

**AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL**  
**MONDAY 4<sup>TH</sup> MARCH 2019 AT THE GUILDHALL, TOTNES**



You are hereby SUMMONED to attend the Meeting of the Council, which is to be held in the Guildhall, Totnes on **Monday 4<sup>th</sup> March at 7pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies.	Cllr K Tremain, Cllr R Adams, Cllr M Parker
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>	<p>a) Cllr Birch b) Cllr Green</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> <p>a. Full Council 4<sup>th</sup> February 2019 b. Council Matters 11<sup>th</sup> February 2019 c. Town Matters 21<sup>st</sup> February 2019</p>	<p>To follow To follow Enclosure</p>
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> <p>a. Full Council 4<sup>th</sup> February 2019 b. Council Matters 11<sup>th</sup> February 2019 c. Town Matters 21<sup>st</sup> February 2019</p>	Enclosures
6	Update on the public toilets negotiation	Enclosure
7	To note that the Standing Orders are currently under review. Councillors are asked to send feedback to the Town Clerk by 31 <sup>st</sup> March 2019. A new proposed document will be sent to Full Council on 13 <sup>th</sup> May for consideration and adoption.	Enclosure
8	To ratify the internal office policy for how to proceed following the death of a national figure.	Enclosure
9	<p>To note future dates:</p> <ul style="list-style-type: none"> <li>• Civic Mayoral dinner – Friday 22<sup>nd</sup> March 2019 at the Seven Stars</li> <li>• Mayoral Choosing – Thursday 16<sup>th</sup> May 2019</li> <li>• Annual Town meeting – Thursday 23<sup>rd</sup> May 2019 at 6.30pm in the Civic Hall</li> </ul>	
10	To note the date of the next meeting: <b>Monday 1<sup>st</sup> April 2019 at 7pm in The Guildhall.</b>	

Catherine Marlton

Town Clerk



**John Birch**  
**SHDC Member for Totnes**

Report for Totnes Town Council  
meeting to be held on Monday 4 March 2019

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I report on the following matters;

**Public Conveniences –Pay on Entry**

There is ongoing correspondence and discussions following the submission of the Town Council's proposals to SHDC to keep the public toilets free of Pay on Entry equipment.

If necessary I will report further at the meeting on 4 March

**39 High Steet, Totnes**

I sent the following email to the Executive Member at SHDC responsible for conservation matters.

"In February 2010 SHDC published a document entitled " Buildings at Risk Register" in which it reported that 39 High Street was a listed building at risk. The document states "The upper two-storeys are currently uninhabitable with a large amount of historic fabric lost due to neglect. The Conservation Dept. are in discussions with the owner to put a repair scheme in place, no way forward yet agreed."

Below, in italics, are what is described as "basic" answers to my questions. The Executive Member has stated that he should be able to go into more detail when the Council's Conservation Officer returns from leave.

1. What was the result of the discussions with the owner ?

*Discussions with the owners of properties, especially in circumstances where enforcement action is being considered, are not disclosed as they could prejudice the interests of those concerned.*

2. What action was taken by SHDC at the time ?

*SHDC always endeavours to work with owners of properties and only resorts to enforcement when absolutely necessary. This property is in private ownership and officers were in discussions with the relevant persons in 2010.*

3. What action has SHDC taken in the intervening period ?

*The owners of listed buildings are under no legal obligation to maintain their property in a good state of repair; even though it is in their interests to do so. Action is only taken when it is absolutely necessary, to date this has not been the case but the position is being reviewed.*

4. Why is it being reported that SHDC is having difficulty locating the owner when the 2010 report states that there are "discussions with the owner" ?

*Quite simply it is because circumstances change. The owner is not resident in the United Kingdom, this makes things more challenging.*

5. What is preventing SHDC serving an urgent works notice or repairs notice on the owner as a result of his/her failure to preserve the listed building and leaving it in a dangerous condition?

*It is important to remember that the owners of listed buildings are under no legal obligation to maintain their property in a good state of repair; even though it is in their interests to do so. The use of Urgent Works Notices is restricted to emergency repairs to keep a building wind and weatherproof and safe from collapse. The steps taken should be the minimum consistent with achieving this objective, and should not involve an owner in great expense. In this case the building will be assessed by a SHDC Conservation Officer which will enable an informed decision to be made.*

6. What is the position concerning the payment of council tax by the owner?

*The payment of council tax is private information and does not feature as a consideration in this case.*

I consider the response to my questions to be inadequate and I am pressing for a full and detailed response following the return of the Conservation Officer. It is my belief that SHDC should serve a Repairs Notice and in the event of the owner's failure to carry out the repairs stated in the notice then the procedure should be commenced leading to compulsory purchase of the property by SHDC.

I set out below the guidance provided by Historic England

### ***Compulsory Acquisition of Listed Buildings***

*Local authorities, have powers to compulsory acquire a if necessary for its long-term preservation.*

*The building must be in some disrepair, the owner must be shown to be unwilling or unable to carry out the repairs himself and, in essence, it has to be shown that the building will be better off in the ownership of the authority or somebody else that the authority intends to hand it to. Compensation is paid to the owner.*

*More detailed information is given in the Historic England publication 'Stopping the Rot'.*

### ***Repairs Notice***

*As the first step in the process, a local authority will serve a repairs notice on the owner of a listed building specifying those works which it considers reasonably necessary for the proper preservation of the building.*

*If, after not less than two months, it appears that reasonable steps are not being taken by the owner for the proper preservation of the building the authority can begin compulsory purchase proceedings to acquire the building from the owner.*

### ***Content of a Repairs Notice***

*The works which may be specified in the repairs notice must be those works which are reasonably necessary for the proper preservation of the building.*

*Historic England advises that a repairs notice should be considered in cases where protracted failure by an owner to keep a listed building in reasonable care places the building at risk: for example, where a building is neglected so that the need for permanent repair has accumulated to the point where the building is at risk of serious harm. A repairs notice should be intended to secure works for the long term preservation of the listed building.*

*There is no provision for an appeal against a repairs notice nor is there a requirement to consider the financial means of the owner when specifying the works.*

### ***Compulsory Purchase Procedure***

*The procedure is broadly similar to the procedure for any compulsory purchase. The land and building to be acquired must be defined with care and by reference to a map. The order may include any adjoining land reasonably required with the building. The order is advertised in local press and served on each owner and occupier of the land not less than two months after the service of the repairs notice. At least 21 days must be allowed for any objections to be made.*

*Anyone served with notice of the order may within 28 days appeal to the Magistrates Court for an order to stop any further proceedings. This will be granted by the Court if it is satisfied that reasonable steps are being taken by the applicant to properly preserve the building. There is a further right of appeal from the Magistrates Court to the Crown Court.*

### ***Confirmation of the Order***

*The Compulsory Purchase Order has to be confirmed by the Secretary of State. If any objections are made the Secretary of State may first hold a public inquiry to consider the objections.*

*The Secretary of State will only confirm the Order if satisfied*

- 1. that reasonable steps are not being taken to preserve the building;*

2. that it is expedient that the building should be preserved;
3. that it should be compulsorily purchased to ensure its preservation.

*In other words, it is not sufficient that the owner is neglecting the building. There has to be a credible plan in place to secure the building's future. That plan may include a proposal to immediately transfer the property to a building preservation trust upon acquisition.*

### **Compensation**

*Open market value is the normal basis for the assessment of compensation in a compulsory purchase case. However, there are some differences in the case of a listed building in disrepair.*

Cllr John Birch,

SHDC Member for Totnes

24 February 2019

Item 3B

**District Councillor's Monthly Report  
February 2019**

**John Green, SHDC Councillor for Totnes**

**Peer Challenge Report**

SHDC has endorsed the Peer Challenge report which identifies the strengths of the Council and areas where it needs to make improvements. One of its main concerns of the review were with the political governance arrangements of the Council. The report describes how "current practices are adversely affecting decision making, backbencher engagement, group management and relationships between members and officers."

For example, good practice is for a Council's Overview and Scrutiny Panel to be chaired by someone who is not part of the main political party running the Council. However, at SHDC, both the Chair and Vice Chair are Conservatives, as is the main political group.

The report also raised concerns about "town and parish councils who felt that the relationship [with SHC] was somewhat one sided. Some told the peer team that they were only asked to run services when the councils were considering closing them, instead of being involved in discussions early enough to effect real change."

SHDC has also agreed to review its senior leadership and make proposals for changes to the structure within in the next six months, with one of the objectives being to reduce costs.

**Tennis Club**

Discussions are on-going regarding the lease of the tennis courts by Totnes Tennis Club. There are concerns about the costs of possible resurfacing work that may be required.

**Cuts to grants for South Devon AONB and CVS**

SHDC has confirmed that it will be cutting its annual grant funding to the CVS by £12,600 to bring it to £10,000 and that it will be stopping its annual project funding grant to the South Devon AONB of £9,700.



In Attendance: Sara Halliday (Committee and Cemetery Administrator).

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	<p>5c) 0276/19/FUL – Removal of 4no. sand storage silos and erection of 3no. new sand storage silos. Foundry and Fabrication Totnes Ltd, Babbage Road, Totnes, TQ9 5JD.</p> <p>5d) 0174/19/HHO – Retrospective householder application for rear dormer. 7 Cistern Street, Totnes, TQ9 5SP.</p> <p>5e) 0218/19/LBC – Listed Building Consent for installation of rooflight (retrospective). 52 Fore Street, Totnes, TQ9 5RP.</p> <p>5f) 0227/19/HHO – Householder application for demolition of existing garage and construction of new garage with garden room/studio, ancillary to main dwelling (revision to planning consent 3993/17/HHO). Greystones, Weston Road, Totnes, TQ9 5AH.</p> <p>5g) 0229/19/FUL – Proposed AC condensing unit to rear elevation and new conservation style signage to front elevation. 9 Fore Street, Totnes, TQ9 5DA.</p> <p>&amp; 0230/19/ADV – Advertisement consent for non-illuminated painted wooden fascia with flat cut aluminium text &amp; pod and heritage conservation style wooden projection sign fit to existing bracket. 9 Fore Street, Totnes, TQ9 5DA.</p> <p>5h) 0208/19/LBC – Listed building consent for remedial works to the first floor boundary timber framed wall. Gallery House, 10 High Street, Totnes, TQ9 5RY.</p> <p>5i) 0242/19/LBC – Listed building consent application for alterations to garage/studio/workshop building including enlargement of single storey rear extension. The Hermitage, South Street, Totnes, TQ9 5DZ.</p>	<p>No objection.</p> <p>The Committee would request a condition that requires the dormer to be faced with hung slate, rather than timber, which would be in keeping with neighbouring properties in the conservation area.</p> <p>No objection.</p> <p>No objection. As previously registered, the Committee has no objection to the plans as drafted as long as the proposed garden room/garage is used only as ancillary to the main dwelling and that conditions to approval ensure that it is not used as a separate dwelling or for a commercial concern.</p> <p>No objection.</p> <p>No objection.</p> <p>No objection.</p> <p>No objection.</p>
<p><b><u>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.</u></b></p>		
4	<p>To discuss any matters arising from the minutes of 24<sup>th</sup> January 2019.</p> <p>(Note: already agreed through Full Council.)</p>	<p>Public Session – Cllr Vint has spoken to an economics group about stand alone cash machines and will update Cllrs when he has further information. Cllrs suggested possible locations for housing an ATM could be under the ramp at the Methodist Church or at Birdwood House.</p> <p>Item 3 – Resolved by Full Council. The proposed design for the new Public Spaces Protection Order signs have been circulated to all Cllrs for comment.</p>

		<p>Item 5 – Resolved by Full Council and the Town Clerk has written as requested. It was <b>AGREED</b> to have a future agenda item about general building safety in the town, inviting local builders to participate in discussions.</p> <p>To <b>RECOMMEND</b> that in the time before SHDC Building Control makes its report, Totnes Town Council erects heras fencing between the stone pillars of 39 High Street to prevent pedestrians walking under the unstable building frontage.</p> <p>Item 6 – The draft policy has been circulated to Cllrs for comment which will be considered at Full Council in March.</p> <p>Item 7 – Cllr Hodgson updated that a meeting about the Totnes-Littlehempston cycle path was held with Dave Black, Devon County Council Head of Planning, Transportation and Environment. Mr Black took an action to meet with South Devon Railway.</p> <p>Item 9 – A data copy of the Open Register has been purchased, and the relevant personal details will be passed to Cllrs Allen and Sweett.</p>
5	To consider the proposed schemes in the draft Totnes Town Council Transport Policy and Strategy.	Cllr Hendriksen reminded Cllrs that the Totnes and District Traffic and Transport Forum would meet on 27 <sup>th</sup> February at 7pm upstairs in the Dartmouth Inn to continue scoring the schemes. Cllrs reviewed Section D – Larger and longer-term schemes. Cllr Paine commented that the health and safety aspects of the schemes needs to be thoroughly considered.
6	To note updates from the Open Spaces, Sports Provision and Leisure Link Councillors.	Cllr Hodgson reported that there was not much to add on the Skate Park from the update given in January, other than the contractor needs to be pressed to hold quarterly update meetings as originally planned.
7	To note the certification of Public Footpath No. 5 Public Path Diversion Order 2017, following the completion of the railway footbridge.	Noted.
8	To note the minutes of the 'Totnes Supporting Fairtrade' meeting on 6 <sup>th</sup> February 2019.	Noted. Cllr Vint asked if Fair Trade products are being used in the Council Offices. Cllr Hodgson said that the 'Fairtrade Town' signs should have been in place in January and that she is chasing progress.
9	To note an update on the current draft (v3) South West Marine Plan, circulated by the South Devon Area of Outstanding Natural Beauty Unit.	Noted.
10	To confirm the requirement for a Town Matters Committee in April – options are 18 <sup>th</sup> (Thursday before Easter) or 25 <sup>th</sup> .	It was agreed that if required a Committee will be held on Thursday 25 <sup>th</sup> April 2019.
11	To note the date of the next meetings of the Town Matters Committee – <b>Thursday 21<sup>st</sup> March 2019 at 7.00pm in the Guildhall.</b>	Noted.



## PUBLIC TOILET PROVISION

At the last Full Council meeting the Town Clerk was given delegated authority to negotiate with South Hams District Council regarding the delay of the Pay on Entry installation for all three public toilet units in Totnes.

The Town Clerk has proposed the following which will be considered by SHDC Executive on 14<sup>th</sup> March.

Totnes Town Council will pay South Hams District Council what they were projected to receive from Pay on Entry (PoE) installation until they have carried out a community consultation on how the Town Council budget can be best spent to add value to our local community.

The Town Clerk will come up with several options with detailed costings by mid May 2019.

23rd May 2019 - Annual Town Meeting is held introducing a community consultation on toilets and other items of expenditure.

23rd May 2019 - 23rd June 2019 - consultation is open.

1st July 2019 - Full Council is held and the agenda includes the community consultation feedback and the options for how to proceed with the toilets. Council make a final decision on how to go forward.

If the decision is for the toilets to remain with SHDC then 2 months notice is given during which time the PoE install can be arranged.

If the decision is for the TC to take the toilets over then the monthly payments continue to SHDC until the agreed transfer date – likely to be 1<sup>st</sup> April 2020 to allow for the full cost of the service to be built into the budget discussions.

**OPTION 1**

TC do not take over the toilets and on 2nd July give notice to SHDC

April	1408
May	1584
June	1584
July	1584
August	1936
<b>TOTAL 19/20</b>	<b>8096</b>
<b>OPTION 1 total cost</b>	<b>8096</b>

**OPTION 2**

TC do not take over the toilets but continue to pay to keep them free from PoE installation OR they continue to pay the projected PoE income until the end of the financial year and find an alternative solution from 1<sup>st</sup> April 2020

<b>TOTAL 19/20</b>	<b>17600</b>
<b>OPTION 2 total cost</b>	<b>17600</b>



## STANDING ORDERS

Councillors are asked to review the attached current Standing Orders, the currently proposed amendments and send any suggestions to the Town Clerk by 31<sup>st</sup> March 2019. The Standing Orders will be amended accordingly and sent to the first Full Council following the Elections – Monday 13<sup>th</sup> May 2019.

Please note that the appendices to the Standing Orders are considered and updated separately so I have not included them here for consideration at this time.

### Points raised and proposed for discussion by the Council Matters committee

1-e)

Members of the public may make representations, raise questions, give evidence at a meeting held 30 minutes prior to the Full Council meeting. The meeting will be Chaired by the Chair of the Council and will follow Standing Orders for debate and Code of Conduct. This format is a more relaxed set up which should be more informal and approachable for members of the public. Issues raised at this meeting can be taken away for action by Councillors or staff as appropriate.

**QUORATE ISSUE:** A common definition of "quorate" should be established and apply to FC and all committees etc. e.g. one third of the membership of that committee avoiding fixed numbers unless it's a minimum e.g. 3. Do we go with half, a third or the minimum allowed in law of 3? What provides truly representative discussion and decisions – surely it has to be at least 5 of the 16 Councillors?

13-b)

The Proper Officer shall:

ii. send to Councillors the date, time, venue and agenda of the meetings of the Council at least three clear days before the meeting electronically; any Councillor requiring a written copy or a version to overcome a disability should request an appropriate copy from the Proper Officer.

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The Council shall appoint the Clerk to be the Responsible Financial Officer.

### 19. Allegations of Breaches of the Code of Conduct

a) On receipt of a written, alleged breach of the code of conduct by a Councillor, the Proper Officer shall report this to the Council.

### Committee Terms of reference

#### 4. Operating Principles

##### [last paragraph]

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

Any Councillor attending a committee, subcommittee or working group who is not a member of the Committee may indicate to the Chair that they wish to speak at that meeting, but may not vote.

### 29 Terms of Reference for the Mayor and Deputy Mayor

The role of the Mayor is a civic role but it can also incorporate the role of Chair of the Council. The roles can be separated at the discretion of the Council which can appoint a Chair to undertake both chairing Full Council and fulfilling an administrative role with the Council policies, resolutions and recommendations of the Council, in conjunction with the proper officer.

If circumstances require it the Council may chose/elect a Mayor from the community of the Town.

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

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

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

In undertaking the role of the Mayor, they will receive support in their Civic role and in communications by the Mayor's PA.

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

### **30 Terms of Reference for the Chair of the Council**

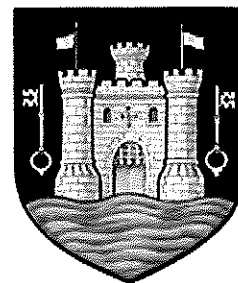
The Chair of the Council fulfils the statutory responsibilities of the Chair of the Council and the specific responsibilities of the role as directed by the Council within its Standing Orders. Their principal role is to preside at meetings of the Town Council:

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

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

In undertaking the role of the Chair they will receive support from the Clerk as the Proper Officer and will abide by the Policies and Standing orders of the Council.





# STANDING ORDERS

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**TOTNES TOWN COUNCIL**

**Adopted May 2018**

**Currently under Review Feb – May 2019**

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DRAFT

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**Text in bold is required by statute**

## 1. Meetings

- a) Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b) The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c) Councillors are expected to attend meetings.
- d) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e) Members of the public may make representations, raise questions, give evidence during a 30 minute pen and informal session prior to Full Council.
- h) Any items raised by members of the public will go through the usual committee process for action or decision.
- i) Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted for non-confidential items.
- j) The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- k) Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by the Chair of the Council may in their absence be done by the Deputy Chair.
- l) The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy Chair, if present, shall preside. If both the Chair and the Deputy Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- m) All questions at a meeting shall be decided by a majority of the Councillors present and by voting thereon.
- n) The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.
- o) Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.
- p) The minutes of a meeting shall record the names of the Councillors present or if late time of arrival or leaving prior to the end.
- q) The code of conduct adopted by the Council shall apply to Councillors in respect of the entire meeting (Appendix A).
- r) An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at the meeting shall be recorded in the minutes.

s) A Councillor with voting rights who has a disclosable pecuniary interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

t) No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

u) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.

## **2. Ordinary Council meetings**

a) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.

b) In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.

c) If no other time is fixed, the annual meeting of the Council shall take place at 7.00pm.

d) In addition to the annual Town Council meeting of the Council, at least three other ordinary meetings shall be held on such dates and times as the Council directs.

e) The election of the Chair and Deputy Chair of the Council shall be the first business completed at the annual meeting of the Council.

f) The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.

g) The Deputy Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

h) In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.

i) In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.

j) Following the election of the Chair of the Council and Deputy Chair of the Council at the annual meeting of the Council, the order of business shall be as follows:

i. In an election year, delivery by Councillors of their declarations of acceptance of office forms and to grant permission for absent Councillors to sign their declarations in the presence of the Clerk outside of the Annual Meeting.

ii. In a non-election year, delivery by the Chair of their acceptance of office form.

i. Review delegation arrangements to committees and sub-committees and make appointments where appropriate;

v. Review terms of reference for committees;

vi. Appointment of members to existing committees;

- vii. Approve the Council's Standing Orders;
- viii. Set the dates, times and place of ordinary meetings of the Council and any committees and sub-committees agreed for the year ahead.

### **3. Extraordinary meetings of the Council**

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

### **4. Committees, sub-committees and working groups**

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

### **5. Motions**

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

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

## **6. Rules of debate at meetings**

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

## 7. Code of Conduct

a) All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council on November 6<sup>th</sup> 2017 (Appendix A).

### **EXPLANATION OF PECUNIARY INTEREST TAKEN FROM CODE OF CONDUCT**

#### ***Disclosable Pecuniary Interests***

7. The interests you **must** register are:

7.1 Those **disclosable pecuniary interests** defined by the Regulations, namely:

(a) **Employment** - any employment, office, trade, profession or vocation carried on for profit or gain by you or a relevant person;

(b) **Sponsorship** - any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a Member, or towards your expenses, including any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992;

(c) **Contracts** - any contract which is made between you or, so far as you are aware, a relevant person (as defined at Paragraph 2 above) (or a body in which the relevant person has a beneficial interest) and the Council:

(1) under which goods or services are to be provided or works are to be executed; and

(2) which has not been fully discharged

(d) **Land** - any beneficial interest in land held by you, or so far as you are aware, a relevant person, which is within the area of the Council;

(e) **Licence** - any licence (alone or jointly with others) to occupy land held by you, or so far as you are aware, a relevant person in the area of the Council which will last for a month or longer

(f) **Corporate Tenancies** - any tenancy where (to your knowledge):

(1) the landlord is the Council; and

(2) the tenant is a body in which you or, so far as you are aware, a relevant person has a beneficial interest.

(g) **Securities** - any beneficial interest that you or, so far as you are aware, a relevant person has in securities of a body where:

(1) that body (to your knowledge) has a place of business or land in the area of the Council and

(2) either:

(a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has

*a beneficial interest exceeds one hundredth of the total issued share capital of that class.*

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

## **8. Disorderly Conduct**

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



## **9. Minutes**

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

## **10. Voting on appointments**

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

## **11. Previous resolutions**

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

## **12. Handling confidential or sensitive information**

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

## **13. Proper Officer**

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

is a resolution to the contrary;

x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;

xi. arrange for legal deeds to be executed;

xii. arrange authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;

xiv. have overall managerial responsibility for the organisation, including staff;

xv. implement the decisions of the Council via delegated authority;

xvi. provide objective, professional advice on all matters.

## **14. Financial Matters**

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

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

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually; and

iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments.

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

## **15. Financial controls and procurement**

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

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

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised on the Town Council website and Facebook page and must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

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

## **16. Accounts and accounting statements**

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

## **17. Annual budget and precept**

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

## **18. Execution and sealing of legal deeds**

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) Subject to standing order 18(a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

## **19. Allegations of Breaches of the Code of Conduct**

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

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

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

## **20. Handling staff matters**

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

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

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

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

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

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

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

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

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

## **21. Requests for information**

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

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

c) Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Council. The Town Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000. An admin fee may be applicable for these requests depending on the complexity, at the discretion of the Town Clerk.

## **22. Relations with the press/media**

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

## **23. Communicating with District and County Councillors**

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

## **24. Restrictions on Councillor activities**

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

## **25. Standing Orders generally**

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

## **26. Committee Terms of Reference**

### **26.1 Council Matters Committee**

#### **1. Authority**

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

#### **2. Membership**

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

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

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

### **3. Responsibilities**

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

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

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

### **4. Operating Principles**

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

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

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

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

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

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

### **5. Delegated Powers**

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

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

## **6. Records of Proceedings**

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

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

Minutes of committees and Full Council will be agreed and signed at the following Full Council meeting.

## **7. Administrative Support**

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

## **26.2 Town Matters Committee**

### **1. Authority**

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

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

### **2. Membership**

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

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

### **3. Remit**

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

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

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

#### **4. Operating Principles**

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

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

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

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

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

#### **5. Delegated Powers**

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

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

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

#### **6. Records of Proceedings**

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

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

#### **7. Administrative Support**

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



## **27. Terms of Reference for Link Councillors**

### **1. Link Councillors**

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

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

### **2. Aims**

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

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

## **28. Terms of Reference for Advisory Bodies (Forums)**

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

- The Traffic and Transport Forum

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

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

## 29 Terms of Reference for the Mayor and Deputy Mayor

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

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

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

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

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

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

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

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

### **30 Town Council Planning Cycle**

#### *In election years:*

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

#### *In normal years*

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



## DRAFT POLICY FOR THE CONDUCT OF TOTNES TOWN COUNCIL BUSINESS ON THE DEATH OF A SENIOR NATIONAL FIGURE

Issue: South Hams District Council has issued guidance<sup>1</sup> 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.

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.

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

## 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
<p><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.</p> <p>In the case of the death of a senior Royal family member flags will be replaced with the Union Flag.</p>	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.
<p><b><u>Applicable only following the death of the Sovereign:</u></b> <b>On Proclamation Day (D+1)</b> (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will - at 1100 hours - be 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>	At the Civic Hall by the Town Ranger.	
<p><u>On Subsequent Days.</u> 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><b>The funeral of the Sovereign will take place 10 days after the day of death.</b></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> <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.</p>	<p>Town Clerk</p> <p>Administrator/Mayor's PA</p>	<p>Condolence Book supplied by SHDC and held in the Administrator's Office. 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> <p>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>
<p><u>Supplies.</u> South Hams District Council has supplied the following:</p> <ul style="list-style-type: none"> <li>- 1 x Book of Condolence and a supply of suitable paper;</li> <li>- 3 x pens;</li> <li>- 1 x white table cloth; and</li> <li>- 1 x photo frame to hold a photograph of the relevant person.</li> </ul>		<p>These items are held in a clear box in the Administrator's office.</p>
<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</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</p>	<p>Guidance on the content of the statement is set out at Annex B.</p>



<p>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>Councillors and to the Totnes Times.</p>	
<p><u>Closing Condolence Book.</u> When a Condolence Book has been closed the Clerk will discuss with SHDC arrangements for retention.</p>		<p><i>[SHDC are still considering whether to collect up the books of condolence and bind 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></p>

#### 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
<p>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.</p>	<p>The Mayor, Town Clerk and the Mayor's PA</p>	<p>Consideration may also be given to working with local faith groups to arrange some sort of Service on the eve of the funeral.</p>

## 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
<p><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</p> <p>The Mayor and Deputy Mayor to be robed with black rosettes and black gloves.</p>	<p>Town Clerk to be alongside the Mayor</p> <p>Town Sergeant</p>	<p><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.</p>
<p><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.</p>	<p>Mayor's PA and Administrator.</p>	<p>Black arm bands stored in the clear box in the Administrator's office.</p>
<p>Reading of the Proclamation to be publicised.</p>	<p>Notification of the reading of the Proclamation to be given by the Town Clerk to those identified at Annex C.</p> <p>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.</p>	

## Part 6 – Dress Code

Suggested Text - During the official mourning period black arm bands should be worn 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
<b><u>Supplies.</u></b> 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.
<b><u>Chains of Office.</u></b> 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.  Black rosettes (for wearing on the Mayoral robes) and black gloves will be available.	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.  Rosettes stored in the clear box in the Administrator's Office. Black Gloves stored in the Muniment Room.
<b><u>Maces.</u></b> 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.
<b><u>Guildhall Photograph of HM The Queen.</u></b> 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
<b><u>Leading the Silence.</u></b> 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.	<b>Notification of the reading of the Proclamation to be given by the Mayor's PA to those identified in Annex C.</b>	
<b>Publicity.</b> 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 details as to whether any book of condolence has been opened and how it will be retained after it is closed.	Town Clerk	Only one letter to be sent.

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.

### **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](http://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.

**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.

**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]

**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](http://www.royal.gov.uk). Site also gives details of companies from which a wider range of photographs can be purchased.