

**AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 4TH FEBRUARY 2019 AT THE MASONIC HALL, TOTNES**

You are hereby SUMMONED to attend the Meeting of the Council, which is to be held in the Masonic Hall, Totnes or
Monday 4th February at 7pm for the purpose of transacting the following business:

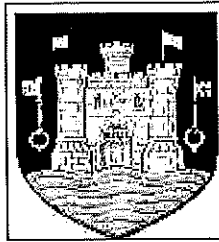
No	Subject	Comments
1	To receive apologies.	Cllr K Tremain
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Public Question Time:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Totnes.</p> <p><u>Reports from County and District Councillors</u></p> <p><i>The Council will convene.</i></p>	
4	<p>To approve and sign the Minutes of the following Meetings: (Please note confidential minutes can be agreed but any discussion must be held in Part 2):</p> <ul style="list-style-type: none"> a. Full Council 7th January 2019 b. Council Matters 14th January 2019 c. Town Matters 24th January 2019 	Enclosures
5	<p>To consider any matters arising from the Minutes <u>and to approve any recommendations</u> from Committees (Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</p> <ul style="list-style-type: none"> a. Full Council 7th January 2019 b. Council Matters 14th January 2019 c. Town Matters 24th January 2019 	Enclosures
6	To consider the Town Council financially contributing to South Hams District Council (SHDC) as an alternative to the currently proposed Pay on Entry installation in the public toilets of Totnes.	Enclosure
7	To note SHDC stance on second home owners Council Tax	Enclosure
8	To note the recruitment day SHDC have run for prospective new Councillors, District and Town/Parish level	Enclosure
9	To consider the NP minutes from 28 th January 2019 and any actions required	Enclosure to follow
10	<p>To consider future dates</p> <ul style="list-style-type: none"> • Civic Mayoral dinner – Friday 22nd March 2019 at the Seven Stars 	

	<ul style="list-style-type: none">• Mayoral Choosing – TBC• Annual Town meeting – TBC	
11	To note the date of the next meeting: Monday 4th March 2019 at 7pm in The Guildhall. Councillors please note that a Paige Adams Trust meeting will be held beforehand at 6.00pm	

Catherine Marlton



Town Clerk



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 7TH JANUARY 2019 AT THE MASONIC HALL TOTNES

Present: Councillors Westacott MBE (Chair), Paine, Piper, Hodgson, Vint, Price, Allen, Simms, Hendriksen, Whitty, Sweett, Sermon, M Adams and Webberley.

Apologies: Councillors Parker and R Adams.

In Attendance: Catherine Marlton (Town Clerk), Christina Bewley (minutes), Peter Bethel (Town Sergeant), District Councillor Birch (late arrival), District Councillor Green, Soundart Radio x 1, Press x 1, and 6 members of the public.

No	Subject	Comments
1	To receive apologies.	Apologies were given by Councillors Parker and R Adams. It was RESOLVED to accept the apologies.
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	None.
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Public Question Time:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Totnes.</p>	<p>A member of the public asked for the Council to endorse a ban on single use plastic at the markets. The Mayor agreed this should go to the Town Matters Committee for consideration.</p> <p>A member of the public asked for the Council's endorsement and support for a community action festival in May aimed at enabling the community to get involved in taking action over the challenges faced by the planet and the local community. Provisionally planned for 18th May at St Johns. All ideas welcome.</p> <p>A member of the public gave an update on Fairtrade issues. The town boundary signs will be having information attached saying that Totnes is a Fairtrade town. An event will be held in February to mark the installation of the signage. There will also be a quiz taking place on 11th February in the Bay Horse supporting Fairtrade. Fairtrade fortnight will take place from 25th February to 10th March. On 28th February there will be a conference for primary school children and then a banana grower speaker in the Methodist Church Hall.</p> <p>A member of the public spoke about a possible solution he has proposed regarding the Bulliver bridge issue and access to the South Devon Railway. The Mayor agreed this should go to the Town Matters</p>

	<p><u>Reports from County and District Councillors</u></p>	<p>Committee for consideration.</p> <p>District Cllr Green provided a written report. He advised that the meeting for adopting the Clean Air Strategy has been put back until March. Also the 5 year land supply has now been demonstrated and is applicable to appeals. Unfortunately one appeal that could have been stopped was missed because the Inspector was now aware.</p> <p>District Cllr Birch provided a written report.</p> <p>District Cllr Vint reminded the meeting about road closures that are on the website.</p> <p>County Cllr Hodgson advised that her report has been e-mailed to all Councillors. She advised that there is a meeting due to take place regarding the Totnes to Littlehempston footpath and that an estimated cost of £40k has been given for the Totnes to Littlehempston cycle path to use the bridge. The pothole reporting website is now working again but only report potholes that meet the criteria for repair. Also there will be a presentation on the TRAYE project on 19th which all are welcome to attend.</p>
	<p><i>The Council will convene.</i></p>	
4	<p>To approve and sign the Minutes of the following Meetings: <i>(Please note confidential minutes can be agreed but any discussion must be held in Part 2):</i></p> <ul style="list-style-type: none"> a. Full Council 3rd December 2018 b. Council Matters 10th December 2018 c. Town Matters 20th December 2018 	<p>It was RESOLVED to approve and sign the Minutes of the following meetings :</p> <ul style="list-style-type: none"> a. Full Council 3rd December 2018 b. Council Matters 10th December 2018 c. Town Matters 20th December 2018
5	<p>To consider any matters arising from the Minutes <u>and to approve any recommendations</u> from Committees <i>(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</i></p> <ul style="list-style-type: none"> a. Full Council 3rd December 2018 b. Council Matters 10th December 2018 c. Town Matters 20th December 2018 	<p>The following matters arose:</p> <ul style="list-style-type: none"> a. <u>Full Council 3rd December 2018</u> <p>Item 5, c, item 6 – a letter has gone out.</p> <p>Item 8 – no reply has been received yet.</p> <p>Item 9 – a date for the workshop will be agreed after this meeting.</p> <ul style="list-style-type: none"> b. <u>Council Matters 10th December 2018</u> <p>None.</p> <ul style="list-style-type: none"> c. <u>Town Matters 20th December 2018</u>

		<p>Item 2 – KEVICC and the Rugby Club have been invited.</p> <p>Item 6 – the possible methods for carrying out a survey were discussed. It was agreed that the Totnes directory would be used and survey responses would be received at the Town Council offices. Cllr Hodgson agreed to collate the survey responses. It was RESOLVED to accept the recommendation.</p> <p>Item 8 - It was RESOLVED to accept the recommendation.</p> <p>Item 9 – the recommendation was not accepted as funds have already been allocated in the budget to the Citizens Advice Bureau.</p>
6	To agree the Market Square improvement project and to consider the inclusion of the proposed Rainbow Crossing.	<p>There was general support for the rainbow feature but it was agreed that it should be referred to as a feature rather than a crossing.</p> <p>Cllr Vint was concerned whether there had been sufficient public consultation as there has been very few responses.</p> <p>Cllr Allen suggested the inclusion of electric points for bikes.</p> <p>The Clerk confirmed that there would still be provision for a Christmas tree to be installed.</p> <p>It was agreed that the design would be displayed at the Town Meeting in May.</p> <p>It was RESOLVED to agree the project with the rainbow feature.</p>
7	To consider the draft budget and set the precept amount for 2019/2020. Please also see the recommendation from Council Matters on 10 th December 2018.	<p>The inclusion of funds to renovate the Birdwood House part of the Civic Hall was discussed. The Clerk advised that plans for the use of the building after renovation have not been agreed and that only agreement to funding the renovation was required at this stage. Cllr M Adams expressed her opposition to increasing the precept to fund the renovations. There was a discussion about the need to maintain the building as it is on a long-term repairing lease so it would have to be handed back to SHDC in an acceptable condition at the end of the lease.</p> <p>The Clerk advised that she intends to issue a press release explaining the funding requirements resulting in the precept increase.</p> <p>A recorded vote was carried out on the proposal to accept the draft budget. Cllr M Adams voted against and all other Cllrs voted for the proposal. It was RESOLVED to accept the draft budget for 2019/20 and set the precept at £494,000 plus £20,040 Council Tax Relief Grant..</p>

8	To note the Visit Totnes update.	Noted.
9	To ratify the Emergency Plan as RECOMMENDED by Town Matters on 22 nd November 2019.	It was RESOLVED to ratify the Plan.
10	To note the date of the next meeting: Monday 4th February 2019 at 7pm in The Masonic Hall	

Ended 8.15pm

Catherine Marlton
Town Clerk

DRAFT



ITEM 4b

MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 14TH JANUARY 2019 AT THE MASONIC HALL TOTNES

Present: Councillor T Whitty, Cllr E Price, Cllr P Paine, Cllr J Hodgson, Cllr R Adams, Cllr J Sweett, Cllr M Adams, Cllr J Westacoot MBE.

Apologies: Cllr A Simms,

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.	Apologies received from Cllr Simms and these were AGREED .
<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.	No members of the public attended.
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of: a) Council Matters 10 th December 2018 - (already agreed through Full Council)	No matters arising.
3	To consider the current year's budget allocations and balances and any virements needed.	The current year budget monitor was considered and AGREED . No virements were considered necessary at this time.
4	To consider the recruitment timeline and JD for the seasonal Visitor Information Officer role	The proposal set out in the papers was considered and AGREED .
5	To consider the request from the Museum Trust for funding to cover CCTV upgrade	It was AGREED in principle that the CCTV upgrade in the Museum was important and the Town Council should consider contributing. However concerns were raised about the specification of the equipment and the requirement to get 3 like for like quotes for consideration. It was therefore AGREED that further information on the detailed specification of equipment and 3 quotes would be tabled at a future Council Matters committee.
6	To consider adopting a Community Grants Policy to administer the agreed £12,000 budget for 2019/20	Queries were raised regarding the need to add in the requirement for copies of policies to be added to the grant application to ensure that groups in receipt of Council funds were operating professionally. It was AGREED that that the Town Clerk would seek further advice and make minor amendments to the wording before sending to Full Council for adoption. It was RECOMMENDED to Full Council that subject to minor amendments above the Community Grants Policy and Application Form be adopted.
7	To note the Guildhall will open from the beginning of April and run until Friday 25 th October 2019 – more volunteers are needed	This was noted and received support from Councillors
8	To receive an update on the Neighbourhood Plan (standing item)	Cllr R Adams read out an update from Cllr A Simms in his absence. It stated that a

		meeting with Landsmiths and Tor Ecology was taking place on 22 nd January and the next NP meeting would be held before the end of January. Notes from both meetings would be sent to Full Council in February for information and to consider any actions required.
9	To note the date of the next meeting: Monday 11th February at 7pm in The Masonic Hall	
<i>The Committee will be asked to RESOLVE to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
10	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	These were AGREED with two abstentions.
11	To note the outcome of an insurance claim from 2015	The outcome was noted.
12	To consider the updated 2019/20 budget including detailed staffing information	The updated staffing forecast was explained by the Town Clerk and the figures AGREED .

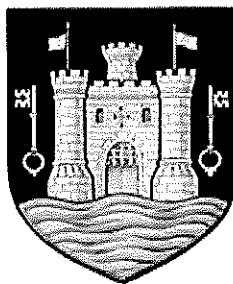
Future meetings agenda items:

- Update Statement of Internal Control
- To review a summary of the required actions resulting from the Risk Assessment programme
- Investment options for general reserve
- To review various staffing policies
- To note sick leave and overtime balances
- To consider asset remedial works
- To consider terms of reference for the IT contractor

Committee Members – quorum is 5 members

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

Catherine Marlton - Town Clerk



COMMUNITY GRANTS POLICY

TOTNES TOWN COUNCIL

January 2019

Community Grants, £300 - £2,000, will be considered by the Council Matters committee under delegated authority in July 2019 and November 2019.

All grants can be for project or capital costs. In exceptional circumstances we will consider core costs; no more than once every three years.

Grants awarded by Totnes Town Council are public money, collected as part of the town precept and we are accountable to local people for all expenditure. Therefore we apply very stringent criteria to each application.

Scoring Mechanism to assess applications

Every application received during one of the two application windows will be scored by the Council Matters committee against the following criteria:

- a) Working with others; networking/partnering
- b) Providing something different
- c) Getting more people involved - widening participation
- d) How the project meets the Town Council priorities as detailed below.

The scoring process will inform the committee decision. It is a starting point for a discussion rather than being an absolute for decision making. For example, if your project has the potential to support delivery of just one of the Council's strategic areas, this may take precedent over scoring points in every category.

Economy

Tourism Partnership: Town Council to take the lead in forming the partnership

Town Centre Management: Town Council to take the lead

Buildings Audit: Review all Town Council assets and work out which should be retained and improved and which could be disposed of

Town Council **procurement policy** to make sure we buy things that are local, sustainable and Fairtrade

Buying local and supporting the **local food economy** eg by encouraging recycling and events such as regular farmers' markets in the Civic Hall

Seek opportunities to work with others, such as the Chamber of Commerce, to promote the **economic wellbeing** of the town

Town Council to use its influence to ensure **industrial sites** are well-managed

Support the expansion of **4G broadband** coverage in the town

Be open to **income generation** opportunities.

Environment

Town Centre Improvements - improve the built environment and improve cleanliness, signage, street furniture etc

Support the **planning process**

Encourage efficient use of **resources and energy** via planning policies

Council support for **recycling and re-use**, working with other partners in the town

Protect and improve **natural heritage assets** of the town via planning and partnership working.

Social and Community

Encourage the provision of more **social housing**

Use **Town Council assets** to support community use and activity eg. the Civic Hall

Develop the **Neighbourhood plan** to successful conclusion

Encourage **employment opportunities**, especially higher paid jobs, through the Town Council planning function eg by supporting the creation and preservation of employment land

Support **cultural events and festivals** in town to create vibrancy and appeal to young people

Provide good **community information** via our website and Town Centre Manager

Continue to support **Caring Town Totnes** through membership of the group

Work with community groups on **open spaces** and **cycle routes**

Support the **young** of the town and recognise their needs

Culture and Heritage

Develop a **cultural plan** for Totnes

Encourage a **culture of compassion**

Via **Planning**, encourage work units/places for craft workers and others

Encourage **public art** – via Planning eg railings

Support **the library** in principle and education via linked governorships

Communal space – manage so that it is viable into the future to allow cultural activities in town

Lobby for **good licensing** within the town

Maintain buildings in Town Council ownership- have maintenance plans in place and budget provision, including possible grant funding

General heritage in Totnes – the Town Council is keen that all heritage assets are well maintained. We'll bring any problems to the attention of the correct authority or owners and seek enforcement action if necessary – maintain a watching brief

Other Terms & Conditions

- a) Grant applications will only be considered where
 - The project or activity directly benefits residents within a 1 mile radius of the parish boundary.
 - The project is not funded by any other means by Totnes Town Council.
- b) There is clear evidence of need for the project.
- c) The organisation has clearly defined aims and objectives
- d) The organisation has its own bank account with at least 2 authorised signatories
- e) Grants cannot cover costs that have already been incurred
- f) The organisation must be a non-party political and non-profit making. Individuals will not be funded
- g) Applications from organisations and services which receive other sources of government and local government funding must demonstrate how the project differs from their core services and how the wider community is involved (for example schools must provide evidence that the project is not for the primary purpose of teaching its students)
- h) All supporting documents are required to be submitted with the application form.

Successful applicants will be asked to agree to the following conditions in a letter of acceptance:

Monitoring and Reporting

Organisations receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown. A form will be provided and you will be notified of the date by which it must be completed and returned.

Totnes Town Council representatives may request to visit the project, to talk to staff, participants to gain a better understanding of its merits and benefits to local people.

Payment Requirements

- Grants should be spent for the purposes stated on the application only
- Totnes Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be returned

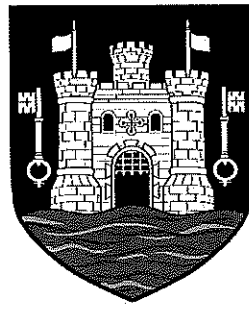
Publicity Requirements

- Totnes Town Council expects its logo to appear on published information about the funded project and to be mentioned in press and associated publicity and will ask for evidence to be provided for monitoring purposes.

- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project
- Totnes Town Council will publish grants awarded and summarise the projects using information contained in the grant application form.

The applicant must abide by all relevant laws and regulations. Totnes Town Council reserves the right to request sight of the organisation's policies

If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Totnes Town Council into disrepute, action will be taken and the grant terminated



**TOTNES TOWN COUNCIL COMMUNITY GRANTS
GRANT FUNDING APPLICATION FORM
£300 - £2000**

How to use this form: this form can be printed and completed by hand, or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

Name of organisation	
Name and address of the person making the application on behalf of the organisation	
Position held in organisation	
Telephone	
Email	
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	
Bank details If you are successful, our preferred payment method is via BACS.	Bank name: Sort Code: Account Number:
Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	

What are the aims of your organisation?	
What is the name of the project/activity you are applying for?	
When will the project be started/finished?	

Financial information

What is the total cost for the project/activity?	
Please complete the budget breakdown attached which will be used for monitoring purposes	
What is the amount of grant requested from Totnes Town Council?	
How much have you raised already?	
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	

Criteria

The Town Council priorities are available to view on our website –
http://www.totnestowncouncil.gov.uk/Council_Priorities_618.aspx

Please tell us about your project and how your project fits with these criteria

(500 words maximum)

Please answer the following questions.

1 a) How many people will this project benefit?
b) How many are involved in decision-making and ownership of this project?

c) Will your project encourage more Totnes residents to get involved? If so, how?			
2. Are you partnering with other Totnes groups and, if not, could you consider doing so?			
3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?			
4. Will your project continue after this grant is spent? If so, how will it be funded?			
Budget (please complete the following budget for your project)			
Title	Description	Total amount	Amount requested
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total		
	TOTAL		

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree) ☐

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts ☐ Bank statement or paying-in slip ☐ Constitution ☐
(to double check bank details)

NB. Scanned copies are acceptable if you end your application by email.

Applications will not be taken to committee without all these supporting documents

To support our application we have attached our organisation's policies (optional):

Equality and Diversity ☐
Child Protection ☐
Data Protection/GDPR ☐
Health and safety ☐

Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date:

Please return your completed application form to: clerk@totnestowncouncil.gov.uk



**DRAFT MINUTES OF THE TOWN MATTERS COMMITTEE
THURSDAY 24TH JANUARY 2019 AT THE MASONIC HALL TOTNES**

Present: Councillors R Hendriksen (Chair), G Allen, J Hodgson, P Paine, B Piper, R Vint and L Webberley.

Apologies: Cllrs M Parker, K Sermon and J Sweett.

In Attendance: Member of the public and Sara Halliday (Administrator).

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was resolved to accept the apologies. Cllr Sweett had emailed updates about specific agenda items.
	<i>The Committee will adjourn for the following items:</i>	
	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.	A member of the public spoke about their concerns over the future of banking in Totnes with the announcement of the closure of Santander in June 2019. They suggested that Totnes Town Council (TTC) approaches: South Hams District Council (SHDC) for funding to install an external cash point into a building previously used for banking (e.g. HSBC or Barclays); and the company (that is now using these former banking premises for retail) to get their agreement to host the cash machine facility. They asked that a note they had written be circulated to all Councillors (Cllrs).
	<i>The Committee will convene to consider the following items:</i>	
2	To discuss any matters arising from the minutes of 20 th December 2018. (Note: already agreed through Full Council.)	<p>Item 6 – Resolved by Full Council. The Clerk has asked Cllrs to think about what it is that TTC is asking residents, and where funding will come from for this review.</p> <p>Item 8 – Resolved by Full Council. The Officer has put a post on Facebook asking for location details and is emailing various organisations in Totnes to confirm defibrillator possession and access arrangements. Cllr Hendriksen offered to speak to Leatside Surgery to see if they would be able to provide basic training on defibrillator use.</p> <p>Item 9 – Not accepted by Full Council as funding has already been allocated in the proposed budget.</p> <p>Emergency Plan – Ratified by Full Council and a redacted version is now on the TTC website.</p>
3	To consider the requirement for additional signage to tackle anti-social behaviour issues around Totnes (e.g. no alcohol zones, aggressive begging, unattended baggage, obstruction of pavements and bus shelters).	Cllr Vint updated that SHDC has said that there is a need for signage to help enforce the Public Space Protection Orders within the town. It was AGREED that signage needs to be sympathetic and not spoil the look of the town, drawing on ideas for posters used with success elsewhere, such as images drawn by local children.

		To RECOMMEND to Full Council that TTC engages with SHDC about the placement and wording of any signs, and that the issue is referred to the Public Realm Working Group as part of their review of signage in the town and on waste bins.
4	To note an update on the Borough Park Skate Park project.	Cllrs Vint and Hodgson reported that the designers of the skate park are expected to take a year to consult on the design and secure funding for the project, with the aim of it being in use by the 2020 Olympic Games (where skate boarding will debut). Quarterly meetings will be held with SHDC, the designers and the Skate Park Group and it was AGREED to update the Town Matters Committee following these meetings.
5	To note updates from the Heritage Link Councillors.	<p>Cllr Allen updated on the St Mary's Church heritage project, where she and Cllr Price are involved in fund raising. Ideas include a large, textured historical map on the floor at the back of the church which could be used by schools and visitors for brass rubbings. To fund the renovations a charity is being set up (due to launch in May 2019) which will also help fund heritage projects around the town.</p> <p>Cllr Piper raised concerns about the structural safety of buildings over the Butterwalk, particularly the risk of window frames and roofing materials falling into the High Street. To RECOMMEND to Full Council that TTC writes to Devon County Council Building Control and Highways departments to raise concerns about these potential hazards to pedestrians and motorists.</p>
6	To consider a draft policy for the conduct of Totnes Town Council business on the death of a senior national figure.	<p>Cllrs requested that the policy clarify what is meant by 'official duty'. Cllr Hodgson suggested that a beacon could be lit on Proclamation Day, but it was agreed that timings were too short to make this realistically possible.</p> <p>To RECOMMEND to Full Council that whilst the Town Council needs to have a policy, it is down to individual Councillor discretion how they conform with the policy's content (e.g. wearing a black arm band, marking a silence).</p>
7	To note an update on the Totnes Travel Plan Partnership, including cycle routes.	Noted. SHDC Councillors are due to meet with South Devon Railway in February 2019 to discuss the current impasse over using the existing footbridge as part of a cycle path linking Totnes with Littlehempston. Until this meeting has taken place, looking at alternative routes would not be pursued.
8	To note the timeline for considering the Totnes Town Council Transport Policy and Strategy.	Cllr Hodgson explained the scoring agreed for some of the projects at the Totnes and District Traffic and Transport Forum held on 23 rd January – as only a quarter of the proposed projects had been assessed, the next meeting on 27 th February will conclude the scoring. It was AGREED that Committee members (and all other Cllrs if they wish to participate) would

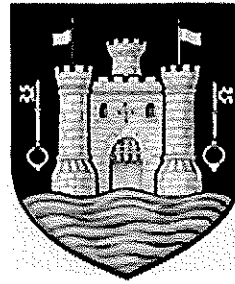
		<p>score the projects before the February Committee where all scores would be shared; these scores would then be compared with the Forum's outputs at the March Committee where a recommendation would be formulated for Full Council.</p> <p>Cllr Paine registered his concern that the draft Transport Policy and Strategy does not mention the requirement to secure land that may be required to build a link road in the future.</p> <p>It was AGREED that the Officer would seek advice from SHDC Monitoring Officer about whether a recommendation on this policy from the March Town Matters Committee could be taken to Full Council in April (which will fall in the local election purdah period), given the local sensitivity and potential investment elements of the policy.</p>
9	To consider whether Totnes Town Council should continue to send birthday cards to those turning 18.	<p>To RECOMMEND to Full Council that:</p> <ul style="list-style-type: none"> • TTC Cllrs continue to send birthday cards to those turning 18; • a budget of £100 is allocated to purchase the Open Register, cards and stamps; and • the recommendation is put to Full Council in May 2019, as the new Councillors will need to agree who will undertake this task.
10	<p>To note or make recommendations on the following tree works orders:</p> <p>Works to Trees in a Conservation Area: 5a) 4056/18/TCA – T1: Yew – Crown raise by 2.5m to clear road and car park; reduce height and spread by 2m. 31-33 Fore Street, Totnes, TQ9 5HH.</p>	<p>No objection, and the Committee would support the pollarding of this tree.</p>
11	<p>To make recommendations on the following planning applications:</p> <p>6a) 4109/18/LBC & 4113/18/FUL – Listed building consent for installation of 2no. new external A/C condensers to rear wall and internal alterations and modifications, including new opening and relocation of toilet and installation of new fascia and side elevation signage. Ground and Basement, 57 High Street, Totnes, TQ9 5NS.</p> <p>4114/18/ADV – Advertising consent for letters fixed to 2no. fascias and 1no. board with hand painted logo to the side of the building. Ground and Basement, 57 High Street, Totnes, TQ9 5NS.</p> <p>6b) 4068/18/VAR – Application for variation of condition 6 (acoustic assessment and attenuation) following grant of planning permission 4165/17/FUL. Development site at SX809597, Steamer Quay Road, Totnes.</p>	<p>Applications available on the SHDC website – www.southhams.gov.uk</p> <p>Cllr Piper declared a personal interest. Support.</p> <p>Support.</p> <p>Support.</p>

6c) 4010/18/LBC – Conservation work to Courtyard area – oak beams, oak column, oak lintel, new slate cladding, new external door (not historic), new sash window, new external spiral stair (secondary means of escape), new oak louvred screen, repairs to lath and lime plaster, lead detailing. 43 High Street, Totnes, TQ9 5NP.	Support
6d) 4140/18/HHO & 4141/18/LBC – Householder and listed building consent applications for replacement garage, new vehicular and pedestrian gates. 4 Seymour Villas, Pathfields, Totnes, TQ9 5QR.	Cllr Piper declared a personal interest. Support
6e) 4207/18/HHO – Householder application for proposed first floor extension over footprint of existing ground floor extension to the rear of the existing private residence, and other minor internal alterations to the existing house. 27 Bridgetown, Totnes, TQ9 5AD.	Cllrs Allen, Hodgson and Vint declared a personal interest. The Committee agreed to make a site visit to investigate the objection made by a neighbour about the potential loss of light and size of the proposed extension.
6f) 4016/18/HHO – Householder application for first floor extension to garage to create studio/workshop and alterations to ground floor windows to dwelling house. Quarry House, Maudlin Road, Totnes, TQ9 5EX.	The Committee agreed to make a site visit to investigate the objection made by a neighbour about the height size of the proposed extension.
6g) 4160/18/HHO – Householder application for construction of dormer window and erection of timber garden shed. 5 Cherry Cross, Totnes Down Hill, Totnes, TQ9 5EU.	Support.
6h) 3869/18/HHO & 3871/18/LBC – Householder and listed building consent applications for ground floor rear extension to existing rear C20 extension of dwelling within listed C17 terrace of cottages. 4 Moorashes, Totnes, TQ9 5TN.	Support.
6i) 4139/18/HHO – Householder application for demolition of existing extensions, low energy refurbishment of existing, reconfigure roof to gable type and new living kitchen extension. 40 Denys Road, Totnes, TQ9 5TL.	Support in principle, subject to the submission of a wildlife report, as the works contain changes to a roof space.
6j) 0086/19/HHO - Householder application for conversion of garage to habitable room. 10 Jordons Brook, Totnes, TQ9 5FR.	Support.
6k) 3947/18/LBC & 3948/18/ADV – REVISED Advertisement and listed building consent for external shopfront (2 x fascia Coffee 1 and 1 x projecting sign [removal of illumination from the signage]) and internal alterations at 14-16 High Street. 14 High Street, Totnes, TQ9 5RY.	Support.

NOTE: Cllrs JH and RV observe and do not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.		
12	To note the date of the next meetings of the Town Matters Committee –Thursday 21 st February 2019 at 7.00pm in the Masonic Hall.	Noted.

CHAIR

DRAFT



POLICY FOR THE CONDUCT OF COUNCIL BUSINESS ON THE DEATH OF A SENIOR NATIONAL FIGURE

TOTNES TOWN COUNCIL
JANUARY 2019
REVIEW DATE: XXXX

Issue: South Hams District Council has issued guidance¹ of the steps that should be taken when Operation London Bridge is enacted. As part of the planning for such an event, Totnes Town Council should have a policy to oversee its conduct of business during a time when national mourning has been declared.

Background: There are codename operations for the plan of what will happen in the days after the death of senior figures of the Royal Family, and announcement of these bridges being 'down' will set the plan in motion. The codenames are as follows:

- Operation London Bridge – HM The Queen (State Funeral)
- Operation Forth Bridge – HRH The Duke of Edinburgh (Ceremonial Royal Funeral)
- Operation Menai Bridge – HRH The Prince of Wales (Ceremonial Royal Funeral)
- Other Royal family members will be given Non-Ceremonial Royal Funerals.

¹ Based on the document National Association of Civic Officers 'Marking the Death of a Senior National Figure', Third Edition issued April 2017.

Following the death of a member of the Royal Family, the Lord Chamberlain will consult with the Prime Minister before seeking the Sovereign's Commands with regard to the type of mourning to be observed. No action should be taken until there is a formal announcement of the death (therefore any 'media reports are coming in' stories should be ignored). The forms of mourning and their implications for Totnes Town Council are as follows:

- **National Mourning** – observed by all. Flags are lowered to half mast from the day of death until the day of the funeral. Marking a silence may be observed. A
- **Royal Mourning** – no implications for Totnes Town Council.

Wider guidance from South Hams District Council (as the local authority) can be expected and timings for Proclamation Day are still to be confirmed (as they need to follow Devon County Council arrangements). However, the Chairman will make the announcement of the new Sovereign on Proclamation Day (2 days after the day of death of the Sovereign) or possibly the day after which the Mayor of Totnes will be invited to, and which can then be followed by the Mayor of Totnes' announcement to the town.

Recommendation:

That the policy set out in the protocol at Annex A is approved so that Totnes Town Council Councillors and officers are aware of the events following the release of an official statement and are able to respond effectively. The protocol sets out: the action required; who is responsible for implementing the action; and any relevant comments or preparation required. The most significant protocols surround the death of the Sovereign (not experienced since 1952) and therefore it is important that the Council are in agreement that the protocols to be followed are easy to understand and deemed appropriate.

TOTNES TOWN COUNCIL PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE

This protocol sets out the action to be taken in the event of the death of:

HM The Queen*

HRH The Duke of Edinburgh
HRH The Prince of Wales
HRH The Duchess of Cornwall
HRH The Duke of Cambridge
HRH The Duchess of Cambridge
HRH Prince George
HRH Princess Charlotte
HRH Prince Louis
HRH The Duke of Sussex
HRH The Duchess of Sussex
HRH The Duke of York
HRH The Earl of Wessex
HRH The Princess Royal
HRH The Countess of Wessex

The Prime Minister

- Any former Prime Minister
- The Members of Parliament for South Hams
- A serving Mayor or Leader of the Council
- A serving member of the Council

This protocol is to be kept under annual review, and the contact list will be updated annually in May.

* **Bold type indicates the action is only required in the event of the death of the Sovereign.**

PART 1 - Implementation of the Protocol on official confirmation of the death

Plans should only be implemented following an official announcement – ‘reports of’ are not official. On hearing/seeing an official announcement the Town Clerk, in consultation with the Mayor, is authorised to implement the protocol.

Action Required	Authorised By	Other Notes
Totnes Town Council’s Mourning Protocol will be implemented on the formal announcement of the death of any one of those persons named above.	Implementation will be authorised by the Town Clerk or in their absence by the Deputy Clerk.	

PART 2 – Flag Flying

Half mast flying has specific protocols and officers must ensure that they are aware of the correct method to employ and observe this when lowering a flag to half mast, or changing a local flag to the Union Flag for lowering to half mast. Please see notes at Annex A.

Action Required	Implemented By	Other Notes
<u>On announcement of Death.</u> Immediately the flags being flown will be lowered to half mast. In the event of no flag being flown on the day, the Union Flag will be raised and lowered to half mast immediately. In the case of the death of a senior Royal family member flags will be replaced with the Union Flag.	Town Ranger, following instruction from the Town Clerk or Deputy Clerk.	See Annex A which sets out the correct procedure for flying a flag at half mast.
<u>Applicable only following the death of the Sovereign:</u> On Proclamation Day (D+1) (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will - at 1100 hours - be	At the Civic Hall by the Town Ranger.	

raised to full mast and flown throughout the day at full mast. On the day following Proclamation Day (D+2) they will be returned to half-mast at 1300 hours.		
<p><u>On Subsequent Days.</u></p> <p>Following the death of the Sovereign or other members of the Royal Family identified in the list on page 1, flags will continue to be flown at half mast until 0800 hours on the day following the funeral (D+11).</p> <p>For all non-Royal senior figures identified in the list on page 1, the flag on the Civic Hall will fly at half mast on the day of the announcement of the death. On subsequent days the usual local arrangements will resume (i.e. the flag will be taken down) until the day of the funeral when the flag will again fly at half mast.</p>	At the Civic Hall by the Town Ranger, following instruction from the Town Clerk or Deputy Clerk.	<p>The funeral of the Sovereign will take place 10 days after the day of death.</p> <p>For other senior members of the Royal Family the number of days will be fewer, usually 8 days.</p>

PART 3 – Books of Condolence

Action Required	Implemented By	Other Notes
<p><u>Opening Condolence Book.</u> On the day following the announcement of the death of the Sovereign, The Duke of Edinburgh, The Prince of Wales or The Duchess of Cornwall, a Book of Condolence will be opened at the Totnes Council Offices.</p> <p>In the event of another member of the Royal Family or notable person, the Town Clerk in discussion with the Mayor will judge public feeling as to whether a book of condolence should be opened locally.</p>	Town Clerk	<p>Condolence Book supplied by SHDC and held in the Administrator's Office.</p> <p>Any pages that have been defaced or include offensive or other questionable comments should be quietly removed until such time as a decision can be taken as to whether or not they be permanently excluded and reasons for exclusion will be recorded separately.</p>

Books of Condolence will be open from 1000 hours to 1600 hours Monday to Friday. They will remain open until the close of the Council Offices on the day following the funeral. A table with a table cloth, framed photograph of the relevant person, a pen and the book of condolence will be set up.	Administrator/Mayor's PA	The Guildhall Offices reception area will be used. Removal of bookcase and any posters from the wall, replace with a small table from the Guildhall.
<p><u>Supplies.</u> South Hams District Council has supplied the following:</p> <ul style="list-style-type: none"> - 1 x Book of Condolence and a supply of suitable paper; - 3 x pens; - 1 x white table cloth; and - 1 x photo frame to hold a photograph of the relevant person. 		These items are held in a clear box in the Administrator's office.
<p><u>Mayor's Statement.</u> The Mayor will issue a statement via the Clerk, expressing the sadness of the Council and people of Totnes at the news of the death of The statement will also appear on the home page of the Council's website and noticeboard and will be included in social media posts.</p> <p>The statement will confirm that flags are to be flown at half mast and will give details of the Book of Condolence and any minute's silence to be observed. In the case of the death of the Sovereign it will include arrangements for the Proclamation Day announcement. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal website.</p>	<p>Statement to be issued by the Town Clerk, administrators to ensure a copy of the statement appears on the home page of the Council's website, its noticeboard and Facebook page.</p> <p>Statement to be emailed to all Councillors and to the Totnes Times.</p>	Guidance on the content of the statement is set out at Annex B.
<u>Closing Condolence Book.</u> When a Condolence Book has		<i>[SHDC are still considering whether to collect up the books of condolence and bind</i>

been closed the Clerk will discuss with SHDC arrangements for retention.		<i>them into a single document for South Hams, which will then be stored by agreement at Devon Archives; or alternatively whether Devon County Council will agree a format for their books of condolence (which SHDC books would mirror) and for DCC to collect the books of condolence, have them bound, and keep as part of their records.]</i>
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PART 4 - Events during the Period of Mourning

The Mayor and Deputy Mayor are to attend appropriate events where they continue, however if the country is in national mourning, parties, dinners and more celebratory events should be declined.

Action Required	Implemented By	Other Notes
To review the programme of engagements undertaken by the Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	The Mayor, Town Clerk and the Mayor's PA	Consideration may also be given to working with local faith groups to arrange some sort of Service on the eve of the funeral.

PART 5 – Proclamation Day

At 1100 hours on Proclamation Day (D+1) the official proclamation of the new King will be read at St James' Palace. At noon it is read at the Royal Exchange, then the heralds set out for Edinburgh/ Cardiff and Belfast. (D+2) the heralds read their proclamation in the capitals. Then the local proclamations can be read. SHDC timings are TBC, depending on DCC arrangements. The Mayor of Totnes will be invited to the SHDC Proclamation announcement which will be read by the Chairman of the Council, and will pass a copy of the Proclamation to the Mayor for TTC records.

Action Required	Implemented By	Other Notes
<u>In Totnes the Proclamation will be read as follows:</u> By the Mayor or Deputy Mayor at the front of the Guildhall. Timings dependent on Devon County Council and South Hams District Council arrangements.	Town Clerk to be alongside the Mayor	<i>[Timings will depend on when SHDC are making their announcement as TTC will need to follow this]</i> Suggested wording of the Proclamation is at Annex D.

The Mayor and Deputy Mayor to be robed with black rosettes and black gloves.	Town Sergeant	
<u>Invites.</u> All those listed in Annex C to be invited to be present. Councillors and Officers to wear dark clothing. Black Arm bands to be available.	Mayor's PA and Administrator.	Black arm bands stored in the clear box in the Administrator's office.
Reading of the Proclamation to be publicised.	Notification of the reading of the Proclamation to be given by the Town Clerk to those identified at Annex C. Town Clerk and Administrators to ensure that the public are informed by press release and items on the Council's website, noticeboard and Facebook page.	

PART 6 – Dress Code

During the official mourning period black arm bands will be available for wearing when representing the Council. Councillors and Officers when on official duty should wear dark coloured clothing, at a minimum for the first day after the announcement, Proclamation Day, for any official minute's silence and on the day of the funeral.

Action Required	Implemented By	Other Notes
<u>Supplies.</u> A stock of arm bands will be held in the Council Offices. They will be available from the Administrators for use by Councillors and Town Clerk attending on Council business following the death of a senior national figure.	The stock to be issued and maintained in good order by the Mayor's PA.	Black rosettes and arm bands are stored in the clear box in the Administrator's Office. At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement. A list of suppliers for these items is set out at Annex F.
<u>Chains of Office.</u> On the death of the Sovereign, the Totnes Town Council chains of office will not be worn by the Mayor or Deputy Mayor and instead badges of office will be worn on a black neck ribbon.	Mayor's PA.	Existing ribbons to be used on the reverse from the day of death until and including the day of the funeral of the Sovereign. Held by the Mayor's PA.

Black rosettes (for wearing on the Mayoral robes) and black gloves will be available.		Rosettes stored in the clear box in the Administrator's Office. Black Gloves stored in the Muniment Room.
<u>Maces.</u> From the day of death until and including the day of the funeral of the Sovereign, the maces will have a black ribbon tied in a bow around the shaft.	Administrators.	The black ribbon for the maces is held with the black rosettes and arm bands in the clear box in the Administrator's Office.
<u>Guildhall Photograph of HM The Queen.</u> The frame of the photograph should be draped in thick black ribbon if the Guildhall is open to the public.	Administrators.	Ribbon is stored in the clear box in the Administrator's Office.

PART 7 – Marking a Silence

Where the death of a senior member of the Royal Family is to be marked by a Silence, an announcement will be made by Buckingham Palace.

Action Required	Implemented By	Other Notes
<u>Leading the Silence.</u> The Mayor will lead a Public Silence outside of the Guildhall. Those listed at Annex C to be invited. Mayor and Deputy Mayor to be robed. Dark clothing requested. Black arm bands to be available.	Notification of the reading of the Proclamation to be given by the Mayor's PA to those identified in Annex C.	
<u>Publicity.</u> The Public Observing of the Silence to be publicised. Arrangements for media access.	Clerk and officers to ensure that the public are informed by press release and item on the Council's website, noticeboard and Facebook page.	

PART 8 – Letters of Condolence

This is separate to the book of condolence and should be sent to the Palace or other residence as directed by the official announcements.

Action Required	Implemented By	Other Notes
As soon as practical, a letter of condolence will be drafted and circulated to the Town Mayor before dispatch. It will include	Town Clerk	Only one letter to be sent.

details as to whether any book
of condolence has been
opened and how it will be
retained after it is closed.

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Further advice can be found in the National Association of Civic Officers 'Marking the Death of a Senior National Figure' Third Edition issued April 2017.

DRAFT

ANNEX A

Flying Flags at Half Mast

Full details of the correct way to fly flags at half mast is given on the website of the Flag Institute (www.flaginstitute.org).

It is important that the guidance given by the Flag Institute is adhered to strictly.

Half mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half mast position. When it is being lowered from half mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half mast, other flags on the same stand of poles should also be at half mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

ANNEX B

Content of the Public Statement to be Issued by the Mayor of Totnes on the Announcement of the Death of a Senior National Figure or other Prominent Figure

The statement should begin with a suitable expression of the sadness of Totnes Town Council on hearing the announcement.

It should go on to state that flags will be flown at half mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Mayor's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Council to action before that action has been discussed and has the necessary agreement.

ANNEX C

Those to be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a Two Minute Silence

- All Members of the Council
- Honoured Citizens/Freemen of the Town
- Past Mayors (if not serving Members of Council)
- Police
- Local Fire Commander
- A representative of the Lord Lieutenant (Deputy Lieutenant)
- Representative of different faith groups in town (St Mary's Church/St John's Church / St Mary and St George Roman Catholic Church / Methodist / United Reform / The Gospel Hall/ The Kingdom Hall/ The Quakers)

NOTE:

The Proclamation will be read at County Hall by the High Sheriff. The Lord Lieutenant will be present at that ceremony.

The Proclamation will be read by the Mayor, with the Town Clerk alongside them.

Suggested words for the Mayor Reading the Proclamation

The Mayor (or in their absence the Deputy Mayor or the immediate past Mayor) to say:

We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest-reigning Monarch.

But the basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of Totnes of the beginning of our new King's reign.

Yesterday the Accession Council met at St. James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen's death were raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. The High Sheriff of Devon discharged that duty earlier today and now, with my humble duty, I now bring the words of the Proclamation to the residents of Totnes.

Ladies and Gentlemen. The Proclamation of the Accession.

READS THE PROCLAMATION

At the end of the Proclamation the Mayor will say: **God Save The King**

Official Guests repeat: **God Save The King**

All present join in saying: **God Save The King**

Finally, the Mayor will call for three cheers for His Majesty The King.

Dispersal

TTC Actions – Summary List

Announcement Day:

- (If announcement before 10pm otherwise by 9.30am following morning) flag to be lowered to half mast (Union flag to replace any others in the event of a member of the Royal Family).
- (If announcement before 5pm) condolence book and photographs to be readied for following day.
- Statement to be approved by Mayor/Deputy Mayor for release.
- Advise press of the proclamation details.
- Send invitations for proclamation.

D+1:

- Condolence book opened.
- Flag to be raised to full mast at 11am when national proclamation read.
- Statement released if not already.

D+2:

- Flag returned to half mast at 1pm.
- South Hams District Council proclamation at 2pm.
- Totnes Town Council proclamation at 3pm – in front of the Guildhall.

Funeral day:

- (D+10) Sovereign funeral.
- 2 minutes silence (if announced by Buckingham Palace).

Funeral day +1:

- 8am raise flag to full mast.
- Condolence book closes at 4pm (prepared for binding and insertion to the council archive/ return to SHDC).
- Condolence letter issued on behalf of Mayor to Private Secretary of deceased, if Sovereign deceased it goes to new Sovereign's private secretary and includes details of condolence book archive.

[Note: D = day of death, for example D=1 is the day after the announcement of the death]

ANNEX F

Equipment List and List of Possible Suppliers

Condolence Books: issued by South Hams District Council, held in Administrator's office.

Pens (x3): issued by South Hams District Council, held in Administrator's office.

Black arm bands (x20) can be purchased from: Amazon

Black Ribbons for the Mayor's and Deputy's badges of office: reverse of existing ribbons, held by Mayor's PA.

Black Rosettes for Mayoral Robes (x 2) can be purchased from Toye, Kenning and Spencer.

Wide black ribbon x2m for bowing around lower half of Sovereign photograph in Guildhall: haberdashers in High Street opposite St Mary's Church

Table cloth: issued by South Hams District Council, held in Administrator's office.

Photo frame: issued by South Hams District Council, held in Administrator's office.

Framed photographs can be purchased from: Downloadable images of the Royal Family are available at www.royal.gov.uk. Site also gives details of companies from which a wider range of photographs can be purchased.

ITEM 6

PUBLIC TOILET PROVISION

Councillors have informally discussed the current situation with regards to the proposed installation of Pay on Entry into the three Totnes public toilets – Coronation Road, Steamer Quay and Market Square.

In light of the strength of public feeling the proposal for consideration by Full Council on 4th February 2019 is as follows:

The Town Council will contribute the total forecasted income figure of £17600 to South Hams District Council in the 2019/20 financial year to ensure that the toilets remain free to use.

The payments will be made to South Hams in quarterly instalments subject to the following requirements:

- a) That capital improvements are made to all three toilets as part of the 'design out crime' project.
- b) The toilets will be opened Monday – Sunday, year round, accessible from no later than 07.00 and closed no earlier than 18.00 as a minimum requirement but before 19.00 unless there was a requirement under special circumstances e.g. an event requiring extended use. Exceptions would be made in the case of vandalism, damage or plumbing failure.
- c) Civic Hall, Coronation Road and Steamer Quay will be cleaned three times daily in the summer and twice daily in the winter.

The Town Council will table a community discussion starting at the Annual Town Meeting about what responsibility should be taken by the Town Council for public toilets from the 2020/2021 financial year.

Totnes Town Council Reserves

Audited year end reserve 17/18		-345171			
Year	Expected year end budget	Expected year end reserves	Expenditure by year	Reserve % of annual expenditure at start of year	
18/19	23500	-321671	401000	80%	
19/20	40209	-281462	659000	43.00%	
20/21	1591	-279871	495000	56.00%	
21/22	254	-279617	495000	56.00%	
22/23	-24194	-303811	470000	65%	

TTC BUDGET FROM 1819		CURRENT		Proposed amended	Following 3 years		
	Admin	8TH JANUARY 2019	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
Salaries and pensions for all staff	142774	216500	219000	225000	231000	238000	
Staff Training and Travel	2358	2800	4000	4000	4000	4000	4000
Staff Eye Tests	50	300	500	500	500	500	500
Staff Recruitment	316	825	1000	1000	1000	1000	1000
Utilities	1813	2250	2500	2500	2600	2700	2800
Office Supplies	836	1250	1750	1750	1750	1750	1750
Photocopier	1171	2000	2000	2000	2000	2000	2000
Insurance	5536	5810	6000	6000	6500	6500	6500
Office Equipment	1667	1750	1500	1500	1500	1500	1500
Events Expenditure	175	175	0	0	0	0	0
Car Park Permits	0	0	0	0	0	0	0
Green Sack Sales	-8	0	0	0	0	0	0
Car Permits Income	-360	0	0	0	0	0	0
Events and Venues Income	0	0	0	0	0	0	0
Events and venues expenditure	340	340	0	0	0	0	0
Car park permits	480	480	0	0	0	0	0
Car park permits income and green sacks	-408	-408	0	0	0	0	0
SUB TOTAL	156933	233897	238250	244850	250950	258050	
Civic and Democratic	8TH JANUARY 2019	2018/19 expected	2019/2020	2020/21	2021/22	2022/23	
Mayoral Allowance	0	375	375	385	400	425	
Civic and Mayoral Events (expenditure)	3534	4500	5750	5750	5750	5750	
Civic Events (income)	-1313	0	0	0	0	0	
Civic Regalia	6	400	400	400	400	400	
Salaries and pensions	0	0	0	0	0	0	
Mayoral Travel and Expenses	211	400	350	350	350	350	
Councillor Allowances	0	5000	6000	6160	6400	6800	
Councillor Training and Travel	857	1250	3000	3000	3000	3000	
Councillor IT equipment	0	0	6500	500	500	500	
Professional Fees	3123	4250	4500	4500	4500	4500	
Elections	0	0	7000	6000	6000	6000	
Subscriptions	2179	2000	2100	2150	2200	2250	

Savings proposal to be considered at the next Council Matters (11th February 2019)

TTC BUDGET FROM 1819		CURRENT		Proposed amended	Following 3 years			
Community Outreach work	1143	1750	2000		2000	2000	2000	2000
Website and IT	1049	1500	10000		2000	2000	2000	2000
SUB TOTAL	10789	21425	47975		33195	33500	33975	33975
Tourism	8TH JANUARY 2019	2018/19 expected	2019/2020		2020/21	2021/22	2022/23	
Visit Totnes Marketing	-319	1600	5000		5000	5000	5000	5000
Pension costs	12636	12636	12700		12700	0	0	0
Salaries and pensions	0	0	0		0	0	0	0
Totnes Guide	5547	15068	15000		15000	15000	15000	15000
Totnes Guide and Website Income	-16960	-17160	-16000		-16000	-16000	-16000	-16000
Bank Charges	168	168	210		210	210	210	210
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	132	600	600		600	600	600	600
Other TIC Income	0	0	0		0	0	0	0
SUB TOTAL	1204	12912	17510		17510	4810	4810	4810
Guildhall	8TH JANUARY 2019	2018/19 expected	2019/2020		2020/21	2021/22	2022/23	
Cleaning	1273	1500	2500		2500	2500	2500	2500
Building Maintenance	5884	22000	5000		5000	5000	5000	5000
Business Rates	5292	5750	6000		6000	6000	6000	6000
Water	61	200	200		200	200	200	200
Utilities	2374	2375	1500		1500	1500	1500	1500
Salaries and pensions	0	0	0		0	0	0	0
Equipment Maintenance	2202	2202	2000		2000	2000	2000	2000
Wedding Licence renewals and marketing	2030	2030	500		500	2750	500	500
Admissions Income	-3357	-3357	-3500		-4000	-4000	-4000	-4000
Retail Sales	0	0	0		0	0	0	0
Hire Income WEDDINGS	-1821	-1850	-2500		-2750	-2750	-2750	-2750
SUB TOTAL	13938	30850	11700		10950	13200	10950	10950
Civic Hall	8TH JANUARY 2019	2018/19 expected	2019/2020		2020/21	2021/22	2022/23	
Cleaning and supplies	6783	9500	12000		12000	12000	12000	12000
Feed In Tariff	3102	3102	2500		2500	2500	2500	2500
Water	453	2000	2000		2000	2000	2000	2000
Utilities	2984	4250	4400		4550	4700	4900	4900
Building Maintenance	1938	7000	150000		25000	15000	15000	15000

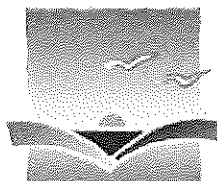
TTC BUDGET FROM 1819		CURRENT	Proposed amended	Following 3 years			
Licences	70	2000	2000	2000	2000	2000	2000
Marketing Civic Hall	22	500	500	500	500	500	500
Equipment Maintenance	3081	4500	3000	3000	3000	3000	3000
Paige Adams Grant towards Caretaking, Cleaning and Management costs	-22996	-30496	-31185	-31500	-31800	-32000	-32000
Hire Charges	0	0	0	0	0	0	0
Feed in tariff income	-5708	-5708	-5000	-5000	-5000	-5000	-5000
SUB TOTAL	-10271	-3352	140215	15050	4900	4900	4900
Property Maintenance	8TH JANUARY 2019	2018/19 expected	2019/2020	2020/21	2021/22	2022/23	
Guildhall Cottage Maintenance	90	250	2000	2000	2000	2000	2000
Property Management Fees	1097	1760	1760	2175	2858	2585	2585
Eastgate Clock Rent	0	0	0	0	0	0	0
Town Clocks amalgamated Rent and Utilities and maintenance	1653	2050	2250	2250	2250	2250	2250
Flat 5a Loan repay	4664	9150	9150	9150	9150	9150	9150
Flat 5a Maintenance	20	250	2000	2000	2000	2000	2000
Guildhall Office Maintenance	0	250	30000	2000	2000	2000	2000
Museum Maintenance	3588	13000	5000	5000	5000	5000	5000
Museum Rent Income	0	-1	-1	-1	-1	-1	-1
Eastgate Clock Rental	0	-3	-3	-3	-3	-3	-3
Civic Water Supply to shop	0	-200	-200	-200	-200	-200	-200
Guildhall Cottage Income (£850 a month)	-8200	-9350	-9350	-9350	-9350	-9350	-9350
Guildhall Office Income (£750 per month)	0	0	0	-4125	-8250	-8250	-8250
Garage Rental Income	0	0	0	0	0	0	0
Flat 5a Rental Income (£695 per month)	-6255	-8340	-7645	-8250	-8250	-8250	-8250
SUB TOTAL	-3343	8816	34961	2646	-796	-1069	-1069
Cemetery	8TH JANUARY 2019	2018/19 expected	2019/2020	2020/21	2021/22	2022/23	
Business Rates	3254	3500	3500	3500	3500	3500	3500
Water	107	150	150	150	150	150	150
Grounds Maintenance (Grass cutting and tree work)	15733	22000	22000	22000	22000	22000	22000
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	560	35000	2500	2500	2500	2500	2500
Chapel	244	244	500	500	30000	500	500
Cemetery Fees Income Amalgamated	-6350	-7500	-7500	-7500	-7500	-7500	-7500

TTC BUDGET FROM 1819		CURRENT		Proposed amended	Following 3 years			
Memorials	0	0	0	0	0	0	0	0
Grant of rights	0	0	0	0	0	0	0	0
War Bonds	0	0	0	0	0	0	0	0
SUB TOTAL	13548	53394	21150	21150	21150	50650	21150	21150
Open Spaces	8TH JANUARY 2019	2018/19 expected	2019/2020	2020/21	2021/22	2022/23		
Ramparts Walk (regular cuts and tidying)	163	250	600	600	600	600	600	600
St Marys Churchyard (Walls and trees)	390	500	1000	1000	1000	1000	1000	1000
Castle Meadow Maintenance and Water	160	250	250	250	250	250	250	250
Castle Meadow and allotments income	-10	-210	-210	-210	-210	-210	-210	-210
SUB TOTAL	703	790	1640	1640	1640	1640	1640	1640
Precept and Income	8TH JANUARY 2019	2018/19	2019/2020	2020/21	2021/22	2022/23		
Bank Charges	129	300	300	300	300	300	300	300
Precept and Income	-355640	-355640	-494000	-494000	-494000	-494000	-494000	-494000
Council Tax Grant (only guaranteed until 19/20)	-22230	-22230	-20040	0	0	0	0	0
Charity of Paige Adams	0	0	-105000	0	0	0	0	0
SUB TOTAL	-377741	-377570	-618740	-493700	-493700	-493700	-493700	-493700
Community Development	8TH JANUARY 2019	2018/19	2019/2020	2020/21	2021/22	2022/23		
Skate Park/Youth provision	0	0	0	13200	10000	10000	10000	10000
TOILETS CORONATION ROAD			5600	5600	5600	5600	5600	5600
TOILETS CIVIC HALL			5600	5600	5600	5600	5600	5600
TOILETS STEAMER QUAY			6400	6400	6400	6400	6400	6400
Caring Town Information Exchange	15056	15056						
Citizens Advice Service	6109.88	6109.88	22000	22000	22000	22000	22000	22000
Neighbourhood Plan/Planning	2493	12345	13088	3500	3500	3500	3500	3500
Public Realm, environment, planting, bins, street furniture	SEE BREAKDOWN	SEE BREAKDOWN	70860	70000	60000	60000	60000	60000
Community Grants Scheme	0	0	12000	12000	12000	12000	12000	12000
Arts and Culture	-3617	5500	10000	10000	10000	10000	10000	10000
TAP GRANT FUNDING	-6105	-6105	0	0	0	0	0	0
Heritage	0	0	0	0	0	0	0	0
Visitor Information Officer	0	0	0	0	0	0	0	0
Community projects income	0	0	0	0	0	0	0	0

Skate park do now not required grant until 20/21 financial year

Need to be clear that the funding will have to continue to avoid future installation of pay on entry

TTC BUDGET FROM 1819		CURRENT		Proposed amended	Following 3 years		
Paige Adams NP Grant	0	0		0	0	0	0
SUB TOTAL	£28,574	£42,296		£145,548	£148,300	£135,100	£135,100
TOTAL EXPENDED	£212,075	£401,028		£658,949	£495,291	£493,954	£469,506
TOTAL	-£165,666	£23,458		£40,209	£1,591	£254	-£24,194
Expect overspend of approx £23.5k		increase in overspend/spend from reserve by £3500					



South Hams
District Council

ITEM 7
Follaton House, Plymouth Road, Totnes, Devon TQ9 5NE
Telephone: (01803) 861234 DX 300050 TOTNES 2
Fax: (01803) 866151

Please reply to: Cllr John Tucker
E-Mail: Cllr.Tucker@southhams.gov.uk

Sent by email to ndr@communities.gov.uk

Our ref: Consultation response
15 January 2019

Dear Sirs

Consultation on the Business Rates treatment of self-catering accommodation

South Hams District Council is located on the south coast of Devon. The area contains the towns of Totnes, Dartmouth, Kingsbridge, Salcombe and Ivybridge and also has some of the most unspoilt coastline on the south coast.

As such, South Hams has a high proportion of holiday homes and recent statistics¹ show the area has the third highest proportion of second homes in the UK. One in every twelve homes in the District is a second home. The South Hams figures are more than seven times higher than the national average and therefore the issue in South Hams is one of the most acute in the country.

The Council considered the issue of business rates relief on the letting of self-catering holiday homes at its Council meeting of 6th December 2018. South Hams District Council is firmly of the view that domestic properties should pay council tax on their properties, irrespective of whether they are let out or not.

It cannot be right or fair in any way, that second home owners can let out their properties for hundreds of pounds every week (or even higher) and yet, under the current system, they are paying no taxation whatsoever into the local economy as they are eligible for business rates and small business rates relief. These holiday lets are using the local services and infrastructure (e.g. the roads) and yet they are not paying any taxation at all towards the upkeep and running costs of these services. They are not financially contributing to the local community for the services that they are using and this is to the detriment of local residents who are picking up these costs.

¹ Council Tax Base (CTB1) form October 2018 issued by the Ministry of Housing, Communities and Local

www.southhams.gov.uk

Please be aware that telephone calls to and from the Council may be recorded for training and monitoring purposes

100% Recycled Paper



INVESTOR IN PEOPLE

The Council strongly believes that they should be paying council tax, which would be a fair and equitable form of taxation, for these domestic properties. The Council supports the District Council Network view that there is scope to implement an alternative where self-catering accommodation is taxed solely through the council tax system, with legislation changed as necessary to deliver this.

At its Council meeting on 6th December 2018, the following motion was approved by South Hams District Council:-

Notice of Motion 47/18(a) & (b)

It was RESOLVED:

That this Authority urges the Government to consider the removal of 100% Business Rate Relief on the letting of self-catering holiday homes. The Government's present approach has a serious financial impact on local authorities with a high volume of Holiday Home Lettings. This Authority should continue lobbying to have the Relief removed.

Furthermore, this Council welcomes the consultation being undertaken by the Ministry of Housing, Communities and Local Government in respect of the review of tax rules for second-homes and resolves to respond by the closing date on 16 January 2019. In making its response, the Council will include the following:

At a time when local authorities in Devon are struggling to maintain public services and balance their budgets, a vast sum of money is lost each year due to a tax loophole available to owners of second homes and/or holiday lets in the county.

If the owners of second homes declare that they make their property available for holiday accommodation for at least 140 days out of the year, they don't have to pay Council Tax and can be registered for Business Rates instead.

In the event of the rateable value on the property being less than £12,000, the owners are exempt from paying both Business Rates and Council Tax.

Records show that there are 1,358 business rated properties in the South Hams that fall into the category of holiday lets or second-homes. If the owners of each property paid their full share of Council Tax, a total of £2.47 million would flow into South Hams District Council, Devon County Council and the Emergency Services, such as Fire and Police. South Hams District Council's share of the total would be around £223,000.

In order to close this tax loophole and, in recognition of the local government services provided for the benefit of the occupants of holiday lets or second homes, this Council calls upon the government to introduce legislation requiring such properties to pay 100% Council Tax.

This Authority would like to make it absolutely clear that South Hams District Council is not supportive of the proposals set out in the consultation as they do not go far enough to rectify the fundamentally unfair system of taxation that allows for a property to avoid paying Council Tax and receive full rates relief from their Business Rates bill. Small business rates relief was implemented to support small businesses and village halls (etc.), not to allow home-owners of million pound properties to not pay any taxation.

Instead we would urge the Government to ensure owners of second homes and properties that are available for self-catering holiday lets, contribute appropriately to the local economy and are subject to Council Tax rather than National Non-Domestic Rates.

This is also the view of the District Council Network, which the Council fully supports and agrees with.

These properties, whilst not paying any form of local taxation, still utilise all of the services provided locally. All of this is paid for by the local residents, with the hardest hit being the smaller Town/Parish Council residents who end up paying additional Council Tax due to the disproportionate number of these properties in their area.

All precepting Authorities, including the Fire and Police Authorities also suffer due to a reduction in their annual Council Tax income, and the County and District suffer further in lost New Homes Bonus, as no allowance is given where a property moves from being a second home to a business rated property.

Attached to this letter, the Council has prepared some background information on South Hams (Appendix 1) showing the effect of the current scheme, which the Government is only proposing to strengthen the current criteria.

There is also an Appendix 2, which is the Council's response to the questions in the consultation, but these are completed with the reiteration that the Government consultation does not go far enough to rectify the problem and it is the Council's view that these properties should be subject to council tax.

The Council would also like to make the point that on introducing this legislation to ensure these properties are paying council tax, it should not be the case that the Council is adversely impacted through the lowering of its business rates baseline from these properties moving back to the Council Tax listing (and a consequential reduction in the Business Rates Listing).

This reduction should be compensated for by the Government and a corresponding 'adjustment' made to the Business Rates Baseline, to ensure Councils do not lose out financially from this change in legislation.

In summary, South Hams District Council is of the opinion that owners of self-catering accommodation should be subject to local taxation through the council tax system, so that they are paying taxation for the services they are using. We call on the Government to introduce legislation to this effect so that second home owners are making a fair contribution (through paying council tax) to the cost of running local services, to ensure local residents are not being detrimentally affected by picking up all these costs.

Should, after the consultation, these properties still be allowed to move from Council Tax to Business Rates (albeit with the minor change to the rules), or where a residential property is newly built and then used as a holiday let, it is important that it is still counted towards the allocation of New Homes Bonus (NHB), regardless of whether it is taxed through Council Tax or Business Rates.

Otherwise there is a risk that these properties, in addition to not paying local taxation, would also have a negative effect on the New Homes Bonus and this is a clear disincentive effect to allowing new homes to be built. It would be helpful if this could be confirmed when the Government responds to this consultation.

Yours faithfully

Cllr John Tucker
Leader of South Hams District Council

CC: Dr Sarah Wollaston MP
Sir Gary Streeter MP
All South Hams District Council Members

Appendix 1 – Background information about South Hams District Council

South Hams District Council is located in the South West of England, in a beautiful rural area between the sea and the moor. As such it has a high proportion of holiday homes and homes that move from being Council Tax rated to Business Rates rated.

The area includes the well known tourist towns of Dartmouth and Salcombe and other wards and parishes, where the number of Council Tax second homes is as high as 40% of the tax-base in some areas.

Below are some relevant facts with respect to the area and this topic:

The Council Tax Base (CTB1) form submitted to the Government by the Council, showed that at October 2018, the Council had 3,835 second homes out of 44,338 properties in the District. This equates to just under 9% and means that one in every twelve homes in the District is a second home. The South Hams figures are more than seven times higher than the national average and therefore the issue in South Hams is one of the most acute in the country.

In December 2017 the Council had 1,410 properties assessed as 'Apartment House' on the Business Rates system. In November 2018, this number had increased to 1,455. In the same period, the number of second homes registered for Council Tax reduced from 3,835 to 3,751. Of these properties, Business Rates of approximately £3.37 million is charged and £2.35 million in small Business Rates Relief is awarded.

Should these properties be domestically banded (instead of being business rated), an estimated £2.47 million more in Council Tax would be raised for the District (whose share would be around £223,000), Devon County and the Emergency Services.

With eight Local Authorities in Devon, such a change could well allow in excess of £10million to be collected in council tax, at a time when Adult Social Care and other essential services (e.g. Special Education Needs) are struggling for funding.

Salcombe Town Council

In December 2017 the town of Salcombe had 185 properties assessed as 'Apartment House' which had risen to 202 in November 2018. In the same period, the number of second homes registered for Council Tax reduced from 681 to 637.

In this year's Taxbase calculation, the taxbase has decreased from 1,974 to 1,930 (a 2.2% reduction), meaning that their Band D council tax on a precept of £81,153 would increase by 92 pence from £41.11 to £42.03 because there are fewer residential properties on the council tax rating list (due to properties moving across to business rates).

The 2018 Council Tax base for Salcombe has therefore reduced and **resulted in a Council Tax increase for all remaining Council Tax payers of over 2% (due to properties moving across to business rates)**, just to keep the Town Council spending the same and maintaining their precept at the same level as the previous year.

East Portlemouth Parish Council

East Portlemouth is a small parish with 153 dwellings. Sixty of those properties are recorded on Council Tax records as second homes. Twenty five properties are currently assessed for Business Rates.

Even a small number of second home owners taking advantage of the current system, or the proposed changes will make a massive difference on the tax base and local residents.

Appendix 2 – The Council’s responses to the question set out in the Consultation Paper

The Council has responded to each of the consultation questions below, but wishes to make it clear in each case that these properties should be banded for Council Tax. The consultation ‘tinkers’ around the edges of the problem, rather than fundamentally changing the system to fix it and make it fair.

Q1 – Do you have any views on the current criteria?

South Hams District Council is firmly of the view that domestic properties should pay council tax on their properties, irrespective of whether they are let out or not.

It cannot be right or fair in any way, that second home owners can let out their properties for hundreds of pounds every week (or even higher) and yet, under the current system, they are paying no taxation whatsoever into the local economy as they are eligible for business rates and small business rates relief. The Council fundamentally disagrees with holiday lets being able to be business rated and able to claim rate relief and therefore pay no taxation.

The Council supports the District Council Network view that an alternative should be implemented, where self-catering accommodation is taxed solely through the council tax system, with legislation changed as necessary to deliver this.

Any property incorrectly in the Non Domestic Rates listing reduces the Council Tax Base and therefore impacts on the amount other Council Tax payers have to pay and also on the finances and income available to all tiers of Local Government including Parishes. As the Small Business Rates Relief scheme is paid for by the supplement, there is also an argument that businesses are also paying more than they should, to enable these properties to be ‘tax free’.

Q2 – Do you have any views on the possible criteria set out?

South Hams District Council is firmly of the view that domestic properties should pay council tax on their properties, irrespective of whether they are let out or not.

It cannot be right or fair in any way, that second home owners can let out their properties for hundreds of pounds every week (or even higher) and yet, under the current system, they are paying no taxation whatsoever into the local economy as they are eligible for business rates and small business rates relief. The Council fundamentally disagrees with holiday lets being able to be business rated and able to claim rate relief and therefore pay no taxation.

The Council supports the District Council Network view that an alternative should be implemented, where self-catering accommodation is taxed solely through the council tax system, with legislation changed as necessary to deliver this.

This accommodation could otherwise be used as housing to address the housing crisis, but in many cases it is exempt from taxation under business rates because of small business rate relief. Owners of self-catering accommodation should be subject to local taxation as the use of properties imposes costs on local communities, and councils should be guaranteed an income from them which is achievable at present only through the council tax regime.

Second homes that are let out should be contributing financially to the community for the services that they are using and should be paying a fair proportion of taxation in this respect. Otherwise many second home-owners that let out their properties are paying no tax at all and this is to the detriment of local residents who are picking up these costs.

We would strongly urge Central Government to take this alternative approach forward and to legislate so that these properties pay a fair taxation through the Council Tax system.

Should the Government not be open to change its approach, the suggested criteria are a definite improvement for actually having to have the property let out for at least 10 weeks of the 20 weeks it is available for. Being reviewed every year and having to be continuously let is also a positive.

Q3 – Do you have any views on how the criteria set out could be evidenced?

South Hams District Council is firmly of the view that domestic properties should pay council tax on their properties, irrespective of whether they are let out or not.

Property banded for Council Tax would not need additional evidence or annual review as the property would pay the appropriate Council Tax for its band, subject to any discounts or reductions that the Council Tax system would allow. This would save the Valuation Office Agency both time and resource once the original accurate banding was carried out.

Should the Government not be open to change its approach, to prevent fraud in this new criteria (false receipts etc.) and in other taxation areas, linking the evidence to submissions to HMRC tax returns (asking how many weeks it was let for) would ensure all tax is paid and provide straight forward proof to the Valuation Office Agency that the property should be Business Rated.

This would also ensure income from this type of rental is declared, to receive the benefit of Small Business Rates Relief.

The Council suggests that the existing approach to evidence, which entails completion of a Request for Information form (VO6048), be tightened to ensure accounts are provided for the business to support evidence that any property is let on a commercial basis.

Q4 – Do you have any alternative suggestions that would similarly strengthen the criteria?

South Hams District Council is firmly of the view that domestic properties should pay council tax on their properties, irrespective of whether they are let out or not.

Should the Government not be open to change its approach, the Council's view is that it be essential for the cross referencing with HMRC records to ensure all necessary taxation

Q5 – Do you have any views on the option of backdating business rate bills and reimbursing council tax payments?

South Hams District Council is firmly of the view that domestic properties should pay council tax on their properties, irrespective of whether they are let out or not. There would be no need therefore for movement between Business Rates and Council Tax should all these properties be banded for Council Tax. This would lead to no additional administration work, or the need for the Council Tax payers to be subject to any backdated bills.

Q6 - Are there any issues regarding the administration and enforcement of the approach outlined?

South Hams District Council is firmly of the view that domestic properties should pay council tax on their properties, irrespective of whether they are let out or not. The banding of the property would be the responsibility of the Valuation Office Agency, and there would be no need for enforcement as the approach outlined would require.

Should the Government not be open to change its approach, the Council believes the administration and enforcement of the criteria would have to rest with the Valuation Office Agency and HMRC. The Valuation Office are responsible for maintaining the list already and any additional verification / data sharing would also be easier between HMRC and their executive agency, the Valuation Office.

We would request that the capacity of the VOA and local authorities to deal with this change and of software suppliers to make any necessary changes in revenue systems should be assessed prior to implementation. This is also a reason why the Government should change its approach and enact legislation so that these properties pay Council Tax.

Q7- Do you have any other comments on the options set out above to strengthen the criteria for holiday lets to become liable for business rates rather than council tax?

South Hams District Council is firmly of the view that domestic properties should pay council tax on their properties, irrespective of whether they are let out or not.

Should the Government not be open to change its approach, consideration should also be given to the ability for a Local Authority to be allowed to levy a Tourist Tax on these assessments that remain in the Business Rates system. This would assist the local community and economy where these properties are still allowed to avoid paying any form of local taxation.

Any changes to the current scheme that the Government make should also be based on local government being fully compensated via S31 grant where Small Business Rates Relief is awarded to the ratepayer. Should any future reforms to business rates mean that this ceases to be the case then this would create a new burden on Local Authorities. We would then expect that this policy would be revisited, as different criteria might need to be applied to reflect this change. Equally it is essential, with Business Rates Retention, that no Local Authority is penalized on its Business Rates baseline for any change that the

Become a District Councillor at South Hams and Make a Difference for the Future

Are you considering putting yourself forward to become a District Councillor in the 2019 Local Elections? If so, South Hams District Council are holding an open evening for residents.

14 January 2019

The Open Evening will be held at Follaton House, Plymouth Road, Totnes on Wednesday 30 January at 6.30 p.m. and will include information about the role of District Councillors, the workload involved, and how to put your name forward.

Sophie Hosking, Executive Director and Head of Paid Service at South Hams District Council, said: "Standing as a District Councillor may seem daunting, but everyone has something that they can bring to the role. If you want to make a real difference to your community and are passionate about where you live and want the best for your area, then you really should consider becoming a District Councillor. All newly elected Councillors will receive an induction pack and training, and will be offered support from existing Members and officers.

"The role is both fulfilling and demanding and, in light of the extensive challenges that are currently facing the Council, effective Community Leadership is absolutely vital."

District Councillors have three main areas of responsibility; representing the people in their area, community leadership, and formulating policy and the annual budget. All Councillors are entitled to claim a Basic Allowance, plus reimbursements for travel, subsistence and/or dependant's carers.

In order to stand as a District Councillor, candidates need to be 18 or over and a British, Commonwealth or European Union Citizen, and on the electoral roll or have worked or occupied as an owner or tenant any land or premises in the District for at least one year.

For more information, come along to the open evening, or email Member.Services@swdevon.gov.uk