



AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 8th JULY 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 8th July 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.		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: Council Matters 10 th July 2019 - (already agreed through Full Council)	Enclosure	5 minutes
3	To consider the current year's budget allocations, budget monitor, balances and forecast	Enclosure	10 minutes
4	To receive an update on the Neighbourhood Plan (standing item).	Verbal update Town Clerk	5 minutes
5	To consider Grant Applications to the Community Grants Scheme under delegated authority - £6,000 available for allocation	Enclosure	30 minutes
6	To consider any actions from the Council Venues Working Group on Thursday 4 th July 2019	Tabled at the meeting	10 minutes
7	To consider the reviewed Councillor Allowance Policy for recommendation to Full Council	Tabled at the meeting	10 minutes
8	To review the financial contribution to SHDC for public toilets	Enclosure	10 minutes
9	To ratify the appointment of a Visitor Information Assistant from 22 nd July until 1 st November 2019	Verbal update Town Clerk	5 minutes
10	To consider any actions from the Cemetery Working Group on Thursday 27 th June 2019	Enclosure	5 minutes
11	To note any update from the Economy Working Group	Cllr Price	5 minutes
12	To agree expenditure for upcoming projects as proposed by the Public Realm Working Group.	Enclosure	5 minutes
13	To note a delay on the Museum repair work	Verbal update Town Clerk	5 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>			
14	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure	5 minutes
15	To consider a quote for rewiring work in the Civic Hall and to agree delegation, expenditure and actions required.	Tabled at the meeting	5 minutes
16	Date of the next meeting – Monday 9 th September 2019 at 7pm		

Future meetings agenda items:

- Update Statement of Internal Control
- Review Financial Regulations
- Signage audit and Public Realm projects
- To review the Pensions Discretions Policy
- Consider a Business Continuity Plan
- To review the 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
- 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 – late 2019
- To review the Grievance and Complaints policies
- To review the Communications and Social Media Policy

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

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

ITEM 2 – MINUTES

MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 10th JUNE 2019 AT THE GUILDHALL TOTNES

Present: Cllr E Price (Chair), Cllr C Allford, Cllr P Paine, Cllr B Piper

Apologies: Cllr M Adams, Cllr J Hodgson

Not present: Cllr Simms

In Attendance: Catherine Marlton (Town Clerk)

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Committee.	The apologies were AGREED.
<i>The Committee will adjourn for the following item:</i>		
Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.		
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of: Council Matters 20 th May 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. Councillors felt a projected overspend at the end of 2019/20 was reasonable given the healthy level of reserves and the previous two years underspend.
4	To receive an update on the Neighbourhood Plan (standing item).	The update was noted. The proposed budget was discussed and it was AGREED under delegated authority to proceed with engaging professional planning support.
5	To consider any actions from the Arts Working Group on Tuesday 4 th June 2019	It was considered appropriate that the £10,000 Arts budget should be used to provide a series of events around the Christmas period. It was AGREED under delegated authority to proceed with an Events Manager advertisement for the Christmas Festival events as outline in part 2 papers. A further discussion would be needed through Full Council on the overall financial liabilities.
6	To consider any actions from the Council Venues Working Group on Thursday 7 th June 2019	It was AGREED that all the actions being progressed through the Venues Working Group were very positive. Expenditure for Civic Hall Buildings Maintenance may overspend in the coming year but the works are essential for the effective function of the facility. The Town Clerk was asked to proceed as outlined in the notes of the Working Group under her delegated authority.
7	To consider how to cover the Guildhall to ensure consistent opening	It was AGREED to offer some paid hours to an existing casual worker to fill the vacant slots. It was felt important to include some kind of supervisory role for 2020 onwards through the budget setting process.
8	To consider a request for the use of the Town Crest	The request was AGREED as the event lined up with the Town Council's declaration of a Climate Emergency.
9	To note the date of upcoming Working Groups <ul style="list-style-type: none"> • Tuesday 11th June at 2pm – Economy Working Group • Wednesday 12th June at 10am – Public Realm Working Group • Thursday 27th June at 6.30pm – Neighbourhood Plan Working Group 	Noted.

	<ul style="list-style-type: none"> Thursday 27th June 10.30am (TBC) – Cemetery Working Group 	
<p><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></p>		
10	<p>To consider a confidential staffing update and proposals in relation to:</p> <ul style="list-style-type: none"> a) Tourist Information Assistant b) Civic Hall Administrator c) Events Coordinator/Manager 	<p>Staffing proposals to cover relocation and maternity cover for existing employees were discussed and AGREED as outlined in the attached documents. The freelance Event Manager role was AGREED as per the discussion earlier on the agenda.</p>
11	<p>To consider quotes for Council Insurances (commercially sensitive)</p>	<p>It was AGREED to go ahead with a 1 year insurance contract with the cyber protection, rather than a 3 year contract.</p>
12	<p>Date of the next meeting – Monday 8th July 2019 at 7pm in the Guildhall</p>	<p>Noted.</p>

5 year budget - JUNE Council Matters		18/19 YEAR END		19/20 CURRENT			Following 3 years - DRAFT ONLY		
	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 10TH JUNE 2019	2019/20 EXPECTED	ORIGINAL BUDGET 19/20	2020/21	2021/22	2022/23	
Admin									
Salaries and pensions for all staff	190666	200332	41398	227000	219000	227000	232000	238000	
Staff Training and Travel	2633	1500	1267	4000	4000	4000	4000	4000	
Staff Eye Tests	99	300	0	400	500	500	500	500	
Staff Recruitment	789	1500	1	1000	1000	1000	1000	1000	
Utilities	2525	2250	485	2600	2500	2600	2700	2800	
Office Supplies	2034	2000	212	2000	1750	1750	1750	1750	
Photocopier	1549	2000	377	2000	2000	2000	2000	2000	
Insurance	5536	6000	0	7365	6000	7500	7500	7500	
Office Equipment	2012	1200	0	4800	1500	1500	1500	1500	
Events and venues expenditure	375	525	0	0	0	0	0	0	
Car park permits	480	0	0	0	0	0	0	0	
Car park permits income and green sacks	-408	0	-40	-40	0	0	0	0	
SUB TOTAL	208290	217607	43700	251125	238250	247850	252950	259050	
Civic and Democratic									
Mayoral Allowance	379	375	0	395	375	400	400	425	
Civic and Mayoral Events (expenditure)	5902	5750	425	5750	5750	5750	5750	5750	
Civic Events (income)	-2123	0	-1339	0	0	0	0	0	
Civic Regalia	24	400	0	100	400	400	400	400	
Salaries and pensions	0	0	0	0	0	0	0	0	
Mayoral Travel and Expenses	401	200	14	400	350	350	350	350	
Councillor Allowances	3788	6000	0	6320	6000	6400	6400	6800	
Councillor Training and Travel	948	750	0	3000	3000	3000	3000	3000	
Councillor IT equipment	0	0	0	4800	6500	500	500	500	
Professional Fees	3123	4500	1163	3500	4500	4500	4500	4500	
Elections	0	6000	0	7000	7000	6000	6000	6000	
Subscriptions	2179	2000	1785	2500	2100	2150	2200	2250	
Community Outreach work	1349	1500	159	2000	2000	2000	2000	2000	
Website and IT	1049	1500	95	10000	10000	2000	2000	2000	
SUB TOTAL	17019	28975	2302	45765	47975	33450	33500	33975	
Tourism									
Visit Totnes Marketing	2390	1000	-269	5000	5000	5000	5000	5000	
Pension costs	12636	13000	12636	12636	12700	12700	0	0	
Salaries and pensions	0	0	0	0	0	0	0	0	
Totnes Guide	14737	22000	19	15000	15000	15000	15000	15000	
Totnes Guide and Website Income	-18260	-18500	-81	-16000	-16000	-16000	-16000	-16000	
Bank Charges / Paypal	172	0	0	210	210	210	210	210	
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	0	64	600	600	600	600	600	
Other TIC income	0	0	0	0	0	0	0	0	
SUB TOTAL	11847	17500	12369	17446	17510	17510	4810	4810	
Guildhall									
Cleaning	2738	2000	36	3000	2500	2500	2500	2500	
Building Maintenance	27453	4000	-3811	10000	5000	5000	5000	5000	
Business Rates	5880	5575	1207	6000	6000	6000	6000	6000	
Water	111	200	0	200	200	200	200	200	
Utilities	3783	2000	775	3750	3000	3000	3000	3000	
Salaries and pensions	0	0	0	0	0	0	0	0	
Equipment Maintenance	2599	2000	9	4000	2000	2000	2000	2000	
Wedding Licence renewals and marketing	2044	1750	28	1000	500	500	2750	500	
Admissions Income	-3357	-4750	-512	-3500	-3500	-4000	-4000	-4000	
Hire Income WEDDINGS	-2233	-2750	-413	-2500	-2500	-2750	-2750	-2750	
SUB TOTAL	39013	10025	-2681	21950	19200	12450	14700	12450	
Civic Hall									
Cleaning and supplies	9776	17000	789	11000	12000	12000	12000	12000	
Feed in Tariff	3102	2500	0	3000	2500	3000	3000	3000	
Water	453	2000	323	1500	2000	2000	2000	2000	
Utilities	4855	4250	692	5000	4400	4600	4700	4900	
Building Maintenance	11784	14000	-499	150000	150000	25000	15000	15000	
Licences	70	2000	0	2000	2000	2000	2000	2000	
Marketing Civic Hall	28	400	141	1000	500	500	500	500	
Equipment Maintenance	4320	4000	18	7000	3000	3000	3000	3000	
Paige Adams Grant towards Caretaking, Cleaning and Management costs	-27723	-33040	0	-31500	-31500	-31500	-31500	-31500	
Feed in tariff income	-7808	-5000	1184	-5000	-5000	-5700	-5700	-5700	
SUB TOTAL	-1143	8110	2648	144000	139900	14900	5000	5200	
Property Maintenance									
Guildhall Cottage Maintenance	636	2000	3	2000	2000	2000	2000	2000	
Property Management Fees	1561	1760	309	1760	1760	2000	2500	2500	
Town Clocks amalgamated Rent and Utilities and maintenance	2443	2050	30	2500	2250	2300	2400	2500	
Flat 5a Loan repay	9148	9150	0	9150	9150	9150	9150	9150	
Flat 5a Maintenance	110	2000	0	3000	2000	2000	2000	2000	
Guildhall Office Maintenance	0	500	0	25000	30000	2000	2000	2000	
Museum Maintenance	3588	4000	0	8000	5000	5000	5000	5000	
Museum Rent Income	-2	-1	0	-1	-1	-1	-1	-1	
Eastgate Clock Rental	0	-2	0	-3	-3	-3	-3	-3	

More eco friendly products being used slightly more expensive.

Upgrade needed to IT equipment for most staff.

Several Councillors already booked onto courses. Getting external trainers in is being looked at. Possibility of an away day for all Councillors was discussed at Council Overview and considered a positive idea. Must include support/advice on social media.

Suggest budget of £900 per Councillor. Tablet suggested, further detail to committee in due course.

Likely to be underspent but difficult to forecast.

Conservative low end estimate for income this year, expect more

Additional cleaning required because of increased usage
Electrical and alarm improvements will be required. Bill owing on maintenance showing as a credit

Previously billed on estimated bills which were too low

Will need to upgrade equipment in the Council Chamber for audio and paperless working

Conservative low end estimate for income this year

Conservative low end estimate for income this year

Older Section of Civic Hall conversion

Continued issues with damp coming into the kitchen will require investigation and further remedial works
Improvement/conversion works may be required. Further discussion in due course
Electrical testing needed - although lease says exterior only?
Remedial works could be costly. Still waiting to hear

5 year budget - JUNE Council Matters	18/19 YEAR END		19/20 CURRENT			Following 3 years - DRAFT ONLY		
79 Civic Water Supply to shop	0	-210	0	-200	-200	-200	-200	-200
80 Guildhall Cottage Income(£350 a month)	-10750	-9350	-1700	-9350	-9350	-9350	-9350	-9350
81 Guildhall Office Income(£695 per month)	0	0	0	0	0	0	-7645	-7645
83 Flat 5a Rental Income(£695 per month)	-8340	-8250	-1390	-7645	-7645	-7645	-7645	-7645
84 SUB TOTAL	-1806	3647	-2748	34211	34961	7251	206	306
85 Cemetery	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 10TH JUNE 2019	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
86 Business Rates	3616	3500	813	3750	3500	3500	3500	3500
87 Water	143	150	0	150	150	150	150	150
88 Grounds Maintenance (Grass cutting and tree work)	21795	30000	2201	22000	22000	22500	22500	22500
89 Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	5000	172	2500	2500	3000	3000	3000
90 Chapel	244	500	0	500	500	500	30000	500
91 Cemetery Fees Income Amalgamated	-8493	-7500	-960	-7500	-7500	-7500	-7500	-7500
95 SUB TOTAL	51402	31850	2226	21400	21150	22150	51650	22150
96 Open Spaces	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 10TH JUNE 2019	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
97 Ramparts Walk (regular cuts and tidying)	163	900	0	500	600	600	600	600
98 St Marys Churchyard (Walls and trees)	390	900	0	1000	1000	1000	1000	1000
99 Castle Meadow Maintenance and Water	160	750	26	250	250	250	250	250
100 Castle Meadow and allotments income	-210	-210	0	-210	-210	-210	-210	-210
101 SUB TOTAL	503	2340	26	1540	1640	1640	1640	1640
102 Precept and Income	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 10TH JUNE 2019	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
103 Bank Charges	156	300	27	200	300	300	300	300
104 Precept and Income	-355640	-355640	-247000	-494000	-494000	-494000	-494000	-494000
105 Council Tax Grant (only guaranteed until 19/20)	-22230	-22230	-20040	-20040	-20040	0	0	0
106 Charity of Paige Adams	0	0	0	-105000	-105000	0	0	0
107 SUB TOTAL	-377714	-377570	-267013	-618840	-618740	-493700	-493700	-493700
108 Community Development	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 10TH JUNE 2019	2019/20 EXPECTED	2019/2020 BUDGETED	2020/21	2021/22	2022/23
109 Skate Park/Youth provision	0	SEE COMMUNITY PROJECTS	0	0	0	13200	10000	10000
110 PUBLIC TOILETS	0	0	0	17600	0	UNKNOWN	UNKNOWN	UNKNOWN
111 Caring Town Information Exchange	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	8290	22000	22000	22000	22000	22000
112 Citizens Advice Service	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS						
113 Neighbourhood Plan/Planning	11586	12517	-3912	14250	13088	3000	3000	3000
114 Community projects and public realm	35412	51366	0	80000	70860	85000	60000	60000
115 Community Grants Scheme	0	0	0	12000	12000	12000	12000	12000
116 Arts and Culture	2183	2842	-1400	16600	10000	15000	15000	15000
117 GRANT FUNDING/INCOME	-4736	0	-1000	0	0	0	0	0
122 SUB TOTAL	£44,445	£66,725	£1,978	£162,450	£127,948	£150,200	£122,000	£122,000
123 TOTAL EXPENDED	£369,775	£386,579	£59,820	£699,887	£642,534	£507,401	£486,456	£461,581
124 TOTAL	-£7,939	£9,009	£207,193	£81,047	£23,798	£13,701	-£7,244	-£32,119

Needs review. See separate agenda item.

Professional support and management needed to complete the document in this financial year. Bills due from last year showing as a credit currently.

Professional signage audit needed which may require additional expenditure.

Two rounds of £6,000 to be agreed under delegated authority by Council Matters

Taking over the Christmas Festival back in house for community benefit

Increase in projected overspend due to the paying of the public toilets which was not budgeted for, staffing changes and transfer of Christmas Festival back to the Town Council. Savings could be made on asset work or projects, unknown at this time

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

Overspend from the general reserve within reasonable limits. Position is currently healthy but it is difficult to be accurate at this point of the financial year. Asset remedial and projects still to have detailed costings

ITEM 5 – GRANT APPLICATIONS

Councillors please note that grant application forms and supporting information will be available to view from the Town Clerk. Community Grants Policy and application guidance will be circulated with the agenda for information. Council Matters has delegated authority to consider and agree grants twice a year, £6,000 total available for each round maximum. Any unallocated funds from the first round will be added to the post available later in the year.

Name of project	Amount requested
Transition Town Totnes Change Workshop Series	£2,000
Leechwell Garden Ancient Pool Regeneration Project	£2,000
Totnes Library Writers Group – Write Now! Festival	£2,000
Totnes Elizabethan Society Charity and Craft Market	£300
Jamming Station Sessions	£2,000
Transition Homes Community Land Trust – Housing our Future – what next?	£1949
Caring Town – income maximisation for those who cannot access Citizens Advice	£1672
Totnes Pride 2019	£1400
Party in the Town	TBC

ITEM 8 – PUBLIC TOILETS

Does paying to keep the toilets free to enter provide best value? Should we commit to continue this support until the end of the financial year and then stop or look at taking the toilets over on a pilot scheme? Costs are significant, should the community be asked?

OPTION A

TC continue to pay monthly to avoid Pay on Entry installation.

TOTAL 19/20	17600
TOTAL 20/21	17600
OPTION A total cost over the 2 years	35200

OPTION B

TC take over the toilets based on the model from Salcombe TC on a 2 year pilot FROM 2020

TOTAL 19/20	17600
2020/2021	
Improvement capital costs	10000
Maintenance	12000
Electricity	2000
Water	15000
Consumables	5000
Cleaning Staff service from SHDC contractors	17500
Business rates	0
SHDC contribution towards running costs	-24397
TOTAL 20/21	37103
OPTION B total cost over the 2 years	54703

CEMETERY WORKING GROUP, 27TH JUNE 2019 HELD AT TOTNES CEMETERY

Present: Cllrs Adams and Paine, Town Ranger and Administrator.

1. A walk around of the cemetery site was conducted with the following observations and actions:
 - Chapel of Rest – the windows and roof have been repaired, and leaving some of the windows open helps air flow and avoid damp.
 - Section B bench – the owner of the bench is to be contacted to ask whether they will carry out the necessary upkeep or whether they wish to pay TTC to do it.
 - Houses on the Plymouth Road that back onto the new section – some properties have been dumping garden waste over their garden fence. It was suggested that a letter is sent to all properties notifying them that if this happens in the future they will be billed for the disposal of the waste.
 - General grounds maintenance – the bank along the Plymouth Road has not been cut back on either the cemetery or road side; the grass on some graves in sections A-H has not been trimmed off (wild flowers had been left which was generally thought to be acceptable).
 - Shrubs on boundary – cutting back of the shrubs overhanging the Plymouth Road pavement is required as it is reducing the available pedestrian space.
 - Dead Trees – a cherry near the entrance to the Cemetery and a mountain ash in section L are both dead and in need of attention should there be a breakage on a visitor to the cemetery.
 - Potential Hazard – a sycamore is growing into the electric cable which goes into the Chapel.
 - It was AGREED that Cllr Paine would provide a top 10 prioritised list of jobs to tackle with respect to trees and shrubs in the cemetery.
 - It was suggested that a community group could be formed to undertake some of the tasks that grounds maintenance are not contracted to cover, for example bramble removal on older graves.

2. Update on memorials to be repaired - the faculty from the Diocese has granted permission for 12 graves that have failed the inspection to be repaired. The Town Ranger and Administrator will carry out these repairs over the summer.

3. Composting Area - the Town Ranger identified the composting area at the back of the old section next to the railway line. This area is close to the new section, where most of the flowers are laid and new plots dug. He hopes to clear the area in the autumn/winter when brambles have died back.

4. Number of interments over the past 3 years – the information below illustrates the number of 'events' that generate income in the cemetery each year:

	2016	2017	2018	2019
Interment – Body	7	11	6	6
Interment – Ashes in a burial plot	5	5	6	0
Interment – Garden of Rest	1	1	3	2
Total Interments	13	17	15	8
New Memorial Stone	11	4	2	2
Additional Inscription to existing memorial stone	4	4	6	4

Sara Halliday
28th June 2019

Public Realm Working Group – 12th June 2019 at 10am

- A survey of the Birdwood side of the Civic Hall will be completed to allow for a pre application to be completed. Target date for pre app submission is end of July. Engagement from conservation and planning officers will shape the possibilities in terms of design and layout. Further detail and cost breakdown will be taken to Council Venues and Council Matters in September/October. Then a detailed planning application before works commence early 2020.
- Pre application for the Market Square is being completed for submission early July 2019 to start engaging with conservation and planning officers on any amendments required to design.
- Tidy Totnes - an annual editorial in the Totnes Times /Totnes Directory to promote the business owners who have engaged with the 'Tidy Totnes' campaign was proposed rather than an award or ceremony. Costings would be sent to Council Matters for agreement. Positive feedback and providing improvements since start date.
- Funds for shelter at Bridgetown not receiving support within the community. Consider re-routing into a professional wayfinding/public realm audit to shape the longer term improvements to the Town - investment could then be costed over several years to alleviate budget pressures. Further information will be taken to a future meeting.
- £750 allocation for Chicken Run improvements at Bridgetown has received support from SHDC and Bridgetown Alive. Council Matters will consider costs before authorising for immediate implementation so residents can make the most of use over the summer period.
- Picnic tables at Vire island x 4 have received support from the community and SHDC. £2000.
- Picnic tables at Longmarsh x 4 have received support from the community, Berry Pomeroy Council and SHDC. £2000.
- Play parks - Town Ranger approaching SHDC about larger swing set possibly being added to Borough Park following requests received. Town Clerk will speak to SHDC regarding what is proposed for Collapark Play Area improvements and feedback to thePublic Realm Working Group.
- Town Clerk/Marketing Manager will investigate providers of public realm audit work (signage/seating/bins/green spaces). Liaison with SHDC, DCC and Historic England will be arranged. Date for a walk around will be set and circulated to all Councillors in due course. Likely not to happen until later August. Will include discussion about where to put planters with small trees/.shrubs in the high street, potentially as a first phase of the works before the signage/seating/litter bins audit is completed. Further information to follow.
- Date of the next meeting - Wednesday 17th July at 10am please

Public Realm 19/20	19/20	
Totnes Gardens AND Corrie Road Cutting	2000	AGREED and ongoing.
Weeding and composting project	12000	Consider as part of the Town Ranger role and other town cleanliness requirements?
Tidy Totnes	500	Year 2 of ongoing project
Market Square seating, ramp improvements and new steps	35000	
2 large welcome to Totnes and map boards	5000	
Additional planters around Fore and High Street	7000	Done in advance of the public realm project?
Signage and Wayfinding Audit and ongoing project	5000	
Vire Island picnic tables	2000	
Chicken Run Steps/Ramp improvements	750	
Collapark investment	10000	AGREED. SHDC to engage on designs later in the year
Vire Island - band stand idea raised?	3000	Town Ranger liaising with group
Steamer Quay 4 x Picnic benches	2000	
BALANCE	84250	