



**AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 20TH MAY 2019 AT THE GUILDHALL TOTNES**

You are hereby summoned to attend the Council Matters Committee, which is to be held in the Guildhall, Totnes on **Monday 20th May 2019 at 7pm** for the purpose of transacting the following business:

No	Subject		Time
1	To receive apologies and to confirm that any absence has the approval of the Council.		2 minutes
2	To elect a Deputy Chair (if required)		2 minutes
3	To elect a personnel sub-committee of the Chair and 3 others to deal with complex staffing matters should they arise		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>			
4	To discuss any matters arising from the minutes of: a) Council Matters 8 th April and 1 st May 2019 - (already agreed through Full Council)	Enclosure	5 minutes
5	To note the 2018/19 year end figures	Enclosure	5 minutes
6	To note the end of year timeline 14/5/19 Internal Audit 3/6/19 Approval of AGAR and Audit report at Full Council meeting 4/6/19 Publish notice of public rights of inspection of AGAR Submit approved AGAR to External Auditors 5/6/19 First day of period of public rights of inspection of AGAR 1/7/19 Deadline for submission of approved AGAR to External Auditors 16/7/19 Last day of period of public rights of inspection of AGAR		5 minutes
7	To consider the current year's budget allocations, budget monitor, balances and forecast	Enclosure	10 minutes
8	To receive an update on the Neighbourhood Plan (standing item).	Town Clerk	5 minutes
9	To consider a Vexatious Complaints Policy	To follow	10 minutes
10	To consider the reviewed Financial Risk Assessment	Enclosure	10 minutes
11	To review the Pay Policy	Enclosure	10 minutes
12	To review the Recruitment and Retention Policy	Enclosure	5 minutes
13	To note the latest statement for the Public Works Loan Board	Enclosure	5 minutes
14	To note the Guildhall Fire Evacuation Procedures	Enclosure	5 minutes
15	To note the date of the next meeting: Monday 10th June at 7pm in The Guildhall.		2 minutes
<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>			
16	To note the current staffing budget forecast	Enclosure	10 minutes
17	To receive a brief staffing update	Town Clerk	5 minutes
18	To consider a request for an award of Freeman/person of the town and investigating a new Citizens/Community Award annually	Enclosure	10 minutes
19	To note the reviewed Appraisal Policy and update	Enclosure	10 minutes

Future meetings agenda items:

- Update Statement of Internal Control
- Review Financial Regulations
- Signage audit and Public Realm projects
- To review the Pensions Discretions Policy
- To review the Councillor Allowances Policy
- Consider a Business Continuity Plan
- To review the Town Council Anti-Fraud and Corruption Policy.
- To review a summary of the required actions resulting from the Risk Assessment programme
- Investment options for general reserve
- To review various staffing policies – Capability, Disciplinary, Equal Opportunities, Dignity at Work
- To review the Staff handbook
- To note sick leave and overtime balances
- To consider asset remedial works
- To receive an update on the Market Square project

- To consider terms of reference for the IT contractor
- To consider grant applications for the Community Fund – July 2019
- To review the Grievance and Complaints policies
- To review the Communications and Social Media Policy
- To review the financial contribution to SHDC for free public toilet provision

Members – quorum is 3 members (1/3 of elected)

- Cllr E Price(Chair)
- Cllr M Adams
- Cllr R Adams
- Cllr C Allford
- Cllr J Hodgson
- Cllr P Paine
- Cllr A Simms
- Cllr B Piper

Catherine Marlton

Town Clerk



ITEM 4

MINUTES OF THE COUNCIL MATTERS COMMITTEE
MONDAY 8TH APRIL 2019 AT THE GUILDHALL TOTNES

Present: Cllr E Price, Cllr P Paine, Cllr J Hodgson, Cllr M Adams, Cllr A Simms (Deputy) Cllr R Adams
 Apologies: Cllr Whitty (Chair), Cllr Sweett, Cllr Westacott MBE
 In Attendance: Catherine Marlton (Town Clerk)

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	The apologies were noted.
<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.	None.
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of: a) Council Matters 11 th March 2019 - (already agreed through Full Council)	None.
3	To consider the current year's budget allocations, budget monitor, balances and forecast	The current year budget monitor was considered and AGREED unanimously. The Clerk updated that the forecast year end overspend is the worst case scenario only and the aim is to save money on staffing and asset expenditure – some of which will have to be accommodated in the 19/20 budget.
4	To receive an update on the Neighbourhood Plan (standing item).	The collation of the NP work is being completed by staff and will be assessed by consultants. The Clerk will work out a budget for professional support and an update will be sent to the first meeting of the NP Working Group after the new Council is formed.
5	To review the allocation of Earmarked Reserves	<p>The Earmarked Reserves were reviewed. It was RECOMMENDED to Full Council to amend the Earmarked Reserves to the following:</p> <ul style="list-style-type: none"> • Capital Fund of £200 is used for the Birdwood House project as it needs to be capital expenditure. • Administration Earmark is increased to £6,000 for any emergency staffing requirements • Transport is increased £7,000 for potential improvements to the high street in terms of planters, methods of slowing traffic <p>TOTAL £13,000</p> <p>Councillors were asked to note that Earmarked Reserves are not separate from the General Reserve.</p>
6	To receive a verbal update on asset remedial works	The ongoing works were noted. Further expenditure will be needed on the Guildhall in terms of wiring and fire alarm upgrades. Further information will come back to Council Matters.

7	To receive the notes from the Council Venues Working Group meeting of 1 st April 2019	These were noted.
8	To note the proposed allocation of the Totnes Gardens grant for 2019/20	<p>After discussion it was RESOLVED unanimously as per the officer recommendations:</p> <p>Budget agreed for 2019/20 for Totnes Gardens = £1500</p> <p>Proposed expenditure currently:</p> <ul style="list-style-type: none"> • Coronation Road: wildflower bed now significantly larger because the cedar has been taken out (new tree donated & planted already). Rotorvating, spraying, strimming ready for seed sowing: £500. • Wild flower seeds for this and for other town sites: £350 • Plants, bedding, compost, plant food etc for town wide planting: £400 • Watering hoses, taps, cans, etc for planters and tubs: £100 • Incidentals £150 <p>Officer recommendations: That the Council Matters Committee AGREES to the above allocation of funds and allows for up to an additional funds from the public realm budget to allow for grass cutting of Coronation Road on top. Quotes from contractors are still to be confirmed. All payments are made by invoice with receipts attached.</p> <p>That the Council Matters Committee AGREES that a formal letter should be sent to Totnes Gardens thanking them for all their hard work and congratulating them on the positive impact their improvements make to the town.</p>
9	To consider the draft Standing Orders for recommendation to Full Council in May 2019	It was RECOMMENDED to Full Council that the revised Standing Orders be adopted on 13 th May 2019.
10	To note the date of the next meeting: Monday 20th May at 7pm in The Guildhall.	Noted.
<i>The Committee RESOLVED 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>		
11	To receive a staffing update	Noted.
12	To note a confidential financial matter	Noted.



MINUTES OF THE EXTRAORDINARY COUNCIL MATTERS COMMITTEE
MONDAY 1ST MAY 2019 AT THE GUILDHALL TOTNES

Present: Cllr T Whitty (Chair), Cllr E Price, Cllr J Hodgson, Cllr M Adams,
Cllr J Westacott MBE, Cllr A Simms (Deputy), Cllr R Adams
Apologies: Cllr J Sweett, Cllr P Paine
In Attendance: Catherine Marlton (Town Clerk)

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	The apologies were noted.
<i>The Committee RESOLVED 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>		
2	To consider a confidential staffing report	It was unanimously RESOLVED to grant delegated authority to the Town Clerk as outlined in the confidential staffing report attached to the committee papers. The Town Clerk was thanked for the detailed brief of the situation.
3	Date of the next meeting – Monday 20 th May at 7pm	Noted

Catherine Marlton



Town Clerk

5 year budget - MAY Council Matters	18/19 YEAR END		19/20 CURRENT		Following 3 years - DRAFT ONLY		
	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	2019/20 EXPECTED	ORIGINAL BUDGET 19/20	2020/21	2021/22	2022/23
Admin	190666	200332	219000	219000	225000	231000	238000
Salaries and pensions for all staff							
Staff Training and Travel	2633	1500	4000	4000	4000	4000	4000
Staff Eye Tests	99	300	400	500	500	500	500
Staff Recruitment	789	1500	1000	1000	1000	1000	1000
Utilities	2525	2250	2600	2500	2600	2700	2800
Office Supplies	2034	2000	2000	1750	1750	1750	1750
Photocopier	1549	2000	2000	2000	2000	2000	2000
Insurance	5536	6000	6000	6000	6500	6500	6500
Office Equipment	2012	1200	4800	1500	1500	1500	1500
Events and venues expenditure	375	525	0	0	0	0	0
Car park permits	480	0	0	0	0	0	0
Car park permits income and green sacks	-408	0	0	0	0	0	0
SUB TOTAL	208290	217607	241975	238250	244850	250950	258050
Civic and Democratic	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	2019/20 EXPECTED	2019/20	2020/21	2021/22	2022/23
Mayoral Allowance	379	375	400	375	400	400	425
Civic and Mayoral Events (expenditure)	5902	5750	5750	5750	5750	5750	5750
Civic Events (income)	-2123	0	0	0	0	0	0
Civic Regalia	24	400	100	400	400	400	400
Salaries and pensions	0	0	0	0	0	0	0
Mayoral Travel and Expenses	401	200	400	350	350	350	350
Councillor Allowances	3788	6000	6400	6000	6400	6400	6800
Councillor Training and Travel	948	750	3000	3000	3000	3000	3000
Councillor IT equipment	0	0	4800	6500	500	500	500
Professional Fees	3123	4500	3500	4500	4500	4500	4500
Elections	0	6000	7000	7000	6000	6000	6000
Subscriptions	2179	2000	2500	2100	2150	2200	2250
Community Outreach work	1349	1500	2500	2000	2000	2000	2000
Website and IT	1049	1500	10000	10000	2000	2000	2000

Additional support could be considered later in the year in the shape of community fundraiser/development of Visit Totnes brand / additional hours for existing staff for project development.

More eco friendly products being used slightly more expensive.

Additional cyber protection being looked at.

Upgrade needed to IT equipment for most staff.

May increase when the District level is reviewed

May increase when the District level is reviewed

Several Councillors already booked onto courses. Getting external trainers in is being looked at. Possibility of an away day for all Councillors?

Suggest budget of £300 per Councillor. Tablet suggested, further detail to committee in due course.

Likely to be under spent but difficult to forecast.

Additional funds for room hire, awards ceremonies etc to increase community engagement

ITEMS
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5 year budget - MAY
Council Matters

	18/19 YEAR END		19/20 CURRENT		Following 3 years - DRAFT ONLY			
	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
SUB TOTAL	17019	28975	46350	47975	33450	33500	33975	
Tourism								
Visit Totnes Marketing	2390	1000	5000	5000	5000	5000	5000	
Pension costs	12636	13000	12636	12700	12700	0	0	
Salaries and pensions	0	0	0	0	0	0	0	
Totnes Guide	14737	22000	15000	15000	15000	15000	15000	
Totnes Guide and Website Income	-18260	-18500	-16000	-16000	-16000	-16000	-16000	
Bank Charges / Paypal	172	0	210	210	210	210	210	
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	0	600	600	600	600	600	
Other TIC Income	0	0	0	0	0	0	0	
SUB TOTAL	11847	17500	17446	17510	17510	4810	4810	
Guildhall								
Actual 31st March 2019 YEAR END		ORIGINAL BUDGET 18/19	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
Cleaning	2738	2000	3000	2500	2500	2500	2500	
Building Maintenance	27453	4000	10000	5000	5000	5000	5000	
Business Rates	5880	5575	6000	6000	6000	6000	6000	
Water	111	200	200	200	200	200	200	
Utilities	3783	2000	3750	3000	3000	3000	3000	
Salaries and pensions	0	0	0	0	0	0	0	
Equipment Maintenance	2599	2000	4000	2000	2000	2000	2000	
Wedding Licence renewals and marketing	2044	1750	1000	500	500	2750	500	
Admissions Income	-3357	-4750	-3500	-3500	-4000	-4000	-4000	
Hire Income WEDDINGS	-2233	-2750	-2500	-2500	-2750	-2750	-2750	
SUB TOTAL	39018	10025	21950	13200	12450	14700	12450	
Civic Hall								
Actual 31st March 2019 YEAR END		ORIGINAL BUDGET 18/19	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
Cleaning and supplies	9776	17000	11000	12000	12000	12000	12000	
Feed in Tariff	3102	2500	3000	2500	3000	3000	3000	
Water	453	2000	1000	2000	2000	2000	2000	
Utilities	4855	4250	5000	4400	4600	4700	4900	
Building Maintenance	11784	14000	150000	150000	25000	15000	15000	
Licences	70	2000	2000	2000	2000	2000	2000	
Marketing Civic Hall	28	400	1000	500	500	500	500	

Last year this needs to be paid

Conservative low end estimate for income this year

Additional cleaning required because of increased usage

Electrical and alarm improvements will be required

Previously billed on estimated bills which were too low

Will need to upgrade equipment in the Council Chamber for audio and paperless working
Need to improve marketing for events and weddings. Professional photos?

Conservative low end estimate for income this year
Conservative low end estimate for income this year

Water usage has declined

Older Section of Civic Hall conversion

Civic Hall use is increasing, more marketing money needed for events we coordinate in house. Professional photography?

**5 year budget - MAY
Council Matters**

	18/19 YEAR END		19/20 CURRENT		Following 3 years - DRAFT ONLY		
Equipment Maintenance	4320	4000	3000	3000	3000	3000	3000
<i>Paige Adams Grant towards Caretaking, Cleaning and Management costs</i>	-27723	-33040	-31500	-31500	-31500	-31500	-31500
<i>Feed in tariff income</i>	-7808	-5000	-5000	-5000	-5700	-5700	-5700
SUB TOTAL	-1143	8110	139500	139900	14900	5000	5200
Property Maintenance	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19 YEAR END	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
Guildhall Cottage Maintenance	636	2000	2000	2000	2000	2000	2000
Property Management Fees	1561	1760	1760	1760	2000	2500	2500
Town Clocks amalgamated Rent and Utilities and maintenance	2443	2050	2500	2250	2300	2400	2500
Flat 5a Loan repay	9148	9150	9150	9150	9150	9150	9150
Flat 5a Maintenance	110	2000	3000	2000	2000	2000	2000
Guildhall Office Maintenance	0	500	25000	30000	2000	2000	2000
Museum Maintenance	3588	4000	8000	5000	5000	5000	5000
<i>Museum Rent income</i>	-2	-1	-1	-1	-1	-1	-1
<i>Eastgate Clock Rental</i>	0	-2	-3	-3	-3	-3	-3
<i>Civic Water Supply to shop</i>	0	-210	-200	-200	-200	-200	-200
<i>Guildhall Cottage Income (£850 a month)</i>	-10750	-9350	-9350	-9350	-9350	-9350	-9350
<i>Guildhall Office Income (£695 per month)</i>	0	0	0	0	0	-7645	-7645
<i>Flat 5a Rental Income (£695 per month)</i>	-8340	-8250	-7645	-7645	-7645	-7645	-7645
SUB TOTAL	-1606	3647	34211	34961	7251	206	306
Cemetery	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19 YEAR END	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
Business Rates	3616	3500	3750	3500	3500	3500	3500
Water	143	150	150	150	150	150	150
Grounds Maintenance (Grass cutting and tree work)	21795	30000	22000	22000	22500	22500	22500
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	5000	2500	2500	3000	3000	3000
Chapel	244	500	500	500	500	30000	500
<i>Cemetery Fees Income Amalgamated</i>	-8495	-7500	-7500	-7500	-7500	-7500	-7500
SUB TOTAL	51402	31650	21400	21150	22150	51650	22150
Open Spaces	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19 YEAR END	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23

Continued issues with damp coming into the kitchen.
Improvement/conversion works may be required. Further
discussion in due course
Electrical testing needed - although lease says exterior only?
Remedial works could be costly

5 year budget - MAY
Council Matters

	18/19 YEAR END		19/20 CURRENT		Following 3 years - DRAFT ONLY			
Ramparts Walk (regular cuts and tidying)	163	900	500	600	600	600	600	600
St Marys Churchyard (Walls and trees)	390	900	1000	1000	1000	1000	1000	1000
Castle Meadow Maintenance and Water	160	750	250	250	250	250	250	250
Castle Meadow and allotments income	-210	-210	-210	-210	-210	-210	-210	-210
SUB TOTAL	503	2340	1540	1640	1640	1640	1640	1640
Precept and Income	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
Bank Charges	156	300	200	300	300	300	300	
Precept and Income	-355640	-355640	-494000	-494000	-494000	-494000	-494000	-494000
Council Tax Grant (only guaranteed until 19/20)	-22230	-22230	-20040	-20040	0	0	0	0
Charity of Podge Adams	0	0	-105000	-105000	0	0	0	0
SUB TOTAL	-377714	-377710	-618840	-618740	-493700	-493700	-493700	-493700
Community Development	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
Skate Park/Youth provision	0	SEE COMMUNITY PROJECTS	0	0	13200	10000	10000	10000
PUBLIC TOILETS	0	0	0	17600	UNKNOWN	UNKNOWN	UNKNOWN	
Caring Town Information Exchange	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	22000	22000	22000	22000	22000	
Citizens Advice Service	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	22000	22000	22000	22000	22000	
Neighbourhood Plan/Planning	11586	12517	14000	13088	3000	3000	3000	3000
Community projects and public realm	35412	51366	80000	70860	60000	60000	60000	60000
Community Grants Scheme	0	0	12000	12000	12000	12000	12000	12000
Arts and Culture	2183	2842	10000	10000	10000	10000	10000	10000
GRANT FUNDING	-4736	0	0	0	0	0	0	0
SUB TOTAL	£44,445	£66,725	£138,000	£145,548	£120,200	£117,000	£117,000	£117,000
TOTAL EXPENDED	£369,775	£386,579	£662,372	£660,134	£474,401	£479,456	£455,581	
TOTAL	-£7,939	£9,009	£43,532	£41,394	-£19,299	-£14,244	-£38,119	

Small underspend in final 18/19 due to staffing underspend and some of the community and assets expenditure rolling on into 19/20

Small reduction in expected overspend from the general reserve but difficult to be accurate at the start of the financial year. Asset remedial and projects still to have detailed costings

Professional support and management needed to complete the document in this financial year
Professional signage audit needed which may require additional expenditure. See attached proposal
Possible need to invest in Christmas lights and event management?

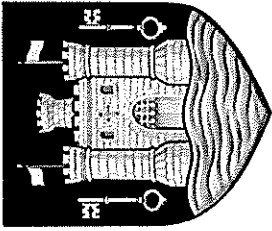
5 year budget - MAY
Council Matters

18/19 YEAR END		19/20 CURRENT		Following 3 years - DRAFT ONLY	
Year	Expected year end budget	Expected year end reserves	Expenditure by year	Reserve % of annual expenditure at start of year	
18/19	-7939	-353110	369775	93.00%	
19/20	43500	-309610	660000	53.50%	
20/21	-19500	-329110	474000	65.20%	

ESTIMATES

Public Realm 19/20		
	19/20	
Totnes Gardens AND Corrie Road Cutting	2000	
Weeding and composting project	11500	
Tidy Totnes	500	Year 2 of ongoing project
Market Square seating, ramp improvements and	35000	
2 large welcome to Totnes and map boards	5000	
Additional planters around For and High Street	7000	
Signage Audit	750	
Shelter Bridgetown	5000	
Vire Island picnic tables	1000	
Chicken Run Steps/Ramp improvements	750	
Collapark investment	10000	
Steamer Quay	1500	
BALANCE	80000	

Public Realm 2021		
	19/20	
Totnes Gardens	2000	
Additional planters on the Plains	1500	
Weeding and composting project	10000	
Tidy Totnes	500	Year 3 of ongoing project
PR/Education around littering	1500	Year 1 of phased project
Recycling Bridgetown	10000	
New Noticeboards and signage town wide	10000	Year 1 of phased project
Bins and seating upgrades town wide	10000	Year 1 of phased project
Vire Island Shelter	5000	
Collapark investment	5000	
Cemetery Garden of Rest	3000	
Borough Park seating/shelter/flower beds	2000	
Underneath the Civic Hall - uplift	25000	
BALANCE	85500	



TOTNES TOWN COUNCIL

FINANCIAL RISK ASSESSMENT

COMPLETED BY:	Catherine Mariton & Christina Bewley
DATE:	May 2019
REVIEW DUE:	May 2020

Area	Risk(s) Identified	Risk Level	Potential Impact	Management/Control of Risk	Action Required	Responsibility and due date	Completed
Assets							
Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	High	Insurance cover reviewed annually with brokers. Buildings reinstatement survey carried out July 2013 which removes under-insurance clause on buildings. Annual review of asset register.	Maintain existing procedures.	N/A	N/A
Security of buildings/property	Vandalism, theft, fire, flood, leaks, weather and accidental damage.	Medium	High	All buildings/properties and contents are insured. Insurance is reviewed annually. Buildings secured outside working hours. Burglar alarm systems for Guildhall. Fire alarm systems in all properties. Regular fire alarm checks carried out. Annual servicing of fire extinguishers	Maintain existing procedures.	N/A	N/A
Maintenance of assets.	Inadequate maintenance of buildings etc.	Low	Low	Buildings conditions survey carried out in January 2018. Recommendations reviewed and a programme of repairs and maintenance has been established.	Implement the programme of repairs and maintenance.	Clerk & Deputy Within 5 years.	Ongoing.

Security of valuables and cash (e.g. civic regalia)	Loss or theft.	Medium	High	All valuables and cash are insured. Insurance is reviewed annually. Cash stored in locked strong room out of hours. Building alarmed.	Maintain existing procedures.	N/A	N/A
Finance							
Adequacy of Precept	Precept sum inadequate. Requirement not submitted in time.	Low	Medium	Budget and Precept considered by Council Matters Committee (formerly Operations Committee) in December and Full Council in January each year. Precept is set as a result of a full report detailing requirements for the forthcoming year has been reviewed by the Council Matters Committee (formerly Operations Committee). The precept deadline is noted and complied with by the RFO. The adequacy of reserves are reviewed annually at year end. Charges are reviewed annually.	Maintain existing procedures.	N/A	N/A
Budgetary Process	Inadequate budget preparation leading to	Low	Medium	A 5 year rolling budget is considered by Council Matters Committee (formerly Operations Committee) and Full Council annually.	Maintain existing procedures.	N/A	N/A

	inability to fulfill obligations.						
Security of Funds at Bank	Failure of bank	Low	High	The Council's Bankers should have the minimum credit rating specified in the Financial Regulations and should be covered by the FSCS Compensation Scheme.	Banking arrangements have been reviewed and alternative investment options are being pursued.	Clerk & Deputy By end of 2019	
Investments	No Council investment policy exists	Low	Medium	Council should have an approved policy.	Council to agree an investment policy.	Clerk By end of 2019	
Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	High	Bank reconciliation completed each month by the Deputy Clerk, reviewed by the Clerk and submitted to the Council Matters Committee (formerly Operations Committee). Primary User (Clerk) and Secondary User (Deputy Clerk) set up on internet banking with appropriate authorities. Suitable controls established for the Debit card use. Annual Internal Audit of controls carried out by Independent firm.	Maintain existing procedures.	N/A	N/A
Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	Clerk appointed as the Proper Financial Officer. Financial Regulations adhered to and reviewed annually.	Maintain existing procedures.	N/A	N/A

Computer records	Loss of data through system failure or theft.	Low	High	<p>Annual Internal Audit of controls carried out by Independent firm.</p> <p>Bank reconciliation completed each month by the Deputy Clerk, reviewed by the Clerk and submitted to the Council Matters Committee (formerly Operations Committee).</p> <p>Budget monitor report reviewed by Clerk monthly and by the Council Matters Committee (formerly Operations Committee) at each meeting.</p> <p>Invoices raised monthly and receipts issued for all cash income.</p> <p>Cash donations/collections counted by two staff.</p> <p>Petty cash float counted monthly by two staff.</p>	Establish written terms of service with IT support contractor.	Clerk By end of Aug 2019	
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Quotes and Tenders	Best value not achieved. Breach of the Public Contracts Regulations.	Low	Low	Financial regulations detail procedures to be followed. Annual Internal Audit of controls carried out by Independent firm.	Maintain existing procedures.	N/A	N/A
Salaries	Incorrect payments to staff. Incorrect deductions made. Non-compliance with Pension Regulations. Payments not made to HMRC.	Low	Medium	SAGE payroll calculates wages and deductions monthly. Full payment submission to HMRC made monthly via SAGE. BACS payments of wages processed by Secondary User and checked and authorised by Primary User. Annual Internal Audit of controls carried out by Independent firm. Pensions Auto-enrolment rules adhered to.	Maintain existing procedures.	N/A	N/A
Election Costs	Inability to meet costs	Low	Low	Provision made in budget annually	Maintain existing procedures.	N/A	N/A
VAT	Errors in calculation. Payments not made/claimed to/from HMRC. Wrong treatment of VAT resulting in a fine or liability.	Medium	Medium	Compliance with HMRC regulations. Professional advice sought where correct VAT treatment is not known. Input VAT only claimed where proper VAT invoices are held. Clerk and Deputy have attended training. Quarterly returns made.	Maintain existing procedures.	N/A	N/A

Annual Return	Not submitted on time. Incorrectly completed.	Low	Medium	RBS Software used to compile returns. Returns reviewed by Internal Audit.	Maintain existing procedures.	N/A	N/A
Annual Return				Clerk/RFO aware of date. Clerk and Deputy have attended training. Accounts prepared by RBS Software Accounts. Annual Return must be signed off by the Internal Auditor.			
Liability							
Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault.	Medium	Medium	Public Liability insurance in place (limit of indemnity £10m). Insurance cover reviewed annually with brokers. Health & Safety Policy and Lone Working Policy in place. Risk assessment programme in place and risk assessments are completed for all events put on by the Council. All new staff and Councillors are issued with an Induction booklet and relevant policies. H&S and risk assessment requirements included in facilities bookings terms and condition which are on the Council's website.	Schedule policies for regular review and updating.	Clerk By end of Nov 2019	

				Fire instructions for Civic Hall users are on the Council's website. PAT testing carried out annually. Asbestos register in place.				
Compliance with Employment Law	Acts outside the Employment Law could lead to financial liability.	Medium	Medium	Employer Liability insurance in place (limit of indemnity £10m). Insurance cover reviewed annually with brokers. Contract held with South West Councils to provide HR support and advice.	Maintain existing procedures.	N/A	N/A	N/A
Ensuring the Council acts within its legal powers.	Ultra Vires Acts incurring financial liability.	Medium	Low	Clerk to verify legal position for any new proposal. Clerk studying for CILCA qualification. Use of advice from NALC/DALC/SLCC. Members Code of Conduct in place and reviewed regularly.	Legal advice to be sought where required.	Clerk Ongoing.	N/A	N/A
Administration								
Register of Members' Interests	Incomplete register of interests. Failure to declare interests.	Medium	Low	Regular reminder to members. Standing agenda item for all meetings. Induction programmes in place for new Councillors.	Maintain existing procedures.	N/A	N/A	N/A
Councillor/staff propriety	Breach of confidentiality.	Medium	Medium	Code of Conduct in place.	Maintain existing procedures.	N/A	N/A	N/A

Reports and records	Improper and untimely reporting of meetings via the minutes.	Medium	Medium		Data Protection Policy and Privacy Policy in place which all staff and councillors have been made aware of. Regular reminders issued to Councillors/staff. Included in training given to Councillors in March 2018 and in new Councillors' Induction.				
Business continuity	Risk that Council business cannot operate due to fire, flood, extreme weather event, power outage, act of terrorism, or any other significant event.	Low	High		Full Council meetings monthly to receive and approve minutes of Committee meetings held in the interim. Minutes to be made available to press and public via the Council website within 5 working days of a meeting. IT systems backed-up to i-cloud. IT support provided by contractor who would be able to reinstate systems. Insurance cover in place and reviewed annually. Internal staff cover arrangements identified. Written procedure documents established for financial processes and cemetery procedures.	Maintain existing procedures.			



PAY POLICY

TOTNES TOWN COUNCIL

April 2018

Reviewed May 2019

This Policy helps the Council to make best use of its Council Resources.

Councillors and staff must be committed to the policy in order for it to succeed, so they must be aware of its aims and objectives and their role within it.

POLICY STATEMENT

It is the aim of the Council to ensure that all employees or job applicants are assessed fairly and remunerated according to the skills required to undertake the role and the level of responsibility associated with the post.

All working practices and recruitment procedures will be reviewed at least annually to ensure that individuals are paid on the basis of their merits and abilities.

The Council undertakes to pay at least the Living Wage to all employees.

PRINCIPLES

- a. To make full use of the talents and abilities of all staff.
- b. To attract and retain good quality staff.
- c. To provide training and development for all the staff.
- d. To maintain an equality of pay scale differentials.

ASSESSMENT OF PAY SCALE

The Council will: -

- review each job description at least every other year
- undertake an Appraisal in line with the Council's Appraisal Policy
- follow the pay scales agreed and laid down by the National Joint Council for Local Government Services – National Agreement on Salaries and Conditions of Service
- assess and compare similar jobs within the sector to ensure that the pay rates set are in line with other Councils

EVALUATION

The Council has set a base line of job descriptions and pay scales for its current employees. These pay scales have been assessed and compared with other jobs in the sector to ensure that they are generally in line with other pay rates.

The Council evaluation process will use the following guidelines and rules:

- Any re-evaluation exercise will be undertaken with a clear and systematic approach.
- An assessment will be undertaken to ascertain whether significant aspects of an employee's work has changed

The concomitant factors arising are that the employee may:

- No longer be adequately remunerated for the skills they are required to deploy
- Require new skills
- Require an assessment of work/life balance and that:
- there may be the possibility of additional staff having to be employed and with specialist skills as well

- the current post holder is leaving and a new and accurate person specification has to be designed for interview and contractual purposes

In assessing the Pay Scale criteria the Council will be mindful of the following:

Jobs as defined by both Job Descriptions and Role Descriptions need to be taken into account.

- A framework needs to be established, but it must be reviewed in the light of structural changes in the work of the Council.
- Only objective criteria can be used.
- Sound judgement must be exercised in the process of analysing information and making comparisons against benchmarks established.

Methodology

The evaluation will cover the entire staff

- The key points to be used in the evaluation will be identified
- The job and the role will be analysed
- The relative value of the jobs and roles will be established on a weighted scale
- Development needs will be identified and programmed
- Staffing levels will be projected
- The appropriate reward levels decided

Framework

The Council will use the Profiles drawn up by the Society of Local Council Clerks and the National Association of Local Councils in the National Agreement on Salaries and Conditions of Service. These profiles will be used as a framework for assessing all posts, including the Town Clerk.

There can be a right of appeal against any decisions which will be undertaken through the Grievance Procedure of the Council.

TRAINING/DEVELOPMENT

All staff will have access to training and development opportunities, which will be taken into account when assessing pay scales. This will be assessed on the level of achievement and the relevance of the qualification to the role being undertaken.

OVERTIME

Overtime is time worked beyond the contracted hours. It is preferable for TOIL (time in lieu) to be used but where this is not practical all overtime will be authorized in advance by the Town Clerk. Overtime is paid at standard hourly rate unless the hours are before 7am or after 10pm (with the exclusion of the Town Clerk), and on Sunday or public bank holidays where a double rate is payable (all staff).

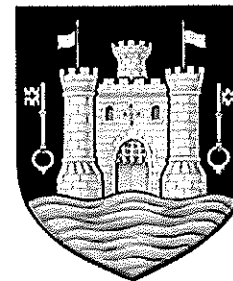
PAY STRUCTURE

The Council uses the NALC and SLCC recommended salary scales. In exceptional circumstances, for example for retention reasons, employees may be awarded accelerated salary progression at the discretion of the Council. Each member of staff will receive a salary increment annually assuming the successful completion of their appraisal, back dated to 1st April of that year, until the top of their salary scale is reached.

THE LAW

The policy will be implemented within the framework of the relevant legislation, which includes:

- Equal Pay Act 1970
- Employment Rights Act 1996
- Disability Discrimination Act 1995



RECRUITMENT AND RETENTION POLICY

TOTNES TOWN COUNCIL

September 2018

Reviewed: May 2019

Overview

The recruitment and retention of staff plays a crucial role in the provision of services and the continued development of Totnes Town Council. It is important that the Council has an effective process for obtaining the best people to fill the vacancies that occur. Selection should be based on merit and suitability for the post alone and the recruitment process must support this.

The Council has an Equal Opportunities Policy that applies throughout the workplace and it is particularly important that it is applied at all stages of recruitment.

Through the recruitment process there is considerable contact with members of the public and therefore the recruitment procedure should enable anyone who becomes involved in it to go away with a positive and professional impression of the Council. Each recruitment campaign should be regarded as a public relations exercise as well as a search for a new employee.

These are the key stages in the recruitment process:

- For every post there should be a job description which accurately describes the tasks and objectives of the job.
- Normally vacancies will be advertised as appropriate.
- Candidates will be assessed by interview and if appropriate other assessment methods relevant to the role, for example presentations, ability tests or in-tray exercises.
- The interview has two main purposes – to find out if the candidate is suitable for the job, and to give the candidate information about the job and the organisation. All interviews need careful preparation if they are to be successful.
- The decision must be based solely on merit, that is, the candidate's suitability for the job on offer as described in the job description.

Aims

This policy aims to:

- Enable the Council to recruit the best candidate for the post through making it clear what the post is and what skills, experience and attributes are required.
- Set professional standards for recruitment, whether suitable candidates are easy or difficult to find.
- Ensure candidates are given the opportunity to demonstrate their abilities regardless of their race, religion or religious belief, sex or sexual orientation, age, disability or employment status.
- Help to recruit the best quality candidates.
- Ensure recruitment is seen as a key public relations exercise by all of those involved.

It should always be remembered that choice applies equally both to the recruiter and the applicant. A discerning candidate is more likely to choose an employer who applies a professional approach to recruitment.

Job description

For every post there should be a job description which accurately describes the tasks and objectives of the job. The job description should include the following:

- Identify the main purpose of the job.
- Identify the key areas of responsibility.
- Group the main tasks under logical headings if appropriate.
- Rank the main tasks in order of importance.
- Work out the functional links with people in the Council and with other work being undertaken by the organisation.
- Work out lines of responsibility: to whom is the postholder accountable and who does the postholder supervise?

Application Form

The Council will practice shortlisting as it is good practice: personal information will be kept separate from the application form so that the selection panel is not aware of the names and details of the candidates.

Advertisements

Normally all vacancies will be advertised externally. An exception can be made when a post is readvertised within 6 months from the date of appointment. At this time applications can be taken from previous candidates and any existing member of staff.

The content of the advert should include:-

- Brief information about the organisation concerned
- Description of the post, including title and grade, role and main responsibilities (reflecting the job description).
- Experience, skills, qualifications and personal qualities required (reflecting the person specification).

- Salary and benefits.
- How to apply – usually application form.
- Closing date (all advertisements should have a closing date usually at least 2/3 weeks from appearance in chosen media).
- Interview dates.

The heading of the advertisement is of paramount importance. People look first for job title/function, location and salary. The sequence of the text should be organised in a logical way, starting with the overview and leading to the specific. The style must be reader friendly and may vary depending on the target audience. Speak as you would be spoken to using “you” and “we.” Make the text concise without repetition, factual and cliché/jargon free. Do not use words such as ‘self-starter,’ ‘change-agent’ etc. The wording of the advertisement should positively encourage all suitably qualified applicants to apply. Sell the job opportunity.

Shortlisting

Longlisting, where applicable, may be undertaken by the Clerk. The interview panel should undertake the short listing wherever possible.

The person specification will be used at the shortlisting stage to record the reasons for selection and non-selection of candidates for interview. It will contain the essential and desirable criteria against which the candidates will be measured. Assess each application against the essential criteria of the person specification using an agreed scoring system and completing a shortlisting form to be completed for each candidate.

Assessment Methods

Candidates will be assessed by interview and if appropriate other assessment methods relevant to the role, for example presentations, ability tests or in-tray exercises. It is useful to use a work-based activity to test the skills in relation to the job duties, (as opposed to just talking about them), and also helps nervous candidates to show their full abilities.

The Interview

The interview has two main purposes – to find out if the candidate is suitable for the job, and to give the candidate information about the job and the organisation. All interviews need careful preparation if they are to be successful. Questions should be prepared in advance of the interview and an interview scoring form prepared with an agreed scoring system. Each candidate should leave with a sense of being treated well and fairly and having had the opportunity to give their best, and to ask the panel questions.

A structured interview designed to cover all relevant information and assess the skills, knowledge and experience of the applicant is an efficient method of focusing on the match between job and candidate. This ensures there is a consistent approach to the interviews, which is particularly important if there are a number of candidates to be seen. The interview process will be held in accordance with Standing Orders.

It is essential to ensure that all candidates are treated equally so it is important to give each candidate an equal chance to show their attributes in each area. For this reason it is important to ensure all candidates are questioned on the same areas of knowledge, experience etc. However, should a candidate require extra assistance due to a disability, or have any special requirements these should be accommodated as much as possible.

The Decision

Having carried out the interview and any other activities, it is time to make the decision. The decision must be based solely on merit, that is, the candidate's suitability for the job on offer as described in the job description. It would be unlawful to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post.

In order to avoid any possible accusation of bias, employees and councillors should not be involved in an appointment where they are related to the applicant, or have a close personal relationship with them outside of work. In such cases the employee should declare this applies and alternative arrangements/selection panel will be arranged.

The reasons for selection and non-selection must be recorded in writing and kept on file for a period of 6 months. The Town Clerk should be given all interview notes as they will be kept centrally.

If no candidates fulfil all the essential criteria it is important not to appoint to the post. Most appointees will be with the Council for a number of years and although it is sometimes tempting to employ someone who does not reach the standards to cover a short-term shortfall, this can create more problems in the long term. If no suitable candidates are available then the Council Matters Committee will advise on re-assessing the situation to establish whether an alternative solution can be found. This is obviously the most important part of the process and therefore needs to be approached systematically. The panel should utilise all available information. The panel should make decisions in relation to job requirements e.g. if it is essential that somebody has management experience before the interview process, this position should be maintained. Do not simply compare candidates; always assess each candidate against the job description. Interview assessment forms should be filled in after each interview and not left until the end. Remember biases that can influence, such as first and last impressions. Check the decision to see if it was arrived at fairly to ensure equality of opportunity. Make notes and a record of why the candidate will be offered the job, who was second etc as this record can demonstrate a fair and competent selection process. It can also assist when providing feedback.

An employer must always be able to justify their decision in recruiting a particular person in case of an application to an employment tribunal. If the issue reached a tribunal, the Chair would have to provide evidence showing how and why you reached your decision.

The Offer

Once a conditional offer has been made and accepted (made by the Clerk), references will be taken up. If the candidate has declared a disability or adjustments to the post or environment are required, then these should be assessed by Occupational Health. All reasonable adjustments will be made. Totnes Town Council will send an offer letter and an Employment Contract. Subject to everything proving satisfactory the candidate can start.

Feedback for Candidates

Many candidates ask for feedback on their applications and interviews. For this reason, and to demonstrate there are fair reasons for the selections made, it is important to document short-listing and interview decisions. Applicants often spend a considerable time filling out applications and giving up time to attend for interview and it is important they get a good impression of the Council through this process. It is therefore only fair to give them the time and respect to explain why they have not been selected.

Probation

All employees joining the Council will be placed on a six-month probationary period with a review with their Line Manager at 3 months.

Retention of Recruitment Documents

All original application forms, references and interview notes/assessments must be returned to the Town Clerk where they will be kept for 6 months. Should a candidate submit a claim of discrimination to a tribunal, such records would be required as evidence. Information relating to employees should be retained on their personal file

Employment Law

When carrying out recruitment and selection you need to be aware of Employment Law, particularly discrimination legislation. It is important to avoid discrimination during the recruitment process. This is not only a legal requirement, but also gives you the best chance of getting the right person for the job. When interviewing people for a job there are certain questions you should not ask, either directly or indirectly, including whether a candidate is married, a partner in a same-sex civil partnership, or plans to have children. You must not attempt to elicit information about a person's sexual orientation or their religion. You could face a claim of unlawful discrimination if - because of their gender, race, etc - you were to select a man, white person, etc for a job who is less well qualified than other candidates who were female, black, etc.

Rehabilitation of Offenders Act 1974

This Act was passed to prevent discrimination against ex-offenders once their criminal convictions are "spent". It is unlawful for an employer to ask about spent convictions or to let the fact that an applicant has a spent conviction influence a recruitment decision.

However, there are a range of occupations, particularly in local government, which are excluded from the provisions of the Act. These primarily include jobs which provide services to people under 18 years of age or vulnerable adults, e.g., teachers, school caretakers, youth workers, social workers and leisure attendants. For these posts, a spent conviction will be a legitimate ground for refusing to employ someone, but the applicants must be informed that the post is not covered by the Rehabilitation of Offenders Act.

Asylum & Immigration Act 1996

Employers commit an offence if they employ a person who has not been granted leave to enter or remain in the UK, or if his or her stay in the UK is subject to a condition that precludes taking up employment. However, if before the employment began the potential employee produced suitable documentation it may then be a defence. Suitable documentation includes:-

- A current passport confirming you are a British citizen or, a national identity card, or Home Office document confirming your right to reside and work in the UK;
- A document from a UK government agency, e.g. National Insurance Card/Inland Revenue P45/P60, confirming your name and National Insurance number together with either a full UK, Ireland, Channel Islands or Isle of Man birth certificate or, a certificate of registration/naturalization confirming British citizenship or, a Home Office document confirming the right to reside and work in the UK;
- A work permit issued by Work Permits UK together with a passport or a Home Office document confirming the right to reside and work in the UK.

Equality Act 2010

The Equality Act came into force on 1 October 2010. The Act harmonises and replaces previous legislation (such as the Race Relations Act 1976 and the Disability Discrimination Act 1995) and ensures consistency in what you need to do to make your workplace a fair environment and to comply with the law.

Under the Equality Act 2010 it is unlawful to discriminate against people at work because of:

- Age; Disability; Gender reassignment; Marriage and civil partnership; Pregnancy and maternity; Race; Religion or belief; Sex; Sexual orientation.

Staff Retention

This policy provides the framework within which retention of staff is undertaken within Totnes Town Council. The Equal Opportunities and Dignity at Work Policies lie at the heart of all aspects of retention.

Induction: All staff will carry out induction training as soon as possible after arrival.

Flexible Working: All staff have the right to request changes in their working patterns but they should take into account the needs of the team when making this request. (See Flexible Working Policy)

Lone Working: The Trust believes that all of its employees, regardless of where they are located, have a right to work in an environment which is safe and where they are not put at undue risk.

Secondments: These provide a valuable opportunity for staff to enhance their skills and broaden their experience and will be supported when possible.

Sabbatical: Members of staff with a minimum of 26 weeks continuous service can apply for a leave of absence. This application must be made in writing to the Town Clerk who will consult the Council Matters Committee for a decision.

Communication: The Town Council recognises the importance of good channels of communication. Staff will be kept informed of events via appropriate committees or line management. The Town Council will reinforce a positive culture of communication and will not endorse gossip.

Grievance: Staff have opportunities to raise issues about which they have concerns, in the first instance through their regular staff meetings. Staff also have the opportunity to take up issues which concern them through the Grievance Policy. Any issues must first be discussed with the line manager and if a satisfactory result is not obtained at this meeting, then an official grievance may be raised as per the policy. For further information please refer to the Grievance Policy.

Continuous Professional Development: The process of education and development enables staff to maintain their competence and increase their proficiency and expertise. CPD covers a wide range of education and development activities and can be undertaken on an individual or team basis, in or away from the workplace, and on a formal or more informal basis, e.g. formal courses/learning programmes; conferences and study days; workplace-based opportunities, e.g. mentorship, secondments, projects; on-the-job learning, e.g. learning from colleagues, supervised /assessed practice, practice experience, feedback and appraisal; personal study, e.g. reading journal articles; and experiences in other areas of life, e.g. volunteering or leadership role within a community group that can be applied to work roles.

Health and Wellbeing: The Town Council will pay for an annual eye test for all members of staff who need to use a computer on a regular basis. Occupational Health services will be provided as required. Workstation self-assessments should also be carried out by staff annually. Full line management support is also provided to all staff.



United Kingdom
Debt Management
Office

OFFICIAL

Eastcheap Court
11 Philpot Lane
London
EC3M 8UD

T 020 7862 6610
E pwlb@dmo.gov.uk
www.dmo.gov.uk

Public Works Loan Board

The Town Clerk
Totnes Town Council
The Guildhall Office
5 Ramparts Walk
TOTNES
Devon
TQ9 5QH

Our Ref : 08091

Date : 06 April 2019

Dear

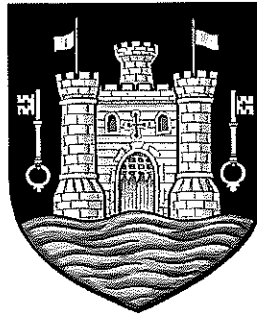
TOTNES TOWN COUNCIL (DEVON) - PWLB BALANCE OUTSTANDING AS AT 31 March 2019

The schedule below details the balances outstanding on the loans to your authority from the Public Works Loan Commissioners.

Loan Type	Repayment Due	Balance £ p	No. of Accounts
Fixed	15 January 15 July	58,850.21	1
	Total Balance Outstanding	<u>58,850.21</u>	<u>1</u>

Yours sincerely,

Natasha John-Phillip
for Secretary



FIRE AND EMERGENCY EVACUATION PLAN AND PROCEDURES

The Guildhall, Ramparts Walk, Totnes, Devon, TQ9 5QH.

Document Ownership:
The responsible person for the building is Catherine Marlton, Town Clerk.
This document was prepared by Catherine Marlton.
This document was approved by the Council Matters Committee and on
The date of review for this document will be on an annual basis or when deemed necessary by the Town Clerk, or when circumstances dictate for example change of staff, layout or use of the building.
This plan covers the emergency evacuation plan and procedures for the following additional potential emergencies other than fire that may require the building to be evacuated: <ul style="list-style-type: none"> • Gas escapes • Suspect packages • Received threat of bomb or chemical, biological or radioactive devices <p>This emergency plan covers the actions and procedures that will need to be implemented between the initiation of an evacuation and when the Emergency Services take control of the incident.</p> <p>This document details the fire and emergency evacuation procedures for the building, all staff and persons within the building should be made familiar with these procedures and then act upon its requirements.</p>

Guildhall Building Evacuation Plan:
The buildings standard routine action procedures will be followed at all times concerning evacuation situations within the building either using the fire alarm or without using the fire alarm
<ul style="list-style-type: none"> • Actions on discovery of a fire • Action on hearing an alarm • Action on receiving a Bomb Threat or finding a suspect package

ACTION ON DISCOVERING A FIRE



Operate the nearest fire alarm call point.



Call the Fire Service by telephoning 999 from a safe location.

Give this address:

The Guildhall, Ramparts Walk, Totnes, Devon, TQ9 5QH.



Attack the fire, if trained to do so with the appliances provided, without taking personal risk



Leave the building by the nearest available exit



Go to the assembly point: ST MARY'S CHURCHYARD



Out of office hours notify ER Response & Security Ltd on 0800 043 8809

ACTION WHEN THE FIRE ALARM SOUNDS



Leave the building by the nearest available exit

If you have a specific role in an evacuation e.g. Fire marshal, or assisting a disabled person- carry out that role.

You may take what you may need with you-coat, keys; handbag, money etc. in case you are unable to return for some time, but only if this will not unduly delay your evacuation.

Close all doors in the area before leaving but not if this will endanger you, or hinder your escape.



Go to the assembly point: ST MARY'S CHURCHYARD

Do not re-enter the building or leave the assembly point until told to do so by the Evacuation officer or the Emergency Services. The fact that the fire Alarm has been silenced is NOT a signal that you may return to the building.

ACTION ON RECEIVING A BOMB THREAT OR FINDING A SUSPECT PACKAGE

Notify any persons in the building verbally. **DO NOT** activate the fire alarm or use mobile phones

Call the Police and Fire Service by telephoning 999 from a safe location.

Give this address:

The Guildhall, Ramparts Walk, Totnes, Devon, TQ9 5QH.



Leave the building by the nearest available exit



Go to the assembly point: **THE MARKET SQUARE**

Notify any persons in the vicinity of the Guildhall to clear the area.

Notify near neighbours to evacuate.



Out of office hours notify ER Response & Security Ltd on 0800 043 8809.

Do not re-enter the building or leave the assembly point until told to do so by the Evacuation officer or the Emergency Services.

AREAS OF FIRE RISK-SPECIFIC HAZARDS

The building has no specific procedures or hazards to consider.

PERSONS WITH ASSISTANCE NEEDS (PANS)

Due to the historic nature of the building it is not suitable for disabled access and therefore no specific arrangements are in place for PANS.

EVACUATION PROCEDURE OUTSIDE NORMAL HOURS

The buildings normal operating hours are from:

Monday to Friday 09:00 to 16:00

With occasional Saturday use by hirers for weddings.

A member of staff is on-site throughout any Saturday hire and that person will be responsible for ensuring the building's evacuation.

SUMMONING THE FIRE & RESCUE SERVICE

The person discovering the fire after raising the alarm verbally and activating the nearest fire alarm call point must call the fire service or delegate somebody to undertake this task, by dialling 999 or 112 if the signal is weak.

You should provide the Fire Service with the following information concerning the fire:

- The address of the building
- Where is it (which room-floor)
- What is it
- What have you done about it and any action being taken
- Any persons or hazardous materials involved
- Note:- when phoning the emergency services, it is always helpful to give your name and location- This makes it easier to find you later, you may have important information or you may need assistance yourself if the situation deteriorates.

VISITORS AND CONTRACTORS

All visitors and contractors apart from Town Council appointed staff will report to the responsible person prior to entry and when leaving the premises.

All persons should be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- The location of firefighting equipment and fire alarm call points in relation to the area of their work.
- In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.
- Contractor's and employees working on the premises when full time staff are absent, (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

FIRE SAFETY HOUSEKEEPING - EVACUATION ROUTES

The buildings evacuation routes within the building will be kept free from obstruction and clearly marked.

Fire routine notices are displayed throughout the building at appropriate places, which indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

FIRE ALARM TEST

The buildings fire alarm system is tested weekly by staff.

FIRE FIGHTING EQUIPMENT

The buildings firefighting equipment is examined and tested annually.

ESCAPE LIGHTING TEST

Due to the historic nature of the building, escape lighting is provided in the form of torches which are tested monthly.

