



**AGENDA FOR THE MEETING OF COUNCIL MATTERS  
THURSDAY 17<sup>TH</sup> SEPTEMBER 2020 AT 7PM – HELD REMOTELY USING ZOOM**

MEETING LINK: <https://zoom.us/j/91693709479?pwd=bXRpc21pdks3SHNPN1JMTElBdTQrUT09>  
Meeting ID: 916 9370 9479 Passcode: 862147

You are hereby SUMMONED to attend the **Council Matters Committee**, which is to be held using remote meeting service Zoom on **Thursday 17<sup>th</sup> September 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, Cllr 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 July 2020.  
Document enclosed.

**3. BUDGET MONITOR**

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

**4. NEIGHBOURHOOD PLAN**

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

**5. ECONOMY WORKING GROUP**

To consider restarting the Economy Working Group  
Verbal update Cllr Luker.

**6. VENUES WORKING GROUP**

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

**7. STRATEGY SETTING**

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

**8. FUNDING UPDATE**

To note updates on funding for the Town Centre improvements.  
Verbal update Town Clerk.

**9. GREEN TRAVEL**

To note an update on the Green Travel Coordinator recruitment.  
Verbal update Town Clerk.

**10. EXTERNAL AUDIT**

To note the completion of the external Audit.  
Documents 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)*

**11. STAFF BUDGET**

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

**12. STAFF UPDATE**

To note a general staff update.  
Verbal update from the Town Clerk.

**13. BANK RECONCILIATION**

To consider and agree the bank and petty cash reconciliations.  
Document enclosed.

**14. STAFFING PROPOSAL**

- a) Town Maintenance Officer recruitment
- b) Events Officer

Documents enclosed.

**15. DATE OF NEXT MEETING**

To note the date of the next meeting of the Council Matters Committee – Monday 12<sup>th</sup> October 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

**PAPERS FOR THE MEETING OF COUNCIL MATTERS  
THURSDAY 17<sup>TH</sup> SEPTEMBER 2020 AT 7PM – HELD REMOTELY USING ZOOM**

MEETING LINK: <https://zoom.us/j/91693709479?pwd=bXRpc21pdks3SHNPN1JMTElBdTQrUT09>  
Meeting ID: 916 9370 9479 Passcode: 862147

**2. CONFIRMATION OF MINUTES**

To update on any matters arising from the minutes of 13<sup>th</sup> July 2020 (already agreed by Full Council)

**MINUTES OF THE MEETING OF COUNCIL MATTERS  
MONDAY 13<sup>TH</sup> JULY 2020 AT 7PM – HELD REMOTELY USING ZOOM**

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

**In Attendance:** Cllrs G Allen, S Collinson and L Webberley, C Marlton (Town Clerk), member of the public

**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.

It was agreed that the member of the public would speak under item 6.

*The Committee reconvened.*

**2. CONFIRMATION OF MINUTES**

To update on any matters arising from the minutes of 8<sup>th</sup> June 2020. (Note: already agreed through Full Council.)

No matters arising. Minutes already ratified.

### 3. ALCOHOL LICENSE

To consider a variation to the premises licence of Morrisons Service Station, Station Road, Totnes, TQ9 5JR from Wm Morrison Supermarkets PLC. The application is to extend the hours for sale of alcohol for consumption off the premises to 24hrs. The hours currently licensed for the sale of alcohol is Monday to Sunday from 6am to midnight.

Object to the variation for the following reasons:

- Public Safety – concern that the location could attract those driving under the influence of alcohol.
- Prevention of Public Nuisance – the service station sits in a residential area.
- Prevention of Crime and Disorder – 24 hour sale of alcohol could see this location become a magnet for the homeless, drug and alcohol addicts.
- Safeguarding – for the staff in the store and for young people given the close proximity to KEVICC, the Skate Park and Vire Island.

### 4. BUDGET MONITOR

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

Noted and agreed.

### 5. GREEN TRAVEL COORDINATOR

To note receipt of the S106 funding and to consider a recruitment timeline.

Noted. Funding has been received from TQ9 for the position. An update will go onto the Totnes Town Council website setting out the position, that the recruitment campaign will formally go out mid-August with interviews to be held in September.

### 6. PUBLIC REALM WORKING GROUP

To consider any action points and proposed expenditure, including how to progress the Shared Space project.

It was **RECOMMENDED** to Full Council to approve the amended Public Realm budget for 2021 – attached.

It was **RECOMMENDED** to Full Council to approve up to £20000 (and give Council Matters delegated authority to finalise a specification) for an electric vehicle for the Town Maintenance Officer, with the Clerk to investigate various options and report back to the Council Matters committee with costed options.

It was **RECOMMENDED** to Full Council to place planters at Bank Lane and outside the Guildhall and apply to place planters at the locations identified by STAG/Cllr Luker as part of shared space measures.

It was **RECOMMENDED** to Full Council that Cllr Collinson be Deputy Chair of the Public Realm Working Group.

It was **RECOMMENDED** to Full Council a policy position from the Town Council that prohibits the permanent placement of commercial bins on Fore and High Street for the storage of rubbish. The policy would not affect the placement of soft bags or bins left on the pavements overnight.

It was **RECOMMENDED** to Full Council that the draft letter from Cllr Luker is reviewed and is widened out to the neighbouring villages in terms of circulation.

Standing Orders were suspended to enable a member of the public to speak. The member of the public explained a proposal to prevent a right turn onto Plymouth Road from The Narrows, and left turn by the Bay Horse Inn to prevent rat run behaviour. The item will be included on the Full Council agenda  
The item will be included on the Full Council agenda.

Standing Orders resumed.

It was **RECOMMENDED** to Full Council that the Council does not move the notice board outside the Town Mill to the bus stop as requested, as the Town Council already has advertising space on the bus shelter. It was noted that the request is from the Totnes Trust, not Bridgetown Alive. Notice board outside the Town Mill.

#### **7. NEIGHBOURHOOD PLAN**

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

Noted. Revisions to the plan were agreed at the meeting last week. The next Working Group is planned for 27<sup>th</sup> August to review the final document with the aim of sending it to Full Council in September for endorsement.

#### **8. CEMETERY WORKING GROUP**

**To consider any action points and proposed expenditure.**

It was **RESOLVED** that the grounds maintenance contract is unchanged in the current year, but that the maintenance specification is reviewed in good time prior to budget setting and contract tendering, to allow for any changes to be properly costed.

It was **RESOLVED** that the six cherry trees can be planted as long as they are on a dwarfing rootstock, with the TMO and Administrator having input on the planting locations.

#### **9. TOTNES MUSEUM**

**To note a proposed change in the governance of Totnes Museum and the landlord responsibilities associated.**

Noted. It was **AGREED** that the Museum Trustees will be asked to pay for the rewrite of the lease given their change of organisational status.

#### **10. TRANSITION TOWN FUNDING AMENDMENT**

**To consider a minor alteration to previously agreed S137 funding.**

Cllr Hodgson declare a personal interest.

It was **AGREED** to allow the remainder of the funding allocated (£1452) to be used on the Transition Streets project.

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. COMMERCIAL CONTRACT**

**To consider how to proceed with a commercial contract given liquidation of the company.**

It was **RECOMMENDED** to Full Council that Perch and Ponder be appointed to undertake the continued wayfinding project to allow continuity of design team.

**12. LEGAL MATTER**

**To consider an update and actions required.**

It was **RECOMMENDED** to Full Council that the clerk action a solicitor's letter and application to SHDC for an Asset of Community Value.

**13. CLERK CONTRACT**

**To consider a reviewed employment contract for the Town Clerk.**

It was **RECOMMENDED** to Full Council that amendments were made to the employment contract as follows:

- a) That full time should be 35 hours a week for all staff (budget calculations needed).
- b) That the holiday entitlement for all staff be reviewed.
- c) That the notice period in the Clerk's contract should be increased to three months on both sides.

**14. STAFF UPDATE**

**To note a general staff update.**

Noted.

**15. BANK RECONCILIATION**

**To consider and agree the bank and petty cash reconciliations.**

Noted.

**16. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Council Matters Committee – Monday 14<sup>th</sup> September at 7.00pm.**

Noted.

**3. BUDGET MONITOR**

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

**6. VENUES WORKING GROUP**

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

17th September 2020 Council Matters Committee	18/19 YEAR END	19/20 YEAR END	20/21 CURRENT (as of 3rd September 2020)		2021/22 ONWARDS		
			Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	2021/22
Admin	190666	224062	99821	286500	306500	308000	310000
1 Salaries and pensions for all staff							
2							
3 Staff Training and Travel	2633	3296	573	3500	4000	4000	4000
4 Staff Eye Tests	99	50	0	400	500	500	500
5 Staff Recruitment	789	1558	807	1000	500	500	500
6 Utilities	2525	2870	934	2600	2600	2700	2800
7 Office Supplies	2034	545	593	1000	1750	1750	1750
8 Photocopier	1549	1582	742	2200	2000	2000	2000
9 Insurance	5536	7365	7231	7365	7500	7500	7500
10 Office Equipment	2012	864	921	1500	1500	1500	1500
11 Car park permits income and green sacks	-408	-40	0	0	0	0	0
12 SUB TOTAL	207435	242162	111622	306065	326850	328450	330550
13 Civic and Democratic	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED		2021/22	2022/23
14 Mayoral Allowance	379	394	0	400	400	410	425
15 Civic and Mayoral Events (expenditure)	5902	4196	126	5750	5750	5750	5750
16 Civic Events (income)	-2123	-1127	0	0	0	0	0
17 Civic Regalia	24	344	0	400	400	400	400
18 Mayoral Travel and Expenses	401	146	0	400	400	400	425
19 Councillor Allowances	3788	2623	0	6400	6400	6560	6800
20 Councillor Training and Travel	948	352	0	2000	2000	2000	2000
21 Councillor IT equipment	0	1281	1770	1770	1500	1500	6500
22 Professional Fees	3123	3908	1491	6250	6250	6250	6250
23 Elections	0	161	0	6000	6000	6000	6000
24 Subscriptions	2179	2558	2042	2150	2150	2200	2250
25 Community Outreach work	1349	4133	2121	2000	2000	2000	2000
26 Website and IT	1049	11312	-3770	2500	2500	2500	2500
27 SUB TOTAL	17019	30281	3780	36020	35750	35970	41300
28 Tourism	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED		2021/22	2022/23
29 Visit Totnes Marketing	2390	4710	348	5000	5000	7500	7500

Review required on staffing structure and costings. Expected figure will change but will remain under the originally budgeted figure.

Overspent. Suggest S106 monies used for Green Travel recruitment.

Budget allowance from the last financial year showing as a credit

Overspend agreed Full Council 7th September

	12636	12636	12636	12636	12636	0	12636	0	0
30 Pension costs									
31 Totnes Guide	14737	14219	1018	6000	15000	6500	6500	6500	6500
32 Totnes Guide and Website Income	-18260	-16844	-168	0	-15000	-2000	-2000	-2000	-2000
33 Bank Charges / Paypal	172	20	0	0	210	210	210	210	210
34 Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	553	248	600	600	600	600	600	600
35 SUB TOTAL	11847	15294	1446	24236	18446	12810	12810	12810	12810
36	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	SUB TOTAL	2021/22	2022/23	2022/23	
37 Cleaning	2738	1545	707	3000	3000	3000	3000	3000	3000
38 Building Maintenance	27453	4160	-165	5000	5000	5000	5000	5000	5000
39 Business Rates	5880	6015	6113	7000	7000	7000	7000	7000	7000
40 Water	111	120	174	200	200	200	200	200	200
41 Utilities	3783	3046	975	3500	3500	3500	3500	3500	3500
42 Equipment Maintenance	2599	1281	40	2000	2000	2000	2000	2000	2000
43 Wedding Licence renewals and marketing	2044	71	0	500	500	500	500	500	500
44 Admissions Income	-3357	-2994	0	0	-3000	-3000	-3000	-3000	-3000
45 Hire Income WEDDINGS	-2233	-2566	-325	-1000	-2750	-2750	-2750	-2750	-2750
46	39018	10678	7519	20200	15450	17950	15450	15450	15450
47 SUB TOTAL	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	SUB TOTAL	2021/22	2022/23	2022/23	
48	9776	4362	502	5500	5500	5500	5500	5500	5500
49 Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	3102	2156	811	3000	3000	3000	3000	3000	3000
50 Feed in Tariff	453	1389	308	2000	2000	2000	2000	2000	2000
51 Water	4855	3617	409	4600	4600	4700	4700	4900	4900
52 Utilities	11784	10771	520	175000	175000	25000	25000	25000	25000
53 Building Maintenance	70	70	100	250	250	250	250	250	250
54 Licences	28	515	0	1000	1000	1000	1000	1000	1000
55 Marketing Civic Hall	4320	6433	1987	4000	4000	4000	4000	4000	4000
56 Equipment Maintenance	-27723	-31500	0	-31500	-31500	-31500	-31500	-31500	-31500
57 <i>Paige Adams tariff towards Caroline Gleason</i>	-7808	-4899	-417	-5700	-5700	-5700	-5700	-5700	-5700
58 Feed in tariff income	-1143	-7086	4220	158150	158150	8250	8450	8450	8450
59 SUB TOTAL	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	SUB TOTAL	2021/22	2022/23	2022/23	
60	636	65	55	2000	2000	2000	2000	2000	2000
61 Property Maintenance	1561	1962	850	2000	2000	2500	2500	2500	2500
62 Guildhall Cottage Maintenance									
63 Property Management Fees									

No admission income due to CV19  
Reduced income due to CV19  
Overspend projected

TO BE CONSIDERED BY PAIGE ADAMS



	2443	1543	61	2250	2250	2250	2250	2250	2250
33 TOWN CLOCKS amalgamated rent and utilities and maintenance									
34 Flat 5a Loan repay	9148	9148	4574	9150	9150	9150	9150	9150	9150
35 Flat 5a Maintenance	110	9	125	2000	2000	2000	2000	2000	2000
36 Guildhall Office Maintenance	0	579	309	5000	5000	5000	5000	5000	5000
37 Museum Maintenance	3588	6122	-3325	5000	5000	5000	5000	5000	5000
38 Museum Rent Income	-2	-1	0	-5	-5	-5	-5	-5	-5
39 Eastgate Clock Rental	0	-1	0	-3	-3	-3	-3	-3	-3
40 Civic Water Supply to shop	0	-200	-200	-200	-200	-200	-200	-200	-200
41 Guildhall Cottage Income (£850 a month)	-10750	-10200	-4250	-9350	-9350	-9350	-9350	-9350	-9350
42 Guildhall Office Income (£250 per month)	0	0	0	0	0	0	0	0	0
43 COMMUNITY/NON PROFIT GROUP									
44 Flat 5a Rental Income (£695 per month)	-8340	-8340	-3475	-7645	-7645	-7645	-7645	-7645	-7645
45 SUB TOTAL	-1606	686	-5276	10197	10197	4697	4697	4697	4697
46 Cemetery	Actual 31st March 2020 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	2021/22	2022/23	2022/23	2022/23	2022/23
47 Business Rates	3616	4069	4441	5000	5000	5000	5000	5000	5000
48 Water	143	127	23	150	150	150	150	150	150
49 Grounds Maintenance (Grass cutting and works)	21795	21179	4228	23000	23000	24000	24000	25000	25000
50 Works and Maintenance (Wenotrials, Paths, Fences, Refuse collection)	34099	1495	322	3000	3000	3000	3000	3000	3000
51 Chapel	244	0	150	500	500	500	500	500	500
52 Cemetery Fees Income Amalgamated	-8495	-11375	-4270	-8000	-8000	-8000	-8000	-8000	-8000
53 SUB TOTAL	51402	15495	4894	23650	23650	24650	24650	25650	25650
54 Open Spaces	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	2021/22	2022/23	2022/23	2022/23	2022/23
55 Ramparts Walk (regular cuts and tidying)	163	0	112	600	600	600	600	600	600
56 St Marys Churchyard (Walls and trees)	390	414	201	1000	1000	1000	1000	1000	1000
57 Castle Meadow Maintenance and Water	160	57	25	250	250	250	250	250	250
58 Castle Meadow and allotments income	-210	-210	-8	-210	-210	-210	-210	-210	-210
59 SUB TOTAL	503	261	330	1640	1640	1640	1640	1640	1640
60 Precept and Income	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	2021/22	2022/23	2022/23	2022/23	2022/23
61 Bank Charges	156	150	42	300	300	300	300	300	300
62 Precept and Income	-355640	-494000	-267640	-535280	-535280	-551338	-551338	-567879	-567879
63 Council Tax Grant (only guaranteed until 19/20)	-22230	-20040	-10020	-10020	-10020	0	0	0	0
64 Charity of Paige Adams RATE ABATEMENT	0	0	0	-105000	-105000	0	0	0	0
65 SECTION 106 FUNDS GREEN TRAVEL	0	0	-7000	-7000	-7000	0	0	0	0
66 SUB TOTAL	-377714	-513890	-347618	-650000	-650000	-551038	-551038	-567579	-567579
67 Community Development	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	2021/22	2022/23	2022/23	2022/23	2022/23
68 Skate Park	0	0	0	13200	13200	5000	5000	5000	5000
69 Public Toilets	0	SEE COMMUNITY PROJE	0	15000	17600	40000	40000	40000	40000

maintenance commitment carried forward from 2019/20

TO BE CONSIDERED

TO BE CONSIDERED - NOT CONFIRMED

Rate abatement to be transferred in current year as projects were delayed

Underspend expected due to closures during CV19

	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJECTS	0	25000	25000	25000
22 Caring Town Information Exchange							25000
23 Citizens Advice Service							1000
24 Neighbourhood Plan/Planning	11586	9252	13262	1750	1000	1000	1000
25 Community projects and public realm	35412	76024		150000	135000	61500	55000
26 Community Grants Scheme/COVID 19	0	0		19690	0	0	0
27 Arts and Culture and Events - INCOME	2183	6185		5000	5000	5000	5000
28 OVER EXPENDITURE INCLUDED	0	0		8015	8015	8015	8015
29 Heritage Support	0	0		40601	0	0	0
30 S137 FUNDING				-11500	0	0	0
31 GRANT FUNDING/PROJECT INCOME	-4736	-1845		5000	5000	5000	5000
32 Climate Change Emergency Work	0	0		£246,756	£209,815	£150,515	£144,015
33 SUB TOTAL	£44,445	£89,616	£18,863	£176,914	£184,948	£33,894	£16,983
34 TOTAL	-£8,794	-£116,501	-£200,220	£8034 current expected underspend for 2020/21			

Reallocated to S137 expenditure line

Overspend expected due to delay in final stages pre REG 15 submission.

Public Realm budget overspend RESOLVED at Full Council in July 2020

Overspend expected due to additional Covid 19 support. Includes 4 weeks of Idverde and Bob the Bus for extended road closures



## Venues Working Group Meeting – Tuesday 8<sup>th</sup> 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 13<sup>th</sup> 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 3<sup>rd</sup> November 2020 at 1pm.**

Agreed.

## 7. STRATEGY SETTING

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

### Totnes Town Council Strategic Priorities

#### Workshop Notes; Thursday September 3<sup>rd</sup> 2020

Present: Cllrs Hodgson, C Allford, Luker, Allen, Collinson, Piper, Price, Adams, Trow, P Allford, Webberley, Paine

Apologies: Cllrs Galvin, Matthews, Skinner

#### TOURISM.

**1. Art and festivals.** Build on the town's creativity and food offer – with Arts festivals and food festivals. Multi-location week-long festivities with stalls, events and activities, guest speakers, music, lots of art and food. Make the most of quirky spaces throughout the town. Develop a year-round programme that goes beyond open studios.

**Inspiration:** [exeterstreetartsfestival.co.uk](http://exeterstreetartsfestival.co.uk) and [www.dartmusicfestival.co.uk](http://www.dartmusicfestival.co.uk),

Totnes could develop an offer filling the gaps that Dartington has left – more vibrant in town with cafes, restaurants and pubs.

There is potential to develop (a quality controlled) street performers and buskers programme, support the request from rickshaws to offer rides in town etc.

**Post-Covid recovery-** we should be preparing for a resurgence of creativity and should harness this.

Work with **other TICs** and transport providers to highlight or create new routes to and between other towns for events and activities

**2. River.** Discussion on developing the River as a gateway to Totnes with a strong desire to grow the offer of the river as a destination. This might include encouraging and promoting opportunities for:

- More watersports from the Quaysides;
- More cafes and other refreshment offers (stalls/pop ups?)
- Boat restaurants
- Boat hostels/café
- Regatta(s)
- Water festivals
- Other festivals
- Enhance and promote riverside walks (work with the Ramblers on this)
- A literal gateway – a welcoming artistic arch on Steamer Quay linking to town centre

**Inspiration** from Bristol: <https://www.kylebluebristol.co.uk> and <https://www.allaboardwatersports.co.uk>

**Inspiration** from River Wye: <https://www.wyefloat.com>

**Opportunities:** need to strengthen partnerships with existing organisations and landowners – Rowing Club, South Hams DC, Ramblers and other walking groups.

**Weakness/Threat:** Tidal river – sports, cafes and boat-based hospitality less attractive at low tide. Parking may be an issue –

Work with:  
[www.canoeadventures.co.uk](http://www.canoeadventures.co.uk)  
[www.dartmouthrailriver.co.uk](http://www.dartmouthrailriver.co.uk)  
[www.totnes-boating.co.uk](http://www.totnes-boating.co.uk)  
[www.thefizzboat.co.uk](http://www.thefizzboat.co.uk)  
[www.darttotnes.co.uk](http://www.darttotnes.co.uk)  
Riverside Café, Steamer Bistro and  
**others (please add!)**

Long Marsh and potential KEVICS

**Impact of COVID19** – the South Devon Railway hasn't re-opened the Totnes site yet, and is struggling financially as social distancing measures and numbers of volunteers (many shielding/at risk) prevent safety measures to be met.

**Town Council role:** development of the vision, partnership facilitator, influencers. Promotion and marketing

**3. Heritage Trails** build on work already underway – seek funding to deliver

## **ECONOMY**

---

A strong and resilient economy in Totnes is closely linked to tourism, a healthy and resilient high street, support and incubation units for SMEs, entrepreneurs, and the creative industries Totnes is renowned for. Discussions at the workshop included:

- Several links to Tourism – the **South Devon railway** does attract a number of visitors and is closed. High Street still a contentious subject, and lack of clarity on exact numbers of people shopping/buying on days the road has been closed.
- Concern that Sharpham Wine and Cheese plan to be moving their tasting sessions, shop and café to the other side of the river, taking away a Totnes-based destination. **Needs to be fact checked and clarified.**

Discussions continued to link issues and potential to Tourism and community:

- festivals, street feasts and music
- look at spaces and businesses that lend themselves to a European Piazza style evening once a week? Tables and music outdoors
- river taxis. Concern that the 'blue boats' aren't running now. Post Covid Vision could include a number of commercial boat trips starting and ending their tours in Totnes, and visitor experience extended by visiting the town centre (shops, eateries etc)
- cafes in park and rugby club.
- Totnes about to be listed in national Healthy High Streets;
- Economic Regeneration – our relationship with the Chamber of Commerce (and their structure and numbers) often poses problems – how to clarify and resolve?

Totnes has a wealth of SMEs, entrepreneurial people, and creative industries – we should prepare for a resurgence of creativity in our local economy, offering and welcoming diversity in all its forms. The Atmos downfall should have been a legacy to the community, without plans coming to fruition we need to identify starter units and incubation units to allow creative development.

- What are S Hams' proposals for commercial and industrial land or premises?
- Town Council to carry out an audit of Assets of Community Value and what potential there is to use for start ups etc

Can we work with Reconomy on this? Could we hold a day of ideas, part of the next Local Economy Forum, facilitated by Jay Tompt? [www.reconomycentre.org/home/lef](http://www.reconomycentre.org/home/lef) **Who to action?**

Town Council has a meeting at end Sept with Chris Brooks (South Hams) to discuss businesses and economic growth. We could clarify S Hams assets and what they may want to pass on to Town council – if its toilets and land we'd like car parks too!

Cross over with Community resilience – economy should also embrace **helping people out of poverty** to contribute to the economy – therefore skills, education and opportunities need enhancing.

Micro-economy/LETS schemes also valuable for helping people out of poverty

Can we influence stimulating the new Government Green Homes scheme uptake? Grants for landlords and homeowners for energy saving measures [www.gov.uk/guidance/apply-for-the-green-homes-grant-scheme](http://www.gov.uk/guidance/apply-for-the-green-homes-grant-scheme)

## COMMUNITY RESILIENCE

---

Totnes has a vibrant and diverse community, strengthened by a large number of community groups and local or community-run services, many drawing on large numbers of volunteers to deliver support to vulnerable groups. The recent Covid emergency has demonstrated both the value of those volunteers in reaching those in need, and the vulnerability of the volunteer infrastructure, as many are older and vulnerable people themselves. We need an intergenerational volunteer force for such activities to be sustainable, particularly through lockdown and social distancing measures.

Discussion included:

- The Mansion and TCDS: are they fulfilling their CAT agreement, and if not, can the Town Council take it on? It's a valuable and central underused resource for the community;
- Support services, particularly for the vulnerable or social care providers, seem to be dispersed through town – it would be good to see more collaboration and co-location of services, either in The Mansion and Rushmore House (DCC). In terms of inclusivity, the most vulnerable people are farmed out to offices located in the industrial estate – the Mansion could offer so much more. The current locations of support for young people, services for drugs and alcohol, homelessness etc contribute to the marginalisation and inclusion of many.
- Potential for Caring Town Totnes umbrella to merge into a more centralised role with a community Forum and Community Resilience/Empowerment officer coordinating work and projects.
- Bob the Bus – concern over sustainability of finances and drivers
- The need for a Totnes Town Council Equality Assessment Framework (and internal audit partnership meetings, social care etc)
- Supporting the vulnerable – do we/partners know who the vulnerable are, what their needs are, and how to reach them?

## CLIMATE CHANGE AND GREEN TRAVEL

---

Both Devon County Council and South Hams DC have a Climate Emergency Plan, if we are to adopt a strategic Priority it needs to clearly identify what the role and responsibility of the Town Council is. The Climate Change Action Group are meeting mid-Sept to integrate all the actions from the workshops held last November and create a cohesive document – how to pull out town council responsibilities in the Action Plan?

[www.southhams.gov.uk/article/6464/A-Plan-for-Climate-Change-Action](http://www.southhams.gov.uk/article/6464/A-Plan-for-Climate-Change-Action)

Ideas put forward to work up with South Hams:

- Introducing a **congestion charge** to vehicles driving through town. The hill in Bridgetown is notorious for poor air quality. Concept supported by Env Health S Hams, delivering Clean Air Strategy. Monies raised could contribute to Green travel or community energy schemes
- Be more familiar with our Emergency Plan in case of extreme weather, second Covid lockdown or other pandemic etc. Know roles and responsibilities of responders and agencies.

Recruitment for **Totnes Green Travel Coordinator** is due to start imminently.

Other issues discussed (most will be in the Climate Change Working group document)

- Enhanced and increased cycle paths;
- Electric Rickshaw/bikes in town;
- Ensure the Railway Station and main line has capacity to maintain services
- Energy for homes
- Energy efficiency – promote Green Homes Grants [www.gov.uk/guidance/apply-for-the-green-homes-grant-scheme](http://www.gov.uk/guidance/apply-for-the-green-homes-grant-scheme)

- Reduce traffic

#### **PROPOSED TIMELINE:**

**NEW MEETING: MONDAY 28<sup>TH</sup> SEPTEMBER 2020 AT 6PM** - Reviewing priorities from Strategy Setting session, considering suggested amendments to the standing orders/committee structure and considering staffing review proposals.

**MONDAY 5<sup>TH</sup> OCTOBER 2020 FULL COUNCIL** – Reviewing recommendations from September Council Matters in relation to staffing, and from the 28<sup>th</sup> September priority setting review and reviewing a new priority action plan for adoption.

**MONDAY 12<sup>TH</sup> OCTOBER 2020 COUNCIL MATTERS** – Reviewing a tracked changes version of the standing orders and committee structure. Update on the staffing review.

**MONDAY 2<sup>ND</sup> NOVEMBER 2020 FULL COUNCIL** – Reviewing the recommendations on the new committee structure and standing orders from Council Matters for adoption.

**MONDAY 9<sup>TH</sup> NOVEMBER 2020 COUNCIL MATTERS** – Finalising any amendments to the staffing structure required.

#### **10. EXTERNAL AUDIT**

To note the completion of the external Audit. DOCUMENTS ATTACHED



**Section 3 – External Auditor Report and Certificate 2019/20**

In respect of **TOTNES TOWN COUNCIL – DV0364**

**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**

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

[Empty box for external auditor report content]

Other matters not affecting our opinion which we draw to the attention of the authority:  
None.

**3 External auditor certificate 2019/20**

We 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.

External Auditor Name	PKF LITTLEJOHN LLP		
External Auditor Signature	PKF Littlejohn LLP	Date	08/09/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

17

## 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" means that this authority:
	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:

15.06.20

and recorded as minute reference:

ITEM 11

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

Chairman

Clerk

*Joseph*  
*Catherine Martin*

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	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.  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 cashbook 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.

*Catherine Marilton*  
Date 15.06.20

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

15.06.20  
as recorded in minute reference:  
ITEM 12

Signed by Chairman of the meeting where the Accounting Statements were approved  
*[Signature]*