RESOLVED</b> to give the Clerk delegated authority to choose the preferred contractor and allocation of expenditure within the agreed overall budget.

Catherine Marlton  
Town Clerk

02/07/2018

## Totnes Town Council Current Year

Page 1

13:57

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2018

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 ADMINISTRATION</b>								
1179 PAIGE ADAMS GRANT	0	0	16,040	16,040			0.0%	
1190 Events & Venues Income	225	0	0	0			0.0%	
6283 Car Park Permits	833	40	0	(40)			0.0%	
6284 Green Sacks Sales	13	3	0	(3)			0.0%	
ADMINISTRATION :- Income	<u>1,070</u>	<u>43</u>	<u>16,040</u>	<u>15,997</u>			<u>0.3%</u>	<u>0</u>
1101 Salaries and Pensions	134,062	44,992	200,332	155,340	155,340		22.5%	
1103 Staff Training and Travel	2,806	1,216	1,500	284	284		81.1%	
1105 Staff Eye Tests	99	0	300	300	300		0.0%	
1106 Staff Recruitment	805	0	1,500	1,500	1,500		0.0%	
1110 Utilities	2,262	686	2,250	1,564	1,564		30.5%	
1111 Office Supplies	974	233	2,000	1,767	1,767		11.6%	
1123 Photocopier	1,278	321	2,000	1,679	1,679		16.1%	
1156 Insurance	5,487	0	6,000	6,000	6,000		0.0%	
1160 Office Equipment	804	1,562	1,200	(362)	(362)		130.2%	
1167 Events & Venues Expenditure	1,072	0	525	525	525		0.0%	
1169 Car Park Permits	1,608	0	0	0	0		0.0%	
ADMINISTRATION :- Indirect Expenditure	<u>151,256</u>	<u>49,011</u>	<u>217,607</u>	<u>168,596</u>	<u>0</u>	<u>168,596</u>	<u>22.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(150,185)</u>	<u>(48,968)</u>						
<b>102 CIVIC AND DEMOCRATIC</b>								
1277 Civic Events	1,342	815	0	(815)			0.0%	
CIVIC AND DEMOCRATIC :- Income	<u>1,342</u>	<u>815</u>	<u>0</u>	<u>(815)</u>				<u>0</u>
1202 Mayoral Allowance	934	0	375	375	375		0.0%	
1205 Civic Events	5,262	1,853	5,750	3,897	3,897		32.2%	
1225 Civic Regalia	109	0	400	400	400		0.0%	
1231 Mayoral Travel	352	96	200	104	104		48.0%	
1232 Town Sergeant salary	724	0	0	0	0		0.0%	
1235 Councillor Training and Travel	600	746	750	4	4		99.4%	
1236 Professional Fees	8,646	2,123	4,500	2,377	2,377		47.2%	
1237 Elections	11,284	0	6,000	6,000	6,000		0.0%	
1238 Subscriptions	1,868	1,928	2,000	72	72		96.4%	
1240 Community Outreach	7,274	691	1,500	809	809		46.1%	
1241 Website and IT	892	724	1,500	776	776		48.3%	
1242 Councillor Allowances	2,876	0	6,000	6,000	6,000		0.0%	
CIVIC AND DEMOCRATIC :- Indirect Expenditure	<u>40,821</u>	<u>8,161</u>	<u>28,975</u>	<u>20,814</u>	<u>0</u>	<u>20,814</u>	<u>28.2%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(39,479)</u>	<u>(7,346)</u>						

Continued over page

5

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2018

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>201 TOURISM</b>								
2182 Totnes Guide and Website	20,716	388	18,500	18,112			2.1%	
2183 Advertising	21	0	0	0			0.0%	
2185 Miscellaneous Retail Sales	34	0	0	0			0.0%	
<b>TOURISM :- Income</b>	<b>20,771</b>	<b>388</b>	<b>18,500</b>	<b>18,112</b>			<b>2.1%</b>	<b>0</b>
2101 Salaries and Pensions	12,636	12,636	13,000	364		364	97.2%	
2103 Destination Management	10,157	0	0	0		0	0.0%	
2106 Marketing	4,482	190	1,000	810		810	19.0%	
2113 Water	(16)	0	0	0		0	0.0%	
2114 Utilities	(82)	7	0	(7)		(7)	0.0%	
2115 Post and Telephone	43	42	0	(42)		(42)	0.0%	
2116 Stationery	0	90	0	(90)		(90)	0.0%	
2117 Mill Rent	(563)	0	0	0		0	0.0%	
2161 Bank Charges	60	0	0	0		0	0.0%	
2177 Totnes Guide and Website	19,103	170	22,000	21,830		21,830	0.8%	
<b>TOURISM :- Indirect Expenditure</b>	<b>45,820</b>	<b>13,136</b>	<b>36,000</b>	<b>22,864</b>	<b>0</b>	<b>22,864</b>	<b>36.5%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(25,049)</b>	<b>(12,747)</b>						
<b>301 GUILDHALL</b>								
3181 Admissions	5,210	880	4,750	3,870			18.5%	
3182 Retail Sales	79	0	0	0			0.0%	
3183 Hire Charges	4,462	846	2,750	1,904			30.8%	
<b>GUILDHALL :- Income</b>	<b>9,751</b>	<b>1,726</b>	<b>7,500</b>	<b>5,774</b>			<b>23.0%</b>	<b>0</b>
3101 Cleaning	2,437	350	2,000	1,650		1,650	17.5%	
3103 Building Maintenance	1,835	0	4,000	4,000		4,000	0.0%	
3112 Business Rates	5,702	1,764	5,575	3,811		3,811	31.6%	
3113 Water	136	24	200	176		176	12.2%	
3114 Utilities	544	145	2,000	1,855		1,855	7.2%	
3115 Staff Costs	1,644	0	0	0		0	0.0%	
3122 Equipment Maintenance	1,577	1,758	2,000	242		242	87.9%	
3125 Marketing and Licences	0	1,509	1,750	241		241	86.2%	
<b>GUILDHALL :- Indirect Expenditure</b>	<b>13,875</b>	<b>5,549</b>	<b>17,525</b>	<b>11,976</b>	<b>0</b>	<b>11,976</b>	<b>31.7%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(4,123)</b>	<b>(3,823)</b>						
<b>302 CIVIC HALL</b>								
3279 Feed in Tariff	4,696	1,260	5,000	3,740			25.2%	
3281 Water	0	0	210	210			0.0%	
3282 Paige Adams Grant	0	17,000	17,000	0			100.0%	
<b>CIVIC HALL :- Income</b>	<b>4,696</b>	<b>18,260</b>	<b>22,210</b>	<b>3,950</b>			<b>82.2%</b>	<b>0</b>



14:07

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2018

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3201 Caretaking, Cleaning & Supplie	12,870	2,502	17,000	14,498		14,498	14.7%	
3202 Feed in Tariff	1,620	1,322	2,500	1,178		1,178	52.9%	
3213 Water	1,537	256	2,000	1,744		1,744	12.8%	
3214 Utilities & Broadband	4,070	881	4,250	3,369		3,369	20.7%	
3220 Caretaking Supplies	1,187	(105)	0	105		105	0.0%	
3222 Building Maintenance	4,656	475	14,000	13,526		13,526	3.4%	
3250 Licences	964	0	2,000	2,000		2,000	0.0%	
3251 Misc & Marketing Expenditure	176	0	400	400		400	0.0%	
3252 Equipment Maintenance	6,488	226	4,000	3,774		3,774	5.6%	
<b>CIVIC HALL :- Indirect Expenditure</b>	<b>33,568</b>	<b>5,557</b>	<b>46,150</b>	<b>40,593</b>	<b>0</b>	<b>40,593</b>	<b>12.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(28,872)</b>	<b>12,703</b>						
<b>303 PROPERTY MAINTENANCE</b>								
3381 Museum Rent	1	0	1	1			0.0%	
3382 Guildhall Cottage Income	10,200	2,550	9,350	6,800			27.3%	
3383 Garage Rental Income	330	0	0	0			0.0%	
3384 Eastgate Clock Rental Income	3	0	2	2			0.0%	
3385 Flat 5A Rental Income	8,340	2,085	8,250	6,165			25.3%	
<b>PROPERTY MAINTENANCE :- Income</b>	<b>18,874</b>	<b>4,635</b>	<b>17,603</b>	<b>12,968</b>			<b>26.3%</b>	<b>0</b>
3303 Guildhall Cottage Maintenance	667	0	2,000	2,000		2,000	0.0%	
3305 Eastgate Clock Rent	600	0	0	0		0	0.0%	
3306 Eastgate Clock Utilities	166	43	0	(43)		(43)	0.0%	
3308 Eastgate Clock Maintenance	120	0	0	0		0	0.0%	
3309 St John's Clock Maintenance	145	0	0	0		0	0.0%	
3310 St Mary's Clock Maintenance	945	0	0	0		0	0.0%	
3311 Flat 5A Loan Repayment	9,148	0	9,150	9,150		9,150	0.0%	
3312 Flat 5A Maintenance	767	0	2,000	2,000		2,000	0.0%	
3314 Guildhall Office Maintenance	501	0	500	500		500	0.0%	
3315 Rental Property Management Fee	0	170	1,760	1,590		1,590	9.7%	
3316 Town Clocks	0	252	2,050	1,798		1,798	12.3%	
3321 Museum Maintenance	945	0	4,000	4,000		4,000	0.0%	
<b>PROPERTY MAINTENANCE :- Indirect Expenditure</b>	<b>14,004</b>	<b>465</b>	<b>21,460</b>	<b>20,995</b>	<b>0</b>	<b>20,995</b>	<b>2.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>4,870</b>	<b>4,170</b>						
<b>401 CEMETERY</b>								
4181 Interment Fees	5,683	0	0	0			0.0%	
4182 Memorials	753	0	0	0			0.0%	
4184 Grant of Rights	2,085	0	0	0			0.0%	
4185 Cemetery Fees	0	3,880	7,500	3,620			51.7%	
<b>CEMETERY :- Income</b>	<b>8,521</b>	<b>3,880</b>	<b>7,500</b>	<b>3,620</b>			<b>51.7%</b>	<b>0</b>

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2018

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4112 Business Rates	3,266	1,082	3,500	2,418		2,418	30.9%	
4113 Water	139	17	150	134		134	11.0%	
4121 Grounds Maintenance	23,084	4,778	30,000	25,222		25,222	15.9%	
4122 Works and Maintenance	229	90	5,000	4,910		4,910	1.8%	
4123 Chapel	66	0	500	500		500	0.0%	
<b>CEMETERY :- Indirect Expenditure</b>	<b>26,784</b>	<b>5,967</b>	<b>39,150</b>	<b>33,183</b>	<b>0</b>	<b>33,183</b>	<b>15.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(18,263)</b>	<b>(2,087)</b>	<b>(31,650)</b>	<b>(29,563)</b>				
6000 plus Trf from EMR	4,437	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(13,826)</b>	<b>(2,087)</b>						
<b>501 OPEN SPACES</b>								
5180 Castle Meadow Rents	210	10	210	200			4.8%	
<b>OPEN SPACES :- Income</b>	<b>210</b>	<b>10</b>	<b>210</b>	<b>200</b>			<b>4.8%</b>	<b>0</b>
5101 Ramparts Walk	599	30	900	870		870	3.3%	
5102 St Mary's Churchyard	1,059	0	900	900		900	0.0%	
5103 Castle Meadow Water	46	10	0	(10)		(10)	0.0%	
5106 Castle Meadow	0	105	750	645		645	14.0%	
<b>OPEN SPACES :- Indirect Expenditure</b>	<b>1,705</b>	<b>145</b>	<b>2,550</b>	<b>2,405</b>	<b>0</b>	<b>2,405</b>	<b>5.7%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,495)</b>	<b>(135)</b>						
<b>602 PRECEPT AND INCOME</b>								
6280 Precept	344,527	177,820	355,640	177,820			50.0%	
6281 Council Tax Grant	24,659	22,230	22,230	0			100.0%	
6282 Charity of Paige Adams	131	0	0	0			0.0%	
<b>PRECEPT AND INCOME :- Income</b>	<b>369,317</b>	<b>200,050</b>	<b>377,870</b>	<b>177,820</b>			<b>52.9%</b>	<b>0</b>
6202 Bank Charges	222	38	300	263		263	12.5%	
<b>PRECEPT AND INCOME :- Indirect Expenditure</b>	<b>222</b>	<b>38</b>	<b>300</b>	<b>263</b>	<b>0</b>	<b>263</b>	<b>12.5%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>369,095</b>	<b>200,012</b>						
<b>701 COMMUNITY DEVELOPMENT</b>								
7580 Community Projects	3,165	(3,118)	0	3,118			0.0%	
7581 Neighbourhood Plan	15,000	0	0	0			0.0%	
<b>COMMUNITY DEVELOPMENT :- Income</b>	<b>18,165</b>	<b>(3,118)</b>	<b>0</b>	<b>3,118</b>				<b>0</b>
7501 Community Projects	8,255	13,950	51,366	37,416		37,416	27.2%	
7502 Neighbourhood Plan	8,833	287	12,517	12,230		12,230	2.3%	
7503 Arts and Culture	12,906	(10,188)	2,842	13,030		13,030	(358.5%)	

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2018

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7504 Local Info & Support Service	20,035	0	0	0		0	0.0%	
7505 Tourism	4,384	0	0	0		0	0.0%	
7506 Heritage	11,300	0	0	0		0	0.0%	
7507 Visitor Information Officer	4,955	0	0	0		0	0.0%	
<b>COMMUNITY DEVELOPMENT :- Indirect Expenditure</b>	<b>70,668</b>	<b>4,049</b>	<b>66,725</b>	<b>62,676</b>	<b>0</b>	<b>62,676</b>	<b>6.1%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(52,502)</b>	<b>(7,167)</b>						
<b>Grand Totals:- Income</b>	<b>452,718</b>	<b>226,689</b>	<b>467,433</b>	<b>240,744</b>			<b>48.5%</b>	
<b>Expenditure</b>	<b>398,721</b>	<b>92,078</b>	<b>476,442</b>	<b>384,364</b>	<b>0</b>	<b>384,364</b>	<b>19.3%</b>	
<b>Net Income over Expenditure</b>	<b>53,997</b>	<b>134,612</b>	<b>(9,009)</b>	<b>(143,621)</b>				
plus Trf from EMR	4,437	0						
<b>Movement to/(from) Gen Reserve</b>	<b>58,434</b>	<b>134,612</b>						



5 year budget - DRAFT WORKING DOC

	CURRENT								
	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	ACTUAL to end of June 2018 (1/4)	2018/19 proposed	2019/20	2020/21	2021/22	2022/23
<b>Admin</b>									
Salaries and pensions	103037	116390	134062	44992	208000	216000	218000	222000	227000
Staff Training and Travel	1397	653	2806	1216	1500	3000	3000	3000	3000
Staff Eye Tests	0	174	99	0	300	300	300	300	300
Staff Recruitment	261	1463	805	0	1500	500	500	500	500
Utilities	2333	2060	2262	686	2250	2250	2300	2350	2400
Office Supplies	2144	2042	974	233	2000	1750	1750	1750	1750
Photocopier	2076	1310	1278	321	2000	2000	2000	2000	2000
Insurance	8208	5951	5487	0	6000	6000	6000	7000	7000
Office Equipment	3545	537	804	1562	1200	1200	1200	1200	1200
Events and Venues Expenditure	6882	603	1072	0	525	500	500	500	500
Car Park Permits	0	0	1608	0	500	0	0	0	0
Green Sack Sales	0	0	-13	-3	0	0	0	0	0
Car Permits Income	0	0	-833	-40	0	0	0	0	0
Events and Venues Income	-4725	-6	-225	0	0	0	0	0	0
<b>SUB TOTAL</b>	<b>125158</b>	<b>131177</b>	<b>150186</b>	<b>48967</b>	<b>225775</b>	<b>233500</b>	<b>235550</b>	<b>240600</b>	<b>245650</b>
<b>Civic and Democratic</b>				ACTUAL to end of June 2018 (1/4)	2018/19 proposed	2019/20	2020/21	2021/22	2022/23
Mayoral Allowance and Expenses	3191	0	934	0	375	375	375	375	375
Civic and Mayoral Events (expenditure)	4339	4796	5262	1853	5750	5750	5750	5750	5750
Civic Events (Income)	-892	-332	-1342	-815	0	0	0	0	0
Civic Regalia	404	266818	109	0	400	400	400	400	400
Salaries and pensions	1160	1279	724	0	0	0	0	0	0
Mayoral Travel and Expenses	0	0	352	96	250	350	350	350	350
Councillor Allowances	1690	3549	2876	0	6000	6000	6000	6000	6000
Councillor Training and Travel	1417	843	600	746	750	2000	1500	1500	1500
Professional Fees	4079	3470	8646	2123	4500	4500	4500	4500	4500
Elections	1505	6900	11284	0	6000	7000	6000	6000	6000
Subscriptions	1867	1930	1868	1928	2000	2100	2150	2200	2250
Community Outreach work (Totnes Show/Surgery Venue Hire/Meeting recordings)	500	1771	7274	691	1500	1500	1500	1500	1500
Website and IT	559	1645	892	724	1500	5000	1500	1500	1500
<b>SUB TOTAL</b>	<b>19819</b>	<b>292669</b>	<b>39479</b>	<b>7346</b>	<b>29025</b>	<b>34975</b>	<b>30025</b>	<b>30075</b>	<b>30125</b>
<b>Tourism</b>				ACTUAL to end of June 2018 (1/4)	2018/19	2019/20	2020/21	2021/22	2022/23
Tourism Marketing	0	0	4482	190	4000	4000	4000	4000	4000
Pension costs	47751	33590	12636	0	12700	12700	12700	0	0

Salaries amalgamated under Admin

Budget nearly spent, likely to be overspent by year end. Includes 2 staff permits

Overspend due to kitting out the TIC

Salaries amalgamated under Admin

Budget already spent, will be overspent by year end

New Website in 2019

5 year budget - DRAFT WORKING DOC

					CURRENT					
Salaries and pensions	0	7056	10157	0	0	0	0	0	0	0
Totnes Guide	11575	18775	19103	170	15006	15000	15000	15000	15000	15000
Totnes Guide and Website Income	-22873	-21861	-20716	-388	-15000	-15000	-15000	-15000	-15000	-15000
Bank Charges	0	0	60	0	210	210	210	210	210	210
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	52580	27079	43	139	584	600	600	600	600	600
Other TIC Income	-45340	-9539	-716	0	0	0	0	0	0	0
SUB TOTAL	43693	55100	25049	111	17500	17510	17510	17510	4810	4810
<b>Guilthall</b>	<b>15/16 ACTUAL</b>	<b>2016/17 ACTUAL</b>	<b>2017/18 ACTUAL</b>	<b>ACTUAL to end of June 2018 (1/4)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	
Cleaning	1368	1418	2437	350	2000	2500	2500	2500	2500	
Building Maintenance	6743	19731	1835	0	15000	3000	3000	3000	3000	
Business Rates	5280	5324	5702	1764	5575	5650	5725	5800	6000	
Water	111	106	136	24	200	200	200	200	200	
Utilities	1444	522	544	145	2000	1500	1500	1500	1500	
Salaries and pensions	5021	6955	1644	0	0	0	0	0	0	
Equipment Maintenance	682	359	1577	1758	2000	1000	1000	1000	1000	
Wedding licence renewals and marketing	0	0	0	1509	2000	500	500	2000	500	
Admissions Income	-3709	-4634	-5210	-880	-4750	-4750	-4750	-4750	-4750	
Retail Sales	-20	-139	-79	0	0	0	0	0	0	
Hire Income WEDDINGS	-567	-3575	-4462	-846	-2750	-2750	-2750	-2750	-2750	
SUB TOTAL	16353	26067	4124	3824	21275	6850	6925	8500	7200	
<b>Civic Hall</b>	<b>15/16 ACTUAL</b>	<b>2016/17 ACTUAL</b>	<b>2017/18 ACTUAL</b>	<b>ACTUAL to end of June 2018 (1/4)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	
Carpeting and cleaning (inc supplies)	16049	13845	14057	2502	17000	12000	12000	12000	12000	
Feed in Tariff	2276	1900	1620	1322	2500	2500	2500	2500	2500	
Water	2075	1382	1537	256	2000	2100	2200	2300	2400	
Utilities	3830	4142	4070	881	4250	4400	4550	4700	4900	
Building Maintenance				475	7000	70000	30000	10000	10000	
Licences	43039	11560	4656	0	2000	2000	2000	2000	2000	
Misc and Marketing Expenditure	1717	884	964	0	400	400	400	400	400	
Equipment Maintenance	1372	5493	6488	226	4000	4000	4000	4000	4000	
Paige Adams Grant towards Cleaning and Maintenance costs	0	0	0	-17000	-29400	-30000	-30000	-30000	-30000	
Hire Charges	-23	0	0	0	0	0	0	0	0	
Feed in tariff income	-5691	-6151	-4696	-1260	-5000	-5000	-5000	-5000	-5000	

Salaries amalgamated under Admin See detailed breakdown

1.4% Paypal for advertisers payments

£11,000 additional funding needed this year for roof repairs.

Salaries amalgamated under Admin Nearly spent due to £1442 CCTV Increase of £250 to allow for £500 marketing costs for weddings and events in the Guilthall

Reduction of £7,000 to cover increased GH maintenance in current year. Additional expenditure 19/20 for Birdwood conversion. CH Improvements 2020/21

Agreed April Paige Adams Grant covers cleaning, carpeting and CH admin

5 year budget - DRAFT WORKING DOC

	64667	33206	28872	CURRENT						
	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	ACTUAL to end of June 2018 (1/4)	4750	2019/20	2020/21	2021/22	2900	3200
<b>SUB TOTAL</b>										
Property Maintenance	290	5237	667	0	2000	2000	2000	2000	2000	2000
Guildhall Cottage Maintenance	0	0	0	170	1760	1760	1780	1800	1820	1820
Guildhall Cottage and Guildhall Flat Management Fees	1200	600	600	0	0	0	0	0	0	0
Eastgate Clock Rent	2211	1834	1376	295	2050	2000	2000	2000	2000	2000
Town Clocks amalgamated	9148	9148	9148	0	9150	9150	9150	9150	9150	9150
Flat 5a Loan repay	3726	559	767	0	2000	2000	2000	2000	2000	2000
Flat 5a Maintenance	8800	129	501	0	500	25000	1000	1000	1000	1000
Guildhall Office Maintenance	13239	7800	945	0	10000	4000	4000	4000	4000	4000
Museum Maintenance	-1	0	-1	0	-1	-1	-1	-1	-1	-1
Museum Rent income	0	0	-3	0	-3	-3	-3	-3	-3	-3
Eastgate Clock Rental	0	0	0	0	-210	-200	-200	-200	-200	-200
Civic Water Supply to shop	0	0	0	0	0	0	-8250	-8250	-8250	-8250
Guildhall Office Income (£750 a month)	0	0	0	0	0	0	-9350	-9350	-9350	-9350
Guildhall Cottage Income (£850 a month)	-9545	-10200	-10200	-2550	-9350	-9350	-9350	-9350	-9350	-9350
Garage Rental Income	-234	0	-330	0	0	0	0	0	0	0
Flat 5a Rental Income (£750 per month)	-6685	-8798	-8340	-2085	-8250	-8250	-8250	-8250	-8250	-8250
<b>SUB TOTAL</b>	22149	6309	-4870	-4170	9646	28106	-4124	-4104	-4084	-4084
<b>Cemetery</b>	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	ACTUAL to end of June 2018 (1/4)	2018/19	2019/20	2020/21	2021/22	2022/23	2022/23
Business Rates	1534	1774	3266	1082	3500	3500	3500	3500	3500	3500
Water	134	144	139	17	150	150	150	150	150	150
Grounds Maintenance (Grass cutting and tree work)	5661	6977	23084	4778	30000	25000	25000	25000	25000	25000
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	174	3291	229	90	5000	5000	5000	5000	5000	5000
Chapel	195	34	66	0	500	500	500	500	500	500
Cemetery Fees Income Amalgamated	-4637	-5337	-5683	-3880	-7500	-7500	-7500	-7500	-7500	-7500
Memorials	-2895	-1962	-753	0	0	0	0	0	0	0
Grant of rights	-2868	-4514	-2085	0	0	0	0	0	0	0
War Bonds	-47	0	0	0	0	0	0	0	0	0
<b>SUB TOTAL</b>	-2749	407	18263	2087	31650	26650	26650	26650	26650	26650
<b>Open Spaces</b>	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	ACTUAL to end of June 2018 (1/4)	2018/19	2019/20	2020/21	2021/22	2022/23	2022/23
Ramparts Walk (regular cuts and tidying)	517	29	599	30	900	600	600	600	600	600
St Marys Churchyard (Walls and trees)	977	1772	1059	0	900	1000	1000	1000	1000	1000

Conversion works potentially 2019/20  
Additional £6,000 to Museum roof repairs

5 year budget - DRAFT WORKING DOC

	CURRENT								
	2018/19	2019/20	2020/21	2021/22	2022/23				
Castle Meadow Maintenance and Water	948	1212	46	115	750	500	500	500	500
Castle Meadow and allotments income	-220	-210	-210	-210	-210	-210	-210	-210	-210
<b>SUB TOTAL</b>	2222	2803	1494	-65	2340	1890	1890	1890	1890
Precept and Income	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	ACTUAL to end of June 2018 (1/4)	2018/19	2019/20	2020/21	2021/22	2022/23
Bank Charges	142	139	222	38	300	300	300	300	300
Precept and Income (based on no increases proposed)	-230088	-300953	-344527	-177820	-355640	-355640	-355640	-355640	-355640
Council Tax Grant (only guaranteed until 19/20)	-30359	-27353	-24659	-22230	-22230	-20040	0	0	0
Charity of Paige Adams	-31814	0	-131	0	0	0	0	0	0
<b>SUB TOTAL</b>	-292119	-328167	-369095	-200012	-377570	-375380	-355340	-355340	-355340
Community Development	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	ACTUAL to end of June 2018 (1/4)	2018/19	2019/20	2020/21	2021/22	2022/23
Caring Town	0	0	20035	7500	15056	15056	5000	5000	5000
Citizens advice	0	0	0	6109.88	6110	6500	6500	6500	6500
Neighbourhood Plan	0	0	8833	287	12517	4500	2000	4500	2000
Skate Park	0	0	0	0	13200	0	0	0	0
Environment improvements	0	0	0	340	14000	15000	10000	10000	10000
Arts and Culture	0	0	12906	0	5842	6500	6500	6500	6500
Youth Projects	0	0	0	0	2500	6500	6500	6500	6500
Additional funds from reserve for Market Square??	0	0	0	0	10000	0	0	0	0
CCTV??	0	0	0	0	0	45000	0	0	0
Community Projects	0	0	8255	0	0	0	0	0	0
Tourism addition	0	0	4384	0	0	0	0	0	0
Heritage	0	0	11300	0	0	0	0	0	0
Visitor Information Officer	0	0	4955	0	0	0	0	0	0
Community projects income	0	0	-3165	0	0	0	0	0	0
Paige Adams NP Grant	0	0	-15000	0	0	0	0	0	0
<b>SUB TOTAL</b>			£52,503	£14,237	£79,225	£99,056	£36,500	£39,000	£36,500
<b>TOTAL EXPENDED</b>			£315,100	£59,739	£421,186	£510,937	£373,576	£350,321	£351,941
<b>TOTAL</b>			-£53,995	-£140,273	£43,616	£135,557	£18,236	-£5,019	-£3,399

Underspent by £54k approx

£44,000 Needed from reserve in this financial year to cover additional maintenance costs and CCTV expenditure

Would require cuts to community budget, precept increase, Paige Adams grant or money from reserve

Current bid includes carry forward from previous year. See detailed breakdown.  
 Current bid includes carry forward from previous year. See detailed breakdown.  
 Not originally budgeted for  
 Not originally budgeted for.



Tourism Budget Guide detail	Supplier
Guide Design	2000 Left bridge
Photography	500 Left Bridge
Guide Print Pepper	6531 Pepper
Design of online payment portal	750 Left Bridge
Updating Visit Totnes Website	750 Left Bridge
Web hosting and development	2400 Left Bridge
National distribution of guide	1600 Take One
Mailing a guide to all advertisers in January	200 Take One
London mailing in February 2019	175 Take One
London DL Campaign joint project	100 Take One
	<b>15006 TOTAL</b>

Arts Budget detail	Project
Mosaic match funding	1050 Mosaic
Winter workshop	2592 Workshop
Workshops and half pipe	1500 Mayoral Gala
Coordination costs	500 Mayoral Gala
Food/Drink	700 Mayoral Gala
Décor and Gazebo	250 Mayoral Gala
Marketing and printing	250 Mayoral Gala
Entertainment (Jamming Station?)	0 Mayoral Gala
Mayoral Budget	-1000 Mayoral Gala
	<b>5842 TOTAL</b>



Air Quality correspondence – to Cllr Westacott

I was interested to read in the Totnes Times today of council interest in air quality measurement in Totnes. Most of the relevant equipment is made in China where interest in air quality far exceeds that in the rest of the world. Our family company which has been exporting air quality sensors to China for 12 years has now embarked on exporting finished products out of China to the rest of the world. Page 51 of the Totnes Review which I left for you last week exhibits a few such devices. The attached leaflet which has been prepared for a show in Nuremburg at the end of the month has a few more with estimated price ranges.

These devices are principally aimed at domestic air quality in China as, extraordinary as it may seem, domestic air is generally of far worse quality than outside air owing to fittings and furniture made of poor quality materials, and they emit toxic vapours such as formaldehyde.

External pollutants of principal interest would be PM2.5s and NOx. Formaldehyde maybe not of interest but we can try. In our house just behind the Town Hall the formaldehyde reading is generally 0.00 or 0.01, the recommended maximum is 0.08. I have a couple of PM2.5s here and another is on its way from China this morning. Interesting to read the letter in the TT which states correctly that wood burners contribute to particulate emissions (along with diesels) of which PM2.5s give the most concern. I don't have anything for NOx as that is not of domestic concern but I am visiting customers in Beijing, Shanghai, Shenzhen and Xuzhou in July after the German show and will see what I can pick up.

You wouldn't need to buy or even pay, I can run some tests when I have the equipment and time but will be out of the country from 25 June to 29 July.

As a measure of our expertise in this area I should cast aside all false modesty and tell you that we supply sensors to the top five manufacturers of domestic air quality monitors in China.





visit  
**TOTNES**

**Visit Totnes as part of Totnes Town Council is entering Totnes into the Great British High Street Awards and we need your help please!**

We will enter as **Champion High Street** and will be judged on 4 pillars of success. Please can you send me any ideas and examples that you have to **Sam Branch** [info@visittotnes.co.uk](mailto:info@visittotnes.co.uk)

**4 Pillars of Success - forms 70% of the judging process:**

1. **Community** - has your High Street involved the community in key decision making?

Example - Myddleton Road surveyed residents & discovered that they wanted a bakery. A local trader set one up which redefined the relationship between local residents and their high street.

2. **Customer Experience** - has your High Street created unique experiences for its customers?

Example - Stockton on Tees has the widest street in UK. The council turned the town into a stage with power supplies, marquee base points and moveable planters turning it into a flexible space that can easily be transformed to put on a show.

3. **Environment** - have local businesses & residents worked together to benefit both the wider community & environment?

GB Example - Bridgnorth created a community run P&R financed by local businesses at £10 each per month. It's free for shoppers and keeps traffic & pollution away from town.

4. **Digital Transformation** - has your high street embraced the world of digital?

Example - Discover Norwich app with destination information for visitors.

**Social media - forms 30% of the judging process so very important**

Alongside the 4 Pillars social media will add 30% to the final score. Posts, photos, videos & testimonials that are shared using **#MyHighStreet @TheGBHighStreet** and **#Totnes** or **@visittotnes** will be aggregated by location and as a % of the est. population.

Please can you, your customers & the community start sharing stories about **what makes our high street special**.

It is **extremely important** that these tags are used otherwise the judges or Visit Totnes will not see these stories: **#MyHighStreet @TheGBHighStreet #Totnes**

Post / Story Examples for you to share include (but are not limited to):

- **What are we doing that's new or innovative**
- **Who are the people that make your business special?** Share photos & stories of longest serving employees to newest additions, who brings their pet to work, has the best jokes, goes above and beyond on customer service and how etc.
- **Longest running businesses** - what is the past and present story?
- **Family run businesses** - who works in the business
- **What do your customers think?** Quotes, interviews or photos of customers (with permission) - what they love about our businesses & high street and why
- **Unique products** - what are you selling or supplying that is unique or special and why - is it handmade with love, Fair Trade, traditional or just something a little bit different
- **Manufactured in Devon (or Totnes)** - Conker Shoes, Roly's Fudge, Saveurs chocolates etc. If you have any other examples please let me know

**VISA Street Teams:** will visit 30 randomly selected high streets in July & August **so the earlier we enter the more likely they will visit** to help promote our entry, do activities & giveaways

### High Street Hero

We also get a chance to nominate a High Street Hero so please send me information about who you think has gone above & beyond for their local community. We need to submit a good example that showcases everything they do for the local community.

Examples: Nicola created an award-winning market at a local hospital for patients & staff.

2 guys opened a comic shop in Huntingdon to bring the younger generation into the high street with evening events & work experience placements.

**Please send your ideas and examples to Samantha Branch: [info@visittotnes.co.uk](mailto:info@visittotnes.co.uk)**