

AGENDA FOR THE MEETING OF COUNCIL MATTERS THURSDAY 17TH MAY 2021 AT 6.30PM IN THE CIVIC HALL

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 17th May 2021 at 6.30pm** in the Civic Hall 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.

Councillors and members of the public are asked not to move any seats or tables, and to take their seats on arrival to ensure that social distancing measures are maintained.

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 attendees are also consenting to being recorded.

Can members of the public please note that given the current climate Councillors and staff are adapting to 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 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 29th April 2021 and update on any matters arising. Document attached.

3. BUDGET MONITOR

To consider the Budget Monitor. Document to follow.

4. SUPPORTING OUR TOWN FUND

To consider the South Hams District Council Supporting Our Towns Fund and any amendments required to the Town Council budget. Document to follow.

5. COMMUNITY GRANT SCHEME APPLICATIONS

To consider the applications for the community grant scheme. Documents attached.

6. VISIT TOTNES REPORT

To consider a Visit Totnes report covering January-April 2021. Document attached.

7. COUNCIL MEETING VENUE

To consider the venue of where council meetings are held as we come out of the stages of lockdown. Verbal update from the Clerk.

8. COMPLAINTS POLICY AND PROCEDURE

To review the Council's Complaints Policy and Procedure. Document attached.

9. CODE OF CONDUCT

To review the Councillor's Code of Conduct. Document attached.

10. OFFICE MANAGEMENT DURING STAFF LEAVE

To review the office management during staff leave policy. Document attached.

11. EMPLOYEE PERSONAL DEVELOPMENT LOAN

To consider the introduction of an employee personal development loan policy.
Document attached.

12. COUNCIL PROJECTS

To note the ongoing projects that Totnes Town Council are progressing. Document attached.

13. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th June 2021 at 6.30pm in the Civic Hall. 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)*

14. STAFFING UPDATE (Standing Item)

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

- a. To consider an increase in hours for the TMO.
- b. To note an update on Administrator recruitment.
- c. Verbal update on all other issues.

15. STAFF ATTENDANCE

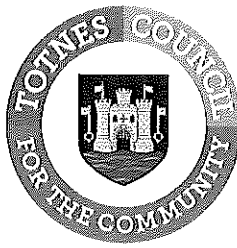
To note sickness and overtime balances. Document enclosed.

Catherine Marlton
Town Clerk
12 May 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.



DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS THURSDAY 29TH APRIL 2021 AT 6.30PM – HELD REMOTELY USING ZOOM

Present: Councillors E Price (Chair), M Adams, C Luker, P Paine, B Piper, V Trow and J Hodgson (joined at 18.55).

Apologies: Cllr C Allford.

In Attendance: C Marlton (Town Clerk) and C Bewley (Finance, HR and Lettings Manager).

1. APOLOGIES FOR ABSENCE

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

Cllr Price read out a statement about how the meeting would be conducted, recorded and live streamed on social media.

The apologies were accepted.

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 in attendance.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To approve the minutes of 8th March 2021 and update on any matters arising

The minutes were approved as an accurate record of proceedings. There were no matters arising.

3. BUDGET MONITOR

To consider the Budget Monitor.

The Clerk updated that there is a year-end surplus of £150k due to delayed capital projects, and remainder of £70k of S106 funding to cover the green travel projects and the co-ordinator. The year end figures will be provided for the next Committee in May.

4. VENUES AND PUBLIC ASSETS WORKING GROUP

To note the minutes of and consider any recommendations from the Venues and Public Assets Working Group held on 17th March and 21st April 2021.

The minutes were noted. There were no recommendations for Committee consideration.

5. PUBLIC REALM AND CEMETERY WORKING GROUP

To note the minutes of and consider any recommendations from the Public Realm and Cemetery Working Group held on 14th April 2021.

For the Cemetery It was **AGREED** that:

- The revised Cemetery Regulations were approved.
- The wildflower circle is monitored over the course of 2021 and if there is no improvement TTC takes back the management of the land.
- The signage for the wildflower area poster is revised to have the individual names removed and be replaced with 'private donation and County Councillor locality grant'.
- A Friends of Totnes Cemetery Group may be formed as set out in the draft Terms of Reference.

On wayfinding in the town, it was **AGREED** that a separate meeting will be held on 13th May 2021 and open to all Councillors.

6. ARTS WORKING GROUP

To note the minutes of and consider any recommendations from the Arts Working Group held on 21st April 2021.

Noted.

7. ARTS AND COMMUNITY OUTREACH

To consider a proposed budget allocation for Arts and community outreach.

The Clerk explained that due to financial pressures on the Chamber of Commerce, there is a one-off allocation to assist with the town's Christmas lights in 2021. It was unanimously **RECOMMENDED to Full Council** to approve the £4000 spend from reserve as outlined below:

COUNCIL MATTERS APRIL 2021		
COMMUNITY OUTREACH ALLOCATION	6000	
Civic Square Light and Trees	-3000	
Town Wide Christmas Lights grant to Chamber of Commerce	-2000	
Totnes Directory Updates	-1000	
Defibrillator Pads/Service	-200	
Facebook/Comms	-200	
Community Consultation events/marketing material as required	-500	
TOTAL	-900	
ARTS BUDGET ALLOCATION	10000	
Professional support for Civic Hall from electrician	-100	Agreed by Council Matters
Christmas Festival domain	-100	Agreed by AWG
Christmas Festival nights professional support	-6500	Agreed by Council Matters
May Day Event facilitated by NDP Circus	-1500	Agreed by Council Matters
Community Christmas Workshop	-1000	Estimate
Winter Wandaland	-250	TBC by the AWG
Summer arts events/installations TBC	-1500	TBC by the AWG
Phoneboxes	-650	
Halloween event/trail TBC	-1500	TBC by the AWG

The individual allocations within the proposed Arts budget were **AGREED** by Council Matters under delegated authority (in red).

8. VISION AND STRATEGY

To consider the draft Vision and Strategy document for the Council's current term until 2023.

To **RECOMMEND** to Full Council that the Vision and Strategy document is adopted with the annex on how to evaluate future ideas and proposals.

9. CHRISTMAS FESTIVAL TENDER

To consider the draft invitation to tender document for the Christmas Festival nights.

The Invitation to Tender document was **AGREED**. It was **AGREED** that the Clerk is given delegated authority to progress the tender process, with candidates interviewed with named Councillors and the Clerk before a contract is awarded.

10. CLIMATE CHANGE WORKING GROUP

To consider any items from the Climate Change Working Group.

Cllr Hodgson set out that as part of the Tree Planting Group, a contribution of £210 is requested towards the cost of purchase of trees planted at Baltic Wharf. A revised figure of £600 is required for the purchase of three mobile hand-held air pollution monitors. These expenditures were **AGREED** as below:

COUNCIL MATTERS APRIL 2021		
CLIMATE CHANGE	10000	
Air pollution monitors	-600	Agreed by Council Matters
e Bike and E Cars Survey	-500	Previously agreed
Tree planting contribution	-210	Agreed by Council Matters
TOTAL	8690	Remaining to be allocated

11. EARMARKED RESERVES

To review the earmarked reserves.

The earmarked reserves are an amount within our existing reserves and are usually used by smaller parishes. Given the healthy general reserve it was **AGREED** to set the earmarked reserve allocation to £0.

12. COMMUNICATIONS AND MEDIA PROTOCOL

To review the Communications and Media Protocol.

The policy was reviewed and it is **RECOMMENDED** to Full Council for adoption, with the inclusion of a summary of key points.

13. STAFF APPRAISAL POLICY

To review the Staff Appraisal Policy.

The policy was reviewed and **AGREED**.

14. FINANCIAL RISK ASSESSMENT

To review the Financial Risk Assessment.

The risk assessment was reviewed and it is **RECOMMENDED** to Full Council for adoption.

15. YEAR END TIMELINE

To note the year end timeline.

Noted.

16. RE-OPENING HIGH STREET FUND

To note and update on the Re-opening High Streets Fund.

The Clerk updated that £28K is due back from South Hams District Council which will go into Financial Year 2020/21 for closures for the high street and traffic calming measures, and It is hoped that a further £6k can be claimed for FY 2021/22.

17. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 17th May 2021 at 6.30pm.

Noted. This meeting will be held in the Civic Hall, a risk assessment will need to be completed and with Covid regulations seats will need to be spaced which could mean public numbers have to be capped.

*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)*

18. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations.

These were reviewed and **AGREED**.

19. STAFFING UPDATE (Standing Item)

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

- It was **AGREED** to allocate £250 from the staffing budget for specialist training for the Admin Assistant.
- Possible sick leave requirements for a senior staff member was noted.
- Possible compassionate leave for a senior member of staff was noted.

20. LEGAL UPDATE

To note any updates from the Town Clerk.

The Clerk explained that a brief will be sent to May Council Matters regarding a potential claim being made on the Council insurance policy.

21. EMERGENCY BUSINESS CONTINUITY PLAN

To note the proposal for emergency business continuity plans for implementation in unexpected management absence.

The Clerk explained emergency cover arrangements proposed in the case of absence of the Finance Manager. The Clerk will set up bank payments and another member of the management team will provide the second authorisation to allow urgent payments and wages to be paid. This approach was **AGREED** as reasonable by Councillors.

ITEM 5

Totnes Town Council Community Grant Applications May 12th 2021							Clerk recommendation	
Applicant	Project	Amount £	Total project cost	% of total cost	Officer comment	£	% of request	
Totnes Caring	Transport services coordination	4,000	17,354	23.05%		4000	100%	
Totnes Heritage Trust	St Mary's Churchyard design and consultation	4,000	4,000	100.00%	Could be funded from general reserve under 'Power to maintain Closed Churchyards'	0	0%	
TRAVE	Youth can make a difference forum	3,881	3,881	100.00%		1940.5	50%	
Sea Scouts	Building refurb for reopening	2,000	20,000	10.00%	Could be funded from general reserve under 'Power to provide and equip buildings for use of clubs having athletic, social or recreational objectives'	2000	100%	
Totnes Bike Hub	Dr Bike workshops	1,950	1,950	100.00%	Consider funding from Green Travel budget? Allowable under power to spend on Transport.	975	50%	
Warmheart Community Projects	A Totnes Tale	2,000	16,400	12.20%	Consider funding from the Arts budget/general reserve? Allowable under 'Power to provide provision of entertainment and support of the arts'	1500	75%	
Parklife	Cemetery Wildflowers	1,000	1,500	66.67%	Consider funding from cemetery maintenance budget? Allowable under power to spend on Cemetery Maintenance.	750	50%	
Youth mental health foundation	What's your genius workshops	1979.4	1979.4	100.00%		1979.4	100%	
Lifeworks	Get Involved Youth Club	5,000	53,476	9.35%		2500	50%	
Totnes Library	Revamping Childrens' library	3846.36	3846.36	100.00%		2884.77	75%	
Transition Town Totnes	Relaunch Transition Streets	6,389	12,778	50.00%	TTT have had previous funding and this fund is very oversubscribed.	0	0%	
Church of St Johns and St Mary	Connecting Communities: upgrade AV equipment	2,500	17,500	14.29%	Funds cannot be given for church activities but this building does provide an entertainment and community use space. Consider funding from general reserve? Spending power 'Power to provide and equip buildings for use of clubs having athletic, social or recreational objectives'	1250	50%	
S Hams CAB	Outreach at the Mansion	6,444	7,999	80.56%		6444	100%	
Network of Wellbeing: Share Shed	new stop in Bridgetown	4,350	24,991	17.41%		3262.5	75%	
Total		49,340	187,655	26.29%		29486.17	Total	
						4475	Suggest taking from other budgets/reserve	
						25011.17	Total suggested from £25,000 £137	

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Community Grants Policy

TOTNES TOWN COUNCIL

AGREED MARCH 2021

NEXT REVIEW MARCH 2022

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

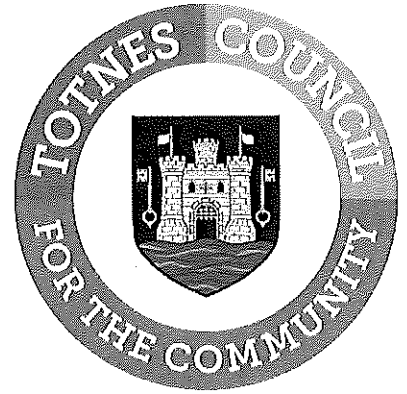
The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be returned, **please ensure receipts are kept for 12 months following expenditure.**

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.



TOTNES TOWN COUNCIL COMMUNITY GRANTS GRANT FUNDING APPLICATION FORM

How to use this form: this form can be printed and completed by hand, or can be filled in electronically.

Name of organisation	Totnes Caring Ltd
Name and address of the person making the application on behalf of the organisation	[REDACTED] Totnes Caring, The Loft, Totnes Community Hospital, Coronation Road, Totnes, Devon, TQ9 5GH
Position held in organisation	Fundraising and Events Coordinator
Telephone	[REDACTED]
Email	[REDACTED]@totnescaring.org.uk
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	Facebook: https://www.facebook.com/TotnesCaring1/ Twitter: @TotnesCaring Website: www.totnescaring.org.uk
Bank details	Bank name: Lloyds
If you are successful, our preferred payment method is via BACS.	Sort Code: [REDACTED] Account Number: [REDACTED]

Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	<p>Yes: 2018/19- £15,065 for Caring Town Connectors (finances managed by Totnes Caring on behalf of Caring Town at this time); £1,000 for the Totnes Caring Art Group</p> <p>2019/20; £800 towards our transport services; £ 7,500 for Caring Town Connectors – see above note; £1,875 for Totnes Caring staff member supporting connectors at the Mansion.</p> <p>2020/21: £7,500 for Totnes Caring advice and support services during Covid-19 pandemic; £12,146 for Totnes Caring for 3 month extension of 2 staff contacts to provide essential services during pandemic.</p> <p>2021/22: £4,010 towards extension of two staff contacts to provide essential services during Covid 19 pandemic.</p>
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What are the aims of your organisation?	Totnes Caring provides support to older, disabled and vulnerable people living in Totnes and surrounding areas. In particular we support people live independently at home for as long as possible, staying safe and well and remaining well connected to their community.
What is the name of the project/activity you are applying for?	Transport Services Coordination
When will the project be started/finished?	This activity is on-going, but the requested funding will support it from 1 July 2021 to the end 31 December 2021.

Financial information

What is the total cost for the project/activity?	£17,354
Please complete the budget breakdown attached which will be used for monitoring purposes	
What is the amount of grant requested from Totnes Town Council?	£4,000
How much have you raised already?	We expect to raise about £8,000 through voluntary donations from the clients we transport.
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No.

Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	We have not applied for any other grant for this specific purpose during this period (this service has historically been quite difficult to get grant funding for) although we will continue to look for suitable opportunities,
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Criteria

Please read the Community Grants Policy for further information.

(500 words maximum)

Totnes Caring is working hard to ensure that our vulnerable clients (all of them are in the 'clinically vulnerable' and 'extremely clinically vulnerable' groups) are supported to stay as healthy and happy as possible and an important element of this is that they are supported to get safely to their essential health appointments. Our volunteer drivers transport clients to a wide range of appointments and clients really appreciate the kindness and care taken by these volunteers at what can be a very anxious time, particularly during the pandemic.

The need for this service is particularly high currently and expected to remain so for the rest of the financial year because of the back-log of appointments built up during the pandemic. In addition we are transporting clients to their Covid-19 vaccinations. When it is safe to do so, our group activities, such as our lunch club and memory cafes, will be opening up again and our volunteer drivers will also be transporting clients to these.

The needs of our clients are often complex and this service requires efficient and sensitive co-ordination -this is provided by our experienced part-time transport coordinator.

We currently have 45 active volunteer drivers and are actively encouraging more Totnes residents to get involved.

We know that this service is needed because of the high demand for it from our clients and the feedback we receive- a recent example: 'A huge thank you Totnes Caring, I have been in need of your help lately, hospital visits to Newton Abbot and the RD&E Exeter Spinal unit, what a wonderful service, the drivers were so friendly and helpful. I would have been so stressed without their help. You all do an amazing job'.

Additionally we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

1 a) How many people will this project benefit? We expect to assist approximately 578 clients, many repeatedly, with transport to health appointments and social activities important for their welfare over a 6 months period (We have 920 clients in total currently)

b) How many are involved in decision-making and ownership of this project?

Our part-time transport coordinator liaises closely with our 45 volunteer drivers and always welcomes their feedback and suggestions for improvements.

c) Will your project encourage more Totnes residents to get involved? Yes.

If so, how?

We will continue to promote our need for volunteer drivers via the local newspaper, Facebook, banners, posters etc.

In respect of clients, we take referrals from Health and Social Services, other local groups and from family members. We also welcome self-referrals. We advertise our services widely.

2. Are you partnering with other Totnes groups and, if not, could you consider doing so?

Totnes Caring partners with a range of other local groups including Citizens Advice, the Connection Hub, Food in Community, the Totnes Rotary, the WI, the Towns Women's Guild and Totnes Cinema. We liaise closely with Bob the Bus and in the early days of the pandemic, when they were not running scheduled services, they helped transport our clients.

We also liaise very closely with the local statutory health and social care teams in an effort to ensure that our clients' wellbeing is supported.

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

We collect both quantitative data -numbers of journeys, passengers etc, distances covered-

We also encourage on-going qualitative feedback from clients and volunteers and, every 2 years, carry out a clients' and volunteers' survey. The next client survey is due in January 2022.

4. Will your project continue after this grant is spent? If so, how will it be funded?

A combination of reserves and grant funding.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
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Management costs	10% of other project cost	£1,577	£362
Training			
Office costs (rent, telephone etc)			
	Sub Total	£1,577	£362
Salaries	Transport Coordinator Salary including on-costs- 24 hours per week for 6 months, including NI and pension	£7,276	£3,638
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses	Volunteer drivers mileage	£7,500	
Other (please specify)	Mini-bus and WAV running costs and maintenance	£1,000	
	Sub total	£15,776	£3,638
	TOTAL	£17, 354	£4,000

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree) ☐ Yes

We have provided copies of the following necessary documents (refer to Community Grants Policy) to support the application (please click/tick as appropriate):

Accounts ☐ Yes Bank statement or paying-in slip ☐ Yes Constitution ☐ Yes
(to double check bank details)

NB. Scanned copies are acceptable if you end your application by email.

Applications will not be taken to committee without all these supporting documents

To support our application we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

-Vulnerable Adults Safeguarding Policy

-Spreadsheet showing expenditure and income from October 2020 to March 2021 (N.B. our income was unusually high in this period as two large Covid grants to provide support during a period of increased expenditure and lower than usual fundraising income were received in October 2020)

-List of Trustees.

Signature 1 (person submitting form)



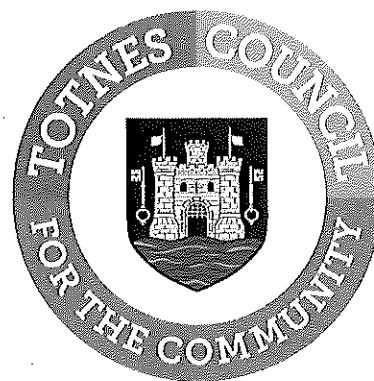
Signature 2 (Chair or senior representative of the organisation)



Typed entries acceptable for email applications

Date: 7/5/21

Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.



**TOTNES TOWN COUNCIL COMMUNITY GRANTS
GRANT FUNDING APPLICATION FORM**

How to use this form: this form can be printed and completed by hand, or can be filled in electronically.

Name of organisation	St Mary's Totnes Heritage Trust
Name and address of the person making the application on behalf of the organisation	P
Position held in organisation	Chair of Trust
Telephone	
Email	chair@stmarystotnesheritagetrust.org
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	Facebook: Totnes Heritage Trust (@totnesheritage) Twitter: St Mary's Totnes Heritage Trust (@st_heritage)
Bank details	Bank name: Lloyds Bank
If you are successful, our preferred payment method is via BACS.	Sort Code: : Account Number:
Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	No

What are the aims of your organisation?	The aims/objectives of the St Mary's Totnes Heritage Trust is set out in its constitution, which accompanies this application, and includes the following. <i>To promote for the benefit of the inhabitants of the parish of St Mary's Totnes the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants</i>
What is the name of the project/activity you are applying for?	St Mary's Churchyard Project. Activity: Design and consultation
When will the project be started/finished?	Design to commence July 2021 followed by consultation in October 2021. Complete consultation February 2022

Financial information

What is the total cost for the project/activity? Please complete the budget breakdown attached which will be used for monitoring purposes	£4,000 for the design and consultation part of the whole project. The budget breakdown is set out later in this application. Rathbone Partnership's fee estimate is attached.
What is the amount of grant requested from Totnes Town Council?	£4,000
How much have you raised already?	Nil
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	Totnes Trust, which was unable to contribute at this stage.

Criteria

Please read the Community Grants Policy for further information.

This application covers the cost of a professionally drawn initial plan of the proposed St Mary's Churchyard Project by landscape architect / e of Rathbone Partnership. This is essential for display in a community consultation and to support future funding applications.

 was engaged by Totnes Trust on the previous Heritage Area project, and has access to the topological survey, archaeological assessment and land ownership information that may be required for permissions or consents. His fee proposal (attached) follows the brief provided by St Mary's Totnes Heritage Trust to create a design which is appropriate to both the heritage setting and to users' needs, in order to meet all of the criteria set out in the Town Council's Community Grants Policy.

The project provides for the improvement of the open space surrounding St Mary's Church for the community in order to revitalise the heart of Totnes's heritage centre, which also includes the Guildhall and yard, the ramparts and the site of the medieval priory. The former churchyard is the only green space in the High Street that offers visitors direct and visible access, and the design will draw on earlier community consultations, as well as incorporate ideas proposed by St Mary's Totnes Heritage Trust, the accountable body for the project. These ideas are supported by Totnes Town Council.

St Mary's Totnes Heritage Trust will work in partnership with the Town Council, Totnes Trust and local heritage, gardening and artistic groups to deliver a green space project in a unique setting that meets the Town Council's economic, environmental, social and culture/heritage priorities. It will also support its climate and ecological emergency targets, while increasing community participation and wellbeing. To achieve these aims, the design will include:

1. The promotion of the site as a key tourist destination by giving consideration to pedestrian access, upgrading the frontage to make it more welcoming, without moving existing monuments, and providing information boards at each entrance.
2. The improvement of the town centre's natural and built environment by enhancing existing planting and creating new garden areas appropriate for a heritage site, as well as increasing biodiversity, wildlife habitats and education opportunities.
3. The encouragement of social contact and cohesion, and greater participation by children and young people through the provision of more seating, a storytelling circle and family activities, while also creating a place of quiet reflection for everyone and in particular the vulnerable.
4. The improvement of an open space venue for events and festivals, in line with TTC's Cultural Strategy 2017, and the commissioning of works of public and functional art from local craftspeople and artists.

To quote from Public Health England's 'Improving Access to Greenspace' review 2020, "In supporting the delivery of local health, social, environmental and economic priorities, the natural capital of good-quality greenspace has the potential to deliver substantial benefits. There is increasingly compelling evidence from the COVID-19 pandemic ... that access to greenspace can improve health and social cohesion and can take positive action to address climate change."

Additionally we'd like to know about who you are working with and the long-term impact of your. Please answer the following questions.

1 a) How many people will this project benefit?

A considerable number of Totnes residents and visitors will benefit from an improved St Mary's Churchyard. The production of this design and consultation will produce a scheme that will result in this important open place in the historic centre of our town becoming an attraction for a much wider audience than the current small number.

b) How many are involved in decision-making and ownership of this project?

St Mary's Totnes Heritage Trust, on behalf of the Totnes with Bridgetown Parochial Church Council and Totnes Town Council.

c) Will your project encourage more Totnes residents to get involved? If so, how?

One of the aims of the project is to encourage participation by local groups and residents in the creation of an open space venue for events and festivals: educational opportunities for children on history, wildlife and storytelling; schoolchildren and family visits; gardening and conservation; community activities and performing arts. During the past year we have, for example, shown our commitment to this by collaborating in events on All Hallows and May Day with NDP Circus and others. We have also organised performances with the Dartington Playgoers within the open space.

2. Are you partnering with other Totnes groups and, if not, could you consider doing so?

We intend to continue and widen our partnership with:

1. Schools
2. Youth and community groups
3. Totnes Trust
4. Performing arts groups
5. Local heritage and conservation groups
6. Gardening groups

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

The success of this particular part of the project will be evidenced by the level of responses received during the consultation together with community support for the project. The consultation process and its outcome will be the subject of a report presented to the Town Council in order to obtain its support for the project to go forward.

4. Will your project continue after this grant is spent? If so, how will it be funded?

Yes. Once the final design scheme has the support of the community and the Town Council, the St Mary's Totnes Heritage Trust will then seek funding from grant-giving bodies as recommended by the TTC Community Fundraiser, plus any other bodies identified by ourselves. There is also the

option of a Crowdfunder campaign, of which the trust has recent experience. It is currently estimated that the total project cost will be in the region of £45,000.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries	Consultation organisation	£650	£650
Expenses (travel etc)			
Venue hire			
Materials	Consultation	£100	£100
Publicity	Consultation	£250	£250
Volunteer expenses			
Other (please specify)	Rathbone Partnership	£3,000	£3,000
	Sub total		
	TOTAL		£4,000

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions
(please click/tick box to agree) ☐

We have provided copies of the following necessary documents (refer to Community Grants Policy) to support the application (please click/tick as appropriate):

Accounts ☐ Bank statement or paying-in slip ☐ Constitution ☐
(to double check bank details)

NB. Scanned copies are acceptable if you end your application by email.

Applications will not be taken to committee without all these supporting documents

To support our application we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

1. Copy of the accounts for year ending 31 December 2020 being the latest accounts.
2. A cashflow breakdown extracted from bank statements showing all income and expenditure for the period from 6 November 2020 to 6 May 2021
3. A copy of latest bank statement
4. A list of trustees being the management committee
5. A copy of governing document
6. The Safeguarding Policy of the Totnes with Bridgetown PCC that was adopted in principle at a recent meeting of the trustees as being the basis of its safeguarding policy to be drawn up and approved at a subsequent meeting.
7. Rathbone Partnership's fee proposal

Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date: 10 May 2021

1 – Chair of Trustees

.. - Trustee

Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.



TOTNES TOWN COUNCIL COMMUNITY GRANTS GRANT FUNDING APPLICATION FORM

How to use this form: this form can be printed and completed by hand, or can be filled in electronically.

Name of organisation	Totnes Rural Area Youth Engagement (TRAYE) Project.
Name and address of the person making the application on behalf of the organisation	[REDACTED]
Position held in organisation	TRAYE Project Lead
Telephone	[REDACTED]
Email	[REDACTED]@gmail.com
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	Website: www.traye.org , Facebook Pages: Totnes Rural Area Youth Engagement and Youth Can Make a Difference Forum.
Bank details	Bank name: Cooperative
If you are successful, our preferred payment method is via BACS.	Sort Code: [REDACTED] Account Number: [REDACTED]
Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	£2000 – Youth Can Make a Difference Forum delivery November 2020 – March 2021 £250 – Art Supplies for TRAYE Young People's Art Day April 12 th 2021.

What are the aims of your organisation?	<p>Totnes Rural Area Youth Engagement (TRAYE) has been delivering youth provision for over 5 years to young people aged 8-19 years from Totnes and its surrounding areas. As a Youth organisation we promote safety, wellbeing and community at the heart of our work and in a variety of ways, using youth work methods such as youth clubs, outdoor activities, one to one support, detached/ outreach work, targeted group work and a youth forum.</p> <p>Our mission is to provide rural youth work in an inclusive and connected way, which promotes kindness, compassion and respect for all.</p> <p>We aim to help young people reach their fullest potential, become active citizens and to stay safe whilst promoting the values of community and the environment at the heart of all we do.</p> <p>TRAYE is a registered Charity and is governed by a group of Trustees and has an active Management Committee – Please see attached documents.</p>
What is the name of the project/activity you are applying for?	The Totnes Youth Can Make a Difference Forum
When will the project be started/finished?	June 2021 – December 2021

Financial information

What is the total cost for the project/activity?	£3881
Please complete the budget breakdown attached which will be used for monitoring purposes	
What is the amount of grant requested from Totnes Town Council?	£3881
How much have you raised already?	N/A
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	N/A
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	National Lottery £50,000 for 3 years of funding for TRAYE as a whole– starting January 2022. We should know by September 2021.

Criteria

Please read the Community Grants Policy for further information.

The Totnes Youth Can Make a Difference Forum was taken over by TRAYE from Caring Town in August 2020. At this point, Caring Town transferred £1700 to TRAYE to keep the Forum running until November 2020. Totnes Town Council then provided the project £2000 to continue running up until May 2021. We are now asking for funding from June until December 2021 to ensure this valuable project continues.

The Youth Can Make a Difference Forum is an excellent example of the power of youth participation, engagement and voice and how it can benefit the lives of not only the young people taking part, but a much wider cohort of young people through peer education and awareness raising. This project enables young people to have an active voice in their communities and helps them to develop links with other groups, agencies and local businesses in Totnes. The Forum itself, has now been running for over 2 years and relies solely on external funding. The Forum and the style of youth engagement it offers is very different from more traditional 'open access' or youth club styles, in that it is targeted at young people who want to take an active role in their own lives, the lives of others and the life of their community. The young people decide on the issues they want to address and have themselves come up with three core aims which are as follows: 1. Me. 2. My friends. 3. Where I live. The project will do this by offering:

1. Peer support via the Forum itself where we will be exploring issues that affect them, such as mental health (to include Covid recovery related), wellbeing, risk taking behaviour (such as drugs and alcohol) and education.
2. Peer education – we will be offering training to the young people around issues such as mental health (to include Covid recovery and resilience). We will be supporting young people to share this knowledge using creative methods such as social media and arts, but also giving talks in schools and visiting other local groups.
3. Community education – young people will be highlighting issues such as the environment, sustainability, access to volunteering opportunities and raising a positive profile of young people as a community asset. The young people have said that they would like to complete 2 outdoor events in their local community such as Tree Planting and Permaculture activities.

Additionally we'd like to know about who you are working with and the long-term impact of your. Please answer the following questions.

1 a) How many people will this project benefit?

30 young people from Totnes are already involved in the Forum Group. These young people will be in regular contact with the 454 young people known to the TRAYE project itself. We will also be visiting schools for assemblies to recruit more young people and to ask them their views on community issues.

Within the six months of this funding bid, we will be recruiting at least 6 more new young people from Totnes to the Forum.

b) How many are involved in decision-making and ownership of this project?

The young people involved in this project are all involved in the planning and decision making that surrounds it. The young people decide on the issues they want to address and have come up themselves with three core aims which are as follows:

1. Me
2. My friends
3. Where I live

All work undertaken by the Forum group will fit broadly into these three aims. But not only have the young people just been involved in this decision making they are also regularly attending the Steering Group of the Totnes Rural Area Youth Engagement project as a whole and their voice is playing a central role in the shaping of the wider project as a whole.

To lose this wonderful Forum project through lack of funding would be a real loss for the young people and community of Totnes. They are a strong, well established group of young people with much to give back to their community. As one young person from the Forum mentions,

'Being part of the Forum has really helped me to feel more confident particularly through the pandemic, I always had ideas in my head but didn't know what to do with them and being stuck in didn't help either. Being part of the Forum has made me want to take action, like with the Tree Planting event we recently did, a few of us came up with the idea and then we did it! It felt good to give back to the community and help the environment' (Isabelle 15).

c) Will your project encourage more Totnes residents to get involved?

If so, how?

Absolutely. Widening participation is the core aim of this project.

We will be working with a core group of 30 young people who will not only be working creatively (using social media and arts) to reach a wider population (454 involved in the project from Totnes and the surrounding area) young people to hear their views, thoughts and wishes.

In addition to this, young people will also become peer educators. Young people are uniquely placed to pass on valuable information about safety (drug and alcohol awareness), active citizenship (the value of democracy in decision making and the power of youth voice) and the environment (tree planting activities and sustainability). We will be supporting these young people to reach the wider community through a series of talks at local Youth Clubs, Uniformed Groups,

school assemblies and community events.

We will be also in a process of continual recruitment of young people as our experience tells us the need for this as young people grow older and move on into adulthood. This will enable us to keep a vibrant and fun group for the young people to be involved in.

2. Are you partnering with other Totnes groups and, if not, could you consider doing so?

We will be partnering with:

- Totnes Living Projects
- Space* Rushbrook Youth Club.
- Totnes Skatepark Community Group.
- Youth Futures Academy (permaculture).
- Totnes Connection Hub.
- Kevicc
- Totnes Progressive School
- Steiner
- Lifeworks
- Jamming Station

We are already involved with many of these organisations and would like to continue working alongside them to ensure the best partnership outcomes possible for all involved.

4. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

We have a solid track record of being able to record positive outcomes for young people. The group has been running successfully for over two years. It has grown in scope and size and **we have continued to run throughout the Covid-19 Pandemic** and used online methods and assertive outreach to continue to meet the needs of the young people and further our aim to include a youth voice in the life of the Totnes Community.

Our session feedback forms will ensure good quality delivery of our Forum sessions. Alongside this we will be measuring our impact on young people's self-esteem, confidence and overall wellbeing using outcome questionnaires and impact monitoring tools as well as (and just as importantly) gathering young people's stories about the value of their involvement.

We will submit a report that has all this information in it and will also produce a short film or audio piece, which we will use as evidence of our positive impact in young people's lives.

5. Will your project continue after this grant is spent? If so, how will it be funded?

We will be continuing to look for funding for this project and have already applied to the National Lottery for a 3 year grant for the whole of TRAYE which would start in January 2022.

In the meantime, we will continue to work hard and apply for various funding streams to keep this wonderful project alive.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Management costs	N/A		
Training	We try to access free training where possible but would like to take young people on two learning events (Totnes Living Projects and New Futures Academy) in the summer holidays.	£200	
Office costs (rent, telephone etc)	N/A		
	Sub Total		
Salaries	YCMAD Project Manager – 6 hours a week x £17 p/h x 26 weeks = £2652 YCMAD Forum Worker – 2 hours a week x £12 p/h x 26 weeks = £624	£3276	
Expenses (travel etc)	Mileage @ 0.45 per mile for 2 x workers (26 weeks)	£75	
Venue hire	4 months @ £40 per month.	£160	
Materials	Arts, Crafts and Equipment	£50	
Publicity	N/A		
Volunteer expenses	N/A		
Other (please specify)	Food for sessions	£120	
	Sub total		
	TOTAL	£3881	

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree)? ☒

We have provided copies of the following necessary documents (refer to Community Grants Policy) to support the application (please click/tick as appropriate):

Accounts ☒

Bank statement or paying-in slip ☒
(to double check bank details)

Constitution ☒

NB. Scanned copies are acceptable if you end your application by email.

Applications will not be taken to committee without all these supporting documents

To support our application we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

Please find these documents attached to email.

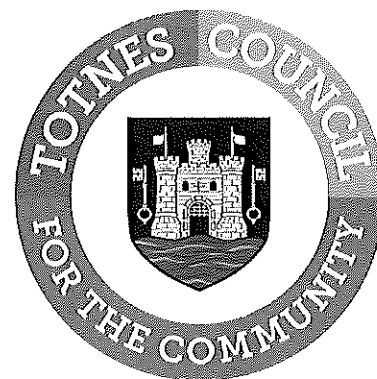
Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date: 05/05/21

Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.



TOTNES TOWN COUNCIL COMMUNITY GRANTS GRANT FUNDING APPLICATION FORM

How to use this form: this form can be printed and completed by hand, or can be filled in electronically.

Name of organisation	3 rd Totnes Sea Scout Group
Name and address of the person making the application on behalf of the organisation	I [redacted] Z.
Position held in organisation	Group Scout Leader, Leader in Charge
Telephone	[redacted]
Email	[redacted]
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	https://www.facebook.com/3rdTotnesSeaScouts/
Bank details	Bank name: Lloyds
If you are successful, our preferred payment method is via BACS.	Sort Code: Account Number:
Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	No we have not

What are the aims of your organisation?	<p>To re-invigorate scouting in Totnes and to provide a safe and viable youth organization for the young people of Totnes.</p> <p>The aim of Scouting is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of the local, national and international communities.</p>
What is the name of the project/activity you are applying for?	<p>3rd Totnes Sea Scouts Reopening</p> <p>Building refurbishment</p>
When will the project be started/finished?	1 st September 2020 - Ongoing

Financial information

<p>What is the total cost for the project/activity?</p> <p>Please complete the budget breakdown attached which will be used for monitoring purposes</p>	<p>The total cost of the project is approximately £20K. This will also support the alterations required to ensure the building is fully Covid compliant.</p>
What is the amount of grant requested from Totnes Town Council?	£2K to fund the central heating element of the refurbishment
How much have you raised already?	£10K
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No, it is not
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	Not at this stage.

Criteria

Please read the Community Grants Policy for further information.

(500 words maximum)

The Re-invigoration of the 3rd Totnes Sea Scout Group fits wholeheartedly in the Social and Community priorities for Totnes Town Council. The Totnes Scout Group has been closed now for closed for nearly 2 years, yet the weekly continued enquiries about its opening continue. There is clearly a significant need for Scouting in Totnes. The current Totnes Scout Hut has been on the site at Steamer Quay Road since the mid 1950's and is in need of refurbishment to meet the needs of the young people of Totnes today. The overall project is to refurbish the property to ensure that Scouting can start again in Totnes and continue for many more decades in Totnes. The specific purpose of this grant is to purchase a small converted shipping container to provide changing room for the young people and to enhance the utility and accessibility of the Totnes Sea Scouts site. Over the last 12 months there has been a colossal effort gone in to fund raising and the refurbishment of the space. This has lead to the double glazing, the building being insulated and central heating for the Scout hut. This means that the Scout Hut will also be available for other Totnes Community groups to use and is in a key location on Steamer Quay. This refurbishment has significant implications as a venue for the wider Bridgetown Community. The addition of external changing facilities is regarded as an essential component in this day and age to protect the modesty and decency of the young people using the site. Refurbished ex shipping containers are freely available from reputable sources and are regularly use d for this purpose. An ex shipping container would be regarded as a temporary structure and so would not require any additional planning permission, yet have a utility life of over 20+ years

Additionally we'd like to know about who you are working with and the long-term impact of your. Please answer the following questions.

1 a) How many people will this project benefit?

The Scout group is currently closed pending hut refurbishment. Typically the Scout Group accommodates over 90 young people.

b) How many are involved in decision-making and ownership of this project?

The project is Lead by (Group Scout Leader) Totnes Sea Scouts and is supported by the Torbay Scout Council District Executive Committee.

c) Will your project encourage more Totnes residents to get involved?
If so, how?
There are limitless opportunities for people to volunteer to support the Scout Group and the young people of Totnes. The Scout Hut will also now be available for other Totnes community groups to use as a community space in Bridgetown.

2. Are you partnering with other Totnes groups and, if not, could you consider doing so?

Once the Scout Hut is in a suitable condition to host other groups then we are more than happy to partner with other groups in Totnes.

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

We will have a successful growing Scout Group with warm young people during the autumn and winter.

4. Will your project continue after this grant is spent? If so, how will it be funded?

The Scout Group will continue for as long as Scouting continues. Future funding will be via grant application and parental subscription for the young people that attend the group.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Management costs		Nil	
Training		Nil	
Office costs (rent, telephone etc)		Nil	
	Sub Total	Nil	
Salaries		Nil	
Expenses (travel etc)		Nil	
Venue hire		Nil	
Materials		£4000	£2000
Publicity		Nil	
Volunteer expenses		Nil	
Other (please specify)		Nil	
	Sub total	£4000	£2000
	TOTAL	£4000	£2000

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree) ☒

We have provided copies of the following necessary documents (refer to Community Grants Policy) to support the application (please click/tick as appropriate):

Accounts ☒

Bank statement or paying-in slip ☒
(to double check bank details)

Constitution ☐

NB. Scanned copies are acceptable if you end your application by email.

Applications will not be taken to committee without all these supporting documents

To support our application we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

As a member of the scout association then we are values, mission and purpose are well known and totally focused on the growth and development of young people. I have not submitted these as sperate documents although I can if that is what is required, but we in the association make reference to them via www.scouts.org.uk

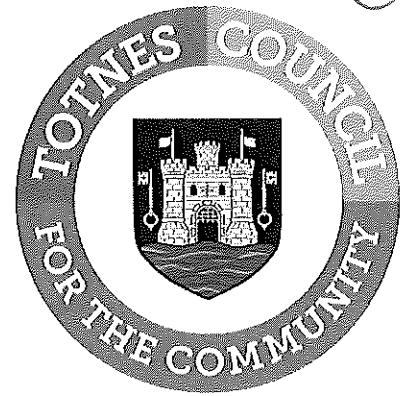
Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date: 3 May 2021

Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.



TOTNES TOWN COUNCIL COMMUNITY GRANTS GRANT FUNDING APPLICATION FORM

How to use this form: this form can be printed and completed by hand, or can be filled in electronically.

Name of organisation	Totnes Bike Hub
Name and address of the person making the application on behalf of the organisation	[REDACTED]
Position held in organisation	Co-director
Telephone	[REDACTED]
Email	totnesbikehub@gmail.com
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	@totnesbikehub (facebook and Instagram) Website still to be built
Bank details If you are successful, our preferred payment method is via BACS.	Bank name: Triodos Sort Code: [REDACTED] Account Number: [REDACTED]
Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	No

What are the aims of your organisation?	<p>The Totnes Bike Hub is a community cycling participation hub and repair workshop that will be based in the town. Our aim is to help reduce congestion by encouraging and supporting residents to cycle.</p> <p>We will offer volunteering opportunities for the community; it's our aim to get more people involved in the Hub. The associated benefit of increased participation is less strain on public transport, reduced congestion and a greener environment for everyone to enjoy.</p> <p>In addition, we will run a membership scheme with the aim of creating a strong cycling community in Totnes. Members will be able to access discounted maintenance and repairs, workshops, led rides and training courses.</p>
What is the name of the project/activity you are applying for?	4 Dr Bike sessions, to be held monthly in the town centre.
When will the project be started/finished?	June – September 2021

Financial information

<p>What is the total cost for the project/activity?</p> <p>Please complete the budget breakdown attached which will be used for monitoring purposes</p>	£1,950
What is the amount of grant requested from Totnes Town Council?	£1,950
How much have you raised already?	We have no funding allocated for this specific project at present. (In total, we have secured £7,000 investment from 3 directors, £11,000 from other individual investors to date in order to finance the activities of the Hub.)
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No

Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	Unlimited funding for £5,000. We should know by end of May 2021. This is for set up costs of our bike shop which includes rental of premises and salary costs for mechanic.
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Criteria (500 words maximum)

Please read the Community Grants Policy for further information.

1. Working with others, networking and partnering

Our aim is to work in partnership with the wider cycling community, in order to promote maximum bike use in the town. We have had informal conversations with TTT and will be getting in touch with the sports centre. We have received a letter of support from our MP, Anthony Mangnall, and we wish to use our Hub as a platform to help campaign for more cycle paths and improved networks.

2. Providing something different

There is currently no bike shop in Totnes, residents need to travel 7 miles to get to one. Historically, there has been a regular Dr Bike service operating in town, but this is also no longer available. We will be making cycle maintenance accessible and affordable and by offering monthly Dr Bike sessions, residents will be able to get their bikes fixed and learn how to do it themselves. Further support will be available via the Totnes Bike Hub, where similar DIY workshops will be offered to all ages and abilities.

3. Getting more people involved, widening participation

We have already begun to receive offers to volunteer in different capacities; our aim is to have a network of volunteers that can help and be involved. We want to help people to help themselves; to create self-reliance which improves confidence and mental well-being. Totnes already has a fantastic attitude to community involvement, so we feel that residents will be open to this way of working together.

4. How the project meets the town councils' priorities

Totnes has a congestion issue, the town is the 4th most congested town in Devon (source: Totnes Town Council Transport Policy and strategy 2019) and vehicle pollution affects the whole community, every day. The historic town has a road layout which lends itself to a slower pace of travel and it's simply not suited to lots of vehicles. At peak-times we regularly observe the streets of Totnes 'choked up' with traffic. We have a shared vision with the Totnes Town Council's Neighbourhood Plan (2019-2034) to promote and facilitate cycling as it 'seeks to create a more sustainable transport network for Totnes, which reduces the need for travel by independent vehicle.' The Council is 'prioritising cycling and walking as the most favoured modes of transport.'

Totnes is a town of 10,000 people with journeys from the fringe estates no longer than 2 miles, so cycling is an ideal, economically viable and low impact option for many residents. If we can help to get people's bikes fixed, and offer support and encouragement with cycling, then the town will have a greener environment for all to enjoy.

Additionally, we'd like to know about who you are working with and the long-term impact of your. Please answer the following questions.

1 a) How many people will this project benefit?

25-30 people per event, approximately 120 people in total.

b) How many are involved in decision-making and ownership of this project?

The 3 directors: [REDACTED]

c) Will your project encourage more Totnes residents to get involved?

If so, how?

It is one of the key aims of the project to get more people involved. We are encouraging a 'do it together' approach, the mechanic will highlight any issues with the bike and show how to fix it. Residents will have the chance to observe and try fixing their own bikes. We will have volunteers (who are local residents) on hand to help with any further bike related queries and signpost to relevant groups or activities.

2. Are you partnering with other Totnes groups and, if not, could you consider doing so?

We have not partnered with any other groups yet, but we are very open to collaboration. We have met with [REDACTED], who has spent a few years offering a Dr Bike service to Totnes residents. He has offered his advice, expertise and help at the events. We have begun conversations with TTT, local schools and Bike Explosion based in Dartington.

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

At the Dr Bike sessions, 1-2 volunteers will be on hand to ask questions so we can measure the success of the event:

*Number of bikes looked at in total

*Number of bikes successfully fixed

*Number of 'prescriptions' given for further work to be done

*If they cycle already and what journeys do they make

*Can we contact the owner in a month's time to see if this has helped them to cycle more

*Would they like to volunteer with the bike Hub

4. Will your project continue after this grant is spent? If so, how will it be funded?

We are at the very beginning of the overall project. The Dr Bike sessions we would like to offer to residents will help us to fix people's bikes straight away and get them cycling, and our bike Hub in town will be able to continue repairing bikes, offering workshops and social rides. We are in the process of applying for other grants, such as Awards 4 All.

However, it is our intention for the overall Hub project to be self-reliant through bike repair services and sales of pre-loved bikes and parts. Our bid includes set up costs for the Dr Bike venture (e.g. gazebo, tools, stands); once the Hub has these materials we will be able to facilitate Dr Bike events more readily in future years.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Management costs	Dr Bike management costs	250	250
Training		-	-
Office costs (rent, telephone etc)		-	-
	Sub Total	250	250
Salaries	Mechanic / Dr Bike salary costs	800	800
Expenses (travel etc)			
Venue hire			
Materials	Branded gazebo, 2 Bike stands, cables, inner tubes, brake pads and hand tools.	900	900
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total	1,950	1,950
	TOTAL	1,950	1,950

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree) X ☐

We have provided copies of the following necessary documents (refer to Community Grants Policy) to support the application (please click/tick as appropriate):

Accounts ☐ X Bank statement or paying-in slip X ☐ Constitution X ☐
(to double check bank details)

NB. Scanned copies are acceptable if you end your application by email.

Applications will not be taken to committee without all these supporting documents

To support our application we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

Safeguarding Adults Policy

Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date: 11th May 2021

Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.



TOTNES TOWN COUNCIL COMMUNITY GRANTS GRANT FUNDING APPLICATION FORM

How to use this form: this form can be printed and completed by hand,
or can be filled in electronically.

Name of organisation	Warmheart Community Projects ("WCP")
Name and address of the person making the application on behalf of the organisation	I
Position held in organisation	Treasurer
Telephone	+44 (0)776 155 1111
Email	donovan@warmheart.org.uk
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	https://www.facebook.com/A-Totnes-Tale-107055598114989/
Bank details If you are successful, our preferred payment method is via BACS.	Bank name: WARMHEART COMMUNITY PROJECTS Sort Code: 1 Account Number: 6
Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	No

What are the aims of your organisation?	<p>To initiate creative projects in the Totnes area that enrich the community through the experience of mystery, joy, and celebration.</p> <ol style="list-style-type: none"> 1) To encourage participation in creative community projects that touch the heart and imagination. 2) To use arts activities to break down barriers between individuals and develop social skills. 3) To welcome people of all ages, races , ability and beliefs to meet and connect in creative projects , thus promoting community cohesion and appreciation of difference. 4) To contribute to the cultural, social, environmental and economic well-being of the people of this area. 5) To work in partnership with other groups, agencies, and organisations who work in a similar way.
What is the name of the project/ activity you are applying for?	A Totnes Tale
When will the project be started/ finished?	21st June 2021 - 31st October 2021

Financial information

<p>What is the total cost for the project/ activity?</p> <p>Please complete the budget breakdown attached which will be used for monitoring purposes</p>	£16,400
What is the amount of grant requested from Totnes Town Council?	£2,000
How much have you raised already?	£11,990
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	Not exactly but major grantor (Arts Council) asks for confirmation of other funding.

Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	<p>Devon County Council's Locality Budget (Jacqui Hodgson) of £1,000. Reply end May</p> <p>We have sent a speculative request for a contribution from Maria Bjornson Fund and will apply to Elmgrant</p> <p>We will also fundraise / crowdfund both to close any funding gap and as an additional form of publicity.</p>
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Criteria

Please read the Community Grants Policy for further information.

Description

"A Totnes Tale" will be celebration for the adults and children of Totnes centred on the legend of the town's founder Brutus, a refugee who becomes First King of Britain, interwoven with a new story about the ancient Leechwells. The outcome will be a daytime procession for the whole town on Sunday 3rd October, beginning at Steamer Quay and ending in the Leechwell Gardens, with dramatic spectacle / narration at various points along the route. The project will be delivered by Warmheart Community Projects (WCP) which produced 4 very successful Lantern Processions between 2006 and 2011.

Networking/partnering

Beginning in June, artists will lead workshops in storytelling, batik, dance and music with 60 children in the two Totnes Primary Schools. Working with the children, their focus will be to clarify the story and find creative ways to tell and dramatise it.

The driving force behind WCP is and already she has enlisted the support of both schools and attracted a group of 10 talented and well-qualified artists to collaborate on "A Totnes Tale". Once the structure of the production is established in June/July, we will look for ways in which other organisations can contribute to the central theme, perhaps by taking up particular locations along the route; examples are: Global Harmony, Bidwell Brook, TOPS, ROC, TRAYE, Jamming Station.

Widening Participation

There will be free public workshops (costume/head-dress/banner/singing) in Bridgetown and Central Totnes in the build up to the event to encourage widespread community participation. Through work with the St John's children, a fundraising barbecue and public workshops in Bridgetown (also linking with Bridgetown Alive) we hope to draw in folk who do not normally engage in arts projects.

Providing Something Different

A high quality, multi-modal dramatic production celebrating the unique heritage of the town with a wide community appeal. Possibly a seminal event in the lives of the children. (If successful, the event could become part of Totnes's arts calendar, even linking with The Lord Mayor of London whose annual show features giants Gog and Magog from the Brutus Legend.)

A recovery project for the town after the dark days of lockdown.

Additionally we'd like to know about who you are working with and the long-term impact of your. Please answer the following questions.

1 a) How many people will this project benefit? We estimate around 100 performers, 600 follower-participants and well over 1,000 indirectly through digital media or involvement in the build-up activities.

b) How many are involved in decision-making and ownership of this project? WCP has a committee of 3 but there is an artists group of 12 which is the forum where artistic decisions are discussed. The schools can be considered part-owners of the project.

c) Will your project encourage more Totnes residents to get involved?
If so, how?

See above

2. Are you partnering with other Totnes groups and, if not, could you consider doing so?
See above

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

While the basic objective of the project is clear to and WCP, we will formally identify the aspirations of all the major creative stakeholders both for the outcome and for the process of working towards it. This will give us a reference for monitoring progress and taking corrective action if needed. We will use feedback forms where appropriate.

Our timetable (which will be refined as time goes on) identifies the key activities in the project and who will be responsible for them. Regular meetings of the artists' group and WCP will review progress against this plan. We have built our timetable around Lockdown Relaxation Steps and will have contingency plans in place to manage COVID-related risks.

We hope to provide a memorable and joyful experience to a large number of people and evaluation will be through direct observation and feedback forms / invitations to offer reviews online. (In this connection Social Media will be used throughout to put the project into the public eye and generate excitement.)

4. Will your project continue after this grant is spent? If so, how will it be funded?
This project is self-sufficient but if successful, we will try to build the event into Totnes's artistic calendar, expanding its scope in future years but centred on the same story, so that it becomes embedded in the consciousness of the town.

Budget (please complete the following budget for your project)			
Title	Description	Total amount	Amount requested
Management costs		0	
Training		0	
Office costs (rent, telephone etc)		£200	
	Sub Total	£200	
Salaries	Artists fees	£10,810	
Sound equip hire		£800	
Venue hire	Civic Hall	£260	
Materials	Batik Fabric	£250	
Batik Processing		£350	
Publicity		£400	
Access needs		£300	
Road Closures		£350	
Rotary Club	Stewarding	£100	
Other (please specify)	Materials for Giant DBS checks	£200 £416	
Workshop materials		£150	
Staging		£200	
Insurance		£600	
Contingency		£1,014	
	TOTAL	£16,400	£2,000

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree) **CONFIRMED**

We have provided copies of the following necessary documents (refer to Community Grants Policy) to support the application (please click/tick as appropriate):

Accounts YES Bank statement or paying-in slip YES Constitution YES
(see covering email) (to double check bank details)

NB. Scanned copies are acceptable if you end your application by email.

Applications will not be taken to committee without all these supporting documents

To support our application we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

Safeguarding Policy
Equality and Diversity Policy

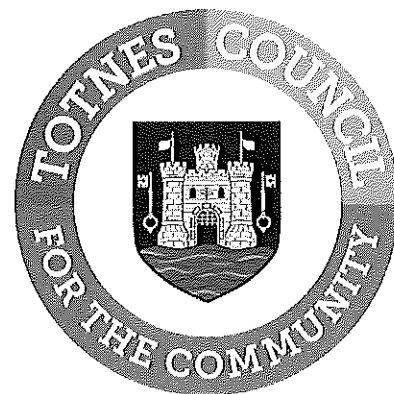
Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date: 11th May 2021

Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.



TOTNES TOWN COUNCIL COMMUNITY GRANTS GRANT FUNDING APPLICATION FORM

How to use this form: this form can be printed and completed by hand, or can be filled in electronically.

Name of organisation	ParkLife SW CIC
Name and address of the person making the application on behalf of the organisation	[REDACTED]
Position held in organisation	Project Manager
Telephone	[REDACTED]
Email	[REDACTED]
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	Not yet, but we will in future please!
Bank details	Bank name: Cooperative Bank
If you are successful, our preferred payment method is via BACS.	Sort Code: [REDACTED] Account Number: [REDACTED]
Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	No

What are the aims of your organisation?	ParkLife SW is a not-for-profit social enterprise that aims to provide opportunities for communities to get directly involved in conserving and enhancing their local environment. This is done by offering beginning to end support to community groups and organisations, including any design, planning, liaison, funding bids and then organization and delivery on the ground. This includes facilitating volunteer involvement in the project by bringing people together and raising awareness of environmental issues.
What is the name of the project/activity you are applying for?	Totnes Cemetery Wildflower Meadows – phase 2!
When will the project be started/finished?	May 2021 to March 2022

Financial information

What is the total cost for the project/activity?	£1500.00 for phase 2
Please complete the budget breakdown attached which will be used for monitoring purposes	
What is the amount of grant requested from Totnes Town Council?	£1000.00
How much have you raised already?	External funding received for phase 1 was £1500 from private benefactor and DCC locality grant
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	No, but constantly reviewing opportunities to increase the available budget for this work

Criteria

Please read the Community Grants Policy for further information.

(500 words maximum)

Community benefit – ParkLife is a CIC with community environmental action as its core aim, so projects are designed in a way that allows local people to get directly involved on the ground. The individuals who join in will benefit from the educational aspects and health and wellbeing and the wider community benefits from the environmental enhancements brought about. The meadow creation project is being designed to allow local involvement, and legally within the Covid rules, some restricted volunteer activity took place in Phase 1.

Health & Wellbeing – environmental volunteering has great benefits in helping people to be physically active in the great outdoors. Activities like tree planting and meadow creation allow people to enjoy better physical and mental health, and to do so alongside like minded people. The meadow project is perfect for this.

Climate and biodiversity emergency – managing more areas for insect pollinators, including bees and butterflies is an important part of helping to offset the climate. There is also an opportunity to plant a few crab apple trees as these are also great for pollinators, and will compliment the meadow work.

Sustainability – managing and maintaining a meadow can reduce grass cutting costs in the long term. Whilst path should be more regularly mown to allow access, the established meadow can in future be maintained by a September cut and rake by volunteers.

See attached for breakdown of phase 2 proposal.

Additionally we'd like to know about who you are working with and the long-term impact of your. Please answer the following questions.

1 a) How many people will this project benefit? Up to 20 local volunteers will have the opportunity to take part directly in the projects, but the many visitors to the cemetery and the broader community will enjoy the benefits of the meadow.

b) How many are involved in decision-making and ownership of this project? [REDACTED] and [REDACTED] from ParkLife will work with Town Council officers and members on the decision making, but local volunteers can also be involved at a project level.

c) Will your project encourage more Totnes residents to get involved?

If so, how? Yes indeed, this is our core aim. We will use social media (up and running by June 2021) and other information sharing opportunities to flag up opportunities to be involved in the volunteering opportunities when they arise. ParkLife has already received some interest from volunteers involved in Phase 1, and others who have seen the posters on site.

2. Are you partnering with other Totnes groups and, if not, could you consider doing so?

Yes, obviously the town council as landowners and managers, but also volunteers from Incredible Edibles have been involved in phase 1, and the hope is that we can link in with the environmental volunteering network to attract others with an interest.

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

We measure on two levels – the diversity of the meadow and its enhancement to biodiversity and cemetery landscape; the range of wildflowers and insects be assessed by local amateur naturalists. also the local community benefit, initially measured by volunteer involvement and local interest in the project.

4. Will your project continue after this grant is spent? If so, how will it be funded?

There are longer term aims to continue and ParkLife will work with the town council to either embed this into normal funding streams, or to continue to utilize grant funding for this type of work.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Management costs			
Training			
Office costs (rent, telephone etc)			

	Sub Total		
Salaries	ParkLife staff 34 hours @£20/hour	680.00	
Expenses (travel etc)	Fuel for equipment	20.00	
Venue hire			
Materials	Bulbs, more seed	150.00	
Publicity	Information signs and interpretation on site	150.00	
Volunteer expenses			
Other (please specify)	10 volunteer days @ £50/day	500.00	This isn't a cost, its match funding
	Sub total	1500.00	
	TOTAL	1500.00	

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree) ☒

We have provided copies of the following necessary documents (refer to Community Grants Policy) to support the application (please click/tick as appropriate):

Accounts ☐



Bank statement or paying-in slip ☒
(to double check bank details)

Constitution ☒

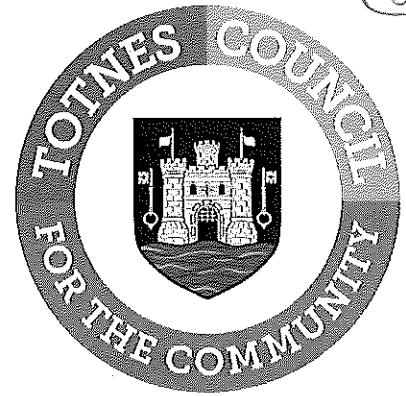
NB. Scanned copies are acceptable if you end your application by email.

Applications will not be taken to committee without all these supporting documents

To support our application we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

Signature 1 (person submitting form)	
Signature 2 (Chair or senior representative of the organisation)	
Typed entries acceptable for email applications	
Date: 12 th May 2021	

Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.



TOTNES TOWN COUNCIL COMMUNITY GRANTS GRANT FUNDING APPLICATION FORM

How to use this form: this form can be printed and completed by hand, or can be filled in electronically.

Name of organisation	Youth Mental Health Foundation
Name and address of the person making the application on behalf of the organisation	[REDACTED] [REDACTED]
Position held in organisation	Founder
Telephone	[REDACTED]
Email	[REDACTED]@youthmentalhealthfoundation.org
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	https://www.facebook.com/TheHorizonPlan @PlanHorizon www.YouthMentalHealthFoundation.org
Bank details If you are successful, our preferred payment method is via BACS.	Bank name: Virgin Money Sort Code: [REDACTED] Account Number: [REDACTED]
Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	No

What are the aims of your organisation?	<p>The Youth Mental Health Foundation is a Devon based not-for-profit, Unincorporated Community Association that supports local young people's mental health.</p> <p>Our Mission</p> <p>To develop mental health resilience in young people.</p> <p>Our Vision</p> <p>A world where young people have mental health resilience, and every parent has the knowledge, skills, and confidence to support a child in crisis.</p>
What is the name of the project/activity you are applying for?	'What's Your Genius?' workshops
When will the project be started/finished?	June 21 – Nov 21

Financial information

What is the total cost for the project/activity?	£1979.40
Please complete the budget breakdown attached which will be used for monitoring purposes	
What is the amount of grant requested from Totnes Town Council?	£1979.40
How much have you raised already?	£0
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	No

Criteria

Please read the Community Grants Policy for further information.

(500 words maximum)

Background

Twelve-year-old [REDACTED] suffered from anxiety, depression, an eating disorder and self-harmed daily. Today, [REDACTED] is a happy, healthy, and confident 16-year-old girl. As an ambassador for The Youth Mental Health Foundation, [REDACTED] has spoken to over 35,000 young people about mental health, visiting over 73 schools in Devon. [REDACTED] has been interviewed several times on the national TV news and radio about teen mental health. [REDACTED] was shortlisted for a National Diversity Award 2018 as a positive role model for young people. Most recently [REDACTED] submitted evidence to the UK Parliament's All Party Parliamentary Group on self-harm in young people and has been invited to be a keynote speaker at a United Nations global conference on neurodiversity.

'What's Your Genus?' workshop.

The Need:

TRAYE supports 380 young people (8-18 years) in the Totnes area. Their consultations have revealed that Covid has put incredible strain on these young people's mental health, who are asking for help to process increased worry, anxiety, lost confidence, reduced self-esteem and uncertainty. Building mental health resilience is now a priority for TRAYE.

TRAYE have also identified that a key focus for 2021 will be supporting their young people to make positive life choices around the issues of alcohol, drugs, crime, violence, and exploitation.

Description of project:

Our workshops are 3-hour sessions for TRAYE's young people aged 10 – 14. They are led by 16-year-old Jade Sutton, supported by her father Joel Sutton. Jade's age and life experience enables her to connect with her young audience and engage them in the material.

Before the workshop, each young person takes an online 'Genius Quiz' (<https://www.geniusu.com/my-genius-test>) which reveals their Genius type. The workshop then explains and explores the four genius types through team games, activities and videos. Participants learn their unique thinking and learning styles, gaining confidence in their natural strengths, and learning that it's natural and totally OK not to be great at everything. The broader understanding of all genius types also enables participants to better understand and collaborate with others through teamwork. The workshop then stimulates participants to explore what they enjoy in life (their passions) and inspires them to identify how they want to make this world a better place by exploring the UN Global Development Goals (their purpose).

Discover you GENIUS: natural talents and path of least resistance to success.

Identify your PASSION: what personal goal inspires you.

Commit to GIVING BACK: identify how to make this world a better place.

Expected outcomes:

We expect the children to walk away with the confidence of knowing more about who they are, their natural strengths and weaknesses, what they are passionate about and how they want to make the world a better place.

- Improved self-awareness, confidence and self-esteem.
- Increased mental health resilience (stress/anxiety/depression).
- More likely to make positive life choices (alcohol, drugs, crime etc).
- Increased empathy and ability to cooperate with others.
- Increased engagement and motivation in schoolwork.
- Improved optimism and outlook on life.

This workshop has been created in partnership with Know Your Purpose, a registered charity (www.knowyourpurpose.life), who have delivered it five times to over 100 young people in New Zealand. We have successfully delivered it to 30 pupils at St David's school in Exeter and a longer a 2-day version to 12 young people in Totnes in 2019.

Additionally we'd like to know about who you are working with and the long-term impact of your. Please answer the following questions.

1 a) How many people will this project benefit?
6 workshops of 30 young people = 180 young people

b) How many are involved in decision-making and ownership of this project?
[REDACTED] + [REDACTED] + [REDACTED] (Youth Mental Health Foundation) + [REDACTED] and team (TRAYE) + [REDACTED] (Know Your Purpose).

c) Will your project encourage more Totnes residents to get involved?
If so, how?

The project will be promoted by TRAYE to the young people they support.
YMHF will invite participants through their social media networks, by publicizing the project to fellow members of Keeping Young Totnes Safe and through local home-schooling networks.

2. Are you partnering with other Totnes groups and, if not, could you consider doing so?

Yes – we are delivering the workshops in partnership with Totnes Rural Area Youth Engagement Project (TRAYE) and to the young people attending their groups.
We are a member of Keeping Young Totnes Safe.
We are in advanced discussions with [REDACTED] at Action to Prevent Suicide to partner in their Natural Helper project at KEVICs and other schools.

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

Feedback forms from each young person attending.
Feedback forms from each TRAYE project supervisor.

4. Will your project continue after this grant is spent? If so, how will it be funded?

We would like to deliver the workshop annually at each TRAYE youth club and local primary and secondary schools. We would fundraise by applying for local grants.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Management costs	Project management meetings with TRAYE	160	160
Training	N/A	0	0
Office costs (rent, telephone etc)	N/A	0	0
	Sub Total		160
Salaries	E.A salary for workshop organisation & presenter's salaries for workshop delivery	1155	1155
Expenses (travel etc)	Mileage + travel	228	228
Venue hire	N/A	0	0
Materials	Stationary	180	180
Publicity	Flyer design & print	77	77
Volunteer expenses	Contingency	120	120
Other (please specify)	Genius Tests	59.4	59.4
	Sub total		1819.40
	TOTAL		£1979.40

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree) ☒

We have provided copies of the following necessary documents (refer to Community Grants Policy) to support the application (please click/tick as appropriate):

Accounts ☒ Bank statement or paying-in slip ☒ Constitution ☒
 I've included cashflow as we don't have filed accounts yet (to double check bank details)

NB. Scanned copies are acceptable if you end your application by email.

Applications will not be taken to committee without all these supporting documents

To support our application we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

- Bullying
- Code of behavior
- Conflict of interests
- Equal opportunities
- Expenses
- Financial management
- GDPR policy
- Safeguarding
- Safe recruitment
- Supervision
- Whistleblowing

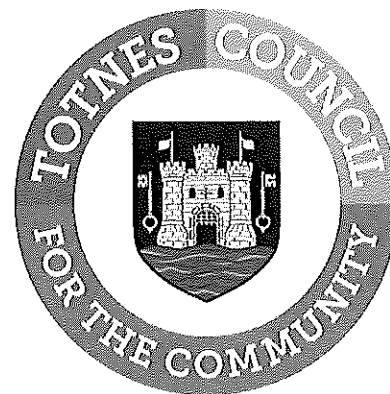
Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date: 11.5.21

Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.



TOTNES TOWN COUNCIL COMMUNITY GRANTS

GRANT FUNDING APPLICATION FORM

How to use this form: this form can be printed and completed by hand, or can be filled in electronically.

Name of organisation	Lifeworks Charity Ltd
Name and address of the person making the application on behalf of the organisation	[REDACTED] Lifeworks Blacklers, Park Road, Dartington Hall Estate, Totnes, TQ9 6EQ
Position held in organisation	Fundraising and Communications Officer
Telephone	[REDACTED]
Email	[REDACTED]@lifeworks-uk.org
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	@LifeworksUK (both for Facebook and Twitter) www.lifeworks-uk.org
Bank details	Bank name: Lloyds Bank
If you are successful, our preferred payment method is via BACS.	Sort Code: [REDACTED] Account Number: [REDACTED]
Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	£450 Paige Adams Trust £668 Locality Budget

What are the aims of your organisation?	We believe in the rights of all individuals with a learning disability, however complex, to receive the services and support they need to develop the skills and confidence to reach their full potential. Our existing work includes the provision of residential and short breaks, specialist further education, and numerous community projects with our young people leading the way. Over the course of a year we help 200 people with learning disabilities to have great lives.
What is the name of the project/activity you are applying for?	Get Involved Youth Club – Totnes Group 11-18 Years
When will the project be started/finished?	Ongoing

Financial information

What is the total cost for the project/activity? Please complete the budget breakdown attached which will be used for monitoring purposes	£53,476 (2021-2022 FY)
What is the amount of grant requested from Totnes Town Council?	£5,000
How much have you raised already?	£24,855
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	We have a three year bid in with Children in Need to start from November 2021 (if successful the 2021-2022 FY element would provide circa £16,000). We should receive an outcome July/August 2021. Baily Thomas £6,250 – we should receive an outcome June/July 2021

Criteria Please read the Community Grants Policy for further information.

Sessions run in Totnes every other Saturday (23 weekends a year) for up to 13 people. The project offers young people with learning disabilities opportunities to improve their physical, mental and social wellbeing through rich and engaging weekend short-breaks.

Activities based around the 5 Steps to Wellbeing are designed and developed by participants:

Connect with other people – e.g. running a stall at Totnes Pride celebrations

Be physically active – e.g. sponsored walks

Learn new skills – e.g. arts projects leading to Arts Award

Give to others – e.g. preparing food boxes with Food in the Community

Pay attention to the present – e.g. mindfulness practice

Paddleboarding, dance, environmental work, music, cooking, sports challenges & adventurous days out are further examples of the type of activities participants want to do.

Lifeworks employ support workers to coach and enable participants based on their individual needs, goals and aspirations. Specialist activity delivery associates and community stakeholders – e.g. sports coaches, MPs, creatives & mindfulness experts – support enriching sessions participants eagerly engage with.

From ideas participants have communicated we empower them to achieve their goals on their terms – address climate change, run social events, improve health and fitness, support local charities, perform at local festivals, learn and most importantly to them – make friends and have fun.

We work in partnership with local social care, play, arts and community organisations supporting young people. These partnerships benefit participants and extend reach and impact.

Through participation young people feel connected, make friendships, get more active, develop skills and their well-being improves – all of which has a long-term effect on life quality and health outcomes.

The project will address loneliness through more than just the immediate socialising with peers that the youth group offers. Participants will be empowered to find their voice, support each other, collaborate on projects and connect with their community. Sustained change for participants will be through:

- Strengthening resilience and social literacy by working with participants to creatively solve issues themselves.
- Growing confidence in accessing spaces and activities in communities which will be theirs long after they leave our services.
- Growing self-esteem through achievement in collaborative project work and realising personal, social and wellbeing goals.

The project will support participants to learn and develop skills to support their growth through adolescence. It will inspire enthusiasm in learning and personal confidence through a range of accessible, practical and fun activities e.g.:

- Work skills e.g. identifying and achieving goals linked to vocational interests
- Independence skills e.g. cooking, travelling by public transport and money management,
- Physical skills and regular participation e.g. cycling, swimming, dance.
- Social skills e.g. learning to navigate challenging situations

We've a commitment to supporting people on the Preparing for Adulthood pathway, but growing independence is more than learning basic life-skills. Increasing participants self-esteem, developing their autonomy in negotiating problems, taking the lead and positive risk-taking are vital to support their personal development.

Additionally we'd like to know about who you are working with and the long-term impact of your. Please answer the following questions.

1 a) How many people will this project benefit?

It will directly benefit 13 young people aged 11-18 with learning disabilities. Due to the respite it offers it will indirectly benefit their parents/carers and siblings. All participants have a lifelong learning disability and/or autism. They often have associated physical disabilities, sensory impairments and medical conditions as well as behavioural and psychological issues.

Many of the young people we're supporting have been profoundly affected by Covid. We're told of regression, anxiety and missed socialisation "I was able to go out but I was afraid and didn't do it till May." Participant Sept 20, "Started to stutter" & "Instant isolation from all peers." Parents Mar 21.

The young people we support faced barriers in their lives which have been exacerbated by the crisis. The in-person support offered by our Totnes youth Group is more vital than ever.

b) How many are involved in decision-making and ownership of this project?

13 people.

Our Youth Group is co-designed with all participants which is integral to how we work as a charity. Participant opportunities to influence include engagement with Trustees during regular visits, focus groups, planning sessions, feedback/comments, scoring, staff observation and through family surveys. It is more than asking what participants want to do next. From ideas, we've collaboratively created development opportunities for new experiences e.g. participant-led development of residential trips. Introduction of a peer-led 'development team' in the summer will offer greater ownership and responsibility to the participants.

Social Action: In 2019 our Youth Club joined the international Purple Tuesday campaign. EYP used their voices to affect change in their community by speaking with retailers to consider the needs of learning disabled shoppers through their experience and influencing retailers to consider their experience. "I sometimes find it hard to get my money out quickly, which is a stressful. It helps when shopkeepers understand and are patient." EYP during Purple Tuesday

c) Will your project encourage more Totnes residents to get involved?
If so, how?

One of the project priorities is to support the young members to participate in community activities. Not only does this help to increase their integration and involvement as active and important community members but it also helps to strengthen our community values for all.

One example of our inclusion and accessibility work through youth group participation is:

In 2019 our Youth Club joined the international Purple Tuesday campaign. EYP used their voices to affect change in their community by speaking with retailers to consider the needs of learning disabled shoppers through their experience and influencing retailers to consider their experience. *"I sometimes find it hard to get my money out quickly, which is a stressful. It helps when shopkeepers understand and are patient."* Disabled youngsters campaign to make their voices heard - Devon Live

2. Are you partnering with other Totnes groups and, if not, could you consider doing so?

Yes we are actively involved with a number of groups Totnes Town Council Climate & Ecological Emergency Action Group, Inclusive Totnes, Food in the Community, Jamming Station music group, Turning Tides music group, Common Flora biodynamic gardening and many, many more. Partnership working it integral to our programming.

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

We will quantitatively measure outcomes using adapted (accessible) Outcomes Star tools and loneliness indicators. Working holistically with participants to set and actualise goals, reflect and evaluate factors that are key to making a difference e.g.

- Health
- Aspirations
- Confidence
- Vocational activities
- Responsibilities
- Learning
- Life-skills
- Social connections
- Emotional wellbeing

Quantitative data collection methods

- Distance travelled using Outcome Star tools
- Measuring self-perceived loneliness, inc. severity and duration using UCLA survey
- Participation numbers
- Accreditation e.g Arts Awards or food hygiene

Qualitative data collection methods

- Participant insights/comments

- Observation
- Participant-led session programming choices
- Interactive evaluation workshops involving delivery associates/community partners
- Family feedback
- Session/project delivery reports
- Participants documented progress – e.g. blogs, vlogs, Art, performances
- New skills achieved
- Community feedback

We'll use a mixture of quantitative and qualitative techniques to monitor, evaluate and demonstrate the difference the project has made to participant's lives.

4. Will your project continue after this grant is spent? If so, how will it be funded?

We are seeking 3 year funding to support our youth group activities. We are also looking to diversify our income in the next 3 years to provide more sustainable income streams.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Management & ADMIN costs	Ops Manager, Programme Manager, Admin, Marketing	£21,298	-
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries	Direct Delivery	£10,136	
Expenses (travel etc)		£1,500	£500
Venue hire		£1,610	£1,000
Materials & ACTIVITIES	Direct delivery costs e.g. session experts, art supplies, trips	£3,795	£2,500
Publicity			
Volunteer expenses			
Other (please specify)	Consumable inc PPE Insurance Head office costs & support salaries – IT/HR/Finance/Governance	£1,150 £1,000 £12,987	£500 - £500
	Sub total		
	TOTAL	£53,476	£5,000

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree) ☒

We have provided copies of the following necessary documents (refer to Community Grants Policy) to support the application (please click/tick as appropriate):

Accounts ☒

Bank statement or paying-in slip ☒
(to double check bank details)

Constitution ☒

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents

To support our application we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

Safeguarding Policy

Management Committee:

<https://lifeworks-uk.org/about-us/board-of-trustees/>

Brian Harty CEO

Jo Parsons Head of Finance and Governance

Amanda Gavin Head of HR

Signature 1 (person submitting form)

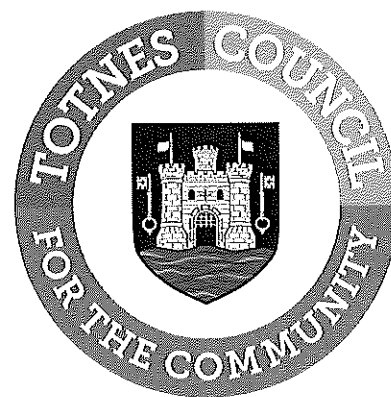
Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date: 12/5/2021

Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.

TOTNES TOWN COUNCIL COMMUNITY GRANTS GRANT FUNDING APPLICATION FORM



How to use this form: this form can be printed and completed by hand, or can be filled in electronically.

Name of organisation	Totnes Library as part of Libraries Unlimited
Name and address of the person making the application on behalf of the organisation	██████████ Totnes Library, The Mansion, Fore Street, Totnes, Devon, TQ9 5RP
Position held in organisation	Library Supervisor, Totnes Library
Telephone	██████████
Email	██████████@librariesunlimited.org.uk
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	Facebook and Twitter @TotnesLibrary Instagram @totneslibraryofficial Website www.devonlibraries.org.uk
Bank details If you are successful, our preferred payment method is via BACS.	Bank name: Barclays Sort Code: ██████████ Account Number: ██████████
Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	No

<p>What are the aims of your organisation?</p>	<p>Our mission is to bring ideas, imagination, information and knowledge to people's lives and communities through our six core purposes:</p> <ol style="list-style-type: none"> 1. Promoting and encouraging a love of reading 2. Providing free access to information to help people in their everyday lives 3. Inspiring people of all ages to learn, imagine, create, succeed and realise their potential 4. Guiding and supporting people to explore and connect to the wider world 5. Offering a welcoming space to meet, socialise, learn, read and enjoy new experiences 6. Supporting the health and wellbeing of individuals and local communities. <p>Now, in order to play a key role in the recovery of local communities after the onset of COVID-19, Libraries Unlimited has dedicated its work to 5 strategic objectives.</p> <ol style="list-style-type: none"> 1. Our libraries will become hubs for community development and regeneration in Devon and Torbay 2. Libraries Unlimited will support disadvantaged children and families in Devon and Torbay to reduce educational inequalities resulting from the pandemic 3. Libraries Unlimited will establish itself as a trusted source of information for the people of Devon and Torbay 4. Libraries Unlimited will provide support to people in Devon and Torbay who have been affected by Covid-19 and/or by lockdown. 5. Libraries Unlimited will support unemployed people and those starting small businesses in order to help the economy of Devon and Torbay recover from the crisis.
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What is the name of the project/activity you are applying for?	Revamping Totnes Library's children's library
When will the project be started/finished?	Start when funding becomes available and finish by Christmas 2021

Financial information

What is the total cost for the project/activity? Please complete the budget breakdown attached which will be used for monitoring purposes	£3846.36
What is the amount of grant requested from Totnes Town Council?	£3846.36
How much have you raised already?	£0
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	We haven't finished an application elsewhere for a grant at this point in the project, however, we are looking to attain other suitable grants if available to support with the finishing of the project.

Criteria

Please read the Community Grants Policy for further information.

(500 words maximum) 499 words

We aim to renovate the children's library at Totnes library to provide a safe and welcoming environment for parents and children to enjoy reading and much-needed socialisation. We feel this renovation will be a crucial part of rebuilding the community following the pandemic, being a space where we can run our popular children's groups, such as Bounce and Rhyme and Tiny Tales as well as introducing exciting new projects, including children's yoga. We hope to help close the gap in education for disadvantaged children that has widened considerably due to the pandemic. The children's library will be a space that provides free information for all, with support from library staff and volunteers to reignite their love of literacy. The space will allow young children, who due to the pandemic have missed out on crucial socialisation, to meet in an exciting environment.

The theme of our new children's library will be all things nature, to inspire children to be inquisitive about their surroundings and to mirror the views of the Totnes hills through our windows. We plan for the space to be interesting for children, comfortable for them to settle down to read, and versatile enough to run regular groups and activities, ensuring it is suitable for all ages.

One of our key objectives is to enable new mothers to breastfeed in confidence. We plan to install a breastfeeding chair and moveable screen to provide a safe and enclosed space to ensure parents feel secure when feeding in the library. We will ensure this area is stocked with literature about breast-feeding and general parenting books, and we plan to have our volunteer breast-feeding consultant return to the library to offer support on a regular basis. Our charity is committed to the Devon Positive About Breastfeeding initiative and has a Breastfeeding policy. There are limited places in Totnes town centre that provide this, and we hope to provide a safe haven for new parents, and to inspire more public spaces to follow suit.

We hope to involve the Totnes community in the project, for example running children's events to raise money to finish the renovation and working with local artists to bring the space to life. With our new children's library, we hope to work with local families, schools, preschools, nurseries etc., getting more people involved, inviting them into the space and supporting them to build reading skills and to resume to class visits once restrictions allow.

As a library, throughout our plans for the year, we aim to place a large emphasis on supporting the community's wellbeing and hope to play a key role in recovery post-pandemic. We will provide information and events to support our customer's mental health, working alongside other local organisations to achieve this. We believe the new children's library will be essential in providing this provision to families in the area, the children's library being a place where parents can share their experiences, socialise and lighten the load, particularly after such a long period of isolation.

Additionally, we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

1 a) How many people will this project benefit?

Totnes Library is a key staple in the community with parents and new parents alike, thus, we feel every family in Totnes could benefit from our new children's library. Data from 2019 shows that 6.04% of our customers at Totnes Library were aged 0-4 years compared to 4.03% of the local community. Previously our Bounce and Rhyme and Tiny Tales groups were very popular at the library and all those who attended would thoroughly enjoy a new and refreshed area to join, with the aim to encourage as many new families as possible to visit the library. We will also be working with local schools and the nurseries in the area to ensure as many people as possible will benefit from the refurbishments.

b) How many are involved in decision-making and ownership of this project?

Involved in this project will primarily be the Totnes Library Team. I (the Library Supervisor) and [REDACTED] (First Assistant) will carry out the decision-making and ownership of the project, along with our Customer Service Assistants [REDACTED] and [REDACTED], who will be heavily involved with the planning and execution, to ensure the whole library team have their say on the new children's library.

c) Will your project encourage more Totnes residents to get involved?
If so, how?

Upon completion of the new children's library, we aim to bring both new and regular members of the Totnes community into the library to enjoy and benefit from our new children's library. The space will be warm and inviting for parents and children and with an exciting nature theme, we hope to inspire the next generation of readers to be inquisitive of their surroundings and develop a love of reading! Once we are able, we will hold events in the children's area, such as Bounce and Rhyme and Story Time, to promote a love of reading and a sense of community for children and parents alike. We hope to be a place of relaxation and meeting like-minded people for parents and a place of socialisation for children, a surrounding which is crucial after many families have found themselves in situations of loneliness and isolation over the past year. We feel a new children's library will be a great place to celebrate new beginnings once restrictions have lifted and a place for people to relax and enjoy and finally get together, whilst at the same time be able to promote the importance of reading to the community.

2. Are you partnering with other Totnes groups and, if not, could you consider doing so?

We will be working together with our Friends Group of Totnes Library to achieve our goal, for example, running events together to raise money and potentially sourcing further funding. We are also considering working with local Totnes artists to get the community involved in the project.

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

- We will measure how many children and families use the library using our Footfall count data.
- We will record attendance to organised groups such as Bounce & Rhyme and Tiny Tales.
- We will measure our customer's satisfaction with surveys during the research and after completion - this will allow us to create a space with our customers in mind.

4. Will your project continue after this grant is spent? If so, how will it be funded?

- Sponsored walk of the library team in the Summer (TBC)
- Children's events to raise money (TBC)
- Other grants (if available)

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Management costs	Library Supervisor: £103.72 (£17.27 x 6 hrs) First Assistant: £85.50 (£14.30 x 6 hrs)	£189.22	£189.22
Training	N/A	N/A	N/A

Office costs (rent, telephone etc)	N/A	N/A	N/A
	Sub Total	£189.22	
Salaries	Library Supervisor: £103.72 (£17.27 x 6 hrs) First Assistant: £85.50 (£14.30 x 6 hrs) Customer Service Assistant x2: £76.02 (£12.67 x 3 hrs) Caretaker: £57.20 (£14.30 x 4 hrs)	£322.44	£322.44
Expenses (travel etc)	Mileage: £3.92 (8.7 miles x £0.45) Parking: £2.10 (4 hours- Steamer Quay carpark)	£6.02	£6.02
Venue hire	N/A	N/A	N/A
Materials	See attached list	£3223.97	£3223.97
Publicity	Printing costs: Posters £10 (£0.20 x 50) Staff hours for social media: Library Supervisor £51.81 (£17.27 x 3 hrs) First Assistant £42.90 (£14.30 x 3 hrs)	£104.71	£104.71
Volunteer expenses	N/A	N/A	N/A
Other (please specify)			
	Sub total	£3657.14	
	TOTAL	£3846.36	£3846.36

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree)

We have provided copies of the following necessary documents (refer to Community Grants Policy) to support the application (please click/tick as appropriate):

Accounts ✓

Bank statement ✓ or paying-in slip
(to double check bank details)

Memorandum of Association ✓

NB. Scanned copies are acceptable if you end your application by email.

Applications will not be taken to committee without all these supporting documents

To support our application, we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

A copy of our latest accounts

A cashflow breakdown for the past 6 months, to clearly show income and expenditure

A list of our Executive

A copy of our Governing Document - Memorandum of Association

Our Safeguarding Policy

Our Equal Opportunities and Dignity at Work Policy

Signature 1 (person submitting form)



Signature 2 (Chair or senior representative of the organisation)

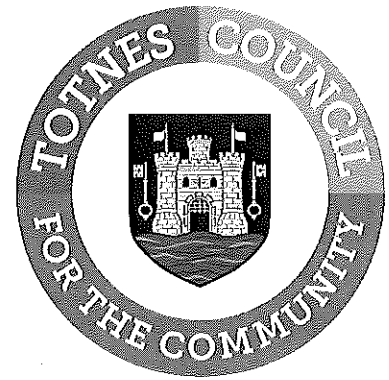


Typed entries acceptable for email applications

Date:

10/05/21

Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.



TOTNES TOWN COUNCIL COMMUNITY GRANTS GRANT FUNDING APPLICATION FORM

How to use this form: this form can be printed and completed by hand, or can be filled in electronically.

Name of organisation	Transition Town Totnes
Name and address of the person making the application on behalf of the organisation	
Position held in organisation	Transition Streets Project Manager
Telephone	(
Email	a@transitiontowntotnes.org
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	
Bank details	Bank name: Cooperative Bank
If you are successful, our preferred payment method is via BACS.	Sort Code: 1 Account Number:
Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	2019: £1,000 (Art of Rapid Transition workshops) 2020: £1,000 (Transition Streets) 2020; £5,809 (bid support for major lottery application, of which £1452 was subsequently repurposed for Transition Streets)

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What are the aims of your organisation?	<p>Transition Town Totnes (TTT) is a community-led charity pursuing a common local vision of a resilient, regenerative, sustainable and healthy Totnes community, with particular concern for environment, resources, health and care.</p> <p>To do this, we catalyse, support and coordinate a diverse portfolio of around twenty grassroots projects undertaken by enterprises and individuals embedded in the town. Themes include: local food economy; local economic wellbeing; housing, building and energy; arts and film; health and wellbeing; inner transition; waste & resources; and transport.</p> <p>Our distinct mission is to forge a local movement that innovates models of community leadership and 'systems-thinking' across different sectors (with different goals), whilst simultaneously promoting progress towards the common local vision.</p> <p>More information on projects & achievements: 'Transition Town Totnes, where we've come from, 2016' https://www.youtube.com/watch?v=IUDL9AG0GNA</p>
What is the name of the project/activity you are applying for?	Transition Streets Relaunch
When will the project be started/finished?	We propose the project begins in July 2021, with groups delivered beginning in September 2021, for completion in November 2021. This is to avoid launching new groups immediately before or within the summer holiday period, when, in our experience attendance is lower.

Financial information

What is the total cost for the project/activity?	£12,778
Please complete the budget breakdown attached which will be used for monitoring purposes	
What is the amount of grant requested from Totnes Town Council?	£6,389 (50%)
How much have you raised already?	(The first project phase is nearing completion, following £5000 from the Halleria trust, and a total of £2452 from

	<p>Totnes Town Council.</p> <p>This application is for the second phase of the Transition Streets project.</p> <p>We have raised £1586 from existing TTT funds for this project phase.</p>
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	<p>We are making an application to the PostCode Lottery for their June round funding round. If successful, this will be for an expansion of the next phase, enabling us to reach more people in Totnes during this second project phase.</p> <p>The work set out in this proposal is not contingent on being awarded further funding from elsewhere.</p>

Criteria

Please read the Community Grants Policy for further information.

(500 words maximum)

Transition Streets, first launched in Totnes in 2009, is a proven project for reducing household carbon footprints and improving social cohesion of residents. In Totnes alone over 550 households saved around £570 per year, and 1.3 tonnes of CO2 per year. The project has been replicated as far afield as the US, Spain and Australia, showing it can work anywhere.

This award-winning behavior change project is specifically developed for the people of Totnes and district. It brings together small groups of neighbours and supports them in taking effective, practical, carbon-reducing and money saving actions together, across household areas of; energy, water, waste and consumption, local food and now integrating a strong element of promoting community scale action for environmental and community wellbeing.

People taking part consistently reported feeling more connected to their local community. This connection and community building at a very local level often resulted in further related street activity. A significant number of participants, having become inspired and more informed, provided a demand and a springboard for other sustainability projects and initiatives to be catalysed locally.

Recent town-wide research on health and wellbeing (administered by Caring Town Totnes) revealed that people's number one concern was the climate emergency. At the Totnes Alive festival and the Climate Emergency public event in the Totnes Civic Hall in 2019 (attended by 200 people), people asked for a relaunch of the programme.

We've responded to this directly this year, by significantly redeveloping the programme handbook, adding new content and processes in relation to the worsening climate emergency and the global pandemic.

The ongoing need for more community support networks in local streets and residential areas has become more urgent than ever. This programme helps participants to understand both personal and collective implications of the climate emergency and living in a pandemic, and provides the space for neighbours to develop their own locally relevant and connected responses, strengthening people's sense of belonging, connectedness and providing them with sparks of inspiration to make radical transformations where they live.

Each group of 6-8 households now meets 8 times over approximately 4 months at each other's houses, and we have also adapted to the programme to be able to run online to support those with ongoing need to shield to participate.

We are currently launching pilot groups to assess the updated programme, and are now seeking resources to run further groups, to reach more people and meet the growing demand for this project.

We wish to run an additional 8 groups in Totnes and District, and to include groups across the community, including those on low incomes, in rental properties and in supported housing, as well as engaging community members in new housing developments, working with local community and care networks to reach further.

This project will help to continue to keep Totnes on the map as a pioneering town for sustainability initiatives, leading the way in climate emergency and Covid-19 recovery work, boosting our local economy, lowering the town's carbon foot-print and supporting this unique community.

Additionally we'd like to know about who you are working with and the long-term impact of your. Please answer the following questions.

1 a) How many people will this project benefit?

The number of beneficiaries is subject to achieving full funding. We will reach a minimum of 64 households directly (8 groups of 8 households), and 192 people indirectly.

If we achieve full funding for the project, we will reach 160 households directly (20 groups of 8 households) and 480 people indirectly.

b) How many are involved in decision-making and ownership of this project?

We have a core team of 3 (paid and voluntary) team members, and a Transition Streets advisory group of 8 people from different projects and organisations across the community.

c) Will your project encourage more Totnes residents to get involved?
If so, how?

Yes, the ultimate vision of Transition Streets is that (with the right funding,) a large proportion of Totnes residents could and should be actively involved. Current participation occurs through residents actively participating in a Transition Streets group, or a resulting project that is catalysed by some who is participating in a transition streets group (e.g. other neighbours, friends and family.)

2. Are you partnering with other Totnes groups and, if not, could you consider doing so?

TTT has a strong working history of partnerships and collaborations with local community groups and other stakeholders across Totnes & District. We are therefore able to access a wide range of audiences through these networks. Examples of this include current discussions with Bridgetown Alive and Housing Association 'Livewest', who wish to input into the programme redevelopment. We intend to collaborate with these and other local networks when recruiting new group members, and developing the next phase of the project.

In 2019 Transition Town Totnes developed a collaborative network of partners in preparation for the Climate Action Fund lottery project bid. This included Totnes Town Council, Devon County Council, Transition Network, South Dartmoor Community Energy, Caring Town, Totnes Caring, Inclusive Totnes. These partners have continued to be supportive of the current work and keen to see it rolled out as a wider project.

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

We have developed a monitoring and evaluation framework for Transition Streets to capture carbon and environmental savings, financial savings, and some social outcomes of participation related to perceived wellbeing, attitudes and levels of connectedness.

The project has a strong track record of monitoring and evaluation. Please see Transition Streets original robust and detailed evaluation reports [here](#).

4. Will your project continue after this grant is spent? If so, how will it be funded?

As detailed above, the first phase of the project was to redevelop the handbook and trial this with a small number of groups.

This application is for the second project phase, and we are currently working on a fundraising strategy for the third phase which will allow us to roll out Transition Streets to any street in the town that wishes to participate.

Part of this work will be to further develop a cascade model of delivery, where community members are skilled up to facilitate the programme themselves, and can lead on the dissemination

of Transition Streets across the town. We will invest time to develop these future project activities as part of this project.

We also wish to re-develop the online project tools and resources to make it further accessible to locations across the country and potentially the global, affirming our reputation as the leading Transition Town in the world.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Management costs	Management, finance and admin support	£800	£400
	Comms programme support	£350	£175
Training			
Office costs (rent, telephone etc)	contribution to office costs and overheads	£1,218	£609
	Sub Total	£2,368	£1,184
Salaries	Direct project management and delivery; online resources; group training; 64 days	£7,786	£3,893
	Monitoring & Evaluation, 12 days		
Expenses (travel etc)			
Venue hire			
Materials	printed books and other materials	£2,624	£1,312
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total	£10,410	£5,205
	TOTAL	£12,778	£6,389

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree) x ☐

We have provided copies of the following necessary documents (refer to Community Grants Policy) to support the application (please click/tick as appropriate):

Accounts ☒ Bank statement or paying-in slip ☒ Constitution ☒

(to double check bank details)

NB. Scanned copies are acceptable if you end your application by email.

Applications will not be taken to committee without all these supporting documents

To support our application we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

- A copy of your Governing Document (Constitution, set of rules, Articles or Memorandum of Association)
- A Safeguarding Policy

Signature 1 (person submitting form)

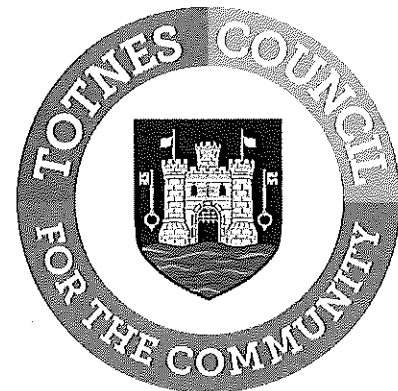
Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

(Coordinator)

Date: 11th May 2021

Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.



TOTNES TOWN COUNCIL COMMUNITY GRANTS GRANT FUNDING APPLICATION FORM

How to use this form: this form can be printed and completed by hand, or can be filled in electronically.

Name of organisation	Parochial Church Council of the Ecclesiastical Parish of Totnes with Bridgetown
Name and address of the person making the application on behalf of the organisation	Fr [REDACTED] Barlow
Position held in organisation	Rector
Telephone	[REDACTED]
Email	[REDACTED]@totnesrectory.co.uk
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	Totnes Team Ministry https://www.facebook.com/groups/509069870119796
Bank details If you are successful, our preferred payment method is via BACS.	Bank name: Totnes with Bridgetown PCC Building Fund Sort Code: [REDACTED] Account Number: [REDACTED]
Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	No

What are the aims of your organisation?	Aims and Purposes Religious activities / Furtherance of religion in Totnes Promoting in the ecclesiastical parish the whole mission of the Church Helping people with disabilities Provides Buildings / facilities / open space
What is the name of the project/activity you are applying for?	Connecting Communities
When will the project be started/finished?	June 2021 - ongoing

Financial information

What is the total cost for the project/activity? Please complete the budget breakdown attached which will be used for monitoring purposes	17,500
What is the amount of grant requested from Totnes Town Council?	2,500
How much have you raised already?	15,000
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No – we have the other funding
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	No

Criteria

Please read the Community Grants Policy for further information.

St John's Church is a key resource in Bridgetown. It is accessible and has been used by a range of local organisations including music groups, exercise classes, advocacy groups, arts and crafts groups, AA and specialist services such as Citizens Advice. The weekly Community Café was a key event in the community week, offering companionship, warmth, on a 'pay-as-you wish' basis.

Covid 19 severely curtailed our community activities. The café was closed and group bookings were lost due to closure. Our worship shifted on-line and we worked hard at reducing isolation, particularly for the elderly members of our community. We have had some successes in terms of helping people to overcome digital barriers, and continue to roll this out. A key aspect of this was realising that our existing AV and digital facilities were inadequate and took the decision to upgrade these. We have been quite successful in raising some funds for this – but we have a shortfall.

Improved facilities would benefit a huge number of people in Bridgetown and Totnes. We are now developing a dynamic partnership with Bridgetown Alive!, St John's school and the Daisy Centre. Combining all our facilities means that we can offer a range of resources to our community. For example, we would be able to offer broadcasting facilities, recording, projection and screening. Many of our current users could broadcast and record from the facility (eg. Dartington Community Choir, Torbay Symphony Orchestra).

We would also create opportunities for people to practice and enhance their digital skills – creatively and functionally. To further this we aim to offer training for actual and potential community users.

Additionally we'd like to know about who you are working with and the long-term impact of your. Please answer the following questions.

1 a) How many people will this project benefit?

5000

b) How many are involved in decision-making and ownership of this project?

12

c) Will your project encourage more Totnes residents to get involved?
If so, how?

By upgrading the AV facilities at St John's church we are able to offer an excellent space for live events, community activities, concerts, workshops, conferences etc. to our partner agencies and other actual and potential users. We will also create opportunities for people to upskill in digital recording techniques. This will also enhance the quality and diversity of transmission material coming from Totnes and Bridgetown.

2. Are you partnering with other Totnes groups and, if not, could you consider doing so?

We are – with Bridgetown Alive! St John's school and the Daisy Centre

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

Number of bookings. Level of use. Demographic of users. User surveys & feedback. Number of volunteers. Level of training uptake. Skill enhancement.

4. Will your project continue after this grant is spent? If so, how will it be funded?

We are continuing to develop our community resource at St John's Church and in partnership are working towards a Lottery Bid

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Management costs			
Training		1000	1000
Office costs (rent, telephone etc)			
	Sub Total		1000
Salaries			
Expenses (travel etc)			
Venue hire			
Materials		15000	1500

Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total	15000	2500
	TOTAL	17500	17500

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree) ☒

We have provided copies of the following necessary documents (refer to Community Grants Policy) to support the application (please click/tick as appropriate):

Accounts ☒ Bank statement or paying-in slip ☒ Constitution ☒
(to double check bank details)

NB. Scanned copies are acceptable if you end your application by email.

Applications will not be taken to committee without all these supporting documents

To support our application we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

POLICIES

The parish of Totnes: St Mary is committed to the safeguarding of children, young people and adults. We follow the House of Bishops guidance and policies and have our own Parish Safeguarding Officer(s), PSOs. The Diocese of Exeter's safeguarding pages contain vital links and information including contacts for the Diocesan Safeguarding Advisor (DSA) who advise our PSOs. If you are concerned that a child or adult has been harmed or may be at risk of harm please contact the DSA. If you have immediate concerns about the safety of someone, please contact the police and your local authority Children or Adults Services.

Policies:

Paying staff
Risk management
Safeguarding vulnerable beneficiaries
Volunteer management

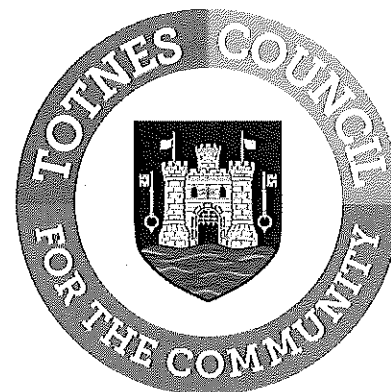
Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date: May 12 2021

Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.



TOTNES TOWN COUNCIL COMMUNITY GRANTS GRANT FUNDING APPLICATION FORM

How to use this form: this form can be printed and completed by hand, or can be filled in electronically.

Name of organisation	Citizens Advice South Hams
Name and address of the person making the application on behalf of the organisation	<div style="background-color: black; width: 50px; height: 15px; display: inline-block;"></div> Moor Citizens Advice South Hams, Follaton House, Plymouth Road, Totnes, TQ9 5NE
Position held in organisation	Chief Officer
Telephone	
Email	@southhamscab.org.uk
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	Facebook - https://www.facebook.com/southhamscab Twitter - https://twitter.com/southhamscab Website - https://southhamscab.org.uk/
Bank details If you are successful, our preferred payment method is via BACS.	Bank name: CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Sort Code: <div style="background-color: black; width: 50px; height: 15px; display: inline-block;"></div> Account Number: <div style="background-color: black; width: 60px; height: 15px; display: inline-block;"></div>

Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	£7000 - Aug 2019
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What are the aims of your organisation?	<p>Citizens Advice South Hams aims to give people the knowledge and confidence they need to find a way forward with their problems. We offer free, confidential, and impartial advice to anyone - whoever they are and whatever their problem is. Our trained advisers are available over the phone, via webchat, email, video booth and face-to-face to offer people advice on a wide range of issues. We help people struggling with debt, people navigating the complex benefits system, those with health issues, employment problems, family breakdowns and many more.</p> <p>We also, through our research and campaigns work, act as a local voice on the issues that matter to local people.</p>
What is the name of the project/activity you are applying for?	Citizens Advice South Hams Outreach at the Mansion, Totnes.
When will the project be started/finished?	June 2021 -June 2022

Financial information

What is the total cost for the project/activity?	£7,999
Please complete the budget breakdown attached which will be used for monitoring purposes	
What is the amount of grant requested from Totnes Town Council?	£6,444
How much have you raised already?	0
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No

Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	<p>We have applied to Totnes Rotary to help towards the costs of renting a space at the Mansion - £500, and are expecting their decision May 21.</p> <p>The Mansion have also given us a benefit in kind into the project in the form of a discount on the cost of room hire – reduced from £9 to £6/hr.</p>
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Criteria

Please read the Community Grants Policy for further information.

Securing community grant funding will enable us to reinstate our services within the heart of Totnes, breaking down accessibility barriers for those who may not have been able to access our online or digital services through lockdown, or who are physically able to get to our Follaton office. A consistent presence at the Mansion enables us to reach as many Totnes residents as possible who may be in need of information and advice in all areas of social welfare law. We are the only organisation in Totnes that provides this quality assured service. The advice is free, impartial, confidential, and delivered by trained and specialist advisors.

We have a holistic approach to helping our clients, not only assisting them with the problem at hand but exploring their circumstances more widely, empowering them to find solutions to all of their problems. This includes help with debt, benefits, employment, housing, and income maximisation. Where relevant clients receive a full benefits check to make sure they're receiving all they are entitled to. We also have a dedicated energy advice team who can offer home energy checks, helping people to use their heating and hot water more efficiently and thus save money on energy bills. Our specialist debt advisers are registered with the Financial Conduct Authority, and can provide debt and money advice, as well as providing tools to help people to better manage their finances.

Where help is better provided by a local community group such as Totnes Connection Hub or Food In Community, we make direct referrals or encourage our clients to make contact. By approaching all clients in this manner, and by working in partnership with local organisations, we can ensure our clients receive the best support for their circumstances.

This project meets the town council's priorities of promoting the economic wellbeing of the town through our welfare and financial advice, providing good community information, and recruiting and training local volunteers to work within the town.

We also hope the project will support the young people in the town. We have seen that the Covid-19 pandemic is affecting young people, especially those in insecure employment as many of those living in Totnes and surrounding areas are. We run a 'Help to Claim' service which aids people to make an initial claim for Universal Credit. We are also keen to have more young volunteers and provide people with the skills, experience, and confidence necessary to help them enter the workforce.

By ensuring our presence in Totnes we will be increasing our volunteering opportunities and widening participation. As a result of having more volunteers working in Totnes and helping their fellow town residents we are fulfilling the town council priority of encouraging a culture of compassion. Volunteers achieve a real sense of pride and satisfaction from the knowledge that they are making a difference within their local community.

Additionally we'd like to know about who you are working with and the long-term impact of your. Please answer the following questions.

1 a) How many people will this project benefit?

Between April 2020 and March 2021, we helped 447 individuals in Totnes with 2,478 issues; this was a marked decrease from our usual client numbers. In 2019-20 we helped 631 individuals with 3,059 issues. Despite continuing to offer digital services, the Covid-19 pandemic obviously affected our accessibility. We are hoping that by reinstating face-to-face services, clients will be able to access us once again and we will reach the same number of clients, if not more, than before the pandemic.

We anticipate the demand for advice services will increase throughout 2021/22 as the financial and other support packages put in place during the pandemic are dismantled, furlough arrangements are ended and bailiff action allowed to commence. The additional £20/week Universal Credit payment has been a life saver for many families. Although the uplift has been extended, this may not be permanent. Not surprisingly the Money and Pension Service (MaPS) is predicting a 60% increase in demand for debt advice in 2021/22.

According to Devon County Council, the unemployment claimant count for Totnes has increased from 150 in March 2020, to 385 in March 2021. This 156% increase shows demand for employment and benefits advice is increasingly necessary.

Not only client numbers, but we anticipate that by reinstating face-to-face services at the Mansion we will see a more vulnerable client group accessing our service.

b) How many are involved in decision-making and ownership of this project?

A small number of volunteers and key staff have been involved and consulted in re-establishing an access point at the Mansion, led by our Operations Manager.

c) Will your project encourage more Totnes residents to get involved?
If so, how?

By having a consistent presence in the heart of the town we can be more accessible to Totnes residents and encourage more people to use our services. We will also recruit and train more volunteers into our organisation to help with the demand for advice. Volunteers say they find the experience invaluable. It provides them with a real sense of purpose, community, and the training and experience gained by volunteering with us can be very beneficial for those looking to re-enter the workforce.

<p>2. Are you partnering with other Totnes groups and, if not, could you consider doing so?</p> <p>We partner with Totnes Connection Hub and Food In Community to refer clients into their services, as we have seen a marked increase in the use of food banks. We also work with Totnes Caring to support elderly residents in Totnes.</p>			
<p>3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?</p> <p>We will measure the number of clients helped at the outreach, and issues dealt with. We also measure financial and non-financial outcomes achieved for our clients. Financial outcomes include income gain, reimbursements, services and loans, debts written off, and repayments scheduled. Non-financial outcomes include familiarising clients with how Universal Credit and the wider benefits system works, obtaining Community Care assessments, helping clients plan financially for the future and measuring the improvement of clients' health and/or their capacity to manage following our advice.</p>			
<p>4. Will your project continue after this grant is spent? If so, how will it be funded?</p> <p>This project requires ongoing funding.</p>			
<p>Budget (please complete the following budget for your project)</p>			
Title	Description	Total amount (£)	Amount requested (£)
Management costs	Membership fees, insurance, secure database, project report and management	760	760
Training	Professional development	195	195
Office costs (rent, telephone etc)	Printing, phone, postage, internet access	100	100
	Sub Total	1055	1055
Salaries	Supervision 4 hrs/week @£16/hr	3120	3120
Expenses (travel etc)	Travel, parking	50	50

Venue hire	Rent payable to the Mansion	1872	724
Materials	Provision of IT phone and data	200	200
Publicity	Marketing costs	550	550
Volunteer expenses	Travel, parking	150	150
Other (please specify)	Volunteer recruitment and training costs	1650	1650
	Sub total	7592	6444
	TOTAL	8647	7499

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree) ☒

We have provided copies of the following necessary documents (refer to Community Grants Policy) to support the application (please click/tick as appropriate):

Accounts ☒ Bank statement or paying-in slip ☒ Constitution ☒
(to double check bank details)

NB. Scanned copies are acceptable if you end your application by email.

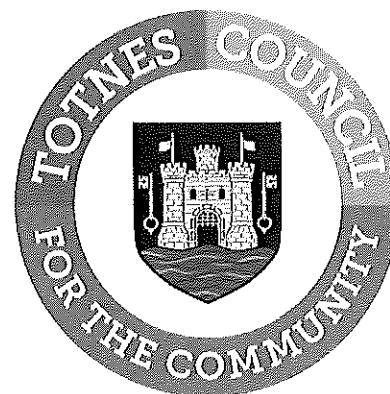
Applications will not be taken to committee without all these supporting documents

To support our application we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

- Memorandum and Articles of Association of Citizens Advice South Hams
- Citizens Advice South Hams Safeguarding policy
- Citizens Advice South Hams Management Committee

Signature 1 (person submitting form)	
Signature 2 (Chair or senior representative of the organisation)	
Typed entries acceptable for email applications	
Date: 12/05/2021	

Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.



TOTNES TOWN COUNCIL COMMUNITY GRANTS GRANT FUNDING APPLICATION FORM

How to use this form: this form can be printed and completed by hand, or can be filled in electronically.

Name of organisation	Network of Wellbeing
Name and address of the person making the application on behalf of the organisation	[REDACTED] [REDACTED]
Position held in organisation	Project Coordinator
Telephone	[REDACTED]
Email	[REDACTED]@networkofwellbeing.org
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	- www.networkofwellbeing.org and www.shareshed.org.uk - https://twitter.com/NetwrkWellbeing - https://www.facebook.com/shareshedmobile
Bank details If you are successful, our preferred payment method is via BACS.	Bank name: Triodos Network of Wellbeing Sort code: [REDACTED] Account number: [REDACTED]
Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	No.

What are the aims of your organisation?	<p>Set up by the Network of Wellbeing, the Share Shed is a library of things in south Devon, which helps local people to borrow items at nominal cost so that they don't have to buy them for themselves.</p> <p>The aim is to build a more resourceful community, allowing people to connect with each other and share things that they need only occasionally. This improves their wellbeing, saves them money, reduces the need for them to store things they rarely use, and reduces their carbon emissions and impact on Earth's resources.</p>
What is the name of the project/activity you are applying for?	Share Shed – A Library of Things: we want to expand our reach, and better serve our local community by adding a weekly stop in Bridgetown, at the Community Hall.
When will the project be started/finished?	As soon as we receive the grant, we'll be able to arrange our weekly stop in Bridgetown, with our van, and depending on how it goes, we'll be able to carry on serving that side of town (in addition to our weekly stop at the Totnes Market Square).

Financial information

<p>What is the total cost for the project/activity?</p> <p>Please complete the budget breakdown attached which will be used for monitoring purposes</p>	<p>The total cost of a year of the Share Shed is £24,991.</p> <p>Please find budget below.</p>
What is the amount of grant requested from Totnes Town Council?	£4,350
How much have you raised already?	<p>Since the Share Shed was set up, in April 2017, we've raised about £70,000, thanks to the National Lottery Community Fund and the School for Social Entrepreneurs. Whilst our memberships and income from fees have increased, we're still facing a deficit based on our forecast for this financial year (which is why we're applying for this grant, which will make possible for us to meet the high local demand).</p>

Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No.
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	<p>We have successfully applied for three grants from the National Lottery Community Fund:</p> <p>2017 - £5,003.74.</p> <p>2018 - £6,219.</p> <p>2019 - £48,599.</p> <p>In 2020, we were successful in applying for £10,000 from the School for Social Entrepreneurs.</p> <p>We have also made a number of unsuccessful applications to expand our services. Applications on which we're currently awaiting a decision include: the Postcode Local Trust, for £19,847, which we're due to hear about in June; and the National Lottery's Climate Action Fund, for which we are party to a bid led by CAG Devon. If successful, we would receive up to £10k for the Share Shed. Again, we expect to hear about this in June.</p>

Criteria

Please read the Community Grants Policy for further information.

(500 words maximum)

The Share Shed offers useful items to local people to borrow items at a low cost. Our collection of 350+ items, includes things such as tools, camping gear, gardening equipment, household appliances and much more.

In light of our ecological and climate crises, as well as financial hardship, our project offers a solution around access (rather than ownership), community collaboration (by sharing resources – and skills), financial benefits (why buy when you can borrow?) and supports waste and carbon reduction.

By being affordable and mobile, over time, we have extended our reach and supported even more people, and, out of the four towns we serve, Totnes is where the greatest demand is (about 65% of our membership and loans). A lot of local people have asked us to stop in Bridgetown too.

With this Community Grant, we'll be able to trial this idea, and strengthen the wellbeing of the community by supporting more people to live better and fuller lives – as well as the planet, by furthering the climate and resource conservation agenda.

Additionally we'd like to know about who you are working with and the long-term impact of your. Please answer the following questions.

1 a) How many people will this project benefit?

Since 2017, over 1,000 people have become members of the Share Shed, with the vast majority (about 65%) living in TQ9, so there will be a major benefit for the local community if we stop in Bridgetown as well as at the Totnes Market Square. Bearing in mind the financial hardship people are facing nowadays, as well as their ecological awareness, we believe over time our membership and loans will increase dramatically.

b) How many are involved in decision-making and ownership of this project?

The Share Shed is a project of the Network of Wellbeing (NOW).

NOW currently has seven part-time staff and six Trustees of whom four live locally.

The Share Shed is managed by [REDACTED], NOW's Project Coordinator, with the support from a Steering Group formed by five active members – and volunteers – of our local community.

c) Will your project encourage more Totnes residents to get involved?

If so, how?

Certainly! By adding another local stop to our weekly route, the local community will have one more opportunity to borrow useful items a minimal cost, saving them a lot of money, storage space and resources, especially for those who live in Bridgetown.

Also, we run events to help local people to engage with the sustainability and the wellbeing agenda. In 2018, for instance, we organised the ShareFest – A Festival of Making, Repairing, Sharing and Swapping in Totnes Civic Hall. Over 800 people attended. In 2020, we run the Big Fix, at the Mansion, where 97 items were repaired in exchange for a donation. Both events were organised in partnership with local organisations like The Restore/Refurnish, the group who have recently set up the Mend Assembly and Recycle Devon.

2. Are you partnering with other Totnes groups and, if not, could you consider doing so?

Yes, absolutely. As mentioned before, we have close links with The Restore/Refurnish as well as the Mend Assembly. We're also collaborating with CAG Devon and Recycle Devon.

[REDACTED], one of the organisers of the Totnes Alive event, has also been very much involved in the development of the Share Shed.

We currently have around 15 local volunteers.

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

We keep track of our membership as well as loans, which since 2017 have increased steadily, especially since we went mobile. We currently serve Totnes, Ashburton, South Brent and Buckfaslteigh, weekly. Yet, our data shows that Totnes is by far where the demand is the highest. Many local people have asked us for another local time slot to use our services, particularly in Bridgetown. If awarded the grant, we will make sure to publicise our new opening hours and locations widely.

We also measure the money we save local people. So far, since April 2017, when we opened, assuming everyone would have otherwise bought the item they needed, we estimate our members have saved over £105,000. We're also working in partnership with Plymouth University to measure and the carbon and resource reductions that come from their borrowing items that people would otherwise buy.

4. Will your project continue after this grant is spent? If so, how will it be funded?

Yes. The Share Shed aims to become self-sustaining by 2023, and we're working to make it happen by securing further core funding, in order to invest in improving the service and further spreading the word through various communication means and publicity channels.

By increasing our membership and usage, along with running events (covid-permitting), we increase our revenue. Having the opportunity to trial a stop in Bridgetown, without risking our current limited budget, will be a great opportunity to become more resilient, whilst supporting better this community.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Management costs	Please note: NOW's main contribution to the Share Shed is the	0	0

	Project Coordinator, which is not included in the Share Shed budget		
Training		250	0
Office costs	Stationary, mobile phone, mobile internet)	490	0
	Sub Total	£740	0
Salaries		13,181	2,200
Materials		490	0
Publicity		1,430	680
Volunteer expenses		960	100
Fuel for the van		1,200	240
Vehicle cost (tax, insurance, maintenance)		4,190	800
Equipment purchase + repair		1,900	150
Website costs	Domain fees, updates, IT support	900	180
	Sub total	£24,251	£4,350
	TOTAL	£24,991	£4,350

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions
(please click/tick box to agree) X ☐

We have provided copies of the following necessary documents (refer to Community Grants Policy) to support the application (please click/tick as appropriate):

Accounts ☐ Bank statement or paying-in slip X ☐ Constitution ☐
(to double check bank details)

NB. Scanned copies are acceptable if you end your application by email.

Applications will not be taken to committee without all these supporting documents

To support our application we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date: 9th May 2021

Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.

visit TOTNES

Marketing Report Jan - April 2021

Samantha Branch, Marketing & Communications
Manager

Marketing

Visit Devon

Visit South Devon sent an enewsletter out to their database of just under 5,000 subscribers and posted it to their blog/news pages in March with a Spotlight feature on Totnes - for free. The same enews featured The Bull Inn as well (arranged by them direct) offering good exposure for the town.

SPOTLIGHT ON

Totnes

Nestled between moorland and sea and surrounded by beautiful countryside, Totnes is a captivating, historical market town on the River Dart. Dating back to 907 AD, this quirky town is dotted with Norman, Tudor and Elizabethan architecture and has a high street full of independent shops and eateries.

The river provides a stunning backdrop for short walks, waterside eating, kayaking and canoeing, and the whole area is a paradise for cyclists and those who want to get outdoors.



Every week the town bustles with lively, local traders at the Friday and Saturday Markets where you can pick up all of your essentials, and the monthly Sunday Food Market where you can find delicious takeaways or fresh, local ingredients.

With a wide variety of places to stay from thatched inns to dog friendly cottages, historic hotels to contemporary lodges, you'll be sure to find your little piece of heaven in Devon as soon as it's safe to travel again. With some interesting attractions and a lively programme of all fresco events hopefully starting again in the summer, you can tie in some live music or a trip to a castle with your holiday.

Only 3 hours direct from London and Birmingham and 2 hours from Bristol by train, Totnes is closer than you think.

We look forward to welcoming you to Totnes as soon as the restrictions have been lifted.

[Click here to find out more about Totnes](#)

The newsletter caused a slight spike in the number of visits to the website based on our Google Analytics. In February as a whole and on the days previous to the enews being sent out at 5pm on 2nd March the daily average visitors to the site was approximately 160 a day. On 3rd March this increased to 452.

OS / Secret Stories

We have the potential opportunity to work with Ordnance Survey as part of their new Secret Stories app where we can upload a walk from Totnes which needs to include various stories about the town. Sam Branch is currently seeking help from Councillors to gather some of the relevant information. We would need to upload the walk by the summer holidays - all for free.

2021 Visit Totnes Leaflet and Guide Distribution

We have just over 5,000 2020 guides left at the TIC now. This year St Mary's Church will help to distribute them for us and we can deliver them to any accommodation providers who require them when they're open so we should get through this amount easily throughout the season.

Glide Media have started distributing their batch of 10,000 2020 guides and the new DL leaflets to various locations across Devon and nationwide as well. They were due to start in January but they started later this year due to the national lockdown. We're awaiting a report from them.

The updated 2021 guide is now on the website for people to download with a new front cover and updated details - <https://www.visittotnes.co.uk/see-and-do/attractions/download/>

Planters

I've started selling the blackboards as advertising space and have currently sold at least 10 sides with expressions of interest from some other businesses as well.

The reaction to the posts on social media were positive when we posted the photos with the plants in them with the following being posted on the TTC pages and receiving 67 likes on FB & a reach of 6856 people:

Totnes Town Council
Published by Samantha Branch · 14 April at 14:22 · 🌐

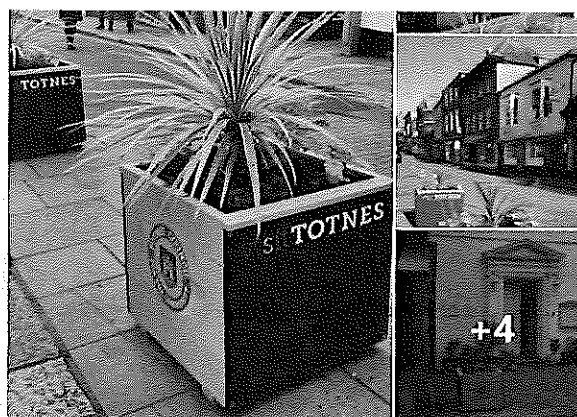
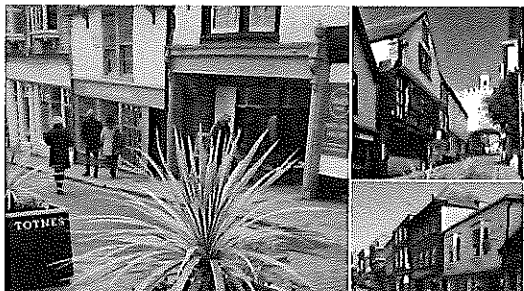
Our new planters now have a variety of evergreen and bedding plants in them which has added some greenery to the high street. These plants will continue to grow and flower throughout the season.

Tom Hussey our new Town Maintenance Officer is watering and monitoring them and will report any potential problems to a future Public Realm Working Group.

Thanks again to local charity LandWorks for producing them from sustainable timber, to The Blackboard Guy for hand painting the TTC and Visit Totnes logo on them for brand awareness, and to Longcombe Cross Garden Centre for their advice 🌱

If you have a local business near one of the prominent blackboards please email Sam Branch at info@visittotnes.co.uk to find out more about having a durable hand painted logo or small advert created for a cost effective price.

#totnes #devon



Reach more people with this post

Promote your Page by boosting this post so more people can see it: "Our new planters now..."

6,856
People reached

2,758
Engagements

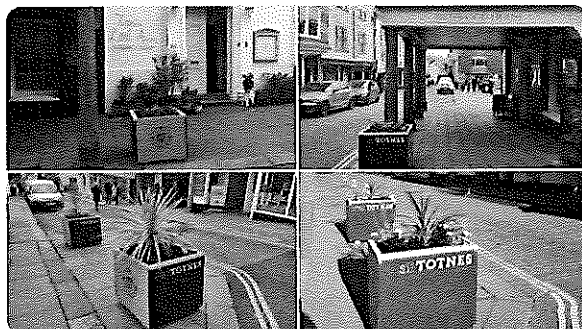
Boost post

👍👍 67

10 shares



We now have a variety of evergreen & bedding plants adding some greenery to town. Thanks to local charity @LandWorksHQ for producing the planters from sustainable wood, @blackboardguy for hand painting the logos for brand awareness & Longcombe Garden Centre :) #Totnes



9:55 AM · Apr 14, 2021 · Twitter Web App

10 Retweets 1 Quote Tweet 19 Likes

Website

We have given all of our existing advertisers a free page on the website this year and we have given as many shops and eateries in town a FREE basic web listing as well. We're continuing to add more as and when new places open.

PR

Julia Bradbury - Walks in Devon

We were really fortunate because Julia Bradbury featured Totnes and the Dart Valley Trail in her primetime ITV program on 17th February where she featured Sharpham Estate, Sharpham Cheese & Wine and Conker Shoes. She was walking part of the Dart Valley Trail from Totnes to Dartmouth.

111

Conker Shoes said their website crashed as a result of the number of people who visited their website during and after the show, and The Old Forge has reported that they have had a lot more bookings from people visiting for walking and cycling holidays who have cited the show as the reason. We had a lot of engagement on social media surrounding the show as well:



visittotnes

visittotnes Repost @conker_shoes

If you missed last night's episode of 'Cornwall & Devon Walks with Julia Bradbury' where she walked from #Totnes to Dartmouth as part of the Dart Valley Trail you can catch up on ITV via the link below.

The program, which is part of a stunning series of walks across the 2 counties, features the wonderful Conker Shoes on Totnes high street, @sharphamtrust Sharpham Wine and @sharphamcheese

<https://www.itv.com/hub/cornwall-and-devon-walks-with-julia-bradbury/10a0852>

Liked by leftbridge and 225 others

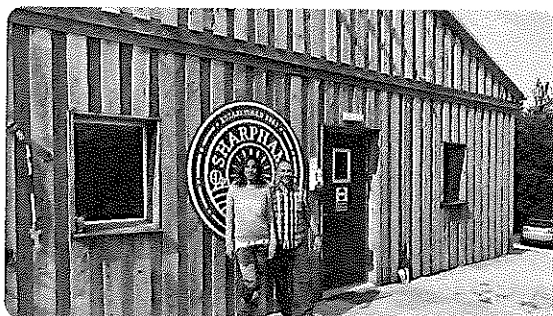
Add a comment...

Visit Totnes @visittotnes · Feb 18

If you missed last night's episode of #Cornwall & #Devon Walks with @JuliaBradbury where she walked from #Totnes to #Dartmouth via @SharphamTrust sampling some delicious @SharphamWines & @SharphamCheese, catch up @ITV below:

[itv.com/hub/cornwall-a...](https://www.itv.com/hub/cornwall-a...)

@VisitDevon @visitsouthdevon



1 4 17

Visit Totnes

Published by Samantha Branch · 12 February ·

Don't miss the next episode of 'Cornwall and #Devon Walks' with Julia Bradbury TONIGHT at 8pm on ITV

Julia will be walking the Dart Valley Trail from historic #Totnes to beautiful Dartmouth along the River Dart, stopping at Sharpham Trust along the way to sample some of the delicious Sharpham Wine & Sharpham Cheese

<https://www.radiotimes.com/.../cornwall-and-devon-walks.../>



RADIOTIMES.COM

Cornwall and Devon Walks with Julia Bradbury - S1 - Episode 7: Dart Valley Trail - Totnes to Dartmouth

3,589

People reached

891

Engagements

Boost post

59

12 comments 30 shares

Like

Comment

Share

Digital

Social Media Stats 2020/21

As always Facebook & Instagram are continuing to grow really well organically however Twitter has always been a lot slower, however FB and Instagram are much more valuable to the VT brand therefore it's not worth investing too much time, effort or money into Twitter.

I will do some more research into the demographics of our FB & Instagram users soon to see if we need to attract more from London and other key target areas.

Followers	July 2020	August 2020	April 2021
Instagram	2262	2347	2993
FB	2522	2596	3295
Twitter	1576	1598	1708

Website Stats

The website stats for 2020 were down considerably due to the lockdowns and uncertainty with coronavirus and the start of 2021 looked the same.

The February stats were only saved because of the Julia Bradbury ITV program which aired on 17th which caused a huge uplift in traffic on 17th & 18th - otherwise this month would have been really down again. The month as a whole actually had a 48% increase in the number of unique visitors to the site based on last year. However the dwell time went from 2 minutes in Feb 2020 to 1 minute 4 seconds this year which is because those who were on the site during & after the program aired were only on the site for about 40 seconds which shows they were having a quick look rather than doing any serious planning at this stage.

The site has started to pick up again from March and is starting to become more in line with the normal figures rather than last March when the site took a hit because we were in lockdown.

2020	Jan	Feb	March	April	May	June	July	Aug	Dec	Avg
Users	4027	4074	2402	1361	2138	3425	6881	10706		4363
yr-on-yr change	28%	19%	-50%	-80%	-66%	-46%	-14%	17.4%		-24%
Unique	3867	3902	2268	1298	2057	3315	6792	10550		4400
yr-on-yr change	31%	21%	-50%	-81%	-66%	-45%	-12%	16%		-22%
Pageviews	14419	13717	7701	4354	6234	8683	21418	34152		14131
yr-on-yr change	21%	4.9%	-54%	-80%	-73%	-60%	-25%	4.6%		-33%
Duration	2:11	2:00	2:09	2:33	1:55	1:21	1:52	2:00		1:54

2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Nov	Dec	Avg
Users	2579	5849	4738									4377
yr-on-yr change	-36%	44%	97%									-24%
Unique	2492	5764	4608									4256
yr-on-yr change	-35%	48%	103%									-25%
Pageviews	6516	11778	12992									13835
yr-on-yr change	-55%	-14%	69%									-35%
Duration	1:31	1:04	1:34									1:58

Demographics – Country

Due to coronavirus we've seen another decrease in the number of visitors from overseas and more from the UK due to the lockdowns, lack of international travel and more staycations. There has been another big decline in the number of people visiting the site from America for the same reasons. In 2019 we had 5802 visit the site from America but in 2020 we only had 1551. The same trend is continuing for the first part of this year.

Country Demographics

Country	Jan - Dec '19	Country	Jan - Dec '20	Country	Jan - Apr '21
UK	85% (58,690)	UK	91% (48,151)	UK	91% 11,816
USA	8.42% (5802)	USA	2.95% (1551)	USA	293
Germany	0.77% (533)	France	247	China	107
France	0.57% (395)	Australia	198	Germany	46
Spain	0.48% (328)	Germany	196	France	46
Australia	0.45% (307)	Canada	186	Australia	44
Netherlands	0.44% (302)	S. Korea	175	Spain	40
Canada	0.29% (203)	China	156	Canada	33
Switzerland	0.32% (176)	Spain	141	Switzerland	30

Canada	0.29% (159)	Turkey	110	India	30
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Demographics – City

Historically we have always had the largest percentage of visitors from London and then the rest of the top ten are mainly from the surrounding towns and cities.

However when considering the figures of visitors who view the site from all of the surrounding areas collectively (Totnes, Newton, Torquay, Paignton, Exeter & Plymouth) it makes up the majority. Again in 2020 this number increased which would be because of the lockdowns:

2019: a minimum of 24,095 visitors from the local areas (over 35% of all visitors)

2020: a minimum of 21,701 from the local areas (over 41% of all visitors)

City Demographics

City	Jan - Dec '19	City	Jan - Dec '20	City	Jan - Apr '21
London	15.5% (11,203)	London	18% (10,228)	Totnes	15% (2056)
Not set (likely Totnes)	8797	Totnes	8928	London	13% (1703)
Exeter	6162	Exeter	4655	Exeter	781
Chicago	4739	Plymouth	3085	Plymouth	530
Plymouth	3643	Bristol	2769	Torquay	452
Bristol	3612	Torquay	2223	Bristol	423
Torquay	3081	Paignton	1030	Birmingham	227
Newton Abbot	1229	Newton Abbot	905	Newton Abbot	190
Southampton	1227	Kingsbridge	875	Paignton	142
Paignton	1183	Chicago	662	Taunton	101

Latest Blogs

<https://www.visittotnes.co.uk/celebrate-valentines/>

<https://www.visittotnes.co.uk/the-sharpham-trust-receives-lifeline-grant-from-governments-1-57bn-culture-recovery-fund/>

<https://www.visittotnes.co.uk/a-new-fish-finger-takeaway-in-town/>

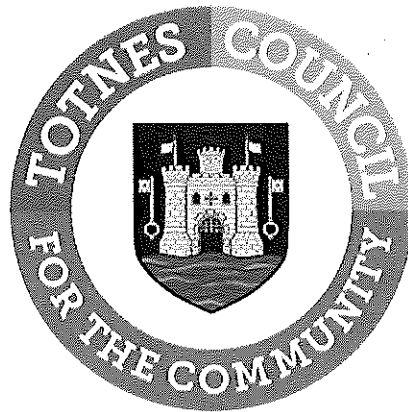
<https://www.visittotnes.co.uk/re-opening-at-last-and-on-the-rails-to-recovery/>

<https://www.visittotnes.co.uk/charity-invests-1-6million-in-a-new-retreat-venue-at-sharpham/>

<https://www.visittotnes.co.uk/totnes-update/>

<https://www.visittotnes.co.uk/share-shed-mobile/>

<https://www.visittotnes.co.uk/south-devon-rail-secure-funding/>



Complaints Policy and Procedure

TOTNES TOWN COUNCIL

AGREED 2016

NEXT REVIEW MAY 2021

This Policy outlines how members of the public can make a complaint about the Council of the service it has received from one of its officers.

Introduction

The Town Council aims to provide all our customers with a good, prompt and courteous service. However, there may be times when things go wrong and you do not feel that you have received the service you expected or required. We want to know when this happens so that we can do our best to put things right. In order to do this we have a standard complaints procedure. Our complaints procedure is designed to make sure:

- It is easy for you to make your complaint
- It gets to the right person
- It is dealt with promptly
- If something is wrong, it gets put right

How To Make A Complaint

There are a number of ways you can make your complaint:

- You can write to us at Totnes Town Council, The Guildhall Offices, 5 Ramparts Walk, Totnes, Devon, TQ9 5QH
- You can come into the Council's reception (open 10am-4pm Monday to Friday)
- You can telephone us: 01803 862147
- You can email us at: administrator@totnestowncouncil.gov.uk

You need to make it clear that you are making a complaint and not just passing on information or making a comment. The Complaints procedure will only cover certain complaints (see list below).

Is It An Enquiry Or General Feedback?

If you want to contact us regarding an enquiry or with general feedback please visit, email or write in and clearly state that you are passing on information or making a comment.

How To Provide Information On Your Complaint

You can write a letter, visit us in reception or telephone us on 01803 862147. You will need to supply your name, address and telephone number so that we can reply to you.

You will need to provide details of your complaint.

The Council has a policy for recording, monitoring and investigating racist incidents. If you feel your complaint means that you are receiving a different level of service based on your race, or that you are the victim of a racist incident, please say so in your complaint.

The Council also records basic details about the person making the complaint to ensure that our complaints system is applied equally. You will find a tear off panel on the complaints form you fill in.

What The Council Will Do

The Council will acknowledge your complaint within 3 working days and provide a response in 10 working days or let you know if it will take longer to investigate.

How Does The Complaint Process Work?

Internal Stage 1: An Officer from the relevant service will respond to your complaint. This will also be looked at and signed off by the Town Clerk. They will try to resolve your complaint by providing relevant information or by taking appropriate action.

Internal Stage 2: If you are unhappy with the department's response please contact the Town Clerk who will investigate whether an independent review needs to take place or confirm the Council's first response in the Internal Stage 1 is still accurate and appropriate. The Mayor will also look at the response and sign the letter to confirm.

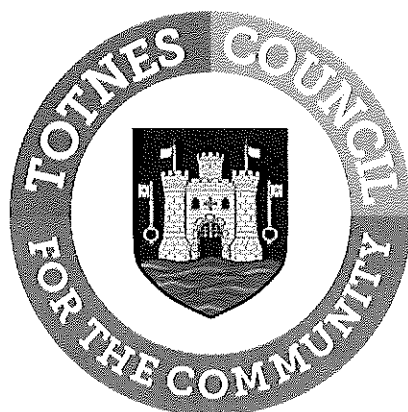
Internal Stage 3: If you are unhappy with the response received from the Town Clerk and the Mayor please contact the Town Clerk and request that your complaint is placed on the agenda for the next Full Council Meeting.

The Internal Stage 3 is the final stage of the internal complaints procedure. If you remain unhappy with the response you are entitled to refer the matter externally to the Monitoring Officer at South Hams District Council, Follaton House, Plymouth Road, Totnes, TQ9 5NE, Tel 01803 861234.

What We Investigate

- Failure to follow the Councils: procedures, policies, systems or rules
- Delays in providing any Council service
- Failing to provide any Council service
- Failing to meet published or advertised Council service standards
- Failing to meet statutory obligations
- Complaints against employees– attitudes and/or actions (either by employees or members of the public. Including racist incidents - but extreme racial incidents to be reported to Police)
- Failing to provide all relevant information when required to inform a decision For complaints about Town Councillors please see our Local Code Of Conduct for Councillors.

182120



Councillors Code of Conduct

TOTNES TOWN COUNCIL

AGREED NOVEMBER 2017

NEXT REVIEW MAY 2021

This Policy (adopted from the NALC model) outlines the principles that should be adopted by Councillors in their role as part of the Town Council. It is designed to protect the Town Council's democratic role, encourage good conduct and safeguard the public's trust in local government.

Joint Statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;
b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;
and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person

- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be

followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**

1. reasonable and in the public interest; and
2. made in good faith and in compliance with the reasonable requirements of the local authority; and
3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others.

However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring

Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which ***affects*** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative, close associate; or
- c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where a matter ***affects*** your financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject Description	Subject Description
Employment, office, trade,	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council: (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor's knowledge):

	<p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where:</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either:</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.



Office Management During Staff Leave

TOTNES TOWN COUNCIL

AGREED OCTOBER 2018

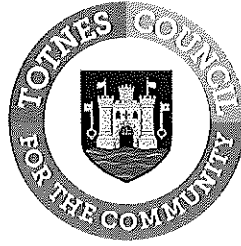
NEXT REVIEW MAY 2021

This policy lays down the requirements for staffing the office when employees (particularly the Town Clerk) are on annual leave.

To ensure the smooth running of the Council Offices to provide a service to the general public and to Councillors, the following practices and procedures should be followed wherever possible and practicable when staff are on annual leave:

- The office is to be open from 10am – 4pm Monday to Friday (excluding bank holidays).
- There should be at least two members of staff in the office during opening hours.
- Staff leave will be approved by the Town Clerk and recorded on individual leave record cards which should be presented to the Town Clerk prior to the leave being taken. At the end of the leave year annual leave cards should be given to the HR Manager. The Town Clerk's leave record will be presented to the Council Matters Committee on request.
- Staff leave will be entered on the office outlook calendar and Councillors are welcome to view it.
- Appropriate cover must be in place for planned meetings and time sensitive activities such as issuing agendas, payments and wages.
- In the absence of the Clerk, the management team will provide the necessary cover and advice within their areas of responsibility.

Whilst every effort will be made to achieve the above, there will be times, such as during the Christmas recess, when it will not be possible to achieve every point. The Town Clerk has overall delegated responsibility to manage the staff and office cover. If the office has to close during core hours, then the Chair of Council Matters and/or the Mayor will be informed by the Clerk or in their absence a member of the management team.



STAFF LOANS POLICY

TOTNES TOWN COUNCIL

REVIEWED AND AGREED MAY 2021

Introduction

In certain circumstances the Council provides financial loans to its employees. The amount and conditions under which loans are provided may be varied from time to time, added to or even withdrawn.

This policy applies to all permanent employees not in a probationary period and also not under notice of dismissal. Temporary employees are not eligible for loans.

Loans must be used for their stated purpose. Failure to do so constitutes fraud and is regarded as a serious matter. This will lead to disciplinary action being taken which could result in dismissal.

Employees should carefully consider whether they are able to meet the loan repayments before applying for a loan under this scheme.

All applications should be completed and authorised in line with the procedure and forwarded to the Finance, HR & Lettings Manager for processing. Loans must be processed through the Accounts Payable System and not paid through the payroll system.

The employee will be responsible for providing proof of purchase of the items concerned. Should the employee's employment be terminated for whatever reason, then the balance of the loan must be repaid to the Council before the last day of service in accordance with the loan agreement.

Personal Development Loan

An interest free loan of up to £250 for any tuition or course fees, including any supporting books, software, equipment and learning materials, to facilitate the personal development of the employee. This may be for skills based practical training such as driving lessons, swimming lessons, cookery lessons, etc. or educational training such as GCSEs, Open University courses, learning a foreign language, arts & crafts courses and other adult education training.

Course enrolment records must be in the employee's name and any equipment delivered must be to their home address.

Equipment purchased must be new and bought from a reputable dealer providing a minimum of a twelve month guarantee.

A copy of the personal development loan form is attached as Appendix 1.

Conditions relating to the granting of personal development loan

▶ Totnes Town Council (the Council) agrees to provide an interest free loan to the employee indicated on the attached form subject to the following conditions:

▶ The loan will be used solely to pay for tuition or course fees or for the purchase any supporting books, learning resources, equipment or software. Failure to do so constitutes fraud and is regarded as a serious matter. This will lead to disciplinary action being taken which could result in dismissal.

▶ The employee agrees to repay the loan by deductions from monies payable by the Council to the employee by way of salary due each month over 24 month.

▶ Should the employee's employment be terminated for whatever reason, the employee agrees to repay the balance of the loan in full. The outstanding sum will be deducted from any other sum due to the employee on termination

▶ Should monies still be owed to the Council at termination and remain outstanding one month later, then the employee agrees to repay to the Council the balance of the loan and interest on that balance at the Council's bankers' base rate plus an additional three per cent. The council reserves the right to recover any outstanding amount through application to the Courts

▶ The employee agrees to present a copy of receipts for the use of the loan to the Finance, HR & Lettings Manager within one month of receiving the loan.

▶ The employee should discuss any difficulties arising from these arrangements with the Town Clerk.

▶ The employee's signature on the attached form signifies that they understand these conditions and agree to be bound by them.

Staff Personal Development Loan Application

Section A: Applicant's details					
Title		First name		Surname	
Address					
Job title					
<p>I understand and agree to abide by the terms and conditions attached with my personal development loan application.</p> <p>I agree to the loan being deducted from my salary in 24 monthly instalments. I also understand that should I leave the Council's employment before the loan is repaid in full, the whole outstanding balance will become repayable immediately and that some, or all, of this amount will be deducted from my final salary.</p> <p>Signed: _____ Date: _____</p>					
Please return the completed form to the Finance, HR & Lettings Manager.					

Section B: Personal Development training details	
Training provider	
Course/training details	
Cost of tuition/course	£
Start date	
Duration	
Books, learning materials, equipment, software etc required for the course/training	
Cost	£

Expected outcome/qualification/achievement from the course	
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Section C: Approval			
Date application received		Monthly deduction	£
Start date for deduction element		End date for deduction element	
Cost centre			
Loan approved by (Town Clerk)		Date	

Terms and conditions	
1.	The loan will be used solely to pay for tuition or course fees or for the purchase any supporting books, learning resources, equipment or software. Failure to do so constitutes fraud and is regarded as a serious matter. This will lead to disciplinary action being taken which could result in dismissal.
2.	The loan is issued for standard (2nd) class travel between the employee's home and the University only.
3.	The loan must not exceed the duration of the employee's contract.
4.	The employee must have sufficient net pay to cover the monthly deduction of the loan.
5.	The loan is repayable by deduction from net salary over 24 months. It is not possible to extend this period of repayment. The first deduction will be made in the month following the one in which the loan is paid. For clarification, the Council determines the payment date to be that which it releases the money from its bank account and not when your bank credits your account.
6.	The maximum amount for a personal development loan is £250.
7.	An existing loan cannot be altered and must be repaid before a new loan can be granted. No further personal development loans will be made until the respective loan has been repaid. Only one loan will be made per annum.
8.	Employees are required to forward a copy of their receipts the Finance, HR & Lettings Manager within one month of receipt of the loan. Failure to produce this will result in the full repayment of the outstanding loan from the next available salary payment.
9.	In the case of termination of employment for whatever reason (e.g. resignation, retirement, redundancy, dismissal) before the loan has been repaid, the outstanding balance will be recovered from the final salary payment. If there is insufficient payment to cover the sum outstanding, then payment for the difference must be made by alternative means prior to the employee's last day of employment. By applying for the loan, the borrower agrees to repay immediately any amount outstanding after such final salary recovery has been effected.
10.	The Council reserves the right to withdraw this arrangement, or to add to or vary, these conditions at any time without prejudicing any agreement already in existence.

11. The Council reserves the right to refuse personal development loans to individuals at its discretion and the existence of this scheme does not confer any right on any person to loans or advances against salary for other purposes.

Project Title	Start Date	Planned Completion Date	Budget	Spend to Date	Relevant Committee/Working Group	Lead Officer	TTC Strategy Ref	Lead Councillor	Comments
Planters	-	09/04/2021			CM/PR&C	Sam	Tourism/Economy		Majority complete - 3 to be re-sited
Wayfinding					CM/PR&C	Sam	Tourism		Revised P&P report received
Other improvements to the public realm like benches and bins					CM/PR&C		Tourism/Economy		Linked to Wayfinding
Traffic Calming (previously Shared Space)					Planning/TTF	Sylvia	Tourism/Economy		
Market Square					CM		Economy		
Birdwood					CM	Christina			
Cemetery/Chapel immediate changes and forward planning					CM/PR&C	Sara			
TTC Comms Strategy and Implementation					CM	Sam			
Visit Totnes Marketing Strategy & Implementation					CM?	Sam	Tourism		
Community Arts and Events					TM/CM/Arts Venues?				
Increased marketing and use of venues					Planning/CM	Sara			
Neighbourhood Plan					CM/Venues				
Future Use of Castle Meadow					TM/CM/CE		Climate Change	Clr Hodgson	
Tree Planting					CM/Arts		Economy		
Christmas Festival	14/04/2021				CM/Arts		Economy		
Town Christmas Lights/Decoration	25/03/2021				Planning	Sara			
ACVs for KEVICC assets	02/02/2021				CM			Clr Allen	
The Mansion - management and organisation					TM		Community Resilience	Clr Hodgson	
Community Hero Awards/History	02/01/2021				Planning	Sylvia	Green Travel		
Electric Vehicle Survey	01/03/2021				CM	Mairiad			
New Website		May-21			Arts				
Phone box adoption - Plymouth Road Art Installation					Venues?				
Mosaic Installation in Market Square.					?	Sam			
Secret Stories - OS App		Summer							

CM - Council Matters

TM - Town Matters

PR&C - Public Realm and Cemetery WG

TTF - Traffic and Transport Forum

CE - Climate Emergency

TTC Strategic Themes:

Tourism

Economy

Community resilience

Climate Change and Green Travel

