



**AGENDA FOR THE MEETING OF COUNCIL MATTERS
MONDAY 9TH NOVEMBER 2020 AT 7PM – HELD REMOTELY USING ZOOM**

MEETING LINK: <https://zoom.us/j/93046689753> Meeting ID: 930 4668 9753

You are hereby SUMMONED to attend the **Council Matters Committee**, which is to be held using remote meeting service Zoom on **Monday 9th November 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 12th October 2020. (Note: already agreed through Full Council.) Document enclosed.

3. BUDGET MONITOR

To consider the Budget Monitor. Document enclosed.

4. ARTS WORKING GROUP

To note any update from the Arts Working Group. Document to follow.

5. TREE PLANTING DAY

To consider any proposals for Tree Planting Day in late November. Document to follow Cllr Hodgson.

6. TIMESCALE FOR PRECEPT AND ANNUAL BUDGET

To note the timescale for setting the 2021 precept and annual budget. Document enclosed.

7. EASTGATE STORAGE

To note the Eastgate storage proposal and template licence agreement. Document enclosed.

8. TOTNES MUSEUM

To note an update following a meeting with Museum Trustees. Document enclosed.

9. TOWN MAINTENANCE OFFICER RECRUITMENT

To consider the recruitment timeline for the Town Maintenance Officer. Document enclosed

10. SHARED SPACE

To consider the proposed representatives for the Town Council when liaising with DCC on Shared Space.
Verbal update Town Clerk.

11. TOWN CENTRE SURVEYS

To note the distribution list for hard copies of the Town Centre survey. 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)*

12. STAFFING UPDATE

To consider an update on the staffing restructure. Verbal update Town Clerk.

13. STAFFING BUDGET

To consider the current 2020/21 in year staffing budget projection. Document enclosed.

14. BANK STATEMENTS AND RECONCILIATIONS

To consider the bank statements and reconciliations. Documents enclosed.

15. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th December at 7pm (please note the meeting time changes to 5.30pm from January 2021).



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.



**AGENDA PAPERS FOR THE MEETING OF COUNCIL MATTERS
MONDAY 9TH NOVEMBER 2020 AT 7PM – HELD REMOTELY USING ZOOM**
MEETING LINK: <https://zoom.us/j/93046689753> Meeting ID: 930 4668 9753

ITEM 2 CONFIRMATION OF MINUTES

To update on any matters arising from the minutes of 12th October 2020.

**MINUTES OF THE MEETING OF COUNCIL MATTERS
MONDAY 12TH OCTOBER 2020 AT 7PM – HELD REMOTELY USING ZOOM**

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

Apologies: Cllr M Adams.

Not Present: Cllr V Trow.

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.

It was **AGREED** to accept the apologies received from Cllr Adams.

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 17th September 2020.

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

3. PUBLIC REALM WORKING GROUP

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

Noted. It was **AGREED** to: pursue additional seating for Longmarsh with the consent of South Hams District Council and Berry Pomeroy Parish Council; and for a one-off grass cut of St Mary's Churchyard with the cut grass to be cleared and removed.

4. ARTS WORKING GROUP

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

Noted. The budget allocation was approved. Window Wonderland: it was suggested that if people enjoy the displays they could make a donation to Totnes Caring; and Cllr Piper will speak to English in Totnes about decorating the windows in Eastgate.

5. VENUES WORKING GROUP

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

Noted. Planning permission has been received to install automatic doors in the Civic Hall, which have been grant funded.

6. BRIDGETOWN COMMUNITY HALL

To consider a request for funding.

Cllr C Allford and Cllr J Hodgson declared a personal interest. Funding is being sought for a disability ramp and a new floor covering in the hall. It was **AGREED** to contribute £1344.00 towards these costs.

7. GREEN TRAVEL

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

It was **AGREED** to give the Clerk delegated authority to offer the green travel position to the highest scoring candidate.

8. FUTURE AGENDAS

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

Noted.

9. STANDING ORDERS

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

Noted. Meetings will begin at 5.30pm from January 2021.

*The Committee **RESOLVED** to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

10. TOTNES MUSEUM

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

It was **AGREED** that the Clerk would call a meeting with Museum Trustees, Cllr Piper and Cllr Price to discuss the detail.

11. STAFF UPDATE

To note a general staff update.

The verbal update was noted.

12. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 9th November at 7.00pm.

Noted.

Catherine Marlton

Town Clerk

ITEM 3 BUDGET MONITOR

See attached

ITEM 4 ARTS WORKING GROUP

To follow/verbal update as required.

ITEM 5 TREE PLANTING

To follow Cllr Hodgson

ITEM 6 PRECEPT AND ANNUAL BUDGET

- Monday 16th November – Clerk sends current year and proposed 2021/22 budget to all Councillors by email. Councillors indicate if they wish to have a one to one meeting by Zoom with the Clerk to discuss the detail of the proposals.
- Wednesday 25th November – Clerk/Councillor meetings on the budget as required.
- Wednesday 9th December – final draft budget is sent out with Council Matters papers
- Monday 14th December 2020 – Council Matters to consider the budget and make a recommendation to Full Council for setting the precept. **All Councillors encouraged to attend.**
- Monday 11th January 2021 – Full Council consider recommendation from Council Matters and set the annual precept for 2021/22

ITEM 7 EASTGATE

See attached

ITEM 8 TOTNES MUSEUM

To note an update following a meeting with Museum Trustees.

Totnes Town Council meeting with Totnes Museum Trust

Tuesday 20th October at Totnes Museum 12-00 – 2-00pm

Notes of the meeting:

Attending:

Totnes Town Council: Clerk – Catherine Marlton; Councillors Ben Piper and Emily Price

COUNCIL MATTERS 9th November 2020

Agenda-notes

[brief notes of the discussions and their outcome as well as an inspection of the attic room and Babbage room to look at the window]

1. The updated lease.

After a lengthy discussion and clarification from both the Town Council and the Museum Trust, it was agreed that the legal review of the lease, by TC and MT trust solicitors that the restrictive interpretation of the lease was the correct interpretation.

The agreed division of responsibilities were that the Town Council were responsible for the maintenance of the building's exterior walls and roof while the Museum Trust was responsible for all other elements such as the windows, service media, security, insurance.

It was also agreed that the Clerk would clarify with the TC solicitor that all that was required to change the name on the lease was the assigning of the lease form the Totnes Museum trust to the Totnes Museum Trust CIO. Assuming the solicitor agrees there was no need to write a new lease just amend the existing. Peter B. gave Catherine a copy the CIO registration certificate for the TC records so that it is registered with the town council.

2. The roof and slipped slates.

No obvious water ingress or damage was noted inside the attic of the building. **The TC will contact the neighbours to get access to said slipped times when a Town Maintenance Officer is in place.**

The Babbage room window was inspected and it was agreed that the Conservation officer would be asked for his view on the next steps. **The MT will book the Conservation Officer visit and the TC will pay the cost. The Town Clerk asked to be present at the Conservation Officer meeting.**

3. The plaster in the old wall in the kitchen.

This was discussed and it was agreed to refer it to the Conservation officer as he was the person who proposed removing the plaster. The Town Clerk was in favour of leaving the wall unplastered. It would help the constant drying out of the Kitchen area and cost less.

4. What has happened with the intruder and fire alarm systems?

The Town Council was informed that both the Fire alarm and the Intruder alarms had been renewed by ADT with new WiFi systems thanks to a generous grant by an anonymous donor.

There was a discussion on the Fire Risk Assessment and the requirements which would affect the museum. **The Fire Risk Assessment document will be reviewed at the meeting with the Conservation Officer to ensure that all possible measures had been taken. The Town Clerk reiterated that fire alarm checks should be happening weekly and be logged. Cllrs Price and Piper offered to volunteer to assist with this on a rota.**

5. What the Conservation officer needs to be instructed to review/give permission for.

Following a discussion on the possible works required in the Museum with repairs and Fire Regulations, it was agreed that the MT would contact and arrange for the Conservation Officer to visit the Museum and that the joint meeting costs of the Conv. Officer, TTC and MT would be covered by the TC.

6. Update on the Eastgate storage

The TC is waiting for a licence to be prepared by the TC solicitors for the 3 organisations using the Eastgate for storage. When this is completed the Museum will be notified and it can be agreed and signed. It is possible that the storage space will need to be rejigged to allow the Town Council to reclaim more space. **The TC will forward said draft licence agreement in due course.**

7. AOB

The Town Council was very positive and wanted a constructive relationship with the MT and would like to work cooperatively with the MT.

The MT updated the TC on the forward plans of the Museum and the present project of updating the software which being undertaken at present.

There was a discussion over items from the Museum Collection at the Guildhall and the loss of records/paperwork. This would be followed up through the new software to see if anything had been misplaced. **The Town Clerk reiterated that the Town Council do not insure any MT items located in Eastgate or the Guildhall and that in the event of fire/damage/theft there would be no financial compensation to the MT.**

ITEM 9 TMO Recruitment

See attached.

ITEM 11 Survey distribution list

To follow by email.

3-Budget Monitor

ITEM 3

1	9th November Council Matters Committee	18/19 YEAR		19/20 YEAR		20/21 CURRENT (as of 14th October 2020)			2021/22 ONWARDS		
		Actual 31st March 2019 YEAR END	END	Actual 31st March 2020 YEAR END	END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	2022/23	
2	Admin	190666		224062		124441	285000	306500	308000	310000	Staffing review process continues as agreed. Expected figure will change but will remain under the originally budgeted figure.
3	Salaries and pensions for all staff	2633		3296		877	2000	4000	4000	4000	Training mainly webinars which is more cost effective.
4	Staff Training and Travel	99		50		0	400	500	500	500	Overspent. \$106 monies will be used for Green Travel recruitment.
5	Staff Eye Tests	789		1558		807	1500	500	500	500	
6	Staff Recruitment	2525		2870		1097	2600	2600	2700	2800	
7	Utilities	2034		545		637	1250	1750	1750	1750	
8	Office Supplies	1549		1592		742	2000	2000	2000	2000	
9	Photocopier	5536		7365		7231	7365	7500	7500	7500	
10	Insurance	2012		864		933	1500	1500	1500	1500	
11	Office Equipment	-408		-40		0	0	0	0	0	
12	Car park permits income and green sacks	207435		242162		136765	303615	326850	328450	330550	Underspend expected
13	SUB TOTAL	Actual 31st March 2019 YEAR END		Actual 31st March 2020 YEAR END		CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	2022/23	
14	Civic and Democratic	379		394		0	400	400	410	425	
15	Mayoral Allowance	5902		4196		126	4000	5750	5750	5750	Expected underspend due to CV 19
16	Civic and Mayoral Events (expenditure)	-2123		-1127		0	0	0	0	0	
17	Civic Events (income)	24		344		0	200	400	400	400	Expected underspend due to CV 19
18	Civic Regalia	401		146		0	200	400	400	425	Expected underspend due to CV 19
19	Mayoral Travel and Expenses	3788		2623		0	6400	6400	6560	6800	
20	Councillor Allowances	948		352		160	1000	2000	2000	2000	Training mainly webinars which is more cost effective.
21	Councillor Training and Travel	0		1281		1770	1770	1500	1500	6500	
22	Councillor IT equipment	3123		3908		2331	6250	6250	6250	6250	
23	Professional Fees	0		161		0	0	6000	6000	6000	Elections are not allowed until the next financial year.
24	Subscriptions	2179		2558		2078	2150	2150	2200	2250	
25	Community Outreach work	1349		4133		2499	2500	2000	2000	2000	
26	Website and IT	1049		11312		-3539	2500	2500	2500	2500	Budget allowance from the last financial year showing as a credit
27	SUB TOTAL	17019		30281		5425	27370	35750	35970	41300	Underspend expected
28	Tourism	Actual 31st March 2019 YEAR END		Actual 31st March 2020 YEAR END		CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	2022/23	

29	Visit Totnes Marketing	2390	4710	348	5000	5000	7500	7500	
30	Pension costs	12636	12636	0	12636	12636	0	0	
31	Totnes Guide	14737	14219	1217	6000	15000	6500	6500	
32	Totnes Guide and Website Income	-18260	-16844	-343	-343	-15000	-2000	-2000	Full Council RESOLVED to support local businesses by offering free advertising, taking a hit on income.
33	Bank Charges / Paypal	172	20	0	0	210	210	210	
34	Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	553	273	600	600	600	600	
35	SUB TOTAL	11847	15294	1495	23893	18446	12810	12810	Overspend agreed Full Council 7th September
36	Guildhall	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	2022/23	
37	Cleaning	2738	1545	743	1500	3000	3000	3000	Expected underspend due to CV 19
38	Building Maintenance	27453	4160	-165	5000	5000	5000	5000	
39	Business Rates	5880	6015	6113	7000	7000	7000	7000	
40	Water	111	120	217	300	200	200	200	Water cost increase this year
41	Utilities	3783	3046	1074	3500	3500	3500	3500	
42	Equipment Maintenance	2599	1281	40	2000	2000	2000	2000	
43	Wedding Licence renewals and marketing	2044	71	0	500	500	3000	500	
44	Admissions income	-3357	-2994	0	0	-3000	-3000	-3000	No admission income due to CV19
46	Hire Income WEDDINGS	-2233	-2566	-325	-325	-2750	-2750	-2750	Reduced income due to CV19
47	SUB TOTAL	39018	10678	7697	19475	15450	17950	15450	Overspend projected
48	Civic Hall	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	2022/23	
49	Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	4362	567	1250	5500	5500	5500	
50	Feed in Tariff	3102	2156	811	3000	3000	3000	3000	
51	Water	453	1389	308	1500	2000	2000	2000	Expected underspend due to CV 19
52	Utilities	4855	3617	488	2500	4600	4700	4900	Expected underspend due to CV 19
53	Building Maintenance	11784	10771	650	75000	175000	200000	250000	Expected underspend due project delays
54	Licences	70	70	170	250	250	250	250	
55	Marketing Civic Hall	28	515	0	0	1000	1000	1000	Marketing to be deferred until recruitment happens and Civic Hall is operational
56	Equipment Maintenance	4320	6433	2317	4000	4000	4000	4000	
57	Paige Adams Grant towards Caretaking, Cleaning and	-27723	-31500	0	-12000	-31500	-31500	-31500	Resource contribution to Paige Adams. Final year end figure to be considered
58	Feed in tariff income	-7808	-4899	-417	-5700	-5700	-5700	-5700	

59	SUB TOTAL	-1143	-7086	4894	69800	158150	183250	8450	Underspend expected
60	Property Maintenance	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	2022/23	
61	Guildhall Cottage Maintenance	636	65	55	2000	2000	2000	2000	
62	Property Management Fees	1561	1962	1020	2000	2000	2500	2500	
63	Town Cloaks amalgamated rent and utilities and maintenance	2443	1543	74	2250	2250	2250	2250	
64	Flat 5a Loan repay	9148	9148	4574	9150	9150	9150	9150	
65	Flat 5a Maintenance	110	9	125	2000	2000	2000	2000	
66	Guildhall Office Maintenance	0	579	309	5000	5000	2000	2000	
67	Museum Maintenance	3588	6122	-3325	2500	5000	5000	5000	maintenance commitment carried forward from 2019/20
68	Museum Rent income	-2	-1	0	-5	-5	-5	-5	
69	Eastgate Clock Rental	0	-1	0	-3	-3	-3	-3	
70	Civic Water Supply to shop	0	-200	-200	-200	-200	-200	-200	
71	Guildhall Cottage Income (£850 a month)	-10750	-10200	-5100	-9350	-9350	-9350	-9350	
72	Guildhall Office Income (£250 per month)	0	0	0	0	0	-2000	-2000	TO BE CONSIDERED
73	COMMUNITY/NON PROFIT GROUP	-8340	-8340	-4170	-7645	-7645	-7645	-7645	
74	Flat 5a Rental Income (£695 per month)	-1606	686	-6638	7697	10197	5697	5697	Underspend expected
75	SUB TOTAL	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	2022/23	
76	Cemetery	3616	4069	4441	5000	5000	5000	5000	
77	Business Rates	143	127	23	150	150	150	150	
78	Water	21795	21179	5947	23000	23000	24000	25000	
79	Grounds Maintenance (Grass cutting and works)	34099	1495	358	2000	3000	3000	3000	
80	Flat 5a and maintenance (Wormholes, Dishes, Encase, refuse collection)	244	0	150	500	500	500	500	
81	Chapel	-8495	-11375	-4270	-7500	-8000	-7500	-7500	
82	Cemetery Fees Income Amalgamated	51402	15495	6649	23150	23650	25150	26150	Underspend expected
83	SUB TOTAL	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	2022/23	
84	Open Spaces	163	0	112	600	600	600	600	
85	Ramparts Walk (regular cuts and tidying)	390	414	201	1000	1000	1000	1000	
86	St. Marys Churchyard (Walls and trees)	160	57	25	250	250	250	250	
87	Castle Meadow Maintenance and Water	-210	-210	-8	-10	-210	-210	-210	Castle Meadow lease finishes
88	SUB TOTAL	503	261	330	1840	1640	1640	1640	Overspend projected
89	Precept and Income	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	2022/23	
90	Bank Charges	156	150	51	300	300	300	300	
91	Precept and Income	-355640	-494000	-535280	-535280	-535280	-551338	-567879	TO BE CONSIDERED - NOT CONFIRMED
92	Council Tax Grant (only guaranteed until 19/20)	-22230	-20040	-10020	-10020	-10020	0	0	

96	Charity of Paige Adams RATE ABATEMENT	0	0	0	0	0	0	0	0	-105000	0	THIS PAYMENT WAS PREVIOUSLY AGREED BY PAIGE ADAMS BUT MAY BE PAID IN 2021/22 BECAUSE OF DELAYS TO PROJECTS
97	SECTION 106 FUNDS GREEN TRAVEL	0	0	0	0	0	0	0	0	0	0	
98	SUB TOTAL	-377714	-513890	-70000	-70000	-615000	-615000	-615000	-656038	0	-567579	
99	Community Development	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED	2021/22	2022/23				
100	Skate Park	0	0	0	0	13200	13200	5000	13200	5000		Potential delay to project from CV19
101	Public Toilets	0	SEE COMMUNITY PROJE	16132	15000	17600	40000	40000	40000	40000		Underspend expected due to closures during CV19
102	Caring Town Information Exchange	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJE		0	25000	25000	25000	25000	25000		Reallocated to S137 expenditure line
103	Citizens Advice Service	SEE COMMUNITY PROJECTS	SEE COMMUNITY PROJE		1750	1000	1000	1000	1000	1000		Overspend expected due to delay in final stages pre REG 15 submission.
104	Neighbourhood Plan/Planning	11586	9252		150000	135000	61500	55000	61500	55000		Public Realm budget overspend RESOLVED at Full Council in July 2020
105	Community projects and public realm	35412	76024		25000	0	0	0	0	0		Overspend expected due to additional Covid 19 support. Includes 4 weeks of Idverde and Bob the Bus for extended road closures
106	Community Grants Scheme/COVID 19	0	0		5000	5000	5000	5000	5000	5000		
107	Arts and Culture and Events - INCOME OVER EXPENDITURE INCLUDED	2183	6185		8015	8015	8015	8015	8015	8015		
108	Heritage Support	0	0		40601	0	0	0	0	0		
	S137 FUNDING				17822	0	0	0	0	0		
109	GRANT FUNDING/PROJECT INCOME	-4736	-1845		-11500	0	0	0	0	0		
110	Climate Change Emergency Work	0	0		5000	5000	5000	5000	5000	5000		
111	SUB TOTAL	£44,445	£89,616	£22,454	£238,866	£209,815	£158,715	£144,015	£113,594	£144,015		Overspend projected
112	TOTAL	-£8,794	-£116,501	-£436,178	£100,706	£184,948	£113,594	£18,483				

£84242 current expected underspend for 2020/21 due to delayed projects and reductions in staffing budget

underspend due to delay in project progression

underspend and some of the community and assets expenditure rolling on into

14/10/2020

Totnes Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Budget Monitor - Sept 20

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 ADMINISTRATION								
1179 PAIGE ADAMS GRANT	26,500	0	0	0			0.0%	
6283 Car Park Permits	40	0	0	0			0.0%	
ADMINISTRATION :- Income	<u>26,540</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
1101 Salaries and Pensions	224,062	124,441	306,500	182,059		182,059	40.6%	
1103 Staff Training and Travel	3,296	877	4,000	3,123		3,123	21.9%	
1105 Staff Eye Tests	50	0	500	500		500	0.0%	
1106 Staff Recruitment	1,558	807	500	(307)		(307)	161.4%	
1110 Phone & Broadband	2,870	1,097	2,600	1,503		1,503	42.2%	
1111 Office Supplies	354	637	1,750	1,113		1,113	36.4%	
1123 Photocopier	1,592	742	2,000	1,258		1,258	37.1%	
1156 Insurance	7,365	7,231	7,500	269		269	96.4%	
1160 Office Equipment	864	933	1,500	567		567	62.2%	
1167 Events & Venues Expenditure	191	162	0	(162)		(162)	0.0%	
ADMINISTRATION :- Indirect Expenditure	<u>242,201</u>	<u>136,928</u>	<u>326,850</u>	<u>189,922</u>	<u>0</u>	<u>189,922</u>	<u>41.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(215,661)</u>	<u>(136,928)</u>	<u>(326,850)</u>	<u>(189,922)</u>				
102 CIVIC AND DEMOCRATIC								
1277 Civic Events	1,127	0	0	0			0.0%	
CIVIC AND DEMOCRATIC :- Income	<u>1,127</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
1202 Mayoral Allowance	394	0	400	400		400	0.0%	
1205 Civic Events	4,196	126	5,750	5,624		5,624	2.2%	
1225 Civic Regalia	344	0	400	400		400	0.0%	
1231 Mayoral Travel	146	0	400	400		400	0.0%	
1234 Councillor IT equipment	1,281	1,770	1,500	(270)		(270)	118.0%	
1235 Councillor Training and Travel	352	160	2,000	1,840		1,840	8.0%	
1236 Professional Fees	3,908	2,331	6,250	3,919		3,919	37.3%	
1237 Elections	161	0	6,000	6,000		6,000	0.0%	
1238 Subscriptions	2,558	2,078	2,150	72		72	96.7%	
1240 Community Outreach	4,133	2,499	2,000	(499)		(499)	125.0%	
1241 Website and IT	11,312	(3,539)	2,500	6,039		6,039	(141.6%)	
1242 Councillor Allowances	2,623	0	6,400	6,400		6,400	0.0%	
CIVIC AND DEMOCRATIC :- Indirect Expenditure	<u>31,408</u>	<u>5,426</u>	<u>35,750</u>	<u>30,324</u>	<u>0</u>	<u>30,324</u>	<u>15.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(30,281)</u>	<u>(5,426)</u>	<u>(35,750)</u>	<u>(30,324)</u>				
201 TOURISM								
2182 Totnes Guide and Website	16,844	343	15,000	14,657			2.3%	
TOURISM :- Income	<u>16,844</u>	<u>343</u>	<u>15,000</u>	<u>14,657</u>			<u>2.3%</u>	<u>0</u>

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Budget Monitor - Sept 20

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
2101 Salaries and Pensions	12,636	0	12,636	12,636		12,636	0.0%	
2106 Marketing	4,710	348	5,000	4,652		4,652	7.0%	
2116 Other TIC expenses	553	273	600	327		327	45.5%	
2161 Paypal Commission	20	0	210	210		210	0.0%	
2177 Totnes Guide and Website	14,219	1,217	15,000	13,783		13,783	8.1%	
TOURISM :- Indirect Expenditure	32,139	1,837	33,446	31,609	0	31,609	5.5%	0
Net Income over Expenditure	(15,296)	(1,495)	(18,446)	(16,951)				
301 GUILDHALL								
3181 Admissions	2,994	0	3,000	3,000			0.0%	
3183 Hire Charges	2,566	325	2,750	2,425			11.8%	
GUILDHALL :- Income	5,559	325	5,750	5,425			5.7%	0
3101 Cleaning	1,545	743	3,000	2,257		2,257	24.8%	
3103 Building Maintenance	4,160	(165)	5,000	5,165		5,165	(3.3%)	
3112 Business Rates	6,015	6,113	7,000	887		887	87.3%	
3113 Water	120	217	200	(17)		(17)	108.6%	
3114 Utilities	3,046	1,074	3,500	2,426		2,426	30.7%	
3122 Equipment Maintenance	1,281	40	2,000	1,960		1,960	2.0%	
3125 Marketing and Licences	71	0	500	500		500	0.0%	
GUILDHALL :- Indirect Expenditure	16,237	8,022	21,200	13,178	0	13,178	37.8%	0
Net Income over Expenditure	(10,678)	(7,697)	(15,450)	(7,753)				
302 CIVIC HALL								
3279 Feed in Tariff	4,899	417	5,700	5,283			7.3%	
3281 Water	200	200	200	0			100.0%	
3282 Paige Adams Grant	5,000	0	31,500	31,500			0.0%	
CIVIC HALL :- Income	10,099	617	37,400	36,783			1.7%	0
3201 Caretaking, Cleaning & Supplie	4,362	567	5,500	4,933		4,933	10.3%	
3202 Feed in Tariff	2,156	811	3,000	2,189		2,189	27.0%	
3213 Water	1,389	308	2,000	1,692		1,692	15.4%	
3214 Utilities	3,617	488	4,600	4,112		4,112	10.6%	
3222 Building Maintenance	10,771	650	175,000	174,350		174,350	0.4%	
3250 Licences	70	170	250	80		80	68.0%	
3251 Misc & Marketing Expenditure	515	0	1,000	1,000		1,000	0.0%	
3252 Equipment Maintenance	6,433	2,317	4,000	1,683		1,683	57.9%	
CIVIC HALL :- Indirect Expenditure	29,313	5,312	195,350	190,038	0	190,038	2.7%	0
Net Income over Expenditure	(19,214)	(4,694)	(157,950)	(153,256)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 PROPERTY MAINTENANCE								
3381 Museum Rent	1	0	5	5			0.0%	
3382 Guildhall Cottage Income	10,200	5,100	9,350	4,250			54.5%	
3384 Eastgate Clock Rental Income	1	0	3	3			0.0%	
3385 Flat 5A Rental Income	8,340	4,170	7,645	3,475			54.5%	
PROPERTY MAINTENANCE :- Income	18,542	9,270	17,003	7,733			54.5%	0
3303 Guildhall Cottage Maintenance	65	55	2,000	1,945	1,945	1,945	2.8%	
3306 Eastgate Clock Utilities	0	74	0	(74)	(74)	(74)	0.0%	
3311 Flat 5A Loan Repayment	9,148	4,574	9,150	4,576	4,576	4,576	50.0%	
3312 Flat 5A Maintenance	9	125	2,000	1,875	1,875	1,875	6.3%	
3314 Guildhall Office Maintenance	579	309	5,000	4,691	4,691	4,691	6.2%	
3315 Rental Property Management Fee	1,962	1,020	2,000	980	980	980	51.0%	
3316 Town Clocks	1,543	0	2,250	2,250	2,250	2,250	0.0%	
3321 Museum Maintenance	6,122	(3,325)	5,000	8,325	8,325	8,325	(66.5%)	
PROPERTY MAINTENANCE :- Indirect Expenditure	19,428	2,832	27,400	24,568	0	24,568	10.3%	0
Net Income over Expenditure	(886)	6,438	(10,397)	(16,835)				
401 CEMETERY								
4185 Cemetery Fees	11,375	4,270	8,000	3,730			53.4%	
CEMETERY :- Income	11,375	4,270	8,000	3,730			53.4%	0
4112 Business Rates	4,069	4,441	5,000	559	559	559	88.8%	
4113 Water	127	23	150	127	127	127	15.7%	
4121 Grounds Maintenance	21,179	5,947	23,000	17,053	17,053	17,053	25.9%	
4122 Works and Maintenance	1,495	358	3,000	2,642	2,642	2,642	11.9%	
4123 Chapel	0	150	500	350	350	350	30.0%	
CEMETERY :- Indirect Expenditure	26,871	10,919	31,650	20,731	0	20,731	34.5%	0
Net Income over Expenditure	(15,496)	(6,649)	(23,650)	(17,001)				
501 OPEN SPACES								
5180 Castle Meadow Rents	210	8	210	202			3.7%	
OPEN SPACES :- Income	210	8	210	202			3.7%	0
5101 Ramparts Walk	0	112	600	488	488	488	18.7%	
5102 St Mary's Churchyard	414	201	1,000	799	799	799	20.1%	
5103 Castle Meadow Water	57	25	250	225	225	225	10.2%	
OPEN SPACES :- Indirect Expenditure	472	338	1,850	1,512	0	1,512	18.3%	0
Net Income over Expenditure	(262)	(331)	(1,640)	(1,309)				

14:14

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Budget Monitor - Sept 20

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
602 PRECEPT AND INCOME								
6280 Precept	494,000	535,280	535,280	0			100.0%	
6281 Council Tax Grant	20,040	10,020	10,020	0			100.0%	
PRECEPT AND INCOME :- Income	514,040	545,300	545,300	0			100.0%	0
6202 Bank Charges	150	51	300	249		249	17.0%	
PRECEPT AND INCOME :- Indirect Expenditure	150	51	300	249	0	249	17.0%	0
Net Income over Expenditure	513,890	545,249	545,000	(249)				
701 COMMUNITY DEVELOPMENT								
7580 Community Projects	1,845	81,500	0	(81,500)			0.0%	
7582 Arts and Culture	18,394	0	0	0			0.0%	
COMMUNITY DEVELOPMENT :- Income	20,239	81,500	0	(81,500)				0
7500 S137 GRANTS	0	17,822	49,226	31,404		31,404	36.2%	
7501 Community Projects	76,024	13,004	28,200	15,196		15,196	46.1%	
7502 Neighbourhood Plan	9,252	2,520	1,750	(770)		(770)	144.0%	
7503 Arts and Culture	24,579	250	5,000	4,750		4,750	5.0%	
7505 Public Realm	0	196	150,000	149,804		149,804	0.1%	
7506 Heritage	0	0	8,015	8,015		8,015	0.0%	
7507 Climate Change	0	0	5,000	5,000		5,000	0.0%	
COMMUNITY DEVELOPMENT :- Indirect Expenditure	109,855	33,792	247,191	213,399	0	213,399	13.7%	0
Net Income over Expenditure	(89,616)	47,708	(247,191)	(294,899)				
Grand Totals:- Income	624,575	641,633	628,663	(12,970)			102.1%	
Expenditure	508,074	205,457	920,987	715,530	0	715,530	22.3%	
Net Income over Expenditure	116,501	436,176	(292,324)	(728,500)				
Movement to/(from) Gen Reserve	116,501	436,176						

COSTUME MUSEUM

IMAGE BANK

TOTNES TOWN COUNCIL

TOTNES MUSEUM

TOTNES TOWN COUNCIL

TOTNES MUSEUM

2 Feet



TOTNES TOWN COUNCIL

STORAGE AREA LICENCE AGREEMENT

THIS AGREEMENT made this (insert day) day of (insert month) 20 (insert year)

BETWEEN

(insert full name) of (insert address)
(Licensor)

AND

(insert full name) of (insert address)
(Storer)

The parties agree as follows:

PREMISES: The Storer hereby gives licence for the use of the storage space shown on the attached plan at to the Licensor.

LICENCE TERM: The licence will start on (begin date) and end on (end date).

LICENCE PAYMENT: Licensor agrees to pay the Storer as rent for the space the amount of £ annually in advance.

TERMS AND CONDITIONS:

1. Definitions

1.1 In these terms and conditions, the following words have the following meanings:

- You, your – the customer named in the schedule
- We, us, our – Totnes Town Council
- Goods – anything you store at the site
- The space – your allocated storage space in the premises
- Commencement date – the date specified in the schedule
- Site – the premises where your storage space is situated
- Access Hours – the hours we permit access to the unit
- Prohibited items – items specified below
- Deposit (If applicable) – the amount specified in the schedule
- Licence fees – the amount specified in the schedule
- Due Date – the date specified in the schedule and the corresponding date in each period or the previous business day if the due date falls on a weekend or public holiday.

2. Your Right to Occupy

2.1 We permit you to use the space in accordance with these terms and conditions from the commencement date until this agreement is terminated.

3. Access to site by you and us

3.1 You may have access to the site at any time during Totnes Town Council office hours and no access to the site will be permitted outside these hours. We may change access hours at any time without prior notice.

3.2 Only you and persons authorised in writing or accompanied by you will be permitted to have access to the site. We may ask for proof of identity from you or any other person at any time (although we are not obliged to do so) and may refuse access to anyone who fails to provide satisfactory proof of identity.

3.3 We are responsible for keeping the key for the site and you must ensure that it is locked at all times when you are not in attendance and when leaving the site. The key will be held securely in the Totnes Town Council office and must be returned to us immediately when you leave the site.

3.4 The facility is used by us, you and other licence holders. We or the other licence holders may enter the unit at any time without notifying you.

4. Use of the space and the site

4.1 You warrant that the goods you are storing in the space are your own property or the person that owns them or has an interest in them has given authority for you to store them at the site.

4.2 You may only use the space for storage and not for any other purpose. You must not store (or allow anyone else to store) any of the following in the space:

- 4.2.1 Stock for re-sale.
- 4.2.2 Food or perishable goods unless securely packed so they are protected from vermin.
- 4.2.3 Birds, fish, animals or any other living creature.
- 4.2.4 Combustible or flammable materials or liquids such as paint, petrol, oil or solvents.
- 4.2.5 Explosives weapons or ammunition.
- 4.2.6 Chemical, radioactive materials, biological agents.
- 4.2.7 Toxic waste, asbestos, used tyres or any other materials of a dangerous nature.
- 4.2.8 Any item that emits fumes, smells or odour.
- 4.2.9 Any illegal substances illegal items or goods obtained illegally.
- 4.2.10 Compressed gases.
- 4.2.11 Pornography.

4.3 You must not or allow any person to:

- 4.3.1 Use the space or do anything on the site or in the space that may be a nuisance.
- 4.3.2 Do anything on the site or in the space that may invalidate our or your insurance premiums (or those of others) or increase the premiums.
- 4.3.3 Use the space or site as office or living accommodation poste restante or as a home or business address.
- 4.3.4 Spray paint or do mechanical work of any kind in the space or on the site.
- 4.3.5 Attach anything to the walls, ceiling, floor or doors of the site.
- 4.3.6 Allow any liquid, substance, smell or odour to escape from the site or any noise to be audible or vibration to be felt outside the site.

- 4.3.7 Cause any damage to the site or its facilities or to our property and possessions or that of any of our licence holders, and if you cause any damage you must (at our option) repair, restore or replace such damage or reimburse the costs in making necessary repairs or replacement.
- 4.3.8 Cause any obstructive or undue hindrance in any passageway, stairway, service area or any other part of the site and you must at all times exercise courtesy to others using these areas.

4.4 You must inform us immediately of any damage to the space or site and comply with any directions of our employees or agents at the site and any further regulations for use of the space which we may issue from time to time.

5. Alternative storage space

5.1 We may at any time by giving you seven days' written notice require you to move your goods from one area of the site to another area specified by us. The alternative area shall be of similar size to the current space. We would only request this if we feel it absolutely necessary.

5.2 Moving of the goods from the current area to the alternative area will be at your expense. If you do not arrange to move the goods by the time specified in the notice, we may arrange for the goods to be so moved. Any moving arranged by us will be at your risk (except for loss or damage caused wilfully or negligently by us or our agents) and moving expenses will be payable by you and we may add them to the licence fees.

5.3 If your goods are moved to an alternative area on the site, this agreement will continue in full force and affect and the licence fees will continue to apply to the alternative space.

6. Deposit

6.1 A deposit is not normally charged but if we deem it necessary you must pay us the deposit when you sign this agreement. The deposit will be returned to you (without interest) within 21 days after this agreement terminates less any amount we may deduct to cover:

- Repairing any damage to the space or site caused by you, your agents or invitees or by goods stored at the site.
- Any unpaid licence fees or removal or other charges.
- Any other obligation to us that you have not discharged in full.

7. Licence Fees

7.1 You must pay us the licence fees for the minimum period of storage on signature of this agreement and thereafter must pay the licence fee on the due date.

7.2 In the event that a payment is dishonoured, we may make a further charge of £10 on each occasion.

8. Increases

8.1 We may alter the licence fees at any time by giving you written notice and the new fees will take effect on the first due date occurring not less than four weeks after the date of notice.

9. Non-Payment of Licence Fees

9.1 If you do not pay the licence fees on the due date or the late payment charge or either, we may exclude you from the site.

9.2 If any part of the licence fee or the late payment charges is still outstanding one month after the due date then we may:

- 9.2.1 Give you written notice that we will remove all the goods at the site if you have not paid all outstanding amounts due in full within 72 hours of the posting of the notice by us to you at the address set out in the schedule.
- 9.2.2 On expiry of the notice remove all the goods at the site to any alternative storage facilities that we may decide without incurring any liability for loss or damage to the goods arising from their removal and alternative storage.
- 9.2.3 Charge you the full costs of removing the goods and alternative storage costs and any repeated costs should we have to move the goods at anytime afterwards.
- 9.2.4 Sell the goods on your behalf and pass good title to them and use the proceeds of sale to discharge any outstanding licence fees or other charges due to us. If the proceeds of sale are insufficient to discharge your outstanding liability to us then you will remain liable for the balance and we may take any action we consider necessary to recover the outstanding amounts.
- 9.2.5 Treat any goods not sold as abandoned and destroy or otherwise dispose of them.

10. Termination

10.1 Either you or we may terminate this agreement by giving not less than 1 months written notice ending on any due date and termination will take place from that due date. Licence fees are paid monthly in advance and no refunds are paid, except by prior arrangement. If you advise us of your intention to leave before a monthly payment is made, we will charge you a day-rate for the part of the month that you use.

10.2 You may not terminate this agreement if any licence fees or any other charges are outstanding or if you are in breach of this agreement.

10.3 We may terminate this agreement immediately by giving written notice that you are in breach of any terms of this agreement.

10.4 On termination of this agreement you must remove all goods from the site and leave the space clean and tidy and in the same condition as at the commencement date. We may charge you if we have to clean the space or dispose of any goods or rubbish left at the site.

10.5 We may treat any goods left at the site after termination as abandoned and may dispose of them in accordance with the following conditions:

- 10.5.1 Sell the goods on your behalf and pass good title to them and use the proceeds of sale to discharge any outstanding licence fees or other charges due to us. If the proceeds of sale are insufficient to discharge your outstanding liability to us then you will remain liable for the balance and we may take any action we consider necessary to recover the outstanding amounts.
- 10.5.2 Treat any goods not sold as abandoned and destroy or otherwise dispose of them.

11. Insurance

11.1 We do not insure your goods whilst on the site. Storage of goods in the space is at your sole risk and you must insure them at their full replacement value.

12. Exclusion of Liability

12.1 We shall not be liable for any loss (including consequential or economic loss) or damage to the goods stored at the site, whether or not the damage is due to any act or omission, negligence or

wilful default by us or by any of our servants or agents or other licence holders, nor shall we be liable for any consequential or economic loss incurred by you as a result of any loss or damage to the goods

12.2 Any other representations, conditions, warranties or other terms, whether written or oral, expressed or implied, statutory or otherwise that are or may be inconsistent with this condition are expressly excluded.

13. Indemnity

13.1 You will indemnify us and hold us harmless against all claims, demands, liabilities, damages, costs and expenses incurred by us or any of our servants, agents or other licence holders that arises out of the use of your storage space or the site by you or any of your servants, agents or invitees or arises out of the breach of this agreement by you.

14. Notices

14.1 Any notice given under this agreement must be in writing and may be served only by personal delivery or by pre-paid post.

14.2 Any notice to you may be sent to the address stated in the schedule or any other address, of which you notify to us in writing. Any notice to you will also be sent out to any owner (whether sole, joint, or co-owners) of which we have been notified by you.

14.3 Any notice to us must be sent to our office address as set out in the schedule.

15. Force Majeure

15.1 We shall not be liable for any loss or damage that you may suffer as a direct or indirect result of our performance of this agreement being prevented, hindered or delayed by reason of Act of God, riot, strike, lock-out, trade dispute or labour disturbance, accident, break-down of plant or machinery, fire, flood, difficulty in obtaining workmen, materials or transport, electrical power failures or other circumstances whatsoever outside our control and that affect the provision by us of access to or use of the space.

16. General

16.1 Any delay by us in exercising any of our rights under this agreement will not impair our rights or be a waiver of those rights, nor will any partial exercise of any right preclude a further exercise of that right.

16.2 You may not assign any of your rights under this agreement or part with possession of the space to any other person, firm or company.

16.3 No variation of these terms and conditions will be effective unless expressly accepted in writing by us and signed by the Town Clerk.

16.4 Every provision in these terms and conditions is severable and distinct from every other provision and if at any time one or more of such provisions is or becomes invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions will not be affected in any way.

16.5 English law shall govern this agreement and you and we submit to the exclusive jurisdiction of the English courts.

16.6 This agreement is personal to you and nothing in it entitles you to exclusive possession or use of the space. This agreement does not amount to a lease or tenancy or an agreement to grant lease or tenancy.

16.7 This agreement is not assignable.

16.8 Where the customer is two or more persons, your obligations under this agreement shall be joint and several.

16.9 Without prejudice to the remaining provisions of this agreement we reserve the right to refuse any goods regardless of reason.

16.10 All goods accepted will become subject to a general and particular lien in respect of continued non-payment of our charges until the outstanding charges have been paid.

By signing this contract I agree that the storage space is in a fit state of repair, confirm that I have read and agree to be bound by the terms and conditions of the agreement above and that the information provided is accurate.

Signed: (The Licensor)

Name: (print)

Capacity:

Date:

Signed: (The Storer)

Date:

Catherine Marlton, Town Clerk.

TMO RECRUITMENT TIMELINE

Monday 9th November 2020 Council Matters – timeline, adverts and job descriptions considered for approval under delegated authority.

Tuesday 10th November 2020 - out to advert in local press, devon.gov.uk, job centre, indeed, facebook and website.

Sunday 29th November 2020 at midnight – closing date

Monday 30th November 2020 - shortlisting

Thursday 3rd December 2020 – Interviews. Interview panel to be decided, to include Clerk & Deputy

Monday 7th December 2020 – appointment ratified by Full Council

Tuesday 8th December 2020 – offer correspondence sent to successful candidate subject to the usual checks.

Wednesday 5th January 2021 – expected start date

DRAFT

TOWN MAINTENANCE OFFICER

Salary Details: £12.65 - £13.42 per hour

Job Term: Permanent

Hours: Part Time 30 hours per week, Monday - Friday 9.30am – 4pm (with ½ hr lunch)

Location: Totnes Town Centre

Organisation: Totnes Town Council

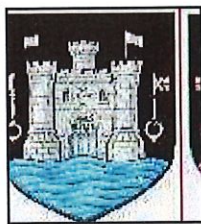
Closing Date: midnight 29th November 2020

Interview Date: 3rd December 2020

Totnes Town Council has a vacancy for a part time Town Maintenance Officer. Hours are 30 hours per week over 5 days. Core hours will be Monday - Friday 9.30am – 4pm (with ½ hr lunch) but some flexibility over start and finish times will be required. Additional hours may be necessary including some evenings and weekends, as required by the activities of the Town Council. The job will be based in a town centre location.

The role involve taking responsibility for and managing the Council's premises, grounds and the general appearance of the town. It requires a good level of experience in general property maintenance as you will be expected to carry out any smaller scale maintenance & repair work that is needed. You will also need a comprehensive understanding of Health & Safety regulations as well as excellent problem solving skills. You must have a friendly and helpful manner for dealing with the members of the public, local traders and partner organisations, practically you must be able to handle heavy loads and to work at heights, and you will need basic IT knowledge as the use of e-mails, Word and Excel will be required. A local knowledge would be an advantage. The role will involve working independently both indoors and outdoors and therefore the successful candidate will be trustworthy and conscientious.

Please note that only a completed application form from the website will be considered at shortlisting stage, CV's are not accepted.



TOTNES TOWN COUNCIL

DRAFT JOB DESCRIPTION – TOWN MAINTENANCE OFFICER

The post is part time (30 hours per week) and the working hours will include some evenings and weekends, as required by the activities of the Town Council. This post will be line managed by the Finance, HR & Lettings Manager.

Job Purpose:

The post will primarily be to oversee the Council buildings, grounds and the appearance of the town and be the Council's contact person for the public on issues relating to the appearance of the town.

The Town maintenance Officer's primary responsibilities and duties are:

To provide a visible, flexible, approachable and friendly service within the Town of Totnes and act as an ambassador for the Town Council within the community.

- Carry out regular walking routes around the town to identify issues.
- Respond promptly, politely and efficiently to all reports made by the public in relation to the public realm.
- Identify possible areas for improvement within the town which would benefit tourism and/or enhance the life of the community.

Responsible for the maintenance of the Town Council's facilities, buildings and assets as part of scheduled maintenance programmes or as such repairs become necessary.

- Carry out maintenance and improvement work to Town Council and public owned property which complements the responsibilities of Devon County Council and South Hams District Council. This will include litter picking, graffiti removal, painting and general maintenance.
- Where appropriate, arrange for contractors to provide quotes/tenders for work required and oversee their work when on-site.
- Oversee and monitor the Grounds maintenance contract.
- Assist in general clearing/cleaning of town areas as directed.
- Undertake a range of horticulturally based maintenance activities potentially including the cutting and strimming of grass, hedge cutting, pruning, planting, weed control, watering of hanging baskets and footpath maintenance. Removal of litter, detritus, weeds (by hand or spraying), general arisings, vegetable material, dumped items and materials from both hard and soft landscaping as directed.
- Use a range of hand and power tools including undertaking regular maintenance and safety checks, cleaning and sharpening as required.

To assist in the commissioning and management of building projects as directed by the Town Clerk or the Finance, HR & Lettings Manager.

To establish and maintain an approved contractors list, ensuring all contractors used for work on Council property have suitable public liability insurance, risk assessments and follow all relevant H&S regulations.

To ensure Health & Safety requirements are implemented, monitored and adhered to in Council buildings and grounds.

- Undertake inspections and risk assessments where required and as directed by the Finance, HR & Lettings Manager.
- Be responsible for the Legionella testing in the Council's Guildhall and Civic Hall.
- Undertake H&S and risk management training as required.

To undertake First Aid training as required and be a nominated First Aider for the Council.

To act as Fire Officer for the Council and attend training as required.

- Take responsibility for ensuring suitable fire safety & emergency procedures are in place for Council buildings.
- Ensure fire alarm systems are tested and serviced regularly.
- Where required liaise with the fire alarm service contractor.
- Ensure all testing and servicing is carried out with the required frequency in the Council's buildings and that fire log books are kept up to date.
- Take charge of procedures in the event of an emergency evacuation.

To follow a diary of tasks, noting key points and deadlines. To provide written reports to the Town Clerk that may be shared with Councillors.

To foster a good working relationship with other authorities. Identify and report issues to statutory bodies, as and when issues occur outside of the Town Council's remit.

To work with other Agencies and Community Groups to deliver services authorised by the Town Council and to undertake practical activities, offering support, supervision, training and encouragement such as a community litter picking or gardening.

To assist with community events which may include occasional weekend work, and assist with traffic management where required including the setting up and dismantling of road closures and the manning of barriers.

To provide cover for the Totnes Civic Hall Caretaker in the event of sickness or annual leave including out of hours unlocking and locking.

To carry out any caretaker duties at the Civic Hall during office hours as requested, including furniture set-ups and take-downs, routine water hygiene testing, and waste disposal.

To drive the Council's vehicle when necessary and ensure it is operated in a safe manner in accordance with manufacturers' guidance. To arrange for any routine or ad hoc servicing or maintenance work on the vehicle.

To ensure the Council's policies and procedures are carried out in relation to the financial administration of the Council.

To attend meetings as required by the Town Clerk, in particular

- Attend the Public Realm and Cemetery Working Group meetings.

Policies

- Carry out all duties in accordance with Totnes Town Council's adopted policies
- Carry out all duties in accordance with the Town Councils Equal Opportunities Policy. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, visitor or members of the public. The post holder should also counteract such practice or behaviour by challenging or reporting it to the Clerk
- Carry out all duties being mindful of the Town Councils obligations under the Disability Discrimination Act 1998
- Attend to the health and safety of self, other people and resources whilst at work and cooperate with colleagues to comply with the Health and Safety at Work Act 1974
- Be aware and compliant with General Data Protection Regulations.

To actively and positively contribute to the appraisal process and to follow up agreed actions. Undertake such training or attendance at conference or relevant events as shall be directed by the Town Clerk

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