



AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 9th MARCH 2020, 7PM, AT THE GUILDHALL TOTNES

You are hereby summoned to attend the Council Matters Committee, which is to be held in the Guildhall, Totnes on **Monday 9th March 2020** for the purpose of transacting the following business:

No	Subject	Comments	Time
1	To receive apologies and to confirm that any absence has the approval of the Council.		2 minutes
<i>The Committee will adjourn for the following item:</i>			
Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.			15 minutes
<i>The Committee will convene to consider the following items:</i>			
2	To discuss any matters arising from the minutes of: Council Matters 10 th February 2020 - (already agreed through Full Council)	Enclosure	5 minutes
3	To consider the current year's budget allocations, budget monitor, balances and forecast. (already noted at Full Council 2 nd March 2020)	Enclosure	5 minutes
4	To consider recruitment timelines for the following positions: a) Town Maintenance Officer - extension b) Green Travel Coordinator	Enclosure	5 minutes
5	To consider Community Traffic Management Training and Chapter 8.	Enclosure	5 minutes
6	To note any update of items or proposed expenditure from the Venues Working Group.	Enclosure	5 minutes
7	To note any update or proposed items of expenditure from the Arts Working Group.	Tabled at the meeting	5 minutes
8	To note any update or proposed items of expenditure from the Public Realm Working Group a) Bank Lane update b) Town Mill signage update	Verbal update Town Clerk	5 minutes
9	To note the draft Christmas Events debrief document (emailed to all Councillors) and budget.	Enclosure	5 minutes
10	To receive an update on the Neighbourhood Plan (standing item).	Cllr Luker	2 minutes
11	To consider writing to support the Littlehempston Cycle Path.	Cllr Hodgson	5 minutes
12	To review the Payments to Councillors Policy.	Enclosure	5 minutes
13	To consider a request from Cllr Luker for an audit to be completed of the Guildhall contents.	Enclosure	5 minutes
14	To note the proposed timeline for the Market Square project.	Tabled at the meeting	5 minutes
15	To consider a plan for how to operate the Town Council offices in the case of the Coronavirus outbreak significantly worsening.	Enclosure	5 minutes
16	To consider an end date for the Castle Meadow lease.	Verbal update Town Clerk	2 minutes
17	To note the new Guildhall Booking form for Councillor use.	Enclosure	5 minutes
18	To consider the proposed breakdown for the 2020/21 Totnes Gardens budget allocation.	Enclosure	2 minutes
19	To consider a timeline and process for reviewing the Town Council's priorities and Standing Orders.	Enclosure	5 minutes
<i>The Committee will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>			

20	To consider and agree the bank and petty cash reconciliations. <i>(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)</i>	Standing item not required as latest agreed last month	
21	To consider and sign (Clerk and Chair) the 2019/20 staffing budget (updated). <i>(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)</i>	Enclosure	5 minutes
22	To receive a general staff update. <i>(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)</i>	Verbal update Town Clerk	5 minutes
23	To consider the uses and layout of the Civic Hall spaces. <i>(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)</i>	Enclosures	10 minutes
24	To consider a request from Transition Town Totnes for an interim payment on the agreed contribution towards core costs. This was agreed at 2 nd March 2020 Full Council. <i>(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)</i>	Tabled at the meeting	10 minutes
25	To note the new employment contract format which will be issued to all staff members. <i>(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)</i>	Tabled at the meeting	5 minutes
26	To note an issue regarding standing order payments. <i>(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)</i>	Enclosure	5 minutes
27	Date of the next meeting – Monday 20th April 2020 at 7pm		

Future meetings agenda items:

- To consider terms of reference for the IT contractor – April 2020
- To review the Communications and Social Media Policy – April 2020
- To review Earmarked Reserves – April 2020
- To consider the lease terms for Eastgate Clock storage – April 2020
- To review the Financial Risk Assessment – April 2020
- Update Statement of Internal Control – April 2020
- To review the Standing Orders – May 2020
- To review the Pensions Discretions Policy – May 2020
- 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

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

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

The open proceedings of this Meeting may be audio recorded. If members of the public make a representation, they will be deemed to have consented to being audio recorded. By entering the Council Chamber, attendees are also consenting to being audio recorded.

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.

ITEM 2 MINUTES

MINUTES FOR THE COUNCIL MATTERS COMMITTEE MONDAY 10TH FEBRUARY 2020 AT THE GUILDHALL TOTNES

Present: Cllr E Price (Chair), Cllr C Allford, Cllr P Paine, Cllr J Hodgson, Cllr Piper, Cllr Adams

Apologies: Cllr Luker

Not present: Cllr Simms

Present: Catherine Marlton (Town Clerk), 2 members of the public.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	The apologies from Cllr Luker were AGREED .
<i>The Committee will adjourn for the following item:</i>		
Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.		A member of the public requested that the Council decision not to plant wildflowers on the Cemetery 'roundabout' be reconsidered. The Town Clerk explained that 3 Councillors would need to request in writing a revisit at Full Council as outlined in the Standing Orders.
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of: Council Matters 13 th January 2020 - (already agreed through Full Council)	None.
3	To consider the current year's budget allocations, budget monitor, balances and forecast,	The current year budget monitor was considered and AGREED unanimously. The Town Clerk reported that covers had been purchased for the mace bearers uniforms.
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.	This was unanimously AGREED subject to it being ringfenced for tree planting. Requests for expenditure should come from working groups to Council Matters.
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	The recruitment schedule and job descriptions for the Town Maintenance Officer and Community Fundraiser was AGREED . It was RECOMMENDED to Full Council that a letter be sent to TQ9 requesting payment of the £70,000 to be spent on a 2 year fixed term post (Green Travel Coordinator) and implementation works. The letter should include reference to the Traffic and Transport Forum overseeing the output and direction for the role and the Town Clerk to be the line manager. It was reiterated that any expenditure in relation to the above monies would be subject to the usual financial regulations and Standing Orders and therefore need to be considered by Council Matters. The job description for the Green Travel Coordinator was AGREED . The Town Clerk would send a recruitment schedule to Council Matters in March for consideration. Any recruitment will be subject to receipt of the funds beforehand.

6	To consider storage solutions and vehicle requirements going forward	Temporary storage in the chapel was AGREED . Councillors were enthusiastic about the electric vehicle and asked for costings to come to March Council Matters.
7	To consider audio recording equipment and other potential upgrades for the Guildhall Council Chamber	It was RECOMMENDED to Full Council that the Town Clerk be given delegated authority up to a total of £6,000 to implement improvements to the Council Chamber. The priority is audio improvements, then a display/screen, then investigating visual recording capabilities. Cllr Hendriksen, Cllr Piper and the Town Clerk will source the best options before proceeding with expenditure.
8	To note any update or proposed items of expenditure from the Climate Change Working Group	Update noted, no expenditure.
9	To note any update or proposed items of expenditure from the Public Realm Working Group	The update was noted and it was AGREED that the remaining £500 allocation for Totnes Gardens in 19/20 can be spent on organic compost for the town. It was RECOMMENDED to Full Council that the Public Realm brief be agreed and the design company instructed to start the community consultation phase of works.
10	To consider an Equalities Policy	It was RECOMMENDED to Full Council that the policy be adopted.
11	To consider and authorize the Mayoral Civic Event budget	This was AGREED . It was noted that lower ticket sales would result in an increased overall event cost.
12	To agree dates for the Mayoral Choosing and Annual Town Meeting (to be agreed by Full Council) a) Mayoral Choosing – Thursday 21 st May 2020 b) Annual Town Meeting – Thursday 30 th April 2020	It was RECOMMENDED to Full Council that this date be approved with an 11am start time. It was RECOMMENDED to Full Council that this date be approved.
13	To receive an update on the Neighbourhood Plan (standing item).	None.
14	To note any update or proposed items of expenditure from the Arts Working Group	Update noted, no expenditure.
15	To note any update of items or proposed expenditure from the Cemetery Working Group	The update was noted and it was AGREED that the Town Ranger be asked to clean and/or repaint the railings (non urgent) and that 2 days are allocated to cutting back shrubs, saplings, brambles.
16	To consider a request for yarn bombing	This was AGREED for the weekend of the event only.
17	To receive an update from Caring Town	Noted. Councillors AGREED to a letter of support as requested.
18	To note the Share Shed siting on the Market Square	Noted.
19	To consider how to reallocate redundant equipment: a) Salt Gritter b) Floor Buffer	It was AGREED to ask Share Shed and if they do not want the items, local community groups.
<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).	The reconciliations were unanimously AGREED .
21	To consider and sign (Clerk and Chair) the 2019/20 staffing budget	This was unanimously AGREED and signed by the Clerk and Chair.
22	To consider Electrical and Fire Safety reports from Totnes Museum (commercially sensitive)	It is RECOMMENDED to Full Council that up to £8,000 is earmarked for essential museum maintenance subject to the following: 1. The Museum Trust produces a budget document showing the 2019/20 income and expenditure and a 2020/21 forecast showing

		<p>expected income and liabilities before any expenditure can be agreed. ATTACHED</p> <p>2. Expenditure is limited to priority matters only initially and the Museum Trust must obtain further information (from non commercial sources) about what is absolutely essential work.</p> <p>3. All works will be subject to the Town Council's financial regulations of more than one quote, and all contractors will be commissioned and paid directly by the Town Council.</p> <p>4. That the Museum Trust acknowledges that any improvements made are done so as a one off exception given that the terms of the lease clearly state the items proposed are the responsibility of the Museum Trust.</p>
23	To consider lease terms for Eastgate storage (legally sensitive)	Deferred to a later meeting.
24	To consider an issue in relation to a community asset (legally and commercially sensitive)	It was RECOMMENDED to Full Council to give the Clerk delegated authority to submit an Asset of Community Value application to SHDC. Cllr Vint has volunteered to draft the document in liaison with other Councillors.
25	To receive a general staff update	Noted.
26	To consider the uses and layout of the Civic Hall spaces (commercially sensitive)	Deferred to Venues Working Group in late February, then Council Matters in March, Full Council in April. It was noted that the planning application cannot be submitted and the project progressed until Council agree the purpose and layout of the building.
27	To note the draft Christmas Events debrief document (commercially sensitive)	Noted. Councillors were pleased with the feedback overall. The finalised budget would be presented to Council Matters in March for information. The debrief document will be emailed to all Councillors.
28	Date of the next meeting – Monday 9 th March 2020 at 7pm.	

ITEM 3 BUDGET MONITOR

The attached budget monitor and forecast (in A3 colour) includes the decisions taken by Full Council on 2nd March 2020 to support the following:

- TTT core costs
- Museum – Intruder alarm, electrical improvements, conservation officer advice
- Increase in proposed Climate Change expenditure (possible electric vehicle to be considered at a future Council Matters Committee)

This budget sheet was sent to all Councillors for the 2nd March 2020 meeting and no concerns or queries were raised.

Notes below:

1. Office Supplies (1111)

Low due to refund from Bank of £999 for fraudulent payment taken from account last year. Debited from office supplies last year and should have been recorded as a year-end creditor but was overlooked.

2. Insurance (1156)
Overspent due to higher premium this year.
3. Events & Venues Expenditure (1167)
Christmas tree electricity supply.
4. Subscriptions (1238)
Overspent. Under-budgeted as most subscriptions increased. Also additional subscription to pay for Making Tax Digital upgrade to Finance package. Further costs expected for upgrading SAGE licence to over 25 employees to enable all Councillors claiming the allowance to be added.
5. Community Outreach (1240)
Overspent with further overspend expected for more Totnes Directory costs and another £200 due to be paid for monthly FC meeting recordings from Dec – Mar.
Birthday cards £59.
T&TF minuting £100.
Paint for town seat £31
Adverts £41
Totnes Directory £2162
Defib pads £79
FC meeting recordings £500
Mayor's xmas cards £395
Survey tool £82
6. GH Admissions income (3181)
Shortfall of £506 on expected income which will not be recouped as GH closed for the winter.
7. GH Building Maintenance (3103)
In credit due to year end creditor brought forward for roof repairs. Still awaiting invoice from SHDC for the work.
8. GH Utilities (3114)
Overspent. Under-budgeted. Likely overspend of around £1000 on this budget by year end.

9. CH Equipment Maintenance (3252)

Overspent due to the cost of overhauling the AV system (£2704) and the purchase of 60 new conference chairs (£1006) in addition to general maintenance & repair costs.

10. CH Misc & Marketing Expenditure (3251)

£187 reimbursement due from Paige Adams re. markets.

11. St Mary's Churchyard (5102)

£414 - tree cutting.

12. Neighbourhood Plan (7502)

£7380 Re-drafting plan

£1625 Staff costs transferred to wages cost centre.

£(64) Year end adjustment difference

£107 Website hosting

COUNCIL MATTERS MARCH 2020		19/20 CURRENT				2020/21 onwards			
	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	ORIGINAL BUDGET 19/20	2020/21	2021/22	2022/23			
1 Admin	165964	233500	219000	306500	308000	310000			
2 Salaries and pensions for all staff	2892	3750	4000	4000	4000	4000			
3 Staff Training and Travel	50	400	500	500	500	500			
4 Staff Eye Tests	372	500	1000	500	500	500			
5 Staff Recruitment	2089	2600	2500	2600	2700	2800			
6 Utilities	146	1000	1750	1750	1750	1750			
7 Office Supplies	1180	2200	2000	2000	2000	2000			
8 Photocopier	7365	7365	6000	7500	7500	7500			
9 Insurance	73	1500	1500	1500	1500	1500			
10 Office Equipment	-40	-40	0	0	0	0			
11 Car park permits income and green sacks	181091	252775	238250	328850	328450	330550			
12 SUB TOTAL									
	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23			
13 Civic and Democratic	0	395	375	400	410	425			
14 Mayoral Allowance	1727	4000	5750	5750	5750	5750			
15 Civic and Mayoral Events (expenditure)	-393	0	0	0	0	0			
16 Civic Events (income)	192	250	400	400	400	400			
17 Civic Regalia	43	200	350	400	400	425			
18 Mayoral Travel and Expenses	0	6000	6000	6400	6560	6800			
19 Councillor Allowances	314	1000	3000	2000	2000	2000			
20 Councillor Training and Travel	0	2000	6500	1500	1500	6500			
21 Councillor IT equipment	2908	3500	4500	6250	6250	6250			
22 Professional Fees	0	7000	7000	6000	6000	6000			
23 Elections	2365	2500	2100	2150	2200	2250			
24 Subscriptions	3010	3000	2000	2000	2000	2000			
25 Community Outreach work	1095	10000	10000	2500	2500	2500			
26 Website and IT	11261	39845	47975	35750	35970	41300			
27 SUB TOTAL									
	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23			
28 Tourism	3192	5000	5000	5000	5000	5000			
29 Visit Totnes Marketing	12636	12636	12700	12636	0	0			
30 Pension costs	4497	16000	15000	15000	15000	15000			
31 Totnes Guide	-14491	-16500	-16000	-15000	-15000	-15000			
32 Totnes Guide and Website Income	20	210	210	210	210	210			
33 Bank Charges / Paypal	452	600	600	600	600	600			
34 Other TIC expenditure (Post/Phone/Uniform/Utilities etc)									

COUNCIL MATTERS MARCH 2020		19/20 CURRENT			2020/21 onwards		
		6306	17946	17510	18446	5810	5810
		CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
35	SUB TOTAL						
36	Guildhall						
37	Cleaning	1128	2000	2500	3000	3000	3000
38	Building Maintenance	-2591	10000	5000	5000	5000	5000
39	Business Rates	5414	6015	6000	7000	7000	7000
40	Water	120	200	200	200	200	200
41	Utilities	2145	3500	3000	3500	3500	3500
42	Equipment Maintenance	878	5000	2000	2000	2000	2000
43	Wedding Licence renewals and marketing	71	1000	500	500	3000	500
44	Admissions income	-2994	-2994	-3500	-3000	-3000	-3000
46	Hire Income WEDDINGS	-2015	-2015	-2500	-2750	-2750	-2750
47	SUB TOTAL	2156	22706	13200	15450	17950	15450
48	Civic Hall						
		CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
49	Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	3748	5500	12000	5500	5500	5500
50	Feed in Tariff	2156	3000	2500	3000	3000	3000
51	Water	951	2100	2000	2000	2000	2000
52	Utilities	2436	4500	4400	4600	4700	4900
53	Building Maintenance	4896	30000	150000	175000	25000	25000
54	Licences	70	250	2000	250	250	250
55	Marketing Civic Hall	402	1000	500	1000	1000	1000
56	Equipment Maintenance	5079	7000	3000	4000	4000	4000
57	Paige Adams Grant towards Caretaking, Cleaning and Management costs	-31500	-31500	-31500	-31500	-31500	-31500
58	Hire Charges	0	0	0	0	0	0
59	Feed in tariff income	-3289	-5000	-5000	-5700	-5700	-5700
60	SUB TOTAL	-15051	16850	139900	158150	8250	8450
61	Property Maintenance						
		CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
62	Guildhall Cottage Maintenance	3	2000	2000	2000	2000	2000
63	Property Management Fees	1452	1760	1760	2000	2500	2500
64	Town Clocks amalgamated Rent and Utilities and maintenance	741	2000	2250	2250	2250	2250
65	Flat 5a Loan repay	4574	9150	9150	9150	9150	9150
66	Flat 5a Maintenance	9	2000	2000	2000	2000	2000
67	Guildhall Office Maintenance	19	250	30000	5000	2000	2000

COUNCIL MATTERS MARCH 2020	19/20 CURRENT				2020/21 onwards			
	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	5000	CURRENT 10TH JANUARY 2020	2019/2020	5000	5000
68 Museum Maintenance	0	10000	5000	5000	0	5000	5000	5000
69 Museum Rent income	0	-5	-1	-5	0	-5	-5	-5
70 Eastgate Clock Rental	0	-3	-3	-3	0	-3	-3	-3
71 Civic Water Supply to shop	-200	-200	-200	-200	-200	-200	-200	-200
72 Guildhall Cottage Income (£850 a month)	-7650	-9350	-9350	-9350	-7650	-9350	-9350	-9350
73 Guildhall Office Income (£250 per month)	0	0	0	0	0	0	-3000	-3000
74 COMMUNITY/NON PROFIT GROUP	-6255	-7645	-7645	-7645	-6255	-7645	-7645	-7645
75 Flat 5a Rental Income (£695 per month)	-7307	9957	34961	10197	-7307	4697	4697	4697
75 SUB TOTAL								
76 Cemetery	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2019/2020	CURRENT 10TH JANUARY 2020	2019/2020	2021/22	2022/23
77 Business Rates	3662	4069	3500	5000	3662	5000	5000	5000
78 Water	39	150	150	150	39	150	150	150
79 Grounds Maintenance (Grass cutting and tree work)	14413	22000	22000	23000	14413	24000	24000	25000
80 Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	1138	2500	2500	3000	1138	3000	3000	3000
81 Chapel	0	500	500	500	0	500	500	500
82 Cemetery Fees Income Amalgamated	-5705	-8000	-7500	-8000	-5705	-8000	-8000	-8000
86 SUB TOTAL	13547	21219	21150	23650	13547	24650	24650	25650
87 Open Spaces	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2019/2020	CURRENT 10TH JANUARY 2020	2019/2020	2021/22	2022/23
88 Ramparts Walk (regular cuts and tidying)	0	500	600	600	0	600	600	600
89 St Marys Churchyard (Walls and trees)	414	1000	1000	1000	414	1000	1000	1000
90 Castle Meadow Maintenance and Water	57	200	250	250	57	250	250	250
91 Castle Meadow and allotments income	-10	-210	-210	-210	-10	-210	-210	-210
92 SUB TOTAL	461	1490	1640	1640	461	1640	1640	1640
93 Precept and Income	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020	2019/2020	CURRENT 10TH JANUARY 2020	2019/2020	2021/22	2022/23
94 Bank Charges	120	200	300	300	120	300	300	300
95 Precept and Income	-494000	-494000	-494000	-535280	-494000	-551338	-551338	-567879
96 Council Tax Grant (only guaranteed until 19/20)	-20040	-20040	-20040	-10020	-20040	0	0	0
97 Charity of Paige Adams RATE ABATEMENT	0	-105000	-105000	0	0	0	0	0
98 SECTION 106 FUNDS GREEN TRAVEL	0	0	0	-70000	0	0	0	0
99 SUB TOTAL	-513920	-618840	-618740	-615000	-513920	-551038	-551038	-567579
100 Community Development	CURRENT 10TH JANUARY 2020	2019/20 EXPECTED	2019/2020 BUDGETED	2019/2020	CURRENT 10TH JANUARY 2020	2019/2020	2021/22	2022/23
101 Skate Park/Youth provision	0	0	0	13200	0	5000	5000	5000

£8000 agreed by Full Council plus existing commitments to the exterior/roof of the building

TO BE CONSIDERED - NOT CONFIRMED. ASSUMES 3% P.A INCREASE

Request for payment AGREED by Full Council March 2020

COUNCIL MATTERS MARCH 2020		19/20 CURRENT		2020/21 onwards		
102	Public Toilets	17600	0	17600	40000	40000
103	Carling Town Information Exchange	25775	22000	25000	25000	25000
104	Citizens Advice Service	14250	13088	1000	1000	1000
105	Neighbourhood Plan/Planning	24630	70860	135000	61500	55000
106	Community projects and public realm	12000	12000	0	0	0
107	Community Grants Scheme/Community Fundraiser	10000	10000	5000	5000	5000
108	Arts and Culture and Events - INCOME OVER EXPENDITURE INCLUDED	0	0	8015	8015	8015
	Heritage Support	-2250	0	0	0	0
109	GRANT FUNDING/PROJECT INCOME	0	0	2000	2000	5000
110	Climate Change Emergency Work/Green Travel	0	0	18025	0	0
111	Transition Town Climate Related Support	0	0	20000	1000	1000
112	Electric/Green Town Council vehicle	0	0	20000	0	0
113	SUB TOTAL	£59,457	£127,948	£262,840	£166,515	£145,015
114	TOTAL	-£261,999	£23,794	£237,973	£42,894	£10,983
		Due to a delay in some projects we will show an underspend this year BUT we must ringfence for expenditure in 2020/21		Previously projected as £26,894 overspend at January 2020 Full Council		Previously projected as £9,983 overspend at January 2020 Full Council
				AGREED by March 2020 Full Council. Implementation works for Green Travel.		AGREED by March 2020 Full Council
				AGREED by March 2020 Full Council		Considered by March 2020 Full Council and AGREED in principle. Detailed quotes to April Council Matters for consideration
				Final figures from the Market. Proposed expenditure to budget limit included temporary staging and mobile events equipment.		

IMPACT ON RESERVES WITH NEW SPENDING COMMITMENTS AND S106 INCOME				
Year	Expected year end budget (red indicates overspend)	Expected year end reserves	Expenditure by year APPROX	Reserve % of annual expenditure at start of year
18/19	-£7,939.00	-£353,112.00	£386,054.00	
19/20	-£131,547.00	-£484,659.00	£487,293.00	-72.46%
20/21	£240,288.00	-£244,371.00	£852,973.00	-56.82%
21/22	£61,803.00	-£182,568.00	£593,932.00	-41.74%
22/23	£55,893.00	-£126,675.00	£578,562.00	

At the end of 2019/20 the reserve should be about £488k, 57% of the project next year spend (2020/21)

ITEM 4 – RECRUITMENT TIMETABLE (REVISED)

RECRUITMENT TIMELINE SPRING 2020

10th February 2020 Council Matters – Job descriptions for all three roles agreed. Recruitment timeline agreed for Community Fundraiser and Town Maintenance Officer.

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

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

Monday 9th March 2020 – revised recruitment schedule for Town Maintenance Officer and Green Travel Coordinator agreed.

By Friday 13th March 2020 – Green Travel Coordinator out to advert in local press, devon.gov.uk, job centre, indeed, facebook and website.

Sunday 15th March 2020 at midnight – closing date for Community Fundraiser.

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

Thursday 19th March at midday – extended closing date for Town Maintenance Officer.

Monday 23rd March 2020 – Interviews Community Fundraiser. Interview panel to be decided but must include Clerk/Deputy. RECRUITMENT PANEL TO BE AGREED.

Wednesday 25th March 2020 – new Interview date for the Town Maintenance Officer. RECRUITMENT PANEL TO BE AGREED

Monday 6th April 2020 – Community Fundraiser and Town Maintenance positions are ratified by Full Council

Tuesday 7th April 2020 – offer correspondence sent to successful candidates subject to the usual checks.

Wednesday 15th April at midday – closing date for Green Travel Coordinator.

Wednesday 22nd April 2020 – Interviews for Green Travel Coordinator. RECRUITMENT PANEL TO BE AGREED

Monday 4th May 2020 – Green Travel Coordinator ratified by Full Council.

Wednesday 6th May 2020 – expected start date Community Fundraiser and Town Maintenance Officer.

Early June – expected start date Green Travel Coordinator

ITEM 5 – TRAFFIC MANAGEMENT TRAINING

Road Based Training

A provider just outside of Saltash in Cornwall will provide the following training:

Traffic Management for Community Events

This is a one day course designed for those involved in community events that require the closure of a road or a change in its standard use, i.e. temporary lights, one ways systems etc.

It will cover things like risk assessments, creating Traffic Management Plans, completing Temporary Traffic Regulation Order (TTRO) forms, cone and sign placement, diversions and so on.

Each attendee will complete the day with a written exam (pass mark 70%) which will give the attendee a Lantra qualification and identity card.

This qualification is suitable under the Chapter 8 of the Traffic Signs Manual as defined by the Department of Transport. This will allow the holder of the qualification to be the designated person for road closures under the TTRO.

The cost is £550+vat, plus a further £50+vat for the trainer's travel, plus £30+vat per person for the Lantra qualification.

This is available for up to 12 people and will be done in house at a location of our choice.

Saturdays are available at a much earlier date, weekdays available from the end of April.

Suggested dates are 21st of March or 11th of April

Chapter 8 Signing, Lighting and Guarding

This course is available for up to three people courtesy of Devon County Council. It is a two day course based at the training centre in Notter Bridge.

It is similar in respect to the Community based training but goes into far more detail. This is suitable for those completing works on the highway, larger events and supervisors.

It is suggested that the newly appointed Town Maintenance Officer attends, along with one councillor and the Events Officer.

Cost is free.

ITEM 6 VENUES WORKING GROUP

Venues Working Group Meeting – Tuesday 25th February 2020

Attendees: Catherine Marlton, Christina Bewley, Cllr Piper, Cllr Allford, Cllr Price and Cllr Luker

Absent: Cllr Hendriksen, Cllr M Adams

It was agreed to recommend to Full Council that Cllr Price & Cllr Luker join the Working Group. **It was noted that the meeting was held inquorate and the proposals for expenditure would need to be considered in full by Council Matters on 9th March 2020.**

1. To consider the design and quotes for the automatic doors at the CH which are being funded by a £10000 National Lottery Awards for All grant.

The quotes for differing designs for the Automatic doors were discussed. It was agreed to have sliding doors but Councillors asked for images of how the doors would look.

Consideration would need to be given to conservation area rules and the need for planning permission. It was agreed that doors sensors would be preferable to a disabled press button opening mechanism.

2. To consider a quote for replacing the black curtains and wing legs on the stage at the CH.

The quote was discussed and approval to replacing the back curtain was agreed. Cllr Piper ask for further enquiries to be made with the supplier to see if the material from the existing back curtain could be reused to make the wing legs. A future Venues WG will consider. **The Town Clerk confirmed that she would approve expenditure on the back curtain up to a value of £500 under delegated authority.**

3. To consider funding for the acoustic wall panels/curtains in the CH.

Cllr Allford voted in favour of funding the acoustic wall panels from the Town Council's Civic Hall budget to improve the facilities for users with hearing disabilities. Cllr Piper expressed concerned over whether they were necessary and would prefer to spend the money on purchasing mobile staging which has not been identified as a disability improvement priority. No decision was made as the meeting was not quorate. **For Council Matters – it is suggested that as the temporary staging could be purchased from another budget as below then the suggested acoustic panels are purchased from the Civic Hall budget in the 2019/20 financial year.**

4. To discuss the need for the 15 square wooden tables currently stored in the CH. It was agreed 4-6 of the better condition tables would be retained and stored in Mural room, the exact number to depending on space. The remainder would be offered to Refurnish or Share Shed, or any other local community groups if Refurnish and Share Shed do not want them.

5. To discuss the proposal for purchasing a mobile staging system.

Cllr Piper expressed his desire to purchase a mobile staging system. Officers explained that storage would be an issue and that it is no longer needed from a disability improvement perspective as plans were going to be put forward to install a disabled lift up to the stage from the ramp foyer. Cllr Piper felt it would be a useful asset to have. He advised that it could be purchased relatively cheaply second-hand and suggested storing it along the side walls of the hall. It was agreed that Cllr Piper would research second-hand prices and provide a quote to the Clerk in time for papers going out for the Council Matters Committee meeting on 9th March. **Update for Council Matters: It is proposed that £1500 from the underspent Arts budget could be used to purchase second hand staging and that it be temporarily stored in the Chapel.**

6. To consider the proposal for installing an AV system in the Guildhall.

The type of system needed was discussed. The Clerk explained that the system would be portable and bought in phases. Phase 1 would be for audio equipment, Phase 2 would be for visual equipment and Phase 3 would be for conferencing facilities. Delegated authority to spend by the Clerk has already been RESOLVED by Full Council.

7. To consider floor plans and proposed uses for Birdwood House. To include a walk around onsite at Birdwood House.

The initial draft plans were reviewed and potential use as Council offices discussed. It was agreed that the plans would be taken to the next Council Matters committee meeting. The on-site visit was deferred to Tuesday 3rd March at 10am. All Councillors would be invited.

8. To agree the date of the next meeting

The date of the next meeting was agreed as Tuesday 21st April 2020 at 1pm in the Guildhall.

ITEM 7 ARTS WORKING GROUP

Notes and expenditure to be tabled at the meeting.

ITEM 8 PUBLIC REALM UPDATE

Verbal update to be given by the Town Clerk on Bank Lane and the Town Mill noticeboard.

The design brief has gone to the company understanding the community engagement element of the larger Public Realm project.

ITEM 9 – CHRISTMAS FESTIVAL FINAL BUDGET

Showing a current underspend. Income would have been better without a 1 week cancellation due to severe weather.

BUDGET CHRISTMAS FESTIVAL TOTNES 2019		
EXPENDITURE		
Security/Steward Costs, buying radios and litter pickers	3305	Confirmed cost
Additional lighting and signage	642	Arranged.
Hire of Rotherfold	55	Completed
Hire of Shady Garden	N/A	Confirmed cost
Hire of Market Place	N/A	Confirmed cost
Hire of Civic Hall Car Park	290	Estimated with 1 week cancellation
Birdwood House Hire for HQ	100	Confirmed cost
Road Closed Application	200	Confirmed cost
Costs associated with road closure such as signage hire	691.22	Confirmed cost
Waste Collection	2127.6	Confirmed cost
Insurance	336	Confirmed cost
Facebook, website and other marketing on rebranding of events to community based	0	Confirmed cost
High Vis Jackets	365	Confirmed cost
Printing of Flyers and leaflets	650	Arranged.
Medical - private ambulance	370	Confirmed cost
Totnes Town Council Coordinator	5500	Confirmed cost
Electricity	2326.5	Confirmed cost
Entertainment	2344.65	Confirmed cost
First Tuesday Late Night Switch on costs	1007	See separate breakdown
Christmas Community Arts Workshop Day	2153	See separate breakdown
Purchase and installation of Christmas Tree	300	£200 Christmas tree, £100 electrician
New Christmas Tree festoon lights	975	Confirmed cost
Subsidisation of Christmas Lights going up	560	Chamber of Commerce to invoice
Christmas Lights on the Civic Hall Foyer	300	Confirmed cost
Bob the Bus donation for Park and Ride on late nights	600	Confirmed cost
Total cost of refunds	3000	
TOTAL ESTIMATED COST	28197.97	
INCOME POTENTIAL		

Income stalls and sponsorship	20816.67	Estimated with 1 week cancellation and 50% discount
SUBTOTAL COST TO TOWN COUNCIL MAXIMUM ESTIMATED LIABILITY	7381.3	
Allocated Arts Budget	-10000	
TOTAL POTENTIAL FINANCIAL COST TO THE TOWN COUNCIL OVER BUDGETED	-2618.7	£6600 agreed by Full Council over budgeted £10,000 Arts budget so currently showing an underspend

ITEM 12 – PAYMENTS TO COUNCILLORS POLICY

PAYMENTS TO COUNCILLORS

TOTNES TOWN COUNCIL

AGREED SEPTEMBER 2019

REVIEWED 9TH MARCH 2020 BY COUNCIL MATTERS

This Policy outlines the occasions on which payments may be made to Town Councillors.

Background

The elected members of Totnes Town Council may receive an allowance in recognition of the time, work and costs involved in representing the people of Totnes. This allowance is not to be confused with expenses or with training and travel costs, all of which are defined below. In order to qualify for this allowance, Councillors must attend 75% of Full Council and committee meetings during the 12 months prior to the payment being made. Councillors who start part way through the year will receive a pro rata allowance assuming they have attended 75% of the meetings as detailed above during their time. Co-opted Councillors are not eligible to receive this allowance.

Councillor Allowances

Councillors can claim a paid Basic Allowance each year. This relates to the work they do as local councillors in attending local and community meetings. The levels of allowance paid are agreed by South Hams District Council in accordance with national legislation.

The annual permitted allowance for members of Totnes Town Council is £394.05 and this is subject to taxation.

Historically the Mayor could be awarded twice the sum for additional costs related to the position. The advice received in early 2020 from Crispin Taylor (SLCC National Finance & VAT Adviser) is that this should not be paid as a lump sum without receipts.

Town Councillors who are members of another local authority and who are entitled to an allowance from that authority should be guided by the Declaration of Interest Guidance in the Council's Code of Conduct.

Town Councillors will be required to declare their allowance to HMRC through the Town Council PAYE system.

Councillors Expenses

Councillors can reclaim a limited range of travel and other expenses they have paid out of their own pocket when they have had to travel out of the town or when they are out of pocket for some other approved reason.

Councillor Training and Travel

Councillors can reclaim the cost of any approved training and the associated travel costs at the agreed rate per mile or fares paid.

Rates set by South Hams District Council

Parish Basic Allowance

The formula recommended by the Parish Remuneration Panel at its last meeting calculates an allowance based on a percentage of the district basic allowance (now fixed at £5,254 per annum) and the size of the electorate.

The 19/20 agreement is as follows:-

Electorate	% of District Basic Allowance	Amount per Councillor
5,001 – 10,000	7.5%	£394.05

Travel and subsistence

The main rates are:

(a) Travel Allowances

- Car mileage can be paid at 45p per mile (in line with the HMRC advisory rate and automatically adjusted in the event that the HMRC adjust this rate);
- Motorcycle mileage can be paid at 24p per mile;
- A supplement of 5p per mile for each passenger carried can also be paid; and
- The actual amount incurred on any tolls, ferries or parking fees can be reimbursed.

(b) Subsistence Allowances

If a town or parish councillor is away from their usual place of residence for more than four hours, they can claim £10.00 towards their breakfast, lunch and/or evening meal.

Totnes Town Council Protocol for the Civic Budget & Mayoral Allowance

All Civic and Mayoral spending will be limited to the agreed budgets over the course of the financial year, therefore pre planning of proposed events and larger commitments is essential. All major civic events should take place within the Council's financial year ending 31st March.

During the period from 1st April to 18th May a maximum spend of an amount equivalent to 1 ½ months of the allocated Civic Budget and Mayoral Allowance Budget for the financial year is allowed and must be agreed in advance with the Town Clerk.

Any surplus at the end of the financial year will not be carried forward.

The budgets must not be in deficit at the financial year end.

Expenditure which is allowed:

A. Mayor's Allowance Policy

The Mayor's allowance, exists to help defray the cost to the Mayor whilst undertaking his/her duties for the civic year. Totnes Town Council is committed to accountability and transparency in respect of all expenditure, including the Mayor's allowance.

Background

Each May, the Town Council elect the Mayor for the ensuing year. The job will entail increased responsibility for the Mayor representing the town at various events throughout the County. As a result it is a likely that there will be increased expenditure and to defray these extra costs a budget is allocated and will be reviewed annually as part of the Council budget procedure. If the Mayor's allowance is not fully spent by the end of the Mayor's term of office, the remainder of the fund will revert to the general reserves.

Permitted expenditure

Whilst representing the town the following list is legitimate expenditure for which there will be reimbursement:

- Mileage to and from events
- Tickets for events
- Raffle/draw tickets
- Donations to charity stalls, etc.
- Reasonable clothing allowance for civic events
- Telephone, stationery and printing
- Costs incurred e.g. hire of a venue, in relation to the Mayors fundraising events for the Mayor's named charity(s)
- Reasonable expenditure required for performing the Mayor's duties in service of the Town

It is recognised that the Mayor may be accompanied to many formal engagements by his or her spouse or partner. Reasonable expenditure under the above headings in respect of the Mayor's spouse or partner represents legitimate expenditure.

It is expected that where possible receipts will support expenditure. Where it is not possible to provide receipts, signed written details must be provided by the Mayor to substantiate the expenditure.

B. Civic Budget

Funding for all the formal and informal Civic events and costs associated with the role of the Mayor during the Mayoral year.

These may include:

- ❖ Mayor Choosing and reception
- ❖ The Civic Service
- ❖ Remembrance Sunday (in conjunction with the British Legion)
- ❖ The Civic Event (Community fundraising event)
- ❖ Events where the Mayor is usually accompanied by the Town Sergeant, such as Totnes Carnival, the annual Orange Race, the opening of the Elizabethan Market.

PLEASE NOTE - Civic Funerals (as and when required) and refreshments at a wake for Honorary Citizens/Freeman of Totnes will be funded from the general reserve up to a value of £1,000.

Civic events supported by the Council involving, but not necessarily arranged by, the Mayor, or agreed Councillors. This expenditure must be agreed in advance by the Mayor.

These may include

- ❖ hosting the Mayor of Vire, to include up to £25 for an award.
- ❖ receptions for Civic visitors
- ❖ hosting small award ceremonies, to include up to £25 for an award (for example Freeman awards)
- ❖ hosting meetings of community groups
- ❖ activities related to the Town Council but not necessarily organised by the Mayor.

The costs of any events held or attended by the Mayor or Deputy Mayor or Councillors deputising in their place in the course of his/her duties in the Mayoral Year.

These may include

- ❖ Christmas reception
- ❖ specific refreshments etc. when organising events at the Guildhall during the year.
- ❖ the incidental costs of attending community and charitable events e.g. purchase of tickets for both the event and raffles
- ❖ charity functions, and to cover any costs when attending functions e.g. the purchase of raffle tickets, collections, etc.

PLEASE NOTE: All use of the Civic Hall must be paid for in full from the Civic Budget to the Paige Adams account. No free use can be granted by the Mayor.

Expenditure which is not allowed :

The Civic budget must not be used to pay for

- ❖ gifts of monies or goods (including flowers) other than to charities. NOTE: Any requests for contributions to groups and charities outside of fundraising must be considered by Paige Adams through the grants process.
NOTE: The policy will allow an exception for the purchase of flowers for incoming and outgoing Mayors and their consorts plus retiring Councillors and staff leavers to the value of £25 per bouquet
- ❖ parking fines
- ❖ social events internal to the Council unless agreed by the Mayor or Deputy Mayor.
- ❖ items normally covered by the Mayoral and Councillor Allowance e.g. costs associated with the use of home as office, personal telephone bills, etc.
- ❖ printing fliers/leaflets/posters etc. other than for civic events covered in B. above.

Reporting and monitoring procedures:

The Mayor is asked to account for his/her spending and to submit these expenses, along with the Mayor's monthly engagements, as a quarterly agenda item to Council Matters Committee meetings:

- All amounts submitted for reimbursement from the Town Council will be signed off and paid according to the Town Council financial regulations.
- Amounts of £500 and over need to be agreed by The Council Matters Committee in advance of agreement. Details of the proposed expenditure will need to be submitted, to ensure contributions and events are in line with Civic function and the Town Council priorities. If agreed it can then be submitted for reimbursement/payment to the Deputy Clerk.

Once 85% spend of the budget is reached the Council Matters Committee must be informed and any future spend must be agreed in advance with the Town Clerk.

Any outstanding civic expenses need to be submitted by the outgoing mayor by the end of June, when the preceding mayor's budget will be closed.

ITEM 13 – GUILDHALL AUDIT

Council Matters are asked to consider approval for a Guildhall audit of contents. The work will be undertaken by an unsupervised but very qualified volunteer or volunteers. Proposal from Cllr Luker below. It is suggested that the audit is booked in around the opening hours and pre booked events such as weddings and meetings to minimise disruption. Times and access must be arranged with the Administration Assistant and/or Mayoral PA.

Heritage Community Project Group – Cllrs Luker and Allford

Note: This is very definitely not a TTC Working Group but is a Community Group, independent of the Town Council. It welcomes the support of the Council, but it is not the intention that it will operate under the management of Council Officers or Council Committees.

All meetings and project plans will be made available to the public, Councillors and Council Officers.

Initially this project is limited to The Guildhall but invitations to interested Town residents and heritage involved organisation will be approached during the initial phases of the project.

This Heritage Community Project Group is being formed by a small number of interested people to initially establish what needs to be done to ensure that the contents of The Guildhall, Totnes are maintained, preserved & displayed, using the best possible accepted methods

This project has the **overall objective** to increase the visitor numbers to The Guildhall and to become an income generator for the TTC. This will ensure that the artefacts are available for information, education and display for the residents & tourists in Totnes.

Note: The needs of the TTC in terms of meetings and functions e.g. weddings, etc. need to be built in when decisions are made with regard to the organisation and design of displays.

Phase One – April 2020

To carry out a survey, using a volunteer/s, of all artefacts currently located in The Guildhall. This survey will list, number, photograph & note condition & restorations work required.

Artefacts ownership will also be identified. Currently some are the property of TTC, others are on loan from Totnes Museum and a small number are on personal loan. **Note:** there is some discrepancy between what items the Museum believe are on loan to The Guildhall and what currently exist on the Guildhall premises. Liaison with The Museum will need to take place with regard to this matter and Tony Whitty has already been in conversation with Cllr. Luker on this matter.

The HCPG may need to access professional assistance from e.g. Exeter museum to establish if any of the artefacts are of significant heritage value.

During this time the general tidying up of The Guildhall and storage of items associated with the office will need to happen.

In addition, the existing cabinets have become very mixed up with exhibits not being in their correct place. The audit will produce a report on:

1. Current contents.
2. Suggested changes to display cases.
3. Suggested changes to how items are stored.
4. Suggested restoration required and costings.

ITEM 14 – MARKET SQUARE

Tabled at the meeting.

ITEM 15 – CONTINGENCY PLAN

TOTNES TOWN COUNCIL

Operational Contingency Plan for the Corona virus threat

The ability for the Town Council to function as normal may be put at risk if the spread of the Corona virus increases to a significant level. This Plan is intended to set out contingency plans for continuing with the essential/core parts of the Council business in this event.

The Town Clerk has delegated authority to close the Council offices as a result of any one of the following triggers:

- Widespread school closures expected to last longer than a week
- Public Health England advice to close public places
- NALC advice to close Council offices to the public

- A confirmed case of infection in a member of staff, councillor or a household member of staff or councillors
The decision to close the offices and for staff to work from home as far as possible will be made by the Town Clerk and, where possible, two members of the Council Overview meeting (previously Mayors and Chairs).

Action required by staff and councillors

Any member of staff or councillor exhibiting symptoms of the virus must self-isolate and ring NHS 111 for advice on how to get tested.

The Town Clerk must be advised immediately and the member of staff or councillor must not return to the office until a clear result from the testing has been received.

The Town Clerk will advise all staff and councillors if anyone has found it necessary to self-isolate.

Staff in self-isolation will continue to be paid at full rate during the quarantine period.

Service provision

In the event of office closure the following will apply

Council activities that must continue	Process to be put in place
Responding to phone calls	Set answerphone message giving callers staff e-mail addresses and Town Clerk's mobile phone number for emergencies only.
Responding to e-mails	All staff can access their google e-mail accounts from home and would be required to check them at least twice daily.
Invoice payments	Two payment runs processed per month. The Deputy Clerk would come into the office to print invoices and open post. A scan of the invoice in the payment run would be shared with Town Clerk for her authorisation. The scan of the invoices would then be sent by e-mail to two councillors to check and authorised for payment. After authorisation the Town Clerk would process the payment run and the Town Clerk would carry out the bank authorisation for the payments from home.
Wages payments	Carried out once a month. The Deputy Clerk would come into the office and scan any timesheets or overtime claims for the Town Clerk to authorise. The Deputy Clerk would undertake the wages processing in the office. The Town Clerk would carry out the bank authorisation for the staff payments from home. The Deputy Clerk would post out payslips to staff home addresses.
Burials	The Senior Administrator would come into the office as and when necessary to check cemetery plots and to mark graves as a result of e-mail communications from undertakers.
Social media communications	All staff have their own laptops/PCs at home to enable them to update social media as required. Any documents for the website would be e-mailed to the Admin Assistant to upload.

Council activities that would be cancelled	Action required
Full Council, committee and working group meetings cancelled	Town Clerk to advise members and notify the Admin Assistant to update the website.
TIC closure	Marketing Manager/Visitor Information Officer to publicise closure on the TIC door, Visit Totnes website and social media.
Guildhall closure	Mayoral PA and Admin Assistant to notify volunteers.
Civic Hall bookings cancelled	Admin Assistant to notify hirers, add a statement to the Town Council website and post on social media. Refund rules for hirer's deposits to be relaxed. Admin Assistant to notify the Caretaker to cancel opening and closing duties. Admin Assistant to cancel any pre-booked cleaning.
Guildhall weddings/bookings cancelled	Mayoral PA to notify hirers, add a statement to the Town Council website and post on social media. Refund rules for hirer's deposits to be relaxed.
Council events cancelled	Events Officer to notify traders involved and cancel any services booked for the events. Mayoral PA to add a statement to the Town Council website and post on social media.
Guildhall & Civic Hall cleaning	Admin Assistant to contact cleaners to cancel regular cleans but to request a one-off deep clean of both buildings on closure.
Mayor's functions	Mayoral PA to contact event organisers to give Mayor's apologies.

ITEM 17 – GUILDHALL BOOKING FORM

THE GUILDHALL, TOTNES
COUNCILLORS BOOKING FORM

Councillor's name:		
Date required:		
Event details:		
Times required:	Start time (including set up):	End time (including clear up):

Organiser's name (if different to Councillor name):		
Rooms to be used (please tick):	Main Guildhall (ground floor) Council Chamber (1 st floor) Mayor's parlor (2 nd floor) Kitchen (2 nd floor)	
Will your event involve members of the public?	Y / N	
If yes, have you completed a risk assessment?	Y / N	
Will you be providing food and drinks at the event?	Y / N	
Signed:		Date:

RESPONSIBILITY

The Councillor booking the venue is wholly responsible for the safe running of the event and the security of the building and assets therein.

KEYS

If the event is taking place out of office hours, the Councillor making the booking is responsible for collecting keys from the office and ensuring the building is locked and alarmed after the event. Please return the keys to the office promptly on the next working day.

STEWARDS

In accordance with the requirements of the Health and Safety Act a delegated person of authority must be present throughout the event, i.e. the Councillor making the booking must be on-site for the entire booked time. Additional stewards may be required depending on the nature of the event and the numbers expected to attend.

If you are running an events which is open to the public please ensure the door through to the offices is monitored by a steward to prevent any unauthorised access.

CAPACITY

The capacity for the Main Guildhall is 60-70 for fire regulation reasons. The Authorised Person is responsible to ensure that the maximum number of persons permitted to be in the Civic Hall at any one time is not exceeded.

DISABLED FACILITIES

If you are running an events which is open to the public your advertising information should identify that there is limited disabled access and no disabled toilets available due to the historic nature of the building.

KITCHEN

If using the kitchen facilities adjacent to the Mayor's parlor please ensure it is left clean and tidy after your event. Crockery, cutlery and glasses should be washed and returned to the cupboards. If required, there is a dishwasher available in the offices kitchen.

All food and waste should be cleared from the premises. Please speak to the office staff if you require green commercial waste bags.

SELLING ALCOHOL AT EVENTS

The Council does not have a licence for the sale of alcohol on the premises.

PROHIBITION OF NAILS, PLACARDS, ETC

No nails, tacks, screws, pins or other like objects should be driven into any part of the hall; nor should any placards, tape or other articles be fixed thereto that would cause damage to the paintwork, plaster or any other part of the fabric of the building.

ACCIDENTS

A First Aid kit is available in the office corridor. All accidents must be recorded in the accident book located on the bench in the office corridor. Details required include the contact details of the injured person, the date and location of the accident, how and why the accident happened, the injury suffered and treatment given.

HEALTH & SAFETY

There is a wet floor sign by the volunteer's desk. Please deploy this in the relevant location if any floor becomes wet due to inclement weather or spillage.

FIRE

Because the Guildhall is a Grade 1 Listed building, it has restrictions that apply and affect the provision of conventional escape routes, emergency lighting and signage within the building.

A Fire Risk Assessment has been completed for the building and appropriate measures put in place to manage the risks arising from the historic Elizabethan timber design.

A fire alarm system is installed throughout the building. If you discover a fire you should operate the nearest alarm call-point. On hearing the alarm you and any guests/members of the public should:

- **leave the building immediately**
- call the fire brigade
- make your way to the assembly point which is St Mary's Churchyard
- do not re-enter the building until you have been told to do so by the Fire Brigade

For your own safety you must not attempt to access the upper floors of the building to check for members of the public. Due to the historic nature of the building we have regular familiarisation visits from the Fire Brigade and they will carry out the check of the building on their arrival.

The main fire exit is the front door. If this exit is blocked or obstructed there is an alternative exit route through the council offices, however this route should only be used if the front door in the offices is unlocked and it is clear that the fire has not originated from or spread to the offices.

Emergency lighting torches have been placed on the window sills in the Mayor's parlour, the Council chamber, and the rear women's cell/boiler room.

Fire extinguishers are located in each room. Your safety and the safety of your guests/member of the public is paramount, therefore you should only attempt to fight a fire after considering your own personal safety.

All walkways should be kept clear of obstruction to allow easy exit from the building in the event of a fire.

It is important that you familiarise yourself with the fire alarm call-point locations, fire extinguisher locations and emergency lighting torches locations.

ACTION ON DISCOVERING A FIRE



Operate the nearest fire alarm call point.



Call the Fire Service by telephoning 999 from a safe location.

Give this address:

Totnes Guildhall, Ramparts Walk, Totnes, Devon, TQ9 5QH.



Attack the fire, if trained to do so with the appliances provided, without taking personal risk



Leave the building by the nearest available exit



Go to the assembly point: ST. MARY'S CHURCHYARD



Notify the Town Council by telephoning 01803 862147

ACTION WHEN THE FIRE ALARM SOUNDS



Leave the building by the nearest available exit

If you have a specific role in an evacuation e.g. Fire marshal, or assisting a disabled person- carry out that role.

You may take what you may need with you-coat, keys; handbag, money etc. in case you are unable to return for some time, but only if this will not unduly delay your evacuation.

Close all doors in the area before leaving but not if this will endanger you, or hinder your escape.



Go to the assembly point: ST. MARY'S CHURCHYARD

Do not re-enter the building or leave the assembly point until told to do so by the Evacuation officer, the Emergency Services or Estate Patrol. The fact that the fire Alarm has been silenced is NOT a signal that you may return to the building.

ACTION ON RECEIVING A BOMB THREAT OR FINDING A SUSPECT PACKAGE

*Notify any persons in the building verbally. **DO NOT** activate the fire alarm or use mobile phones*

Call the Police and Fire Service by telephoning 999 from a safe location.

Give this address:

Totnes Guildhall, Ramparts Walk, Totnes, Devon, TQ9 5QH.



Leave the building by the nearest available exit



Go to the assembly point: MARKET SQUARE

Notify any persons/residents in the vicinity of Ramparts Walk to clear the area.



Notify the Town Council by telephoning 01803 862147.

Do not re-enter the building or leave the assembly point until told to do so by the Evacuation officer or the Emergency Services.

ITEM 18 – TOTNES GARDENS

All items are purchased and claimed back with receipts.

Budget agreed 2020/21 for Totnes Gardens = £2000 Proposed expenditure currently:

- Coronation Road: wildflower bed now x3 bigger because the cedar has been taken out (new tree donated & planted already). Rotovating, spraying, strimming ready for seed sowing: £450.

- New wildflower meadow at Moorashes: strimming, spraying, rotovating, etc: £200.
- Wild flower seeds for this and for all sites: £400
- Plants, bedding, compost, plant food etc for Town wide planting: £500
- Watering hoses, taps, cans, etc for planters and tubs: £100
- Incidentals £150
- One Pot Wonder scheme £200

ITEM 19 – PRIORITY SETTING

Tabled at the meeting, waiting on facilitator availability.