



**AGENDA FOR THE MEETING OF COUNCIL MATTERS
MONDAY 12th OCTOBER 2020 AT 7PM – HELD REMOTELY USING ZOOM**

MEETING LINK: <https://zoom.us/j/97964678198?pwd=RXN0U0t6bEFMYlgyTm9iM29lQkoxUT09>

Meeting ID: 979 6467 8198 Passcode: 862147

You are hereby SUMMONED to attend the **Council Matters Committee**, which is to be held using remote meeting service Zoom on **Monday 12th October 2020 at 7pm** for the purpose of transacting the following business:

Committee Members: Councillors E Price (Chair), M Adams (Deputy Chair), J Hodgson, P Paine, C Luker, B Piper, C Allford, V Trow.

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.

The Committee will convene to consider the following items:

2. CONFIRMATION OF MINUTES

To update on any matters arising from the minutes of 17th September 2020.

Document enclosed.

3. PUBLIC REALM WORKING GROUP

To consider any matters arising, updates or items of expenditure since the last meeting.

Document enclosed.

4. ARTS WORKING GROUP

To consider any matters arising, updates or items of expenditure since the last meeting.

Document enclosed.

5. VENUES WORKING GROUP

To consider any matters arising, updates or items of expenditure since the last meeting.

Document enclosed.

6. BRIDGETOWN COMMUNITY HALL

To consider a request for funding.

Document enclosed.

7. GREEN TRAVEL

To consider the appointment of a Green Travel Coordinator, subject to references and pre-employment checks.

Verbal update Town Clerk.

8. FUTURE AGENDAS

To consider a schedule for future agenda items for Council Matters.

Document enclosed.

9. STANDING ORDERS

To note the change in time for the Council Matters committee from January 2021.

Document enclosed.

*The Committee will be asked to **RESOLVE** to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (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. TOTNES MUSEUM

To receive an update on a new lease for Totnes Museum and to consider the associated costs.

Document enclosed.

11. STAFF UPDATE

To note a general staff update.

Verbal update from the Town Clerk.

12. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 9th November at 7pm.

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.

ITEM 2 CONFIRMATION OF MINUTES

To update on any matters arising from the minutes of 17th September 2020.

MINUTES OF THE MEETING OF COUNCIL MATTERS THURSDAY 17TH SEPTEMBER 2020 AT 7PM – HELD REMOTELY USING ZOOM

Present: Councillors E Price (Chair), M Adams (Deputy Chair), C Allford, J Hodgson, C Luker, P Paine, B Piper (joined at 7.17pm) and V Trow (joined at 7.26 for Part II).

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.

There were no members of the public present.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

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

No matters arising. The minutes have already been ratified by Full Council.

3. BUDGET MONITOR

To consider the current year's budget allocations, budget monitor, balances and forecast.

Noted and agreed.

4. NEIGHBOURHOOD PLAN

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

Cllr Luker updated that the Totnes Neighbourhood Plan and supporting documents have been submitted to South Hams District Council who will check that they have all the required documents and confirm if a Strategic Environment Assessment or Habitat Regulations Assessment is required.

5. ECONOMY WORKING GROUP

To consider restarting the Economy Working Group.

It was **AGREED** that the next Councillor Strategy session should discuss the scope and remit of this group, as well as an alternative name, as part of a wider review of working groups and their administration.

6. VENUES WORKING GROUP

To consider the notes of and any expenditure from the Venues Working Group.

Noted. A planning application has been submitted for the automatic doors in the Civic Hall which have received grant funding. These will be ordered and installed as soon as permission is granted by SHDC.

7. STRATEGY SETTING

To note the draft notes of the Strategy setting session and decide on next steps.

Noted. The notes circulated will be turned into a document for further discussion at the Councillor Strategy session on 28th September 2020 at 6.30pm.

8. FUNDING UPDATE

To note updates on funding for the Town Centre improvements.

Noted. The Clerk is awaiting information from South Hams District Council about the future high streets fund. Costs associated with the Saturday morning road closures (traffic management and Bob the Bus hire) is included in the Covid-19 line on the current budget monitor.

9. GREEN TRAVEL

To note an update on the Green Travel Coordinator recruitment.

Noted. Advertisement for the vacancy has gone out and has been placed with specialist recruitment agencies, reflecting the skills that will be required for the position. Recruitment costs will come from the S106 funding. The interview panel will consist of the Clerk, Cllr Hodgson, Cllr Allen.

10. EXTERNAL AUDIT

To note the completion of the external Audit.

Noted. The audit process has been satisfactorily completed.

*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)*

11. STAFF BUDGET

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

The updated Staffing budget was unanimously **AGREED**. Cllr Price will receive a hard copy to sign in the next week.

12. STAFF UPDATE

To note a general staff update.

The verbal update from the Town Clerk was noted.

13. BANK RECONCILIATION

To consider and agree the bank and petty cash reconciliations.

These documents were considered and unanimously **AGREED**.

14. STAFFING PROPOSAL

a) Town Maintenance Officer recruitment

b) Events Officer

The resignation of the Town Maintenance Officer and the absence of the Events Officer was noted. It was AGREED that any recruitment should be postponed until the proposed staffing review was completed.

The confidential staffing proposal was considered and received support from all Councillors present.

following recommendations were made:

- **Delegated authority to the Town Clerk to administer the restructure process. RECOMMENDED TO FULL COUNCIL**
- **Agreement of the proposed structure, timeline and process. RECOMMENDED TO FULL COUNCIL**
- **Agreement of spend on professional HR support to advise during said process (if required) RECOMMENDED TO FULL COUNCIL**

15. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 12th October at 7.00pm.

Noted.

Catherine Marlton

Town Clerk

ITEM 3 PUBLIC REALM WORKING GROUP

To consider any matters arising, updates or items of expenditure since the last meeting.

Notes from 24th September 2020

Attendees: Clerk, Cllr Collinson, Cllr Piper, Cllr Allen, Cllr Allford, Cllr Skinner, Cllr Luker, Marketing Manager, Sue Holmes, Paul Wesley

A couple of members of the group had resigned. The non Councillor attendee list was confirmed as follows: Sue Holmes, Phil Nash, Cllr Birch, Diana Cusack, Jane Williams, Sarah Trigg, Cllr Sweett, Paul Wesley, Town Council officers.

The resignation of the Town Maintenance Officer was noted. Recruitment to be held in January 2021.

It was **AGREED** to invite Richard, the guerilla gardener to join the Public Realm Working Group. The Clerk will contact him.

1. To receive an update on Bank Lane/Guildhall planters, Vire Island and Longmarsh seating.

- It was **RECOMMENDED** to Council Matters that additional seating be sited at Longmarsh (subject to funds being approved and SHDC/Berry Pomeroy Parish Council consent)
- No reply from DCC on planters as yet. Cllr Luker will draft a letter for local businesses regarding the bins at Bank Lane.

2. To receive an update on the Shared Space project - Planters, imprint, signage

- Waiting on DCC approval for planters and the instruction of consultants by DCC to start planning the longer term project.

3. To discuss the future proposals for St Mary's Churchyard and the proposed grass cutting schedule/specification

- It was **RECOMMENDED** to Council Matters that in the absence of a Town Maintenance Officer that a one off cut would be undertaken by the current Cemetery contractor. After that a more bespoke strimmer cut to the edges of the paths and around the church is the preferred option. The Councillors position is that view of the climate emergency a policy of allowing diverse habitats is currently favoured. Sue Holmes will advise on a cutting specification for implementation when the new design for the area is finalised.

4. To note the remaining budget and budget allocations for 2020/2021 – below

| AGREED Public Realm 2021 | |
|--|---------------|
| Collapark investment | 10000 |
| Market Square - ramp improvements | 35000 |
| TMO vehicle, EV point and equipment | 20000 |
| Tidy Totnes | 1000 |
| Planters and Shared Space | 20000 |
| Consultation and Design Work Wayfinding | 10000 |
| Fore Street Signage | 10000 |
| Fore Street Imprint | 35000 |
| | |
| DCC AND SHDC CONTRIBUTION | -10500 |
| Professional survey of views/CONTINGENCY | 6252 |
| Signage already implemented | 1900 |
| Road Closure Costs to 12th September | 8820 |
| Road Closure paint etc | 23 |
| Banner Installation | 285 |
| Bob the Bus on Saturdays | 720 |
| Wildflower planting | 500 |
| Wildlife trails cemetery/longmarsh etc | 1000 |
| SUB TOTAL | 150000 |

5. To consider possible proposals for Castle Meadow and set a date for a site meeting.

- Clerk to circulate a Doodle Poll for late October.

6. To consider how to progress a tree planting strategy for Totnes.

- Deferred.

7. To receive an update on Collapark improvements. Email from SHDC below, specification to follow.

- Noted. A of the Public Realm Working Group be involved in the tender process with the shortlisted designs being circulated to the whole group by email.

8. To consider a request from Keith Rennells for £500 towards cemetery wildflower planting - subject to the agreement of the Cemetery Working Group

- It was **AGREED** that any further expenditure or allocation of funds for wildflower planting should be considered by the next Cemetery Working Group.

9. Date of next meeting - Thursday 26th November at 1pm (Castle Meadow site meeting before)

ITEM 4 ARTS WORKING GROUP

To consider any matters arising, updates or items of expenditure since the last meeting.

Please see the report from the Events Officer regarding the latest plans and projected expenditure. Councillors are asked to approve the Arts Budget and consider expenditure from the Mayoral budget if appropriate.

PROPOSED ARTS BUDGET FORECAST 2020/21

£5000 BUDGETED

-£250 spent (Mid Summer arts event)

-£250 spent (Window Wanderland)

-£250 proposed (Craft packs for Window Wanderland)

-£1090 Christmas Tree and tree/light installation - breaks down to £200 for Christmas Tree, £750 for installation and approx. £140 for electrician

-£250 Civic Hall lights

-£10 Equipment to change sockets to connect outside lights to Civic Hall

-£2000 Halloween Ghost Trail (see map below)

- £80 Videography and editing work for the virtual Christmas Tree Lights Switch On (Chloe Allford)

- £4180 Total

= £820 remaining until 31st March 2021

1. Halloween

The proposal is to support Paul from NDP circus in creating a processional installation that members of the public can walk through.

This will be based at St Mary's churchyard and the surrounding pathways. The Rev. Jim Hendrickson is fully on board with this proposal.

The event will be ticketed (free tickets) so that the venue can adhere with track and trace, and also maximum numbers going through at any one time. This will be done through Eventbrite at no cost. Temporary chalk markings on the ground will provide visual social distancing guides. The attached map shows the layout of the procession.

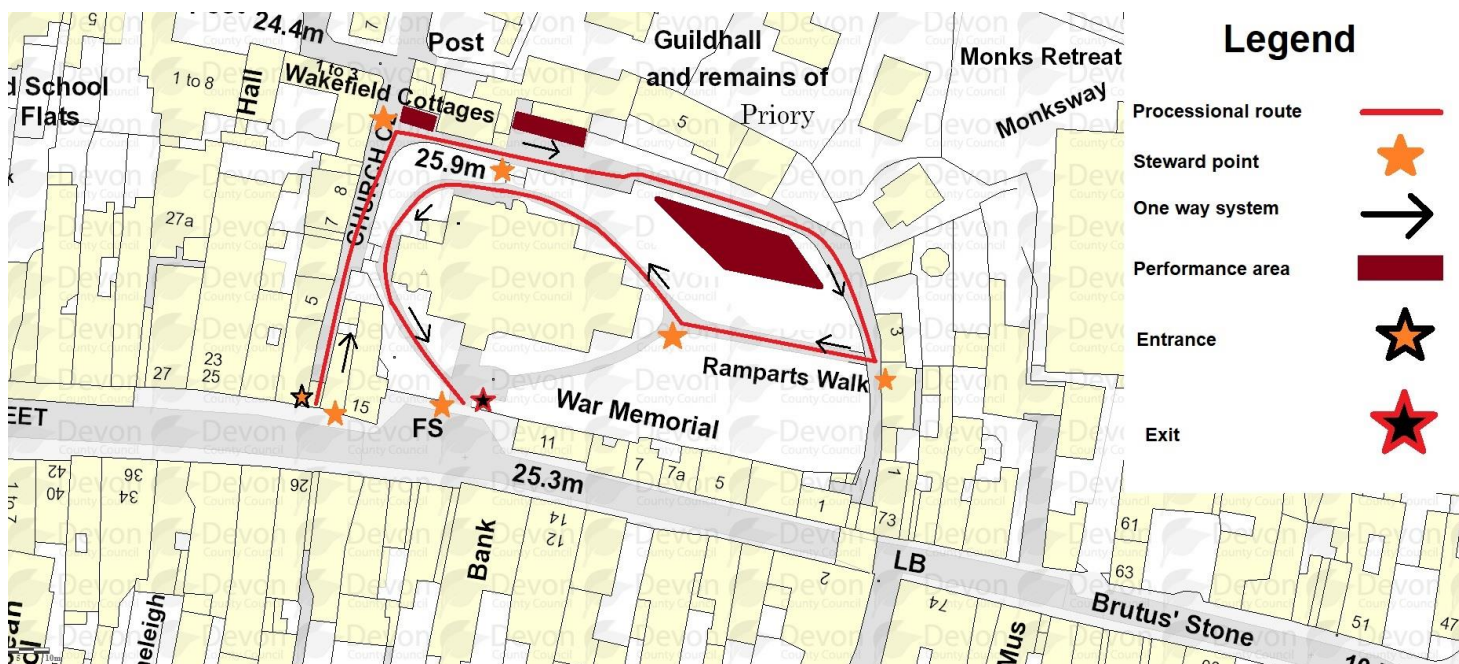
Visitors will be offered the opportunity to donate towards the cost of the event or the 'save the tower' fund for the church.

This proposal is significantly different from the original concept that included other areas of Totnes including Follaton and Bridgetown. After discussions with SHDC and representatives of the Safety Advisory Group, we were advised that the likelihood of an event on public roads being licensed was very slim. No SHDC land is available for use or hire at this time and the police are considerably under resourced to assist with rolling road blocks etc.

Full road closures take 3 months minimum to process.

Rather than cancelling the entire event, this is the most viable and effective way of creating not only a creative outlet for the many artists in Totnes who could be involved, but also a covid secure event for the enjoyment of the community.

Paul Liengard has provided a rough breakdown of the costs, although this is at a preliminary stage currently: *"Public liability insurance for the event to include volunteer and artists including fire performance cover £250, print and publicity £100, ppe and safety equipment £100, unpaid artists expenses £1000, production costs £600, travel, fuel, consumables £250 paid performers fees £300"*



2. Christmas lights switch on

Fully digital. Chloe Allford will be recording and editing a group of organisations and individuals recording season's greetings to be combined with a light switch on by the Mayor. So far, those who have been contacted have replied with very positive reactions. Will be edited into a 2 minute video to be released and live streamed during the actual light switch on, due to be on 26th November.

3. Indoor artisan market

Mairead has this in hand at the moment, we will be putting a trail setup of the Civic Hall up soon to ensure the layout works with regards to CV19 etc. Waiting for response from SHDC regarding access etc from the ramp.

4. Window Wanderland

Cllr. Claire Allford has purchased the kit, there is £50 left over from the initial £250 allocated for resources to be bought. Cllr Piper has kindly offered to donate some resources from his own store to bolster this. A further £250 has been earmarked for purchase of craft kits for the community. Cllr. Allford has said that she will purchase what she can with the remaining £50 and then will see what is required after that.

5. Rotherfold Artisan Market

Those involved are of the opinion that despite the RAM being a benefit for the area and their businesses, the chances of it being authorised by SHDC are so slim that the effort put in during an already stressful time may not be worth their while.

Mairead and I have found considerable amount of festoon lighting in the Follaton Chapel of Rest, I intend to put this to good use and decorate the Rotherfold anyway despite no events going ahead. Conversations regarding the power socket there are continuing.

6. Christmas Lights in the Market Sq. and Rotherfold.

As mentioned, the Rotherfold will hopefully be decorated similar to last year using festoon strung amongst the trees.

The Civic Hall will be decorated with two nets of lights from top to bottom either side of the crest on the front. These will measure 3x6m each. This is powered by the civic hall, they are ultra-low energy consumption lights.

We have found approximately 45 meters of old street lighting festoon that is in good condition. This is going to be used to decorate the Robinia tree at the base of the ramp to the Civic hall.

Finally, the Christmas tree that is to be installed will also have it's own lighting as recently purchased.

7. Event/space risk assessment templates

There are now documents in the 'Events' folder in the server. I have written a guide to risk assessing, there is also a template blank one, and an up to date CV19 risk assessment in the folder. I will also be looking at putting guides to EMP's and TMPS's and templates in there too.

8. RBL parade planning

After speaking with Mike Boyle and Rev. Jim, it has been agreed that there will be no formal service following the laying of the wreathes on Remembrance Sunday due to the Covid restrictions. Instead those attending will be invited to enter the church by the North entrance opposite the Guildhall (to allow queueing off the main road), light a candle and have a moment of reflection before proceeding out the main South entrance. This will allow a more inclusive event, rather than only allowing a certain amount of people into

the church and potentially excluding others.

As there is no parade as such, it is a minimal event with only some admin required from the Council.

9. Road closure training

The DCC Road Warden's Board has approved funding for up to three spaces on the full 2 day Chapter 8 training. This is for those will be working in live traffic and for major events. This will obviously be delayed until the recruitment of a new Town Maintenance Officer.

Corserv have given us potential dates for the Traffic Management for Community Events training. The options have been sent out to all staff and councillors via a Doodle calendar poll. Currently still waiting on a further 15 responses of the 21 sent.

This will run on a Saturday in the Civic Hall and is essentially the Chapter 8 training minus the roadworks element. It will provide all attendees with a Lantra qualification and card allowing them to apply for, place and man road closures, processions and rolling road blocks for events.

ITEM 5 VENUES WORKING GROUP

To consider any matters arising, updates or items of expenditure since the last meeting.

Notes already considered as below. Planning permission for automatic doors has been agreed and installation will take place asap.

Venues Working Group Meeting – Tuesday 8th September 2020

Attendees: Catherine Marlton, Christina Bewley, Cllr Piper, Cllr Adams, Cllr Price and Cllr Hendriksen

1. To receive an update on the re-opening of the Guildhall for weddings and the Civic Hall for events, including the regular hirers returning to the Civic Hall post lockdown. To discuss the Town Council's responsibility for COVID-19 safety at events run by hirers.

The arrangements put in place to make the Civic Hall COVID safe for re-opening were explained. The Council officers' role in scrutinizing hirers' COVID risk assessments and arrangements was discussed and it was agreed that hirers would be contact about any concerns with the arrangements but that it was not something we could police.

It was agreed that disclaimers would be displayed on the Civic Hall doors clarifying that any events taking place in the hall are not run and managed by the Council.

It was agree that we would provide hirers with a list of factors that should be considered when producing a COVID-19 risk assessment for their events.

It was explained that it is not our policy to allow regular hirers on the weekends because we aim to keep the hall available for weekend events. However, due to government restrictions we have very few weekend bookings for the next 6 months but have had an enquiry for a regular Saturday morning booking. Councillors agreed that we will allow regular bookings on weekends up to the end of the year as a temporary measure and that it will be reviewed again in the new year.

2. To approve the design and colour for the automatic doors at the Civic Hall which are being funded by a £10000 National Lottery Awards for All grant.

The design has been submitted with the planning application and this was agreed.
Colour shade number 7000 was selected for the frames.

3. To consider the results of a capacity report for the Civic Hall.

The Clerk explained the reasons behind the requirement to commission a capacity report and that the results have shown only 305 are allowed both seated or standing, which is less than our current terms and conditions allow for standing.

It was agreed that we must amend the terms & conditions accordingly but that we should investigate the cost of making improvements to the hall to increase that allowed capacity.

4. To receive an update on the Birdwood refurbishments.

The Clerk gave an update and explained that there are surveys to arrange and the planning permission to submit.

It was agreed that it would be useful if the architects could do a 3D virtual tour of how it will look.

5. To note the Eastgate Clock storage licences.

The Clerk explained the reason for needing storage licences which the Councillors noted.

6. To consider proposals/uses for Castle Meadow after the farmer's lease ends on 13th March 2021.

Various suggestions were put forward and it was agreed that a site meeting should be arranged for all Councillors to attend to consider the future use.

7. To agree the date of the next meeting – Tuesday 3rd November 2020 at 1pm.

Agreed.

ITEM 6 BRIDGETOWN COMMUNITY HALL

To consider a request for funding.

Please note that Berry Pomeroy Parish Council have agreed to contribute £1,000 following this request.



BRIDGETOWN COMMUNITY HALL – ADDITIONAL FUNDS

Thanks to the generosity of the contribution by Totnes Town Council, the Community Hall in Hope Close is coming on a treat. CORONAVIRUS is taking its toll – there is a severe shortage of manufactured windows to install in the hall – probably a 2 month delay at least, and in the meantime we are unable to take bookings to produce some income. But optimism prevails!

Having got the hall to an excellent state, there are two further items that we need and that have shown themselves since we started work:

1. We must make the hall wheelchair accessible. Unfortunately we cannot buy one off the shelf because of the configuration of the door and it opening onto a sloping footpath. It has to be portable and tailor-made. I have approached Peter Tanner and he estimates that he could manufacture one for about £1000. It will also need a stowage cupboard, either inside or outside the hall. This will cost no more than £400.
2. The carpet is old, dark and stained and, surrounded by newly decorated walls etc, it must be renewed. We would like to replace it with a quality, hard-wearing laminate that will be easily

cleaned (unlike the carpet). I have received a quote for this - £3288. This seems a lot but it includes taking up the old (glued-down) carpet and preparing the floor with a latex smoothing screed in order for it to take the laminate.

Thus we are seeking a total of £4688.

South Hams District Council is prepared to contribute half this cost if we can obtain match funding.

I am therefore wondering if the Town Council could consider making a further contribution towards the £2,344 that we are now seeking. I really appreciate the difficult times we are in and that you have been very generous already. But a contribution to enable these two essential items to be purchased would be received with enormous gratitude. I look forward to the results of your deliberations!

With many thanks



Richard Mitchell
Chair, Bridgetown Alive!

ITEM 8 FUTURE AGENDAS

To consider a schedule for future agenda items for Council Matters.

Draft list for adding to:

- • To review of Financial Regulations
- To update the Statement of Internal Control
- To review the Pensions Discretions Policy
- To review the of Members Code of Conduct
- To review the Social Media and Communications Policy
- To review the Pay Policy
- To consider the outcome from the staff consultation
- To consider a draft 2021/22 budget and annual precept figure
- To consider draft planning applications for the Market Square and the building adjacent to the Civic Hall
- To consider future funding requirements for public toilets
- To consider the draft proposals for Collapark equipment upgrade
- To consider training requirements for staff and Councillors in 2021/22
- To consider the draft Vision and Strategy document for ratification by Full Council
- To consider projection and screen options for the Council Chamber
- To consider dates for the Mayoral Choosing and Annual Town Meeting
- To consider investment options for general reserve
- To review various staffing policies
- To note sick leave and overtime balances
- To review the complaints and grievance policies

ITEM 9 STANDING ORDERS

To note the change in time for the Council Matters committee from January 2021.

List of dates for Council Matters in 2020/21

- Monday 9th November at 7pm
- Monday 14th December at 7pm
- Monday 18th January at 5.30pm
- Monday 8th February at 5.30pm
- Monday 8th March at 5.30pm

Please note that as per the revised Standing Orders these meetings will be a maximum of 90 minutes long.

*The Committee will be asked to **RESOLVE** to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.
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