



AGENDA FOR THE MEETING OF COUNCIL MATTERS FRIDAY 23RD SEPTEMBER 2022 AT 6.30PM IN THE GUILDHALL

There are stairs to the Council Chamber but if any member of the public has mobility issues the Council can relocate to the lower Guildhall.

You are hereby SUMMONED to attend the **Council Matters Committee** on **Friday 23rd September 2022 at 6.30pm** in the Guildhall for the purpose of transacting the following business:

Committee Members: Councillors B Piper (Chair), M Adams, J Hannam, J Hodgson, P Paine, E Price.

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 July 2022 and update on any matters arising. Document attached.

3. BUDGET MONITOR

To consider the Budget Monitor. Document attached.

4. PROCEDURAL NOTE – COUNCILLOR EXPENSES

To note the procedure relating to expenses and expenditure from the budget (as below):

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

and:

- a. Consider the payment of an expenses claim for refreshments as an exemption to the policy (£10.10 claimed by Cllr Hodgson)
- b. Consider the payment of an expenses claim for Totnes Show tickets as an exemption to the policy (£30.00 claimed by Cllr Price)

If Council Matters does not approve said expenses please note the current policy states: Any dispute over claims or reimbursement of expenses will be considered by Full Council.

5. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since June 2022 and the current budget. Document attached.

6. HEALTH, SAFETY AND WELLBEING POLICY

To review the Health, Safety and Wellbeing Policy. Document attached.

7. PAY POLICY

To review the Pay Policy. Document attached.

8. EMPOWERING COMMUNITIES CONFERENCE

To consider attendance at the Empowering Communities Conference on 7th November 2022. Document attached.

9. TRESOC ENERGY CLUB PROPOSAL

To consider the Totnes Renewable Energy Society's energy club proposal for use of the solar panels on the Civic Hall. Document attached.

10. EXTERNAL AUDIT

To note the external auditor report on the Annual Governance & Accountability Return. Document attached.

11. FSCS PROTECTION LEVEL FOR COUNCILS

To note that the Financial Services Compensation Scheme (FSCS) protection for bank deposits does not apply to councils with a budget greater than 500, 000 euros. Verbal update.

12. ART UNDER CIVIC HALL

To:

- a. Note the process and timelines in considering the expressions of interest for the artwork on the pillars under the Civic Hall; and
- b. Consider granting the Clerk delegated authority to appoint the preferred artist. Document attached.

13. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 10th October 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)*

14. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for June, July [and August]. Documents attached.

15. EASTGATE LEASE

To consider the future requirement for the lease of Eastgate. The current lease expires in September 2023 (commercial). Verbal update.

16. TOWN CLOCKS

To review current and projected maintenance and repair costs. Document attached.

17. ELMHIRST PROJECT

To review expenditure to date and current delegated authority limit to the Clerk. Document to follow.

18. CIVIC HALL MAIN DOORS

To consider replacing the Civic Hall doors at the top of the steps to match the doors at the ramp entrance (commercial). Documents attached.

19. PURCHASE OF LIGHTING

To consider the purchase of festoon lighting for underneath the Civic Hall (commercial). Document attached.

20. STAFFING UPDATE

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

21. TOWN MAINTENANCE OFFICER VACANCY

To consider the current Town Maintenance Officer vacancy. Verbal update.

22. STAFF ATTENDANCE

To note sickness and overtime balances. Document attached.

Catherine Marlton

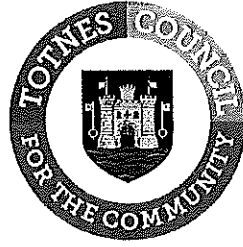
Town Clerk

20th September 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 COMMITTEE
MONDAY 11TH JULY 2022 AT 6.30PM IN THE GUILDHALL**

Present: Councillors B Piper (Chair, joined at 6.35pm), M Adams (chaired until 6.40), J Hannam (joined at 6.33pm), J Hodgson (joined at 6.40pm), P Paine, and E Price.

Apologies: None

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 Adams read out a statement about how the meeting would be conducted and recorded.

There were no apologies received.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

There were no members of the public present.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To approve the minutes of 13th June 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 and to vote on revising the budget to the predicted year end figures.

The Clerk updated that the expected year end figure reflects the changes agreed by Full Council. As previously updated, professional fees and the insurance premium is higher than originally budgeted which sees a predicted overspend of approx. £12.8K.

It was **AGREED** to approve the Arts and Culture budget overspend of £6450 which is largely for the Civic Hall pillars arts project, and the Public Realm and Community Assets budget overspend of £2865 to bring the fabrication of wayfinding signage forward.

4. FINANCIAL REGULATIONS

To review the Financial Regulations.

To **RECOMMEND** to Full Council that the revised Financial Regulations are adopted.

5. INVESTMENT ACCOUNTS

To consider:

- a. The criteria for investment accounts for the Council, including the type of account, interest rate, sectors that will/won't be invested in; and
- b. Granting the Clerk delegated authority to select the account based on the best value at the time and the decision in a. (above).

It was **AGREED** to grant the Clerk delegated authority to invest £80K into an instant access account with the best rate of interest and £120K in a 30-40 day access account with a bank with the highest ethical credentials.

6. ARTS AND EVENTS WORKING GROUP

To consider:

- a. The actions from the Arts and Events Working Group held on 15th June 2022;

Noted.

- b. The Arts and Events budget monitor, including the allocation of funds to the Orange Races; and Full Council has agreed the allocation of up to £1K for the Orange Races road closure. The highways contractor will be paid directly by the Council.

- c. The allocation of funds for an artist to run workshops to create decorations for the Civic Hall pillars. The Committee has agreed the funding under item 3.

7. GREEN TRAVEL AND CLIMATE CHANGE BUDGETS

To consider an update on the Green Travel/Climate Change budget, including the timeline for the Totnes Traffic Strategy Stakeholder session.

An email has been circulated to Councillors about the Traffic Strategy Stakeholder session including details of the suggested stakeholders to invite, and Cllrs playing an observer rather than active role in the event. It was **AGREED** that the Clerk would look at the Zoom arrangements for the Climate Emergency Working Group.

8. REMEMBRANCE SUNDAY

To consider the arrangements required for the annual Remembrance Sunday event.

It was **AGREED** that the Council will issue and co-ordinate the invitations for the event on behalf of the Royal British Legion, make a contribution towards the refreshments following the church service but it will not organise a parade. It was noted that the Mayor has a Civic budget which could be used to provide any ancillary arrangements or refreshments. ACTION: Cllr Price to liaise with the Mayoral PA.

9. COMMUNITY CO-ORDINATOR RECRUITMENT TIMELINE

To consider the recruitment timeline for the Community Co-ordinator.

The timeline for recruitment was **AGREED**. Cllr Hodgson will be involved in the shortlisting of candidates and Cllrs Price and Piper and the Clerk will conduct the interviews.

10. CHRISTMAS LIGHTS

To note the arrangements for the town's Christmas lights in 2022.

The Clerk updated that the Chamber of Commerce will organise the erection of the Christmas lights this year, including the testing of anchor points and the purchase of new lights for Fore Street. However, this could be the last year that the Chamber is prepared to do so. The Committee requested that someone qualified tests the anchor points but the Clerk said that as this is not a Council project how the work is taken forward is outside of its control.

11. VISIT TOTNES REPORT

To note the Visit Totnes report covering April to June 2022.

Noted with thanks.

12. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 12th September 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)*

13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations.

It was **AGREED** to defer this item until the September agenda.

14. STAFFING UPDATE

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

a. To consider the revised salary scales for adoption from 20th September 2022.

(The Clerk and Finance/HR Manager left the meeting) It was unanimously **AGREED** to accept the revised salary scales from 20th September 2022.

15. STAFF APPOINTMENT

To ratify the appointment of the Town Maintenance Officer vacancy.

(The Clerk re-joined the meeting) It was unanimously **AGREED** to ratify the appointment subject to the normal checks and with the usual six-month probationary period.

Budget Monitor - Aug 2022	2022/23				21/22 YEAR END	20/21 YEAR END	19/20 YEAR END	20/21 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st August 2022	Expected year end	Comments
	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Actual 31st March 2022 YEAR END										
Administration														
Salaries and pensions for all staff	224062	246894	294138	357365	360000	135218	567120							Includes national pay award offer - which is not yet confirmed
Staff Training, Travel and Expenses	3296	2287	4244	4500	4500	1061	4500							
Staff Recruitment	1558	2575	1930	2500	2500	629	2500							
Phone and Broadband	2870	2343	1932	3200	3200	1096	3200							
Office Supplies	545	1564	1100	1750	1750	340	1750							
Photocopier	1592	1496	1536	1600	1600	789	1600							
Subscriptions			4463	4000	4000	2778	4000							
Professional Fees			53812	6500	10000	9982	6000							
Insurance	7365	7431	7514	8000	25000	22850	25000							Overspend expected due to legal fees on projects Significant increase in premium this year due to the impact of the pandemic on the economy as well as an increase in buildings reinstatement values
Website and IT			3696	5000	5000	1352	5000							
Office Equipment	864	5082	1999	5000	5000	90	5000							
Van Maintenance			258	750	750	3	750							
TMO Tools and Consumables			1322	1500	1500	532	1500							
Miscellaneous income			-40	0	0	0	0							
Car park permits income and green socks	-40													
SUB TOTAL	242112	269672	378904	401665	424800	180720	453020							
Civic and Democratic														
Mayoral Allowance	394	0	557	410	410	0	410							
Civic and Mayoral Events (expenditure)	4196	743	959	5750	5750	723	5750							
Civic Events (income)	-1127	0	0	0	0	0	0							
Civic Regalia	344	0	110	200	200	142	200							
Mayoral Travel	146	0	7	200	200	125	200							
Councillor IT equipment	1281	2069	356	1500	1500	14	1500							
Councillor Training and Travel	352	1085	210	800	800	304	800							
Elections	161	0	924	6000	6000	0	6000							
Community Outreach/Christmas	4133	2456	4747	8450	8450	346	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											
SUB TOTAL	30281	23819	19114	29870	29870	1654	29870							
Tourism														
Visit Totnes Marketing and event sponsorship	4710	6108	18966	25000	25000	7526	25000							
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	553	275	306	250	250	85	250							
Bank Charges/Paypal fees	20	0	33	200	200	0	200							
Visit Totnes Guide and Website	14219	3135	12308	12000	12000	498	12000							
Pension costs	12636	-468	-12283	-8000	-8000	-420	-8000							
Totnes Guide and Website Income	-16844	9050	-3289	-2000	-2000	-1100	-2000							
Advertising	15294		16041	27450	27450	6587	27450							
SUB TOTAL														
Guidhall														
Cleaning	1545	2456	2644	3000	3000	849	3000							
Building Maintenance	4160	191	6554	5000	5000	-3215	5000							Potential for overspend with loft wiring issue
Business Rates	6015	6113	6113	6500	6500	6113	6500							
Water	120	333	269	200	200	81	200							
Utilities	3046	3894	4801	5000	5000	-2096	5000							
Equipment Maintenance	1281	1291	5996	1200	1200	-673	1200							

ITEM 3

8A

Wedding Licence renewals and marketing	71	0	2434	0	1000	1000	395	1000	
Admissions Income	-2994	0	0	-3000	-3000	-3000	-2065	3000	
Weddings & Hire Income	-2566	-832	-4478	-2750	-2750	-2750	-2148	2750	
SUB TOTAL	10678	13446	24333	16150	16150	16150	1439	15763	
Civic Hall	Actual 31st March 2020	Actual 31st March 2021	Actual 31st March 2022	Original Budget	Current Agreed Budget	ACTUAL as of 31st August 2022	Expected Year End		
Cleaning and supplies	4362	1226	4605	5500	5500	1494	5500		
Feed in Tariff	2156	2762	2501	2000	2000	834	2000		
Water	1389	1361	1055	1500	1500	238	1500		
Utilities	3617	1762	3044	4000	4000	829	4000		
Building Maintenance	10771	2969	13955	20000	20000	4710	20000		
Licences	70	70	70	100	100	0	70		
Misc & Marketing Civic Hall	515	0	26	750	750	20	750		
Equipment Maintenance	6433	3320	4299	5000	5000	429	5000		
Police Adams Grant towards Caretacking, Cleaning and Management costs	-31500	-7500	-30000	-35500	-35500	0	-35500		
Feed in tariff Income and Water refund Income	-4999	-6728	-6304	-5200	-5200	-1252	-5200		
Equipment sales			-1000	0	0	0	0		
SUB TOTAL	-7086	-758	-7749	180150	180150	4322	180120		
Property Maintenance	Actual 31st March 2020	Actual 31st March 2021	Actual 31st March 2022	Original Budget	Current Agreed Budget	ACTUAL as of 31st August 2022	Expected Year end		
Guidhall Cottage Maintenance	65	361	588	1000	1000	0	1000		
Flat 5a Loan repay	9148	9148	9148	9150	9150	4574	9150		
Flat 5a Maintenance	9	275	1853	1000	1000	222	1000		
Guidhall Office Maintenance	579	309	13						
Rental Property Management Fees	1962	2089	2001	2000	2000	831	2000		
Town Clocks	1543	3127	1437	2250	2250	582	2250		
Museum Maintenance	6122	-3230	198	5000	5000	0	5000		
Museum Rent Income	-1	-1	-1	-1	-1	0	-1		
Eastgate Clock Rental	-1	-3	-3	-3	-3	0	-3		
MOVED TO CIVIC HALL - Civic Water Supply to shop	-200								
Guidhall Cottage Income (£975 a month)	-10200	-10200	-10756	-11700	-11700	-4875	-11700		
Flat 5a Rental Income (£775 per month)	-8340	-8340	-8660	-9300	-9300	-5875	-9300		
SUB TOTAL	686	-6465	-4182	-604	-604	-2530	604		
Cemetery	Actual 31st March 2020	Actual 31st March 2021	Actual 31st March 2022	Original Budget	Current Agreed Budget	ACTUAL as of 31st August 2022	Expected Year End		
Business Rates	4069	4441	4441	4750	4750	4441	4441		
Water	127	144	173	150	150	25	150		
Waste collection			706	550	550	97	550		
Grounds Maintenance (Grass cutting and tree work)	21179	18009	20613	23000	23000	5748	23000		
Works and Maintenance (Memorials, Paths, Fences)	1495	1357	-32	1000	1000	0	500	Underspend expected	
Chapel	0	150	0	1000	1000	0	500	Underspend expected	
Cemetery Fees Income	-11375	-11435	-12000	-8000	-8000	-4645	-8000		
SUB TOTAL	15495	12666	13901	22450	22450	5666	21441		
Open Spaces	Actual 31st March 2020	Actual 31st March 2021	Actual 31st March 2022	Original Budget	Current Agreed Budget	ACTUAL as of 31st August 2022	Expected Year End		
General Maintenance	0	80	162	500	500	305	500		
St Marys Churchyard (Walls and trees)	414	322	857	500	500	-19	500	This might need to increase for remedial works to the wall once ivy is stripped.	
Castle Meadow Maintenance and Water	57	800	108	100	100	22	100		
Castle Meadow and allotments Income	-210	-208	-200	-200	-200	0	-200		
SUB TOTAL	261	994	927	900	900	308	900		

Precept and Income	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 31st August 2022	Expected year end	
Bank Charges	150	98	104	100	100	82	180	Increases in charges
Precept and Income	-494000	-535280	-545986	-545986	-545986	-272993	-545986	
Council Tax Grant (only guaranteed until 19/20)	-20040	-10020	0					
Charity of Poige Adams RATE ABATEMENT	0	0	0	-105000	-105000	0	105000	Discussion required whether to push this transfer to the 23/24 financial year to offset capital projects and increasing costs of utilities etc
SUB TOTAL	-513890	-545202	-545882	-650886	-650886	-272911	-650886	
Community Development	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 31st August 2022	Expected year end	
Community Grants(incl. S137 Funding)	0	44168	52508	50000	50000	25728	50000	
Community Projects (Skate Park)	9252	see below	3720	13200	13200	0	13200	
Neighbourhood Plan/Planning	6485	see below	9500	1000	1000	-1020	2000	£2000 agreed for hearing legal advice
Arts and Culture and Events	see below	see below	see below	25500	31950	13450	34550	Proposed increase to Christmas festival nights. See breakdown below
Public Realm and Community Assets Projects	see below	see below	see below	225000	227865	25417	228800	See breakdown below - possibly underspend overall on projected because delay in traffic and community asset projects
Climate Change/Green Travel	0	3986	2312	10000	10000	-881	10000	
Public Toilets	SEE COMMUNITY PROJECTS		0					
Caring Town/Totnes Caring services	SEE COMMUNITY PROJECTS		0					
Citizens Advice Service	SEE COMMUNITY PROJECTS		see above					
Neighbourhood Plan/Planning	see above	71413						
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					
Grant funding/Projects Income	-1845	-84500	-34370	0	-19585	-19585	-19585	Baltic Wharf £106 funding from DCC
SUB TOTAL	£91,461	£35,067	£56,608	£324,700	£314,430	£42,909	£318,966	
TOTAL	-£116,501	-£187,710	-£47,985	£351,845	£364,710	-£31,836	£375,820	

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	£329,488

2022 - 2023 - proposed	BUDGET	NOTES
PUBLIC REALM and COMMUNITY ASSETS PROJECTS	227865	Annual total allocation
Totnes Gardens	-2265	
Replacement plants and repairs to planters over the year	-1200	ESTIMATED
Board layout (Visit Totnes element)	-2100	ESTIMATED
Last stage design work for Wayfinding	-3072	CONFIRMED
Wayfinding fabrication phase 1	-24800	CONFIRMED
Repairs and maintenance of signage	-364	CONFIRMED
Wayfinding installation phase 1	-5000	ESTIMATED lowered from circa £16k
Wayfinding fabrication phase 2	-25000	ESTIMATED increased from circa £22k
Wayfinding installation phase 2	-5000	ESTIMATED - was previously deferred to 23-24
Collapark investment	-10000	CONFIRMED as Autumn 2022
Vehicle activated signage and other traffic calming measures	-50000	ESTIMATED
Elmhurst project/other community assets	-100000	ESTIMATED
TOTAL	-936	small overspend if traffic and asset projects go

2022 - 2023 - proposed	BUDGET	NOTES
ARTS AND CULTURE	31950	Annual total allocation
Civic Hall pillar childrens project	-5000	New project
Arts grant to cover Oranges Races 2022	-950	Emergency grant
Arts community grants agreed allocation to date	-12450	Confirmed grants paid
Christmas Festival external facilitation	-13500	Proposed increase for additional entertainment
Community Christmas workshop	-2650	Confirmed estimate from plans
TOTAL	-2600	overspend proposed

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

ITEM 4 – PROCEDURAL NOTE

To note the procedure relating to expenses and expenditure from the budget (as below):
Current policy: Items required by Councillors to carry out their approved duties must be ordered and paid for through the office in advance of the event.

and:

- a. Consider the payment of an expenses claim for refreshments as an exemption to the policy (£10.10 claimed by Cllr Hodgson)
- b. Consider the payment of an expenses claim for Totnes Show tickets as an exemption to the policy (£30.00 claimed by Cllr Price)

If Council Matters does not approve said expenses please note the current policy states:
Any dispute over claims or reimbursement of expenses will be considered by Full Council.

Procedural note

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

ALL COUNCILLORS

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

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

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

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

THE MAYOR (AND DEPUTIES)

Amounts of £500 and over need to be agreed by the Council Matters Committee in advance of any commitment to spend. Details of the proposed expenditure will need to be submitted, to ensure contributions and events are in line with Civic function and the Town

Council priorities. If agreed it can then be submitted for reimbursement/payment to the Town Council Finance Officer.

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

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

ITEM 5 – MAYOR'S ENGAGEMENTS AND BUDGET

Date	Event	Location
June		
1	Citizens Advice	The Mansion
3	Photo op	St John's Church
4	Jubilee Thanksgiving Service	Exeter Cathedral
11	Make Votes Matter March	Totnes High St
25	Brutus Pageant	Guildhall Yard
July		
7	Lammas Fair Exeter	Exeter
16	Saturday Morning Music end of term concert	KEVICC
16	Totnes St John's Summer Festival	St John's Church
26	Meeting at the Image Bank	Totnes Image Bank
August		
15	Opening Ceremony of Totnes Festival	Civic Square
16	Orange Races	Market Square 10:30
18	Be Buckfastleigh last Hello Summer event.	St John's Church
21	Totnes Festival Parade	Totnes
24	Port of Dartmouth Royal Regatta Opening Ceremony	Dartmouth

Civic Events Budget 22/23

As at 31/8/22

Ben Piper1/4/22 - 8/5/22

Allocation 598.63

Expenditure

Plymouth CC Lord Mayor Choosing 100.00

Balance remaining to c/f 498.63Emily Price9/5/22 - 31/3/23

Allocation 5151.37

B/f 498.63

Expenditure

Groceries for Mayoral Choosing 65.52

Bellrings for the Mayoral Choosing 120.00

Organ player for Mayoral Choosing 50.00

Buffet food for Mayoral Choosing 173.75

Donation - Ukraine concert 10.00

Medals 203.50

Balance remaining 5027.23Event costs

Mayoral Choosing 409.27

Mayoral travel Budget 22/23

Allocation 200.00

Expenditure

29/04/2022 11.03 2 x train tickets to Plymouth

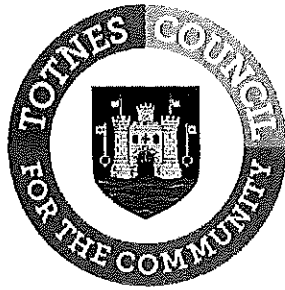
01/05/2022 70.00 Taxi to Plymouth

20/05/2022 16.94 2 x train tickets to Exeter

23/05/2022 10.42 2 x train tickets to Plymouth

21/06/2022 17.08 2 x train tickets to Exeter

125.47Balance remaining 74.53



HEALTH AND SAFETY POLICY

**TOTNES TOWN COUNCIL
SEPTEMBER 2022**

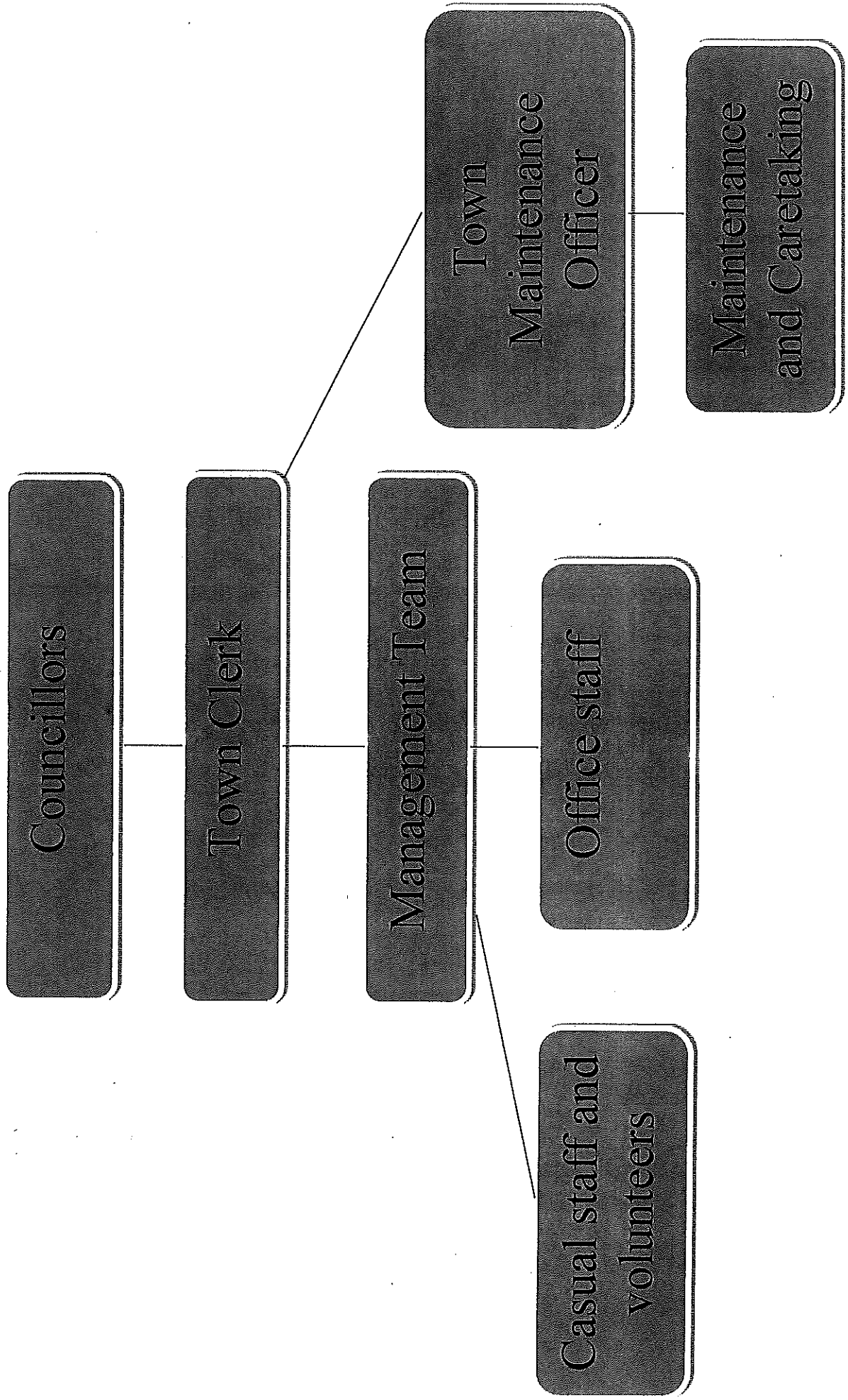
It is our policy to provide, so far as is reasonably practicable:

- *A workplace and work activities that will be safe for our employees, visitors and others who may be affected by what we do.*
- *Safe plant, equipment and systems of work.*
- *Safe use, handling and storage of articles and substances.*
- *Instruction and training for and consultation with our employees.*
- *A safe working environment.*
- *Adequate facilities and welfare arrangements.*
- *Sufficient resources to implement the policy and the assignment of responsibilities.*

Employees are reminded that they have a duty to take reasonable steps for their health and safety and other people who may be affected and to co-operate with arrangements in all matters relating to health and safety.

This policy will be kept up-to-date and reviewed annually.

Health And Safety Organisational Chart



RESPONSIBILITIES

Town Clerk

The Clerk is the designated person with overall responsibility for health and safety within the Council. She will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- adequate insurance cover is provided and renewed.
- competent persons are appointed to provide health and safety assistance and advice.
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition.
- statutory examinations are planned, completed and recorded.
- there is regular communication and consultation with staff on health and safety issues.
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner.
- safe systems of work are developed and implemented.
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff.
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger.
- health and safety objectives are set and their achievement is measured and reported annually.

Town Councillors

The Councillors have the ultimate responsibility for the health and safety of Totnes Town Council but discharges this responsibility through the Clerk down to individual managers, supervisors and employees.

The Council has nominated the Clerk to have special responsibility for health and safety.

The Council will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation.
- all its decisions reflect its health and safety intentions.

- adequate resources are made available for the implementation of health and safety.
- they will promote the active participation of workers in improving health and safety performance.
- they will review the health and safety performance of the Council on an annual basis.

Employees

All employees must:

- take reasonable care of their own safety.
- take reasonable care of the safety of others affected by their actions.
- observe the safety rules.
- comply with the Health and Safety policy.
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- dress sensibly and safely for their particular working environment or occupation.
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks.
- use all safety equipment and/or protective clothing as directed.
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- maintain all equipment in good condition and report defects to their supervisor.
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor.
- report all accidents to their supervisor whether an injury is sustained or not.
- attend as requested any health and safety training course.
- observe all laid down procedures for processes, materials and substances used.
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

The Town Maintenance Officer must:

- undertake inspections and risk assessments where required and as directed by the Clerk.
- be responsible for the Legionella testing in the Council's Guildhall and Civic Hall.
- act as Fire Officer for the Council.
- take responsibility for ensuring suitable fire safety & emergency procedures are in place for Council buildings.
- ensure fire alarm systems are tested and serviced regularly.
- where required liaise with the fire alarm service contractor.
- ensure all testing and servicing is carried out with the required frequency in the Council's buildings and that fire log books are kept up to date.
- take charge of procedures in the event of an emergency evacuation.
- work safely and developed and implemented safe systems of work.
- report any accidents, ill health and "near miss" incidents at work to ensure they are investigated and recorded.

- monitor the Council's buildings and assets to identify any health and safety issues.
- keep plant and work equipment maintained in a safe condition.
- use personal protective equipment where required.
- ensure hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- ensure contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.

ARRANGEMENTS

Accident Investigation

It is our policy to investigate.

- All accidents resulting in any reportable injury or losses of any assets.
- Accidents, however minor.
- All near-misses.

Accident Reporting

It is our policy to report all serious injuries, industrial diseases and dangerous occurrences.

We will report all notifiable accidents to the enforcing authority.

The Accident Book must be fully completed for all injuries incurred at work, however minor.

Alcohol and Drug Abuse

No alcohol can be consumed on the premises at any time unless as part of a Council arranged social function. Employees should drink alcohol at these events responsibly and ensure they do not drive a vehicle.

Anyone found taking drugs on the premises is guilty of gross misconduct and will be disciplined accordingly.

Asbestos

The Policy of Totnes Town Council is to:

- Produce and maintain an Asbestos Register that is available to all staff, contractors and property users on request.
- Promote awareness of the hazards associated with asbestos.
- Ensure the Council's Policy conforms to Regulation 4 of the Control of Asbestos at Work Regulations 2006.

Consultation and Training

Staff meetings will be held regularly. Any items discussed will be noted and where appropriate, actioned.

The Council is committed to providing employees with adequate information, instruction and training. External assistance will be used to provide professional health and safety training if required.

- We will ensure that all newly appointed or promoted staff receive an efficient induction into their jobs.
- We will provide training to increase the productivity and performance of existing staff, ensuring that they are updated in line with new legislative requirements, techniques and technology.
- Training needs will be reviewed at least once a year.

Contractors

All contractors working on our premises are required to comply with appropriate rules and regulations governing their work activities.

We will ensure that, prior to engaging any contractor, they are competent and that work is carried out safely with full documentation in the form of risk assessments, method statements and insurance provided.

COSHH

We recognise that some substances have the potential to cause ill health and we will introduce measures to identify any such substances our employees, or contractors' staff, use or are exposed to in the course of their work.

Where practical alternatives exist, we will not use harmful substances.

Substances that we must use will be assessed and control measures introduced to prevent risk.

Display Screen Equipment

It is our policy to provide a safe and comfortable working environment and we will put in place arrangements and procedures for the assessment of risks from the use of DSE.

A user, defined as a person using display screen equipment for a large proportion of their working day, is entitled to free eyesight tests. Please refer to the Staff Handbook for information on arranging this.

Driving At Work

Driving is an integral part to some roles within the Council and has inherent risks associated with it which drivers should be made aware of.

The Council is committed to reducing the risks its staff face or create when driving at work and therefore will:

- Not put unreasonable time constraints on travel.
- Ensure those driving for business are competent (and where required, authorised) and fit.

Drivers will remain responsible for their safety and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Town Clerk of:

- Anything that could affect their driving, e.g. health conditions or injuries, use of prescribed medication.
- Changes to licence such as; limitations, offences recorded, period bans.

- Vehicle defects that affect ability/safety to drive.
- Any accidents/incidents that occurred whilst driving on behalf of the Council.
- Be physically fit and not under influence of any alcohol or drugs that may affect the ability to drive.
- Have had an eye test in the last two years and be using any corrective appliance.
- Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must:

- Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users.
- Remain in control of the vehicle at all times.
- Not smoke in a Council vehicle.
- Only use electronic devices, e.g. mobile phones, satellite navigation, mp3 player, when set up to do so, i.e. using a hands-free device.
- Never use any handheld electronic device, e.g. mobile phone, satellite navigation, mp3 player.

Electricity At Work

All electrical systems on our premises will be inspected to ensure there is no danger. Portable appliances will be given a thorough electrical test by a competent person at fixed intervals, which reflect the potential risks associated with the class of appliance.

The fixed wiring installation supplying electrical sockets, lighting or other wired in equipment will be inspected by a competent electrician at least every five years. Any hirer of the premises will be required to produce evidence that electrical equipment being brought on to the premises is PAT tested

Fire Safety

We will put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls.

- Regular inspection of the premises for fire safety.
- Fire extinguishers will be placed at clearly signed fire points.
- Emergency exit routes will be kept clear at all times.

We will:

- Provide adequate numbers of fire extinguishers on the premises.
- Ensure that the fire extinguishers are subject to regular maintenance.
- Formulate emergency evacuation procedures.

First Aid

We recognise our legal duty to make sufficient provision for first aid to employees. We will make appropriate arrangements to ensure that there are an adequate number of trained first aiders.

In the event of anything other than minor injuries, medical assistance must be sought.

Lone Working

Totnes Town Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Totnes Town Council will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, machinery, goods, substances, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces.
- any problems of communication.
- the possibility of interference, such as violence or criminal activity from other persons.
- the nature of injury or damage to health.

Information and Training

Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area a member of the Council is aware of your location and expected time frame necessary to complete the task.
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person or simply prohibited from being a lone working activity.
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements.
- If there is no mobile phone connectivity then ensure you arrange for an alternative method of checking in i.e. visiting the office, walkie talkie, other.
- do not put yourself at risk; if you do not feel safe discuss the situation with the Town Clerk.

Certain tasks will not be carried out whilst working alone and these include working at height i.e. from ladders, heavy lifting activities. Further arrangements will be put in place for these activities.

Refer to the Lone Working Policy and risk assessment for further details.

Manual Handling

We will undertake risk assessments in respect of all manual handling operations

identified as having a significant risk and will strive to reduce these risks as far as possible.

Training in lifting techniques will be provided for staff involved in all operations identified as having a significant risk.

Noise

Certain activities generate noise such as the use of equipment and machinery however it is the exposure over a long period of time that is most likely to cause harm.

The Council will assess the level of exposure and put the appropriate level of control in place which may include replacing the noisy equipment or it may be a simple of providing ear protection for individuals.

All employees affected by noise will be provided with information, instruction and training.

Occupational Ill Health

We will take all reasonably practicable measures to prevent our employees from contracting any occupational diseases.

Where, by risk assessment, it is considered appropriate we will provide health surveillance by qualified medical professionals.

Personal Protective Equipment (PPE)

PPE will be provided where our risk assessments show that a risk cannot otherwise be avoided.

It will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk.

PPE will be maintained and replaced as necessary to ensure its effectiveness.

Employees must report loss or obvious defects in PPE as soon as practicable.

Pregnant Females

We recognise that all work involving pregnant women and nursing mothers will need to take into account their physical and psychological capacity.

Employees are reminded that they have a duty to advise their employer as soon as they know they are pregnant.

Risk Assessment

We will carry out suitable and sufficient assessments of the risks to the health and safety of our employees and to others who might be affected by our work activities.

Safety Inspections

Safety inspections will be arranged at appropriate intervals. All safety equipment such as interlocking guards, emergency stops and pressure mats will be regularly tested to ensure effectiveness.

Smoking

Smoking is not permitted anywhere within the buildings.

Stress Management

We recognise that stress is an increasing factor in our daily lives.

We will endeavour to increase general awareness of stress and ways to combat workplace stress.

We will take action to prevent workplace stressors and monitor and evaluate stress indicators in our employees.

Where an employee feels under stress he/she should make their supervisor or manager aware of the situation.

The Indoor Environment

It is our policy to provide a working environment that is safe and comfortable.

The Outdoor Environment

Trees

The Council are responsible for numerous trees situated around the town and acknowledge its responsibility to ensure they are well maintained.

Trees are of great benefit to the Town and the overall risk to human safety is extremely low, however the Council does have a duty of care and will undertake a balanced and proportionate approach to tree safety.

- Independent Inspection – The Council on a regular basis will arrange for all trees under their control to be assessed by a suitably qualified person with expertise in tree management. The Council will react accordingly to the recommendations with regards to tree maintenance.
- Visual Inspection – Depending on the recommendations of the expert report the Council will undertake regular visual inspections at appropriate intervals. The interval will be dependent on condition, location and size of the tree.

All inspections will be documented.

Visitors

Our policy regarding the control of visitors on our premises is that:

- We must be aware that the visitor is on the premises.
- Visitors are the responsibility of the Council whilst on the premises.

All visitors must comply with any instructions given to them.

Work Equipment

We will, so far as is reasonably practicable, ensure that all work equipment is safe and without risk.

To minimise the risk of injury from work equipment we will:

- Carry out inspections to ensure all safety critical features remain fully effective.
- Ensure that all maintenance procedures are kept up-to-date.
- Provide suitable training.

Young Persons

We will pay special regard to the needs of any young persons by risk assessing the tasks we are asking them to do and take into account their inexperience and immaturity.

Management arrangements

- Overall and final responsibility for health and safety is that of the Town Councillors.
- Day to day responsibility for ensuring the policy is put into practice is delegated to the Town Clerk.
- Our nominated Competent Person is the Town Clerk.
- Employees should report any health and safety concerns to the Town Clerk.
- The Town Clerk will be responsible for ensuring any risk assessments as required by Regulations are undertaken.
- Action required to reduce or control the risks will be approved by the Town Clerk and Councillors (if required).
- The Town Clerk will be responsible for ensuring that employees are made aware of the findings of the risk assessments and any control measures identified.
- Any defects in equipment, buildings or systems should be reported to the Town Clerk.
- The Health and Safety Law Poster is displayed in the Guildhall Office.

General arrangements

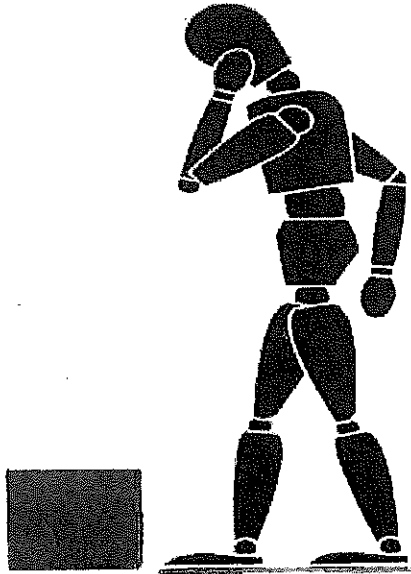
- Induction training for new employees is the responsibility of the Town Clerk.
- Job training will be co-ordinated by the Town Clerk.
- First aid boxes are kept in the Guildhall Offices and the Civic Hall.
- Training records are kept by the Finance, HR & Lettings Manager.
- The first aid box is kept in the Guildhall offices corridor.
- The Accident Book is kept in the Guildhall offices corridor.
- All accidents should be reported to the Town Clerk.
- The Town Clerk and the relevant Committee Chair or Mayor will conduct any accident investigations required.
- Emergency escape routes are checked weekly by the Town Maintenance Officer.
- Fire safety checks are carried out weekly by the Town Maintenance Officer.
- Fire extinguishers are checked monthly and serviced annually.
- The fire alarm is tested weekly by the Town Maintenance Officer.

Manual Handling

PRINCIPLES OF GOOD HANDLING TECHNIQUE

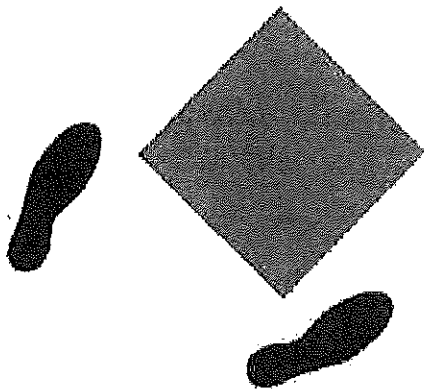
1 Planning

Plan the lift, consider where the load is to be placed, the distances involved, are there any obstructions such as closed doors, is assistance required and can handling aids or equipment be used?



2 Feet

The feet should be positioned apart (shoulder width), one foot ahead of the other in the direction of the intended movement



3 Knees

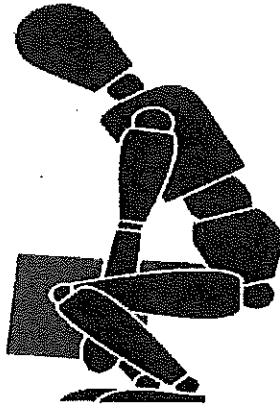
Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles

4 Back

The back should be straight - not necessarily vertical (15 - 20° from vertical is alright, keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

5 Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



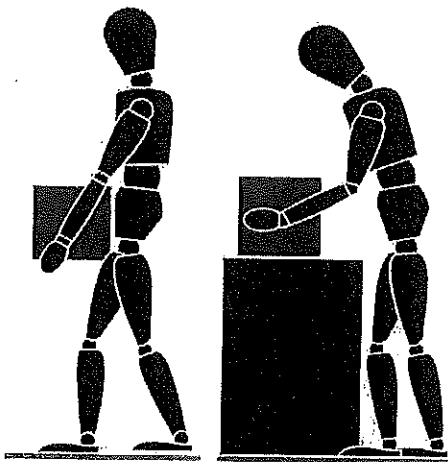
6 Hands

Ensure a firm grip on the load using the roots of the fingers and the palm of the hand. Holding the load this way is also less tiring than keeping the fingers straight.

7 Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

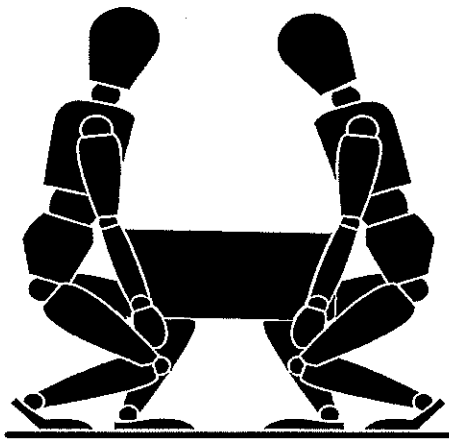
8 Moving the load



- ⦿ Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.
- ⦿ Lift smoothly
- ⦿ Move the feet not the trunk when turning to the side, i.e., don't twist.
- ⦿ Put the load down and then slide the load into the required position if necessary.

9 Team Handling

Handling by two or more people may make possible an operation that is beyond the capability of one person, or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, handling techniques which allow the use of relatively strong leg muscles rather than those of the back are preferable, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind, however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

Display Screen Equipment (DSE)/Visual Display Unit (VDU)

Some practical tips:

Getting comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying In

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.

- ⊙ In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- ⊙ Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

- ⊙ Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- ⊙ Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.

Ladders and Stepladders

This guidance is to help you:

- know when to use a ladder;
- decide how to go about selecting the right sort of ladder for the particular job;
- understand how to use it;
- know how to look after it; and
- take sensible safety precautions.

When is a ladder the most suitable access equipment?

As a guide, **only** use a ladder or stepladder:

- in one position for a maximum of 30 minutes;
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment;
- where a handhold is available on the ladder or stepladder;
- where you can maintain three points of contact (hands and feet) at the working position;

On a **ladder** where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a ladder or stepladder?

As a guide, **only** use a ladder or stepladder:

- on firm ground or spread the load (e.g. use a board);
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination;

Never stand ladders or stepladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, vans, stacks of paper or boxes etc. If the ladder or stepladder won't reach, you need to use a more suitable type of access equipment.

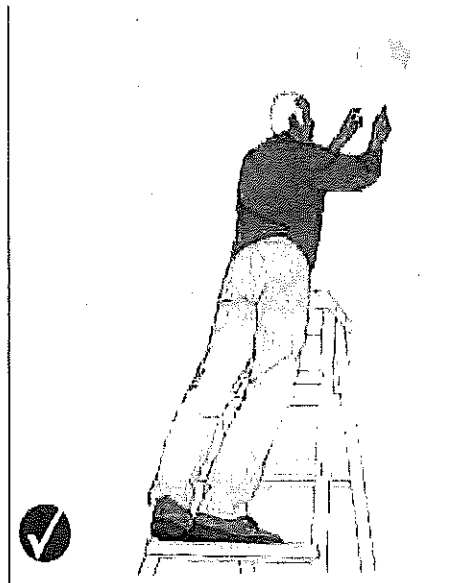
Safety in use – stepladders

On a stepladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder;
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged;
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder;
- don't use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder.

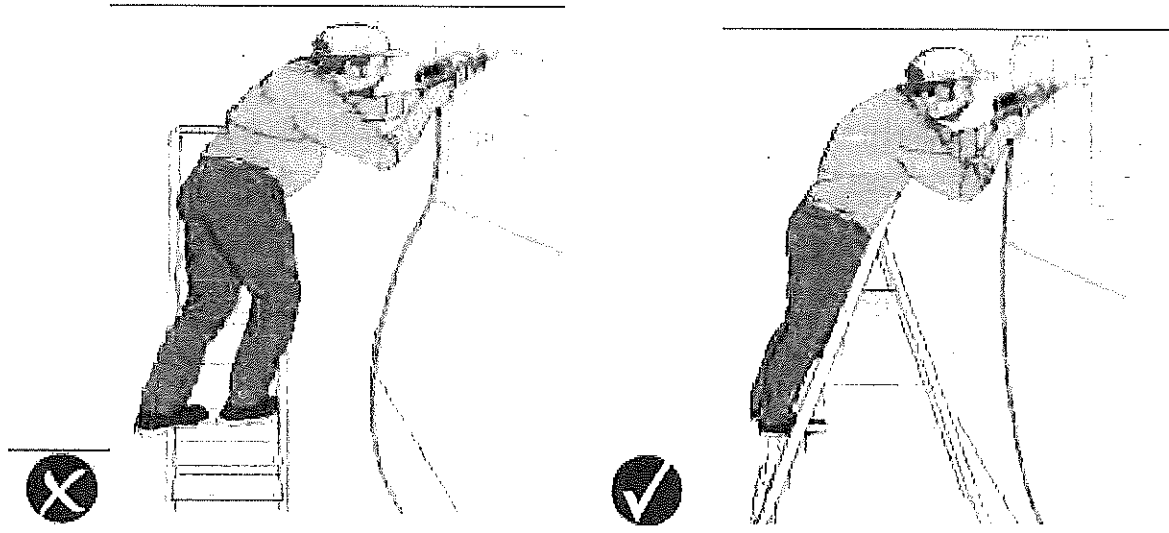


Correct – two clear rungs. Don't work any higher up this type of stepladder.



Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.



Incorrect – steps side on to work activity

Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task;
- a safe handhold still being available on the stepladder;
- whether it is light work ;
- whether it avoids side loading;
- whether it avoids overreaching
- whether your feet are fully supported; and
- whether you can tie the stepladder.

Consider tying a **stepladder** where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

Is the ladder or stepladder safe to be used?

You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use ladders or stepladders that:

- have no visible defects.
- have a current detailed visual inspection (look for an inspection label).
- are suitable for work use. Use Class 1 or EN 131 ladders or stepladders at work because domestic (Class 3) ones are not normally suitable for use at work;
- have been maintained and stored in accordance with the manufacturer's instructions.

Also, you must always use a non-conductive ladder or steps for any necessary live electrical work.

Pre-use checks

Look for obvious visual defects before using a ladder or stepladder. Check that:

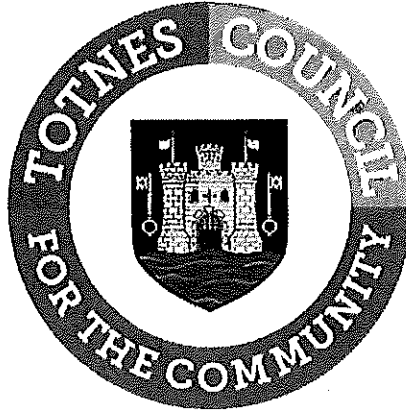
- ⊙ all the ladder feet are fitted;
- ⊙ the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc);
- ⊙ the feet are clean - the feet should be in contact with the ground. Ladder feet should also be checked when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to ensure the foot material and not the dirt (e.g. soil, embedded stones or swarf) is making contact with the ground;
- ⊙ all the screws, bolts and hinges are secure;
- ⊙ on a stepladder, that the "spreaders" on the ladder can be locked into place.
- ⊙ There are no other obvious signs of damage such as cracks.

If you find a problem, DO NOT USE the ladder. It should be repaired (if practicable) or destroyed.

Storage

When storing ladders and stepladders, store them in a well ventilated area to prevent sagging and warping. Store straight ladders in flat racks or on wall brackets, don't hand them from the rungs. Store step ladders in the closed, vertical position.

The information in this Guidance is based on the HSE leaflet 'Safe use of ladders and step ladders'.



Pay Policy

TOTNES TOWN COUNCIL

SEPTEMBER 2022

This Policy helps the Council to make best use of its Council Resources.

Councillors and staff must be committed to the policy in order for it to succeed, so they must be aware of its aims and objectives and their role within it.

POLICY STATEMENT

It is the aim of the Council to ensure that all employees or job applicants are assessed fairly and remunerated according to the skills required to undertake the role and the level of responsibility associated with the post.

All working practices and recruitment procedures will be reviewed at least annually to ensure that individuals are paid on the basis of their merits and abilities.

The Council undertakes to pay at least the Living Wage to all employees.

PRINCIPLES

- a. To make full use of the talents and abilities of all staff.
- b. To attract and retain good quality staff.
- c. To provide training and development for all the staff.
- d. To maintain an equality of pay scale differentials.

ASSESSMENT OF PAY SCALE

The Council will: -

- Review each job description at least every other year.
- Undertake an Appraisal in line with the Council's Appraisal Policy.

- Follow the pay scales agreed and laid down by the National Joint Council for Local Government Services – National Agreement on Salaries and Conditions of Service.
- Assess and compare similar jobs within the sector to ensure that the pay rates set are in line with other Councils.

Evaluation

The Council has set a base line of job descriptions and pay scales for its current employees. These pay scales have been assessed and compared with other jobs in the sector to ensure that they are generally in line with other pay rates.

The Council evaluation process will use the following guidelines and rules:

- Any re-evaluation exercise will be undertaken with a clear and systematic approach.
- An assessment will be undertaken to ascertain whether significant aspects of an employee's work has changed.

The concomitant factors arising are that the employee may:

- No longer be adequately remunerated for the skills they are required to deploy.
- Require new skills.
- Require an assessment of work/life balance and that:
 - there may be the possibility of additional staff having to be employed and with specialist skills as well.
 - the current post holder is leaving and a new and accurate job description has to be designed for interview and contractual purposes.

In assessing the Pay Scale criteria the Council will be mindful of the following:

Jobs as defined by Job Descriptions need to be taken into account.

- A framework needs to be established, but it must be reviewed in the light of structural changes in the work of the Council.
- Only objective criteria can be used.
- Sound judgement must be exercised in the process of analysing information and making comparisons against benchmarks established.

Methodology

The evaluation will cover the entire staff:

- The key points to be used in the evaluation will be identified.
- The job and the role will be analysed.
- The relative value of the jobs and roles will be established on a weighted scale.
- Development needs will be identified and programmed.
- Staffing levels will be projected.
- The appropriate reward levels decided.

Framework

The Council will use the Profiles drawn up by the Society of Local Council Clerks and the National Association of Local Councils in the National Agreement on Salaries and Conditions of Service. These profiles will be used as a framework for assessing all posts, including the Town Clerk.

There can be a right of appeal against any decisions which will be undertaken through the Grievance Procedure of the Council.

Training/Development

All staff will have access to training and development opportunities, which will be taken into account when assessing pay scales. This will be assessed on the level of achievement and the relevance of the qualification to the role being undertaken.

Pay Structure

The Council uses the NALC and SLCC recommended salary scales adjusted for a FTE working week of 35 hrs. In exceptional circumstances, for example for retention reasons, employees may be awarded accelerated salary progression at the discretion of the Council. Each member of staff will receive a salary increment annually assuming the successful completion of their appraisal, back dated to 1st April of that year, until the top of their salary scale is reached.

The Law

The policy will be implemented within the framework of the relevant legislation, which includes:

- Equal Pay Act 1970
- Employment Rights Act 1996
- Disability Discrimination Act 1995

EMPOWERING COMMUNITIES

ABOUT

7 November 2022 — 10.00 - 16.00

America Square Conference Centre, London, EC3N 2LB

Sponsored by BHIB Councils Insurance, Blachere Illumination and CCLA

Communities across the country need to be empowered. The government's levelling up white paper recognises the vital role local (parish and town) councils have in shaping those communities. There is a pressing need to create more councils, give them more powers to make a change and more funding to support those changes. The time for empowerment is now.

Joining one of the biggest one-day hybrid conferences in the local council sector will allow attendees to engage in a wide-ranging programme focussing on the hottest topics in the sector, such as civility and respect, climate change, community resilience, health, housing, levelling up, and representation. You will have opportunities to put your questions to speakers and panellists, visit the sector-specific exhibition, network with your peers, and share good practices.

NB: NALC reserves the right to change the programme at any time.

TICKETS

There are two ticketing options for this hybrid conference; in-person and virtual. In-person tickets start from £120 and virtual tickets start from £60.

PROGRAMME

09.00 — 10.00	Registration and exhibition
10.00 — 10.15	Open
10.20 — 10.50	Rebuilding a new Britain
10.55 — 11.10	Creating dementia-friendly communities
11.10 — 11.40	Break
11.40 — 12.10	Whose housing crisis is it anyway?
12.15 — 12.45	Putting civility and respect at the heart of your council
12.45 — 13.30	Lunch
13.30 — 14.00	Tackling climate change together
14.05 — 14.20	How resilient is your council?
14.20 — 14.50	Break
14.50 — 15.20	Make A Change — Representation in local elections
15.25 — 15.55	Levelling Up the United Kingdom
15.55 — 16.00	Close

Tresoc Energy Local Club proposal analysis

Electricity supply at the Civic Hall:

Currently the Council are with Opus Energy for our electricity supply on a monthly plan rate following the end of our fixed term contract in June. The contract rates they could offer were higher than the monthly plan rate and therefore, following the general advice being given out, the Council decided not to take another fixed term rate for a while until there is more clarity about what is happening in the energy market.

The Energy Local Club proposal requires that the Council move to Green Energy UK (GEUK) for our supply. I contacted GEUK to get their business tariff rates but was told they are not taking on new business customers at the moment due to the volatility in the energy market. Apparently it will be Spring before they can take on new business customers. So I was unable to get any information on prices with them to compare to our current rates with Opus Energy. By Spring it is likely that prices with all the suppliers will have changed significantly so comparing against previous years costs will be irrelevant.

Green Energy UK are the only option for setting up the ELC. If they cease trading the ELC would have to close down. There is no other company to switch to.

The PV electricity generated is used by the Civic Hall when it is being generated, i.e. on sunny days, but a lot of the time the higher electricity demand is in the evenings and winter when the PV units are not generating electricity. The PV generated electricity contributes to keeping the electricity bills down.

As part of an ELC the Council would still get first call on the PV electricity generated. Only the left over electricity would be sold to the ELC.

Standing charges would still be payable at the rate being charged by the energy supplier.

Income from PV electricity generation:

Currently British Gas pay the Town Council (60%) and Transition Town Totnes (40%) for electricity generation at a rate of 45.76p per kWh and an export rate of 4.25p per kWh. The assumption is made for the export tariff that the Council use 50% of what is generated and therefore only get paid the export rate for 50% of the kWhs generated. TRESOC have looked at our data and have advised that the Council only use around 3% of what is generated and therefore they say the Council are losing a lot on the export tariff.

The export tariff element of the payment is small but to counter the problem of losing 50% of it as deemed usage the Council could sign up to a Power Purchase Agreement (PPA) with an energy company. These are fixed term agreements that require a search of the market to find the best deals each time an agreement expires. Under a PPA our actual usage is deducted instead of a deemed usage of 50% so the payment would be higher. This could be done each year regardless of whether the Council join the ELC but involves a significant amount of work for a relatively small increase in income.

Green Energy UK are offering the Council the option to take a PPA with them now that will pay 9p per kWh for 12 months for our export. This would give the Council around an extra £600 per annum based on average kWh generation in the last 3 years.

How joining the ELC will work:

A match tariff price has to be agreed by a board that consists of at least 3 directors which will include us as a generator, a consumer and a TRESOC representative and/or the Energy Club advisor. TRESOC have estimated that this will be around 16p per kWh but a rate would not be fixed until a board is established and agreed the price. It is unclear at this stage what the process will be for resolving any disputes the suppliers have over the price that the match tariff is set at but as a last resort suppliers can chose to leave the club if they can get more income selling their energy generation elsewhere. Buyers will be impacted by the Green Energy tariff changes so it is likely the club would be looking to the Town Council to accept a lower increase on income to make the club attractive for buyers. The match price will be reviewed annually.

As a generator the Council would get the match price for our actual export (e.g. approx. 12p - 16p per kWh) as opposed to the 4.25p per kWh the Council currently get for the deemed export of 50%. Any surplus export not used by the club members would receive the PPA rate of around 9p per kWh.

Based on our energy generation data the calculations suggest the Council could supply a maximum of 15 buyers, although to allow enough capacity for increases and decreases in demand numbers are more likely to be restricted to as low as 5 buyers to enable them to achieve maximum cost savings. At present it is not known what savings would be achieved by the buyers in the club but it is estimated at somewhere between 0-10% savings. Keeping the number of members low would mean greater savings for the buyers but lower income for the suppliers.

There is currently no selection criteria on how buyers would be offered a place in the club. It was suggested that places would not be offered based on applicants need to make savings on their energy bills as this cannot be guaranteed, but more on the basis of those who want to be part of an innovative project.

In March 2024 the current energy purchasing contract for the Weir Hydro generator comes to an end. It is anticipated that the Hydro generator will then join the ELC. As hydro power produces a lot more energy this will mean the Club size will be able to increase significantly.

Christina Bewley
Finance, HR & Lettings Manager
September 2022

HO

FIT analysis for TRESOC ELC proposal

<u>Date banked</u>	<u>Period covered</u>	<u>Total</u>	<u>Generation</u>	<u>Export</u>	<u>KWh</u>	<u>Export: kWh paid</u>	<u>Price paid p/kWh</u>
20/09/2019	25/4/19 - 15/8/19	£3,008.87	£2,875.44	£133.43	6986.00	3493.00	£3.82
28/11/2019	15/8/19 - 12/11/19	£1,464.38	£1,399.44	£64.94	3400.00	1700.00	£3.82
12/05/2020	12/11/19 - 28/4/20	£2,027.41	£1,937.52	£89.89	3908.00	1954.00	£3.82
					782.00	391.00	£3.90
06/11/2020	28/4/20 - 13/10/20	£4,277.42	£4,087.94	£189.48	9717.00	4858.00	£3.90
14/01/2021	13/10/20 - 5/1/21	£601.32	£574.68	£26.64	1366.00	683.00	£3.90
22/10/2021	6/1/21 - 6/10/21	£5,531.35	£5,286.17	£245.18	3866.26	1933.13	£3.90
					8596.74	4298.37	£3.95
25/01/2022	7/10/21 - 4/1/22	£721.63	£689.63	£32.00	1620.00	810.00	£3.95
31/05/2022	5/1/22 - 1/4/22	£2,133.93	£2,039.29	£94.64	3220.52	1610.26	£3.95
					1460.46	730.23	£4.25
Totals over 35 month period		£19,766.31	£18,890.11	£876.20	44922.98		

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TTC 60% share £11,859.79 £11,334.07 £525.72

TTC 40% share £7,906.52 £7,556.04 £350.48

Average kWh per annum

Average Export income per annum (50% deemed usage)

TTC share of average Export income p.a.

15402.16
£327.30
£196.38

Predicted income for TTC on a Green Energy UK PPA paying 9p per kWh with 97% export
Extra income for TTC per annum on Green Energy UK PPA

£806.77
£610.39

Predicted income for TTC in Club with 5 members with 58% spillage and 16p match price
Extra income for TTC per annum in Club with 5 members with spillage of 58% and 16p match price

£1,070.31
£873.93

Predicted income for TTC in Club with 5 members with 58% spillage and 14p match price
Extra income for TTC per annum in Club with 5 members with spillage of 58% and 14p match price

£995.01
£798.63

Predicted income for TTC in Club with 5 members with 58% spillage and 12p match price
Extra income for TTC per annum in Club with 5 members with spillage of 58% and 12p match price

£919.71
£723.33

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Totnes Town Council – DV0364

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

24/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

ITEM 12 – ART UNDER CIVIC HALL

To:

a. Note the process and timelines in considering the expressions of interest for the artwork on the pillars under the Civic Hall; and

There has been a good response to the Community Art Workshop Co-ordinator contract opportunity that was publicised earlier in the summer (see below for detail of the text). The timeline to consider the six tender bids (others were received after the deadline and one has been withdrawn) is as follows:

Wednesday 21st September 2022 - Arts and Events Working Group to consider:

- The tender bids in a Part 2 confidential session.
- Shortlist two artists to interview about their bids.
- Which Councillors will form the interview panel (with the Clerk/officer) for the two shortlisted bids.
- Date for the interviews (likely to be week beginning 10th October).

Community Art Workshop Co-ordinator advertisement: Totnes Town Council would like to commission an artist who will run school or community workshops to create birds, plants and insects to adorn the pillars under the Civic Hall and bring them to life. These can be made from any preferred media but it must be waterproof and durable.

b. Consider granting the Clerk delegated authority to appoint the preferred artist.

A budget of £5K has been allocated to this project from the Arts and Culture budget. The Committee is asked to consider granting the Clerk delegated authority to award the contract to the successful artist following the process set out above.