



**AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL**  
**MONDAY 10<sup>th</sup> JUNE 2019 AT THE GUILDHALL, TOTNES**

**5.30PM PUBLIC SESSION FOR OPEN DISCUSSION**

You are hereby SUMMONED to attend an Extraordinary Meeting of the Council, which is to be held in the Guildhall, Totnes on **Monday 10<sup>th</sup> June 2019 at 6pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies.	
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	
3	To discuss the concerns raised by Cllrs Simms, Adams, Adams and Paine and to take a vote of confidence regarding Cllr Hodgson as Mayor.	
4	To consider a public statement regarding the Mayoral expenses during Cllr Hodgson's previous terms of office.	Enclosure
5	To note the date of the next meeting: <b>Monday 1<sup>st</sup> July 2019. Public session from 6.30pm in The <u>Guildhall.</u></b> Paige Adams Trust will be held beforehand at 5.30pm	

Cllr Jacqi Hodgson  
Town Mayor

Tuesday 4<sup>th</sup> June 2019

**FURTHER INFORMATION ON MAYORAL EXPENSES FOR CLLR HODGSON'S PREVIOUS TERMS OF OFFICE**

It has been raised by some Councillors that during Cllr Hodgson's previous time as Mayor she overspent her Mayoral budget allocation.

The detailed breakdown of expenditure is below.

**Summary of Mayor Hodgson's Spend**

	<u>Budget</u>	<u>Income</u>	<u>Expenditure</u>	<u>Audited balance</u>
14/15	6500.00	2457.76	5896.66	3061.10
15/16	6500.00	892.47	7530.23	-137.76
16/17	0.00	960.83	1654.89	-694.06

<b><u>2014/15</u></b>	<b><u>Income / Budget allocation</u></b>	<b><u>Spend by Mayor Hodgson</u></b>
<b>Mayoral Allowance - A/c code 1202</b>		-
<b>01/04/2014</b>	<b>3000.00</b>	<b>Budget allocation</b>
13/06/2014	42.60	Petty cash expenses - Mayoral expenses
17/07/2014	1.28	Mileage & parking for RESTORE open day
	50.19	Card, cake ingredients, flowers for British Empire Award
07/08/2014	3.75	Ribbon for Wills Memorial commemoration
21/08/2014	55.00	Donations
	61.65	JH mileage
09/10/2014	6.04	Tealights for WW1 Candlelit procession
	15.90	Card & Flowers

23/10/2014	28.31	Petty cash expenses - Refreshments Mayor Reception Tot Gardens
24/10/2014	31.18	Petty cash expenses - Refreshments Mayor Reception Tot Gardens
28/10/2014	40.00	Vire Association AGM & Dinner x 2 tickets
20/11/2014	17.50	Town Sargeant Meal Dartmoor Lodge
28/11/2014	35.00	Petty cash expenses - Music Mayors Xmas Party
08/12/2014	48.07	Food for Mayors Reception
08/12/2014	45.50	Food for Mayors Reception
18/12/2014	16.00	Card, chocolates & flowers for WW1 Armistice Day event
	18.50	Renovations to Elizabethan Society dress
	6.00	Refreshments for infomal Community group meeting
	2.50	NYE Community Party - paper chains for Mayoral attire
	4.54	Cards & safety pins
	70.00	Donations
18/12/2014	47.64	Petty cash expenses - Wine - Macebearers
12/01/2015	18.08	Christmas cake ingredients for Homeless Drop-in Centre & donations
23/03/2015	337.25	25 Tablecloths
	20.24	Napkins
23/03/2015	13.00	Vire Dinner x 2
23/03/2015	42.27	Flowers & cards
	12.88	Food for Network of Wellbeing supper
	40.00	2 tickets for lunches with Chairman DC
	1.40	parking
	74.00	donations
		mileage
	13.60	claim
25/03/2015	49.16	Petty cash expenses - Flowers for S Fiesta
30/03/2015	49.70	Food & ingredients for mayoral dinner
30/03/2015	393.86	Food, prizes, flowers for S Fiesta dinner
30/03/2015	625.00	125 portions of paella for S Fiesta
30/03/2015	114.00	Wine for S Fiesta
31/03/2015	10.50	CH floor protection - Mayor Gala
31/03/2015	100.00	Casual labour for Mayoral Gala Fundraising Night - waitressing
31/03/2015	100.00	Casual labour for Mayoral Gala Fundraising Night - sound technician

**Civic Events (Expenditure) - A/c code 1205**

<b>01/04/2014</b>	<b>3500.00</b>	<b>Budget allocation</b>
02/05/2014	120.00	Petty cash expenditure - Bell ringer for Mayor choosing
16/05/2014	600.00	Catering for Mayor's Banquet
16/05/2014	293.18	Drinks for Mayor's choosing
16/05/2014	25.32	Napkins & tablecloths for Mayor's choosing
16/05/2014	37.50	Floral display
16/05/2014	26.65	Presentation plants x 2
22/05/2014	802.50	Catering for Mayor's Banquet
22/05/2014	4.25	Rail fare to Resilience Forum
22/05/2014	136.27	
22/05/2014	79.50	Tablecloths & flowers for Mayor's choosing
22/05/2014	49.99	Vire - photo frame
22/05/2014	24.45	Vire - wine
22/06/2014	25.80	Petty cash expenditure - Burke/Wills refreshments

30/09/2014	60.00	Petty cash expenditure - Bellinger for Civic Funeral
30/09/2014	9.49	Petty cash expenditure - Table cloth roll for Funeral
01/10/2014	42.00	Petty cash expenditure - flowers for funeral
09/10/2014	215.18	Expenses for Civic Funeral
09/10/2014	22.49	Civic Funeral flowers & card
28/10/2014	395.00	Catering for Civic Funeral
06/11/2014	180.00	Food Civic Funeral

**Under current policy terms this would be funded from the general reserve £924.16**

21/11/2014	40.00	Petty cash expenditure - Remembrance Sunday refreshments
30/03/2015	15.00	Refund of tickets for S Fiesta
31/03/2015	30.00	Y/E creditor for S Fiesta

**Civic Events (Income) - A/c code 1277**

May 14	692.54	Mayor's Choosing lunch ticket sales (17/5/14)
Feb/Mar 15	1765.22	Spring Fiesta ticket sales (26/3/15)
	<u>8957.76</u>	<u>5896.66</u>

**Unspent at Year End 2014/15 3061.10**

**2015/16**

**Income /  
Budget  
allocation**

**Spend by Mayor Hodgson**

**Mayoral Allowance - A/c code 1202**

<b>01/04/2015</b>	<b>3000.00</b>	<b>Budget allocation</b>
30/04/2015	40.00	2 x meals for Vire evening
27/05/2015	75.00	Donation to Elizabethan's
27/05/2015	21.57	Vire Twinning - Devon Twinning lunch -cake ingredients & contribution to raffle prizes
	0.46	Ribbon for medal
	232.79	Gallipoli Event at Mansion - tree, plaque & post. Concrete slabs & bark.
	262.96	Vire Twinning - Reception food, wine, guests gifts, picture framing
	5.00	donation
	11.15	Parking & mileage - April 15
	22.49	printer ink cartridge
01/10/2015	7.09	Petty cash expenditure - Refreshments NP Forum
02/10/2015	6.67	Petty cash expenditure - Refreshments NP Forum
03/10/2015	2.32	Petty cash expenditure - Coffee filters NP Forum
07/10/2015	3.96	cards
	8.33	flowers
	1.75	safety pins
	50.00	TTT Birthday event tickets
	314.86	Mayor's picnic - event licence, fliers & posters, cake ingredients, drinks, postage, cable hire.
	83.00	donations
	12.25	Parking & mileage - May 15
13/10/2015	18.00	Cakes for Neighbourhood Forum
01/11/2015	121.65	Journalled apportionment of costs for Envelopes & Postage for Mayor's xmas cards
03/11/2015	33.90	Elizabethan End of season dinner x 2
03/11/2015	100.00	Printing refugee leaflets
18/11/2015	42.00	Vire AGM & Dinner x 2
04/12/2015	9.46	Cards & postage
	9.85	Drinks at Vire AGM Dinner

	6.00	Food towards refugee supper
	40.00	Tickets + donation for Bridgetown Alive Flamenco event
	86.91	Armistice Day - food & flowers
	30.00	donations
	79.25	Parking & mileage - Oct/Nov 15
21/01/2016	30.00	flowers
	85.38	Wine & food for xmas party at Guildhall
	72.00	Hire of PA for Totnes Climate change rally
	29.34	Gifts for Town Sargeant & Mace Bearers
	3.34	Fruit to hand out at hospital
	29.54	Food for homeless shelter roast dinner
	100.00	Fliers for Totnes Climate change rally
	2.81	stamps for xmas cards
	181.50	donations
	7.90	Parking & mileage - Dec/Jan
12/02/2016	161.00	Vire trip & subs

21/03/2016

750.00 Mayoral Allowance for 15/16

**Under current policy half of this allowance would be funded from the Councillor Allowance budget line**

**Civic Events (Expenditure) - A/c code 1205**

<b>01/04/2015</b>	<b>3500.00</b>	<b>Budget allocation</b>
20/05/2015	37.12	Petty cash expenditure - flowers for mayoral choosing
21/05/2015	120.00	Petty cash expenditure - Bellringing for mayoral choosing
27/05/2015	66.67	Flowers for mayoral choosing
27/05/2015	250.00	Donation to Mayor's charity - Jamming Station
02/06/2015	736.33	Room hire & catering for Mayoral choosing
19/10/2015	48.17	Petty cash expenditure - Honorary Freeman refreshments
19/10/2015	43.54	Petty cash expenditure - Honorary freeman flowers & refreshments
19/10/2015	8.33	Petty cash expenditure - Flowers for Vire reception
19/10/2015	50.00	Donation - Sierra Leone boxes
19/10/2015	250.00	Charity profit S Fiesta
19/10/2015	175.28	Mayor's picnic expenses
19/10/2015	350.00	Hire of marquee for Mayor's picnic

19/10/2015	50.00	Donation scouts marquee
19/10/2015	48.80	Brass plaque reeds school
17/11/2015	23.22	Petty cash expenditure - Gold Cup refreshments
23/11/2015	20.00	Petty cash expenditure - Rememberance refreshments
04/12/2015	178.05	Donation to the Living Project

11/02/2016	724.50	Hire of CH for New Years Eve Family Friendly Event 31/12/15
11/02/2016	108.00	Hire of CH for Totnes Neighbourhood Plan 3/10/15
11/02/2016	219.38	Hire of CH for Public Metting Asylum Seekers 10/10/15
11/02/2016	459.00	Hire of CH for Pround2B Event 31/8/15, 4/9/15 & 5/9/15
11/02/2016	252.00	Hire of CH for Totnes Community Hospital Charity night 7/11/15
11/02/2016	69.75	Hire of CH for Armistice Community Event 11/11/15

**Cllr Hodgson will speak to these items, total of £1832.63**

23/02/2016	6.51	Petty cash expenditure - Mayoral event refreshments
23/03/2016	44.10	Petty cash expenditure - stamps for mayoral event invitations

**Civic Events (Income) - A/c code 1277**

01/05/2015	494.42	Mayoral choosing ticket sales
10/06/2015	200.00	Donation to Mayor's charity - K Abraham
10/06/2015	20.00	Donation to Mayor's charity - B.Bowhay
21/09/2015	178.05	Mayor's picnic profit

7392.47	7530.23
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**Overspent at year end  
2015/16**

**-137.76**

**2016/17**Budget  
allocation**Spend by Mayor Hodgson****0.00****Mayoral allowance**

Under current policy the outgoing Mayor is allowed a pro rata portion of the budget until the new Mayor starts

21/11/2016 60.54 Vire Twinning visit gifts (May 16)

**0.00****Civic Events**

Under current policy the outgoing Mayor is allowed a pro rata portion of the budget until the new Mayor starts

08/04/2016	3.00	Petty cash expenditure - Mayor's Tea Dance vases
10/04/2016	3.33	Petty cash expenditure - Mayor's Tea Dance raffle tickets
14/04/2016	24.49	Petty cash expenditure - Mayor's Tea Dance refreshments
15/04/2016	11.00	Petty cash expenditure - Mayor's Tea Dance refreshments
19/04/2016	197.20	Mayoral Dance Refreshments
29/04/2016	3.00	Petty cash expenditure - Elizabethan event refreshments Mayor's Tea Dance Sound
05/05/2016	105.00	Engineer
05/05/2016	350.00	Mayor's Tea Dance Music
05/05/2016	200.00	Mayor's Tea Dance Troop
18/05/2016	50.00	Casual labour for Mayor's Tea Dance - waitressing
18/05/2016	25.00	Plymouth Lord Mayor's Civic Service & lunch
02/06/2016	288.00	Tfr - Mayor's Tea Dance CH Hire
01/10/2016	25.00	TOADS Pantomime tickets 21/1/16
	75.00	Donations (7/2/16 - 27/4/16)
	25.00	Parking fine (22/3/16)
	25.00	Raffle tickets & drinks (19/2/16 - 8/4/16)
	34.05	Mileage & parking (16/3/16 - 28/4/16)
	5.43	Food donation (18/3/16)
	144.85	Mayor's Tea Dance food etc

	<u>0.00</u>	<u>1654.89</u>
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Subtotal -1654.89

Income from the Tea Dance 960.83

**Overspent from 2016/17 -694.06**



Policy changes subsequently mean that allocations of the budget would now be done in a different way.

- 14/15 £924.16 for civic funeral expenses would have been taken from the general reserve which would make the underspend £3985.26.
- 15/16 £375 as a proportion of the Mayoral Allowance would have been taken from Councillor Allowances which would change the £137.76 overspend to £237.24 underspend. In addition during previous years Mayors were allowed to gift 3 free uses of the Civic Hall and this changed this year as an audit requirement – the Paige Adams Trust was being deprived of hire income.
- 16/17 the policy now is that the outgoing Mayor is allowed a pro rata portion of the following financial year budget (9 weeks in 2017 so £1035.67). If this was accepted the overspend of £694.06 would change to £341.61 underspend.

**The previous statement given by the Town Council in April 2017 is below:**

Further to the discussions regarding Cllr Jacqi Hodgson's mayoral expenditure, an independent review has taken place. It has highlighted that there should be an adopted protocol for Mayoral expenditure. Despite the lack of written policy the Council has, in the past, relied on previous custom and practice. However, in order to ensure that any overspend does not occur, a new policy was adopted at Full Council on Monday 3<sup>rd</sup> April 2017.

*An independent accountant has said "It can be concluded that for Cllr Jacqi Hodgson's overall period of office, that the expenses claimed remained within the overall Mayoral budget of £13,000 with an underspend of £2,229.28. It was noted however that for the periods 1 April 2015 to 31 March 2016 and 1 April 2016 to 19 May 2016, net mayoral expenses claimed were in excess of the budgets for the periods by £137.76 and £694.06 respectively."*

It is the conclusion of this Council that as no policy was in place at the time of Cllr Hodgson's mayoral term that no one person was at fault for any misunderstanding. The Town Council are pleased to put this unpleasant episode behind them and move forward to supporting the community.