



AGENDA FOR THE MEETING OF COUNCIL MATTERS

MONDAY 8TH FEBRUARY 2021 AT 6.30PM – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/95965632400>

Meeting ID: 959 6563 2400 Passcode: Not required

You are hereby SUMMONED to attend the **Council Matters Committee**, which is to be held using remote meeting service Zoom on **Monday 8th February 2021 at 6.30pm** for the purpose of transacting the following business:

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

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded on Zoom and live streamed on social media. If members of the public make presentations, 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. If a member of the public wishes not to be recorded they are able to turn their video off or watch the meeting via the Town Council Facebook page.

Can members of the public please note that given the current climate Councillors and staff are adapting to remote and mainly paperless working and therefore you may see use of mobile phones and other devices for reference to the agenda and associated papers.

As Council meetings are not permitted to be held in a location where alcohol is served, we ask that all attendees refrain from consuming alcohol directly prior or during the meeting as per our Code of Conduct.

This meeting is limited to 90 minutes/2 hours and therefore members are asked to raise their points succinctly and not repeat the same view expressed by colleagues if it does not add to the debate.

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

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

The Committee will convene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 18th January 2021 and update on any matters arising. Document enclosed.

3. FUNDING REQUESTS

To consider urgent funding requests from TRAYE (Totnes Rural Area Youth Engagement Project) and Totnes Caring. Document to follow.

4. COMMUNITY GRANT SCHEME

To consider a Community Grant Scheme application process. Document to follow.

5. BUDGET MONITOR

To consider the Budget Monitor. Document to follow.

6. RESERVES POLICY

To consider a draft Reserves Policy. Document enclosed

7. GDPR PRIVACY NOTICE AND POLICY

To consider an updated GDPR (General Data Protection Regulation) Privacy Notice and Privacy Policy. Documents enclosed.

8. PAYMENTS TO COUNCILLORS POLICY

To review the Payments to Councillors Policy. Document enclosed

9. CIVIC AND MAYORAL BUDGET POLICY

To review the Civic and Mayoral Budget Policy. Document enclosed

10. COUNCILLOR ALLOWANCES – TIMELINE

To note the timeline, eligibility and process for claiming the Councillor allowance. Document enclosed.

11. SOLAR BENCHES

To note the grant money for solar benches. Document enclosed.

12. TOWN COUNCIL WEBSITE

To note the expected live date for the new Totnes Town Council website. No document.

13. OFFICE MOVE

To note an update on the proposed office move. Verbal update from the Town Clerk.

14. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 8th March 2021 at 6.30pm. No document.

*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)*

15. LEGAL ISSUE

To note an update on an insurance query. Verbal update Town Clerk.

16. STAFF ATTENDANCE

To note sickness and overtime balances. Document enclosed.

17. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations. Documents enclosed.

18. STAFF APPOINTMENT

To ratify the appointment of the Town Maintenance Officer. No document.

19. STAFFING UPDATE (Standing Item)

For any general or urgent updates that required confidential sharing with Councillors. No document.

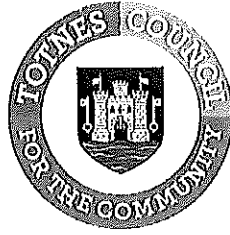
Catherine Marilton
Town Clerk
3rd February 2021

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



**DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS
MONDAY 18TH JANUARY 2021 AT 6.30PM – HELD REMOTELY USING ZOOM**

Present: Councillors E Price (Chair), M Adams, C Allford, J Hodgson, C Luker, B Piper and V Trow.

Apologies: Cllr Paine

In Attendance: Cllrs Collinson and Hendriksen, C Marlton (Town Clerk) and C Bewley (Finance, Assets and Lettings Manager).

1. APOLOGIES FOR ABSENCE

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

Apologies were received from Cllr Paine.

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 who wished to speak.

The Committee reconvened.

2. DEPUTY CHAIR

To elect a Deputy Chair (who will chair in Chair's absence).

Cllrs Allford and Hodgson were nominated as candidates for the Deputy Chair. Cllr Allford was appointed by a majority.

3. CONFIRMATION OF MINUTES

To update on any matters arising from the minutes of 14th December 2020.

The minutes have already been ratified by Full Council. There were no matters arising.

4. 2021/2022 DRAFT BUDGET

To consider the draft annual budget for 2021/2022 and make a recommendation to Full Council.

The Clerk explained the costing for a number of lines of the budget and that an underspend of at least £11k is anticipated in the current financial year for public realm projects which haven't been progressed due to the pandemic. Further detail will be circulated on the detailed breakdown of the staffing budget including the monies received from S106 and grants which offset the costs from public funds for Part 2 of Full Council. Cllr Trow proposed a 2 percent increase on the precept (an actual increase of 4.14 percent) which was seconded by Cllr Piper and passed by four votes in favour, two against with one abstention.

It is **RECOMMENDED** to Full Council that the draft budget is agreed subject to the minor amendments suggested by the Clerk during the meeting. Document enclosed.

Subject to the above recommendation it is **RECOMMENDED** to Full Council that the annual precept figure for 2021/22 be increased by 2% from £535280 to £545986. Because of the lower tax base this year this represents an actual increase of 4.14% for the taxpayer, making an average band D property a change from £3.49 per week (£181.61 per year) to £3.64 per week (£189.13 per year), which is an increase of 15 pence per week or £7.52 per year.

5. TERMS OF REFERENCE FOR TOTNES FUTURE FORUM

To consider what is appropriate in terms of remit and structure for this new forum.

It was **AGREED** that the first Totnes Future Forum would be held in March/April 2021.

It is **RECOMMENDED** to Full Council that the Traffic and Transport Forum and the Totnes Future Forum terms of reference are aligned (with the exception of the regularity of meetings) and that live streaming/recording of meetings be added.

It is **RECOMMENDED** that the Standing Orders structure diagram be amended to include the changes outlined in the above Terms of Reference. Please note that the first order of business when each group meets is to ratify the use of these Terms of Reference.

6. OUR PLACE

To consider expenditure of £585 from the Climate Change budget to provide the website similar to the following: <https://ourplaceourplanet.org/> at a cost of £585.

Cllr Hodgson updated on the 'Our Place' website and other potential local collaborative options.

It was **RESOLVED** to approve expenditure of £585.00 for the provision of the website.

7. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 8th February 2021 at 6.30pm.

Noted.

*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)*

8. RESIDENTIAL PROPERTIES

To consider an issue in relation to management of our tenanted properties and consider future property management options.

It was **RESOLVED** to:

- a) Write to our current property management provider outlining our concerns with the service provision and give notice.
- b) Move to the new suggested provider at a lower % fee and increased out of hours provision for tenants.
- c) Refund the resident for costs incurred for repairs.

9. ALARM SERVICE

To note a change in the alarm service and monitoring.

In relation to one of the TC buildings it was **RESOLVED** to:

- a) Contact the storage users to see if they wish to pay for the monitoring.
- b) Check there is no requirement from the freeholder.
- c) If monitoring is not requested, the alarm will not be set so as not to disturb the neighbouring properties.

10. LEGAL ISSUE

To note any actions or updates from a meeting with the legal advisors on Monday 18th January 2021.

Noted. Further information will be taken by a Link Councillor report to the Full Council meeting in February

11. STAFFING UPDATE (Standing Item)

For any general or urgent updates that required confidential sharing with Councillors.

It was **RESOLVED** to:

- a) Circulate the Nolan principles to all Councillors and staff as a reminder.
- b) One of the Councillors offered to contact a member of staff directly to offer an apology.
- c) Discretionary use of the Guildhall for a funeral was not granted.

Catherine Marlon
Town Clerk

ITEM 3 8th February 2021 Council Matters – Funding requests and S137 allocations

Council Matters is asked to consider the following urgent requests for funding in the current year from S137 allocations.

TRAYE

£2,000

As you may know TRAYE has recently taken on responsibility for delivering the Forum service previously the responsibility of Caring Town.

I have discussed funding with Cllr Hodgson, who chairs TRAYE, and we agreed that I would write to you about your support for the work of the Forum.

There are between 15 and 20 young people whose development we are continuing via meetings, albeit on Zoom, twice a month.

I know that the Council supported financially the Forum and I am asking for £2000 as part of the Funding we need to continue the work.

TRAYE is of course a Registered Charity and you may be interested in looking at our website <https://traye.org>. TRAYE is a Company and Registered Charity which would be fully responsible for any funding we receive. We have recently submitted our 2019 Accounts to the Charity Commission.

Totnes Caring

£4,010

The demands on Totnes Caring are particularly high currently and we expect them to remain so well into the new financial year.

You will recall that the Town Council helped to fund the costs of two full time members of staff so that we could extend their contracts to the end of September 2020 . We then received a National Lottery Coronavirus Community Support Fund grant which allowed us to extend their employment until the end of March 2021. However, we now anticipate that they will still be needed well into 2021. One of them focuses on supporting vulnerable people who have just been discharged from hospital and well as wider wellbeing support for some of our most vulnerable clients while the other is coordinating our important telephone befriending service.

Do you think that Totnes Town Council might be in a position to provide any funding to support the costs of employing them? We continue to try to access further funding to ensure that we can fund at least one, but preferably both, of these positions in the longer term (and of course always happy to receive your excellent funding recommendations Lesley!) . However, meanwhile more short-term funding would be invaluable in allowing us to retain the services of these highly skilled individuals who are providing much support, both practical and emotional, for many vulnerable local people at this very testing time.

The total cost of the two full-time posts, including employer's NI and pension contributions, is £4,010 a month. Any help towards these costs in the early months of 2021 will be greatly appreciated.

Section 137 Expenditure

2020/21 – 6838 electors = £56892.16 maximum allocation for the year

Totnes Town Council RESOLVED during 2020, in accordance with its powers under section 137 of the Local Government Act 1972, that they should ratify the following expenditure (in black type in the table).

Council Matters of 8th February 2021 are asked to consider whether the proposals in red, in accordance with its powers under section 137 of the Local Government Act 1972, will be spent in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure. If they do agree they must RECOMMEND to Full Council of 1st March 2021 that these allocations be RESOLVED.

Name	Amount of grant	Reason
Transition Town Totnes	£5,809	PHASE 1 Support for large Climate Change Lottery Bid
Caring Town/Totnes Caring/Citizens Advice	£25,000	Community service to the vulnerable
Totnes Caring	£15000 (includes £2750 of 8 weeks staff support by secondment)	Emergency COVID 19 crisis
Food in Community	£800	Refrigeration costs during COVID 19
Totnes Connection Hub	£561	Food for food bank during COVID 19
Totnes Gardens	£2,000	Support for annual programme of improvements
Bridgetown Alive	£1344	Community Hall improvements
Totnes Caring	£4,010	Covid Response
TRAYE	£2,000	Youth Engagement
TOTAL	£56,524	
Remaining allocation	£360.00	Until the new financial year

Council Matters 8th February 2021 – Community Grant Scheme 2021/22

The budget for 2021/22 outlines S137 allocations of £50,000 for community groups to apply for.

It is suggested to Councillors that rather than a rolling application process or only one opportunity to apply, the pot of funds available is split into two amounts of £25,000 for two rounds of applications over the course of the financial year.

Suggested timeline:

- 8th February 2021 Council Matters consider recommending this process to Full Council
- 1st March 2021 Full Council considers ratifying the grants process

ROUND 1

- 2nd March – 12th April – applications accepted for Round 1.
- 14th April – applications circulated to Council Matters committee members.
- 19th April – Council Matters considers the requests for funding and makes a recommendation to Full Council.
- 10th May Full Council – recommendation from Council Matters considered by Full Council.
- 11th May – applicants are informed and asked to invoice for the funds agreed.

ROUND 2

- 1st July – 6th September – applications accepted for Round 2.
- 8th September – applications circulated to Council Matters committee members.
- 13th September – Council Matters considers the requests for funding and makes a recommendation to Full Council.
- 4th October Full Council – recommendation from Council Matters considered by Full Council.
- 5th October – applicants are informed and asked to invoice for the funds agreed.

All applicants must complete the application form included to be considered for funding.

COMMUNITY GRANTS POLICY

TOTNES TOWN COUNCIL

February 2021

The Totnes Town Council Community Grant Scheme is to support local charities and community organisations in Totnes (up to 2 miles of the parish boundary).

Grants awarded by Totnes Town Council are public money, collected as part of the town precept and we are accountable to local people for all expenditure. Therefore we apply very stringent criteria to each application.

Scoring Mechanism to assess applications

Every application received during one of the two application windows will be considered by the Council Matters committee.

- a) Working with others; networking/partnering
- b) Providing something different
- c) Getting more people involved - widening participation
- d) How the project meets the Town Council priorities.

Important Terms & Conditions

- a) Grant applications will only be considered where
 - The project or activity directly benefits residents within the parish boundaries of Totnes.
 - The project is not funded by any other means by Totnes Town Council.
- b) There is clear evidence of need for the project.
- c) The organisation has clearly defined aims and objectives.
- d) The organisation has its own bank account with at least 2 authorised signatories.
- e) Grants cannot cover costs that have already been incurred.
- f) The organisation must be a non-party political and non-profit making. Individuals will not be funded.
- g) Applications from organisations and services which receive other sources of government and local government funding must demonstrate how the project differs from their core services and how the wider community is involved (for example schools must provide evidence that the project is not for the primary purpose of teaching its students).
- h) All supporting documents are required to be submitted with the application form.
- i) The organisation must invoice the Town Council for the grant awarded and submission of this invoice and the application form will be considered acceptance of the terms and conditions outlined in this policy.

Examples of projects considered:

- Groups that support the ongoing needs of vulnerable people to ensure that their health and wellbeing is maintained
- Groups and activities that support vulnerable people shielding and self-isolating (older people, people with pre-existing medical conditions etc)
- Support for organisations working to combat hardship
- Community response coordination
- Volunteer costs for new and existing organisations responding to the effects of the pandemic
- Additional costs of working remotely and adapting services delivered in the wider community
- Costs associated with youth support, mental health, bereavement and emotional needs, not already funded as a statutory service.

The following guidelines should be considered:

- The grant period will be for a maximum of 6 months from the date the grant is awarded
- Please tell us the least amount of funding you need in order to help make funds go as far as possible
- Each application will be considered on an individual basis and in light of what funding is available at the point of receipt
- Bear in mind that we are expecting to receive a high number of applications and may only be able to part fund your project or not fund it at all

Who can apply:

- Not-for-profit, constituted organisations
- Registered charities
- Social enterprises, including CICs
- Unincorporated clubs and associations
- Schools, where the support is outside of statutory provision and is directed at addressing hardship faced by families with children at the school, such as provision of IT equipment to enable children from known vulnerable families to access online education support at home

All applicants must:

- Be governed by an active management committee of at least 3 unrelated people, such as Trustees and Directors

- Have a bank account in the name of the organisation with at least 2 unrelated signatories
- Have a Governing document, such as a Constitution, set of rules, Memorandum and Articles of Association
- Have up-to-date annual Accounts
- Have Safeguarding and Equality Policies in place, which are up-to-date and comply with latest legislation

What can't be funded

- Applications from individuals
- Loss of income
- Large capital items, including vehicles
- Parties, alcohol or shopping trips
- Promotion of religious or political activity
- Large scale building works
- Grants awarded to individuals by the funded organisation
- Support delivered by a national charity where there is no local branch
- Retrospective funding

Supporting documents:

The following documents WILL BE REQUIRED to support your application:

- A copy of your latest Accounts
- A cashflow breakdown for the past 6 months, to clearly show income and expenditure
- A copy of a bank statement, dated within the last 3 months and clearly showing the account name, number and sort code
- A list of your Management Committee
- A copy of your Governing Document (Constitution, set of rules, Articles or Memorandum of Association)
- A Safeguarding Policy. If you do not have a Safeguarding Policy, we would ask that you provide an outline of what safeguarding measures you have in place to protect the people that you support and your volunteers. This should be uploaded with your application;

Online applications will be assessed by the Town Council team in date order of receipt. You may be contacted to request additional information or documents to support your application.

Eligible applications will be reviewed by the Council Matters committee and ratified by Full Council as per the timeline and deadlines outlined on our website.

Monitoring and Reporting

Organisations receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown. A form will be provided and you will be notified of the date by which it must be completed and returned.

Totnes Town Council representatives may request to visit the project, to talk to staff, participants to gain a better understanding of its merits and benefits to local people.

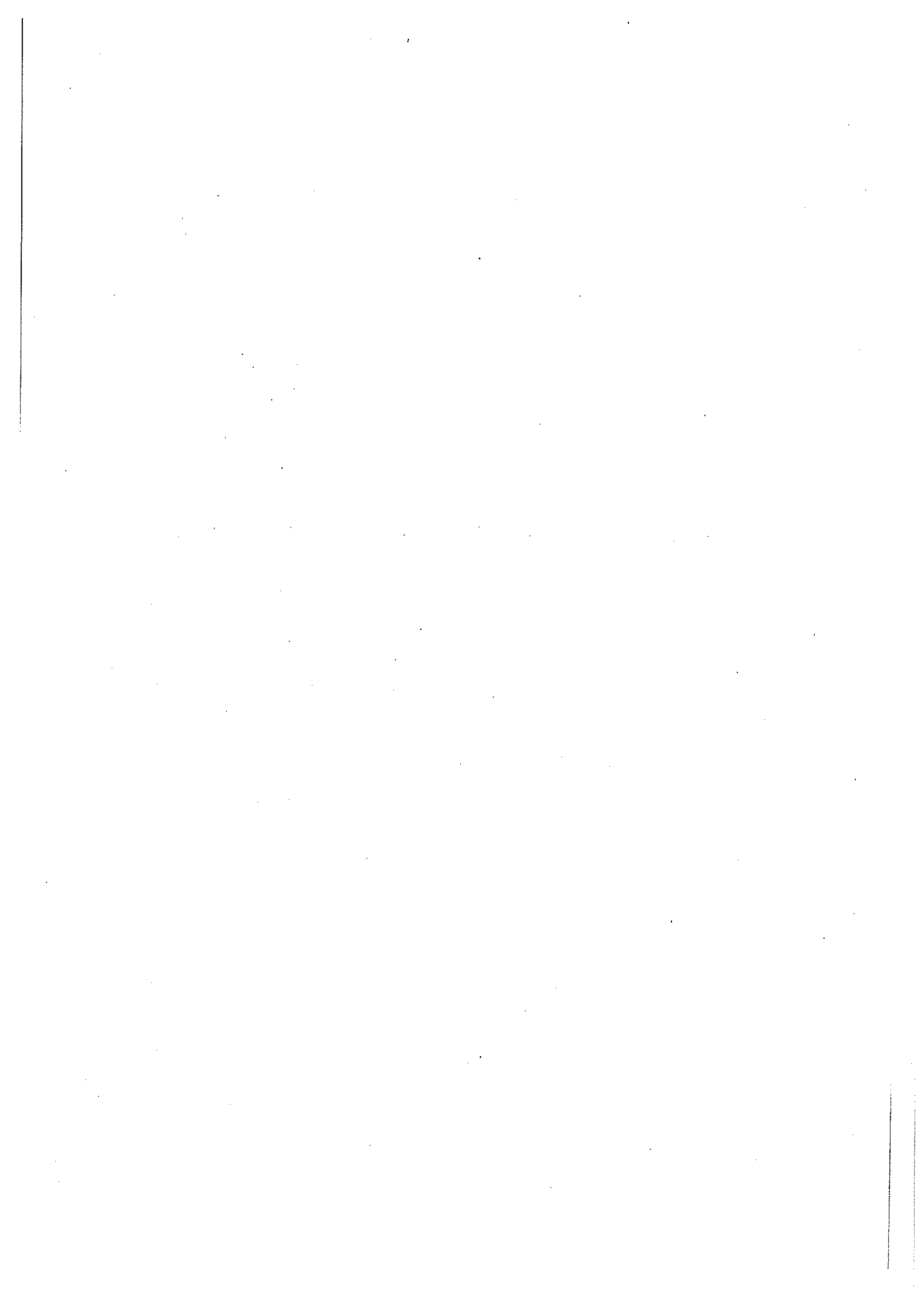
Payment Requirements

- Grants should be spent for the purposes stated on the application only
- Totnes Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be returned, **please ensure receipts are kept for 12 months following expenditure.**

Publicity Requirements

- Totnes Town Council expects its logo to appear on published information about the funded project and to be mentioned in press and associated publicity and will ask for evidence to be provided for monitoring purposes.
- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project
- Totnes Town Council will publish grants awarded and summarise the projects using information contained in the grant application form.

If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Totnes Town Council into disrepute, action will be taken and the grant terminated.



ITEM 5

8th February 2021 Council Matters	18/19 YEAR END	19/20 YEAR END	20/21 CURRENT (as of 8th January 2021)	2021/22 ONWARDS
Admin	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	AGREED 28th January 2021 2% increase (actual 4.14%)
			20/21 EXPECTED	
1 Salaries and pensions for all staff	190666	224062	188729	306500
3 Staff Training and Travel AND expenses	2693	3296	1447	4500
4 Deleted - Staff Eye Tests	99	50	0	0
5 NEW - Subscriptions			250	3500
6 NEW - Professional Fees				6250
7 NEW - Website and IT				5000
8 Staff Recruitment	789	1558	1270	1250
9 Phone and Broadband	2525	2870	1646	2700
10 Office Supplies	2034	545	772	1750
11 Photocopier	1549	1592	1097	1600
12 Insurance	5536	7365	7431	8000
13 Office Equipment	2012	864	3171	10000
14 NEW - Van Maintenance				750
15 NEW - TMO Tools and Consumables	-408	-40	0	1500
16 Car park permits income and green sacks			0	0
17 SUB TOTAL	207435	242162	205563	373800
18 Civic and Democratic	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	2021/22
19 Mayoral Allowance and CIVIC EVENTS	379	394	0	410
20 Civic and Mayoral Events (expenditure)	5902	4196	559	5750
21 Civic Events (Income)	-2123	-1127	0	0
22 Civic Regalia	24	344	0	200
23 Mayoral Travel and Expenses	401	146	0	400
24 Councillor Allowances	3788	2623	0	6560
25 Councillor Training and Travel	948	352	980	1000
26 Councillor IT equipment	0	1281	2069	1500
27 MOVED TO ADMIN Professional Fees	3123	3908	7588	0
28 Elections	0	161	0	6000
29 MOVED TO ADMIN Subscriptions	2179	2558	2745	0
30 Community Outreach/Christmas	1349	4133	2837	6000
31 MOVED TO ADMIN Website and IT	1049	11312	2764	0
32 SUB TOTAL	17019	30281	14014	27820
33 Tourism	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	2021/22
34 Visit Totnes Marketing	2390	4710	2708	20000
35 Pension costs	12636	12636	0	0
36 Totnes Guide	14737	14219	2438	5800

Underspend on staffing projected in 2020/21 due to delayed recruitment and restructure. New Staffing structure considered and in potential pay freeze nationally. Includes Green Travel Coordinator and Civic Hall roles which are externally funded. The actual cost from public funds is considerably less and detailed in the confidential breakdown.

Overspend due to restructure and leavers/starters

Overspend expected

MOT/Service/Repairs

Tools and screws etc

no longer required

This replaces the previous Mayoral Allowance, which can no longer be paid. Travel and certain expenses can be claimed back by the Mayor.

Underspend in current year as civic events cancelled.

Income from events is usually donated to a mayoral charity.

Travel and expenses around taxi, mileage for Town Sergeant.

Assumes all Councillors claim and qualify which would be highly unlikely.

Not all Councillors took up the option of IT equipment but this may change as remote working is continued. Overspend projected.

Professional advice taken on HR, leases and community assets

Includes increased Christmas lights, Christmas Tree cost, Christmas electricity, lighting. Overspend projected

Moved to Administration

Agreed at Full Council to offer free advertising to support local businesses. Some savings made on not printing a new guide as

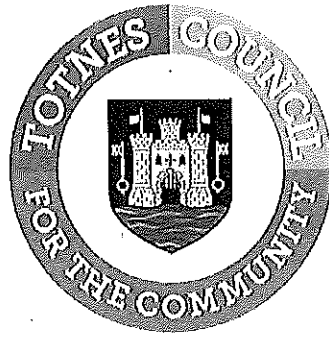
37	Totnes Guide and Website Income	-18260	-16844	-468	-468	-15000	-500	Previously planned.
38	Bank Charges / Paypal	172	20	0	100	210	200	
39	Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	553	275	300	600	300	
40	SUB TOTAL	11847	15294	4953	23368	18446	25800	
41	Guildhall	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END		20/21 EXPECTED		2021/22	
42	Cleaning	2738	1545	1644	1750	3000	2000	Underspent due to reduced usage
43	Building Maintenance	27453	4160	-100	1500	5000	5000	Roof, plastering, boiler, alarm system all repaired/maintained recently so not large costs anticipated. Reserves would cover unexpected costs
44	Business Rates	5880	6015	6113	6113	7000	6500	
45	Water	111	120	250	300	200	200	
46	Utilities	3783	3046	2051	2500	3500	3500	Underspent due to reduced usage
47	Equipment Maintenance	2599	1281	314	500	2000	1000	Underspent due to reduced usage
48	Wedding Licence renewals and marketing	2044	71	0	250	500	2500	
49	Admissions Income	-3357	-2994	0	0	-3000	-3000	Income depends on being able to open. Plans in place for marketing and increased income.
50	Raccol Scales	0	0	0	0	0	0	No longer required
51	Hire Income WEDDINGS	-2233	-2566	-382	-325	-2750	-2750	Income depends on being able to open. Plans in place for marketing and increased income.
52	SUB TOTAL	39018	10678	9900	12588	15450	14950	
53	Civic Hall	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END		20/21 EXPECTED		2021/22	
54	Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	4382	1153	1250	5500	5500	Underspent due to reduced use during Covid. Excludes any staffing costs which have been engaged with the main staffing budget. Based on previous actuals. Will depend on how much we can open.
55	Feed in Tariff	3102	2156	2222	3000	3000	2000	Underspent due to reduced use
56	Water	453	1389	1308	1500	2000	2000	Underspent due to reduced use
57	Utilities	4855	3617	901	1500	4600	4500	Underspent due to reduced use
58	Building Maintenance	11784	10771	730	5000	175000	175000	Birwood/Civic Hall Annex project delayed to 2021/22
59	Licences	70	70	70	250	250	250	
60	Marketing Civic Hall	28	515	0	0	1000	1000	Underspent in current year
61	Equipment Maintenance	4320	6433	2922	3500	4000	5000	
62	Paige Adams Grant towards Caretaking, Cleaning and Management costs	-27723	-31500	0	-12000	-31500	-30000	Estimated figures - to be considered by Paige Adams
63	Feed in tariff Income and Water refund Income	-7808	-4899	-4895	-5700	-5700	-5200	based on estimates and previous usage
64	SUB TOTAL	-1143	-7086	4711	-1700	158150	160050	
65	Property Maintenance	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END		20/21 EXPECTED		2021/22	
66	Guildhall Cottage Maintenance	636	65	55	2000	2000	2000	Underspend in current year but roof maintenance likely required when possible.
67	Property Management Fees	1561	1562	1530	2000	2000	2000	New company and service recommended
68	Town Clocks amalgamated Rent and Utilities and maintenance	2443	1543	717	2250	2250	2250	Survey shows worked needed to St Mary's clock when non essential work is allowed
69	Flat 5a Loan repay	9148	9148	4574	9150	9150	9150	Ongoing loan repayment
70	Flat 5a Maintenance	110	9	125	1000	2000	2000	Current underspend but chimney/gutter maintenance likely required when lockdown restrictions are eased.
71	Guildhall Office Maintenance	0	579	309	2000	5000	5000	Underspend due to limited office use and home working
72	Museum Maintenance	3588	6122	-3325	2000	5000	5000	Roof repairs. It is suggested the Museum apply for any additional support funding via S137 allocations.
73	Museum Rent Income	-2	-1	0	-5	-5	-1	
74	Eastgate Clock Rental	0	-1	0	-3	-3	-3	
75	MOVED TO CIVIC HALL - Civic Water Supply to shop	0	-200	0	0	0	0	Moved to Civic Hall budget
76	Guildhall Cottage Income (£850 a month)	-10750	-10200	-7650	-9350	-9350	-10200	

		Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	20/21 EXPECTED	2021/22		
77	Guildhall Office Income (£250 per month)	0	0	0	0		
COMMUNITY/NON PROFIT GROUP							
78	Flat 5a Rental Income (£695 per month)	-8340	-8340	-7645	-7645	-8340	0
79	SUB TOTAL	-1606	686	3397	10397	8856	0
80	Cemetery	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	20/21 EXPECTED	2021/22		
81	Business Rates	3616	4069	4441	5000	4750	
82	Water	143	127	100	150	150	
83	NEW Waste collection				450		
84	Grounds Maintenance (Grass cutting and tree work)	21795	21179	23000	23000	23000	
85	Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	1495	1500	3000	2000	
86	Chapel	244	0	500	500	10000	
87	Cemetery Fees Income Amalgamated	-8495	-11375	-10000	-8000	-8000	
88	Memorials	0	0	0	0	0	
89	Grant of Rights	0	0	0	0	0	
90	War Bonds	0	0	0	0	0	
91	SUB TOTAL	51402	15495	19541	23650	32350	2021/22
92	Open Spaces	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	20/21 EXPECTED	2021/22		
93	GENERAL MAINTENANCE (changed from Reprints Walk regular cuts and tidying)	163	0	250	600	500	
94	St Marys Churchyard (Walls and trees)	390	414	500	1000	500	
95	Castle Meadow Maintenance and Water	160	57	200	250	250	
96	Castle Meadow and allotments income	-210	-210	-10	-210	0	
97	SUB TOTAL	503	261	940	1640	1250	2021/22
98	Precept and Income	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	20/21 EXPECTED	2021/22		
99	Bank Charges	156	150	300	300	300	
100	Precept and Income	-385640	-494000	-535280	-535280	-545986	
101	Council Tax Grant (only guaranteed until 19/20)	-2230	-2040	-10020	-10020	0	
102	Charity of Paige Adams RATE ABATEMENT	0	0	0	0	-105000	
103	SECTION 106 FUNDS GREEN TRAVEL	0	0	-70000	-70000	0	
104	SUB TOTAL	-37714	-513890	-615226	-615000	-550686	2021/22
105	Community Development	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	20/21 EXPECTED	2021/22		
106	Skate Park	0	0	0	13200	13200	
107	Public Toilets	0	0	17600	17600	20000	
108	Caring Town/Totnes Caring Services	SEE COMMUNITY PROJE	SEE COMMUNITY PROJE	SEE COMMUNITY PROJE	SEE COMMUNITY PROJE	0	
109	Citizens Advice Service	SEE COMMUNITY PROJE	SEE COMMUNITY PROJE	SEE COMMUNITY PROJE	SEE COMMUNITY PROJE	0	
110	Neighbourhood Plan/Planning	11586	9252	75000	1000	188000	
111	Community projects SHARED SPACE and public realm	35412	76024	0	135000	0	
112	Community Grants Scheme/COVID 19	0	0	0	0	0	
113	Arts and Culture and Events	2183	6185	6000	6000	10000	
114	Heritage Support	0	0	8015	8015	7500	
115	SUB TOTAL	0	18822	56500	56500	50000	2021/22
116	GRANT FUNDING/PROJECT INCOME	-4736	-1845	-29000	-29000	0	

Difficult to know timescales but a decision on the purpose of the building needs to be considered before income can be budgeted. It might be income is low and the occupants are a community or charitable group or series of groups.

Council Tax support grant no longer exists.
 THIS PAYMENT WAS PREVIOUSLY AGREED BY PAIGE ADAMS BUT WILL BE PAID IN 2021/22 BECAUSE OF DELAYS TO PROJECTS
 Previously agreed. Further funds might be required for completion of project
 Final contribution for loss of income required from SHDC.
 £35k s137 Expenditure. Will depend on requests for fund and restructure of organisations. High need expected following the CV19 pandemic.
 Delay due to covid and referendum restrictions
 Continuation of public realm and Shared Space Improvements
 Moved to S137
 Extension of community arts and events programme potentially implemented as part of the economic recovery plan.
 Heritage action work to buildings of creating partnerships
 See detail in separate agenda item
 Includes expected £17500 for reopening high street fund.

116	Climate Change/Green Travel	0	0	0	595	5000	10000	For climate change and green travel proposals agreed through committee, possible match funding.
117	SUB TOTAL	£44,445	£89,616	£55,760	£103,095	£209,815	£299,700	
118	TOTAL	-£8,794	-£16,501	-£322,027	-£131,726	£185,148	£293,890	
				Under spend on original budget items (Govd. delays) and extra expenditure (indoor climate)				Over spend from healthy reserve levels



Reserves Policy

Totnes Town Council

Drafted: Feb 2021

Adopted:

DRAFT

1. Introduction

Totnes Town Council is required to maintain adequate Financial Reserves to meet the needs of its operations and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2020 edition) advises:

"As with any financial entity, it is essential that authorities have sufficient reserves (General and Earmarked) to finance both its day-to-day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive."

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Town Council about the level of reserves and to ensure that there are procedures for their establishment and use.

2. Types of Reserves

These may be categorised as either General or Earmarked.

2.1 General Reserves

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves is agreed with the Annual Budget.

JPAG (March 2020 edition) advises:

- Developers Contributions – proceeds from developers which can only be used for specified purposes.
- Other Earmarked Reserves – these may be set up from time to time to meet known or predicted liabilities.

Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Town Council, be transferred to other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

EMRs will be established on a "needs" basis in line with anticipated requirements and these are to be reviewed annually when the budget is agreed.

Any decision to set up an EMR must be approved by Town Council. If the EMRs are used to meet short term funding gaps, they must be replenished in the following financial year. However, EMRs which have been used to meet a specific liability would not need to be replenished, after having served the purpose for which they were originally set up.

3. Management and Control of Reserves

Movements in Earmarked Reserves and General Reserves shall be reported to the Council Matters committee as part of the budget monitor documentation. The use of Reserves shall be approved by the Town Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Town Council. The minimum level of General Reserves shall be recommended to the Town Council by the Town Clerk (who is the Responsible Financial Officer). This will form part of the recommendations for the Annual Budget and Precept request by the Town Council.

Earmarked Reserves shall be reviewed on an individual basis. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be considered by Council Matters and ratified by the Town Council.

"The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE)."

"The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent."

The primary means of building General Reserves will be through a reallocation of funds (underspend on a completed project) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Town Council would be able to draw down from its EMRs to provide short term resources.

2.2 Earmarked Reserves 'EMR's

EMRs must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately identified to prevent query from internal and external auditors.

EMRs are held for several reasons and shall only be used for the purpose for which they were created:

- Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when considering asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets.
- Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.



Item 7

TOTNES TOWN COUNCIL

GENERAL PRIVACY NOTICE – REVIEWED FEBRUARY 2021

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Totnes Town Council which is the data controller for your data.

Other data controllers the council works with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Community groups
- Charities
- Other not for profit entities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services, for example Civic Hall and Guildhall booking forms, and burial information;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing, for example responses to public consultations;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council;
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) *The right to object to processing of your personal data or to restrict it to certain purposes only*

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) ***The right to data portability***
- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) ***The right to lodge a complaint with the Information Commissioner's Office.***
- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

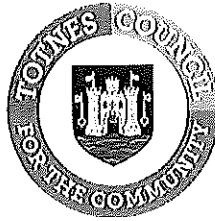
We keep this Privacy Notice under regular review and we will place any updates on www.totnestowncouncil.gov.uk. This Notice was last updated in May 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Totnes Town Council, 5 Ramparts Walk, Totnes, TQ9 5QH.

Email: clerk@totnestowncouncil.gov.uk



ITEM 7

TOTNES TOWN COUNCIL

PRIVACY POLICY For Staff, Councillors and Role Holders** - REVIEWED FEBRUARY 2021

Definitions:

"Staff" means employees, workers, agency staff and those retained on a temporary or permanent basis.

"Councillors" means individuals who are elected or co-opted to the Council or any of its Committees, Working Groups or similar bodies.

"Role Holders" Includes, volunteers, contractors, agents, and other role holders within the Council including former staff and former Councillors. This also includes applicants or candidates for any of these roles.

Totnes Town Council is committed to protecting the privacy and security of your personal information and the personal information that you come into contact with through your Council role. This privacy policy describes how we collect and use personal information about you during and after your working relationship with us, and how you as a Councillor, Staff or role holder should use information in accordance with the General Data Protection Regulation (GDPR). It applies to all employees, Councillors, workers and contractors.

Totnes Town Council is a "data controller". This means that we are responsible for deciding how we hold and use personal information. We are required under data protection legislation to notify you of the information contained in this privacy policy.

1. Personal Data – What Is It?

1.1 "Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

2. Other Data Controllers

2.1 The Council works together with:

- Other data controllers, such as local authorities (South Hams District Council and Devon County Council), public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers

- Former and prospective employers
- Community groups
- Charities
- Other not for profit entities
- Contractors

2.2 We may need to share your personal data we hold with them so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the Council and the other data controllers may be "joint data controllers" which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

2.3 A description of what personal data the council processes and for what purposes is set out in this Privacy Policy.

3. Data Protection Law?

3.1 The Council will comply with data protection law. This says that the personal data we hold about you and any information that we hold as a Council must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

4. What Data Does the Council Process?

4.1 The Council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Start date / leaving date;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by the Council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, religion, data concerning and sexual life or orientation.
- Non-financial identifiers such as passport numbers, driving licence numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.

- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, IP addresses and website visit histories, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information; certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means.
- Where people pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

5. Use of Your Personal Data

5.1 We use your personal data for some or all of the following purposes:

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you.
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records.
- To seek your views or comments.

- To process a job application.
- To administer Councillors' interests.
- To provide a reference.

5.2 Our processing may also include the use of CCTV systems for monitoring purposes.

5.3 Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data..

5.4 We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

5.5 We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

6. How We Use Sensitive Personal Data

6.1 We may process sensitive personal data including, as appropriate:

- information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

6.2 These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

6.3 We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

6.4 Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public,

7. Do We Need Your Consent to Process Your Sensitive Personal Data?

7.1 We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.

7.2 In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

7.3 You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

8. Information About Criminal Convictions

8.1 We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

8.2 Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

9. What is the Legal Basis for Processing Your Personal Data?

9.1 The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you.

9.2 We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

9.3 Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

10. Sharing Of Personal Data

10.1 This section provides information about the third parties with whom the council may share your and others personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions, or to maintain our database software.
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA.
- Staff pension providers.
- Former and prospective employers.
- Professional advisors.
- Trade unions or employee representatives.
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

11. Council Use of Personal Data to Conduct Business

11.1 In order to conduct Council business, the Council will use personal data for some or all of the following purposes:

- To deliver public services including to understand individual needs to provide the services requested and to understand what we can do for the individual and inform them of other relevant services;
- To confirm identity to provide some services;

- To contact individuals by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek views, opinions or comments;
- To notify individuals of changes to our facilities, services, events and staff, councillors and other role holders;
- To send communications which individuals have requested and that may be of interest. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council;
- To allow the statistical analysis of data so we can plan the provision of services.

11.2 Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

12. How Long Do We Keep Personal Data?

12.1 We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

12.2 A data audit is conducted annually. Details of the Totnes Town Council's Document Retention Protocol are set out in Annex A.

13. Your Responsibilities

13.1 It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

14. Your Rights and Your Personal Data

14.1 You have the following rights with respect to your personal data.

14.2 When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- a. *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

b. *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

c. *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

d. *The right to object to processing of your personal data or to restrict it to certain purposes only*

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

e. *The right to data portability*

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

f. *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

g. *The right to lodge a complaint with the Information Commissioner's Office.*

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

15. Transfer of Data Abroad

15.1 Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

16. Further Processing

16.1 If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a new policy explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

17. Changes to this Policy

17.1 We keep this Privacy Policy under regular review and we will place any updates on www.totnestowncouncil.gov.uk. This Policy was last updated in September 2020.

18. Contact Details

18.1 Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Totnes Town Council, 5 Ramparts Walk, Totnes, TQ9 5QH.

Email: clerk@totnestowncouncil.gov.uk

ANNEX A – TOTNES TOWN COUNCIL DOCUMENT RETENTION PROTOCOL

[Note: retention periods based on NALC and DCC guidance]

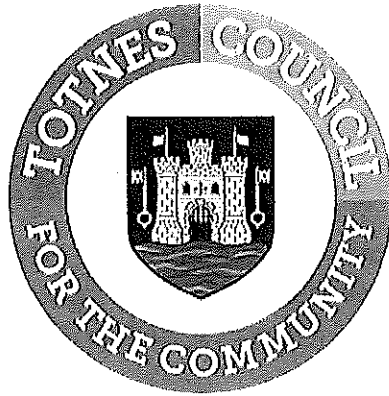
COUNCILLORS		
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Register of Interests	4 year term plus previous term	Best practice
Acceptance of Office	4 year term plus previous term	Best practice
Members allowances register	6 years	Tax, Limitations Act 1980 (as amended)
DEMOCRACY/COUNCIL BUSINESS		
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Agendas and Minutes	Indefinite	Archive and public record
Audio/Video recordings	Date of meeting plus 3 years	Public record
Civic/Mayoral Business: <ul style="list-style-type: none"> • Functions • Invites • Correspondence • Xmas card list 	Current year plus 2 years	Public record
Subject Access Requests	Date request completed plus 3 years	Business need
Freedom of Information Requests	Date request completed plus 3 years	Business need
Electoral Register	Current year	Business need
Correspondence with outside organisations and individuals	Current year plus 6 years	Business need
Public consultation responses	Until data entered plus 6 months	Business need
Budget plan/budget monitoring	Current year plus 6 years	Business need
Risk assessments	Date of the event or until superseded plus 4 years	The Management of Health and Safety at Work Regulations (1992)
Health and Safety Checks <ul style="list-style-type: none"> • Fire • Fire extinguishers • Legionella 	Date of check plus 6 years	Health and Safety at Work Act
Road Closure applications	Current year plus 6 years	Business need
Funding applications <ul style="list-style-type: none"> • <£5K • £5K-10K • £10K-50K 	Last project action plus 3 years Last project action plus 6 years Last project action plus 10 years	Management

FINANCE/ASSETS		
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Scales of fees and charges [Guildhall, Civic Hall and Cemetery]	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books [TTC and Paige Adams Trust]	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
VAT Records	6 years	VAT
Petty Cash	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Time/Overtime sheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability or employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title Deed, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitations Act 1980 (as amended)
Asset Register	Current year plus 6 years	Business need
STAFF		
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
TOIL sheets	Last completed audit year	Audit
Absence/sickness	Current year plus 1 year	Management
Medical certificates	Tax year they relate to plus 3 years	Management
Disciplinary	Current year plus 6 years	Management
<ul style="list-style-type: none"> • Next of Kin information • Annual appraisals 	Until termination of employment	Management

Personal files	Until termination of employment plus 6 years	Management
Display Screen Assessment	Life of assessment plus 4 years	Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992
Accident records	Three years since the entry	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
CEMETERY		
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Burial/disposal certificates • Certificates of grant of exclusive right of burial 	Indefinite	Local Authorities Cemeteries Order 1977 (SI.204), Archives
CIVIC HALL		
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<ul style="list-style-type: none"> • Application to hire/booking form • Market booking forms, risk assessments & public liability certificates • Banner booking forms • Lettings diaries • Copies of invoices to hirers 	6 years	VAT
GUILDHALL		
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Weddings <ul style="list-style-type: none"> • Booking forms • Lettings diaries • Copies of invoices to hirers • Wedding photographs 	6 years Until no longer required	VAT Business need

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• Visitor Books	5 years (no legal requirement to retain them at all)	Business need
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PAYMENTS TO COUNCILLORS

TOTNES TOWN COUNCIL

AGREED SEPTEMBER 2019

REVIEWED FEBRUARY 2021

This Policy outlines the occasions on which payments may be made to Town Councillors.

Background

The elected members of Totnes Town Council may receive an allowance in recognition of the time, work and costs involved in representing the people of Totnes. This allowance is not to be confused with expenses or with training and travel costs, all of which are defined below. In order to qualify for this allowance, Councillors must attend 75% of Full Council and committee meetings during the 12 months prior to the payment being made. Councillors who start part way through the year will receive a pro rata allowance assuming they have attended 75% of the meetings as detailed above during their time. Co-opted Councillors are not eligible to receive this allowance.

Councillor Allowances

Councillors can claim a paid Basic Allowance each year. This relates to the work they do as local councillors in attending local and community meetings. The levels of allowance paid are agreed by South Hams District Council in accordance with national legislation.

The annual permitted allowance for members of Totnes Town Council is £394.05 and this is subject to taxation.

Town Councillors who are members of another local authority and who are entitled to an allowance from that authority should be guided by the Declaration of Interest Guidance in the Council's Code of Conduct.

Town Councillors will be required to declare their allowance to HMRC through the Town Council PAYE system.

Councillors Expenses

Councillors can reclaim a limited range of travel and other expenses they have paid out of their own pocket when they have had to travel out of the town or when they are out of pocket for some other approved reason.

Councillor Training and Travel

All Councillors (included co-opted) can reclaim the cost of any approved training and the associated travel costs (outside of the Parish) at the agreed rate per mile or fares paid. The training/event must be agreed in advance for claims to be payable and any associated receipts provided. Claim forms are available from the Finance, HR and Lettings Manager.

Rates set by South Hams District Council

Parish Basic Allowance

The formula recommended by the Parish Remuneration Panel at its last meeting calculates an allowance based on a percentage of the district basic allowance (now fixed at £5,254 per annum) and the size of the electorate.

Electorate	% of District Basic Allowance	Amount per Councillor
5,001 – 10,000	7.5%	£394.05

Parish Allowance for Chairman / Mayor / Leader

If so minded to pay such an allowance, the view remains that an additional sum can be allocated to a Chairman / Mayor of 1 x the parish basic allowance paid, claimable by receipts. Please see the Civic and Mayoral Budget Policy for details.

Travel and subsistence

The main rates are:

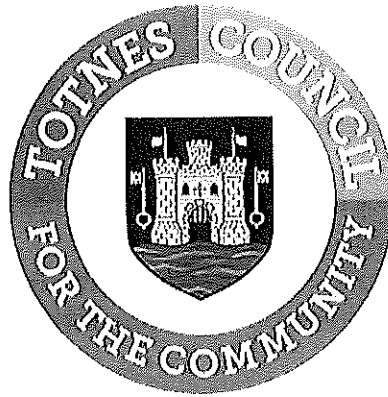
(a) Travel Allowances

- Car mileage can be paid at 45p per mile (in line with the HMRC advisory rate and automatically adjusted in the event that the HMRC adjust this rate);
- Motorcycle mileage can be paid at 24p per mile;
- A supplement of 5p per mile for each passenger carried can also be paid; and
- The actual amount incurred on any tolls, ferries or parking fees can be reimbursed.

(b) Subsistence Allowances

If a town or parish councillor is away from their usual place of residence for more than four hours, they can claim £10.00 towards their breakfast, lunch and/or evening meal.

Item 9



Civic Budget and Mayoral Allowance Policy

TOTNES TOWN COUNCIL

AGREED MAY 2017

REVIEWED FEBRUARY 2021

Background

All Civic and Mayoral spending will be limited to the agreed budgets over the course of the financial year, therefore pre planning of proposed events and larger commitments is essential. All major civic events should take place within the Council's financial year ending 31st March.

During the period from 1st April to 18th May a maximum spend of an amount equivalent to 1 ½ months of the allocated Civic Budget and Mayoral Allowance Budget for the financial year is allowed and must be agreed in advance with the Town Clerk.

Any surplus at the end of the financial year will not be carried forward.

The budgets must not be in deficit at the financial year end.

Expenditure which is allowed:

- A. The Mayoral Allowance budget is to defray reasonable costs in order that the office holder is not out of pocket for fulfilling the role of Mayor. The Mayor can claim up to the amount of the Councillor Allowance by submitting claims to the Finance, HR and Lettings Manager. Accepted claims are:
- Mileage to and from events
 - Tickets for events
 - Raffle and draw tickets
 - Donations to charities (up to £25)
 - Reasonable clothing allowance for Civic events
 - Additional Telephone, stationery and printing

- B. Funding for all the formal and informal Civic events and costs associated with the role of the Mayor during the Mayoral year.

These may include:

- Mayor Choosing and reception
- The Civic Service
- Remembrance Sunday (in conjunction with the British Legion)
- The Civic Event (Community fundraising event)
- Events where the Mayor is usually accompanied by the Town Sergeant, such as Totnes Carnival, the annual Orange Race, the opening of the Elizabethan Market

PLEASE NOTE - Civic Funerals (as and when required) and refreshments at a wake for Honoured Citizens/Freemen will be funded from the general reserve up to a value of £1,000.

- C. Civic events supported by the Council involving, but not necessarily arranged by, the Mayor, or agreed Councillors. This expenditure must be agreed in advance by the Mayor.

These may include:

- Hosting the Mayor of Vire, to include up to £25 for an award
- Receptions for Civic visitors
- Hosting small award ceremonies, to include up to £25 for an award
- Hosting meetings of community groups
- Activities related to the Town Council but not necessarily organised by the Mayor

- D. The costs of any events held or attended by the Mayor or Deputy Mayor or Councillors deputising in their place in the course of his/her duties in the Mayoral Year.

These may include:

- Christmas reception
- Specific refreshments etc. when organising events at the Guildhall during the year
- The incidental costs of attending community and charitable events e.g. purchase of tickets for both the event and raffles
- Charity functions, and to cover any costs when attending functions e.g. the purchase of raffle tickets, collections, etc

- E. Supporting the Mayor in raising money toward his/her chosen charity.

These may include:

- Providing facilities paid for by the Civic Budget in raising funds for the chosen charity e.g. reception in the Guildhall, hire of the Civic Hall, etc

PLEASE NOTE: All use of the Civic Hall must be paid for in full from the Civic Budget to the Paige Adams account. No free use can be granted by the Mayor.

Expenditure which is not allowed:

The Civic budget must not be used to pay for

- Gifts of monies or goods (including flowers) other than to charities. NOTE: Any requests for contributions to groups and charities outside of fundraising must be considered by Paige Adams through the grants process.

7. 115

- NOTE: The policy will allow an exception for the purchase of flowers for incoming and outgoing Mayors and their consorts plus retiring Councillors to the value of £25 per bouquet.
- Parking fines
- Social events internal to the Council unless agreed by the Mayor or Deputy Mayor.
- Items normally covered by the Mayoral and Councillor Allowance e.g. costs associated with the use of home as office, personal telephone bills, etc.
- printing fliers/leaflets/posters etc. other than for civic events covered in B. above.

Reporting and monitoring procedures:

The Mayor is asked to account for his/her spending and to submit these expenses, along with the Mayor's monthly engagements, as a quarterly agenda item to Council Matters meetings:

- All amounts submitted for reimbursement from the Town Council will be signed off and paid according to the Town Council financial regulations.
- Amounts of £500 and over need to be agreed by the Council Matters Committee in advance of agreement. Details of the proposed expenditure will need to be submitted, to ensure contributions and events are in line with Civic function and the Town Council priorities. If agreed it can then be submitted for reimbursement/payment to the Town Council Finance Officer.

Once 85% spend of the budget is reached the Council Matters Committee must be informed and any future spend must be agreed in advance with the Town Clerk.

Any outstanding civic expenses need to be submitted by the outgoing mayor by the end of June, when the preceding mayor's budget will be closed.

ITEM 10 – COUNCILLOR ALLOWANCES – TIMELINE

The claim form for the 20/21 Council Allowance which is £394.05 was sent out by email on 20th January 2021.

In accordance with the Payments to Councillors Policy only those Councillors who have met the criteria of attending a minimum of 75% of meetings in the 12 months prior to the payment date will be entitled to claim the allowance.

The allowance will be paid through the PAYE system on 20th March 2021 and eligibility will therefore include meetings attended from March 2020 to February 2021.

The deadline for returning the completed form is 6th March 2021.

Any Councillors who have not served for a full year will received a pro-rata amount of the allowance.

Please note that only elected councillors are entitled to the allowance so unfortunately co-opted councillors cannot claim. This is set out in national legislation and is not any localised arrangement.



TOTNES TOWN COUNCIL

COUNCILLOR ALLOWANCE CLAIM FORM

Title		
Full name		
Address		
	Postcode:	
Date of birth		
Marital Status	Single / Married / Divorced * (* delete as appropriate)	
Telephone numbers	Home:	Mobile:
E-mail		
NI number		
Bank Details	Bank: Name on account: Sort code: Account number:	
	You need to select one of the following statements (please circle) : A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension. B - This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension. C - As well as my new job, I have another job or receive a State or Occupational Pension.	

I wish to claim my Councillor Allowance for 2020/21.

Signed:

Date:

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Guidance relating to Taxation of Members' Allowances and Expenses can be found at <https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim65970>

It states that:

'For tax purposes council members and civic dignitaries are treated in the same way as any other individual who holds an office or is an employee. Earnings received from an office or employment are chargeable to income tax as employment income. PAYE arrangements apply to these earnings as they do to any other employment. 'Earnings' has a wide meaning - it includes salaries, fees, wages and any other profits received from an office or employment. It also includes allowances paid to cover expenses incurred in carrying out the duties of an office or employment, unless these allowances do no more than reimburse expenses actually incurred and which are deductible for tax purposes.'

Also:

'Procedure at the end of the tax year

Members who receive tax returns should include figures for all their income on their Self-Assessment tax return. They will also include all claims they wish to make.

- They should send their completed tax return back to their tax office by 30 September after the end of the tax year if they want HMRC to calculate their tax bill for them and/or
- they wish tax (below £2000) to be collected through next year's PAYE code where practicable.

The deadline for sending back their tax return is 31 January after the end of the tax year.

HMRC will make any repayment due. If there is tax to pay, the member should pay it by 31 January after the end of the tax year.

Members who do not receive tax returns will have their tax checked by HMRC in the traditional way. They should send any claims to their tax office after the end of the tax year as now.'

ITEM 11 – PROPOSAL FOR PV BENCH

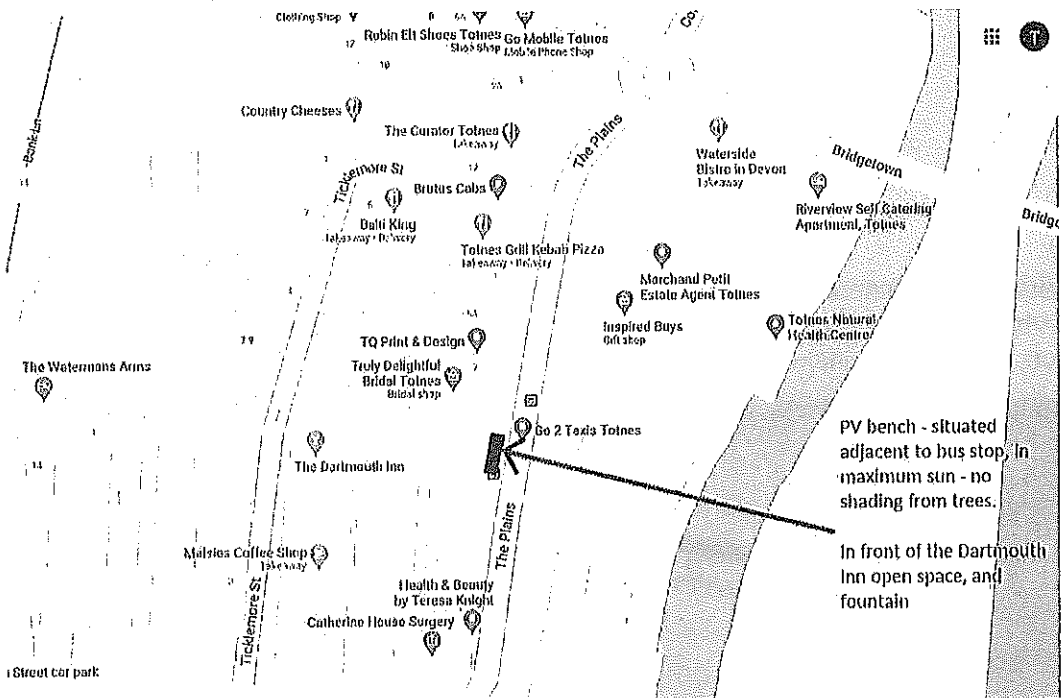
2 February 2021

Background

Totnes skateboard park is being redeveloped and Invest in Devon were approached for £3000 funding towards the purchase of a solar bench. However, due to the COVID restrictions, progress on the skateboard park has been delayed. Meanwhile the funding has been extended until Feb 2021 but is unlikely to be held much beyond this, and new lower quotes allow 2 benches to be purchased. It is, therefore, proposed to purchase two PV benches at 1649€ each and install one temporarily in The Plains and the other at the Rotherfold. At some future time, one or both benches could be moved to a permanent site at the skateboard park. Any additional shipping costs that might be incurred are being explored.

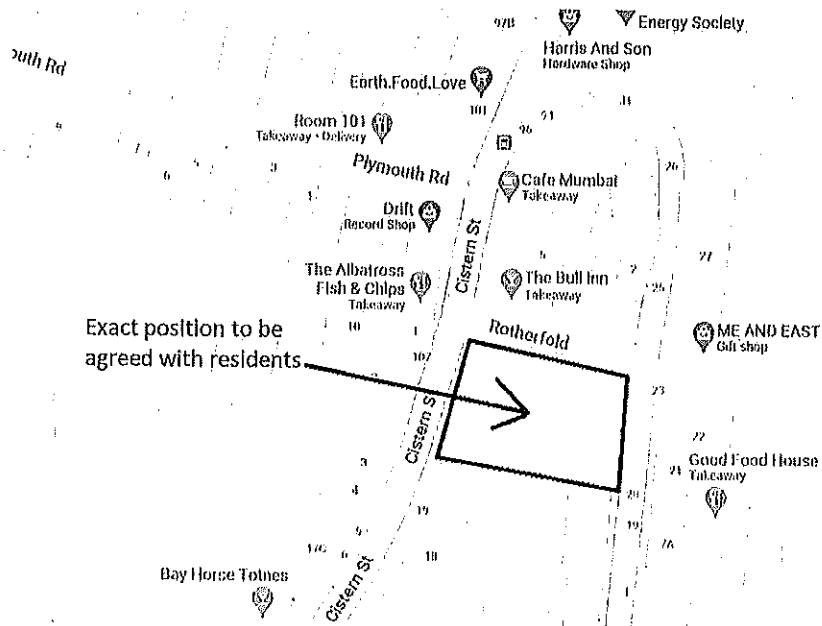
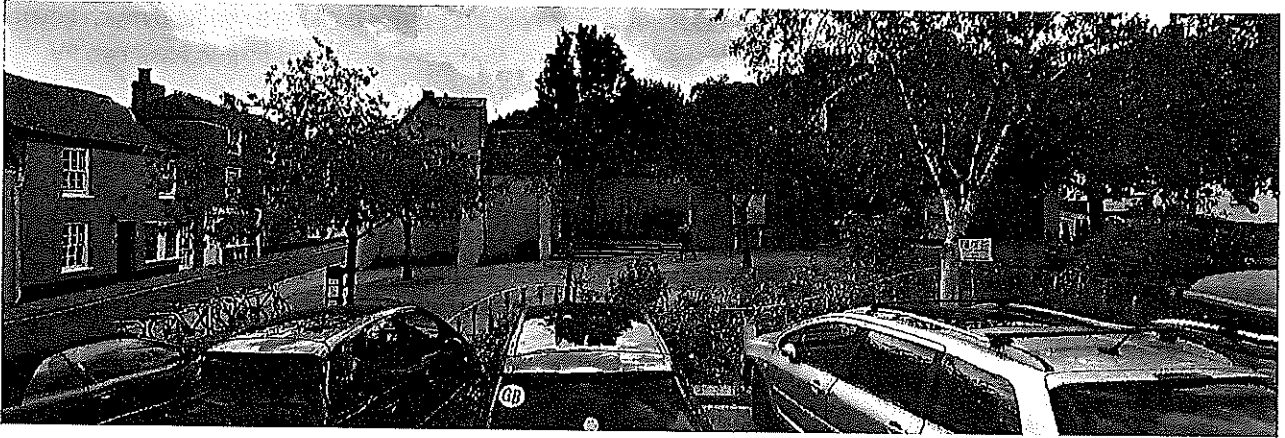
Location 1 - The Plains

The proposed temporary position for the bench is in the open space in front of the Dartmouth Inn. This area is not shaded by trees and is adjacent to a bus stop and would provide an interesting focal point to this attractive area. As this is within the conservation area, we will need planning permission and also agreement from DCC as this is their land.



Location 2 - Rotherfold

The second proposed temporary position for the bench is in the Rotherfold. The exact siting would need to be confirmed with residents in such a way to minimise the shade from trees. As this is within the conservation area, we will need planning permission and also agreement from SHDC as this is their land.



Proposed bench

<https://include.eu/b2g/steora-smart-benches/classic/> The bench has basic features: vandal proof solar panels with 99 W power output, Li-ion battery pack, qi wireless charging, LED ambient light, seating surface cooling system, GPS location, battery status indicator.

