

## **AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 17<sup>TH</sup> JANUARY 2022 AT 6.30PM IN THE GUILDHALL**

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 17<sup>th</sup> January 2022 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. STANDING ORDERS**

To consider a revision to Standing Orders in relation to Committees and Working Groups and make a recommendation to Full Council. Document attached.

### **5. CEMETERY PROCEDURE**

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

## 6. PROCEDURAL NOTE

To note the advice note on procedure relating to expenses and expenditure from the budget (document attached) and:

- a. Consider the payment of a mileage claim as an exemption.

## 7. COUNCIL CHAMBER AUDIO-VISUAL EQUIPMENT

To consider projection and screen options for the Council chamber. Document attached.

## 8. DRAFT SAFEGUARDING POLICY

To consider a draft Safeguarding policy for the Council. Document attached.

## 9. 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.

## 10. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14<sup>th</sup> February 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)*

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

To consider the bank statements and reconciliations. Documents attached.

## 12. STAFFING UPDATE (Standing Item)

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

## 13. ADVERTISING CAMPAIGN

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

## 14. STAFF ATTENDANCE

To note sickness and overtime balances. Verbal update.

Catherine Marlton

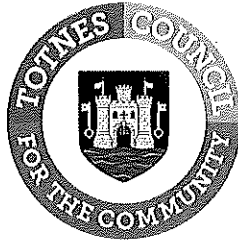
Town Clerk

12<sup>th</sup> January 2022

### 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.



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

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

**Apologies:** Cllr M Adams.

**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 8th November 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. CEMETERY PROCEDURE**

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

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. PROCEDURAL NOTE**

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

**6. PUBLIC REALM AND CEMETERY WORKING GROUP**

To note the minutes of the Public Realm and Cemetery Working Group held on 10th November.  
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 17<sup>th</sup> January 2022 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.

**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.

Budget Monitor - Council Matters 17th January 2022		18/19 YEAR END	19/20 YEAR END	2020/21 YEAR END	2021/22			Comments
Administration		Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Actual 31st March 2020 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st December 2021	Expected year end
Salaries and pensions for all staff		190666	224062	246894	327000	327000	216639	300000
Staff Training and Travel AND expenses		2633	3296	2287	4500	4500	2396	4500
Deleted - Staff Eye Tests		99	50	0	0	0	0	0
Staff Recruitment		789	1558	2575	1250	1250	1805	2500
Phone and Broadband		2525	2870	2343	2700	2700	2016	2700
Office Supplies		2034	545	1564	1750	1750	753	1750
Photocopier		1549	1592	1496	1600	1600	1138	1600
Subscriptions				0	3500	3500	4103	4103
Professional Fees				0	6250	6250	29091	61250
Insurance		5536	7365	7431	8000	8000	7514	7600
Website and IT				0	5000	5000	1604	4000
Office Equipment		2012	864	5082	10000	10000	1968	1500
Van Maintenance				0	750	750	217	750
TMO Tools and Consumables				0	1500	1500	773	1500
Car park permits income and green sacks		-408	-40	0	0	0	0	0
SUB TOTAL		207435	242162	289672	373800	373800	270017	393753
Civic and Democratic		Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Actual 31st March 2020 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st December 2021	Expected year end
Mayoral Allowance		379	394	0	410	410	490	490
Civic and Mayoral Events (expenditure)		5902	4196	743	5750	5750	622	4622
Civic Events (income)		-2123	-1127	0	0	0	0	0
Civic Regalia		24	344	0	200	200	110	200
Mayoral Travel and Expenses		401	146	0	400	400	0	100
Councillor Allowances		3788	2623	3152	6560	6560	0	6560
Councillor Training and Travel		948	352	1085	1000	1000	0	500
Councillor IT equipment		0	1281	2069	1500	1500	70	1500
MOVED TO ADMIN Professional Fees		3123	3908	11032	0	0	0	0
Elections		0	161	0	6000	6000	9524	14286
MOVED TO ADMIN Subscriptions		2179	2558	3009	0	0	0	0
Community Outreach/Christmas		1349	4133	2436	6000	6900	2097	6000
MOVED TO ADMIN Website and IT		1049	11312	293	0	0	0	0
SUB TOTAL		17019	30281	23819	27820	28720	12913	34258
Tourism		Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Actual 31st March 2020 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st December 2021	Expected year end
Visit Totnes Marketing and event sponsorship		2390	4710	6108	20000	20000	10554	20000
Pension costs		12636	12636	0	0	0	0	0
Totnes Guide		14737	14219	3135	5800	5800	1637	12300
Totnes Guide and Website Income		-18260	-16844	-468	-500	-500	-9227	-9227
Advertising					0	0	-1839	-2000
Bank Charges / Paypal		172	20	0	200	200	19	100
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)		172	553	275	300	300	189	250
SUB TOTAL		11847	15294	9050	25800	25800	1333	21423
Guildhall		Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Actual 31st March 2020 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st December 2021	Expected year end
Cleaning		2738	1545	2456	2000	2000	1894	2600
Building Maintenance		27453	4160	191	5000	5000	1740	5000
Business Rates		5880	6015	6113	6500	6500	6113	6113

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Water	111	120	333	200	200	141	200	
Utilities	3783	3046	3894	3500	3500	2839	4500	Expect large increase with energy prices increase
Equipment Maintenance	2599	1281	1291	1000	1000	801	1200	
Wedding Licence renewals and marketing	2044	71	0	2500	2500	2034	2500	
Admissions income	-3357	-2994	0	-3000	-3000	0	0	
Hire income WEDDINGS	-2233	-2566	-832	-2750	-2750	-4023	-4023	
SUB TOTAL	39018	10678	13446	14950	14950	11539	18090	
Civic Hall	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed Budget	ACTUAL as of 31st December 2021	Expected year end	
Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	4362	1226	5500	5500	3406	5000	Small underspend expected
Feed in tariff	3102	2156	2762	2000	2000	2213	2213	
Water	453	1389	1361	2000	2000	591	1500	
Utilities	4835	3617	1762	4500	4500	1867	4000	
Building Maintenance	11784	10771	2969	175000	175000	7575	35000	Delayed work on office conversion. Expenditure possible on disabled access lift and upgraded projector and dropdown screen (depends on grant applications)
Licences	70	70	70	250	250	70	70	
Marketing Civic Hall	28	515	0	1000	1000	26	500	Underspend due to Covid and restricting marketing
Equipment Maintenance	4320	6433	3320	5000	5000	2477	5000	
Paige Adams Grant towards Caretaking, Cleaning and Management costs	-27723	-31500	-7500	-30000	-30000	0	-16500	A lower amount was agreed by Trustees to reflect less staff time from Covid.
Feed in tariff income and Water refund income	-7808	-4899	-6728	-5200	-5200	-4500	-4500	
SUB TOTAL	-1143	-7086	-758	160050	160050	13725	32283	
Property Maintenance	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st December 2021	Expected year end	
Guildhall Cottage Maintenance	636	65	361	2000	2000	437	1000	No current maintenance issues
Property Management Fees	1561	1962	2089	2000	2000	1451	2000	
Town Clocks amalgamated Rent and Utilities and maintenance	2443	1543	3127	2250	2250	1006	2250	
Flat 5a loan repay	9148	9148	9148	9150	9150	4574	9150	Ongoing loan repayment
Flat 5a Maintenance	110	9	275	2000	2000	532	2500	Kitchen improvements planned
Guildhall Office Maintenance	0	579	309	5000	5000	6	6	REMOVE - covered in Guildhall Buildings Maintenance
Museum Maintenance	3588	6122	-3220	5000	5000	0	500	Underspent as work expected to fall into following financial year
Museum Rent income	-2	-1	-1	-1	-1	0	-1	
Eastgate Clock Rental	0	-1	-3	-3	-3	0	-3	
MOVED TO CIVIC HALL - Civic Water Supply to shop	0	-200	0	0	0	0	0	
Guildhall Cottage income (£850 a month)	-10750	-10200	-10200	-10200	-10200	-7286	-10200	
Guildhall Office income (£250 per month)	0	0	0	0	0	0	0	
COMMUNITY/NON PROFIT GROUP	-8340	-8340	-8340	-8340	-8340	-6335	-8340	
Flat 5a Rental income (£695 per month)	-1606	686	-6465	8856	8856	-5615	-1138	
SUB TOTAL	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st December 2021	Expected year end	
Cemetery	3616	4069	4441	4750	4750	4441	4441	
Business Rates	143	127	144	150	150	54	150	
Water	143	127	144	450	450	597	775	
NEW waste collection	21795	21179	18009	23000	23000	11337	20000	Underspend as less tree works required than estimated
Grounds Maintenance (Grass cutting and tree work)	34099	1495	1357	2000	2000	-42	500	Underspent expected as most covered by TMO now
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	244	0	150	10000	10000	0	0	
Chapel	-8495	-11375	-11435	-8000	-8000	-8925	-8925	Unlikely to start another project whilst CH Annex conversion in progress.
Cemetery Fees Income Amalgamated	0	0	0	0	0	0	0	Fees income higher than estimated
Memorials	0	0	0	0	0	0	0	
Grant of rights	0	0	0	0	0	0	0	
War Bonds	0	0	0	0	0	0	0	

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SUB TOTAL	51402	15495	12666	32350	32350	7462	16941
Open Spaces	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st December 2021	Expected year end
GENERAL MAINTENANCE (changed from Ramparts Walk regular cuts and tidying)	163	0	80	500	500	66	100
St Marys Churchyard (Walls and trees)	390	414	322	500	500	111	1000
Castle Meadow Maintenance and Water	160	57	800	250	250	108	150
Castle Meadow and allotments income	-210	-210	-208	0	0	0	0
SUB TOTAL	503	261	994	1250	1250	285	1250
Precept and Income	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st December 2021	Expected year end
Bank Charges	156	150	98	300	300	63	100
Precept and Income	-355640	-494000	-635280	-545986	-545986	-545986	-545986
Council Tax Grant (only guaranteed until 19/20)	-22230	-20040	-170020	0	0	0	0
Charity of Paige Adams RATE ABATEMENT	0	0	0	-105000	-105000	0	0
SUB TOTAL	-377714	-513890	-545202	-650686	-650686	-545913	-545886
Community Development	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st December 2021	Expected year end
Skate Park	0	0	0	13200	13200	0	0
Public Toilets	0	SEE COMMUNITY PROJEC	0	20000	20000	0	0
Caring Town/Totnes Caring services	SEE COMMUNITY PROJEC	SEE COMMUNITY PROJEC	0	0	0	0	0
Citizens Advice Service	SEE COMMUNITY PROJEC	SEE COMMUNITY PROJEC	0	1000	1000	0	1000
Neighbourhood Plan/Planning	11586	9252	71413	188000	188000	14320	92909
Community projects SHARED SPACE and public realm	35412	76024	0	0	0	0	0
Community Grants Scheme/COVID 19	0	0	0	10000	13100	9638	10939
Arts and Culture and Events	2183	6185	0	7500	7500	0	5000
Heritage Support	0	0	0	50000	50000	52508	52508
5137 FUNDING (Grants and Misc)	-4736	-1845	-84500	0	-28303	-34370	-34370
GRANT FUNDING/PROJECT INCOME	0	0	3986	10000	10000	862	5000
Climate Change/Green Travel	£44,445	£89,616	£35,067	£299,700	£274,497	£42,958	£132,986
SUB TOTAL	-£8,794	-£116,501	-£187,710	£293,890	£269,587	£191,301	£103,960
TOTAL							

Reserves impact	
Total actual general reserves as start of 2021/22	£657,323
Based on the current projected 2021/22 budget year end reserve estimate	£553,363

This figure allows for a healthy reserve remaining after all proposed expenditure in the budget, including significant investment in capital projects. The reserves policy states 6 months operational costs (core costs not the total budget) must be kept in reserve which is covered by

CLERK COMMENT - When the 2022-23 budget was set in December 2021 the budget monitor for 2021-22 showed a spend from reserve of £115,191. The current projected year end figure shown here in Jan 2022 is £103,960 from reserve - and the figures used are assuming contingencies such as an additional election cost and spending on large projects that are still to be prepared. We should enter the 2022-23 financial year with our reserves at £550 - £580,000 which allows for the proposed expenditure of £342k (approx) from those reserves in the next financial year and still leave them at a safe level for operational contingencies as outlined in the adopted Reserves Policy.





## ITEM 4 - STANDING ORDERS REVIEW

### WORKING GROUP/COMMITTEES

Section 4 of Standing Orders sets out the parameters under which Council working groups function, which includes the requirement of three Councillors to be quorate (and they must be members of the Working Group as agreed through Full Council), and for notes of the meetings to be produced and considered through the relevant Committee.

In January 2021 it was agreed to form the following working groups: Arts, Climate Emergency, Public Realm and Cemetery, and Venues and Public Assets. There has been a problem with attendance at some of these working groups and a number have had to be cancelled as they have not been quorate or there have been no notes from the meetings produced – see the table below:

	Public Realm & Cemetery Bimonthly	Venues & Public Assets Monthly	Arts Monthly	Climate Emergency Monthly	Council Matters Committee Monthly (7 members)	Town Matters Committee Monthly (10 members)
Jan	No meeting	No meeting	No meeting	No notes	18/01/21	No meeting
Feb	10/02/2021	No meeting	25/02/2021	No notes	08/02/21	22/02/21
Mar	No meeting	17/03/2021	25/03/2021	23/03/2021	08/03/21	22/03/21
Apr	14/04/2021	21/04/2021	22/04/2021	20/04/2021	29/04/21	No meeting
May	No meeting	No meeting	No meeting	18/05/21 - held but not technically quorate	17/05/21	01/06/21 – NOT QUORATE
Jun	09/06/2021	16/06/21 - NOT QUORATE	24/06/2021	15/06/2021	14/06/21	28/06/21 - CANCELLED
Jul	No meeting	21/07/21 - NOT QUORATE	22/07/2021	20/07/2021	Cancelled	No meeting
Aug	No meeting	No meeting	No meeting	No notes	No meeting	No meeting
Sep	No meeting	15/09/21 - NOT QUORATE	23/09/2021	No notes	13/09/21	27/09/21
Oct	13/10/21 -NOT QUORATE	No meeting	27/10/2021 - NOT QUORATE	No notes	11/10/21	No meeting

Nov	10/11/2021 - held but not technically quorate	17/11/21 - NOT QUORATE	No meeting	No notes	08/11/21	22/11/21
Dec	No meeting	No meeting	No meeting	No meeting	13/12/21 – NOT QUORATE	No meeting

#### OFFICER RECOMMENDATION

With Full Council, three Committees and four Working Groups there are potentially a large number of meetings for Councillors to attend and a prospect of more officer time spent in meetings rather than actioning the decisions taken.

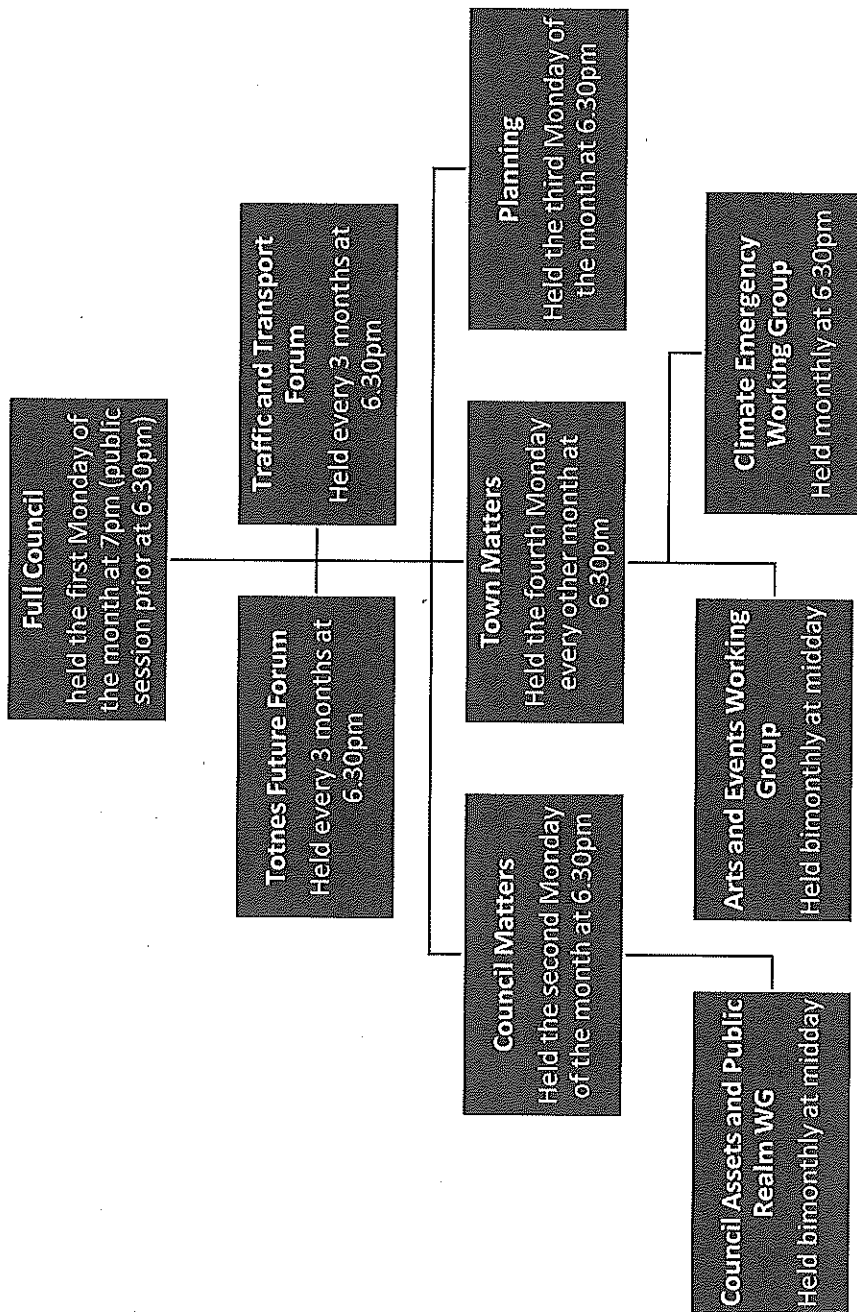
In order to make best use of Councillor time and to aid the Working Groups being quorate, it is proposed that the number of working groups is reduced to three and that two of them are held bimonthly (in this case once every two months, with the working groups held on alternate months):

- Arts and Events (held bimonthly – January, March, May, July, October, December).
- Council Assets and Public Realm (an amalgamation of the current Public Realm and Cemetery, and Venues and Public Assets Working Groups held bimonthly – February, April, June, September, November).
- Climate Emergency (held monthly).

There is no proposed change to the timings of the Working Groups (midday on Wednesday for Arts and Council Assets and Public Realm, and 6.30pm the third Tuesday of each month for Climate Emergency).

It is also suggested that the August recess and limited weeks of working in December lend themselves to resting non-essential meetings as shown in the table below – still equalling 73 meetings per annum just on Full Council and Working/Forum meetings – not including operational or informal meetings.

	Full Council Monthly	Planning Committee Monthly	Town Matters Committee Bimonthly	Council Matters Committee Monthly	Council Assets and Public Realm Bimonthly	Arts and Events Bimonthly	Climate Emergency Monthly	Traffic and Transport Forum /Steering Groups Monthly	Totnes Future Forum Quarterly
<b>Officers attending/ no t taking</b>	Catherine Marlton / Sara Halliday	Sara Halliday	Sara Halliday / Sam Branch	Catherine Marlton / Christina Bewley	Christina Bewley / Tom Hussey / Sara Halliday	Lesley Nel / Lisa Baumbach / Sam Branch	Maiken Hutchings	Maiken Hutchings	Christina Bewley / Lesley Nel
<b>Jan = 8</b>	MEETING - 10 <sup>th</sup>	MEETING - 24 <sup>th</sup>	MEETING - 31 <sup>st</sup>	MEETING - 17 <sup>th</sup>	None	MEETING - 19 <sup>th</sup>	MEETING - 18 <sup>th</sup>	MEETING - 26 <sup>th</sup>	MEETING - 11 <sup>th</sup>
<b>Feb = 6</b>	MEETING - 7 <sup>th</sup>	MEETING - 21 <sup>st</sup>	None	MEETING - 14 <sup>th</sup>	MEETING - 16 <sup>th</sup>	None	MEETING - 15 <sup>th</sup>	MEETING - 23 <sup>rd</sup>	None
<b>Mar = 7</b>	MEETING - 7 <sup>th</sup>	MEETING - 21 <sup>st</sup>	MEETING - 28 <sup>th</sup>	MEETING - 14 <sup>th</sup>	None	MEETING - 16 <sup>th</sup>	MEETING - 15 <sup>th</sup>	MEETING - 30 <sup>th</sup>	None
<b>Apr = 7</b>	MEETING - 4 <sup>th</sup>	MEETING - 25 <sup>th</sup>	None	MEETING - 11 <sup>th</sup>	MEETING - 20 <sup>th</sup>	None	MEETING - 19 <sup>th</sup>	MEETING - 27 <sup>th</sup>	MEETING - 12 <sup>th</sup>
<b>May = 7</b>	MEETING - 9 <sup>th</sup>	MEETING - 23 <sup>rd</sup>	MEETING - 30 <sup>th</sup>	MEETING - 16 <sup>th</sup>	None	MEETING - 18 <sup>th</sup>	MEETING - 17 <sup>th</sup>	MEETING - 25 <sup>th</sup>	None
<b>Jun = 6</b>	MEETING - 6 <sup>th</sup>	MEETING - 20 <sup>th</sup>	None	MEETING - 13 <sup>th</sup>	MEETING - 15 <sup>th</sup>	None	MEETING - 21 <sup>st</sup>	MEETING - 29 <sup>th</sup>	None
<b>Jul = 8</b>	MEETING - 4 <sup>th</sup>	MEETING - 18 <sup>th</sup>	MEETING - 25 <sup>th</sup>	MEETING - 11 <sup>th</sup>	None	MEETING - 20 <sup>th</sup>	MEETING - 19 <sup>th</sup>	MEETING - 27 <sup>th</sup>	MEETING - 12 <sup>th</sup>
<b>Aug = 1</b>	None	MEETING - 15 <sup>th</sup>	None	None	None	None	None	None	None
<b>Sep = 7</b>	MEETING - 5 <sup>th</sup>	MEETING - 19 <sup>th</sup>	MEETING - 26 <sup>th</sup>	MEETING - 12 <sup>th</sup>	None	MEETING - 21 <sup>st</sup>	MEETING - 20 <sup>th</sup>	MEETING - 26 <sup>th</sup>	None
<b>Oct = 7</b>	MEETING - 3 <sup>rd</sup>	MEETING - 17 <sup>th</sup>	None	MEETING - 10 <sup>th</sup>	MEETING - 19 <sup>th</sup>	None	MEETING - 18 <sup>th</sup>	MEETING - 26 <sup>th</sup>	MEETING - 11 <sup>th</sup>
<b>Nov = 7</b>	MEETING - 7 <sup>th</sup>	MEETING - 21 <sup>st</sup>	MEETING - 28 <sup>th</sup>	MEETING - 14 <sup>th</sup>	None	MEETING - 16 <sup>th</sup>	MEETING - 15 <sup>th</sup>	MEETING - 30 <sup>th</sup>	None
<b>Dec = 2</b>	MEETING - 5 <sup>th</sup>	MEETING - 19 <sup>th</sup>	None	None	None	None	None	None	None



## PROPOSED MEETING SCHEDULE AS ABOVE

### CURRENT MEMBERSHIP OF COMMITTEES

Planning – 6 to 10 members (currently 7): Cllrs G Allen (Chair), J Cummings, S Collinson, R Hendriksen, J Hodgson, P Paine and V Trow.

Town Matters – 6 to 10 members (currently 11): Cllrs V Trow (Chair), G Allen, J Cummings, S Collinson, J Hannam, D Matthews, A Oliver, P Paine, S Skinner, N Stopp and L Webberley. **NOTE: Town Matters is currently oversubscribed according to the Standing Orders limit of 10 members per committee.**

Council Matters – 6 to 8 members (currently 8): Cllrs E Price (Chair), M Adams, J Hodgson, P Paine, B Piper, N Stopp, V Trow

### OTHER PROPOSED AMENDMENTS

1. The Operational Support Meetings have not consistently been happening and add another layer of meetings to plan for and attend. I suggest these are called on an as and when basis as required by the Clerk. The Clerk will also liaise directly on a one to one with the Mayor and Chairs of Committees on individual operational issues if required.
2. It is suggested that Councillors be restricted to sitting on a maximum of 2 committees. We are oversubscribed on Town Matters but attendance levels are not always consistent by all members.
3. Chairs of committee are required to undertake DALC training 'Chairing Local Council Meetings' within 2 months of starting the role.
4. All Planning Committee Councillors will undertake DALC training 'Responding to Planning Applications' within 2 months of joining the committee.



## **ITEM 5 - 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 6 – 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

## ITEM 7 - COUNCIL CHAMBER AUDIO-VISUAL EQUIPMENT

Councillors are asked to consider:

- whether the Council should purchase audio-visual equipment for use in the main Guildhall and Council chamber as required during meetings as required; and if so
- to review the equipment options which provide a flexible and transferable solution for future use.

The specification for two suggested projectors is attached – one is wifi/bluetooth enabled, the other not. Both support the projection of MS Powerpoint and also have internal audio speaker. It is advised that any purchase decision is run past the Council's IT support to ensure that it will perform as intended.

### Officer's Note:

At present it is judged that for the amount of use a projector and screen would get, using an existing portable projection screen is sufficient for the Council's needs (rather than looking to install one in the Council Chamber). Similarly it is suggested that a portable projector is purchased that supports inputs from HDMI, USB, VGA (so laptop, PC, smartphone compatible) so that a number of sources can be used.



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- 📶 【Portable 5" design WIFI & Wireless Screen Mirroring Function】 YABER V6 1080P WIFI Bluetooth Projector supports wired & WIFI connection for both iOS and Android system, and can directly display the smartphone screen compatible with AirPlay , MiraCast, DLNA on the projector through mirroring.

- 🔍 【4-Point Keystone Correction & Digital Zoom -50% Function】 The biggest feature is the V6's innovative 4- Point Keystone Correction (Which Innovation on the basis of 4D keystone correction) You can adjust your keystone correction at any angle. V6 can use the remote control to select "Digital Zoom" to reduce the image up to 50% of the original length and width with the remote control.

- 🎧 【Bluetooth 5.0 Function & Wide Compatibility】 The V6 1080P WIFI bluetooth projector Built-in Bluetooth function with SRS sound system which can connect with Bluetooth headsets, Bluetooth speakers and Airpods compatible with Stick TV / Laptop/ Blu-Ray DVD playe/PS3/PS4/TVbox/Amazon Fire TV / Roku Streaming Stick/Laptop.

- 📁 【Presentation of PPT via USB & Lifetime Professional Support】 V6 supports the direct display of excel files such as PPT via USB, NO Need to use PC or laptop. Remote control and other parts can be replaced free of charge. NOTICE: Cannot connect to wifi or bluetooth is not a quality problem!f. Any questions,

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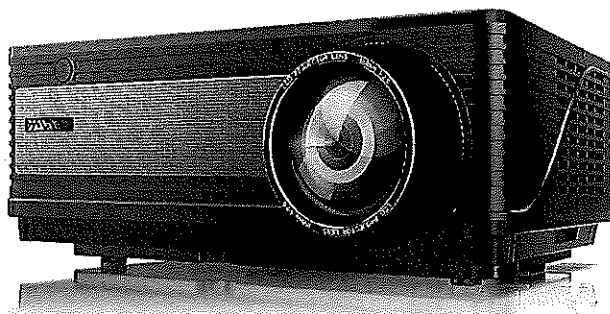
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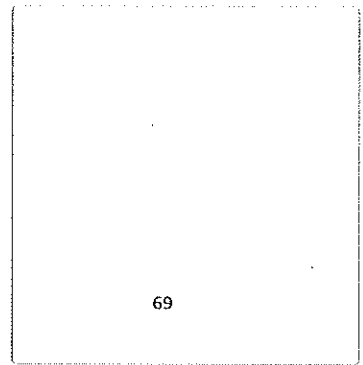
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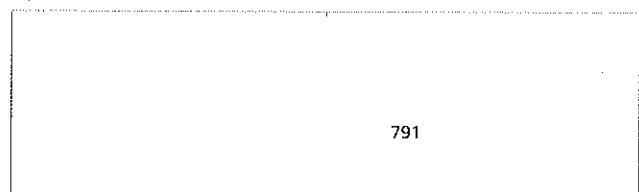
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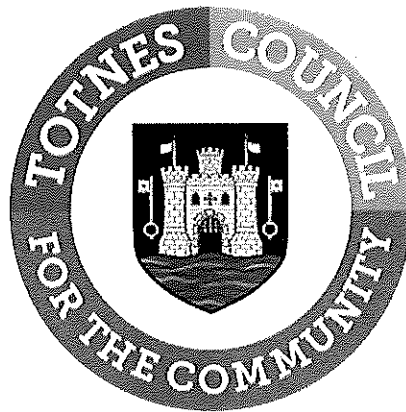


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## **Draft Safeguarding Policy**

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TOTNES TOWN COUNCIL

REVIEW JANUARY 2022

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*Everyone has a duty to safeguard children, young people and vulnerable adults. This Policy outlines the principles of good practice in safeguarding those using Town Council facilities or attending Town Council events.*

## 1. Introduction

1.1 Safeguarding is everyone's responsibility and all Councillors and Council Officers who during the course of their employment have direct or indirect contact with children and vulnerable adults, or who have access to information about them, have a responsibility to safeguard and promote their welfare. There is a duty on the Town Council (and through organisations that it contracts to deliver services) to make and ensure appropriate arrangements to safeguard and promote the welfare of children and vulnerable adults are in place in the delivery of public events.

1.2 Definitions are as follows:

- a. Children and young people – anyone under the age of 18 years.
- b. Vulnerable Adult – anyone over 18 who is:
  - Unable to care for themselves
  - Unable to protect themselves from significant harm or exploitation
  - Or may be in need of community care services

1.3 Legislative background - Totnes Town Council does not have a legislative role in safeguarding and promoting the welfare of children as defined in Chapter 3 of the statutory guidance to the Children Act 2004, 'Working Together to Safeguard Children', ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)) . However, Totnes Town Council recognises it is a local organisation that works alongside children and families, particularly in the facilitation of public events, and can therefore play an important role when it comes to safeguarding children.

## 2. To Whom This Policy Applies

2.1 This policy applies to anyone working for or on behalf of Totnes Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

2.2 It also applies to any individual or organisation using Totnes Town Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

## 3. Promoting A Safe Environment

3.1 In order to promote a safe environment for children, young people and vulnerable adults, Totnes Town Council will:

- a. Provide safe facilities and do regular safety assessments.
- b. Ensure that employees, councillors and leaders of activities in/on Town Council facilities, are aware of the safeguarding expectations.
- c. Ensure that the policy for users of Town Council facilities includes a requirement that they are safe to work with children, young people and vulnerable adults (e.g. any adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.).

- d. Ensure that attendees at functions are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.

## 4. Safe Working Practice

4.1 All users of Town Council facilities or deliverer of Town Council events must follow the Town Council Safeguarding Children, Young People and Vulnerable Adult's Policy and procedures at all times. For example, they should:

- a. Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- b. Where possible, have male and female leaders working with a mixed group.
- c. Ensure that photos or videos of individuals are not taken without written permission from parents/carers.
- d. Ensure they have access to a first aid kit and telephone. Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- e. When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

## 5. Expectations Of Behaviour

5.1 All users of Town Council facilities or delivery of Town Council events should:

- a. Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- b. Treat each other with respect and show consideration for other groups using the facilities.
- c. Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, Town Councillors, the Town Clerk or parents and carers, as appropriate.

## 6. Allegations Against Staff and Volunteers

6.1 All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Town Clerk of Totnes Town Council.

6.2 Totnes Town Council should consult with the Local Authority Designated Officer (LADO) authorities before attempting to investigate or take action.

## 7. Confidentiality and Information Sharing

7.1 Confidentiality needs to be discussed and fully understood by all those persons who come into contact with children, young people and vulnerable adults, particularly in the context of child protection. No adult must ever guarantee confidentiality to any individual including parents,

children and colleagues. Officers should always make children aware that if they disclose information that may be harmful to themselves or others, then certain actions will need to be taken. Wherever possible, consent should be obtained before sharing personal information with third parties.

## 8. Useful Contacts

Torbay and Devon Safeguarding Adults Partnership -

[www.devonsafeguardingadultspartnership.org.uk/](http://www.devonsafeguardingadultspartnership.org.uk/)

Devon Multi Agency Safeguarding Hub (MASH) - [www.dcfp.org.uk/](http://www.dcfp.org.uk/) or telephone 0345 155 1071 or email [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk)



**PUBLIC REALM AND CEMETERY WORKING GROUP MINUTES  
WEDNESDAY 9<sup>th</sup> JUNE AT 12PM**

Meeting held via Zoom.

**Present:** Cllrs C. Allford (Chair), Price and Matthews.

TTC Officers: Governance and Projects Manager, Communications and Marketing Manager, Administrator (Minutes).

**Apologies:** Cllrs Hodgson, Trow, Skinner, Adams, P.Allford

**Public Apologies:** Richard Reynolds

**1. To update on matters arising from the last meeting (document attached).**

**Castle Meadow – to consider the requirement for a strategic plan for the site.**

Council Matters Committee 8th March 2021 - it was RESOLVED to accept an amendment to the recommendation that the Full Council expressed that they are open to the idea of allocating more land for allotments in Castle Meadow but they would like to see further information for future consideration from the Totnes Allotment Association (TAA). A site meeting took place between the Mayor, Town Maintenance Officer and TAA on 26<sup>th</sup> May 2021. The Governance and Projects Manager has requested TAA provide plans, costs and requirements for taking on the land which will need to go back to committee. **ONGOING.**

**Cemetery – to consider the future uses of the cemetery areas to inform any future review of the Grounds Maintenance Contract.** Agreed by Council Matters. The contractor has been instructed not to cut the grass around the chapel. No change on the Garden of Rest at the current time. Update: 3 signs have been put up around the chapel. **COMPLETED**

**Memorandum of Understanding request from Incredible Edibles.** The Memorandum of Understanding has been signed and Incredible Edibles are content. **COMPLETED**

**To consider a tree planting partnership with Incredible Edibles.** Update: This item has gone to the Climate Emergency WG.

**To review the updated cemetery regulations.**

To **RECOMMEND** to Council Matters Committee that the updated regulations be approved with the addition of Clause 5 being rephrased to clarify that the scattering of ashes can only be in a specific area of the circle where wildflowers are not planted.

Update: **AGREED – COMPLETED.**

**To review the report on the wildflower areas.**

The report was noted. Seeds should have dropped from last years' growth to germinate again. No costs for ongoing maintenance by Parklife had been received.

To **RECOMMEND** to Council Matters Committee that the area is monitored over the course of 2021 and if there is no improvement TTC take back the management of the land.

Update: **AGREED**

To **RECOMMEND** to Council Matters Committee that on the poster about the areas have individual names removed and be replaced with 'private donation and County Councillor locality grant'. Update: **AGREED**

**ACTION:** Check Park Life has amended posters.

**To consider the idea of setting up a 'Friends of the Cemetery' volunteer group and what its remit might be.**

To **RECOMMEND** to Council Matters Committee that the group be established, led by Cllr Trow. The group to have its own public liability insurance, recruitment of volunteers from the local community. Update: **AGREED**

**ACTION:** Governance and Projects Manager to turn questions in the item paper into a Friends Terms of Reference to go to the Council Matters Committee. Update: The Council Matters Committee **APPROVED** the Terms of Reference.

**NEW UPDATE:** Cllr Trow is in the process of gaining insurance and recruiting volunteers.

**Officer Note:** TTC has been approached by Commonwealth War Graves to make arrangements for a volunteer to clean relevant memorials.

**Rubbish Bins – to consider requests for bins to be installed**

The Cllrs **AGREED IN PRINCIPLE** to consider a new bin on Camomile Lawn but further information is required including from feedback from the street cleaner and consideration of existing bins from the bin map. Once locations are reviewed a decision could be taken to re-allocate bins or feed this information into the Public Realm Improvement Plan in order to upgrade new bins around Totnes.

**Update:** SHDC have been emailed and a response is awaited. This item is on hold but the Town Maintenance Officer is building a map of grit bins around Totnes. **NEW ACTION:** Governance and Projects Manager to follow up with SHDC.

**Request to have a stone plinth in Totnes Gardens moved.** Previous advice on this matter was that the stone is too fragile to withstand being moved. The Cllrs **AGREED** the plinth cannot be moved because it would break. Update: Governance and Projects Manager has emailed the enquirer regarding the Cllr's decision, but they have asked the Council to reconsider before the Platinum Jubilee next year. **ACTION: New request to be discussed on the next Agenda.**

**Any other matters arising to be discussed on this agenda.**

2. To note the 2021/22 Budget for certain areas / projects within the PR&C remit (document attached).

The budget was noted by the working group.

### **3. To update on additional planters around the town (document attached).**

The Communications and Marketing Manager updated the Cllrs that of the 3 planters requested by business owners to be moved, 1 planter had been moved to outside Stone Fabrics shop and 2 planters moved to the Bull Inn.

Advertising space has been selling well with 16 out of 30 sides sold to a good mixture of shops and cafes. The sign writer is booked for the end of June and its anticipated once businesses see how the adverts look the other sides of the planters will be sold too.

The 2<sup>nd</sup> phase of locations for planters had been sent to DCC with comments and advice about permissions that would need to be sought out.

The Cllrs discussed adding planters to Ticklemore Street due to it being a key route into the high street from car parks but also the need to not overload the town with planters and to consider only one planter by the Coronation Road bus stop.

To **RECOMMEND** approval of sites 1,2, 4, 5 and 7 & 8. {See appendix document}

**ACTIONS:** Communications and Marketing Manager to ask permission from Marchand Petit for site 6 planter.

Communications and Marketing Manager to discuss Ticklemore Street planter positions with DCC.

TMO to measure site 9 so the planter does not affect site lines for drivers at the T-junction on New Walk.

Communications and Marketing Manager to finalise costs for 7-9 new planters to support the Cllrs.

### **4. To update on the wayfinding project for the town.**

The Communications and Marketing Manager updated the Cllrs that at the separate meeting to review the latest report from Perch & Ponder on the wayfinding project it was **AGREED** to send this report to the Council Matters Committee. However, due to the information to be worked up Perch & Ponder will not be in a position to brief the next Council Matters Committee.

A new timeline has been established for the end of July, the report circulated to all Councillors once received, and a presentation will be ready for Full Council in September 2021, with a public consultation planned for 4 weeks if approved by Full Council.

**5. To consider improvements of the roundabout on New Bridge (document attached).**

The Cllrs discussed the issues around the improvement and on-going maintenance of the roundabout. Issues of concern were: a feature on the roundabout that does not create more damage in the event of a car crash and safe accessibility to maintain the roundabout.

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.

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

**6. To consider issues with the new SHDC recycle bins.**

The Cllrs noted the ongoing issues with the new SHDC recycling system. The Cllrs were aware of an extraordinary meeting being held by SHDC to discuss the topic.

**7. To consider possible uses for the Chapel.**

The Cllrs discussed possible uses of the Chapel and issues relating to water supply, sewerage, maintenance, staffing of the building and where to place items currently in storage in the chapel. The Cllrs **AGREED** a site visit was required to discuss further possible multi-purpose uses of the building.

**ACTIONS:** The Governance and Projects Manager to arrange a site visit for Cllrs to see the Chapel in July, and return the item to the September agenda of the WG.

The Governance and Projects Manager to find information previously sourced by the previous Town Ranger in regards to water supply to the Chapel.

**8. To consider where to put additional benches at Longmarsh**

Berry Pomeroy Parish Council are happy for TTC to place benches at Longmarsh. The Cllrs **RECOMMEND** to the Council Matters Committee that the benches are placed further along the stretch of Longmarsh to the existing benches.

**9. To consider locations of PV benches (i.e solar powered charging points) around the town.**

The Cllrs **RECOMMEND** to the Council Matters Committee that 2 benches be placed in Borough Park by the children's playground outside the fence, facing out to the park if the



benches have a back. If necessary, the benches to be moved nearer to the new skate park when that project is finalised.

**10. Date of next meeting:** Wednesday 8<sup>th</sup> September 2021, 12pm (TBC)

