

AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 14TH FEBRUARY 2022 AT 6.30PM IN THE GUILDHALL

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 14th February 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 17th January 2022 and update on any matters arising. Document attached.

3. BUDGET MONITOR

To consider the Budget Monitor. Document attached.

4. 2022/23 BUDGET

To consider the updated 2022/23 budget. Document attached.

5. CIVIC BUDGET AND MAYORAL ALLOWANCE POLICY

To review the Civic Budget and Mayoral Allowance Policy. Document attached.

6. PAYMENTS TO COUNCILLORS POLICY

To review the Payments to Councillors Policy. Document attached.

7. COMMUNITY GRANT AWARDS

To note feedback from the Community Grants awarded in 2021. Document attached.

8. FUTURE FORUM

To note an update on the Future Forum. Verbal update from Cllr Allen.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th March 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)*

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations. Documents attached.

11. STAFFING UPDATE (Standing Item)

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

12. STAFF APPOINTMENT

To ratify the appointment of the Marketing and Communications Manager vacancy. Verbal update.

13. VEXATIOUS BEHAVIOUR

To consider the application of the vexatious behaviour policy in relation to a member of the public (personal information). Document attached.

Catherine Marlton

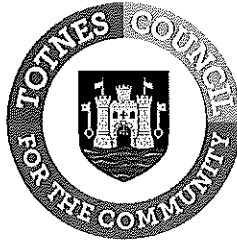
Town Clerk

9th February 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.



DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 17TH JANUARY 2022 AT 6.30PM IN THE GUILDHALL

Present: Councillors E Price (Chair), J Hodgson, P Paine, B Piper (joined at 6.35pm) and V Trow.

Apologies: Cllr M Adams (who will observe via Zoom).

Not Present: Cllr N Stopp.

In Attendance: One member of the public, 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.

A member of the public spoke on behalf of TRESOC – the Totnes Renewable Energy Society – inviting the Town Council to form a partnership as it believes the Town Council has local knowledge to approach property owners to assist with furthering renewable projects. TRESOC is suggesting a local co-operation agreement, and the Committee **AGREED** that this is a matter for Full Council consideration and a paper should be produced to set out the proposal.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

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

The minutes included in the papers are incorrect – there was no December Committee formally held. The minutes for 8th November were distributed and were unanimously **AGREED** as an accurate record of proceedings.

3. BUDGET MONITOR

To consider the Budget Monitor.

The Clerk highlighted changes to the budget forecast which sees a predicted increase in underspend this financial year, which will increase the reserves held going into financial year 2022/23. It was unanimously **AGREED** to accept the budget monitor.

4. STANDING ORDERS

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

The Clerk set out the proposed changes of: reducing the number of working groups and frequency of meetings in order to help improve attendance; Town Matters to move to bi-monthly meetings; and for Chairs of committees to have undertaking training.

To **RECOMMEND** to Full Council that the proposed revision of Standing Orders is adopted, and that the working group structure is reviewed as required, and that the Traffic and Transport Forum is held every 3 months with the Steering Group held monthly as required.

5. CEMETERY PROCEDURE

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

The following charges were **AGREED** unanimously: for scattering of ashes in the common area £50 for resident and £75 for non-residents, ashes scattered on an existing grave £25.

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.

Cllr Hodgson declared an interest and left the room.

The Clerk explained the approved spend associated with COPNes events in October, and a subsequent mileage claim from a Councillor in support of these activities which had not been approved in advance – the payment of such a claim is an exception to the 'Payments to Councillor' policy. It was **AGREED** by majority to pay this claim as an exception to the policy, and the Committee stressed that Councillors must get approval in advance of an event for any activities for which they intend to claim outside of the Councillor allowance payment scheme.

Cllr Hodgson returned to the meeting.

7. COUNCIL CHAMBER AUDIO-VISUAL EQUIPMENT

To consider projection and screen options for the Council chamber.

It was **AGREED** to get specialist IT advice on the options identified to ensure operability with laptops and mobile devices. The Committee asked the Clerk to investigate a screen that could be hung over the railings in the Guildhall main chamber.

8. DRAFT SAFEGUARDING POLICY

To consider a draft Safeguarding policy for the Council.

To was unanimously **AGREED** to adopt the policy.

9. PUBLIC REALM AND CEMETERY WORKING GROUP

To note the minutes of the Public Realm and Cemetery Working Group held on 10th November.

Noted.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th February 2022 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)*

11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations.

These were reviewed and **AGREED** unanimously.

12. STAFFING UPDATE (Standing Item)

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

A verbal update was noted, no decisions were required.

13. ADVERTISING CAMPAIGN

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

It was unanimously **AGREED** to proceed with the campaign. This expenditure falls within the existing marketing budget.

14. STAFF ATTENDANCE

To note sickness and overtime balances.

Noted.

Budget Monitor - Council Matters 14th February 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	YEAR END ACTUAL	Original Budget	Current Agreed budget	ACTUAL as of 31st January 2022	
Salaries and pensions for all staff		190666	224062	246894	327000	327000	242092	Includes increase to Marketing and Comms Manager role
Staff Training and Travel AND expenses		2633	3296	2287	4500	4500	2701	To Include team building event
Deleted - Staff Eye Tests		99	50	0	0	0	0	
Staff Recruitment		789	1558	2575	1250	1250	1805	Increase to reflect difficulties in recruitment
Phone and Broadband		2525	2870	2343	2700	2700	2466	Increased extension fees for increases in staff
Office Supplies		2034	545	1564	1750	1750	986	
Photocopier		1549	1592	1496	1600	1600	1536	
Subscriptions				0	3500	3500	4284	Increase for zoom, adobe & canva mthly subs
Professional Fees				0	6250	6250	25091	Includes increase for further project management, professional and community consultation work.
Insurance		5536	7365	7431	8000	8000	7514	
Website and IT				0	5000	5000	3023	
Office Equipment		2012	864	5082	10000	10000	1986	Underspend due to office move delay
Van Maintenance				0	750	750	219	
TMO Tools and Consumables				0	1500	1500	920	
Car park permits Income and green sacks		-408	-40	0	0	0	0	
SUB TOTAL		207435	242162	269672	373800	373800	238563	Overspend projected due to professional project fees
Civic and Democratic		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 January 2022	
Mayoral Allowance		379	394	0	410	410	525	Likely to be significantly underspent depending on if a civic event is possible.
Civic and Mayoral Events (expenditure)		5902	4196	743	5750	5750	874	
Civic Events (income)		-2123	-1127	0	0	0	0	
Civic Regalia		24	344	0	200	200	100	
Mayoral Travel and Expenses		401	146	0	400	400	7	Not all Councillors qualify for the allowance
Councillor Allowances		3788	2623	3152	6560	6560	0	£50 x 16 Councillors
Councillor Training and Travel		948	352	1085	1000	1000	0	New Ipsas for new Cllrs on order
Councillor IT equipment		0	1281	2069	1500	1500	70	
MOVED TO ADMIN Professional Fees		3123	3908	11032	0	0	0	Significant overspend due to 2 x elections minimum. Any further election will now be paid from the next financial year.
Elections		0	161	0	6000	6000	9524	
MOVED TO ADMIN Subscriptions		2179	2558	3009	0	0	0	Underspend expected due to claiming 2021 expenditure from ARG grant via CoC
Community Outreach/Christmas		1349	4133	2436	6900	6900	2197	
MOVED TO ADMIN Website and IT		1049	11312	293	0	0	0	Overspend possible due to elections
SUB TOTAL		17019	30281	23819	27820	28720	13307	
Tourism		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 January 2022	
Visit Totnes Marketing and event sponsorship		2390	4710	6108	20000	20000	11204	This does not include staff costs.
Pension costs		12636	12636	0	0	0	0	
Totnes Guide		14737	14219	3435	5800	5800	11275	
Totnes Guide and Website Income		-18260	-16844	-468	-500	-500	-11612	website and guide income higher than estimated.
Advertising				0	0	0	-2079	
Bank Charges / Paypal		172	20	0	200	200	27	
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)		172	553	275	300	300	306	
SUB TOTAL		11847	15294	9050	25800	25800	9421	Underspend expected as income higher than expected
Guildhall		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 January 2022	
Cleaning		2738	1545	2456	2000	2000	2150	Overspend expected due to additional covid cleaning

Building Maintenance	27453	4160	191	5000	5000	1844	May include screen/IT equipment for the Guildhall
Business Rates	5880	6015	6113	6500	6500	6113	
Water	111	120	333	200	200	174	
Utilities	3783	3046	3894	3500	3500	3430	Expect large increase with energy prices increase
Equipment Maintenance	2599	1281	1291	1000	1000	801	
Wedding Licence renewals and marketing	2044	71	0	2500	2500	2167	
Admissions income	-3357	-2994	0	-3000	-3000	0	
Hire income WEDDINGS	-2233	-2566	-832	-2750	-2750	-4023	
SUB TOTAL	39018	10678	13446	14950	14950	12665	
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 January 2022	
Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	4362	1226	5500	5500	3742	Small underspend expected
Feed in Tariff	3102	2156	2762	2000	2000	2501	
Water	453	1389	1361	2000	2000	508	
Utilities	4855	3617	1762	4500	4500	2184	
Building Maintenance	11784	10771	2969	175000	175000	8031	Delayed work on office conversion. Grant monies received to cover half of disabled lift, new screen and new projector (£30k grant/35k Council)
Licences	70	70	70	250	250	70	
Marketing Civic Hall	28	515	0	1000	1000	26	
Equipment Maintenance	4320	6433	3320	5000	5000	2662	
Paige Adams Grant towards Caretaking, Cleaning and Management costs	-27723	-31500	-7500	-30000	-30000	0	Underspend due to Covid and restricting marketing
Feed in tariff income and Water refund income	-7808	-4899	-6728	-5200	-5200	-5222	
SUB TOTAL	-1143	-7086	-758	160050	160050	14902	
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 January 2022	
Guildhall Cottage Maintenance	636	65	361	2000	2000	437	No current maintenance issues
Property Management Fees	1561	1962	2089	2000	2000	1617	
Town Clocks amalgamated Rent and Utilities and maintenance	2443	1543	3127	2250	2250	1022	
Flat 5a Loan repay	9148	9148	9148	9150	9150	9148	Ongoing loan repayment
Flat 5a Maintenance	110	9	275	2000	2000	1519	Kitchen improvements planned
Guildhall Office Maintenance	0	579	309	5000	5000	13	REMOVE - covered in Guildhall Buildings Maintenance
Museum Maintenance	3588	6122	-3230	5000	5000	106	Underspend as work expected to fall into following financial year
Museum Rent income	-2	-1	-1	-1	-1	0	
Eastgate Clock Rental	0	-1	-3	-3	-3	0	
MOVED TO CIVIC HALL - Civic Water Supply to shop	0	-200	0	0	0	0	
Guildhall Cottage Income (£975 a month)	-10750	-10200	-10200	-10200	-10200	-8761	Rent increased to £975 pcm from 18/6/21
Guildhall Office Income (£250 per month)	0	0	0	0	0	0	
COMMUNITY/NON PROFIT GROUP	-8340	-8340	-8340	-8340	-8340	-7310	
Flat 5a Rental Income (£775 per month)	-1606	686	-6465	8856	8856	-1509	Rent increased to £775 pcm from 5/12/21
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 January 2022	
Cemetery	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 January 2022	
Business Rates	3616	4069	4441	4750	4750	4441	
Water	143	127	144	150	150	155	
NEW Waste collection				450	450	645	
Grounds Maintenance (Grass cutting and tree work)	21795	21179	18009	23000	23000	14171	Underspend as less tree works required than estimated
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	1485	1357	2000	2000	-42	Underspend expected as most covered by TMO now
Chapel	244	0	150	10000	10000	0	Unlikely to start another project whilst CH Annex conversion in progress.
Cemetery Fees Income Amalgamated	-8495	-11375	-11435	-8000	-8000	-6925	Fees income higher than estimated
Memorials	0	0	0	0	0	0	
Grant of rights	0	0	0	0	0	0	
War Bonds	0	0	0	0	0	0	

	Budget Planning - 2022/23	Originally Agreed 6th December 2021	Comments
1	Administration	AGREED BUDGET 2022 2023	
2	Salaries and pensions for all staff	357365	Increased to include Marketing and Communications increase in hours agreed 7th Feb 2022 Full Council
3	Staff Training and Travel AND expenses	4500	
4	Staff Recruitment	2500	
5	Phone and Broadband	3200	
6	Office Supplies	1750	
7	Photocopier	1600	
8	Subscriptions	4000	
9	Professional Fees	6500	
10	Insurance	8000	
11	Website and IT	5000	
12	Office Equipment	5000	
13	Van Maintenance	750	
14	TMO Tools and Consumables	1500	
15	SUB TOTAL	401665	
16	Civic and Democratic	AGREED BUDGET 2022 2023	
17	Mayoral Allowance	410	
18	Civic and Mayoral Events (expenditure)	5750	
19	Civic Regalia	200	
20	Mayoral Travel and Expenses	200	
21	Councillor IT equipment	1500	
22	Councillor Training and Travel	800	£50 x 16 Councillors
23	Elections	6000	
24	Community Outreach/Christmas	8450	
25	Councillor Allowances	6560	
26	SUB TOTAL	29870	
27	Tourism	AGREED BUDGET 2022 2023	
28	Visit Totnes Marketing and event sponsorship	25000	This does not include staff costs. Increased to include £5,000 sponsorship for Totnes Festival 2022
29	Other TIC expenditure (Postage, Uniform, Stationery etc)	250	
30	Bank Charges / Paypal	200	
31	Totnes Guide	12000	
32	Totnes Guide and Website Income	-8000	
33	Poster and Planter Advertising Income	-2000	
34	SUB TOTAL	27450	
35	Guildhall	AGREED BUDGET 2022 2023	
36	Cleaning	3000	
37	Building Maintenance	5000	
38	Business Rates	6500	
39	Water	200	
40	Utilities	5000	May be overspent with large energy cost increases
41	Equipment Maintenance	1200	
42	Wedding Licence renewals and marketing	1000	
43	Admissions income	-3000	
44	Hire income (weddings, etc)	-2750	
45	SUB TOTAL	16150	
46	Civic Hall	AGREED BUDGET 2022 2023	
47	Cleaning and supplies	5500	
48	Feed in Tariff	2000	
49	Water	1500	
50	Utilities	4000	
51	Building Maintenance	200000	
52	Licences	100	
53	Misc & Marketing Civic Hall	750	
54	Equipment Maintenance	5000	
55	Paige Adams Grant towards Caretaking, Cleaning and Management costs	-33500	Estimated - to be agreed by Paige Adams based on actual costs incurred

56	Feed in tariff income and Water refund income	-5200	
57	SUB TOTAL	180150	
58	Property Maintenance	AGREED BUDGET 2022 2023	
59	Guildhall Cottage Maintenance	1000	
60	Flat 5a Loan repay	9150	Ongoing mortgage repayment
61	Flat 5a Maintenance	1000	
62	Property Management Fees	2000	
63	Town Clocks (Rent, Utilities and Maintenance)	2250	
64	Museum Maintenance	5000	
65	Museum Rent income	-1	
66	Eastgate Clock Rental	-3	
67	Guildhall Cottage Income (£975 a month)	-11700	
68	Flat 5a Rental Income (£775 per month)	-9300	
69	SUB TOTAL	-604	
70	Cemetery	AGREED BUDGET 2022 2023	
71	Business Rates	4750	
72	Water	150	
73	Waste collection	550	
74	Grounds Maintenance (Grass cutting and tree work)	23000	
75	Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	1000	Most covered by TMO now
76	Chapel	1000	Unlikely to start another project whilst CH Annexe conversion in progress.
77	Cemetery Fees Income	-8000	
78	SUB TOTAL	22450	
79	Open Spaces	AGREED BUDGET 2022 2023	
80	General Maintenance	500	
81	St Marys Churchyard (Walls and trees)	500	
82	Castle Meadow Maintenance and Water	100	No water usage
83	Castle Meadow and allotments income	-200	Allotments only
84	SUB TOTAL	900	
85	Precept and Income	AGREED BUDGET 2022 2023	
86	Bank Charges	100	
87	Precept and Income	-545986	
88	Charity of Paige Adams RATE ABATEMENT	-105000	Agreed by Palge Adams Trust
89	SUB TOTAL	-650886	
90	Community Development	AGREED BUDGET 2022 2023	
91	S137 Grants	50000	
92	Skate Park	13200	
93	Neighbourhood Plan/Planning	1000	
94	Arts and Culture	25500	Increased to cover a Community Arts Grant process - support for events such as Totnes Festival
95	Community Public Assets Projects	100000	Elmhirst project/Market Square
96	Public realm	125000	Increased to accommodate 3 x traffic calming ramp proposals
97	Climate Change/Green Travel	10000	
98	SUB TOTAL	£324,700	
99	TOTAL	£351,845	Total spend from reserve

Reserves impact	
Based on the current projected 2021/22 budget, year end reserve estimate	£573,552
2022/23 expected spend from reserve detailed above	-£351,845
Total estimated Reserves to start April 2023	£221,707



Civic Budget and Mayoral Allowance Policy

TOTNES TOWN COUNCIL

AGREED MARCH 2021

NEXT REVIEW FEBRUARY 2022

Background

All Civic and Mayoral spending will be limited to the agreed budgets over the course of the financial year, therefore pre planning of proposed events and larger commitments is essential. All major civic events should take place within the Council's financial year ending 31st March.

During the period from 1st April to 18th May a maximum spend of an amount equivalent to 1½ months of the allocated Civic Budget and Mayoral Allowance Budget for the financial year is allowed and must be agreed in advance with the Town Clerk.

Any surplus at the end of the financial year will not be carried forward.

The budgets must not be in deficit at the financial year end.

Mayoral Allowance

The Mayoral Allowance is to defray reasonable costs in order that the office holder is not out of pocket for fulfilling the role of Mayor. The Mayor can claim up to the amount of the Councillor Allowance by submitting claims to the Finance, HR and Lettings Manager.

Expenditure which can be claimed:

- Mileage to and from 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

Civic Budget

Expenditure which is allowed:

- a. Funding for all the formal and informal Civic events and costs associated with the role of the Mayor during the Mayoral year.

These may include:

- Mayor Choosing and reception
- The Civic Service
- Remembrance Sunday (in conjunction with the British Legion)
- The Civic Event (Community fundraising event)
- Annual town events where the Mayor is invited, such as Totnes Carnival, the annual Orange Race, the opening of the Elizabethan Market

PLEASE NOTE - Civic Funerals (as and when required) and refreshments at a wake for Honoured Citizens/Freemen will be funded from the general reserve up to a value of £1,000.

- b. 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.

These may include:

- Hosting the Mayor of Vire, to include up to £25 for a gift
- Receptions for Civic visitors
- Hosting small award ceremonies, to include up to £25 for an award
- Hosting meetings of community groups

- c. 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.

These may include:

- Councillors and volunteers Christmas thank you reception
- Refreshments when organising civic or mayoral 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

- d. Supporting the Mayor in raising money toward his/her chosen charity.

These may include:

- 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

PLEASE NOTE: All use of the Civic Hall must be paid for in full from the Civic Budget to the Paige Adams account. No free use can be granted by the Mayor.

Expenditure which is not allowed:

The Civic budget must not be used to pay for

- Gifts of monies or goods (including flowers) other than to charities. NOTE: Any requests for contributions to groups and charities outside of fundraising must be considered by Paige Adams through the grants process.
- NOTE: The policy will allow an exception for the purchase of flowers for incoming and outgoing Mayors and their consorts plus retiring Councillors to the value of £25 per bouquet.
- Parking fines
- Social events internal to the Council.
- Items normally covered by the Mayoral and Councillor Allowance e.g. costs associated with the use of home as office, personal telephone bills, etc.
- printing fliers/leaflets/posters etc. other than for civic events covered in a. above.

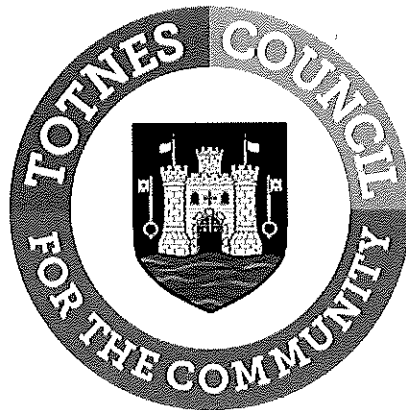
Reporting and monitoring procedures

The Mayor is asked to account for his/her spending and to submit these expenses, along with the Mayor's monthly engagements, as a quarterly agenda item to Council Matters meetings:

- All amounts submitted for reimbursement from the Town Council will be signed off and paid according to the Town Council financial regulations.
- Amounts of £500 and over need to be agreed by the Council Matters Committee in advance of agreement. 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.

Once 85% spend of the budget is reached the Council Matters Committee must be informed and any future spend must be agreed in advance with the Town Clerk.

Any outstanding civic expenses need to be submitted by the outgoing mayor by the end of June, when the preceding mayor's budget will be closed.



DRAFT Payments to Councillors Policy

TOTNES TOWN COUNCIL

AGREED MARCH 2021

NEXT REVIEW FEBRUARY 2022

This Policy outlines the occasions on which payments may be made to Town Councillors.

Councillor Allowances

Whilst there is no provision in law enabling town and parish councils to pay individual councillors a wage commensurate with work done by that individual nevertheless the council notes and recognises the time commitment of councillors as well as the many incidental costs they incur in carrying out council business.

Such incidental expenses include: -

- a) the use of their homes.
- b) telephone calls from home landlines and mobile phones.
- c) stationary, printing and IT costs.
- d) use of car, motorcycle or bicycle.

Please note that this list is indicative and not meant to cover every circumstance in which incidental expenses may be incurred.

Totnes Town Council will pay a basic members allowance to elected members intended to compensate for time taken on council business and these incidental costs, except that travelling expenses incurred on council business as specified below can be the subject of a specific claim.

In order to qualify for this allowance, Councillors must attend 75% of Full Council and committee meetings during the 12 months prior to the payment being made. Councillors who start part way through the year will receive a pro rata allowance assuming they have attended 75% of the meetings as detailed above during their time. Co-opted Councillors are not eligible to receive this allowance – this is not a local decision and is set down in Regulation 25 of the Local Authorities (Members' Allowances) (England) Regulations 2003..

The levels of allowance paid are agreed by South Hams District Council in accordance with national legislation. The annual permitted allowance for members of Totnes Town Council is £394.05 and this is subject to taxation.

Town Councillors who are members of another local authority and who are entitled to an allowance from that authority should be guided by the Declaration of Interest Guidance in the Council's Code of Conduct.

NOTE: Town Councillors will be required to declare their allowance to HMRC through the Town Council PAYE system.

Rates set by South Hams District Council

Parish Basic Allowance

The formula recommended by the Parish Remuneration Panel at its last meeting calculates an allowance based on a percentage of the district basic allowance (now fixed at £5,254 per annum) and the size of the electorate.

Electorate	% of District Basic Allowance	Amount per Councillor
5,001 – 10,000	7.5%	£394.05

Chairman / Mayor's Allowance

An additional sum will be allocated to a Chairman / Mayor of 1 x the parish basic allowance paid, claimable by receipts. Please see the Civic and Mayoral Budget Policy for details.

Travel Allowance

An elected and co-opted Councillor shall, in addition to their entitlement to a Basic Parish Allowance or Chairman's Allowance, will only in exceptional circumstance be paid a travelling expense in respect of travelling undertaken in connection with the duties and only for journeys outside the parish boundary.

Councillors may be reimbursed for expenses for travel when carrying out duties approved by the council or in connection with the discharge of the functions of the council or any of its committees or working parties. This includes attendance at training courses.

Approval for the attendance at events referred to above must be approved in advance.

Councillors will not receive expenses for attendance at any meeting of Totnes Town Council or work within the parish.

The main rates are:

- a. The council will pay a travel allowance in accordance with the following:
- Cars: 45p per mile
 - Motorcycles: 24p per mile
 - Public transport: lowest available second-class fare only, ticket receipts required
 - Parking cost: actual cost with receipt

Taxis

In rare cases of urgency where no public transport is reasonably available the amount of the actual fare will be paid. In any other case, the amount of the fare for travel by appropriate public transport will be paid.

Rail Travel

Tickets should be purchased through the office as far in advance as possible to minimise costs. All tickets will be standard class, and Councillors should use any discounts available to them.

- b. Subsistence Allowances

Subsistence is reimbursement from the Council to a Councillor in respect of actual food and drink costs they have incurred during their approved duty. Expenses will not be paid where a suitable meal is provided as part of the event (e.g. at a course or conference).

If a town councillor is away from their usual place of residence for more than four hours, they can claim £10.00 towards their breakfast, lunch and/or evening meal.

In exceptional circumstances, if a Councillor must stay away from home overnight on an approved duty, then dinner, bed and breakfast (at a reasonably priced rate with full supporting receipts) may be claimed.

Where hotel accommodation is essential it will be in a reasonably priced hotel (e.g. Travel Inn or 3 star hotel), and must be booked in advance by the office.

Reimbursement of expenditure

Items required by Councillors to carry out their approved duties must be ordered and paid for through the office in advance of the event.

Councillor Training

All Councillor training will be booked and paid for through the office.

Administration

Claim forms are available from the Finance, HR and Lettings Manager.

In general, appropriate VAT receipts must be obtained for all expenses incurred.

Reimbursement of the VAT element, or the entire sum will be withheld in cases where there is no receipt.

Any dispute over claims or reimbursement of expenses will be considered by Full Council.

ITEM 7 - TTC Community Grants awarded in October 2021

Applicant	
Bridgetown Community Hall	Purchase and installation of oven, hob and cookware for the hall kitchen. Project has been completed and kitchen now in use.
Creation Myth Puppets	The production of A Talking Forest – puppet making workshops, film and a puppet show at the Civic Hall www.eventbrite.co.uk/e/the-talking-forest-tickets-247088758127
Food in Community	Setting up a 'soup-group' with learning disabled young people
Jamming Station	Sessional staff costs as part of a 12 month project in their new base at The Mansion. Project began when they took on their new studio in October.
LifeWorks	Get Involved Youth Club – Totnes Group 11-18 Years Project is part of ongoing activities, this grant was spent on days out and photos of the sea canoe trip are attached.
St John's Church Hall	Connecting Communities – further upgrades to AV equipment of St John's church hall to encourage wider range of users.
Totnes Bike Hub	Essential toolkit to establish a base in The Pulse Building, continue Dr Bike and set up the Hub. This project has been hugely successful, and has resulted in regular volunteers stepping forward, training for ride leaders, additional workshop sessions and much collaboration with other local groups.
Caring Town	A Community Conversation about Mental Health. Update 08/02/22 – a mental health partnership has been established and is likely to lead to an event as outlined in the bid but also a number of networking support events for frontline workers. Project is running about a month behind schedule but good development as per project outline.
Totnes Caring	Transport services coordination. This is an ongoing project that required additional support during high volumes of transport needs as covid restrictions eased and increased numbers of older and vulnerable people required transport to and from medical appointments and to other activities.
Totnes Fair Trade	Project will now take place in March (originally scheduled for Feb)
Totnes Library	children's library refurb – completed and opening event held in early Feb.

