



AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 11TH NOVEMBER 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 11th November at 6.30pm** 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 14 th October 2019 - (already agreed through Full Council)	Enclosure	5 minutes
3	To consider the current year's budget allocations, budget monitor, balances and forecast	Enclosures	10 minutes
4	To consider the draft 2020/21 budget including an application from Caring Town/Citizens Advice/Totnes Caring	Enclosures	20 minutes
5	To consider applications to the Community Grant Scheme	Enclosures	20 minutes
6	To receive an update on the Neighbourhood Plan (standing item).	Enclosure	5 minutes
7	To consider giving permission for wildflower planting at Follaton Cemetery	Enclosure	10 minutes
8	To note the outcome of the Council Tax Support Grant	Enclosure	5 minutes
9	To consider a request from Cllr Luker to set up a Heritage Working Group	Cllr Luker	5 minutes
10	To consider the noticeboard outside the Town Mill	Town Clerk	5 minutes
11	To note an update on the Museum – terms of lease, fire risk assessment and maintenance requirements	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>			
12	To consider and agree the bank and petty cash reconciliations (standing item).	Not required this month	
13	To consider and sign (Clerk and Chair) the 2019/20 staffing budget	Enclosure	10 minutes
14	To consider approving expenditure on a new Town Council website	Enclosure	5 minutes
15	To consider approving expenditure on a compost compound in the cemetery	Enclosures	10 minutes
16	To consider the Castle Meadow lease	Town Clerk	5 minutes
17	Date of the next meeting – Monday 9 th December 2019 at 6.30pm. Main item for discussion is the 2020/21 budget.		

Future meetings agenda items:

- Annual salary review for following financial year – December 2019
- To consider uses and layout of Civic/Birdwood refurb and Guildhall Offices – December 2019
- To review the Financial Risk Assessment
- To consider projection and screen options for the Council Chamber December 2019
- Update Statement of Internal Control
- To review the Pensions Discretions Policy
- Consider a Business Continuity Plan
- To review the Anti-Fraud and Corruption Policy
- 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 – December 2019
- To consider terms of reference for the IT contractor
- To review the Grievance and Complaints policies
- To review the Communications and Social Media Policy
- Equalities policies for staff and Councillors – December 2019

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

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

 TOWN CLERK



Item 2

**MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 14TH OCTOBER 2019 AT THE GUILDHALL TOTNES**

Present: Cllr E Price (Chair), Cllr C Allford, Cllr P Paine, Cllr M Adams, Cllr J Hodgson
Apologies: Cllr Simms, Cllr Piper
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.	Apologies were received and these 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.		None.
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of: Council Matters 9 th September 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.
4	To receive an update on the Neighbourhood Plan (standing item).	Noted. No actions to approve
5	To consider any expenditure or resource implications from the Cemetery Working Group Meeting on 3 rd October 2019	<p>The minor expenditure required for signage was AGREED and the Clerk could agree under delegated authority given the small sums.</p> <p>The Clerk updated that SHDC Tree Officer would inspect the trees suspected of requiring remedial work. If urgent works are required then this will be carried out otherwise the works may wait until the next financial year.</p> <p>The issue of the air ambulance landing zone was discussed. It was AGREED that Cllr Adams would approach the charity direct to discuss whether floodlights are required and if so would send a proposal to a future Council Matters committee for consideration.</p> <p>The offer from Allwoods to provide a free repair was AGREED and the company thanked.</p>
6	To consider any expenditure or resource implications from the Public Realm Working Group Meeting on 26 th September 2019	The proposed expenditure of £1500 for two planters was AGREED . This includes manufacture of the planters, compost, delivery, a small tree and estimated installation costs. The locations for the trial are to be one outside the Guildhall next to the trough and one at Bank Lane to obscure the unsightly commercial waste bins.
7	To agree a Community Budgeting survey for open comment from 4 th November – 5 th December 2019	The draft survey design was unanimously AGREED .
8	To receive an update on the Civic/Birdwood refurbishment project	Noted. No actions to approve.
9	To receive an update on the Market Square project	Noted. No actions to approve.
10	To consider IT equipment and Town Council email addresses for all Councillors	<p>It was AGREED to offer the provision of a second hand refurbished tablet to all Councillors but to encourage the use of own equipment to keeps costs to a minimum.</p> <p>The investment in Town Council email addresses was considered essential to be GDPR compliant and therefore the estimate of £1170 for the google licence was AGREED. The format for email addresses will be cldr.surname@totnestowncouncil.gov.uk</p>

11	To note the deadline for the second round of the Community Grants process is 4 th November 2019 for consideration by Council Matters on 11 th November under delegated authority.	Noted. No actions to approve..
12	To note the meeting scheduled with the company undertaking the public realm audit – midday on Thursday 21 st November 2019	Noted. No actions to approve.
13	To note the latest Christmas Events budget and to receive any necessary updates	Noted. No actions to approve.
14	To receive an update on the Museum works and receive any requests from Trustees	It was reported that the remedial works to the roof were completed. The Town Clerk explained that the Chair of trustees has expressed an interest in joint working with the Town Council on heritage issues.
15	To consider how best to investigate public toilet provision from 2020 onwards	A site meeting scheduled for 5 th November at 2pm in Paignton was noted. All Councillors were encouraged to attend.
16	To consider a Budget Setting Training session for Councillors. <ul style="list-style-type: none"> • Training Session – date TBC • Community Budgeting open for feedback – 4th November – 5th December • Council Matters considered draft 2020/21 budget and Community Budgeting feedback– 9th December 2019 • Full Council sets the 2020/21 budget and requests the precept – 6th January 2020 	It was AGREED that rather than a separate training session for Councillors that the Council Matters meeting in November should include consideration of the draft budget for 20/21 and all Councillors should be encouraged to attend. The Town Clerk agreed to forward a draft working budget spreadsheet showing projections for the next 4 years to all Councillors by email.
17	To consider a request from the Climate Change Working Group for traffic pollution sensors	It was AGREED to invest in two of the sensors at a cost of £320 approximately.
18	To note an update on the Museum – terms of lease, fire risk assessment and maintenance requirements	The Town Clerk explained that a fire safety risk assessment has been sent from the Trust which shows areas of concern. Further detailed information will follow to a future Council Matters meeting. The Town Clerk reported that she is seeking legal advice on the detailed terms of the lease regarding the responsibilities of the Council as freeholder and the Museum Trust as leaseholder.
<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>		
19	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	These were reviewed and unanimously AGREED
20	To consider and sign (Clerk and Chair) the 2019/20 staffing budget	This was reviewed, unanimously AGREED and signed by the Clerk and Chair during the meeting.
21	To consider a recruitment timeline and job descriptions for Events Officer and Groundsman roles	These were reviewed and unanimously AGREED Interview panel for Groundsman – Clerk, Deputy and Cllr Adams Interview panel for Events Officer – Clerk, Cllr Piper and Cllr Adams
22	Date of the next meeting – Monday 11th November 2019 at the earlier time of 6.30pm.	

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

ONGOING BUDGET PLANNING DOCUMENT 2019		18/19 YEAR END		19/20 CURRENT			3 YEAR DRAFT BUDGET - TO BE DISCUSSED		
Admin	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 4TH OCTOBER 2019	2019/20 EXPECTED	ORIGINAL BUDGET 19/20	2020/21	2021/22	2022/23	
Salaries and pensions for all staff	180666	200332	105053	233250	219000	313500	321250	330750	
Staff Training and Travel	2633	1500	2000	3500	4000	4000	4000	4000	
Staff Eye Tests	99	300	0	400	500	500	500	500	
Staff Recruitment	789	1500	372	500	1000	500	500	500	
Utilities	2525	2250	1280	2600	2500	2600	2700	2800	
Office Supplies	2824	2000	-427	1000	1750	1750	1750	1750	
Photocopier	1549	2000	789	2000	2000	2000	2000	2000	
Insurance	5536	6000	7365	7365	6000	7500	7500	7500	
Office Equipment	2012	1200	72	1500	1500	1500	1500	1500	
Car park permits income and green sacks	-408	0	-40	-40	0	0	0	0	
SUB TOTAL	207435	217082	116464	252075	238250	333850	341700	351900	
Civic and Democratic	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 4TH OCTOBER 2019	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
Mayoral Allowance	379	375	0	395	375	400	410	425	
Civic and Mayoral Events (expenditure)	5902	5750	1239	5750	5750	5750	5750	5750	
Civic Events (Income)	-2123	0	-393	0	0	0	0	0	
Civic Regalia	24	400	0	100	400	400	400	400	
Mayoral Travel and Expenses	401	200	18	400	350	400	400	425	
Councillor Allowances	3788	6000	0	6320	6000	6400	6560	6800	
Councillor Training and Travel	948	750	262	3000	3000	2000	2000	2000	
Councillor IT equipment	0	0	0	2700	6500	1250	1250	5250	
Professional Fees	3123	1500	2908	3500	4500	4000	4000	4000	
Elections	0	6000	0	7000	7000	6000	6000	6000	
Subscriptions	2179	2000	2055	2500	2100	2150	2200	2250	
Community Outreach work	1349	1500	484	2000	2000	2000	2000	2000	
Website and IT	1048	1500	461	5000	10000	2000	2000	2000	
SUB TOTAL	17019	28975	7034	38665	47975	32750	32970	37300	
Tourism	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 4TH OCTOBER 2019	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
Visit Totnes Marketing	2390	1000	2230	5000	5000	5000	5000	5000	
Pension costs	12636	13000	12636	12636	12700	12636	0	0	
Totnes Guide	14737	22000	951	15000	15000	15000	15000	15000	
Totnes Guide and Website income	-18260	-18500	-1206	-16000	-16000	-17000	-17500	-18000	
Bank Charges / Paypal	172	0	5	210	210	210	210	210	
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	0	408	600	600	600	600	600	
SUB TOTAL	11847	17500	15024	17446	17510	16446	3310	2810	
Guildhall	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 4TH OCTOBER 2019	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
Cleaning	2738	2000	519	3000	2500	3000	3000	3000	
Building Maintenance	27452	4000	-2679	10000	5000	5000	5000	5000	
Business Rates	5880	5575	3611	6500	6000	6500	6500	6500	
Water	111	200	67	200	200	200	200	200	
Utilities	3783	2000	1209	3750	3000	3500	3500	3500	
Equipment Maintenance	2599	2000	615	5000	2000	2000	2000	2000	
Wedding Licence renewals and marketing	2040	1750	4	1000	500	500	2750	500	
Admissions Income	-3957	-4750	-2471	-3000	-3500	-3000	-3000	-3000	
Hire Income WEDDINGS	-2233	-2750	-2015	-2250	-2500	-2750	-2750	-2750	
SUB TOTAL	39018	10025	-1140	24200	13200	14950	17200	14950	
Civic Hall	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 4TH OCTOBER 2019	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
Cleaning and supplies	9776	17000	6263	12000	12000	12000	12000	12000	
Feed in Tariff	3102	2500	1570	3000	2500	3000	3000	3000	
Water	453	2000	741	2100	2000	2000	2000	2000	
Utilities	4055	4250	1397	4500	4400	4600	4700	4900	
Building Maintenance	11784	14000	334	150000	150000	25000	25000	25000	
Licences	70	2000	70	250	2000	250	250	250	
Marketing Civic Hall	20	400	116	1000	500	500	500	500	
Equipment Maintenance	4320	4000	2330	7000	3000	3000	3000	3000	
Paige Adams Grant towards Coretaking, Cleaning and Management costs	-27723	-33040	-31500	-31500	-31500	-31500	-31500	-31500	
Hire Charges	0	0	0	0	0	0	0	0	
Feed in tariff Income	-7808	-5000	-1824	-5000	-5000	-5700	-5700	-5700	
SUB TOTAL	-1143	8110	-20503	143350	139800	13150	13250	13450	
Property Maintenance	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 4TH OCTOBER 2019	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
Guildhall Cottage Maintenance	636	2000	3	2000	2000	2000	2000	2000	
Property Management Fees	1561	1760	942	1760	1760	2000	2500	2500	
Town Clocks amalgamated Rent and Utilities and maintenance	2443	2050	87	2500	2250	2250	2250	2250	
Flat 5a Loan repay	9148	9150	4574	9150	9150	9150	9150	9150	
Flat 5a Maintenance	110	2000	0	2000	2000	2000	2000	2000	
Guildhall Office Maintenance	0	500	19	5000	30000	2000	2000	2000	
Museum Maintenance	3588	4000	0	10000	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	
Civic Water Supply to shop	0	-210	-200	-200	-200	-200	-200	-200	
Guildhall Cottage Income (£850 a month)	-10750	-9350	-5100	-9350	-9350	-9350	-9350	-9350	
Guildhall Office Income (£250 per month)	0	0	0	0	0	0	-3000	-3000	
COMMUNITY/NON PROFIT GROUP									
Flat 5a Rental Income (£695 per month)	-8340	-8250	-4170	-7645	-7645	-7645	-7645	-7645	
SUB TOTAL	-1606	3647	-3845	15211	34961	7201	4701	4701	

TO BE CONSIDERED

Underspend expected as most Councillors have indicated they would like to use their own IT equipment

Underspend expected

TO BE CONSIDERED

Quote received for a new website is less than originally anticipated

Conservative low end estimate for income this year, expect more

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 audit and paperless working

Agreed increased investment in marketing

Conservative low end estimate for income this year

Conservative low end estimate for income this year

Building conversion now urgent. Sinking fund needed going forward? Roof may require attention in a few years. Remaining funds year end to be re-allocated for continuing project

Agreed increased investment in marketing

Floor repairs, rationalisation of electrical components and rigging inspection causes an expected overspend

TO BE CONSIDERED BY PAIGE ADAMS

Improvement/conversion works may be required but not require if relet as office space. Further discussion in due course. Will likely slip into 20/21. Conversion works could be minimal if used for community offices.

Electrical testing needed - although lease says exterior only? Remedial works could be costly. Still waiting to hear

TO BE CONSIDERED

ONGOING BUDGET PLANNING DOCUMENT 2019	18/19 YEAR END		19/20 CURRENT		3 YEAR DRAFT BUDGET - TO BE DISCUSSED		
	Actual 31st March 2019 YEAR END 18/19	ORIGINAL BUDGET OCTOBER 2019 EXPECTED 2019/20	Actual 31st March 2020 YEAR END 2019/20	ORIGINAL BUDGET OCTOBER 2019 EXPECTED 2019/20	2020/21	2021/22	
Cemetery	3616	3750	3616	3750	3500	3500	
Business Rates	143	150	143	150	150	150	
Water	2195	3800	2195	3800	2400	2500	
Grounds Maintenance (Grass cutting and tree work)	11386	22000	11386	22000	23000	25000	
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	5000	34099	5000	3000	3000	
Knappell	344	500	344	500	500	500	
Cemetery Fees Income Amalgamated	895	-750	895	-750	500	500	
SUB TOTAL	51402	31550	51402	31550	8800	9000	
Actual 31st March 2019 YEAR END 18/19	8987	20900	8987	20900	21150	22650	
Open Spaces	2018/20	2018/20	2018/20	2018/20	2020/21	2021/22	
Original Budget	2018/20	2018/20	2018/20	2018/20	2019/20	2022/23	
Actual 31st March 2019 YEAR END 18/19	163	900	163	900	600	600	
Ramparts Walk (regular cuts and tidying)	414	1000	414	1000	1000	1000	
St Marys Churchyard (Walls and trees)	160	250	160	250	250	250	
Castle Meadow Maintenance and Water	-10	-210	-10	-210	-160	-160	
Castle Meadow and allotments income	439	1490	439	1490	1640	1640	
SUB TOTAL	2340	1490	2340	1490	1640	1640	
Actual 31st March 2019 YEAR END 18/19	156	300	156	300	300	300	
Bank Charges	83	200	83	200	300	300	
Precept and Income	-355640	-494000	-355640	-494000	-498940	-508968	
Council Tax Grant (only guaranteed until 19/20)	-2230	-2040	-2230	-2040	-10020	0	
Charity of Polje Adams RATE ABATEMENT	0	-105000	0	-105000	-15000	-15000	
SECTION 106 FUNDS GREEN TRAVELLER	97714	-51957	97714	-51957	-59000	0	
SUB TOTAL	-377570	-618840	-377570	-618840	-523660	-523668	
Actual 31st March 2019 YEAR END 18/19	ORIGINAL BUDGET OCTOBER 2019 EXPECTED 2019/20	ORIGINAL BUDGET OCTOBER 2019 EXPECTED 2019/20	ORIGINAL BUDGET OCTOBER 2019 EXPECTED 2019/20	ORIGINAL BUDGET OCTOBER 2019 EXPECTED 2019/20	2020/21	2021/22	
Community Development	0	0	0	0	5000	5000	
State Park/Youth provision	0	0	0	0	17600	17600	
Public Toilets	0	0	0	0	40000	40000	
SEE COMMUNITY PROJECTS	25775	17600	25775	17600	0	0	
SEE COMMUNITY PROJECTS	0	0	0	0	0	0	
Caring Town Information Exchange	0	0	0	0	0	0	
SEE COMMUNITY PROJECTS	11598	12517	11598	12517	25000	25000	
Citizens Advice Service	0	0	0	0	1000	1000	
Neighbourhood Plan/Planning	39412	5209	39412	5209	1000	1000	
Community projects and public realm	0	0	0	0	0	0	
Community Grants Scheme/Community Fundraiser	0	12000	0	12000	0	0	
Arts and culture and Events - INCOME OVER EXPENDITURE INCLUDED	2153	500	2153	500	5000	5000	
Museum running costs grant	-4736	0	-4736	0	8000	8000	
GRANT FUNDING/PROJECT INCOME	0	0	0	0	0	0	
Climate Change/Emergency Work	0	-1300	0	-1300	0	0	
SUB TOTAL	549,445	2500	549,445	2500	5000	5000	
TOTAL EXPENDED	£369,920	£149,930	£369,920	£149,930	£154,050	£139,000	
TOTAL	-£8,794	-£362,971	-£8,794	-£362,971	-£68,792	-£64,633	
		Small underspend in final 18/19 due to staffing expenditure rolling on into 19/20					
		Overspend from the general reserve and projects still to have detailed costings					

Public Realm 19/20		
Totnes Gardens AND Corrie Road Cutting	2000	AGREED
Town Groundsman transfer to staffing budget	5000	AGREED
Composting project start up costs	8000	INCREASE IN COST TO BE CONSIDERED
Tidy Totnes	770	AGREED
Market Square seating, ramp improvements and new	35000	Exact costings to be obtained
2 large welcome to Totnes and map boards	0	NOT REQUIRED - AUDIT NEEDED
Additional planters around Fore and High Street	1500	AGREED
Signage Audit	8000	£8,000 AGREED Phase 1
Vire Island picnic benches	1405	£2,000 AGREED - waiting on SHDC SLA
Chicken Run Steps/Ramp improvements	550	COMPLETE 350 staffing 200 materials
Collapark investment	10000	AGREED - waiting on SHDC specification
Steamer Quay picnic benches	1405	£2,000 AGREED - waiting on SHDC SLA
BALANCE	73630	
Public Realm 2021 ESTIMATED		
Design Work public realm	20000	Phase 2
Totnes Gardens	2000	
Groundsman equipment	3000	
Additional planters around Fore and High Street	7500	Estimated for 10 planters phase 2
Tidy Totnes	1000	Year 3 of ongoing project
Wildflower planting	250	
Trail in Cemetery	500	
New Noticeboards and signage town wide	50000	
Bins and seating upgrades town wide		
BALANCE	84250	
Public Realm 2022 ESTIMATED		
Totnes Gardens	2000	
Additional planters around Fore and High Street	7500	Estimated for 10 planters phase 3
Groundsman equipment	500	
Tidy Totnes	1000	Year 4 of ongoing project
New Noticeboards and signage town wide	50000	
Bins and seating upgrades town wide		
BALANCE	61000	

7th November 2019

ESTIMATED BUDGET CHRISTMAS FESTIVAL TOTNES 2019

ESTIMATED BUDGET CHRISTMAS FESTIVAL TOTNES 2019		
EXPENDITURE		
Security/Steward Costs and Radio Hire	4600	Ben to arrange
Additional lighting and signage	2000	Ben to arrange
Hire of Rotherfold	55	Ben to arrange
Hire of Shady Garden	N/A	Confirmed cost
Hire of Market Place	N/A	Ben to arrange
Hire of Civic Hall Car Park	434	Ben to arrange
Birdwood House Hire for HQ	150	Confirmed cost
Road Closed Application	200	Confirmed cost
Costs associated with road closure such as signage hire	500	Ben to arrange
Waste Collection	3000	Confirmed cost
Insurance	336	Confirmed cost
Facebook, website and other marketing on rebranding of events to community based	0	Facebook page live.
High Vis Jackets £20 x 16	300	Ben to arrange
Printing of Flyers and leaflets	500	Sponsorship monies will cover
Medical - private ambulance	555	Confirmed cost
Totnes Town Council Coordinator for 19 weeks from 12th August	4750	Confirmed cost
Electricity	850	Confirmed cost
Contingency for power and lighting at the Rotherfold	800	Ben to arrange
Entertainment	6000	Ben to arrange
First Tuesday Late Night Switch on costs	1140	See separate breakdown
Christmas Community Arts Workshop Day	1875	See separate breakdown
Purchase and installation of Christmas Tree	300	£200 christmas tree, £100 electrician
New Christmas Tree festoon lights	975	Confirmed cost
Christmas Lights on the Civic Hall Foyer	300	Confirmed cost
Bob the Bus donation for Park and Ride on late nights	600	Confirmed cost
TOTAL ESTIMATED COST	30220	
INCOME POTENTIAL		
Bar/Catering Stalls x 25 @ £200 - £240 a night	-15470	Estimated
Aprox 55 Stalls for fore street, high street @ £25 (£30 inc vat), £62.50 (£75 inc VAT) -	-14212.5	Estimated
Sponsorship from Visit Totnes for High Vis Jackets	-100	Confirmed income
SUBTOTAL COST TO TOWN COUNCIL MAXIMUM ESTIMATED LIABILITY	437.5	
Allocated Arts Budget	-10000	
TOTAL POTENTIAL FINANCIAL COST TO THE TOWN COUNCIL OVER BUDGETED	-9562.5	£6600 agreed by Full Council over budgeted £10,000 Arts budget so currently expect underspending on the allocated budget
IMPORTANT DATES AND PROJECT PLAN		
Event Manager contact time	Monday 11th November 2019	
Council Matters Committee (Finance)	11th November at 7pm	
Community Arts Day/Workshop	Saturday 16th November 2019	
Event Manager contact time	Monday 18TH November 2019	
Christmas tree and lights go up	Week beginning Monday 18th November	
Event Manager contact time	Monday 25th November 2019	
Christmas Light Swtich on	Tuesday 26th November 2019	
Event Manager contact time	Monday 2nd December 2019	
TOTNES CHRISTMAS FESTIVAL NIGHT 1	Tuesday 3rd December	
Event Manager contact time	Monday 9th December 2019	
TOTNES CHRISTMAS FESTIVAL NIGHT 2 - INCLUDES INDOOR CRAFT MARKET IN THE C	Tuesday 10th December	
Event Manager contact time	Monday 16th December 2019	
TOTNES CHRISTMAS FESTIVAL NIGHT 3	Tuesday 17th December	
Wash up and debrief on events	Jan-20	

IMPACT ON RESERVES

11/11/17

IMPACT ON RESERVES with a 1% increase per annum					
Year	Expected year end budget (red indicates overspend)	Expected year end reserves	Expenditure by year APPROX	Reserve % of annual expenditure at start of year	
19/20	£39,427	-313685	660517	-47.49%	
20/21	£72,527	-241158	604187	-39.91%	
21/22	£68,792	-172366	581671		
22/23	£64,633	-107733	579551		

IMPACT ON RESERVES with a 2% increase per annum					
Year	Expected year end budget (red indicates overspend)	Expected year end reserves	Expenditure by year APPROX	Reserve % of annual expenditure at start of year	
19/20	£39,427	-313685	660517	-47.49%	
20/21	£67,587	-245098	604187	-40.73%	
21/22	£58,764	-187334	581671		
22/23	£49,365	-137969	579551		

IMPACT ON RESERVES with a 3% increase per annum					
Year	Expected year end budget (red indicates overspend)	Expected year end reserves	Expenditure by year APPROX	Reserve % of annual expenditure at start of year	
19/20	39427	-313685	660517	-47.49%	
20/21	62644	-251041	604187	-41.55%	
21/22	48637	-202404	581671	-34.80%	
22/23	33794	-168610	579551		

2

12



Proposal: Integrated support service for the local community

Since opening in April 2017, the Connectors have been providing an essential sign-posting service to over 2,800 local people., with around 1 in 3 having a specific need or issue that could be addressed by local groups or organisations.

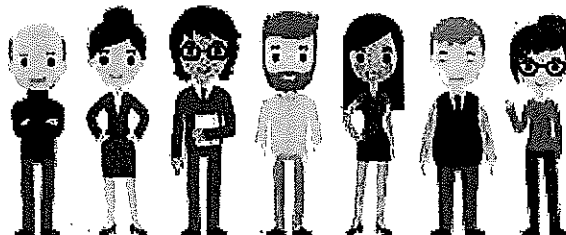
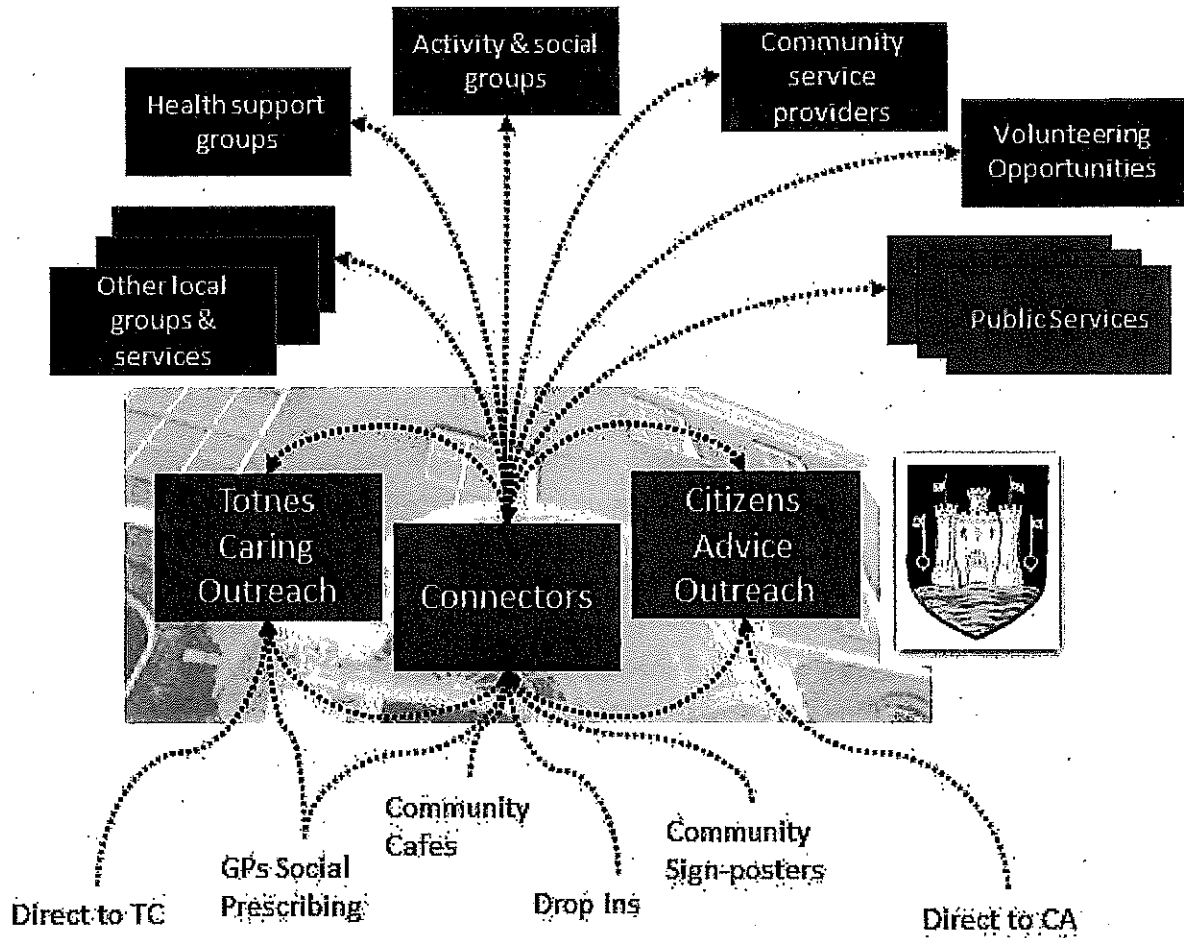
In April 2018, Citizens Advice South Hams (CA) began working alongside the Connectors, which makes their service more accessible thanks to the high street location. Both of these services topped the community's vote for TTC's funding in the 2017 participatory budgeting process, and we hope to see the same level of support emerge from the current survey.

Since October 2019 Totnes Town Council has funded a part-time Totnes Caring staff member to work alongside the Connectors. This helps Totnes Caring retain a key worker, supports their outreach through having a high street presence and further improves the integration between all 3 services. It also ensures all staff can work safely while delivering the services to a wide range of people.

All 3 services are experiencing growing demand, and escalating levels of need as public support services are cut. Caring Town recently surveyed our local community and 1,000 people responded. It showed that 47% of people said they have a physical or mental health condition lasting 12 months or more, and of those, 70% said this impacted their ability to carry out their daily life a little or a lot. In another question, given their worries/needs and current level of support, most people said they are easily coping but about a third of respondents said they are only just about coping (which means they are vulnerable should more pressures arise), and 7% said they are not coping or in crisis. Clearly there are a lot of needs in our community.

Organisation

As shown below, the Connectors are the 'doorway' into all of the local support services and groups that provide help for a wide range of health and social issues. Citizens Advice and Totnes Caring are two of the main services to which the Connectors refer.



■ Sign-posting and advice service supported by TTC
■ Other essential local services, self-supporting
 Social Care, Mental Health teams, SHDC Housing etc.

Citizens Advice is often the first port of call for people needing help with benefits and in the last year the Citizens Advice service at the Mansion helped more than 130 local people with over 260 issues ranging

from crippling debt and housing problems to claims for welfare benefits, tackling homelessness and relationship breakdowns. More than 50% of the people who accessed the service at the Mansion had a disability or long-term health condition, and of which 44% had mental health issues.

Totnes Caring provides essential services for 879 clients across Totnes and the surrounding parishes, supporting them to live happily and independently in their own homes, free from isolation, for as long as possible. Their services include transport, shopping, befriending, hospital discharge support, carers' support, lunch clubs, memory cafes and a variety of activity and support clubs including our art clubs. They manage over 200 volunteers on whom they rely.

This proposal is for the continued provision of these 3 services for a further 12 months from April 2020, as a combined sign-posting and advice offer, delivered jointly by Caring Town, Citizens Advice and Totnes Caring. It builds on the good working relationship already developed thanks to TTC funding, and further integrates our approach to ensure local people get the best possible support.

Service delivery

This joint service aims to ensure that:

- (1) local people – especially those who are most vulnerable - continue to get the information and sign-posting they need to access all local services, organisations and support groups through the Connectors;
- (2) where there is a need for the person to get direct support around benefits and rights, especially around Universal Credit and Personal Independence Payments, debt and housing then this is readily available through an accessible Citizens Advice service in town; and
- (3) more older people get the help they need by accessing Totnes Caring's services thanks to their outreach worker in the high street.

The impacts of this joint service align with the social and community priorities of TTC and include:

- people feel listened to and less isolated;
- help move people towards good physical and mental health;
- people are supported out of poverty;
- prevention of homelessness;
- support people into employment;
- support people into more sustainable and secure accommodation; and
- overall, people are better able to manage.

Letters of support for integrated service continuation from key local organisations are attached in Appendix A. Service usage reports have been regularly submitted to TTC and are also attached in Appendix B.

The combined service will be available for an average of 19 hours per week, over 5 days (Connectors for 16 hours with Totnes Caring alongside the Connectors for 12 hours, and CA for 3 hours with 2 advisors).

To best meet our community's needs, and reach people where they are, we will continue to coordinate our services in a range of venues, so in addition to the Mansion, the Connectors will also be available at the community cafes, local events etc. The CA and Totnes Caring services will mainly be based out of the Mansion.

This service would also provide a foundation on which any of these 3 organisations can apply for match funding elsewhere. For example, during the past year Totnes Caring and Citizens Advice have been able to obtain joint funding for a Citizens Advice Advisor to work exclusively with Totnes Caring clients one day a week. This funding has now ceased but all 3 organisations are actively looking again for joint funding opportunities. Being able to show this foundation is already in place will support related funding bids.

Budget

We are applying for a total of £25,000 for the period April 2020 to March 2021 (£11,500 for the Connectors, £7,500 for Totnes Caring and £6,000 for CA). We have already secured an additional £9,500 towards the total cost of the service which is £34,500.

Item	Total requested from TTC	Other secured funding	Source of other funding	Overall total
Staffing	£22,000			£22,000
Management & development	£2,250	£2,000	Reaching Communities funding (secured)	£4,250
Rent contribution		£4,000	Mansion - King Edward VI College Site Foundation (in kind, secured)	£4,000
Project expenses	£750	£1,000	Reaching Communities funding (secured)	£1,750
Core costs contribution	£0	£2,500	Totnes Caring, CA and Caring Town (all in kind, secured)	£2,500
Totals	£25,000	£9,500		£34,500



South Hams

The management team will include Fiona Ward (Manager, Caring Town), Janie Moor (CEO, CA South Hams) and Bob Alford (CO, Totnes Caring) who hold responsibility for the delivery of their respective parts of this proposal. Each organisation will hold its own share of the funding.

Regular meetings will be held to monitor and evaluate the service, and adapt service delivery as needed. A TTC representative is invited to join any or all of these meetings. Six-monthly updates will continue to be provided to TTC.

This collaboration, made possible by Totnes Town Council, will provide a unique and innovative service to the people of Totnes, especially those who are vulnerable. It will provide an easy to navigate, highly accessible service, where direct referrals are made between organisations that enable and empower local people to tackle the problems they are facing, and as a result live happier and more productive lives here in our community.

Fiona Ward (Caring Town), Janie Moor (CA) and Bob Alford (Totnes Caring)
October 2019

Citizens Advice at the Mansion

Project Report October 2019

A joint project between Caring Town Information Exchange and Citizens Advice South Hams

Commenced: October 2018

Contact name	Project Lead - Teena Barrett Managers Janie Moor (SHCA) Fiona Ward(CTIE)
Area/s project covers	Triage clients - listen and identify issues Provide information and advice to Gateway level Complete benefit checks as needed Arrange for further appointments with Citizens Advice as needed Signpost to external organisations where appropriate

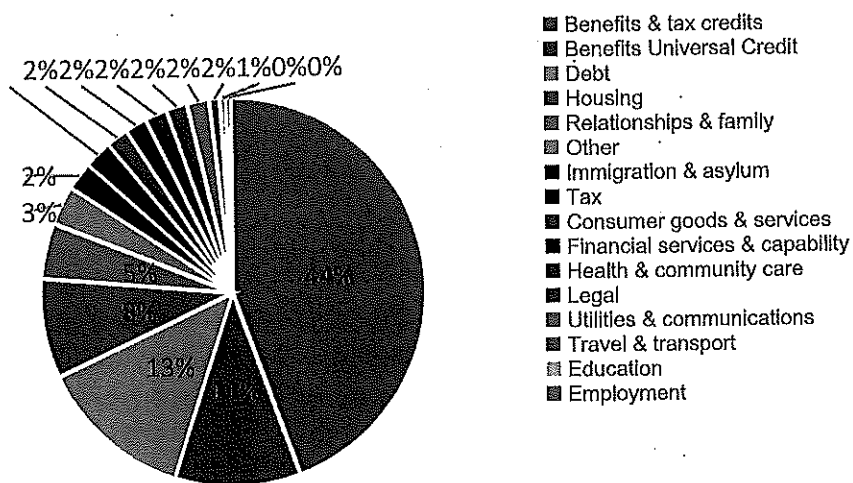
Project Objectives

To give people the knowledge and confidence they need to find their way forward – whoever they are, whatever the problem.

We assist clients with their presenting issues, providing a supportive environment to those who may not be able to get to the Citizens Advice office at Follaton House or to access the advice they need by telephone or email.

Project Activities

Issues Presented



Citizens Advice is at the Mansion every Wednesday 9.30am – 12.30pm. Our advisers are trained to empower clients with self-help materials from the online Citizens Advice website where appropriate and to identify vulnerable clients with complex needs and provide further support as required. In the year reported on 260 issues were dealt with 65% of all cases requiring ongoing help and support.

More than half the issues dealt with were in welfare benefits and tax credits, including a significant number of issues with Universal Credit (11% of all enquiries). Support for Universal Credit enquiries is often required where circumstances are complex causing problems with the online application process which in turn can lead to delays in payments.

Other welfare benefits issues advised on are:

- Attendance Allowance
- Housing Benefit
- Severe Disablement addition
- Pension Credit
- Council Tax Reduction
- Savings Credit
- Personal Independence Payment
- Employment Support Allowance
- Carer's Allowance
- Blue Badge Application

More than one in eight people helped have a debt issue. Help provided includes:

- Warm Home Discount
- Priority Services Register
- Income Maximisation
- Financial ombudsman

The other significant areas of advice sought was in support of:

- Relationship breakdowns
- Homelessness
- Issues with private rented sector properties

Project Summary

The project provides weekly access to the advice people need in a friendly and supportive, accessible location in Totnes. The service is proving particularly useful to people who would not be able to access Citizens Advice services through other means: either they do not have personal transport to get to Follaton House, they live with mobility issues, have caring responsibilities, poor mental health or their case is too complex to be dealt with by email.

The service has increased in client numbers over the last year, and general feedback from clients is that it is really helpful to have a service on the high street, especially those with vulnerabilities. The joint working we undertake with Caring Town Information Exchange has highlighted the need for collaborative working where the strength of both parties are combined to produce a truly holistic service.

Caring Town Information Exchange

Connecting local people with local services.



Mid-year update for Totnes Town Council, October 2019

This document gives the numbers and types of service users during the period of April to September 2019 inclusive, plus any news about changes to the service and an update on our plans for the next period.

Visitor numbers

This service has now been up and running for 2.5 years. During this last 6-month period 639 people have used the CTIE service (which reflects a 13% increase in number of visitors per session compared to the same period last year). Of these, 252 visitors had 'specific needs suitable for referral' (an increase of 61% per session compared to same period last year).

The other visitors come in for a wide range of reasons including to find out what we do, as providers that are staying connected to us, to ask questions about the town or building in general and so on. All of these visitors are interacting with us in some way and we always take the opportunity to connect and make sure they know what we do, in case of future need.

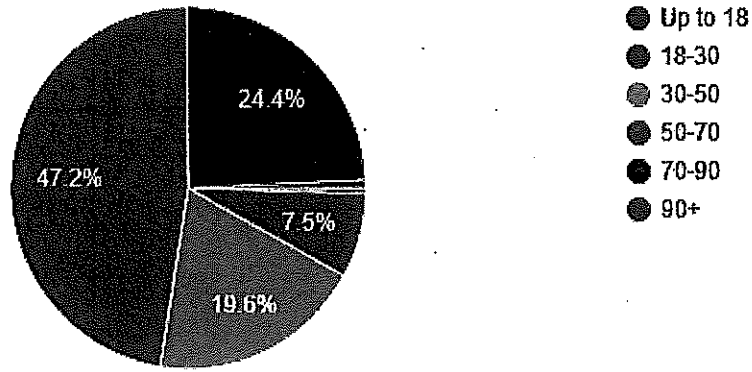
So, we continue to see a slow but steady increase in visitors per session, and this is especially positive when we note that we have been open for fewer sessions as compared to the same period last year due to bad weather, holidays, lone working policy changes and changes in our opening times.

Our online directory allows anyone with internet access to search the same set of providers that is available to the Connectors. During the last 6 months this has been accessed around 2,500 times.

Our "Help in Hard Times" pocket guide has proved very successful - this gives the emergency numbers and contacts for people with urgent needs.

More about the visitors with needs

Estimated age range:



- 90% of the visitors were there on their own behalf and the others, for someone they knew.
- 63% of the visitors said this was recent issue, rather than ongoing – an increase of 9%.
- Around 66% said their issue was urgent or somewhat urgent.
- 71% of visitors were female.

Types of needs

Here are some examples of recent needs that shows the range of issues we help with:

- Woman recently separated looking for social activities.
- Devon Carers rang to find out about Local History groups for one of their clients.
- Man attended with disabilities from childhood. Seeking support to return to some type of work.
- Woman received news that she may not be able to have children and needs support with this.
- Elderly lady, recently bereaved, struggling with many things all made more challenging by grief.
- Woman who suffers seizures after cortisone injections - looking for a support group.
- Woman phoned in with worries about bullying and harassment outside her home, feels threatened and intimidated.
- Parents concerned about adult son's drug use.
- Male seeking advice and help to claim benefits like UC.

This table gives a summary of the needs expressed overall:

Need expressed (may be more than 1 of these)	% of visitors
Legal issues, benefits or rights	16%
Looking for social contact - activity or group	16%
Just needing to talk / share	15%
Financial issues	10%

Courses or IT needs	10%
Volunteering	9%
Mental health	8%
Physical health	8%
Housing	7%
Work or employment	5%
Practical help	4%

How did we help them?

Visitors continue to bring a wide range of queries, and the actual need can take some time to emerge as trust grows with the Connector. Some are quick to address, and others can take several visits and hours of research and follow-up. We were able to help with practically all of the issues in terms of sign-posting visitors to local organisations, services and groups - as a user or potential volunteer. However, the biggest challenge (gap in services) continues to be support for people with mental health issues.

The most common referrals continue to be to: Citizens Advice South Hams, Totnes Caring, Churches, Community Cafes, Totnes Connection Hub & Food Bank, Learn Devon, Totnes Library and Walk & Talk. A number of service users come back to let us know how useful the service has been to them, and we get some heart-warming and positive stories. As we intentionally do not save contact details in our system this is the only way we can find out the impacts of our service.

Social prescribing

Since July 2018 we have been working with Leatside Surgery to develop a more formal social prescribing service. "Social prescribing enables GPs, nurses and other primary care professionals to refer people to a range of local, non-clinical community services". Some of the GPs have been doing some informal social prescribing themselves, but not in a coordinated or monitored way, and not always with the latest info about what's available locally.

So Leatside GPs agreed to refer patients over the Mansion, when they feel the Connectors might be of help. Over time we realised that only around 1 in 4 of these informal GP referrals actually presented at the Mansion. In an attempt to increase this take-up rate, starting in February 2019, we delivered one of the Connector's sessions at Leatside Surgery, rather than as a drop-in at the Mansion, in order to learn more about whether this could better support people with needs. This session was by appointment only and the GPs were responsible for booking in patients. Despite a concerted effort by Leatside staff there was still not enough take-up of this service and we decided to revert to the more informal GP referral to sessions at the Mansion.

Reflections & plans

The CTIE space continues to act well as 'the doorway' into the local network of services and groups, and the number of visitors with needs is continuing to increase, slowly but surely, as the service becomes more widely known both by residents and providers. We still look forward to the signage at the front of the Mansion being reinstated (date still not yet confirmed).

We are continuing to adapt the service to reflect the community's needs, for example, attending events and community cafes, most often St Johns Community Café every Wednesday. This makes the service more accessible for people in Bridgetown and offers a more social and for many, a less threatening way to connect with our service. Each week we speak informally with many of the café visitors and as a result a significant number later come to the Mansion for the drop-in service.

Recent changes at the Mansion (the departure of Learn Devon who had held our emergency response pager) had left our Connector in an unsupported lone working situation that was not permitted per our safeguarding policy, i.e., if there is no one else working on the ground floor during our opening hours that can hold our pager, then we have to close our service. Discussions with the Town Council led to a great solution being found where a worker from Totnes Caring is currently funded by TTC to work alongside our Connector during our open hours at the Mansion. This helps Totnes Caring retain a key worker, supports their outreach through having a high street presence, and improves further the integration between our services.

We moved from sharing a space with Citizens Advice South Hams, to CA now using the CTIE room at the Mansion every Wednesday when our Connectors are elsewhere. Their in-town service is proving very popular and we continue to make a large number of referrals. Our successful joint proposal to TTC in Oct 2018 that led to the current financial support for both of our services reflects the good nature of our working relationship, and we continue to explore ways to ensure both our services are used as fully as possible.

Moving forward, we will be working more closely with Totnes Caring and Citizens Advice to promote our services to all parts of the community.

We greatly appreciate and value our 2 current Connectors, Denise Evans and Sandra Crawford, who deliver the service with kindness, flexibility and professionalism. We are grateful for the financial support of Totnes Town Council so far, without which our service would not be possible.

The next update will be issued in 6 months.

Fiona Ward, Caring Town Coordinator, 07922 165564, fionaward@caringtown.org.uk.

Community Grants Applications – Round 2 – 2019

- A) *Caring Town Ltd 'Youth Can Make a Difference Forum' £1500*
- B) *Gardening for Health/Totnes Trust £1500*
- C) *Saturday Morning Music in Totnes £2000*
- D) *Transition Town Arts and Creativity Network 'Clearwater Arts Trail' £2000*
- E) *Totnes Young People's Theatre 'County Lines Youth Intervention' £750*
- F) *Transition Town Totnes 'Transition Streets Climate Emergency' £2000*
- G) *Torbay Symphony Orchestra 'High Level Coaching Day' £800*
- H) *Sea Change Festivals Ltd 'Emerging Talent Projects' £2000*
- I) *Totnes Caring 'Transport for vulnerable residents' £800*

£6,000 available so the grant pot is oversubscribed.

Total requests of £13350

RE: NP Update for FC

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

Thu, Nov 7, 2019 at 12:52 PM

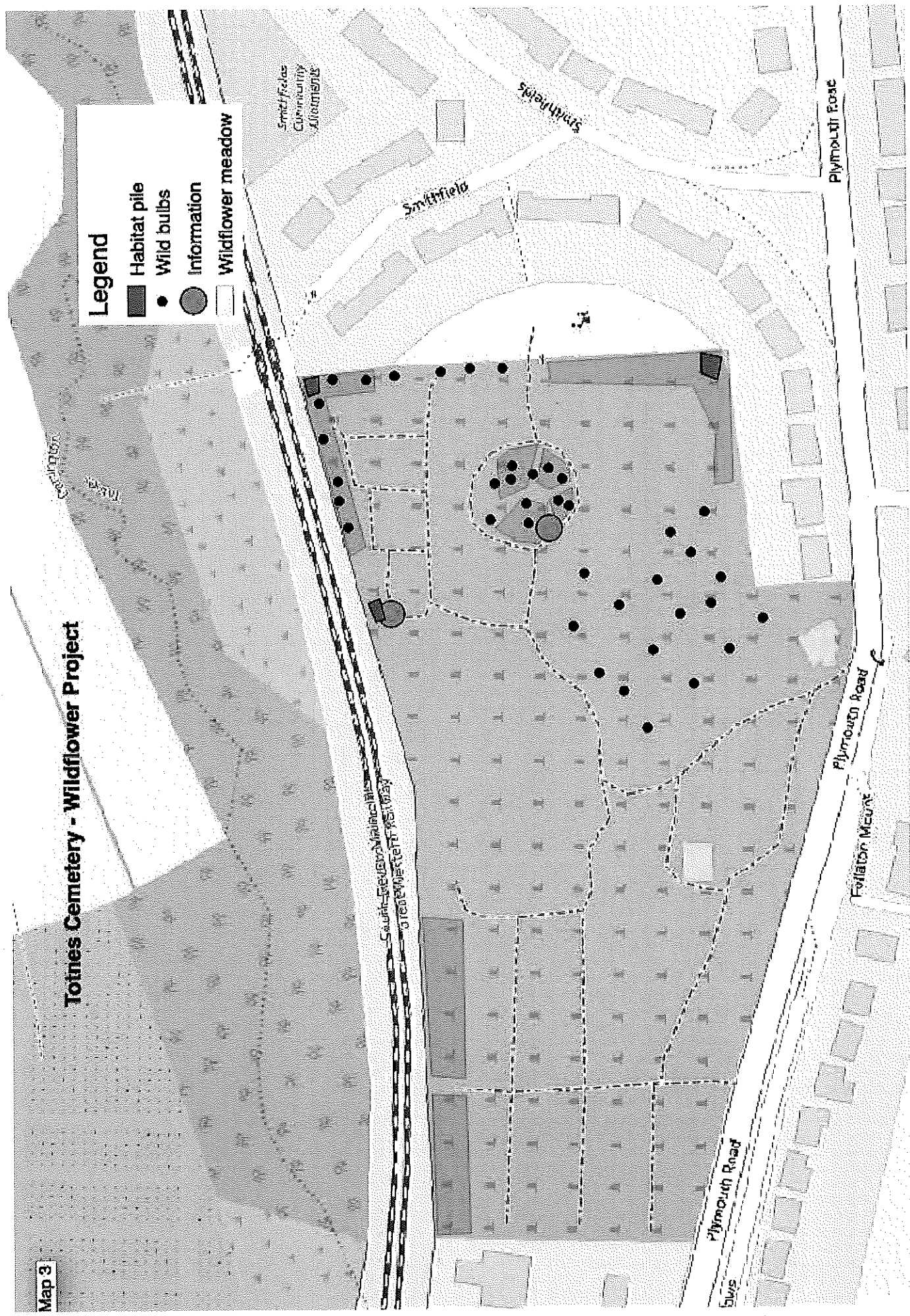
- SHDC are broadly content with the current draft and have said that there are no issues which should top it going to public consultation – they will comment as part of this wider process.
- Public Consultation – will run from 13th Nov until 2nd Jan – see table below (the times when stands will be manned are in red). There is an event each week in the lead up to Christmas where the plan can be viewed and people can make comments, in the day, at night, weekdays and weekends. Posters advertising events will be put on Bob the Bus and in the December Totnes Directory.

Date	Venue	Timings
Saturday 16 th November	Civic Hall Foyer - Community Art Day	10am-4pm 10.30am-12.30pm
Wednesday 20 th November	St John's Community Café	10.30am-12.30pm
Friday 22 nd November	Civic Hall Foyer - Arts & Craft Market	9am-3pm
Tuesday 26 th November	Civic Hall Foyer - Christmas Tree Lights Switch On	3.30-5pm
Mon 2 nd to Sat 7 th December	Library Foyer	Display, forms and comments box available
Tuesday 10 th December	Civic Hall Foyer - Christmas Festival Market	3-9pm 4-6pm
Wednesday 11 th December	St John's Community Café	10.30am-12.30pm
Sunday 15 th December	Guildhall	11.00am-12.30pm

- NP Working Group – next meeting on Monday 11th Nov at 3.30pm to confirm arrangements for the consultation.
- Statutory Consultees – a draft letter will be ready to be sent out to all on Friday 8th November.
- Budget – Consultant costs and admin support hours are well within budget. Maps produced by SHDC will be plus labour (which will be no more than £150, so £220 total). I don't know my costs but I've attached a spreadsheet of other costs. And please excuse my multiple balance columns! I guess once the consultation has taken place we will most likely need to call on some consultancy time and potentially mapping from SHDC to incorporate changes to the draft plan.

- Appendices – the following background documents have been completed: Local Green Spaces table of justification; monitoring framework; evidence list of sources.
- Local Green Spaces – all landowners have been written to asking for their consent in the land being included in the plan. [They are: SHDC, English Heritage, St Mary's & St John's Church, Totnes Allotment Association, Linden Homes, Westward Housing Group Ltd).

il.gov.uk



Totnes Cemetery - Wildflower Project

Map 3



Council Tax Support Grant

1 message

Sarah Adams <Sarah.Adams@swdevon.gov.uk>
To: SH-All Parish Clerks <SH-AllParishClerks@southhams.gov.uk>

Wed, Nov 6, 2019 at 12:18 PM

Dear All,

On 31st October, the Executive met to consider the results of the consultation exercise with Town and Parish Councils on the Council Tax Support Grant. Please find attached below a copy of the minutes from the meeting.

<http://mg.swdevon.gov.uk/documents/g1341/Printed%20minutes%2031st-Oct-2019%2010.00%20South%20Hams%20Executive.pdf?T=1>

It was then RESOLVED that:

The results of the consultation exercise with Town and Parish Councils on the Council Tax Support Grant (set out in presented Appendix C) be considered, and Council be RECOMMENDED to withdraw the Council Tax Support Grant from Town and Parish Councils with effect from 1 April 2020 by 50% per annum over the next two years as part of the budget process, in order to allow time for Town and Parish Councils to plan for the reduction in their budget setting processes.

A meeting of the Full Council will be held on 19th December where Councillors will consider the Executive's recommendation above. We are conscious that Town and Parish Councils will be in the process of preparing the Precept calculations for 2020/21 and for planning purposes you might like to base your calculations on a withdrawal of the Council Tax Support Grant by 50% per annum over the next 2 years (with effect from 1st April 2020). If anything changes on 19th December we will let you know.

If you have any queries please let me know.

Kind regards,

Sarah

Sarah Adams | Specialist - Accountant

South Hams District Council | West Devon Borough Council

Email: sarah.adams@swdevon.gov.uk

Tel: 01803 861276

Work Days: Tuesday to Friday

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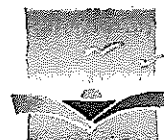


South Hams
District Council



West Devon
Borough Council
Working together

SOUTH HAMS EXECUTIVE



South Hams
District Council

Minutes of a meeting of the **South Hams Executive** held on **Thursday, 31st October, 2019** at **10.00 am** at the **Repton Room - Follaton House**

Present: **Councillors:**

Chairman Cllr Pearce
Vice Chairman Cllr Bastone

Cllr Hopwood
Cllr Hawkins

Cllr Baldry

In attendance:

Councillors:

Cllr Abbott
Cllr Birch
Cllr Chown
Cllr Holway
Cllr McKay
Cllr Rowe
Cllr Spencer
Cllr Taylor

Cllr Austen
Cllr Brazil
Cllr Hodgson
Cllr Long
Cllr Reeve
Cllr Smerdon
Cllr Sweett

Officers:

Chief Executive
Deputy Chief Executive
Section 151 Officer
Director of Place & Enterprise
Head of Place Making
Joint Local Plan Team Manager
Head of Practice Environment Services
Specialist – Democratic Services

46. **Minutes**

The minutes of the Executive meeting held on 19 September 2019 were confirmed as a true and correct record and signed off by the Chairman.

47. **Declarations of Interest**

Members and officers were invited to declare any interests in the items of business to be considered during the course of this meeting but none were made.

48. **Public Question Time**

It was noted that the following public questions had been received in accordance with the Executive Procedure Rules, for consideration at this meeting. The responses are set out in bold.

1. From Robert Vint:

"Is this Council aware of UNISON's "Divest from Carbon" campaign that aims to "help UNISON members understand the risk climate change poses to their savings" - and also of the warnings of the Governor of the Bank of England about the financial risks of investing in fossil fuel industries?"

The Council is aware of the Unison campaign and the advice from the Governor of the Bank of England. Our emerging Action Plan includes a theme on 'Individual and Collective Action' and it is envisaged that campaigns and advice such as those detailed above will be considered as part of this theme.

Supplementary Question:

Did this Council choose to join the Devon County Council pension scheme and does it have the power to leave?

South Hams District Council is a scheduled employer within the Local Government Pension Scheme as set out in Schedule 2 Part 1 of the Local Government Pension Scheme Regulations 2013. Under those regulations, Schedule 3 Part 2 sets out that the appropriate administering authority for a scheduled employer is the local government area of the administering authority in which the employer is situated, in this case Devon County Council. The Council does not have a choice over the Administering Authority (Devon County Council) and the Council does not have the power to leave the Administering Authority as a scheduled employer within the Local Government Pension Scheme.

2. From Guy Chapman

"Has a date been set for reviewing the Council's Procurement Policy to reduce the carbon footprint and environmental impact of purchases?"

A sustainable procurement policy has just been drafted and will be initially reviewed by the Climate Change and Biodiversity Member Working Group with a view to adoption

by the Council in the coming months. A specific date has not yet been set.

3. From Jo Raeburn

Does SHDC support the LGA's request to the Government to create a joint national task force comprising local leaders and relevant government departments to determine funding, legislation and policy changes needed to deliver zero net carbon emissions by 2030?

Will such proposed changes be recommended in your Climate Action Plan?

The Council recognises the challenges that the Climate Change Emergency creates and that funding, legislation and policy changes will be key in tackling those challenges. Therefore, in principle, the Council supports the proposal put forward by the LGA. A key part on the emerging action plan will relate to how the Council, and its partners, can influence and lobby to secure funding and appropriate changes in legislation and policy at a national level.

Supplementary Question:

Does this Council have a record of recent changes in government funding, laws and planning policies that have undermined its powers to deliver renewable energy projects and sustainable housing?

The Council does not keep a specific record of changes. There are a broad range of factors that influence the Councils ability to deliver (or give permission and/or support to) renewable energy projects and sustainable housing. These include, for example, the overall financial settlement that the Council receives alongside specific changes to feed in tariffs and planning policy on wind turbines. The Council has to work within a legislative framework, however, the emerging Climate Change and Biodiversity Emergency Action Plan is likely to include proposals to lobby Government on changes to policy/legislation to support future actions.

4. From Susie Nicholls

"The incineration of grey bin waste is a major source of local carbon emissions. What policies are being considered in the Climate Action Plan for working with residents and retailers to reduce the overall volume and carbon footprint of waste at source and to increase reuse and repair of goods? "

The emerging action plan includes a theme on 'Waste and Resources' under which a range of initiatives will be considered including reducing waste at source. In addition the theme on 'Greening the economy' will influence this

area. It is important to stress that the 'Devon Carbon Plan' being developed by the Net-zero Task force will lead on the strategic approach to waste challenges across the County. There is at present a 'call for evidence' which can be accessed through the following link <https://www.devonclimateemergency.org.uk/devon-carbon-plan/>.

49. **Executive Forward Plan**

Members were presented with the Executive Forward Plan setting out items on the agenda for Executive meetings for the next four months and noted its content without any comment.

50. **Budget Update report for 2020/21 onwards**

Members were presented with a report that set out the current forecasted budget gap for 2020/21, and the further gap for 2021/22, and then the next five years. Changes to the Medium Term Financial Strategy since it was approved in September 2019 were set out within the report.

The Leader introduced the report. One Member noted that the timetable for setting the budget may be affected by the Parliamentary Election. The Leader encouraged all Members to attend the forthcoming 2020/21 budget workshop on 7 November, 2019.

It was then **RESOLVED** that:

1. The forecast budget gap for 2020/21 of £0.25m and the position for future years be noted;
2. The current options identified and timescales for closing the budget gap in 2020/21, and in future years, to achieve long term financial sustainability, be noted; and
3. The results of the consultation exercise with Town and Parish Councils on the Council Tax Support Grant (set out in presented Appendix C) be considered, and Council be **RECOMMENDED** to withdraw the Council Tax Support Grant from Town and Parish Councils with effect from 1 April 2020 by 50% per annum over the next two years as part of the budget process, in order to allow time for Town and Parish Councils to plan for the reduction in their budget setting processes.

51. **Plymouth and South West Devon Supplementary Planning Document**

The Executive was presented with a report that sought approval to publish the Supplementary Planning Documents (SPD) for public consultation. The purpose of the SPD was to add further detail and guidance to the policies in the adopted Joint Local Plan (JLP). The SPD

would be a material consideration when making decisions on planning applications in the JLP area.

The Leader introduced the report and explained that the Documents would be published for a six week consultation. Some Members expressed disappointment that a further session had not taken place to allow the membership the opportunity to discuss the Documents with officers. Members also commented that it would have been helpful to have a list of the proposed changes that had been made to the Documents following the Joint Workshop session held on 23 September, 2019. The Leader responded that a schedule of changes had been circulated and requested that it was circulated to all Members again. The Leader also advised that the Documents were being published for consultation and Members were able to respond to the consultation.

One Member was disappointed that the Council had accepted the Ministerial Statement that related to levels at which affordable housing, or a contribution to it, was required. The Leader and the JLP Team Manager both responded that the Inspector would not have accepted the Plan otherwise, and the importance of getting a Plan in place as soon as possible was emphasised.

A Member asked for assurance that responses to the consultation would be taken seriously. Finally, another Member, whilst admitting he had not read all of the Documents, was impressed with the content of what he had read.

It was then **RESOLVED** that:

1. Publication for consultation purposes, of the Plymouth and South West Devon Supplementary Planning Document and its two companion documents, the Developer Contribution Evidence Base and the Traditional Farm Buildings: Their adaptation and re-use (Barn Guide), be approved; and
2. Authority be delegated to the Director of Place and Enterprise in consultation with the Leader to make presentational and minor amendments to the SPD for consultation.

52.

Statement of Community Involvement

Members were presented with a report that sought approval to consult on the draft Statement of Community Involvement (SCI). Approval had been granted by Plymouth City Council, and approval would also be sought from West Devon Borough Council. The purpose of the SCI was to establish protocol, process and objectives associated with consultations on planning matters. It met a statutory requirement of the Planning Regulations 2019.

The Leader introduced the report and set out the background, and advised Members that the document would be a key document for Members and for Town and Parish Councils.

It was then **RESOLVED** that:

1. Publication of the Statement of Community Involvement, for consultation purposes, be approved; and
2. Authority be delegated to the Director of Place and Enterprise in consultation with the Leader to make presentational and minor amendments to the SPD prior to consultation.

53. **Car Parking permits**

Members were presented with a report that recommended that the current parking permits issued by the Council were the subject of an in-depth and comprehensive review, with resulting recommendations being made to a future meeting of the Executive. The report further sought approval to cease the sale of permits for a temporary period, pending the outcome of the review.

The Lead Member for Environment introduced the report. All Members were encouraged to respond to the consultation.

It was then:

RESOLVED

That the sale of all new parking permits be ceased with immediate effect, pending a complete review of permits across the District.

54. **Langage Update Report**

Members were presented with a report that reviewed the progress in refining the Council's service offering and suggested desired outcomes under each of the Council's six corporate themes, namely: Efficient and Effective Council, Communities, Enterprise, Environment and Home and Wellbeing.

The Deputy Leader introduced the report. Members were supportive of the proposals. One Member asked that the units retain an element of flexibility to ensure they could be adapted to support a range of businesses.

It was then:

RESOLVED that:

1. the recent positive progress towards Langage Energy Park becoming a thriving enterprise be noted; and

2. Council be **RECOMMENDED** to approve the use of up to £200,000 to fund the cost of extending the lease of the starter units from 21 years to 125 years, funded from the Business Rate Reserve.

(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF E.50/19 (3) AND E.54/19 (2), WHICH WERE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE HELD ON 19 DECEMBER 2019, WILL BECOME EFFECTIVE FROM 5.00PM ON MONDAY 11 NOVEMBER 2019 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).

The Meeting concluded at 11.00 am

Signed by:

Chairman

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