



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 15TH JUNE 2020 – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/99413977650?pwd=WmxqS0lmL2ZQVlRzRXk1OGduR2R4UT09> MEETING ID: 994 1397 7650

Please note that public question time will be held prior to Full Council from 6.30pm

PLEASE CONTACT THE TOWN CLERK ON CLERK@TOTNESTOWNCOUNCIL.GOV.UK
TO RECEIVE THE MEETING PASSWORD AT LEAST TWO HOURS PRIOR TO THE MEETING.

You are hereby SUMMONED to attend a Meeting of the Council, which is to be held using remote meeting service Zoom on Monday 15th June 2020 at 7pm for the purpose of transacting the following business:

1. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson – documents enclosed.
- b. District Cllr Birch – documents enclosed.
- c. District Cllr Rose – document enclosed.
- d. District Cllr Sweett – document enclosed.

The Council will convene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meetings:

(Please note confidential minutes can be agreed but any discussion must be held in Part 2)

- a. Full Council 18th May 2020 – document enclosed.
- b. Full Council 28th May 2020 – document enclosed.
- c. Council Matters Committee 8th June 2020 – document enclosed.

3. CONSIDERATION OF ANY MATTERS ARISING

To consider any matters arising from the Minutes and to approve any recommendations from Committees:

(Please note confidential minutes can be agreed but any discussion must be held in Part 2)

- a. Full Council 18th May 2020 – document enclosed.
- b. Full Council 28th May 2020 – document enclosed.
- c. Council Matters Committee 8th June 2020 – document enclosed.

4. CO-OPTION OF COUNCILLORS

To vote on the co-option of 3 Councillor vacancies. Document enclosed.

5. NEIGHBOURHOOD PLAN UPDATE

To receive an update on the Neighbourhood Plan (standing item). Verbal update from Councillor Luker.

6. TOTNES TOWN CENTRE RE-OPENING AND ASSOCIATED TRAFFIC MEASURES

To consider the details of the emergency highways and traffic measures in the town centre, update on reopening and any associated expenditure. Verbal Update from the Town Clerk.

7. OUTDOOR PREMISES LICENSES

To consider any licence requests to use South Hams District Council land around the town to support social distancing requirements of the hospitality businesses (cafes, pubs, restaurants). Documents to follow.

8. GUILDHALL OPENING

To consider whether to open the Guildhall for the 2020/21 season.

9. PARISH RECOVERY PLAN

To consider a draft Parish Recovery Plan. Document to follow.

10. INTERNAL AUDITOR REPORT ON THE ANNUAL RETURN

To consider the report of the Internal Auditor in relation to Accounts and Annual Return for the year ending 31st March 2020. Recommended for agreement by Council Matters on 8th June 2020. Document enclosed.

11. ANNUAL GOVERNANCE STATEMENT

To review and approve the Annual Governance Statement – if agreed, signing of the statement by the Chair and Clerk. Recommended for agreement by Council Matters on 8th June 2020. Document enclosed.

12. ACCOUNTING STATEMENT

To review and approve the Accounting Statement – if agreed, signing of the statement by the RFO (Clerk) and then by the Chair. If agreed the accounts will be put on the website for public rights. Recommended for agreement by Council Matters on 8th June 2020. Document enclosed.

13. STAFF APPOINTMENTS

To ratify the appointments of the Town Maintenance Officer and the Community Fundraiser.

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.

Councillors will be asked to log out of the Zoom meeting and back into a separate secure meeting link.

14. STAFFING BUDGET AND STAFFING UPDATE

To consider and ratify the 2020/21 staffing budget and staffing update.

15. TOTNES CARING

To consider a funding request for Totnes Caring (recommendation from Full Council).

16. DATE OF NEXT MEETING

To note the date and time of the next meeting: **Monday 20th July 2020 at 7.00pm. Public session from 6.30pm via Zoom.**

Catherine Marlton

Town Clerk

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

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

County Councillor's Monthly Report Cllr. Jacqi Hodgson - Date of Report: 9th June 2020
County Councillor for Totnes & Dartington
(incl. Harberton, Harbertonford, Staverton, Landscope & part of Berry Pomeroy)

Devon County Council:

DCC continues to hold some of its regular meetings on-line / Remotely (using Microsoft Teams). The monthly cabinet meetings have been held using the usual format of Public & Members' questions as well as the usual full agendas. Scrutiny and other committee meetings are less consistent and to some extent are held based on availability of staff, many of whom have either been switched to supporting the COVID-19 response. The AGM for DCC remains postponed until July, and views are being solicited as to whether this should be allowed for partial live attendance at County Hall.

COVID-19 Response: The Devon Coronavirus Emergency Helpline is: 0345 155 1011.

DCC Has been issuing weekly updates and bulletins about COVID-19 to the public, parish and town Councils and to County Councillors. (most recent updates at end of this report)

It also maintains an up to date Corona Virus advice page on its website. This has links to more specific advice and information. All DCC sites remain closed to the public except for necessary pre-arranged visits but you can still contact DCC customer services if needed: <https://www.devon.gov.uk/help/contact-us/>

Sign up for Devon County Council updates on coronavirusView Devon County Council's most recent updates: www.devon.gov.uk/coronavirus-advice-in-devon/

There is updated advice based on reductions in lockdown measures being implemented on the following topics: (see attached the most recent 2 circulars)

- Children gradually returning to school in Devon
- Restrictions relaxed for people considered extremely clinically vulnerable
- Free business toolkit
- Recycling centre restrictions eased further
- New advice about accessing green spaces safely
- Getting around and travelling safely
- We celebrate National Volunteer Week
- Help is available from your local district council
- NHS Nightingale Hospital Exeter update
- National study to monitor COVID-19 in schools

- Phased reopening of libraries (6th July)
- Support for local community groups
- Helpful information from Ordnance Survey about getting outside safely
- Northern Devon Enterprise Centre
- Work has started on new road layouts to support walking and cycling
- Free online parenting courses

COVID-19 Prompt Action fund. (Repeated in case you need to find the links) WEBLINK:

<https://www.devon.gov.uk/coronavirus-advice-in-devon/document/covid-19-prompt-action-fund/>

Most Bus Services are due to be further restored next week, starting Sunday 14th June This is in response to the recent Government announcements and a fresh round of funding direct to the bus companies for commercially operated services, plus additional grant via Local Authorities for supported services. I attach separately the list of Timetable Changes, some of which affect this division.

The £250m Emergency Active Travel Fund is the most recent initiative designed to help implement temporary low-cost interventions to create an environment that is safe for both walking and cycling.....allowing people to get around whilst maintaining social distance. This is essential in helping avoid overcrowding on public transport systems as the economy begins to restart and also a window of opportunity to act now to embed walking and cycling as part of new long-term commuting habits and the associated health, air quality and congestion benefits.

Of the £250 million fund, £225 million will be provided directly to local transport authorities and London boroughs, while £25 million will help support cycle repair schemes. The £225 million allocated to local authorities will be released in two

phases. The first tranche of £45 million will be released as soon as possible so that work can begin at pace on closing roads to through traffic, installing segregated cycle lanes and widening pavements. Devon's share of this initial phase is potentially £338k, but for Devon to receive any of this money we need to demonstrate meaningful plans to reallocate road space to cyclists and pedestrians. The letter is clear that the purpose of the funding is to promote cycling as a replacement for journeys previously made by public transport. The DfT have reserved the right to claw back the funding if works are not commenced within four weeks of receiving the monies or not completed within 8 weeks. Officers are confident of being able to meet these constraints.

The second tranche of monies are to be released later in the summer with the intention that they should be used to provide more permanent measures to embed new walking and cycling habits.

There will be further detail posted on the website shortly which can be found on these pages

<https://www.devon.gov.uk/roadsandtransport/safe-travel/reallocation-of-roadspace-for-active-travel/>

Social Distancing Measures for High Streets : Totnes has been asked to seek ideas and make proposals for special measures that could be introduced temporarily to assist and enable the safe reopening of more retail businesses in the town while enabling the advised 2 metre social distancing by pedestrians and cyclists; proposals have been invited for £5,000.00 from the above funding being administered by SHDC. Further to discussions with SHDC public space officers and DCC Highways officers and town Councillors and two specially convened Totnes & District, Transport & Traffic Forum (well attended by traders, residents and town and district councillors, which I chaired), to solicit, share and discuss options and come up with proposals, the Town Council's on-line survey which had 335 respondents, an Emergency meeting of Totnes TC was held on 28th May, at which the following resolutions were taken:

1. To ask Devon County Council to enforce the provisions that have already been made around access only.
2. To request a modification of the current speed limit to 5mph to ensure the possibility of shared space.
3. A single half day road closure per week is implemented as a temporary measure so long as social distancing is required. (10am – 2pm)
4. Totnes Town Council will undertake to enhance signage and street furniture to reinforce space sharing.

Further to which (and another T&D Traffic & Transport Forum meetings on June 5th) the following proposals are being sent to SHDC and DCC for implementation and financial support:

- A four-hour road closure on Saturday mornings from 9am – 1pm. This will exclude all motorized vehicles* and apply to Lower Fore St., High St. and The Narrows. This will require:
 - additional parking to be made available to compensate for the loss of 40 parking spaces in the town centre (possibly at the Grove Sch &/or KEVICCS &/or Follaton House)
 - A delivery hub or strategic delivery drop off points for fresh deliveries that need to be made that morning. Or that special allowance is made for fresh food deliveries to businesses only
 - Agreement that the ETO or RTO that enables this road closure has an agreed timeline up to 31.08.20 (possibly 15.09.20) and will not be extended without a survey to ensure that no unacceptable detriment to high street businesses has occurred due to this road closure
- Implementation of shared space measures: to include:
 - A general celebration of reopening the town – bunting etc
 - planters in the street,
 - additional benches,
 - Share this Space at Walking Pace (5mph) signage
 - Banners with welcome to reopening and promotion of Shared Space
 - Developing social spaces: The Rotherfold, The Civic Square, Bank Lane, The Plains.
 - Safe road crossing places / roadway narrowed by planters
 - Signage on the pavements indicating 2 meter safe distancing for queuing to enter shops
 - Signage in shop windows

The town Council survey (335 responses) indicated strong (77%) support for the temporary closure of the High Street along with a similar level of support for Shared Space measures. STAG (Sustainable Totnes Action Group) and the Totnes Chamber of Commerce have signed up their support for the road closure and Shared Space measures and that further to sight of this letter this letter would provide letters of support. Through the various TC hosted meetings, the TC survey,

the consultation processes and these letters of support, it is hoped that this demonstrates to SHDC and DCC that the key stakeholders in the town are in agreement with these proposals.

The forthcoming Totnes & District Traffic & Transport meeting of June 24th where proposals for the Active Travel funds, i.e. long-term walking and cycling route proposals for Totnes and its adjacent parishes will be discussed. However if any of the parishes I represent in this division have proposals that they like me to support for either of these grants, please let me know asap. I would encourage representatives from town and adjacent parish Councils to attend what I hope will be a very productive meeting.

Devon Climate Emergency Response has set up a new monthly newsletter. Anyone can sign up to receive these updates and read more about their work which is ongoing at this weblink: <https://www.devonclimateemergency.org.uk>

Local Emergency Supports

Totnes Town Council has continued to host weekly virtual (Zoom) meetings (changed to 2pm on Monday afternoons) with a network of partners who are supporting residents in the town and surrounding parishes. This group has been working together to support residents and those in need during this challenging time. A second card has been distributed across the town and into adjacent parishes with an emergency mobile phone number (held by Town councillors on rotation - 07961 898244) together with details of local support services including Healthcare emergencies, Food and shopping support and care and friendship organisations. A new service to support Domestic Violence (which has sadly risen since Lockdown) has been established at the Connection Hub in Totnes. It is called SACHA. The contact number will be posted shortly on the Connection Hub webpage. COVID-19 Emergency local support information together with local organisations providing support services is available on Totnes Town Council website at this link: http://www.totnestowncouncil.gov.uk/Covid-19_Information_30904.aspx

Staverton Parish Council has established a substantial Community Response with an emergency number, information delivered to their residents and on-line information to help anyone needing assistance or help with shopping etc. They have been having Remote Parish Council meetings, Climate Emergency Meetings and Neighbourhood Plan Meetings since the Lockdown. <https://www.staverton.org>

Dartington Parish Council has commenced having Remote on-line meetings and will be publishing the draft copy of the its neighbourhood Plan in the next edition of Our Dartington due out this month

Harberton Parish Council has established Remote on line meetings. Harbertonford Community group has set up a Community Hub Facebook page to help people find local supports and services: at this link <https://www.facebook.com/HfdCommHub/>

Totnes Rural Area Youth Engagement (TRAYE) Project: Our hardworking youth workers are now hosting 'virtual sessions' and they are proving very popular and well enjoyed. All the youth sessions are led by two professional youth workers, who provide more than just entertainment at these sessions, indeed they all start with a round-up of the week where the young people are encouraged to talk about how their week has been; during these potentially very stressful times this has proved very therapeutic and engaging. Some of the young people come from families who have been hard pressed financially during this crisis, and our youth workers have been able to arrange some food parcels behind the scenes.

During the current crisis we are extending the invite to young people in the parishes adjacent to Dartington, Staverton, Harberton, Marldon and Rattery; our sessions range from ages 8-16 years (16-18 year olds can join as 'helpers'). If any of the young people in the parish would like to access the TRAYE project sessions they will need to apply at www.TRAYE.org and scroll down the home page. A new Remote Youth Café is being established in Buckfastleigh, funded by the Town Council but delivered by TRAYE project. The pilot project will start this week and it is hoped will prove successful and continue beyond the initial six months.

The next meeting of TRAYE Steering Group will be in August / September

Attached separately: Devon County Council's most recent Newsletters & Resumed Services Bus Timetable

(continues /..)

Town Council on-line survey – Totnes Town Centre COVID-19 Planning – opened 25.05.20, closed 08.06.20

(name, address and postcode of participants was requested)

"During this unprecedented time, Totnes Town council are looking to collate opinions and comments from all areas of the community around how to open the town whilst ensuring the required social distancing for business owners, residents and shoppers. Given the narrow roads and the need for room to queue for shops and to social distance on narrow pavements, it is considered important to response to the current health crisis with a temporary emergency plan."

Overall inputs: 335 participants at 08.06.20 - 77% in favour of pedestrianisation of town centre

Q1a Do you think it would be safer if the speed limit for motor vehicles should be reduced to 5mph on Fore St?

Responses at 08.06.20: 72.5% Yes, 14.6% No, 12.8% Maybe

Q1b Do you think it would be safer if the speed limit for motor vehicles should be reduced to 5mph on the High St?

Responses at 08.06.20: 74.9% Yes, 14.6% No, 10.4% Maybe

Q1c Do you think it would be safer if the speed limit for motor vehicles should be reduced to 5mph at the Narrows?

Responses at 08.06.20: 80% Yes, 11.9% No, 8.1% Maybe

Q1d Do you think it would be safer if the speed limit for motor vehicles should be reduced to 5mph on The Plains?

Responses at 08.06.20: 34.3% Yes, 43.6% No, 22.1% Maybe

Q1e Do you think it would be safer if the speed limit for motor vehicles should be reduced to 5mph on Totnes Bridge (junction of Seymour Road to the Plains)?

Responses at 08.06.20: 38.5% Yes, 39.7% No, 21.8% Maybe

Q1f Do you think it would be safer if the speed limit for motor vehicles should be reduced to 5mph on Plymouth Rd between The Narrows and traffic lights on Western By-pass?

Responses at 08.06.20: 45.4% Yes, 34.9% No, 19.7% Maybe

Q1g Q1f Do you think it would be safer if the speed limit for motor vehicles should be reduced to 5mph on Cistern St?

Responses at 08.06.20: 44.8% Yes, 30.7% No, 24.5% Maybe

Q2a Would you support the TEMPORARY closure of Fore St. to traffic (except for Bob The Bus or drivers with disabled clients) between 10am on weekdays and Saturdays?

Responses at 08.06.20: 76.1% Yes, 15.8% No, 3.9% Maybe

Q2b Would you support the TEMPORARY closure of the High St. to traffic (except for Bob The Bus or drivers with disabled clients) between 10am on weekdays and Saturdays? Responses:

Responses at 08.06.20: 78.4% Yes, 14.1% No, 3.6% Maybe

Q2c Would you support the TEMPORARY closure of The Narrows. to traffic (except for Bob The Bus or drivers with disabled clients) between 10am on weekdays and Saturdays?

Responses at 08.06.20: 77.5% Yes, 13.2% No, 4.2% Maybe

Q3 Should we consider a long- term plan for the roads on Q1 above being used as a 'Shared Space' – this is where pedestrians, cyclists have equal use and priority of the road (we may need to install bollards to protect old building frontages and provide a safer / escape space for pedestrians) to motor vehicles?

Responses at 08.06.20: 69.8% Yes, 11.7% No, 9.9% Maybe (+ 8.6% other comments – see pie chart)

Q4 Would a 'Shared Space' encourage you more or less likely to shop in Totnes?

Responses at 08.06.20: 63% Yes, 6.7% No, 25.3% Maybe (+ 6.7% other comments – see pie chart)

Q5 Do you face any difficulties shopping in Totnes? If so can you tell us some details?

(Responses listed separately in full report)

Q6 Would you support additional pedestrian crossings in the town and if so where would they be most effective?

(Responses listed separately in full report)

Q7 Longer term should we consider pedestrianisation of The narrows (where traffic in the top of castle Street would be reversed and go down)?

Responses at 08.06.20: 58.9% Yes, 21.6% No, 19.5% Maybe

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Timetable changes from 15th June 2020

Please note that no school services are operating at present. Where services are shown as operating a normal timetable this will be the school holiday timetable.

Stagecoach are revising many of their timetables, as follows:

7, 7A Exeter – Kingsteignton – Newton Abbot – Totnes/Paignton

This will provide two peak time return journeys from Torbay to Exeter via Newton Abbot. Totnes will not be served, except on Sunday.

88 Newton Abbot – Ashburton – Buckfastleigh – Totnes

Will revert to normal timetable

92 Dartmouth - Totnes

Will revert to normal timetable

164 Totnes – Kingsbridge – Salcombe

Will revert to operating Sunday only

Gold Torquay – Paignton – Totnes – Ivybridge – Plymouth

Will revert to normal timetable

School services are not operating and all services will be operating a School Holiday timetable.

Other operators

Country Bus will continue running normal services.

Dartline will continue running normal services.

Redwoods will be reintroducing a normal service on all routes.

Tally Ho are running a normal service, which will continue.

Taw & Torridge will be reintroducing a normal service on all routes, except service 658 which will operate on Tuesday only.

Rail River Link are not operating service 100.

Community Bus services operated by Bob the Bus, Coleridge Bus and Exe Valley Market Bus are all suspended.

John Birch
SHDC Member for Totnes

Report for Totnes Town Council
meeting to be held on Monday 15 June 2020

I report on the following matters;

SHDC Recovery and Renewal Plan

At a joint meeting of the Overview and Scrutiny and Development Management Committee held on 4 June 2020 the main item on the agenda was the Council's response to the Covid-19 Pandemic and the development of a Recovery and Renewal Plan. The approach to preparing the Plan is based on identifying key themes and to set out a range of issues under each theme.

I attach to this report the document that came before Members listing the various themes and proposed areas for development. Members discussed the document in detail and from it proposals were put forward for consideration by the Executive and subsequent inclusion in the Plan.

Following the next Executive meeting it is anticipated that Officers will be requested to develop a Renewal and Recovery Plan to be subsequently put before Members for discussion and approval at a later date.

Potential use of SHDC land for businesses

In response to the Government's planned phases of relaxation of the Covid-19 related restrictions, SHDC wishes to support our local food & drink/hospitality businesses by offering the potential use of certain Council owned land. It is possible that in many instances this will assist them to re-open more easily and in a safer environment.

Any use will be formalised by way of a licence to use the land. It is likely that there will be a flat rate fee for a certain sized area and the term will be from 9th July at the earliest, to October 31st at the latest. Any licence will be granted on the clear understanding that it will be the liability of each business to obtain all other necessary consents.

Also, it will be the responsibility of each business to ensure that it conforms to the Government's social distancing guidelines at all times.

There are meetings planned to take place between Members and officers and I will report back further at the meeting on 15 June 2020.

Cllr John Birch. SHDC Member for Totnes.

Recovery and Renewal Theme	Proposed areas for development
Residents	<ul style="list-style-type: none"> • Increase in vulnerable population <ul style="list-style-type: none"> ○ Financial ○ Physical ○ Mental <p>How do we identify and support them?</p> • Changing needs, expectations and demands. • Engagement <p>How do we ensure that we involve our residents?</p> • Harness <p>The skills and talent of residents for the good of the local area and wider district</p>
Business	<ul style="list-style-type: none"> • Tourism <p>Do we play a more active role?</p> • Skills and Training • Open space <p>How do we use this best to promote safe enterprise?</p> • Town Centres <p>How do we support the 'New normal' in the short and longer term</p> • Active travel opportunities <p>Links to Health and Climate commitments.</p>
Community and Partnerships	<ul style="list-style-type: none"> • Volunteers <p>How do we make this new community sustainable and what is our role?</p> • Partnerships <p>Build on the existing strengthened partnerships. Develop new partnerships that support our communities and residents.</p> • Towns and Parish Councils <p>In most case the relationship between the Council and the T&P's has improved, how do we continue to develop these?</p> • Community Response Team <p>The team has been pivotal to the Councils response. Do we continue the role and what does this look like?</p>

Recovery and Renewal Theme	Proposed areas for development
Financial Stability	<ul style="list-style-type: none"> Complete monthly Government returns on COVID costs and loss of income It is hoped that the Government will act with further funding when the national picture is collated Government Lobbying for extra funding Joint approach with Devon Councils Monthly budget monitoring reports Include monitoring reserves Collection rates Service delivery discussions To discuss what services might look like under the 'new normal' Review of statutory versus discretionary expenditure To include corporate priorities Review of the Council's Capital Programme To include all capital projects Revise the Medium Term Financial Strategy By July 2020 Accounts outturn for 2019/20 Propose options to Councillors for an amended Budget for 2020/21 By September 2020 Lobby Government for a change in some of the 'rules' for Councils To change the accounting rules for capital repayments on borrowing and capital receipts flexibility Press Government for an early decision on factors affecting our 2021/22 Budget New Homes Bonus funding Negative Revenue Support Grant Rural Services Delivery Grant Fair funding for rural Councils Work with Rural Services Network to build the case for a fair allocation of funding Opportunities for further investment Borrowing

Recovery and Renewal Theme	Proposed areas for development
Communications	<ul style="list-style-type: none"> • Communicating during the pandemic Where we were and where we are now • Community Leadership Response into Recovery Operational messaging • Building Partnerships • Strengthening our regional voice • Streaming meetings The benefits in terms of Transparency, Engagement and Efficiency
Governance (reference to Peer Review recommendations)	<ul style="list-style-type: none"> • Formal member meetings Process/procedure for remote meetings DM – public participation/video site visits/delegation • Informal member meetings – remote to be the default? • External – interaction with; Town & Parish Councils External bodies • Joint Working with West Devon Can this be expanded? • Member/Officer ways of working
Service Recovery	<ul style="list-style-type: none"> • Role of the Council? Facilitation, Co-ordination, Doing. • Review of; • Service demand and expectations <ul style="list-style-type: none"> ○ On existing services ○ New services requirements ○ How customers access services ○ Costs ○ Contracts – Fusion/FCC • Statutory/Discretionary • Capitalise on flexibility of our operating model • Build Back Better • Ways of working

Report for Totnes Town Council – 15/06/2020

Cllr Joseph Rose

Homeless and Travellers at Steamer Quay

As we move towards the reopening of business there have been questions raised about the homeless and Travellers camped at Steamer Quay. From speaking with officers, it is my understanding that they will be staying there until the 4th of July, at which point SHDC will work alongside DCC and the local police to move them to a suitable location. This date could be altered by new government guidance or developments such as a second peak of COVID 19. For now, they have running water and a toilet and Gill Evans (SHDC Case Manager) has been visiting the site weekly to check up on them.

SHDC COVID-19 Response

On the 4th of June, members were treated to a marathon joint Overview and Scrutiny/Development Management Committee meeting to evaluate the council's response to COVID so far, and to feed into the initial draft of the recovery plan. Officers explained the actions taken by the council since the beginning of lockdown and members were able to ask questions. In general, members felt that the council had done well in supporting communities and businesses to the best of its ability.

Members felt strongly that the biggest thanks should go out to town and parish councils and to the communities, in light of the incredible work undertaken on the ground to support the vulnerable and to create effective community responses in these difficult circumstances.

There was also a somewhat political tussle over the council's decision to bar members from asking questions and putting forward motions at meetings and a number of members felt that they could not endorse this action taken by the council.

During the meeting, I introduced the following proposal, which added into the collection of proposals to go before the executive committee, to feed into the recovery plan. I have since been meeting with officers and members of the Executive Committee to do all I can to tip the recovery plan in the direction of community resilience.

Proposal for SHDC Recovery Plan

Cllr Joseph Rose

Introduction

Crises offer both challenges and opportunities. The Covid-19 pandemic has clearly highlighted:

- 1) **The lack of existing community resilience** - demonstrated by the dependence of communities on government aid.
- 2) **The need for community resilience** - demonstrated by the unbelievable amount of people who have worried about their most basic needs such as feeding themselves and their families, losing their livelihood, the huge spikes in domestic violence, the lack of sufficient support for those with mental health issues etc...
- 3) **The ability of communities to come together in the face of adversity, building resilience in the moment of need** - demonstrated by the heart warming and inspiring actions of our constituents as they support one another in lockdown, reaching out to the marginalised and elderly, many of whom who have had little to no contact with anybody for years.

The Proposal

SHDC recognises that community resilience is essential to mitigating risk of future crises. SHDC recognises that community led initiatives are an effective way to increase community resilience as communities best understand their local needs. SHDC embraces the approach of 'Building Back Better' and recognises the opportunity to build on the momentum generated by communities stepping up to support themselves during the COVID-19 pandemic. As part of its recovery plan, SHDC will support communities to lead on initiatives to increase local resilience, beginning with a consultation to the diverse range of groups that have emerged to tackle the issues brought up by COVID-19, asking them how they imagine building long-term resilience in their communities.

SHDC can support community resilience initiatives by linking community groups to sources of funding, whilst offering advice and networking to the groups. Cluster groups or individual members can liaise with existing community groups and can encourage communication between various local organisations, charities, volunteers and community representatives to create shared goals.

This approach benefits SHDC as it mitigates the risk of future crises through increasing community resilience at little financial cost to the council. Any successful projects will set precedents, generate momentum, encourage creativity in the relationship between council and community and secure a positive reputation for the council, as it will be seen supporting communities from the ground up.

These initiatives should be woven into the foundations of the council's recovery plan and the first step (consulting community groups) can begin immediately. Infrastructure to monitor progress will

be needed. SHDC should align itself with organisations such as the South Devon Bioregional Learning Centre and Transition Town, who currently operate across South Hams, building community resilience and offering their extensive expertise.

Sasha

I and the other Totnes District Councillors were happy to support Sasha, a new local domestic violence service, from our localities funds.

Climate and Biodiversity

I am sure I am not alone in feeling concerned that the COVID-19 pandemic has swept aside much of the attention needed to address the far larger crisis of climate change. I recently met with Adam Williams (on skype) the, recently appointed, Climate and Biodiversity officer at South Hams. I was heartened to see his clear enthusiasm for the role and to hear him talking about supporting community resilience and looking at creative solutions to preparing for the effects of climate change.

Adam told me that DCC are clearly advocating a green approach to the recovery from lockdown and that he will be helping SHDC incorporate this. He is currently looking at different existing action plans to help him put together a South Hams Action Plan.

Cllr Jo Sweett District Councillor report for Totnes Full Council 15th June 2020

Outdoor Spaces – South hams are setting up consultation for The Westonfields Park £45k renewal and Collarpark Park £25k? which I'm assisting with. Tender should go out late summer with works to start through the winter.

CHICKEN RUN ramps access works due to start soon- can update if required.

SKATEPARK- Finals engineer and designer drawings are being prepared for planning.

Use of PUBLIC REALM by hospitality businesses through till end of October. As you know this question formed part of the chamber of commerce questionnaire and there is a list of business wishing to take up this license offer from SHDC and the further licence offers from DCC.

REOPENING OF TOWNS will have opened by the time of this meeting. I've been working for the last weeks to ensure safe reopening of the town and that clear information is received by local businesses regarding staff safety, social distancing, that they know how where to purchase PPE and cleaning products and that they can remain fully operational through any planned temporary road closures. In in daily contact with SHDC and CofC to keep communication flow for a safe and profitable summer.

MARKET. Mostly positive, I've advised the entry system stays the same until shops are up and open and their queuing systems are established. I've passed on one TcLLrs comment that the entry was not manned by this wasn't my experience. I've advised the market vans use the car parks to free up vital social distancing space or better still use Follaton car park from free and keep the vital car park spaces for customers and visitors.

To build on the good work by our street navigator, housing and safeguarding team to enable safe places for travellers and homeless through Covid I have arranged a Ward meeting with the team to discuss where we go from here to support the homeless and vulnerable and to find adequate sites for "gypsy/travellers" within the ward and Devon at the soonest. Coincidentally I'm receiving daily updates re travellers/sites via the council police advocate scheme which I can forward if anyone's interested.

SHs O&S / DM – very long meeting to discuss both response of council and moving on into recovery. Obviously SDC has a finite amount of money to survive on unless further funding comes from government. I raised homeless and the need for a review of emergency measures in July for a September reset. Improved Communication and the ongoing working alongside community groups was a reoccurring theme throughout as well as flexible working, less wasted travel time and finance efficiency. Still no DM meeting confirmed as yet.

Any questions prior to the meeting will be well received.

I've left attached report from last meeting where district input was not required.

DISCRETIONARY BUSINESS RATES GRANTS- I contacted SHDC yesterday morning to ask the website to be updated to reflect that those who have already claimed self employment grants can also apply for this grant. The website was updated within an hour and I have since contacted market traders and local B&Bs to let them know they are likely to be successful applicants. The first application round is open on 1st June.

SHDC CARPARKS – will be chargeable again on 1st June . Car park users are being asked to use RINGO where possible.

MARKETS – Due to open 4th May with social distancing measures as per GOV guidelines. Discussions are ongoing as to how many and size of stalls will be permitted. Good Food Sunday market licence is due to expire, SHDC are looking to run a Specialised monthly Sunday food market.

TOILETS- Due to open Civic toilets in for 4TH May market. Other public toilet opening times is still in discussion.

ROAD CLOSURE PROPOSALS- I do not support road closures as currently there has been no consultation with any of the stakeholders, ie residents, local businesses within the town centre and Totnes town. Taxi drivers, Bob the Bus, market traders, national and local delivery providers, royal mail , local tradesmen and services.

Bob the Bus is not currently operating as does not yet know when or if it will be as it has not consulted with its drivers as it has not yet received full criteria from DCC or CT as to Covid procedures . I called then to ask if they needed any funding help from my locality funds and have offered to fund Perspex screens for their drivers to be protect if they do offer to run a service. I asked if they are aware they had formed that their service formed a significant part of a proposal to DCC to close streets. They were not aware of road closure proposals or the Town Council survey apart from seeing Facebook posts . Due to social distance measure the maximum passengers they may be able to carry is 5 if they are family groups but most likely just 2 passengers at a time on a bus. Their new possible timetabling has not yet been put to DCC.

Shared space initiatives and access only enforcement on Fore street have been widely supported in the past and are supported by vast majority businesses that filled in the chamber of commerce survey. Sarah Kidd and the chamber group have worked exhaustively under pressure to ascertain views of local businesses'. I understand Sarah has circulated the initial draft reports and you will all have had a chance to read it.

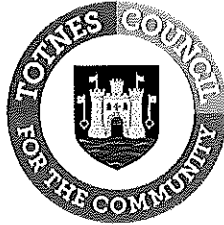
T&DTTF meeting- I joined the meeting as a member of the public and business community. It appeared the majority supported shared space initiatives and some support road closure.

LOCAL TOWN CENTRE BUSINESSES- of the numerous and varied town centre businesses' I have contacted all are working hard to ensure their premises are COVID safe to open with the government guidelines. Some plan to open on 14th June if the R rate is still below 1 as per government guidelines. The hospitality maybe able to reopen mid-July. Imp sure you will all have read the government guidelines for reopening the retail and hospitality sectors. . The safety of employee and customers is of utmost concern to everyone I've had contact with. No businesses are

expecting “normal” footfall through the immediate months if ever. Many busies will not open in June. Some may never reopen.

I would like to applaud the “essential” businesses’ and their staff who have stayed open through the local down to ensure the local community has had a supply of fresh produce and essential items, ensuring the “resilience” of Totnes. I assume the town council are directly contacting all local business to offer any support or information they require to reopen.

Please ask any questions prior to tonight’s meeting. *I hope I can make the meeting bust due to family evening meeting are not always possible.*



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 18th MAY 2020 HELD REMOTELY USING ZOOM

Present: Councillors J Hodgson (Chair), P Paine, V Trow, M Adams, E Price, C Allford, D Matthews, G Allen, C Luker, R Hendriksen, B Piper and L Webberley.

Apologies: Councillor S Skinner.

In Attendance: C Marlton (Town Clerk), C Bewley (minutes), District Councillor Rose, District Councillor Sweett, District Councillor Birch, press x 1, and 5 members of the public.

1. To receive apologies and vote on whether to agree.

Apologies were received from Cllr S Skinner.

It was **RESOLVED** to accept the apologies.

2. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.

Confirmed.

3. To remind participants on the virtual meeting protocol.

Noted.

4. *The Council will adjourn for the following items:*

Reports from County and District Councillors

Police Report (if present)

It was **RESOLVED** to suspend standing orders.

D.Cllr Sweet gave a verbal report. Considering safety on the High St with shops re-opening.

D.Cllr Birch circulated a report. Reiterated that the proposal for safe shopping is only temporary to address the issue of social distancing. It is not proposed as a permanent arrangement. The County Council are receiving funding of £250m from central government to address these issues of making arrangements for social distancing and therefore TTC should put forward the proposal to request a share of the funding. The proposed temporary road closure will ultimately need approval by DCC Highways. Cllr Adams reminded the Council about the historic court cases where the judgment was reached that the High St must be kept open to traffic. Cllr Luker requested that D.Cllr Birch, as Chair of the SHDC Scrutiny Committee, ask questions about the recruitment by SHDC of a planning officer to look at Baker Estate planning applications and whose salary is being funded by Baker Estates, which appears to be a conflict of interest for that Officer. D.Cllr Birch said he would take it up with the Chief Planning Officer. Cllr Hodgson advised that she has already e-mailed the Chief Planning Officer and made a FOI requested about this issue but has not yet had a reply.

D.Cllr Rose gave a verbal report. SHDC are considering how to manage the next phase. He agrees in principle with D.Cllr Birch's proposal for the High St. and highlighted that the Government are putting up money to increase walking & cycling. TTC could therefore obtain funding for any projects involving the provision of new walking or cycling routes. He also reported that SHDC are about to put out a press release recommending the weekly network meetings being held by Totnes as a good example of community support and encouraging other areas to replicate the model.

C.Cllr Hodgson gave a verbal report. To clarify on the funding available, the £2.5m is specifically for social distancing arrangements and Totnes is under review for some of this money. It's unclear however how the funding will be split across the County. There is separate funding from Government for improving walking and cycling routes and is in relation to the Climate Emergency. There has been an increase in cycling and walking during the pandemic and this could be used as evidence to attract funding for permanent improvements. Enforcement at the moment is going to be more in relation to visitors rather than fining local people. Recycling Centres have opened in the last week. To note that Devon Climate Emergency Response Group have set up a weekly newsletter which is on the DCC website. Cllr Allen asked how we ask for the cycling and walking funding. C.Cllr Hodgson suggested putting together priorities lists for walking and cycling and one for social distancing to put forward for funding. Work has already been done on proposals so these just need prioritising through a brain-storming session. Cllr Paine highlighted the risk to the safety of cyclists on the roads as the roads return to the normal level of traffic.

Police report received and noted. Cllr Adams reported that there is a meeting being held on the 19th June about the house where the death occurred as this is the 2nd death that has occurred there. Cllr Piper raised concerns that the Police are classing the travellers encampment on Steamer Quay as an illegal site as SHDC set up the facilities for the travellers there.

The Council will convene.

The Council reconvened.

5. To approve and sign the Minutes of the following Meetings:

(Please note confidential minutes can be agreed but any discussion must be held in Part 2):

- a) Full Council 14th April 2020.
- b) Extraordinary Full Council 4th May 2020.

It was **RESOLVED** to approve and sign the Minutes of the following meetings:

- a) Full Council 14th April 2020.
- b) Extraordinary Full Council 4th May 2020.

6. To consider any matters arising from the Minutes and to approve any recommendations from Committees

(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):

- a) Full Council 14th April 2020.
- b) Extraordinary Full Council 4th May 2020.

- a) Full Council 14th April 2020.

Item 10 – No update available on WHSmith's car park. Cllr Allen has taken photos and written to the Tree Officer. She is awaiting a reply.

b) Extraordinary Full Council 4th May 2020.

None.

7. To review any update on the democratic process of SHDC (standing item).

Cllr Allen requested that Cllr Hodgson raise the decision made by the Town Council to vote for caution over the current arrangements when she attends the SHDC Planning Committee meeting. Cllr Hodgson agreed and reported that the next meeting is a joint meeting of the Overview and Scrutiny Committee with the Planning Committee. There are two planning applications in for Dartington area which could impact on Totnes. The Planning Officer has decided that no environmental impact assessment is needed. We were assured no important planning applications would go through in this period while the emergency powers are in place but these are two important ones that will effect Totnes. There is a lot of public concern.

Also the Planning Officer for Baker Estates has been employed during this emergency period and has been employed for a year which is a concern as his salary is being paid for by Baker Estates who have lots of land holdings across the south west.

Cllr Webberley requested that the Council revisits the decision on the vote of confidence in SHDC in a couple of months time as she is unhappy with the process they have put in place where D.Cllrs cannot bring forward emergency motions. Cllr Hodgson asked that D.Cllr bring these concerns to the attention of the Overview and Scrutiny Committee.

SHDC made the decision not to hire out the market square. Cllr Hodgson is concerned that SHDC Cllrs have acted beyond their remit in making this unilateral decision.

8. To receive an update on the NP (standing item).

A report has been sent round by Cllr Luker. Cllr Allen asked if a NP Working Group meeting would be taking place soon and Cllr Luker advised that this will probably be arranged for July. Comments from the Consultants are not expected back until the end of this month and then maps will need to be updated, so a document won't be available for discussion at a Working Group meeting until the beginning of July. Cllr Hodgson agreed a meeting was needed to ensure everyone feels included as it is a community plan.

No response has been received yet from the request to Dartington to share their plan. It was suggested Sara could be asked to arrange a meeting with them. Cllr Hodgson advised that some sites on the boundary have not been included in either plan. Cllr Luker agreed that it needs to be clarified what they are and are not including in their plan. An invitation to a zoom meeting will be sent and should be followed by a letter.

It was noted that Cllr Allford has resigned from the NP Working Group.

9. To consider a draft proposal for a phased return to virtual committee and working group meetings (including a proposed calendar of dates for June and July).

The Clerk gave an explanation of the gradual plan for returning to a full calendar of meetings over the next 2 months with the aim of returning to the normal programme of meetings by September. All will be virtual meetings except for the Cemetery Working Group meeting which will be on-site in the open air. The Planning Committee are not yet allowed to do site meetings.

Cllrs Adams and Luker are opposed to opening the office so soon.

Cllr Piper was concerned at the proposed date for the next Arts Working Group meetings and felt opportunities could be missed. The Clerk advised that she has concentrated on putting in place arrangements that are essential and critical. Cllr can still have conversations with staff on any issues they wish to raise.

Cllr Webberly was concerned that no Town Matters Committee meetings are included in the schedule. The Clerk advised that they are normally 2 monthly meetings and with the August recess the next one would be in September. She raised concerns about returning to a full programme of meetings too soon when regular meetings are already taking place for managing the COVID-19 crisis. At the moment there are no items for a Town Matters meeting agenda. She proposed including a meeting for the 27th July and holding an extraordinary meeting on any specific issues that are urgent which arise. Cllr Piper, Chair of Town Matters, felt the issue with the High St. closure proposal and social distancing arrangements for the town is a Town Matters Committee issue.

Cllr Hodgson suggested having a virtual Traffic & Transport Forum meeting which all Councillors and the public could attend to discuss the town social distancing proposal as soon as possible and the minutes are then brought to the FC meeting on 15th June. If further discussion is then needed a Town Matters Committee meeting can be called for Monday 22nd June. Cllr Hodgson confirmed that the Traffic & Transport Forum is an advisory body for the Council.

Cllr Webberley left the meeting.

Cllr Luker reminded councillors that we have a Totnes Transport Policy that was voted on. He asked that we review how staff and the offices work rather than just returning to how things were done before. He asked that the office is not opened to the public until the 1st July for the safety of staff.

It was **RESOLVED** to agree the proposal for a phased return to virtual committee and working group meetings with the additions noted above. Cllr Matthews was absent for the vote.

10. To consider a date for the co-option to the 3 Councillor vacancies to take place.

The Clerk gave a verbal update. In person meetings will not be possible until at the earliest September. We have 6 applicants so far for the 3 vacancies. It has been suggested that the applicants are asked to attend a zoom meeting prior to the June Full Council meeting to enable the existing councillors and applicants for the vacancies to talk and ask questions.

Cllr Price suggested a hustings for the applicants to speak to the councillors.

Cllr Adams feels the appointments should be deferred until September when the applicants can meet the Council in person.

Cllr Webberley asked to see written statements from the applicants, which the Clerk confirmed are already held, and to hold a hustings.

Cllr Allen suggested a question time for the applicants to ask the councillors questions rather than grilling the applicants.

Cllr Piper wants the new Cllrs brought on-board as soon as possible.

The Clerk confirmed that there is an induction pack for new councillors and she would hold zoom meetings with them. The Clerk suggested identifying another councillor as a mentor.

It was **RESOLVED** to invite the prospective Cllrs to join one of the weekly Councillor meetings in the week prior to the June FC meeting and then for them to attend the public session prior to the June FC meeting to take part in a hustings where questions could be asked by both sides. There written statements will be circulated to all councillors in advance. The vote will then take place in the June FC meeting.

11. To consider a draft protocol for reopening the offices from 1st June 2020.

Following the discussions held under item 9 it was **RESOLVED** that a soft opening of the offices would take place with staff returning on a rota basis from 8th June and opening to the public on 1st July.

12. To consider a recruitment timelines for current staff vacancies.

The recruitment of a Community Fundraisers was discussed.
It was **RESOLVED** to agree the timeline as presented.

13. To consider any emergency funding requests.

The Clerk explained the s137 implications for the two funding requests that have been received. She explained that there is a set annual allowance for s137 funding.

Request A was discussed and the possibility of another organisation providing the service was suggested. It was **RESOLVED** to ask the organisation to explore other options and bring it back to Full Council if that fails.

Request B was discussed and it was **RESOLVED** to refuse the request. It was suggested that the Community Fundraiser, when appointed, works with the applicant to assist them in raising funds.

14. To take a decision on whether to proceed with a proposal to enable a limited number of food stalls to operate (under strict COVID-19 guidelines) in the market square 2 days per week until SHDC reopens its Friday and Saturday markets.

SHDC have refused to allow a market to go ahead in the Market Square. Possible alternative locations for stalls were discussed.

Cllr Hodgson proposed that the decision is deferred to the next FC meeting as the SHDC information has only just been received. It was **RESOLVED** to defer the decision to the next meeting.

15. To consider any planning applications required (standing item).

None.

16. To note the Year end figures and updated budget monitor.

Noted.

17. To note the new format for Council agendas and minutes in the future in order to comply with accessibility requirements.

Noted

18. To consider a face mask design competition.

Cllr Hodgson suggested offering a prize. The Clerk suggested the Events Officer is tasked with looking into costings and putting th and this was agreed.

19. To consider previous expenditure under S137.

The Clerk advised that this expenditure needs to be approved as s137 funding in retrospect. It was **RESOLVED** to approve the expenditure as s137 funding.

*The Council **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.*

Councillors logged out of the Zoom meeting and back into a separate secure meeting link.

20. To discuss any confidential items from committee minutes (*CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council*).
21. To receive a staffing update from the Town Clerk.
22. To consider how to respond to the latest communication around unreturned equipment.
23. To note the date and time of the next meeting: Monday 15th June 2020. Public session from 6.30pm via Zoom.

Noted.

Meeting ended at

Jacqi Hodgson

Mayor



DRAFT MINUTES OF THE MEETING OF TOTNES TOWN COUNCIL THURSDAY 28TH MAY 2020 AT 7PM – HELD REMOTELY USING ZOOM

Present: Councillors J Hodgson (Chair), P Paine, V Trow, M Adams, E Price, D Matthews, G Allen, C Luker, R Hendriksen, B Piper, S Skinner and L Webberley.

Apologies: Cllr Allford.

In Attendance: C Marlton (Town Clerk), members of the public attended a public session prior to the meeting and by listening to the live stream on Facebook.

1. APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Council.

Apologies were accepted for Cllr Allford.

2. DECLARATION OF INTERESTS

The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.

Cllr Allen declared a personal interest as she lives on the High Street.

Cllr Adams declared a personal interest as a blue badge holder.

3. TRAFFIC PROPOSALS

To consider any proposals from the Traffic and Transport Forum held on 27th May 2020 regarding social distancing measures for Totnes Town Centre.

The following actions were **RESOLVED**:

1. To ask Devon County Council to enforce the provisions that have already been made around access only.
2. To request a modification of the current speed limit to 5mph to ensure the possibility of shared space.
3. A single half day road closure per week is implemented as a temporary measure so long as social distancing is required.
4. Totnes Town Council will undertake to enhance signage and street furniture to reinforce space sharing.

A recorded vote was requested by Cllr Adams.

Cllr Hodgson - for

Cllr Price - for

Cllr Piper - for

Cllr Allen - for

Cllr Matthews - for

Cllr Hendriksen - for

Cllr Trow - for

Cllr Adams - for

Cllr Luker - for

Cllr Paine - against

Cllr Skinner - not present at that point of the meeting.

Cllr Webberley - not present due to IT failure. Would have voted in support of the proposal.

Cllr Allford - not present. Would have voted in support of the proposal.

4. DATE OF NEXT MEETING - Monday 15th June 2020. Public session from 6.30pm via Zoom.

Noted.

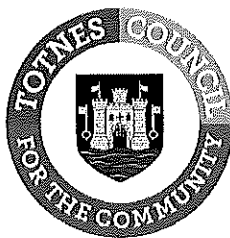
Jacqi Hodgson

Mayor

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

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



DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 8TH JUNE 2020 AT 7PM – HELD REMOTELY USING ZOOM

Present: Councillors E Price (Chair), M Adams (Deputy Chair), J Hodgson, P Paine, C Luker, B Piper.

In Attendance: C Marlton (Town Clerk)

1. APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Committee.

The Committee will adjourn for the following items:

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.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To update on any matters arising from the minutes of 9th March 2020. (Note: already agreed through Full Council.)

No matters arising. Minutes already ratified.

3. BUDGET MONITOR

To consider the current year's budget allocations, budget monitor, balances and forecast. (already noted at Full Council 2nd March 2020).

Deferred to next month.

4. NEIGHBOURHOOD PLAN

To receive an update on the Neighbourhood Plan (standing item).

Noted.

5. STANDING ORDERS AND COUNCIL PRIORITIES

To consider a timeline and process for reviewing the Town Council's priorities and Standing Orders.
It was **AGREED** to start the review from July onwards given other priorities.

6. INTERNAL AUDIT AND AGAR

To consider the AGAR and internal audit report for recommendation to Full Council. Documents will be recirculated for Full Council on 15th June 2020.

It was **RECOMMENDED** to Full Council that the following be ratified on 15th June 2020:

- a) Internal Audit Report
- b) Internal Audit Action Plan
- c) AGAR for signing by the Clerk/Mayor and then public inspection.

7. ARTS BUDGET

To consider a small allocation of funds for arts related activities during the COVID-19 pandemic.

It was **AGREED** to spend up to £200 from the Mayoral budget on community related competitions such as mask design/cooking.

8. INSURANCE RENEWAL

To note the insurance renewal cost and conditions needing consideration.

Noted.

9. FOLLATON CEMETERY

To note an update on communication with the maintenance contractor.

Noted. The Cemetery Working Group has been arranged and Councillors are encouraged to attend.

*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. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

10. FUNDING REQUEST

To consider a funding request and staffing secondment to Totnes Caring.

- a) The temporary secondment of a member of Town Council staff was unanimously **AGREED**.
- b) It was **RECOMMENDED** to Full Council that additional funding be granted to Totnes Caring as outlined in the report in response to the COVID-19 pandemic. This payment would form part of the S137 allocation for 2020/21.

11. STAFF BUDGET

To consider and sign (Clerk and Chair) the 2020/21 staffing budget (updated).

Deferred to next month.

12. STAFF UPDATE

To note a general staff update.

Noted. No actions to consider.

13. BANK RECONCILLATION

To consider and agree the bank and petty cash reconciliations.

The documents were unanimously **AGREED**.

14. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 13th July at 7.00pm.

Noted.

Catherine Marlton

Town Clerk

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

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

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ITEM 4 – CO-OPTION OF COUNCILLORS

The voting procedure for the co-option of the three councillor vacancies is for Councillors to say who their preferred candidate is when asked by the Clerk (who will go through the list of Councillors present alphabetically). As there are five candidates standing for three vacancies, two rounds of voting will be required. Councillors will have one vote (so should give one name) in each round (so a total of no more than 13 votes should be cast) – after the first round of voting the candidate with the lowest number of votes will be eliminated. A second round of voting is then conducted in the same way – the Clerk will ask each councillor in turn for the name of the candidate they wish to co-opt. At the end of this round the candidate with the least number of votes will be eliminated and this reveal the three candidates to be invited to be co-opted onto the Council. As this will be conducted by Zoom, Councillors are requested to respond to the Clerk when their name has been called, and the Clerk will keep a tally of responses received.

The applications from the councillor candidates are below:

Paul Allford

Hi my name is Paul Allford, I have lived and worked in Totnes my entire life. As well as a full time job as a funeral assistant/monumental Mason I'm a full time on call fire fighter for Totnes.

I am a carnival committee member, attend Bridgetown Alive and the Traffic and Transport Forum meetings, I'm already an active member of the community being a Councillor seems a natural way forward and I look forward to serving my town.

Sarah Collinson

I am writing to express my interest in becoming a Town Councillor, to represent Totnes Town Ward.

Through my contact with the Town Council over the course of the past year, I have come to appreciate the positive and important difference that the Council is able to make to the life of the town and its residents. This role has become more vital than ever in the current response to the COVID-19 crisis, which has underlined for me the vital importance of partnerships between the Town Council and other statutory and voluntary organisations and the wider community. As Totnes continues to cope with the crisis and its repercussions, and as it emerges on the other side, I believe that I could play a full and positive role within the Council to help the town recover in due course.

I believe that I would bring considerable knowledge and breadth of experience to the role, enabling me to play a full and active part in all areas of the Council's work.

- As Chair of Inclusive Totnes, I have a particular interest in equality and inclusion issues which I believe are vital across all areas of Town Council responsibilities. Inclusive Totnes is a community-based advocacy organisation which promotes and supports access and inclusion in all areas of town life. In 2019, this included direct input into the development of the draft Totnes Neighbourhood Plan to include equality considerations.
- My professional career includes many years' experience as a local and regional representative for a national charity (the National Deaf Children's Society) which involves direct engagement with local authorities and other statutory bodies, including Devon County Council, and engagement with a very wide cross-section of the community to ensure that decision-makers are responsive to the needs of their service users. I am also the Chair of a strategic inter-agency group that monitors and advises local services and commissioners on behalf of deaf children and their families.

- As an active member of the REconomy Centre, I am directly involved in local economic development initiatives that REconomy supports, such as the 'Community of Dragons'.
- As a member of the Town Council's Climate Emergency Working Group and founding member of a new group, Pollution Matters, I am also very committed to environmental action in Totnes. I have recently established a link between Inclusive Totnes and Transition Town Totnes to explore a future partnership in the 'Transition Streets' project for which TTT is currently seeking funding.
- I also have a particular interest in inter-generational issues and youth inclusion, and have recently become a Trustee of the KEVICC Foundation.
- I have had a long career in policy research and analysis and am able to lead policy processes, including policy work that engages the community directly.

I currently have a full-time job and am the mother of three teenagers. Since I work mainly from home, I am confident that I can contribute the time to be fully involved in the work of the Council.

I can confirm that:

- I am on the electoral register for Totnes Town Ward and have lived here for two and a half years; previous to that, I lived in a village nearby to Totnes for eight years.
- I have never been subject to a bankruptcy order; I have not been convicted of an offence in the UK; I have not been disqualified from becoming a member of a local authority.

I look forward to hearing from you in due course.

Allegra Galvin

I would like to put myself forward to join Totnes Town Council. Below I have outlined a few details about myself, my experience, how I will support the community and why I would like to be a councillor.

About Me - I moved to the area a year ago, we lived in Bantham for six months and moved into Totnes in January. So I am a relatively new arrival, but am looking for ways to get connected and serve the community. I work part time, so I can balance work with home life. I am passionate about the role of government in improving people's lives, and in particular in levelling the playing field for those facing structural disadvantages. I live with my husband [REDACTED] and our [REDACTED] children, who are four and nearly two years old, and our dog [REDACTED]. My four year old will be starting school at The Grove in September.

My Experience - I am currently a Senior Policy Advisor at the Department for Digital, Culture, Media and Sport. At the moment, I am working on a COVID response team, supporting the cultural sector through the current crisis. I usually lead on policy in relation to Arts Council England, DCMS' largest Arms Length Body, and diversity in the cultural sector.

Prior to joining DCMS I ran a community venue in Folkestone – we programmed theatre, comedy, music and in particular I founded three community-led festivals which are still running today. Each one works with community leaders and groups to investigate topics that matter locally and nationally, including mental health, climate change and women's rights. I have expertise in management, budgeting, fundraising and putting together cultural events and programmes. I have particular skills around community activism and leading sessions where everyone feels empowered to contribute.

I am a trustee of South West-based theatre company Wise Children.

Prior to joining DCMS and moving to Devon, I was the leader of the East Kent branch of the Women's Equality Party, driving forwards local campaigns on equal healthcare and housing for victims of domestic abuse. At DCMS, I am the cross-Whitehall co-ordinator for the Women's Network.

How I will help the local community - I am looking forward to making a contribution to my new community. Having arrived in January, and with the shut down starting in March, I felt like I only just started to make

friends and connections! I was enjoying Leechwell Park with the kids, joining a local Mending group, and taking the children to the library and Forest School in Dartington. I had started volunteering for a Forest School group at the Apricot Centre once a week. I am consistent and thorough in my work, and take a collaborative approach to making positive change happen.

Why I would like to be a town councillor - I have wanted to be a town councillor for a long time. I want to be an active example to my children of why being engaged with politics matters, and the difference it makes to people's daily lives. I want to be part of sustaining hope during this challenging time, and find my place in serving the needs of the Totnes community. I have always been passionate about government, and am interested to learn more about how this works at a local level, and to gain new skills. We are looking forward to the years ahead here as our children go through school and during that time I want to be making a tangible contribution to the community of Totnes.

Ric Lambert

My name is Ric Lambert and I would like to express an interest in the co-opted position on Totnes Town council

I have lived in the South Hams for 35 years and have been a Totnes resident for approximately 10 years

I was, until recently, a trader on Totnes Market, a vocation I thoroughly enjoyed and which allowed me to meet and interact with a large number of people including a vast amount of Totnes residents.

I have got to know the town and its people very well and enjoy the strong sense of community that embodies Totnes.

So far my only contribution was to volunteer for Pastor Mark Hatch's Homeless Shelter

I was involved for a number of years and left when Mark left.

I would like to be further involved in the town and its people.

Amitrajit Raajan

I'm a punctual and hardworking person. My interests lie in literature; poetry; politics; philosophy; science; history; languages. I also have a basic grasp of Hindi and Bengali. I've been in Totnes for the last 20 years.

2004 – present Since the birth of my daughter in 2004, I've been concentrating on my writing and being the main day time carer for my child. Fatherhood has been a great learning experience, a completely different league of hard work. My most recent position was as Information Systems Assistant at The Ted Wragg Multi-Academy Trust in Exeter.

2000 – 2004 In 2000, a year after majoring in Philosophy, I moved to Devon to live with the mother of my child. I've done various temporary jobs and volunteering in Devon. Including administration for Devon County Council; helped British Trust for Conservation Volunteers (BTCV) clear and maintain land in Devon; and have helped to form the Totnes Peace Group.

1996 – 1999 At the London Metropolitan University, I read Philosophy. I was also working as a part-time cashier/admin at a Casino.

1994 – 1996 I did an IT course, and learned to touch type 45-50 words per minute.

1991 – 1993 Mostly travelled around Poland, France, Germany, Holland. The trip to Poland was in a minibus that went all the way to Auschwitz, and back again to East London.

1990 – 1991 I left Sir John Cass' Secondary School. For my 'work experience' I worked in an East London primary school, teaching mainly maths to children up to the age of 7/8.

1987 – 1988 At the age of 14, I booked myself a flight with Aeroflot to go via Russia, Kazakhstan, and Pakistan, to get to Dhaka, Bangladesh. I worked part-time at an electrical goods store in Bethnal Green.

ITEM 7 – OUTDOOR PREMISES LICENSES

From: [REDACTED] <[REDACTED]@swdevon.gov.uk>

Date: Thu, Jun 11, 2020 at 6:24 PM

Subject: Covid-19 - South Hams DC owned land - potential use by hospitality businesses for outdoor seating

To: Totnes Town Council Clerk <clerk@totnestowncouncil.gov.uk>

Cc: Cllr John Birch <Cllr.John.Birch@southhams.gov.uk>, Cllr Joseph Rose

<cllr.Joseph.Rose@southhams.gov.uk>, Cllr Jo Sweett <cllr.Jo.Sweett@southhams.gov.uk>

Good evening Catherine,

In response to the Government's planned phases of relaxation of the Covid-19 related restrictions, SHDC is taking proactive steps to support our local food & drink/hospitality businesses by offering the use of certain Council owned land. It is possible that in many instances this will assist them to re-open more easily and in a safer environment, while being able to conform to social distancing measures.

Any use will be formalised by way of a licence to use the land, for which we are busy preparing a suitable template agreement. It is likely that there will be a flat rate fee and the term will be from early July to October 31st, at the latest. Any licence will be granted on the clear understanding that it will be the liability of each business to obtain all other necessary consents. That said, we are working with colleagues in Development Management and Environmental Health to ensure that there is consistency and joined-up thinking across the Council's remit.

The application process will be via the Council's website and it is hoped that this will go live next week.

As previously stated, it will be the responsibility of each business to ensure that it conforms to the Government's social distancing guidelines at all times. It is also worth noting that any licence granted will be as a response to the Covid-19 outbreak only and there will be no guarantees that the same will be offered in future years.

As you know, the Council owns a variety of assets in the town and I attach a plan, showing the locations that have been agreed with your ward members (copied).

To enable us to be ready to respond to any applications, I would welcome your council's input on these specific areas. I am sorry for the short notice on this, but clearly things are moving very quickly in relation to the Covid-19 pandemic and we must be as proactive as possible. As such, could I please ask for your council's input by close of business on Tuesday 16th June.

I look forward to hearing from you.

Regards.

[REDACTED] | Senior Specialist (Estates) – Assets

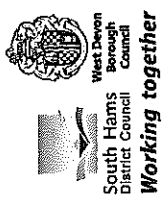
South Hams District Council | West Devon Borough Council

Email: [REDACTED]@swdevon.gov.uk

Telephone; 01803 [REDACTED]

ITEM 7

© Crown copyright & database rights 2016 Ordnance Survey data, West Devon B.C. 100023302 and South Hams D.C. 100022926.



Totnes - Town Centre

Covid-19 - potential areas for use as outdoor seating by grant of Licence.



Printed at A3: 1:2500

Workspace: GIS Data

Printed by

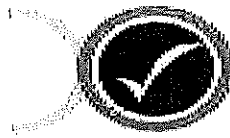
Date 11th June 2020

Status

Max X: 280877.19
Max Y: 60764.91

Min X: 278670.45
Min Y: 58864.00

LEGEND



ITEM 10 - AUDIT +
AUDITING SOLUTIONS LTD AGAR

Totnes Town Council

Internal Audit Report: 2019-20

Chris Hall

Consultant

*For and on behalf of
Auditing Solutions Ltd*

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. The Council uses the RBS Rialtas Omega accounting software to maintain its financial and management accounting records, and we have analysed that system to agree the totals reported on the 2019/20 AGAR.

We note that all financial management issues, including checking bank reconciliations, are delegated to the Council Matters Committee for detailed scrutiny, with the Minutes of that Committee subsequently being approved by Full Council.

We are concerned to note that, apart from minor Petty Cash holdings, all of the Council's funds are currently held in a single Current Account with HSBC, on which no interest is earned. The closing balance at 31 March 2020 stands at £480,140, with a large receipt due in April for the first tranche of the 2020/21 Precept. The total, therefore, exceeds the €500,000 (approximately £446,000 at the time of writing) guaranteed by the Financial Services Compensation Scheme, which means that Public funds are being placed at unnecessary risk, albeit low with regard to the financial strength of HSBC.

We have queried this with the Clerk, and have been informed that these sums are being held with regard to significant capital expenditure (a property renovation) which has been delayed due to the Covid-19 pandemic. We have also been told that, once work on that project has been costed and commenced, surplus funds will be invested with CCLA.

Nevertheless we feel that, until this situation is resolved, balances should be invested in a suitable range of instant access deposit accounts with other High Street financial institutions, in order to spread the risk and obtain some level of interest earnings while not constraining the Council's desire to obtain funds quickly once construction work commences.

Conclusions and recommendation (Medium Risk)

- R1. The Council should reconsider its current policy of holding large amounts in a single Current Account, in order to reduce risk and optimise interest earnings without curtailing its desire for quick access to funds for proposed capital expenditure.*

Review of Corporate Governance

Our objective is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are reasonably able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have:

- Reviewed the minutes of the Full Council and its Standing Committees for the financial year to identify whether any issues exist that may have an adverse effect on the Council's future financial stability, either in the short, medium or longer term;

Conclusions

No issues have been identified in this area warranting formal comment or recommendation.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We note the ongoing maintenance of two lever arch files containing both financial and management risk assessments together with those affecting specific services. We also note that these were reviewed by the Council Matters Committee in September 2019 but, again, there is not a clear reference to their subsequent adoption by Full Council in the published Minutes and supporting documents. The approval of risk is an issue for Full Council in accordance with Financial Regulation 16.

We note that the Council's insurance cover continues to be provided by Aviva (via brokers, WPS) and have examined the current policy schedule to ensure that appropriate cover remains in place: we note that Public Liability cover is set at £15 Million and Employer's Liability cover at £10 Million. Fidelity Guarantee cover has been increased to £500,000, but that level is likely to be exceeded with regard to both the current balances and the receipt of Precept tranches, as referred to above.

Conclusions and recommendations (Low Risk)

- R4. The Council should ensure that it formally and clearly adopts the risk assessments reviewed by the Council Matters Committee, to comply with Financial Regulations.*
- R5. The level of Fidelity Guarantee insurance cover should be kept under appropriate review.*

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

The ongoing monitoring of budgets has been delegated to the Council Matters Committee, and there is clear evidence that this is regularly undertaken on behalf of the Council.

While we note that a robust budget setting exercise was undertaken by the Council Matters Committee in December 2019, subsequently amended and approved by Full Council in January 2020, we are unable to see a clear proposal for the 2020/21 Precept in numbers, but only as a percentage increase.

Asset Register / Inventory

The "Governance and Accountability Manual – The Practitioner's Guide", requires all councils to maintain a detailed register of their assets. We aim in examining this aspect of the Council's documentation to ensure that the Council has complied with that legislation; that an appropriate and comprehensive register is being maintained and that it is subject to periodic review and update.

We note that a clear register is kept using a spreadsheet, the total of which agrees to the AGAR. The recorded asset value has not changed in some years, and contains a number of potentially high value items, such as Buildings and Civic Regalia, recorded with a notional value of £1. While this is the correct treatment, assurance has been sought from the Clerk that the Council has been unable to determine an original purchase cost for these items, or that the item was originally a gift or donation.

Conclusions

No issues have been identified to warrant formal recommendation in this area.

Investments and Loans

We note the existence of one PWLB loan which is being repaid half-yearly and have verified the repayments by reference to the PWLB demands as part of our aforementioned payment examination. We have also verified the accurate disclosure of the residual year-end loan liability in the AGAR by reference to the PWLB website detail of all council balances as at 31st March 2020.

We have already made comments above on the safe investment of, and the lack of interest earnings from, the Council's funds.

Conclusions

No issues have been identified to warrant formal recommendation in this area.

Statement of Account and AGAR

The AGAR now incorporates the Council's Annual Accounts subject to external audit scrutiny and verification.

Conclusions

There are no matters in this area of our review process and we have duly signed off the Internal Audit Certificate at Page 3 of the AGAR, assigning positive assurances in all relevant categories.

Rec No.	Recommendation	Response
R1	<i>(Accounting Records and Bank Reconciliations)</i> The Council should reconsider its current policy of holding large amounts in a single Current Account, in order to reduce risk and optimise interest earnings without curtailing its desire for quick access to funds for proposed capital expenditure. (Medium Risk)	This will be considered.
R2	<i>(Corporate Governance)</i> The current and subsequent versions of the Council's Financial Regulations should be clearly adopted by the Full Council. (Low Risk)	It is felt that this is already done via the Full Council's adoption of the Council Matters minutes where the Financial Regulations are reviewed, but we will note is separately in future to make it clearer for the reader.
R3	<i>(Corporate Governance)</i> Consideration should be given to clearly linking Transparency Code information on the website, and ensuring that all downloads are in PDF format. (Low Risk)	It is felt that the information is clearly identifiable on our website. We will aim to include documents as PDFs.
R4	<i>(Management of Risk)</i> The Council should ensure that it formally and clearly adopts the risk assessments reviewed by the Council Matters Committee, to comply with Financial Regulations. (Low Risk)	It is felt that this is already done via the Full Council's adoption of the Council Matters minutes where the Risk Assessments are reviewed, but we will note is separately in future to make it clearer for the reader.
R5	<i>(Management of Risk)</i> The level of Fidelity Guarantee insurance cover should be kept under appropriate review. (Low Risk)	To be kept under review.

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

TOTNES TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

21/05/2020

Name of person who carried out the internal audit

Chris Hall for Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date 21/05/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

TOTNES TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other Information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.totnestowncouncil.gov.uk

Section 2 – Accounting Statements 2019/20 for

TOTNES TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	345171	353112	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	355640	494000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	116675	130575	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	203302	236698	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	9148	9148	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	251924	262228	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	353112	469613	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	363563	480183	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	360905	360905	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	58850	52785	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2019/20

TOTNES TOWN COUNCIL

In respect of

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

