

AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 10TH OCTOBER 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 **Monday 10th October 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 23rd September 2022 and update on any matters arising. Document attached.

3. BUDGET MONITOR

To consider the Budget Monitor. Document attached.

4. BUDGET PROJECTIONS

To consider the initial 2023/24 budget projections. Verbal update.

5. COMMUNITY GRANT SCHEME APPLICATIONS

To consider the applications for the community grant scheme. Document attached.

6. VISIT TOTNES GUIDE AND PROMOTION

To consider the format of the Visit Totnes Guide for 2023, its promotion and the budget. Document attached.

7. ELIZABETHAN MARKET

To consider caretaking support for the Elizabethan market in 2023. Verbal update.

8. ARTS WORKING GROUP

To consider the actions from the Arts Working Group held on 21st September 2022. Document attached.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th November 2022 at 6.30pm in the Guildhall. No document.

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

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for September. Documents attached.

11. CIVIC HALL ANNEX

To consider an update on the Civic Hall annex (commercial). Document attached.

12. GUILDHALL FLAT RENT

To consider the annual rent increase for the Guildhall Flat rent (effective December 2022) (commercial). Verbal update.

13. CHRISTMAS LIGHTS

To consider any future Council role in arranging the wider Christmas lights in the town (commercial). Verbal update.

14. TOWN CLOCKS

To re-review current and projected maintenance and repair costs as requested by Full Council. Document attached.

15. STAFFING UPDATE

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

Catherine Marlton

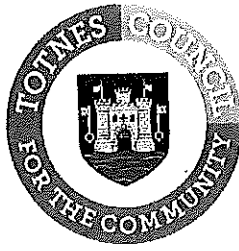
Town Clerk

5th October 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 FOR THE MEETING OF COUNCIL MATTERS FRIDAY 23RD SEPTEMBER 2022 AT 6.30PM IN THE GUILDHALL

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

Apologies: None.

In Attendance: C Marlton (Town Clerk), C Bewley (Finance, HR and Lettings Manager).

1. APOLOGIES FOR ABSENCE

The Chair read 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 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.

The minutes were unanimously **AGREED** as an accurate record of the proceedings. There were no matters arising.

3. BUDGET MONITOR

To consider the Budget Monitor.

The Clerk explained that the year end expected figure has changed due to the notes outlined in the spreadsheet. However it is difficult to accurately forecast year end given possible delays to capital projects which would then suggest an underspend on the original budget.

It was unanimously **AGREED** to increase the Arts budget to accommodate additional spending on entertainment for the Christmas festival nights.

It was unanimously **AGREED** to allocate any underspend on the Civic Hall pillar painting project to the Gnome trail initiative that is proposed for the Christmas period.

It was unanimously **AGREED** to approve the budget monitor document as presented.

4. PROCEDURAL NOTE – COUNCILLOR EXPENSES

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

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.

- a. Consider the payment of an expenses claim for refreshments as an exemption to the policy (£10.10 claimed by Cllr Hodgson)
This was unanimously approved. A separate claim for Councillor Hodgson for around £10 for refreshments was also unanimously approved.
- b. Consider the payment of an expenses claim for Totnes Show tickets as an exemption to the policy (£30.00 claimed by Cllr Price)
This was unanimously approved.

Councillors noted that all expenditure, including refreshments, must be arranged in advance by the office administrators. The Clerk agreed to discuss the arrangements for meetings with the management team and administrators.

5. MAYOR'S ENGAGEMENTS AND BUDGET

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

This was reviewed and unanimously **AGREED**.

6. HEALTH, SAFETY AND WELLBEING POLICY

To review the Health, Safety and Wellbeing Policy.

This was reviewed and unanimously **AGREED**.

It was agreed that the Finance, HR and Lettings Manager would consider adding a Safeguarding Policy to the policy scheme for future consideration.

7. PAY POLICY

To review the Pay Policy.

This was reviewed and unanimously **AGREED**.

8. EMPOWERING COMMUNITIES CONFERENCE

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

This was reviewed and it was **AGREED** to fund an officer and Councillor place to the in-person event (priority being for the Mayor) and virtual attendance for all other Councillors and staff.

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.

It was unanimously **AGREED** to delay joining the TRESOC energy club at the current time due to the volatility of the market but to review this in 6 months time at the March Council Matters meeting.

10. EXTERNAL AUDIT

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

This was noted.

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.

This was noted. The Clerk explained that the opening of accounts to spread funds as previously decided was still advantageous from an interest perspective.

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;

Noted.

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

The committee concurred with the view of the Arts Working Group on the preferred contractor and **AGREED** unanimously that the Town Clerk should instruct said person to go ahead.

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.

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)*

14. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and unanimously **AGREED**.

15. EASTGATE LEASE

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

It was unanimously **AGREED** that the Town Clerk would approach the Duchy and existing groups who have storage to discuss further before tabling at a future meeting where a recommendation would be made to Full Council.

16. TOWN CLOCKS

To review current and projected maintenance and repair costs.

It was unanimously **RECOMMENDED** to Full Council that given the legal issue identified with funding church property the Council would continue to service and maintain the Town Clock in Eastgate but not the Church clocks in town.

17. ELMHIRST PROJECT

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

It was unanimously **RECOMMENDED** to Full Council that the upper limit of delegated authority be raised to £65,000.

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).

It was unanimously **AGREED** to proceed with the replacement doors using the previously contractor, Five Star. The old doors will be removed and retained for future reuse.

19. PURCHASE OF LIGHTING

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

This was reviewed and unanimously **AGREED**.

20. STAFFING UPDATE

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

None.

21. TOWN MAINTENANCE OFFICER VACANCY

To consider the current Town Maintenance Officer vacancy.

It was unanimously **AGREED** to ratify the appointment of the Town Maintenance Officer role on the spinal point requested with a compressed working pattern of Monday – Thursday, 8.15am – 5.30pm (30 minute break).

22. STAFF ATTENDANCE

To note sickness and overtime balances.

Noted. No concerns raised. It was also noted that the Town Clerk would meet a trigger for an absence review following her surgery.

Catherine Marlton
Town Clerk
26th September 2022

Budget Monitor - Sep 2022				2022/23				Comments
Administration	19/20 YEAR END	20/21 YEAR END	21/22 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 30th September 2022	Expected year end	
	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END					
Salaries and pensions for all staff	224062	246894	294138	357365	360000	163977	362120	Includes national pay award offer - which is not yet confirmed
Staff Training, Travel and Expenses	3296	2287	4244	4500	4500	1613	4500	
Staff Recruitment	1558	2575	1930	2500	2500	629	2500	
Phone and Broadband	2870	2343	2932	3200	3200	1315	3200	
Office Supplies	545	1564	1100	1750	1750	426	1750	
Photocopier	1592	1496	1536	1600	1600	789	1600	
Subscriptions			4463	4000	4000	2988	4000	
Professional Fees			53812	6500	10000	12594	18000	Overspend expected due to legal fees on projects
Insurance	7365	7431	7514	8000	25000	25576	26100	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	1412	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 sacks	-40							
SUB TOTAL	242112	269672	378904	401665	424800	211944	436020	
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 September 2022	Expected year end	
Mayoral Allowance	394	0	557	410	410	0	410	
Civic and Mayoral Events (expenditure)	4196	743	959	5750	5750	763	5750	
Civic Events (income)	-1127	0	0	0	0	-167	-167	
Civic Regalia	344	0	110	200	200	142	200	
Mayoral Travel	146	0	7	200	200	139	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	9524	6000	6000	0	6000	
Community Outreach/Christmas	4133	2436	4747	8450	8450	661	8450	See proposed breakdown below
Councillor Allowances	2623	3152	2644	6560	6560	0	6560	
MOVED TO ADMIN Professional Fees	3908	11052	0					
MOVED TO ADMIN Subscriptions	2558	3009	0					
MOVED TO ADMIN Website and IT	11312	293	0					
SUB TOTAL	30281	23819	19114	29870	29870	1856	29703	
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 September 2022	Expected year end	
Visit Totnes Marketing and event sponsorship	4710	6108	18966	25000	25000	7786	25000	
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	553	275	306	250	250	95	250	Very few payments via Paypal
Bank Charges/Paypal fees	20	0	33	200	200	0	50	
Visit Totnes Guide and Website	14219	3135	12308	12000	12000	598	12000	
Pension costs	12636							
Totnes Guide and Website Income	-16844	-468	-12283	-8000	-8000	-420	-8000	
Advertising			-3289	-2000	-2000	-1180	-2000	
SUB TOTAL	15294	9050	16041	27450	27450	6879	27300	
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 September 2022	Expected year end	
Cleaning	1545	2456	2644	3000	3000	1005	3000	
Building Maintenance	4160	191	6554	5000	5000	-3219	5000	Potential for overspend with loft wiring issue
Business Rates	6015	6113	6113	6500	6500	6113	6113	
Water	120	333	269	200	200	81	200	
Utilities	3046	3894	4801	5000	5000	2447	5000	

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Equipment Maintenance	1281	1291	5996	1200	1200	-525	1200
Wedding Licence renewals and marketing	71	0	2434	1000	1000	445	1000
Admissions Income	-2994	0	0	-3000	-3000	-1890	-2700
Weddings & Hire Income	-2566	-832	-4478	-2750	-2750	-2475	-2750
SUB TOTAL	10678	13446	24333	16150	16150	1982	16063
Civic Hall	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 September 2022	Expected year end
Cleaning and supplies	4362	1226	4605	5500	5500	1829	5500
Feed in Tariff	2156	2762	2501	2000	2000	854	2000
Water	1389	1361	1055	1500	1500	238	1500
Utilities	3617	1762	3044	4000	4000	1174	4000
Building Maintenance	10771	2969	13955	20000	20000	1710	20000
Licences	70	70	70	100	100	70	70
Misc & Marketing Civic Hall	515	0	26	750	750	20	750
Equipment Maintenance	6433	3320	4299	5000	5000	827	5000
Paige Adams Grant towards Caretaking, Cleaning and Management costs	-31500	-7500	-30000	-33500	-33500	0	-33500
Feed in tariff income and Water refund income	-4899	-6728	-6304	-5200	-5200	-1252	-5200
Equipment sales			-1000	0	0	0	0
SUB TOTAL	-7086	-758	-7749	180150	180150	5470	180120
Property Maintenance	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 September 2022	Expected year end
Guildhall Cottage Maintenance	65	361	598	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
Guildhall Office Maintenance	579	309	13				
Rental Property Management Fees	1962	2089	2001	2000	2000	997	2000
Town Clocks	1543	3127	1437	2250	2250	1120	1800
Museum Maintenance	6122	-3250	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						
Guildhall Cottage Income (£975 a month)	-10200	-10200	-10756	-11700	-11700	-5850	-11700
Flat 5a Rental Income (£775 per month)	-8340	-8340	-8660	-9500	-9500	-4650	-9500
SUB TOTAL	686	-6465	-4182	-604	-604	-3587	-1054
Cemetery	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 September 2022	Expected year end
Business Rates	4069	4441	4441	4750	4750	4441	4441
Water	127	144	173	150	150	41	150
Waste collection			706	550	550	135	550
Grounds Maintenance (Grass cutting and tree work)	21179	18009	20613	23000	23000	7179	23000
Works and Maintenance (Memorials, Paths, Fences)	1495	1357	-32	1000	1000	0	500
Chapel	0	150	0	1000	1000	0	500
Cemetery Fees Income	-11375	-11435	-12000	-8000	-8000	-7015	-8000
SUB TOTAL	15495	12666	13901	22450	22450	4781	21141
Open Spaces	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 September 2022	Expected year end
General Maintenance	0	80	162	500	500	376	500
St Marys Churchyard (Walls and trees)	414	322	857	500	500	-19	500
Castle Meadow Maintenance and Water	57	800	108	100	100	22	100
Castle Meadow and allotments income	-210	-208	-200	-200	-200	0	-200

Opening was late this year

Likely to be underspent because of delays with planning and costs of materials and labour increasing.

Savings will be made if only Eastgate clock is maintained by TTC

Underspend expected

This might need to increase for remedial works to the wall once ivy is stripped.

SUB TOTAL	261	994	927	900	900	379	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 30th September 2022	Expected year end
Bank Charges	150	98	104	100	100	104	180
Precept and Income	-494000	-535280	-545986	-545986	-545986	-545986	-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	-545882	-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 30th September 2022	Expected year end
Community Grants (incl. S137 Funding)	0	44168	52508	50000	50000	24728	50000
Community Projects (Skate Park)	0	0	0	13200	19200	0	13200
Neighbourhood Plan/Planning	9252	see below	3720	1000	1000	640	3140
Arts and Culture and Events	6185	see below	9500	25500	34550	13486	34550
Public Realm and Community Assets Projects	see below	see below	see below	225000	227865	28323	228801
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	22938				
Community projects SHARED SPACE and public realm	76024		0				
Community Grants Scheme/COVID 19	0		see above				
Arts and Culture and Events	see above		0				
Heritage Support	0	0	0				
Grant Funding/Projects Income	-1845	-84500	-34370	0	-19585	-19585	-19585
SUB TOTAL	£91,461	£95,067	£56,608	£324,700	£317,030	£46,711	£320,106
TOTAL	-£116,501	-£187,710	-£47,985	£351,845	£367,310	-£269,467	£379,493

Increases in charges

Discussion required whether to push this transfer to the 23/24 financial year to offset capital projects and increasing costs of utilities etc

Additional £2500 agreed for hearing legal advice

Proposed increase to Christmas festival nights. See breakdown below

See breakdown below - possibly underspend overall on projected because delay in traffic and community asset projects

Baltic Wharf £106 funding from DCC

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	£325,815

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	-3071	CONFIRMED
Wayfinding fabrication phase 1	-24800	CONFIRMED
Repairs and maintenance of signage	-364	CONFIRMED
Wayfinding installation phase 1	-5000	ESTIMATED lowered from circa £1.6k
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
Emhirst project/other community assets	-100000	ESTIMATED
TOTAL	-936	small overspend if traffic and asset projects go

2022 - 2023 - proposed	BUDGET	NOTES
ARTS AND CULTURE	34550	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	
Community Christmas workshop	-2650	Confirmed estimate from plans
TOTAL	0	

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	

Item 5

Item 5

Totnes Town Council Community Grant
Applications September 30th 2022

Applicant	Project	Amount requested	Total project cost £	% of total cost	Cost of living relevance?	Comments and or recommendations	Notes on application	CLERK RECOMMENDATION		
								PERCENTAGE OF ASK	TOTAL	NOTES
Apricot Centre Wellbeing Service	Gather & Nourish Nov 22-Apr 23 pilot workshop/courses in cooking sustainably, healthily, zero waste at the Green Café Totnes.	1620	1620	100.0	Yes	No previous TTC grant funding	12 people per session, x 5 sessions. Costs for salaries, venue hire, materials, publicity, office costs.	80%	1296	
Be Buckfastleigh	Hello Summer 2023 Activities and Food for Children and families in the school holidays (Apr-Dec 23)	£10,000	37,801	26.5	In part?	No previous TTC grant funding	Over 300 children took part at St. John's this summer. 4 hrs activities for 4 days for 4 weeks of summer holidays and a week at Easter & Christmas in Buckfastleigh, Bridgetown & Bovey Tracey. No previous TTC grant funding. Grants applied for from DCC - HAF Fund (Holiday Activities & Food) and Buckfastleigh (whose TC allocate £10K to the project). Costs for salaries and materials.	0%	0	Refer to Paige Adams
Caring Town	We Care about...The Cost of Living Crisis: Positive Activities in Warm Spaces	3100	6200	50.0	Yes	Sep 21 - £700 (excludes previous community connectors funding)	One year project staffed by existing CT and CAB personnel. £51.1K from existing National Lottery funding. Programme of positive activities and opportunities for community in warm spaces. Funding for venue hire, workshop facilitators, publicity, refreshments.	100%	3100	
Citizens Advice South Hams	Totnes Community Outreach Programme	7,000	9,800	71.4	Yes	Apr 22 - £7K and May 21 £6.45K for CA presence in the Mansion	Continuation of weekly presence in The Mansion and St. John's Community Café, and training of more volunteers to help with telephone enquiries. Dedicated case worker for Totnes Caring who help individuals with applications - 80 clients have seen incomes increase (totaling more than £61K). In year to end of Sep 22 CA helped 474 individuals in Totnes with more than 3,300 issues. Funding - management costs, training and salaries - scheme will require ongoing funding.	100%	7000	
Dynamic Adventures CIC	Community projects including: • Adventurers and Explorers • After School Club • Wake Up Club • Adventure for all days/ • Community days	6000	12,000	50.0	No	No previous TTC grant funding	Funding for Minitbus training for 3 people, activity project materials/equipment (e.g. kayaks, wetsuits, climbing equipment)	0	0	Refer to Paige Adams
Earthjump CIC	Community Café	970	1370	70.8	In part? Warm space?	Apr 22 - £1.4K	Community café running 1 Nov 22 to 1 Apr 23 to encourage older residents (55+) to Meadowbrook Community Centre a day a week. Have raised £400, no other grants applied for. Funding for salaries, venue hire, materials and publicity.	0	0	Refer to Paige Adams

JAMMING STATION CIC	Firebird Nov 22 - Mar 23	1995	1995	100.0	No	Sep 21 - £1.8K	Development of fire alarm system that meets regulations to make building safe and allow it to be rented out, with relevant training. Funding for management costs, fire safety training, fire panel, remedial works and emergency lighting.	0	0 Refer to Paige Adams
KEVIC Site Foundations Charity (The Mansion)	Installation of electric instant heater taps	2800	5600	50.0	Yes - for the organisation	No previous TTC grant funding	Scheme to reduce water use, energy use and annual service costs at 28 locations. Funding for tap and labour for installation.	0%	0 Refer to Paige Adams and/or consider Climate Change budget
Movement for Life community group	Moving in Community - reaching Families and Women through accessible dance Oct 22 - Mar 23	£1,621.00	£2,281.00	71.1	No	No previous TTC grant funding	Family dance - skills to support play and non-verbal communication; movement for wellbeing for women through online sessions and studio sessions. Funding for leaders fees and venue hire.	0%	0 Refer to Paige Adams
Participate Arts CIC	Creative Connections Round 2 Dec 22 - Mar 23	£1,000	£4,200	23.8	No	Apr 22 - £750	6 x 3hr workshop sessions in Bridgetown, for 10 participants aimed at isolated parents and carers, vulnerable adults, those with mental health issues, older people. Delivered as part of the St John's community cafe Mindful Making group. £1k each from Buckfastleigh and Bovey Tracy TCs. Funding for management costs, artist fees, materials and publicity.	50%	500 Refer to Paige Adams
Resilient Lives CIC	Pop up Pirates - Oct 22 to Mar 23	5610	13280	42.2	No	No previous TTC grant funding	Young persons business start-up and entrepreneurial skills programme to aid youth employability (14-25 year olds). 3 cycles of 5 weeks training, 1 day per week for 10 participants to attempt to run an income generating pizza business from The Mill and The Mansion. Funding for management costs, salaries and publicity.	20%	1122 Refer to Paige Adams
Skate to the Max	Skateboard Deck Pressing Workshops for young people Oct 22 - Oct 23	2266.5	£14,866.48	15.5	No	No previous TTC grant funding	Deck pressing workshops [the board bit of the skateboard] for young and vulnerable people, engaging the skate community and learning about skate safety. Funding for management, materials, venue hire.	20%	453.3 Refer to Paige Adams
St Mary's Totnes Heritage Trust	Totnes Community Charter	£5,590	£5,590	100.0	No	May 21 - £4K	Funding to take forward the initial community charter work - management costs, venue hire, materials, publicity, expenses.	0%	0 Refer to Paige Adams
Stepping Stones	Stepping Stones Totnes Community Food Club	3000	?	?	Yes	Apr 22 - £1.8K	Scheme where for £2.50 a week members can choose 10 items from the shelves and 3 items from a short date table to help overcome the stigma (held by some people) of using a foodbank. Stepping Stones looking to develop a community craft and friendship group in a warm space. Funding for salaries and food for the shelves.	100%	3000
Totnes Bike Hub CIC	Re-Loved Bike Project	3,596	3,996	100.0	In part?	May 21 - £0.975K Sep 21 - £1.91K, Apr 22 - £3.96K	Grant is to continue with the re-loved bike project - promote bike use, teach repair skills, social bike rides. 16 bikes repaired and sold/given away since May 22. Funding for Mechanic costs, bike parts and volunteer refreshments.	0%	0 Refer to Paige Adams and/or consider Climate Change budget

Totnes Caring Ltd	Transport Coordination	4,000	18,073	22.1	In part?	May 21 - £4K, Sep 21 £4K, Apr 21 - £4K	Ongoing service provision for months XX providing transport provision to vulnerable people in the town with restricted mobility and clinically vulnerable. Volunteer drivers take clients to medical appointments which have risen in number since the pandemic, and to social activities to combat loneliness - expect to assist 600 clients (some with repeated assistance needs) in next 6 months. Funding for management costs and salaries.	100%	4000	
Totnes Community Tennis Club	Community Sensory Garden Project with Lifeworks College	2000	2000	100.0	No	No previous TTC grant funding	To develop small grass area alongside tennis courts in Borough Park so a wheelchair accessible sensory garden. SHDC support the development of this ground. Tennis club working with Lifeworks and Incredible Edible. Ongoing maintenance by Lifeworks as part of work experience programme. Funding for materials - 3 x planters, 2 x picnic benches, compost and plants.	0	0	0 Refer to Paige Adams and/or consider reallocation of Public Realm budget
Totnes Pulse	The Totnes Pulse Magazine	5,000.00	5,000.00	100.0	No	No previous TTC grant funding	Start up costs for print version of website with news, arts, events and articles of local interest starting Apr 23, starting bi-monthly with an aspiration to move monthly funded by advertising. Funding for office costs, materials, publicity and volunteer expenses. There are no accounts or constitution submitted as these currently do not exist - Totnes Pulse has previously been funded by individuals. No accounts and constitution as explained in application	0	0	0 Refer to Paige Adams?
Transition Town Totnes (TTT)	Totnes Climate Hub	£1,870	1870	100.0	In part?	No funding through community grant process but Apr 20 £5.8K for Climate Action Fund bid, and Dec 19 £1K for Transition Streets.	Purchase of laptop and printer for public use in the hub, and support for applying for financial support and grants for home improvements. Funding for laptop, printer and consumables for a year, management costs and staff time.	0	0	0 Refer to Paige Adams and/or consider Climate Change budget
TravellerSpace	Moving Forward - Supporting Gypsies & Travellers in Totnes Oct 22 to Apr 23	5,000.00	15,000.00	33.3	In part?	No previous TTC grant funding	Emotional and crisis support for members of the gypsy and traveller community, including mental health therapy sessions (5 sessions per person, 10 people). Funding to cover 6 months rent, food/welfare hub items, therapy costs.	100%	5000	
TRAYE	The Totnes Young People's Free Zone.	3,795.00	5,663.00	67.1	No	May 21 - £1.94K	Pilot project has been identified by the young people involved in TRAYE to off low level and non-crisis mental health support from their peers, including a safe space and one-to-one sessions with trained youth worker staff. Funding for management costs, salaries, expenses and materials.	0%	0	0 Refer to Paige Adams
Total		78,237.50	168,005.48	45.6					25471.3	

NB Column E will automatically calculate %

ITEM 6

2023 Visit Totnes Guide Options and Costs

To be considered at Council Matters, 10 October 2022

Overview

Visit Totnes has reviewed plans for the 2023 Guide to ensure best value is achieved. Considerations include:

- 180 scans of the double-sided DL (standard business envelop size guide) in 2022 to 7/9/22 (50,000 distributed). Compared to social media leads, this figure is low.
- 20k copies of the full guide distributed in Devon only via Glide and outlets in Totnes – most people will already have booked accommodation by then. Does this represent good value for money for accommodation advertisers?
- Print costs have increased and are likely to increase further as we move into late 2022-23
- Cost of living will impact businesses negatively – may have less money for advertising / need additional support. A September request for renewals of our planters resulted in 45% (5 of those asked) declining the £48 renewal charge. If we can't sell the same quantity of advertising for 2023 we risk the guide costing more to produce than we can bring in.
- Chasing advertising payments is time consuming
- Impact on environment of producing large numbers of a full paper Guide
- TIC receives most requests for a map – we consider the map the most popular element of our Guide

As a result, we are putting forward four options for 2023.

- 1) Do the same as 2022
- 2) Produce a smaller guide with the same amount of advertising
- 3) Produce and distribute more of the full guide with no separate DL QR code leaflet
- 4) Produce a map, which includes limited advertising, and a series of online itineraries featuring advertisers which are supported with paid social media promotion.

Action required: Council Matters to consider the options and decide which option Visit Totnes should follow for 2023.

Option 1 – Same as 2022 (56pp Guide and double-sided DL leaflet)

Design both £2,700 (8 days Guide, 1 day double-sided DL)

Print x 20,000 Guide - £3,915

Distribution – 10k Guide £625

- 50k DL £3,740 (inc printing)

TOTAL: £10,980 (2022 = £9,808)

Potential income based on 22 pages sold (same number as 2022 and at same rate) = **£12,300 (to include additions to website too)**

Option 2 – Reduced size 40pp Guide and x50,000 double-sided DL leaflet

Design both £2,700 (9 days)

Print x 20,000 Guide - £3,390

Distribution

- 10k Guide £625

- 50k DL £3,740 (inc printing)

TOTAL: £10,455

Potential income based on 22 whole pages sold (same number as 2022 and at same rate) = **£12,300**

Option 3 – Wider distribution of guide only

Design £2,400 (8 days)

Print x 40,000 Guide – £6,440

Distribution via Glide – 30k Guide - £1,750

TOTAL: £ 10,590

Potential income based on 22 pages sold (as 2022 and at same rate) = **£12,300**

Option 4 – 8pp A6 (A3 flat) Fold out map with reduced advertising space

Design - £900 (3 days)

Print

X40,000 - £1,707

Distribution via Glide to Devon and SW corridor

20k = £1,100

TOTAL: £3,707

Potential income based on x20 small ads @ £200 to include web listing = **£4,000**

'This is Totnes' – Social Campaign

Paid for advertising on Social Media to share a series of itinerary based posts/blogs which will feature advertisers:

- Foodie Totnes
- Experience the Dart Totnes
- Shopping in Totnes
- Overview 'This is Totnes'
- Historic Totnes

- Nice walks in Totnes
- Sustainable Totnes
- Wellbeing in Totnes
- Dog friendly Totnes

Cost of targeted SM promotion = £200 (approx. 25,000 views) each

Income x 3 advertisers per blog @£70 = £210 each (cost neutral)

Design = £Comms and Marketing Manager time (as can be created in house on web)

Additional blogs can be created as needed depending on advertiser needs

Web only advertising – option also to be retained at existing prices.

Background – 2022 Print and distribution costs / income:

Income 2022 **£12,300** from guide and website advertising (+ **£2,586** for web only advertising)

2022

Guide + web Prices (excl VAT)	Web only Prices (excl VAT)
Full 450	185
Half 300	125
Third 250	80

2022 Food and attractions:

- Guide and web = 20
- Web only = 7

2022 Accommodation providers:

- Guide and web = 11
- Web only = 13

Ongoing website hosting and update costs = £2,400 based on 2022 charges.

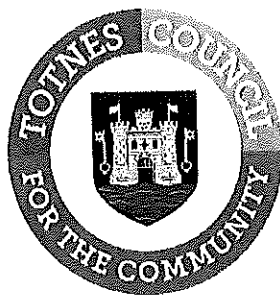
Other

We can also use up existing stock of 2022 Guides and maps (approx. 3,500 guides / 1,500 maps left)
NB. Approx. 2,500 guides handed out via St Mary's Church this year

Feedback from businesses

Emailed current advertisers 6/9 – most still keen to advertise in some way as long as prices are frozen or reduced. Positive response to map idea.

ITEM 8



Arts Working Group Minutes of the Meeting

Wednesday 21st September @ 12:30pm

Committee Members: Cllrs Allen, Hannam and Piper

Apologies: Cllrs Oliver and Skinner

TTC: Catherine Marlton, Lucy Ferrier, Lisa Baumbach

-
1. To receive an update on the Christmas Market and Late Night Shopping Events.
 - Miss Ivy Events is organising the festival nights and plans are progressing very well. CM suggested that in future we look to booking the contractor for a 3-year contract to retain this knowledge and reduce staff input in future.
 - Cllrs have been asked to help find people/businesses in town who would be willing to project snowflake images on to the street to create a festive ambiance.
 2. To receive an update on the Market Square Christmas light switch on.
 - Plans and budget on track
 - Request for Cllrs to help on the night to support craft stalls will be sent out by email this week.
 3. To discuss the phone boxes
 - Plans for this project are on hold while we have no TMO.
 - Agreed to postpone plans involving schools until early 2023.
 4. To discuss public art under the Civic Hall - Confidential
 - The expressions of interest for the art project were all considered. One was selected.
 - LB to communicate the outcome with the artists; noting the high standard and asking to keep details on file for future projects.

5. Any Other Business

6. Date of next meeting – Wednesday 16th November @2:30

A mop up from the Totnes Festival will be on the agenda for the next AWG meeting when we have received the report from NDP.