

AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 13TH SEPTEMBER 2021 AT 6.30PM IN THE GUILDHALL

You are hereby SUMMONED to attend the Council Matters Committee on Monday 13th September 2021 at 6.30pm in the Guildhall for the purpose of transacting the following business:

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

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded. 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.

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. DEPUTY CHAIR

To elect a Deputy Chair (who will chair in Chair's absence). No document.

3. CONFIRMATION OF MINUTES

To approve the minutes of 14th June 2021 and update on any matters arising. Document attached.

4. BUDGET MONITOR

To consider the Budget Monitor. Document to follow.

5. COMMUNITY GRANT SCHEME APPLICATIONS

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

6. HUMAN RESOURCES POLICIES

To review the following human resources policies (documents attached):

- a. Capability Policy and Procedures.
- b. Lone Working.
- c. Equality and Diversity.
- d. Pay.
- e. Confidentiality, Data Protection and Information Technology (IT).
- f. Health, Safety and Wellbeing.

7. EXTERNAL AUDITOR REPORT

To note the external auditor report on the Annual Governance & Accountability Return. Documents attached.

8. ARTS WORKING GROUP

To note the minutes of the Arts Working Group. Document attached.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 11th October 2021 at 6.30pm in the Guildhall. 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)*

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations. Documents attached.

11. STAFFING UPDATE (Standing Item)

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

- a. To consider backup support options to cover the vacant Administrator 3 post.
- b. To consider a staff benefit in a cycle to work scheme.

12. STAFF ATTENDANCE

To note sickness and overtime balances. Verbal update.

13. COMMERCIAL MATTERS

To consider an increase in rent for the Guildhall flat. Verbal update from Town Clerk.

Catherine Marilton

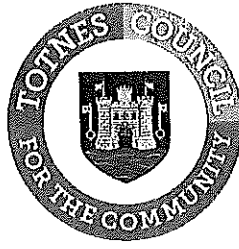
Town Clerk

8th September 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
MONDAY 14TH JUNE 2021 AT 6.30PM IN THE CIVIC HALL**

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

Apologies: None.

In Attendance: A member of the public, 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 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.

Cllr Adams raised the issue of graffiti in the town.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To approve the minutes of 17th May 2021 and update on any matters arising.

The minutes were approved as an accurate record of proceedings.

3. CHRISTMAS FESTIVAL TENDER

To consider the responses to the tender for the Christmas Festival nights.

The Clerk updated that one expression of interest has been received for tendering for the Christmas Festival nights. With uncertainty about social distancing restrictions going forward it was **AGREED** that the matter should go back to the Arts Working Group to review and amend the tender to consider a smaller scale event which may be able to go ahead.

4. COUNCIL MEETING VENUE

To consider the venues of where council meetings are held from 21st June based on current Government social distancing requirements.

The Clerk explained that social distancing restrictions had been extended until 19th July. Committee meetings could be held in the lower Guildhall and Full Council held in the Civic Hall.

Cllr Luker raised the issue of holding in person meetings in the Guildhall given the extension of social distancing restrictions. He asked for meetings to return to being held virtually. The Town Clerk advised that due to a sunset clause in the Covid legislation it is not lawful to hold statutory public meetings of the Town Council virtually, despite the sector lobbying for an extension. Subject to advice from DALC it was **AGREED**:

- a. That Full Council will be held outside if possible, on 5th July (and recording/live streaming may not therefore be technically doable). Alternatively, it could be held in the downstairs of the Guildhall with all doors and windows open with Councillors only attending if they feel safe to do so.
- b. All formal decision making from Committees would be delegated to the Clerk (as set out in the scheme of delegation), with informal meetings with Councillors held to inform these urgent decisions.
- c. Non-urgent business will be deferred until September 2021 when it is hoped to resume normal 'in person' meetings.

5. SCHEME OF DELEGATION

To consider a scheme of delegation for the Town Clerk to cover any limitations to public meetings due to changes in Covid social distancing requirements.

The scheme of delegation was reviewed and **AGREED**.

6. FINANCIAL REGULATIONS

To consider a revision to the Financial Regulations to enable members of the management team to authorise payments.

The revision to the Financial Regulations was reviewed and is **RECOMMENDED** to Full Council for adoption.

7. FREEDOM OF INFORMATION PUBLICATION SCHEME

To review the Council's Freedom of Information Publication Scheme.

The policy was reviewed and is **RECOMMENDED** to Full Council for adoption.

8. INFORMATION AND DATA PROTECTION POLICY

To review the Council's Information and Data Protection Policy.

The policy was reviewed and is **RECOMMENDED** to Full Council for adoption.

9. DATE OF NEXT MEETING

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

Noted – the date should read 12th July 2021 however this committee meeting will not be held as per the decision taken under item 4 of this meeting.

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

10. COMMUNITY CHARTER FACILITATION

To consider whether to commission a facilitator for a Community Charter to support the Totnes Futures Forum.

It was **AGREED** to invite the suggested facilitator to speak to Totnes Future Forum members and all Councillors on 13th July 2021 at 6.30pm on Zoom. The Committee expressed support for finding funds for an external coordinator for this group in principle but perhaps not limited to looking at a community charter but with a broader remit. The Totnes Future Forum were asked to make a recommendation to Council Matters or Full Council regarding the support needed and costs associated, after having heard the proposal on the 13th July.

11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations.

These were reviewed and **AGREED** unanimously.

12. STAFFING UPDATE (Standing Item)

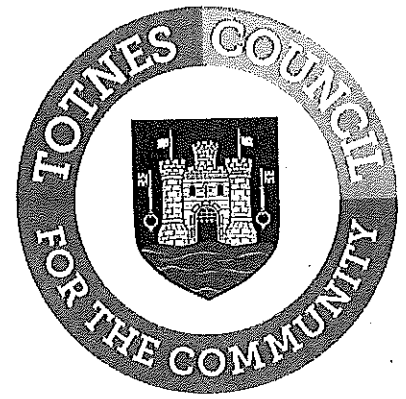
For any general or urgent updates that required confidential sharing with Councillors.

- a. Informal updates were received from the Town Clerk regarding members of the team. No decisions were required.
- b. It was **AGREED** unanimously that the Town Clerk should temporarily reduce her hours to be treated for and recover from a chest infection. The Town Clerk indicated she would use up any TOIL balance for this purpose.

13. LEGAL MATTERS

To:

- a. **Consider legal advice required for submission of an Asset of Community Value application.**
It was **AGREED** to hold off on progressing this given the meeting being called by KEVICC.
- b. **Note an update from the Town Clerk. Verbal update Town Clerk.**
The update and confirmation that the insurance covers the legal costs was noted.



The community

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	Bridgetown Alive!
Name and address of the person making the application on behalf of the organisation	[REDACTED]
Position held in organisation	Treasurer
Telephone	[REDACTED]
Email	[REDACTED]
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	Home - Bridgetown Alive! https://www.facebook.com/BridgetownAliveUK
Bank details If you are successful, our preferred payment method is via BACS.	Bank name: Lloyds 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?	Yes: £2000 for match funding for Building Costs £1000 towards equipping the hall

What are the aims of your organisation?	Bridgetown Alive!'s objective is to improve the environment of Bridgetown and the well-being of all its inhabitants. To this end, BA! took over the lease, maintenance and running of the Bridgetown Community Hall in October 2019. A significant amount of building work was undertaken to upgrade and improve an old and run-down building. This work was started mid - 2020 and was completed in May this year. During this period the hall has had to be closed for much of the time due to COVID 19 and building delays. We are now opening the hall to new users in our community to be able to provide a much-needed community venue at the top of Bridgetown.
What is the name of the project/activity you are applying for?	Bridgetown Community Hall
When will the project be started/finished?	As soon as possible

Financial information

What is the total cost for the project/activity?	£1040
Please complete the budget breakdown attached which will be used for monitoring purposes	
What is the amount of grant requested from Totnes Town Council?	£780
How much have you raised already?	We have funds in place of £260
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)

Our bid is to ensure the newly refurbished hall is adequately equipped and managed to meet the needs of the numerous, potential activities that are planned.

The hall is just about complete and the effects of COVID 19 are beginning to diminish. Bridgetown Community Hall is a valuable local resource to bring people together back into regular positive activities and be a place to meet. Post-covid socialising is of the utmost importance to some of the more isolated individuals of Bridgetown, and demonstrates the value of our community hall to our local community. We want to make real start on offering the hall to its full community potential. The recent refurbishment has put the general infrastructure (Wifi, furniture etc) in place to make the hall available to the community. However there are a few more items to purchase which would enable groups to fully make use of the hall.

The hall has a basic fitted kitchen but no cooker or hob has been installed, we wish to complete the kitchen with a hob and oven to really optimize it for users and activities that we know are already using the hall, or have planned to do so.

The committee secured second-hand good quality chairs and tables for the hall, but we feel that new rather than secondhand kitchen appliances would be safer, and would really welcome the Town Council's support in this request for a grant.

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?
All the residents of Bridgetown – circa 5,000

b) How many are involved in decision-making and ownership of this project?
All members of Bridgetown Alive!

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

The benefits and usefulness of this hall are already well established, and the numerous enquiries indicate a significant uptake of the building once COVID 19 rules are lifted. In time, more and more residents will benefit from this excellent resource

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

Yes, Berry Pomeroy Parish Council has supported some funding for the bricks and mortar enhancement of the building

Totnes St Johns primary School

St John's Church

We provide space to Jamming Station

We support Livewest to meet with their residents

We have worked with the Hello Summer project

We have partnered with Talk Action

We have always had active participation from both Totnes Town Councilors and South Hams Councilors

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 number of organisations that use the hall and the fullness of its bookings diary and the positive feedback received with repeat bookings.

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

Once the hall is fully up-and-running it is planned that it will be self-funding with ongoing overheads covered via hall hire fees with sufficient available then to enable free charitable use.

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			
Expenses (travel etc)			
Venue hire			
Materials	Fitted Electric Oven	490	490
	Electric Hob	140	140
	Cookware	70	70
Contractor	Fitting of equipment	340	340
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total		
	TOTAL	1040	1040

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.

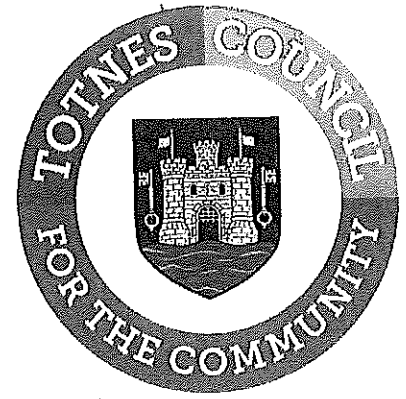
Applications will not be taken to committee without all these supporting documents

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

Safeguarding
Equal Opps

Signature 1 (person submitting form)	
Signature 2 (Chair or senior representative of the organisation)	
Typed entries acceptable for email applications	
Date: 23.8.21	

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	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 If you are successful, our preferred payment method is via BACS.	Bank name: Lloyds Sort Code: [REDACTED] Account Number: [REDACTED]

<p>Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?</p>	<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> <p>May 2021: £4,000 TTC Community Grant towards transport coordination for the first half of this financial year (up to end of September 2021).</p>
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<p>What are the aims of your organisation?</p>	<p>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.</p>
<p>What is the name of the project/activity you are applying for?</p>	<p>Transport Services Coordination</p>
<p>When will the project be started/finished?</p>	<p>1 October 2021- 31 March 2022 -6 months in total.</p>

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</p>	<p>For 6 months:- £17, 354</p>
<p>What is the amount of grant requested from Totnes Town Council?</p>	<p>£4,000</p>
<p>How much have you raised already?</p>	<p>Expect £8,000 through voluntary donations from clients. Also £1,096 from small grants for this period from Neighbourly and other grantees.</p>

Is the grant for match funding? (i.e. are funds from elsewhere dependent on our	No
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	We will apply to the Hospital Saturday for £2,000 towards this service in November. We have not applied for any other grant for this specific purpose for this period as yet (this service has historically been difficult to get grant funding for) although we will look for further opportunities.

(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), who often have restricted mobility, are supported to stay as healthy and happy as possible and an important element of this is that they 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: now that the NHS is trying to schedule as many appointments as possible, our transport services have never been so busy.

In addition, we have reopened many of our group activities, such as some of our lunch clubs (currently twice a week, our weekly memory cafes and art group and our monthly men's cookery class, and many of our clients who attend these need transport to and from the venues. We would like to reopen more of the group activities and to slightly increase numbers, while also keeping clients and volunteers safe, attending those that are already open as we know how much the social contact benefits our clients, but we need even more volunteer drivers to facilitate this.

We also expect that some of our clients will need our transport services to get them to their Covid booster and flu jab appointments later in the year.

We currently have 55 active volunteer drivers and continue to actively encourage more Totnes residents to get involved through social media, posters, banners, local press stories and word of mouth.

We know that this service is needed because of the high demand for it from our clients and the feedback we receive- an 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'.

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

- 1 a) How many people will this project benefit?
 We expect to assist approximately 600 clients, many repeatedly, with transport to health appointments and social activities important for their welfare over a 6 months period (We have 949 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.
 We also always encourage and welcome feedback from clients and we are very accessible to them. During office hours clients and volunteers can almost always reach us directly (or leave a message) on our well publicised phone number- 01803 865 684. Where clients have difficulty communicating on

the phone we will find other ways, as appropriate to get their feedback. Our wellbeing staff are also visiting clients in person when this is required. Our ten home helps, who support almost 100 of our clients on a weekly basis, are also conduit to the views and concerns of our clients, as are our volunteers (in total we have about 150 registered with us), who, as well as driving clients, also deliver lunches, support activities, shop for clients, etc etc.

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

If so, how?

We will continue to promote our need for more volunteer drivers through, for example, the local newspaper, Facebook, banners, posters, and, most importantly, through word of mouth.

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 to ensure that our clients' wellbeing is being supported as necessary.

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?

Yes, this ongoing service is essential (N.B. The official patient transport service only provides transport to a very small proportion of the people who need it using very narrow criteris). It will be funded through a combination of grant funding and, when necessary, reserves.

Budget (please complete the following budget for your project)			
Title	Description	Total amount	Amount requested
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
(to double check bank details)

Constitution Yes

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 April 2021 – July 2021 and a spreadsheet showing expenditure and income in February and March 2021. (N.B. we have changed the way we present our monthly accounts- hence the 2 documents)

-List of Trustees.

Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

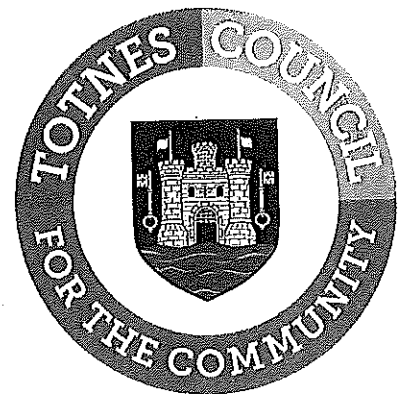
(Chair of Trustees)

Typed entries acceptable for email applications

Date: 2/9/21

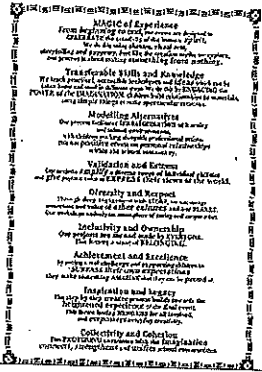
Please return your completed application form to: community@totnestowncouncil.gov.uk by the deadline advertised.

**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	Creation Myth Puppets
Name and address of the person making the application on behalf of the organisation	[REDACTED]
Position held in organisation	Artistic Director
Telephone	[REDACTED]
Email	creationmythpuppets@gmail.com
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	www.creationmythpuppets.co.uk https://www.facebook.com/CreationMythPuppets https://twitter.com/myth_puppets
Bank details If you are successful, our preferred payment method is via BACS.	Bank name: CAF Bank 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

<p>What are the aims of your organisation?</p>	<p>Our aim is to advance the education for the public benefit in particular but not exclusively by providing school communities that could not otherwise afford it with transformative learning experiences using puppets and world stories.</p> 
<p>What is the name of the project/activity you are applying for?</p>	<p>The Talking Forest</p>
<p>When will the project be started/finished?</p>	<p>March 1st 2022</p>

Financial information

<p>What is the total cost for the project/activity?</p>	<p>5850</p>
<p>Please complete the budget breakdown attached which will be used for monitoring purposes</p>	
<p>What is the amount of grant requested from Totnes Town Council?</p>	<p>2350</p>
<p>How much have you raised already?</p>	<p>1000</p>
<p>Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)</p>	<p>yes</p>
<p>Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?</p>	<p>We have been in on-going talks with South Hams District Council Climate Initiatives through John Birch and he is approaching councilors on our behalf to raise the necessary funds of £2500. We will know by the end of September.</p>

Criteria

Please read the Community Grants Policy for further information.

The Talking Forest will be an original tale written by children from St Johns or The Grove. The story will be about a living forest where everything can talk with a message for humanity. The aim will be for the children to voice their feelings and thoughts about biodiversity and climate change.

Four artists will work with up to a cast of 150 children for a week – making 150 puppets, rehearsing, writing and two performances the show at the Civic Hall or St Marys. We will simultaneously make a film that can be shown at the Totnes Cinema and other independent venues. The film will provide a poignant and relevant child's eye view of biodiversity and climate change that can be used by Net Zero Heroes and other climate and biodiversity initiatives such as Devon Wildlife.

Creation Myth Puppets are a Totnes Based theatre charity that have been delivering projects such as The Talking Forest around the world for over 30 years. In lockdown the idea of 'bringing the work home' (i.e. Totnes) was born. We have been in discussion with Totnes Town Council and South Hams through John Birch. The project has morphed and developed in these discussions but the aim has remained the same ...to make a high quality, puppet production with a large cast that has a clear message ..and is owned by the children who make it ...can be seen by many locals as a live performance and shared with many more as a film.

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? 150 children 500 audience 1000 + watching the film 3 artists 1 filmmaker 1655 +

b) How many are involved in decision-making and ownership of this project?
150 children , 5 artists, plus teachers and councillors

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

If so, how? Yes. It will incentivize and inspire children and adults directly involved to make their own puppets and shows. It will encourage the wider population to get involved in biodiversity and climate change initiatives because if the voice of children can't do that then nothing can and the shows we make are poignant, accessible and relevant.

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

We have partnered with the councils I have mentioned and will partner with a Totnes school and local initiatives.

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 an exemplary, long and wide-ranging track record for delivering projects such as these. We deliver the Newton Abbot Lantern procession every year with 8 primary schools in a week, we have set world record for the biggest puppet show on earth (recently with two schools and 700 children in two weeks in Cambridge). We also have an excellent management structure with experienced trustees, bookkeeper, administrator and accountant. We have received several arts council grants and have an international reputation working in Switzerland, Italy, Canada, Taiwan, and Ireland. _____ has been working full time in the arts in Totnes since 1985 and made several large-scale community events including The Biggest Puppet Shows on Earth, The Storytelling Olympiad, A World Music festival and many others.

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

I'd hope so but first I'd want to get this one started. We can certainly use The Talking Forest as a pilot project and model which can be delivered in other schools and would be an attractive funding proposition.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested

Management costs		400	
Training			
Office costs (rent, telephone etc)			
	Sub Total	400	
Salaries	3@£250 x 5days	3750	
Expenses (travel etc)		100	
Venue hire		300	
Materials		300	
Publicity			
Volunteer expenses			
Other (please specify)	Filming and Editing	1000	
	Sub total	5450	
	TOTAL		5850

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):

I only received notification of this grant stream last week when I was on holiday so only have had a few hours this morning to do it but will send all the required policies by tomorrow (Tuesday 7th). Given that I spoke to a Totnes Council Arts steering group including the fundraiser (who said they would be in touch) it was a bit of a shock to my system and schedule to find that I had 3 hours to complete this in. But hey ho! Anything not attached by 11.59 – will be sent this afternoon. Apologies.

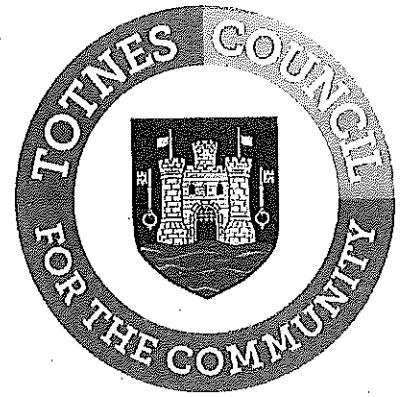
Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date: 11.59 am 6.09.21

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	Totnes Supporting Fairtrade <i>(Registered with Fairtrade Foundation, a UK Charity)</i>
Name and address of the person making the application on behalf of the organisation	[REDACTED]
Position held in organisation	Chairperson
Telephone	[REDACTED]
Email	[REDACTED]
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	Yes
Bank details If you are successful, our preferred payment method is via BACS.	Bank name: Lloyds Bank 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?	We are registered as a Fairtrade Town, & contribute to the empowering of disadvantaged producers in developing countries by tackling injustice in conventional trade. Locally, we do this by: 1. Encouraging Cafes/Restaurants, the Business Community, & Community Organisations to serve & use Fairtrade Products 2. Hosting Fairtrade Events, (Fairtrade Fortnight; Musical Evenings) 3. Publicity (Leaflets; Facebook; displays in shops, such as Greenlife; Street Stalls; Newspaper articles) 4. Fund-raising events
What is the name of the project/activity you are applying for?	Fairtrade Fortnight, 2022
When will the project be started/finished?	It will take place during the last two weeks in February 2022.

Financial information

What is the total cost for the project/activity?	£600.
Please complete the budget breakdown attached which will be used for monitoring purposes	<i>This is an increase of around £150 o the previous event; we have been advised that, following a large increase in costs, this will be the cost of our 2022 event.</i>
What is the amount of grant requested from Totnes Town Council?	£400
How much have you raised already?	None this year. Our fundraising opportunities have been affected this year due to the Pandemic
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.

As part of the Town's registration with Fairtrade Foundation (a Registered Charity), we are required to complete a bi-annual re-registration form. Although lengthy, I have attached this, as it outlines the aims (Taking Goals Forward) set by Fairtrade Foundation, & how we intend to meet them (our objectives).

Regarding your Terms & Conditions (not covered in the boxes above & below)-

1. Although our aim is to financially support people in developing countries, there is an educational goal for people who live in the Totnes area.
2. We are not affiliated to any political party, & we make no profit.
3. Our constitution is laid out by Fairtrade Foundation

The benefits are directly felt by the beneficiaries in developing countries, & there is also a clear benefit to residents of the town through –

- Increased awareness of the needs of those in less developed countries.
- A sharing of responsibility for the issues they face through the actions of large multi-national companies
- The pressure on National Government to support Fairtrade Agreements previously set up under EU Regulations.

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?

1. *School children – around 100;*
2. *Members of the public - very many due to publicity raised;*
3. *People in Developing Countries – hard to say how many, but there are very many producers who benefit from Fairtrade, & our local efforts can only assist. One recent grower said to us, "Buy Fairtrade – please! It helps us so much."*

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

Nine, including two Totnes Town Councillors (Cllrs

& [REDACTED])

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

We aim to encourage people to buy Fairtrade Good, & thus involve themselves in improving the lives of others:

- *We produce leaflets (given to local cafes & traders) for display;*
- *We have produced & distributed "We supply Fairtrade Goods" stickers for shop windows;*
- *We visit shops, cafes, traders usually every two years to encourage them to use/supply Fairtrade goods (e.g., tea/coffee).*
- *We have regular stalls & fund-raising events*

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

Yes –

- *We partner local schools & invite them to join our annual special education days when pupils can meet Fairtrade growers/producers,*
- *We are well supported by local churches.*
- *We have good partnerships with local shops (e.g., Greenlife, Morrisons) where we hold regular displays.*
- *Most importantly, Totnes Town Council regularly passes a motion of support to us (usually two-yearly, when we re-register with Fairtrade Foundation).*

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 attendance by school children at our annual event*
- *The attendances at our fund-raising events.*
- *The increase in viewings of our Facebook site.*
- *The regular acceptance by Fairtrade Foundation – without question – of our Registration Documentation.*
- *The recent provision of "A Fairtrade Town" signs attached to the existing Town Boundary Signs – thanks to our County Councillor*

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

There will be a further project in 2023. However, it must be noted that the previous 18 months have been difficult, in that our usual fund-raising events have been curtailed. Our AGM takes place late September, when we will discuss plans to re-introduce them.

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			
Expenses (travel etc)	<i>Expenses for two Speakers from a Developing Country</i>	£288	£400
Venue hire			
Materials	<i>Catering</i>	£115.50p	
Publicity		£8.92p	
Volunteer expenses			
Other (please specify)			
	Sub total	£412.42p	
	TOTAL	£412.42p	£400

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
- (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. Two Cash Flow statements (relating to previous six months).
2. Bank Statement (relating to previous three months).
3. Management Committee
4. Governing Document - Fairtrade Foundation (Please see - <http://www.fairtrade.org.uk/>)
5. Safeguarding Statement.
6. Bi-Annual Registration Document (16th September 2020). This outlines –
 - a. Aims set by the Foundation (Taking Goals Forward);
 - b. Our Objectives we set in order to achieve the Aims

Signature 1 (person submitting form)

██████████ (Chair)

Signature 2 (Chair or senior representative of the organisation)

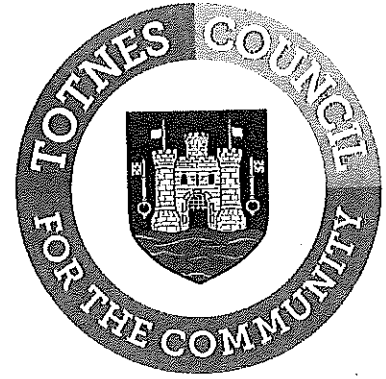
██████████ (Treasurer)

Typed entries acceptable for email applications

Date: 2nd September 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	Jamming Station CIC
Name and address of the person making the application on behalf of the organisation	
Position held in organisation	Director
Telephone	
Email	@jammingstation.co.uk
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	Facebook: @jammingstationuk Twitter: @jamming_station Website: www.jammingstation.co.uk
Bank details If you are successful, our preferred payment method is via BACS.	Bank name: Santander 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
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What are the aims of your organisation?	Jamming Station empowers young people through music. We impact around 200 young people's lives each year. Our aims are to help build confidence so they are better equipped to lead healthy empowered lives. We aim to reconnect young people to their voice and creativity, and to the community. We aim to reduce some of the negative perceptions of young people and improve intergenerational relationships. We work with all ages, particularly 11-25's and include young people on our advisory board who regularly input on our decision making.
What is the name of the project/activity you are applying for?	Beat Cafe
When will the project be started/finished?	Oct 2021 - Oct 2022 However, any grant money from TTC will be spent before April 2022.

Financial information

What is the total cost for the project/activity?	£13,366.25
Please complete the budget breakdown attached which will be used for monitoring purposes	
What is the amount of grant requested from Totnes Town Council?	£1800
How much have you raised already?	We have raised £1200 from the Locality Fund. And we can raise £1275 from participants contributions
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No

<p>Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?</p>	<p>We are applying for £3000 Music Education Hub Special Project Funding in November. We will know in January.</p> <p>And we are applying to Youth Music for a large £30-40k per year for 3 years in November. We will know in February.</p> <p>If we don't raise the full amount we will review the project in February and decrease the number of weeks of delivery in Springtime.</p>
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Criteria

Please read the Community Grants Policy for further information.

500 words max

Young people have for a long time felt that there isn't a place for them in town, feeling that they are feared by older people, isolated and at times marginalised from the community. The cultural events Jamming Station have delivered over the years, from DJ nights to the Mayor's Gala event, have shown us the need for young people to participate positively in Totnes' cultural activities.

Since we first started Jamming Station at the Mansion in 2013, we have empowered young people through music and given them a strong voice in the community. This project is our way of taking this to the next level.

We have just signed a 3yr lease on the Craft Room (64 capacity) where we will establish a youth-led community-centered space at the Mansion and help to grow a vibrant cultural area of Totnes.

Our project, Beat Cafe, brings young people to the forefront of our work. Young leaders and mentors create a space where electronic music can be made, mixed, DJ'd and interwoven with live vocals and real instruments. It is a youth-led held space, designed by young people and for young people that creates an ambience that can be shared with all ages, and it is a space where people can meet and talk. This kind of project is needed in every town as it helps young people to feel that they belong.

We will run the Beat Cafe for 3.5 hours throughout the academic year for 13+ yr olds. Between 4-30 young people will be engaged.

This project is integral to our broader work where we will:

- Liaise with young people for input into the project.
- Hold community consultation meetings for input.
- Develop a volunteer base.
- Host events.
- Formalise our partnerships.

- Formalise an Advisory Board.
- Build a more expanded programme of events for young people: Artist Progression and activities that allow for under 13's and over 19's.
- Formalise work experience opportunities for 18-30's.

Expected outcomes:

1. Young people of all backgrounds, with mental health challenges, are harder to reach, are out of education or employment or with particular needs, will feel they can belong and can meet others, make music, develop skills and confidence.
2. There is a cross fertilisation of local community projects because local people and groups can meet and feel involved. This will build better partnerships with the council, local businesses and organisations.
3. A greater vibrancy to Totnes through music and cultural events that bring people together contributing to Totnes Town Council's Cultural Strategy.

We have a busy year ahead to achieve what we know we can. There will be lots of outgoing and huge potential for growth and further input from larger funding bodies. We are gathering support from many sources and know that what we create with young people will contribute so much to Totnes and its community. We ask for your financial contribution to help us to strengthen the core of our work.

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?

This project will benefit around 100 young people and more than 40 people of varying ages. Additionally, we will be working with and alongside 5 local organisations.

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

The project came from young people and is youth-led. We support the infrastructure around it. At present, around 10 young people have a direct impact on decision making. 6 of which feel they have ownership of the project.

Within the coming 2 months we will be involving over 100 local community members to have input into how the space is being utilised.

We are developing our governance structure to formally involve 10 young people and 5-10 adults on the Advisory Board.

With community members on board and with a youth-centered approach, we will be more confident that our decisions will have the community at heart.

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

This project will bring the attention of young people to our consultation meetings for the whole community to engage with the space, the project and the community. Young people will play a key part in these meetings and will be well represented. Consultation meetings will involve facilitated discussions (by a young woman in her 20's) which welcomes local people to share their stories and past experiences of the local area and engages them in activities which generate new ideas and feedback. We will also offer opportunities for volunteering, training and sometimes paid work.

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

Jamming Station have established working relationships with the Barrel House, Caring Town, Action to Prevent Suicide, Bridgetown Alive, Talk Action, Totnes Skate, Skate to the Max and SHDC. We will be developing further partnerships with Keeping Young Totnes Safe to help create and deliver a Youth Strategy, with Natural Helpers at KEVICC to create a bridge between the college and the town and with TRAYE to help both organisations expand reach of support and provision for young people. We will work with Circlewise to provide The Way of Council, a therapeutic group facilitation technique, to groups.

We are planning to develop an artist progression route for musicians, young producers, DJ's, of all ages with local producer from Sorting Room Studios and Plymouth based Deep Blue Sound who offer music production at degree level. And there will be potential developmental pathways available for young people with neighbouring organisations Pizza Pirates and Eat That Frog.

Our work with these partners above seeks to address the wellbeing and personal development of young people. We continue to develop our partnerships, our pathways and our provision to meet the needs of young people, to address key issues, develop pathways and help them to integrate into the community.

We will create cultural music and events partnering with The Blackbird Collective, NPD Circus, Pizza Pirates, Ben Dunks and Dartington Makers Youth Dancers and many local artists and bands, ie. Totnes based artists Pavlova and Kuki & The Bard plus we will be hosting DJ workshops for Totnes XX Festival.

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?

Expected outcomes and how we will measure our success:

1. Young people of all backgrounds, with mental health challenges, are harder to reach, are out of education or employment or with particular needs, will feel they can belong and can meet others, make music, develop skills and confidence.

This will be measured by:

- a. Observation of music leaders
- b. Quantitative data
- c. Interviews and 1:1's with young people
- d. 1:1's with the team

2. There is a cross fertilisation of local community projects because local people and groups can meet and feel involved. This will build better partnerships with the council, local businesses and organisations.

This will be measured by:

- a. Questionnaire and 1:1 interviews
- b. Evaluating working partnerships and how effective they have been - 1:1 interviews

3. A greater vibrancy to Totnes through music and cultural events that bring people together contributing to Totnes Town Council's Cultural Strategy.

This will be measured by:

- a. Social media polls, questionnaires and 1:1's.

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

We will move into Yr 2 of our lease agreement with the Mansion and start a new year long project. Whilst Yr 1 is about establishing our programme of delivery in a new home, Yr 2 is about development and progression and moving towards financial stability. We hope that by Yr 2 we are well established and known in the community, with an active volunteer and membership base, with some funding from donations, community contribution for the use of the space and through well attended events. We see that this income will grow through Yr 2 and by Yr 3 we will be able to depend on this cash flow more confidently.

Budget (please complete the following budget for your project)			
Title	Description	Total amount	Amount requested
Management costs	Project Management 1hr pw @£30 p/h x 48 weeks	1440	0
	Management .5 hr pw @£25 p/h x 48 weeks	600	
	Administration 1hr pw @£25 p/h x 48 weeks	1200	
Training	Monitoring and evaluation (weekly debrief and supervision) 4 staff members for 2.5 hrs p/w for 34 weeks	1565	0
Office costs (rent, telephone etc)	Contribution to overheads	1200	0
	Sub Total	6005	0
Salaries	Session Staff. Including 2 leaders and 2 young mentors working a total of 11.5 hrs p/w for 48 weeks	5291.25	1800
Expenses (travel etc)		0	0
Venue hire	£10 p/h x 3.5 hrs p/w x for 34 weeks	1190	0
Materials		0	0
Publicity	Marketing staff	480	0
Volunteer expenses	Travel	250	0
Other (please specify)	Equipment, consumables	150	0
	Sub total	7361.25	1800
	TOTAL	13,366.25	

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, I 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. Children, Young People and Vulnerable Adults Protection Policy
2. Equality and Diversity Policy

Signature 1 (person submitting form)

- Director

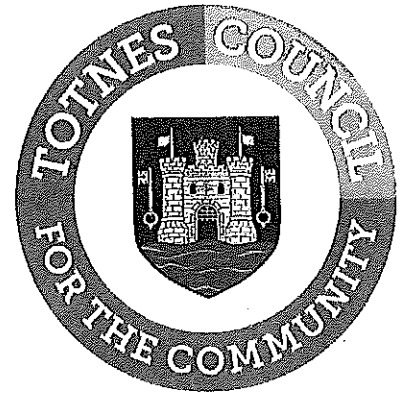
Signature 2 (Chair or senior representative of the organisation)

- Director

Typed entries acceptable for email applications

Date: 6th Sep 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?	@totnesbikehubCIC (facebook and Instagram)
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?	Yes, we received a grant in June for £975 which was used to run 3 Dr Bike sessions in the town square over the summer.

<p>What are the aims of your organisation?</p>	<p>The Totnes Bike Hub is a community cycling participation hub and repair workshop that is based in the town. Our aim is to help reduce congestion by encouraging and supporting residents to cycle. We do this by fixing bikes and selling pre-loved bikes for adults and children.</p> <p>We 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, plus an opportunity to meet other people in the fresh air.</p> <p>From the Dr Bike events we ran in the summer, there is an appetite for cycling, and many people we spoke to want to know how to fix their bikes, and join social bike rides. We are developing a program of events for the autumn to cater for the growing need.</p>
<p>What is the name of the project/activity you are applying for?</p>	<p>Essential tool kit to run the Totnes Bike Hub</p>
<p>When will the project be started/finished?</p>	<p>Plan to open in September and for the volunteer activities to start in October.</p>

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>£1910</p>
<p>What is the amount of grant requested from Totnes Town Council?</p>	<p>£1910</p>
<p>How much have you raised already?</p>	<p>We have no funds allocated for purchasing these essential worktools. (In total, we have secured £7,000 investment from 3 directors, £11,000 from other individual investors to date in order to finance the rent and salary of our mechanic.)</p>
<p>Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)</p>	<p>No</p>

<p>Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?</p>	<p>Yes, we have successfully applied for some funding from Cycling UK for £2715 – this will fund ride leaders plus training for volunteers, plus bike maintenance workshop costs. This is for our program of events rolling out in September.</p> <p>In addition, we have applied for a grant of £1500 from the Local Connections grant (part of National Lottery) which could fund a much-needed short term volunteer management coordination.</p>
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Criteria

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 started to create links with Landmatters, Schumacher college, Dartington Bike Track and the Share Shed.

2. Providing something different

There has been no bike shop in town since the spring which has meant local people have to travel 7 miles to get to one. We are different from the standard, commercial bike shop. We want to remove the mystery that is associated with bike maintenance by holding regular maintenance workshops and Dr Bike sessions. We will be providing an open and inclusive space for all – from complete beginners upwards.

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. The cycling events we will be holding from October will provide an opportunity for people to volunteer and take part in the activities.

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

1 a) How many people will this project benefit?

We envisage having a team of 10 volunteers plus we are targeting fixing a minimum of 40 bikes per month.

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?

Yes. The double fixed work-stand will enable 2 people to work alongside each other, which is ideal for learning and could facilitate an apprentice in the future. It will allow volunteers to develop and hone their mechanical skills while working with the mechanic. By having a fully functioning workshop, we'll be able to fix more bikes, create more opportunities for people to practice working on their own bikes and be able to effectively run the bike maintenance workshops.

Having a customer tool board with handy tools such as allen key sets and pumps (on chains) will allow cyclists to make simple adjustments themselves.

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

We are at the early stages of opening our hub, but this is one of our aims. Our position at the Mansion means that we are already connecting with other groups in the area. We are in contact with the Share Shed as we have a similar ethos – they even lent us some tools at one of the Dr Bike events!

We are holding an event at St Johns' School in Bridgetown, and hoping to link up with other activities or events going on.

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 volunteers we have, how many bikes we fix, how many second-hand bikes we sell, how many participants take part on the rides and the workshops.

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

Yes, we are putting in various funding bids to develop the volunteer program, such as Awards 4 All and The Tudor Trust. The Cycling UK funding Community Cycling Clubs fund will last for two years. We will be investigating other opportunities too over the coming months.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Management costs			
Training			
Office costs (rent, telephone etc)			
Salaries			
Workshop tools	Customer tool board (collection of tools for public use)	£200	£200
Second hand bikes	Purchase of second hand bikes to repair and sell on	£200	£200
Workshop tools	Bottom bracket facing set	£400	£400
Workshop tools	Derailleur alignment tool	£100	£100
Workshop tools	Fixed double work stand	£700	£700
Workshop tools	Wheel alignment tool	£60	£60
Other (please specify)	Gazebo	£250	£250
	Sub total	£1910	£1910
	TOTAL	£1910	£1910

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
(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):

Safeguarding Adults Policy

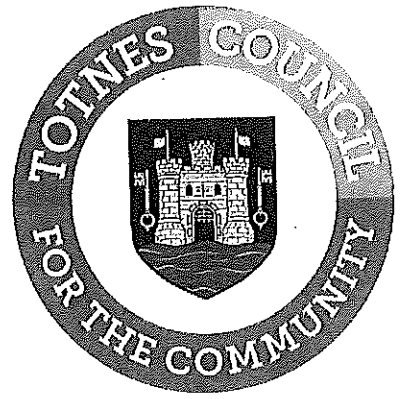
Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date: 5th September 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	Food in Community
Name and address of the person making the application on behalf of the organisation	[REDACTED] [REDACTED]
Position held in organisation	Director
Telephone	[REDACTED]
Email	foodincommunitycic@gmail.com
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	https://www.facebook.com/FoodinCommunityCIC https://twitter.com/Foodincommun https://foodincommunity.org/
Bank details If you are successful, our preferred payment method is via BACS.	Bank name: Coop Bank 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?	Yes, £1000 in 2020 for freezer hire to enable Food in Community to preserve the large gluts of surplus fresh food until needed for clients, that arose due to the effect of lockdowns on the catering and food manufacturing industry.

What are the aims of your organisation?	To tackle food waste, food poverty and social isolation. Our volunteers collect and sort surplus fresh fruit, vegetables and other nutritious, sustainably produced food, then deliver food boxes to individual households in Totnes and villages and to charities and community groups across South Devon. We use food as a way to bring people together, organizing social gleaning of surplus food from farmers' fields, and outside of pandemic times running cooking workshops, pay what you feel cafes and our team cater at community events.
What is the name of the project/activity you are applying for?	Soup groups: Community cooking groups
When will the project be started/finished?	18 th October 2021 – 31 st March 2022

Financial information

What is the total cost for the project/activity?	£1950
Please complete the budget breakdown attached which will be used for monitoring purposes	We already have £1000 earmarked in our bank for equipment and consumables to support this work.
What is the amount of grant requested from Totnes Town Council?	£950
How much have you raised already?	£1000
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.

Food in Community have set up "Soup Groups", with small groups of neighbours situated across Totnes, where through sharing surplus produce, cooking in their own homes and sharing the results, people connect with one another, learn and take climate action. When a large glut of one food type arises and Food in Community has distributed as much as needed to household and charity clients, a group will be offered some. They might all make the same recipe using the produce, such as a soup, or might choose what to cook as individuals and share photos and recipes afterwards. Food in Community then share the ideas generated for using the produce on our social media platforms and website. Each group would have a coordinator. The groups are a good way to connect people and support households with a little extra, who are not eligible for a food box but struggle to manage on a tight budget.

For this grant application, we will start a new supported group, where people meet face to face at a venue in Totnes, with the intention that it will target mainly learning-disabled people and bring in also non-learning disabled people who benefit from extra support and company, who might be socially isolated. We know from working with Lifeworks and Bidwell Brook School, that there is a real need for new activities, particularly for young learning-disabled people. We have more than three years of experience with including learning disabled young people on our volunteer team and two years experience with running activities for Lifeworks clients, and we have a long-term one-to-one SEN learning support worker keen to coordinate the sessions. One of our Trustees, [REDACTED] has many years of NHS experience in a safeguarding role, and the Safeguarding lead at Stover School has pledged their volunteer support. [REDACTED] is a retired virologist and is well placed to risk assess and run this in a Covid-19 safe way. We would use the money for venue hire and to pay a coordinator, plus a modest contribution to Food in Community's overheads for supplying the produce.

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?

3-4 learning disabled people and 4 people with other vulnerabilities per session.

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

6 directly, and an additional 5 overseeing.

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

If so, how?

Yes. The incentive is meeting / getting to know people better, learning some new skills, taking practical climate action and access to free food.

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

We have an ongoing working relationship with Totnes Caring and Lifeworks, and will open the invitation to any of their Totnes based clients who they feel might benefit from being part of a group. Likewise, we have a long-standing connection with the Rushbrook 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?

We will measure success by people actively participating, recipe ideas, photos. We will seek simple verbal feedback from participants and their carers, and the coordinator on how the project impacts them, for example, does help them to eat better and reduce waste in their home, are they enjoying learning new things or passing on their knowledge, is it helping them to feel better connected to people and if they felt lonely over the past six months, has the project made them feel less lonely.

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

Yes, we intend to continue. We would seek additional grant funding in the same way that we do for our older men's cookery and lunch club that we run in collaboration with Totnes Caring.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Venue hire	Hire central Totnes venue that is accessible, most likely a room at TUFC @ £50 per session	£300	£300
Coordinator salary	Coordinator to run the group @ £50 per session	£300	£300

Training	Update first aid training	£110	£110
Contribution to Food in Community overhead	Contribution to rent, vehicles and all the other elements needed to bring everything together	£240	
	TOTAL	£950	£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)

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

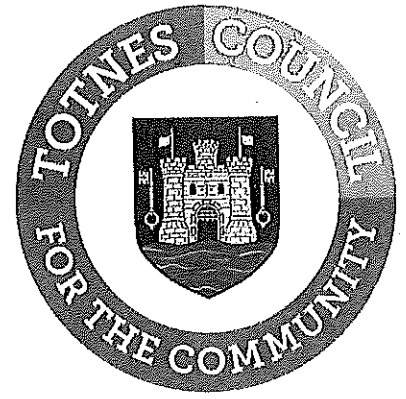
To support our application we have attached our organisation's policies as outlined in the Community Grants Policy (please list below):

- A cashflow breakdown for the past 6 months, to clearly show income and expenditure
- A list of the Food in Community Management Committee
- A copy of Food in Community CIC's Governing Document (Memorandum & Articles)
- A copy of Food in Community CIO's Governing Document (Foundation model and Charitable objects)
- Food in Community's Safeguarding Policy.

Please note that Food in Community is in the process of conversion from a not-for-profit Community Interest Company (CIC) to a Charitable Incorporated Organisation (CIO) and has an application lodged with the Charity Commission. It is likely that the conversion will complete during the grant period. For transparency we have supplied the governing documents of both the CIC and the CIO.

Signature 1 (person submitting form)	
Signature 2 (Chair or senior representative of the organisation)	
Typed entries acceptable for email applications	
Date: 5 September 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	Lifeworks Charity Ltd
Name and address of the person making the application on behalf of the organisation	[REDACTED] Lifeworks [REDACTED]
Position held in organisation	Fundraising and Communications Manager
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 If you are successful, our preferred payment method is via BACS.	Bank name: Lloyds Bank 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 £2,500 Totnes Town Council – Get Involved Youth Club – Totnes Group 11-18 Years

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?	£2,500
How much have you raised already?	TBC with I&E breakdown
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 pipeline to a number of small funders that we are awaiting the outcome of.

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 when at capacity. 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. A third of the current group are Totnes residents.

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 in Totnes 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 is 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 multi-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	£250
Venue hire		£1,610	£500
Materials & ACTIVITIES	Direct delivery costs e.g. session experts, art supplies, trips	£3,795	£1250
Publicity			
Volunteer expenses			
Other (please specify)	Consumable inc PPE	£1,150	£250
	Insurance	£1,000	-
	Head office costs & support salaries – IT/HR/Finance/Governance	£12,987	£250
	Sub total		
	TOTAL	£53,476	£2,500

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/>

██████████ Interim CEO

██████████ Head of Finance and Governance

Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date: 12/5/2021

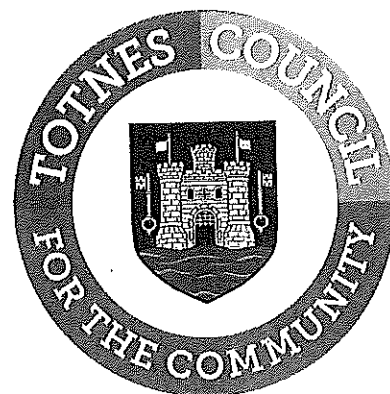
██████████

██████████

(Head of Finance and Governance)

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?	<u>Facebook</u> and <u>Twitter</u> @TotnesLibrary <u>Instagram</u> @totneslibraryofficial <u>Website</u> 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?	Yes. In May 2021 we received £2,884.77 in Round 1 of Totnes Town Council Community Grants towards Totnes children's library revamp.
Continued on next page.	

With this funding we have purchased the following:

Description of Expenditure	Amount Expensed
Log shaped play mat	£ 136
Leaf sitting pads (x16)	£ 91
Stump seats (x4)	£ 235
Grass print floor cushion	£ 148
Autumn floor cushion	£ 148
Kinder box (x2)	£ 468
Free standing budget screen	£ 110
Poang chair	£ 90
On a green twig- complete tree display	£ 680
Animal Farm- Sheep chair	£ 149
Nordic Animal- Moose chair	£ 186
Indoor Wicker Hideout	£336
Total	£2777

We have largely purchased physical materials with the funding and have £107.77 remaining, which we also plan to spend on physical materials for the children's library.

What are the aims of your organisation?

Our mission is to bring ideas, imagination, information and knowledge to people's lives and communities through our six core purposes:

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.

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.

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.

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	£4016.36
What is the amount of grant requested from Totnes Town Council?	£1131.59
How much have you raised already?	£2884.77
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	Yes
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	<p>We have received a successful grant of £2884.77 from the first round of Totnes Town Council Community Grants.</p> <p>We have spoken with Totnes Rotary Club who have said that if we are successful with Round 2 of Totnes Town Council Community Grant, they will be able to look into funding us with other opportunities such as the carpet in our children's library which will add value to our revamp. If our application to Totnes Town Council Community Grants was partially successful or unsuccessful, Totnes Rotary Club hope to fund the rest of this project and will be able to confirm this with us by the end of September.</p>

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 will 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 (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.

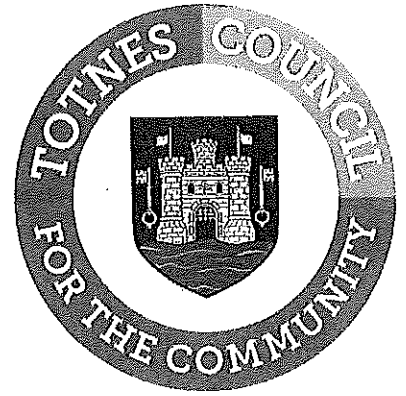
3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

- 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 on Sunday 26th September to raise money for a new carpet for the children's library.
- 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	£259.20	£259.20
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)			
	Furniture removal: Man and a van service plus insurance	£250	£250



**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]
Position held in organisation	Rector
Telephone	[REDACTED]
Email	fr. [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?	Yes – it was for our AV installation

What are the aims of your organisation?	Aims and Purposes Promoting in the ecclesiastical parish the whole mission of the Church, spiritual, social and pastoral, for the benefit of all its residents regardless of their faith affiliation. 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?	19,000
Please complete the budget breakdown attached which will be used for monitoring purposes	
What is the amount of grant requested from Totnes Town Council?	1,500
How much have you raised already?	17,500
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 is 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.

Since your grant in June we have been informed that we need to supply a secure cabinet to house our equipment in – at a cost of 1500. We need this before we can begin installation.

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			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			

Venue hire			
Materials	Secure AV cabinet	1500	1500
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total		
	TOTAL		1500

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
(to double check bank details)

Constitution X

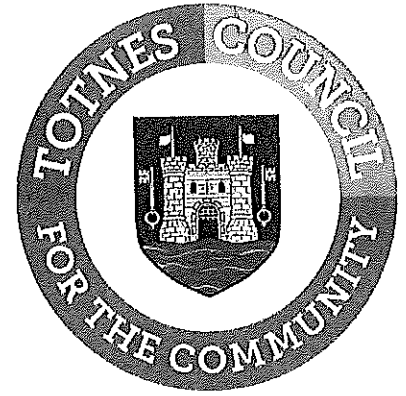
NB. Scanned copies are acceptable if you end your application by email.

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: Sept 3 rd 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	Caring Town Totnes
Name and address of the person making the application on behalf of the organisation	[REDACTED]
Position held in organisation	Director
Telephone	
Email	[REDACTED]
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Totnes Town Council?	https://www.caringtown.org.uk
Bank details If you are successful, our preferred payment method is via BACS.	Bank name: 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?	2 grants have been received for the Community Connectors service at the Mansion: 30 April 2020 £2875 4/11 2019 £7500, and £500 for the Youth Can Make a Difference forum in December 2019

What are the aims of your organisation?	<p>Caring Town is a new kind of community-led, bottom-up collaboration that includes the voluntary, public and private sector. We've formed a local network of over 80 organisations and groups who provide services and activities that support our health and well being. We've come together to pool our resources, our skills and our ideas to try to make sure that we all have the health and social care we need, across all stages of our lives.</p> <p>We know that our local health and social services are under extreme pressure, due mainly to budget cuts. At the same time, we have growing numbers of elderly people often with complex needs. Social isolation is a big problem for many in our community, especially among older people and single parents. There's not enough well-paid secure jobs in the area, or affordable housing, leading to financial pressure and stress on families in particular. Anxiety and depression are on the rise, especially in young people, and our mental health services cannot meet the demand. Clearly our local services face an extraordinary set of challenges, with the greatest impact already falling on the most vulnerable. It appears that relying on a government and market approach to deliver what we need is failing us.</p>
What is the name of the project/activity you are applying for?	A Community Conversation (destigmatising mental health)
When will the project be started/finished?	October - March 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>	£700
What is the amount of grant requested from Totnes Town Council?	£700
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 – issues have been raised at the keeping Young Totnes Safe Forum over the least three months and were not known when the grant application for a coordinator and activities was submitted to the Reaching communities Fund.

Criteria

Please read the Community Grants Policy for further information.

(500 words maximum)

Holding a Community Conversation around mental health. In 2017 we held a community conversation around drug and alcohol misuse amongst young people. This was in response to the death of a local teenager. Our aim was to share information but importantly to share community responsibility to see if we could do things differently as a community which would help. 90+ people attended that event and there were 3 further follow up meetings.

We would like to replicate that with the theme of "How can we get talking about mental health?" The session would be used to showcase all the work that is currently happening in our community and therefore serves as a valuable signposting opportunity. Caring Town initiated 'A Space to Talk' at KEVICC some years ago, training volunteers with supervision to listen to and support young people; Action to Prevent Suicide have rolled out 'Natural Helpers' across the whole school, training staff and young people in supporting vulnerable friends and students. Caring Town has now been awarded a grant to roll out a similar programme of support for parents and families of young people struggling with mental health issues, and feedback from Leatside, primary schools and safeguarding leads tell us support mechanisms are greatly lacking or not understood. The grant allows us to develop support from a safe space (a room at The Mansion) for 1:1 sessions, but we'd also like to hold a day of community participation, an opportunity to allow open access to the range of support and activities available in Totnes, and opportunities to get involved in conversations to destigmatise issues. This is not included in our recent funding award, and we would like Totnes Town Council to support this with a Community Grant to cover the costs.

We will invite

- providers of mental health services to attend with opportunities to have a table for their literature and space to talk to people;
- speakers to share experiences and opportunities to be involved in activities;

We will hold discussion tables to air issues on the stigma of mental health and how to overcome them; We shall offer refreshments to people engaging in activities and to people attending the event.

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?

At least 100 – people attending will benefit directly and the knowledge they gain will cascade through their own personal networks and families.

b) How many are involved in decision-making and ownership of this project? A task group comprising members of the Keeping Young Totnes Safe Forum and members of the Caring Town Network will be the planners and decision-makers of the event. This is likely to be up to 10 people, but with feedback from the wider forum (up to 20 people representing local organisations)

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

Yes – the event will be well publicised through our partnership networks and social media, and Totnes residents can be involved during the days activities and get involved as volunteers supporting, and as participants, in the issues and activities that will come out of the day. One of the aims is to promote services and activities that help to reduce or overcome mental health issues by people getting involved.

2. Are you partnering with other Totnes groups and, if not, could you consider doing so? Yes – for this event we are working closely with the Youth Mental Health Foundation, Action for the Prevention of Suicide, Totnes Caring and Leatside and Catherine House Surgeries. We will be working with providers of positive activities too, and engaging with the new social prescribing coordinators that Totnes Caring employs, working from the two surgeries.

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 monitor numbers of the community attending, and those who sign up for further support engagement.
- We will issue evaluation forms asking for feedback on value and usefulness of the event

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

This is a one off event to raise awareness and engage people in a conversation on mental health – support networks that will follow this are already covered by other funding secured from the National Lottery Community Fund.

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			
Expenses (travel etc)			

Venue hire	Civic Hall Hire	200	200
Materials			
Publicity			
Volunteer expenses	refreshments	250	250
Other (please specify)	Speakers costs	250	250
	Sub total	700	700
	TOTAL	700	700

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):

A copy of our 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

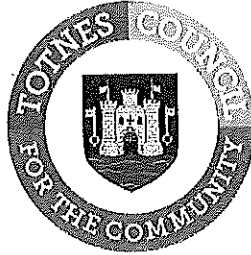
A list of your Management Committee

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

A Safeguarding Policy.

Signature 1 (person submitting form)	
Signature 2 (Chair or senior representative of the organisation)	
Typed entries acceptable for email applications	
Date: September 5 th 2021	

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



CAPABILITY POLICY & PROCEDURES

TOTNES TOWN COUNCIL
SEPTEMBER 2021

1 Introduction

This procedure is used to support, enhance, and improve the performance of employees. This procedure sets out a framework for resolving issues relating to poor performance, in accordance with the Employment Rights Act 1996, Human Rights Act 1998, and the ACAS Code of Practice on Disciplinary Procedures. The procedure aims to ensure that consistent and fair treatment is given to all individuals.

2 Scope

Where there are issues of misconduct or of negligence, these will be dealt with under the Disciplinary Procedure. For matters of sickness, disability, or ill health, the Absence Management Policy will be used.

3 General Principles

The Procedure is not a substitute for good management practices. It should only be invoked when initial attempts to improve performance have been unsuccessful following discussions between the employee and their manager.

The employee must be given at least 5 working days' notice of the requirement to attend a formal review meeting or an appeal.

The employee has the right to be represented at formal review meetings or appeals.

In the event of a formal warning or a dismissal, the employee has the right of appeal.

4 Related Procedures

When using the procedure, it may be necessary to refer to the contents of other agreed documents within the Staff Handbook including, but not limited to:

- The Equal Opportunities Policy
- The Grievance Procedure
- The Absence Management Policy

5 Representation

Employees have the right to representation at hearings and appeals relating to any stage of the formal procedure. This can be a trade union representative, non-union employee representative, or a work colleague.

Representatives can take an active part in review meetings.

6 Action against a Trade Union Official

In normal circumstances no action will be taken against an officer of a recognised Trade Union until the matter has been discussed with a full-time officer of that union.

7 The Informal Procedure

The line manager (or Hearings Panel in relation to matters concerning the Town Clerk) should deal with minor issues of poor performance in the first instance.

A meeting with the employee to discuss poor performance should be arranged and any problems or areas for concern should be raised by the line manager. Appropriate support and training should be offered to assist the individual towards meeting the required standards in the future. Realistic targets should be agreed with the individual and future expectations made clear by the line manager. The line manager will record the points discussed in the meeting and confirm this in writing to the employee along with the agreed plan to achieve acceptable levels of performance. A review meeting should be arranged within 2 months to assess whether the targets have been met and whether the performance is satisfactory.

In most cases, these meetings should provide sufficient guidance, support, and clarification of standards to rectify the situation.

However, the formal procedure will apply when:

- Previous informal advice or guidance has proved ineffective; or

- The performance is so poor that informal discussions are unlikely to help.

8 The Formal Review

If informal discussions have proved unsuccessful in raising performance levels to the standards set by the line manager then the formal procedure will be invoked. There are three stages to the formal procedure. The employee has the right of representation at each stage.

During each stage, the employee's performance will be monitored closely. The method of doing this will be made clear to them at the conclusion of each review meeting.

Stage 1 - The Capability Review

The Capability Review should build on the informal discussions. It should be sufficiently specific so that the employee knows exactly what it is about their performance that is unsatisfactory and how they can improve to the required standard. The senior line manager will carry out the Review.

The review has four main purposes:

1. To allow the senior line manager to discuss with the employee:
 - (i) the standards of work required;
 - (ii) what improvement is necessary;
 - (iii) how the employee can be helped to achieve them;
 - (iv) how improvement will be assessed and the timescale which must be reasonable.
2. To allow the employee to:
 - (i) obtain a clear understanding of what is expected of them;
 - (ii) give an explanation or comment on their work;
 - (iii) give their views on how the problem can best be tackled.
3. To allow the senior line manager and the employee to explore other options, such as:
 - (i) additional instruction, training, or personal development activity;
 - (ii) referral to occupational health, which may involve alternative action under the Council's Absence Management Policy.
4. To make clear to the employee:
 - (i) the timescale for improvement;
 - (ii) how and by whom their work will be monitored during the review period;
 - (iii) the consequences if their work does not improve or if improvement is not maintained.

Ideally, standards of performance should be agreed between the senior line manager and employee. However, in the absence of such an agreement, the senior line manager must satisfy himself or herself that any targets set are reasonable and non-discriminatory. If training has already been given then its effectiveness should be reviewed and any further training and support agreed.

If the senior line manager feels at the conclusion of the review that there is a shortfall in performance, the employee will be issued with a formal warning and an action plan, including timescales, to achieve. It will also be made clear that failure to achieve the action plan will lead to the next stage of the formal procedure. The length of time given to improve will depend on the nature of the job and the performance gap but in normal circumstances it should not be more than 3 months. The senior line manager should confirm the outcome of the meeting in writing to the individual within 5 working days.

Stage 2 – The Capability Review

If the employee fails to achieve the standards or the timescales set out in the action plan then Stage 2 of the procedure is invoked. This involves a further review based on the same structure as Stage 1.

Stage 2 of the Capability Review will be conducted by the Town Clerk. If it is concluded that there is still a performance issue to be addressed, a further formal warning should be issued along with an action plan giving details of the standards of performance required and the timescales within which these must be achieved. The employee should be reminded that if the action plan is not achieved, then Stage 3 will be invoked. It needs to be made clear that Stage 3 may result in a decision to dismiss the employee. Again, the length of time given to improve will depend on the nature of the job and the performance gap but in normal circumstances should not be more than 3 months. A letter to confirm the outcome of the meeting should be sent to the employee within 5 working days, it should also explain the employee's right to appeal against any warning issued.

Stage 3 – The Final Capability Review

The Final Capability Review will be heard by the Hearings Panel.

The officers who conducted Stages 1 and 2 should also be present to provide details of the previous review meetings and of the steps taken to encourage improvement in the employee's performance.

The employee will have the opportunity to respond and put forward any points they wish to be considered.

Consideration should be given to any alternatives to dismissal, such as redeployment or options of downgrading. However, this may not always be possible and will depend on each individual situation and the circumstances of the organisation.

The Panel must satisfy themselves that they have heard all of the relevant information and that the employee has been given sufficient opportunity to improve. If they consider that the employee's performance remains unsatisfactory, they must inform the employee that their employment is terminated on the grounds of capability or any alternatives to dismissal.

The employee's dismissal will be with notice or, if serving their notice period is not in the interests of the Council, they will receive pay in lieu of notice. The dismissal must be confirmed in writing within 5 working days, stating the reasons for it, and informing the employee of their right of appeal.

9 Levels of Authority

Guidance is given here on the appropriate levels of authority, although alternative arrangements may have to be made on occasion.

Formal	Officer	Authority
Stage 1 & 2	First & second tier management posts	Formal warnings
Stage 3	Hearings Panel	Dismissal

10 The Right of Appeal

In the event of a formal warning or dismissal, the employee has the right to submit an appeal to the Town Clerk (Hearings Panel in relation to matters concerning the Town Clerk). The Appeal must be made in writing within 10 days of the date of the letter confirming dismissal.

The Appeals Panel will hear the appeal, providing that they have had no previous involvement in the matter. They will be assisted by an independent suitably qualified adviser.

The appeal will take place as soon as is practically possible.

The objective is:

- To review the decision of the Stage 3 Hearings Panel and decide whether that action is warranted or not; and
- If the action is not warranted, to determine what action if any is appropriate.

The procedure to be followed is:

1. Presentation of the details of the poor performance by the Chair of the Final Capability Review;
2. Opportunity for the panel to ask questions of the Chair of the Final Capability Review;
3. Presentation of the appellant's case;
4. Opportunity for the panel to ask questions of the appellant;
5. Adjournment of the Panel to make their decision;
6. The appeal is reconvened if possible and the appellant is informed of the decision;
7. Confirm the decision in writing.

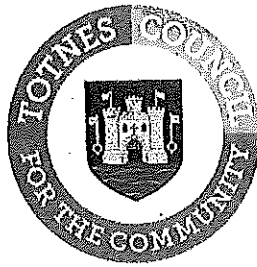
The decision of any appeal hearing is final.

11 Training

Appropriate training will be given to the Officers or any Members who might be involved in capability or appeals meetings to ensure that they fulfill their responsibilities under this procedure.

12 Interpretation

In matters relating to the application of these provisions to the Town/Parish Clerk the words 'Town/Parish Clerk' or 'senior/line manager' within this document shall be replaced with 'Hearings Panel' or 'Appeals Panel' as appropriate.



LONE WORKING POLICY

TOTNES TOWN COUNCIL
SEPTEMBER 2021

Introduction

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

Scope

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,

- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated;
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme

Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):-

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know. In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;
- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

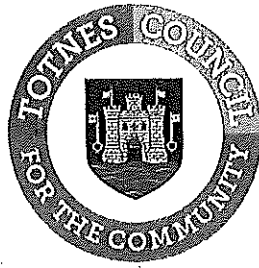
Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.



EQUALITY AND DIVERSITY POLICY

**TOTNES TOWN COUNCIL
SEPTEMBER 2021**

Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical

features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Bullying and Harassment

The council has a separate policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise the awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the bullying and harassment policy and what they can do to help create a working environment free of bullying and harassment.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

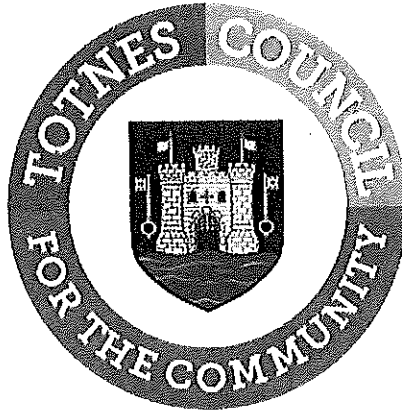
If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

This is a non-contractual procedure which will be reviewed from time to time.



Pay Policy

TOTNES TOWN COUNCIL

SEPTEMBER 2021

This Policy helps the Council to make best use of its Council Resources.

Councillors and staff must be committed to the policy in order for it to succeed, so they must be aware of its aims and objectives and their role within it.

POLICY STATEMENT

It is the aim of the Council to ensure that all employees or job applicants are assessed fairly and remunerated according to the skills required to undertake the role and the level of responsibility associated with the post.

All working practices and recruitment procedures will be reviewed at least annually to ensure that individuals are paid on the basis of their merits and abilities.

The Council undertakes to pay at least the Living Wage to all employees.

PRINCIPLES

- a. To make full use of the talents and abilities of all staff.
- b. To attract and retain good quality staff.
- c. To provide training and development for all the staff.
- d. To maintain an equality of pay scale differentials.

ASSESSMENT OF PAY SCALE

The Council will: -

- review each job description at least every other year
- undertake an Appraisal in line with the Council's Appraisal Policy

- follow the pay scales agreed and laid down by the National Joint Council for Local Government Services – National Agreement on Salaries and Conditions of Service
- assess and compare similar jobs within the sector to ensure that the pay rates set are in line with other Councils

Evaluation

The Council has set a base line of job descriptions and pay scales for its current employees. These pay scales have been assessed and compared with other jobs in the sector to ensure that they are generally in line with other pay rates.

The Council evaluation process will use the following guidelines and rules:

- Any re-evaluation exercise will be undertaken with a clear and systematic approach.
- An assessment will be undertaken to ascertain whether significant aspects of an employee's work has changed

The concomitant factors arising are that the employee may:

- No longer be adequately remunerated for the skills they are required to deploy
- Require new skills
- Require an assessment of work/life balance and that:
- there may be the possibility of additional staff having to be employed and with specialist skills as well
- the current post holder is leaving and a new and accurate person specification has to be designed for interview and contractual purposes

In assessing the Pay Scale criteria the Council will be mindful of the following:

Jobs as defined by Job Descriptions need to be taken into account.

- A framework needs to be established, but it must be reviewed in the light of structural changes in the work of the Council.
- Only objective criteria can be used.
- Sound judgement must be exercised in the process of analysing information and making comparisons against benchmarks established.

Methodology

The evaluation will cover the entire staff

- The key points to be used in the evaluation will be identified
- The job and the role will be analysed
- The relative value of the jobs and roles will be established on a weighted scale
- Development needs will be identified and programmed
- Staffing levels will be projected
- The appropriate reward levels decided

Framework

The Council will use the Profiles drawn up by the Society of Local Council Clerks and the National Association of Local Councils in the National Agreement on Salaries and Conditions

of Service. These profiles will be used as a framework for assessing all posts, including the Town Clerk.

There can be a right of appeal against any decisions which will be undertaken through the Grievance Procedure of the Council.

Training/Development

All staff will have access to training and development opportunities, which will be taken into account when assessing pay scales. This will be assessed on the level of achievement and the relevance of the qualification to the role being undertaken.

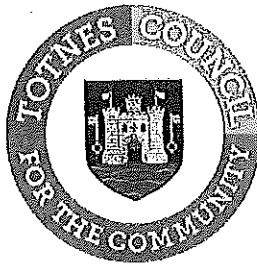
Pay Structure

The Council uses the NALC and SLCC recommended salary scales adjusted for a FTE working week of 35 hrs. In exceptional circumstances, for example for retention reasons, employees may be awarded accelerated salary progression at the discretion of the Council. Each member of staff will receive a salary increment annually assuming the successful completion of their appraisal, back dated to 1st April of that year, until the top of their salary scale is reached.

The Law

The policy will be implemented within the framework of the relevant legislation, which includes:

- Equal Pay Act 1970
- Employment Rights Act 1996
- Disability Discrimination Act 1995



CONFIDENTIALITY, DATA PROTECTION & IT USAGE POLICY

TOTNES TOWN COUNCIL

SEPTEMBER 2021

Introduction

The purpose of this policy is to ensure that all employees have a clear understanding of what is considered appropriate for the use of the council's equipment, safeguarding the security of its IT systems and data and ensuring compliance with Data Protection law.

Scope

This policy applies to all staff, whether full time, part time or temporary workers.

It covers, but is not limited to, all council owned computers, laptops, telephones, mobile phones, e-mail accounts, internet access and remote access connections.

IT Usage

Any device or computer that the Council provides for your use, should be used only for Council business. Keep in mind that the Council owns the devices and the information and or data in any format on these devices. You may not remove or copy any information or data held on any Council device.

You may use personal electronic devices that are not connected to the Council network to access any appropriate internet site during breaks and lunch breaks only.

Users must lock their computers when their desktop is left unattended and shut down computers at the end of the working day. Where computers need to remain on to allow remote access all user accounts should be logged out and screens switched off.

All work documents should be saved to the server rather than on desktops, laptops or storage devices. This will facilitate business continuity in your absence and ensure the safety of the data through the server security and back-up processes. All work related data and documents are the property of the Council and should be readily available on

the server to enable the Council to respond to any Freedom of Information requests received.

No software of any kind can be installed onto a laptop or desktop computer without the approval of the Town Clerk. Personal software must not be installed. Only the system administrator and the Council's IT support contractor will have the ability to install software.

Unauthorised copying or distributing of copyrighted software is a violation of UK Copyright Law and is not permitted.

Users will not allow non-employees to use any Council machine or device without authorisation of the Town Clerk.

When users leave the organisation, their accounts will be immediately disabled or deleted.

Passwords to access user accounts or e-mail accounts should not be shared. The Town Clerk will maintain a list of all passwords which will be held securely. Only the Town Clerk will be able to change passwords. If you suspect unauthorised access has occurred on your user account or e-mail account you should immediately notify the Town Clerk who will investigate and change the password if necessary.

Only Council owned devices and equipment should be used in the office and connected to the network. Council owned devices are PAT tested on a regular basis and have any required virus checking software.

Any misuse of IT facilities can potentially result in disciplinary proceedings. Examples of misuse could include

- not adhering to the policy;
- attempting to discover a user's password;
- using the computer systems to act abusively;
- attempting to circumvent the network's security;
- knowingly running and installing programmes intended to damage the computer systems;
- deliberately wasting computer resources;
- leaving laptops unattended in a public place.

Internet & E-mail usage

The Council recognises that email and internet are important information and communication systems which are used during the course of council business. This policy provides guidelines and procedures to protect users and the Council.

Internet Usage

Staff members are encouraged to use the internet responsibly as part of their official and professional activities.

Information obtained via the internet and published in the name of the Council must be relevant and professional. Personal views should not be expressed.

The use of the internet to access and/or distribute any kind of offensive material will not be tolerated and staff may be subject to disciplinary action.

The equipment, services and technology used to access the internet are the property of the Council. The Council reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its online connections.

Internet activities that can be attributed to a Totnes Town Council domain address (such as posting to newsgroups, use of chat facilities and participation in email lists) must not bring disrepute to the Council or associate the Council with controversial issues (i.e. sexually explicit materials).

There should be limited personal use of the internet at work and it must not interfere with or impede your normal duties. Such use should take place substantially outside of normal working hours, for example, breaks, lunchtime.

Unacceptable use of the internet

Unacceptable use of the internet by staff members includes, but is not limited to:

- sending or posting discriminatory, harassing or threatening messages or images
- using computers to perpetrate any form of fraud, and/or software, film or music piracy
- obtaining, using or disclosing another staff member's password without authorisation
- sharing confidential material or proprietary information outside of the Council
- hacking into unauthorised websites
- sending or posting information that is defamatory to the Council, its services, Councillors and/or members of the public
- introducing malicious software onto Council computers and/or jeopardising the security of the Council's electronic communication systems
- sending or posting chain letters, solicitations or advertisements not related to Council business or activities
- passing off personal views as those representing the Council
- using Council equipment and Internet services to make personal gains
- obtaining, viewing, or reaching any pornographic, or otherwise immoral, unethical, or non-council business-related internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

If a staff member is unsure about what constitutes acceptable internet usage, then he/she should ask his/her line manager for further guidance and clarification.

E-mail

E-mail should be regarded as written paper documents for the purposes of production, use, retention and disclosure and can be called upon under the Freedom of Information Act 2000.

Personal information should be kept in accordance with the principles established in the Data Protection Act 1998.

All e-mails on the Council's systems, including personal e-mails, are the property of the Council. As such, all e-mails can and will be periodically monitored for compliance with this policy. The Council reserves the right to open any e-mail file stored on the Council's computer system.

The following guidelines for e-mail use should be observed by all staff members:

- e-mails are to be used for Council business only
- use appropriate language to avoid unintentional misunderstandings
- respect the confidentiality of information contained within emails, even if encountered inadvertently
- check with the sender if there is any doubt regarding the authenticity of a message
- do not open any attachment unless certain of the authenticity of the sender
- only copy emails to others where appropriate and necessary
- e-mails which create obligations or give instructions on behalf of the Council must be sent by the Town Clerk or officers with the authority to do so. You should be aware of any financial or contractual commitment the e-mail might create
- e-mails must comply with common codes of courtesy, decency and privacy
- when sending group e-mails or copying in recipients, any personal or non-business e-mail addresses should be included via the bcc field to avoid the inappropriate disclosure of personal data.

All outgoing e-mail must automatically include the following statement:

'This email and any files transmitted with it are intended solely for the addressee. It may be confidential and also legally privileged. If you are not the intended recipient, please notify the sender and delete the message from your system immediately. Any disclosure, copying, distribution or other action relating to the information contained in this email is strictly prohibited. Senders and recipients should be aware that emails and their contents may have to be disclosed in response to a request made under UK Data Protection and Freedom of Information legislation. This e-mail message has been

scanned for computer viruses. However, Totnes Town Council will not accept any liability in respect of damage caused by any virus that is not detected. Our Privacy Policy provides more information about the different ways we may use your data and how it is stored. You can find our Privacy Policy on our website at <http://www.totnestowncouncil.gov.uk/>

Unacceptable use of e-mail

- Use of profane, inappropriate, pornographic, slanderous or misleading content
- Use of e-mail to spam (i.e. global send). This includes the forwarding of chain letters.
- Use of e-mail to communicate sexual or other harassment. Users may not include any words or phrases that may be construed as derogatory based on race, colour, sex, age, disability, national origin or any other category.
- Use of e-mail to send unprofessional or derogatory messages.
- Forging of email content (i.e. identification, addresses).

Reporting and sanctions

If a staff member receives an email from another staff member which they believe is contrary to the guidance provided in this policy, it should be reported to the Clerk who will consider use of the Council's formal disciplinary procedure.

Confidentiality and Data Protection

Confidentiality

The Council's Conditions of Employment require all staff to respect the confidentiality of personal information revealed to them in their work. It says that client or customer confidentiality is of the utmost importance and must be maintained at all times by every employee. The law requires that certain types of information must be available to Members, auditors, government departments, service users and the public. The Council itself may decide to be open about other types of information. Employees must be aware of which information the Council is and is not open about, and act accordingly.

Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor must they pass it on to others who might use it in such a way. Any information received by an employee must not be divulged without prior approval unless it is in the public domain.

All officers are encouraged to use minimisation, anonymisation and pseudonymisation techniques wherever possible.

All actual, potential or suspected incidents involving breaches of confidentiality must be immediately reported to the Town Clerk.

Non-compliance with this policy by any individual working for the Council may result in disciplinary action being taken in accordance with the Council's disciplinary procedure and could lead to dismissal for gross misconduct.

Data Protection

The Council is committed to being transparent about how it collects and uses personal data and to meeting our data protection obligations.

Please refer to the Council's Privacy Policy for Staff, Councillors and Role Holders for information on the rules for collecting, storing, retaining, using, disclosing and disposing of personal information. It sets out how the Council protects and prevents unauthorised or unlawful processing or disclosure.

Employees have a duty to ensure that personal information, whether held on computer, in files or in any other manual record, is stored securely. Any breach of security must be reported to the Town Clerk as soon as possible.

Information and equipment that contains personal data must be disposed of in an appropriate manner:

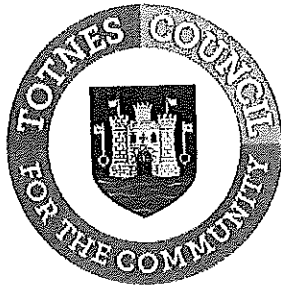
- Equipment – via the Council's IT support service provider.
- Paper – using either a cross cut shredder or the Council's confidential waste collection service.

Special categories of personal data must be given extra security, and at a minimum must be locked away when not in use (i.e. race/ethnicity, religion, genetics, health, photos, sexual orientation, trade union, political opinions).

Data taken offsite must be protected at all times. Users must:

- Keep information and equipment on their person at all times (e.g. when stopping off on the way home).
- Be held in an appropriate receptacle (e.g. bag) to reduce the risk of opportunistic theft.
- Not store or leave the information and equipment in a vehicle when not in use.

Staff must ensure any information is only disclosed verbally if it has been verified that the person calling/present has the legal need to know the information. Any information sent by post should have the address verified and the envelope should be marked Private and Confidential.



HEALTH AND SAFETY POLICY

TOTNES TOWN COUNCIL
SEPTEMBER 2021

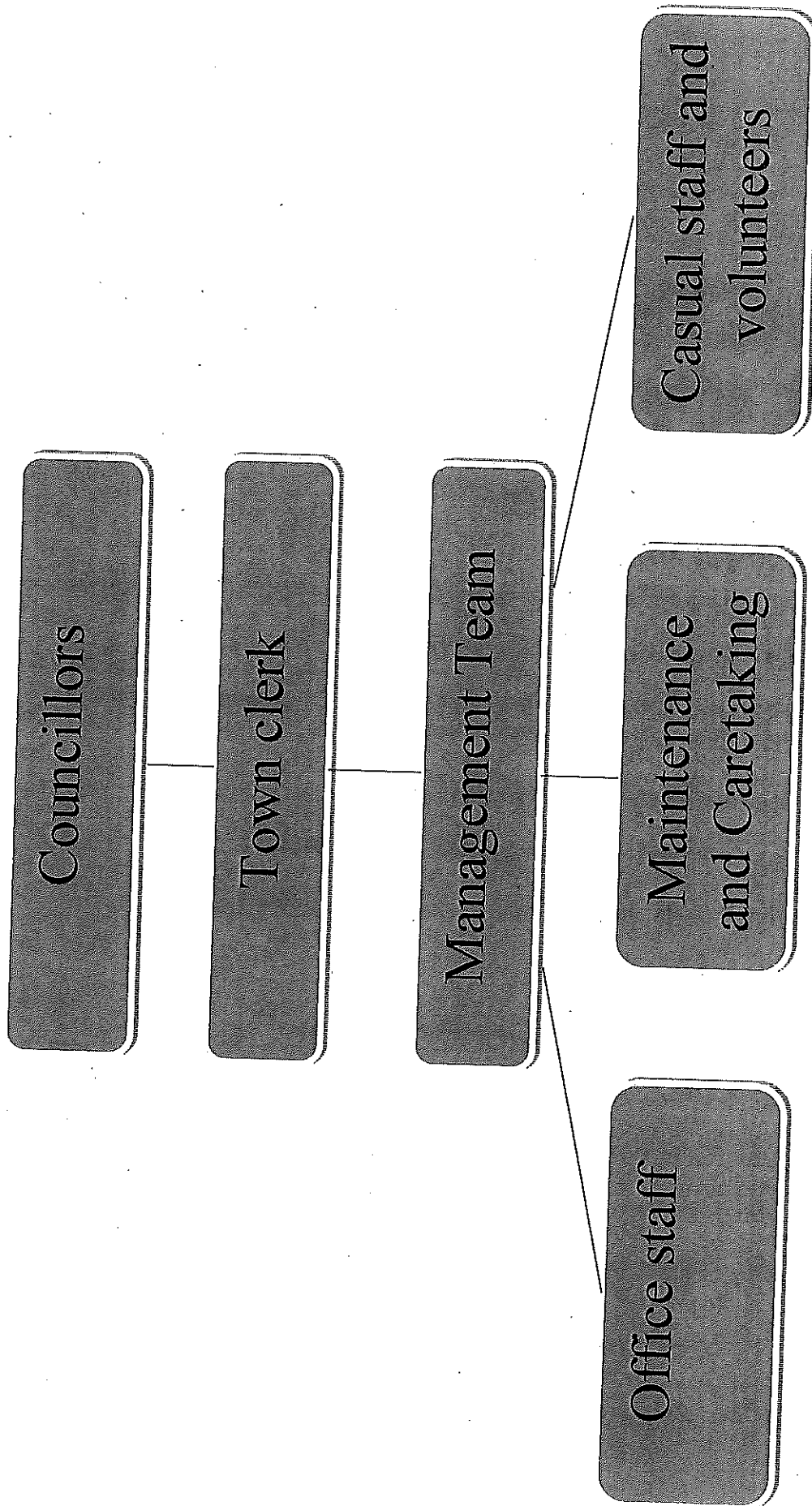
It is our policy to provide, so far as is reasonably practicable :-

- *A workplace and work activities that will be safe for our employees, visitors and others who may be affected by what we do.*
- *Safe plant, equipment and systems of work.*
- *Safe use, handling and storage of articles and substances.*
- *Instruction and training for and consultation with our employees.*
- *A safe working environment.*
- *Adequate facilities and welfare arrangements.*
- *Sufficient resources to implement the policy and the assignment of responsibilities.*

Employees are reminded that they have a duty to take reasonable steps for their health and safety and other people who may be affected and to co-operate with arrangements in all matters relating to health and safety.

This policy will be kept up-to-date and reviewed annually.

Health And Safety Organisational Chart



RESPONSIBILITIES

Town Clerk

The Clerk is the designated person with overall responsibility for health and safety within the Council. She will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set and their achievement is measured and reported annually.

Town Councillors

The Councillors have the ultimate responsibility for the health and safety of Totnes Town Council but discharges this responsibility through the Clerk down to individual managers, supervisors and employees.

The Council has nominated the Clerk to have special responsibility for health and safety.

The Council will ensure that:-

- they provide a lead in developing a positive health and safety culture throughout the organisation.
- all its decisions reflect its health and safety intentions.
- adequate resources are made available for the implementation of health and safety.
- they will promote the active participation of workers in improving health and safety performance.
- they will review the health and safety performance of the Council on an annual basis.

Employees

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

The Town Maintenance Officer must:

- undertake inspections and risk assessments where required and as directed by the Finance, HR & Lettings Manager
- be responsible for the Legionella testing in the Council's Guildhall and Civic Hall
- act as Fire Officer for the Council
- take responsibility for ensuring suitable fire safety & emergency procedures are in place for Council buildings
- ensure fire alarm systems are tested and serviced regularly
- where required liaise with the fire alarm service contractor
- ensure all testing and servicing is carried out with the required frequency in the Council's buildings and that fire log books are kept up to date.
- take charge of procedures in the event of an emergency evacuation
- work safely and developed and implemented safe systems of work
- report any accidents, ill health and "near miss" incidents at work to ensure they are investigated and recorded
- monitor the Council's buildings and assets to identify any health and safety issues
- keep plant and work equipment maintained in a safe condition
- use personal protective equipment where required

- ensure hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- ensure contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures

ARRANGEMENTS

Accident Investigation

It is our policy to investigate.

- All accidents resulting in any reportable injury or losses of any assets.
- Accidents, however minor.
- All near-misses.

Accident Reporting

It is our policy to report all serious injuries, industrial diseases and dangerous occurrences.

We will report all notifiable accidents to the enforcing authority.

The Accident Book must be fully completed for all injuries incurred at work, however minor.

Alcohol and Drug Abuse

No alcohol can be consumed on the premises at any time unless as part of a Council arranged social function. Employees should drink alcohol at these events responsibly and ensure they do not drive a vehicle.

Anyone found taking drugs on the premises is guilty of gross misconduct, and will be disciplined accordingly.

Asbestos

The Policy of Totnes Town Council is to :-

- Produce and maintain an Asbestos Register that is available to all staff, contractors and property users on request.
- Promote awareness of the hazards associated with asbestos.
- Ensure the Council's Policy conforms to Regulation 4 of the Control of Asbestos at Work Regulations 2006.

Consultation and Training

Staff meetings will be held regularly. Any items discussed will be noted and where appropriate, actioned.

The Council is committed to providing employees with adequate information, instruction and training. External assistance will be used to provide professional health and safety training if required.

- We will ensure that all newly appointed or promoted staff receive an efficient induction into their jobs.
- We will provide training to increase the productivity and performance of existing staff, ensuring that they are updated in line with new legislative requirements, techniques and technology.
- Training needs will be reviewed at least once a year.

Contractors

All contractors working on our premises are required to comply with appropriate rules and regulations governing their work activities.

We will ensure that, prior to engaging any contractor, they are competent and that work is carried out safely with full documentation in the form of risk assessments, method

statements and insurance provided.

COSHH

We recognise that some substances have the potential to cause ill health and we will introduce measures to identify any such substances our employees, or contractors' staff, use or are exposed to in the course of their work.

Where practical alternatives exist, we will not use harmful substances.

Substances that we must use will be assessed and control measures introduced to prevent risk.

Display Screen Equipment

It is our policy to provide a safe and comfortable working environment and we will put in place arrangements and procedures for the assessment of risks from the use of DSE.

A user, defined as a person using display screen equipment for a large proportion of their working day, is entitled to free eyesight tests and this will be discussed with the individuals concerned.

Driving At Work

Driving is an integral part to some roles within the Council and has inherent risks associated with it which drivers should be made aware of.

The Council is committed to reducing the risks its staff face or create when driving at work and therefore will :-

- Not put unreasonable time constraints on travel.
- Ensure those driving for business are competent (and where required, authorised) and fit.

Drivers will remain responsible for their safety and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Town Clerk of:

- Anything that could affect their driving, e.g. health conditions or injuries, use of prescribed medication.
- Changes to licence such as; limitations, offences recorded, period bans.
- Vehicle defects that affect ability/safety to drive.
- Any accidents/incidents that occurred whilst driving on behalf of the Council.
- Be physically fit and not under influence of any alcohol or drugs that may affect the ability to drive.
- Have had an eye test in the last two years and be using any corrective appliance.
- Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must: -

- Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users.
- Remain in control of the vehicle at all times.
- Not smoke in a Council vehicle.
- Only use electronic devices, e.g. mobile phones, satellite navigation, mp3 player, when set up to do so, i.e. using a hands-free device.
- Never use any handheld electronic device, e.g. mobile phone, satellite navigation, mp3 player.

Electricity At Work

All electrical systems on our premises will be inspected to ensure there is no danger.

Portable appliances will be given a thorough electrical test by a competent person at fixed intervals, which reflect the potential risks associated with the class of appliance.

The fixed wiring installation supplying electrical sockets, lighting or other wired in

equipment will be inspected by a competent electrician at least every five years.
Any hirer of the premises will be required to produce evidence that electrical equipment being brought on to the premises is PAT tested

Fire Safety

We will put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls.

- Regular inspection of the premises for fire safety.
- Fire extinguishers will be placed at clearly signed fire points.
- Emergency exit routes will be kept clear at all times.

We will

- Provide adequate numbers of fire extinguishers on the premises.
- Ensure that the fire extinguishers are subject to regular maintenance.
- Formulate emergency evacuation procedures.

First Aid

We recognise our legal duty to make sufficient provision for first aid to employees.
We will make appropriate arrangements to ensure that there are an adequate number of trained first aiders.
In the event of anything other than minor injuries, medical assistance must be sought.

Lone Working

Totnes Town Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Totnes Town Council will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, machinery, goods, substances, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health

Information and Training

Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area a member of the Council is aware of your location and expected time frame necessary to complete the task
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person or simply prohibited from being a lone working activity
- if possible and arranged beforehand, keep in regular contact with someone else, e.g.

use a mobile phone to call into the office every couple of hours indicating your movements

- If there is no mobile phone connectivity then ensure you arrange for an alternative method of checking in i.e. visiting the office, walkie talkie, other
- do not put yourself at risk; if you do not feel safe discuss the situation with the Town Clerk

Certain tasks will not be carried out whilst working alone and these include working at height i.e. from ladders, heavy lifting activities. Further arrangements will be put in place for these activities.

Refer to the Lone Working Policy and risk assessment for further details.

Manual Handling

We will undertake risk assessments in respect of all manual handling operations identified as having a significant risk and will strive to reduce these risks as far as possible.

Training in lifting techniques will be provided for staff involved in all operations identified as having a significant risk.

Noise

Certain activities generate noise such as the use of equipment and machinery however it is the exposure over a long period of time that is most likely to cause harm.

The Council will assess the level of exposure and put the appropriate level of control in place which may include replacing the noisy equipment or it may be a simple of providing ear protection for individuals.

All employees affected by noise will be provided with information, instruction and training

Occupational Ill Health

We will take all reasonably practicable measures to prevent our employees from contracting any occupational diseases.

Where, by risk assessment, it is considered appropriate we will provide health surveillance by qualified medical professionals.

Personal Protective Equipment (PPE)

PPE will be provided where our risk assessments show that a risk cannot otherwise be avoided.

It will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk.

PPE will be maintained and replaced as necessary to ensure its effectiveness. Employees must report loss or obvious defects in PPE as soon as practicable.

Pregnant Females

We recognise that all work involving pregnant women and nursing mothers will need to take into account their physical and psychological capacity.

Employees are reminded that they have a duty to advise their employer as soon as they know they are pregnant.

Risk Assessment

We will carry out suitable and sufficient assessments of the risks to the health and safety of our employees and to others who might be affected by our work activities.

Safety Inspections

Safety inspections will be arranged at appropriate intervals. All safety equipment such as interlocking guards, emergency stops and pressure mats will be regularly tested to ensure effectiveness

Smoking

Smoking is not permitted anywhere within the buildings.

Stress Management

We recognise that stress is an increasing factor in our daily lives.

We will endeavour to increase general awareness of stress and ways to combat workplace stress.

We will take action to prevent workplace stressors and monitor and evaluate stress indicators in our employees.

Where an employee feels under stress he/she should make their supervisor or manager aware of the situation.

The Indoor Environment

It is our policy to provide a working environment that is safe and comfortable.

The Outdoor Environment

Trees

The Council are responsible for numerous trees situated around the town and acknowledge its responsibility to ensure they are well maintained.

Trees are of great benefit to the Town and the overall risk to human safety is extremely low, however the Council does have a duty of care and will undertake a balanced and proportionate approach to tree safety.

- Independent Inspection – The Council on a regular basis will arrange for all trees under their control to be assessed by a suitably qualified person with expertise in tree management. The Council will react accordingly to the recommendations with regards to tree maintenance.
- Visual Inspection – Depending on the recommendations of the expert report the Council will undertake regular visual inspections at appropriate intervals. The interval will be dependent on condition, location and size of the tree.

All inspections will be documented.

Visitors

Our policy regarding the control of visitors on our premises is that :-

- We must be aware that the visitor is on the premises.
- Visitors are the responsibility of the Council whilst on the premises.

All visitors must comply with any instructions given to them.

Work Equipment

We will, so far as is reasonably practicable, ensure that all work equipment is safe and without risk.

To minimise the risk of injury from work equipment we will :-

- Carry out inspections to ensure all safety critical features remain fully effective.
- Ensure that all maintenance procedures are kept up-to-date.

- Provide suitable training.

Young Persons

We will pay special regard to the needs of any young persons by risk assessing the tasks we are asking them to do and take into account their inexperience and immaturity

Management arrangements

- Overall and final responsibility for health and safety is that of the Town Councillors
- Day to day responsibility for ensuring the policy is put into practice is delegated to the Town Clerk
- Our nominated Competent Person is the Town Clerk
- Employees should report any health and safety concerns to the Town Clerk
- The Town Clerk will be responsible for ensuring any risk assessments as required by Regulations are undertaken.
- Action required to reduce or control the risks will be approved by Town Clerk and Councillors (if required)
- The Town Clerk will be responsible for ensuring that employees are made aware of the findings of the risk assessments and any control measures identified.
- Any defects in equipment, buildings or systems should be reported to the Town Clerk
- The Health and Safety Law Poster is displayed in the Guildhall Office.

General arrangements

- Induction training for new employees is the responsibility of the Town Clerk
- Job training will be co-ordinated by the Town Clerk
- First aid boxes are kept in the Guildhall Offices and the Civic Hall
- Training records are kept in staff personnel files
- The first aid box is kept in the Guildhall offices corridor
- The Accident Book is kept in the Guildhall offices corridor
- All accidents should be reported to the Town Clerk
- the Town Clerk and the relevant Committee Chairman or Mayor will conduct any accident investigations required
- Emergency escape routes are checked weekly by the Town Maintenance Officer
- Fire safety checks are carried out weekly by the Town Maintenance Officer

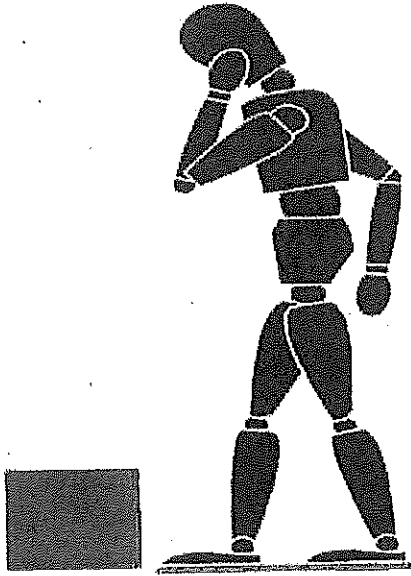
- Fire extinguishers are checked monthly and serviced annually
- The fire alarm is tested weekly by the Town Maintenance Officer

Manual Handling

PRINCIPLES OF GOOD HANDLING TECHNIQUE

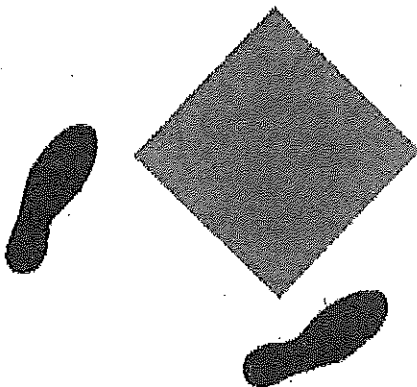
1 Planning

Plan the lift, consider where the load is to be placed, the distances involved, are there any obstructions such as closed doors, is assistance required and can handling aids or equipment be used?



2 Feet

The feet should be positioned apart (shoulder width), one foot ahead of the other in the direction of the intended movement



3 Knees

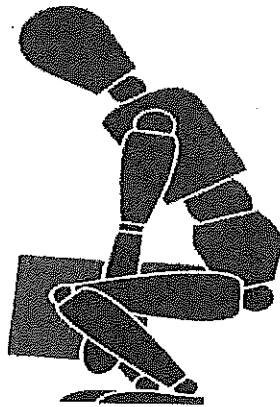
Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles

4 Back

The back should be straight - not necessarily vertical (15 - 20°) from vertical is alright, keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

5 Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



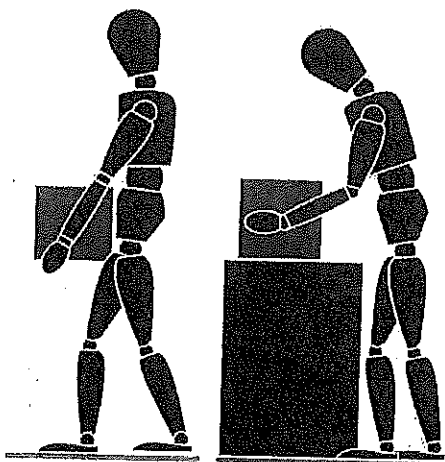
6 Hands

Ensure a firm grip on the load using the roots of the fingers and the palm of the hand. Holding the load this way is also less tiring than keeping the fingers straight.

7 Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

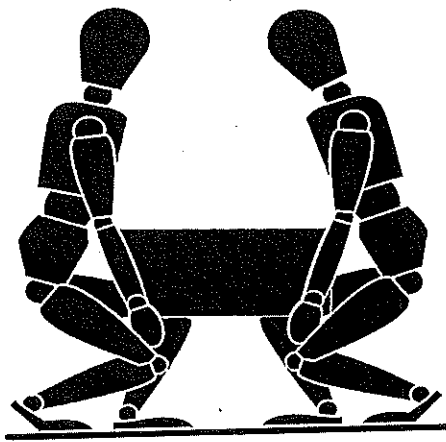
8 Moving the load



- Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.
- Lift smoothly
- Move the feet not the trunk when turning to the side, i.e., don't twist.
- Put the load down and then slide the load into the required position if necessary.

9 Team Handling

Handling by two or more people may make possible an operation that is beyond the capability of one person, or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, handling techniques which allow the use of relatively strong leg muscles rather than those of the back are preferable, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind, however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

Display Screen Equipment (DSE)/Visual Display Unit (VDU)

Some practical tips:

Getting comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying In

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.

- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.

Ladders and Stepladders

This guidance is to help you:

- know when to use a ladder;
- decide how to go about selecting the right sort of ladder for the particular job;
- understand how to use it;
- know how to look after it; and
- take sensible safety precautions.

When is a ladder the most suitable access equipment?

As a guide, **only** use a ladder or stepladder:

- in one position for a maximum of 30 minutes;
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment;
- where a handhold is available on the ladder or stepladder;
- where you can maintain three points of contact (hands and feet) at the working position;

On a **ladder** where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a ladder or stepladder?

As a guide, **only** use a ladder or stepladder:

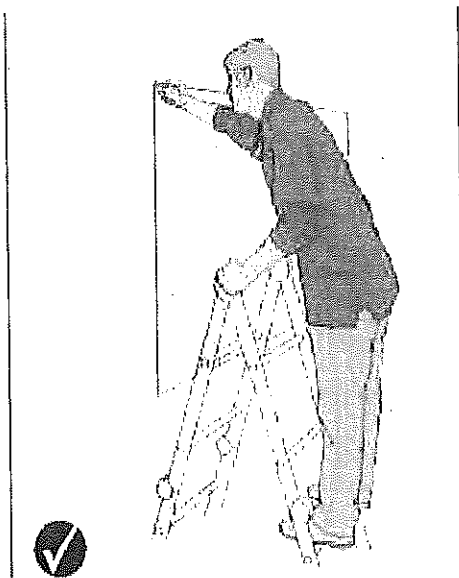
- on firm ground or spread the load (e.g. use a board);
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination;

Never stand ladders or stepladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, vans, stacks of paper or boxes etc. If the ladder or stepladder won't reach, you need to use a more suitable type of access equipment.

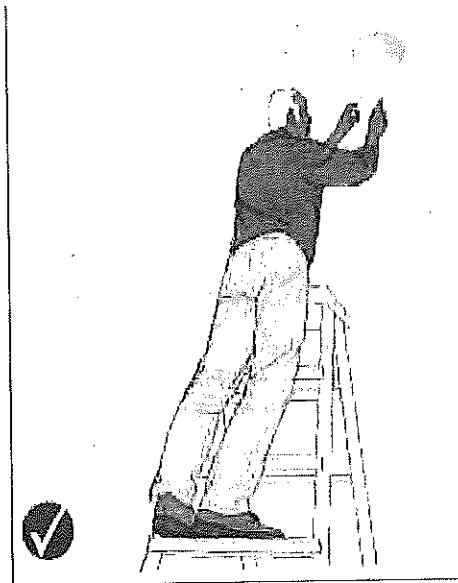
Safety in use – stepladders

On a stepladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder;
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged;
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder;
- don't use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder.

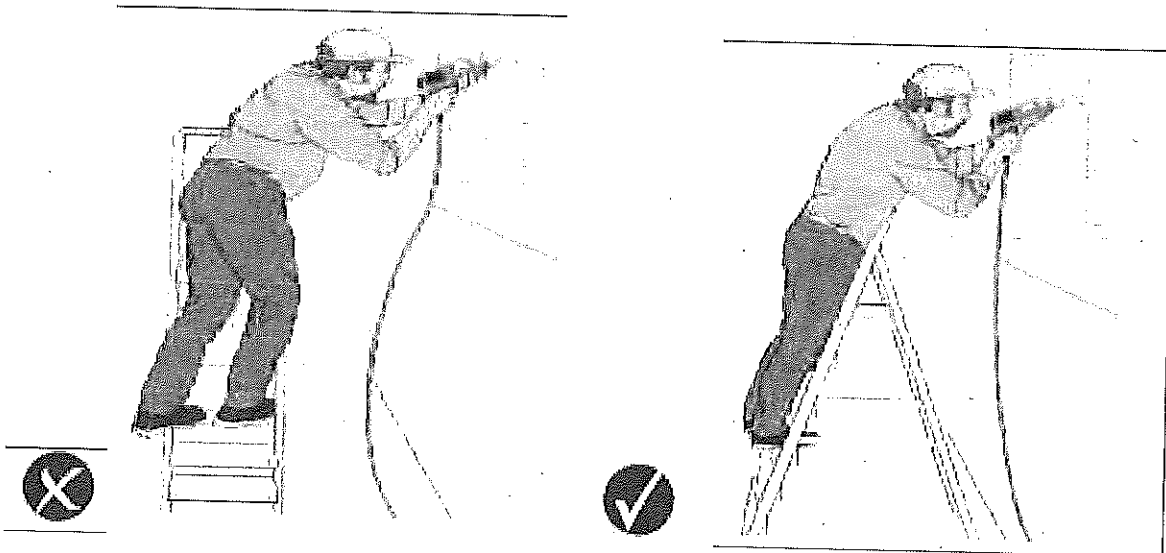


Correct – two clear rungs. Don't work any higher up this type of stepladder.



Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.



Incorrect – steps side on to work activity

Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task;
- a safe handhold still being available on the stepladder;
- whether it is light work ;
- whether it avoids side loading;
- whether it avoids overreaching
- whether your feet are fully supported; and
- whether you can tie the stepladder.

Consider tying a **stepladder** where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

Is the ladder or stepladder safe to be used?

You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use ladders or stepladders that:

- have no visible defects.
- have a current detailed visual inspection (look for an inspection label).
- are suitable for work use. Use Class 1 or EN 131 ladders or stepladders at work because domestic (Class 3) ones are not normally suitable for use at work;
- have been maintained and stored in accordance with the manufacturer's instructions.

Also, you must always use a non-conductive ladder or steps for any necessary live electrical work.

Pre-use checks

Look for obvious visual defects before using a ladder or stepladder. Check that:

- ⊙ all the ladder feet are fitted;
- ⊙ the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc);
- ⊙ the feet are clean - the feet should be in contact with the ground. Ladder feet should also be checked when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to ensure the foot material and not the dirt (e.g. soil, embedded stones or swarf) is making contact with the ground;
- ⊙ all the screws, bolts and hinges are secure;
- ⊙ on a stepladder, that the "spreaders" on the ladder can be locked into place.
- ⊙ There are no other obvious signs of damage such as cracks.

If you find a problem, DO NOT USE the ladder. It should be repaired (if practicable) or destroyed.

Storage

When storing ladders and stepladders, store them in a well ventilated area to prevent sagging and warping. Store straight ladders in flat racks or on wall brackets, don't hand them from the rungs. Store step ladders in the closed, vertical position.

The information in this Guidance is based on the HSE leaflet 'Safe use of ladders and step ladders'.

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

TOTNES TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

07/06/21

and recorded as minute reference:

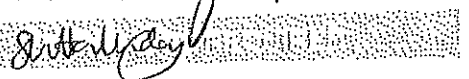
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Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



www.totnestowncouncil.gov.uk

Section 2 – Accounting Statements 2020/21 for

TOTNES TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	353,112	469,613	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	494,000	535,280	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	130,575	140,234	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	236,698	246,894	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan Interest/capital repayments	9,148	9,148	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	262,228	231,762	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	469,613	657,323	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	480,183	684,478	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	360,905	360,905	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	52,785	46,390	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or Income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Catherine Marlow

Date

18/05/2021

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

07/06/21

as recorded in minute reference:

9.

Signed by Chairman of the meeting where the Accounting Statements were approved

Ben Pipe

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

TOTNES TOWN COUNCIL – DV0364

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

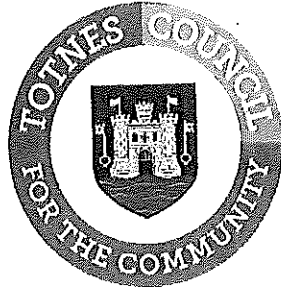
External Auditor Signature

[Handwritten Signature]

Date

30/08/2021

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



Arts Working Group Meeting Minutes

Thursday 22nd July @ 12.00

Committee Members: Cllrs. Galvin (Chair), Allen, Allford, Matthews, Piper and Skinner

Committee Attendees: Cllrs. Galvin, Allen, Piper

Invitees: S.Holley – Dartington Morris Men, P.Liengaard - NDP Circus, J.Elliott – Bridgetown Community Hall

TTC: Sam Branch, Lesley Nel, Catherine Marlton

Part 1 (Public)

1. Received an update from Paul at NDP Circus on plans to include an Arts Festival in 2022 which will be free events for the community. Paul suggested having a calendar that local events organisers can view. The Business grant application has been submitted, awaiting reply from SHDC. Cllr Galvin suggested having a discussion about where the calendar of events is best placed. Meeting pencilled in for 4th August at 9.30am.

Actions: Cllr Galvin to set up a Google sheet, with aim to have a skeleton of it by 4th August meeting.

L.Nel to invite J.Elliott to attend on 4th August as unable to attend today.

2. Peter Fox – Jingle Bells
The group discussed the Jingle Bells event idea which Peter submitted.
Actions: Cllr Galvin to email Peter regarding his idea and point him in the direction of Chamber of Commerce
3. Stephen Holley – Brutus Stone
The group discussed the possibility of him applying for a grant if it's a community group.

Actions: L.Nel to forward link/info on discretionary grants to Cllr Galvin who will pass onto S.Holley

4. Tony Gee Update – Puppet event

Cllr Allen said that a grant of £3k from SHDC is being pursued at the moment.

Actions: Cllr Galvin to invite T.Gee to 4th August meeting

5. Rupert – Sea Change event

All in agreement to support the event where possible, as it generates a lot of business in the town.

6. Budget

All agreed £800 donation from Arts budget for the Sea Change event.

C.Marlton suggested looking at budget breakdown in more detail at the next meeting.

7. Christmas Nights Festival

The new tender for an event organiser has been sent out based on a smaller event with a focus on late night shopping, market in the square and some entertainment. The group discussed the possibility of the organiser of the Christmas Festival running the Christmas Arts Workshop as well.

8. Mayoral Picnic – Borough Park

Cllr Piper discussed the idea to have a Mayoral Picnic outside the Rugby Club with a bar and catering from the club, as a carnival gala type day for the local community with music from the Blackbird Collective. Cllr Piper and Paul Liengaard will have a separate meeting to discuss the organisation.

9. Update from S.Branch on BT Phone box adoption

The Plymouth Rd phone box adoption contract has been signed and received by BT. They are arranging for the telephony to be removed. The Swallowfields phone box has already been adopted by a registered charity.

Actions: Josie to find out from BT which charity has adopted the phone box in Swallowfields and will let Cllr Galvin know so that she can direct the residents to that charity.

Cllr Galvin to email Gillian, one of the KEVICs PTA members to find out if KEVICs are interested in having an art installation in the Plymouth Rd box.

Plymouth Road phone box will need to be power washed by a contractor once we've officially adopted it.

