

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

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

3. BUDGET MONITOR

To consider the Budget Monitor. Document to follow.

4. DEVON COUNTY COUNCIL PENSION SCHEME

To consider a request to Devon County Council to divest from fossil fuel investments which form part of the pension scheme for Council Officers. Document attached.

5. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since December 2021 and the current budget. Documents attached.

6. E-BIKE TRIAL

To consider running an e-bike trial with South Hams District Council and Co-bikes in 2022. Document attached.

7. CYCLE TO WORK SCHEME

To consider introducing a cycle to work scheme for Council officers. Document attached.

8. PROTOCOL ON THE DEATH OF A SENIOR NATIONAL FIGURE

To review the protocol on the death of a senior national figure (updated to remove references to the late Duke of Edinburgh and that the proclamation will be made from the Brutus Stone). Document attached.

9. SOUTH HAMS DISTRICT COUNCIL HOMELESSNESS STRATEGY CONSULTATION

To consider the South Hams District Council Homelessness Strategy consultation and agree a response (consultation closes on 23rd March). Document to follow.

10. FUTURE FORUM

To note an update on the Future Forum. Document attached.

11. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 11th April 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)*

12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations. Documents attached.

13. STAFFING UPDATE (Standing Item)

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

14. LEGAL CLAIM

To note an update on a legal claim. Verbal update.

Catherine Marlton

Town Clerk

9th March 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 14TH FEBRUARY 2022 AT 6.30PM IN THE GUILDHALL

Present: Councillors E Price (Chair), P Paine, B Piper (joined at 18.40), N Stopp and V Trow.

Apologies: Cllrs M Adams and J Hodgson.

In Attendance: 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 17th January 2022 and update on any matters arising.

The minutes were approved as an accurate record of proceedings. There were no matters arising.

3. BUDGET MONITOR

To consider the Budget Monitor.

The Clerk explained that there is an anticipated underspend due to capital projects being delayed, which will see more of a reserve carried into financial year 2022/23. It was unanimously **AGREED** to accept the budget monitor.

4. 2022/23 BUDGET

To consider the updated 2022/23 budget.

The Clerk set out that the updated budget is an increase in staffing costs to reflect the increase in hours (21 to 30 hours per week) for the Marketing and Communications Manager which was agreed by Full Council.

This would see a predicted reserve of around £220K by year end 2023.

To **RECOMMEND** to Full Council that the budget amendment is accepted.

5. CIVIC BUDGET AND MAYORAL ALLOWANCE POLICY

To review the Civic Budget and Mayoral Allowance Policy.

To **RECOMMEND** to Full Council that the revised policy is adopted.

6. PAYMENTS TO COUNCILLORS POLICY

To review the Payments to Councillors Policy.

The Clerk explained that having consulted Clerks in other councils, the policy has been revised and looks to clarify any ambiguous points about the basis of when expenses will be paid. To **RECOMMEND** to Full Council that the revised policy is adopted.

7. COMMUNITY GRANT AWARDS

To note feedback from the Community Grants awarded in 2021.

Noted.

8. FUTURE FORUM

To note an update on the Future Forum.

Cllr Allen was not present to give an update. A date for the next meeting has been circulated however, the Clerk is checking to see how this fits into the wider meetings calendar.

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.

Noted.

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

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations.

These were reviewed and **AGREED** unanimously.

11. STAFFING UPDATE (Standing Item)

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

A verbal update was noted, no decisions were required.

12. STAFF APPOINTMENT

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

It was unanimously **AGREED** to ratify the appointment subject to the normal checks and with the usual 6 month probationary period. The salary offer the Clerk proposed was **AGREED**.

13. VEXATIOUS BEHAVIOUR

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

It was **AGREED** that the situation would be kept under review and that, if required, the Clerk had the delegated authority to form a panel to decide on appropriate action. All Councillors present were supportive of the use of the policy if further correspondence was received.

DRAFT

ITEM 4 – DEVON COUNTY COUNCIL PENSION SCHEME FOR OFFICERS

Cllr Hodgson - In light of the recent protests at County Hall and this week's IPCC report on the Climate and Ecological Emergency, Totnes Town Council expresses its concerns that Devon County Council's Investment and Pension Funds (valued at over £5.4 Billion) still includes investments in Fossil Fuels valued at £117 Million. Further to which the Town Council formerly requests that these investments in unsustainable and environmentally damaging businesses are urgently sold and investments switched to sustainable projects such as renewable energy that will help society address and mitigate the Climate and Ecological Emergency. In addition to this request, the Devon Pension Fund Board is urged to carry out a poll of its members (pension fund holders) to seek their views on the investments made on their behalf. Additional information is below.

Encourage your parish or town council to ask DCC to divest from it's oily pensions.

Investments that threaten all our futures.

Despite declaring a Climate and Ecological Emergency, Devon County Council 's pension scheme still invests **£117Million a year in fossil fuels**. Campaigners, County Councillors and pension holders have been asking Devon County Council to divest from fossil fuels in its pension funds but with little real result. The fund which currently serves 125,000 pension holders is managed by Brunel Investments who invest the funds of around 10 county councils.

Brunel manage a total fund of £4 billion for Devon County Council. In addition to directly investing in fossil fuel companies including BP and Exxon Mobil, Brunel also invests in many carbon heavy industries- from Malaysian Airports to Chinese concrete manufacture, gold and platinum mines to Nestle, Walmart and Coca Cola and fossil fuel investing banks including JP Morgan and Blackrock. Despite so many calls to divest Brunel will not commit to divesting funds from fossil fuels until 2050.

The IPCC's report of 9th August 2021 'Code Red for Humanity' and this week's more recent update, means there is no time for delay or room for excuses. Investing in fossil fuels is no longer a financially 'safe' bet and threatens the future of us all. Local Authority employees serve their community, society and environment and most would not wish their pension to threaten their own or others' children, yet at present, pension holders have no say in how the fund is invested.

We all contribute to this oily pension fund

As employers, DCC, district and unitary authorities, town and parish councils all contribute towards the fund for its employees. Even the smallest parish councils employ a clerk who may be eligible. We all contribute to this fund via our Council Taxes, so we all should have a say in how the money is invested. Devon County Council, most district councils and many parish and town councils have declared Climate and Ecological Emergencies; pledging to try to be carbon neutral by 2030. Yet allowing Brunel to continue to invest in fossil fuels until 2050 contradicts this and threatens to undermine the commitments of local councils to their communities.

A strong voice together

Our town and parish councils are the lowest tier of local government, yet they speak for their communities of one to several thousand parishioners. Already Dartington, (near Totnes), Bow (Mid Devon) Wembury (near Plymouth), have formally asked DCC to divest from fossil fuels in this pension fund. Parish and town councils may be the only way that we all can have a say in this- and together our voices may be heard. Concerned parishioners can raise this issue at public question time, which is usually at the beginning of any town or parish council meeting.

ITEM 5 – MAYOR’S ENGAGEMENTS AND BUDGET

Below is a list of events that the Mayor has attended since 1st December 2021:

Date	Event	Location
05.12.21	Mayor of Teignmouth’s Civic Service	St Michael’s Church, Dawlish Street Teignmouth
12.12.21	Rowcroft Celebration of Christmas	Buckfast Abbey, Buckfast
15.12.21	Mayor and Cllr Price – DCC meeting with Cllr John Hart	Virtual
29.01.22	Totnes Pantomime	Civic Hall, Totnes
01.02.22	Opening of Children’s Library	The Mansion, Totnes
06.02.21	Evensong	St Mary’s Church, Totnes

Civic Events Budget 21/22

01/04/21 -
05/05/21

Allocation 551.37

Expenditure

Balance remaining to c/f 551.37

06/05/21 -
31/03/22

Allocation 5198.63

B/f 551.37

Expenditure

Mayor of Plymouth Fundraiser 80.00

RBL Wreath 20.25

Poppy Appeal donation 29.75

Xmas card distribution 165.00

Printing Mayor's Xmas cards 287.00

Food & alcohol for COPnes event 58.95

Mince pies, cream & alcohol 32.02

Wine for Cllrs xmas party 77.35

Pizzas for Cllrs xmas party 123.54

Balance remaining 4876.14

Event costs

None to date

ITEM 6 – E-BIKE TRIAL

The Green Travel Co-ordinator is in initial discussions with South Hams District Council (SHDC) and Co Cars / Co Bikes regarding the potential to run an e-bike trial in Totnes and surrounding area. This would not be until August at the very earliest.

The idea is to have stands with a number of bikes (e.g. 3-6) at various strategic locations in town. Current proposed locations are at Totnes train station, at the top end of the high street, top of Bridgetown and hopefully also in Harbertonford. Given that SHDC would be collaborating on this, it would be easiest to place them within SHDC car parks where possible.

The stands can either be docked or dockless stands, and no digging / roadworks would be needed.

The trial would be run by Co Cars / Co Bikes and the Town Council would provide minor support. Co Cars retain ownership of the bikes themselves and any issues with moving them around would be handled by Co Cars.

Co Bikes have given a very rough cost estimate of approximately £50,000. Some funding would be sought through an upcoming SHDC grant where there will be £50,000 available. It is likely that there will be other funding sources available as well. It is currently unknown if Totnes Town Council would be asked to cover any shortfall.

The Council Matters Committee is asked to consider whether the Green Travel Co-ordinator should pursue this potential project further.

7 – CYCLE TO WORK SCHEME

To consider whether to offer a cycle to work scheme to Council Officers.

What is it?

- It usually runs through a salary sacrifice process
- Totnes Town Council (TTC) would probably want to do it through a third party provider who hires the bikes to the employee. The employer then pays the provider via the salary sacrifice.
- It's free to run. Employers can save up to 13.8% of NIC. Employees can save 25-39% on bike and accessories.
- Use external suppliers like <https://www.cyclescheme.co.uk/>
- Includes bike (incl e-bikes) & safety gear
- Schemes usually run for 12 or 18 months

Overview of cycle to work scheme

Main scheme is via a salary sacrifice process.

Either the employer makes the initial purchase and then leases the bike/equipment to the employee via a salary sacrifice, until the full amount is recovered, OR the hire agreement may be between the employee and a third party, such as a scheme provider, who hires the goods to the employee and is remunerated by the employer from the salary sacrifice proceeds.

Employers typically save up to 13.8% of the total value of the salary sacrifice total per employee in employers NI contributions.

The scheme is free of charge to set up and costs nothing to run.

Criteria

- An employee must not, at any point during the hire period, own the cycle;
- At least 50% of the cycle's use must be for 'qualifying journeys', i.e. commuting to work purposes;
- The other thing is that the take home pay after the salary sacrifice shouldn't be under the National Living / Minimum wage.

Time periods

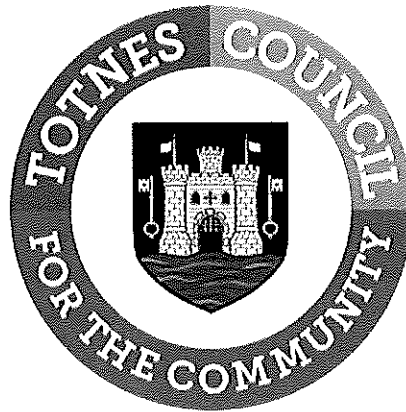
- Typically, schemes run for 12 months or 18 months. This is irrespective of the length of the hire period, which can be shorter or longer. If the hire agreement lasts for more than 18 months, the employee has a statutory right to terminate under the Consumer Credit Act 1974.
- Where an employment is less than 12 months, an employee can participate in the scheme as long as they are in the scheme for the duration of their employment.
- If the employee leaves their employment for any reason during the period of the salary sacrifice arrangement, you may require them to pay compensation, to cover the costs that you have not recovered under the arrangement.

End of hire period

At the end of the hire period an employee may have three options:

- Option 1: extend the hire agreement;
- Option 2: return the cycle and equipment;
- Option 3: buy the cycle and equipment under a separate agreement entered into at the time.

There must be no option, whether express or implied, as part of, or alongside the initial hire agreement for the employee to purchase the cycle or equipment at the end of the hire agreement. It is often possible but it is important that the employee is not given any expectation at the outset that they may be entitled to buy the cycle outright.



Protocol for the Conduct of Council Business on the Death of a Senior National Figure

TOTNES TOWN COUNCIL

JANUARY 2019

REVIEW DATE: MARCH 2022~~1~~

South Hams District Council has issued guidance¹ of the steps that should be taken when Operation London Bridge is enacted. As part of the planning for such an event, Totnes Town Council should have a policy to oversee its conduct of business during a time when national mourning has been declared.

Background: There are codename operations for the plan of what will happen in the days after the death of senior figures of the Royal Family, and announcement of these bridges being 'down' will set the plan in motion. The codenames are as follows:

- Operation London Bridge – HM The Queen (State Funeral)
- ~~Operation Forth Bridge – HRH The Duke of Edinburgh (Ceremonial Royal Funeral)~~
- Operation Menai Bridge – HRH The Prince of Wales (Ceremonial Royal Funeral)
- Other Royal family members will be given Non-Ceremonial Royal Funerals.

Following the death of a member of the Royal Family, the Lord Chamberlain will consult with the Prime Minister before seeking the Sovereign's Commands with regard to the type of mourning to be observed. No action should be taken until there is a formal announcement of the death (therefore any 'media reports are

¹ Based on the document National Association of Civic Officers 'Marking the Death of a Senior National Figure', Third Edition issued April 2017.

coming in' stories should be ignored). The forms of mourning and their implications for Totnes Town Council are as follows:

- **National Mourning** – observed by all. Flags are lowered to half mast from the day of death until the day of the funeral. Marking a silence may be observed.
- **Royal Mourning** – no implications for Totnes Town Council.

Wider guidance from South Hams District Council (as the local authority) can be expected and timings for Proclamation Day are still to be confirmed (as they need to follow Devon County Council arrangements). However, the Chairman will make the announcement of the new Sovereign on Proclamation Day (2 days after the day of death of the Sovereign) or possibly the day after which the Mayor of Totnes will be invited to, and which can then be followed by the Mayor of Totnes' announcement to the town.

TOTNES TOWN COUNCIL PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE

This protocol sets out the action to be taken in the event of the death of:

HM The Queen*

~~HRH The Duke of Edinburgh~~

HRH The Prince of Wales

HRH The Duchess of Cornwall

HRH The Duke of Cambridge

HRH The Duchess of Cambridge

HRH Prince George

HRH Princess Charlotte

HRH Prince Louis

HRH The Duke of Sussex

HRH The Duchess of Sussex

HRH The Duke of York

HRH The Earl of Wessex

HRH The Princess Royal

HRH The Countess of Wessex

The Prime Minister

Any former Prime Minister

The Members of Parliament for South Hams

A serving Mayor or Leader of the Council

A serving member of the Council

This protocol is to be kept under annual review, and the contact list will be updated annually in May.

* **Bold type indicates the action is only required in the event of the death of the Sovereign.**

PART 1 - Implementation of the Protocol on official confirmation of the death

Plans should only be implemented following an official announcement – ‘reports of’ are not official. On hearing/seeing an official announcement the Town Clerk, in consultation with the Mayor, is authorised to implement the protocol.

Action Required	Authorised By	Other Notes
Totnes Town Council’s Mourning Protocol will be implemented on the formal announcement of the death of any one of those persons named above.	Implementation will be authorised by the Town Clerk or in their absence by the management team.	

PART 2 – Flag Flying

Half mast flying has specific protocols and officers must ensure that they are aware of the correct method to employ and observe this when lowering a flag to half mast, or changing a local flag to the Union Flag for lowering to half mast. Please see notes at Annex A.

Action Required	Implemented By	Other Notes
<u>On announcement of Death.</u> Immediately the flags being flown will be lowered to half mast. In the event of no flag being flown on the day, the Union Flag will be raised and lowered to half mast immediately. In the case of the death of a senior Royal family member flags will be replaced with the Union Flag.	Town Maintenance Officer (TMO), following instruction from the Town Clerk or management team.	See Annex A which sets out the correct procedure for flying a flag at half mast.
<u>Applicable only following the death of the Sovereign:</u> On Proclamation Day (D+1) (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will - at 1100 hours - be raised to full mast and flown throughout the day at full mast. On the day following Proclamation Day (D+2) they will be returned to half-mast at 1300 hours.	At the Civic Hall by the Town Maintenance Officer.	
<u>On Subsequent Days.</u> Following the death of the Sovereign or other members of the Royal Family identified in the list on page 1, flags will continue to be flown at half	At the Civic Hall by the TMO, following instruction from the Town Clerk or Governance and Projects Manager.	The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family the number

<p><u>Supplies.</u> South Hams District Council has supplied the following:</p> <ul style="list-style-type: none"> - 1 x Book of Condolence and a supply of suitable paper; - 3 x pens; - 1 x white table cloth; and - 1 x photo frame to hold a photograph of the relevant person. 		<p>These items are held in a clear box in the Cell 3 office.</p>
<p><u>Mayor's Statement.</u> The Mayor will issue a statement via the Clerk, expressing the sadness of the Council and people of Totnes at the news of the death of The statement will also appear on the home page of the Council's website and noticeboard and will be included in social media posts.</p> <p>The statement will confirm that flags are to be flown at half mast and will give details of the Book of Condolence and any minute's silence to be observed. In the case of the death of the Sovereign it will include arrangements for the Proclamation Day announcement. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal website.</p>	<p>Statement to be issued by the Town Clerk, administrators to ensure a copy of the statement appears on the home page of the Council's website, its noticeboard and Facebook page.</p> <p>Statement to be emailed to all Councillors and to the Totnes Times.</p>	<p>Guidance on the content of the statement is set out at Annex B.</p>
<p><u>Closing Condolence Book.</u> When a Condolence Book has been closed the Clerk will discuss with SHDC arrangements for retention.</p>		<p><i>[SHDC are still considering whether to collect up the books of condolence and bind them into a single document for South Hams, which will then be stored by agreement at Devon Archives; or alternatively whether Devon County Council will agree a format for their books of condolence (which SHDC books would mirror) and for DCC to collect the books of condolence, have them bound,</i></p>

		<i>and keep as part of their records.]</i>
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PART 4 - Events during the Period of Mourning

The Mayor and Deputy Mayor are to attend appropriate events where they continue, however if the country is in national mourning, parties, dinners and more celebratory events should be declined.

Action Required	Implemented By	Other Notes
To review the programme of engagements undertaken by the Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	The Mayor, Town Clerk and the Mayor's PA	Consideration may also be given to working with local faith groups to arrange some sort of Service on the eve of the funeral.

PART 5 – Proclamation Day

At 1100 hours on Proclamation Day (D+1) the official proclamation of the new King will be read at St James' Palace. At noon it is read at the Royal Exchange, then the heralds set out for Edinburgh/ Cardiff and Belfast. (D+2) the heralds read their proclamation in the capitals. Then the local proclamations can be read. SHDC timings are TBC, depending on DCC arrangements. The Mayor of Totnes will be invited to the SHDC Proclamation announcement which will be read by the Chairman of the Council, and will pass a copy of the Proclamation to the Mayor for TTC records.

Action Required	Implemented By	Other Notes
<p><u>In Totnes the Proclamation will be read as follows:</u> By the Mayor or Deputy Mayor at the <u>Brutus Stonefront of the Guildhall</u>. Timings dependent on Devon County Council and South Hams District Council arrangements.</p> <p>The Mayor and Deputy Mayor to be robed with black rosettes and black gloves.</p>	<p>Town Clerk to be alongside the Mayor</p> <p>Town Sergeant</p>	<p><i>[Timings will depend on when SHDC are making their announcement as TTC will need to follow this]</i></p> <p>Suggested wording of the Proclamation is at Annex D.</p>
<p><u>Invites.</u> All those listed in Annex C to be invited to be present. Councillors and Officers to wear dark clothing. Black Arm bands to be available.</p>	<p>Mayor's PA and Administrators.</p>	<p>Black arm bands stored in the clear box in the Cell 3 office.</p>
<p>Reading of the Proclamation to be publicised.</p>	<p>Notification of the reading of the Proclamation to be given by the Town Clerk to those</p>	

	<p>identified at Annex C.</p> <p>Town Clerk and Administrators to ensure that the public are informed by press release and items on the Council's website, noticeboard and Facebook page.</p>	
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PART 6 – Dress Code

During the official mourning period black arm bands will be available for wearing when representing the Council. Councillors and Officers when on official duty should wear dark coloured clothing, at a minimum for the first day after the announcement, Proclamation Day, for any official minute's silence and on the day of the funeral.

Action Required	Implemented By	Other Notes
<p><u>Supplies.</u> A stock of arm bands will be held in the Council Offices. They will be available from the Administrators for use by Councillors and Town Clerk attending on Council business following the death of a senior national figure.</p>	<p>The stock to be issued and maintained in good order by the Mayor's PA.</p>	<p>Black rosettes and arm bands are stored in the clear box in the Cell 3 Office.</p> <p>At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement. A list of suppliers for these items is set out at Annex F.</p>
<p><u>Chains of Office.</u> On the death of the Sovereign, the Totnes Town Council chains of office will not be worn by the Mayor or Deputy Mayor and instead badges of office will be worn on a black neck ribbon.</p> <p>Black rosettes (for wearing on the Mayoral robes) and black gloves will be available.</p>	<p>Mayor's PA.</p>	<p>Existing ribbons to be used on the reverse from the day of death until and including the day of the funeral of the Sovereign. Held by the Mayor's PA.</p> <p>Rosettes stored in the clear box in the Cell 3 Office. Black Gloves stored in the Muniment Room.</p>
<p><u>Maces.</u> From the day of death until and including the day of the funeral of the Sovereign, the maces will have a black ribbon tied in a bow around the shaft.</p>	<p>Administrators.</p>	<p>The black ribbon for the maces is held with the black rosettes and arm bands in the clear box in the Cell 3 Office.</p>
<p><u>Guildhall Photograph of HM The Queen.</u> The frame of the</p>	<p>Administrators.</p>	<p>Ribbon is stored in the clear box in the Cell 3 Office.</p>

photograph should be draped in thick black ribbon if the Guildhall is open to the public.		
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PART 7 – Marking a Silence

Where the death of a senior member of the Royal Family is to be marked by a Silence, an announcement will be made by Buckingham Palace.

Action Required	Implemented By	Other Notes
<p><u>Leading the Silence.</u> The Mayor will lead a Public Silence outside of the Guildhall.</p> <p>Those listed at Annex C to be invited. Mayor and Deputy Mayor to be robed. Dark clothing requested. Black arm bands to be available.</p>	<p>Notification of the reading of the Proclamation to be given by the Mayor's PA to those identified in Annex C.</p>	
<p><u>Publicity.</u> The Public Observing of the Silence to be publicised. Arrangements for media access.</p>	<p>Clerk and officers to ensure that the public are informed by press release and item on the Council's website, noticeboard and Facebook page.</p>	

PART 8 – Letters of Condolence

This is separate to the book of condolence and should be sent to the Palace or other residence as directed by the official announcements.

Action Required	Implemented By	Other Notes
<p>As soon as practical, a letter of condolence will be drafted and circulated to the Town Mayor before dispatch. It will include details as to whether any book of condolence has been opened and how it will be retained after it is closed.</p>	<p>Town Clerk</p>	<p>Only one letter to be sent.</p>

Further advice can be found in the National Association of Civic Officers 'Marking the Death of a Senior National Figure' Third Edition issued April 2017.

Flying Flags at Half Mast

Full details of the correct way to fly flags at half mast is given on the website of the Flag Institute (www.flaginstitute.org).

It is important that the guidance given by the Flag Institute is adhered to strictly.

Half mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half mast position. When it is being lowered from half mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half mast, other flags on the same stand of poles should also be at half mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

Content of the Public Statement to be Issued by the Mayor of Totnes on the Announcement of the Death of a Senior National Figure or other Prominent Figure

The statement should begin with a suitable expression of the sadness of Totnes Town Council on hearing the announcement.

It should go on to state that flags will be flown at half-mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Mayor's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Council to action before that action has been discussed and has the necessary agreement.

Those to be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a Two Minute Silence

- All Members of the Council
- Honoured Citizens/Freemen of the Town
- Past Mayors (if not serving Members of Council)
- Police
- Local Fire Commander
- A representative of the Lord Lieutenant (Deputy Lieutenant)
- Representative of different faith groups in town (St Mary's Church/St John's Church / St Mary and St George Roman Catholic Church / Methodist / United Reform / The Gospel Hall/ The Kingdom Hall/ The Quakers)

NOTE:

The Proclamation will be read at County Hall by the High Sheriff. The Lord Lieutenant will be present at that ceremony.

The Proclamation will be read by the Mayor, with the Town Clerk alongside them.

Suggested words for the Mayor Reading the Proclamation

The Mayor (or in their absence the Deputy Mayor or the immediate past Mayor) to say:

We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest-reigning Monarch.

But the basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of Totnes of the beginning of our new King's reign.

Yesterday the Accession Council met at St. James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen's death were raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. The High Sheriff of Devon discharged that duty earlier today and now, with my humble duty, I now bring the words of the Proclamation to the residents of Totnes.

Ladies and Gentlemen. The Proclamation of the Accession.

READS THE PROCLAMATION

At the end of the Proclamation the Mayor will say: **God Save The King**

Official Guests repeat: **God Save The King**

All present join in saying: **God Save The King**

Finally, the Mayor will call for three cheers for His Majesty The King.

Dispersal

TTC Actions – Summary List**Announcement Day:**

- (If announcement before 10pm otherwise by 9.30am following morning) flag to be lowered to half mast (Union flag to replace any others in the event of a member of the Royal Family).
- (If announcement before 5pm) condolence book and photographs to be readied for following day.
- Statement to be approved by Mayor/Deputy Mayor for release.
- Advise press of the proclamation details.
- Send invitations for proclamation.

D+1:

- Condolence book opened.
- Flag to be raised to full mast at 11am when national proclamation read.
- Statement released if not already.

D+2:

- Flag returned to half mast at 1pm.
- South Hams District Council proclamation at 2pm.
- Totnes Town Council proclamation at 3pm – from the Brutus Stone in front of the Guildhall.

Funeral day:

- (D+10) Sovereign funeral.
- 2 minutes silence (if announced by Buckingham Palace).

Funeral day +1:

- 8am raise flag to full mast.
- Condolence book closes at 4pm (prepared for binding and insertion to the council archive/ return to SHDC).
- Condolence letter issued on behalf of Mayor to Private Secretary of deceased, if Sovereign deceased it goes to new Sovereign's private secretary and includes details of condolence book archive.

[Note: D = day of death, for example D=1 is the day after the announcement of the death]

Equipment List and List of Possible Suppliers

All items are in a box labelled 'Operation London Bridge' in the Cell 3 office.

Condolence Books: issued by South Hams District Council, held in Cell 3 office.

Pens (x3): issued by South Hams District Council, held in Cell 3 office.

Black arm bands (x20), held in Cell 3 Office

Black Ribbons for the Mayor's and Deputy's badges of office: reverse of existing ribbons, held by Mayor's PA.

Black Rosettes for Mayoral Robes (x 2) held in Cell 3 Office (replacements can be purchased from Toye, Kenning and Spencer).

Wide black ribbon x2m for bowing around lower half of Sovereign photograph in Guildhall, held in Cell 3 Office

Table cloth: issued by South Hams District Council, held in Cell 3 office.

Photo frame: issued by South Hams District Council, held in Cell 3 office.

Framed photograph in Cell 3 office. ~~s can be purchased from: Downloadable images of the Royal Family are available at www.royal.gov.uk. Site also gives details of companies from which a wider range of photographs can be purchased.~~

ITEM 10 – FUTURE FORUM

Meeting of the Future Forum on Tuesday 1st March in the Assembly Room, Seven Stars.

Attending:

Cllr Georgina Allen

Cllr John Cummings,

Cllr Sarah Collinson,

Cllr Ray Hendriksen,

Cllr Jacqi Hodgson,

Cllr John Birch

JA (St Mary's Heritage Trust)

IF

RT (the Costume Museum)

Cllr Sue Misselbrook (Berry Pomeroy pc)

J (Manager of the Seven Stars)

Apologies from IC (Community Charter), PL (Totnes Festival), SH (Totnes Gardens), RG (Heritage officer SHDC) and AA (Totnes Museum)

- Discussion on council interest in shared heritage, maintenance of buildings (specifically fabric of the building - health and safety in the High Street, gutters etc), tourism, fund raising, profile raising and story telling.
- JA introduced the Plymouth University initiative (to be seen in earlier emails and on the FF agenda) and outlined the agenda and hopeful outcome. The five students will be conducting interviews and visits of heritage sites in town in order to create a proposal looking at how heritage groups can share resources, a need for 'synchronicity and potentially a project in common.
- Cllr Hendriksen proposed that we find out who owns the listed buildings in the High St as we do not (as a council) have that information.
- RT discussed how difficult it was to loan fragile objects in his collection and the museum's need for more space and storage. RT said that informal links between the Costume Museum, the Image Bank and the Totnes Museum had existed for a number of years, most recently over common problems of space and storage. These were all registered charities with their own governance documents, and the Costume Museum and the Totnes Museum were accredited under the rules of Arts Council England. This placed limitations on what they could do outside their own fields. The standard Spectrum conservation criteria made it difficult to loan items other than to museums with similar aims. He supported efforts to make the Totnes heritage better known but thought that the method of doing so needed further thought and discussion. The suggested heritage sub-group under JA's chairmanship was worth pursuing.
- Cllr Collinson introduced an initiative from Devon County Council who are looking to organise and fund a drive to recruit and support people with disabilities in the work place. It was recommended that this is brought back to the next Future Forums, which will be on employment. J (Seven Stars manager) suggested that the Stars could potentially host an open day for employers, industry and hopeful employees to look at the DCC proposal and take it forward. Cllr Collinson and J will discuss this further.

- Cllr Allen and J then discussed a possible use for the Seven Stars library as a display area for heritage sites in town and heritage groups to work collaboratively with the Stars on encouraging visitors to visit heritage sites and to decorate the Stars. Cllr Allen, Cllr Birch and AA will visit the Stars this week to discuss further. Totnes Archives and the Totnes Image Bank (as well as any other interested heritage group) will be approached.
- The next Future Forum will be on April 12th at 6pm, location to be determined. Its theme will be Employment and commerce.