



**AGENDA FOR THE COUNCIL MATTERS COMMITTEE  
MONDAY 10<sup>th</sup> FEBRUARY 2020 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 10<sup>th</sup> February 2020 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments	Time
1	To receive apologies and to confirm that any absence has the approval of the Council.		2 minutes
<i>The Committee will adjourn for the following item:</i>			
Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.			15 minutes
<i>The Committee will convene to consider the following items:</i>			
2	To discuss any matters arising from the minutes of: Council Matters 13 <sup>th</sup> January 2020 - (already agreed through Full Council)	Enclosure	5 minutes
3	To consider the current year's budget allocations, budget monitor, balances and forecast,	Enclosure	5 minutes
4	To consider a proposal from Cllr Luker that up to £1000 of surplus from the Council Allowances budget should be vired to the Climate Change budget.	Cllr Luker	5 minutes
5	To consider the draft job descriptions and recruitment timeline for the following positions: a) Community Fundraiser b) Town Maintenance Officer c) Green Travel Coordinator	Enclosure	10 minutes
6	To consider storage solutions and vehicle requirements going forward	Verbal Update Town Clerk	5 minutes
7	To consider audio recording equipment and other potential upgrades for the Guildhall Council Chamber	Enclosure	5 minutes
8	To note any update or proposed items of expenditure from the Climate Change Working Group	Enclosure	5 minutes
9	To note any update or proposed items of expenditure from the Public Realm Working Group	Enclosure	5 minutes
10	To consider an Equalities Policy	Forwarded by email	
11	To consider and authorize the Mayoral Civic Event budget	Enclosure	5 minutes
12	To agree dates for the Mayoral Choosing and Annual Town Meeting (to be agreed by Full Council) a) Mayoral Choosing – Thursday 21 <sup>st</sup> May 2020 b) Annual Town Meeting – Thursday 30 <sup>th</sup> April 2020	Enclosure	5 minutes
13	To receive an update on the Neighbourhood Plan (standing item).	Cllr Luker	5 minutes
14	To note any update or proposed items of expenditure from the Arts Working Group	Enclosure	5 minutes
15	To note any update of items or proposed expenditure from the Cemetery Working Group	Enclosure	5 minutes
16	To consider a request for yarn bombing	Verbal Update Town Clerk	5 minutes
17	To receive an update from Caring Town	Enclosure	5 minutes
18	To note the Share Shed siting on the Market Square	Enclosure	5 minutes
19	To consider how to reallocate redundant equipment: a) Salt Gritter b) Floor Buffer	Verbal update Town Clerk	
<i>The Committee will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>			
20	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure	5 minutes

21	To consider and sign (Clerk and Chair) the 2019/20 staffing budget	Enclosure	5 minutes
22	To consider Electrical and Fire Safety reports from Totnes Museum (commercially sensitive)	Enclosure	5 minutes
23	To consider lease terms for Eastgate storage (legally sensitive)	Verbal update Town Clerk	5 minutes
24	To consider an issue in relation to a community asset (legally and commercially sensitive)	Tabled at the meeting	10 minutes
25	To receive a general staff update	Verbal update Town Clerk	5 minutes
26	To consider the uses and layout of the Civic Hall spaces (commercially sensitive)	Tabled at the meeting	5 minutes
27	To note the draft Christmas Events debrief document (commercially sensitive)	Enclosure	5 minutes
28	Date of the next meeting – Monday 9 <sup>th</sup> March 2020 at 7pm.		

**Future meetings agenda items:**

- To receive an update on the Market Square project – March 2020
- To consider terms of reference for the IT contractor – March 2020
- To review the Communications and Social Media Policy – March 2020
- To review the Standing Orders – March 2020
- To review Earmarked Reserves – April 2020
- To review the Financial Risk Assessment
- 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 review the Grievance and Complaints policies
- Annual salary review for following financial year – December 2020

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

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



5th February 2020



ITEM 2

**MINUTES FOR THE COUNCIL MATTERS COMMITTEE  
MONDAY 13<sup>TH</sup> JANUARY 2019 AT THE GUILDHALL TOTNES**

Present: Cllr E Price (Chair), Cllr C Allford, Cllr P Paine, Cllr J Hodgson, Cllr Piper (arrived late)  
 Apologies: Cllr Adams  
 Not present: Cllr Simms  
 Present: Catherine Marlton (Town Clerk)

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	The apologies from Cllr Adams and Cllr Piper (late) were <b>AGREED</b> .
<i>The Committee will adjourn for the following item:</i>		
Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.		None.
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of: Council Matters 9 <sup>th</sup> December 2019 - (already agreed through Full Council)	None.
3	To consider the current year's budget allocations, budget monitor, balances and forecast.	The current year budget monitor was considered and <b>AGREED</b> unanimously. The Town Clerk will look at purchasing Moth covers for the mace bearers uniforms.
4	To note the final budget for 2020/2021 agreed at Full Council on 6 <sup>th</sup> January 2020 – including the decision made by Paige Adams Trust on any annual contribution.	Noted. No actions to approve.
5	To receive an update on the Neighbourhood Plan (standing item).	Noted. No actions to approve.
6	To note any update from the Venues Working Group (standing item)	Noted. No actions to approve
7	To note any update from the Economy Working Group (standing item)	It was <b>AGREED</b> to temporarily hold off on scheduling an Economy WG meeting until the standing orders are reviewed. It was felt possible to bring individual ideas and projects direct to an appropriate committee for consideration as required.
8	To note any update from the Cemetery Working Group (standing item)	None.
<i>The Committee will be asked to <b>RESOLVE</b> to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
9	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	The reconciliations were unanimously <b>AGREED</b> .
10	To consider and sign (Clerk and Chair) the 2019/20 staffing budget.	This was unanimously <b>AGREED</b> and signed by the Clerk and Chair.
11	To note the staffing structure agreed at Full Council on 6 <sup>th</sup> January 2020 from April 2020/21 onwards	Noted. No actions to approve
12	To consider a legally and commercially sensitive issue in relation to a community asset	It was <b>AGREED</b> to give the Clerk delegated authority to seek specialist legal advice in relation to the matter.
13	Date of the next meeting – Monday 10 <sup>th</sup> February 2020 at 7pm.	

ITEM 3

ONGOING BUDGET ANNING DOCUMENT 2019	18/19 YEAR END		19/20 CURRENT				2020/21 onwards	
	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	ORIGINAL BUDGET 19/20	2021/22	2022/23	
Admin								
Salaries and pensions for all staff	190666	200332	166964	233000	219000	308000	310000	
Travel and Training	2633	1500	2892	3500	4000	4000	4000	
Eye Tests	99	300	50	400	500	500	500	
Recruitment	789	1500	372	500	1000	500	500	
Supplies	2525	2250	2089	2600	2500	2700	2800	
Photocopier	2084	2000	146	1000	1750	1750	1750	
Finance	1549	2000	1180	2200	2000	2000	2000	
Office Equipment	5556	6000	7365	7365	6000	7500	7500	
Office Equipment	2012	1200	73	1500	1500	1500	1500	
Office Equipment	408	0	-40	-40	0	0	0	
Office Equipment	207485	217082	181091	252025	238250	328450	330550	
<b>TOTAL</b>								
<b>Civic and Democratic</b>								
Mayor's Office	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2021/22	2022/23	
Mayor's Office	379	375	0	395	375	410	425	
Mayor's Office	5902	5750	1727	4000	5750	5750	5750	
Mayor's Office	-2123	0	-393	0	0	0	0	
Mayor's Office	24	400	192	250	400	400	400	
Mayor's Office	401	200	43	200	350	400	425	
Mayor's Office	3788	6000	0	6000	6000	6560	6800	
Mayor's Office	548	750	314	1000	3000	2000	2000	
Mayor's Office	0	0	0	2000	6500	1500	6500	
Mayor's Office	3123	4500	2908	3500	4500	6250	6250	
Mayor's Office	0	6000	0	7000	7000	6000	6000	
Mayor's Office	2179	2000	2365	2500	2100	2200	2250	
Mayor's Office	1349	1500	3010	2800	2000	2000	2000	
Mayor's Office	1049	1500	1095	7000	10000	2500	2500	
Mayor's Office	17019	28975	11261	36645	47975	35970	41300	
<b>TOTAL</b>								
<b>Tourism</b>								
Tourism	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2021/22	2022/23	
Tourism	2390	1000	3192	5000	5000	5000	5000	
Tourism	12696	13000	12636	12636	12700	0	0	
Tourism	14737	22000	4497	16000	15000	15000	15000	
Tourism	-18260	-18500	-14491	-16500	-16000	-15000	-15000	
Tourism	172	0	20	210	210	210	210	
Tourism	172	0	452	600	600	600	600	
Tourism	11847	17500	6306	17946	17510	5810	5810	
<b>TOTAL</b>								

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**ONGOING BUDGET -  
ANNING DOCUMENT 2019**

	18/19 YEAR END		19/20 CURRENT				2020/21 onwards	
	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2021/22	2022/23	
ing	2738	2000	1128	2000	2500	3000	3000	
ing Maintenance	27453	4000	-2591	10000	5000	5000	5000	
ness Rates	5880	5575	5414	6015	6000	7000	7000	
er	111	200	120	200	200	200	200	
ties	3783	2000	2145	3500	3000	3500	3500	
ipment Maintenance	2599	2000	878	5000	2000	2000	2000	
ding Licence renewals and marketing	2044	1750	71	1000	500	3000	500	
issions income	-3357	-4750	-2994	-2994	-3500	-3000	-3000	
Income WEDDINGS	-2233	-2750	-2015	-2015	-2500	-2750	-2750	
TOTAL	99618	10025	2156	22706	13200	17950	15450	
	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2021/22	2022/23	
Civic Hall	9776	17060	3748	5500	12000	5500	5500	
ing and supplies - STAFFING EXCLUDED IM 2019/20 and moved to core budget	3102	2500	2156	3000	2500	3000	3000	
d in Tariff	453	2000	951	2100	2000	2000	2000	
er	4855	4250	2436	4500	4400	4600	4900	
ities	11784	14000	4896	30000	150000	175000	25000	
ding Maintenance	70	2000	70	250	2000	250	250	
nces	28	600	402	1000	500	1000	1000	
rketing Civic Hall	4920	4000	5079	7000	3000	4000	4000	
ipment Maintenance	-27723	-33040	-31500	-31500	-31500	-31500	-31500	
ge Adams Grant towards retaking, Cleaning and management costs	0	0	0	0	0	0	0	
Charges	-7808	-5000	-3289	-5000	-5000	-5700	-5700	
d in tariff income	-1143	8110	-15051	16850	139900	8250	8450	
TOTAL	636	2000	3	2000	2000	2000	2000	
Property Maintenance	1561	1760	1452	1760	1760	2500	2500	
Idhall Cottage Maintenance	2443	2050	741	2000	2250	2250	2250	
erty Management Fees	9163	9150	4574	9150	9150	9150	9150	
vn Clocks amalgamated Rent and Utilities Maintenance	110	2000	9	2000	2000	2000	2000	
:5a Loan repay	0	500	19	250	30000	5000	2000	
:5a Maintenance	3588	4066	0	10000	5000	5000	5000	
Idhall Office Maintenance	-2	-1	0	-5	-1	-5	-5	
seum Maintenance	0	0	0	0	0	0	0	
seum Rent income	0	0	0	-3	-3	-3	-3	
tgate Clock Rental	0	0	0	0	0	0	0	

Staffing element removed into core budget from 2019/21

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

TO BE CONSIDERED BY PAIGE ADAMS

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**ONGOING BUDGET  
ANNING DOCUMENT 2019**

	18/19 YEAR END		19/20 CURRENT		2020/21 onwards		
Water Supply to shop	0	-210	-200	-200	-200	-200	-200
dhall Cottage Income (£850 a month)	-20750	-9350	-7650	-9350	-9350	-9350	-9350
AMUNITY/NON PROFIT GROUP	0	0	0	0	0	-3000	-3000
5a Rental Income (£695 per month)	-8360	-8250	-6255	-7645	-7645	-7645	-7645
TOTAL	-1605	3647	-7307	34961	10197	4697	4697
<b>Cemetery</b>							
Actual 31st March 2019 YEAR END		ORIGINAL BUDGET 18/19	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2021/22	2022/23
Business Rates	3616	3500	3662	4069	3500	5000	5000
Grass	163	150	39	150	150	150	150
Grass Maintenance (Grass cutting and tree work)	21795	30660	14413	22000	22000	24000	25000
Risks and Maintenance (Memorials, Paths, benches, Refuse collection)	24059	5000	1138	2500	2500	3000	3000
Public Liability	244	500	0	500	500	500	500
Gravestone Fees Income Amalgamated	-8495	-7500	-5705	-8000	-7500	-8000	-8000
TOTAL	51402	31650	13547	21219	21150	24650	25650
<b>Open Spaces</b>							
Actual 31st March 2019 YEAR END		ORIGINAL BUDGET 18/19	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2021/22	2022/23
Parts Walk (regular cuts and tying)	163	900	0	500	600	600	600
Grass Churchyard (Walls and trees)	950	900	414	1000	1000	1000	1000
Grass Meadow Maintenance and Water	169	750	57	200	250	250	250
Grass Meadow and allotments income	-210	-210	-10	-210	-210	-210	-210
TOTAL	503	2340	461	1490	1640	1640	1640
<b>Precept and Income</b>							
Actual 31st March 2019 YEAR END		ORIGINAL BUDGET 18/19	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2021/22	2022/23
Precept	156	300	120	200	300	300	300
Income	-355640	-355640	-494000	-494000	-494000	-551338	-567879
Net Tax Grant (only guaranteed until 2020)	-22230	-22230	-20040	-20040	-20040	-10020	0
City of Poige Adams RATE ABATEMENT	0	0	0	-105000	-105000	0	0
TOTAL	-377114	-377114	-513920	-618840	-618740	-551038	-567579
<b>Community Development</b>							
Actual 31st March 2019 YEAR END		ORIGINAL BUDGET 18/19	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020 BUDGETED	2021/22	2022/23
Leisure Park/Youth provision	0	SEE COMMUNITY PROJECTS	0	0	0	5000	5000
Public Toilets	0	0	17600	17600	17600	40000	40000
Information Exchange	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	25775	22000	25000	25000	25000
Residents Advice Service	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	14250	13088	1000	1000	1000
Neighbourhood Plan/Planning	11586	12517	24630	70860	135000	61500	55000
Community projects and public realm	35412	51366	61707	12000	0	0	0
Community Grants Scheme/Community fundraiser	0	0	0	0	0	0	0

TO BE CONSIDERED

TO BE CONSIDERED - NOT CONFIRMED

TO BE CONSIDERED - NOT CONFIRMED

**ONGOING BUDGET  
ANNING DOCUMENT 2019**

	18/19 YEAR END		19/20 CURRENT				2020/21 onwards				
				5000	10000	5000	5000	5000	5000	5000	5000
and Culture and Events - INCOME OVER	2188	2842									
EXPENDITURE INCLUDED	0	0	0	0	0	8015	8015	8015	8015	8015	
Stage Support	0	0	-2250	-2250	0	0	0	0	0	0	
NET FUNDING/PROJECT INCOME	0	0	0	2500	0	5000	5000	5000	5000	5000	
late Change Emergency Work	£66,485	£66,725	£59,457	£99,505	£127,948	£209,815	£150,515	£144,015	£144,015	£144,015	
TOTAL	£66,485	£66,725	£59,457	£99,505	£127,948	£209,815	£150,515	£144,015	£144,015	£144,015	
TOTAL EXPENDED	£66,485	£66,725	£251,921	£478,343	£642,534	£799,948	£577,932	£577,932	£577,932	£577,932	
TOTAL	£66,485	£66,725	£261,999	£140,497	£23,794	£254,948	£26,894	£26,894	£26,894	£26,894	

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

Due to a delay in some projects we will show an underspend this year BUT we must ringfence for expenditure in 2020/21

Public Realm 19/20 WORKING BUDGET		
Totnes Gardens AND Corrie Road Cutting	2000	AGREED
Tools such as watering bowser for Lengthsman	2000	£1400 AGREED
Green Waste collections	2000	To be arranged
Tidy Totnes	770	AGREED
Market Square - ramp improvements	5000	Initial professional fees for project, surveys etc
Planters with trees x 2	1500	AGREED subject to permission.
Signage Audit	8000	£8,000 AGREED Phase 1
Vire Island picnic benches	1405	£2,000 AGREED - waiting on SHDC SLA
Chicken Run Steps/Ramp improvements	550	COMPLETE 350 staffing 200 materials
Collapark investment	0	AGREED - delayed to 2020/21
Steamer Quay picnic benches	1405	£2,000 AGREED - waiting on SHDC SLA
<b>BALANCE</b>	<b>24630</b>	

Public Realm 2021 PROPOSED		
Design Work public realm	20000	Phase 2 of ongoing project
Totnes Gardens	2000	
Collapark investment	10000	AGREED - delayed to 2020/21
Green Waste collections	3000	To be arranged
Market Square - ramp improvements	35000	Actual ground works and resurface
Lengthsman equipment and training	5000	to be discussed
Additional planters	7500	Estimated for 10 planters phase 2
Tidy Totnes	1000	Year 3 of ongoing project
Wildflower planting	500	
Wildflife trails cemetery/longmarsh etc	1000	
New Noticeboards and signage town wide	50000	
Bins and seating upgrades town wide		
<b>BALANCE</b>	<b>135000</b>	

Public Realm 2022 ESTIMATED		
Totnes Gardens	2000	
Additional planters	7500	Estimated for 10 planters phase 3
Groundsman equipment	1000	
Tidy Totnes	1000	Year 4 of ongoing project
New Noticeboards and signage town wide	50000	
Bins and seating upgrades town wide		
<b>BALANCE</b>	<b>61500</b>	



xmas tree electricity

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 ADMINISTRATION</b>								
1179 PAIGE ADAMS GRANT	10,723	26,500	0	(26,500)			0.0%	
6283 Car Park Permits	400	40	0	(40)			0.0%	
6284 Green Sacks Sales	8	0	0	0			0.0%	
<b>ADMINISTRATION :- Income</b>	<b>11,131</b>	<b>26,540</b>	<b>0</b>	<b>(26,540)</b>				<b>0</b>
1101 Salaries and Pensions	190,666	166,964	220,000	53,036		53,036	75.9%	
1103 Staff Training and Travel	2,633	2,892	4,000	1,108		1,108	72.3%	
1105 Staff Eye Tests	99	50	500	450		450	9.9%	
1106 Staff Recruitment	789	372	1,000	628		628	37.2%	
1110 Utilities	2,525	2,089	2,500	411		411	83.5%	
1111 Office Supplies	2,034	146	1,750	1,604		1,604	8.3%	
1123 Photocopier	1,549	1,180	2,000	820		820	59.0%	
1156 Insurance	5,536	7,365	6,000	(1,365)		(1,365)	122.8%	
1160 Office Equipment	2,012	73	1,500	1,427		1,427	4.9%	
1167 Events & Venues Expenditure	375	191	0	(191)		(191)	0.0%	
1169 Car Park Permits	480	0	0	0		0	0.0%	
<b>ADMINISTRATION :- Indirect Expenditure</b>	<b>208,699</b>	<b>181,321</b>	<b>239,250</b>	<b>57,929</b>	<b>0</b>	<b>57,929</b>	<b>75.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(197,568)</b>	<b>(154,781)</b>	<b>(239,250)</b>	<b>(84,469)</b>				
<b>102 CIVIC AND DEMOCRATIC</b>								
1277 Civic Events	2,123	393	0	(393)			0.0%	
<b>CIVIC AND DEMOCRATIC :- Income</b>	<b>2,123</b>	<b>393</b>	<b>0</b>	<b>(393)</b>				<b>0</b>
1202 Mayoral Allowance	379	0	375	375		375	0.0%	
1205 Civic Events	5,902	1,727	5,750	4,023		4,023	30.0%	
1225 Civic Regalia	24	192	400	208		208	48.1%	
1231 Mayoral Travel	401	43	350	307		307	12.2%	
1234 Councillor IT equipment	0	0	6,500	6,500		6,500	0.0%	
1235 Councillor Training and Travel	948	314	3,000	2,686		2,686	10.5%	
1236 Professional Fees	3,123	2,908	4,500	1,592		1,592	64.6%	
1237 Elections	0	0	7,000	7,000		7,000	0.0%	
1238 Subscriptions	2,179	2,365	2,100	(265)		(265)	112.6%	
1240 Community Outreach	1,349	3,010	2,000	(1,010)		(1,010)	150.5%	
1241 Website and IT	1,049	1,095	10,000	8,905		8,905	11.0%	
1242 Councillor Allowances	3,788	0	6,000	6,000		6,000	0.0%	
<b>CIVIC AND DEMOCRATIC :- Indirect Expenditure</b>	<b>19,142</b>	<b>11,655</b>	<b>47,975</b>	<b>36,320</b>	<b>0</b>	<b>36,320</b>	<b>24.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(17,020)</b>	<b>(11,262)</b>	<b>(47,975)</b>	<b>(36,713)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>201 TOURISM</b>								
2182 Totnes Guide and Website	18,260	14,491	16,000	1,509			90.6%	
<b>TOURISM :- Income</b>	<b>18,260</b>	<b>14,491</b>	<b>16,000</b>	<b>1,509</b>			<b>90.6%</b>	<b>0</b>
2101 Salaries and Pensions	12,636	12,636	12,700	64		64	99.5%	
2106 Marketing	2,390	3,192	5,000	1,808		1,808	63.8%	
2114 Utilities	0	0	0	0		0	0.0%	
2115 Post and Telephone	82	0	0	0		0	0.0%	
2116 Other TIC expenses	90	452	600	148		148	75.4%	
2161 Paypal Commission	172	20	210	190		190	9.7%	
2177 Totnes Guide and Website	14,737	4,497	15,000	10,503		10,503	30.0%	
<b>TOURISM :- Indirect Expenditure</b>	<b>30,107</b>	<b>20,798</b>	<b>33,510</b>	<b>12,712</b>	<b>0</b>	<b>12,712</b>	<b>62.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(11,847)</b>	<b>(6,307)</b>	<b>(17,510)</b>	<b>(11,203)</b>				
<b>301 GUILDHALL</b>								
3181 Admissions	3,357	2,994	3,500	506			85.5%	
3183 Hire Charges	2,233	2,015	2,500	485			80.6%	
<b>GUILDHALL :- Income</b>	<b>5,591</b>	<b>5,009</b>	<b>6,000</b>	<b>991</b>			<b>83.5%</b>	<b>0</b>
3101 Cleaning	2,738	1,128	2,500	1,372		1,372	45.1%	
3103 Building Maintenance	27,453	(2,591)	5,000	7,591		7,591	(51.8%)	
3112 Business Rates	5,880	5,414	6,000	586		586	90.2%	
3113 Water	111	120	200	80		80	60.1%	
3114 Utilities	3,783	2,145	1,500	(645)		(645)	143.0%	
3122 Equipment Maintenance	2,599	878	2,000	1,122		1,122	43.9%	
3125 Marketing and Licences	2,044	71	500	429		429	14.1%	
<b>GUILDHALL :- Indirect Expenditure</b>	<b>44,608</b>	<b>7,166</b>	<b>17,700</b>	<b>10,534</b>	<b>0</b>	<b>10,534</b>	<b>40.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(39,017)</b>	<b>(2,157)</b>	<b>(11,700)</b>	<b>(9,543)</b>				
<b>302 CIVIC HALL</b>								
3279 Feed in Tariff	7,808	3,289	5,000	1,711			65.8%	
3281 Water	0	200	200	0			100.0%	
3282 Palge Adams Grant	17,000	5,000	31,185	26,185			16.0%	
<b>CIVIC HALL :- Income</b>	<b>24,808</b>	<b>8,489</b>	<b>36,385</b>	<b>27,896</b>			<b>23.3%</b>	<b>0</b>
3201 Caretaking, Cleaning & Supplie	9,776	3,748	12,000	8,252		8,252	31.2%	
3202 Feed in Tariff	3,102	2,156	2,500	344		344	86.2%	
3213 Water	453	951	2,000	1,049		1,049	47.6%	
3214 Utilities & Broadband	4,855	2,436	4,400	1,964		1,964	55.4%	
3222 Building Maintenance	11,784	4,896	150,200	145,304		145,304	3.3%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3250 Licences	70	70	2,000	1,930		1,930	3.5%	
3251 Misc & Marketing Expenditure	28	402	500	98		98	80.5%	
3252 Equipment Maintenance	4,320	5,079	3,000	(2,079)		(2,079)	169.3%	
<b>CIVIC HALL :- Indirect Expenditure</b>	<b>34,387</b>	<b>19,738</b>	<b>176,600</b>	<b>156,862</b>	<b>0</b>	<b>156,862</b>	<b>11.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,579)</b>	<b>(11,249)</b>	<b>(140,215)</b>	<b>(128,966)</b>				
<b>303 PROPERTY MAINTENANCE</b>								
3381 Museum Rent	2	0	1	1			0.0%	
3382 Guildhall Cottage Income	10,750	7,650	9,350	1,700			81.8%	
3384 Eastgate Clock Rental Income	0	0	3	3			0.0%	
3385 Flat 5A Rental Income	8,340	6,255	7,645	1,390			81.8%	
<b>PROPERTY MAINTENANCE :- Income</b>	<b>19,092</b>	<b>13,905</b>	<b>16,999</b>	<b>3,094</b>			<b>81.8%</b>	<b>0</b>
3303 Guildhall Cottage Maintenance	636	3	2,000	1,997		1,997	0.1%	
3305 Eastgate Clock Rent	600	0	0	0		0	0.0%	
3306 Eastgate Clock Utilities	159	141	0	(141)		(141)	0.0%	
3311 Flat 5A Loan Repayment	9,148	4,574	9,150	4,576		4,576	50.0%	
3312 Flat 5A Maintenance	110	9	2,000	1,991		1,991	0.5%	
3314 Guildhall Office Maintenance	0	19	30,000	29,981		29,981	0.1%	
3315 Rental Property Management Fee	1,561	1,452	1,760	308		308	82.5%	
3316 Town Clocks	1,684	600	2,250	1,650		1,650	26.7%	
3321 Museum Maintenance	3,588	0	5,000	5,000		5,000	0.0%	
<b>PROPERTY MAINTENANCE :- Indirect Expenditure</b>	<b>17,485</b>	<b>6,799</b>	<b>52,160</b>	<b>45,361</b>	<b>0</b>	<b>45,361</b>	<b>13.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,607</b>	<b>7,106</b>	<b>(35,161)</b>	<b>(42,267)</b>				
<b>401 CEMETERY</b>								
4185 Cemetery Fees	8,495	5,705	7,500	1,795			76.1%	
<b>CEMETERY :- Income</b>	<b>8,495</b>	<b>5,705</b>	<b>7,500</b>	<b>1,795</b>			<b>76.1%</b>	<b>0</b>
4112 Business Rates	3,616	3,662	3,500	(162)		(162)	104.6%	
4113 Water	143	39	150	111		111	25.8%	
4121 Grounds Maintenance	21,795	14,413	22,000	7,587		7,587	65.5%	
4122 Works and Maintenance	34,099	1,138	2,500	1,362		1,362	45.5%	
4123 Chapel	244	0	500	500		500	0.0%	
<b>CEMETERY :- Indirect Expenditure</b>	<b>59,898</b>	<b>19,252</b>	<b>28,650</b>	<b>9,398</b>	<b>0</b>	<b>9,398</b>	<b>67.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(51,403)</b>	<b>(13,547)</b>	<b>(21,150)</b>	<b>(7,603)</b>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>501 OPEN SPACES</b>								
5180 Castle Meadow Rents	210	10	210	200			4.8%	
OPEN SPACES :- Income	<u>210</u>	<u>10</u>	<u>210</u>	<u>200</u>			4.8%	<u>0</u>
5101 Ramparts Walk	163	0	600	600		600	0.0%	
5102 St Mary's Churchyard	390	414	1,000	586		586	41.4%	
5103 Castle Meadow Water	25	57	0	(57)		(57)	0.0%	
5106 Castle Meadow	135	0	250	250		250	0.0%	
OPEN SPACES :- Indirect Expenditure	<u>713</u>	<u>472</u>	<u>1,850</u>	<u>1,378</u>	<u>0</u>	<u>1,378</u>	25.5%	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(503)</u>	<u>(462)</u>	<u>(1,640)</u>	<u>(1,178)</u>				
<b>602 PRECEPT AND INCOME</b>								
6280 Precept	355,640	494,000	494,000	0			100.0%	
6281 Council Tax Grant	22,230	20,040	20,040	0			100.0%	
6282 Charity of Paige Adams	0	0	105,000	105,000			0.0%	
PRECEPT AND INCOME :- Income	<u>377,870</u>	<u>514,040</u>	<u>619,040</u>	<u>105,000</u>			83.0%	<u>0</u>
6202 Bank Charges	156	120	300	180		180	40.0%	
PRECEPT AND INCOME :- Indirect Expenditure	<u>156</u>	<u>120</u>	<u>300</u>	<u>180</u>	<u>0</u>	<u>180</u>	40.0%	<u>0</u>
<b>Net Income over Expenditure</b>	<u>377,714</u>	<u>513,920</u>	<u>618,740</u>	<u>104,820</u>				
<b>701 COMMUNITY DEVELOPMENT</b>								
7580 Community Projects	4,736	2,250	0	(2,250)			0.0%	
7582 Arts and Culture	0	21,468	0	(21,468)			0.0%	
COMMUNITY DEVELOPMENT :- Income	<u>4,736</u>	<u>23,718</u>	<u>0</u>	<u>(23,718)</u>				<u>0</u>
7501 Community Projects	35,412	56,571	118,060	61,489		61,489	47.9%	
7502 Neighbourhood Plan	11,586	7,976	13,088	5,112		5,112	60.9%	
7503 Arts and Culture	2,183	18,437	10,000	(8,437)		(8,437)	184.4%	
COMMUNITY DEVELOPMENT :- Indirect Expenditure	<u>49,180</u>	<u>82,985</u>	<u>141,148</u>	<u>58,163</u>	<u>0</u>	<u>58,163</u>	58.8%	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(44,444)</u>	<u>(59,266)</u>	<u>(141,148)</u>	<u>(81,882)</u>				
Grand Totals:- Income	<u>472,315</u>	<u>612,300</u>	<u>702,134</u>	<u>89,834</u>			87.2%	
Expenditure	<u>464,375</u>	<u>350,304</u>	<u>739,143</u>	<u>388,839</u>	<u>0</u>	<u>388,839</u>	47.4%	
<b>Net Income over Expenditure</b>	<u>7,940</u>	<u>261,996</u>	<u>(37,009)</u>	<u>(299,005)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>7,940</u>	<u>261,996</u>						

Electrical Wiresment  
\*

## RECRUITMENT TIMELINE SPRING 2020

10<sup>th</sup> February 2020 Council Matters – timeline, adverts and job descriptions considered for approval under delegated authority.

11<sup>th</sup> February 2020 - Maintenance Officer out to advert in local press, devon.gov.uk, job centre, indeed, facebook and website.

By 15<sup>th</sup> February 2020 – Community Fundraiser out to advert in local press, devon.gov.uk, job centre, indeed, facebook and website.

Sunday 1<sup>st</sup> March 2020 at midnight – closing date Maintenance Officer.

Tuesday 3<sup>rd</sup> March 2020- longlisting of Maintenance Officer by officers and shortlisting by the Council Matters committee/interview panel members.

Thursday 5<sup>th</sup> March 2020 - Interviews Maintenance Officer. Interview panel to be decided but must include the Clerk/Deputy

Monday 9<sup>th</sup> March 2020 - Maintenance Officer ratified by Council Matters under delegated authority.

Tuesday 10<sup>th</sup> March 2020 - Offer correspondence sent to successful Maintenance Officer candidate subject to the usual checks.

Sunday 15<sup>th</sup> March 2020 at midnight – closing date for Community Fundraiser.

Tuesday 17<sup>th</sup> March 2020 – longlisting of Community Fundraiser position by officers AND shortlisting of Community Fundraiser by the Council Matters committee/interview panel members.

Monday 23<sup>rd</sup> March 2020 – Interviews Community Fundraiser. Interview panel to be decided but must include Clerk/Deputy

Monday 6<sup>th</sup> April 2020 – Community Fundraiser position are ratified by Full Council

Tuesday 7<sup>th</sup> April 2020 – offer correspondence sent to successful candidate subject to the usual checks.

Tuesday 14<sup>th</sup> April 2020 – expected start date Maintenance Officer

Wednesday 6<sup>th</sup> May 2020 – expected start date Community Fundraiser

5a

## JOB ADVERT – COMMUNITY FUNDRAISER

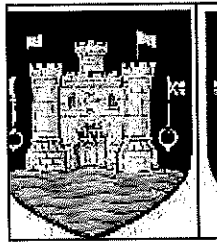
Salary Details: £13.68 to £14.96 per hour. Pay award pending  
Job Term: Fixed Term for 1 year from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021  
Hours: Part Time 15 hours per week, Wednesday - Friday 9am – 2pm  
Location: Totnes Town Centre  
Organisation: Totnes Town Council  
Closing Date: 15<sup>th</sup> March 2020  
Interview Date: 23<sup>rd</sup> March 2020

Totnes Town Council has a vacancy for a part time Community Fundraiser. Hours are 15 hours per week, Wednesday – Friday, 9am – 2pm but some flexibility will be required. Additional hours may be necessary including some evenings and weekends, as required by the activities of the Town Council. The job will be based in a town centre location.

You will be a confident self-starter and an experienced relationship builder who is able to identify and nurture opportunities to the benefit the community of Totnes. The role requires significant experience in Trusts, Grants or Corporate fundraising and a proven track record of drafting meaningful, successful bids to Trusts and Foundations and Statutory sources. You will have excellent written skills with the ability to produce concise and creative bids, a high standard of computer literacy (Excel, Word, Power Point, Outlook and the Internet), meticulous attention to detail, process driven with the ability to work within agreed timeframes and track multiple deadlines. Confidence to communicate with people across all levels and able to work on own initiative, organising and prioritising own workload to set deadlines.

For more information visit our website at [www.totnestowncouncil.gov.uk](http://www.totnestowncouncil.gov.uk).

Please send a completed application form with a covering letter to Catherine, Town Clerk at [clerk@totnestowncouncil.gov.uk](mailto:clerk@totnestowncouncil.gov.uk).



## TOTNES TOWN COUNCIL

### JOB DESCRIPTION – COMMUNITY FUNDRAISER

**Job Title:** Community Fundraiser

**Reports to:** Town Clerk

**Hours:** 15 hours a week, Wednesday - Friday 9am – 2pm with occasional evening and weekend working.

**Job Term:** Fixed Term: 1 year from 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021

**Salary:** SCP 22– 25 (£13.68 to £14.96 per hour. Pay award pending)

**Job Purpose:**

- a) The post will primarily be to source funding opportunities and preparing applications to a range of funders in order to secure financial support for a variety of projects.
- b) To prepare and submit well written applications based on information provided by Totnes Town Council staff, Councillors as well as local groups & organisations.
- c) The position will involve providing support and advice to different local groups and organisations on funding opportunities relevant to their needs, assisting them with bid writing and providing them with support in other fundraising activities.

#### Key Duties and Responsibilities:

##### 1. Duties

- To develop and deliver an annual community engagement and fundraising activity plan for Totnes Town Council.
- To research and identify grant and fundraising opportunities.
- To support and facilitate fundraising activities and grant applications carried out by individuals, organisations and associations in Totnes, including giving talks, attending local events and networking.
- To track and maintain an accurate timetable of acquired funding, pending applications and prospects, and to record funder interactions.
- To prepare concise reports to funders on the impact of their giving.
- To recruit participants to official organised events.
- Develop links with individuals and groups, including schools, churches, and community organisations.
- To be a contact for community fundraising enquiries including responding to telephone calls, emails and letters, and to advise on queries relating to community fundraising.
- To provide advice and support to community groups seeking to raise money for the good of the local community, and to utilise all fundraising techniques to encourage and motivate community fundraising.
- To deliver talks and presentations to a variety of audiences.
- To development volunteer fundraising groups in the community.
- To represent Totnes Town Council at functions, fundraising events and cheque presentations when required.

- To ensure that all fundraising activity complies with best practice, the Institute of Fundraising Code of Fundraising Practice and all relevant legislation.

2. **General**

- To adhere to Health and Safety legislation, Council policies and risk assessments.
- Other duties as determined by the Town Clerk.



## JOB ADVERT – TOWN MAINTENANCE OFFICER

Salary Details: £9.96 - £10.79 per hour

Job Term: Permanent

Hours: Part Time 30 hours per week, Monday - Friday 10am – 4pm (or 9.30am – 4pm with ½ hr lunch)

Location: Totnes Town Centre

Organisation: Totnes Town Council

Closing Date: 1<sup>st</sup> March 2020

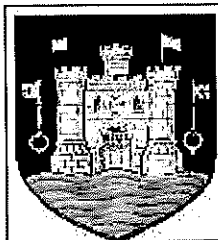
Interview Date: 5<sup>th</sup> March 2020

Totnes Town Council has a vacancy for a part time Town Maintenance Officer. Hours are 30 hours per week over 5 days. Core hours will be Monday - Friday 10am – 4pm (or 9.30am – 4pm with ½ hr lunch) but some flexibility over start and finish times will be required. Additional hours may be necessary including some evenings and weekends, as required by the activities of the Town Council. The job will be based in a town centre location.

The role requires excellent general maintenance experience, the ability to handle heavy loads and to work at heights, a friendly and helpful manner for dealing with the Public and local traders, and problem solving skills. Some basic IT ability using e-mails, Word and Excel will be required, and local knowledge would be an advantage. The role will involve working independently both indoors and outdoors and therefore the successful candidate will be trustworthy and conscientious.

For more information visit our website at [www.totnestowncouncil.gov.uk](http://www.totnestowncouncil.gov.uk).

Please send a completed application form with a covering letter to Catherine, Town Clerk at [clerk@totnestowncouncil.gov.uk](mailto:clerk@totnestowncouncil.gov.uk).



## TOTNES TOWN COUNCIL

### JOB DESCRIPTION – TOWN MAINTENANCE OFFICER

- Job Title:** Town Maintenance Officer
- Reports to:** Town Clerk
- Hours:** 30 hours a week, Monday - Friday 10am – 4pm (or 9.30am – 4pm with ½ hr lunch) with occasional evening and weekend working.
- Job Term:** Permanent
- Salary:** SCP 6 – 10 (£9.96 to £10.79 per hour)
- Job Purpose:**
- a) To tidy up the town streets including weeding and sweeping
  - b) To provide general maintenance support to the Town Council team
  - c) To provide support community projects and creating links with local groups
  - d) To provide occasional caretaking cover for the Civic Hall and Guildhall as requested included some evening and weekend working

#### Key Duties and Responsibilities:

##### 1. Duties

- To provide a visible, flexible, approachable and friendly service within the Town of Totnes and act as an ambassador for the Town Council within the community. This will include regular walking routes with inspection duties.
- To carry out maintenance and improvement work to Town Council and public owned property which complements the responsibilities of Devon County Council and South Hams District Council. This will include litter picking, weeding, watering and strimming, graffiti removal, painting and general maintenance.
- To foster a good working relationship with other authorities. Identify and report issues to statutory bodies, as and when issues occur outside of the Town Council's remit.
- To follow a diary of tasks, noting key points and deadlines. To provide written reports to the Town Clerk that may be shared with Councillors.
- To work with community and volunteer groups to undertake practical activities, offering support, supervision, training and encouragement such as a community litter picking or gardening.
- To assist with community events which may include occasional weekend work.
- To provide cover for the Totnes Civic Hall Caretaker in the event of sickness or annual leave including out of hours unlocking and locking.
- To carry out any caretaker duties at the Civic Hall during office hours as requested, including furniture set-ups and take-downs, routine water hygiene testing, and waste disposal.

- To build good working relationships with local businesses and organisations.
- To provide updates on issues, projects and improvements made in report form for the Town Council to consider.

## 2. General

- To adhere to Health and Safety legislation, Council policies and risk assessments.
- Other duties as determined by the Town Clerk and Deputy Town Clerk.
- Willing to undertake training, including Chapter Eight and Legionella, and undergo a DBS check.
- Access to a vehicle and a full, clean driving licence would be an advantage.

**TOTNES Green Travel Coordinator – Job Description**

**POST TITLE:** Green Travel Coordinator (2 year fixed term contract)

**HOURS** 15 Hours per week (based on two full days, Monday and Tuesday) Some evening and weekend will be required and flexibility is required.

**SALARY:** £12.39 to £13.15 per hour

**LOCATION:** Totnes, Guildhall Offices

**RESPONSIBLE TO:** Totnes Town Council Clerk

**PURPOSE OF JOB**

To research, investigate and prepare a Green Travel Strategy for Totnes and Bridgetown that will reduce the potential adverse impact of the Baltic Wharf residential developments and lead to wider benefits across the town including improvements in air quality and behaviour change away from car dependency and greater use of community and public transport services, and pedestrian routes and bicycle links.

To coordinate, manage and deliver this high quality Green Travel Strategy through a series of programmes, schemes and action plans working with residents, businesses, elected representatives and Local Authority officers etc as agreed with Totnes Town Council, South Hams District Council and Devon County Council

To promote the understanding of the issues around green travel and the links with the climate and ecological emergency.

**KEY RESPONSIBILITIES**

1. To create a Green Travel Strategy for Totnes based on:
  - Totnes Town Council Transport Strategy and Policies 2019
  - SHDC Air Quality Management Action Plan for Totnes 2019
  - Devon County Council Transport Strategy for Totnes 2013
2. To produce this strategy in close cooperation with:
  - Totnes Town Council
  - Transition Town Totnes
  - Totnes & District Traffic & Transport Forum
  - South Hams District Council
  - Devon County Council
  - Other significant Non-Government Organisations and Charities involved in providing community transport services in Totnes and environ
3. Reinvigorate rethinking of options and opportunities in Totnes towards behavioural and modal change in transport around the town.
4. Establish and Coordinate actions that will enable and bring about behavioural change regarding transport choice and implement the Green Travel strategy
5. Establish, measure and monitor statistics, indicators and other data that will provide evidence of change and improvements towards Green Travel in Totnes and Bridgetown.

**AUDIO EQUIPMENT NECESSARY TO PROVIDE PROFESSIONAL  
QUALITY RECORDING OF COUNCIL MEETINGS**

2 X Mackie M48 Phantom Power Supply

6 **PRO 44** CARDIOID UNIDIRECTIONAL BOUNDARY MICROPHONE

2x Radio Transmitter/Receiver units to work with 2 of the PZM mics:  
RØDE Wireless GO - Compact Wireless Microphone System

Shure SCM 810 8 Channel Automatic Microphone Mixer

Cabling: approx **£100**

Laptop Computer to provide audio processing and transmission of signal to the internet, via the Guildhall server: **Hopefully Free**

Phase 1 as above with 4x speakers and feedback  
destroyer = approx £2500

Phase 2 adding camera and mixer = approx £1750

Phase 3 projector and screen OR led computer screen  
= Cost unknown

## **ITEM 8 – CLIMATE CHANGE WORKING GROUP 28<sup>TH</sup> JANUARY 2020**

Present:

Chair - Cllr Georgina Allen

Cllrs Vint, Luker, Trow, Hodgson, Webberley

Cllr Rose

Sarah Collinson

Philip Nash

Ian Bright

- Discussion on XR strategy regarding SHDC declared Climate emergency and plan
- Discussion on feasibility of reviewing JLP in the light of climate declaration and new research on pollution levels
- Proposal of letters of support to SHDC regarding the employment of a new climate officer
- Feedback from Cllr Hodgson regarding actions arising from the Climate Emergency week in the Guildhall
- Feedback from the Pollution Matters group, who are looking to monitor areas not covered by SHDC along the most polluted parts of town - through the air quality management area
- Discussion with Ian Bright of TRESOC on potentially putting solar panels on public buildings including the central car parks - linked to the Neighbourhood Plan
- Feedback from the tree planting group, who have raised money and bought a number of trees and identified a number of areas to plant them in - trees for Bank Lane and outside the Guildhall confirmed, but waiting on permission from SHDC and DCC about the planting of the rest
- Action - funding proposal from Philip Nash for the tree group
- Discussion on traffic management in High ST and Proposal from Cllr Webberley to form new group the Shoppers Alliance

**Date of next meeting 25th February 2020 in the Assembly Rooms of the Seven Stars**

## **ITEM 9 – PUBLIC REALM WORKING GROUP – 30<sup>TH</sup> JANUARY 2020**

Attendees: Cllr Price, Cllr Luker, Clerk, Marketing Manager, Administrative Assistant, Sue Holmes, Maggie Fitzjohn, Trixie Foster, Diana Cusack, Cllr Sweett

Apologies: Cllr Birch, David Martin

1. a) Diana Cusack to email in proposals for the last £500 allocation of Totnes Gardens funds in the current year

**Proposal from Totnes Gardens for last £500 in 10/20 budget allocation:**

We can use on a quantity of peat free compost and good mulch, which we will be using over next 2 spring months.

I can purchase in a bit of a bulk lot and use as needed.

I think around £350-400 should do it for various of our sites around town.

b) Cllr Sweett will chase the SLA docs needed from SHDC for installation of the benches at Vire Island and Longmarsh.

c) All WG members should email Cllr Luker to suggest what type of tree for the proposed planter at Bank Lane by midday on 10th February 2020. Cllr Luker suggested a Portuguese Laurel. The multi stem variety means that a trellis is no longer required for the back of the planter. The site plan as applied for was discussed and it was agreed that any modifications to the bench location should be considered after DCC consent has been given. An ornamental cherry was suggested for outside the Guildhall. **Both locations and tree varieties will be considered by Council Matters on 10th February.**

2. a) Circulate the draft Public Realm/Wayfinding brief for comments from the working group – deadline for feedback Weds 5<sup>th</sup> Feb – **Draft document attached for agreement by Council Matters**

3. Noted. The group were unsure why any transfer of the land to TTC would be beneficial as the TAA would be operating it but this would be a committee decision as required in due course.

4. a) Suggested that the conversation about wildflower planting in 2020/21 be handed over to the Climate Emergency Working Group (CEWG) for discussion and proposals. £500 is allocated for expenditure subject to agreement by Council Matters. Cllr Birch may have some suggestions for wildflower planting around St Mary's - **Cllr Luker to raise at a future CEWG meeting**

b) The allocated £1000 for Wildlife Trails in 2020/21. – The Cemetery Working Group will be asked for ideas / proposals for committee consideration - **passed to Committees Administrator for the next meeting.**

5. The group thought this was a great idea. Everyone will share the publicity material when asked by Diana Cusack nearer the time.

6. The Totnes Trust will seek permission from Morrisons to potentially move the TTC noticeboard from one side of the thoroughfare to the other. Once agreed in principle by the landowner TTC will seek advice from SHDC on whether permission is required and revisit the previous decision through the Council Matters committee. Totnes Trust would be paying for the relocation and potentially a new noticeboard.

7. Rosie to contact 'No 5G' organiser regarding the prolific flyposting around town. If no action is taken then SHDC will be contacted regarding enforcement.

8. Noted. Town Clerk will continue drafting job outline and liaising with SHDC on partnership working.

9. Noted. Subject to planning TTC will undertake the ramp and Civic building improvements in the 2020 calendar year, avoiding the peak months of July and August. SHDC should undertake the resurfacing and step replacement in partnership with TTC in the 2021 calendar year. Signage improvements in the area will be linked to the overall public realm/wayfinding improvement project so there is a consistent theme.

AOB. Dog fouling issues raised. Catherine will seek advice from other clerks and feedback.



**ITEM 11 – CIVIC EVENT BUDGET**

**Elizabethan Supper Party 22nd February 2020**

Catering	1000
Musicians	100
Harpist	30
Hire of Civic Hall	300
Staff	124.25
Jesters	100
Ikea	212.95
Tens	21
Ebay	53.9
Amazon	45.72
Welcome drink	114.7
	2102.52

Expected income of 100 tickets x £13.33 net - £1333. Income over expenditure estimated as approx. £769 cost but the remaining balance of the Civic budget is healthy (see budget monitor)

## **ITEM 12 – ANNUAL MEETINGS**

### **Two annual meetings**

If you are elected in May your first meeting will be the **Annual Meeting of the Council**. This is where you elect a Chairman and probably a vice-Chairman, and appoint committee members and representatives to other bodies. Remember that this is a meeting of the council.

The **Annual Parish or Town Meeting** is not a council meeting. It is a meeting of the Parish or Town electors taking place between 1 March and 1 June. Electors can contribute to the Agenda and in practice these meetings often celebrate local activities and debate current issues in the community. The Chairman of the council, any two councillors or any six electors can call the Annual Parish or Town Meeting. The Chairman, if present, will Chair the meeting. It is best practice to hold the Annual Meeting of the Council and the Annual Parish Meeting on different occasions to avoid confusion.

## **ITEM 14 – ARTS WORKING GROUP Thursday 9<sup>th</sup> January @ 1.00pm**

**Present: Cllr. Piper, Skinner, Matthews, Catherine Marlton, Mairead Phipps, Sarah Kidd (Chamber of Commerce) Ben Cattrall**

**Absent: Cllr. Simms, Perkins, Trow, Allen, Cllr. Jo Sweett**

### **1. Christmas Festival Nights review**

- B. Cattrall gave an overview of the Christmas Festival Nights events with a summary of the following recommendations :-
  - More communication needed with stallholders
  - More arts and crafts stalls
  - More local entertainment
  - More bins needed. Amount and capacity underestimated even though extra were hired. A suggestion was made that maybe a Green Tax should be levied on stallholders next year with prizes for the best pitches. Cllr. Piper suggested that maybe there could be an alliance with the Green Party to run this element of the event.
  - The Rotherford area was a success but feedback from the stallholders is that it cannot compete with the town centre.
  - B. Cattrall will produce a concise review document in due course with a full list of recommendations for this year's events and a list of successes at last year's events.
  
- Cllr. Piper then invited all to give their feedback on the Christmas Festival Nights. Cllr. Skinner said she was sorry that there wasn't a Christmas Grotto and that Totnes was the only town in the area which didn't have a Grotto. Cllr. Skinner requested that we have one next year which she is happy to supply and will work with B. Cattrall to facilitate a suitable location at the events. St. Mary's Church was suggested.

- Cllr. Matthews congratulated B. Catrall on his organisation and delivery of the Christmas Festival Nights events and said it was a great success and credit to him and the Council.
- S. Kidd gave positive feedback overall.
- M. Phipps said that the Christmas Indoor Market in the Civic Hall was a success with high footfall and stallholders happy with their takings.

## 2. Community Arts Day and Christmas Tree Lights Switch On events review

- General feedback was that both of these events were a success in their own right. It was felt that the Christmas Tree Lights Switch On could be made into a bigger event with suggestions of entertainment, outside refreshments and a celebrity to switch on the lights.

**ACTION:** M. Phipps and B. Catrall to bring a proposal to later meetings.

- **To discuss the visibility of the Civic Hall in the town**

- M. Phipps said that the feedback from stallholders and the public was the front of the Civic Hall is not eye-catching or prominent enough to entice them into the Hall. The exterior needs to be made more visible to people if we wish to use the Civic Hall to run markets during the year and alongside the Christmas Festive Nights. Some suggestions to achieve this were an arch with Hollywood style lights erected in front of the entrance on the ramp, colourful festoon lights or more Christmas paraphernalia at the entrances.

**ACTION:** M. Phipps and B. Catrall to cost and design entrance signage

## 3. To discuss purchasing an extra set of Christmas lights for the tree in the Market Square

- Cllr. Piper suggested that we check out the old set of Christmas Tree Lights to see if they would be suitable to use.

**ACTION:** M. Phipps said that she would ask the Town Ranger to investigate this.

- S. Kidd told the meeting that the Town's Christmas Lights were 10 years old and were only bought as a temporary measure and were now very near the end of their life. She said that she will investigate the cost or hire of new lights and also to canvas for sponsorship to raise the money to pay for them. Also the electrician who erects the lights in the town is not willing to use his own personal liability insurance in the future.

**ACTION:** S. Kidd will feedback on lights, erection costs and insurance at the next meeting.

## 4. To discuss future events

- Some of the recommendations from B. Catrall were :-
  - To hold a TEDx event in the Civic Hall on the subject of change
  - Open air cinema on Vire Island
  - Work with the Good Food Market to hold a Food Festival

- Work with the Orange Races and the Carnival committees offering collaboration and ideas
- To increase the amount of events in the Civic Hall to include more plays, comedies etc.
- M. Phipps suggested that we hold a Spring Plant Fair in April and a vegan fair in June and/or September.

5. **Date of next meeting Thursday 5<sup>th</sup> March 2020 at 1.00pm in the Guildhall**

**ITEM 15 – CEMETERY WORKING GROUP**

**CEMETERY WORKING GROUP, 30<sup>TH</sup> JANUARY 2020 HELD AT TOTNES CEMETERY**

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

**1. Site walk around.** Cllrs observed that the oak had not yet been reduced and the hedges have not been cut back, which will be brought to the attention of the Deputy Clerk. Cllr Adams mentioned an offer from the resident of the Sexton's Lodge to re-paint the cemetery gates for a fee (or failing this this algae should be washed off) – the Working Group **RECOMMENDS** that the Council Matters Committee consider this offer.

**a. Progress against the list of urgent works identified by Cllr Paine.**

The willows have been felled. It was **AGREED** that some of the works required would help in making grounds maintenance more efficient and reduce the risk of memorial stones being damaged, or where self-seeded sapling trees are growing close to walls and are likely to cause damage if left unchecked. The Working Group **RECOMMENDS** to the Council Matters Committee that 2 x days of the Town Rangers time (usual hours 8am-1pm) is allocated to cutting back saplings, brambles and shrubs before the cutting schedule resumes and before the busy Easter time of visits.

**b. Condition of the tarmac paths.** Noted.

**c. Confirmation of the wild flower area.** It was confirmed that the wild flowers will be sown around the cemetery boundary. It was **AGREED** that there should be no further planting of trees in the cemetery as: this will affect the current maintenance requirements; roots can destabilise existing memorial stones; and it could impinge on the potential to re-use older graves in future years.

**d. Agree the placement of the dogs on leads signs.** It was **AGREED** to place the signs on the end of the bins most visible to walkers (x 3), on the main metal gate (x1) and on the wooden gate (x1) where many people are still cutting through.

**2. Matters arising from the last meeting.**

Item 3 – Allwoods were invited to attend but due to the volume of work are unable to attend.

Item 4 – the dog signs have been purchased – see item 1d.

Item 5 – wild flower planting has been agreed. See item 1c.

Item 6 – see item 1a.

Item 7 – the composting area proposal is currently on hold.

Item 9 – Council Matters Committee has agreed to accept Allwoods offer to repair the damaged stone.

**3. To consider the removal or stacking of wood following future tree works on the boundary of the cemetery.** Wood and brash from the felled willows has been stacked until the weather is drier to permit removal (the area is very wet underfoot). It was **AGREED** that any future tree felling on the boundary should leave the wood and brash neatly stacked next to the stump to provide a wildlife habitat, as it would not impede grounds maintenance and this practice should reduce the cost of work (as the wood is not being removed from site).

**4. To discuss the pruning of the fruit trees planted by 'Incredible Edibles'.** The fruit trees along the boundary to the Plymouth Road and other individual trees have not been pruned. It was **AGREED** that the lower branches need raising to ensure grounds maintenance can be carried out safely.

It was **AGREED** that the Administrator will email Incredible Edibles:

- to request that they prune all trees before the end of February 2020 and that all lower branches or downwards growing branches must be removed up to 1.5 metres from the ground; and
- that if no (or insufficient) action is taken then the Town Ranger will be asked to include the task on his maintenance schedule in early March 2020.

**5. To consider the idea of a specific dog walking loop.** Clirs discussed the idea, which was thought to have merit in terms of taking dogs away from the more heavily used areas of the cemetery and would be less of a problem for fouling. However, on balance it was felt that additional dog walking in the cemetery is not to be encouraged and there was a risk of a dedicated dog walking route suggesting otherwise.

**6. Date of next meeting – April (exact date TBC).**

Sara Halliday  
Cemetery and Committees Administrator

### **ITEM 17 – CARING TOWN**

Caring Town's funding (that does NOT relate to the Connectors service) is only secure until the end of March 2020.

Meanwhile we are submitting a bid to Reaching Communities Partnerships for 3 years of funding to continue to develop the Caring Town model. For the last 12 months we have been funded by one of their development grants, which has resulted in us setting up Caring Town Ltd as an not for profit organisation in it's own right (charity status application in progress), and developing a Business Plan. This

Business Plan underpins our new funding application, which we hope will be successful given their investment in our development so far.

However, they are taking 3-6 months to respond to these applications, so it's likely there will be a period from April 2020 when there is no funding for the work to coordinate and manage the wider Caring Town project (the work I have been doing) and I will be stepping back from this role then.

Meanwhile the Connectors service will continue uninterrupted - the management responsibility will continue to be held by members of the Caring Town management team and is factored into the funding you have already awarded.

We hope the bid will be successful and will enable us to continue to build on the great results we have already achieved with the wider Caring Town project (i.e. the youth forum, youth mental health project, homelessness group, keeping young totnes safe, isolation/creating connections, getting the community more active, network gatherings, needs analysis and so on). If we're successful then this would likely include recruiting a new manager to replace me, and I'll be sure you keep you informed of any developments.

Please will you provide us with a letter of support from the Town Council, that can go with our bid? This would relate to our wider work, and be based on your support for our business plan, and hopefully - as a key organisation - you might consider a role on our advisory board that would meet every quarter to help shape and steer our work going forward.

#### **ITEM 18 – SHARE SHED**

Share Shed in Totnes; we are a community project, currently based in totnes, where people can borrow items at a nominal cost, and return them, rather than having to buy things they will only rarely use;

[www.shareshed.org.uk](http://www.shareshed.org.uk)

you may have heard that we recently received £50,000 lottery funding, to buy a vehicle, to create the worlds first mobile library of things;

The intention is to serve the towns and villages of South Brent, Ashburton, Buckfastleigh, and of course Totnes;

at the moment we have a pop-up stall in Totnes, and use the office of the 'Network of Wellbeing', the charity we are part of;

Our challenge going forward will be to find suitable parking for our vehicle, when we are open;

When we originally opened, Totnes Town Council offered us a small garage space at the end of the Guildhall, and although it was a great start for us, we've learned how important it is to be visible; Since we have been centrally located, we have trebled our membership & usage!

Hence, we are wondering about the possibility of parking in the Market Square, on non market days;  
we are thinking about thursdays, and possibly one other day - maybe tuesday or wednesday; for 3 hours, sometime between 10am and 4pm;

wondering if this is going to be a possibility - any thoughts or comments from your side? bearing in mind we are keeping items out of landfill, and playing our small part in some practical action to help with the climate emergency, recently declared by South Hams & Devon County Council;

also, we have the full support of Totnes Town Council, and the local community of Totnes and the surrounding areas; we currently have over 500 members who have joined our project;