

## AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 13<sup>TH</sup> DECEMBER 2021 AT 6.30PM IN THE GUILDHALL

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 13<sup>th</sup> December 2021 at 6.30pm** in the Guildhall for the purpose of transacting the following business:

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

### 1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded. If members of the public make presentations, they will be deemed to have consented to being recorded. By entering the Council Chamber attendees are also consenting to being recorded.

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

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

*The Committee will adjourn for the following items:*

#### PUBLIC QUESTION TIME

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

*The Committee will convene to consider the following items:*

### 2. CONFIRMATION OF MINUTES

To approve the minutes of 8th November 2021 and update on any matters arising. Document attached.

### 3. BUDGET MONITOR

To consider the Budget Monitor. Document attached.

### 4. CEMETERY PROCEDURE

To consider the administrative procedure for the scattering of ashes in Totnes Cemetery and the levelling of a fee. Document attached.

### 5. PROCEDURAL NOTE

To note the advice note on procedure relating to expenses and expenditure from the budget. Document attached.

## 6. PUBLIC REALM AND CEMETERY WORKING GROUP

To note the minutes of the Public Realm and Cemetery Working Group held on 10<sup>th</sup> November. Document attached.

## 7. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 17<sup>th</sup> January 2022 at 6.30pm in the Guildhall. No document.

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

## 8. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations. Documents attached.

## 9. STAFFING UPDATE (Standing Item)

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

## 10. ADVERTISING CAMPAIGN

To consider a Visit Totnes outdoor advertising campaign and possible commercial service provider (commercially sensitive). Document attached.

## 11. STAFF ATTENDANCE

To note sickness and overtime balances. Verbal update.

Catherine Marlton

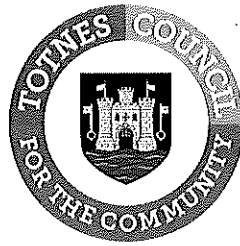
Town Clerk

8<sup>th</sup> December 2021

### USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

The open proceedings of this Meeting will be audio and video recorded. If members of the public make a representation, they will be deemed to have consented to being recorded. By entering the Council Chamber or Zoom meeting, attendees are also consenting to being recorded.

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.



## DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 8<sup>TH</sup> NOVEMBER 2021 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors E Price (Chair), M Adams, J Hodgson, P Paine, B Piper, N Stopp and V Trow.

**Apologies:** None.

**In Attendance:** Cllr R Hendriksen, C Marlton (Town Clerk) & C Bewley (Finance, HR and Lettings Manager).

### 1. APOLOGIES FOR ABSENCE

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

Cllr Price read out a statement about how the meeting would be conducted 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. CONFIRMATION OF MINUTES

**To approve the minutes of 11th October 2021 and update on any matters arising.**

The minutes were approved as an accurate record of proceedings.

### 3. BUDGET MONITOR

**To consider the Budget Monitor.**

The Clerk highlighted changes to the budget forecast for an increase in professional fees as agreed at Full Council, but overall the Council is within its original budget for FY 2021/22. It was **AGREED** to accept the budget monitor.

### 4. DRAFT 2022/23 BUDGET

**To consider a draft budget for 2022/23.**

Cllr Price set out the process for considering the budget with a planning meeting for Councillors on 29<sup>th</sup> November and then consideration at Full Council in December. The Clerk explained the background to the draft budget and options A, B and C depending on which projects are taken forward by the Council and how this will impact on reserves. The Clerk reminded the Committee of the need to hold 3 months operational

cost in reserves. To **RECOMMEND** to Full Council (subject to discussion on 29<sup>th</sup> November) adoption of the Option B budget and no increase to the precept for FY 2022/23.

**5. COUNCIL RISK ASSESSEMENTS**

To consider a summary of the Council's various risk assessments.

Noted.

**6. CLOSED-CIRCUIT TELEVISION POLICY**

To review the Closed-Circuit Television policy.

The policy was reviewed and **AGREED**.

**7. DATE OF NEXT MEETING**

To note the date of the next meeting of the Council Matters Committee – Monday 13<sup>th</sup> December 2021 at 6.30pm.

Noted.

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

**8. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**

To consider the bank statements and reconciliations.

These were reviewed and **AGREED** unanimously.

**9. STAFFING UPDATE (Standing Item)**

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

- **Staffing of Elizabethan Market in 2022.**

It was **AGREED** that the TMO and Assistant TMO continue to be asked to open and lock for this group to allow them access to stored items. This will be reviewed annually.

- **Civic Hall Caretaker post.**

Noted.

Budget Planning - 2021/22		19/20 YEAR END	20/21 YEAR END	2021/22 Current			AGREED 6 12 2021	Comments
	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	BUDGET MONITOR As at 31st Oct 2021	Expected year end	AGREED BUDGET 2022 2023	
1	Administration							
2	Salaries and pensions for all staff	224062	246894	327000	327000	167307	347104	
3	Staff Training and Travel AND expenses	3346	2287	4500	4500	1891	4500	To include team building event
4	Staff Recruitment	1558	2575	1250	1250	1585	2500	Increase to reflect difficulties in recruitment
5	Phone and Broadband	2870	2343	2700	2700	1783	3200	Increased extension fees for increases in staff
6	Office Supplies	545	1564	1750	1750	590	1750	
7	Photocopier	1592	1495	1600	1600	1138	1600	
8	Subscriptions	2558	3009	3500	3500	3914	4000	
9	Professional Fees	3908	11032	6250	6250	21142	6500	Increase for zoom, adobe & canva mthly subs Includes increase for further project management, professional and community consultation work.
10	Insurance	7365	7431	8000	8000	7514	8000	
11	Website and IT	11312	293	5000	5000	1075	5000	
12	Office Equipment	864	5082	10000	10000	410	5000	
13	Van Maintenance			750	750	255	750	
14	TMO Tools and Consumables			1500	1500	512	1500	
15	Car park permits income and green sacks	-40						
16	SUB TOTAL	259940	284006	373800	373800	209116	391404	
17	Civic and Democratic							
18	Mayoral Allowance	394	0	410	410	490	410	
19	Civic and Mayoral Events (expenditure)	4196	743	5750	5750	130	5750	
20	Civic Events (income)	-1127	0	0	0	0	0	
21	Civic Regalia	344	0	200	200	110	200	
22	Mayoral Travel and Expenses	146	0	400	400	0	200	
23	Councillor IT equipment	1281	2069	1500	1500	35	1500	
24	Councillor Training and Travel	352	1085	1000	1000	0	800	
25	Elections	161	0	6000	6000	0	6000	£50 x 16 Councillors
26	Community Outreach/Christmas	4133	2436	6000	6900	1061	8450	
27	Councillor Allowances	2823	3152	6560	6560	0	6560	
28	SUB TOTAL	12503	9485	27820	28720	1826	29870	
29	Tourism							
30	Visit Totnes Marketing and event sponsorship	4710	6108	20000	20000	6674	25000	This does not include staff costs. Increased to include £5,000 sponsorship for Totnes Festival 2022
31	Pension costs	12636						
32	Other TIC expenditure (Postage, Uniform, Stationery etc)	553	275	300	300	141	250	
33	Bank Charges / Paypal	20	0	200	200	9	200	
34	Totnes Guide	14219	3135	5800	5800	1338	12000	
35	Totnes Guide and Website Income	-16844	-468	-500	-500	-3683	-8000	
36	Poster and Planter Advertising Income			0	0	-1680	-2000	
37	SUB TOTAL	15294	9050	25800	25800	2799	27450	
38	Guildhall							
		Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	As at 31st Oct 2021	Expected year end	AGREED BUDGET 2022 2023

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39	Cleaning	1545	2456	2000	2000	1493	3000	3000
40	Building Maintenance	4160	191	5000	5000	1318	5000	5000
41	Business Rates	6015	6113	6500	6500	6113	6113	6500
42	Water	120	333	200	200	106	200	200
43	Utilities	3046	3894	3500	3500	1914	4500	5000
44	Equipment Maintenance	1281	1291	1000	1000	501	1200	1200
45	Wedding Licence renewals and marketing	71	0	2500	2500	1967	2500	1000
46	Admissions Income	-2994	0	-3000	-3000	0	0	-3000
47	Hire Income (weddings, etc)	-2566	-832	-2750	-2750	-3110	-3110	-2750
48	SUB TOTAL	10678	13446	14950	14950	10302	19403	16150
49	Civic Hall	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	As at 31st Oct 2021	Expected year end	AGREED BUDGET 2022 2023
50	Cleaning and supplies	4362	1226	5500	5500	2706	5500	5500
51	Feed in Tariff	2156	2762	2000	2000	2213	2213	2000
52	Water	1389	1361	2000	2000	591	1500	1500
53	Utilities	3617	1762	4500	4500	1306	4000	4000
54	Building Maintenance	10771	2969	175000	175000	6920	35000	200000
55	Licences	70	70	250	250	70	70	100
56	Misc & Marketing Civic Hall	515	0	1000	1000	20	500	750
57	Equipment Maintenance	6433	3320	5000	5000	1910	5000	5000
58	Paige Adams Grant towards Caretaking, Cleaning and Management costs	-31500	-7500	-30000	-30000	0	-16500	-33500
59	Feed in tariff income and Water refund Income	-5099	-6728	-5200	-5200	-4500	-4500	-5200
60	SUB TOTAL	-7286	-758	160050	160050	11236	32783	180150
61	Property Maintenance	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	As at 31st Oct 2021	Expected year end	AGREED BUDGET 2022 2023
62	Guildhall Cottage Maintenance	65	361	2000	2000	312	2000	1000
63	Flat 5a Loan repay	9148	9148	9150	9150	4574	9150	9150
64	Flat 5a Maintenance	9	275	2000	2000	362	2000	1000
65	Guildhall Office Maintenance	579	309	5000	5000	6	50	2000
66	Property Management Fees	1962	2089	2000	2000	1126	2000	2000
67	Town Clocks (Rent, Utilities and Maintenance)	1543	3127	2250	2250	824	2250	2250
68	Museum Maintenance	6122	-3230	5000	5000	0	5000	5000
69	Museum Rent Income	-1	-1	-1	-1	0	-1	-1
70	Eastgate Clock Rental	-1	-3	-3	-3	0	-3	-3
71	Guildhall Cottage Income (£975 a month)	-10200	-10200	-10200	-10200	-5336	-10200	-11700
72	Flat 5a Rental Income (£775 per month)	-8340	-8340	-8340	-8340	-4865	-8340	-9300
73	SUB TOTAL	886	-6465	8856	8856	-2997	3906	-604
74	Cemetery	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	As at 31st Oct 2021	Expected year end	AGREED BUDGET 2022 2023
75	Business Rates	4069	4441	4750	4750	4441	4441	4750
76	Water	127	144	150	150	54	150	150
77	Waste collection			450	450	553	775	550
78	Grounds Maintenance (Grass cutting and tree work)	21179	18009	23000	23000	8502	23000	23000
79	Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	1495	1357	2000	2000	-292	750	1000
80	Chapel	0	150	10000	10000	0	0	1000
81	Cemetery Fees Income	-11375	-11435	-8000	-8000	-5065	-8000	-8000
82	SUB TOTAL	15495	12666	32350	32350	8193	21116	22450

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Delayed work on office conversion. Expenditure possible on disabled access lift and upgraded projector and dropdown screen (depends on grant applications)

Ongoing loan repayment

REMOVE - covered in Guildhall Buildings Maintenance

Most covered by TMO now

Unlikely to start another project whilst CH Annexe conversion in progress.

	Open Spaces	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	As at 31st Oct 2021	Expected year end	AGREED BUDGET 2022 2023
83								
84	General Maintenance	0	80	500	500	64	500	500
85	St Marys Churchyard (Walls and trees)	414	322	500	500	74	500	500
86	Castle Meadow Maintenance and Water	57	800	250	250	108	150	100
87	Castle Meadow and allotments income	-210	-208	0	0	0	0	-200
88	<b>SUB TOTAL</b>	261	994	1250	1250	246	1150	900
89	<b>Precept and Income</b>							
90	Bank Charges	150	98	300	300	53	300	100
91	<b>Precept and Income</b>	-494000	-535280	-545986	-545986	-545986	-545986	-545986
92	Council Tax Grant (ended after 20/21)	-20040	-10020					
93	Charity of Paige Adams RATE ABATEMENT	0	0	-105000	-105000	0	0	-105000
94	<b>SUB TOTAL</b>	-513890	-545202	-650686	-650686	-545933	-545886	-650886
95	<b>Community Development</b>							
96	S137 Grants		44168	50000	50000	52508	52508	50000
97	COVID-19		20566					
98	Skate Park			13200	13200	0	0	13200
99	Public Toilets		11024	20000	20000	0	0	0
100	Electric van purchase		14790					
101	TMO tools		461					
102	Neighbourhood Plan/Planning	9252	2595	1000	1000	0	1000	1000
103	Arts and Culture	6185	5413	10000	13100	2789	10939	25500
104	Community Public Assets Projects							
105	Public realm	76024	16564	188000	188000	948	92909	100000
106	Heritage Support	0	0	7500	7500	0	5000	0
107	Climate Change/Green Travel	0	3986	10000	10000	615	5000	10000
108	Grant Funding/Project income	-1845	-84500	0	0	0	-34369	0
109	<b>SUB TOTAL</b>	£89,616	£35,067	£299,700	£302,800	£56,860	£132,987	£324,700
110	<b>TOTAL</b>	<b>-£116,503</b>	<b>-£187,711</b>	<b>£293,890</b>	<b>£297,890</b>	<b>-£248,352</b>	<b>£115,569</b>	<b>£341,584</b>

Reserves impact	
Reserves at the start of 2021/22	£657,323
Expected 2021/22 outturn (spent from reserve)	£115,569
Total estimated reserves as start of 2022/23	£541,754
Estimate 2022 23 year end	£200,170

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## **ITEM 4 - DRAFT PROCEDURE FOR THE SCATTERING OF ASHES IN TOTNES CEMETERY**

### **Office Requirement**

To agree procedures for the administration of scattering of ashes requests in Totnes Cemetery and the levelling of any fee.

### **Recommendation**

That the Council Matters Committee consider the following options:

Option A: Introduce a fee of £50 to cover the administration of all requests and maintenance of the sites.

Option B: Introduce a fee of £50 to cover the administration of requests in the allocated scattering areas of the cemetery, but level no fee for those scattering ashes on a burial plot which is owned by the family (i.e. they are in possession of a Deed of Grant).

Option C: No charge is levied.

And agrees that Council Officers will require a form to be completed by those making the request in line with the requirement that the Council, as the landowner, gives permission for the scattering of ashes and that a register of the requests will be recorded electronically.

### **Background**

The Council Matters Committee in March 2021 agreed to the permitting of scattering of ashes in Totnes Cemetery, around the tree on the circle (but not on the wildflower area) and potentially in a designated area in Section L where a new Garden of Rest will be located. In Section L it is proposed that a small area is identified where the ground would not be disturbed in the future – ideas will be presented to the Public Realm and Cemetery Working Group in January 2022.

In the UK, there's no explicit law governing the scattering ashes, but you do need the permission from the person who owns the land. In the case of Totnes Cemetery, Totnes Town Council is the landowner who will need to grant permission for the scattering of ashes on its land.

The proposed fee of £50 for administering the service is based on a comparison of neighbouring district authority charges for the scattering of ashes and the interment of cremated remains (CR) which is as follows:

Teignbridge – scattering in the Garden of Rest £62, on a grave or cremation plot £97 (CR interment £184).

Torbay – scattering £90, scattering under turf £143 (CR interment £290).

South Hams Natural Burial Ground – scattered under turf £30.

Proposed – scattered on the grass £50 (CR interment fee currently £200).

Recording the name and date of those whose remains have been scattered will ensure that future enquiries about where someone's remains are located can be answered, and on discussion officers have concluded that a simple electronic register to record the details would be sufficient (unlike burials there is no legal requirement to record the data in a certain way). There would be no requirement for an officer to be present at the scattering which would give flexibility to those making the request to scatter ashes at a time that best suits them (for example at weekends).

### **Resources**

This is a task that can be easily absorbed as part of the cemetery administration role carried out by the reception administrators (job share).

**Presentation**

The cemetery can be an emotive issue, but the inclusion of scattering of ashes is an extension to the services currently provided. The fee suggested is not excessive and it is judged that some fee should be introduced in line with other charges for interments in the cemetery.

**Financial**

The implementation of Option B could see a slight increase in revenue, but the modest limit proposed is well below the fees levied in Teignbridge and Torbay, and is a quarter of the current interment costs for cremated remains.

## **ITEM 5 – PROCEDURAL NOTE**

**Reminder on procedure for expenditure and expenses – full policy documents available on request.**

Please note that the office procedures of expense and requisition forms (to be completed in advance of an order being placed) must be completed in regard to all Councillor expenditure. Please note that no individual Councillor may instruct or incur cost on behalf of the Town Council, this must be done via the office team. Failure to do so will result in the Councillor being personally liable for the costs incurred.

### **ALL COUNCILLORS**

The annual permitted allowance for elected members of Totnes Town Council is £394.05 and this is subject to taxation. This amount is payable in Feb/March annually and is dependent on attendance level requirements and is pro rata'ed for new Councillors.

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

Please note that any expenditure outside of expenses as detailed above (or not covered below in a Deputy role) must come through the Working Group/Committee/Full Council route for consideration. Council Matters are able to approve expenditure falling within an agreed budget up to £10,000, over that amount is always a Full Council decision. If the expenditure causes an overspend or falls outside of the original budget priorities then a Full Council decision is required.

There is a template form available for bringing such a report to Council, attached to the Strategic Priorities document, as ratified by Full Council.

### **THE MAYOR (AND DEPUTIES)**

Amounts of £500 and over need to be agreed by the Council Matters Committee in advance of any commitment to spend. Details of the proposed expenditure will need to be submitted, to ensure contributions and events are in line with Civic function and the Town Council priorities. If agreed it can then be submitted for reimbursement/payment to the Town Council Finance Officer.

Expenses claimable for the Mayor using an in office claim form and only with the provision of receipts.

- Mileage to and from Mayoral events
- Tickets for events
- Raffle and draw tickets
- Donations to charities (up to £25)
- Reasonable clothing allowance for Civic events
- Additional Telephone, stationery and printing

Expenditure on Civic Events – must be arranged through the office by the Mayoral PA.

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

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

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

The costs of any events held or attended by the Mayor or Deputy Mayor or Councillors deputising in their place in the course of his/her duties in the Mayoral Year. This must be agreed by the Mayor in advance and be arranged by the Mayoral PA or office team.

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

Supporting the Mayor in raising money toward his/her chosen charity – arranged by the Mayoral PA or office team.

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



**PUBLIC REALM AND CEMETERY WORKING GROUP MINUTES  
WEDNESDAY 10<sup>TH</sup> NOVEMBER AT 12PM**

Meeting held in person.

**Present:** Cllrs B. Piper (Acting Chair), Trow, Matthews, Price  
TTC Officers: Communications and Marketing Manager (Minutes), Town Maintenance Officer.

**Apologies:** Cllr Hodgson

**1. To appoint an interim chair of the Public Realm and Cemetery Working Group**  
Cllr Price was appointed

**2. To update on matters arising from the last meeting (documents attached)**

**To update on additional planters around the town.**

All planters are now out.

**To consider improvements of the roundabout on New Bridge**

To **RECOMMEND** to Council Matters Committee placing gravel and low growing plants, rockery and poppy seeds to add colour on the roundabout.

**ACTIONS:** Governance and Projects Manager to investigate sponsor a roundabout from the DCC programme. ONGOING

TMO to produce costings of the materials required in the recommendation.

UPDATE: The current message on the Devon Highways website is: "The process for sponsoring a roundabout is currently under review and we anticipate a relaunch of this opportunity in 2021" ONGOING

**3. To consider the maintenance of Public Spaces – request from Sue Holmes**

Sue Holmes discussed the 3 gardens that form the Garden Trail (The Lamb, Heath's and Leechwell) which have been a success due to community involvement and funding. They would like to turn it into a Garden and Art Trail and would like support from the Council in: including the trail on wayfinding, funding the updating of the of the Heath's Garden notice board and leaflets, supporting additional pieces of sculpture and art and CCTV.

To **RECOMMEND** that this is taken to Town Matters.

4. **To consider a request for a green roof bus shelter in Bridgetown** – update from Sue Misselbrook

To **RECOMMEND** that the Town Maintenance Officer directs Bridgetown Alive to liaise directly with Fernbank as they own the shelter.

5. **To consider the management and administration of requests to scatter ashes**

To **RECOMMEND** that the scattering of ashes should be allowed in the proposed area under the tree at the circle, but no plaques as the area should be left more natural and less formal, and no to a fee. They recommend no records for each time ashes are scattered. In terms of permission being needed before the ashes are scattered, it was thought that there should be a policy in place and there should be no planting on this area. Also don't want to mix where ashes have been scattered and then digging new Garden of Rest plots in the area.

6. **Cemetery maintenance:**

- a) to update on Glendale cutting and raking of cemetery and proposed ongoing maintenance

The chapel area has been cut. To **RECOMMEND** that the raking is discussed at the next meeting as there is no update yet. Also to **RECOMMEND** that there is No Mow May to help with wildlife feeding and birds hatching.

b) to review the wild flowers area and information from Keith Rennells  
Keith Rennells got a grant for the wild flowers this year. To **RECOMMEND** that this is discussed at the next meeting – Cllrs are disappointed with the uptake of flowers in this area.

c) to update on Friends of Totnes Cemetery arrangements - update from Cllr Trow  
To **RECOMMEND** that this is discussed at the next meeting as nothing to report yet.

d) to feedback on the Commonwealth War Graves cleaning  
Commonwealth War Graves Commission were very complimentary about the maintenance of the cemetery and said it is 'a good balance of being kept for access but wild flowers being able to grow on graves' and there are no concerns about the graves that they maintain. There is now an appointed volunteer who will clean the stones a couple of times each year (they have a high vis vest, ID card, etc).

7. **To consider the placement of benches on:**

- a) Fore Street and the High Street  
b) Longmarsh  
c) Cemetery - replacement of broken bench

It was recommended that the benches should fall under the wayfinding project and any recommendations should be fed to Perch & Ponder for the next phase of work. Potential locations were discussed – 1 at Bank Lane instead of the bins, Market Square – however it's

believed that this is already happening with the improvement works, 1 at St Mary's Church, 1 or 2 at Guildhall Yard and a bin, 1 or 2 more at Longmarsh.

**8. To consider placement of new bins / movement of bins to:**

- a) by the river opposite New Walk
- b) in Bridgetown - Daisy School gates, Camomile and Stafford Court, St Johns Primary School on Pathfields

It was recommended that this is deferred until there is more information including a map of locations from South Hams which we haven't yet received. It was suggested that the bin outside Seeds should be moved, potentially to the Guildhall.

**9. Budgets**

- a. To note the 2021/22 Budget for certain areas / projects within the PR&C remit (document attached).
- b. To consider a draft the 2022/23 Budget for certain areas / projects within the PR&C remit (document attached).

Cllr Matthews raised his concern at the expense of the wayfinding and traffic calming. Cllrs were largely happy with the rest but suggest deferring until the next budget meeting.

**10. To consider whether the council should investigate funding to purchase anti-graffiti paint for local households – update from Tom**

Tom updated on the paint to say that we haven't pursued this because the paint would need to be signed out as it's a dangerous substance and would require the use of PPE. It would also require a grant as there is no budget and no grant money has been found.

**11. To update on positioning of planters – update from Sam**

Phase 2 planters are now out on the Plains apart from one outside Inspired Buys as the owner complained about it being there. It was recommended that Tom place it elsewhere along the same stretch of land.

**12. To update on the wayfinding project for the town - update from Sam**

The community consultation for the wayfinding is currently on-going until 30<sup>th</sup> November. The results will be reported to Full Council in December.

**13. To consider ongoing maintenance and improvement works at Castle Meadow**

Tom said that he is waiting on a quote for this. Cllr Piper suggested that we get a herd of cows to graze.

**14. To discuss the day of the week this meeting should take place to ensure more attendance**

To be deferred until the next meeting when there will potentially be some new Cllrs on board.

**15. Date of next meeting:** -Wednesday 12<sup>th</sup> January 2022, 12pm at Guildhall Offices