

## AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 16<sup>TH</sup> MAY 2022 AT 6.30PM IN THE GUILDHALL

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 16<sup>th</sup> May 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 11th April 2022 and update on any matters arising. Document attached.

### 3. BUDGET MONITOR

To consider the Budget Monitor. Document attached.

### 4. INVESTMENT STRATEGY

To review the Investment Strategy. Document attached.

### 5. WORKING TIME AND LEAVE POLICY

To review the staff Working Time and Leave Policy. Document attached.

### 6. ARTS WORKING GROUP

To consider the actions from the Arts Working Group held on 27<sup>th</sup> April 2022. Document attached.

## 7. BUDGET OUTTURN STATEMENT

To note the budget outturn statement for financial year 2021/22. Document attached.

## 8. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 13<sup>th</sup> June 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)*

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

To consider the bank statements and reconciliations. Documents attached.

## 10. STAFFING UPDATE (Standing Item)

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

## 11. CASTLE MEADOW BOUNDARY

To update on the Castle Meadow boundary (legal). Verbal update.

Catherine Marlton

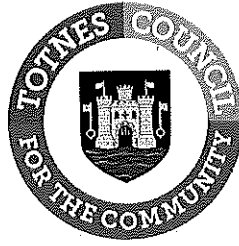
Town Clerk

11<sup>th</sup> May 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 11<sup>TH</sup> APRIL 2022 AT 6.30PM IN THE GUILDHALL

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

**Apologies:** Councillor B Piper.

**Not Present:** Councillor N Stopp.

**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 14th March 2022 and update on any matters arising.

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

### 3. FINANCIAL RISK ASSESSMENT

To review the Financial Risk Assessment.

CLlrs asked about the regular checking of the fire alarm at the museum, and the investment policy that was last reviewed in 2015. The Clerk updated that there has been a review of the Council's insurance policies, including how much a building is insured. The risk assessment was reviewed and it was **AGREED** to accept the document.

### 4. YEAR END TIMELINE

To note the year end timeline for financial year 2021/22.

Noted.

## 5. EARMARKED RESERVES

To review the earmarked reserves.

It was **AGREED** to set the earmarked reserve allocation to £0 and to continue the detailed recording of projects in the budget monitor.

## 6. COUNCIL ASSETS AND PUBLIC REALM WORKING GROUP

To consider the actions from the Council Assets and Public Realm Working Group held on 16th March 2022.

The following actions were considered:

4. St. Mary's Churchyard Project - it was **AGREED** that the Council supports the progression of the scheme in principle.

7a. Civic Hall Markets – it was **AGREED** that no Council-run markets in the Civic Hall are held in 2022 and that the Council looks to resume them in Spring 2023 (day to be decided). The Arts Working Group are asked to look at how the Council could assist the Tuesday Elizabethan market.

8. Budget 2022/23 - It was **AGREED** that:

- a. there is an anticipated overspend of £75k in financial year 2022/23; and
- b. the £40K allocated for ramp improvements into the Civic Hall are moved from the 'public realm' to the 'building improvements' budget line.

13a. Kerbstones in the cemetery – it was **AGREED** that the kerb sets are moved away from the road and are utilised in the new scattering of ashes area.

13b. Scattering of Ashes area – it was **AGREED** build a sleeper wall for scattering of ashes under the oak trees near the current Garden of Rest and fronted by the relocated granite kerb sets.

## 7. SECTION 137 FUNDING

To note the S137 value for 2022/23.

Noted.

## 8. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 16<sup>th</sup> May 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)*

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

**To consider the bank statements and reconciliations.**

These were reviewed and **AGREED** unanimously.

**10. 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.

**11. STAFF ATTENDANCE**

**To note sickness and overtime balances.**

Noted, no decision needed.

DRAFT



<b>Budget Monitor - Council Matters 16th May 2022</b>				2022/23				Comments
	19/20 YEAR END	20/21 YEAR END	21/22 YEAR END					
Administration	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 30th April 2022	Expected year end	
Salaries and pensions for all staff	224062	246894	294138	357365	357365	27443	357365	
Staff Training, Travel and Expenses	3296	2287	4244	4500	4500	88	4500	
Deleted - Staff Eye Tests	50	0	0					
Staff Recruitment	1558	2575	1930	2500	2500	0	2500	
Phone and Broadband	2870	2343	2932	3200	3200	234	3200	
Office Supplies	545	1564	1100	1750	1750	59	1750	
Photocopier	1592	1496	1536	1600	1600	389	1600	
Subscriptions			4463	4000	4000	1910	4000	
Professional Fees			53812	6500	6500	-1785	6500	May be over given legal fees on projects
Insurance	7365	7431	7514	8000	8000	0	8000	
Website and IT			3696	5000	5000	203	5000	
Office Equipment	864	5082	1999	5000	5000	11	5000	
Van Maintenance			258	750	750	0	750	
TMO Tools and Consumables			1322	1500	1500	303	1500	
Miscellaneous income			-40	0	0	0	0	
Car park permits income and green sacks	-40							
<b>SUB TOTAL</b>	<b>242162</b>	<b>269672</b>	<b>378904</b>	<b>401665</b>	<b>401665</b>	<b>28855</b>	<b>401665</b>	
Civic and Democratic	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 30th April 2022	Expected year end	
Mayoral Allowance	394	0	557	410	410	0	410	
Civic and Mayoral Events (expenditure)	4196	743	959	5750	5750	100	5750	
Civic Events (income)	-1127	0	0	0	0		0	
Civic Regalia	344	0	110	200	200	0	200	
Mayoral Travel	146	0	7	200	200	0	200	
Councillor IT equipment	1281	2069	356	1500	1500	14	1500	
Councillor Training and Travel	352	1085	210	800	800	262	800	
Elections	161	0	9524	6000	6000	0	6000	
Community Outreach/Christmas	4133	2436	4747	8450	8450	60	8450	See proposed breakdown below
Councillor Allowances	2623	3152	2644	6560	6560	0	6560	
MOVED TO ADMIN Professional Fees	3908	11032	0					
MOVED TO ADMIN Subscriptions	2558	3009	0					
MOVED TO ADMIN Website and IT	11312	293	0					
<b>SUB TOTAL</b>	<b>30281</b>	<b>23819</b>	<b>19114</b>	<b>29870</b>	<b>29870</b>	<b>436</b>	<b>29870</b>	
Tourism	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 30th April 2022	Expected year end	
Visit Totnes Marketing and event sponsorship	4710	6108	18966	25000	25000	-175	25000	
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	553	275	306	250	250	14	250	
Bank Charges/Paypal fees	20	0	33	200	200		200	
Visit Totnes Guide and Website	14219	3135	12308	12000	12000	99	12000	
Pension costs	12636							
Totnes Guide and Website Income	-16844	-468	-12283	-8000	-8000	115	-8000	
Advertising			-3289	-2000	-2000	-360	-2000	
<b>SUB TOTAL</b>	<b>15294</b>	<b>9050</b>	<b>16041</b>	<b>27450</b>	<b>27450</b>	<b>-307</b>	<b>27450</b>	
Guildhall	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 30th April 2022	Expected year end	
Cleaning	1545	2456	2644	3000	3000	24	3000	
Building Maintenance	4160	191	6554	5000	5000	-3640	5000	
Business Rates	6015	6113	6113	6500	6500	6113	6500	
Water	120	333	269	200	200		200	
Utilities	3046	3894	4801	5000	5000	631	5000	
Equipment Maintenance	1281	1291	5996	1200	1200	-4320	1200	
Wedding Licence renewals and marketing	71	0	2434	1000	1000	13	1000	
Admissions income	-2994	0	0	-3000	-3000	-175	-3000	
Weddings & Hire Income	-2566	-832	-4478	-2750	-2750	-188	-2750	

Sub Total	Actual 31st March 2020	Actual 31st March 2021	2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 30th April 2022	Expected year end	
16150	10678	13446	24333	16150	16150	-1542	16150	
Civic Hall	YEAR END	YEAR END	2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 30th April 2022	Expected year end	
Cleaning and supplies	4362	1226	4605	5500	5500	382	5500	
Feed in Tariff	2156	2762	2501	2000	2000	0	2000	
Water	1389	1361	1055	1500	1500	0	1500	
Utilities	3617	1762	3044	4000	4000	302	4000	
Building Maintenance	10771	2969	13955	200000	200000	-4729	200000	
Licences	70	70	70	100	100	0	100	
Marketing Civic Hall	515	0	26	750	750	0	750	
Equipment Maintenance	6433	3320	4299	5000	5000	98	5000	
Paige Adams Grant towards Caretaking, Cleaning and Management costs	-31500	-7500	-30000	-33500	-33500		-33500	
Feed in tariff income and Water refund income	-4899	-6728	-6304	-5200	-5200	882	-5200	
Equipment sales			-1000					
SUB TOTAL	-7086	-758	-7749	180150	180150	-3065	180150	
Property Maintenance	YEAR END	Actual 31st March 2021	2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 30th April 2022	Expected year end	
Guildhall Cottage Maintenance	65	361	588	1000	1000	0	1000	
Flat 5a Loan repay	9148	9148	9148	9150	9150	0	9150	
Flat 5a Maintenance	9	275	1853	1000	1000	185	1000	
Guildhall Office Maintenance	579	309	13					
Rental Property Management Fees	1962	2089	2001	2000	2000	166	2000	
Town Clocks	1543	3127	1437	2250	2250	-255	2250	
Museum Maintenance	6122	-3230	198	5000	5000	0	5000	
Museum Rent Income	-1	-1	-1	-1	-1		-1	
Eastgate Clock Rental	-1	-3	-3	-3	-3		-3	
MOVED TO CIVIC HALL - Civic Water Supply to shop	-200							
Guildhall Cottage Income(£975 a month)	-10200	-10200	-10756	-11700	-11700	-975	-11700	
Flat 5a Rental Income(£775 per month)	-8340	-8340	-8660	-9300	-9300	-775	-9300	
SUB TOTAL	686	-6465	-4182	-604	-604	-1654	-604	
Cemetery	Actual 31st March 2020	Actual 31st March 2021	2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 30th April 2022	Expected year end	
Business Rates	4069	4441	4441	4750	4750	4441	4750	
Water	127	144	173	150	150	0	150	
Waste collection		706	706	550	550	25	550	
Grounds Maintenance (Grass cutting and tree work)	21179	18009	20613	23000	23000	0	23000	
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	1495	1357	-32	1000	1000	0	1000	
Chapel	0	150	0	1000	1000	0	1000	
Cemetery Fees Income	-11375	-11435	-12000	-8000	-8000	-560	-8000	
SUB TOTAL	15495	12666	13901	22450	22450	3906	22450	
Open Spaces	YEAR END	Actual 31st March 2020	Actual 31st March 2021	2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 30th April 2022	Expected year end
General Maintenance	0	80	162	500	500	0	500	
St Marys Churchyard (Walls and trees)	414	322	857	500	500	-650	500	
Castle Meadow Maintenance and Water	57	800	108	100	100	9	100	
Castle Meadow and allotments income	-210	-208	-200	-200	-200	0	-200	
SUB TOTAL	261	994	927	900	900	-641	900	
Precept and Income	YEAR END	Actual 31st March 2020	Actual 31st March 2021	2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 30th April 2022	Expected year end
Bank Charges	150	98	104	100	100	10	100	
Precept and Income	-494000	-535280	-545986	-545986	-545986	-272993	-545986	
Council Tax Grant (only guaranteed until 19/20)	-20040	-10020	0					
Charity of Paige Adams RATE ABATEMENT	0	0	0	-105000	-105000	0	-105000	
SUB TOTAL	-513890	-545202	-545882	-650886	-650886	-272983	-650886	
Community Development	Actual 31st March 2020	Actual 31st March 2021	2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 30th April 2022	Expected year end	



Community Grants( incl. S137 Funding)		44168	52508	50000	50000	11533	50000	
Community Projects (Skate Park)	0	0	0	13200	13200	0	13200	
Neighbourhood Plan/Planning	9252	see below	3720	1000	1000	-3720	1000	
Arts and Culture and Events	6185	see below	9500	25500	25500	11400	25500	See proposed breakdown below
Public Realm and Community Assets Projects	see below	see below	see below	225000	225000	-7380	225000	See proposed breakdown below
Climate Change/Green Travel	0	3986	2312	10000	10000	-896	10000	
Public Toilets	SEE COMMUNITY PROJECTS		0					
Caring Town/Totnes Caring services	SEE COMMUNITY PROJECTS		0					
Citizens Advice Service	SEE COMMUNITY PROJECTS							
Neighbourhood Plan/Planning	see above	71413	see above					
Community projects SHARED SPACE and public realm	76024		22938					
Community Grants Scheme/COVID 19	0		0					
Arts and Culture and Events	see above		see above					
Heritage Support	0	0	0					
Grant Funding/Projects Income	-1845	-84500	-34370			-19585	-19585	Baltic Wharf s106 funding from DCC
<b>SUB TOTAL</b>	<b>£91,461</b>	<b>£35,067</b>	<b>£56,608</b>	<b>£324,700</b>	<b>£324,700</b>	<b>-£8,648</b>	<b>£305,115</b>	
<b>TOTAL</b>	<b>-£116,501</b>	<b>-£187,710</b>	<b>-£47,985</b>	<b>£351,845</b>	<b>£351,845</b>	<b>-£255,643</b>	<b>£332,260</b>	

### Reserves impact

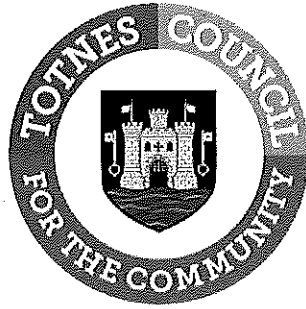
Total actual general reserves as start of 2022/23	£705,308
Based on the current projected 2022/23 budget, year end reserve estimate	£373,048

2022 - 2023 - proposed	PROPOSED	NOTES
<b>PUBLIC REALM and COMMUNITY ASSETS PROJECTS</b>	<b>225000</b>	Annual total allocation
Totnes Gardens	-2265	
Replacement plants and repairs to planters over the year	-1200	ESTIMATED
Wayfinding fabrication phase 1	-24400	CONFIRMED
Wayfinding installation phase 1	-16200	ESTIMATED - out for quotes
Wayfinding fabrication phase 2	-22000	ESTIMATED
Wayfinding installation phase 2	0	Defer to 23/24
Collapark investment	-10000	CONFIRMED as Autumn 2022
Vehicle activated signage and other traffic calming measures	-50000	ESTIMATED
Elmhirst project/other community assets	-100000	ESTIMATED
<b>TOTAL</b>	<b>-1065</b>	small overspend possible

2022 - 2023 - proposed	PROPOSED	NOTES
<b>ARTS AND CULTURE</b>	<b>22500</b>	Annual total allocation
Arts community grants agreed allocaiton to date	-11400	
Christmas Fesitval external facilitation	-8000	
Community Christmas workshop	-2500	
<b>TOTAL</b>	<b>600</b>	unallocated/contingency

2022 - 2023 - proposed	PROPOSED	NOTES
<b>COMMUNITY OUTREACH</b>	<b>8450</b>	Annual total allocation
Civic Square Light and Trees	-3000	
Additional lighting around Christmas	-2000	
Totnes Directory Updates	-2000	
Defibrillator Pads/Servicing	-200	
Facebook/Comms	-250	
Community Consultation events/marketing material as required	-1000	
<b>TOTAL</b>	<b>0</b>	unallocated/contingency





# INVESTMENT STRATEGY

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**TOTNES TOWN COUNCIL**  
**May 2022**

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Totnes Town Council has adopted the following Investment Strategy, which establishes formal policies and practices for the effective management and control of the Council's investments, and the associated risks, and should be read in conjunction with the Council's Financial Regulations.

## **1. Introduction**

In preparing its Investment Strategy the Council is required to comply with the guidance notes issued under Section 15(1) of the Local Government Act 2003 and guidance within 'Governance and Accountability for Smaller Authorities in England' Practitioners Guide.

The legislation and associated guidance is optional for parish & town councils where investments are not expected to exceed £500,000 and no action is required below £10,000. However, for Councils where the sums involved exceed £500,000, the guidance is mandatory.

The Guidance recommends that a council produces an annual Investment Strategy which sets out its policy for managing the investments and giving priority to liquidity (ensuring the funds invested are available for expenditure when needed) and security (protecting the capital sum invested from loss). It is recommended that this Strategy be approved by the Full Council annually.

## **2. Definitions**

Specified Investment - one which is made in sterling, is not long term (less than 12 months) not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a parish or community council.

Non Specified Investment – any financial investment that does not meet the criteria to be treated as a specified investment and for which there can be greater risk and where professional investment advice might be required.

### **3. Investment Policy**

#### **Treasury Management Investments**

Totnes Town Council acknowledges the importance of investing any temporary surplus funds held on behalf of the community in a prudent manner. The Council will aim to achieve, first and foremost, security and liquidity whilst seeking the optimum return on its investments commensurate with proper levels of security and liquidity.

In accordance with Section 15 (1) of the 2003 Act the Council will have regard to such guidance as DCLG may issue on behalf of the Secretary of State.

For prudent management of its treasury balances, Totnes Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities which are specified investments.
- Other recognised funds specifically targeted at the Public Sector which are specified investments.
- No investment in stocks or shares, or in non-specified investments.

The choice of institution and length of time which funds may prudently be committed so as not to compromise liquidity will be at the discretion of the Responsible Financial Officer, in consultation with the Chairman of the Council Matters Committee.

The contribution that these investments make to the objectives of the Town Council is to support effective treasury management activities.

#### **Non-financial Investments**

The Department for Communities and Local Government (DCLG) maintains that the borrowing of monies purely to invest, or lend and make a return, is unlawful and this Council will not engage in such activity.

The Responsible Financial Officer will carry out a risk assessment for any new non-financial investment proposals which will be provided to the Council Matters Committee. The risk assessment will include

- Whether and, if so how, the Council uses external advisors be they treasury management advisors, property investment advisors or any other relevant persons.
- How the Council monitors and maintains the quality of advice provided by external advisors.
- What other sources of information are used to assess and monitor risk.
- Risks associated with the liquidity of the asset and any debt.
- Any risk associated with the investment failing to achieve any expected net profit and the contingency plans for this scenario.

Information about any proposed investment and borrowing will be provided to members by the Responsible Financial Officer setting out any risks and opportunities in terms that a layman would understand to avoid

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the risk that locally elected members may not always have the background and expertise to understand the risks associated with the decisions that they are being asked to make.

Totnes Town Council will only invest in non-financial investments where a professional assessment has been obtained to confirm that there are reasonable grounds to believe the realisable value of the asset, including the attributable costs of purchase, will exceed the purchase price within 12 months of the purchase.

Borrowing to purchase land and buildings by Totnes Town Council will only be obtained through the Public Works Loan Board.

Where the Council has borrowed to finance any non-financial investments the Responsible Financial Officer will report the following indicators to the Council Matters Committee annually:

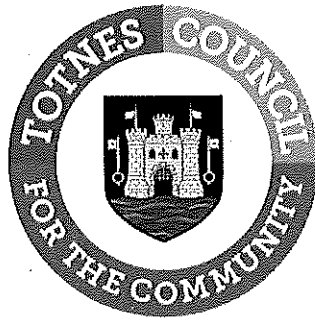
- Loan to Value Ratio
- Investment Cover Ratio (the total net income from property investments compared to the interest expense)
- Gross and net income (The income received from the investment portfolio at a gross level and net level, less costs, over time)

Where there has been a significant change in year on year performance against any of the indicators presented the Responsible Financial Officer should include an explanation to the Committee.

In addition the Responsible Financial Officer will report on any need to realise the capital tied up in the non-financial investments to ensure no capital loss arises.

The Council will review this Strategy annually and reserves the right to make variations to the Strategy at any time, subject to the approval of Full Council.





Item 5

# WORKING TIME AND LEAVE POLICY

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TOTNES TOWN COUNCIL

JULY 2021

REVISED MAY 2022

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## INTRODUCTION

Totnes Town Council is open to the public from 10am to 4pm Monday to Friday (excluding bank holidays and statutory holidays) and the office should be manned by at least two staff during these core hours under normal circumstances.

Whilst every effort will be made to achieve this, there will be times, such as during the Christmas recess, when it will not be possible. The Town Clerk has overall delegated responsibility to manage the staff and office cover. If the office has to close during core hours, then the Chair of Council Matters and/or the Mayor will be informed by the Clerk or in their absence a member of the management team.

## HOURS OF WORK

Employees hours of work are set out in their contracts of employment and any subsequent change of contract letters.

## OVERTIME

Overtime is time worked beyond the contracted hours. It is preferable for TOIL (time in lieu) to be used but where this is not practical all overtime will be authorized in advance by the Town Clerk. Overtime is paid at standard hourly rate unless the hours are before 7am or after 10pm (with the exclusion of the Town Clerk), and on Sunday or public bank holidays where a double rate is payable (all staff).

Procedures relating to overtime are set out in the Staff Handbook.

## TIME OFF IN LIEU (TOIL)

An employee is entitled to take time off in lieu of additional hours worked over and above his/her contracted hours. Any additional hours worked are subject to agreement and recognise the need to provide staff cover, to maintain the necessary deadlines, provide members of the public with the expected service levels and the attendance at Council meetings.

Procedures relating to TOIL are set out in the Staff Handbook.

## ANNUAL LEAVE

Entitlement for Totnes Town Council employees is as follows

On appointment	22 days + 5 Statutory + 8 Bank Hols
After 5 yrs continuous LG service	26 days + 5 Statutory + 8 Bank Hols
After 10 yrs continuous LG service	28 days + 5 Statutory + 8 Bank Hols

When an employee's entitlement changes during the leave year (e.g. a change in hours or completion of 5 or 10 years continuous service), the leave for that year will be re-calculated at the point of change.

Continuous service includes service with one or more of the employers covered by the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999, as amended (the Modification Order).

For avoidance of doubt, an employee is not entitled to carry forward untaken leave accrued at another organisation on the Modification Order to the Council, or vice versa.

A new employee's annual leave entitlement will be calculated pro rata to the remaining period of the annual leave year.

The annual leave entitlement of an employee leaving the Councils' employment will be re-calculated pro-rata on completed service during the final leave year.

Any annual leave already taken in excess of the re-calculated entitlement will normally be re-paid through an appropriate deduction from the final salary payment.

An employee leaving the Councils' employment should try to take all outstanding accrued annual leave before they leave. Where it has not been possible to take the outstanding accrued leave, a payment in lieu may be made with the agreement of the Personnel Committee.

All part time and job share employees will have a pro rata entitlement to annual leave, bank holiday and statutory leave, calculated and expressed in hours. Less than 0.5 hours are rounded down and 0.5 or more are rounded up.



Up to a maximum of 5 working days of annual leave (pro rata for part time employees), may be carried over from one leave year to the next with the agreement of the Clerk.

In exceptional circumstances, such as where the employee has been unable to take annual leave because of the requirements of the Council an employee may be permitted to carry more than 5 days' annual leave into the next leave year. However, the Council acknowledges that it is a statutory requirement that all employees take a minimum number of days leave in each leave year.

An employee returning from a period of maternity leave or other period of authorised absence may carry forward additional annual leave with the agreement of the Town Clerk.

## **PUBLIC HOLIDAYS**

There are normally 8 public holidays per calendar year:

- Good Friday
- Easter Monday
- May Day (the first Monday in May)
- Late Spring Bank Holiday (the last Monday in May)
- August Bank Holiday (the last Monday in August)
- Christmas Day
- Boxing Day
- New Year's Day

Part time and job share employees will be entitled to receive a pro rata entitlement to public holidays if they fall on a non-working day.

## **EXTRA STATUTORY LEAVE DAYS**

In July 2020 the Town Councillors took the decision to increase employees' entitlement to extra statutory annual leave days from two to five days per year in addition to annual leave and public holidays.

The 5 extra statutory days will be taken over the Christmas period on dates set each year by the Town Clerk.

Part time and job share employees will receive a pro rata entitlement to the set extra statutory days' holidays.

## **SPECIAL LEAVE**

Compassionate leave of up to five working days with full pay may be granted to an employee by the Town Clerk upon the death or serious illness of a partner, child, close relative or person of significant connection. In exceptional circumstances, this period may be extended by up to a further five working days with or without pay at the discretion of the Town Clerk. Any further leave will be considered by Council Matters under their delegated authority.

Supported leave of up to five working days **with pay** may be granted to an employee by the line manager in circumstances where a partner, child, close relative or person of a significant relationship has been diagnosed with a serious illness or undergoes a serious medical procedure. In exceptional circumstances, the period may be extended by up to a further five working days with or without pay at the discretion of the Town Clerk. Any further leave will be considered by Council Matters under their delegated authority.

## **MATERNITY, PATERNITY AND ADOPTION LEAVE**

Totnes Town Council is committed to ensuring that all pregnant/adopting employees take the leave that they are entitled to and will follow the requirements of the NJC Green Book in relation to requests for maternity, paternity and adoption leave (National Joint Council Green Book (May 2018) reference: Part 2.11, Page 16)

If you are having or adopting a baby, you are entitled to up to 52 weeks' maternity/adoption leave. This comprises of 26 weeks' ordinary maternity/adoption leave immediately followed by up to a further 26 weeks' additional maternity/adoption leave. Maternity leave must commence no earlier than 11 weeks before the EWC, or from the day following childbirth if that is earlier.

An employee will continue to accrue annual leave during her maternity/adoption leave. Staff on maternity/adoption leave who, as a result, are unable to take all their annual leave entitlement in a particular year are allowed to carry forward any untaken annual leave to the following leave year.

Annual leave cannot be taken during a period of maternity/adoption Leave. It must be taken either prior to, or following maternity/adoption leave. Any annual leave taken following the birth/placement of the baby will be deemed to be a 'return to work' for the purposes of maternity regulations. The employee will therefore be expected to resume her normal duties following the period of leave.

All sickness absence prior to starting leave will be administered under the normal sickness absence procedure. The employee will receive contractual or Statutory Sick Pay (SSP), as appropriate. In cases where pregnancy related sickness absence occurs, after the beginning of the fourth week before the EWC, maternity leave will start automatically from the first day of absence. An employee who is unable to return to work at the end of their maternity leave, due to sickness, will be treated as being on sick leave in accordance with the Town Council's Sickness Absence Policy.

### **Ante-natal care**

During your pregnancy, your doctor/midwife will make regular appointments with you for ante-natal checks, scans, tests etc. You are entitled to take reasonable time off work to attend these appointments, regardless of your length of service or the hours that you work. This time off will be paid and you will not be expected to make up the time. You should however give us as much notice as possible of your appointments and, after the first one, should present the appointment card from the hospital or clinic. An expectant father or the partner (including same sex) of a pregnant woman is entitled to take unpaid time off work to accompany the woman to up to 2 of her ante-natal appointments. The time off is capped at six and a half hours for each appointment. "Partner" includes the spouse or civil

partner of the pregnant woman and a person (of either sex) in a long-term relationship with her. Employees who are adopting a child are entitled to take time off to attend adoption appointments.

### **Ordinary Paternity Leave (OPL)**

An employee whose partner gives birth to a child, or who is the biological father or either adoptive parent of the child, is entitled to two weeks' ordinary paternity leave. OPL can commence from the date of the child's birth, or child's placement with the adopter, or within 56 days of the birth or date of placement. If the child is born early, OPL may be taken between the date of birth and up to the 56th day after the EWC.

Ordinary Paternity Leave must be taken in a single block of one or two weeks within eight weeks of the birth or adoption of the child. Only one period of leave is available to employees irrespective of whether more than one child is born as the result of the same pregnancy.

If you choose to start your OPL on a fixed and predetermined date and the child is not born or placed for adoption by that date, you must change the date you want to start your leave and notify us in writing as soon as you reasonably can. If you take both OPL and shared parental leave you must take ordinary paternity leave first.

You must inform the council in writing of your intention to take OPL by the end of the qualifying week, unless this is not reasonably practicable. You must tell us:

- The week the baby is due,
- Whether you wish to take one or two weeks' leave, and,
- When you want your leave to start.

In the case of an adopted child, you must give notice of your intention to take ordinary paternity leave no later than seven days after the date on which notification of the match with the child was given by the adoption agency. The notice must specify the date the child is expected to be placed for adoption, the date you intend to start ordinary paternity leave, the length of the intended ordinary paternity leave period and the date on which the adopter was notified of having been matched with the child.

You can change your mind about the date on which you want the leave to start providing you tell your manager at least 28 days in advance (unless this is not reasonably practicable).

### **OTHER AUTHORISED PAID LEAVE**

From time to time exceptional circumstances may arise where paid leave is necessary in addition to the types of leave already detailed above.

Totnes Town Council will follow government guidance in relation to circumstances outside the control of the Town Council. Where the NJC has issued guidance in such circumstances this will be applied.

### **COVID-19 Self-isolation**

Self-isolation is no longer a legal requirement and any absence due to COVID-19 will be included as sickness absence.

Please refer to the current government guidance. (see <https://www.gov.uk/coronavirus> )

## **PARENTAL LEAVE**

Parental leave offers eligible parents the right to take **unpaid** time off work to look after their child or make arrangements for their welfare. It can help parents spend more time with their child and help them to strike a better balance between work and family commitments.

Each parent can take up to 18 weeks of parental leave in total for each child, until the child turns 18. If you have two children, you can take up to 36 weeks in total. Parents with three children can take up to 54 weeks. And so on.

You can take up to 4 weeks per child per year. If you have two children, you can take up to 8 weeks per year.

You have to take parental leave in blocks of one week. A week is the length of time you are normally required to work over 7 days. For instance, if you normally work three days a week, one 'week' is equivalent to three working days.

You must notify the Town Clerk of your intention to take parental leave at least 21 days in advance. The Town Clerk cannot refuse to let you go on parental leave but can postpone your leave for up to six months where the business would be particularly disrupted if the leave were taken at the time requested. If you are taking the leave immediately after the birth of your child (or placement of your child in your family for adoption), the Town Clerk cannot postpone your leave. In addition, the leave cannot be postponed beyond the child's 18th birthday.

## **OTHER UNPAID LEAVE**

In addition to annual leave staff are entitled to request up to a maximum of one working week off as unpaid leave. This must be taken as a minimum of half a day and will align with the annual leave year (April – March).

The Town Clerk will consider any requested for unpaid time off in relation to the business need and other pre-booked leave within the team.

Any unpaid time off taken to deal with emergencies involving a 'dependant' will be included in this unpaid leave entitlement.

## **FLEXIBLE WORKING**

Every staff member has a contract of employment that sets out the working hours. A request to work flexibly is a request from the employee to change either the number of working hours, when or where they are worked. Flexible working does not mean a member of staff can work the hours they wish from day-to-day, week-to-week.

Flexible working arrangements take account of employees' preferences, interests and non-work responsibilities whilst also meeting the needs of the council. Common examples of flexible working include part-time working; zero-hours / casual working; variable hours; flexitime; job-sharing; term-time working; compressed hours; career breaks; and sabbaticals.

You have a statutory right to request a change to your contractual terms and conditions of employment to work flexibly provided you have been continuously employed with us for at least 26 weeks at the date the application is made, regardless of whether you work full or part-time or have a temporary contract of employment. It does not apply to agency staff.

Our policy is to comply with both the spirit and the letter of the law on the right to request flexible working. To this end its aim is to inform all staff of their right to request flexible working and to ensure those rights are understood and that staff feel confident any decisions regarding their requests will be handled objectively, fairly, free from discrimination, and that staff will not be treated detrimentally because they have asked for flexible working arrangements.

### **Making the request**

To apply for flexible working, please provide the following information in writing, and submit this to the Clerk. In the case of the Clerk, the request should be submitted to the Chair of the Council:

- The date of the application,
- A statement that this is a statutory request,
- Details of how you would like to work flexibly and when you want to start,
- An explanation of how you think flexible working might affect the council and how this could be dealt with, e.g. if you're not at work on certain days, and,
- A statement saying if and when you've made a previous application.

You can only make one statutory request in any 12-month period. You are asked to let us know if you are making the request because you consider the change could be a reasonable adjustment to support a disability. In such a case some of the requirements of this policy would not apply (i.e. the minimum period of service; one request per annum).

### **Responding to your request**

Once we receive your written request, we will arrange a discussion with you as soon as possible, unless we agree immediately to your request. It may be that we need to ask you to supply further details before the meeting. If there is likely to be a delay in discussing your request, we will inform you. You may be accompanied at the meeting by a work colleague.

Having the right to request a change to your working arrangements does not necessarily mean that your request will be accepted. Your request will be fully discussed at the meeting. We will carefully consider your request looking at the benefits of the requested changes on working conditions for you as an employee and the council and weighing these against any adverse impact of implementing the changes.

Having considered the changes, you are requesting and weighing up the advantages, possible costs and potential logistical implications of granting the request, we will write to you with the decision. The decision will be either:

- To accept the request and establish a start date, with or without a trial period and review date. Where the request is granted, we will set out what changes will be made to your terms and conditions of employment, or,
- To propose an alternative, which may require further discussion, or,
- To confirm a compromise agreed at the discussion, or,
- To reject the request, setting out the reasons, how these apply to the application and the appeal process.

Requests to work flexibly will be considered objectively, however we may not always be able to grant a request to work flexibly if it cannot be accommodated. If we turn down your request, it will be because of one, or a combination of the following reasons, and we will explain why.

- The burden of additional costs is unacceptable to the council
- Detrimental effect on the council's ability to deliver for the community
- Inability to re-organise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes to the council

If you are only looking for an informal change for a short period to your working hours or conditions, for instance to pursue a short course of study, we may consider allowing you to revert back to your previous conditions after a specified period, e.g. three months, or after the occurrence of a specific event, such as the end of a course of study.

You must be aware that if your request is approved you do not have a statutory right to make a further request for a period of 12 months, although you may still ask without the statutory right.

### **Timeframe for dealing with requests**

We will do what we can to respond to your request as soon as possible although the law requires the consideration process to be complete within three months of first receiving a request, including any appeal. If the request cannot be dealt with within three months, we may ask to extend the consideration process, provided you agree to the extension.

### **Handling requests in a fair way**

We may receive more than one request to work flexibly closely together from different employees and it may or may not be possible to accept all requests. If we agree to a request for flexible working arrangements this does not mean that we can also agree to a similar change for another employee. Each case will be considered on its merits looking at the business case in the order they have been received. We may need to take others'

contractual terms into account and we may ask you if there is any room for adjustment or compromise before coming to a decision.

### **Appealing the decision**

If we decline your request and you wish to appeal, you must do so, in writing, within 5 days of receiving the letter informing you of the outcome. We will then write to you to arrange a meeting to discuss your appeal. This meeting will be held as soon as reasonably possible and will normally be with a sub-committee of councillors. You may wish to be accompanied at that meeting by a work colleague.

There may be circumstances when the council is unable to meet within the required timeframes, in which case a meeting will be held as soon as is practically possible.

### **The effect on your contract of employment**

Any change in your hours or pattern of work will normally be a permanent change to your contractual terms and conditions. This means that you will not automatically be able to revert back to the previous working pattern (unless otherwise agreed). So, for example, if your new flexible working pattern involves working reduced hours, you will not automatically be able to revert to working full time hours.

Changes to your working pattern may affect other terms and conditions of employment. For example, reducing your hours of work will mean that your pay and leave will be pro-rated accordingly. Your pension may also be affected.

Any changes to your terms and conditions as a result of a change to your working pattern will be confirmed in your decision letter, however if you have further queries about how a proposed change to your pattern of work might affect your terms and conditions please speak to the Clerk or Chair of the Council in the first instance.





ITEM 6 – ARTS WORKING GROUP ACTIONS

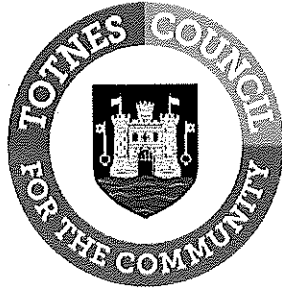
Totnes Festival – CM recommended that it is put to Council Matters that the remaining funds of the community art grants are reopened for 3 weeks for groups to apply for funding. The Carnival could then apply for it and it could be ratified at Full Council in June.

[Note: There is £2550 unallocated from the Arts and Events Grant.]

Public Art Under Civic Hall - work will commence soon so the uplift is ready for the festival.

Phone Boxes - Tom will paint and put a lock on it and Lisa will write a sign asking for any interest from community groups to create an art installation.





## Arts Working Group Meeting Minutes

Wednesday 27th April @ 12.00

Those present:

Committee Members: Cllrs. G Allen, B Piper and S Skinner

Invitees: P L [REDACTED] – NDP Circus

TTC: Catherine Marlton, Lucy Ferrier, Lesley Nel, Lisa Baumbach,

Also Present: Cllr Emily Price

### 1. To discuss a Summer event/Totnes Festival

PL gave an update with the current arrangements for the festival.

- Website has been launched and will continue to be populated as more venues and events are finalised.
- Both churches have a full programme. The opening coincides with St Mary's day so the churches are keen to represent that in their element of the procession on the first day.
- Big procession Monday 15<sup>th</sup> August will meet in the civic square for the opening ceremony where the Mayor will also give a speech.
- Orange race on the Tuesday of that week.
- Many other groups are planning their own programmes which will be added to the website when finalised.
- NDP are holding a gargoyles show outside St Mary's Church.
- The Globe will be performing at TotnesFestival@dartington. The hope is they may be in a more central location in future years.
- Dartington Summer school are also putting on some entertainment during the festival.
- On Sunday 21<sup>st</sup> there will be a grand parade starting at Follaton Community hall, calling at Follaton House, Rotherfold, Market Square, Plains and finishing at 'top park' - the park at Elm Walk in Bridgetown. Anyone can join the parade at these different points. There will be a final 'big bang' event at the park so the parade doesn't just dissipate. This will include pyrotechnics, food stalls, music etc.

- Road closures are being organised and timings are being checked so roads on the whole route won't have to be closed for the whole time. Road closures are still awaiting confirmation but have been requested in plenty of time.
- English Heritage have allowed the castle to be open for one afternoon during the event for local residents.
- Civic Hall bookings are pending because NDP are waiting to be given designated user status. This will then give them a 50% discount. If they receive this status, it will be viable to hold events there.
- Totnes carnival as it was before no longer exist. However, SS is going to discuss with the remainder of the carnival committee to see if there is some way of creating something for the parade.
- There will be many workshops during the festival.

In May, there will be a meeting in the Civic Hall which will be open to all members of the public and community groups who would like to take part in the procession. This will be to give advice about what to do, how to create something.

BP suggested that the Council could use community arts funding to help enable the carnival. In the past the Carnival has received funding and he was keen to reinstate this.

Action – CM recommended that it is put to Council Matters that the remaining funds of the community art grants are reopened for 3 weeks for groups to apply for funding. The Carnival could then apply for it and it could be ratified at Full Council in June.

LN is to send a community constitution form to SS.

LN also asked PL [REDACTED] about the name Totnes and Bridgetown Festival of Arts and Culture. She said that in previous issues, Bridgetown haven't wanted to be considered as separate to Totnes and may prefer it to just be named Totnes Festival. However, PL [REDACTED] advised that it is too late for the name to be changed.

## 2. To discuss the Christmas festival nights

- CM suggested that we hold festival nights which celebrate existing community groups and this should be held mostly in the market square instead of down the whole of the high street blocking shop fronts.
- Rotherfold Artisan Market is happy to go ahead in the Rotherfold but don't want to take on the administration.
- Street performers will be asked to take part.
- Applications will be opened to employ a coordinator.
- CM is trying to gain permission for the events from SHDC.

Cllrs were happy with the suggestions so CM is going to write a brief for the events.

## 3. To discuss the Christmas lights switch on.

- Things that worked well last year were Pizza Pirates, Gazebos for the stalls and craft tables.
- Things that didn't work so well were the food provided by TTC because there was too much left over, the grotto because a long queue formed and the Globe because it was too noisy.

CM suggested we pay Pizza Pirates to attend the event but ask them to provide the food at a discounted rate e.g. £1 per slice.

LN - food in the community have been given funding for a pizza oven so they could also be asked to provide food.

EP suggested we also employ an entertainer.

Cllrs were happy with suggestions.

#### 4. To discuss public art under the Civic Hall

- CM and LF are keen to move forward with the uplift so it looks good for the Festival in the Summer.
- Mosaic panels have been ready for a long time so CM wants two of them to be put up under the Civic Hall. BP expressed concern that this wasn't the best place for them because the quality is too good for a dark dingy place. CM explained that the area will be improved with lighting facing the mosaics and bunting under the Civic Hall to generally brighten it up. As this was previously agreed by councillors, this will go ahead.
- CM suggested that the pillars could be painted green, blue and white to create a landscape background and [REDACTED] could be asked to work with local school children to create art work to go on the pillars. In addition, the pillars that face the front will have a planter placed at the base with a climbing plant to grow up it.

Councillors were all happy with these thoughts.

Action – work will commence soon so the uplift is ready for the festival.

#### 5. To discuss the phone boxes

- Phone box on Plymouth road has been emptied and professionally cleaned.

Action – Tom will paint and put a lock on it and Lisa will write a sign asking for any interest from community groups to create an art installation.

#### 6. Any Other Business – None

#### 7. Date of next meeting – Wednesday 15<sup>th</sup> June.



<b>Budget Outturn - as at 31st March 2022</b>	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 March 2022	
Salaries and pensions for all staff	190666	224062	246894	327000	327000	294138	Includes increase to Marketing and Comms Manager role
Staff Training and Travel AND expenses	2633	3296	2287	4500	4500	4244	Includes team building event
Deleted - Staff Eye Tests	99	50	0	0	0	0	
Staff Recruitment	789	1558	2575	1250	1250	1930	Increase due to difficulties in recruitment
Phone and Broadband	2525	2870	2343	2700	2700	2932	Increased extension fees for increases in staff
Office Supplies	2034	545	1564	1750	1750	1100	
Photocopier	1549	1592	1496	1600	1600	1536	
Subscriptions			0	3500	3500	4463	Increase for zoom, adobe & canva mthly subs
Professional Fees			0	6250	6250	53812	Includes increase for further project management, professional and community consultation work.
Insurance	5536	7365	7431	8000	8000	7514	
Website and IT			0	5000	5000	3696	
Office Equipment	2012	864	5082	10000	10000	1999	Underspend due to office move delay
Van Maintenance			0	750	750	258	
TMO Tools and Consumables			0	1500	1500	1322	
Miscellaneous income				0	0	-40	
Car park permits income and green sacks	-408	-40	0	0	0	0	
<b>SUB TOTAL</b>	<b>207435</b>	<b>242162</b>	<b>269672</b>	<b>373800</b>	<b>373800</b>	<b>378904</b>	
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 March 2022	
Mayoral Allowance	379	394	0	410	410	557	Small overspend approved by Council Matters March 22
Civic and Mayoral Events (expenditure)	5902	4196	743	5750	5750	959	Significant underspend due to lack of Civic events held (Covid)
Civic Events (income)	-2123	-1127	0	0	0	0	
Civic Regalia	24	344	0	200	200	110	
Mayoral Travel and Expenses	401	146	0	400	400	7	
Councillor Allowances	3788	2623	3152	6560	6560	2644	Underspent Not all Councillors qualify for the allowance and not all claim
Councillor Training and Travel	948	352	1085	1000	1000	210	
Councillor IT equipment	0	1281	2069	1500	1500	356	
MOVED TO ADMIN Professional Fees	3123	3908	11032	0	0	0	
Elections	0	161	0	6000	6000	9524	Significant overspend due to 2 x elections minimum. Any further election will now be paid from the next financial year.
MOVED TO ADMIN Subscriptions	2179	2558	3009	0	0	0	
Community Outreach/Christmas	1349	4133	2436	6000	6900	4747	Underspend due to claiming 2021 xmas expenditure from ARG grant via CoC
MOVED TO ADMIN Website and IT	1049	11312	293	0	0	0	
<b>SUB TOTAL</b>	<b>17019</b>	<b>30281</b>	<b>23819</b>	<b>27820</b>	<b>28720</b>	<b>19114</b>	
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 March 2022	
Visit Totnes Marketing and event sponsorship	2390	4710	6108	20000	20000	18966	
Pension costs	12636	12636	0	0	0	0	
Totnes Guide	14737	14219	3135	5800	5800	12308	Net underspend with increased website and guide income
Totnes Guide and Website Income	-18260	-16844	-468	-500	-500	-12283	Website and guide income higher than estimated.
Advertising				0	0	-3289	Planter advertising income
Bank Charges / Paypal	172	20	0	200	200	33	
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	553	275	300	300	306	
<b>SUB TOTAL</b>	<b>11847</b>	<b>15294</b>	<b>9050</b>	<b>25800</b>	<b>25800</b>	<b>16041</b>	
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 March 2022	

	Actual 31st March 2019	Actual 31st March 2020	Actual 31st March 2021	Original Budget	Current Agreed budget	ACTUAL as of 31st March 2022
Cleaning	2738	1545	2456	2000	2000	2644
Building Maintenance	27453	4160	191	5000	5000	6554
Business Rates	5880	6015	6113	6500	6500	6113
Water	111	120	333	200	200	269
Utilities	3783	3046	3894	3500	3500	4801
Equipment Maintenance	2599	1281	1291	1000	1000	5996
Wedding Licence renewals and marketing	2044	71	0	2500	2500	2434
Admissions income	-3357	-2994	0	-3000	-3000	0
Hire Income WEDDINGS	-2233	-2566	-832	-2750	-2750	-4478
SUB TOTAL	39018	10678	13446	14950	14950	24333
Civic Hall	Actual 31st March 2019	Actual 31st March 2020	Actual 31st March 2021	Original Budget	Current Agreed budget	ACTUAL as of 31st March 2022
Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	976	4362	1226	5500	5500	4605
Feed in Tariff	3102	2156	2762	2000	2000	2501
Water	453	1389	1361	2000	2000	1055
Utilities	4855	3617	1762	4500	4500	3044
Building Maintenance	11784	10771	2969	175000	175000	13955
Licences	70	70	70	250	250	70
Marketing Civic Hall	28	515	0	1000	1000	26
Equipment Maintenance	4320	6433	3320	5000	5000	4299
Paige Adams Grant towards Caretaking, Cleaning and Management costs	-27723	-31500	-7500	-30000	-30000	-30000
Feed in tariff income and Water refund income	-7808	-4899	-6728	-5200	-5200	-6304
Equipment sales						-1000
Sale of mobile scaffolding tower						-7749
SUB TOTAL	-1143	-7086	-758	160050	160050	-7749
Property Maintenance	Actual 31st March 2019	Actual 31st March 2020	Actual 31st March 2021	Original Budget	Current Agreed budget	ACTUAL as of 31st March 2022
Guilddhall Cottage Maintenance	636	65	361	2000	2000	588
Property Management Fees	1561	1962	2089	2000	2000	2001
Town Clocks amalgamated Rent and Utilities and maintenance	2443	1543	3127	2250	2250	1437
Flat 5a Loan repay	9148	9148	9148	9150	9150	9148
Flat 5a Maintenance	110	9	275	2000	2000	1853
Guilddhall Office Maintenance	0	579	309	5000	5000	13
Museum Maintenance	3588	6122	-3230	5000	5000	198
Museum Rent Income	-2	-1	-1	-1	-1	-1
Eastgate Clock Rental	0	-1	-3	-3	-3	-3
MOVED TO CIVIC HALL - Civic Water Supply to shop	0	-200	0	0	0	0
Guilddhall Cottage Income (£975 a month)	-10750	-10200	-10200	-10200	-10200	-10756
Guilddhall Office Income (£250 per month)	0	0	0	0	0	0
COMMUNITY/NON PROFIT GROUP	0	0	0	0	0	0
Flat 5a Rental Income (£775 per month)	-8340	-8340	-8340	-8340	-8340	-8660
SUB TOTAL	-1606	686	-6465	8856	8856	-4182
Cemetery	Actual 31st March 2019	Actual 31st March 2020	Actual 31st March 2021	Original Budget	Current Agreed budget	ACTUAL as of 31st March 2022
Business Rates	3616	4069	4441	4750	4750	4441
Water	143	127	144	150	150	173
NEW Waste collection				450	450	706
Grounds Maintenance (Grass cutting and tree work)	21795	21179	18009	23000	23000	20613
Includes emergency tree work due to storm.						



Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	1495	1357	2000	2000	-32	Underspent expected as most covered by TMO now
Chapel	244	0	150	10000	10000	0	Unlikely to start another project whilst CH Annexe conversion in progress.
Cemetery Fees Income Amalgamated	-8495	-11375	-11435	-8000	-8000	-12000	Fees income higher than estimated
Memorials	0		0	0	0	0	
Grant of rights	0		0	0	0	0	
War Bonds	0		0	0	0	0	
<b>SUB TOTAL</b>	<b>51402</b>	<b>15495</b>	<b>12666</b>	<b>32350</b>	<b>32350</b>	<b>13901</b>	
<b>Open Spaces</b>	<i>Actual 31st March 2019 YEAR END</i>	<i>Actual 31st March 2020 YEAR END</i>	<i>Actual 31st March 2021 YEAR END</i>	Original Budget	Current Agreed budget	ACTUAL as of 31st March 2022	
GENERAL MAINTENANCE (changed from Ramparts Walk regular cuts and tidying)	163	0	80	500	500	162	
St Marys Churchyard (Walls and trees)	390	414	322	500	500	857	Overspent due to wall survey being undertaken.
Castle Meadow Maintenance and Water	160	57	800	250	250	108	No water usage now
Castle Meadow and allotments income	-210	-210	-208	0	0	-200	Allotments only
<b>SUB TOTAL</b>	<b>503</b>	<b>261</b>	<b>994</b>	<b>1250</b>	<b>1250</b>	<b>927</b>	
<b>Precept and Income</b>	<i>Actual 31st March 2019 YEAR END</i>	<i>Actual 31st March 2020 YEAR END</i>	<i>Actual 31st March 2021 YEAR END</i>	Original Budget	Current Agreed budget	ACTUAL as of 31st March 2022	
Bank Charges	156	150	98	300	300	104	
<b>Precept and Income</b>	<b>-355640</b>	<b>-494000</b>	<b>-535280</b>	<b>-545986</b>	<b>-545986</b>	<b>-545986</b>	
Council Tax Grant (only guaranteed until 19/20)	-22230	-20040	-10020	0	0	0	
Charity of Paige Adams RATE ABATEMENT	0	0	0	-105000	-105000	0	Paige Adams Grant to be transferred in 2022-23 financial year
<b>SUB TOTAL</b>	<b>-377714</b>	<b>-513890</b>	<b>-545202</b>	<b>-650686</b>	<b>-650686</b>	<b>-545882</b>	
<b>Community Development</b>	<i>Actual 31st March 2019 YEAR END</i>	<i>Actual 31st March 2020 YEAR END</i>	<i>Actual 31st March 2021 YEAR END</i>	Original Budget	Current Agreed budget	ACTUAL as of 31st March 2022	
Skate Park	0	0	0	13200	13200	0	
Public Toilets	0	SEE COMMUNITY PROJEC		20000	20000	0	
Caring Town/Totnes Caring services	SEE COMMUNITY PROJEC	SEE COMMUNITY PROJEC		0	0	0	
Citizens Advice Service	SEE COMMUNITY PROJEC	SEE COMMUNITY PROJEC					
Neighbourhood Plan/Planning	11586	9252	71413	1000	1000	3720	Overspend due to additional legal fees
Community projects SHARED SPACE and public realm	35412	76024		188000	188000	22938	Underspend due to delayed project. Currently includes £40k for ramp improvement works which is awaiting planning
Community Grants Scheme/COVID 19	0	0		0	0	0	
Arts and Culture and Events	2183	6185		10000	13100	9500	
Heritage Support	0	0	0	7500	7500	0	No projects have come forward under this budget line.
S137 FUNDING (Grants and Misc)			44168	50000	50000	52508	
GRANT FUNDING/PROJECT INCOME	-4736	-1845	-84500	0	-28303	-34370	
Climate Change/Green Travel	0	0	3986	10000	10000	2312	
<b>SUB TOTAL</b>	<b>£44,445</b>	<b>£89,616</b>	<b>£35,067</b>	<b>£299,700</b>	<b>£274,497</b>	<b>£56,608</b>	
<b>TOTAL</b>	<b>-£8,794</b>	<b>-£116,501</b>	<b>-£187,710</b>	<b>£293,890</b>	<b>£269,587</b>	<b>-£47,985</b>	

### Reserves impact

Total actual general reserves as start of 2021/22	£657,323
Based on the 2021/22 outturn figures the year end reserve is	£705,308

