



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 18TH MAY 2020 – HELD REMOTELY USING ZOOM

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 LINK AND 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 18th May 2020 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies and vote on whether to agree.	
2	The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.	
3	To remind participants on the virtual meeting protocol.	
4	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Reports from County and District Councillors</u></p> <p><u>Police Report (if present)</u></p> <p><i>The Council will convene.</i></p>	
5	<p>To approve and sign the Minutes of the following Meetings: <i>(Please note confidential minutes can be agreed but any discussion must be held in Part 2):</i></p> <p>a. Full Council 14th April 2020. b. Extraordinary Full Council 4th May 2020.</p>	Enclosure Enclosure
6	<p>To consider any matters arising from the Minutes <u>and to approve any recommendations from Committees</u> <i>(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</i></p> <p>a. Full Council 14th April 2020. b. Extraordinary Full Council 4th May 2020.</p>	Enclosure Enclosure
7	To review any update on the democratic process of SHDC (standing item).	
8	To receive an update on the NP (standing item).	
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).	Enclosure

10	To consider a date for the co-option to the 3 Councillor vacancies to take place.	Verbal update Town Clerk
11	To consider a draft protocol for reopening the offices from 1st June 2020.	Enclosure
12	To consider a recruitment timelines for current staff vacancies.	Enclosure
13	To consider any emergency funding requests. A – Totnes Youth Peoples Theatre B – Totnes Museum	Enclosure
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	Enclosure
15	To consider any planning applications required (standing item)	None
16	To note the 2019/20 year end figures.	Enclosure
17	To note the new format for Council agendas and minutes in the future in order to comply with accessibility requirements.	Enclosure
18	To consider a face mask design competition	Cllr Hodgson
19	To consider previous expenditure under S137	Enclosure
<p><i>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.</i></p> <p><i>Councillors will be asked to log out of the Zoom meeting and back into a separate secure meeting link..</i></p>		
20	To discuss any confidential items from committee minutes (<i>CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council</i>).	
21	To receive a staffing update from the Town Clerk.	Verbal update Town Clerk
22	To consider how to respond to the latest communication around unreturned equipment.	Verbal update Town Clerk
23	To note the date and time of the next meeting: Monday 15th June 2020. 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.

Meeting Etiquette Reminder

- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Only speak when invited to do so by the Chair.
- Speak clearly (if you are not using video then please state your name)
- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.
- The only person on video will be the Chair and the one other person speaking.
- Members should upload their photographs to 'Teams' for easy identification of persons in the meeting space.
- Voting - A raising of hands either in 'real' terms or using the website 'thumbs up' icon should be used. For those Councillors joining the meeting by audio they will be asked to say their name and their vote. 'All those in favour' then those in favour of the proposal should use the 'thumbs up' icon or raise a hand, the same call will then be made for 'all those against' and then 'any abstentions'.

ITEM 5A – Full Council Minutes 14th May 2020

DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 14th APRIL 2020 HELD REMOTELY USING ZOOM

Present: Cllr J Hodgson (Chair), Cllr Luker, Cllr Price, Cllr Matthews, Cllr Trow, Cllr Piper, Cllr Adams, Cllr Hendriksen, Cllr Webberley, Cllr Allen and Cllr Skinner.

Apologies: Cllr Allford, Cllr Paine and D.Cllr Birch.

In Attendance: Catherine Marlton (Town Clerk), Christina Bewley (minutes), D.Cllr Sweett, D.Cllr Rose, and Press x 1.

No	Subject	Comments
1	To receive apologies and vote on whether to agree.	Apologies were received from Cllr Allford and Cllr Paine. The reason given was read out by the Clerk. 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 consider adopting the protocol for remote meetings.	Cllr Webberley raised concerns over whether Zoom was adequately inclusive and secure. The Clerk advised that research had been undertaken and best practice was being followed. It was RESOLVED to adopt the protocol.
4	It is RECOMMENDED : that Working Groups and Committees temporarily cease and urgent matters only will be considered by a monthly Full Council meetings until meetings in person are permitted. Should the restriction to 'in person' meetings surpass the August recess this decision should be reviewed.	A) It was RESOLVED to accept the recommendation, subject to review during the coming months. 'In person' meetings of any sort will only be held when national guidance allows. Work strands will be restricted to critical and essential only during the crisis.

	<p>B) For all planning recommendations to SHDC, the Council should delegate authority for the Clerk and the Administrator to circulate planning applications to the Planning Committee and submit those recommendations where majority agreement can be reached by Committee members using email. Committee members will be given five days to reply and on the sixth day a non-reply would constitute an abstention. (the day the email is sent out will be included in the five days). Contentious applications will be considered by Full Council during this emergency period.</p>	<p>B) It was RESOLVED to accept the recommendation and give the Clerk the appropriate delegated authority.</p>
5	<p>Due to the change in national legislation it is RECOMMENDED: A) That the Mayor, Deputy, Chairs of Committee and committee membership continue unchanged. B) That the Annual Town and Annual General meetings be cancelled for 2020.</p>	<p>A) It was RESOLVED to accept the recommendation. B) It was RESOLVED to accept the amended recommendation.</p>
6	<p>To note the resignation of Cllr Vint and to note that the 3 Councillor vacancies do not require an election. The co-option process will be held once meetings in person are allowable. Expressions of interest are invited until 1st May 2020.</p>	<p>Noted. The timeline for the co-option will be reviewed after the closing date. The Clerk advised it is possible to hold process during a virtual meeting.</p>
7	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Reports from County and District Councillors</u></p>	<p>It was RESOLVED to suspend standing orders</p> <p>a) D.Cllr Sweett provided a written report. She reported that her main focus at the moment is to support local businesses. Concerns were raised over Dartington Estate being closed. D.Cllr Sweett understood the rules to be that parks can open but play parks must be closed. She was asked to see if Dartington could be asked to open the estate to give the public extra space to exercise. She was also asked to look into why the recycling centre is closed. She advised that this is a DCC issue. A question was raised about how many of the Totnes market traders are members of the Chamber of Commerce but D.Cllr Sweet did not know the precise number.</p> <p>B) D.Cllr Rose reported that it was pleasing the way things are coming together during this crisis. He suggested initiatives such as good ideas, things to do, things to grow, etc, should be included in the TTC monthly Totnes Directory insert. He advised that the Leader of SHDC is against re-opening the market so TTC would need a strong case to be able to persuade him. D.Cllr Rose has received complaints about the lack of safety arrangements at Morrisons and therefore believes the public would be safer shopping in an open-air</p>

	<p><u>Police Report (if present)</u></p> <p><i>The Council will convene.</i></p>	<p>market.</p> <p>b) C.Cllr Hodgson advised that she has sent out her report. She advised that SHDC are now holding virtual cabinet meetings. Cllr Adams raised the question about rumours that a morgue would be set up locally and C.Cllr Hodgson confirmed she would find out. It was noted that a place of safety has been set up on Steamer Quay for Travellers with a tap and a portaloo. S106 money was discussed and C.Cllr Hodgson agreed it was hard to establish what Totnes is due from this funding.</p> <p>The Police could not attend.</p> <p><i>The Council reconvened.</i></p>
8	<p>To approve and sign the Minutes of the following Meetings: <i>(Please note confidential minutes can be agreed but any discussion must be held in Part 2):</i></p> <p>A) Full Council 2nd March 2020 B) Council Matters 9th March 2020 C) Planning March 16th March 2020 D) Town Matters 16th March 2020</p>	<p>It was RESOLVED to approve and sign the Minutes of the following meetings :</p> <p>A) Full Council 2nd March 2020 B) Council Matters 9th March 2020 C) Planning March 16th March 2020 D) Town Matters 16th March 2020</p>
9	<p>To consider any matters arising from the Minutes and to approve any <u>recommendations</u> from Committees <i>(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</i></p> <p>Full Council 2nd March 2020 Council Matters 9th March 2020 Planning March 16th March 2020 Town Matters 16th March 2020</p>	<p>The following matters arose:</p> <p><u>Full Council 2nd March 2020</u></p> <p>None.</p> <p><u>Council Matters 9th March 2020</u></p> <p>Item12 – It was RESOLVED to accept the recommendation.</p> <p>Item 13 – It was RESOLVED to accept the recommendation.</p> <p>Item 14 – It was RESOLVED to accept the recommendations.</p> <p><u>Planning 16th March 2020</u></p> <p>None.</p> <p><u>Town Matters 16th March 2020</u></p> <p>None.</p>
10	<p>Planning applications and tree works for consideration:</p> <p>0891/20/FUL - Amendments to planning approval reference 56/1847/08/F to include revised window openings, additional rooflights, use of roof space for additional dwelling space and inclusion of solar panels (Resubmission of 4160/19/FUL). Bridge</p>	<p>No objections.</p>

	<p>Court Totnes TQ9 5DB</p> <p>0852/20/HHO & 0853/20/LBC – Householder application and Listed Building Consent to rebuild collapsed section of stone wall and buttressing of leaning section beyond it. 11 Cistern St, TQ9 5SP</p> <p>0813/20/TCA - T1 & T2: Elderberry - Dismantle; T4, T4, T5 & T6: Ash - Dismantle. Stump grind all stumps out. WH Smith Staff Car Park, Mill Lane Tail, TQ9 5HN</p>	<p>No objections.</p> <p>It was AGREED that WH Smith should be asked to put their bin in the carpark and they should be asked to contribute to planting more trees elsewhere in the town. Cllr Allen volunteered to take photographs and make more enquiries. No reply will be submitted to the applications until further enquiries have been made.</p>
11	<p>To consider the following statement in relation to the Churchill (4198/19/FUL) site:</p> <p>Totnes Town Council have concerns about the progression of such a significant application at the current time when site meetings are not possible due to the COVID-19 restrictions.</p>	<p>The Clerk reported that Sara has lodged concerns against the planning application. Making a response to the consultation has not been possible due to the coronavirus crisis as a site visit is needed. SHDC are considering whether to delay the decision.</p> <p>It was AGREED that a request should be submitted to defer any decision until a site visit can be carried out safely by adding the wording “therefore we would support a suspension of consideration of this application process” to the end of the proposed wording.</p> <p>At the time of the meeting, with no deadline extension in place, the Town Council RESOLVED to agree a majority decision of objection to the application.</p>
12	<p>To consider the Tree Protection Order on the Redwood on the edge of Budgens Carpark:</p> <p>South Hams District Council No. 1009 Tree Preservation Order 2020 Station Road, Totnes, TQ9 5RW I enclose for your information a copy of the above Tree Preservation Order which has been served. The reasons for serving the Order are:-</p> <p>In the interests of preserving the exceptionally high public visual amenity benefits of the subject tree to the character and appearance of the Conservation Area.</p> <p>T1 is a purposefully planted and retained example of the early fashionable Victorian planting of Giant Redwood trees and as such is historically important as a link to the previous landscape and its original setting out.</p> <p>T1 is a well formed and readily visible specimen of the species locally given its size and the paucity of blocking features,</p>	<p>No objections or representations.</p> <p>It was agreed that a TPO is needed in addition to the conservation area protection to provide extra protection for this mature tree.</p>

	<p>serving to soften the existing built form, amplified by the low numbers of mature trees locally.</p> <p>There is a 28 day period in which objections or representations can be made about the Order. I would welcome any comments you might have on whether this Order should be confirmed as served or with any modifications by 29 April 2020</p>	
13	<p>To note any update on the NP (standing item).</p>	<p>CLlr Luker advised that Sara has compiled a spreadsheet with all the comments from the consultation. Due to the coronavirus crisis a referendum cannot be held until next year so everything has been put on hold.</p> <p>Replies have been received back from SHDC on the draft plan and we are now waiting for advice from our consultants on SHDC's suggestions.</p> <p>The next stage is to submit the draft plan to the independent examiner and then to a referendum. There is a concern in case the government change the rules during the crisis period when the referendum cannot be held.</p>
14	<p>To consider starting an essential Food Market in the Market Square to replace the larger market cancelled by South Hams District Council.</p>	<p>The Clerk advised that the proposal was about agreeing to the list of actions in the circulated document being undertaken in order to establish whether to proceed with the idea. It was not a proposal to decide on whether to go ahead with the idea.</p> <p>Rather than holding a lengthy discussion, the Mayor asked each CLlr present to give their views on the proposal. Concerns were raised about how social distancing would be maintained, whether enough volunteers could be found to staff it, whether it should be spread out through the town or all in one place in the market square, concerns raised by the Police, lack of support for the idea from the town on Facebook, and worries that it will attract people into the town.</p> <p>Positive would be that being in the pen air would be a safer way to shop, it is a way of supporting local business and the market traders, would help residents who are unable to get online shopping slots, the supply of fresh foods which has had less handling, and that it would be an easier way of shopping</p>

		<p>for disabled residents.</p> <p><u>A recorded vote was requested.</u> Voting for were Cllr Hodgson, Cllr Luker, Cllr Trow, Cllr Allen, Cllr Skinner, Cllr Piper, Cllr Hendriksen and Cllr Price. Voting against were Cllr Matthews, Cllr Adams and Cllr Webberley.</p> <p>It was therefore RESOLVED to go ahead with the list of actions identified to allow an assessment of whether it would be possible to open and run a small essential food market. A final decision will be taken at the 18th May 2020 Full Council meeting.</p>
15	<p>To review the Town Council's Earmarked Reserves: £6,000 under Administration to cover interim staffing should the Town Clerk or senior officer become incapacitated £7,000 under Highways to contribute to a shared space project for the Town Centre</p>	<p>It was RESOLVED to keep the Earmarked Reserves unchanged for 2020/2021.</p>
16	<p>To consider the Town Council's Financial Risk Assessment.</p>	<p>It was RESOLVED to approve the Financial Risk Assessment.</p>
<p><i>The Council did not asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i></p>		
17	<p>To discuss any confidential items from committee minutes (<i>CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council</i>).</p>	<p>None to consider.</p>
18	<p>To consider and agree the bank and petty cash reconciliations. (<i>CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council</i>)</p>	<p>These were considered and AGREED.</p>
19	<p>To receive an update on the 2020/21 staffing budget. (<i>CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council</i>)</p>	<p>The Town Clerk reported that the budgeted staffing budget for 2020/21 may be slightly underspent by year end given a recent resignation and workload changes during Covid-19.</p> <p>It was AGREED that a full projection would be taken to the first Council Matters meeting possible.</p>
20	<p>To note the date and time of the next meeting: Monday 18th May 2020. Public session from 6.30pm in The Guildhall.</p>	<p>Noted. Meeting to be held virtually by Zoom.</p>

Jacqi Hodgson - Mayor

DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 4th MAY 2020 HELD REMOTELY USING ZOOM

Present: Cllr J Hodgson (Chair), Cllr Luker, Cllr Price, Cllr Matthews, Cllr Trow, Cllr Piper, Cllr Adams, Cllr Hendriksen, Cllr Webberley, Cllr Allen, Cllr Allford, Cllr Paine and Cllr Skinner.

Apologies:, None

In Attendance: Catherine Marlton (Town Clerk), D.Cllr Sweett, D.Cllr Birch, D.Cllr Rose, 9 members of the public.

Prior to the meeting in public time the following issues were raised:

- Question regarding whether there is enough capacity for the fire service to access water in the town in case of a fire. Answered affirmatively in the meeting.
- In relation to the particular issue around democracy at SHDC in terms of planning applications – Ward Members are responsible for calling in planning applications to the Development Management Committee.

No	Subject	Comments
1	To receive apologies and vote on whether to agree.	None.
2	The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.	Confirmed.
3	<i>The Council will adjourn for the following items:</i> <u>Reports from County and District Councillors</u> <i>The Council will convene.</i>	It was RESOLVED to suspend standing orders Verbal updates received from Cllrs Hodgson, Rose and Birch were noted. Cllr Sweett had submitted a written report which was noted. The Council reconvened.
4	To consider a vote of no confidence in South Hams District Council in relation to the recent policy changes around delegated authority and the democratic decision-making process.	Cllr Adams requested a recorded vote. After much discussion an amended motion was voted on to become substantive and then voted in as a resolution. Those in favour – Cllrs Matthew, Trow, Luker, Piper, Hendriksen, Price, Allen, Webberley, Allford, Skinner, Hodgson Those against – Cllr Adams Abstentions – Cllr Paine It was RESOLVED by majority that: Totnes Town Council, on Monday 4 May 2020, after consultation between members and due political diligence, taking into account statements made by a senior representative of SHDC - has concern with the position of South Hams District Council regarding their recent decisions to amend long-standing procedures covering the democratic operations of

		Council business. These changes have compromised the opportunity for elected representatives or residents to fully question and debate Council decisions that will impact the lives & wellbeing of all residents in South Hams. We ask SHDC to reconsider and review these changes at the first possible opportunity. However, TTC feels that SHDC should be given democratic behavioural latitude and that TTC should review the position monthly (through a standing item on the Full Council agenda).
5	To consider formalising a statement from the Town Council to South Hams District Council in relation to the above agenda item.	It was AGREED that no further statement was required.
6	To consider live streaming future Full Council meetings that are held on virtually on Zoom.	It was RESOLVED to agree the proposal.
20	To note the date and time of the next meeting: Monday 18th May 2020. Public session from 6.30pm in The Guildhall.	Noted.

Jacqi Hodgson - Mayor

ITEM 9 – Phased return to meetings

The current government, NALC and DALC advice is that ‘in person’ meetings are not currently allowed as below. The move from Virtual to ‘in person’ meetings will be reviewed at the monthly Full Council meetings.

DALC

As far as meetings go; nothing has changed. Any indoor meetings are still very much against government guidelines; under new rules you may meet outside at 2m distance with one person from another household. There was nothing in the guidelines specifically announced about council meetings so while there is provision for remote meetings, nothing specific to say councils may meet and any meeting is outside the guidelines, we do not think you could hold a physical meeting.

NALC

NALC advice to local (parish and town) councils remains unaltered at this time. In particular, it's worth highlighting that local councils should not be holding meetings in person and wherever possible staff should work from home.

Proposed dates:

JUNE

- Monday 8th June at 7pm – Phased start to office reopening
- Monday 8th June at 3pm – Partner Network Meeting
- **Monday 8th June at 7pm – Council Matters Committee**
- Tuesday 9th June all day – Interviews Town Maintenance Officer
- Wednesday 10th June at 4pm – Mayor and Chairs
- Wednesday 10th June at 5pm – Councillors and Clerk
- Thursday 11th June all day – Interviews Community Fundraiser
- Monday 15th June at 3pm – Partner Network Meeting
- **Monday 15th June at 10am – Planning Committee**
- **Monday 15th June from 6.30pm - Full Council**
- Wednesday 17th June at 4pm – Mayor and Chairs
- Wednesday 17th June at 5pm – Councillors and Clerk
- Monday 22nd June at 3pm – Partner Network Meeting
- Wednesday 24th June at 4pm – Mayor and Chairs
- Wednesday 24th June at 5pm – Councillors and Clerk

JULY

- **Monday 29th June time TBC – Cemetery Working Group**
- Monday 29th June at 3pm – Partner Network Meeting
- Wednesday 1st July at 4pm – Mayor and Chairs
- Wednesday 1st July at 5pm – Councillors and Clerk
- **Thursday 2nd July at 1pm – Arts Working Group Meeting**
- Monday 6th July at 3pm – Partner Network Meeting
- Wednesday 8th July at 4pm – Mayor and Chairs
- Wednesday 8th July at 5pm – Councillors and Clerk
- **Thursday 9th July at 5.30pm – Paige Adams Trust Meeting**
- **Monday 13th July at 7pm – Council Matters Committee**
- Monday 13th July at 3pm – Partner Network Meeting
- Wednesday 15th July at 4pm – Mayor and Chairs
- Wednesday 15th July at 5pm – Councillors and Clerk
- **Monday 20th July at 10am – Planning Committee**
- **Monday 20th July from 6.30pm – Full Council**
- Monday 20th July at 3pm – Partner Network Meeting
- Wednesday 22nd July at 4pm – Mayor and Chairs
- Wednesday 22nd July at 5pm – Councillors and Clerk
- Monday 27th July at 3pm – Partner Network Meeting
- Wednesday 29th July at 4pm – Mayor and Chairs
- Wednesday 29th July at 5pm – Councillors and Clerk

AUGUST

Weekly Partner Network Meetings, weekly Mayor and Chairs, weekly Councillors and Clerks, Recess Committee if required, Planning Committee if required.

SEPTEMBER ONWARDS

From September aim to return (subject to current advice) to full meeting schedule starting with Full Council on Monday 7th September from 6.30pm.

ITEM 11 – Phased return to office opening

Select staff are invited to return to the office from 1st June to help make any necessary changes to work areas. Office reopens as of Monday 9th June 10am – 4pm subject to the following rota and protocols to ensure social distancing and staff/visitor health and safety.

Office protocol:

- Rota limiting number of staff in every day
- Additional and out of hours cleaning.
- A replacement glass screen in the front door with an intercom and tray for passing documents in like in post offices and banks. Members of the public will not be permitted to enter the main office space.
- Councillors can only access the reception area where the pigeon holes are. No more than one at a time. No sitting in reception area.
- Handwashing in the kitchen on entry and exit.
- Hand sanitizer in each room. Disinfectant wipes for staff to clean keyboards and phones daily.
- Mayoral PA using the GH for access, kitchen and toilet facilities. No other use of the Guildhall is permitted when said member of staff is in.
- New telephone system with main switchboard and enough phones for everyone to stop handover of phones.
- Use of masks by staff when moving between and around the office space.

Further steps to be considered:

- Doors between Reception and the Corridor and Reception and Office 1

SCHOOLS CLOSED	Monday	Tuesday	Wednesday	Thursday	Friday	Location
Clerk	IN	WFH	IN	WFH		Clerk's Office
Marketing Manager		WFH	WFH	WFH		Reception 2
Deputy/Finance		WFH	WFH	WFH	WFH	Home
Senior Administrator	IN	IN	IN	IN	IN	Cell 2
Mayoral PA and Events Administrator	WFH	IN		IN	IN	Cell 3
Events/Projects Officer		WFH	WFH	WFH	WFH	Reception 2
Community Fundraiser		IN 9am - 2pm	IN 9am - 2pm	IN 9am - 2pm		Deputy's Office
Green Travel Co-ordinator	N/A - delayed appointment				N/A - delayed appointment	Deputy's Office
TMO	TIC 8.30am - 3pm	TIC 8.30am - 3pm	TIC 8.30am - 3pm	TIC 8.30am - 3pm	TIC 8.30am - 3pm	TIC

Total in main office

2

3

3

3

2

SCHOOLS OPEN	Monday	Tuesday	Wednesday	Thursday	Friday	Location
Clerk	IN	WFH	IN	IN		Clerk's Office
Marketing Manager		IN	WFH	WFH		Reception 2
Deputy/Finance		WFH	WFH	WFH	WFH	Home
Senior Administrator	IN	IN	IN	IN	IN	Cell 2
Mayoral PA and Events Administrator	WFH	IN		IN	IN	Cell 3
Events/Projects Officer		WFH	IN	WFH	IN	Reception 2
Community Fundraiser		IN 9am - 2pm	IN 9am - 2pm	IN 9am - 2pm		Deputy's Office
Green Travel Co-ordinator	IN 8.30am - 4.30pm				IN 8.30am - 4.30pm	Deputy's Office
TMO	TIC 8.30am - 3pm	TIC 8.30am - 3pm	TIC 8.30am - 3pm	TIC 8.30am - 3pm	TIC 8.30am - 3pm	TIC

Total in main office

3

4

4

4

4

ITEM 12 – Recruitment timeline

Given the reduction in some of the work streams around events, civic/ceremonial matters, Civic Hall and weddings I am suggesting that the recruitment for the Administration Assistant be postponed until later in the year. A notification will be placed on the vacancies page of the website to inform applicants.

- Tuesday 19th May 2020 – Closing date for the Town Maintenance Officer and Community Fundraiser roles. Longlisting by Clerk and Deputy Clerk.
- Council Matters committee members to complete shortlisting process on Thursday 21st May 2020. Suggested 5 candidates plus 2-3 reserve candidates for each role
- By Tuesday 26th May candidates are invited to interview.
- Tuesday 9th June 2020- Town Maintenance Officer Interviews – Clerk, Deputy, Chair of Council Matters – socially distanced interviews potentially in the Civic Hall.
- Thursday 11th June - Community Fundraiser Interviews – Clerk, Mayor, Chair of Council Matters – socially distanced interviews potentially in the Civic Hall.
- Monday 15th June 2020 - Full Council ratifies appointments.
- Tuesday 16th June 2020 – pre employment checks and HR paperwork starts.
- Candidates to start as soon as possible but estimated as 6th July 2020.

A - Request from TYPT <https://www.dartington.org/whats-on/programme/typt/>:

I am just needing confirmation that you could be our guarantor. Just wanting to reiterate that we are not asking the council to fund this, just receive the funds on our behalf.

I sent you a cash flow projection of the entire project based on up to date quotes and the usual rates of pay within industry (circulated to Councillors). I also sent you some information that you were likely to want to know. If you need more information, please do let me know, or alternatively if you can't help us, just let me know.

TYPT are saying that they are classed as an associated Community group, not a limited company. Her response to questions about status are below:

The reason they can't pay us directly is that we were not incorporated, our legal status is that we are an 'unassociated community group's not a limited company. There are more details on the dcc homepage. They want voluntary groups to apply, they just need a council to hold the grant.

Looking at the DCC advice it says:

Non-constituted groups without their own, separate bank account, small local businesses and individuals may apply but they will need to do so with the support of an accountable constituted organisation acting on their behalf either as guarantor or as the holder of the funding. If you fall into this category, organisations that DCC would accept as guarantor or fund holder include: town or parish councils

DCC response:

As per our guidance <https://www.devon.gov.uk/coronavirus-advice-in-devon/document/covid-19-prompt-action-fund/#section-6> Sponsor organisations would be required to receive the funds on behalf of organisations who do not have a separate, eligible bank account. If the organisation who have approached have an eligible bank account i.e. a separate named account in the name of their organisation, not for profit or individual benefit, then they should be fine to apply in their own name.

Regards
The Prompt Action Fund Team

Clerk view:

Once funding has arrived in our account they become our responsibility in terms of them being spent on projects within our remit and also having a wide community benefit.

It is up to Councillors to determine whether this project and organisation status meets the criteria for receiving funding which would have to be transferred from our account as a S137 transaction.

Totnes Town Council RESOLVES in accordance with its powers under section 137 of the Local Government Act 1972, that they should pass on grant monies received from DCC for TYPT which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure.

B – Totnes Museum

From the Chair of Trustees:

In assessing the work required in the Museum and the quotes received for undertaking it ie. the Fire and Intruder alarms as well as the associated electrical work, the Trustees decided to go with ADT, for both. We negotiated a discount as well as being charged a lower annual service and monitoring charge, as both will be serviced and monitored by ADT.

Given the extensive work and costs involved, and needing to complete the work prior to opening we hoped to get everything underway and completed before the 30th March! Ambitious!!! We looked at the financial situation and realised we couldn't meet the costs but with some shifting around of our finances, anticipated income this year and managing to raise money we are able to do it.

All seemed well, but again we had a admin problem with ADT as the person who did an initial survey and was responsible for Devon left and as a result Devon and Cornwall have been merged under a sole person. We had to be surveyed again by the Fire system's suppliers, for the placement of the wireless, boosters and alarm controls around the Museum! All the planning work is now finished. The electrical work is being carried out, though it is very different to what was originally envisaged!

While all this has been going on, the lock down arrived and there is feeling of the Marie Celeste around the Museum, with room exhibits finished, half finished and in one case being left as it was when set up for the winter!! The Archive Centre is responding to queries on line and the Museum general queries also being dealt with on line.

The request is to ask if the money allocated previously for the Museum, could become a grant towards its running costs for the season, as we are in lock down and not receiving any income.

*We have not employed, with her agreement, our seasonal custodian and looked to save costs where we can. We are also applying for grants both to undertake any work in the museum and support our loss of income. **We believe we can cover our seasonal running costs utilities, insurance etc at a cost of between £6,500 to £7,000.** Pessimistically we cannot see us being able to open until September. As museums etc. we will be one of the last on a staggered list for lifting the lock down. This means it will leave us with 2 months to receive any income! This is with October being one of the lowest visitor/income months of the season!*

Clerk view:

For context the original wording on the decision was £555 for the urgent electrical (spent), £900 (up to) for the storage heater, £2400 intruder alarm, £360 professional advice on the building, up to £3,000 for the C3 electrical works. Up to a total £7260 if everything is essential and critical. Also subjected to the following conditions:

1. The Museum Trust produces a budget document showing the 2019/20 income and expenditure and a 20/21 forecast showing expected income and liabilities before any expenditure can be agreed.
2. Expenditure is limited to priority matters only initially and the Museum Trust must obtain further information (from non commercial sources) about what is absolutely essential work.
3. All works will be subject to the Town Council's financial regulations of more than one quote, and all contractors will be commissioned and paid directly by the Town Council.

4. That the Museum Trust acknowledges that any improvements made are done so as a one off exception given that the terms of the lease clearly state the items proposed are the responsibility of the Museum Trust.

The expenditure was on capital improvements to a building we own. This request is for revenue support during closure.

Totnes Town Council RESOLVES in accordance with its powers under section 137 of the Local Government Act 1972, that they should grant £6705 (remainder of previously agreed allocation) to Totnes Museum to cover lost revenue during the COVID 19 pandemic which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure.

ITEM 14 – Food Market proposal

South Hams District Council have confirmed that the Friday and Saturday Market will remain closed. This decision will be reviewed on 1st June 2020.

Councillors asked for a proposal for a small outdoor market a couple of days a week for food and essentials traders only to help supply local people and support local traders.

OPTIONS

Locations:

1. Market Square – Landowner SHDC. (a plan has been developed how this could be laid out, with up to 5 stalls)
2. Totnes Guildhall porch Landowner Totnes TC. (behind St. Mary’s Church) – maximum of 2 stalls, issue is getting vehicles with supplies to this difficult site.
3. In front of St. Mary’s Church on High St. Landowner Devon County Council. Maximum of 2 stalls – one either side of entrance to church yard. Issue would be policing queues.

Days & numbers of stalls:

4. It is suggested that 2/3 stalls per day on a Monday and Wednesday to ensure that it is in essence an outdoor shopping opportunity, very different and much smaller than the Friday and Saturday markets.
5. Each day would have at least one fresh fruit/veg stall plus one other non-veg stall (i.e. eggs, fish, meat, bread or fermented products).
6. Stall holders would need to work out a rota of which day they would hold their stall (probably easiest if a preference list of days based on 1st, 2nd, 3rd choice were provided by each stall holder) to enable a schedule and layout to be agreed by all concerned

REQUIREMENTS

Times:

7. As the problem of toilets has been raised; the fresh food stalls would only be able to be run for up to 4 hours each day (unless there was an assured stall staff changeover to enable this).

‘Policing’ & safety:

8. A Risk Assessment observing COVID-19 safety would need to be understood, agreed by all stallholders and complied with. **Sent to all Councillors on email.**
9. Each stall would need to provide a seller plus a volunteer to assist with policing the queues.

10. If run by TC, the TC would provide a volunteer for the day to ensure compliance with the temporary COVID-19 safety provisions.
11. A hand sanitiser table would be set up and require all shoppers to use prior to making purchases.
12. Purchases would be made by the shopper approaching the stall individually and asking / pointing at the items they wish to purchase and the seller would weigh/count the items into a bag and place them on an allocated space (or from behind a suitable screen) for the buyer to take; all the while observing the 2m social distancing requirements.
13. All purchases would be paid for by contactless card.
14. Shoppers would be required to queue at 2m distances in a clearly demarked allocated area. After making purchases they would also be required to leave the market space by a demarked route observing a 2m space from the waiting queue.
15. Stalls who wish to could use this for collection of pre-ordered shopping for their customers, but those customers would have to queue with everyone else

Publicity:

16. The food stalls only would be advertised and promoted as such on the basis that this is not a market as we usually know it or a social event, but that it is very different, safe and being well managed.
17. Totnes TC would put a notice on its website about these open air food stalls and which stalls would be operating on which days.

ITEM 16 – Budget documentation from year end close down

See separate attachments. Detailed updated budget monitor and bank reconciliations will be presented to the next Council Matters committee.

Item 17 – EXAMPLE: Accessible Documents - New Format Agenda and Minutes



AGENDA FOR THE EXAMPLE COMMITTEE

MONDAY XXTH [REDACTED] 2020 HELD REMOTELY USING ZOOM

PLEASE CONTACT THE COMMITTEE CLERK ON [REDACTED] @TOTNESTOWNCOUNCIL.GOV.UK TO RECEIVE THE MEETING LINK AND PASSWORD AT LEAST TWO HOURS PRIOR TO THE MEETING.

Committee Members: Councillors B Piper (Chair), V Trow (Deputy Chair), G Allen, R Hendriksen, D Matthews, P Paine, S Skinner and L Webberley.

You are hereby **SUMMONED** to attend the [REDACTED] **Committee**, which is to be held using Zoom, on [REDACTED] at **7pm** for the purpose of transacting the following business:

1. APOLOGIES FOR ABSENCE

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

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.

The Committee will convene to consider the following items:

2. CONFIRMATION OF MINUTES

To update on any matters arising from the minutes of 20th January 2020. (Note: already agreed through Full Council.) Document enclosed.

3. ARTS WORKING GROUP

To note any update from the Arts Working Group on 5th March 2020 (standing item). Document to follow.

4. CLIMATE CHANGE WORKING GROUP

To note any update from the Climate Change Working Group (standing item). Document enclosed.

5. COMMUNITY ENGAGEMENT WORKING GROUP

To note any update from the Community Engagement Working Group (standing item). Verbal update from Councillor Webberley.

6. HOMELESSNESS

To note any update on the homelessness. Document enclosed.

7. LINK COUNCILLOR UPDATES

To note updates from the Traffic and Transport, and Environment and Sustainability Link Councillors. Verbal updates.

8. RIVER FOOTPATH

To consider the condition of the River Footpath between the railway bridge and the town bridge. Document enclosed.

9. CONNECTION HUB

To note the latest statistics from the Connection Hub for November/ December 2019 and January 2020. Document enclosed.

10. TOTNES SUPPORTING FAIRTRADE

To note the minutes of the Totnes Supporting Fairtrade meeting on 20th February 2020. Document enclosed.

11. DATE OF NEXT MEETING

To note the date of the next meeting of the [REDACTED] Committee – [REDACTED] at 7.00pm

Clerk Name

Job Title



MINUTES FOR THE [REDACTED] COMMITTEE

MONDAY XXTH [REDACTED] 2020

Present: Councillors B Piper (Chair), P Paine, S Skinner, V Trow and L Webberley.

Apologies: Councillors G Allen, R Hendriksen and D Matthews.

In Attendance: S Halliday (Committee and Cemetery Administrator).

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

It was resolved to accept the apologies.

PUBLIC QUESTION TIME

There were no members of the public present.

2. To update on any matters arising from the minutes of 20th January 2020.

An update was given on matters arising from the minutes of 20th January 2020.

Item 5 – Complete. The Community Engagement Plan was emailed to Councillors on 6th February.

Item 7 – The ‘Equality Framework for Local Government’ workshop was organised for 19th March but is now postponed until further notice.

Item 8 – Resolved by Full Council. The petition has been signed, and the Clerk sent a letter on 19th February to the Minister for Business, Energy and Clean Growth.

Item 9 – Resolved by Full Council. All officers have read the advice on the signs of dementia.

Item 10 – Resolved by Full Council. The ‘Information for Hirers’ document for the Civic Hall has been updated to encourage hirers to use Fairtrade products at events.

Item 11 – Resolved by Full Council. Articles have been drafted for inclusion in the next ‘Totnes Matters’ insert.

3. To note any update from the Arts Working Group on 5th March 2020 (standing item).

Following the Arts Working Group on 5th March 2020 Cllr Piper updated on ideas for future events such as an open-air cinema on Vire Island, and the purchase of head microphones for the Civic Hall to increase the range of equipment available for prospective hirers.

Action: It was **AGREED** that the officer would circulate the note of the working group meeting.

4. To note any update from the Climate Change Working Group (standing item).

There was discussion about the requirement for this Working Group and possibly combining some of its more strategic outputs with that of the regular Saturday morning climate meetings in order to minimise duplication.

Action: It was **AGREED** that the idea of the existing community climate change group becoming an advisory body to the Council should be discussed at the next Working Group and when Standing Orders are reviewed by Full Council.

5. To note any update from the Community Engagement Working Group (standing item). Verbal update from Councillor Webberley.

Action: It was **AGREED** that Cllr Webberley will organise a Doodle poll for a meeting date once the Covid-19 restrictions are lifted.

6. To note any update on the homelessness.

The Caring Town meeting note was welcomed, as was evidence of the joined up working between various organisations. The Committee were pleased to learn that South Hams District Council has secured outreach funding for homelessness assistance but is disappointed that is still no temporary housing provision available in Totnes.

7. To note updates from the Traffic and Transport, and Environment and Sustainability Link Councillors. Verbal updates.

It is hoped that the Green Travel Co-ordinator role can go out for recruitment soon.

8. To consider the condition of the River Footpath between the railway bridge and the town bridge.

Cllr Trow updated on the erosion of the path at several sections between Bulliver Bridge and the Town Bridge, which has been highlighted to the Footpaths/Rights of Way officers at Devon County Council and South Hams District Council.

The potential of installing a board walk to provide access for all was discussed, with the Parish Paths Partnership being a potential source of grant funding. Staverton Parish Council will be contacted about the design, construction methods, and costs of their recently installed board walk to get ideas.

Cllr Webberley left the meeting at 8pm.

9. To note the latest statistics from the Connection Hub for November/ December 2019 and January 2020.

Noted.

10. To note the minutes of the Totnes Supporting Fairtrade meeting on 20th February 2020.

Noted.

11. To note the date of the next meeting of the [REDACTED] Committee – Monday [REDACTED] 2020 at 7.00pm.

Clerk Name

Job Title

Time meeting finished

Until the Town Clerk completes Cilca then all proposed spend by a Council using section 137 must be by resolution of the council and the fact must be recorded in the minutes of the meeting. Section 137 is primarily used for grants and charitable contributions.

Background

Section 137 of the Local Government Act 1972 (“the 1972 Act”) enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. It is however, limited in a number of ways.

Provided that there is no alternative power whether limited or conditional or not, and no statutory prohibition, a council may incur expenditure under section 137. The council must first be satisfied that there is a direct benefit to the area or part of the area, or to some or all of the inhabitants. The council is the body to determine whether or not such benefit will accrue, and a decision by the council could only be challenged on the ground that it was wholly unreasonable. The use of “some” in relation to the inhabitants means that the council cannot use the power to benefit a single individual. It may be possible for the council to help an organisation to which the individual belongs, thus releasing funds for the organisation to help individuals. For example, a council could make a donation to a local organisation which provides grants to needy persons.

The council must secondly ensure that the direct benefit accruing to its area or residents is commensurate with the expenditure incurred. This means that a council should not spend a disproportionately large amount on something which has no or very little direct benefit. For example, spending the whole of the council’s allowance under section 137 which amounted to £10,000 for the benefit of two people is unlikely to confer benefits commensurate to the expenditure incurred.

Rates

The Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2020-21 is £8.32.

This is the amount that results from increasing the amount of £8.12 for 2019-2020 by the percentage increase in the retail index between September 2018 and September 2019, in accordance with Schedule 12B to the 1972 Act.

2019/20 = 6428 electors (based on 2018 register) = £52195.36 Maximum allocation

Totnes Town Council RESOLVES in accordance with its powers under section 137 of the Local Government Act 1972, that they should ratify the following expenditure retrospectively which, in the opinion of the Council, has been spent in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure.

Name	Amount of grant	Reason
Transition Town Totnes	£1000	Community Grant process
Leechwell Garden Association	£1000	Community Grant process

Totnes Library Writers	£200	Community Grant process
Totnes Elizabethan Society	£300	Community Grant process
Jamming Station	£800	Community Grant process
Transition Homes Community Land Trust	£1000	Community Grant process
Totnes Caring	£700	Community Grant process
Totnes Pride 2019	£500	Community Grant process
Party In The Town	£500	Community Grant process
Caring Town/Totnes Caring/Citizens Advice	£25775	Community service to the vulnerable
Traffic and Transport Forum	£250	Admin/Minuting support
Totnes Gardens	£2000	Support for annual programme of improvements
TOTAL	£34025	

Please note that the £17600 contribution to public toilets paid to SHDC comes under Public Health Act 1936

2020/21 – 6838 electors = £56892.16 maximum allocation

Totnes Town Council RESOLVES in accordance with its powers under section 137 of the Local Government Act 1972, that they should ratify the following expenditure which, in the opinion of the Council, will be spent in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure.

Name	Amount of grant	Reason
Transition Town Totnes	£5809	PHASE 1 Support for large Climate Change Lottery Bid
Caring Town/Totnes Caring/Citizens Advice	£25000	Community service to the vulnerable
Transition Town Totnes	£12216	PHASE 2 Support for large Climate Change Lottery Bid
Food in Community	£800	Refrigeration costs during COVID 19
Totnes Connection Hub	£561	Food for food bank during COVID 19
Totnes Gardens	£2000	Support for annual programme of improvements
Totnes Museum Trust	£6705	Revenue Support Grant (being considered by Full Council on 18th May 2020)
TOTAL	£53091	

Other future amounts approved in principle:

£13200 – Skate Park project

£10000 – Collapark Play Park improvements

TBC – Hardship Grants/fund for COVID 19 projects

Please note that the £17600 contribution to public toilets paid to SHDC comes under Public Health Act 1936

