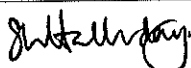




**AGENDA FOR THE TOWN MATTERS COMMITTEE  
MONDAY 16<sup>TH</sup> MARCH 2020 AT THE GUILDHALL, TOTNES**

You are hereby SUMMONED to attend the Town Matters Committee, which is to be held in the Guildhall, Totnes on **Monday 16<sup>th</sup> March 2020 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments	Timing
1	To receive apologies and to confirm that any absence has the approval of the Council.		2 mins
	<i>The Committee will adjourn for the following items:</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 mins
	<i>The Committee will convene to consider the following items:</i>		
2	To update on any matters arising from the minutes of 20 <sup>th</sup> January 2020. (Note: already agreed through Full Council.)	Document enclosed.	5 mins
3	To note any update from the Arts Working Group on 5 <sup>th</sup> March 2020 (standing item).	Document to follow.	10 mins
4	To note any update from the Climate Change Working Group (standing item).	Document enclosed.	10 mins
5	To note any update from the Community Engagement Working Group (standing item).	Verbal update – Cllr Webberley	10 mins
6	To note any update on the homelessness.	Document enclosed.	10 mins
7	To note updates from the Traffic and Transport, and Environment and Sustainability Link Councillors.	Verbal updates.	10 mins
8	To consider the condition of the River Footpath between the railway bridge and the town bridge.	Document enclosed.	10 mins
9	To note the latest statistics from the Connection Hub for November/ December 2019 and January 2020.	Document enclosed.	5 mins
10	To note the minutes of the Totnes Supporting Fairtrade meeting on 20 <sup>th</sup> February 2020.	Document enclosed.	5 mins
11	To note the date of the next meeting of the Town Matters Committee – <b>Monday 18<sup>th</sup> May 2020 at 7.00pm in the Guildhall.</b>		2 mins

Sara Halliday   
Committee and Cemetery Administrator

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

Future meetings agenda items:

Link Councillor Updates:

- May – Disability, and Business and Employment

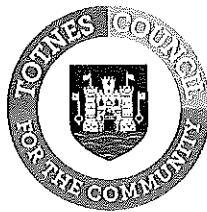
- Cllr Piper (Chair)
- Cllr Allen
- Cllr Hendriksen
- Cllr Matthews
- Cllr Paine
- Cllr Skinner
- Cllr Trow
- Cllr Webberley

**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.





**MINUTES OF THE TOWN MATTERS COMMITTEE  
MONDAY 20<sup>TH</sup> JANUARY 2020 AT THE GUILDHALL TOTNES**

Present: Councillors B Piper (Chair), G Allen, R Hendriksen, D Matthews, P Paine, V Trow, R Vint and L Webberley.

Apologies: None.

Not Present: Cllrs K Perkins and S Skinner.

In Attendance: Cllr Luker, 4 members of the public and Sara Halliday (Committee and Cemetery Administrator).

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	No apologies had been received.
<i>The Committee will adjourn for the following items:</i>		
	<p>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.</p>	<p>Totnes Ramblers invited Councillors to take part in launching a walking festival being organised from 13-20 September 2020. Further details will be circulated to Councillors and Visit Tones for inclusion on the website when details are finalised.</p> <p>A member of the public asked how Totnes Town Council is involved in addressing the homeless issues in the town, and how they might get involved in the 'Housing First' scheme. Cllr Piper explained that the Town Council doesn't have the capacity to provide a service but supports local groups who help people with housing and personal issues, and link councillors are involved with meetings with various community groups and South Hams District Council. Cllr Webberley proposed that the homeless issue is a standing item on the agenda, where updates from South Hams District Council can be fed back. It was <b>AGREED</b> that South Hams District Council will be asked:</p> <ul style="list-style-type: none"> <li>• For an update and/or presentation about what they are doing to address homelessness in Totnes;</li> <li>• If are they aware of the 'Housing First' scheme; and</li> <li>• Do they have any plans for setting up a halfway house for homeless people in Totnes.</li> </ul> <p>It was <b>AGREED</b> to include information about the South Hams Cold Weather helpline in the next 'Totnes Matters' section of the Totnes Directory.</p> <p>A member of the public offered to facilitate a workshop for Councillors to work through the 'Equality Framework for Local Government'. To <b>RECOMMEND</b> to Full Council that this offer is accepted and that a workshop is run open to all Councillors to attend.</p>

		<p><i>Post meeting note: The member of the public proposes that this session takes place at the REconomy Centre (which is fully accessible but there will be a hire charge of approximately £20) and would be for 3-4 hours duration.</i></p>
<p><i>The Committee will convene to consider the following items:</i></p>		
2	<p>To update on any matters arising from the minutes of 18th November 2019. (Note: already agreed through Full Council.)</p>	<p>Item 5 – Actioned by Cllr Allford on 28<sup>th</sup> November 2019.</p> <p>Item 8 – Resolved by Full Council. A letter will be drafted from the Clerk to South Hams District Council.</p> <p>Item 9 – Actioned. Details were posted on the Totnes Town Council website and Facebook page.</p>
3	<p>To note any update from the Arts Working Group on 9th January (standing item).</p>	<p>Cllr Piper updated that:</p> <ul style="list-style-type: none"> <li>• The Christmas Festival evenings had been a success and should break even.</li> <li>• More lights will be purchased for the trees in the Market Square, and it is planned to make the Christmas Lights switch on a bigger event in 2020.</li> <li>• The Town Council has been offered a leopard by the creator of animals for the ‘Totnes Zoo’ and locations on the Civic Hall are being explored.</li> </ul>
4	<p>To note any update from the Climate Change Working (standing item).</p>	<p>Cllr Allen updated that:</p> <ul style="list-style-type: none"> <li>• The meeting planned in December 2019 had been cancelled.</li> <li>• The next meeting will consider: a carbon-neutral plan for Totnes; the Local Electricity Bill; trees; and pollution matters.</li> <li>• The next meeting will be on 28<sup>th</sup> January.</li> </ul>
5	<p>To note any update from the Community Engagement Working Group (standing item).</p>	<p>Cllr Webberley updated that:</p> <ul style="list-style-type: none"> <li>• The principle of the group is working and Councillors have started to meet the public outside of the Guildhall.</li> <li>• The idea of the Council piggy-backing on other community events should be used more, for example a stall at the Christmas Festival evenings.</li> <li>• She will email working group members to arrange a date for the next meeting.</li> </ul> <p>It was <b>AGREED</b> that the Officer will circulate the Community Engagement Plan to Committee members.</p>
6	<p>To note updates from Heritage, and Open Space, Sports Provision, Leisure Link Councillors.</p>	<p>Heritage Link Councillors – Cllr Allen updated on:</p> <ul style="list-style-type: none"> <li>• Compiling a list of non-designated heritage assets in the town and the need for the community to come forward with proposals.</li> <li>• The Heritage Group, comprising representatives from heritage organisations in the town, will meet in early February.</li> </ul>

		<ul style="list-style-type: none"> <li>St Mary's failed in their lottery bid but can reapply.</li> </ul> <p>Open Space, Sports Provision and Leisure Link Councillors – Cllr Webberley updated on the installation by TRESOC of solar panels on the Pavilion buildings which is ongoing.</p>
7	To review the 'Equality Framework for Local Government' and identify any aspects which Totnes Town Council could adopt.	It was <b>AGREED</b> that this will best be covered as part of the workshop offered in the public session.
8	To consider a request to support the Local Electricity Bill.	<p>It was <b>AGREED</b> that the principles set out in the draft Bill should be supported, and that local groups should be encouraged to produce/set up energy generation schemes rather than this being a role for the Town Council.</p> <p>To <b>RECOMMEND</b> to Full Council that it supports the Local Electricity Bill and its principles.</p>
9	To consider whether Totnes Town Council should become a 'Purple Angel' by raising dementia awareness amongst Councillors and officers.	<p>It was <b>AGREED</b> that this is a good initiative.</p> <p>To <b>RECOMMEND</b> to Full Council that Councillors and Officers read the provided material and becomes recognised as a Purple Angel council.</p>
10	To consider a resolution to Full Council which confirms Totnes as a Fairtrade town; and note the minutes of the Totnes Supporting Fairtrade meeting held on 27th November 2019.	<p>The minutes were noted. It was <b>AGREED</b> that buying Fairtrade products locally is important (Oxfam sell in bulk).</p> <p>To <b>RECOMMEND</b> to Full Council that Totnes Town Council re-affirms its support of the Fairtrade movement and commits to using Fairtrade products in its Offices and at meetings wherever possible and practical. It will continue to promote Totnes as a 'Fairtrade Town' in its signage and publicity and will encourage all local organisations to purchase and use Fairtrade products.</p> <p>It was <b>AGREED</b> to request that the Paige Adams Trust encourages hirers to use Fairtrade products at events hosted in the Civic Hall, by including a reference in the 'Information for Hirers' document.</p>
11	To consider the ideas received for the re-purposing the proposed adoption of two phone boxes at Swallowfields and Plymouth Road.	<p>The Committee considered the ideas received.</p> <p>To <b>RECOMMEND</b> to Full Council that an item is put in the next 'Totnes Matters':</p> <ul style="list-style-type: none"> <li>Looking for sponsorship of a defibrillator for the phone box on the Plymouth Road. Sponsorship would need to cover initial and ongoing maintenance costs.</li> <li>Inviting ideas from local charities as to how they could use the phone box at Swallowfields to make money.</li> </ul>
12	To consider the NALC Charter for Trees and Woods.	It was <b>AGREED</b> that the Committee supports the principles of the Charter, and that the Climate Change Working Group is asked to look at the

		Charter in more detail and advise on targets which will come back to the Committee for consideration.
13	To consider the response from the Totnes Community Development Society on the request for a link councillor.	It was <b>AGREED</b> that those Councillors who are already members of the Totnes Community Development Society would share information with Council as required.
<i>The Committee RESOLVED 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>		
14	To consider a legally and commercially sensitive issue in relation to a community asset.	Noted.
15	To note the date of the next meeting of the Town Matters Committee – <b>Monday 16th March 2020 at 7.00pm in the Guildhall.</b>	Noted

## ITEM 4 – CLIMATE CHANGE WORKING GROUP UPDATE

CLIMATE CHANGE WORKING GROUP, 28 JANUARY 2020 AT 6PM IN THE ROYAL SEVEN STARS

Present:

Chair - Cllr Georgina Allen

Cllrs Vint, Luker, Trow, Hodgson, Webberley

Cllr Rose

Sarah Collinson

Philip Nash

Ian Bright

- Discussion on XR strategy regarding South Hams District Council (SHDC) declared Climate emergency and plan.
- Discussion on feasibility of reviewing Joint Local Plan 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 Devon County Council about the planting of the rest.
- Action - funding proposal from Philip Nash for the tree group.
- Discussion on traffic management in High Street and Proposal from Cllr Webberley to form new group the Shoppers Alliance.

Date of next meeting 25th February

## ITEM 6 – HOMELESSNESS UPDATE

South Hams District Council Media Release - Funding Boost for Rough Sleeper Support

Issued: 25 February 2020

Three local councils have secured funding of £150,000 to continue outreach work for rough sleepers. South Hams District, West Devon Borough and Teignbridge District Councils are all working closely in partnership to provide another year of essential support for rough sleepers.

The funding will help to continue the valuable work of three outreach workers helping vulnerable people who sleep rough or at risk of doing so. It will also provide a further year of Multi-Agency Hub and co-ordinator support. The Hub meets bi-monthly to discuss rough sleepers and their complex needs, it develops accommodation strategies, support plans of action and shares best practice. The Hub is made up of a wide range of vital statutory services who work together to improve the future of vulnerable residents.

South Hams District and West Devon Borough Councils will be working in close partnership with local housing associations to provide self-contained flats for rough sleepers. The intention is for these properties to become their long term homes after an initial period of support.

Occupants will be assessed by the Hub based on their need. The new tenants will be providing a strong commitment to working with support agencies so they can get the guidance, care and support they need to turn their life around, directly from their new home rather than from off the

street. They will also be provided with a rural transport allowance and a small personal budget to help them to get to important meetings with their support services.

To help the health and wellbeing of those suffering from addiction, there are two new part time posts created this year. They include a Recovery Navigator who will work two days a week, as well as a Substance Misuse Nurse, also for two days per week across the three council areas. These roles will help the councils provide alcohol and drug recovery support to people sleeping rough more easily.

South Hams District Council's Deputy Leader, Cllr Hilary Bastone, said: "We will be working with West Devon Borough Council to provide self-contained flats for rough sleepers through the Supported Temporary Accommodation and Resettlement (STAR) Project. Access to flats will be prioritised through the Multi-Disciplinary Hub which we have set up in partnership with Teignbridge District Council.

"While the traditional approach of simply providing a roof over someone's head in the form of emergency accommodation has had some success, with rough sleepers this has been limited. It has proved particularly challenging for the more deep-rooted rough sleepers and clients with complex needs to follow the rules necessarily imposed by the accommodation. This has resulted in either the accommodation being declined or failing quickly. The STAR project works on the idea that by providing a home for the rough sleeper rather than just shelter there is significantly greater buy-in from the client."

West Devon Borough Council's Lead Member for Homes, Cllr Debo Sellis, said: "I'm very pleased by this continued funding and what it offers to our communities by providing these much needed and essential homes for those who are rough sleeping. By looking to the future and offering more permanent homes through the STAR Project, we hope this will encourage our most vulnerable residents to accept the help and support on offer.

"We want to break the cycle of rough sleeping so that our residents can turn their lives around and look forward to a brighter future. Having more council staff available to support that aim can only be a good thing for everyone.

Teignbridge District Council's Portfolio Holder for Housing, Cllr Martin Wrigley said: "I am delighted that Teignbridge has been awarded this funding with South Hams and West Devon Councils. Rough sleeping is one of the most serious social issues facing our communities. Working in partnership with our neighbouring Councils strengthens our ability to tackle the underlying issues and to help people find a permanent place to live. This funding also enables us to work with other agencies to provide personalised support and assistance to rough sleepers, helping to improve their life chances."

LiveWest's Area Housing Manager, Joe Bashford, said: "With homelessness remaining an issue across the region, LiveWest is delighted to be working alongside West Devon Borough Council and South Hams District Council as part of the STAR project to help find accommodation for some of the most vulnerable people in society.

"Identifying suitable properties and offering those to rough sleepers will help those who, ordinarily, would not be able to secure a home through the usual channels.

"The STAR project helps to provide accommodation first and then intensive support is put in place to enable rough sleepers to build their futures."

ENDS

#### Notes to Editors

- Properties will be identified as they become available and considered in terms of suitability on a property by property basis. We do not intend to put a number on this as we would like the project to continue potentially long term – providing the need is there.
- STAR Project prioritises access to housing to those with the most complex needs and rough sleeping or at risk of rough sleeping
- Eligibility for housing is contingent on eligibility for housing, local connection to South Hams or West Devon and recourse to public funds. We will also want to see a willingness to engage with the support plan to ensure the success of the individual. This would form part of their assessment for the project and is intended to ensure individuals are not set up to fail.



- The individual will not lose their housing if they no longer require the support
- Support will be tailored to the individual and will include assistance to engage with meaningful activities if the client is interested. We are continuing to deliver an outreach service to rough sleepers across the areas and remain committed to providing Emergency accommodation to rough sleepers who meet the criteria for the STAR project whenever possible.

*Officer Advice* - The Council Matters Committee will consider the Council's 'Equalities Policy for Councillors and Staff' in February 2020.





# Caring Town

## Caring Town: Meeting of the Homelessness and Rough Sleepers Group 22<sup>nd</sup> January 2020

2.00 pm Totnes Connection Hub 2a Burke Road Industrial Estate Totnes TQ9 5XL

**Present:** Carole Whitty (Chair) Cllr Emily Price TTC, PC Claire Hurrell, Cllr Jo Sweett SHDC, Bonita Curtis TCH, Lindy Strong CEO MPM, Liz Waterson Street Pastors/Totnes Team Ministry, Gill Evans Rough Sleeper Navigator, Cllr John Birch SHDC, Cllr Jo Sweett SHDC, Joanne Bickle TCH

**Apologies:** Pat Shepherd CAB, SHDC Martin Randall Leatside, Stephanie Rixon SHDC, PCSO Jason Vesey

*As this was PC Claire Hurrell's and Joanne Bickle's first meeting with us, we introduced ourselves. PC Claire is the new Neighbourhood Officer in Totnes and Joanne volunteers at Totnes Connection Hub.*

- **Report from TTC:** Emily mentioned that because there is great political concern re austerity, the Council matters Committee will place homelessness on the agenda for each meeting. The minutes from our CT meetings are sent to the Clerk and Emily will make sure that councillors are aware of them and kept up to date with what is currently happening both in the volunteer and statutory sector to help those in need, in order to better inform TTC discussions and practical response.
- Whilst we do not wish to get involved in the politics surrounding the need for the work of TCH we think it important that TTC is fully aware of all that is happening and thank Emily for the stronger link.
- *We considered the need to clarify the title of this CT subgroup to encompass the wider range of support that is offered by the groups represented at the meeting. We will return to this at the next meeting.*
- **Report from TCH:** Attached are the stats for November/December. Just to note 196 clients were helped, this number includes 88 different clients coming for support. Total time calculations mean the hours spent by volunteers working to support clients. Bonita commended the town/statutory agencies collaboration with the hub and noted that gifts to the hub, especially this Christmas were the **most generous ever**. Bonita will put the stats up on social media to thank everyone and show just what has been going on. We asked her to make sure that she underlines that the Hub is self-funded, everyone is a volunteer and that they are part of Caring Town. A big thank you to Sandra Maggs who delivered 30 special Christmas hampers to those in need. Bonita also noted that in 2019 768 food parcels were given out, 223 people helped, 268 adults, 129 children, 148 households, 50 that included children. Referrals come to them from multiple agencies. Referrals last for 3 weeks. She noted that only 8 referrals came in December. Bonita will be producing some stats for the Food Bank for 2019 and will look at seasonal variations. The Boutique Clothes Bank has been launched and referral forms will make this more

organised, transparent and structured and clothes can be supplied to meet the exact need. A social media appeal will be put out if they need something specific but haven't got it in stock. The portacabin now has electricity and the clothes are kept safely in there.

Also noted was that B, the one clearly homeless person in Totnes is regularly checked by PSCO Jason and Gill. Gill will be helping with some clothing purchases.

Bonita mentioned a member of the community who specifically supports B is also going to start supporting a family with which she and the hub are concerned.

**The meeting also expressed their thanks to Bonita and all the volunteers for the amazing work they have done this year.**

Lindy added a note to clarify how the work is funded. MPM is a Christian organisation with a global Christian network. The funding for the secular community work of the hub comes from the global Christian work that they do. To this end there may be some weeks in 2020 when the hub is closed as the trustees will be abroad running courses and raising the money to support the hub's work. For example, in February Kay and Bonita will be in Mumbai and Bangalore for 2 weeks running Forgiveness Therapy courses.

Bonita mentioned that she will be changing her role. There is a lot of admin and wider work both in the community and globally, that she is responsible for and it is not possible to be in the hub environment all the time and manage her other tasks. Sara will take over at the reception desk. Bonita will be working in the offices upstairs but on call for the hub.

Whilst we were meeting there was group from Learn Devon using the offices upstairs to work with mums with children who have special needs. In conjunction with TCH they are taking part in the Dartmoor Otter initiative, placing otters over the moors (as with the Post Box Scheme). The otter being created this afternoon will highlight autism.

- **Report from Gill RSN:** Gill noted that Tris Brabyn has now left.

The funding for RSNs lasts until August and bid has gone in to keep 2 RSNs in place in SHDC and West Devon and in addition a part time substance misuse nurse is being bid for.

Stephanie Rixon, housing officer, continues to work on the implementation of the Housing First model.

Some historic rough sleepers have now been housed but need ongoing support.

The issue with Totnes is that there isn't any temp accommodation which means placing people out of the community with which they are familiar, sometimes this is a good thing but not always.

Gill noted that the statutory agencies have been very quick to bring in wrap around support to those being housed after long term homelessness who have drug and alcohol issues.

There is a great amount of work going on with street people and SHDC works well across different departments regarding support and information sharing.

Gill would like to get to gather a group of ex homeless and ask for positive feedback about how best to meet their needs in order to better inform the statutory response.

She also noted that the local scene was very well managed prior to Christmas.

Gill is going out with locality on 23/1 and she is also working with Sabrina who is the DCC Traveller liaison officer. They are mapping caravan dwellers and a council meeting around this issue is due.

During SWEP everyone at risk was contacted and checked and a caravan dweller housed.

It was noted that Totnes United Free Church has open church coffee mornings from Monday to Thursday and often street people drop in there. Gill touches base with them at the church. Bonita has asked that TUFC make contact so that they can share more closely, especially since they had some issues with one person's anti-social behaviour recently.

- **Report from Lindy CEO MPM:** Lindy noted that they are planning a **Thank you Totnes** evening. This drop in event will be held on **Thursday 16<sup>th</sup> April between 5pm and 7pm.** They will be issuing invitations.
- **Report from Cllr Jo Sweett:** Jo noted that the rules around criminal trespass may affect caravan dwellers and will be looking in this
- **Report from PC Claire Hurrell:** Claire has been in Totnes for 3months. She has been in Newton Abbot as a response office but is enjoying now being part of working in the community rather than firefighting.  
She mentioned that the new Totnes Inspector – Inspector Nicky Baker is very aware of safeguarding and the need to protect the vulnerable. She hopes to invite Insp Baker to come to TCH.  
Bonita mentioned that she is very pleased to welcome the police to the hub.  
Claire noted that people who didn't engage on the street with the police were happy to chat with them whilst at the hub.  
The good news is that Totnes now has 3 PCSOs and 3PCs.  
Carole mentioned KYTS meeting next week and Claire has asked Insp Baker to come.  
Claire is working with British Transport Police and the police are holding surgeries at the station on the first Monday of every month- everyone welcome.  
The station is a destination hub for the whole country and so there are safeguarding issues round who is coming to our town.
- **Report from Carole:** Liz, Carol and Pat Shepherd are looking to build a deeper partnership with the police especially around information sharing and Carole is writing to Insp Baker to ask for a meeting.  
Insp Baker and Claire would be very welcome at the next KYTS meeting on: **Thursday 6<sup>th</sup> February 11am at Rushbrook**
- **Report from Street Pastors:** Liz has sent the 2019 stats to the police and TTC. She noted that the SPs rarely see 'street people' on the street late at night – a change from the beginning of 2019.

**Date of Next meeting: \*1.45pm Wednesday 11th March 2020 at TCH**

**\*PLEASE NOTE NEW START TIME**



## ITEM 8 - CONDITION OF THE RIVER FOOTPATH BETWEEN THE RAILWAY AND TOWN BRIDGE

Cllr Trow has raised concerns about the section of the footpath between the railway footbridge and the town bridge. This path runs alongside the river and is beginning to erode in some sections which could lead to the path becoming impassable in a few years' time. The problem has been raised with Totnes Ramblers who complete a survey of the condition of all public footpaths in the town roughly every six months for the Devon County Council public rights of way officer.

*Officer Advice* - The Parish Paths Partnership (known as 'P3' and run through DCC) is a potential source of funding for repairs. The application for grants window has closed for this year, but the process usually begins in the autumn which would give the Grounds Maintenance officer (when in post) and Councillors time to look at the issues, investigate potential long-term solutions which can be costed in readiness for the application process later in the year. Cllr Allen is the link councillor for P3.



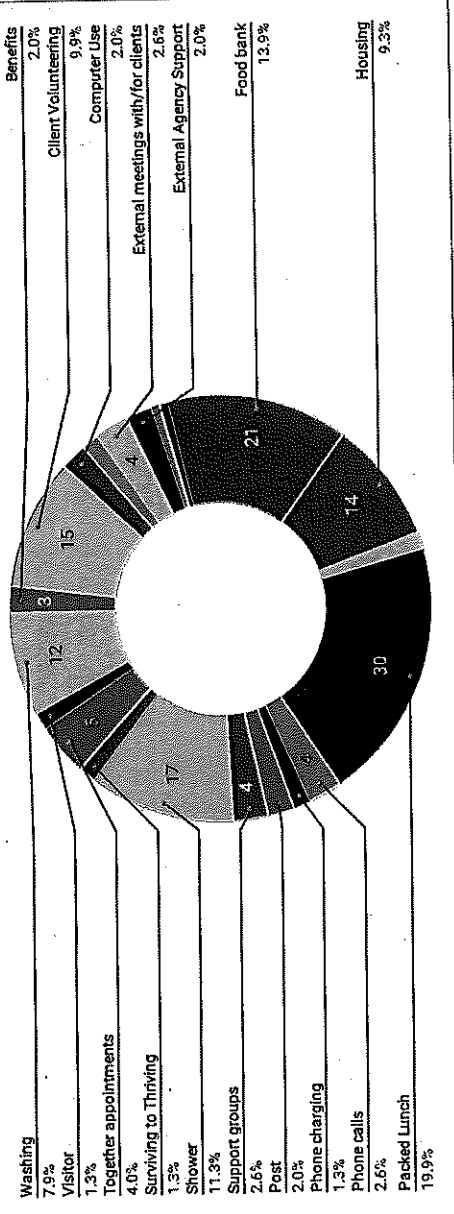




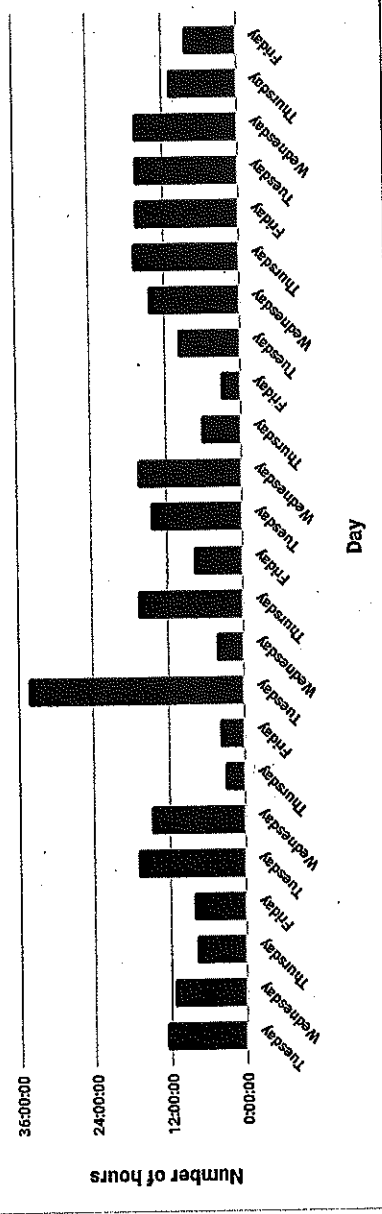
**MONTHLY REPORT FOR TOTNES CONNECTION HUB – November/December 2019**

Total number of clients = 196      Total number of individual clients = 88

**Graph to show percentage breakdown of engagements**



**Graph to show the total number of hours of engagement of clients on a daily basis**



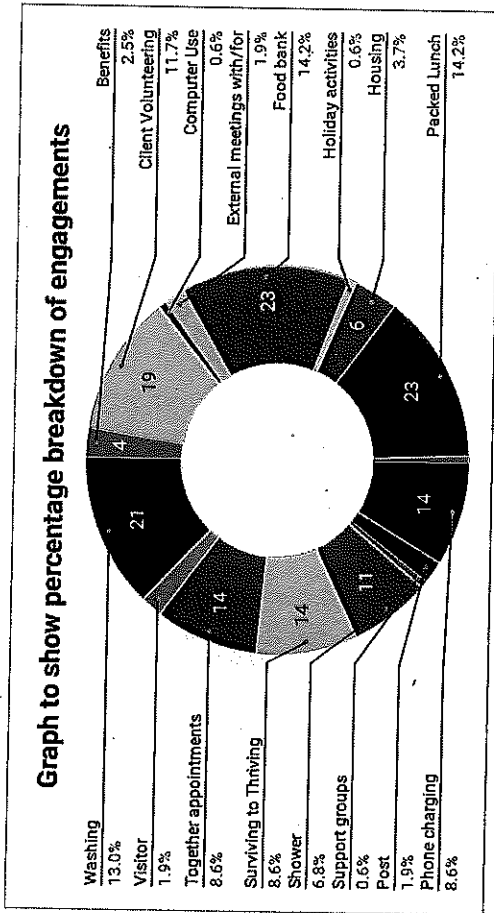
Day	Date	Total time	Number clients
Tuesday	5/11/2019	12:45:00	9
Wednesday	6/11/2019	11:30:00	6
Thursday	7/11/2019	7:50:00	4
Friday	8/11/2019	8:10:00	7
Tuesday	12/11/2019	17:10:00	14
Wednesday	13/11/2019	15:00:00	9
Thursday	14/11/2019	3:00:00	3
Friday	15/11/2019	3:50:00	11
Tuesday	19/11/2019	34:20:00	17
Wednesday	20/11/2019	4:20:00	5
Thursday	21/11/2019	16:48:00	7
Friday	22/11/2019	7:45:00	6
Tuesday	26/11/2019	14:30:00	13
Wednesday	27/11/2019	16:30:00	12
Thursday	28/11/2019	6:15:00	7
Friday	29/11/2019	3:05:00	11
Tuesday	3/12/2019	9:50:00	5
Wednesday	4/12/2019	14:30:00	7
Thursday	5/12/2019	17:00:00	11
Friday	6/12/2019	16:30:00	6
Tuesday	10/12/2019	16:30:00	8
Wednesday	11/12/2019	16:30:00	9
Thursday	12/12/2019	10:55:00	5
Friday	13/12/2019	8:15:00	4
		<b>292:48:00</b>	<b>196</b>

The run up to Christmas was busy here at Totnes Connection Hub. There was a lot of organisation being done as we put together over 30 Christmas Hampers for families, as well as sorting all the Christmas treats for food bank clients. We are so very grateful for the enormous generosity of the people of Totnes and the surrounding areas. We were given money to buy Christmas dinners for families; given boxes for people made by the youth in the area; given homemade Christmas cakes to put in the hampers; donations from schools, hospitals, churches, shops and of course many individuals who gave. Thank you. The number of lives your generosity touched is difficult to count. With all that was given we were able to give out so much to those who needed support and some Christmas joy. 2019 was an amazing year, working with so many different agencies to enable people to move forward in their lives. We're so grateful for the collaboration in the town that is seeing lives change.

ITEM 7

# MONTHLY REPORT FOR TOTNES CONNECTION HUB -- January 2020

Total number of clients = 126 Total number of individual clients = 64



Day	Date	Total time	Number clients
Tuesday	7/1/20	18:45:	12
Wednesday	8/1/20	6:30:	3
Thursday	9/1/20	16:15:	7
Friday	10/1/20	4:45:	2
Tuesday	14/1/20	18:35:	13
Wednesday	15/1/20	12:00:	9
Thursday	16/1/20	6:30:	4
Friday	17/1/20	12:45:	6
Tuesday	21/1/20	48:03:	12
Wednesday	22/1/20	6:29:	7
Thursday	23/1/20	11:02:	8
Friday	24/1/20	7:51:	8
Tuesday	28/1/20	13:15:	7
Wednesday	29/1/20	7:00:	4
Thursday	30/1/20	23:00:	13
Friday	31/1/20	14:20:	11
		<b>227:05:</b>	<b>126</b>

As we began 2020, we changed the food bank opening hours to Tuesdays and Fridays only 10-12.30pm. This was partly so we could restock the shelves and also because the two mornings were enough for the amount of clients we were serving. We also launched the Clothes Bank, which we hope will be a benefit to people who require support. We continue to have amazing support from all sectors of Totnes and the surrounding area, which we are so grateful for. As you can see we see consistently see well over 100 people a month and work with and alongside a whole range of agencies.

**Totnes Supporting Fairtrade****Minutes of Meeting Thursday February 20<sup>th</sup> 2020****The Seven Stars**

**Present:** Chairman: David Horsburgh, Pruw Boswell Harper, Lionel Harper, Colin Luker, Ann Arscott, Wendy Hartley, Carolyn Stilwell

**Apologies :** Frances (Fran) Deimel

**Matters Arising****Stickers**

Businesses have been given stickers. Delphinis to be given one when they open in April. Pruw will get some larger ones printed for the churches.

**Treasurers Report**

We have £739.80 in the bank.

The Quiz night raised £268. Brixham FT group supported this and we felt that, in return, we should try to support any activities they promote, if possible.

1000 leaflets cost £49. We will order 1000 more with facebook details on them. About £400 is needed for the schools conference. (Thursday February 27<sup>th</sup>.)

**Fund raising**

**Lionel** has approached Jo Sweett.

**Pruw** asked John Birch and Jacqi Hodgson, who have promised to give some money in April, when they get the allocated funds to do this.

**David** will ask Joseph Rose.

**David** contacted Delvine Chubb who said she would organise a fundraising Bingo evening. We will help with refreshments. The venue is probably Meadowbrook or the Conservative Club.

**Action Plan for renewal of Fairtrade Town status**

We have until July 2020 to complete the goals.

The Town Council have affirmed the resolution supporting Fairtrade and agreeing to serve Fairtrade products. This is Goal 1 of the action plan, which has to be renewed every two years.

**Colin** also asked Berry Pomeroy Parish Council if they would support this resolution, which they have done.

The Minutes of our meetings are sent to the Town Council.

**Colin** has forwarded our minutes to all the town councillors.

**Jacqi** to be asked to ask Dartington and Staverton Parish Councils to agree a resolution supporting Fairtrade and to serve Fairtrade products at meetings.

**David and Pruw** went to the council meeting in February to inform everyone about fairtrade fortnight in the public question time.

**Fairtrade Fortnight**

**Fairtrade Primary Schools Conference** booked for Thursday February 27<sup>th</sup> 2020 at KEVICC.

Cocoa growers are attending from Ghana. Their names are Ernest Boateng and Sarah Ahemah. 92 children coming, from The Grove, Landscope and Blackawton schools, and there will be help from some Year 7 children.

Wendy, Ann, Pruw, Lionel, Carolyn attending. Help needed any time from 8.30 a.m. Children due to arrive 9.15-9.30 a.m.

**Lunch time** Guests to be taken to Waterside Bistro by Pruw and Lionel for lunch with David, Pruw and Lionel and possibly Sue Errington. We will pay for Ernest and Sarah.

David to book a table for about 1 p.m.

**Afternoon Tea party**

**Colin**, as a town councillor, has booked the Guildhall for that afternoon for a tea party.

We will cater for about 40 people.

**Wendy** will bring the pop up banner, a fairtrade collecting box and napkins.

**Colin** will check enough crockery and cutlery is available.

**Carolyn** will bring a large tablecloth.

**Colin, Wendy, Ann and Carolyn** to set up at 1.30 p.m. Scones to be prepared with jam on, and some without cream. We will serve tea and cakes. Wendy, Carolyn and Pruw will provide some cakes.

Sue and Pat to be asked to make scones. **David** to collect on the Thursday morning and to buy butter, jam, cream, milk, tea, coffee and sugar.

Guests invited for 3 p.m. : Journalist from Totnes Times, Mayor, Town Council and clerk, our District councillors, Eileen Crang, Barbara Bowhay, Becky from Morrisons, someone from Greenlife, Mark, Sue Pigott, Liz Waterson, Julian Hall.

**Pruw** will do a press release.

### **Banners**

**Carolyn** has permission from KEVICC to put up a banner opposite the entrance again. Contact person was gpriest@kingedwardvi.devon.sch.uk

**Lionel** will help her put it up at 2 p.m. on Sunday 23<sup>rd</sup>. (If it's a very wet day Tony will be able to help Carolyn on another day.)

**Wendy and David** will put a banner up outside the fire station.

Wendy gave us all leaflets and stories to hide.

### **Library display**

Wendy will set up a display in Totnes Library in fairtrade Fortnight

### **Morrisons**

Have agreed to let us have a stand promoting fairtrade in fairtrade fortnight. They have given £20 in vouchers. **Ann** will get these and spend them on fairtrade products available in Morrisons to display on our stall, and help **Carolyn** set up at 9.30 a.m. on Thursday 5<sup>th</sup> March. (28<sup>th</sup> Feb was not available.)

**Carolyn** will collect the display from Wendy plus table and pop up banner

9.30 a.m. to set up, **Ann and Carolyn**, then **Carolyn** till 11 a.m., 11-12 **Wendy**, 12-1 p.m. **Ann**, 1-2 p.m. **Pruw and Lionel**. Pruw and Lionel will then take the display down and return everything to Wendy.

### **AOB**

#### **On Agenda for our next meeting**

We need to check that churches and other organisations such as U3A and the W.I. are still committed to supporting fairtrade and are using fairtrade tea, coffee etc at their meetings.

Visits to the industrial estate on Thursday 4<sup>th</sup> June 10 a.m.-12 noon. Wendy has obtained some tea samples we can give to businesses with leaflets about fairtrade.

We will discuss other councils we could approach for funds.

The Seven Stars is under new management. If they have to start charging for use of a room in the future we could use the Guildhall.

**Date of next meeting: 5.45 p.m. Tuesday 2<sup>nd</sup> June. The Seven Stars.**

CAS 23.2.20