

AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL MONDAY 4TH OCTOBER 2021 IN THE GUILDHALL

Please note that public question time will be held prior to Full Council from 6.30pm

You are hereby **SUMMONED** to attend a Meeting of the Council, on **Monday 4th October 2021 at 7.00pm** for a maximum of 120 minutes the purpose of transacting the following business:

1. WELCOME TO ALL ATTENDING AND OBSERVING

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 120 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.

2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson – document attached.
- b. District Cllr Birch – document attached.
- c. District Cllr Rose – no document.
- d. District Cllr Sweett – no document.

The Council will convene to consider the following items:

3. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

(Please note confidential minutes can be agreed but any discussion must be held in Part 2)

- a. Full Council 6th September 2021 – document attached.

To note the following minutes:

- b. Council Matters 13th September 2021 – document attached.
- c. Planning Committee 20th September 2021 – document attached.
- d. Town Matters Committee 27th September 2021 – document attached.

4. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

To consider any matters arising from the Minutes and to approve any recommendations from Committees (document enclosed):

(Please note confidential minutes can be agreed but any discussion must be held in Part 2)

- a. Full Council 6th September 2021.

- b. Council Matters 13th September 2021.
- c. Planning Committee 20th September 2021.
- d. Town Matters Committee 27th September 2021.

5. NEIGHBOURHOOD PLAN

Councillors to consider:

- a. Does TTC agree to put a pause on the NP process in order to consult on a new policy which will cover ATMOS/Community Right to Build. Document attached.
- b. If yes to the first question, do Cllrs want to accept the wording attached from ATMOS for Totnes for consultation prior to submission to South Hams District Council and the examiner to replace the previously agreed wording from ex Cllr Luker. (Document attached)

6. EXTERNAL AUDITOR REPORT

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

7. REMEMBRANCE SUNDAY

To note the arrangements for Remembrance Sunday, 14th November 2021. Verbal update.

8. DEVON ASSOCIATION OF LOCAL COUNCILS (DALC) ANNUAL GENERAL MEETING

To note that under delegated authority the Clerk will exercise the Totnes Town Council vote at the DALC Annual General Meeting on 6th October 2021. Verbal update.

9. LIST OF MEETING DATES

To note a list of upcoming meeting dates. Document attached.

10. NEXT MEETING

To note the next meeting date of Monday 1st November 2021, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

The Council 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.

11. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

To consider any recommendations or matters arising that are considered confidential in nature. No documents.

12. ARTS AND MAYORAL BUDGET

To note the updated Arts budget allocation and to consider the allocation of funds from the Mayoral budget for a New Years Eve event. (commercial sensitivity) Documents attached.

13. ELMHIRST PROJECT

To receive any urgent updates from the Town Clerk as required. No documents.

14. CONFIDENTIALITY IN MEETINGS

To consider an update from the Town Clerk on advice received from Devon Association of Local Councils. Document attached.

Agenda produced by:

Catherine Marlton

Town Clerk

29th 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.

Devon County Council: key issues

COVID-19 levels have been reported by DCC officers as having dropped significantly in Devon over the past month but remain as an Enhanced Response Area as rates are about the same as the England average. Devon is above the national average in vaccinations with around 90% of over 20's and over 95% of over 50's having been vaccinated. The booster programme is now underway. DCC continue to urge everyone to continue to help keep everyone safe, wear masks in enclosed public venues, ventilate well wherever possible and take the vaccinations if you are eligible and it is appropriate for you. Team Devon continue to meet regularly. Regularly updated information and advice is at this website link: <https://www.devon.gov.uk/coronavirus-advice-in-devon/>

COVID Rapid Lateral Flow Testing services in Totnes: 1 of the 5 mobile rapid lateral flow testing units run by Devon County Council visit Totnes every Wednesday afternoon 14:30 – 17:00 and are situated in the car park at Steamer Quay. They offer on site rapid lateral flow tests to anyone 16 and over who are not displaying any symptoms or have been contacted by NHS test and trace advising them to self-isolate. They are also providing packs of home testing kits and are able to provide additional advice, support and reassurance with COVID matters.

Corporate Infrastructure and Regulatory Services Scrutiny Committee: 23rd September. I am a member of this committee and attended this meeting.

Milestone are the new body commissioned to carry out highways repairs and maintenance for Devon. A spotlight review had been carried on their services to date. It was agreed to recommend to extend their contract for a further three years

Updates were provided on the Dashboard for Highways services:

The following items were added to the annual work programme for report and review:

- Loneliness in Communities
- Food poverty
- Rural Road safety (I proposed and spoke on this item, making reference to the lack of 20mph speed requests being taken forward at present

Highways Performance Dashboard The Committee received the Report of the Chief Officer for Highways, Infrastructure Development and Waste on the Highways Performance Dashboard, which provided an overview of performance on key seasonal aspects of delivery, namely Winter service; Reactive works including potholes and drainage cleaning; Delivery of planned works; Doing What Matters – Defects; Divestment of Skanska Infrastructure Services; Staffing Issues; and Road Markings.

Member and Officer discussion covered:

- Pressure on the service due to staffing issues, where it was clarified that the report referred to DCC staff and not to those provided by Milestone contractors, and was a national picture;
- Apprenticeship and graduate training programmes were currently being recruited to;
- Inflation had been built into service contracts for next year; and
- Members were directed to the work programme which gave details of planned work to be carried out, and a link to this would be included on the Members' Sharepoint site.

Devon Pension Board meeting: 17.09.21. There was a large protest by residents outside this meeting. Many had set up camp for 3 days preceding this meeting seeking full divestment of the Council's £5Bn Investment and Pension Fund investments. I attended the meeting and spoke on 3 agenda items seeking to press for change on these investments towards sustainable investment, in particular in renewable energy which would support the Council's Carbon Reduction plan (I can provide copies of the statements I made on request to).

The Committee was informed that the Fund, which previously committed to achieving net zero investment portfolios by 2050 at the latest, is already demonstrating a 37 per cent reduction in its carbon footprint, based on its position in 2019.

There was a welcome approval of a major move, when committee members agreed that from next month, the Devon Fund, managed by the Brunel Pension Partnership, would shift its UK and factor based passive equity allocations to a new, greener set of investment portfolios. Passive funds provide a low cost way of investing in equities, which helps reduce the fees paid to third-party investment managers. But because passive funds track an index, such as the FTSE All Share, they include all the companies in the index, including exposure to companies that provide a challenge from a responsible investment point of view.

So Brunel Pension Partnership, on behalf of the Devon Fund and other partners, has been working with FTSE Russell index providers to develop climate transition indices that will focus on companies that support the zero carbon objective. The Devon Fund will invest in these new funds from November.

Devon County Council – Full Council Thursday 7th October. Further to my attendance at the Devon Pension Board meeting, I have tabled a motion seeking further action on divestment of the Devon Pension Board Funds by committing to:

1. Reviewing its Investment Strategy and developing and implementing a Responsible Investment Policy which rules out new investments in fossil fuel companies and divests as a matter of urgency from those fossil fuel companies it is currently invested in.
2. Calls on Devon County Council's Pension Fund to divest from fossil fuels by requesting its representative(s) on the Pension Fund Committee to call for the development and adoption of responsible investment policies
3. Recognising that fossil fuel investments should be considered as part of the council's 'carbon footprint' and divesting our pension fund is one of the most impactful steps we can take to reduce our impact on our community and the world. A detailed report on the carbon footprint of the Devon Pension Fund investments will be provided to this Council
4. Requests the Devon Pension Fund to poll its individual investors for their views of divestment from fossil fuel companies and increased investment in companies that support sustainable initiatives such as renewable energy.

(the full text of the motion and pre-ambles is attached to the end of this report)

Meeting with KEVICCS and DCC Cabinet member for Education: further to my requests reported on previously, this meeting has been set for next week and I will report back on any opportunities for DCC to support KEVICCS funding needs. I will notify our MP if there are outcomes relevant to national funding that could be sought.

Afghan Refugee resettlement in Devon: The UK Home Office is to place a number of Afghan families in temporary bridging' accommodation in an Exmouth hotel, as part of the government's refugee resettlement programme.

The bridging accommodation is a temporary measure until individuals and families are found permanent, long term accommodation in locations across the country.

Up to 15 families people are expected to move into the temporary Devon accommodation over the coming week, comprising of individual adults and families with young children.

Councils across the UK have also been asked to help identify suitable long term accommodation for the resettlement scheme, and in Devon local appeals to private sector landlords have resulted in some potential homes being found.

Local Highways Matters:

Further to the challenges I have reported on previously regarding the lack of response from local Highways team to Highways issues, there has been a flurry of complaints from fellow Councillors across the chamber. What started as a request from members to restrict highways matters that asked to be on the agenda of their local HATOC meeting, has led to an email trail across a number of councillor agreeing with the central issue that "We cannot continue with a service that is unresponsive and unhelpful. Our local managers have basically given up as they can only offer 'we have no money' when anything needs doing. The situation is deteriorating not improving. We have been offered meetings with the service head but this is simply dodging the issue and not addressing the underlying problems. There is not a

single one of my parish councils who have retained any respect for Highways dept of DCC. Going to PC meetings is painful and embarrassing as all I can do is empathise with the PC and cannot offer even a light at the end of the tunnel". These are not my words by ones I have supported, as have others. Hopefully the growing clamour will lead to a review and some reconsideration of these serious problems.

In the meantime, I await a meeting with the director of services for Highways

Zebra Crossing at the Lamb: No Update

Access to footpath at Denys Road: The officers have agreed to remove the barriers completely, however I have requested that one of the barriers is retained at each end to provide safety in case of small children running straight out onto a road or in the event of brake failure for a wheelchair user. The problem is not with the individual barrier, but with their proximity to each other when installed in pairs. I have asked for this to be carried out asap.

Bus services in Bridgetown: I have been contacted by a resident regarding the problem of buses 'meeting' in Bridgetown with the result that one goes up on to the pavement and is causing danger and damage to the pavement and drains. This is being investigated by Highways Officers in conversation with Stagecoach.

Staverton: Further to the lack of response from Highways officer to the issues I have raised over the past number of years that these affect rural roads, the Parish Council commissioned a survey of residents views on these matters. Further to which they are hosting a public meeting on October 13th to discuss. I have asked neighbourhood highways officers to attend, but to date the (unsurprising) reply has been to refuse to attend. A matter I have taken higher up and will report on further.

HARBERTONFORD: Speed limits on the A381: There is an ongoing problem of speeding and dangerous traffic passing through Harbertonford. Despite numerous requests to DCC Highways for measures to reduce speeds and traffic calming, such as very visible village gates, nothing that will bring about changes is being considered or implemented by DCC. However, the local Ward Councillor commissioned a survey that has data about speeding vehicles that I have followed up with a letter to Meg Boothe which includes asking the following questions.

- Has there been any progress on the work that Zoe Fursman was carrying out?
- Is there a template for connected measures that could address this situation for Harbertonford?
- Is there a budget that could support traffic calming measures?
- Is developing and installing village 'gates', i.e. built welcome signs etc., (e.g. Berry Pomeroy stone gateways) a Parish Council or DCC matter?
- Could a small roundabout (a measure often deployed in France for example), be installed to calm traffic?

On the basis that DCC policy is governed by National Highways policies as are all other local authorities in England:

- what legislation requires DCC to await the Newton Abbott 20mph trial before investigating an implementing 20 mph limits elsewhere?
- why is a trial in Newton Abbott considered relevant to the myriad of town and rural road speeding issues that are crying out for reduced speeds?
- What is the legal liability of DCC if an accident occurs on a road where the local Parish Council has persistently flagged up a dangerous place and sought measures to improve safety and reduce speed?"

Dartington: Steiner School is seeking improved signage and reduced speeds from 60mph, by extending the 30mph from Dartington (Huxhams Cross) to Riverford bridge. So far this has been refused.

I have requested a meeting with Meg Booth, DCC Director of Services for Highways regarding these unresolved and urgent issues. I welcome T & PC comments, particularly with regard to views of local farmers, businesses and residents who are affected, that I can pass on at that meeting. This meeting has yet to be agreed to.

Wildlife protection: I have followed up on the following request from Bridgetown: "I was wondering if you would be able to help in campaigning for small mammal road signs for Bridgetown and really for the whole of Totnes? There are numerous hedgehogs and evidence of hedgehog deaths on the roads. Bridgetown is very high in numbers and I see and



hear them regularly in our garden as does my neighbour in hers. I really think if people's awareness is raised when driving they will slow down, be more considerate and contribute towards the survival of hedgehogs, plus anything to help endorse road safety is good and an extra protection for humans. " I have also sought advice on the enforcement of policies to support roadside verges not being cut. I'll report back further on these items

Annual review by DCC of requests for Waiting Restrictions on public highways. These have to be submitted each year by the end of October for the annual review in November. I have submitted (again in some * cases)

Totnes:

* **Swallowfields, Dartside and Riverside – resident's parking scheme (urgently required - priority).** JH survey submitted

* **Lower jubilee Road for resident parking scheme – JH survey submitted**

* **St Katherine's Way some restrictions to prevent vehicle obstructions for pedestrian access and a partial resident's parking scheme – JH survey submitted**

Brutus Bridge approach, Totnes: Each side of the short cul de sac on the SW corner of Brutus bridge (that has been used for free parking and advertising by the same vehicle, creating an eyesore and obstructs part of the pavement for many months. This is an important access point for the river and a waiting restriction could free up this space for short time parking for river side access.

Weirfields: the entrance to the slip road on the left down Weirfields that runs parallel to the A384. Double yellow lines have been requested to prevent vehicles parking too close to the entrance and blocking the access

Harberton: Packs Close. Further to reports regarding waste lorries and other large vehicles being obstructed and unable to access this cul de sac, this is being investigated locally for parking restriction lines on both sides of the entrance to this road

Dartington: roadway adjacent to the *rear entrance to the public footpath to Dartington Hall, North Woods. Restricted waiting time along the roadside would prevent cars being parked and obstructing for extensive periods of time, while still allowing some parking.

Other Local Issues;

Totnes TC Climate & Ecological Emergency Action Planning working group is hosting good discussions & actions. The next meeting will take place on (the third Tuesday of each month) **Tuesday October 19th at 6pm.** All are welcome to attend. This will be a virtual Zoom meeting as follows:

<https://us02web.zoom.us/j/81632190242?pwd=ZFlzNnZKbXJ3Wm5DdXhnczBUZkpqdz09>

Meeting ID: 816 3219 0242 Passcode: 299511

COPnes 26 – is a local response to the United Nations annual Climate Emergency Summit COP26 that is taking place in Glasgow from 1st to 12th November 2021 and hosted by the UK Government. A number of groups have made contact at the recent Totnes C&EE meeting to propose events they are organising to coincide with COP26, and so COPnes 26 is being organised as a collaborative plans of events and actions to help raise awareness, understanding and engagement with COP26 and invite local people to transition to a lower carbon lifestyle and be more eco-friendly. **To support this ambitious programme weekly Zoom meetings are being held from 6pm – 7pm each Tuesday in October using the same links as the above monthly Climate emergency meetings.** Facebook and other social media as well as posters etc will be used to publicise the programme of local events. All are welcome to get involved by join these zoom meetings.

Totnes & District: Traffic & Transport Forum The next meeting will be an EGM (Extraordinary General Meeting) which takes place on **Wednesday 27th October at 6.30pm.** Agenda and Link will be published on Totnes TC website at this link: [http://www.totnestowncouncil.gov.uk/Traffic and Transport 614.aspx](http://www.totnestowncouncil.gov.uk/Traffic%20and%20Transport%20614.aspx)

Devon County Council Divestment Motion – tabled (by me) for DCC Full Council on October 7th

Devon County Council notes:

- Devon County Council has around £157 Million invested in fossil fuels via the Local Government Pension Scheme. This is about 3.9% of its total fund and currently the 5th highest of all the Local Government Pension schemes in the UK.[1]
- The United Nations Paris 2015 Agreement commits our governments to keep the global temperature increase to under 2 degrees and aim for 1.5 degrees. Carbon budgets produced by the Intergovernmental Panel on Climate Change, United Nations and the International Energy Agency show that preventing two degrees of warming relies on not burning 60-80% of all proven fossil fuels.
- With COP26 taking place in Glasgow in November 2021, there is increased emphasis by the UK government on showing global climate leadership, especially in relation to finance. Divesting our pension is a clear and meaningful action that can be taken at a local government level.
- Fossil fuel investments are financially risky as a result of both the Covid19 pandemic and the global transition to a more sustainable economic and environmental model. They are now being consistently out-performed by renewables.[2]
- Former Bank of England Governor Mark Carney warned in December 2019 that fossil fuel investments risk becoming “stranded assets” (i.e., worthless) as investors exit the sector. “A question for every company, every financial institution, every asset manager, pension fund or insurer – what’s your plan?”
- As continued investments in fossil fuels pose material financial risks to portfolios, funds have fiduciary duties to consider the benefits of decarbonising as part of their investment strategies. Fiduciary duty is defined by the Law Commission as ‘ensuring that pensions can be paid, ensuring that this is undertaken at the best possible value’.
- Pension funds have a legal duty to treat members “fairly as between them”. That means taking seriously the longer-term interests of younger members who may well be affected more by the climate transition.
- Continued engagement with fossil fuel companies does not stop them polluting and recent court action with Shell (DCC Treasurer’s Investment Management Report to Pension Fund Committee 17.09.21) indicates that company’s resistance to reduce its reliance on fossil fuels in line with the Paris Agreement.

This Council commits to:

1. Reviewing its Investment Strategy and developing and implementing a Responsible Investment Policy which rules out new investments in fossil fuel companies and divests as a matter of urgency from those fossil fuel companies it is currently invested in.
2. Calls on Devon County Council’s Pension Fund to divest from fossil fuels by requesting its representative(s) on the Pension Fund Committee to call for the development and adoption of responsible investment policies which:
 - a. Immediately freeze any new investment in the top 200 publicly-traded fossil fuel companies.[3]
 - b. Divest from direct ownership and any commingled funds that include fossil fuel public equities and corporate bonds to achieve net zero by 2030, in line with the aspirations of our Devon Carbon Plan. This requires a faster rate of change than the current 7% transition per annum.
 - c. Set out an approach to quantify and address climate change risks affecting all other investments.
 - d. Actively seek to invest in companies that will reduce greenhouse gas emissions and minimise climate risk.
 - e. Seek investment in the Paris Aligned Benchmark via Brunel as part of the transition.
3. Recognising that fossil fuel investments should be considered as part of the council’s ‘carbon footprint’ and divesting our pension fund is one of the most impactful steps we can take to reduce our impact on our community and the world. A detailed report on the carbon footprint of the Devon Pension Fund investments will be provided to this Council
4. Requests the Devon Pension Fund to poll its individual investors for their views of divestment from fossil fuel companies and increased investment in companies that support sustainable initiatives such as renewable energy.

Footnotes

[1] 2021 figures taken from the report *Divesting to protect our pensions and the planet – An analysis of local government investments in coal, oil and gas*. Available at: <https://www.divest.org.uk/councils>

[2] *Energy Investing: Exploring Risk and Return in the Capital Markets*, Joint Report by the International Energy Agency and the Centre for Climate Finance & Investment, Paris. Available at: <https://www.iea.org/reports/energy-investing-exploring-risk-and-return-in-the-capital-markets>

John Birch
SHDC Member for Totnes
Report to the Totnes Town Council
meeting to be held on Monday 4 October 2021

I report on the following matters.

Waste collection – the latest

At the Full Council meeting held on 23 September 2021 the following resolution was passed

That the waste and recycling collection service provided still falls below the standard required to meet the expectations of local residents. Councillors were given assurance that the service would return to a 'steady state' by mid-July. In the Council's view, this is not the case. We appreciate the efforts of officers and FCC to try and rectify the situation. However, if a solution cannot be found to deliver the 'super recycling' service as specified at the Full Council meeting on 6 December 2018 by the end of 2021 Council will be forced to consider exercising any available contractual rights in order to ensure that, going forwards, arrangements are in place which are capable of delivering a waste and recycling collection service that is fit for the 21st Century.

FCC has been invited to attend the next meeting of the Overview and Scrutiny Committee and I have proposed that prior to the meeting FCC be requested to set out in its report how it intends to bring about the delivery of the "super recycling" service by 31 December 2021 and how progress in achieving that aim can be measured. The report should set out the current resources it has and how these will be increased to achieve the complete delivery by the end of the year.

Following FCC's report I propose putting forward a recommendation to the committee that a Task and Finish Group be set up to come forward with recommendations to be put to Full Council as to all the options available to it in the event of FCC failing to deliver a complete service by the end of the year.

Housing Crisis

At the Full Council meeting held on 23 September 2021 the following resolution was passed

In response to the almost complete lack of any rented accommodation available for six months or longer that local people and those working in the area can access, and the excessive rise in house prices locally due to second

home-owners and those moving in from other areas since the pandemic, which has made house prices completely inaccessible for the great majority of local people, South Hams District Council resolves to declare a Housing Crisis. It is fortunate that we have a new Housing 5 year Housing Strategy and Housing Actions in Better Lives for All, but as an expansion of them South Hams District Council should:

1 Lobby government through our MPs and the LGA to allow council tax to be charged on plots with planning permission after a determined period, even if they haven't been built out, so that developers are encouraged to build out sites without delay.

2 Lobby government through our MPs and the LGA to review the regulation of holiday accommodation, to ensure all holiday accommodation is suitably regulated and made subject to local planning policies and taxes. We should appeal to Airbnb for a 90-day rule as applicable in London and lobby MHCLG for a separate planning class for short term lets and a proper licensing system to cater for them.

3 Institute an immediate thorough review by the council of all holidaylettings in the District, including, but not restricted to, whether they have planning permission, whether they are paying council tax or business rates, as appropriate, for the accommodation, whether they comply with safety regulations, and to ensure they are paying appropriately for waste disposal.

4 Ask the JLP Team to review the thresholds and percentages of affordable housing on sites, and whether it would be appropriate at the Plan Revision to increase these so that the percentage of First Homes imposed by the government becomes in addition to the present 30% affordable homes rather than part of it.

5 Promote regular Landlord Forums and run a further campaign to publicise the advantages to landlords of Seamoor Lettings.

6 Work closely with our main Registered Providers to ensure best occupancy of stock, so that where tenants are prepared to downsize, not only are they given a priority banding to be able to access a smaller property but support to help them move available.

7 Use some of the affordable housing reserve to increase payments made to anyone downsizing to help make moving more attractive and affordable.

8 Use any Section 106 affordable housing contributions as soon as possible to help fund developments anywhere in the District where the terms of the Section 106 Agreement permit this.

9 Campaign for changes to the Broad Market Area to better reflect the costs of rents in the South Hams.

10 Promote the development of an exemplar site of low carbon modular housing such as ZEDpods, to show that developments like this can be both stylish and great to live in. They can offer many advantages over traditional build and could help, amongst other things, to alleviate the shortage of one bedroomed accommodation in the District.

11 To actively seek opportunities to invest in Council owned social housing with high sustainability specification, to support those on a low income who are unable to afford 'affordable' rental housing; and

12 To lobby Government to allow local councils to be able to charge up to 200% Council Tax on second / holiday homes as they do in Wales.

There can be no doubt that in Totnes we are facing a challenge in meeting the housing needs of young working families. The acute shortage of genuine affordable housing is driving out many of those who have family and employment ties with the area. The growth of holiday homes and tourist accommodation within the town is making matters worse. The acute lack of rented accommodation is making it difficult for employers to attract those who wish to work in the area.

The housing crisis needs more than words. It requires action and this is what needs to happen at South Hams District Council so as to address the housing problems we have in Totnes. The Council needs to ensure the future housing developments provide an adequate level of genuine affordable housing that is within the reach of young working families when it comes to renting or purchasing. The planning policies are there to satisfy the needs of those who are currently losing out and they need implementing rather than being watered down.

The Atmos project on the old Dairy Crest site provides a golden opportunity to provide 62 genuine affordable homes for local people. South Hams District Council has it within its powers to work with the Totnes Community Development Society to make the scheme happen and hopefully the Council's administration will turn its words into actions when it comes to Totnes.

Electric Vehicle Charging Points

SHDC has joined the Devon and Torbay Residential Chargepoint Scheme project which is a partnership with other local authorities and being led by Devon County Council to install electric vehicle charging points (EVCP) in the Council owned car parks as detailed below.

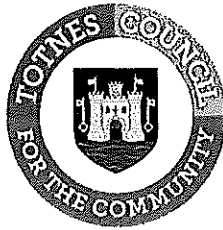
Funding for the project has been received from the Office for Zero Emission Vehicles (OZEV) in respect of the Devon and Torbay Residential Chargepoint Scheme.

As a result of the Devon and Torbay Residential Chargepoint Scheme, electric charging points will be installed in the following car parks subject to the necessary surveys being carried out:

- o • Steamer Quay car park, Totnes
- o • North Street car park, Totnes
- o • Duncombe Park Car Park, Kingsbridge
- o • Lower Union Road Car Park, Kingsbridge

At the Full Council meeting held on 23 September 2021 it was agreed that a Collaboration Agreement be entered into with the Devon and Torbay Residential Chargepoint Scheme for the installation of Electric Vehicle Charging Points and that the potential site locations as listed above be approved for the installation of Electric Vehicle Charging Points.

Cllr John Birch
SHDC Member for Totnes
28 September 2021



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 6TH SEPTEMBER 2021 IN THE GUILDHALL

Present: Councillors B Piper (Chair), M Adams, G Allen, S Collinson, R Hendriksen, J Hodgson, D Matthews, P Paine, E Price, S Skinner, V Trow and L Webberley.

Apologies: District Cllr Rose.

In Attendance: District Councillors Birch, members of the press and public, C Marlton (Town Clerk) and P Bethel (Town Sergeant).

1. WELCOME TO ALL ATTENDING AND OBSERVING

2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.

There were no apologies.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson
- b. District Cllr Birch
- c. District Cllr Rose
- d. District Cllr Sweett

*It was **RESOLVED** to suspend standing orders.*

a. County Cllr (C Cllr) Hodgson apologies for the delay in circulating her report. She is disappointed with the responses received from Highways about the 20mph speed limit request, the problems arising from the diversions from the road works on the A385, and requests for residents parking areas. Cllrs asked about the equality issues that Highways are not addressing, progress in establishing permanent traveller sites, and broadband options other than via cable.

b. District Cllr (D Cllr) Birch updated on the issues with the waste collection service and Cllrs asked about the possibility of a more local waste management solution and whether residents in West Devon District Council are experiencing similar problems.

- c. Cllr Rose was not present and no report was submitted.
- d. Cllr Sweett was not present and no report was submitted.

The Council reconvened.

3. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

(Please note confidential minutes can be agreed but any discussion must be held in Part 2)

- a. Full Council 19th July 2021.

The following minutes were considered:

- a. Full Council 19th July 2021. It was **RESOLVED** unanimously to approve and sign the Minutes.

4. CONSIDERATION OF ANY MATTERS ARISING

To consider any matters arising from the Minutes and to approve any recommendations from Committees:

(Please note confidential minutes can be agreed but any discussion must be held in Part 2)

- a. Full Council 19th July 2021.

No matters arising.

5. TOWN WAYFINDING

To consider:

- a. The latest wayfinding report detailing options for the town centre.
- b. Holding a public consultation to gauge the level of public support for the various options.

It was **RESOLVED** by a majority to proceed with a public consultation online and in person to share the various designs and gauge support on the options.

Ideas such as including a trail or QR codes on the wayfinding posts should be included as part of the consultation process.

6. NEIGHBOURHOOD PLAN

- a. To recommend an examiner for appointment.

It was **RESOLVED** unanimously to appoint Deborah McCann as the examiner for the Neighbourhood Plan.

- b. To consider the comments from Natural England in response to the Habitat Regulation Assessment.

It was **RESOLVED** unanimously to amend the Basic Conditions Statement to address the Natural England comments.

- c. To consider the response from South Hams District Council regarding the proposed policy amendment to include the original ATMOS project vision.

It was **RESOLVED** to request the inclusion of the amended policy as written and drafted in the Full Council papers with the examiner directly.

7. PLANNING APPLICATION 2560/21/FUL

To consider planning application 2560/21/FUL for the redevelopment of the former Brutus Centre
Cllr Allen declared a personal interest.

Cllrs Allen and Hendriksen will represent the Town Council at the South Hams Development Management Meeting on 8th September. Whilst a number of the points previously raised by the Planning Committee have been addressed, concerns remain about the number of public parking spaces, small retail units, the massing of the proposed development, the level of S106 contributions towards affordable housing and the impact on local healthcare providers.

It was **RESOLVED** by majority for Cllr Allen to collate the points to raise at the Development Management meeting and that these are submitted in advance of 8th September to the Clerk for approval under delegated authority and are submitted as the formal Totnes Town Council comments in relation to this planning application.

8. RURAL SERVICES NETWORK MEMBERSHIP

To consider renewing the Town Council membership of the Rural Services Network at a cost of £130 a year.

It was **RESOLVED** to renew the Council's membership. Councillors are invited to attend relevant meetings and report back through committee.

9. DELEGATED AUTHORITY

To consider continuing emergency delegated authority of the Town Clerk, and to consider recommending in person committee meetings in September.

It was **RESOLVED** by majority that in person meetings for Full Council and Committees should continue unless the COVID situation deteriorates, whereby informal Zoom meetings will be held and that the Clerk will retain and then exercise said delegated authority as required.

10. MONITORING OFFICER REPORT

To note the outcome of the South Hams District Council monitoring officer investigation.

Noted. Cllr Piper asked Cllr Hodgson to chair this item given his personal involvement. The Clerk reported that the Monitoring Officer had upheld one complaint against Cllr Piper relating to a procedural matter. Cllr Piper said that he regrets that he has brought the Council into disrepute.

11. LIST OF MEETING DATES

To note a list of upcoming meeting dates.

Noted.

12. NEXT MEETING

To note the next meeting date of Monday 6th September 2021, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

Noted.

The Council 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.

13. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

To consider any recommendations or matters arising that are considered confidential in nature.
No matters arising.

14. COMMERCIAL MATTERS

- a. To receive an update on the Elmhirst feasibility work undertaken and ongoing.

This was noted. The Project Manager was thanked for his hard work.

- b. To consider a draft project timeline.

It was **RESOLVED** unanimously to agree the proposed timeline, noting it is open to change as the project progresses.

- c. To note the budget already spent and ratify the overspend agreed under delegated authority of the Town Clerk.

It was **RESOLVED** unanimously to agree the overspend on the phase 1 feasibility works.

- d. To consider a budget projection for the next stage of feasibility work.

It was **RESOLVED** unanimously to agree the budget outlined in the proposal for the phase 2 feasibility works.

It was **AGREED** to hold a briefing session of all Councillors to fully update them on the Elmhirst project. Cllr Webberley requested this was early evening to accommodate working Cllrs. Cllr Paine said he could only do Monday and Thursday meetings.

15. GENERAL STAFFING UPDATE

To consider the following:

- a. The job description and recruitment timeline for the Green Travel Co-ordinator.

This was **AGREED**.

- e. Absence of staff due to compassionate/sick leave.

This was noted.

- f. To note the casual caretaker vacancy.

This was noted.

- g. To note the ongoing Administrator vacancy.

This was noted.

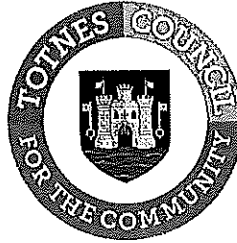
16. CHRISTMAS EVENTS

To consider the format of the 2021 Christmas events and how to administer them.

It was **RESOLVED** unanimously not to proceed with the 2021 Christmas events in the proposed format due to the risks of the ongoing Covid pandemic and the costs associated with hosting such an event. It was proposed that a smaller scale event based around the Christmas Lights switch on involving local schools, businesses and the community is held.

Cllr Ben Piper

Mayor



DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 13TH SEPTEMBER 2021 AT 6.30PM IN THE GUILDHALL

Present: Councillors E Price (Chair), J Hodgson (arrived 18.45), P Paine, B Piper and V Trow.

Apologies: Cllr M Adams.

In Attendance: C Marlton (Town Clerk) & C Bewley (Finance and Assets 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 and recorded.

The apologies were accepted.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

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

There were no members of the public in attendance.

The Committee reconvened.

2. DEPUTY CHAIR

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

It was proposed to elect an acting Deputy Chair until all Councillor vacancies are filled in October/November.

It was **AGREED** that Cllr Trow would be the acting Deputy Chair.

3. CONFIRMATION OF MINUTES

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

The minutes were approved as an accurate record of proceedings.

4. BUDGET MONITOR

To consider the Budget Monitor.

The Clerk highlighted changes to the budget forecast for election costs, professional fees and Guildhall donations which is currently predicting an overspend of approximately £13k. It was **AGREED** to accept the budget monitor.

5. COMMUNITY GRANT SCHEME APPLICATIONS

To consider the applications for the community grant scheme.

Discussion was had to ensure that the applications will be spent in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure, as per the spending powers under section 137 of the Local Government Act 1972. It was **AGREED** to allocate £19022 from S137 as outlined in the table below. The total allocation in 2021/22 will be under the threshold allowed for S137 expenditure at a total so far from two rounds of community grants of - £44033 and an additional £8475 as detailed below. Please note that this means a total overspend of £2508 on the original £50,000 community grants budget.

S137 DECISION OF 13TH SEPTEMBER 2021 - £19022

Applicant	Project	Amount Requested	Project Cost	Grant Awarded
Bridgetown Community Hall	Kitchen hob & oven	£780	£1040	£780
Totnes Caring	Transportation services co-ordination	£4000	£17354	£4000
Creation Myths Puppets	The Talking Forest production	£2350	£5850	£2350
Totnes Supporting Fairtrade	FairTrade Fortnight (Feb 2022)	£400	£600	£400
Jamming Station	Beat Café	£1800	£13366	£1800
Totnes Bike Hub	Essential Tools & equipment, Dr Bike	£1910	£1910	£1910
Food in Community	Community Cooking Groups, soup groups	£950	£1950	£950
Lifeworks	Get Involved Youth Club	£2500	£53476	£2500
Totnes Library	Revamping Children's Library	£1131.59	£4016.36	£1131.59
Church of St Johns and St Mary	Connecting Communities: upgrade AV equipment	£2500	£17500	£2500
Caring Town	Community Conversation Mental Health	£700	£700	£700

S137 DECISION OF MAY/JUNE 2022 - £25011

Applicant	Project	Amount Request	Project Cost	Grant Awarded
Totnes Caring	Transport services coordination	£4000	£17354	£4000
TRAYE	Youth can make a difference forum	£3881	£3881	£1940.50
Parklife	Cemetery wildflower area maintenance	£1000	£1500	£750
Youth Mental Health Foundation	What's your genius workshops	£1979.40	£1979.40	£1979.40
Lifeworks	Get involved youth club	£5000	£53476	£2500
Totnes Library	Revamping children's library	£3846.36	£3846.36	£2884.77
Transition Town Totnes	Relaunch Transition Streets	£6389	£12778	£0
Church of St Johns & St Mary	Connecting communities – upgrade AV equipment	£2500	£17500	£1250
South Hams Citizens Advice	Outreach at The Mansion	£6444	£7999	£6444
Network of Wellbeing Shared	News top in Bridgetown	£4350	£24991	£3262.50

OTHER AGREED EXPENDITURE FROM GENERAL RESERVE MAY/JUNE 2022 - £8475

Applicant	Project	Amount Request	Project Cost	Grant Awarded
Totnes Heritage trust	St Mary's churchyard design & consultation – maintenance of closed churchyards	£4000	£4000	£4000 funded through the general reserve
Sea Scouts	Building refurb for reopening – Community Buildings	£2000	£20000	£2000 funded through the general reserve
Totnes Bike Hub	Dr Bike workshops – Green Travel	£1950	£1950	£975 funded through general reserve
Warmheart Community Projects	A Totnes Tale – Community Arts	£2000	£16400	£1500 funding through the general reserve

6. HUMAN RESOURCES POLICIES

To review the following human resources policies:

a. Capability Policy and Procedures.

The policy was reviewed and **AGREED**.

b. Lone Working.

The policy was reviewed and **AGREED**.

c. Equality and Diversity.

The policy was reviewed and **AGREED**.

d. Pay.

The policy was reviewed and **AGREED**.

e. Confidentiality, Data Protection and Information Technology (IT).

The policy was reviewed and **AGREED**.

f. Health, Safety and Wellbeing.

The policy was reviewed and **AGREED**.

7. EXTERNAL AUDITOR REPORT

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

Noted.

8. ARTS WORKING GROUP

To note the minutes of the Arts Working Group.

Noted. It was noted that it was **AGREED** to support the Seachange Festival with £800 funding.

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.

Noted.

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

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations.

These were reviewed and **AGREED** unanimously.

11. STAFFING UPDATE (Standing Item)

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

a. To consider backup support options to cover the vacant Administrator 3 post.

It was **AGREED** unanimously to allow the seasonal Tourist Information office to continue after the end of October on two days a week until an appointment can be made.

b. To consider a staff benefit in a cycle to work scheme.

The idea of a staff cycle to work scheme was **AGREED** in principle – further information will come to a future meeting for consideration.

12. STAFF ATTENDANCE

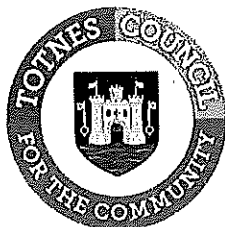
To note sickness and overtime balances.

Noted.

13. COMMERCIAL MATTERS

To consider an increase in rent for the Guildhall flat.

The commercial valuation was £850 per month. It was **AGREED** by majority to stagger the increase over two years, £775 going forward, £850 in 12 months' time. Further reviews would be undertaken on an annual basis. In regards to the issue of parking, it was **AGREED** unanimously to include parking restrictions in the reissued tenancy agreement.



DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 20TH SEPTEMBER 2021 IN THE GUILDHALL

Present: Councillors G Allen (Chair), S Collinson, R Hendriksen, J Hodgson (arrived 18.40), P Paine and V Trow.

Apologies: None.

In Attendance: One member of the public and S Halliday (Governance and Projects Manager).

1. WELCOME AND APOLOGIES FOR ABSENCE

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

Cllr Allen read out a statement about how the meeting would be conducted and recorded.

There were no apologies.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A representative of ATMOS for Totnes spoke about the public meeting that was held on 15th September which presented the background to the site and a timeline of the project. They asked that specific reference to ATMOS is made in the Totnes Neighbourhood Plan and that the plan contains a policy on the Community Right to Build project.

The Committee reconvened.

10. ATMOS

To note a verbal update on the ATMOS project.

It was **AGREED** to bring forward item 10 for discussion. Cllr Allen summarised that from a Council perspective it is a matter of watching and waiting to see what advice the newly appointed neighbourhood plan examiner has on how to proceed the request to include a policy on ATMOS, what legal advice TCDS receive about the Community Right to Build Order and South Hams District Council's response to this advice. Cllrs comments that the ATMOS for Totnes meeting had been well led and informative.

2. DEPUTY CHAIR

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

Cllr Hendriksen was nominated as the candidate for the Deputy Chair, and was unanimously supported.

3. CONFIRMATION OF MINUTES

To approve the minutes of 24th May 2021 and update on any matters arising.

The minutes were approved as an accurate record of proceedings.

4. DELEGATED DECISIONS

To note a list of comments submitted under delegated authority to South Hams District Council on planning applications since 24th May 2021.

Noted.

5. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

5a. 3389/21/TPO - T1: Oak - Removal of limb at approximately 7 metres from ground level on the East side due to extending to roofline of neighbouring property. Endsleigh, Jubilee Road, Totnes, TQ9 5BP.

Committee members declared a personal interest as the applicant was known to them all.
Support.

6. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

Note: Cllr Hodgson observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.

6a. 3085/21/HHO - Householder application for demolition of existing balcony and formation of proposed single storey front extension and rear single storey extension together with internal works. 11 Borough Park Road, Totnes, TQ9 5XW.

Support.

6b. 2515/21/HHO - READVERTISEMENT (Revised plans received) Householder application for two storey rear extension. 50 Smithfields, Totnes, TQ9 5LR.

Support.

6c. 1439/21/HHO - READVERTISEMENT (Revised plans received) Householder application for ground floor, single storey kitchen extension. 9 Somerset Place, Totnes, TQ9 5AX.

Support.

6d. 3214/21/FUL & 3215/21/LBC – Listed building consent and application and convert existing two flats back to one dwelling including internal refurbishment and reorganisation, demolition and reconstruction of single storey rear extension including external storage area and replacement natural slate roof covering. 4 Seymour Place, Totnes, TQ9 5AY.

Support.

6e. 2467/21/VAR - READVERTISEMENT (Revised plan received) Application for variation of condition 2 (approved plans) of planning consent 0332/19/FUL. Garages 7, 9 and 11 Christina Park, Totnes.

It was **AGREED** to request a site visit given the level of changes to the approved plans.

6f. 2972/21/LBC - Listed building consent for replacement gutters, door lintel, roof joists, battens & slates on outbuilding roof (part retrospective). 7 Plymouth Road, Totnes, TQ9 5PH.

Support, subject to the view of the Conservation Officer.

6g. 3009/21/FUL - Replacement patio doors and windows. 8 Elizabethan House, Steamer Quay Road, Totnes, TQ9 5BY.

Support.

7. TREE PRESERVATION ORDERS

7a. To consider the serving of a new Tree Preservation Order no. 1053 on all evergreen, deciduous and coniferous tree species within A1 and A2 at the Former Magistrates Court, Totnes.

Support.

7b. To note the confirmed as modified Tree Preservation Order no. 1033 on mixed trees at Rainbow View, Parkers Way, Totnes, TQ9 5UF. Document attached.

Support.

8. PLANNING MEMORANDUM OF UNDERSTANDING

To consider a request from South Hams District Council to sign a Memorandum of Understanding relating to the and make a recommendation to Full Council.

It was **AGREED** that more time was needed to go through this document, and it will come back to Committee in October 2021.

9. POSTAL PROVISION AT NEW DEVELOPMENTS

To consider the requirement for post boxes at new developments.

It was **AGREED** to see what advice is on the Royal Mail website and suggest that Quayside speaks with the Totnes Royal Mail Sorting Office to see if any local arrangements can be made.

11. TRAFFIC AND TRANSPORT FORUM

To note the record of the Traffic and Transport Forum Green Travel Steering Group held on Wednesday 28th April 2021.

Noted.

12. JOINT LOCAL PLAN NEWSLETTER

To note the Plymouth and South West Devon Joint Local Plan newsletter.

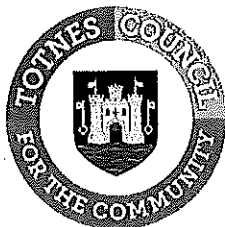
Noted.

13. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 18th October 2021 at 6.30pm in the Guildhall.

Noted. It is hoped that the meeting will be held in the Guildhall but this will be dependent on the latest social distancing restrictions.

Sara Halliday
Governance and Projects Manager



DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

MONDAY 27TH SEPTEMBER 2021 IN THE GUILDHALL

Present: Councillors V Trow (Chair), G Allen, S Collinson and P Paine.

Apologies: Councillor D Matthews and L Webberley.

Not Present: Councillor S Skinner.

In Attendance: One member of the public, S Branch (Marketing and Communications Manager) and S Halliday (Governance and Projects Manager).

1. WELCOME AND APOLOGIES FOR ABSENCE

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

Cllr Allen read out a statement about how the meeting would be conducted and recorded.

Apologies were received from Cllrs Matthews and Webberley and were accepted.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A member of the public spoke about the background to forming links with the town of Salfit, the virtual meetings that have taken place and the request for the Town Council to formalise the virtual twinning of the two towns.

It was **AGREED** to bring forward agenda item 6.

The Committee reconvened.

6. VIRTUAL TWINNING

To consider a request to have a virtual twinning between Totnes with Salfit in the West Bank.

To **RECOMMEND** to Full Council that Totnes Town Council supports a virtual twinning between Totnes and Salfit and that Councillors participate in a Zoom meeting each year.

2. CONFIRMATION OF MINUTES

To approve the minutes of 22nd March 2021 and update on any matters arising.

The minutes were approved as an accurate record of proceedings. Matters arising:

Item 3 – This idea will be put on the November agenda.

Item 5 – Resolved by Full Council and a replacement flag will be purchased.

Town Matters Committee, 27th September 2021

Item 7 – Resolved by Full Council and an email of support has been sent to Devon Highways.

Item 8 – Resolved by Full Council and all actions completed.

3. CLOSED-CIRCUIT TELEVISION (CCTV)

To consider whether the Council would support the principle of installing CCTV at known trouble spots for anti-social behaviour in the town (for example The Plains, The Lamb Garden).

To **RECOMMEND** to Full Council that it supports the installation of CCTV at anti-social behaviour trouble spots in the town through grant funding when the opportunity arises.

4. MINOR INJURIES UNIT

To consider writing to the NHS Commissioning Group (copying the local MP) about the continued closure of the Totnes Minor Injuries Unit

To **RECOMMEND** to Full Council that it writes to the NHS commissioning group and the local MP requesting that the Minor Injuries Unit is re-opened as a matter of priority. Cllrs are to provide the draft letter.

5. GAMBLING POLICY CONSULTATION

To consider the Council's response to the South Hams District Council consultation on the Gambling Statement of Principles (reviewed every three years).

To **RECOMMEND** to Full Council that it responds to the consultation that it is supportive of the revised policy.

7. SEAGULL PROBLEMS

To consider the seagull problem of noise, aggressive behaviour and public health impact in the town.

To **RECOMMEND** to Full Council that:

- a. the Royal Society for the Protection of Birds (RSPB) is invited to speak at an open meeting on the subject; and
- b. South Hams District Council are requested to provide wheelie bins on markets days for the secure placement of rubbish arising from food vendors.

8. GRAFFITI

To note an update to the Council's response to graffiti in the town.

It was **AGREED** to investigate whether the Town Council could apply for grant funding to purchase anti-graffiti paint which could held by the Council and drawn on by householders whose properties are targets for graffiti.

9. CLIMATE EMERGENCY WORKING GROUP

To note any update from the Climate Change Working Group on 20th April 2021.

Noted. To **RECOMMEND** to Full Council that it writes to South West Water requesting where and when sewage has been discharged into the River Dart.

10. COMMUNITY CO-ORDINATOR UPDATE

To note a report from the Community Co-ordinator.

Noted.

11. AIRBAND PROJECT

To note the Airband partnership with Connecting Devon and Somerset introducing a rural broadband project.

Noted.

12. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 22nd November 2021 at 6.30pm.

Noted.

Sara Halliday

Governance and Projects Manager

ITEM 4 – CONSIDERATION OF RECOMMENDATIONS

Council Matters, 13th September 2021

No recommendations.

Planning Committee, 20th September 2021

No recommendations.

Town Matters Committee, 27th September 2021

3. CLOSED-CIRCUIT TELEVISION (CCTV)

To consider whether the Council would support the principle of installing CCTV at known trouble spots for anti-social behaviour in the town (for example The Plains, The Lamb Garden).

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9. CLIMATE EMERGENCY WORKING GROUP

To note any update from the Climate Change Working Group on 20th April 2021.

To **RECOMMEND** to Full Council that it writes to South West Water requesting where and when sewage has been discharged into the River Dart.

ITEM 5 – NEIGHBOURHOOD PLAN

5a. There is the facility to pause the examination of the Totnes Neighbourhood Plan if Councillors wish to consider including a policy to cover the ATMOS project. However, this request needs to set how long the pause is requested for – it is not open-ended. The steps that would need to be taken are as follows:

- It is advised that if the Council wishes to consult on the proposed ATMOS policy, that it publicises its intentions prior to the 6-week consultation period beginning (3 weeks).
- Formally consider the consultations submitted prior to submission of the Reg 15 Version say three weeks.
- Allow up to six weeks to enable SHDC to undertake SEA/HRA Screening of the revised NP.
- Submit the Reg 15 Version. SHDC will then run the Reg 15 consultation contacting statutory consultees and enabling the public to consult on the revised plan (6 weeks).
- At this point the Neighbourhood Plan would then be sent to the Examiner for their work to begin.

In summary, a pause of roughly 4 months would need to be requested to make sure that there is sufficient time to action each part of the process

5b. The proposed policy wording of ex-ClIr Luker:

The Joint Local Plan at clause 5.109 item 5 makes reference to a Community Right To Build Order that was made by South Hams District Council on 28 February 2017 and which came into operation on 1 March 2017 in respect of a site known as the ATMOS Project. The order was made pursuant to the Neighbourhood Planning (General) Regulations 2012 resulting from the Localism Act 2011.

The Order was made by South Hams District Council following a referendum which took place on 23rd November 2016 of which 85.69% of those voting in the local community voted 'yes' in support of the proposed Order granting planning permission for the Atmos scheme

This project the subject of the Order provides:

- 99 homes including 62 truly affordable houses linked only to this community, and 37 ring-fenced homes for older people
- Workspace for local businesses to provide at least 160 jobs
- Refurbishment of the Brunel Building, a health and wellbeing centre, space dedicated to the whole community (young and old alike)
- Community ownership of the majority of the land through a town wide share issue
- Flood defence for Totnes through redevelopment of the site
- Training opportunities through the build, management and maintenance of the site.
- traffic free and green public transport hub

POLICY C4A

The project/scheme being the subject of the Community Right To Build Order dated 28 February 2017 for the 'development of the ATMOS' Project, as listed above shall be implemented irrespective of its validity following the expiration of any time limits contained therein.

The importance of this project to the future of the community and residents is accepted.

The housing and employment / training opportunities as identified within the CRtB shall be achieved to resolve issues that currently exist in the Town.

The economic and environmental opportunities of this project offer great opportunities for improvements for the Town.

The national importance of this project should not be underestimated

Draft NP Policy C12- Former Dairy Crest site -**Community Section 6.9**

The Plan supports improvements to the former Dairy Crest site; these develop further the aims of JLP Spatial Policy SP6 and Policy TTV 22.

The improvements and qualities include:-

- Restoration and reuse of the listed Brunel Building for community and public use;
- Mixed use development to meet local housing need, sustainable businesses and increase employment opportunities
- Live/work and other employment units in excess of 5000 m²;
- A sustainable transport hub for non-fossil fuel modes of transport;
- On site low carbon energy centre with the most appropriate technologies
- Low cost, low energy hotel development with approximately 60 beds;
- Homes in the order of 60 plus units addressing local needs
- Appropriate flood risk mitigation and management measures (including improvements to the leat to protect existing development downstream);
- Overall enhancement of the public realm while retaining the existing links.

A development brief expanding on the above qualities is included in Appendix E. All redevelopment of the former Dairy Crest site should respect this brief. The area covered by this policy is illustrated in Figure 1.

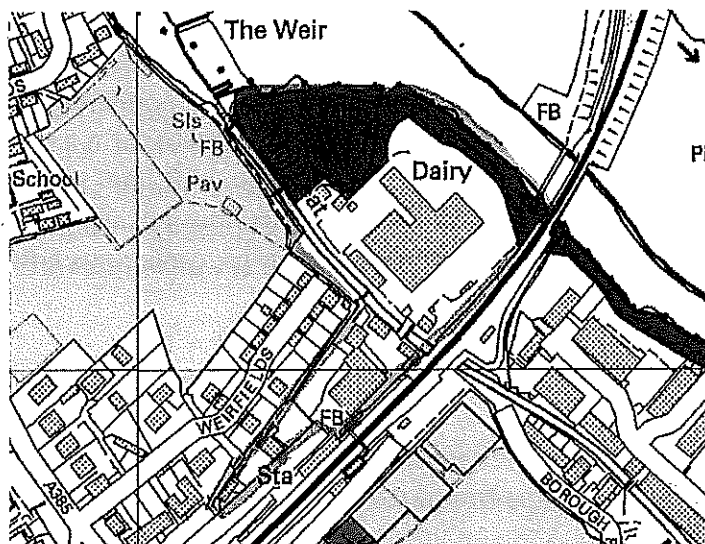


Fig 1 – showing Policy area edged in red together with public space (blue) and sports grounds (pink)

Re-development of the ex- dairy Crest site should be subject to a comprehensive survey of the existing heritage assets and must avoid harm to these assets and protect and enhance the historic environment as set out in national and local policy. All proposals must also address the level 3 flood risks, the Sequential Test must first be successfully applied. The Exception Test may also need to be applied for certain components of the proposed redevelopment.

Evidence supporting the development brief is contained in technical assessments covering; energy research, heritage, transport, Totnes population and housing need, ecology, air quality, and located at: <http://bit.ly/ATCRtBOM>

Totnes Neighbourhood Development Plan - Appendix E Former - Dairy Crest site Development Brief

1. Purpose of this development brief

The derelict former Dairy Crest site is located on the north west edge of Totnes adjacent to the river Dart, existing woodland, the Dart weir, the main railway station and existing housing, and at the head of the navigable part of the River. It is a historic feature of the town, with the Grade 11 listed Brunel Pumping Station building as part of the Brunel's Atmospheric Railway. It provided substantial employment in the town for the past 100 years until closure in 2007.

The local community has long held ambitions to develop the site, recognising that there are opportunities to regenerate and develop the site, replacing the lost employment whilst enhancing the public access to the site and riverside and completing the flood prevention scheme for the whole town. Challenges exist between the community and the current owners on what form and scope the regeneration could take. Previous work to produce a masterplan for the area has been successful in ambition, scale and the level of community engagement undertaken during the master planning process.

The Neighbourhood Plan recognises that any developments at the site must balance activities that support the community and economically generating uses and reflect the master planning process which had a meaning contribution of over 4000 people. This process resulted in agreement for a development of the site to form a mixed-use regeneration scheme to deliver the restoration and reuse of Brunel's listed atmospheric railway building as well as affordable and older persons housing, including also an Energy Centre, sustainable transport hub, training hotel, health & wellbeing centre, employment spaces, jobs and other facilities.

This brief sets out to achieve the following objectives:

- a) Deliver the restoration and reuse of the listed heritage assets within the site;
- b) Introduce employment generating mixed use development for community, retail, employment, live/work, and healthcare uses that supports sustainable industries including the food, culture and tourism industry;
- c) Additional affordable housing for local people;
- d) Introduce an integrated sustainable transport hub;
- e) Develop opportunities for community training initiatives in the development, maintenance and future running of the site.
- f) A significant area of publicly accessible green space, including to protect the existence of protected species on the site.
- g) Improve linkages between the site, the river and the town.
- h) Completion of food defence for the whole of Totnes through development of the site.

This brief sets out to move the regeneration process forward in full consultation with the community and elaborates and develops Neighbourhood Plan policy C1- (and the aims of Joint Local Plan Policy SP6 and TTV22)

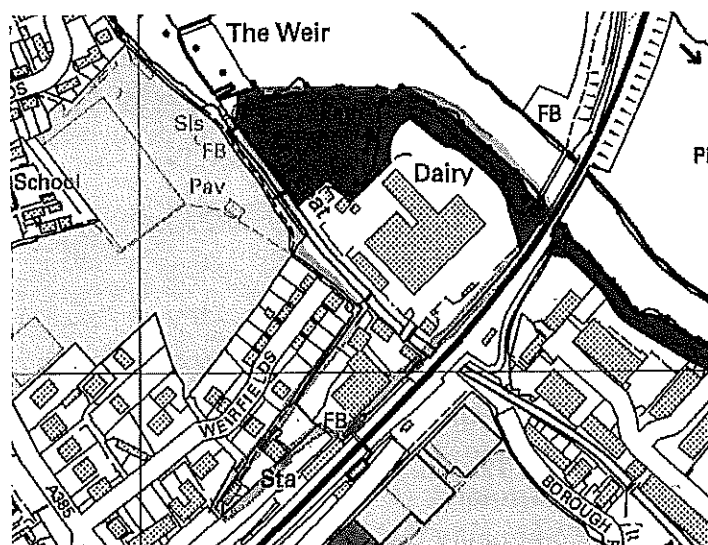
2. Brief Requirements

2.1 The area defined within the red line of figure 1 is considered appropriate for regeneration. The area comprises the North and South sites and Leat and Bailey bridge area transecting the site. The surrounding areas with established woodland and public riverside access, together with the requirements for the SAC for the Greater Horseshoe Bats should not be compromised by future development.

All development must underpin and support relevant Joint Local Plan policies namely

- SPT1 Delivering sustainable development
- TTV2 Delivering sustainable development in the Thriving Towns and Villages Policy Area
- SP6 Spatial priorities within development in Totnes
- TTV22 – Other development sites in Totnes.
- DEV1 Protecting amenity and the environment
- DEV10 Delivering high quality housing
- DEV20 Place shaping and the quality of the built environment
- DEV21 Conserving the historic environment
- DEV22 Development affecting the historic environment

Fig 1



2.2 Within the regeneration area the following should apply;

- a) Restoration and reuse of the listed Brunel building for community and public use
- b) Employment generating mixed use development for community, retail, employment, live/work, and healthcare uses

- c) Employment generating mixed use development that supports the sustainable industries including food and tourism industry
- d) An integrated sustainable transport hub for non-fossil fuel modes of transport;
- e) All development, singularly or cumulatively not to have a negative impact on the ability of relevant authorities to improve air quality with the A385 AQMA
- f) A sustainable energy centre on-site to provide energy requirements
- g) A training hotel providing affordable accommodation to support the night time economy, tourism and sustainability of the town.
- h) Employment units including live /work units in excess of 5000m²;
- i) Truly affordable homes in the order of 62 units addressing local needs. These units to form part of a mixed used development complying with policy C4 Housing and Policy C12 Former Dairy Crest site
- j) Retirement/supported living homes to meet local requirements
- k) Recognising the importance of the Brunel building, wider site and riverside, improving access and linkages to it, particularly walking/cycling and river links
- l) Flood risk mitigation and management measures complying with JLP policy EV 35; including improvements to the Leat to protect existing development downstream, remediation of contaminated land and habitat enhancement
- m) Overall enhancement of the public realm that improves access and safe links across the area for the benefit of residents and visitors alike. Complying with Policy En5 River Dart

These requirements include all additional associated Totnes Neighbourhood Plan policies applicable to the development brief with the overarching Objective to support community-led and community asset ownership as ways of achieving sustainable development.

- Policy V1 – Local Identity
- Policy V2 – Health & Wellbeing
- Policy En2- Development & Design
- Policy En3 – Historic and Built character
- Policy En4 – Landscape Setting of Totnes
- Policy En5 – The river Dart
- Policy En7- Renewable Energy/Generation
- Policy E1- The Local Economy
- Policy E4- Training and Education
- Policy E6 – The Green Economy
- Policy E7 – Sustainable Transport
- Policy E9 – Public and Community Transport
- Policy C1 – Public Realm
- Policy C2 – Public Open Space
- Policy C4 - Housing

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
 - Sections 1 and 2 **must** be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21.

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which must include the first ten working days of July.
- The authority must publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', has an explanation been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations from last year to this year been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	<input type="checkbox"/>	<input type="checkbox"/>

N/A

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices* can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

Totnes Town Council

<https://www.totnestowncouncil.gov.uk/>

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and Investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or Income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

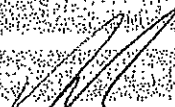
Date(s) internal audit undertaken

12/05/2021

Name of person who carried out the internal audit

Chris Hall for Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date 12/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed)

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned or if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed)

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	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:

8

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 cashbook 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

B. Piper

Section 3 – External Auditor's Report and Certificate 2020/21

In respect of **TOTNES TOWN COUNCIL**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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.

2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not 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.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

ITEM 9 – LIST OF MEETING DATES

October

Council Matters Committee – 11th October at 6.30pm in the Guildhall.

Totnes Future Forum – 12th October at 6.30pm via Zoom.

Public Realm and Cemetery Working Group – 13th October at midday via Zoom.

Planning Committee - 18th October at 6.30pm in the Guildhall.

Venues and Public Assets Working Group – 20th October at midday via Zoom.

Climate Change Working Group – 26th October at 6.30pm via Zoom.

Traffic and Transport Forum – 27th October at 6.30pm via Zoom.

Arts Working Group – 28th October at midday via Zoom.

No Town Matters Committee – it falls during a school holiday.

November

Full Council – 1st November at 6.30pm in the Guildhall.

Council Matters Committee – 8th November at 6.30pm in the Guildhall.

Planning Committee - 15th November at 6.30pm in the Guildhall.

Venues and Public Assets Working Group – 17th November at midday via Zoom.

Town Matters Committee – 22nd November at 6.30pm in the Guildhall.

Climate Change Working Group – 23rd November at 6.30pm via Zoom.

Traffic and Transport Forum – 24th November at 6.30pm via Zoom.

Arts Working Group – 25th November at midday via Zoom.

December

Full Council – 6th December at 6.30pm in the Guildhall.

