



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

You are hereby summoned to attend the Council Matters Committee, which is to be held in the Masonic Hall, Totnes on **Monday 14th January 2019 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments	Time
1	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies received from Cllr Simms and possibly Cllr M Adams.	2 minutes
<i>The Committee will adjourn for the following item:</i>			
Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.			15 minutes
<i>The Committee will convene to consider the following items:</i>			
2	To discuss any matters arising from the minutes of: a) Council Matters 10 th December 2018 - (already agreed through Full Council)	Enclosure	5 minutes
3	To consider the current year's budget allocations and balances and any virements needed.	Enclosure	20 minutes
4	To consider the recruitment timeline and JD for the seasonal Visitor Information Officer role	Enclosure	10 minutes
5	To consider the request from the Museum Trust for funding to cover CCTV upgrade	Enclosure	20 minutes
6	To consider adopting a Community Grants Policy to administer the agreed £12,000 budget for 2019/20	Enclosure	10 minutes
7	To note the Guildhall will open from the beginning of April and run until Friday 25 th October 2019 – more volunteers are needed		5 minutes
8	To receive an update on the Neighbourhood Plan (standing item)		10 minutes
9	To note the date of the next meeting: Monday 11th February at 7pm in The Masonic Hall		
<i>The Committee will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>			
10	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure	5 minutes
11	To note the outcome of an insurance claim from 2015	Enclosure	5 minutes
12	To consider the updated 2019/20 budget including detailed staffing information	Enclosure	5 minutes

Future meetings agenda items:

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

Committee Members – quorum is 5 members

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

Catherine Marlton - Town Clerk



Item 2

MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 10TH DECEMBER 2018 AT THE GUILDHALL TOTNES

Present: Councillor T Whitty, Cllr Simms, Cllr E Price, Cllr P Paine, Cllr J Hodgson, Cllr R Adams, Cllr J Sweett
 Apologies: Cllr J Westacott MBE, Cllr M Adams
 In Attendance: Catherine Marlton (Town Clerk), 1 member of the press

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies were received from Cllr J Westacott and Cllr M Adams and these were AGREED .
	Public Question time	Representatives from Caring Town Information Exchange and Citizens Advice came to feedback to Councillors on the successes of their projects so far and their joint proposal going forward from 2019/20. Councillors expressed support for both projects and welcomed the news that the most vulnerable members of the community were being helped, especially in light of the national changes to benefits.
2	To discuss any matters arising from the minutes of: a) Council Matters 12 th November 2018 (already agreed through Full Council)	No matters arising.
3	To consider the current year's budget allocations and balances and non-confidential proposals for 2019/20.	The current year budget monitor was considered and approved. No virements were considered necessary at this time. The budget proposals for 2019/20 were considered line by line. It was RECOMMENDED to Full Council that a precept of £494,000 be agreed which in addition to the last year of the Council Tax Grant equates to £514040 total. This will increase the Band D equivalent to £171.33 which equates to £3.78 per month.
4	To note the date of the next meeting: Monday 14th January at 7pm in The Masonic Hall	
<i>The Committee will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
5	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	These were AGREED .
6	To review the alarm provider for servicing and monitoring (commercially sensitive)	It was AGREED that the current service provider should continue at this time but that if concerns continue over service and call out charges then further quotes from other providers should be obtained.
7	To consider the draft 2019/20 budget including detailed staffing information	The staffing breakdown of the current 2018/19 and proposed 2019/20 was considered and AGREED .

Catherine Marlton

Town Clerk

5 year budget - JAN 2019

	CURRENT				AGREED	Following 3 years			
	2019/2020		2020/21			2021/22		2022/23	
	8TH JANUARY 2019	2018/19 expected	2019/2020	2020/21		2021/22	2022/23		
Admin	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	8TH JANUARY 2019	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
Salaries and pensions for all staff	103037	116390	134062	142774	216500	220000	226000	232000	240000
Staff Training and Travel	1397	653	2806	2358	2800	4000	4000	4000	4000
Staff Eye Tests	0	174	99	50	300	500	500	500	500
Staff Recruitment	261	1463	805	316	825	1000	1000	1000	1000
Utilities	2333	2060	2262	1813	2250	2500	2600	2700	2800
Office Supplies	2144	2042	974	836	1250	1750	1750	1750	1750
Photocopier	2076	1310	1278	1171	2000	2000	2000	2000	2000
Insurance	8208	5951	5487	5536	5810	6000	6500	6500	6500
Office Equipment	3545	537	804	1667	1750	1500	1500	1500	1500
Events and venues expenditure				340	340	0	0	0	0
Car park permits				480	480	0	0	0	0
Car park permits income and green sacks				-408	-408	0	0	0	0
SUB-TOTAL	125158	131177	150186	156933	233897	239250	245850	251950	260050
	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	8TH JANUARY 2019	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
Civic and Democratic									
Mayoral Allowance	3191	0	934	0	375	375	385	400	425
Civic and Mayoral Events (expenditure)	4339	4796	5262	3534	4500	5750	5750	5750	5750
Civic Events (income)	-892	-332	-1342	-1313	0	0	0	0	0
Civic Regalia	404	399	109	6	400	400	400	400	400
Salaries and pensions	1160	1279	724	0	0	0	0	0	0
Mayoral Travel and Expenses	0	0	352	211	400	350	350	350	350
Councillor Allowances	1690	3549	2876	0	5000	6000	6160	6400	6800
Councillor Training and Travel	1417	843	600	857	1250	3000	3000	3000	3000
Councillor IT equipment	0	0	0	0	0	6500	500	500	500
Professional Fees	4079	3470	8546	3123	4250	4500	4500	4500	4500
Elections	1505	6900	11284	0	0	7000	6000	6000	6000
Subscriptions	1867	1930	1868	2179	2000	2100	2150	2200	2250
Community Outreach work	500	1771	7274	1143	1750	2000	2000	2000	2000
Website and IT	559	1645	892	1049	1500	10000	2000	2000	2000
SUB TOTAL	19819	26250	39479	10789	21425	47975	33195	33500	33975
	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	8TH JANUARY 2019	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
Tourism									
Visit Totnes Marketing	0	0	4482	-319	3000	5000	5000	5000	5000
Pension costs	47751	33590	12636	12636	12636	12700	12700	0	0

5 year budget - JAN 2019

	CURRENT				AGREED			Following 3 years		
	2018/19	2019/20	2020/21	2021/22	2018/19 expected	2019/2020	2020/21	2021/22	2022/23	
Salaries and pensions	0	7056	10157	0	0	0	0	0	0	
Totnes Guide	11575	18775	19103	5547	15000	15000	15000	15000	15000	
Totnes Guide and Website Income	-22873	-21861	-20716	-16960	-18500	-16000	-16000	-16000	-16000	
Bank Charges	0	0	60	168	210	210	210	210	210	
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	52580	27079	43	132	584	600	600	600	600	
Other TIC Income	-45340	-9539	-716	0	0	0	0	0	0	
SUB TOTAL	43693	55100	25049	1204	12930	17510	17510	4810	4810	
Guildhall	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	8TH JANUARY 2019	2018/19 expected	2019/2020	2020/21	2021/22	2022/23	
Cleaning	1368	1418	2437	1273	1500	2500	2500	2500	2500	
Building Maintenance	6743	19731	1835	5884	22000	5000	5000	5000	5000	
Business Rates	5280	5324	5702	5292	5750	6000	6000	6000	6000	
Water	111	106	136	61	200	200	200	200	200	
Utilities	1444	522	544	2374	2375	1500	1500	1500	1500	
Salaries and pensions	5021	6955	1644	0	0	0	0	0	0	
Equipment Maintenance	682	359	1577	2202	2202	2000	2000	2000	2000	
Wedding Licence renewals and marketing	0	0	0	2030	2030	500	500	2750	500	
Admissions income	-3709	-4634	-5210	-3357	-3357	-3500	-4000	-4000	-4000	
Retail Sales	-20	-139	-79	0	0	0	0	0	0	
Hire Income WEDDINGS	-567	-3575	-4462	-1821	-1850	-2500	-2750	-2750	-2750	
SUB TOTAL	16353	26067	4124	13938	30850	11700	10950	13200	10950	
Civic Hall	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	8TH JANUARY 2019	2018/19 expected	2019/2020	2020/21	2021/22	2022/23	
Cleaning and supplies	16049	13845	14057	6783	9500	12000	12000	12000	12000	
Feed in Tariff	2276	1900	1620	3102	3102	2500	2500	2500	2500	
Water	2075	1382	1537	453	2000	2000	2000	2000	2000	
Utilities	3830	4142	4070	2984	4250	4400	4550	4700	4900	
Building Maintenance	43039	11560	4656	1938	7000	150000	25000	15000	15000	
Licences	1717	884	964	70	2000	2000	2000	2000	2000	
Marketing Civic Hall	23	151	176	22	500	500	500	500	500	
Equipment Maintenance	1372	5493	6488	3081	4500	3000	3000	3000	3000	
Paige Adams Grant towards Caretaking, Cleaning and Management costs	0	0	0	-22996	-30496	-31185	-31500	-31800	-32000	
Hire Charges	-23	0	0	0	0	0	0	0	0	

5 year budget - JAN 2019

	CURRENT			AGREED			Following 3 years		
	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	
Feed in tariff income	-5708	-5708	-5708	-5708	-5708	-5708	-5708	-5708	
SUB TOTAL	-10271	-10271	-10271	140215	15050	4900	4900	4900	
Property Maintenance	8TH JANUARY 2019	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	
Guildhall Cottage Maintenance	90	250	2000	2000	2000	2000	2000	2000	
Property Management Fees	1097	1760	1760	2175	2858	2585	2585	2585	
Eastgate Clock Rent	0	0	0	0	0	0	0	0	
Town Clocks amalgamated Rent and Utilities and maintenance	1653	2050	2250	2250	2250	2250	2250	2250	
Flat 5a Loan repay	4664	9150	9150	9150	9150	9150	9150	9150	
Flat 5a Maintenance	20	250	2000	2000	2000	2000	2000	2000	
Guildhall Office Maintenance	0	250	30000	2000	2000	2000	2000	2000	
Museum Maintenance	3588	13000	5000	5000	5000	5000	5000	5000	
Museum Rent Income	0	-1	-1	-1	-1	-1	-1	-1	
Eastgate Clock Rental	0	-3	-3	-3	-3	-3	-3	-3	
Civic Water Supply to shop	0	-200	-200	-200	-200	-200	-200	-200	
Guildhall Cottage Income (£850 a month)	-8200	-9350	-9350	-9350	-9350	-9350	-9350	-9350	
Guildhall Office Income (£750 per month)	0	0	0	0	0	0	0	0	
Garage Rental Income	0	0	0	0	0	0	0	0	
Flat 5a Rental Income (£695 per month)	-6255	-8340	-7645	-8250	-8250	-8250	-8250	-8250	
SUB TOTAL	-3343	8816	34961	2646	-796	-1069	-1069	-1069	
Cemetery	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	
Business Rates	3254	3500	3500	3500	3500	3500	3500	3500	
Water	107	150	150	150	150	150	150	150	
Grounds Maintenance (Grass cutting and tree work)	15733	22000	22000	22000	22000	22000	22000	22000	
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	560	35000	2500	2500	2500	2500	2500	2500	
Chapel	244	244	500	500	30000	500	500	500	
Cemetery Fees Income Amalgamated	-6350	-7500	-7500	-7500	-7500	-7500	-7500	-7500	
Memorials	0	0	0	0	0	0	0	0	
Grant of rights	0	0	0	0	0	0	0	0	
War Bonds	0	0	0	0	0	0	0	0	
SUB TOTAL	13548	53394	21150	21150	50650	21150	21150	21150	
Open Spaces	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	
Business Rates	18263	18263	18263	18263	18263	18263	18263	18263	
Water	407	407	407	407	407	407	407	407	
Grounds Maintenance (Grass cutting and tree work)	2017/18 ACTUAL	2017/18 ACTUAL	2017/18 ACTUAL	2017/18 ACTUAL	2017/18 ACTUAL	2017/18 ACTUAL	2017/18 ACTUAL	2017/18 ACTUAL	
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	174	3291	229	229	229	229	229	229	
Chapel	195	34	66	66	66	66	66	66	
Cemetery Fees Income Amalgamated	-4637	-5337	-5683	-5683	-5683	-5683	-5683	-5683	
Memorials	-2895	-1962	-753	-753	-753	-753	-753	-753	
Grant of rights	-2868	-4514	-2085	-2085	-2085	-2085	-2085	-2085	
War Bonds	-47	0	0	0	0	0	0	0	
SUB TOTAL	-2749	407	18263	18263	18263	18263	18263	18263	
Open Spaces	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	
Business Rates	15/16 ACTUAL	2016/17 ACTUAL	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	
Water	15/16 ACTUAL	2016/17 ACTUAL	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	
Grounds Maintenance (Grass cutting and tree work)	15/16 ACTUAL	2016/17 ACTUAL	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	15/16 ACTUAL	2016/17 ACTUAL	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	
Chapel	15/16 ACTUAL	2016/17 ACTUAL	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	
Cemetery Fees Income Amalgamated	15/16 ACTUAL	2016/17 ACTUAL	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	
Memorials	15/16 ACTUAL	2016/17 ACTUAL	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	
Grant of rights	15/16 ACTUAL	2016/17 ACTUAL	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	
War Bonds	15/16 ACTUAL	2016/17 ACTUAL	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	
SUB TOTAL	15/16 ACTUAL	2016/17 ACTUAL	2018/19 expected	2019/20	2020/21	2021/22	2022/23	2023/24	

5 year budget - JAN 2019

	CURRENT		AGREED		Following 3 years			
	2019/20	2020/21	2019/20	2020/21	2020/21	2021/22	2022/23	2022/23
Ramparts Walk (regular cuts and tidying)	517	29	163	250	600	600	600	600
St Marys Churchyard (Walls and trees)	977	1772	390	500	1000	1000	1000	1000
Castle Meadow Maintenance and Water	948	1212	160	250	250	250	250	250
Castle Meadow and allotments income	-220	-210	-10	-210	-210	-210	-210	-210
SUB TOTAL	2222	2803	703	790	1640	1640	1640	1640
Precept and Income	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	8TH JANUARY 2019	2018/19	2019/2020	2020/21	2021/22
Bank Charges	142	139	222	129	300	300	300	300
Precept and Income	-230088	-300953	-344527	-355640	-355640	-494000	-494000	-494000
Council Tax Grant (only guaranteed until 19/20)	-30359	-27353	-24659	-22230	-22230	-20040	0	0
Charity of Paige Adams	-31814	0	-131	0	0	-105000	0	0
SUB TOTAL	-292119	-328167	-369095	-377741	-377570	-618740	-493700	-493700
Community Development	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	8TH JANUARY 2019	2018/19	2019/2020	2020/21	2021/22
Skate Park/Youth provision	0	0	0	0	0	13200	10000	10000
Caring Town Information Exchange	0	0	20035	15056	15056	22000	10000	10000
Citizens Advice Service	0	0	0	6109.88	6109.88	22000	22000	22000
Neighbourhood Plan/Planning	0	0	8833	2493	12345	13088	3500	3500
Public Realm, environment, planting, bins, street furniture	0	0	0	SEE BREAKDOWN	SEE BREAKDOWN	70860	75000	60000
Community Grants Scheme	0	0	0	0	0	12000	12000	12000
Arts and Culture	0	0	12906	-3617	5500	10000	10000	10000
TAP GRANT FUNDING	0	0	0	-6105	-6105	0	0	0
SUB TOTAL	0	0	0	0	0	0	0	0
TOTAL EXPENDED	0	0	0	0	0	0	0	0
TOTAL EXPENDED	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
	-£53,995	-£165,666	£23,476	£36,809	-£13,209	-£16,346	-£39,794	
	Underspent by £54k approx	Expect overspend of approx £23.5k		Overspend of £36.37k to come from reserves				

VISITOR INFORMATION OFFICER RECRUITMENT 2019

RECRUITMENT TIMELINE

14TH January Council Matters – Approved by delegated committee
 15th January 2019 – out to advert in local press, devon.gov.uk, job centre, facebook and website.
 28th February 2019 at midday – closing date and shortlisting
 5th March 2019 – interviews
 11th March 2019 – ratified by Council Matters
 Tuesday 2nd April – start date
 Friday 25th October – finish date

ADVERT

Visitor Information Officer, Totnes Town Council

Salary Details: £9.94 - £10.76 per hour (£19,171 - £20,751 pro rata – depending on experience)

Job Term: 7 month contract (April – October 2019)

Hours: Part Time 25 hours per week, Monday - Friday 10am – 3pm

Location: Totnes Town Centre

Organisation: Totnes Town Council

Closing Date: AS ABOVE

Interview Date: AS ABOVE

The Town Council has a vacancy for a part time Visitor Information Officer 25 hours per week over 5 days. The job will be based in a town centre location. The work requires good customer service skills. Local knowledge and the ability to work independently is essential.

In particular the applicant must have solid experience in the use of email, social media and websites to enable them to assist visitor with enquiries. They will also be expected to assist the Marketing Manager as required with leaflet drops, general marketing and building relationships with tourism providers in the local area.

Please note that holiday entitlement will be accrued and paid but leave is not permitted during the 7 month employment due to the seasonal nature of the role.

For more information visit our website at www.totnestowncouncil.gov.uk.

Please send a completed application form with a covering letter to Catherine, Town Clerk at clerk@totnestowncouncil.gov.uk.

JOB DESCRIPTION

TOTNES TOWN COUNCIL JOB DESCRIPTION – VISITOR INFORMATION OFFICER

The post is fixed term (until 25th October 2019) and part time (25 hours per week) and the working hours will be 10am – 3pm Monday - Friday.

Please note that holiday entitlement will be accrued and paid but leave is not permitted during the 7 month employment due to the seasonal nature of the role.

£9.94 - £10.76 per hour (£19,171 - £20,751 pro rata – depending on experience)

You'll need:

- customer service skills
- listening skills and a desire to help
- networking skills to build relationships with people like hotel and guest-house owners
- the ability to work calmly and efficiently under pressure
- IT skills
- Local knowledge required

Your day-to-day duties will include:

- Responding in person and by email to visitor enquiries regarding the local area and signpost to alternative services where required
- Assisting the Marketing Manager in liaising with local businesses
- Setting up displays within the information points and re-stocking literature
- Assisting the Marketing Manager with undertaking market research with members of the public and visitors to particular attractions
- Keeping up to date with local accommodation, places to visit, activities and events
- General administrative support to the Marketing Manager
- Undertaking any other tasks as directed by the Town Clerk or Marketing Manager



Totnes Town Council Clerk <clerk@totnestowncouncil.gov.uk>

Application from Museum for Grant for upgrading CCTV

1 message

Tony Whitty <tonywhitty@yahoo.com>

Sun, Oct 14, 2018 at 11:43 AM

To: Totnes Town Council Clerk <clerk@totnestowncouncil.gov.uk>

Catherine,

I am attaching the bid for the upgrading the CCTV in the Museum.

[1] There is a letter of application from Alan Roffey our Treasure

... the Museum sound and visual ... upgrading ...
... are our current problems and have been working with us on the options ... e.

All the best and if I am back in time I will come up to the Budget meeting.

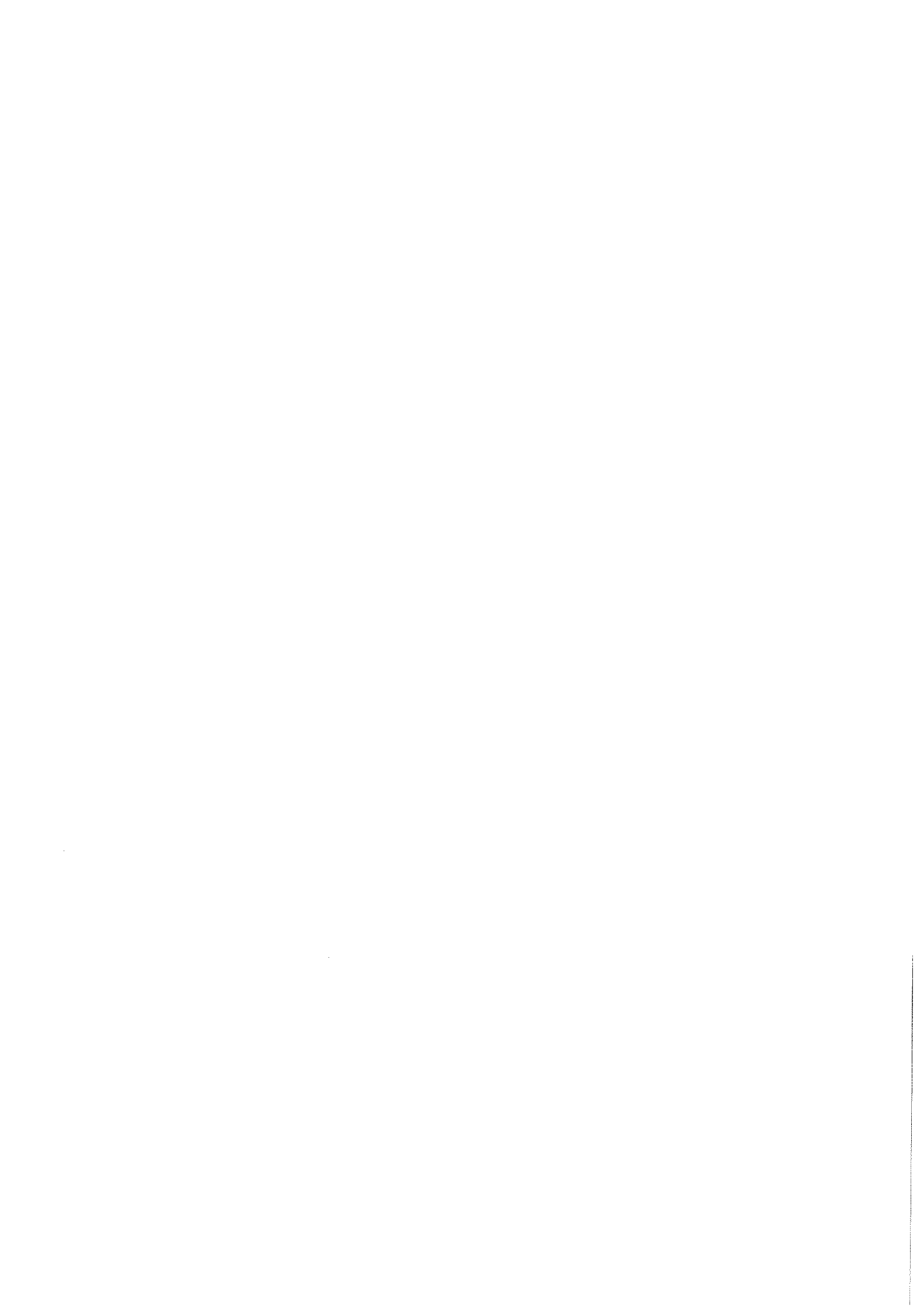
Tony

Tony Whitty

2 attachments

Application for a Grant for the Museum from Town Council 2018[1].docx
18K

Totnes Elizabethan Museum 3 (170818) LH.pdf
7309K



Application for a Grant for the Museum from Town Council 2018/2019:

The grant is for the upgrading, replacement and extension of the CCTV system in the Museum.

Project location:

Totnes Museum, 70 Fore Street, Totnes, Devon. TQ9 5RU

Organisation Details

Organisation Name: Totnes Museum - Charitable status: Trust

Charity Registration Number: 296684

Organisation status and constitution:

Totnes Museum Trust is a charitable trust operating from Totnes Museum at 70 Fore St. Totnes responsible for all aspects of the museum including the collection. Its Constitution based on its 1987 Trust Deed.

Contact (for this application) Name: Alan Roffey

Position in Organisation: Treasurer – Totnes Museum Trust

Phone No: \ mail address: direct Alan Roffey Museum: info@totnesmuseum.org

Address: Totnes Museum, 70 Fore Street, Totnes, Devon. TQ9 5RU

Totnes Town Council
The Guildhall Offices
5 Ramparts Walk
Totnes
Devon
TQ9 5QH

Dear Catherine,

On behalf of the Totnes Museum Trust I would like to apply to the Town Council for a grant for the upgrading of the CCTV system in the Museum.

Project description:

- The unfortunate theft of the Larrard engine from the Museum initiated a complete review of the security and supervision of the artefacts within the Museum.
- This was undertaken with the support of ACE (Arts Council of England) security consultant. One of the priorities that came out of the review, was the complete upgrading and extension of the CCTV system.
- The existing system is over 20 years old and while it was extensive and comprehensive on installation, it has become outdated with a small hard drive capacity, cameras with a relatively low image capacity which are now beginning to fail.
- It also advised moving the location of some of the Cameras within rooms and on the entry and exit of the Museum.
- There is also a need to extend the coverage to the rear of the Museum, into the Garden and the Archive Centre.

Grant applied for :

- The cost for the renewal of the system is:
Cost - £3369.40 & VAT - £673.88 = Total Cost £4,043.28
- There is no maintenance charge as its included in current contract.
- There is a 30-day limit on the quote
- We are seeking other grants to support our purchase of the upgrade of the CCTV system.

Background information:

Why we need this grant?

Preservation of artefacts: Many of the museum's artefacts were donated by local people and the museum and archive centre hold much of the town's history. We wish to monitor and safeguard those artefacts and given the significant increase in the number of visitors the CCTV is an essential part of that process.

The museum is there to stimulate interest in our town and its heritage and serves to inform and educate them. If the artefacts are deemed not to be safe then the likelihood is donors could withdraw their artefacts, this has happened already to one object.

We also hold some artefacts on behalf of other museums including the Science museum, we need to keep these to remain a key tourist attraction

Why is this urgent?

As Visitor numbers have increased so has our need for more up to date security:

- **Visitor Numbers**
 - 2016 season approximately 2,000 visitors
 - 2017 season over 9,000 visitors
 - 2018 season over 13,000 visitors (waiting on the final number)
- With over 11,000 visitors this season, we intend to build on the changes made last year and become the major tourist attraction in Totnes. We have extended our hours considerably thanks to many more volunteer hours being offered.
- With the increased footfall we need more security and our current system is not fit for purpose. The nearly six-fold increase has stretched our volunteer capacity and commitment of the Trustees in extending the opening of the Museum and the resulting management of the increased visitor numbers. To this end we rely on the use of the CCTV as an essential tool in the monitoring and supervision of visitors within the Museum.

Current financial situation in the museum:

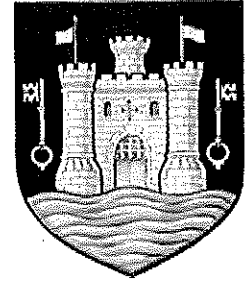
Thanks to the hard work of so many over the last year we can see our potential to be the major tourist attraction for our town's history and heritage. We have many ideas and plans to expand our visitor numbers further. We have secured our core costs at least. We have achieved an increase in income from donations, but it is dependent on both strict financial prudence and increasing visitor numbers. Through a range of measures, we have reduced costs in certain areas and believe that we can cover our running costs.

However, we cannot cover unexpected capital costs such as the CCTV upgrade as we do not have any capital reserves.

We hope you will be able to support our application and in so doing help us to preserve the town and community's artefacts from theft and/damage. We intend to continue to be a jewel in the crown of the Town and an important part of the visitor experience when they come to Totnes. We would be very pleased to show you around the museum so that you can see the challenge of security for yourselves.

Yours

Alan Roffey
Treasurer Totnes Museum Trust



COMMUNITY GRANTS POLICY

TOTNES TOWN COUNCIL January 2019

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

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

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

Scoring Mechanism to assess applications

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

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

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

Economy

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

Town Centre Management: Town Council to take the lead

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

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

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

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

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

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

Be open to **income generation** opportunities.

Environment

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

Support the **planning process**

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

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

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

Social and Community

Encourage the provision of more **social housing**

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

Develop the **Neighbourhood plan** to successful conclusion

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

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

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

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

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

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

Culture and Heritage

Develop a **cultural plan** for Totnes

Encourage a **culture of compassion**

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

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

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

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

Lobby for **good licensing** within the town

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

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

Other Terms & Conditions

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

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

Monitoring and Reporting

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

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

Payment Requirements

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

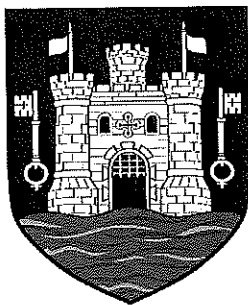
Publicity Requirements

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

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

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

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



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

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

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

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

Financial information

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

Criteria

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

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

(500 words maximum)

Please answer the following questions.

1 a) How many people will this project benefit?

b) How many are involved in decision-making and ownership of this project?

c) Will your project encourage more Totnes residents to get involved?
If so, how?

2. Are you partnering with other Totnes groups and, if not, could you consider doing so?

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

4. Will your project continue after this grant is spent? If so, how will it be funded?

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Management costs			

Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total		
	TOTAL		

Declaration

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

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

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

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

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

Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date:

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

