

# AGENDA FOR THE COUNCIL MATTERS COMMITTEE MONDAY 9<sup>TH</sup> 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 9<sup>th</sup> 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
	The Committee will adjourn for the following item:		
Public	Question Time: A period of 15 minutes will be allowed for members of the public to ask quest	ions or make	15 minutes
comn	nent regarding the work of the Committee or other items that affect Totnes.		
<u> </u>	The Committee will convene to consider the following items:		<u> </u>
2	To discuss any matters arising from the minutes of:	Enclosure	5 minutes
_	Council Matters 11th November 2019 - (already agreed through Full Council)		
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 Clir 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
The	Committee will be asked to <b>RESOLVE</b> to exclude the press and public "by reason of the confident be discussed and in accordance with the Public Bodies (Admission to Meetings)	tial nature of the Act 1960.	business" to
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 <sup>th</sup> 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
1.8	To consider the Castle Meadow lease	Verbal update Town Clerk	5 minutes
19	Date of the next meeting – Monday 13 <sup>th</sup> January 2020 at 7pm.		



# MINUTES FOR THE COUNCIL MATTERS COMMITTEE MONDAY 11<sup>TH</sup> NOVEMBER 2019 AT THE GUILDHALL TOTNES

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

Νo	Subject	Comments	0270001
	To receive apologies and to confirm that any	The Clerk apologised for her absence due to a family em	ergency.
'	absence has the approval of the Council.	Apologies were received and these were AGREED.	
	The Committee will a	djourn for the following item:	h1
ublic	Question Time: A period of 15 minutes will be allowed	for members of the public to ask questions or make	None.
omn	controgarding the work of the Committee or other item	is that affect follies.	
OHIII	The Committee will conve	ne to consider the following items:	
		None.	
	Council Matters 14 <sup>th</sup> October 2019 - (already		
	agreed through Full Council)		
3	To consider the current year's budget allocations,	The current year budget monitor was considered and A	GREED
,	budget monitor, balances and forecast	unanimously.	
	padget memory was		
1	To consider the draft 2020/21 budget including an	Item deferred to December Council Matters due to the a	ibsence of thi
t	application from Caring Town/Citizens	Clerk.	
	Advice/Totnes Caring		
5	To consider applications to the Community Grant	The following allocations for grant awards were AGREE	D:
)	Scheme	<b>'</b>	
	Scheme	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	
	A Little of Plan	Noted. No actions to approve.	
6	To receive an update on the Neighbourhood Plan	Noted: No actions to approve	
	(standing item).	The wildflower planting arounds the edges of the ceme	etery was
7	To consider giving permission for wildflower	AGREED and further areas including the circular 'round	labout' area
	planting at Follaton Cemetery	would be considered by the Cemetery Working Group.	
	Sil Consil Tay Support	Noted. No actions to approve.	
8	To note the outcome of the Council Tax Support	Moteu. No actions to approve	
	Grant	The need for another working group was discussed. It	was <b>AGREED</b>
9	To consider a request from Cllr Luker to set up a	that Clir Luker would informally approach interested p	arties for the
	Heritage Working Group	views and bring ideas back to Council Matters for discu	ussion instea
	A de la tracta Maille	Item deferred to December Council Matters due to the	absence of
10	To consider the noticeboard outside the Town Mill	the Clerk.	
	h and of logge	Item deferred to December Council Matters due to the	absence of
11	To note an update on the Museum – terms of lease,	the Clark	
	fire risk assessment and maintenance requirements	ress and public "by reason of the confidential nature of the	e business" t
Th	e Committee will be asked to <b>RESOLVE</b> to exclude the pr	he Public Bodies (Admission to Meetings) Act 1960.	
		Not required this month.	
12	To consider and agree the bank and petty cash	Mortedanea and money	
	reconciliations (confidential as contains personal	,	
•	information of payees).	This was reviewed, unanimously AGREED. Due to the	absence of t
13	To consider and sign (Clerk and Chair) the 2019/20	Clerk the paper copy was signed by the Clerk and Cha	ir after the
	staffing budget		
<u> </u>		meeting.  This was unanimously AGREED. No further quotes are	required
14	To consider approving expenditure on a new Town	because of the specialist nature of the work.	• * * * * * * * * * * * * * * * * * * *
	Council website	The proposal and expenditure up to the amount outli	ned in the
15	To consider approving expenditure on a compost	The proposal and expenditure up to the amount out of quote was <b>AGREED</b> in principle but the Clerk was asked	ed to arrange
1	compound in the cemetery	quote was AGKEED in principle but the clerk was ask	

16	To consider the Castle Meadow lease	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.
		Item deferred to December Council Matters due to the absence of the Clerk.
17	Date of the next meeting – Monday 9th Dece	mber 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
- Clir P Paine
- Cllr A Simms
- Cllr B Piper
- Cllr C Luker

ONGOING BUDGET PLANNING DOCUMENT 2019	18/19 YE	AR END	19	/20 CURREN	700 - 100 -
Admin	Macadi Sast Man all are	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	DRIGINAL BUDGET 19/20 219000
alaries and pensions for all staff	190666	200332	124171	236000	4000
taff Training and Travel	2633	1500	2688	3500	500
taff Eye Tests	99	300	50	400	1000
taff Recruitment	789	1500	372	500	
Hilities	2525	2250	1569	2600	2500
office Supplies	2034	2000	-280	1000	1750
	1549	2000	1180	2200	2000
Photocopier	5536	6000	7365	7365	6000
nsurance	2012	1200	69	1500	1500
Office Equipment	-408	0	-40	-40	0
Car park permits income and green sacks	207435	217082	137144	255025	238250
SUB TOTAL  Civic and Democratic	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020 375
Mayoral Allowance	379	375	0.	395	
Civic and Mayoral Events (expenditure)	5902	5750	1457	5750	5750
Civic Events (income)	-2123	0	-393	0	. 0
Civic Regalia	24	400	0	100	400
Mayoral Travel and Expenses	401	200	38	400	350
	3788	6000	0	6000	6000
Councillor Allowances	948	750	262	3000	3000
Councillor Training and Travel  Councillor IT equipment	0	9	0	2700	6500
	3123	4500	2908	3500	4500
Professional Fees	0	6000	0	7000	7000
Elections	2179	2000	2114	2500	2100
Subscriptions		1500	2062	2300	2000
Community Outreach work	1349	1500	708	7000	10000
Website and IT	1049	28975	9156	40645	47975
SUB TOTAL  Tourism	17019 Actual 31st March 2019 YEAR END		CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020
Visit Tatmon Marketing	2390	1000	2942	5000	5000
Visit Totnes Marketing	12636	13000	12636	12636	12700
Pension costs	14737	22000	1349	15000	15000
Totnes Guide	-18260	-18500	-3841	-16000	-16000
Totnes Guide and Website Income		0	17	210	210 -
Bank Charges / Paypal Other TIC expenditure	172	0	450	600	600
(Post/Phone/Uniform/Utilities etc)	172			17446	17510
5 SUB TOTAL	11847	17500	13553		
Guildhall	Actual 31st March 201 YEAR END	18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED 3000	2019/2020
7 Cleaning	2738	2000	749	10000	5000
8 Building Maintenance	27453	4000	-2668		6000
9 Business Rates	5880	5575	4212	6015	200
0 Water	111	200	100	200	3000
1 Utilities	3783	2000	1398	3500	2000
2 Equipment Maintenance	2599	2000	615	5000	
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 201	9 18/19	YEAR END	1	.9/20 CURRI	ENT
48 Civic Hall	Actual 31st March 201 YEAR END	9 ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020
Cleaning and supplies - STAFFING EXCLUDE FROM 2019/20 and moved to core budget	9776	17000	7574	5500	12000
50 Feed in Tariff	3102	2500	1570	3000	
Š1 Water	453	2000	741	2100	2500
52 Utilities	4855	4250	1567	4500	2000
53 Building Maintenance	11784	14000	2417	35000	4400
54 Licences	70	2000	70	250	150000
55 Marketing Civic Hall	28	400	340	1000	2000
56 Equipment Maintenance	4320	4000	4805		500
Paige Adams Grant towards 57 Caretaking, Cleaning and Management costs	-27723	-33040	-31500	-31500	3000
58 Hire Charges	0	О,	0	0	0
59 Feed in tariff income	-7808	-5000	-1824	-5000	-5000
60 SUB TOTAL	-1143	8110	-14240	21850	139900
Property Maintenance	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020
62 Gulldhall Cottage Maintenance	636	2000	3	2000	2000
From Clocks amalgamated Rent and Utilities	1561	1760	1112	1760	1760
and maintenance	2443	2050	710	2500	
65 Flat 5a Loan repay	9148	9150	4574		· 2250
66 Flat 5a Maintenance	110	2000	8	9150	9150
67 Guildhail Office Maintenance	0	500	19	2000	2000
68 Museum Maintenance	3588	4000	0	250	30000
69 Museum Rent income	-2	-1	0	10000	5000
70 Eastgate Clock Rental	0	-2	0	-5 -3	-1
11 Civic Water Supply to shop	0	-210	-200	·	-3
72 Guildhall Cottage Income(£850 a month)	-10750	-9350	-5950	-200 -9350	-200
3 Guildhall Office Income(£250 per month) COMMUNITY/NON PROFIT GROUP	o	o	0	0	-9350 0
74 Flat 5a Rental Income(£695 per month)	-8340	-8250	-4865	-7645	
S SUB TOTAL	-1606	3647	-4589	10457	-7645
6 Cemetery	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	34961 2019/2020
Business Rates	3616	3500	2848	4069	0.700
8 Water	143	150	22	150	3500
grounds Maintenance (Grass cutting and tree work) Works and Maintenance (Memorials, Paths,	21795	30000	11386	22000	150 22000
Fences, Refuse collection)  1 Chapel	34099	5000	643	2500	2500
2 Cemetery Fees Income Amalgamated		500	0	500	500
6 SUB TOTAL	-8495	-7500	-5705	-8000	-7500
	···	31650	9194	21219	21150
	YEAR END	ORIGINAL BUDGET 18/19		2019/20 EXPECTED	2019/2020
	····	900		500	600
		900		1000	1000
		750		200	250
		210	4.0	-210	-210
		340		1490	1640
	/= A D == /-	PRIGINAL BUDGET 8/19		2019/20 EXPECTED	2019/2020

ONGOING BUDGET PLANNING DOCUMENT 2019	18/19 YI	EAR END	1	9/20 CURREN	Γ
	156	300	95	200	300
Bank Charges		355640	-494000	-494000	-494000
Precept and Income	-355640	UFUCCE		20040	-20040
Council Tax Grant (only guaranteed until 19/20)	-22230	-22230	-20040	-20040	
7 Charity of Paige Adams RATE ABATEMENT	o	0	0	-105000	-105000
98 SECTION 106 FUNDS GREEN TRAVEL??	0	0	0	<u> </u>	0
	-377714	-377570	-513945	-618840	-618740
99 SÚB TOTAL	<u> </u>	ORIGINAL BUDGET	CURRENT 8TH	2019/20	2019/2020 BUDGETE
Community Development	Actual 31st March 2019 YEAR END	18/19	NOVEMBER	EXPECTED	Z019/2020 B00d1/E
01 Skate Park/Youth provision	0	SEE COMMUNITY PROJECTS	0	0	0
	0	0	0	17600	0 ·
D2 Public Toilets D3 Caring Town Information Exchange	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS		25775	22000
04 Citizens Advice Service	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS			13088
05 Neighbourhood Plan/Planning	11586	12517		14250	
06 Community projects and public realm	35412	51366	53865	35030	70860
Community Grants Scheme/Community Fundraiser	0	0		12000	12000
Arts and Culture and Events - INCOME OVER EXPENDITURE INCLUDED	2183	2842		2800	10000
Museum Grant?	0	0	0	0	0 .
09 GRANT FUNDING/PROJECT INCOME	-4736	0	-1750	-1300	0
			0	2500	0 '
10 Climate Change Emergency Work	£44,445	£66,725	£52,115	£108,655	£127,948
11 SUB TOTAL	£368,920	£386,054	£202,350	£500,252	£642,534
TOTAL EXPENDED	-£8,794	£8,484	-£311,595	-£118,588	£23,794
113 TOTAL	Small underspend in underspend and some	final 18/19 due to staffing of the community and asse olling on into 19/20	Die to a delay oin some must	projects we will show an ur ringfence for expenditure in	derspend this yeat BUT 2020/21

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Public Realm 19/20	2000	AGREED
Totnes Gardens AND Corrie Road Cutting	5000	Reduced amount because of delayed staffing
Town Groundsman transfer to staffing budget		To be considered
Tools such as watering bowser for Town Groundsman	1400 8000	INCREASE IN COST TO BE CONSIDERED
Composting project start up costs		AGREED
Tidy Totnes	770	Initial professional fees for project, surveys etc
Market Square - ramp improvements	5000	NOT REQUIRED - AUDIT NEEDED
2 large welcome to Totnes and map boards		AGREED
Additional planters around Fore and High Street		£8,000 AGREED Phase 1
Signage Audit	8000	£2,000 AGREED - Waiting on SHDC SLA
Vire Island picnic benches		COMPLETE 350 staffing 200 materials
Chicken Run Steps/Ramp improvements	550	AGREED - delayed to 2020/21
Collapark investment .	0	£2,000 AGREED - waiting on SHDC SLA
Steamer Quay picnic benches	1405	£2,000 AGREED - Watching on Shipe out
BALANCE	35030	
Public Realm 2021 ESTIMATED		in a 2 of anguing project
Design Work public realm	20000	Phase 2 of ongoing project
Totnes Gardens	2000	1 0055D Julyand to 2020/21
Collapark investment	10000	AGREED - delayed to 2020/21 Initial professional fees for project, surveys etc
Market Square - ramp Improvements	30000	Initial professional rees for project, surveys
Groundsman equipment and training	5000	to be discussed Estimated for 10 planters phase 2
Additional planters around Fore and High Street	7500	
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	Estimated for 10 planters phase 3
Additional planters around Fore and High Street	7500	Estimated for 10 planters pridate 5
Groundsman equipment	1000	V - 4 of angaing project
Tidy Totnes	1000	Year 4 of ongoing project
New Noticeboards and signage town wide	50000	
Bins and seating upgrades town wide		
BALANCE	61500	

	l expenditure	-	\	20						
	Reserve % of annual expenditure at start of year				70.59%	See the second s	-01:/4%	-39.86%		
rv vear	Expenditure by year APPROX		386054		500250	764000	00000	280500	280000	OOOOO
IMPACT ON RESERVES with a 1% increase every year	Expected year end reserves		-353112	007778	00/T/#-	-231412		ANGAGT-	-113716	
IMPACI	Expected year end budget (red indicates overspend)		-7939	-£118 588		£240,288	561 803	200,401	£55,893	
	Year	10/10	TO/ TB	19/20	, c, or	40/21	21/22		22/23	

		~			
	Reserve % of annual expenditure at start of year	To the second se	%6°0'	-51./4%	-40.72%
ry year	Expenditure by year APPROX	500350	764000	704000	58000
IMPACT ON RESERVES with a 2% increase every year	Expected year end reserves	-471700	-236352	-184578	-143953
IMPACT	Expected year end budget (red indicates overspend)	-£118,588	£235,348	£51,774	£40,625
	Year	19/20	20/21	21/22	22/23

			ىد	,						
		Reserve % of annual expenditure at start of year			%6C,U/	700 - 200	2. 2. 2. 2. 2. 2. 4.7. 4.70 c	70/2/17	W. 1.	/#C# >C
	ı y year	Expenditure by year APPROX		りまたいりまり	007000	764000		280200	000001	-==-X/
IMPACT ON RESERVES with a 3% increase accommend	מיייים	Expected year end reserves	7,000	-471700		-241292	15000	-188045	177/500	- C()+
IMPACT		Expected year end budget (red indicates overspend)	001.04.20	-1118,588	000000	20400	41647	11071	25055	
		Year	19/20	V2 / C7	20/21		21/22		22/23	THE PROPERTY OF THE PROPERTY O

l	-				EXMECTED	NOVENBER	CMC	YEAR END	36 Guildhall
23	22 2022/23	2021/22		2019/2020	2019/20	CURRENT 8TH		Actual 31st March 2019	35 SOB LOTAL
				1/510	17446	13553	17500	11847	
6		5810	38446	800	600	450	0	172	
600		600	500	300	CT0	11/	0	172	33 Bank Charges / Paypal
0	0 210	210	210	210	210	-3041	-18500	-18260	32 Totnes Guide and Website Income
8	0 -15000	-15000	-15000	-16000	-16000	1045	22000	14737	31 Totnes Guide
ĺβ	-	15000	15000	15000	15000	1270	13000	12636	30 Pension costs
0		0	12636	12700	12636	12626	1000	2390	29 Visit Totnes Marketing
8	5000	5000	5000	5000	5000			YEAR END	28 lourism
1 6	20,	20/1/2/		2019/2020	EXPECTED  EXPECTED	1000 E	ORIGINAL BUDGET 18/19	Actual 31st March 2019	
Ú		2001/2			OLY GLOOD	acte	28975	17019	27 SUB TOTAL
6	41300	35970	35750	47975	40645	/08	1500	1049	
ō	2500	2500	2500	10000	7000	7007	11500	1349	25 Community Outreach work
10		2000	2000	2000	2300	530C	2000	2179	24 Subscriptions
10		2200	2150	2100	2500	211/	8000	0	23 Elections
. 10		6000	6000	7000	7000	ה ו	1900	3123	22 Professional Fees
1 6		6250	6250	4500	3500	7908	AEDO		
1 6		1500	1500	6500	2700	0	0		21 Councillor IT equipment
						702	750	948	20 Councillor Training and Travel
12	2000	2000	2000	3000	3000		6000	3788	19 Councillor Allowances
		6560	6400	6000	6000		200	401	8 Mayoral Travel and Expenses
		400	400	350	400		100	24	L7 Civic Regalia
د ب		2004	400	400	100		ADO	-2442	6 Civic Events (income)
	400	, O.O.		0	0	-393	0	2422	S Civic and IViayoral Everilis (experiment)
	0	0		5/50	5750	1457	5750	5902	4 iviayoral Allowerive
	5750	5750	5750	5750	390		375	379	A Annual Allowance
<u> </u>	425	410	400	375	EXPECTED	NOVEMBER	ORIGINAL BUDGET 18/19	YEAR END	Civic and Democratic
	2022/23	2021/22	20.00.00	nsactains.	2019/20	CURRENT STH	2007	207435	SUB TOTAL
•	333550	331450	329350	238250	255025	144	217082	-408	Car park permits income and green sacks
		0	0	0	-40		1200	2012	Office Equipment
	1500	1500	1500	1500	1500		1700		Insurance
	000	7500	7500	6000	7365		2000		Photocopier
	2000	2000	2000	2000	2200		2000		Office Supplies
_	T/30	1750	1750	1750	1000		5000	2525	Utilities
	2800	2700	2600	2500	2600		1300		Staff Recruitment
	300	500	500	1000	500	)	100		Staff Eye Tests
	500	500	500	500	400		300	ď	Staff Training and Travel
	500		1000	4000	3500	2688	1500		Salaries and pensions for all stain
	4000	4000	2000	000617	236000	124171 2	200332	190666	, , , , , , , , , , , , , , , , , , ,
ONFID	313000 CONFID	311000	OGOBOE	19/20	0		ORIGINAL BUDGET 18/19	Actual 31st March 2019 (	Admin
	2022/23	2021/22		ORIGINALBUDGET	2019/20	CHICAGNIT STH			PLANNING DOCUMENT 2019
	y year	ase ever	percent increase every year		19/20 CURRENT	19/2	AR END	18/19 YEAR END	ONGOING BUDGET
	TING 1	GET SET	2020/21 BUDGET SETTING 1						
							,		

FIDENTIAL STAFFING PROPOSALS

	0350	-0350	-9350	-9350	-9350	-0250			
	-200	-200	-200	-200	-200	5050	.9250	-10750	72 Guildhall Cottage Income(£850 a month)
	ሪ	۵	1	300	-20n	-200	-210	3.	Section states adopty to stude
			<u>.</u>	3	<u>ئ</u>	0		1	
	ψ.	ა	ψ	÷	Ç.				70 Eastgate Clock Rental
	5000	5000	5000	2000		<b>5</b>	14		-2
	2000	2000	2000	5000	10000	0	4000	3588	51
	2000	3000	5000	30000	250	19			
	2000	2000	2000	2000	2000	0			tenance
	9150	9150	9150	9150	DETE	0		110	66 Flat 5a Maintenance
	2250	2250	0627		0150	4574	9150	9148	- H
		222	2250	2250	2500	710	2050	2693	
	2500	2500	2000	1760	T/90	7776			ent and Utilities
	2000	2000	2000	2000	77000	1117	1760	1561	
				2000	2000	S	2000	635	nce
	2022/23	2021/22	1000 PH	2019/2020	EXPECTED	NOVEMBER	ONGINAL BUDGET 18/19	YEAR END	
	8450	8250	T33,150	200000	OC/DUME.	OURRENT STH		Actual 31st March 2019	Property Maintenance
	-5700	-5/00	2000	1399nn	21850	-14240	8110	-1148	
			2700	-5000	-5000	-1824	-5000		
		0	0	0	0				59 Feed in tariff income
-31500 TO BE CONSIDERED BY PAIGE ADAMS	-31200 110	11000					2		Hire Charges 0
meperunun causes an expected overspend		21500	-31500	-31500	-31500	-31500	-33040	-27723	
Floor repairs, rationalisation of electical components and rigging	4000 FI	4000	4000	3000	7000				Paige Adams Grant towards
1000 Agreed increased investment in marketing	1000 A	1000	1000	005	2000	4805	4000	4320	56 Equipment Maintenance
	250	250	250	2000	1000	340	400	28	Marketing Civic Hall
	25000	25000	150000	100000	250	70	2000	70	Licences
	4900	4700	4600	150000	35000	2417	14000	11784	Maintenance
	2000	2000	2000	4400	4500	1567	4250	4855	
	0000	201	COCC	2000	2100	741	2000		52 Utilities
	2000	3000	3000	2500	3000	T5/0	2000	453	51 Water
5500 Staffing element removed into core budget from 2019/21	5500 S	3300				271	2500	3102	50 Feed in Tariff
· • • • • • • • • • • • • • • • • • • •		6533	S500	12000	5500	7574	17000	9776	FROM 2019/20 and moved to core budget
	2022/23	2021/22		On the feet and	EXPECTED	MOVEMBER			
	15450	1/950	06457	7019.73070	2019/20	AND DESCRIPTION OF THE PERSON	ORIGINAL BUDGET 18/19	Actual 31st March 2019 YEAR END	48 Civic Hall
	05/7-	27.50	15/50	13200	23465	-435	10025	0100	
	2200	2750	-2750	-2500	-2250	-2015	00.12	2000	47 SUB TOTAL
	-3000	-300c	-3000	-3500	-3000	7037	2750	-2233	46 Hire Income WEDDINGS
	500	3000	500	500	1000	2907	-4750	-3357	44 Admissions income
	2000	2000	2000	2000	1000	71	1750	2044	43 Wedding Licence renewals and marketing
	3500	3500	3000	2000	5000	615	2000	5647	
		2007	3500	3000	3500	1398	2000	3/03	42 Equipment Maintenance
		200	200	200	200	TOO	200	2702	41 Utilities
		7000	7000	6000	6015	7124	200	111	40 Water
		5000	5000	5000	DOOOT	7000	5575	5880	39 Business Rates
	3000	3000	3000	2500	10000	-7668	4000	27453	38 Building Maintenance
	ery year	crease ev	Percentificiesse every year		2000	749	2000	2738	37 Cleaning
	TING 1	UDGET SI	2020/21 BUDGET SETTING 1	ΤN	19/20 CURREN		18/19 YEAR END	18/191	PLANNING DOCUMENT 2019

13					•					Minzenti Granci	
	. ]					0	0	0	0	EXPENDITURE INCLUDED	
	8015 TO BE CONSIDERED			8015	TODOO	2800		2842	2183		
	5000 TO BE CONSIDERED	5000 50		5000		T2000	<u> </u>	0	0	Community Grants Scheme/Community	
	0 TO BE CONSIDERED	0	0		12000	10000	53865	51366	35412	106 Community projects and public realm	
	10 BE CONSIDERED	00 55000	0 61500	126500	70860	35030	1	12517	11586		μ,
	SO TO BE CONSIDERED		,	1000	13088	14250	i		SEE COMMUNITY PROJECTS	103 Callig Town Income	⊣ د
	TO BE CONSIDERED				22000	25775			SEE COMMUNITY PROJECTS		, <sub>1</sub> ,
	TO BE CONSIDERED	25000	n 25000	25000	200	1/000	0	0	0	1 17 - 17 - 17 - 17 - 17 - 17 - 17 - 17	
	40000 TO BE CONSIDERED		40000	17600	0	17600		SEE COMMUNITY PROJECTS	0	101 Skate Park/Youth provision	<u> </u>
5000 2020/21 AGREED CONTRIBUTION CANNOT BE CHANGED	2020/21 AGREED CON		5000	13200	0	n i		1	YEAR END	100 Community Development	'n
	1			(dall	2019/2020 BUDGETED	Seroled Seroles	Company of the	ORIGINAL BUDGET 18/19	Actual 31st Warch 2019	300.01	,,
	W_	2022/23	2021/22			06/0106	-513945	-377570	-377714	oo SIIR TOTAL	0 "
	-	9 -523669	-518629	-523660	-618740	-61884N	20045	0	0	SECTION 106 FUNDS GREEN TRAVEL??	o
OI COINTINWING	O TO BE CONSIDERED - NOT CONTINUE			-59000	0	5	5 6		0	97 Charity of Paige Adams RATE ABATEMENT	vo
DE CONTEIDMED	O BE CONSIDERED OF		-15000	-15000	-105000	-105000	5			96 19/20)	g
TO BE CONCINERED BY PAIGE ADAMS - NOT CONFIRMED	TO BE CONGIDERED BY				-20040	-20040	-20040	-22230	-22230	nteed until	U
		0	0	-10020	2000	1000	-494000	-355640	-355640	Brecent and Income	o (
OI CONFIDENCE	TO BE CONSIDERED : NOT CONFIRMITE	-508969	-503929	-498940	494000	-404000	20,000	300	156	94 Rank Charges	٥
AT COMEIBMED		_	300	300	300	700	OF THE PARTY		YEAR END	93 Precept and median	φ
	<u>~_1</u>		1000	2 62 5	2019/2029	EXPECTED	CUKKENI SE	ORIGINAL BUDGET 18/19	Actual 31st March 2019	000	9
•	<del>, -</del>	2022/23	2021/22			7079/20	704	2340	503	SUB TOTAL	9 9
		1640	1640	1640	1640	1490	UE.3	-210	-210	Castle Meadow and allotments income	9
			017-	-210	-210	-210	10	190	160	Castle Meadow Maintenance and Water	99
			015	250	250	200	48		390	St Marys Churchyard (Walls and trees)	89
			030	7000	1,000	1000	414		202	Ramparts Walk (regular cuts and tidying)	88
			1000	1000	600	500	0	900	n l		9
		600	600	600	500	EXPECTED	NOVENIBER	ORIGINAL BUDGET 18/19	Actual 31st March 2019 YEAR END	Open Spaces	87
-		2022/23	2021/22		2039/2020	2019/20	CURRENT STH		7502	SUB TOTAL	86
	-			20003	21150	21219	9194		53400	Cemetery Fees Income Amaigamatea	82
		24650	24150	72650		-8000	-5705	-7500	BAGA		č
		-9000	-8500	-8000	-7500	500	0	500	204	Fences, Refuse collection)	
		500	500	500	500	1	1	5000	34099	Works and Maintenance (Memorials, Pauls,	8
		3000	3000	3000	2500	2500	EV3			work)	79
			24000	23000	22000	22000	11386	30000	r r	Water Grounds Maintenance (Grass cutting and tree	78
		25000	2000		1	150	22	150		SS Nation	77
		150	150	150	150	1000	2848	3500	3616		
		5000	5000	5000	3500 ~	7089	NOVENIUS	10000	YEAR END	Cemetery	76
					2019/2020	EXPECTED	CONNEW OF IT	ORIGINAL BUDGET 18/19	≵ March 2019		1
		2022/23	2021/22			0/6/100		3647	1606	SUB TOTAL	75
		100%	489/	10197	34961	10457			-8340	Flat 5a Rental Income(£695 per month)	74 F
		7607	2007	-/645	-7645	-7645	-4865	7950		COMMUNITY/NON PROFIT GROUP	73 C
	-	-7645	76/15			0		0	0	Guildhall Office Income(£250 per month)	ন ন
	-3000 TO BE CONSIDERED	-3000 TO	-3000	0	>				- <del>U</del>	PLANNING DOCUMENT 2019	
		y year	rease evel	percent increase every year	<del>-1</del>	19/20 CURRENT	19/		20110 VED 201	ONGOING BUDGET	
		TING 1	DGET SET	2020/21 BUDGET SETTING 1						1	

				erspend this yeat BUT we .020/21	Due to a delay in some projects we will show an underspend this yeat BUT we must ringfence for expenditure in 2020/21	, S	
	£55,893	£61,803 £55,893	E240,288	***************************************		Small underspend in final 18/10 due to ctore	
			USE UPES	797 563	-£311,595  -£118.588	£0,484	
	£579.562	£580,432	£763,948	±642,534			113 TOTAL
	£144,015	CTCOCTT	10000	2012	£202.350 £500 253	£386,054	
	3	£150 515	£196.315	£127,948	T100,005		112 TOTAL EXPENDED
5000 TO BE CONSIDERED		5000	2000		£52 115	£44,445	
		-00-	±005	0	0062		111 SUB TOTAL
O UNKNOWN AT THIS TIME	0	0			200		Chinase Charles ChiefBelley WORK
				0	-1300		110 Climate Change Emorganow Work
	rery year	יכו למסכי כיו	Personal case every year			√736 0	TO GRANT FUNDING/PROJECT INCOME
		Torono ou	Dercent in				
	ETTING 1	<b>JUDGET SI</b>	2020/21 BUDGET SETTING 1	<b>-</b>	19/20 CURRENT	18/19 YEAR END	PLANNING DOCUMENT 2019
							ONGOING BUDGFT

				40.	o CHORENT		2020/21 BUDGET SETTING 1	GET SETTI	NG 1
	PI ANNING DOCUMENT 2019	18/19 YEAR END	AR MND	19/	19/20 CURRENT		percent increase every year	ase every	year
╗.		Actual 31st March 2019	ORIGINAL BUDGET 18/19	士		DRIGINAL BUDGET	2000/2	2021/22	2022/23
<u> </u>	Admin	1	C900-00-44	BER	D36000	219000	309000	311000	313000 C
<u>2</u>	Salaries and pensions for all staff	190666 2	22	/1	250000	4000	4000	4000	4000
		2693		88	3000	500	500	500	500
	Staff Eye Tests	99			500	1000	500	500	500
<u>и</u>	Staff Recruitment	789			600	2500	2600	2700	2800
	Utilities	2525			1000	1750	1750	1750	1750
	Office Supplies	2034			2200	2000	2000	2000	2000
<u>∞</u> -ਹ T	Photocopier	1549	2000		7265	6000	7500	7500	7500
	Insurance	5536		35	1500	1500	1500	1500	1500
	Office Equipment	2012	1200		70	0	0	0	0
<u> </u>	Car park permits income and green sacks	-408	0		35525	738250	329350	331450	333550
12	12 SUB TOTAL	I	217082		2019/20			2024/22	2022/22
ᇤ	Civic and Democratic	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	NOVEWBER	EXPECTED .	2019/2020	178/A176/C	27/202	507
			375	0	395	375	004	2250	5750
1 5	Viayolai Alloward Syants (expenditure)	2	5750	1457	5750	5/50	0 0	0	0
<u>_</u>	CIVIC did ividy of air Lace to the fact of	-2123	0	-393	0	U	6	200	400
1 6	Chic Beaglis	24	400	0	100	400	400	400	425
<u>;</u> ;	Manager Travel and Expenses	401	200	38	400	550	6400	6560	6800
1 1 1 1 1	Councillor Allowances	3788	6000		6000	3000	2000	2000	2000
<u>ع</u> ا	20 Councillor Training and Travel	948	750	262	3000	CCCC			
21 20	Councillor II equipment	0	0	0	2700	6500	1500	1500	6500
	100	3	<b>4500</b>	2908	3500	4500	6250	6250	6250
22	22 Professional Fees	3 22	5000	0	7000	7000	6000	6000	6000
23	23 Elections		3000	2114	2500	2100	2150	2200	0677
24	24 Subscriptions	21/9	1500	2062	2300	2000	2000	2000	2000
25	Community Outreach work	1309	1000	708	7000	10000	2500	2500	2500
26	26 Website and IT	1049	19975	9156	40645	47975	35750	35970	41300
27	27 SUB TOTAL	Actual 31st March 2019	ORIGINAL BUDGET 18/19	250000000000000000000000000000000000000	2019/20	2019/2020	20202	2021/22	2022/23
28	10013111	YEAR END			5000	5000	5000	5000	5000
29	Visit Totnes Marketing	2390	1000	17636	12636	12700	12636	0	-
30	Pension costs	12636	13000	12/19	15000	15000	15000	15000	15000
뾰	Totnes Guide	14737	22000	-28/11	-16000	-16000	-15000	-15000	-15000
32	7 Totnes Guide and Website Income	-18260	2 OOCOT-	17	210	210	210	210	211
); (3)	Bank Charges / Paypal	172		312	coo	600	600	600	600
34	Other TIC expenditure	172	0	450	9000	17510	18446	5810	581
ω	as sub TOTAL	11847	17500	13553	1/44b	21000			2022 (
w I		Actual 31st Warch 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENI 81H NOVEMBER	EXPECTED	2019/2020	7,020.1	2021/22	7077/7
·		SEWN EIND		***************************************					

CONFIDENTIAL STAFFING PROPOSALS

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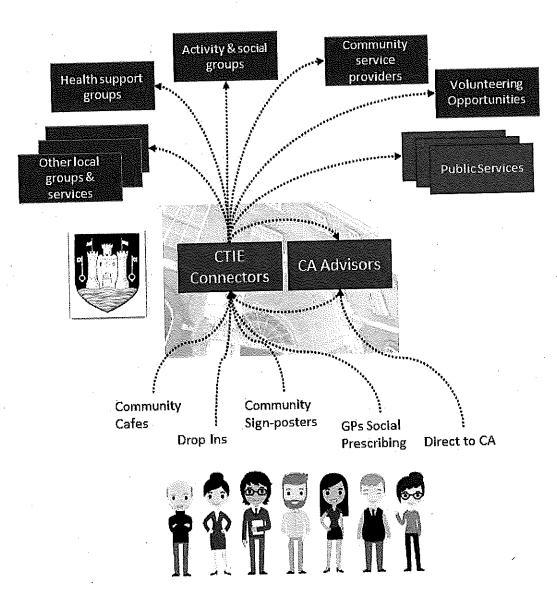
19	749	1	9/20 CURRI			2020/21 BUDGET SETTING 1  percent increase every year	JDGET SE	TTING 1 sry year	
4000	-2668		10000	$\top$	5000	2000	2000	3000	-
	4212	2	6015		6000	7000	2000	DOOC	
	100		200		200	200	200	2007	
2000	1398		3500	-	3000	3500	3500	3500	
1750	QTQ		5000		2000	2000	2000	2000	
T /	T,		T000		200	200	3000	200	
/687-	/687-		-3000		-3500	-3000	-3000	-3000	
10025	-2015		-2250		-2500	-2750	-2750	-2750	
31st Warch 2019	CH HRDGWIT SEEL	-435 CHRPENT STE	23465	199	13200	15450	17950	15450	
ORIGINAL BUDGET 18/19 NOVEWBER	NOVEMBER	NOVEMBER	ZVIS/Z0 EXPECTED		2019/2020	2000	2021/22	2022/23	
17000 7574 5500	7574		5500		12000	\$500	5500	5500	Staffing slowness seasons.
2500 1570 2000	1570		2000	- 1					coming element lemoved into core budget from 2019/21
	741		2100	- 1	2500	3000	3000	3000	
4250 1567	1567		4500		7000	2000	2000	2000	
	2417		12000	- 1	4400	4600	4700	4900	
70	770		32000	- 1	150000	150000	25000	25000	
240	240		250		2000	250	250	250	
	040		1000	- 1	500	1000	1000	_	Agreed increased investment in manifesting
4805 7000	4805		7000		3000	4000	4000	4000	Floor repairs, rationalisation of electrical components and rigging
-27723 -33040 -31500 -31500	-31500		-31500	l	-31500				inspection causes an expected overspend
						OCT C	00075-	-31500	TO BE CONSIDERED BY PAIGE ADAMS
0	0		0	ĺ	0	0	0	0	
-1874	-1824		-5000		-5000	-5700	-5700	-5700	
-14240	-14240		21850		. 139900	133150	8250	8450	
YEAR END ORIGINAL BUDGET 18/19 CURRENT 8TH 2019/20  YEAR END NOVEWIBER FYDECTED	CURRENT 8TH NOVENIBER	Ξ	2019/20 EXPECTED		2019/2020	1070203	2021/22	2022/73	
	8		0000						
112	1112		1760		7260	2000	2000	2000	
	777			-	71,00	2000	2500	2500	
7.10	7.10		2500		2250	2250	2250	2250	
4574	4574		9150		9150	9150	9150	9150	
8	8		2000		2000	2000	2000	2000	
	19		.50	١.	30000	5000	2000	2002	
4000 0 10000	0		0000		5000	0005	2007	2007	
	0		Lr.	İ		none	2000	2000	
2 0	0			ĺ	7.	Ş.	.5.	ιż	-
-2000	-200		200	ļ	ψ	င့	5-	ψ	•
-5950	-5950		22.00		-500	-200	-200	-200	
	0000		UCCC	- 1	-9350	-9350	-9350	-9350	

									Museum Grant?
			9010	0	0	0	0		
TO BE CONSIDERED	8015 TC		2019	TOOOO	2800		2842	R 2183	Arts and Culture and Events - INCOME OVER
TO BE CONSIDERED	5000 TC	5000	5000				0	0	Community Grants Scheme/Community
O TO BE CONSIDERED	<i>о</i> то	0	0	12000	13000	53865	51300	35412	
TO BE CONSIDERED	55000 10	61500	126500	70860	35030	1	16317	11586	105 Neighbourhood Plan/Planning
Concording	1000 to	1000	1000	13088	14250	· .	SEE COMMONITY PROSECTS	SEE COMMUNITY PROJECTS	
TO BE CONSIDERED	01	20000	25000	22000	25775		SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	103 Caring Town Information Exchange
TO BE CONSIDERED		25000			T/900	0	0	0	non problem Tollets
TO BE CONSIDERED	40000 TO	40000	17600	o l	1 0		SEE COMMUNITY PROJECTS	0	101 Skate Park/Youth provision
5000 2020/21 AGREED CONTRIBUTION CANNOT BE CHANGED	5000 202	5000	13200	0	n I	D Marian		YEAR END	100 Community Development
	2022/23	2021/22	(ED) 2020/31	2019/2020 BU DGETED	EXPECTED EXPECTED	***************************************	ORIGINAL BUDGET 18/19	Actual 31st Warch 2019	200 101
				-01070	-61884U	-513945	-377570	-377714	SO SECTION AND SECTION
	-523669	-518629	-523660	610740	0	0	0	0	COTTON 105 FINDS GREEN TRAVEL??
TO BE CONSIDERED - NOT CONFIRMED	OT 0	0	-59000	o l			0	0	97 Charity of Paige Adams RATE ABATEMENT
-15000 TO BE CONSIDERED BY PAIGE ADAMS - NOT CONFIRMED	-15000 TO	-15000	-15000	-105000	-105000	2			96 19/20)
	0	0	-10020	-20040	-20040	-20040	-22230	-22280	Council Tax Grant (only guaranteed until
		-	-470240	494000	-494000	-494000	-355640	-355640	
TO BE CONSIDERED - NOT CONFIRMED	-508969 TO R	_	UNDSON	50000	200	95	300	156	
	300	300	300	300	EXPECTED	NOVEMBER			93 Precept and income
	2022/23	2021/22		2019/2020	7019/20	CURRENT 8TH	ORIGINAL BUDGET 18/19	Actual 31st March 2019	300 IO.O.
					Teach	452	2340	503	es sub TOTAL
	1640	1640	1640	1640	1700	-TO	-210	-210	91 Castle Meadow and allotments income
	-210	-210	-210	-210	210	3 6		160	90 Castle Meadow Maintenance and Water
	250	250	250	250	200	48			89 St Marys Churchyard (Walls and trees)
	COOT	1000	1000	1000	1000	ATA			88 Ramparts Walk (regular cuts and tidying)
	900	600	600	600	500	0			
	2022/22	2021/22	THE MANAGEMENT	2019/2020	EXPECTED.	CURRENT STA NOVEMBER	ORIGIMAL BUDGET 18/19	Actual 31st March 2019	
	2022/23	2024/22			06/9000	STORT STORY	31650	51402	86 SUB TOTAL
	24650	24150	23650	21150	21219	-5/65		-8495	82 Cemetery Fees Income Amalgamated
	-9000	-8500	-8000	-7500	-8000	5705		244	81 Chapel
	500	500	500	500	500	<b>D</b>			80 Fences, Refuse collection)
	3000	3000	3000	2500	2500	643	5000	90005	Works and Maintenance (Memorials, Paths,
	2000	24000	23000	22000	22000	11386	30000	35	Grounds Maintenance (Grass cutting and tree
	25000	2000	130	150	150	22			77 Business Kates
	150	150	150	3500	4069	2848	3500 2		
	5000	5000	nons	2000	EXPECTED	NOVEMBER	(0,000)		76 Cemetery
	2022/23	2021/22	2020723	2012/2020	2019/20	CURRENT 8TH	ORIGINAI BUDGET 18/19	131st March 2019	75 SUB TOTAL
				34301	1045/	-4589	3647	-1606	
	4697	4697	10197	3,061	-/043	-4865	-8250	-8340	The First Sa Bental Income (£695 per month)
	-7645	-7645	-7645	-7645	7645			0	73 Guildhall Office Income(£250 per month)
TO BE CONSIDERED	-3000 TO BE	-3000	0	0	0				PLAINING DOCOMENT FOR
	1	ease every	percent increase every year		19/20 CURRENT	19,	RED	18/19 YEAR END	ONGOING BUDGET
	NG 1	DGET SETTII	2020/21 BUDGET SETTING 1						

			O UNKNOWN AT THIS TIME		SUCO IO BE CONSIDERED								
TTING 1	ery year		0	8001	DODE	£144.015	.,	£579,562		£55,893			
2020/21 BUDGET SETTING 1	percent increase every year	,	5	5000		£150,515		£580,432	200 000	155,893 E55,893		٠	
2020/21	percent		0	5000		£196,315		±/63,948	2740 300	£470,600			
L		0	,	0		£17/,948	2000 000	£044,334	£23.794		erspend this west BLIT was	1020/21	
19/20 CURRENT		-1300		2500	£100 CEE	2406,033	F500.252		-£118.588	/	Due to a defay in some projects we will show an undersnend this year Bill was	must ringfence for expenditure in 2020/21	
		-1750		0	£52.115		£202,350		-£311,595		Due to a delay in some p	must ri	
18/19 YEAR END		n			£66,725	21000	2380,034	50 40.4	EO,464	2000	underspend and some of the community and assets	expenditure rolling on into 19/20	
	4736	200	0	000 400	244,445	6368,920	2007	10 A Q A	يال ترون	Small modernoons in a	underspend and some o	expenditure ro	
ONGOING BUDGET PLANNING DOCUMENT 2019	109 GRANT FUNDING/PROJECT INCOME	110 Climate Change Emergence William	Work Change Chief Beltcy Work	111 SUB TOTAL		114 I O I AL EXPENDED		Hallolat.					

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.

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 5<sup>th</sup> 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

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 Management & development	£16,235 £2,220	£2,000	Reaching Communities funding (secured)	£16,235 £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	£1,010	£1,190	Totnes Caring (in kind, secured), CA (in kind, secured)	£2,200
Totals	£22,000	£6,940		£28,940

#### 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

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35 508			33 Bank	32 Totn	31 Totn	30 Pens	29 Visit		28	27 SUB	26 Web	25 Comi	24 Subs	23 Elections	2 7 0 0	3	ZI Coun	20 Coun	19 Coun	18 Mayo	17 Civic i	TP CIVIC C		15 Civic a	14 Mayo	<u> 13 </u>	12 SUB TOTAL	11 Car pa	10 Office	9 Insurance	8 Photocopier	7 Office	6 Utilities	5 Staff R	4 Staff E			Salarie	) <u>-</u>	5	2	
SUBTOTAL	(FOSA FIlotte) Officerity Carriers Creek	Other TIC expenditure	Bank Charges / Paypal	Totnes Guide and Website Income	Totnes Guide	Pension costs	Visit Totnes Marketing		Tourism	SUB TOTAL	Website and IT	Community Outreach work	Subscriptions	Ons	Projessjonal rees		Councillor IT equipment	Councilor Training and Travel	Councillor Allowances	Mayoral Travel and Expenses	Civic Regalia	CIVIC EVENTS (INCOME)	inche (income)	Civic and Mayoral Events (expenditure)	14 Mayoral Allowance	Civic and Democratic	OTAL	Car park permits income and green sacks	Office Equipment	nce	copier	Office Supplies	ý.	Staff Recruitment	Staff Eye Tests	Stall Hannig and have	aining and Travel	Salaries and pensions for all staff	Admin	WING DOCOME	ONGOING BUDGET	
	11847	172	172	-18260	14737	12636	2000	73an	Actual 31st March 2019 YEAR END	17019	1049	1349	2273	2170	2	3123	0	948	3788	40L	7.2 P.2	3	-2123	5902	379	Actual 31st March 2019 YEAR END	207435	-408	2012	5536	1549	2034	2525	/89				190666	Actual 31st March 2019 YEAR END		18/19 YEAR END	
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				_											-												,												213000 CONCIDENTIAL STAFFING PROPOSALS		1/2 /2	00/ 100

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Cat	37 Cleaning	2738	2000	749	3000	2500	3000	nons	מממ	
	8 Building Maintenance	27453	4000	-2668	10000	5000	5000	5000	5000	
111   200   1200   20	9 Business Rates	5880	5575	4212	6015	6000	7000	7000	5000	
acces         19783         Japon         1338         3500         3500         3500         200         <	0 Water	131	200	100	200	200	2000	7000	7000	
		3783	2000	1398	3500	3000	3500	3500	200	
		2599	2000	615	5000	2000	2000	2000	3000	
	Wedding Licence renewals and marketing	2044	1750	71	1000	500	500	3000	5000	
VOX.5         C2233         C2250         C2015         C2250         C2500         C2500 <th< td=""><td>Admissions income</td><td>-3357</td><td>-4750</td><td>-2897</td><td>-3000</td><td>3000</td><td></td><td></td><td>200</td><td></td></th<>	Admissions income	-3357	-4750	-2897	-3000	3000			200	
SOURS   INDES   10025   435   23465   1300   1400	Hire Income WEDDINGS	-2233	-2750	-2015	-2250	3800	-3000	-3000	-3000	
We Hall         Actual Stat Phinrich 2019         ORDINAMA BUDGET 18/15         ONDRENNY STAT.         2019/15/00         Product         1940         1940         1940         1940         1940         1940         1940         1940         1940         1940         1940         1940         1940         1940         1940         1940         201/22         202/22	SUB TOTAL	35018	10025	-435	73465	13200	-2/50	-2750	-2750	
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	Cleaning and supplies - STAFFING EXCLUDED	777								
	FROM ZOL9/20 and moved to core budget	-		17/4	5500	12000	5500	5500	5500 St	ffing element removed into core budget from 2019/21
	Feed in Tariff	2		1570	3000	2500	3000	2000	3	
			2000	741	2100	2000	2000	2000	3000	
e         111784         14000         2417         35000         150000         25000         2500	Otilities			1567	4500	4400	4600	0002	4000	
Po   2000   70   250	panding waintenance	784	***************************************	2417	35000	150000	150000	25000	25000	
nee         430         400         340         1000         500         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         100         400 <td>Marketing Civic Hall</td> <td></td> <td></td> <td>70</td> <td>250</td> <td>2000</td> <td>250</td> <td>250</td> <td>250</td> <td></td>	Marketing Civic Hall			70	250	2000	250	250	250	
	Enlipson Asia			340	1000	500	1000	1000	1000 Ag	eed increased investment in marketing
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				0	9					
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Waintenance         Actual 31st March 2015 PEAR END         ORIGINAL BUDGET 13/13         CURRENT 8TH NOVEMBER         2019/20         2019/20				-14240	21850	139900	122150	-5700	-5700	
Internance         535         2000         3         2000         2000         2000         2000         2000         2000         2000         2000         2000         2000         2000         2000         2000         2000         2000         2000         2500         2500         2500         2500         2250         2200         2200         2200         2200         2200         2200         2200         2200         2200         <				CURRENT 8TH	2019/20 EXPERTIEN	2019/2020	1020 Legal	2021/22	2022/23	
t Fees         1561         1760         1112         1760         11760         1200         2000         2000         2000         2000         2500         2000         2500         2000				3	2000	2000	2000			
sated Rent and Utilities         2443         2050         710         2500         2500         2250         22				1112	1760	1760	2000	2000	2000	
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			0	12000	12000		0	5		
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TO BE CONSIDERED				22000	25//5	<b>!</b>	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	103 Caring Town Information Exchange	
TO BE CONSIDERED	25000	25000	25000	22000			ט פוני מייישון ווייידע פוטיברדא	0	102 Public Toilets	
40000 TO BE CONSIDERED	40000	40000	17600	0	17600	0			TOT ORder rainy rough trouble	
TO BE CONCIDEDED		oode	13200	0	0	O	SEE COMMUNITY PROJECTS	O	101 Skata Park/Youth provision	
'SOOO 2020/21 AGREED CONTRIBUTION CANNOT BE CHANGED	OCCUS.	5000			EXPECTED	NOVEWBER	ONIGHE SECTION 1	YEAR END	100 Community Development	
	2022/23	2021/22		2019/2020 BUDGETED	2019/20		ORIGINAL BUDGET 18/19	Actual 31st March 2019	99 SOB FOLAL	
			250000	-618/40	-618840	-513945	-377570	-377714	CO CLUB TOTAL	
	-538937	-528658			0	0	0	0	SECTION 106 FUNDS GREEN TRAVEL??	
0 TO BE CONSIDERED - NOT CONFIRMED	0	0	-59000	2				0	97 Charity of Paige Adams RATE ABATEMENT	
-15000 TO BE CONSIDERED BY PAIGE ADAMS - NOT CONFIRMED	-15000	-15000	-15000	-105000	-105000	מ	2		19/20)	
			-10020	-20040	-20040	-20040	-22230	-22230		
			20200	454000	-494000	-494000	-355640	-355640	95 Precent and Income	
TO BE CONSIDERED - NOT CONFIRMED	-524237	-513958	_503880 _503880	79,000	20000	S	300	156	94 Bank Charges	
	300	300	300	300	200	OE .		VERN END		
	2022/23	2021/22	J. J	2019/2020	EXPECTED 2019/20	CURRENT BIT	ORIGINAL BUDGET 18/19	Actual 31st March 2019	93 Precept and Income	
					T450	452	2340	503		
	1640	1640	1640	1640	2000	-10	-210	-210	91 Castle Meadow and allotments income	
	-210	-210	-210	-210	210		/30	160	90 Castle Meadow Maintenance and Water	
	250	250	250	250	200	48	750		89 St Marys Churchyard (Walls and trees)	
	TOOO	TOOD	1000	1000	1000	414	900		88 Ramparts walk (regular cuts and haying)	
	1000	1000	1000	מטט	500	0	900	163		
	600	600	600	500	EXPECTED	NOVEMBER			87 Open Spaces	
	2022/23	2021/22	Religions 3	2019/2020	2019/20	CURRENT 81H	ORIGINAL BUDGET 18/19	Actual 31st March 2019		
	) )				27272	9194	31650	51402		
	24650	24150	23650	21150	21210	-5/05		8495	82 Cemetery Fees Income Amalgamated	
	-9000	-8500	-8000	-7500	0000			244	81 Chapel	
	500	500	500	500	500				Fences, Refuse collection)	
	3000	3000	3000	2500	2500	643	5000	34099		
	10000	24000	23000	22000	22000	11386	30000	21795	Grounds Maintenance (Grass cutting and tree	_
	25000	20000	33000		TOU	22	150	143		
	150	150	150	150	1000	2848	3500	3616	77 Business Rates	
	5000	5000	5000	3500	4069	NO AD		YEAK END		
	2022/23	2021/22	17. (0.00)	2019/2020	EXPECTED 2015	CURRENT STH	ORIGINAL BUDGET 18/19	t March 2019	76 Cemetery	
					2049/10	-4589	3647	-1606 3	75 SUB TOTAL	
	4697	4697	10197	34961	10/157	4605		-8240	74 Flat Sa Rental Income(£695 per month)	-1
	-7645	-7645	-7645	-7645	7645	AOCE			73 COMMUNITY/NON PROFIT GROUP	
- GOOD TO BE CONSTRUCTED	-3000	-3000	0	0	0		0	0	$\overline{}$	
N BE CONCIDERED	7000								PLANNING DOCUMENT 2019	
	y year	crease ever	percent % increase every year	<b>-</b>	19/20 CURRENT	19,	22 myo	10/19 YEAR END	ONGOING BUDGET	
	ING 2	ngFT SETT	2020/21 RUDGET SETTING 2							
									•	

							-		
				rspend this yeat BUT we )20/21	Due to a delay in some projects we will show an underspend must ringfence for expenditure in 2020/21		smail underspend in final 18/19 due to staffing underspend and some of the community and assets expenditure rolling on into 19/20	omail unders underspend an expen	
	±40,625	£51,//4	£235,346 £51,//4 £40,625	100,000	1				
			6725 240	£73.794	-£118.588	-£311,595	20,484	-E0, / 54	
	£580,432 £579,562	£580,432	£763,948	£642,534	150U,252	1202,330		2	TOTAL
	£144,015	CTC/OCTE			5500 353	בסחס סבח	£386.054	£368,920	112 TOTAL EXPENDED
!	2442	5150 515	5196315	£127,948	£108,655	£52,115	255,/25	T-Saladary	
5000 TO BE CONSIDERED	5000 7	5000	5000		5000		777 441	בשע שעב	111 SUB TOTAL
ONKNOWN AT THIS TIME	-				2500	0		0	Linate Change Emergency Work
		0	0	0	-1300	-1750	C C	300	
	ery year	increase ev	perceit % increase every year				5	4726	109 GRANT FUNDING/PROJECT INCOME
	TING 2	2020/21 BUDGET SETTING 2	2020/21 E	<b>-</b>	<b>19/20 CURRENT</b>		18/19 YEAR END	(=) 60	PLANNING DOCUMENT 2019
							1		ONGOING BUDGET

ONICOING BIIDGET			10/	10/20 CURRENT		2020/21 BUDGET SETTING 2	GET SETTI	NG 2	
PLANNING DOCUMENT 2019	18/19 YEAR END		8	ZO CONNEINT		percent % increase every year	ease ever	y year	
	t March 2019	ORIGINAL BUDGET 18/19	H	2019/20 ORI	RIGINAL BUDGET		2021/22	2022/23	
Adiriii	YEAR END	2000	O S N	736000	219000	309000	311000	313000 CC	313000 CONFIDENTIAL STAFFING PROPOSALS
2 Salaries and pensions for all staff	190656 2	200332	/1	00000	4000	4000	4000	4000	
Staff Training and Travel	2633 1	1500	38	3500	¥000	500	500	500	
Staff Five Tests	99	300	50	400	1000	500	500	500	
Oldis Cyc. Icom	789 1	1500	372	500	TUUU	200	0026	2800	
STATT RECTURNIENT			9	2600	2500	0097	2770	1750	
6 Utilities				1000	1750	1750	1750	7/3U	
7 Office Supplies			100	2200	2000	2000	2000	2000	
8 Photocopier				7365	6000	7500	7500	7500	
9 Insurance	5536	6000		1500	1500	1500	1500	1500	
	2012	1200		1300		0	0	0	
11 Car park permits income and green sacks	-408	)		40	056856	329350	331450	333550	
12 SUB TOTAL	207435	217082		255025	And Company	The second second	(2)	כר/ בהסב	
13 Chric and Democratic	Actual 31st March 2019	ORIGINAL BUDGET 18/19	CURRENT 81H	EXPECTED	2019/2020	7757077	2021/22	50/77/07	
		375		395	375	400	0T+	2750	
14 Mayoral Allowatice		5750	1457	5750	5750	5/50	2000	,,,,	
15 Civic and Mayoral Events (expenditure)	2	0	-393	0	0	0	0	3 0	
16 Civic Events (income)	*2.5.6.0	ann l	n	100	400	400	400	400	
17 Civic Regalia	24	200	38	400	350	400	400	425	
18 Mayoral Travel and Expenses	401	5000		6000	6000	5400	6560	6800	
19 Councillor Allowances	3788	9000	S	3000	3000	2000	2000	2000	
20 Councillor Training and Travel	948	750	707				1500	5500	
71 Councillor IT equipment	9		0	2700	6500	1500	1500	0000	
	2	4500	2908	3500	4500	6250	6250	6250	
22 Professional Fees	2010	5000	0	7000	7000	6000	6000	9000	
23 Elections		2000	2114	2500	2100	2150	2200	2250	
24 Subscriptions	6/17	1000	2062	2300	2000	2000	2000	2000	
25 Community Outreach work	1349	1500	2002	7000	10000	2500	2500	2500	
26 Website and IT	1049	1500	700	40645	47975	35750	35970	41300	-
27 SUB TOTAL	17019	28975	STIBBENT STH	2019/20			207172	2022/23	
28 Tourism	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	NOVEMBER	EXPECTED	2019/2020	Sooo	5000	5000	
29 Visit Totnes Marketing	2390	1000	2942	5000	13700	12636	0	0	
	12636	13000	12636	12036	15000	15000	15000	15000	-
31 Totnes Guide	14737	22000	1349	15000	-16000	-15000	-15000	-15000	
32 Totnes Guide and Website Income	-18260	-18500	-3841	210	210	210	210	210	•—•
	172	0	1	7.10	600	600	600	600	. •
	172	0	450	600	17510	18446	5810	,_	1
ROSALIOUS CHARGOS	11847	17500	13553	1/446	TACTO				
36 Guildhall	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT &NH NOVEMBER	EXPECTED	2019/2020	45000	2021/22	2022/23	
	YEAR HIVE								

ONSOINS BUDGE! PLANNING DOCUMENT 2019		18/19 YEAR END		9/20 CURRENT	<b> </b>	2020/21 BUDGET SETTING 2	JDGET SET	TING 2	
37 Cleaning	2738	2000				percent % increase every year	icrease eve	ry year	
38 Building Maintenance	27.053	2007	/49	3000	2500	3000	3000	3000	
39 Business Rates	5880	4000	-2668	10000	5000	2000	2000	2000	
40 Water	111	6/66	4212	6015	9009	7000	2000	7000	
41 Utilities	240	200	100	200	200	200	2002	2000	
42 Equipment Maintenance	2010	2000	1398	3500	3000	3500	3500	200	
	7599	2000	615	5000	2000	2000	2000	2200	
43 Wedding Licence renewals and marketing	2044	1750	71	1000	SOUTH THE STATE OF	0007	7007	7000	
44 Admissions income	-3357	-4750	7000	2001	ons	200	3000	200	
46 Hire Income WEDDINGS	-2233	0446	1607-	-3000	-3500	-3000	-3000	-3000	
47 SUB TOTAL	36012	05/7-	-2015	-2250	-2500	-2750	-2750	-2750	
		10025	-435	23465	13200	15450	17050	2000	
48 Gwic Hall.	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEWBER	2019/20 EXPECTED	2019/2020	100 CO.	2021/22	2022/23	
49 Gleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	17000	7574	5500	12000	000			,
50 Feed in Tariff	3102	3500				0000	0000	2200 8	Staffing element removed into core budget from 2019/21
51 Water	0000	0000	1570	3000	2500	3000	0002	0000	
5211tilities	453	2000	741	2100	2000	9000	2001	2000	
70 Breil die – 8 4 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	4855	4250	1567	4500	7400	2002	2000	2000	
Containing Iviaintenance	11784	14000	2417	2000		4000	4700	4900	
54 Licences	70	2000	77.1	DODGG	150000	150000	25000	25000	
55 Marketing Civic Hall	28	700	0.0	720	2000	250	250	250	•
56 Equipment Maintenance	0000	001	340	1000	200	1000	1000	1000 A	1000 Agreed increased investment in marketing
Drive Oder	026%	4000	4805	7000	3000	4000	7000	15.00	Floor repairs, rationalisation of elections components and size a
						0004	4000	4000 in	Inspection causes an expected overspend
Management costs	-27723	-33040	-31500	-31500	-31500	-31500	-31500	-31500 TC	-31500 TO BE CONKIDERED BY DAIGE ANAMA
58 Hire Charges	0	0			•			}	
fincome	-7808	000		0	0	0	0	0	
60 SUB TOTAL	-1143			-5000	-5000	-5700	-5700	-5700	
				21850	139900	133150	8250	8450	-
Property Maintenance	Actual 3.1st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 Expected	2019/2020	6000	2021/22	2022/23	
Guildhail Cottage Maintenance	636	2000		DAN ECTED				7	
	1561		112	7200	2000	2000	2000	2000	
64 Town Clocks amalgamated Rent and Utilities	2443			1760	1760	2000	2500	2500	
				2500	2250	2250	2250	2250	
			4574	9150	9150	0010	02.50		
10 to	01	2000		2000	2000	0000	0516	9250	
Caricilar Office Walntenance	0	500	19	250	2002	2000	2000	2000	
3	3588	4000		10000	30,000	2000	2000	2000	
				0000	5000	2000	2000	2000	
70 Eastgate Clock Rental 0				ν, ·	-1	ئ	5-	ध्	
71 Civic Water Supply to shop		0		7	6-	e-	m	ŵ	
850 a month)	10750			-200	-200	-200	200	-200	
7		-9350	-5950	-9350	-9350	-9350	-9350	-9350	
								2220	

18/19 YEAR END  0		•					0		0	Museum Grant?
18/19   FAR END   19/20 CURRENT   20/20/21 BUDGET SETTING 2   20/20/21 BUDGET SETTING 2   20/20/21 BUDGET SETTING 2   20/20	5 TO BE CONSIDERED		8015	8015	0	0	0		J.,	
118/19 YEAR END  128/19 YEAR END  128/1	O BE CONSIDERED		5000	5000	10000	2800		2842		
0.19	T TO DESCRIPTION OF THE PROPERTY OF THE PROPER				12000	12000	1	0	0	Community Grants Scheme/Community
138/13 YEAR END  148/13 O		0	0	n	12000		53865	51366	35412	106 Community projects and public realm
18/19 YEAR END   19/20 CURRENT	TO BE CONSIDERED	55000	61500	126500	70860	35030		26017	11586	105 Neighbourhood Plan/Planning
18/19 YEAR END   19/20 CURRENT   2002/12 BUDGET SETTING 2   2002/12 BUD	THO BE CONSIDERED	2000	1000	1000	13088	14250		7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	SEE COMMUNICATE AND ACCES	
12/19 YEAR END  12/19 YEAR E	TO BE CONSIDERED	2000	00002	25000	22000	25775	<b>J</b>	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	
18/19   18/19   19/20   19/	TO BE CONSIDERED	00036	25000	3,000		1/000	0	0	0	102 Public Tollets
18/19 YEAR END   19/20 CURRENT   2020/21 BUDGET SETTING 2   2020/21 BUDG	TO BE CONSIDERED	40000	40000	17600		17600		DEC COMPAGNATA ENCORCA	0	101 Skate Park/Youth provision
18/19   FEAR END   19/20 CURRENT   2020/11 BUDGET 18/19   19/20 CURRENT   2020/11 BUDGET 18/19   19/20 CURRENT   2020/11 BUDGET 18/19	2020/21 AGREED CONTRIBUTION CANNOT BE CHAIN	5000	5000	13200	0	0	<b>o</b>	CEE COMMINITY DROIFCTS		
01019         18/19 YEAR END         19/20 CURRENT         2020/21 BUDGET SETTING:           01         0		2022/23	2021/22			EXPECTED.		ORIGINAL BUDGET 18/1:	Actual 31st March 2019 YEAR END	
13/19   FAR END   19/20 CURRENT   2020/71 BUDGET SETTING		2010/27				OFCOTO-	-513945	-377570	-377714	99 SUB TOTAL
18/19   FEAR END    19/20 CURRENT    2020/21 BUDGET SETTING   3200/21		-538937	-528658	-528600	-618740	C100/10	0	0	0	98 SECTION 106 FUNDS GREEN TRAVEL??
013         18/19 YEAR END         19/20 CURRENT         2020/21 BUDGET SETTING 2           0 0         0	TO BE CONSIDERED - NOT CONFIRMED	0	0	-59000					c	97 Charity of Paige Adams RATE ABATEMENT
0139         18/19 YEAR END         19/20 CURRENT         2020/21 BUDGET SETTING 2           91         0	TO BE CONSIDERED BY PAIGE ADAMS - NOT CONFIR	-15000	-15000	-15000	-105000	-105000	0			19/20)
13/19 YEAR END   19/20 CURRENT   2020/21 BUDGET SETTING 2   22020/21 BUDGET SETTING		0	0	-10020	-20040	-20040	-20040	-22230	-22230	
18/19 YEAR END   19/20 CURRENT   2020/21 BUDGET SETTING 2   2020/21 BUDG			<u> </u>	-503880	-494000	-494000	-494000	-355640	-355640	Se Drocost and Income
18/19 YEAR END	TO BE CONSIDERED - NOT CONFIRMED	L.	4	10000	300	200	95	300		DA Bank Charges
18/19 YEAR END    19/20 CURRENT    2020/21 BUDGET SETTING   2020/21 B		300	300	300	2019/2020	EXPECTED	NOVEMBER	ORIGINAL BUDGET 18/19	t Warch 2019	
13/19 YEAR END  13/19 YEAR EN		במיננטנ	2074/22			UC/BLUC	TALE ALMORATOR	2340		92 SUB TOTAL
13/19 YEAR END   19/20 CURRENT   2020/21 BUDGET SETTING   2020/21 BUD		1640	1540	1640	1640	1/100	012	-210		91 Castle Meadow and allotments income
		-210	-210	-210	-210	-210	30	3.00		90 Castle Meadow Maintenance and Water
18/19 YEAR END   19/20 CURRENT   2020/21 BUDGET SETTING   19/20 CURRENT   2020/21 BUDGET SETTING   2020/21		250	250	250	250	200	48	750		89 St Marys Churchyard (Walls and trees)
18/19 YEAR END  19/0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		7000	TODO	1000	1000	1000	414	900		88 Ramparts Walk (regular cuts and cuty)
13/19 YEAR END  19/0  0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		1000	1000	600	600	500	0	900		on name to work (requirer cuts and tidying)
019         18/19 YEAR END         19/20 CURRENT         2020/21 BUDGET SETTING percent % increase every years and increase and increase and incre		500	27/1707	2020024	2019/2020	EXPECTED	CURRENT STA	ORIGINAL BUDGET 18/19		
18/19 YEAR END  19/20 CURRENT  2020/21 BUDGET SETTING percent % increase every ye per		בר/ רבחר	2024			7679770	9194			86 SUB TOTAL
019         18/19 YEAR END         19/20 CURRENT         2020/21 BUDGET SETTING percent % increase every year percent % increase every y		24650	24150	23650	21150	21219	-5/05			82 Cemetery Fees Income Amalgamated
18/19 VEAR END         19/20 CURRENT         2020/21 BUDGET SETTING percent % increase every yr properties increase every yr percent % increase every yr perc		-9000	-8500	-8000	-7500	9000				
13/19 YEAR END         19/20 CURRENT         2020/21 BUDGET SETTING percent % increase every year every year end with a control of tree percent % increase every year every year end with a control of tree percent % increase every year every ev		500	500	500	500	200	043			
13/19 YEAR END         19/20 CURRENT         2020/21 BUDGET SETTING percent % increase every yet percent % increase ever		3000	3000	3000	2500	2500				work)
19/19 YEAR END         19/20 CURRENT         2020/21 BUDGET SETTING           19/20 CURRENT         2020/21 BUDGET SETTING           percent % increase every ys           percent % increase every ys           48/19 YEAR END         0         0         0         0         0         -3000         -3000         -3000         -7645         -		25000	24000	23000	22000	22000				
13/19 YEAR END 19/20 CURRENT percent % increase every ys  1 -300  1 -3		1,10	190	150	150	150	22			// BUSINESS NAMES
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19/20 CURRENT 2020/21 BUDGET SETTING 18/19 YEAR END 19/20 CURRENT percent % increase every year of the percent % increase		5000	5000	SODO	3500	EXPECTED				
19/19 YEAR END       19/20 CURRENT       2020/21 BUDGET SETTING percent % increase every years         0       0       0       0       0       -3000 <t< td=""><td></td><td>2022/23</td><td>2021/22</td><td>10.00 May 10.00</td><td>2016/2020</td><td>2019/20</td><td></td><td>DOMESTIC T</td><td></td><td></td></t<>		2022/23	2021/22	10.00 May 10.00	2016/2020	2019/20		DOMESTIC T		
18/19 YEAR END       19/20 CURRENT       2020/21 BUDGET SETTING percent % increase every years         019       0       0       0       -3000       -3000       -3000       -3000       -7645		*****	7504	/GIOT	34961	10457				/4 Figt 50 Rental incollections per money
ONGOING BUDGET         18/19 YEAR END         19/20 CURRENT         2020/21 BUDGET SETTING           PLANNING DOCUMENT 2019         18/19 YEAR END         19/20 CURRENT         percent % increase every year of the control of the cont		4697	7607	:7043	-7645	.7645				COMMUNITYNON FRONT GROOT
18/19 YEAR END 19/20 CURRENT 2020/21 BUDGET SETTING percent % increase every year.	,	-7645	7645	750.5	0	0				Guildhall Office Income(£250 per month)
10/20 CI IDRENIT	) RF CONSIDERED	y year	crease ever	percent % in		20 כסוגוגבואו	/cT		18/19 YE/	PLANNING DOCUMENT 2019
		NG 2	DGET SETTI	2020/21 BU	<b>1</b>	ON CLIBBENT	10/			ONICOING BIIDGET

			O UNKNOWN AT THIS TIME		SOUD TO BE CONSIDERED								
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2020/21 BUDGET SETTING 2	יייי כמטר פער		0	2000	10000	£150.515		£580,432	May and the profitering and	£51,774   £40,625			
2020/21	L			2000		£196,315		£763,948	Contract Con	£235,348			
<u></u>		C	>	0		£12/,948	8 00 0000	£642,334	000	\$67,67	and the second second	eispella tills yeat BUT we. :020/21	
19/20 CURRENT		-1300		2500	2100 655	4400,033	F500 252	200,000	-£119 E00	2770,300	Due to a delay in some projects we will show a made and seed	must ringfence for expenditure In 2020/21	
		05/7-		0	F52 115		£202.350		-£311.595				
18/19 VEAR END	9	2			£66,725		£386,054	10000	10,484		small underspend in final 18/19 due to staffing inderspend and some of the community and	expenditure rolling on into 19/20	
	-4736		0		£44,445	6269 000	2000	AC 764	3 3 3 4 L		underspend in final 18/19 due to stai	expenditure ro	
ONGOING BUDGET PLANNING DOCUMENT 2019	TOS GRANT FUNDING/PROJECT INCOME	1101 Change E	Things change emergency Work	111 SUB TOTAL		112 TOTAL EXPENDED		TISTOTAL					

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MAIL BUDGERT 1900         SODE OFFICE AND SOURCE STATE OF THE AND SOUR
Sercent %   Increase every year   Social 2   2022/23
rease every year  2021/22 2022/23  311000 313000  4000 4000  4000 500 500  2000 2000  1750 1550  1500 1500  2001/22 2022/2  2021/22 2022/2  410 420  400 400  400 400  400 400  400 400  2500 5750  0 0 0  400 400  2500 5750  0 0 400  400 400  2500 586  2001/22 2022/2  400 400  400 400  2500 586  2500 686  2500 550  2021/22 2022/2  1500 1500  2500 550  2500
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ONGOING BUDGET PLANNING DOCUMENT 2019		18/19 YEAR END	1	19/20 CURRENT	1	2020/21 BUDGET SETTING 3	DGET SE	TING 3	
37 Cleaning	2738	2000	749	3000	2500	Percent / Illusase every year	ici ease ev	ery year	
38 Building Maintenance	27453	4000	-2668	10000	2000	5000	3000	3000	-
39 Business Rates	5880 .	5575	4212	6015	6000	7000	5000	5000	
40 Water	111	200	100	200	200	200	200	7000	
41 Utilities	3783	2000	1398	3500	3000	3500	3500	2500	
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	2000		200	
46 Hire Income WEDDINGS	-2233	-2750	-2015	-2250	-2500	3750	-3000	-3000	
47 SUB TOTAL	39018	10025	-435	23465		15/50	05/7-	-2750	
	Actual 31st March 2019			04/0106	70757	15450	17950	15450	
48 Civic Hall	YEAR END	ORIGINAL BUDGET 18/19	NOVEWBER	Z019/20 EXPECTED	2019/2020	202020	2021/22	2022/23	
dleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	17000	7574	5500	12000	5500	5500	<i>5500</i> s	5500 Staffing element removed into core budget from 2019/21
50 Feed in Tariff	3102	2500	1570	3000	2500	2000	2002		
51 Water	453	2000	741	2100	2000	2000	3000	3000	
52 Utilities	4855	4250	1567	4500	4400	4500	2000	2000	
53 Building Maintenance	11784	14000	2417	35000	150000	150000	250036	4900	
54 Licences	70	2000	70	250	2000	250	250	25000	
55 Marketing Civic Hall	28	400	340	1000	500	1000	1000	1000	
56 Equipment Maintenance	4320	4000	4805	7000	3000	4000	1000		Ploor repairs, rationalisation of electical components and significants.
Paige Adams Grant towards		711111111111111111111111111111111111111				1000	+000	4000 in	inspection causes an expected overspend
57 Caretaking, Cleaning and Management costs	-27723	-33040	-31500	-31500	-31500	-31500	-31500	-31500 TO	-31500 TO BE CONSIDERED BY PAIGE ADAMS
58 Hire Charges	0	0	0	0	0		5	3	
59 Feed in tariff income	-7808	-5000	-1824	-5000	-5000	-5700	-5700	5700	
60 SUB TOTAL	-1143	8110	-14240	21850	139900	133150	8250	8/15/0	
61 Property Maintenance	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH	2019/20 EXPECTED	2019/2020	42/03/03	2021/22	2022/23	
62 Guildhall Cottage Maintenance	636	2000	3	2000	2000	2000	nnac	3000	
.l	1561	1760	1112	1760	1760	2000	2500	2500	
and maintenance	2443	2050	710	2500	2250	2250	2250	2250	
65 Flat 5a Loan repay	9148	9150	4574	9150	9150	9150	9750		
	110	2000	8	2000	2000	2000	2000	2000	
nance	0	500	19	250	30000	5000	2000	2000	
68 Museum Maintenance	3588	4000	0	10000	5000	5000	2000	2000	
69 Museum Rent income	-2	-1	0	5	1	75	75000	2000	٠
70 Eastgate Clock Rental	0	-2	0	-33	۵	<b>.</b> .	u d	ას	
	0	-210	-200	-200	-200	-200	2000	200	
72 Guildhall Cottage Income(£850 a month)	-10750	-9350	-5950	-9350	-9350	-9350	-9350	-9350	





### Community Budgeting: Project Application

[1] Organisation Details

**Totnes Museum** Organisation Name:

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

2019 2016 2017 2018 2015 2014 Year

16,500 + (approx..) 13270 8748 1839 2097 2098 Visitors

• 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 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

· 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 recoding 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 conserver 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	32 weeks 30th March to 7th November- 2020 season = 6 days 6 hours a day = 1020 hours	£11520
per Hour 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

INCOME - Landing cours	<u> </u>	
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
		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

TOTNES MUSEUM TRUST

Sort Code 20-60-88 Account No 40881813

SWIFTBIC BUKBGB22

IBAN GB52 BUKB 2060 8840 8818 13

Issued on 01 March 2019



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



# ' Your Community Account

Date	Des	cription	Money out £	Money in £	Balance £
1 Feb	Star	t Balance			9,690.99
	Gira	Direct Credit From The Royal Society Ref: Theroyalsocietyap	444	3,000.00	12,690.99
8 Feb	DD	Direct Debit to Pnet2233019-1 Ref: Pnet2233019-1	12.00		12,678.99
11 Feb	6	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	Bal	ance carried forward			12,576.63
,	To	tal Payments/Receipts	368.71	3,254.35	

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

# At a glance

01 - 28 Feb 2	2019
Start balance	£9,690.99
Money out	£368.71
▶ Commission charg	es £0.00
Money in	£3,254.35
▶ Gross interest earr	ned £0.00
End balance	£12,576.63

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

# **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

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



### **CAF Gold Account**

Account Name:

Date:

Totnes Museum Trust

28 February 2018

Sort Code:

40-52-40

Account Number:

00092319

GB62CAFB40524000092319

Statement Number: Page Number:

127

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

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.

\* Important information \*\*\*\*

Invoice Fraud

Text Alerting

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.

						0	0	0	Museum Grant?
8015 TO BE CONSIDERED	8015 T	8015	8015	5	2				EXPENDITURE INCLUDED
TO BE CONSIDERED	5000	5000	5000	10000	2800		2842	2183	Arts and Culture and Events - INCOME OVER
O TO BE CONSIDERED	0 1	0	0	12000	12000	"	0	0	Community Grants Scheme/Community
	22000	07500	00007T	/0880/	35030	53865	51366	35412	Community projects and public realm
TO BE CONCIDERED	55000	51500	11000	10000	14250		12517	11586	Neighbourhood Plan/Planning
TO BE CONSIDERED	1000	1000	0001	12000			SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	Citizens Advice Service
TO BE CONSIDERED	25000	25000	25000	22000	25775		SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	Caring Town Information Exchange
TO BE CONSIDERED	40000	40000	17600	0	17600	0	0	0	Public Tollets
5000 2020/21 AGREED CONTRIBUTION CANNOT BE CHANGED	5000 20	5000	13200	0	0	0	SEE COMMUNITY PROJECTS	0	Skate Park/Youth provision
	2022/23	2021/22	2020/21	2019/2020 BUDGETED	EXPECTED:	NOVEMBER	ORIGINAL SUDGET 18/19	Actual 31st Warch 2019 YEAR END	Community Development
	10.000	-50000	-355540	-618/40	-618840	-513945	-377570	-377714	99 SUB TOTAL
CODE COMPLETED - NOT COLOR DISTRICT	-554507	-528785	002563	0	0	0	0	0	SECTION 106 FUNDS GREEN TRAVEL??
-15000 TO BE CONSIDERED BY PAIGE ADAMS - NOT CONFIRMED	-15000 TC	-15000	-15000	105000	-105000	0	0	9	Charity of Paige Adams RATE ABATEMENT
	0	0	-10020	-20040	-20040	-20040	-22230	-22230	Council Tax Grant (only guaranteed until 19/20)
C DE CONSIDERED - MOT COSTUMBED			-508820	-494000	-494000	-494000	-355640	-355640	Precept and Income
TO BE TONGIDERED. NOT CONFIRMED		Ö	300	300	200	95	300	156	Bank Charges
	2022/23	2021/22	2020/28	2019/2020	2019/20 EXPECTED	CURRENT 8TH NOVEMBER	ORIGINAL BUDGET 18/19	Actual 31st March 2019 YEAR END	Precept and income
	70407	0+0T	Oteat	1640	1490	452	2340	503	SUB TOTAL
	-220	2220	-210	-210	-210	-10	-210	-210	Castle Meadow and allotments income
	250	250	250	250	200	48	750	160	Castle Meadow Maintenance and Water
	7000	DOOL	1000	1000	1000	414	900	390	St Marys Churchyard (Walls and trees)
	1000	. 000	900	600	500	0	900	153	Ramparts Walk (regular cuts and tidying)
	2022/23	2021/22	2020/21	2019/2020	EXPECTED	CURRENT 81H NOVEMBER	ORIGINAL BUDGET 18/19	Actual 31st March 2019 VEAR END	Open Spaces
	2000	2000	23630	OSTIZ	21219	9194	31650	51402	SUBTOTAL
	24650	02775	22550	-/500	-8000	-5705	-7500	-8495	Cemetery Fees Income Amalgamated
	-9000	9500	5000	500	500	0	500	244	Chapel
,	3000	3000	3000	2500	2500	643	5000	34099	and Maintenance (Memorials, Paths, s, Refuse collection)
	25000	24000	23000	22000	22000	11386	30000	21795	is Maintenance (Grass cutting and tree
	T. C.	700	OCT	150	150	22	150	143	Water
	150	5000	5000	3500	4069	2848	3500	3616	Business Rates
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<u>~  </u>	15000	15000	15000	15000	12636	12636	13000	12636	30 Pension costs	30
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													Staffing element removed into core hudeer from 2019/21							1000 Agreed increased investment in marketing	Floor repairs, rationalisation of electical components and rigging	inspection causes an expected overspend	TO BE CONSIDERED BY PAIGE ADAMS															•	
ING 3	y year	3000	2000	7000	200	3500	2000	200	2002	00005	15450	2022/23	5500 Star		3000	2000	4900	25000	250	1000 Agr	4000 Floo		-31500 TO		0 2	00/5-	8450 2022/23		2000	2500	2250	9150	2000	2000	2000	λ	ξ	-200	-9350
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2020/21 BUDGET SETTING 3	2000 m	3000	2000	7000	200	3500	2000	200	-3000	2555	15450	ENABACE.	2500		3000	2000	4600	150000	250	1000	4000		-31500	6	0 002	20,00	133150		2000	2000	0627	9150	2000	2000	2000	-5	-3	-200	-9350
<b>—</b>	0030	2500	0006	. 0009	700	3000	2000	200	-3500	. 2500	13200	2053/2020	12000		7200	2000	4400	150000	2000	200	3000		-31500	c	2-5000	130000	2019/2020		2007	7250	74200	9150	2000	30000	5000	-1	m	-200	-9350
19/20 CURRENT	3000	2000	4000	CTOO	200	3200	5000	1000	-3000	-2250	23465	2019/20 FXPECTED	5500	0000	nnnc	2100	4500	35000	250	1000	7000		-31500	0	-5000	21850	2019/20 EXPECTED	44 124 124	1750	2500	7.00	9150	2000	Uć2	10000	-5	3	-200	-9350
130	672	-2668	4212	100	1200	1330	510	71	-2897	-2015	-435	CURRENT 8TH NOVEMBER	7574	1570	27.0	/41	/acr	2417	70	340	4805		-31500	1,000	824		IT STH BFR		112										-5950
AR END	2000							1750	-4750	-2750	10025	ORIGINAL BUDGET 18/19	17000	2500			100			400	4000		-33040	0	-2000	8110	NAL BUDGET 18/19	2000		1997			100			0	1000		
18/19 YEAR END	2738	27453	5880	111	3783			2044	-3357	-2233	39018	Actual 31st March 2019 YEAR END	1 5776	3102	257			2020		***	4320		-27723	0	-7808	-1143 81	Actual 31st March 2019 YEAR END									7.	7-		9350
ONGOING BUDGET PLANNING DOCUMENT 2019		enance	39 Business Rates 5	40 Water	41 Utilities	42 Equipment Maintenance		riewais and marketing		: WEDDINGS	47 SUB TOTAL	48 Civic Hall A	Cleaning and supplies - STAFFING EXCLUDED 97 PROM 2019/20 and moved to core budget	50 Feed in Tariff	51 Water		53 Building Maintenance		Marketing Chic Lali	28 CARCHIE CARCHES			. Cleaning and nt costs	58 Hire Charges	Feed in tariff income	50 SUB TOTAL	ээи	62 Guildhall Cottage Maintenance 636	63 Property Management Fees 1561	Town Clocks amalgamated Rent and Utilities 2443	65 Flat 5a Loan repay 9143	66 Flat 5a Maintenance	tenance	68 Museum Maintenance			gots	250 a month)	

									0	Museum Grant?
₩	15 TO BE CONSIDERED	8015	8015	8015	0	0				EXPENDITURE INCLUDED
į	5000 TO BE CONSIDERED		5000	5000	10000	2800		2842	2183	Arts and Culture and Events - INCOME OVER
	TO BE CONGINERS				12000	T2000	.1	0	0	Community Grants Scheme/Community
ס	O TO BE CONSIDERED		0	0	12000	13000	53865	905T5	35412	106 Community projects and public realm
O	TO BE CONSIDERED	55000	61500	126500	70860	35030		14517	11586	105 Neighbourhood Plan/Planning
O	TO BE CONSIDERED	1000	1000	1000	13088	14250		SEE COMMONITY PROJECTS	SEE COMMUNITY PROJECTS	
0			25000	25000	22000	25775		SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	103 Caring Town Information Exchange
J				1		1/600	0	0	0	102 Public Toilets
	O TO BE CONSIDERED	40000	40000	17600				SEE COMMINIST PROJECTS	0	101 Skate Park/Youth provision
5000 2020/21 AGREED CONTRIBUTION CANNOT BE CHANGED	0 2020/21 AGREED		5000	13200	0	0	O	בה בסגמומו והווצע שפרווברדיג		
	<u> </u>	20.	2021/22	NEW SAN	2019/2020 BUDGETED	EXPECTED :	CURRENT SUH NOVEMBER	ORIGINAL BUDGET 18/19	Actual 31st March 2019 YEAR END	100 Community Development
	i				04/010	-618840	-513945	-377570	-377714	99 SUB TOTAL
	71	-5545	-538785	-533540	6707/0	0	0	0	0	98 SECTION 106 FUNDS GREEN TRAVEL??
TO BE CONSIDERED - NOT CONFIRMED	TO BE CONSIDERE	0	0	-sanon		-TOOCOT-	0	0	0	97 Charity of Paige Adams RATE ABATEMENT
15000 TO BE CONSIDERED BY PAIGE ADAMS - NOT CONFIRMED	TO BE CONSIDERED	-15000	-15000	-15000	,105000	105000			2222	96 19/20)
		. 0	0	-10020	-20040	-20040	-20040	-22230	22720	Council Tax Grant (only guaranteed until
		VOCCC-	-524085	-508820	494000	-494000	-494000	-355640	-355640	of Drocont and Income
TO BE CONSIDERED - NOT CONFIRMED		200023	300	300	300	200	95	300	156	Dank Charges
		900	100		0707 (670)	EXPECTED	NOVEMBER	ORIGINAL BUDGET 18/19	YEAR END	Precept and Income
		2022/23	2021/22		DECINEDADE.	2019/20	CURRENT STH		303	92 SUB TOTAL
	<u></u>	1640	1640	1640	1640	1490			500 S	Castle Meadow and allotments income
	<b>!</b>	01.7.	-210	-210	-210	-210	-10			Castle Meadow Mailtellance and warm
		250	250	250	250	200	48			or Marys Churchyald (Wans and Mater
		DEC.	DOOT.	Door	1000	1000	414			Rallipal is war (regular and trees)
		1000	900	600	600	500	0	900	163	n walk (regular cuts and tidving)
		2002	27/1707	ALL MANAGEMENT	2019/2020	EXPECTED		ORIGINAL BUDGET 18/19	Actual 31st March 2019 YEAR END	Open Spaces
	•	2027/22	בכי/ ובחר			2019/20	ENT SILE	04975		SUB TOTAL
		24650	24150	23650	Z1150	21219				Cemetery Fees Income Amalgamated
		-9000	-8500	-8000	-7500	-8000	705			Chapel
		500	500	500	500	500		500		
		3000	3000	3000	2500	2500	643	5000	34099	works and Maintenance (Memorials, Paths,
		00057	24000	23000	22000	22000	11386	30000 1	21795	ds Maintenance (Grass cutting and tree
		2000		L	TOC	150	22	150 2	143	
		150	150	150	150	4069	18	3500 2	3616	Business Rates
		5000	5000	5000	2500	EXPECTED		ORIGINAL BUDGET 18/19	Actual 31st March 2019 C	Cemetery
		2022/23	2021/22			2019/20	FNT STH		_L	SUBTOTAL
,		4697	4697	10197	34961	10457				al income(±655 per montil)
		-40/-	-/645	-/645	-7645	-7645	4865	-8250		
٠		3000	-3000		0		0	0	0	Guildhall Office Income(£250 per month)
	-2000 TO BE CONSIDERED	2000	2000	2						PLANNING DOCUMENT 2019
		ry year	ICREASE EVEL	2020/21 BUDGET SELLING 3 percent % increase every year	<b>1</b>	19/20 CURRENT	19/	er mud	18/19 YEAR END	ONGOING BUDGET
										ı

			UNKNOWN AT THIS TIME	CHARACTER OF CT	SOCO TO BE CONSIDERED								
TING 3	ery year		2	0000	2000	£144.015		£579,562	220 000	222,022			
2020/21 BUDGET SETTING 3	percent % increase every year	-	0	2000	200	£150.515		£580,432	501 507	3			
2020/21 B	percent %	c	S	2000		£196,315	100	£/63,948	\$730 708	4430,400	-		
<b>⊢</b>		c	>	0		£127,948	* 1.4 (7)	£042,534	£23,794		rspend this yeat BUT we	020/21	
19/20 CURRENT		-1300		2500	110000	£108,655	たこしい フェン	767,000	-£118.588	000/0===	Due to a delay in some projects we will show an underspend this yeat BUT we	must ringfence for expenditure in 2020/21	
Ä		-1750		<u></u>	2E2 11E	132,113	£202 350	000/00=	-£311,595		Due to a delay in some pro	must rin	
18/19 YEAR END		0			£55.775	~ :/	£385,054		£8,484		Small underspend in final 18/19 due to staffing iderspend and some of the community and asserts		
78/19 V		-4736			£44,445		026'8983	0 000	-+ X 725		Small underspend in final 18/19 due to sta underspend and some of the community and	expenditure roll	
ONGOING BUDGET PLANNING DOCUMENT 2019	THE PERSON OF TH	¥.	110 Climate Change Emergency Work		TIT SUB TOTAL	מותוקות ומות היות מות		TATOTAL					

Clirs met with TTC officers at the cemetery on  $5^{\rm th}$  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 tot eh 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:  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: - Cost of construction Climate change implications of using concrete.
Earth Base: - Cheaper construction More environmentally friendly.	Earth Base: - 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
5	Sundries (postage, printing, office expenses)	250
I	T costs	120
ŀ	Professional membership including insurance	530
(	Other insurances	460
-	otal .	2385

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Other insurances	460
Total	2385

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