

**AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL**  
**MONDAY 6<sup>th</sup> JANUARY 2020 AT THE GUILDHALL, TOTNES**



You are hereby SUMMONED to attend a Meeting of the Council, which is to be held in the Guildhall, Totnes on **Monday 6<sup>th</sup> January at 7pm** for the purpose of transacting the following business:  
*Please note that public question time will be held prior to Full Council from 6.30pm*

No	Subject	Comments
1	To receive apologies and vote on whether to agree.	
2	The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.	
3	<i>The Council will adjourn for the following items:</i>  <u>Reports from County and District Councillors</u>  <i>The Council will convene.</i>	a) Cllr Hodgson b) Cllr Birch
4	To approve and sign the Minutes of the following Meetings: <i>(Please note confidential minutes can be agreed but any discussion must be held in Part 2):</i> a. Full Council 2 <sup>nd</sup> December 2019 b. Council Matters 9 <sup>th</sup> December 2019 c. Planning 19 <sup>th</sup> December 2019	Enclosure Enclosure Enclosure
5	To consider any matters arising from the Minutes <u>and to approve any recommendations</u> from Committees <i>(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</i> a. Full Council 2 <sup>nd</sup> December 2019 b. Council Matters 9 <sup>th</sup> December 2019 c. Planning 19 <sup>th</sup> December 2019	Enclosure Enclosure Enclosure
6	To note any update on the NP (standing item).	Verbal update Cllr Luker
7	To note any update on the Christmas Festival nights (standing item).	Verbal update Town Clerk
8	To update on the draft Totnes Community Climate & Ecological Emergency Action Plan.	Verbal update Cllr Hodgson
9	To ratify the Events Officer appointment.	Verbal update Town Clerk
10	Councillors are asked to send in contributions to the February 2020 Totnes Directory newsletter – 15 <sup>th</sup> January 2020 is the deadline.	
11	To consider the draft budget and set the precept amount for 2020/2021. Please also see the recommendation from Council Matters on 9 <sup>th</sup> December 2019.	Enclosures
12	To note the annual Guildhall visitor and income figures.	Verbal update Town Clerk
13	To consider the following planning applications:  3195/19/FUL – READVERTISEMENT (Revised Plans Received) Replacement of existing garage/store to provide one dwelling. Glebe Coach House, Manor Way, Totnes, TQ9 5HP.  3798/19/HHO - Householder application for alterations and extension, remedial works to existing dwelling including re-roofing and replacement windows (part retrospective). Laurel Cottage, Harpers Hill, Totnes, TQ9 5GG.  3824/19/FUL - Alterations to 1 and 2 Steamer Quay to include works within boundaries to demolish existing dividing wall and create car parking for both units, remove and replace existing fences together with replacement automatic sliding gate. 1 & 2 Steamer Quay Wharf, Steamer Quay Road, Totnes, TQ9 5AL	

The Council 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.

14	To discuss any confidential items from the Council Matters minutes, such as staffing budgets.	
15	To note the date and time of the next meeting: <b>Monday 3<sup>rd</sup> January 2020. Public session from 6.30pm in The Guildhall.</b>	

Catherine Marlton



Town Clerk

**John Birch**  
**SHDC Member for Totnes**

Report for Totnes Town Council  
meeting to be held on Monday 6 January 2020

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I report on the following matters;

**ACTION ON EMPTY HOMES**

There are 690 people on South Hams District Council's housing register list. In South Hams housing affordability is particularly acute with average salaries of £28,184 in 2019 and average house prices at £357,121. This makes the average house cost about 13 times the average salary being well above the national average. Rented accommodation is also affected as rental levels are often higher than Local Housing Allowance Rates.

The cost of housing has a direct impact on the demographics of our district and the sustainability of our communities. It hits the lowest paid and most vulnerable parts of our society hardest, increasing the divide between those who have and those who have not.

Yet in our midst we have empty properties. Action on Empty Homes reports that empty homes in South Hams exceed 200. SHDC's records show that there are 42 properties that have been empty for between 2 to 5 years and 15 that have been empty for over 15 years. Four have been empty for over 10 years.

In an attempt to reduce the number of empty homes I put forward a motion to Full Council last Thursday proposing a substantial increase in Council Tax on empty properties. This proposal received the full support of the Council and will hopefully come into force on 1 April 2020.

It is proposed that those homes left empty after 2 years will pay 200% Council Tax, those over 5 years will pay 300% and 10 years will pay 400%.

I accept that such a measure on its own will not solve the housing crisis but hopefully will go some way towards reducing the district's housing difficulties.

SHDC Officers are currently working up a draft Housing Strategy that will set out an "interventionalist" approach to the housing market. The strategy will be underpinned by a commercial strategy predicated on borrowing leading to the steady growth of housing stock controlled via the Council.

## CLIMATE CHANGE

At the Full Council meeting held on 19 December 2019 the following motion concerning Climate Change was overwhelmingly accepted.

1. That the draft Action Plan proposal appended to the accompanying report be adopted subject to it being:

(a) Amended to comply **with parts 2 and 4** of the Climate Change resolution arising from the Special Council meeting held on 25 July 2019 (**Part 2 states** -*"That an Action Plan be developed that outlines how the Council will address the Emergencies and meet or exceed the targets set by the Intergovernmental Panel on Climate Change (IPCC), including an assessment of the viability of a 2030 target and respond to the concerns raised by the IPBES report on global species and habitat loss to be brought to Council for approval within 6 months"* **Part 4 states** *"That the Action Plan identify Key Performance Indicators measured against any relevant national standards"*

(b) Forwarded to Town and Parish Councils for their comments and for such comments to be received by 31 March 2020;

(c) Published on the Council's Climate Change section of its website with a provision for comments from the public to be received by 31 March 2020;

(d) Reviewed and amended following the end of the consultation period at points (b) and (c) above. (Such amendments to be considered by the Working Group by 30 April 2020, with an updated version of the Action Plan then being submitted to the Annual Council meeting on 21 May 2020 for approval);

(e) Able to be monitored on an on going basis by Full Council at any time it considers it necessary and/or appropriate;

2. Note the content of the Council's first Greenhouse Gas Inventory;

3. Aim to reduce the Council's organisational carbon emissions (Scope 1, 2 and 3 emissions) to net-zero by 2030;

4. Commit to working with partners through the Devon Climate Emergency Response Group to aim to reduce the District of South Hams' carbon emissions to net-zero by 2050 at the latest;

5. Aim for a 10% Biodiversity Net Gain in the habitat value of its green and wooded public open space by 2025;

6. Request that the Climate Change and Biodiversity Working Group develop a framework for a Climate Change and Biodiversity Strategy to be brought back to full Council for approval on 21 May 2020; and

7. Request that an update on progress against the adopted aims be brought back to Council on an annual basis.

## **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

At the Full Council meeting held on 19 December 2019 the Council considered a report on the possible introduction of Community Infrastructure Levy.

The report set out the purpose, timetable and key issues with respect to the proposal to introduce the Community Infrastructure Levy (CIL) in the South Hams District. If introduced in South Hams CIL would be a means to collect contributions towards infrastructure. CIL would operate in a manner complementary to the existing s106 regime.

A draft Viability Study has been prepared and considers the costs of development and likely returns from development. Comparison of the two gives an indication of the headroom (profit) that is potentially available to fund infrastructure that is needed to support development.

Council approval was given to proceed to Stage 2 of the Viability Study, which would include stakeholder workshops and preparation of the Final Viability Study. The Viability Study would then be the subject of formal consultation alongside a draft CIL Charging Schedule.

A Town / Parish with an adopted Neighbourhood Plan would benefit from a 25% share of levy receipts. The money would need to be spent on things associated with supporting the delivery of development or addressing its impacts. A Town / Parish Council can also use their CIL receipts to support the delivery of Affordable Housing, something the District is not allowed to do. Where there is no made NP the proportion of CIL receipts payable to a Town / Parish is 15%.

CIL cannot be imposed retrospectively on any sites that already have any form of planning permission. It can't and won't, therefore, apply to the majority of the allocated sites in the Thriving Towns and Villages Area of the JLP

## TOTNES PUBLIC TOILETS

At a recent SHDC Executive meeting it was reported that the Town Council had resolved to pay the lost Pay on Entry (PoE) income to the District Council for this financial year, so that toilets remained free to use. An offer is awaited from the Town Council as to whether or not the existing arrangement will continue for the financial year 2020/21.

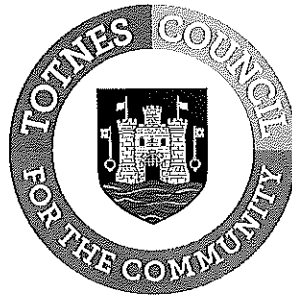
It was resolved at the meeting that the District Council accept an offer, should it be made, of lost PoE income from the Town Council. It was also resolved that in the event of an offer not being forthcoming, the installation of PoE equipment will proceed.

It is hoped that the Town Council will continue with the current financial arrangement so as to keep the toilets free to use.

Cllr John Birch

SHDC Member for Totnes

30 December 2019



Item 4 + 5 a

**DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL**  
**MONDAY 2<sup>nd</sup> DECEMBER 2019 AT THE GUILDHALL TOTNES**

Present: Cllr J Hodgson (Chair), Cllr Paine, Cllr Luker, Cllr Price, Cllr Matthews, Cllr Vint, Cllr Trow, Cllr Hendriksen, Cllr Piper, Cllr Perkins and Cllr Skinner.

Apologies: Cllr Webberley, Cllr Allen, Cllr Adams, Cllr Allford, D.Cllr Sweett and D.Cllr Rose.

Absent: Cllr Simms

In Attendance: Catherine Marlton (Town Clerk), Christina Bewley (minutes), Peter Bethel (Town Sergeant), Soundart Radio x 1, Press x 1, D.Cllr Birch, and 5 members of the public.

No	Subject	Comments
1	To receive apologies and vote on whether to agree.	<p>Apologies were received from Cllr Webberley, Cllr Allen, Cllr Adams and Cllr Allford. The reasons given were read out by the Clerk.</p> <p>It was <b>RESOLVED</b> to accept the apologies from Cllr Webberley, Cllr Allen, Cllr Adams and Cllr Allford.</p> <p>It was noted that no apologies had been received from Cllr Simms and therefore his absence was not approved.</p>
2	The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.	Confirmed.
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Reports from County and District Councillors</u></p>	<p>It was <b>RESOLVED</b> to suspend standing orders</p> <p>a) C.Cllr Hodgson provided a written report. The issue of the proposed no right turn at Weston Lane was discussed and alternative solutions considered. Cllr Vint enquired about what progress has been made establishing a SHDC Climate Action Plan and Cllr Hodgson provided an update. Cllr Hendriksen advised that he plans to investigate the parking issues in Jubilee Rd and other areas by making regular dash-cam recordings. The Clerk warned of potential GDPR issues with making and showing recordings.</p> <p>b) D.Cllr Birch provided a written report. Cllr Vint raised concerns of the lack of public input to the SHDC Climate Action Plan and the lack of specific targets. Cllr Birch advised that the SHDC Climate Action Working Group will meet this week to look at a draft plan with action points. He was concerned that all District Councillors have been advised that the plan has to remain confidential at the moment. Following consideration by the Working Group the draft action plan will go to Full Council on 19<sup>th</sup> Dec and will therefore have to</p>

		<p>become a public document on the 12<sup>th</sup> Dec.</p> <p><i>The Council reconvened.</i></p>
4	<p>To approve and sign the Minutes of the following Meetings:  <i>(Please note confidential minutes can be agreed but any discussion must be held in Part 2):</i></p> <ol style="list-style-type: none"> <li>Full Council 4<sup>th</sup> November 2019</li> <li>Council Matters 11<sup>th</sup> November 2019</li> <li>Town Matters 18<sup>th</sup> November 2019</li> <li>Planning 21<sup>st</sup> November 2019</li> </ol>	<p>It was <b>RESOLVED</b> to approve and sign the Minutes of the following meetings :</p> <ol style="list-style-type: none"> <li>Full Council 4<sup>th</sup> November 2019</li> <li>Council Matters 11<sup>th</sup> November 2019</li> <li>Town Matters 18<sup>th</sup> November 2019</li> <li>Planning 21<sup>st</sup> November 2019</li> </ol>
5	<p>To consider any matters arising from the Minutes <u>and to approve any recommendations</u> from Committees  <i>(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</i></p> <ol style="list-style-type: none"> <li>Full Council 4<sup>th</sup> November 2019</li> <li>Council Matters 11<sup>th</sup> November 2019</li> <li>Town Matters 18<sup>th</sup> November 2019</li> <li>Planning 21<sup>st</sup> November 2019</li> </ol>	<p>The following matters arose:</p> <ol style="list-style-type: none"> <li><u>Full Council 4<sup>th</sup> November 2019</u></li> </ol> <p>Item 1 – It was agreed that where apologies are not given or are not approved this should be separately minuted.</p> <ol style="list-style-type: none"> <li><u>Council Matters 11<sup>th</sup> November 2019</u></li> </ol> <p>Item 7 – The Clerk gave an update on the position regarding wildflower planting.</p> <p>Item 5 – Saturday Morning Music was explained. Cllr Price declared an interest with this group when the voting on the grants took place.</p> <ol style="list-style-type: none"> <li><u>Town Matters 18<sup>th</sup> November 2019</u></li> </ol> <p>Item 3 – Staff were congratulated on the Lights Switch-on event success.</p> <p>Item 8 - It was <b>RESOLVED</b> to accept the recommendation.</p> <p>Item 9 – Cllr Piper encouraged everyone to check the grit bins.</p> <ol style="list-style-type: none"> <li><u>Planning 21<sup>st</sup> November 2019</u></li> </ol> <p>Item 3 – Cllr Paine gave feedback from the site visit.</p> <p>Item 5 – It was <b>RESOLVED</b> to accept both recommendations.</p> <p>Item 7 - It was <b>RESOLVED</b> to accept the recommendation to take effect from January 2019.</p>
6	To note any update on the NP (standing item).	<p>Cllr Luker advised that this is now in the public consultation stage which has been extended to almost 8 weeks. It goes to the Independent Examiner after the public consultation.</p>
7	To note any update on the Christmas Festival nights (standing item).	<p>Cllr Piper gave an update. Birdwood House will be control HQ. All Cllrs have pink Hi-Viz jackets, Stewards will be in yellow and</p>

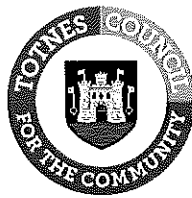


		the Site Manager in Green.
8	Councillors are asked to urgently share and forward the community budgeting survey - 5th December 2019 deadline.	Approximately 200 responses have been received so far.
9	To note that the 9 <sup>th</sup> December Council Matters committee will start at the earlier time of 6.30pm and all Councillors are encouraged to attend to discuss the draft budget for 2020/21.	Noted. The results on the community budgeting consultation will be fed into the draft budget. Cllrs were asked to look at the draft budget in advance of the meeting.
10	To update on Totnes Town Council Climate & Ecological Emergency Action Plan and the outcomes from the TC Climate & Ecological Emergency Action Planning week 3 <sup>rd</sup> – 9 <sup>th</sup> November.	Cllr Hodgson has not had time to fully collate and analyse all the responses collected at the event so no update is available yet. Cllr Hodgson offered to run a session for Councillors in January to go through the outcomes of the event and the work Cllr Allen has been doing. This was agreed. The Clerk advised that the Action Plan has not been adopted by the Town Council yet and that it would need to go to the Full Council to be adopted before it can be identified as the Town Council's Action Plan. Therefore until it has been formally adopted the Action Plan needs to be known as the Totnes Community Climate & Ecological Emergency Action Plan.
11	To consider a proposal to put out for 6 weeks of public consultation the draft Totnes Community Climate & Ecological Emergency Action Plan.	The results are still being compiled therefore this item will need to be deferred to next month.
12	To consider a proposal to support Transition Town Totnes' funding bid to the Lottery Fund for Climate Emergency measures and pilot projects including a revised and updated Transition Streets programme. For details of the Community Fund see <a href="https://www.tnlcommunityfund.org.uk/funding/programmes/climate-action-fund#section-2">https://www.tnlcommunityfund.org.uk/funding/programmes/climate-action-fund#section-2</a>	Councillors <b>RESOLVED</b> to support an expression of interest at this stage and to delegate authority to the Council Matters Committee to consider the nature and implications of any partnership before the full application is submitted, including sight of the grant application form.
13	To note the annual Guildhall visitor and income figures.	This item was deferred to a later date.
<i>The Council did not asked to <b>RESOLVE</b> to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
13	To discuss any confidential items from the Council Matters minutes.	None.
14	To note the date and time of the next meeting: <b>Monday 6<sup>th</sup> January 2020. Public session from 6.30pm in the Guildhall.</b>	Noted. Cllr Hodgson reminded Councillors about the Civic Service on the 2 <sup>nd</sup> February and the Elizabethan Supper Civic event on 22 <sup>nd</sup> February.

Ended 8.30pm

Catherine Marlton  
Town Clerk





Item 4+5b

**DRAFT MINUTES FOR THE COUNCIL MATTERS COMMITTEE**  
**MONDAY 9<sup>TH</sup> DECEMBER 2019 AT THE GUILDHALL TOTNES**

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

Apologies: None

Not present: Cllr Simms

Present: Catherine Mariton (Town Clerk), Cllr Skinner, Cllr Lucas

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	No apologies had been received from committee members.
<i>The Committee will adjourn for the following item:</i>		
Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.		None.
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of: Council Matters 11 <sup>th</sup> November 2019 - (already agreed through Full Council)	None other than to note Cllr Allford was not present as recorded on the minutes, her apologies were sent and accepted.
3	To consider the current year's budget allocations, budget monitor, balances and forecast.	The current year budget monitor was considered and <b>AGREED</b> unanimously.
4	To note the Community Budgeting survey results and analysis.	Noted. No actions to approve.
5	To note a delay to the Collapark Playpark improvement programme and the need to carry forward the funding.	Noted. No actions to approve.
6	To consider and make a recommendation on the draft 2020/21 budget including an application from Caring Town/Citizens Advice/Totnes Caring, Totnes Museum and a request from SHDC regarding public toilet funding.	<p>The Council Matters committee unanimously <b>RECOMMENDED</b> to Full Council that the budget be agreed with a 3% precept increase in 2020/21.</p> <p>The expected underspend in 2019/20 will be ring fenced to pay for capital improvement projects.</p> <p>It was noted that the impact on the reserves over three years would be significant but within reasonable levels. The Town Clerk advised that high levels of unallocated reserves is not considered best practice and expenditure on projects directly benefitting the community would be preferable.</p> <p>Cllr Paine left the meeting.</p>
7	To consider an update on the compost project at the Cemetery following a site meeting.	It was <b>AGREED</b> to postpone the installation of a compost area in favour of upgrading our waste collection contract to include green waste. This will allow information to be collated on the volume of waste being produced.
8	To receive an update on the Neighbourhood Plan (standing item).	Noted. No actions to approve.
9	To consider the noticeboard outside the Town Mill.	It was <b>AGREED</b> to decline the request. Councillors felt it was important to retain this space for the Visit Totnes brand. The Town Clerk was asked to speak to the Mill owners regarding replacing the bench that was removed outside of the property when the refurbishments were undertaken.
10	To note an update on the Museum – terms of lease, fire risk assessment and maintenance requirements.	Noted. No actions to approve at this time, further information will be sent to Council Matters in due course.

11	To consider a request for a reallocation of a Community Grant Award.	It was <b>AGREED</b> to decline the request. Councillors felt it was important to retain the money for the original purpose and asked the Town Clerk to request the money be returned and ring fenced until such time that the project reaches the appropriate stage.
<i>The Committee will be asked to <b>RESOLVE</b> to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
12	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	<i>Not required this month.</i>
13	To consider a new interview date for the Events Officer role.	The new interview date and panel of Cllr Piper, Cllr Allford and the Town Clerk was <b>AGREED</b> .
14	To consider a revised plan for the part time Groundsman and new recruitment schedule.	It was unanimously <b>AGREED</b> to give the Town Clerk delegated authority to recruit a freelance contractor for Lengths man and maintenance jobs until the end of March 2020. An employed role encompassing these tasks would be sent through Council Matters in January for consideration.
15	To consider and sign (Clerk and Chair) the 2019/20 staffing budget.	The current year staffing budget was considered and <b>AGREED</b> unanimously and signed by the Chair and Town Clerk.
16	To consider the draft staffing structure from 2020/21 onwards as part of the budget setting and to undertake an annual staff salary review.	The Council Matters committee unanimously <b>RECOMMENDED</b> to Full Council that the budget proposal be agreed. Job descriptions for any vacancies would follow the usual committee process before the recruitment stage.
17	To consider a sensitive staffing issue.	It was unanimously <b>AGREED</b> to give the Town Clerk delegated authority to proceed with support for a member of staff as outlined at the meeting.
18	To consider the Castle Meadow lease.	It was unanimously <b>AGREED</b> to give the current tenants notice for March 2021. The repurposing of the space would be considered through Council Matters or the Public Realm Working Group during the notice period.
19	<b>Date of the next meeting – Monday 13<sup>th</sup> January 2020 at 7pm.</b>	



**DRAFT MINUTES OF THE PLANNING COMMITTEE  
THURSDAY 19<sup>TH</sup> DECEMBER 2019 AT THE GUILDHALL TOTNES**

Present: Councillors G Allen (Chair), R Hendriksen, J Hodgson, and P Paine.

Apologies: Cllrs C Luker and V Trow.

Not Present: Cllr A Simms and R Vint.

In Attendance: 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.	It was resolved to accept the apologies.
	<i>The Committee will adjourn for the following items:</i>	
	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.	There were no members of the public present.
	<i>The Committee will convene to consider the following items:</i>	
2	To update on any matters arising from the minutes of 21 <sup>st</sup> November 2019. (Note: already agreed through December 2019 Full Council.)	<p>Item 2.4 - The contact for the Baltic Wharf Residents Association was emailed on 28<sup>th</sup> November.</p> <p>Item 2.5 – The terms of the lease are 1 years' notice beginning in March each year.</p> <p>Item 2.7a – The Tree Officer has been emailed and has advised reporting this as a breach which has been actioned.</p> <p>Item 5 – Resolved by Full Council. 1. The points have been made as part of the consultation process. 2. A letter will be drafted for the Clerk to send to South Hams District Council.</p> <p>Item 7 – Resolved by Full Council. From January 2020 the Planning Committee will be held on the third Monday of each month.</p>
3	To make recommendations on the following tree works orders:  3a) 3767/19/TCA – T1-4: Ash – Removal; T5: Sycamore – Removal; T6: Hawthorn – Removal. Pomeroy Villas and Bourton Road, Bridgetown, Totnes, TQ9 5BE.  3b) 3768/19/TCA – T5: Beech – Removal of lower limb at 6m from ground level on West side. Woodlands One, Pomeroy Villas, Bridgetown, Totnes, TQ9 5BE.	<p>Support. Whilst there is not a Tree Preservation Order in place, the Committee would request that a suitable replacement tree (hawthorn or blackthorn) is planted for the hawthorn being removed.</p> <p>Support (following post-Committee site visit by Cllrs Hendriksen and Paine).</p>

	<p>3c) 3769/19/TCA - T1: Willow - Crown height reduction by 4m and lateral reduction by 2m on all sides; T2: Ash - Crown height reduction by 2m and lateral reduction by 0.5m; T3: Oak - Removal of 2no. lower limbs at 4m from ground level on South and East sides; T4: Oak - Removal of 1no. lower limb at 5m from ground level on South side. 4Woodlands Two, Pomeroy Villas, Bridgetown, Totnes, TQ9 5BE.</p> <p>3d) 3732/19/TCA – T34: Holm Oak – Pollard to approx. 8m from ground level – tree has advanced decay. Totnes Castle, Castle Street, Totnes, TQ9 5NU.</p> <p>3e)3416/19/TPO - T500: Holly - Fell, T501: Sycamore - Fell, T518: Black Pine - Fell, T519: Lawson Cypress - Fell, T520: Lawson Cypress - Fell, T522: Ash - Fell, T523: Sycamore - Fell, T524: Leylandii - Fell, T525: Prunus Lusitanica - Fell, T526: Ash - Fell, T528: Holly - Fell, T530: Holly - Fell, T531: Lawson Cypress - Fell, T532: Holly - Fell, T533: Sycamore - Fell, T578: Ash - Reduce lowest 2 branches on West side by 4m, G1: Lawson Cypress x 3 - Fell, G2: Lawson Cypress x 3 - Fell. Trees are thinning/ showing signs of dieback (see report). Endsleigh, Jubilee Road, Bridgetown, Totnes, TQ9 5BP.</p>	<p>Support (following post-Committee site visit by Cllrs Hendriksen and Paine).</p> <p>Support.</p> <p>Support. Councillors who have been to the site would also request that the health of the oak (not listed) is checked for decay and rot.</p>
4	<p>To make recommendations on the following planning applications:</p> <p>4a) 3638/19/LBC &amp; 3639/19/FUL – Listed building consent for creation of 2no. flats with new access. 25 Fore Street, Totnes, TQ9 5HN.</p> <p>4b) 3295/19/HHO – Householder application for rear extension to form 2 Bedrooms. 5 Christina Parade, Totnes, TQ9 5UU.</p> <p>4c) 3897/19/HHO – Householder application for conversion of garage to habitable room. 8 Jordons Brook, Totnes, TQ9 5FR.</p> <p>4d) 3906/19/HHO – Householder application to modify and retain the roof alteration to the rear (resubmission of 0174/19/HHO). 7 Cistern Street, Totnes, TQ9 5SP.</p> <p>4e) 3539/19/HHO – Householder application for erection of bin store and shed with access ramp and decking. 17 Pathfields, Totnes, TQ9 5TY.</p> <p>4f) 3702/19/LBC – Listed building consent for proposed replacement rainwater pipe. 2 New Walk, Totnes, TQ9 5HA.</p>	<p>Support.</p> <p>Support.</p> <p>Support.</p> <p>Support.</p> <p>Support.</p> <p>Support.</p>

	4g) 3685/19/FUL – Change of use from Class A1 (shop) to Sui Generis (Nail Salon). 68 High Street, Totnes, TQ9 5SQ.	Support.
<b>NOTE: Cllr JH observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</b>		
5	To note the date of the next meeting of the Planning Committee – <b>Monday 20<sup>th</sup> January 2020 at 10.00am.</b>	Noted.

DRAFT





Item 7

Updated 2nd Jan - estimated figures in yellow

<b>WORKING BUDGET CHRISTMAS FESTIVAL TOTNES 2019</b>		
<b>EXPENDITURE</b>		
Security/Steward Costs, buying radios and litter pickers	3200	Estimated with 1 week cancellation
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 can cancellation
Birdwood House Hire for HQ	150	Confirmed cost
Road Closed Application	200	Confirmed cost
Costs associated with road closure such as signage hire	335	Estimated with 1 week can cancellation
Waste Collection	2000	Estimated with 1 week can cancellation
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	Estimated with 1 week can cancellation
Totnes Town Council Coordinator for 19 weeks from 12th August	4750	Confirmed cost
Electricity	2012.5	Estimated with 1 week can cancellation
Entertainment	1000	Estimated with 1 week can cancellation
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
<b>TOTAL ESTIMATED COST</b>	<b>22250.5</b>	
<b>INCOME POTENTIAL</b>		
Income stalls and sponsorship	-20642	Estimated with 1 week can cancellation and 50% discount
Sponsorship from Visit Totnes for High Vis Jackets	-100	Confirmed income
<b>SUBTOTAL COST TO TOWN COUNCIL MAXIMUM ESTIMATED LIABILITY</b>	<b>1508.5</b>	
Allocated Arts Budget	-10000	
<b>TOTAL POTENTIAL FINANCIAL COST TO THE TOWN COUNCIL OVER BUDGETED</b>	<b>-8491.5</b>	£6600 agreed by Full Council over budgeted £10,000 Arts budget so currently expect significant underspend on the allocated budget

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## Events Officer

Totnes Town Council are looking for a self-motivated and experienced Events Officer to join us on a fixed term basis.

The successful applicant must have a flexible approach, be confident managing their own projects and work well with the rest of the team.

A full driving licence and local knowledge would be a significant advantage.

This post is to start in early January and runs until 31st March 2021.

**The closing date for applications is 30th November 2019 by 5pm, in writing to the Town Clerk at [clerk@totnestowncouncil.gov.uk](mailto:clerk@totnestowncouncil.gov.uk).**

Interviews are scheduled for Thursday 5th December 2019 and an offer of employment will be subject to references and ratification by Councillors.

**Please note that only those applicants who complete a Town Council application form and submit a covering letter will be considered at the shortlisting stage. Late applications will not be considered.**

### JOB DESCRIPTION

Job Title: Events Officer

Reports to: Town Clerk

Hours: 20 hours a week, Monday to Friday with occasional evening and weekend working. Fixed term from 1st January 2020 until 31st March 2021

Salary: SCP 22-25 (£13.68 to £14.96 per hour). Successful applicants are usually appointed on the bottom of the scale and awarded annual increments. The Local Government Pension Scheme is available to all employees.

Job purpose: To organise and lead on community events and to develop external liaison in order to assist established events in the Town.

#### **1. Duties**

- To prepare and manage an annual programme of Community events.
- Event management of Community events, such as Totnes Christmas Festival Nights.
- To liaise with the Chamber of Commerce and Town Council colleagues regarding the Christmas lighting displays and Christmas lights switch on events throughout the Town.
- To prepare promotional and marketing material to pro-actively publicise the events of the Town Council and ensuring the website and Facebook is updated.
- To secure income from sponsors and external funding organisations to enhance the event and maintain the budget.
- To work with other organisations providing events either on the Town Council's land or in the Town, ensuring public safety, statutory obligations and risk management procedures are in place and adhered to.
- To ensure insurance, legal, health and safety obligations are adhered to and risk management procedures are in place and followed.
- To work with the District Safety Advisory Group to ensure public safety is maintained at all outdoor public events.

## **2. Christmas Festival Nights**

- To carry out all necessary duties to organise and manage the delivery of a vibrant and successful Christmas Festival for Totnes (3 nights).
- During each event provide on-site management, supervising all Contractors, Suppliers and Stall Holders resolving any logistical or operational difficulties; health and safety issues; safe collection of monies and the effective and efficient clean-up.
- To create, develop and maintain good working relationships with all stakeholders including: residents, local businesses, stall holders, South Hams District and Devon County Councils, other official bodies, contractors and suppliers.
- To organise and co-ordinate the stall allocation, publicity and all legal requirements; including licenses, road closures; and actively seek sponsorship opportunities.
- To organise the hire or purchase within budgets of necessary equipment and stalls, the provision of electricity, banners, A-boards etc.
- To develop and produce an annual Information Pack for stall holders, to include an application form, contract agreement and other legally required documentation.
- To provide an annual report to the Town Council to include recommendations, stall pricing, review of markets held, feedback from residents, consumers, stall holders and local businesses to the initiative and future development opportunities such as: provision of entertainment, food markets etc.

## **3. General**

- To undertake such other duties and responsibilities, including attending meetings, commensurate with the level of the post and in accordance with the job purpose, as required by the Town Clerk or Deputy Town Clerk from time to time.
- Event management of Community events, such as Totnes Christmas Festival Nights.
- To liaise with the Chamber of Commerce and Town Council colleagues regarding the Christmas lighting displays and Christmas lights switch on events throughout the Town.
- To prepare promotional and marketing material to pro-actively publicise the events of the Town Council and ensuring the website and Facebook is updated.
- To secure income from sponsors and external funding organisations to enhance the event and maintain the budget.
- To work with other organisations providing events either on the Town Council's land or in the Town, ensuring public safety, statutory obligations and risk management procedures are in place and adhered to.
- To ensure insurance, legal, health and safety obligations are adhered to and risk management procedures are in place and followed.
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future development opportunities such as: provision of entertainment, food markets etc.

**3. General**

· To undertake such other duties and responsibilities, including attending meetings, commensurate with the level of the post and in accordance with the job purpose, as required by the Town Clerk or Deputy Town Clerk from time to time.



**Full Council 6<sup>th</sup> January 2020**  
**ITEM 11 - BUDGET SETTING REPORT**

The draft budget has been discussed and circulated to all Councillors by email and through Council Matters for a number of months (see ITEM 11a) with a number of options (no increase, 1%, 2% and 3%) being considered. Council Matters on 9<sup>th</sup> December 2019 **RECOMMENDED** to Full Council an increase of 3% to the precept to cover *some* of the investment in projects over the next 3 years, with a significant proportion to be spent from reserves (see ITEM 11b).

As Clerk and RFO I would recommend that Full Council use restraint regarding increases given that we are already the highest in the district (see ITEM 11e). I would however point out that Councillors have expressed support for increasing investment in capital improvement projects and also supporting services within the community where funding would otherwise be unavailable.

The information from South Hams District Council regarding our precept figure is just in (see ITEM 11d). As the Council Tax Base has risen from 2883.35 to 2947.37 then our annual precept (with the proposed 3% increase) would be £520130 plus the Council Tax Support Grant of £10020 making the annual figure £530150. The annual increase for an average Band D home is £5.14, up to £176.47 per year. This reflects an increase of less than £0.10p per week.

**COMMUNITY BUDGETING RESULTS**

Questions	Weighted Score	Ranking
<b>OVERVIEW</b>		
Public Toilets	799	3
Climate Change	869	2
Services for the Vulnerable	1052	1
Totnes Museum	537	5
Public Realm	747	4
<b>PRIORITY 1 - SERVICES FOR THE VULNERABLE</b>		
Services for the Vulnerable - no contribution	7	4
Services for the Vulnerable - 5p per week	52	3
Services for the Vulnerable - 10p per week	72	2
Services for the Vulnerable - 15p per week	138	1
Services for the Vulnerable - no view expressed	1	5
<b>PRIORITY 2 - CLIMATE CHANGE</b>		
Climate Change - no contribution	46	3
Climate Change - 5p per week	45	4
Climate Change - 10p per week	47	2
Climate Change - 15p per week	130	1
Climate Change - no view expressed	2	5
<b>PRIORITY 3 - TOILETS</b>		
Public Toilets - no contribution	47	3
Public Toilets - 5p per week	86	1
Public Toilets - 10p per week	75	2
Public Toilets - 15p per week	61	3

Public Toilets - no view expressed	1	5
<b>PRIORITY 4 - PUBLIC REALM</b>		
Public Realm - no contribution	18	4
Public Realm - 5p per week	79	2
<b>Public Realm - 10p per week</b>	<b>94</b>	<b>1</b>
Public Realm - 15p per week	77	3
Public Realm - no view expressed	2	5
<b>PRIORITY 5 TOTNES MUSEUM</b>		
Totnes Museum - no contribution	77	2
Totnes Museum - 5p per week	96	1
Totnes Museum - 10p per week	56	3
Totnes Museum - 15p per week	39	4
Totnes Museum - no view expressed	2	5

Demographic Responses	
19 and Under	0
20-29	7
30-39	13
40-49	23
50-59	28
60-69	47
70-79	41
80-89	6
90+	1
No details provided	29

Allocations have been penciled into the draft budget on the following basis

**Services for the vulnerable - Caring Town/Totnes Caring/Citizens Advice services**  
Awarded £25,000 per annum jointly for initially 2 years.

**Climate Change**

Possible funding of a Climate Change/Green Travel Coordinator, part funded by S106 monies (tbc)

**Public Toilets**

£17600 in 2020/21 to keep the toilets free to use.

**Public Realm**

Significant ongoing investment in this area (see ITEM 11c) further to the high priority in the 2017 Community Budgeting.

**Totnes Museum/heritage**

£8000 has been allocated to heritage but not specifically Totnes Museum given it was the bottom scoring result on community budgeting but is an important part of the Town's history and tourism offer. How the money will be located will be considered through Council Matters after the budget is set.

**Catherine Marlon – Town Clerk**



Item 11a

CONFIDENTIAL STAFFING PROPOSALS

ONGOING BUDGET PLANNING DOCUMENT 2019		18/19 YEAR END			19/20 CURRENT			2020/21 BUDGET SETTING 3 percent % increase every year		
	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 11TH DECEMBER	2019/20 EXPECTED	ORIGINAL BUDGET 19/20	2020/21	2021/22	2022/23		
1	Admin									
2	Salaries and pensions for all staff	190665	200332	148605	236000	219000	311000	313000		
3	Staff Training and Travel	2633	1500	2779	3500	4000	4000	4000		
4	Staff Eye Tests	99	300	50	400	500	500	500		
5	Staff Recruitment	789	1500	372	500	1000	500	500		
6	Utilities	2525	2250	1808	2600	2500	2700	2800		
7	Office Supplies	2034	2000	-231	1000	1750	1750	1750		
8	Photocopier	1549	2000	1180	2200	2000	2000	2000		
9	Insurance	5536	6000	7365	7365	6000	7500	7500		
10	Office Equipment	2012	1200	73	1500	1500	1500	1500		
11	Car park permits income and green sacks	-408	0	-40	-40	0	0	0		
12	SUB TOTAL	207435	217082	161961	255025	238250	331450	333550		
13	Civic and Democratic	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 11TH DECEMBER	2019/20 EXPECTED	2019/20	2020/21	2022/23		
14	Mayoral Allowance	379	375	0	395	375	400	425		
15	Civic and Mayoral Events (expenditure)	5902	5750	1326	3500	5750	5750	5750		
16	Civic Events (Income)	-2123	0	-393	0	0	0	0		
17	Civic Regalia	24	400	0	100	400	400	400		
18	Mayoral Travel and Expenses	401	200	38	200	350	400	425		
19	Councillor Allowances	3782	6000	0	6000	6000	6560	6800		
20	Councillor Training and Travel	948	750	262	3000	3000	2000	2000		
21	Councillor IT equipment	0	0	0	2700	6500	1500	6500		
22	Professional Fees	3123	4500	2908	3500	4500	6250	6250		
23	Elections	0	6000	0	7000	7000	6000	6000		
24	Subscriptions	2179	2000	2114	2500	2100	2200	2250		
25	Community Outreach work	1349	1500	2463	2800	2000	2000	2000		
26	Website and IT	1049	1500	708	7000	10000	2500	2500		
27	SUB TOTAL	17019	28975	9426	38695	47975	35970	41300		
28	Tourism	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 11TH DECEMBER	2019/20 EXPECTED	2019/20	2020/21	2022/23		
29	Visit Totnes Marketing	2990	1000	3192	5000	5000	5000	5000		
30	Pension costs	12636	13000	12636	12636	12700	12636	0		
31	Totnes Guide	14737	22000	1449	16000	15000	15000	15000		
32	Totnes Guide and Website Income	-18250	-18500	-13438	-16800	-16000	-15000	-15000		
33	Bank Charges / Paypal	172	0	17	210	210	210	210		
34	Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	0	450	600	600	600	600		
35	SUB TOTAL	11847	17500	4306	17646	17510	18446	5810		

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**ONGOING BUDGET  
PLANNING DOCUMENT 2019**

**18/19 YEAR END**

**19/20 CURRENT**

**2020/21 BUDGET SETTING 3  
percent % increase every year**

	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 11TH DECEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23
36	Guilthall							
37	Cleaning	2738	899	2000	2500	3000	3000	3000
38	Building Maintenance	27453	-2691	10000	5000	5000	5000	5000
39	Business Rates	5826	4813	6815	6000	7000	7000	7000
40	Water	111	100	200	200	200	200	200
41	Utilities	3733	1818	3500	3000	3500	3500	3500
42	Equipment Maintenance	2599	615	5000	2000	2000	2000	2000
43	Wedding Licence renewals and marketing	2044	71	1000	500	500	3000	500
44	Admissions Income	-3557	-2994	-2994	-3500	-3000	-3000	-3000
46	Hire Income WEDDINGS	-2232	-2015	-2015	-2500	-2750	-2750	-2750
47	SUB TOTAL	35018	616	22706	13200	15450	17950	15450
48	Civic Hall							
49	Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	3058	5500	12000	5000	5500	5500
50	Feed in Tariff	3102	1570	3000	2500	3000	3000	3000
51	Water	452	741	2100	2000	2000	2000	2000
52	Utilities	4855	2088	4500	4400	4600	4700	4900
53	Building Maintenance	11794	2432	30000	150000	175000	25000	25000
54	Licences	70	70	250	2000	250	250	250
55	Marketing Civic Hall	28	369	1000	500	1000	1000	1000
56	Equipment Maintenance	4320	4805	7000	3000	4000	4000	4000
57	Paige Adams Grant towards Caretaking, Cleaning and Management costs	-27723	-31500	-31500	-31500	-31500	-31500	-31500
58	Hire Charges	0	0	0	0	0	0	0
59	Feed in tariff Income	-7808	-3289	-5000	-5000	-5700	-5700	-5700
60	SUB TOTAL	-1143	-19656	16850	139900	158150	8250	8450
61	Property Maintenance							
62	Guilthall Cottage Maintenance	536	3	2000	2000	2000	2000	2000
63	Property Management Fees	1561	1282	1760	1760	2000	2500	2500
64	Town Clocks amalgamated Rent and Utilities and maintenance	2443	725	2000	2250	2250	2250	2250
65	Flat 5a Loan repay	9148	4574	9150	9150	9150	9150	9150
66	Flat 5a Maintenance	110	9	2000	2000	2000	2000	2000
67	Guilthall Office Maintenance	0	19	250	30000	5000	2000	2000
68	Museum Maintenance	3588	0	10000	5000	5000	5000	5000
69	Museum Rent Income	-2	0	-5	-1	-5	-5	-5

Staffing element removed into core budget from 2019/21

Agreed increased investment in marketing  
Floor repairs, rationalisation of electrical components and rigging  
inspection causes an expected overspend  
TO BE CONSIDERED BY PAIGE ADAMS

ONGOING BUDGET PLANNING DOCUMENT 2019	18/19 YEAR END		19/20 CURRENT				2020/21 BUDGET SETTING 3 percent % increase every year				
	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 11TH DECEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	2020/21	2021/22	2022/23
70 Eastgate Clock Rental	0	-2	0	-3	-3	-3	-3	-3	-3	-3	-3
71 Civic Water Supply to shop	0	-210	-200	-200	-200	-200	-200	-200	-200	-200	-200
72 Guildhall Cottage Income (£850 a month)	-40750	-9350	-6800	-9350	-9350	-9350	-9350	-9350	-9350	-9350	-9350
73 Guildhall Office Income (£250 per month)	0	0	0	0	0	0	0	0	0	0	0
74 COMMUNITY/NGO PROFIT GROUP	-8340	-8250	-5560	-7645	-7645	-7645	-7645	-7645	-7645	-7645	-7645
75 Flat 5a Rental Income (£695 per month)	-1606	3647	-5948	9957	34961	10197	4697	4697	4697	4697	4697
<b>SUB TOTAL</b>											
76 Cemetery	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 11TH DECEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	2020/21	2021/22	2022/23
77 Business Rates	3615	3590	3255	4069	3500	5000	5000	5000	5000	5000	5000
78 Water	143	150	22	150	150	150	150	150	150	150	150
79 Grounds Maintenance (Grass cutting and tree work)	21795	30000	11386	22000	22000	23000	24000	25000	23000	24000	25000
80 Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	5000	804	2500	2500	3000	3000	3000	3000	3000	3000
81 Chapel	244	500	0	500	500	500	500	500	500	500	500
82 Cemetery Fees Income Amalgamated	-8495	-7500	-5705	-8000	-7500	-8000	-8500	-9000	-8000	-8500	-9000
86 SUB TOTAL	51402	31450	9762	21219	21150	23650	24150	24650	23650	24150	24650
87 Open Spaces	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 11TH DECEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	2019/20	2020/21	2021/22
88 Ramparts Walk (regular cuts and tidying)	163	900	0	500	600	600	600	600	600	600	600
89 St Marys Churchyard (Walls and trees)	390	900	414	1000	1000	1000	1000	1000	1000	1000	1000
90 Castle Meadow Maintenance and Water	160	750	48	200	250	250	250	250	250	250	250
91 Castle Meadow and allotments income	-210	-210	-10	-210	-210	-210	-210	-210	-210	-210	-210
92 SUB TOTAL	503	2340	452	1490	1640	1640	1640	1640	1640	1640	1640
93 Precept and Income	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020	2020/21	2021/22	2022/23	2019/20	2020/21	2021/22
94 Bank Charges	155	300	108	200	300	300	300	300	300	300	300
95 Precept and Income	-355640	-355640	-494000	-494000	-494000	-520130	-535734	-551806	-494000	-520130	-535734
96 Council Tax Grant (only guaranteed until 19/20)	-22230	-22230	-20040	-20040	-20040	-10020	0	0	-20040	-10020	0
97 Charity of Paige Adams RATE ABATEMENT	0	0	0	-105000	-105000	0	0	0	-105000	0	0
98 SECTION 106 FUNDS GREEN TRAVEL??	0	0	0	0	0	-59000	0	0	0	-59000	0
99 SUB TOTAL	-377714	-377570	-513932	-618840	-618740	-529850	-535434	-551506	-618740	-529850	-535434
100 Community Development	Actual 31st March 2019 YEAR END	ORIGINAL BUDGET 18/19	CURRENT 8TH NOVEMBER	2019/20 EXPECTED	2019/2020 BUDGETED	2020/21	2021/22	2022/23	2019/20	2020/21	2021/22
101 Skate Park/Youth provision	0	0	0	17600	0	13200	5000	5000	0	13200	5000
102 Public Toilets	0	0	0	25775	22000	25000	25000	25000	0	25000	25000
103 Caring Town Information Exchange	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS
104 Citizens Advice Service	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS
105 Neighbourhood Plan/Planning	11586	12517	14250	13088	13088	1000	1000	1000	13088	1000	1000
106 Community projects and public realm	35412	51366	42225	28030	70860	135000	61500	55000	70860	135000	55000

TO BE CONSIDERED - NOT CONFIRMED

TO BE CONSIDERED - NOT CONFIRMED

**ONGOING BUDGET  
PLANNING DOCUMENT 2019**

	18/19 YEAR END		19/20 CURRENT				2020/21 BUDGET SETTING 3 Percent % Increase every year			
107 Community/ Grants Scheme/Community Fundraiser	0	0	12000	12000	0	0	0	0	0	
108 Arts and Culture and Events - INCOME OVER EXPENDITURE INCLUDED	2182	2842	2000	10000	5000	5000	5000	5000	5000	
Heritage Support	0	0	0	0	8015	8015	8015	8015	8015	
109 GRANT FUNDING/PROJECT INCOME	-4726	0	-2250	0	0	0	0	0	0	
110 Climate Change Emergency Work	0	0	2500	0	5000	5000	5000	5000	5000	
111 SUB TOTAL	544,445	666,725	£39,975	£99,905	£204,815	£150,515	£144,015	£144,015	£144,015	
112 TOTAL EXPENDED	£388,928	£388,954	£200,894	£483,493	£642,534	£797,448	£580,432	£579,562	£579,562	
113 TOTAL	-£8,794	£8,484	-£313,038	-£135,347	£23,794	£267,598	£44,998	£28,056	£28,056	
	Small underspend in final 18/19 due to staffing underspend and some of the community and assets expenditure rolling on into 19/20		Due to a delay in some projects we will show an underspend this year BUT we must ringfence for expenditure in 2020/21							

IMPACT ON RESERVES with a 3% increase every year				
Year	Expected year end budget (red indicates overspend)	Expected year end reserves	Expenditure by year APPROX	Reserve % of annual expenditure at start of year
19/20	-£135,347	-£488,459	483500	73.03%
20/21	267598	-220861	797500	61.25%
21/22	44998	-175863	580500	38.05%
22/23	28056	-147807	580000	50.52%



Public Realm 19/20 WORKING BUDGET		
Totnes Gardens AND Corrie Road Cutting	2000	AGREED
Town Groundsman transfer to staffing budget	4000	Reduced amount because of delayed staffing
Tools such as watering bowser for Lengthsman	1400	To be arranged
Green Waste collections	2000	To be arranged
Tidy Totnes	770	AGREED
Market Square - ramp improvements	5000	Initial professional fees for project, surveys etc
Planters with trees x 2	1500	AGREED
Signage Audit	8000	£8,000 AGREED Phase 1
Vire Island picnic benches	1405	£2,000 AGREED - waiting on SHDC SLA
Chicken Run Steps/Ramp improvements	550	COMPLETE 350 staffing 200 materials
Collapark investment	0	AGREED - delayed to 2020/21
Steamer Quay picnic benches	1405	£2,000 AGREED - waiting on SHDC SLA
<b>BALANCE</b>	<b>28030</b>	

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

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





Select your parish from the drop down list:

Totnes

Parish Precept 2019/20 (for illustrative purposes only)			
Number of Band D equivalent properties	Parish Band D Rate	Precept	Grant
2,883.35	171.33	£494,000	£20,040

<b>Taxbase for 2020/21</b>	
Taxbase for 2019/20	2,883.35
Changes to taxbase in 2019/20	64.02
<b>Taxbase for 2020/21</b>	<b>2,947.37</b>
Government Grant to compensate Council Tax Benefit removed from taxbase (Council Tax Support Grant - CTSG)	£10,020

Please enter your total budget requirement for 2020/21 in the yellow box below

(Total budget requirement for 2019/20 = precept + grant) £514,040

£530,150

We will pay you CTSG of £10020 and the remaining balance will be your precept of £520130

The Band D parish rate will be: £176.47  
 This is an increase/(decrease) of: £5.14 or 3.00%  
 (in comparison to 2019/20)

On your Precept form for 2020/21, please enter the following onto the Memorandum on page 2:

Total budget requirement for 2020/21 = £530,150 (A)  
 This is made up of a precept requirement for 2020/21 of: £520,130 (B)  
 and Council Tax Support Grant for 2020/21 of: £10,020 (C)

11d



17e

SHDC Tax bases 2020/21  
 Changes in Tax Base 2019/20 - 2020/21 (based on collection rate of 98.0% in 2020/21)

Parish/Town	Council Tax Support Grant allocation for 2019/20 £	Council Tax Base 2019/2020 No. of Band D Equivalent	Council Tax Base 2020/2021 No. of Band D Equivalent	Change in Base Increase/ (decrease)	Council Tax Support Grant allocation for 2020/21 £	Precept 2019/2020 £	Parish Band D rate 2019/2020 £
1 Woodleigh	7	105.06	105.93	0.87	3	500	4.76
39 North Hulsh	32	213.51	217.27	3.76	15	2,968	13.90
36 Marlton	555	871.25	879.52	8.27	177	12,693	14.57
37 South Milton	134	249.66	253.37	3.71	57	4,366	17.49
46 South Hulsh	54	453.58	448.35	(5.23)	27	8,619	19.00
47 West Alvington	174	274.83	271.40	(3.43)	87	5,743	20.90
48 Wembury	370	1,461.43	1,472.89	11.46	185	31,000	21.21
3 Berry Pomeroy	430	351.32	402.36	51.04	215	7,500	21.35
4 Sparkwell	549	457.97	472.17	14.20	274	10,263	22.41
25 Harberton	409	523.69	526.29	2.60	204	13,291	25.38
26 Harford	16	37.81	36.19	(1.62)	8	990	26.18
27 Thurlestone	302	748.54	755.69	7.15	151	19,863	26.54
28 Stoke Fleming	493	597.18	601.27	4.09	246	17,503	29.31
11 Chivelstone	79	189.65	188.81	(0.84)	39	5,600	29.53
12 Ugborough	497	744.71	825.48	80.77	248	22,500	30.21
10 Charleton	144	278.18	276.10	(2.08)	72	8,450	30.38
40 Rattery	177	210.66	212.05	1.39	88	6,823	32.39
33 Littlehempston	81	101.25	106.03	4.78	40	3,290	32.49
31 Kingston	164	199.18	204.47	5.29	82	6,500	32.63
12 Churchstow	120	241.63	244.20	2.57	60	8,052	33.32
19 Dittisham	163	353.06	342.85	(10.21)	81	11,837	33.53
44 Slapton	176	269.51	271.60	2.09	88	9,099	33.76
1 Ashprington	95	250.71	252.92	2.21	47	8,500	33.90
27 Holbeton	157	297.64	304.09	6.45	78	10,320	34.67
28 Stoke Gabriel	513	700.37	718.23	17.86	256	24,487	34.96
23 Frogmore & Sherford	315	221.36	224.66	3.30	157	7,750	35.01
15 Dartington	958	803.14	804.53	1.39	479	29,042	36.16
16 Stokenham	920	1,099.92	1,085.69	(14.23)	460	40,760	37.06
18 Diptford	93	250.64	250.42	(0.22)	46	9,407	37.53
5 Bigbury	160	422.94	426.32	3.38	80	16,000	37.83
14 Cornworthy	60	191.55	188.17	(3.38)	30	7,500	39.15
6 Blackawton	435	355.80	369.50	13.70	217	14,065	39.53
7 Strete	277	300.78	290.49	(10.29)	138	12,000	39.90
7 Brixton	699	703.76	747.88	44.12	349	28,301	40.21
43 Shaugh Prior	456	288.93	293.73	4.80	228	11,684	40.44
8 Buckfastleigh West	70	114.44	116.65	2.21	35	4,793	41.88
21 East Portlemouth	131	180.92	177.96	(2.96)	65	7,600	42.01
9 Buckland-Tout-Saints	41	107.86	109.89	2.03	20	4,588	42.54
10 Yealmpton	1,049	962.71	956.64	(6.07)	524	41,000	42.59
37 Modbury	1,027	735.11	764.40	29.29	513	32,140	43.72
41 Ringmore	59	123.49	122.68	(0.81)	29	5,400	43.73
13 Cornwood	633	414.27	411.25	(3.02)	316	18,307	44.19
24 Halwell & Moreleigh	152	200.77	209.79	9.02	76	9,100	45.33
42 Salcombe	1,350	1,930.75	1,933.78	3.03	675	91,350	47.31
38 Newton & Noss	912	1,142.37	1,144.72	2.35	456	54,604	47.80
39 Staverton	382	344.87	349.35	4.48	191	16,657	48.30
17 Dean Prior	109	76.19	79.43	3.24	54	3,791	49.76
32 Kingswear	636	805.12	782.61	(22.51)	318	40,253	50.00
28 Holne	128	133.67	135.42	1.75	64	6,762	50.59
29 South Pool	60	117.77	119.65	1.88	30	6,090	51.71
20 East Allington	460	323.66	323.05	(0.61)	230	17,000	52.52
35 Malborough	612	476.82	480.14	3.32	306	26,890	56.39
34 Loddiswell	795	452.32	457.68	5.36	397	28,291	62.55
4 Bickleigh	2,201	1299.00	1300.37	1.37	1,100	81,667	62.87
2 Aveton Gifford	574	388.51	393.20	4.69	287	24,550	63.19
45 South Brent	2,471	980.50	988.51	8.01	1,235	62,479	63.72
30 Kingsbridge	6,871	2174.03	2168.56	(5.47)	3,435	148,645	68.37
22 Ermington	384	378.03	378.74	0.71	192	26,616	70.41
29 Ivybridge	16,250	3862.48	3857.87	(4.61)	8,125	450,806	116.71
16 Dartmouth	6,812	2749.51	2727.86	(21.65)	3,406	323,197	117.55
<b>TOTALS</b>	<b>74,473</b>	<b>38,179.72</b>	<b>38,508.49</b>	<b>328.77</b>	<b>37,222</b>	<b>2,463,842</b>	<b>176.67</b>

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