



AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 9TH DECEMBER 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 9th December 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 11 th November 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 note the Community Budgeting survey results and analysis	Tabled at the meeting	10 minutes
5	To note a delay to the Collapark Playpark improvement programme and the need to carry forward the funding.	Verbal update Town Clerk	2 minutes
6	To consider and make a recommendation on the draft 2020/21 budget including an application from Caring Town/Citizens Advice/Totnes Caring, Totnes Museum and a request from SHDC regarding public toilet funding.	Enclosure	20 minutes
7	To consider an update on the compost project at the Cemetery following a site meeting	Enclosure	5 minutes
8	To receive an update on the Neighbourhood Plan (standing item).	Verbal update Cllr Luker	5 minutes
9	To consider the noticeboard outside the Town Mill	Verbal update Town Clerk	5 minutes
10	To note an update on the Museum – terms of lease, fire risk assessment and maintenance requirements	Verbal update Town Clerk	5 minutes
11	To consider a request for a reallocation of a Community Grant Award	Enclosure	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 (confidential as contains personal information of payees).	Enclosure	5 minutes
13	To consider a new interview date for the Events Officer role – Monday 16 th December 2019	Enclosure	2 minutes
14	To consider a revised plan for the part time Groundsman and new recruitment schedule	Tabled at the meeting	10 minutes
15	To consider and sign (Clerk and Chair) the 2019/20 staffing budget	Enclosure	10 minutes
16	To consider the draft staffing structure from 2020/21 onwards as part of the budget setting and to undertake an annual staff salary review.	Enclosure	5 minutes
17	To consider a sensitive staffing issue	Verbal update Town Clerk	5 minutes
18	To consider the Castle Meadow lease	Verbal update Town Clerk	5 minutes
19	Date of the next meeting – Monday 13 th January 2020 at 7pm.		

ITEM 2

MINUTES FOR THE COUNCIL MATTERS COMMITTEE MONDAY 11TH NOVEMBER 2019 AT THE GUILDHALL TOTNES

Present: Cllr E Price (Chair), Cllr C Allford, Cllr P Paine, Cllr M Adams, Cllr J Hodgson, Cllr Piper
Apologies: Cllr Simms, Catherine Marlton (Town Clerk)

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	The Clerk apologised for her absence due to a family emergency. 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 14 th October 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 consider the draft 2020/21 budget including an application from Caring Town/Citizens Advice/Totnes Caring	Item deferred to December Council Matters due to the absence of the Clerk.
5	To consider applications to the Community Grant Scheme	The following allocations for grant awards were AGREED : Caring town £500 Gardening for Health £750 Saturday Morning Music £1000 Transition Town (Clearwater Trail) £250 Young People's Theatre £750 Transition Town (Transition Streets) £750 Torbay Symphony £200 Sea Change £1000 Totnes Caring £800
6	To receive an update on the Neighbourhood Plan (standing item).	Noted. No actions to approve.
7	To consider giving permission for wildflower planting at Follaton Cemetery	The wildflower planting arounds the edges of the cemetery was AGREED and further areas including the circular 'roundabout' area would be considered by the Cemetery Working Group.
8	To note the outcome of the Council Tax Support Grant	Noted. No actions to approve.
9	To consider a request from Cllr Luker to set up a Heritage Working Group	The need for another working group was discussed. It was AGREED that Cllr Luker would informally approach interested parties for their views and bring ideas back to Council Matters for discussion instead.
10	To consider the noticeboard outside the Town Mill	Item deferred to December Council Matters due to the absence of the Clerk.
11	To note an update on the Museum – terms of lease, fire risk assessment and maintenance requirements	Item deferred to December Council Matters due to the absence of the Clerk.
<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 (confidential as contains personal information of payees).	Not required this month.
13	To consider and sign (Clerk and Chair) the 2019/20 staffing budget	This was reviewed, unanimously AGREED . Due to the absence of the Clerk the paper copy was signed by the Clerk and Chair after the meeting.
14	To consider approving expenditure on a new Town Council website	This was unanimously AGREED . No further quotes are required because of the specialist nature of the work.
15	To consider approving expenditure on a compost compound in the cemetery	The proposal and expenditure up to the amount outlined in the quote was AGREED in principle but the Clerk was asked to arrange a

		meeting on site to discuss the specification of the compound and whether a concrete base is necessary. The two further quotes requested and this site meeting should happen before the contractors are instructed. The contacts involved with the wildflower planting may have expertise to contribute as well.
16	To consider the Castle Meadow lease	Item deferred to December Council Matters due to the absence of the Clerk.
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

December

- To consider the Community Budgeting survey analysis
- Recommending a budget for 20/21 to Full Council – including provision of public toilets and Caring Town/Totnes Caring/Citizens Advice Funding requests
- To consider the current 2019/20 budget monitor
- Annual salary and staffing structure review for 20/21
- Castle Meadow Lease
- Museum Lease and funding request
- Noticeboard outside the Town Mill
- Bank reconciliations and petty cash
- To consider staffing budget and structure for the current 2019/20

2020 onwards

- To consider uses and layout of Civic/Birdwood refurb and Guildhall Offices – early 2020
- To review the Financial Risk Assessment
- To consider projection and screen options for the Council Chamber – early 2020
- 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 – early 2020
- To consider terms of reference for the IT contractor
- To review the Grievance and Complaints policies
- To review the Communications and Social Media Policy
- Any actions from Public Realm Working Group requiring expenditure
- An actions from the Venues Working Group Meeting
- Equalities policies for staff and Councillors

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

**ONGOING BUDGET
PLANNING DOCUMENT 2019**

18/19 YEAR END

19/20 CURRENT

	Admin	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	ORIGINAL BUDGET 19/20
1						
2	Salaries and pensions for all staff	190666	200332	124171	236000	219000
3	Staff Training and Travel	2633	1500	2688	3500	4000
4	Staff Eye Tests	99	300	50	400	500
5	Staff Recruitment	789	1500	372	500	1000
6	Utilities	2525	2250	1569	2600	2500
7	Office Supplies	2034	2000	-280	1000	1750
8	Photocopier	1549	2000	1180	2200	2000
9	Insurance	5536	6000	7365	7365	6000
10	Office Equipment	2012	1200	69	1500	1500
11	Car park permits income and green sacks	-408	0	-40	-40	0
12	SUB TOTAL	207435	217082	137144	255025	238250
13	Civic and Democratic	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020
14	Mayoral Allowance	379	375	0	395	375
15	Civic and Mayoral Events (expenditure)	5902	5750	1457	5750	5750
16	Civic Events (income)	-2123	0	-393	0	0
17	Civic Regalia	24	400	0	100	400
18	Mayoral Travel and Expenses	401	200	38	400	350
19	Councillor Allowances	3788	6000	0	6000	6000
20	Councillor Training and Travel	948	750	262	3000	3000
21	Councillor IT equipment	0	0	0	2700	6500
22	Professional Fees	3123	4500	2908	3500	4500
23	Elections	0	6000	0	7000	7000
24	Subscriptions	2179	2000	2114	2500	2100
25	Community Outreach work	1349	1500	2062	2300	2000
26	Website and IT	1049	1500	708	7000	10000
27	SUB TOTAL	17019	28975	9156	40645	47975
28	Tourism	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020
29	Visit Totnes Marketing	2390	1000	2942	5000	5000
30	Pension costs	12636	13000	12636	12636	12700
31	Totnes Guide	14737	22000	1349	15000	15000
32	Totnes Guide and Website Income	-18260	-18500	-3841	-16000	-16000
33	Bank Charges / Paypal	172	0	17	210	210
34	Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	0	450	600	600
35	SUB TOTAL	11847	17500	13553	17446	17510
36	Guildhall	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020
37	Cleaning	2738	2000	749	3000	2500
38	Building Maintenance	27453	4000	-2668	10000	5000
39	Business Rates	5880	5575	4212	6015	6000
40	Water	111	200	100	200	200
41	Utilities	3783	2000	1398	3500	3000
42	Equipment Maintenance	2599	2000	615	5000	2000
43	Wedding Licence renewals and marketing	2044	1750	71	1000	500
44	Admissions income	-3357	-4750	-2897	-3000	-3500
46	Hire Income WEDDINGS	-2233	-2750	-2015	-2250	-2500
47	SUB TOTAL	39018	10025	-435	23465	13200

ONGOING BUDGET PLANNING DOCUMENT 2019		18/19 YEAR END		19/20 CURRENT		
		Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020
48	Civic Hall					
49	Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	17000	7574	5500	12000
50	Feed in Tariff	3102	2500	1570	3000	2500
51	Water	453	2000	741	2100	2000
52	Utilities	4855	4250	1567	4500	4400
53	Building Maintenance	11784	14000	2417	35000	150000
54	Licences	70	2000	70	250	2000
55	Marketing Civic Hall	28	400	340	1000	500
56	Equipment Maintenance	4320	4000	4805	7000	3000
57	Paige Adams Grant towards Caretaking, Cleaning and Management costs	-27723	-33040	-31500	-31500	-31500
58	Hire Charges	0	0	0	0	0
59	Feed in tariff income	-7808	-5000	-1824	-5000	-5000
60	SUB TOTAL	-1143	8110	-14240	21850	139900
61	Property Maintenance	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020
62	Guildhall Cottage Maintenance	636	2000	3	2000	2000
63	Property Management Fees	1561	1760	1112	1760	1760
64	Town Clocks amalgamated Rent and Utilities and maintenance	2443	2050	710	2500	2250
65	Flat 5a Loan repay	9148	9150	4574	9150	9150
66	Flat 5a Maintenance	110	2000	8	2000	2000
67	Guildhall Office Maintenance	0	500	19	250	30000
68	Museum Maintenance	3588	4000	0	10000	5000
69	Museum Rent income	-2	-1	0	-5	-1
70	Eastgate Clock Rental	0	-2	0	-3	-3
71	Civic Water Supply to shop	0	-210	-200	-200	-200
72	Guildhall Cottage Income (£850 a month)	-10750	-9350	-5950	-9350	-9350
73	Guildhall Office Income (£250 per month) COMMUNITY/NON PROFIT GROUP	0	0	0	0	0
74	Flat 5a Rental Income (£695 per month)	-8340	-8250	-4865	-7645	-7645
75	SUB TOTAL	-1606	3647	-4589	10457	34961
76	Cemetery	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020
77	Business Rates	3616	3500	2848	4069	3500
78	Water	143	150	22	150	150
79	Grounds Maintenance (Grass cutting and tree work)	21795	30000	11386	22000	22000
80	Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	5000	643	2500	2500
81	Chapel	244	500	0	500	500
82	Cemetery Fees Income Amalgamated	-8495	-7500	-5705	-8000	-7500
86	SUB TOTAL	51402	31650	9194	21219	21150
87	Open Spaces	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020
88	Ramparts Walk (regular cuts and tidying)	163	900	0	500	600
89	St Marys Churchyard (Walls and trees)	390	900	414	1000	1000
90	Castle Meadow Maintenance and Water	160	750	48	200	250
91	Castle Meadow and allotments income	-210	-210	-10	-210	-210
92	SUB TOTAL	503	2340	452	1490	1640
93	Precept and Income	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020

ONGOING BUDGET PLANNING DOCUMENT 2019		18/19 YEAR END		19/20 CURRENT		
94	Bank Charges	156	300	95	200	300
95	Precept and Income	-355640	-355640	-494000	-494000	-494000
96	Council Tax Grant (only guaranteed until 19/20)	-22230	-22230	-20040	-20040	-20040
97	Charity of Palge Adams RATE ABATEMENT	0	0	0	-105000	-105000
98	SECTION 106 FUNDS GREEN TRAVEL??	0	0	0	0	0
99	SUB TOTAL	-377714	-377570	-513945	-618840	-618740
100	Community Development	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020 BUDGETED
101	Skate Park/Youth provision	0	SEE COMMUNITY PROJECTS	0	0	0
102	Public Toilets	0	0	0	17600	0
103	Caring Town Information Exchange	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	53865	25775	22000
104	Citizens Advice Service	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS		14250	13088
105	Neighbourhood Plan/Planning	11586	12517		35030	70860
106	Community projects and public realm	35412	51366		12000	12000
107	Community Grants Scheme/Community Fundraiser	0	0		2800	10000
108	Arts and Culture and Events - INCOME OVER EXPENDITURE INCLUDED	2183	2842			
	Museum Grant?	0	0	0	0	0
109	GRANT FUNDING/PROJECT INCOME	-4736	0	-1750	-1300	0
110	Climate Change Emergency Work	0		0	2500	0
111	SUB TOTAL	£44,445	£66,725	£52,115	£108,655	£127,948
112	TOTAL EXPENDED	£368,920	£386,054	£202,350	£500,252	£642,534
113	TOTAL	-£8,794	£8,484	-£311,595	-£118,588	£23,794
		Small underspend in final 18/19 due to staffing underspend and some of the community and assets expenditure rolling on into 19/20		Due to a delay in some projects we will show an underspend this year BUT we must ringfence for expenditure in 2020/21		

Public Realm 19/20		
Totnes Gardens AND Corrie Road Cutting	2000	AGREED
Town Groundsman transfer to staffing budget	5000	Reduced amount because of delayed staffing
Tools such as watering bowser for Town Groundsman	1400	To be considered
Composting project start up costs	8000	INCREASE IN COST TO BE CONSIDERED
Tidy Totnes	770	AGREED
Market Square - ramp improvements	5000	Initial professional fees for project, surveys etc
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	0	AGREED - delayed to 2020/21
Steamer Quay picnic benches	1405	£2,000 AGREED - waiting on SHDC SLA
BALANCE	35030	
Public Realm 2021 ESTIMATED		
Design Work public realm	20000	Phase 2 of ongoing project
Totnes Gardens	2000	
Collapark investment	10000	AGREED - delayed to 2020/21
Market Square - ramp improvements	30000	Initial professional fees for project, surveys etc
Groundsman equipment and training	5000	to be discussed
Additional planters around Fore and High Street	7500	Estimated for 10 planters phase 2
Tidy Totnes	1000	Year 3 of ongoing project
Wildflower planting	500	
Trail in Cemetery	500	
New Noticeboards and signage town wide	50000	
Bins and seating upgrades town wide		
BALANCE	126500	
Public Realm 2022 ESTIMATED		
Totnes Gardens	2000	
Additional planters around Fore and High Street	7500	Estimated for 10 planters phase 3
Groundsman equipment	1000	
Tidy Totnes	1000	Year 4 of ongoing project
New Noticeboards and signage town wide	50000	
Bins and seating upgrades town wide		
BALANCE	61500	

6a

IMPACT ON RESERVES with a 1% increase every year				
Year	Expected year end budget (red indicates overspend)	Expected year end reserves	Expenditure by year APPROX	Reserve % of annual expenditure at start of year
18/19	-7939	-353112	386054	
19/20	-£118,588	-471700	500250	70.59%
20/21	£240,288	-231412	764000	-61.74%
21/22	£61,803	-159609	580500	-39.86%
22/23	£55,893	-113716	580000	

6b

IMPACT ON RESERVES with a 2% increase every year				
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	-£118,588	-471700	500250	70.59%
20/21	£235,348	-236352	764000	-61.74%
21/22	£51,774	-184578	580500	-40.72%
22/23	£40,625	-143953	580000	

6c

IMPACT ON RESERVES with a 3% increase every year				
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	-£118,588	-471700	500250	70.59%
20/21	230408	-241292	764000	-61.74%
21/22	41647	-199645	580500	-41.57%
22/23	25055	-174590	580000	-34.42%

ONGOING BUDGET PLANNING DOCUMENT 2019

18/19 YEAR END

19/20 CURRENT

2020/21 BUDGET SETTING 1 percent increase every year

CONFIDENTIAL STAFFING PROPOSALS

	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	ORIGINAL BUDGET 19/20	2020/21	2021/22	2022/23
1 Admin	190665	200332	124171	236000	219000	309000	311000	313000
2 Salaries and pensions for all staff	2633	1500	2688	3500	4000	4000	4000	4000
3 Staff Training and Travel	99	300	50	400	500	500	500	500
4 Staff Eye Tests	789	1500	372	500	1000	500	500	500
5 Staff Recruitment	2525	2250	1569	2600	2500	2600	2700	2800
6 Utilities	2034	2000	-280	1000	1750	1750	1750	1750
7 Office Supplies	1549	2000	1180	2200	2000	2000	2000	2000
8 Photocopier	5536	6000	7365	7365	6000	7500	7500	7500
9 Insurance	2012	1200	69	1500	1500	1500	1500	1500
10 Office Equipment	-408	0	-40	-40	0	0	0	0
11 Car park permits income and green socks	207435	217082	137144	255025	238250	329350	331450	333550
12 SUB TOTAL	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
13 Civic and Democratic	379	375	0	395	375	400	410	425
14 Mayoral Allowance	5902	5750	1457	5750	5750	5750	5750	5750
15 Civic and Mayoral Events (expenditure)	-2123	0	-393	0	0	0	0	0
16 Civic Events (Income)	24	400	0	100	400	400	400	400
17 Civic Regalia	401	200	38	400	350	400	400	425
18 Mayoral Travel and Expenses	9783	6000	0	6000	6000	6400	6560	6800
19 Councillor Allowances	948	750	262	3000	3000	2000	2000	2000
20 Councillor Training and Travel	0	0	0	2700	6500	1500	1500	6500
21 Councillor IT equipment	3123	4500	2908	3500	4500	6250	6250	6250
22 Professional Fees	0	6000	0	7000	7000	6000	6000	6000
23 Elections	2179	2000	2114	2500	2100	2150	2200	2250
24 Subscriptions	1349	1500	2062	2300	2000	2000	2000	2000
25 Community Outreach work	1049	1500	708	7000	10000	2500	2500	2500
26 Website and IT	17019	28975	9156	40645	47975	35750	35970	41300
27 SUB TOTAL	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
28 Tourism	2390	1000	2942	5000	5000	5000	5000	5000
29 Visit Townes Marketing	12636	13000	12636	12636	12700	12636	0	0
30 Pension costs	14737	22000	1349	15000	15000	15000	15000	15000
31 Townes Guide	-18260	-18500	-3841	-16000	-16000	-15000	-15000	-15000
32 Townes Guide and Website Income	472	0	17	210	210	210	210	210
33 Bank Charges / Paypal	172	0	450	600	600	600	600	600
34 Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	11847	17500	13553	17446	17510	18446	5810	5810
35 SUB TOTAL	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
36 Guildhall								

ITEM 6a
1% per year

ONGOING BUDGET PLANNING DOCUMENT 2019

	18/19 YEAR END		19/20 CURRENT				2020/21 BUDGET SETTING 1			
							percent increase every year			
37	Cleaning	2738	2000	749	3000	2500	3000	3000	3000	3000
38	Building Maintenance	27453	4000	-2668	10000	5000	5000	5000	5000	5000
39	Business Rates	5880	5575	4212	6015	6000	7000	7000	7000	7000
40	Water	111	200	100	200	200	200	200	200	200
41	Utilities	3783	2000	1398	3500	3000	3500	3500	3500	3500
42	Equipment Maintenance	2599	2000	615	5000	2000	2000	2000	2000	2000
43	Wedding Licence renewals and marketing	2044	1750	71	1000	500	500	3000	500	500
44	Admissions income	-3357	-4750	-2897	-3000	-3500	-3000	-3000	-3000	-3000
45	Hire Income WEDDINGS	-2233	-2750	-2015	-2250	-2500	-2750	-2750	-2750	-2750
47	SUB TOTAL	39018	10025	-435	23465	13200	15450	17950	15450	15450
48	Civic Hall	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
49	Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	17000	7574	5500	12000	5500	5500	5500	5500
50	Feed in Tariff	3102	2500	1570	3000	2500	3000	3000	3000	3000
51	Water	453	2000	741	2100	2000	2000	2000	2000	2000
52	Utilities	4855	4250	1567	4500	4400	4800	4700	4900	4900
53	Building Maintenance	11784	14000	2417	35000	150000	150000	25000	25000	25000
54	Licences	70	2000	70	250	2000	250	250	250	250
55	Marketing Civic Hall	28	400	340	1000	500	1000	1000	1000	1000
56	Equipment Maintenance	4320	4000	4805	7000	3000	4000	4000	4000	4000
57	Paige Adams Grant towards Caretaking, Cleaning and Management costs	-27723	-33040	-31500	-31500	-31500	-31500	-31500	-31500	-31500
58	Hire Charges	0	0	0	0	0	0	0	0	0
59	Feed in tariff income	-7808	-5000	-1824	-5000	-5000	-5700	-5700	-5700	-5700
60	SUB TOTAL	-1143	8110	-14240	21850	139900	133150	8250	8450	8450
61	Property Maintenance	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
62	Gulldhal Cottage Maintenance	635	2000	3	2000	2000	2000	2000	2000	2000
63	Property Management Fees	1561	1760	1112	1760	1760	2000	2500	2500	2500
64	Town Clocks amalgamated Rent and Utilities and Maintenance	2443	2050	710	2500	2250	2250	2250	2250	2250
65	Flat 5a Loan repay	9148	9150	4574	9150	9150	9150	9150	9150	9150
66	Flat 5a Maintenance	110	2000	8	2000	2000	2000	2000	2000	2000
67	Gulldhal Office Maintenance	0	500	19	250	30000	5000	2000	2000	2000
68	Museum Maintenance	3588	4000	0	10000	5000	5000	5000	5000	5000
69	Museum Rent income	-2	-1	0	-5	-1	-5	-5	-5	-5
70	Eastgate Clock Rental	0	-2	0	-3	-3	-3	-3	-3	-3
71	Civic Water Supply to shop	0	-210	-200	-200	-200	-200	-200	-200	-200
72	Gulldhal Cottage Income (8350 a month)	-10750	-9350	-5950	-9350	-9350	-9350	-9350	-9350	-9350

Staffing element removed into core budget from 2019/21

Agreed increased investment in marketing
Floor repairs, rationalisation of electrical components and rigging
inspection causes an expected overspend

TO BE CONSIDERED BY PAIGE ADAMS

ONGOING BUDGET

PLANNING DOCUMENT 2019

18/19 YEAR END

19/20 CURRENT

2020/21 BUDGET SETTING 1 percent increase every year

(TO BE CONSIDERED)

73	Guildhall Office Income (£250 per month)	0	0	0	0	0	0	-3000	-3000	
74	COMMUNITY/NON PROFIT GROUP	-8340	-8250	-4865	-7645	-7645	-7645	-7645	-7645	
75	Flat 5a Rental Income (£695 per month)	-1606	3647	-4589	10457	34961	10197	4697	4697	
76	SUB TOTAL	-1606	3647	-4589	10457	34961	10197	4697	4697	
77	Cemetery	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
78	Business Rates	3616	3500	2848	4069	3500	5000	5000	5000	
79	Water	143	150	22	150	150	150	150	150	
80	Grounds Maintenance (Grass cutting and tree work)	21755	30000	11386	22000	22000	23000	24000	25000	
81	Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	5000	643	2500	2500	3000	3000	3000	
82	Cemetery Fees Income Antiduggerated	244	500	0	500	500	500	500	500	
83	Chapel	-8495	-7500	-5705	-8000	-7500	-8000	-8500	-9000	
84	SUB TOTAL	51402	31650	9194	21219	21150	23650	24150	24650	
85	Open Spaces	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
86	Ramparts Walk (regular cuts and tidying)	163	900	0	500	600	600	600	600	
87	St Marys Churchyard (Walls and trees)	390	900	414	1000	1000	1000	1000	1000	
88	Castle Meadow Maintenance and Water	160	750	48	200	250	250	250	250	
89	Castle Meadow and allotments income	-210	-210	-10	-210	-210	-210	-210	-210	
90	SUB TOTAL	503	2340	452	1490	1640	1640	1640	1640	
91	Precept and income	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
92	Bank Charges	156	300	95	200	300	300	300	300	
93	Precept and income	-355640	-355640	-494000	-494000	-494000	-498940	-503929	-508969	
94	Council Tax Grant (only guaranteed until 19/20)	-22230	-22230	-20040	-20040	-20040	-10020	0	0	
95	Charity of Paige Adams RATE ABATEMENT	0	0	0	-105000	-105000	-15000	-15000	-15000	
96	SECTION 106 FUNDS GREEN TRAVEL??	0	0	0	0	0	-59000	0	0	
97	SUB TOTAL	-37714	-37710	-513945	-618840	-618740	-523660	-518629	-523669	
98	Community Development	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020 BUDGETED	2020/21	2021/22	2022/23	
99	Skate Park/Youth provision	0	0	0	17600	0	13200	5000	5000	
100	Public Toilets	0	0	0	25775	22000	17600	40000	40000	
101	Carling Town Information Exchange	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	25775	14250	13088	25000	25000	25000	
102	Citizens Advice Service	11586	12517	53865	35030	70860	1000	1000	1000	
103	Neighbourhood Plan/Planning	35412	51366	12000	12000	12000	0	0	0	
104	Community Grants Scheme/Community Fundraiser	0	0	2800	2800	10000	5000	5000	5000	
105	Arts and Culture and Events - INCOME OVER EXPENDITURE INCLUDED	2183	2842	0	0	0	8015	8015	8015	
106	Museum Grant?	0	0	0	0	0	8015	8015	8015	

TO BE CONSIDERED - NOT CONFIRMED

TO BE CONSIDERED BY PAIGE ADAMS - NOT CONFIRMED

TO BE CONSIDERED - NOT CONFIRMED

2020/21 AGREED CONTRIBUTION CANNOT BE CHANGED

TO BE CONSIDERED

TO BE CONSIDERED

TO BE CONSIDERED

TO BE CONSIDERED

TO BE CONSIDERED

TO BE CONSIDERED

**ONGOING BUDGET
PLANNING DOCUMENT 2019**

	18/19 YEAR END		19/20 CURRENT			2020/21 BUDGET SETTING 1		
						Percent increase every year		
109 GRANT FUNDING/PROJECT INCOME	-4736	0	-1750	-1300	0	0	0	0
110 Climate Change Emergency Work	0		0	2500	0			
111 SUB TOTAL	£44,445	£66,725	£52,115	£108,655	£127,948	5000	5000	5000
112 TOTAL EXPENDED	£386,920	£386,054	£202,350	£500,252	£642,534	£196,315	£150,515	£144,015
113 TOTAL	-£8,794	£8,484	-£31,595	-£118,588	£23,794	£763,948	£580,432	£579,562
Small underspend in final 18/19 due to staffing underspend and some of the community and assets expenditure rolling on into 19/20 Due to a delay in some projects we will show an underspend this year BUT we must ringfence for expenditure in 2020/21								
						£240,288	£61,803	£55,893

UNKNOWN AT THIS TIME
TO BE CONSIDERED

ONGOING BUDGET PLANNING DOCUMENT 2019

18/19 YEAR END

19/20 CURRENT

2020/21 BUDGET SETTING 1 percent increase every year

	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	ORIGINAL BUDGET 19/20	2020/21	2021/22	2022/23
1 Admin								
2 Salaries and pensions for all staff	190666	200332	124171	236000	219000	309000	311000	313000
3 Staff Training and Travel	2683	1500	2688	3500	4000	4000	4000	4000
4 Staff Eye Tests	99	300	50	400	500	500	500	500
5 Staff Recruitment	789	1500	372	500	1000	500	500	500
6 Utilities	2525	2250	1569	2600	2500	2600	2700	2800
7 Office Supplies	2034	2000	-280	1000	1750	1750	1750	1750
8 Photocopier	1549	2000	1180	2200	2000	2000	2000	2000
9 Insurance	5536	6000	7365	7365	6000	7500	7500	7500
10 Office Equipment	2012	1200	69	1500	1500	1500	1500	1500
11 Car park permits income and green socks	-408	0	-40	-40	0	0	0	0
12 SUB TOTAL	207435	217082	137144	255025	238250	329350	331450	333550
13 Civic and Democratic								
14 Mayoral Allowance	379	375	0	395	375	400	410	425
15 Civic and Mayoral Events (expenditure)	5902	5750	1457	5750	5750	5750	5750	5750
16 Civic Events (income)	-2123	0	-393	0	0	0	0	0
17 Civic Regalia	24	400	0	100	400	400	400	400
18 Mayoral Travel and Expenses	401	200	38	400	350	400	400	425
19 Councillor Allowances	3788	6000	0	6000	6000	6400	6560	6800
20 Councillor Training and Travel	948	750	262	3000	3000	2000	2000	2000
21 Councillor IT equipment	0	0	0	2700	6500	1500	1500	6500
22 Professional Fees	3123	4500	2908	3500	4500	6250	6250	6250
23 Elections	0	6000	0	7000	7000	6000	6000	6000
24 Subscriptions	2179	2000	2114	2500	2100	2150	2200	2250
25 Community Outreach work	1349	1500	2062	2300	2000	2000	2000	2000
26 Website and IT	1049	1500	708	7000	10000	2500	2500	2500
27 SUB TOTAL	17019	28975	9156	40645	47975	35750	35970	41300
28 Tourism								
29 Visit Totnes Marketing	2390	1000	2942	5000	5000	5000	5000	5000
30 Pension costs	12636	13000	12636	12636	12700	12636	0	0
31 Totnes Guide	14737	22000	1349	15000	15000	15000	15000	15000
32 Totnes Guide and Website Income	-18260	-18500	-3841	-16000	-16000	-15000	-15000	-15000
33 Bank Charges / Paypal	172	0	17	210	210	210	210	210
34 Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	0	450	600	600	600	600	600
35 SUB TOTAL	11847	17500	13553	17446	17510	18446	5810	5810
36 Guildhall								
	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23

CONFIDENTIAL STAFFING PROPOSALS

ONGOING BUDGET
PLANNING DOCUMENT 2019

	18/19 YEAR END		19/20 CURRENT				2020/21 BUDGET SETTING 1			
	2738	2000	749	3000		2500	3000	3000	3000	percent increase every year
37 Cleaning	2738	2000	749	3000		2500	3000	3000	3000	
38 Building Maintenance	27453	4000	-2668	10000		5000	5000	5000	5000	
39 Business Rates	5880	5575	4212	6015		6000	7000	7000	7000	
40 Water	111	200	100	200		200	200	200	200	
41 Utilities	3783	2000	1398	3500		3000	3500	3500	3500	
42 Equipment Maintenance	2599	2000	615	5000		2000	2000	2000	2000	
43 Wedding Licence renewals and marketing	2044	1750	71	1000		500	500	500	500	
44 Admissions income	-3357	-4750	-2897	-3000		-3500	-3000	-3000	-3000	
45 Hire income WEDDINGS	-2233	-2750	-2015	-2250		-2500	-2750	-2750	-2750	
47 SUB TOTAL	39018	10025	-435	23465		13200	15450	17950	15450	
48	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19 YEAR END	CURRENT 8TH NOVEMBER	2019/20 EXPECTED		2019/2020	2020/21	2021/22	2022/23	
49 Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	17000	7574	5500		12000	5500	5500	5500	
50 Feed in Tariff	3102	2500	1570	3000		2500	3000	3000	3000	
51 Water	453	2000	741	2100		2000	2000	2000	2000	
52 Utilities	4855	4250	1567	4500		4400	4600	4700	4900	
53 Building Maintenance	11784	14000	2417	35000		150000	150000	25000	25000	
54 Licences	70	2000	70	250		2000	250	250	250	
55 Marketing Civic Hall	38	400	340	1000		500	1000	1000	1000	
56 Equipment Maintenance	4320	4000	4805	7000		3000	4000	4000	4000	
57 Paige Adams Grant towards Caretaking, Cleaning and Management costs	-27723	-33040	-31500	-31500		-31500	-31500	-31500	-31500	
58 Hire Charges	0	0	0	0		0	0	0	0	
59 Feed in tariff income	-7808	-5000	-1824	-5000		-5000	-5700	-5700	-5700	
60 SUB TOTAL	-1143	8110	-14240	21850		139900	133150	8250	8450	
61	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19 YEAR END	CURRENT 8TH NOVEMBER	2019/20 EXPECTED		2019/2020	2020/21	2021/22	2022/23	
62 Guildhall Cottage Maintenance	636	2000	3	2000		2000	2000	2000	2000	
63 Property Management Fees	3561	1760	1112	1760		1760	2000	2500	2500	
64 Town Clocks amalgamated Rent and Utilities and maintenance	2443	2050	710	2500		2250	2250	2250	2250	
65 Flat 5a Loan repay	9143	9150	4574	9150		9150	9150	9150	9150	
66 Flat 5a Maintenance	110	2000	8	2000		2000	2000	2000	2000	
67 Guildhall Office Maintenance	0	500	19	250		30000	5000	5000	5000	
68 Museum Maintenance	3588	4000	0	10000		5000	5000	5000	5000	
69 Museum Rent income	-2	-1	0	-5		-1	-5	-5	-5	
70 Eastgate Clock Rental	0	-2	0	-3		-3	-3	-3	-3	
71 Civic Water Supply to shop	0	-210	-200	-200		-200	-200	-200	-200	
72 Guildhall Cottage Income (£850 a month)	-10750	-9350	-5950	-9350		-9350	-9350	-9350	-9350	

Staffing element removed into core budget from 2019/21

Agreed increased investment in marketing
Floor repairs, rationalisation of electrical components and rigging
inspection causes an expected overspend

TO BE CONSIDERED BY PAIGE ADAMS

ONGOING BUDGET PLANNING DOCUMENT 2019

	18/19 YEAR END		19/20 CURRENT				2020/21 BUDGET SETTING 1				TO BE CONSIDERED
73	Guildhall Office Income (£250 per month)	0	0	0	0	0	0	-3000	-3000	-7645	
74	COMMUNITY/NON PROFIT GROUP	-8340	-4855	-7645	-7645	-7645	-7645	4697	4697	4697	
75	Flat 50 Rental Income (£695 per month)	-1606	-4559	10457	34961	10197	10197	4697	4697	4697	
75	SUB TOTAL	-1606	-4559	10457	34961	10197	10197	4697	4697	4697	
76	Cemetery	Actual 31st March 2019	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23		
77	Business Rates	3616	3600	2848	4069	3500	5000	5000	5000		
78	Water	143	150	22	150	150	150	150	150		
79	Grounds Maintenance (Grass cutting and tree work)	23795	30000	11386	22000	22000	23000	24000	25000		
80	Fences, Refuse collection	34099	5000	643	2500	2500	3000	3000	3000		
81	Chapel	244	500	0	500	500	500	500	500		
82	Cemetery Fees Income Amalgamated	-8495	-7500	-5705	-8000	-7500	-8000	-8500	-9000		
83	SUB TOTAL	51402	31650	9194	21219	21150	23650	24150	24650		
87	Open Spaces	Actual 31st March 2019	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23		
88	Ramparts Walk (regular cuts and tidying)	163	900	0	500	600	600	600	600		
89	St Marys Churchyard (Walls and trees)	390	900	414	1000	1000	1000	1000	1000		
90	Castle Meadow Maintenance and Water	160	750	48	200	250	250	250	250		
91	Castle Meadow and allotments income	-210	-210	-10	-210	-210	-210	-210	-210		
92	SUB TOTAL	503	2340	452	1490	1640	1640	1640	1640		
93	Precept and Income	Actual 31st March 2019	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23		
94	Bank Charges	156	300	95	200	300	300	300	300		
95	Precept and Income	-355640	-355640	-494000	-494000	-494000	-498940	-503929	-508969		
96	Council Tax Grant (only guaranteed until 19/20)	-22230	-22230	-20040	-20040	-20040	-10020	0	0		
97	Charity of Paige Adams RATE ABATEMENT	0	0	0	-105000	-105000	-15000	-15000	-15000		
98	SECTION 106 FUNDS GREEN TRAVEL??	0	0	0	0	0	-59000	0	0		
99	SUB TOTAL	-377714	-377370	-513945	-618840	-618740	-523660	-518629	-523669		
100	Community Development	Actual 31st March 2019	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020 BUDGETED	2020/21	2021/22	2022/23		
101	State Park/Youth provision	0	SEE COMMUNITY PROJECTS	0	0	0	13200	5000	5000		
102	Public Toilets	0	0	0	17600	0	17600	40000	40000		
103	Caring Town Information Exchange	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	25775	22000	22000	25000	25000	25000		
104	Citizens Advice Service	11586	12517	14250	14250	13988	1000	1000	1000		
105	Neighbourhood Plan/Planning	35412	51366	53865	35030	70860	126500	61500	55000		
106	Community projects and public realm	0	0	12000	12000	12000	0	0	0		
107	Community Grants Scheme/Community Fundraiser	0	0	2800	10000	10000	5000	5000	5000		
108	Arts and Culture and Events - INCOME OVER EXPENDITURE INCLUDED	2183	2842	0	0	0	8015	8015	8015		
	Museum Grant?	0	0	0	0	0	8015	8015	8015		

2020/21 AGREED CONTRIBUTION CANNOT BE CHANGED

TO BE CONSIDERED - NOT CONFIRMED

TO BE CONSIDERED BY PAIGE ADAMS - NOT CONFIRMED

TO BE CONSIDERED - NOT CONFIRMED

ONGOING BUDGET

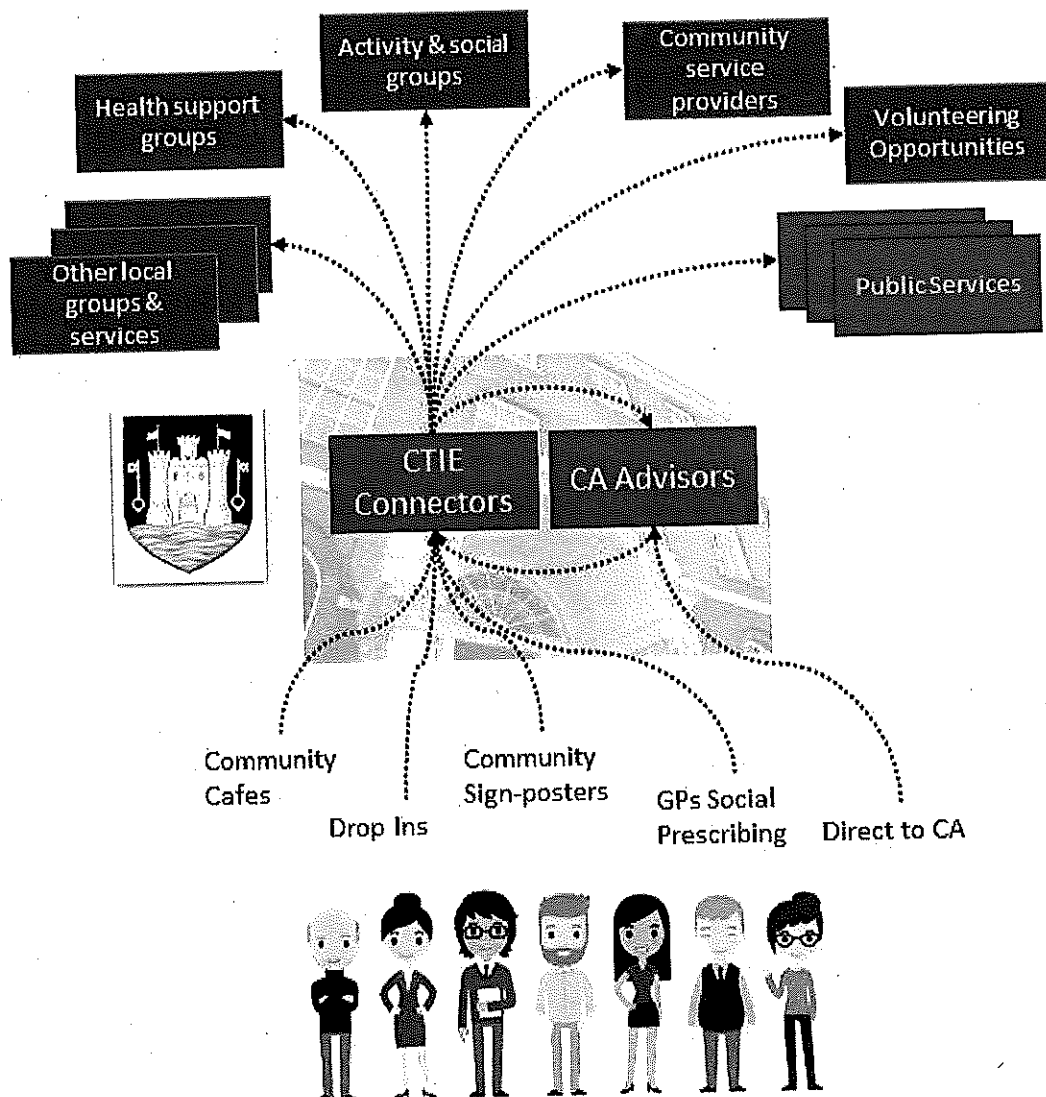
PLANNING DOCUMENT 2019

	18/19 YEAR END	19/20 CURRENT	2020/21 BUDGET SETTING 1 percent increase every year	UNKNOWN AT THIS TIME TO BE CONSIDERED
109 GRANT FUNDING/PROJECT INCOME	-4736	-1750	0	0
110 Climate Change Emergency Work	0	0	0	0
111 SUB TOTAL	£44,445	2500	5000	5000
112 TOTAL EXPENDED	£368,920	£52,115	£196,315	£144,015
113 TOTAL	£386,054	£202,350	£763,948	£579,562
	£8,484	£500,252	£580,432	£579,562
	-£8,794	-£118,588	£240,288	£55,893
	Small underspend in final 18/19 due to staffing underspend and some of the community and assets expenditure rolling on into 19/20	Due to a delay in some projects we will show an underspend this year BUT we must ringfence for expenditure in 2020/21		

Caring Town Sign-posting and Advice Service

A proposal for partnership working between Caring Town, Citizens Advice and Totnes Town Council.

Since opening in April 2017, the CTIE has been providing an essential sign-posting service to over 2,400 local people. From April 2018, Citizens Advice South Hams (CA) has been working alongside the CTIE Connectors in a shared space, which has already made their service accessible in the high street to over 85 people (helping secure over £75k of benefits or debt reduction). Both of these services topped the community's vote for TTC's funding in the 2017 participatory budgeting process.



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

Caring Town Sign-posting and Advice Service

Simply put, as shown above, the CTIE 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, and Citizens Advice is one of the main services to which the Connectors refer, as the highest area of need at the moment is around benefits, legal issues and rights.

Both of our services are experiencing growing demand, and escalating levels of need as public support service are cut and in particular, as Universal Credit rolls out. Universal Credit (UC) represents the biggest change to the welfare system undertaken since its inception. It brings together six different benefits into a single payment and will reach more than one in four working-age households once it is fully implemented. More than half of these households will be in work.

Citizens Advice is often the first port of call for people needing help with benefits and in the last year the South Hams office helped more than 100 local people with UC issues. This figure has already doubled in the first half of the year and is set to continue to rise following the arrival of UC in the Totnes area on 5th September 2018.

This proposal is for the continued provision of these 2 services for a further 12 months from April 2019, as a combined sign-posting and advice offer, delivered jointly by Caring Town and Citizens Advice South Hams. It builds on the working relationship already developed thanks to TTC funding both of these key services, 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; and
- (2) where there is a need for the person to get direct support, especially around Universal Credit, then this is readily available through an accessible Citizens Advice service in town.

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
- helps prevent homelessness
- support people into employment
- support people into more sustainable and secure accommodation
- overall, people are better able to manage

Caring Town Sign-posting and Advice Service

We have attached letters of support for service continuation from key local organisations in Appendix A. We have previously supplied service usage reports to TTC – please see Appendix B for the latest versions. We will continue to develop and monitor a number of key indicators that will show the types and level of impact of this service on local people.

The service will be available for an average of 23 hours per week, over 5 days (Connectors for 20 hours, CA for 3 hours with 2 advisors). To best meet our community's needs, and reach people where they are, we propose coordinating our service in a range of venues, so in addition to the Mansion, the Connectors will be available at the GP surgeries and also community cafes. We will try out different schedules and learn more about where best to place ourselves and when. The CA service will be based out of the Mansion.

This service would also provide a foundation on which we can apply for match funding elsewhere. For example, we have plans to deepen the Social Prescribing trial with Leatside and Catherine House and bring in more funding for community building (e.g. starting the support groups that are missing), offer direct support including home visits by Connectors and Advisors, maintain an online directory, and train over 100 local people who work with the public to ensure they know what help is available and how to access it, so they can share this with their customers or users. All of this additional activity depends on this 'foundation' sign-posting and advice service being in place.

Budget

We are applying for a total of £22,000 for the period April 2019 to March 2020 (£15,000 for the CTIE and £7,000 for CA). We have already secured an additional £6,940 towards the total cost of the service which is £28,940.

Item	Total requested from TTC	Other secured funding	Source of other funding	Overall total
Staffing	£16,235			£16,235
Management & development	£2,220	£2,000	Reaching Communities funding (secured)	£4,220
Rent contribution	£1,250	£2,750	Mansion - King Edward VI College Site Foundation (in kind, secured)	£4,000
Project expenses	£1,285	£1,000	Reaching Communities funding (secured)	£2,285
Core costs contribution	£1,010	£1,190	Totnes Caring (in kind, secured), CA (in kind, secured)	£2,200
Totals	£22,000	£6,940		£28,940

Caring Town Sign-posting and Advice Service

Responsibilities

The management team will include Fiona Ward (Manager, Caring Town) and Janie Moor (CEO, CA South Hams) who hold responsibility for the delivery of their respective parts of this contract. Monthly meetings will be held to monitor and evaluate the service, and adapt service delivery as needed with input from the Connectors and the CA Advisors. A TTC representative is invited to join any or all of these meetings. Quarterly updates will continue to be provided to TTC.

The CTIE funding will be held by Totnes Caring, and the CA funding will be held by Citizens Advice South Hams.

This partnership, made possible by Totnes Town Council, will provide a unique and innovative service to the people of Totnes. The partnership will provide an easy to navigate, highly accessible service, where direct referrals are made between partners enabling and empowering 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, CTIE & Janie Moor, CA
October 2018

ONGOING BUDGET PLANNING DOCUMENT 2019

ONGOING BUDGET PLANNING DOCUMENT 2019		18/19 YEAR END		19/20 CURRENT			2020/21 BUDGET SETTING 2 percent % increase every year		
	Admin	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	ORIGINAL BUDGET 19/20	2020/21	2021/22	2022/23
1									
2	Salaries and pensions for all staff	190666	200332	124171	236000	219000	309000	311000	313000
3	Staff Training and Travel	2633	1500	2688	3500	4000	4000	4000	4000
4	Staff Eye Tests	99	300	50	400	500	500	500	500
5	Staff Recruitment	789	1500	372	500	1000	500	500	500
6	Utilities	2525	2250	1569	2600	2500	2600	2700	2800
7	Office Supplies	2034	2000	280	1000	1750	1750	1750	1750
8	Photocopier	1549	2000	1180	2200	2000	2000	2000	2000
9	Insurance	5536	6000	7365	7365	6000	7500	7500	7500
10	Office Equipment	2012	1200	69	1500	1500	1500	1500	1500
11	Car park permits income and green socks	-408	0	-40	-40	0	0	0	0
12	SUB TOTAL	207435	217082	137144	255025	238250	329350	331450	333550
13	Civic and Democratic	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
14	Mayoral Allowance	379	375	0	395	375	400	410	425
15	Civic and Mayoral Events (expenditure)	5902	5750	1457	5750	5750	5750	5750	5750
16	Civic Events (income)	-2123	0	-393	0	0	0	0	0
17	Civic Regalia	24	400	0	100	400	400	400	400
18	Mayoral Travel and Expenses	401	200	38	400	350	400	400	425
19	Councillor Allowances	3788	6000	0	6000	6000	6400	6560	6800
20	Councillor Training and Travel	948	750	262	3000	3000	2000	2000	2000
21	Councillor IT equipment	0	0	0	2700	6500	1500	1500	6500
22	Professional Fees	3123	4500	2908	3500	4500	6250	6250	6250
23	Elections	0	6000	0	7000	7000	6000	6000	6000
24	Subscriptions	2179	2000	2114	2500	2100	2150	2200	2250
25	Community Outreach work	1349	1500	2062	2300	2000	2000	2000	2000
26	Website and IT	1049	1500	708	7000	10000	2500	2500	2500
27	SUB TOTAL	17019	28975	9156	40645	47975	35750	35970	41300
28	Tourism	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
29	Visit Totnes Marketing	2390	1000	2942	5000	5000	5000	5000	5000
30	Pension costs	12636	13000	12636	12636	12700	12636	0	0
31	Totnes Guide	14737	22000	1349	15000	15000	15000	15000	15000
32	Totnes Guide and Website Income	-18260	-18500	-3841	-16000	-16000	-15000	-15000	-15000
33	Bank Charges / Payal	172	0	17	210	210	210	210	210
34	Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	0	450	600	600	600	600	600
35	SUB TOTAL	11847	17500	13553	17446	17510	18446	5810	5810
36	Guilthall	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23

CONFIDENTIAL STAFFING PROPOSALS

11EW16D
2% per year

ONGOING BUDGET
PLANNING DOCUMENT 2019

	18/19 YEAR END		19/20 CURRENT				2020/21 BUDGET SETTING 2			
							percent % increase every year			
37	Cleaning	2738	2000	749	3000	2500	3000	3000	3000	
38	Building Maintenance	27453	4000	-2668	10000	5000	5000	5000	5000	
39	Business Rates	5880	5575	4212	6015	6000	7000	7000	7000	
40	Water	111	200	100	200	200	200	200	200	
41	Utilities	3783	2000	1398	3500	3000	3500	3500	3500	
42	Equipment Maintenance	2599	2000	615	5000	2000	2000	2000	2000	
43	Wedding Licence renewals and marketing	2044	1750	71	1000	500	500	3000	500	
44	Admissions Income	-3357	-4750	-2897	-3000	-3500	-3000	-3000	-3000	
45	Hire Income WEDDINGS	-2233	-2750	-2015	-2250	-2500	-2750	-2750	-2750	
46	SUB TOTAL	39018	10025	-435	23465	13200	15450	17950	15450	
47										
48	Civic Hall	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
49	Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	17000	7574	5500	12000	5500	5500	5500	Staffing element removed into core budget from 2019/21
50	Feed in Tariff	3102	2500	1570	3000	2500	3000	3000	3000	
51	Water	453	2000	741	2100	2000	2000	2000	2000	
52	Utilities	4855	4250	1567	4500	4400	4600	4700	4900	
53	Building Maintenance	11784	14000	2417	35000	150000	150000	25000	25000	
54	Licences	70	2000	70	250	2000	250	250	250	
55	Marketing Civic Hall	28	400	340	1000	500	1000	1000	1000	
56	Equipment Maintenance	4320	4000	4805	7000	3000	4000	4000	4000	Agreed increased investment in marketing Floor repairs, rationalisation of electrical components and rigging inspection causes an expected overspend
57	Paige Adams Grant towards Caretaking, Cleaning and Management costs	-27723	-33040	-31500	-31500	-31500	-31500	-31500	-31500	TO BE CONSIDERED BY PAIGE ADAMS
58	Hire Charges	0	0	0	0	0	0	0	0	
59	Feed in tariff income	-7808	-5000	-1824	-5000	-5000	-5700	-5700	-5700	
60	SUB TOTAL	-1143	8110	-14240	21850	139900	133150	8250	8450	
61	Property Maintenance	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	
62	Gulldhal Cottage Maintenance	635	2000	3	2000	2000	2000	2000	2000	
63	Property Management Fees	1561	1760	1112	1760	1760	2000	2500	2500	
64	Town Clocks amalgamated Rent and Utilities and maintenance	2443	2050	710	2500	2250	2250	2250	2250	
65	Flat 5a Loan repay	9148	9150	4574	9150	9150	9150	9150	9150	
66	Flat 5a Maintenance	110	2000	8	2000	2000	2000	2000	2000	
67	Gulldhal Office Maintenance	0	500	19	250	30000	5000	2000	2000	
68	Museum Maintenance	3588	4000	0	10000	5000	5000	5000	5000	
69	Museum Rent income	-2	-1	0	-5	-1	-5	-5	-5	
70	Eastgate Clock Rental	0	-2	0	-3	-3	-3	-3	-3	
71	Civic Water Supply to shop	0	-210	-200	-200	-200	-200	-200	-200	
72	Gulldhal Cottage Income (850 a month)	-10750	-9350	-5950	-9350	-9350	-9350	-9350	-9350	

ONGOING BUDGET PLANNING DOCUMENT 2019

	18/19 YEAR END		19/20 CURRENT				2020/21 BUDGET SETTING 2				TO BE CONSIDERED
73	Gulldell Office Income (£250 per month)	0	0	0	0	0	0	-3000	-3000	-7645	TO BE CONSIDERED
74	COMMUNITY/NOV PROFIT GROUP	-8340	-8250	-4855	-7645	-7645	-7645	-7645	-7645	-7645	TO BE CONSIDERED
75	Fleet 50 Rental Income (£595 per month)	-1606	-1606	-10457	34961	10197	4697	4697	4697	4697	TO BE CONSIDERED
76	SUB TOTAL	-1606	-1606	-10457	34961	10197	4697	4697	4697	4697	TO BE CONSIDERED
77	Cemetery	Actual 31st March 2019	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/20 BUDGETED	2020/21	2021/22	2022/23	2022/23	TO BE CONSIDERED
78	Business Rates	3616	3500	2848	4069	3500	5000	5090	5000	5000	TO BE CONSIDERED
79	Water	143	150	22	150	150	150	150	150	150	TO BE CONSIDERED
80	Grounds Maintenance (Grass cutting and tree work)	21795	30000	11386	22000	22000	23000	24000	25000	25000	TO BE CONSIDERED
81	Fences, Refuse collection	34099	5000	643	2500	2500	3000	3000	3000	3000	TO BE CONSIDERED
82	Chapel	244	500	0	500	500	500	500	500	500	TO BE CONSIDERED
83	Cemetery Fees Income Amalgamated	-8495	-7500	-5705	-8000	-7500	-8000	-8500	-9000	-9000	TO BE CONSIDERED
84	SUB TOTAL	53402	31650	9194	21219	21150	23650	24150	24650	24650	TO BE CONSIDERED
85	Open Spaces	Actual 31st March 2019	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/20 BUDGETED	2020/21	2021/22	2022/23	2022/23	TO BE CONSIDERED
86	Ramparts Walk (regular cuts and tidying)	163	500	0	500	600	600	600	600	600	TO BE CONSIDERED
87	St Marys Churchyard (Walls and trees)	390	900	414	1000	1000	1000	1000	1000	1000	TO BE CONSIDERED
88	Castle Meadow Maintenance and Water	160	750	48	200	250	250	250	250	250	TO BE CONSIDERED
89	Castle Meadow and alterations income	-210	-210	-10	-210	-210	-210	-210	-210	-210	TO BE CONSIDERED
90	SUB TOTAL	503	2340	452	1490	1640	1640	1640	1640	1640	TO BE CONSIDERED
91	Precept and income	Actual 31st March 2019	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/20 BUDGETED	2020/21	2021/22	2022/23	2022/23	TO BE CONSIDERED
92	Bank Charges	156	300	95	200	300	300	300	300	300	TO BE CONSIDERED
93	Precept and income	-355640	-355640	-494000	-494000	-494000	-503880	-513958	-524237	-524237	TO BE CONSIDERED - NOT CONFIRMED
94	Council Tax Grant (only guaranteed until 19/20)	-22230	-22230	-20040	-20040	-20040	-10020	0	0	0	TO BE CONSIDERED
95	Charity of Paige Adams RATE ABATEMENT	0	0	0	-105000	-105000	-15000	-15000	-15000	-15000	TO BE CONSIDERED BY PAIGE ADAMS - NOT CONFIRMED
96	SECTION 106 FUNDS GREEN TRAVEL??	0	0	0	0	0	-59000	0	0	0	TO BE CONSIDERED - NOT CONFIRMED
97	SUB TOTAL	-377714	-377714	-513945	-618840	-618740	-528600	-528658	-538937	-538937	TO BE CONSIDERED
98	Community Development	Actual 31st March 2019	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/20 BUDGETED	2020/21	2021/22	2022/23	2022/23	TO BE CONSIDERED
99	Skate Park/Youth provision	0	SEE COMMUNITY PROJECTS	0	17600	0	13200	5000	5000	5000	2020/21 AGREED CONTRIBUTION CANNOT BE CHANGED
100	Public Toilets	0	0	0	25775	22000	17600	40000	40000	40000	TO BE CONSIDERED
101	Caring Town Information Exchange	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	14250	13088	1000	1000	1000	1000	TO BE CONSIDERED
102	Citizens Advice Service	11586	12517	53865	35030	70860	126500	61500	55000	55000	TO BE CONSIDERED
103	Neighbourhood Plan/Planning	35412	51366	53865	12000	12000	0	0	0	0	TO BE CONSIDERED
104	Community projects and public realm	0	0	0	2800	10000	5000	5000	5000	5000	TO BE CONSIDERED
105	Community Grants Scheme/Community Fundraiser	2183	2842	0	0	0	8015	8015	8015	8015	TO BE CONSIDERED
106	Arts and Culture and Events - INCOME OVER EXPENDITURE INCLUDED	0	0	0	0	0	8015	8015	8015	8015	TO BE CONSIDERED
107	Museum Grant?	0	0	0	0	0	8015	8015	8015	8015	TO BE CONSIDERED

ONGOING BUDGET
PLANNING DOCUMENT 2019

	18/19 YEAR END	19/20 CURRENT				2020/21 BUDGET SETTING 2 percent % increase every year			
109 GRANT FUNDING/PROJECT INCOME	-4736	0	-1750	-1300	0	0	0	0	0
110 Climate Change Emergency Work	0	0	0	2500	0	5000	5000	5000	5000
111 SUB TOTAL	644,445	666,725	£52,115	£108,655	£127,948	£196,315	£150,515	£144,015	£144,015
112 TOTAL EXPENDED	£386,920	£386,054	£202,350	£500,252	£642,534	£763,948	£580,432	£579,562	£579,562
113 TOTAL	-£8,794	£8,484	-£311,595	-£118,588	£23,794	£235,348	£51,774	£40,625	£40,625
Small underspend in final 18/19 due to staffing underspend and some of the community and assets expenditure rolling on into 19/20 Due to a delay in some projects we will show an underspend this year BUT we must reference for expenditure in 2020/21									

UNKNOWN AT THIS TIME
TO BE CONSIDERED

ONGOING BUDGET PLANNING DOCUMENT 2019

18/19 YEAR END

19/20 CURRENT

2020/21 BUDGET SETTING 2 percent % increase every year

CONFIDENTIAL STAFFING PROPOSALS

	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	ORIGINAL BUDGET 19/20	2020/21 2020/21	2021/22	2022/23
1 Admin	190666	200332	124171	236000	219000	309000	311000	313000
2 Salaries and pensions for all staff	2633	1500	2688	3500	4000	4000	4000	4000
3 Staff Training and Travel	99	300	50	400	500	500	500	500
4 Staff Eye Tests	789	1500	372	500	1000	500	500	500
5 Staff Recruitment	2525	2250	1569	2600	2500	2600	2700	2800
6 Utilities	2034	2800	-280	1000	1750	1750	1750	1750
7 Office Supplies	1549	2000	1180	2200	2000	2000	2000	2000
8 Photocopier	5536	6000	7365	7365	6000	7500	7500	7500
9 Insurance	2012	1200	69	1500	1500	1500	1500	1500
10 Office Equipment	-408	0	-40	-40	0	0	0	0
11 Car park permits income and green sacks	207435	217082	137144	255025	238250	329350	331450	333550
12 SUB TOTAL	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
13 Civic and Democratic	379	375	0	395	375	400	410	425
14 Mayoral Allowance	5902	5750	1457	5750	5750	5750	5750	5750
15 Civic and Mayoral Events (expenditure)	-2123	0	-393	0	0	0	0	0
16 Civic Events (income)	24	400	0	100	400	400	400	400
17 Civic Regalia	401	200	38	400	350	400	400	425
18 Mayoral Travel and Expenses	3788	6000	0	6000	6000	6400	6560	6800
19 Councillor Allowances	948	750	262	3000	3000	2000	2000	2000
20 Councillor Training and Travel	0	0	0	2700	6500	1500	1500	6500
21 Councillor IT equipment	3123	4500	2908	3500	4500	6250	6250	6250
22 Professional Fees	0	6000	0	7000	7000	6000	6000	6000
23 Elections	2179	2000	2114	2500	2100	2250	2200	2250
24 Subscriptions	1349	1500	2062	2300	2000	2000	2000	2000
25 Community Outreach work	1049	1500	708	7000	10000	2500	2500	2500
26 Website and IT	17019	28975	9156	40645	47975	35750	35970	41300
27 SUB TOTAL	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
28 Tourism	2390	1000	2942	5000	5000	5000	5000	5000
29 Visit Toynes Marketing	12636	13000	12636	12636	12700	12636	0	0
30 Pension costs	14737	22000	1349	15000	15000	15000	15000	15000
31 Toynes Guide	-18260	-18500	-3841	-16000	-16000	-15000	-15000	-15000
32 Toynes Guide and Website income	172	0	17	210	210	210	210	210
33 Bank Charges / Paypal	172	0	450	600	600	600	600	600
34 Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	11847	17500	13553	17446	17510	18446	5810	5810
35 SUB TOTAL	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
36 Guildhall								

ONGOING BUDGET
PLANNING DOCUMENT 2019

	18/19 YEAR END		19/20 CURRENT				2020/21 BUDGET SETTING 2			
	2738	2000	749	3000	2500	3000	3000	3000	3000	percent % increase every year
37 Cleaning	2738	2000	749	3000	2500	3000	3000	3000	3000	
38 Building Maintenance	27453	4000	-2668	10000	5000	5000	5000	5000	5000	
39 Business Rates	5880	5575	4212	6015	6000	7000	7000	7000	7000	
40 Water	111	200	100	200	200	200	200	200	200	
41 Utilities	3783	2000	1398	3500	3000	3500	3500	3500	3500	
42 Equipment Maintenance	2599	2000	615	5000	2000	2000	2000	2000	2000	
43 Wedding Licence renewals and marketing	2044	1750	71	1000	500	500	3000	3000	500	
44 Admissions income	-3357	-4750	-2897	-3000	-3500	-3000	-3000	-3000	-3000	
45 Hire Income WEDDINGS	-2233	-2750	-2015	-2250	-2500	-2750	-2750	-2750	-2750	
46 SUB TOTAL	35013	10025	-435	23465	13200	15450	15450	15450	15450	
48	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	2022/23	
49 Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	17000	7574	5500	12000	5500	5500	5500	5500	
50 Feed in Tariff	3102	2500	1570	3000	2500	3000	3000	3000	3000	
51 Water	453	2000	741	2100	2000	2000	2000	2000	2000	
52 Utilities	4855	4250	1567	4500	4400	4600	4700	4900	4900	
53 Building Maintenance	11784	14000	2417	35000	150000	150000	25000	25000	25000	
54 Licences	70	2000	70	250	2000	250	250	250	250	
55 Marketing Civic Hall	28	400	340	1000	500	1000	1000	1000	1000	
56 Equipment Maintenance	4320	4000	4805	7000	3000	4000	4000	4000	4000	
57 Poige Adams Grant towards Coretaking, Cleaning and Management costs	-27723	-33040	-31500	-31500	-31500	-31500	-31500	-31500	-31500	
58 Hire Charges	0	0	0	0	0	0	0	0	0	
59 Feed in tariff income	-7808	-5000	-1824	-5000	-5000	-5700	-5700	-5700	-5700	
60 SUB TOTAL	-1143	8110	-14240	21850	139900	133150	8250	8450	8450	
61	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	2022/23	
62 Guildhall Cottage Maintenance	636	2000	3	2000	2000	2000	2000	2000	2000	
63 Property Management Fees	1561	1760	1112	1760	1760	2000	2000	2000	2000	
64 Town Clocks amalgamated Rent and Utilities and maintenance	2443	2050	710	2500	2250	2250	2250	2250	2250	
65 Flat 5a Loan repay	9143	9150	4574	9150	9150	9150	9150	9150	9150	
66 Flat 5a Maintenance	110	2000	8	2000	2000	2000	2000	2000	2000	
67 Guildhall Office Maintenance	0	500	19	250	30000	5000	2000	2000	2000	
68 Museum Maintenance	3588	4000	0	10000	5000	5000	5000	5000	5000	
69 Museum Rent income	-2	-1	0	-5	-1	-5	-5	-5	-5	
70 Eastgate Clock Rental	0	-2	0	-3	-3	-3	-3	-3	-3	
71 Civic Water Supply to shop	0	-210	-200	-200	-200	-200	-200	-200	-200	
72 Guildhall Cottage Income (6850 a month)	-10750	-9350	-5950	-9350	-9350	-9350	-9350	-9350	-9350	

Staffing element removed into core budget from 2019/21

Agreed increased investment in marketing
Floor repairs, rationalisation of electrical components and rigging
inspection causes an expected overspend

TO BE CONSIDERED BY PAIGE ADAMS

ONGOING BUDGET PLANNING DOCUMENT 2019

	18/19 YEAR END		19/20 CURRENT			2020/21 BUDGET SETTING 2 percent % increase every year				TO BE CONSIDERED
73	Guilthall Office Income (£250 per month)	0	0	0	0	0	-3000	-3000	-7645	TO BE CONSIDERED
74	COMMUNITY/NON PROFIT GROUP	-8240	-4865	-7645	-7645	-7645	-7645	-7645	-7645	TO BE CONSIDERED
75	Flat 50 Rental Income (£695 per month)	-1606	-4589	10457	34961	10197	4697	4697	4697	TO BE CONSIDERED
76	SUB TOTAL	-1606	-4589	10457	34961	10197	4697	4697	4697	TO BE CONSIDERED
77	Cemetery	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19 NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23		TO BE CONSIDERED
78	Business Rates	3616	2848	4069	3500	5000	5000	5000	5000	TO BE CONSIDERED
79	Water	143	22	150	150	150	150	150	150	TO BE CONSIDERED
80	Grounds Maintenance (Grass cutting and tree work)	21795	11386	22000	22000	23000	24000	25000	25000	TO BE CONSIDERED
81	Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	643	2500	2500	3000	3000	3000	3000	TO BE CONSIDERED
82	Chapel	244	0	500	500	500	500	500	500	TO BE CONSIDERED
83	Cemetery Fees Income Amalgamated	-8495	-5705	-8000	-7500	-8000	-8500	-9000	-9000	TO BE CONSIDERED
84	SUB TOTAL	51402	9194	21219	21150	23650	24150	24650	24650	TO BE CONSIDERED
85	Open Spaces	Actual 31st March 2019 YEAR END	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23		TO BE CONSIDERED
86	Ramparts Walk (regular cuts and tidying)	163	0	500	600	600	600	600	600	TO BE CONSIDERED
87	St Marys Churchyard (Walls and trees)	390	414	1000	1000	1000	1000	1000	1000	TO BE CONSIDERED
88	Castle Meadow Maintenance and Water	160	48	200	250	250	250	250	250	TO BE CONSIDERED
89	Castle Meadow and allotments income	-210	-10	-210	-210	-210	-210	-210	-210	TO BE CONSIDERED
90	SUB TOTAL	503	452	1490	1640	1640	1640	1640	1640	TO BE CONSIDERED
91	Precept and Income	Actual 31st March 2019 YEAR END	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23		TO BE CONSIDERED
92	Bank Charges	156	95	200	300	300	300	300	300	TO BE CONSIDERED
93	Precept and Income	-355640	-494000	-494000	-494000	-503880	-513958	-524237	-524237	TO BE CONSIDERED
94	Council Tax Grant (only guaranteed until 19/20)	-22230	-20040	-20040	-20040	-10020	0	0	0	TO BE CONSIDERED
95	Charity of Peige Adams RATE ABATEMENT	0	0	-105000	-105000	-15000	-15000	-15000	-15000	TO BE CONSIDERED
96	SECTION 106 FUNDS GREEN TRAVEL??	0	0	0	0	-59000	0	0	0	TO BE CONSIDERED
97	SUB TOTAL	-37714	-513945	-618840	-618740	-528600	-528658	-538937	-538937	TO BE CONSIDERED
98	Community Development	Actual 31st March 2019 YEAR END	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020 BUDGETTED	2020/21	2021/22	2022/23		TO BE CONSIDERED
99	Stake Park/Youth provision	0	0	0	0	13200	5000	5000	5000	TO BE CONSIDERED
100	Public Toilets	0	17600	17600	0	17600	40000	40000	40000	TO BE CONSIDERED
101	Gating Town Information Exchange	SEE COMMUNITY PROJECTS	25775	25775	22000	25000	25000	25000	25000	TO BE CONSIDERED
102	Citizens Advice Service	SEE COMMUNITY PROJECTS	14250	14250	13088	1000	1000	1000	1000	TO BE CONSIDERED
103	Neighbourhood Plan/Planning	11586	53865	35030	70860	126500	61500	55000	55000	TO BE CONSIDERED
104	Community projects and public realm	35412	12000	12000	12000	0	0	0	0	TO BE CONSIDERED
105	Community Grants Scheme/Community Fundraiser	0	2800	2800	10000	5000	5000	5000	5000	TO BE CONSIDERED
106	Arts and Culture and Events - INCOME OVER EXPENDITURE INCLUDED	2183	0	0	0	8015	8015	8015	8015	TO BE CONSIDERED
107	Museum Grant?	0	0	0	0	8015	8015	8015	8015	TO BE CONSIDERED

ONGOING BUDGET

PLANNING DOCUMENT 2019

	18/19 YEAR END	19/20 CURRENT	2020/21 BUDGET SETTING 2 percent % increase every year	UNKNOWN AT THIS TIME TO BE CONSIDERED
109 GRANT FUNDING/PROJECT INCOME	-4736	-1750	0	0
110 Climate Change Emergency Work	0	-1300	0	0
111 SUB TOTAL	£44,445	2500	5000	5000
112 TOTAL EXPENDED	£368,920	£108,655	£196,315	£150,515
113 TOTAL	£8,794	£500,252	£768,948	£579,562
		£118,588	£235,348	£51,774
		£23,794		£40,625
	Due to a delay in some projects we will show an underspend this year BUT we must ringfence for expenditure in 2020/21			
	Small underspend in final 18/19 due to staffing underspend and some of the community and assets expenditure rolling on into 19/20			

ONGOING BUDGET PLANNING DOCUMENT 2019

18/19 YEAR END

19/20 CURRENT

2020/21 BUDGET SETTING 3
percent % increase every year

CONFIDENTIAL STAFFING PROPOSALS

1	Admin	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	ORIGINAL BUDGET 19/20	2020/21	2021/22	2022/23
2	Salaries and pensions for all staff	190665	200332	124171	236000	219000	309000	311000	313000
3	Staff Training and Travel	2633	1500	2688	3500	4000	4000	4000	4000
4	Staff Eye Tests	99	300	50	400	500	500	500	500
5	Staff Recruitment	789	1500	372	500	1000	500	500	500
6	Utilities	2525	2250	1569	2600	2500	2600	2700	2800
7	Office Supplies	2034	2000	-280	1000	1750	1750	1750	1750
8	Photocopier	1549	2000	1180	2200	2000	2000	2000	2000
9	Insurance	5536	6000	7365	7365	6000	7500	7500	7500
10	Office Equipment	2012	1200	69	1500	1500	1500	1500	1500
11	Car park permits income and green socks	-408	0	-40	-40	0	0	0	0
12	SUB TOTAL	207435	217082	137144	255025	238250	329350	331450	333550
13	Civic and Democratic	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
14	Mayoral Allowance	379	375	0	395	375	400	410	425
15	Civic and Mayoral Events (expenditure)	5902	5750	1457	5750	5750	5750	5750	5750
16	Civic Events (income)	-2223	0	-393	0	0	0	0	0
17	Civic Regalia	24	400	0	100	400	400	400	400
18	Mayoral Travel and Expenses	401	200	38	400	350	400	400	425
19	Councillor Allowances	3788	6000	0	6000	6000	6400	6560	6800
20	Councillor Training and Travel	948	750	262	3000	3000	2000	2000	2000
21	Councillor IT equipment	0	0	0	2700	6500	1500	1500	6500
22	Professional Fees	3123	4500	2908	3500	4500	6250	6250	6250
23	Elections	0	6000	0	7000	7000	6000	6000	6000
24	Subscriptions	2179	2000	2114	2500	2100	2150	2200	2250
25	Community Outreach work	1349	1500	2062	2300	2000	2000	2000	2000
26	Website and IT	1049	1500	708	7000	10000	2500	2500	2500
27	SUB TOTAL	17019	28975	9156	40645	47975	35750	35970	41300
28	Tourism	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
29	Visit Tourism Marketing	2390	1000	2942	5000	5000	5000	5000	5000
30	Pension costs	12656	13000	12636	12636	12700	12636	0	0
31	Tourism Guide	14737	22000	1349	15000	15000	15000	15000	15000
32	Tourism Guide and Website Income	-18260	-18500	-3841	-16000	-16000	-15000	-15000	-15000
33	Bank Charges / Paypal	172	0	17	210	210	210	210	210
34	Other TIC expenditure	172	0	450	600	600	600	600	600
35	Post/Phone/Uniform/Utilities etc)	11847	17500	13553	17446	17510	18446	5810	5810
36	SUB TOTAL	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
	Guildhall								

3% per year

ONGOING BUDGET PLANNING DOCUMENT 2019

	18/19 YEAR END		19/20 CURRENT		2020/21 BUDGET SETTING 3 Percent % increase every year			
37 Cleaning	2738	2000	749	3000	2500	3000	3000	3000
38 Building Maintenance	27453	4000	-2668	10000	5000	5000	5000	5000
39 Business Rates	5880	5575	4212	6015	6000	7000	7000	7000
40 Water	111	200	100	200	200	200	200	200
41 Utilities	3783	2000	1398	3500	3000	3500	3500	3500
42 Equipment Maintenance	2599	2000	615	5000	2000	2000	2000	2000
43 Wedding Licence renewals and marketing	2004	1750	71	1000	500	500	3000	500
44 Admissions income	-3357	-4750	-2897	-3000	-3500	-3000	-3000	-3000
46 Hire income WEDDINGS	-2233	-2750	-2015	-2250	-2500	-2750	-2750	-2750
47 SUB TOTAL	39018	10025	-435	23465	13200	15450	17950	15450
48	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
49 Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	17000	7574	5500	12000	5500	5500	5500
50 Feed in Tariff	3102	2500	1570	3000	2500	3000	3000	3000
51 Water	453	2000	741	2100	2000	2000	2000	2000
52 Utilities	4855	4250	1567	4500	4400	4600	4700	4900
53 Building Maintenance	11784	14000	2417	35000	150000	150000	25000	25000
54 Licences	70	2000	70	250	2000	250	250	250
55 Marketing Civic Hall	28	400	340	1000	500	1000	1000	1000
56 Equipment Maintenance	4320	4000	4805	7000	3000	4000	4000	4000
57 Paige Adams Grant towards Caretaking, Cleaning and Management costs	-27723	-33040	-31500	-31500	-31500	-31500	-31500	-31500
58 Hire Charges	0	0	0	0	0	0	0	0
59 Feed in tariff income	-7808	-5000	-1824	-5000	-5000	-5700	-5700	-5700
60 SUB TOTAL	-1143	8110	-14240	21850	139900	133150	8250	8450
61	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
62 Guildhall Cottage Maintenance	636	2000	3	2000	2000	2000	2000	2000
63 Property Management Fees	1561	1760	1112	1760	1760	2000	2500	2500
64 Town Clocks amalgamated Rent and Utilities and maintenance	2443	2050	710	2500	2250	2250	2250	2250
65 Flat 5a Loan repay	9148	9150	4574	9150	9150	9150	9150	9150
66 Flat 5a Maintenance	110	2000	8	2000	2000	2000	2000	2000
67 Guildhall Office Maintenance	0	500	19	250	30000	5000	2000	2000
68 Museum Maintenance	3588	4000	0	10000	5000	5000	5000	5000
69 Museum Rent income	-2	-1	0	-5	-1	-5	-5	-5
70 Eastgate Clock Rental	0	-2	0	-3	-3	-3	-3	-3
71 Civic Water Supply to shop	0	-210	-200	-200	-200	-200	-200	-200
72 Guildhall Cottage Income(£850 a month)	-10750	-9350	-5950	-9350	-9350	-9350	-9350	-9350

Staffing element removed into core budget from 2019/21

Agreed increased investment in marketing
Floor repairs, rationalisation of electrical components and rigging
inspection causes an expected overspend

TO BE CONSIDERED BY PAIGE ADAMS



Community Budgeting: Project Application

[1] Organisation Details

Organisation Name: Totnes Museum

Charitable status: Trust – 1987 Trust Deed.

Charity Registration Number: 296684

Organisation status and constitution: Totnes Museum Trust is a charitable trust operating from Totnes Museum at 70 Fore St., Totnes Devon. TQ9 5RU

The objects of the Trust state that it has to:

"...provide for the advancement of Public Education by the provision of a Museum."

[2] Main Contact (for this application)

Name: Tony Whitty

Position in Organisation: Chair of Trustees – Totnes Museum Trust

Phone No: 01803863821 (museum)

Email address: info@totnesmuseum.co.uk

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

[3] Project:

The project is to establish a viable and self-sustaining Museum in Totnes, in order to share and develop the whole story and heritage of our town.

The aim is to work in partnership with the town council to explore ways of developing curatorial links between the Museum and the Guildhall

It is our aspiration to extend this partnership in the near future, across the towns heritage organisations to develop a coherent approach to preserving, developing and sharing the history and heritage of Totnes.

- The Trustees over the last 3 years, have made significant changes and improvements into the operation of the museum which has resulted in an approximate increase of 800% in the visitors to the museum. (see below)
Visitor numbers at Totnes Museum since becoming an Independent Museum

Year	2014	2015	2016	2017	2018	2019
Visitors	2097	2098	1839	8748	13270	16,500 + (approx..)

- To sustain this improvement, and create a viable museum there is a need to increase the historical and local history expertise by adding the support of a trained museum curator. This would enable us to maximise the use of the museum's collection and exhibiting its artefacts to benefit of the community, creating a focal point for Totnes local history and heritage and ensure the continued development for the next 3 years.
- Such expertise would also allow us to develop the story of the artefacts and the town, keeping it refreshed to encourage both locals and visitors to return regularly making it a feature of a visit to the Town which would appeal to young and old as well as a source of stimulus for those with a disability in the Town.

- It would also allow the development of the Museum as a focal point of one of the town's conservation areas and historic locations. This would be achieved by working in partnership with the Town Council to link the heritage sites in this quarter of the town. This would enable the operation of the Museum and the Guildhall to be developed within in a partnership, integrated and potentially linking it in the future, with other heritage sites in the town.
- The Museum Trust has had to find funds to maintain the museum building due to the requirements of the lease it has from the Town Council. It is currently spending nearly £2000 on the historic building, with potentially a lot more on the facilities and exhibits prior to the 2010 season, due to both the Fire Risk Assessment and the Electrical survey. The Museum was opened in 1960 and the present condition of the buildings has resulted in a backlog of work which historically the Town Council paid for.
- To be able to fund the costs of providing a Museum and maintain the building the Trust is developing an approach for the next 3 years so as to seek support for the running costs and then separately, seek grants for the one off maintenance and improvements to the Museum, as they are required. This has been the strategy for this season (2019) whereby grants were applied for and were successful to be able to fund both the temporary exhibits and the maintenance work in the museum.

In the future it is expected that both the security alarm system and the fire alarm system will need to be replaced.

[4] Context:

2016 to 2019

The end of the 2019 season saw the ending of an initial 3 year plan to create a more sustainable position from which the Museum could develop over the following 3 years.

2016-2017 [winter closure]

- Following a review at the end of the 2016 season, the Museum Trustees took stock of their finances and operational practices. It was recognised that unless there was a significant improvement in footfall there would be a major shortfall in income which would lead to the closure of the museum.
- Trustees held a series of internal workshops and meetings which included volunteers, The Friends of the Museum and the volunteers who ran the Museum's Archive Centre, to consider what changes needed to be made, immediately and longer term, to enable the museum to manage its own financial sustainability
- Trustees agreed that more community outreach and explicit engagement strategies would help the local community feel that the museum is there to *"tell their stories"*
- It was agreed that temporary exhibitions would be introduced to encourage residents to revisit their Museum.
- It was also agreed, after much discussion, to move to free entry with donations as a trial period, for the following season 2017.
- It was agreed, that we needed to recruit more Trustees.
- These proposals were formulated into a short term plan.

2017: [Effects of consultation and short term plans prior to the 2017 season]

- During the 2017 season there was an immediate increase in visitors and some significant increase in donations.
- However, the income was still insufficient, it was recognised that other measures needed to be taken.
- After extensive discussion, it was agreed that we would extend our opening hours to open on some Saturdays and Mondays for the first time. This was agreed by Trustees who became more "hands on".
- This was to be managed by recruiting more volunteers and Trustees being prepared to work shifts in support of the volunteers on both days.
- Visitor numbers rose to 8784 (2017) from 1839 (2016) an increase but not to a sustainable financial level.

2018: [Development from lessons of 2017 season and planning for the future]

- Following the experiment of Saturday and Monday openings it was agreed to open for a full 6 day week for the 2018 season. This meant that the Trustees took responsibility for opening on Mondays and Saturdays as the part time custodian worked Tuesday to Friday.
- In 2018, Trustees applied for grant funding for a Museum exhibition from Women's Equalities Commission. A group of local volunteers created an exhibition to commemorate the centenary of women's suffrage which included a film to launch the exhibition and be a legacy of the exhibition based at the museum.
- "Totnes Women's Voices" exhibition was launched in conjunction with our local community college, KEVICC, in November 2018 and opened the 2019 season in the Museum.
- A recruitment campaign was launched to encourage more people to become Trustees. We had three resignations and were down to 5 out of a possible 9.
- The changes to opening times, free entry and the exhibitions resulted in visitor numbers rising to 13,270.
- We were also successful in applying for a second grant to the Royal Society to undertake the development of a second temporary exhibitions for the 2019 season. This again allowed us to involve a large number of the community of all ages to take part in the related activities involving both primary schools and the Community College as well as creation of the exhibitions.

2019: [The current situation]

- The recruitment of 5 new trustees, to 9 the maximum, all with highly relevant experience has brought new energy and the potential for a sea change in the progress of the museum towards a sustainable future.
 - We were notified we had to submit an application for renewal of our Accreditation status.
 - In needing to complete the submission for Accreditation of the museum, as Trustees, we welcomed this as an opportunity to provide a structured approach to how to evaluate the museum's current position.
- We initially used the SWOT process to review governance and procedures. The results gave us an overview and an awareness of what needs to be done, how to proceed, it increased our confidence by developing a team approach to the challenge. It has allowed us to integrate those aspects we started to look at from the beginning of the 2019 season into the current Forward Plan.
- The 2019 season opened with the "Totnes Women's Voices" exhibition, to commemorate the centenary of women's suffrage. The Film made for the exhibition, launched it at the local "Romany" cinema followed by a discussion forum. It was then shown in conjunction with the exhibition for the first half of the season. This emphasised the aim of involving the community into the activities of the Museum.
 - 2019 also saw the second of our grant funded exhibitions. Opening in July and running till October It told the story of WH Richards, a Totnes boy, who co-created Eric, Britain's first Robot in 1928. This exhibition is funded By the Royal Society through funding we won in a grant to be a "Place of Science". This again involved the wider community and the local schools. During the winter there will be community discussions organised which have arisen due to the exhibition.
 - The funding of both recent exhibitions has enabled us to upgrade some exhibition resources and bring interactive technology into the museum. We have also included significant outreach to the local community.
 - We had identified the importance of encouraging local people to visit and re visit the museum. These exhibitions both had a "local draw" element to them which engaged the community, introducing and reintroducing them to the Museum.
 - As a consequence, of being able to create these exhibitions, Totnes Museum was shortlisted by the Museums' Association UK for an award under its "Museums Change Lives" scheme for the *Best Small Museum Project 2019*. The shortlisting was awarded for our exhibition, to commemorate the centenary of women's suffrage and the film made for the exhibition "Totnes Women's Voices".

- Up to October 2019 the increase in visitor numbers since the Town Council withdrew its funding in autumn 2013, were previously set out. We have capitalised on our greatest asset the building and its position, set out to engage with the community and provide an attractive and refreshed series of exhibitions to engage both the community and visitors to the Town. As a consequence, we have established ourselves as a major attractions in the Town.

- The major challenge is to continue with the development of the Museum in all of its facets i.e. museum, community facility, visitor attraction, economic contributor. to the Town etc. while ensuring its financial sustainability.

The increasing costs of the running an 16th Century building are becoming very apparent, as we take on the responsibilities for the building, collection are outreach activities, previously undertaken by the Town Council in becoming an Independent Museum. We are constantly reviewing our financial situation and means of collecting donations and applying for a variety of grants.

- With the support of Devon Museum Group, we were able to submit our application for Accreditation with only a month's extension! It was a process we hope only to do every 5 years, but the exercise enabled us to both carryout a full review of the Museum and its organisation. it also allowed us to be able to reflect on what we had achieved over the last 3 years and plan for the next 3 years. The feeling from Trustees at the end was that it was a task well done which they and the museum benefited from! We are currently working with our assessor and hope to have a conclusion in the spring.

[5] Project description:

Project location:

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

Key aims:

1. We are looking for matched funding, so that we can recruit a trained museum curator to enable us to maximise the use of the museum's collection and exhibiting its artefacts to benefit of the community and therefore creating a focal point in the town for Totnes local history and heritage. Such expertise would allow us to develop the story of the artefacts and the town, keeping it refreshed to encourage both locals and visitors to return regularly and to create other exhibitions in partners sites.
2. It would also allow the museum, using the skills of the Curator to develop more accessible exhibitions within the historic sites for all sections of the community. It would also encourage visitors to the town to see and enjoy the historic sites of the town.
3. Many of the museum's artefacts were donated by local people and the museum and archive centre hold much of the town's history. Our aim is to build on the changes made in the last 3 years and become a major tourist attraction bringing visitors into the town to both study and immerse themselves in our history and heritage. We aim to be the jewel in the town's history and heritage story as befits the splendour of the house. We are determined to build on our successes in raising our visitor numbers so as to ensure the Museum becomes an integral feature of the town for the community.
4. The partnership would allow the Council and the Museum to review the operation of both sites its staffing, exhibitions, season, times and days of the of both sites to enable the Museum and Guildhall to become as relevant and financially self supporting as possible.
5. A curator's role will increasingly enable us to work more closely in partnership with other small and local museums both to share expertise and for us to apply for joint funding opportunities. We have begun to make stronger links already but need expertise in both museum design but also fundraising for heritage grants

Lasting impact:

1. The community and businesses will have a key attraction both for fine and wet weather, which will encourage people to visit the town and understand its history through experiencing the historic sites and viewing the exhibitions.

2. The community will have considerably more value from its ownership of one of the most beautiful buildings in our Main Street and access to its Guildhall its historic council building.
3. The sites will be seen as places where the community can meet and enjoy exhibitions about our history, but also those which link with current events in the town and a pointer to other historic sites in the town.
4. We will become more and more self-sufficient with these measures in place
5. Building on some of the comments on Trip Advisor, we will be recognised as one of The Places to Visit in Devon

Which groups/sections of the community will benefit from your project?

1. All ages of the local community will benefit. We intend that the older, Totnes born residents will be engaged in sharing their oral histories, enjoying the artefacts their families have donated and remembering and appreciating parts of their own heritage. Children and young people will benefit from an enhanced space for them to learn about the place they inhabit. We had so many more local people visit this year that we know we can build and build on that. The house belongs to them, opening it for more hours will make a big difference to what we can offer
2. The three year increase in visitor numbers has begun to establish the museum as a significant Tourist attraction in the town. Approximately half of the visitors to the museum were visiting the Town and it is one of the few inclement weather provisions in the town.
3. The whole economy of the town benefits from improving the tourist/visitor experience including businesses and other local organisations and the community itself.

Any previous experience of delivering successful projects:

1. Since the Museum opened in 1960 it has been part of the Town Council for 53 of those years. It's funding for the Heritage Officer ceased 6 years ago and the Museum was separated from the Town council. The Trust which was formed as an arm's length organisation to run the Museum became the default organisation which operated and kept the Museum open. Since becoming an Independent Museum, we have not closed, like so many small museums up and down the country, but we have gradually got to grips with the management of a very challenging business.
2. With the help of grants and many , many hours of volunteer time from trustees and volunteers we have worked our way to achieve the position we are in today with much increased visitor numbers, a certificate of excellence from Trip Advisor thanks to our visitors, as well as an improved financial situation.
3. We have a clear vision of where we want to go and have new Trustees and volunteers. The energy and determination to improve and be self-sufficient, is there. This grant will help us to continue to make progress towards that goal and save this amazing building for the community and a museum which highlights the history and heritage of the town advancing their knowledge and appreciation of its history and heritage.

[6] Evidence of Need

What issues or needs will your project address?

1. There is a need to maintain local history and heritage as part of the tourism industry here, but also as part of the local culture. We hold the artefacts in trust for the community and we need to make the best of them
2. There is a need for a key attraction which could begin the major heritage route throughout the town. This wonderful Elizabethan House is a major asset for the town, which is currently underused, despite our best efforts. The Town Council i.e local people maintain it with the Museum Trust, not English heritage nor the National Trust. We therefore need to ensure it is put to maximum use so that the community get full value from it.
3. There is a need for a wet weather attraction for the town, both for locals and for visitors. We can provide it on six days a week through the season.
4. We cannot yet do this without support. The Trustees rigorously monitors the budget and although there has been some improvement there is much more to be done to get our income up.

5. It has taken a number of radical steps to halt the fall in visitors, increase numbers and market the museum more widely. It is in these areas that the funding will allow the Museum to pursue the successes that it has had this year and aim to decrease the amount of financial support it requires over income from other sources.

[7] Fit with Town Council Priorities

The proposal with increased Curatorial Support for TC/MT fulfils many of the Town Council priorities for its current team between 2016-2019.

[8] How does this project enrich the lives of Totnes residents?

Background:

- Built in 1575 this house is a living reminder of the history of the town. Totnes Museum has been part of the Town since 1961. It was initially a major part of the heritage of the town and the building was iconic to the concept of an Elizabethan market town recording and displaying its heritage and collecting the artefacts it holds in its collection. This site can be a catalyst to develop the heritage of the town.
- The artefacts date back to before Saxon times and is a space and place where local people can get in touch their own past. Incomers to the community can learn about the way Totnes has lived through many challenges and trials and always emerged as a place where innovation can thrive.
- The Archive Centre provides a centre for the written records of the Town which are used both by the community and those worldwide with associations to Totnes.
- Its presence is a physical reminder of our heritage and culture and over the years it has been the preserver and conservator of many local people's artefacts and treasures.
- It also serves as an attraction for visitors, local and tourists from all across the world.
- The importance of the museum to the town was publicly recognised when it became an integral part of Town Council in 1961. It was seen as one of its services for the community and initially employed a curator who was based in the museum. The Museum was open free to local residents who lived within the parish.
- Since the withdrawal of the Town Council support in 2013 and the redundancy of the then Heritage officer, responsibility for the museum passed to the Museum Trust. Charges were continued and this saw a decline in local visitors. Free entry in 2017 season has increased numbers and new people coming in for the first time.

Year	2014	2015	2016	2017	2018	2019
Visitors	2097	2098	1839	8748	13270	16,500 + (approx..)

- This project will build on the success of this season by celebrating our local heritage, further engaging with the community, developing the educational and exhibition aspects of the Museum and using the space for various events re -launching its social media and marketing programmes. Trustees are determined to save, preserve and develop this major community asset into a major attraction for locals and visitors

[9] Funds sought

Breakdown of costs and quotes

This grant: Total Project Cost (VAT that you cannot reclaim can be included):

Total Project Cost: [Made up of matched funding] for 3 years per year

Item	Amount	Total
Curatorial and Heritage- Season- Administrator @£10 per Hour	32 weeks 30th March to 7th November- 2020 season = 6 days 6 hours a day = 1020 hours	£11520
Out of season @£10 an hour	20 weeks at 1 day a week-6 hour=120 hours during winter closed season	£ 1200
On costs	approximately	£ 1860
Holiday entitlement	approximately	£ 1450
	Total cost	£16030
Matched Funding	from the Museum, from other sources at 50% per annum	£ 8015
Total cost over 3 years	Total cost with match funding over 3 years to the end of the present Council £8015 x 3 = £24045	£24045

Other Funding Sources

Listing of other funding sources, including the amount and whether funding is secured or pending.

Income - Funding sources current year to date – March to February 2018

Source Organisation	Amount	Secured/Pending
Dept. CLG	£2000-00p	Secured - Suffrage "Totnes women's voices" project
Royal Society	£3000_00p	Secured – places of Science project
Friends of the Museum	£1000-00p	Secured – contribution towards CCTV upgrade
Totnes Town Council	£2500-00p	Secured - contribution towards CCTV upgrade

[10]. Supporting documentation attached.

Supporting Documentation

[1] Totnes Museum Accounts for the past year : 2018 -2019

a) Year ending 28-02-2019: loss of £2,493.26p mitigated by acquisition of exhibition hardware and materials inherited for use in the 2019 season and remainder of the deficit taken from the small amount of reserves the Museum has.

b) Ring fenced grants for places of science and Suffrage as well as the Friends of the Museum and Town Council for the replacement CCTV system

[2] Bank statement showing current financial position: February 2019 attached.

MG 002862 F1VI911A 709F30CAC00148 40400 9410167355 A

THE OFFICIALS
CURATOR
TOTNES MUSEUM
70 FORE STREET
TOTNES
DEVON
TQ9 5RU



Your Community Account

At a glance

01 - 28 Feb 2019

Date	Description	Money out £	Money in £	Balance £
1 Feb	Start Balance			9,690.99
	Gira Direct Credit From The Royal Society Ref: Theroyalsocietyap		3,000.00	12,690.99
8 Feb	DD Direct Debit to Pnet2233019-1 Ref: Pnet2233019-1	12.00		12,678.99
11 Feb	Deposit Re 45Paignton 101727		54.35	12,733.34
13 Feb	On-Line Banking Bill Payment to South West Water Ref: 1474 6094 01	48.87		12,684.47
18 Feb	DD Direct Debit to Opus Energy Ltd Ref: 0456252	250.31		12,434.16
	DD Direct Debit to Onebill Limited Ref: 4646400 2415002	45.53		12,388.63
22 Feb	DD Direct Debit to 1&1 Internet Ltd. Ref: V57529983-94275628	12.00		12,376.63
25 Feb	Deposit at Barclays Post Office Credit Ref: 101728		200.00	12,576.63
28 Feb	Balance carried forward			12,576.63
	Total Payments/Receipts	368.71	3,254.35	

Start balance £9,690.99

Money out £368.71

► Commission charges £0.00

Money In £3,254.35

► Gross interest earned £0.00

End balance £12,576.63

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

CAF Bank

Statement

Registered office: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
T: 03000 123 456 F: 03000 123 600 E: cafbank@cafonline.org W: www.cafonline.org/banking

CAF Gold Account

002144 CSFSTATM2_2018_03_01_10_07_12 1/1



Totnes Museum Trust
Mr Peter Bethel
70 Fore Street
Totnes
Devon
TQ9 5RU

40400



Account Name: Totnes Museum Trust
Date: 28 February 2018
Sort Code: 40-52-40
Account Number: 00092319
IBAN: GB62CAFB40524000092319
Statement Number: 127
Page Number: 1

Current Gross Interest Rate is 0.05 %

Accrued Interest is £ 0.78

Date	Particulars	Debit	Credit	Balance
29/01/18	Brought forward			9,205.94
28/02/18	Carried forward			9,205.94

* **** Important information **** *
* Text Alerting *
* Text Alerts became a mandatory feature of using our online banking service *
* on 16 January 2018. To be able to access accounts online, all users are *
* required to register a UK mobile number. *
* Invoice Fraud *
* This happens when a fraudster poses as a regular supplier and tricks an *
* organisation into changing the bank details of an existing payment. *
* Don't fall victim. Always check payment changes with suppliers directly, *
* using the contact details you have on file. *

ONGOING BUDGET PLANNING DOCUMENT 2019

18/19 YEAR END

19/20 CURRENT

2020/21 BUDGET SETTING 3
percent % increase every year

TO BE CONSIDERED

73	Gulldhal Office Income (£250 per month)	0	0	0	0	0	-3000	-3000	
74	COMMUNITY/NON PROFIT GROUP								
74	Flat 50 Rental Income (£695 per month)	-8340	-8250	-4865	-7645	-7645	-7645	-7645	
75	SUB TOTAL	-1606	3647	-4589	10457	34961	10197	4697	4697
76	Cemetery	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
77	Business Rates	3616	3500	2848	4069	3500	5000	5000	5000
78	Water	143	150	22	150	150	150	150	150
79	Grounds Maintenance (Grass cutting and tree work)	22795	30000	11386	22000	22000	23000	24000	25000
80	Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	5000	643	2500	2500	3000	3000	3000
81	Chapel	244	500	0	500	500	500	500	500
82	Cemetery Fees Income Amalgamated	-8495	-7500	-5705	-8000	-7500	-8000	-8500	-9000
86	SUB TOTAL	51402	31650	9194	21219	21150	23650	24150	24650
87	Open Spaces	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
88	Ramparts Walk (regular cuts and tidying)	153	900	0	500	600	600	600	600
89	St Marys Churchyard (Walls and trees)	390	900	414	1000	1000	1000	1000	1000
90	Castle Meadow Maintenance and Water	160	750	48	200	250	250	250	250
91	Castle Meadow and allotments income	-210	-210	-10	-210	-210	-210	-210	-210
92	SUB TOTAL	503	2340	452	1490	1640	1640	1640	1640
93	Precept and income	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
94	Bank Charges	156	300	95	200	300	300	300	300
95	Precept and income	-355640	-355640	-494000	-494000	-494000	-508820	-524085	-539807
96	Council Tax Grant (only guaranteed until 19/20)	-22230	-22230	-20040	-20040	-20040	-10020	0	0
97	Charity of Paige Adams RATE ABATEMENT	0	0	0	-105000	-105000	-15000	-15000	-15000
98	SECTION 106 FUNDS GREEN TRAVEL??	0	0	0	0	0	0	0	0
99	SUB TOTAL	-377714	-377570	-513945	-618840	-618740	-533540	-538785	-554507
100	Community Development	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020 BUDGETED	2020/21	2021/22	2022/23
101	Skate Park/Youth provision	0	SEE COMMUNITY PROJECTS	0	0	0	13200	5000	5000
102	Public Toilets	0	0	0	17600	0	17600	40000	40000
103	Caring Town Information Exchange	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS		25775	22000	25000	25000	25000
104	Citizens Advice Service	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS		14250	13088	1000	1000	1000
105	Neighbourhood Plan/Planning	11586	12517		35030	70860	126500	61500	55000
106	Community projects and public realm	35412	51366	53865	12000	12000	0	0	0
107	Community Grants Scheme/Community Fundraiser	0	0		2800	10000	5000	5000	5000
108	Arts and Culture and Events - INCOME OVER EXPENDITURE INCLUDED	2183	2842		0	0	8015	8015	8015
	Museum Grant?	0	0	0	0	0	8015	8015	8015

TO BE CONSIDERED - NOT CONFIRMED

TO BE CONSIDERED - NOT CONFIRMED

2020/21 AGREED CONTRIBUTION CANNOT BE CHANGED

W144

**ONGOING BUDGET
PLANNING DOCUMENT 2019**

	18/19 YEAR END		19/20 CURRENT			2020/21 BUDGET SETTING 3		
						percent % increase every year		
109 GRANT FUNDING/PROJECT INCOME	-4736	0	-1750	-1300	0	0	0	0
110 Climate Change Emergency Work	0		0	2500	0	5000	5000	5000
111 SUB TOTAL	664,445	666,725	£52,115	£108,655	£127,948	£196,315	£150,515	£144,015
112 TOTAL EXPENDED	£368,920	£386,054	£202,350	£500,252	£642,534	£763,948	£580,432	£579,562
113 TOTAL	-£8,794	£8,484	-£311,595	-£118,588	£23,794	£230,408	£41,647	£25,055
	Small underspend in final 18/19 due to staffing underspend and some of the community and assets expenditure rolling on into 19/20		Due to a delay in some projects we will show an underspend this year BUT we must ringfence for expenditure in 2020/21			UNKNOWN AT THIS TIME TO BE CONSIDERED		

ONGOING BUDGET
PLANNING DOCUMENT 2019

18/19 YEAR END

19/20 CURRENT

2020/21 BUDGET SETTING 3
percent % increase every year

CONFIDENTIAL STAFFING PROPOSALS

Admin	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	ORIGINAL BUDGET 19/20	2020/21	2021/22	2022/23
1								
2	Salaries and pensions for all staff	150665	124171	236000	219000	309000	311000	313000
3	Staff Training and Travel	2633	2688	3500	4000	4000	4000	4000
4	Staff Eye Tests	99	50	400	500	500	500	500
5	Staff Recruitment	789	372	500	1000	500	500	500
6	Utilities	2525	1569	2600	2500	2600	2700	2800
7	Office Supplies	2034	280	1000	1750	1750	1750	1750
8	Photocopier	1549	1180	2200	2000	2000	2000	2000
9	Insurance	5536	7365	7365	6000	7500	7500	7500
10	Office Equipment	2012	69	1500	1500	1500	1500	1500
11	Car park permits income and green socks	408	40	40	0	0	0	0
12	SUB TOTAL	207435	137144	255025	238250	329350	331450	333550
13	Civic and Democratic	Actual 31st March 2019 YEAR END	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
14	Mayoral Allowance	379	0	395	375	400	410	425
15	Civic and Mayoral Events (expenditure)	5902	1457	5750	5750	5750	5750	5750
16	Civic Events (income)	-2123	-393	0	0	0	0	0
17	Civic Regalia	24	0	100	400	400	400	400
18	Mayoral Travel and Expenses	401	38	400	350	400	400	425
19	Councillor Allowances	3758	0	6000	6000	6400	6560	6800
20	Councillor Training and Travel	943	262	3000	3000	2000	2000	2000
21	Councillor IT equipment	0	0	2700	6500	1500	1500	6500
22	Professional Fees	3123	2908	3500	4500	6250	6250	6250
23	Elections	0	0	7000	7000	8000	6000	6000
24	Subscriptions	2179	2114	2500	2100	2150	2200	2250
25	Community Outreach work	1349	2062	2300	2000	2000	2000	2000
26	Website and IT	1049	708	7000	10000	2500	2500	2500
27	SUB TOTAL	17019	9156	40645	47975	35750	35970	41300
28	Tourism	Actual 31st March 2019 YEAR END	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
29	Visit Totnes Marketing	2390	2942	5000	5000	5000	5000	5000
30	Pension costs	12636	12636	12636	12700	12636	0	0
31	Totnes Guide	14737	1349	15000	15000	15000	15000	15000
32	Totnes Guide and Website Income	-18260	-3841	-16000	-16000	-15000	-15000	-15000
33	Bank Charges / Paypal	172	17	210	210	210	210	210
34	Other TIC expenditure (post/Phone/Uniform/Utilities etc)	172	450	600	600	600	600	600
35	SUB TOTAL	11847	13553	17446	17510	18446	5810	5810
36	Guildhall	Actual 31st March 2019 YEAR END	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23

ONGOING BUDGET
PLANNING DOCUMENT 2019

	18/19 YEAR END		19/20 CURRENT				2020/21 BUDGET SETTING 3			
	2738	2000	749	3000	2500	3000	3000	3000	3000	3000
37 Cleaning	27453	4000	-2668	10000	5000	5000	5000	5000	5000	5000
38 Building Maintenance	5880	5575	4212	6015	6000	7000	7000	7000	7000	7000
39 Business Rates	111	200	100	200	200	200	200	200	200	200
40 Water	3783	2000	1398	3500	3000	3500	3500	3500	3500	3500
41 Utilities	2599	2000	615	5000	2000	2000	2000	2000	2000	2000
42 Equipment Maintenance	2044	1750	71	1000	500	500	3000	3000	500	500
43 Wedding Licence renewals and marketing	3357	4750	-2897	-3000	-3500	-3000	-3000	-3000	-3000	-3000
44 Admissions income	2233	2750	-2015	-2250	-2500	-2750	-2750	-2750	-2750	-2750
45 Hire income WEDDINGS	39018	10025	-435	23465	13200	15450	15450	15450	15450	15450
47 SUB TOTAL										
48	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19 YEAR END	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23		
Civic Hall										
49 Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	17000	7574	5500	12000	5500	5500	5500	5500	5500
50 Feed in Tariff	3102	2500	1570	3000	2500	3000	3000	3000	3000	3000
51 Water	453	2000	741	2100	2000	2000	2000	2000	2000	2000
52 Utilities	4855	4250	1567	4500	4400	4600	4700	4700	4900	4900
53 Building Maintenance	11784	14000	2417	35000	150000	150000	25000	25000	25000	25000
54 Licences	70	2000	70	250	2000	250	250	250	250	250
55 Marketing Civic Hall	28	400	340	1000	500	1000	1000	1000	1000	1000
56 Equipment Maintenance	4320	4000	4805	7000	3000	4000	4000	4000	4000	4000
57 Paige Adams Grant towards Caretaking, Cleaning and Management costs	-27723	-33040	-31500	-31500	-31500	-31500	-31500	-31500	-31500	-31500
58 Hire Charges	0	0	0	0	0	0	0	0	0	0
59 Feed in tariff income	-7808	-5000	-1824	-5000	-5000	-5700	-5700	-5700	-5700	-5700
60 SUB TOTAL	-1143	8110	-14240	21850	139900	133150	8250	8450	8450	8450
61	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19 YEAR END	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23		
Property Maintenance										
62 Guildhall Cottage Maintenance	636	2000	3	2000	2000	2000	2000	2000	2000	2000
63 Property Management Fees	1561	1750	1112	1760	1760	2000	2500	2500	2500	2500
64 Town Clocks amalgamated Rent and Utilities and maintenance	2443	2050	710	2500	2250	2250	2250	2250	2250	2250
65 Flat 5a Loan repay	9143	9150	4574	9150	9150	9150	9150	9150	9150	9150
66 Flat 5a Maintenance	110	2000	8	2000	2000	2000	2000	2000	2000	2000
67 Guildhall Office Maintenance	0	500	19	250	30000	5000	5000	5000	5000	5000
68 Museum Maintenance	3588	4000	0	10000	5000	5000	5000	5000	5000	5000
69 Museum Rent income	-2	-1	0	-5	-1	-5	-5	-5	-5	-5
70 Eastgate Clock Rental	0	-2	0	-3	-3	-3	-3	-3	-3	-3
71 Civic Water Supply to shop	0	-210	-200	-200	-200	-200	-200	-200	-200	-200
72 Guildhall Cottage Income (£850 a month)	-10750	-9350	-5950	-9350	-9350	-9350	-9350	-9350	-9350	-9350

Staffing element removed into core budget from 2019/21

Agreed increased investment in marketing
Floor repairs, rationalisation of electrical components and rigging
inspection causes an expected overspend

TO BE CONSIDERED BY PAIGE ADAMS

ONGOING BUDGET PLANNING DOCUMENT 2019

	18/19 YEAR END		19/20 CURRENT				2020/21 BUDGET SETTING 3 percent % increase every year				TO BE CONSIDERED
73	Guldhall Office Income (£250 per month)	0	0	0	0	0	0	-3000	-3000	-7645	
74	COMMUNITY/NON PROFIT GROUP	-8340	-8250	-4855	-7645	-7645	-7645	-7645	-7645	-7645	
75	Flat 50 Rental Income (£695 per month)	-1505	3647	-4589	10457	34961	10197	4697	4697	4697	
76	SUB TOTAL	-1505	3647	-4589	10457	34961	10197	4697	4697	4697	
77	Cemetery	Actual 31st March 2019	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23		
78	Business Rates	3616	3500	2848	4069	3500	5000	5000	5000	5000	
79	Water	143	150	22	150	150	150	150	150	150	
80	Grounds Maintenance (Grass cutting and tree work)	21,795	30000	11386	22000	22000	23000	24000	25000	25000	
81	Fences, Refuse collection	34099	5000	643	2500	2500	3000	3000	3000	3000	
82	Chapel	244	500	0	500	500	500	500	500	500	
83	Cemetery Fees Income Amalgamated	-8495	-7500	-5705	-8000	-7500	-8000	-8500	-9000	-9000	
84	SUB TOTAL	51402	31550	9194	21219	21150	23650	24150	24650	24650	
85	Open Spaces	Actual 31st March 2019	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23		
86	Ramparts Walk (regular cuts and tidying)	163	900	0	500	600	600	600	600	600	
87	St Marys Churchyard (Walls and trees)	390	900	414	1000	1000	1000	1000	1000	1000	
88	Castle Meadow Maintenance and Water	160	750	48	200	250	250	250	250	250	
89	Castle Meadow and alterations income	-210	-210	-10	-210	-210	-210	-210	-210	-210	
90	SUB TOTAL	503	2340	452	1490	1640	1640	1640	1640	1640	
91	Precept and income	Actual 31st March 2019	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23		
92	Bank Charges	156	300	95	200	300	300	300	300	300	
93	Precept and income	-355640	-355640	-494000	-494000	-494000	-508820	-524085	-539807	-539807	
94	Council Tax Grant (only guaranteed until 19/20)	-22230	-22230	-20040	-20040	-20040	-10020	0	0	0	
95	Charity of Paige Adams RATE ABATEMENT	0	0	0	-105000	-105000	-15000	-15000	-15000	-15000	
96	SECTION 106 FUNDS GREEN TRAVEL??	0	0	0	0	0	-59000	0	0	0	
97	SUB TOTAL	-37714	-37710	-513945	-618840	-618740	-533540	-538785	-544507	-544507	
98	Community Development	Actual 31st March 2019	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020 BUDGETED	2020/21	2021/22	2022/23		
99	Skate Park/Youth provision	0	SEE COMMUNITY PROJECTS	0	0	0	13200	5000	5000	5000	
100	Public Toilets	0	0	17600	17600	0	17600	40000	40000	40000	
101	Carling Town Information Exchange	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	25775	22000	22000	25000	25000	25000	25000	
102	Citizens Advice Service	11586	12517	14250	13088	13088	1000	1000	1000	1000	
103	Neighbourhood Plan/Planning	35412	51366	35030	70860	70860	126500	61500	55000	55000	
104	Community projects and public realm	0	0	12000	12000	12000	0	0	0	0	
105	Community Grants Scheme/Community Fundraiser	0	0	2800	10000	10000	5000	5000	5000	5000	
106	Arts and Culture and Events - INCOME OVER EXPENDITURE INCLUDED	2183	2842	0	0	0	8015	8015	8015	8015	
107	Museum Grant?	0	0	0	0	0	8015	8015	8015	8015	

ONGOING BUDGET
PLANNING DOCUMENT 2019

	18/19 YEAR END	19/20 CURRENT	2020/21 BUDGET SETTING 3 percent % increase every year	UNKNOWN AT THIS TIME TO BE CONSIDERED
109 GRANT FUNDING/PROJECT INCOME	-4736	-1750	0	0
110 Climate Change Emergency Work	0	0	0	0
111 SUB TOTAL	£44,445	£52,115	£127,948	£144,015
112 TOTAL EXPENDED	£368,920	£202,350	£196,315	£150,515
113 TOTAL	-£8,794	-£311,595	£763,948	£579,562
	Small underspend in final 18/19 due to staffing underspend and some of the community and assets expenditure rolling on into 19/20	-£118,588	£230,408	£41,647
	Due to a delay in some projects we will show an underspend this year BUT we must ringfence for expenditure in 2020/21	£23,794	£25,055	

ITEM 7 – COMPOST PROJECT IN THE CEMETERY

Cllrs met with TTC officers at the cemetery on 5th December to discuss the proposed composting project. The following points were confirmed:

- The composting bins will only be taking material from the cemetery - dead flowers and trimmings of ivy from memorial stones, plus the wild flower cuttings.
- Routine vehicle access will not be required – a wheelbarrow will take the flowers to the compost area. The only vehicular access would be if the grave digger is asked to turn the heap with his mini digger.
- The waste bins in the cemetery are double bins. It is proposed to label one bin for flowers and the other for general waste, rather than install more bins in the cemetery.
- The proposed site is not visible from the houses around the cemetery or from other areas as you enter the cemetery
- Current levels of waste in the bins is a 50:50 split of dead flowers and general rubbish.
- Compost could be used by Totnes Gardens and for top-dressing the proposed tree planters in the town.

The proposal for a composting area with a concrete base came following the Town Ranger's visit to the system in use by Ashprington Parish Council. The proposal for the composting area is: to be roughly 2m x 8m in size, divided into three bays for compost at various stages of decay; open fronted with a back and sides constructed from railway sleepers.

The cost quoted for a compost area with a concrete base and for emptying the bins will be confirmed by the Clerk.

In order to inform Committee about the various systems, Councillors have made the following observations about the types of base in relation to the proposed site:

Pros	Cons
Concrete Base: <ul style="list-style-type: none">- Generates the heat required to aid decomposition.- Easy to turn the heaps with mini digger.- Resistant to brambles growing through.- Easy to keep tidy/sweep in the green waste.	Concrete Base: <ul style="list-style-type: none">- Cost of construction.- Climate change implications of using concrete.
Earth Base: <ul style="list-style-type: none">- Cheaper construction.- More environmentally friendly.	Earth Base: <ul style="list-style-type: none">- Problems with brambles in the area.- Less heat generated.- Harder to turn over.- Less easy to keep tidy as no definite edge.

From Transition Homes

Unfortunately for reasons outside our control, our project has been delayed and therefore we won't be in a position to undertake the consultation and events which we applied for funding for, by the end of the financial year. In addition, due to delays we will be incurring additional overheads for the months prior to the project start date (after which point, we have funding for these costs).

Would the Council consider permitting us to reallocate the £1000 of funding to cover our charity's overheads (insurances, rent, etc) during this delay?

We are a small charity with 8 Trustees and 1 permanent staff member (0.6FTE) set up to deliver affordable sustainable housing for local residents. The Clay Park build has been delayed and is due to start in spring 2020; until then we need to continue covering our modest overheads (please see below summary of annual core costs). If the council will permit us to reallocate the grant to overheads, we can focus on getting the build started rather than seeking funding just to keep afloat. The £1000 would cover our insurances which are due in February.

With kind regards

Nicola Lang on behalf of Transition Homes CLT

Accountancy fees	625
Rent	400
Sundries (postage, printing, office expenses)	250
IT costs	120
Professional membership including insurance	530
Other insurances	460
Total	2385

From Transition Homes

Unfortunately for reasons outside our control, our project has been delayed and therefore we won't be in a position to undertake the consultation and events which we applied for funding for, by the end of the financial year. In addition, due to delays we will be incurring additional overheads for the months prior to the project start date (after which point, we have funding for these costs).

Would the Council consider permitting us to reallocate the £1000 of funding to cover our charity's overheads (insurances, rent, etc) during this delay?

We are a small charity with 8 Trustees and 1 permanent staff member (0.6FTE) set up to deliver affordable sustainable housing for local residents. The Clay Park build has been delayed and is due to start in spring 2020; until then we need to continue covering our modest overheads (please see below summary of annual core costs). If the council will permit us to reallocate the grant to overheads, we can focus on getting the build started rather than seeking funding just to keep afloat. The £1000 would cover our insurances which are due in February.

With kind regards

Nicola Lang on behalf of Transition Homes CLT

Accountancy fees	625
Rent	400
Sundries (postage, printing, office expenses)	250
IT costs	120
Professional membership including insurance	530
Other insurances	460
Total	2385

