

AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 14TH NOVEMBER 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 14th November 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 10th October 2022 and update on any matters arising. Document attached.

3. WAYFINDING

To:

- a. Consider a list of locations for signage as part of phase 2 of the Wayfinding project. Document to follow.
- b. Note any update on Phase 1. Verbal update.

4. BUDGET MONITOR

To consider the Budget Monitor. Document attached.

5. DRAFT 2023/24 BUDGET

To consider a draft budget for financial year 2023/24. Document attached.

6. PUBLIC WORKS LOAN BOARD

To consider a loan pay off proposal to the Public Works Loan Board. Document to follow.

7. CIVIC HALL

To consider the installation of a lift onto the stage at the Civic Hall and review the Civic Hall Buildings budget. Document attached.

8. CHRISTMAS LIGHTS 2023

To consider arrangements for the Town Council taking on responsibility for the Christmas lights in the town from 2023. Verbal update.

9. CEMETERY MAINTENANCE CONTRACT

To consider the cemetery grounds maintenance specification for the contract tender process due for renewal in April 2023/24. Document attached.

10. COUNCIL ASSETS AND PUBLIC REALM WORKING GROUP

To consider the recommendations (items 10, 11 and 12) from the Council Assets and Public Realm Working Group held on 18th October 2022. Document attached.

11. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 16th January 2023 at 6.30pm in the Guildhall. No document.

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

12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

13. COMMUNITY FUNDRAISER/CO-ORDINATOR

To consider a proposal for the Community Fundraiser post (staffing). Document to follow.

14. STAFFING UPDATE

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

15. LEGAL ISSUE

To note the resolution of a legal issue (legal). Verbal update.

Catherine Marlton

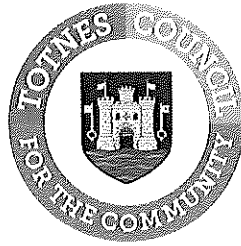
Town Clerk

9th November 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 MONDAY 10TH OCTOBER 2022 AT 6.30PM IN THE GUILDHALL

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

Apologies: Cllrs Adams and Hannam.

In Attendance: Member of the public, Cllr Cummings, 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.

The apologies received were accepted by the Committee.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A member of the public asked about the Community Grants being considered today and the lack of publication of the application forms. The Clerk explained that the resources available are limited and will suggest to some applicants that they approach the Paige Adams Trust for assistance.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 23rd September 2022 and update on any matters arising.

The minutes were unanimously **AGREED** as an accurate record of the proceedings. The Clerk updated that the Civic Hall pillar art project is expected to start in the Spring Term, and the town clock and Elmhirst Project items will be discussed in Part 2.

3. BUDGET MONITOR

To consider the Budget Monitor.

It was **AGREED** to accept the budget monitor. There were no questions.

4. BUDGET PROJECTIONS

To consider the initial 2023/24 budget projections.

The Clerk updated that a proposed budget for next year is currently being drafted and there are two areas of increased spend to make the Committee aware of: staff costs based on the pay deal that has been offered; and utilities costs based on recent increases. Whilst the budget is usually agreed by Council in December, this might have to be pushed back to January due to receipt of the necessary details from South Hams District Council about the precept for next year (which is not expected until December).

6. VISIT TOTNES GUIDE AND PROMOTION

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

The Clerk highlighted that the income from advertising on the website and in the guide could be impacted in the current economic climate. It was **RESOLVED** unanimously to give the Clerk delegated authority to make the decision on the format based on a further conversation of the options with the Communications and Marketing Manager.

7. ELIZABETHAN MARKET

To consider caretaking support for the Elizabethan market in 2023.

It was **AGREED** to discuss this item under Part 2 as there is a staffing element.

8. ARTS WORKING GROUP

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

Noted. There were no actions requiring a Committee decision.

The Committee resolved to suspend Standing Orders to enable an update from District Councillor Sweett.

District Cllr Sweett spoke about the site visit to the Civic Hall annex which she had been invited to attend by the South Hams District Council Heritage Officer, the discussion of the heritage aspects of the building and the number of complaints that she has received on the change of use of this area to offices.

The Committee reconvened to consider the following items.

5. COMMUNITY GRANT SCHEME APPLICATIONS

To consider the applications for the community grant scheme.

Cllr Hodgson declared a personal interest in relation to the TRAYE application. It was **AGREED** that due to oversubscription of grant funding, the successful applications should focus on helping with the cost of living crisis. The supported projects will be spent in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure, as per the spending powers under section 137 of the Local Government Act 1972. The Council Matters Committee **RESOLVED** unanimously to allocate £25,042 to Community Grant applicants listed below, £14,042 of which is considered S137 expenditure.

Applicant	Project	Amount requested	Total project cost £	% of total cost	Grant Awarded
Apricot Centre Wellbeing Service	Gather & Nourish	1620	1620	100.0	FULL £1,620 grant awarded. S137 allocation.
Be Buckfastleigh	Hello Summer. 2023	£10,000	37,801	26.5	20% £2,000 grant awarded. S137 allocation.
Caring Town	We Care about...The Cost of Living Crisis:	3100	6200	50.0	FULL £3,100 grant awarded. S137 allocation.
Citizens Advice South Hams	Totnes Community Outreach Programme	7,000	9,800	71.4	FULL £7,000 grant awarded. Power to support CAB.

Dynamic Adventures CIC	Community projects	6000	12,000	50.0	Nil. Refer to Paige Adams Trust.
Earthjump CIC	Community Cafe	970	1370	70.8	Nil. Refer to Paige Adams Trust.
JAMMING STATION CIC	Firebird Nov 22 - Mar 23	1995	1995	100.0	Nil. Refer to Paige Adams Trust.
KEVIC Site Foundations Charity (The Mansion)	Installation of electric instant heater taps	2800	5600	50.0	Nil. Refer to Paige Adams Trust and/or consider funding through TTC Climate Change budget.
Movement for Life community group	Moving in Community	£1,621.00	£2,281.00	71.1	Nil. Refer to Paige Adams Trust.
Participate Arts CIC	Creative Connections Round 2	£1,000	£4,200	23.8	FULL £1,000 grant awarded. S137 allocation.
Resilient Lives CIC	Pop up Pirates	5610	13280	42.2	20% £1,122 grant awarded. S137 allocation.
Skate to the Max	Skateboard Deck Pressing Workshops for young people	2266.5	£14,666.48	15.5	Nil. Refer to Paige Adams Trust.
St Mary's Totnes Heritage Trust	Totnes Community Charter	£5,590	£5,590	100.0	Nil. Refer to Paige Adams Trust.
Stepping Stones	Stepping Stones Totnes Community Food Club	3000	?	?	80% £2,400 grant funded. S137 allocation.
Totnes Bike Hub CIC	Re-Loved Bike Project	3,996	3,996	100.0	Nil. Refer to Paige Adams Trust and/or consider funding through TTC Climate Change budget.
Totnes Caring Ltd	Transport Coordination	4,000	18,073	22.1	FULL £4,000 grant awarded. Powers for Community Transport.
Totnes Community Tennis Club	Community Sensory Garden Project	2000	2000	100.0	Nil. Refer to Paige Adams Trust and/or consider public realm budget contribution.
Totnes Pulse	The Totnes Pulse Magazine	5,000.00	5,000.00	100.0	Nil. Refer to Paige Adams Trust.
Transition Town Totnes (TTT)	Totnes Climate Hub	£1,870	1870	100.0	Nil. Refer to Paige Adams Trust and/or consider funding through TTC Climate Change budget.

TravellerSpace	Moving Forward - Supporting Gypsies & Travellers in Totnes	5,000.00	15,000.00	33.3	16% £800 grant funded. S137 allocation. Encourage group to work with and integrate with existing organisations, for example Stepping Stones, SHDC Traveller Forum.
TRAYE	The Totnes Young People's Free Zone.	3,799.00	5,663.00	67.1	53% £2,000 grant awarded. S137 allocation. Refer to Paige Adams Trust.
Total		78,237.50	168,005.48	46.6	£25,042

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.

Noted.

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

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for September.

These were reviewed and unanimously **AGREED**.

11. CIVIC HALL ANNEX

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

It is **RECOMMENDED** to Full Council that:

- a) To consider withdrawing the full and listed building applications for the Civic Hall Annex and Ramp upgrades, with a view to resubmitting both to prioritise remedial work to the shell of the building (namely the roof, ceiling space, windows and stone work).
- b) To consider an extension to the current office space of the Town Council.

12. GUILDHALL FLAT RENT

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

It was **AGREED** to delay the rent increase on the Guildhall Flat until further decisions on assets are taken.

13. CHRISTMAS LIGHTS

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

No decision was required because no formal request had been received from the Chamber of Commerce. It was noted that a future decision may be required.

14. TOWN CLOCKS

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

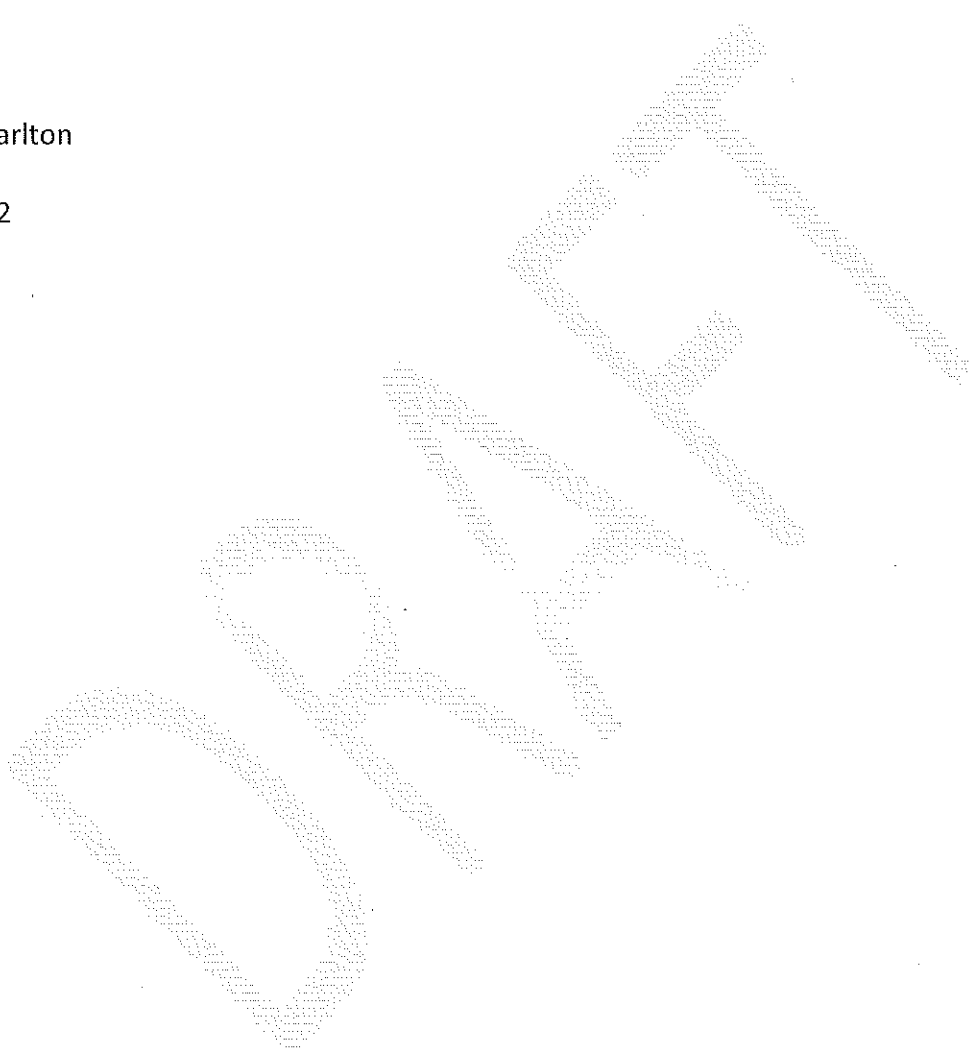
The Committee reviewed the item as requested by Full Council. It was unanimously **RECOMMENDED** to Full Council that given the legal issue identified with funding church property the Council would continue to service and maintain the Town Clock in Eastgate but not the Church clocks in town

15. STAFFING UPDATE

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

None.

Catherine Marlton
Town Clerk
October 2022



ITEM 4

Budget Monitor - Oct 2022		19/20 YEAR END	20/21 YEAR END	21/22 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st October 2022	Expected year end	Comments
		Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END					
Administration									
Salaries and pensions for all staff	224062	246694	294138	357365	360000	190096	358552	Includes national pay award offer.	
Staff Training, Travel and Expenses	3296	2287	4244	4500	4500	1885	4500		
Staff Recruitment	1558	2575	1930	2500	2500	629	2500		
Phone and Broadband	2870	2343	2932	3200	3200	1593	3200		
Office Supplies	545	1564	1100	1750	1750	629	1750		
Photocopier	1592	1496	1536	1600	1600	1187	1600		
Subscriptions			4463	4000	4000	3307	4000		
Professional Fees			53812	6500	10000	14419	18000		
Insurance	7365	7431	7514	8000	25000	26105	26105	Overspend expected due to legal fees on projects	
Website and IT			3696	5000	5000	2705	5000	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	
Office Equipment	864	5082	1999	5000	5000	206	5000		
Van Maintenance			258	750	750	3	750		
TMO Tools and Consumables			1322	1500	1500	532	1500		
Miscellaneous income	-40		-40	0	0	0	0		
Car park permits income and green sacks									
SUB TOTAL	242112	269672	378904	401665	424800	243236	432457		
Civic and Democratic									
Mayoral Allowance	394	0	557	410	410	0	410		
Civic and Mayoral Events (expenditure)	4196	743	959	5750	5750	2668	5750		
Civic Events (income)	-1127	0	0	0	0	-683	-683		
Civic Regalia	344	0	110	200	200	142	200		
Mayoral Travel	146	0	7	200	200	154	200		
Councillor IT equipment	1281	2069	356	1500	1500	14	1500		
Councillor Training and Travel	352	1085	210	800	800	379	800		
Elections	161	0	9524	6000	6000	0	0	No elections now to be held in 22 23	
Community Outreach/Christmas	4133	2436	4747	8450	8450	1271	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	3945	23187		
Tourism									
Visit Totnes Marketing and event sponsorship	4710	6108	18966	25000	25000	8635	25000		
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	553	275	306	250	250	102	250		
Bank Charges/Paypal fees	20	0	33	200	200	0	50	Very few payments via Paypal	
Visit Totnes Guide and Website	14219	3135	12508	12000	12000	598	12000		
Pension costs	12636								
Totnes Guide and Website Income	-16844	-488	-12283	-8000	-8000	-420	-8000		
Advertising			-3289	-2000	-2000	-1510	-2000		
SUB TOTAL	15294	9050	16041	27450	27450	7405	27300		
Guildhall									
Cleaning	1545	2456	2644	3000	3000	1197	3000		
Building Maintenance	4160	191	6554	5000	5000	3099	5000	Potential for overspend with loft wiring issue	
Business Rates	6015	6113	6113	6500	6500	6113	6113		
Water	120	393	269	200	200	162	200		
Utilities	3046	3894	4801	5000	5000	3157	5000		

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Equipment Maintenance	1281	1291	5996	1200	1200	340	1200
Wedding Licence renewals and marketing	71	0	2434	1000	1000	445	1000
Admissions Income	-2994	0	0	-3000	-3000	-2699	-2699
Weddings & Hire Income	-2566	-82	-4478	-2750	-2750	-2925	-2925
SUB TOTAL	10678	13446	24333	16150	16150	2011	15889
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 31st October 2022	Expected year end
Cleaning and supplies	4362	1226	4605	5500	5500	2070	5500
Feed in Tariff	2156	2762	2501	2000	2000	854	2000
Water	1389	1361	1055	1500	1500	552	1500
Utilities	3617	1762	3044	4000	4000	1413	4000
Building Maintenance	10771	2969	13955	200000	200000	1830	18500
Licences	70	70	70	100	100	70	70
Misc & Marketing Civic Hall	515	0	26	750	750	23	750
Equipment Maintenance	6433	3320	4299	5000	5000	1062	5000
Poige 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	6622	-1380
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 31st October 2022	Expected year end
Guildhall Cottage Maintenance	65	361	588	1000	1000	0	1000
Flat 5a Loan repay	9148	9148	9148	9150	9150	4574	36000
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	1164	2000
Town Clocks	1543	3127	1437	2250	2250	1225	1800
Museum Maintenance	6122	-2230	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	-6825	-11700
Flat 5a Rental Income (£775 per month)	-8340	-8340	-8660	-9300	-9300	-5425	-9300
SUB TOTAL	686	-6465	-4182	-604	-604	-5065	25796
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 31st October 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	165	550
Grounds Maintenance (Grass cutting and tree work)	21179	18009	20613	23000	23000	8610	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	-8400	-8400
SUB TOTAL	15495	12666	13901	22450	22450	4857	20741
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 31st October 2022	Expected year end
General Maintenance	0	80	162	500	500	391	500
St Marys Churchyard (Walls and trees)	414	322	857	500	500	-19	500
Castle Meadow Maintenance and Water	57	800	108	100	100	35	100
Castle Meadow and allotments Income	-210	-208	-200	-200	-200	0	-200
SUB TOTAL	261	994	927	900	900	407	900

Separate breakdown for consideration. Underspend due to project being delayed.

Pay off PwLB loan - see agenda item

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

Underspend expected

Underspend expected

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 October 2022	Expected year end	
Bank Charges	150	98	104	100	100	110	180	Increases in charges
Precept and Income	-494000	-535280	-545986	-545986	-545986	-545986	-545986	
Council Tax Grant (only guaranteed until 19/20)	-20040	-10020	0				-1200	Interest from invested surplus funds
Investment Income	0	0	0	-105000	-105000	0	0	Defer to 2023/24
Charity of Poige Adams RATE ABATEMENT	-513890	-545202	-545882	-650886	-650886	-545876	-547006	
SUB TOTAL	-1000000	-1000000	-1000000	-1000000	-1000000	-1000000	-1000000	
Community Development								
Community Grants (incl. 5137 Funding)	0	44168	52508	50000	50000	43228	50000	
Community Projects (Skate Park)	9252	see below	3720	13200	13200	0	13200	Additional £2500 agreed for hearing legal advice
Neighbourhood Plan/Planning	6185	see below	9500	1000	1000	640	3140	See breakdown below
Arts and Culture and Events	see below	see below	see below	25500	34550	13592	34550	See breakdown below - possibly underspend overall on projected because delay in traffic and community asset projects
Public Realm and Community Assets Projects	0	3986	2312	10000	10000	1381	10000	
Climate Change/Green Travel	SEE COMMUNITY PROJECTS		0					
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		0					
Arts and Culture and Events	see above		see above					
Heritage Support	0	0	0					
Grant Funding/Projects Income	-1845	84500	34370	0	-19585	-19585	-19585	Baltic Wharf s106 funding from DCC
SUB TOTAL	£91,461	£35,067	£56,608	£324,700	£317,030	£88,044	£176,842	
TOTAL	-£116,501	-£187,710	-£47,985	£351,845	£367,310	-£214,414	£174,726	

£177,119

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	£530,582

2022-2023 Proposed	BUDGET	NOTES
PUBLIC REALM and COMMUNITY ASSETS PROJECTS	227865	Annual total allocation
Already spent 9.11.22	-28787	Wayfinding, benches
Totnes Gardens	-1250	£2265 total expected
Replacement plants and repairs to planters over the year	-500	ESTIMATED
Wayfinding installation phase 1	-5000	ESTIMATED lowered from circa £16k
Roundabout investment	-2000	New proposal
New Welcome Sign	-1000	New proposal
Upgraded lighting under the Civic Hall	-1500	Project underway
Possible planters on runners Market Square??	-2000	New proposal
Tennis Club Project with Lifeworks	-26000	ESTIMATED increased from circa £22k
Wayfinding fabrication phase 2	-10000	ESTIMATED - was previously deferred to 23-24
Wayfinding installation phase 2	0	CONFIRMED as Autumn 2022
Collapark investment	0	Was £30k - delayed due to consultation and planning work needed
Vehicle activated signage and other traffic calming measures	0	Was £100k - delayed due to waiting on a decision
Eliminate project/other community assets	0	Underspend likely due to delayed projects - will be needed for reserves
TOTAL	142328	

2022-2023 Proposed	BUDGET	NOTES
ARTS AND CULTURE	34550	Annual total allocation
Already spent 9 11 22	-15592	Grants/festival/phone boxes/orange races
Civic Hall pillar childrens project	-1000	Comms and materials - artist working pro bono
Mosaic installation	-15000	2 under Civic initially
Christmas Gnome Project	-2000	Materials/artist fees
Christmas Late Nights external facilitation	-13500	Income over expenditure
Community Christmas workshop	-2750	Confirmed estimate from plans
TOTAL	208	In budget

2022-2023 Proposed	BUDGET	NOTES
COMMUNITY OUTREACH	8450	Annual total allocation
Already spent 9 11 22	-1271.03	Comm Charter /defib/annual TM/Christmas electricity
Civic Square Light and Trees	-3000	Estimate
Additional lighting around Christmas and Electrician	-2000	Estimate - including new areas and paying for erection
Totnes Directory Updates	-600	Estimate
Defibrillator Pads/Serviceing	-250	Estimate
Facebook/Comms	-250	Estimate
Community Consultation events/marketing material as required	-1000	Estimate
TOTAL	78.97	In budget

Budget Planning - 2023/24		20/21 YEAR END	21/22 YEAR END	2022/23 Current			OPTION A	OPTION B	OPTION C	Comments
	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st October 2022	Expected year end	No increase in Precept	5% Increase in Precept	10% Increase in Precept	
1	Administration									
2	Salaries and pensions for all staff	246894	294738	357965	360000	190996	421604	421604	421604	Including a team building exercise
3	Staff Training, Travel and Expenses	2287	4244	4500	4500	1885	4500	3500	3500	
4	Staff Recruitment	2575	1930	2500	2500	629	2750	2750	2750	
5	Phone and Broadband	2843	2932	3200	3200	1533	3500	3500	3500	
6	Office Supplies	1564	1100	1750	1750	1375	1925	1925	1925	
7	Photocopier	1496	1536	1600	1600	1187	1600	1600	1600	
8	Subscriptions	3009	4463	4000	4000	3307	4400	4400	4400	
9	Professional Fees	11032	53812	6500	10000	14419	18000	10000	10000	
10	Insurance	7431	7514	8000	25000	26405	26105	29000	29000	
11	Website and IT	293	3696	5000	5000	2705	7500	7500	7500	Expanding IT infrastructure to top flat
12	Office Equipment	5082	1999	5000	5000	206	10000	10000	10000	To include new TC signage for Guildhall and noticeboard
13	Van Maintenance		258	750	750	3	750	825	825	
14	TMO Tools and Consumables		1322	1500	1500	532	1650	1650	1650	
15	Miscellaneous income		-40	0	0	0	0	0	0	
16	SUB TOTAL	284006	378904	401665	424800	243236	498254	498254	498254	
17	Civic and Democratic									
18	Mayoral Allowance		557	410	410	0	450	450	450	
19	Civic and Mayoral Events (expenditure)	743	959	5750	5750	2668	5750	5750	5750	
20	Civic Events (Income)	0	0	0	0	-683	0	0	0	
21	Civic Regalia	0	110	200	200	142	220	220	220	
22	Mayoral Travel and Expenses	0	7	200	200	154	300	300	300	Allow for 8 more ipads at £265 each + set-up
23	Councillor IT equipment	2069	356	1500	1500	14	2500	2500	2500	£50 x 16 Councillors
24	Councillor Training and Travel	1085	210	800	800	379	1000	1000	1000	
25	Elections	0	9524	6000	6000	0	12000	12000	12000	
26	Community Outreach/Christmas	2436	4747	8450	8450	1271	20000	20000	20000	To include erecting town lights
27	Councillor Allowances	3152	2644	6580	6560	0	7200	7200	7200	£450 x 16 Councillors
28	SUB TOTAL	9485	19114	29870	29870	3945	49420	49420	49420	
29	Tourism									
30	Visit Totnes Marketing and event sponsorship	6108	18966	25000	25000	8635	26300	26300	26300	
31	Stationery etc	275	306	250	250	102	275	275	275	
32	Bank Charges / Paypal	0	33	200	200	0	50	50	50	
33	Totnes Guide Map	3135	12308	12000	12000	598	5900	5900	5900	
34	Totnes Guide Map advertising Income	-468	-12283	-8000	-8000	-420	-5500	-5500	-5500	
35	Poster and Planter Advertising Income	9050	-3289	-2000	-2000	-1510	-500	-500	-500	
36	SUB TOTAL	9050	16041	27450	27450	7405	26525	26525	26525	
37	Guildhall									
38	Cleaning	2456	2644	3000	3000	1197	6500	6500	6500	Additional cleaning with upstairs flat
39	Building Maintenance	191	6554	5000	5000	-3099	10000	10000	10000	To include work to convert flat to offices
40	Business Rates	6113	6113	6500	6500	6113	6200	6200	6200	
41	Water	333	269	200	200	162	500	500	500	
42	Utilities	3894	4801	5000	5000	3157	25000	25000	25000	Increased to include upstairs flat
43	Equipment Maintenance	1291	5996	1200	1200	-340	1320	1320	1320	Expect large increase with energy prices increase & use of upstairs flat as offices
44	Wedding licence renewals and marketing	0	2434	1000	1000	445	1000	1000	1000	
45	Admissions Income	0	0	-3000	-3000	-2699	-3000	-3000	-3000	
46	Hire Income (weddings, etc)	-832	-4478	-2750	-2750	-2925	-3000	-3000	-3000	
47	SUB TOTAL	13446	24333	16150	16150	2011	44520	44520	44520	

	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st October 2022	Expected year end	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	
48										
	Civic Hall									
49	1226	4605	5500	5500	2070	5500	5500	5500	5500	
50	2762	2501	2000	2000	854	2000	2700	2700	2700	
51	1361	1055	1500	1500	552	1500	1500	1500	1500	
52	1762	3044	4000	4000	1413	4000	12000	12000	12000	
53	2969	13955	200000	200000	1830	13500	60000	60000	60000	Replacement roof and pointing of Annexe plus general maintenance. Windows and further works in future years.
54	70	70	100	100	70	70	70	70	70	
55	0	26	750	750	23	750	750	750	750	
56	3320	4299	5000	5000	1062	5000	20000	20000	20000	Boiler contingency £15k
57	-7500	-3000	-33500	-33500	0	-33500	-33500	-33500	-33500	
58	-6728	-6304	-5200	-5200	-1252	-5200	-6800	-6800	-6800	
59	0	-1000								
60	-758	-749	180150	180150	6622	-1380	62220	62220	62220	
61										
	Property Maintenance									
62	361	588	1000	1000	0	1000	1000	1000	1000	Pay off loan in 22/23
63	9148	9148	9150	9150	4574	36000				
64	275	1853	1000	1000	222	1000				
65	309	13								
66	2089	2001	2000	2000	1164	2000	1140	1140	1140	REMOVE - covered in Guildhall Buildings Maintenance 9.50%
67	3127	1437	2250	2250	1225	1800	400	400	400	Eastgate lease ends Sep 23. Only service and maintenance of clock required.
68	-3230	198	5000	5000	0	5000	5500	5500	5500	
69	-1	-1	-1	-1	0	-1	-1	-1	-1	
70	-3	-3	-3	-3	0	-3	-3	-3	-3	
71	-10200	-10756	-11700	-11700	-6825	-11700	-12000	-12000	-12000	
72	-8340	-8660	-9300	-9300	-5425	-9300				No rent; if office expands to top flat
73	-6465	-4182	-604	-604	-5065	25796	-3964	-3964	-3964	
74										
	Cemetery									
75	4441	4441	4750	4750	4441	4441	4441	4441	4441	
76	144	173	150	150	41	150	175	175	175	
77	706	706	550	550	165	550	350	350	350	
78	18009	20613	23000	23000	8610	23000	25000	25000	25000	
79	1357	-32	1000	1000	0	500	500	500	500	Most covered by TMO now
80	150	0	1000	1000	0	500	15000	15000	15000	Roof replacement contingency
81	-11435	-12000	-8000	-8000	-8400	-8400	-10000	-10000	-10000	
82	12666	13901	22450	22450	4857	20741	35466	35466	35466	
83										
	Open Spaces									
84	80	162	500	500	391	500	550	550	550	Remedial works to walls
85	322	657	500	500	-19	500	3000	3000	3000	
86	800	108	100	100	35	100	100	100	100	
87	-208	-208	-200	-200	0	-200	-200	-200	-200	
88	994	927	900	900	407	900	3450	3450	3450	
89										
	Precept and income									
90	98	104	100	100	110	180	250	250	250	
91	-53280	-545986	-545986	-545986	-545986	-545986	-545986	-545986	-600584	To be adjusted when calculator received from SHDC
92	-10020									
93	0	0	-105000	-105000	0	-1200	-1500	-1500	-1500	To cover CH Annexe roof & windows cost

	-545202	-545882	-650886	-650886	-650886	-545876	-547006	-647236	-674535	-701834
	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st October 2022	Expected year end	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET
94	SUB TOTAL	44168	50000	50000	43228	50000	50000	50000	50000	50000
95	Community Development									
96	5137 Grants	0	0	0	0	0	0	0	0	0
98	Skate Park	2595	1000	1000	640	13200	0	0	0	0
99	Neighbourhood Plan/Planning	5413	25500	31950	13592	3140	0	0	0	0
100	Arts and Culture	16564	225000	227865	28788	85537	73700	73700	73700	73700
101	Public Realm and Community Assets Projects	0	0	0	0	0	0	0	0	0
102	Heritage Support	3986	10000	10000	1381	10000	10000	10000	10000	10000
103	Climate Change/Green Travel	17024								
104	Public Toilets	14790								
105	Electric van purchase	461								
106	TMO tools	20866								
97	COVID-19	-84500								
104	Grant Funding/Project Income	235,067	£324,700	£314,430	£68,044	£176,842	£153,700	£153,700	£153,700	£153,700
105	SUB TOTAL	-£187,711	£351,845	£364,710	-£214,414	£174,726	£222,355	£195,056	£167,757	
106	TOTAL									

	OPTION A	OPTION B	OPTION C
Reserves impact			
Reserves at the start of 2022/23	£705,308	£705,308	£705,308
Total estimated reserves as end of 2022/23	£530,582	£530,582	£530,582
Expected 2023/24 outturn	£222,355	£195,056	£167,757
Total estimated reserves as end of 2023/24	£308,227	£335,526	£362,825

	BUDGET	NOTES
2023 - 2024 - proposed		
PUBLIC REALM and COMMUNITY ASSETS PROJECTS	73700	Annual total allocation
Tonnes Gardens	-2500	
Replacement plants and repairs to planters over the year	-12000	
Public Seating and benches	-10000	
Planting of flowers/beds/new planters	-10000	
Vehicle activated signage and other traffic calming measures	-50000	

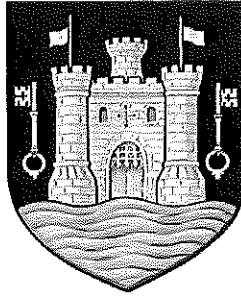
Already spent

1542.43	Architects fees for Annexe redevelopment
120.00	Emergency response annual subscription
91.00	Electrical repairs
76.38	Maintenance supplies

Proposed spend

500.00	Est - decorating supplies
1000.00	Est - old kitchen renovation with addition of toilet cubicle
3000.00	Est - bar fire exit
10000.00	Est - fire partition wall and extra fire exit door at back of hall
2000.00	Professional reports & testing

18329.81



TOTNES TOWN COUNCIL
DRAFT GROUNDS MAINTENANCE SPECIFICATION 2023/24

Note: new proposed works/activities *are in italics.*

The contract is for Grounds Maintenance at Totnes Cemetery and the hedges enclosing Castle Meadow.

Maintenance shall include the removal from the site of all cuttings which are to be disposed of legally.

Hedge and shrub cutting must comply with seasonal restrictions relating to bird nesting. Grass cutting will include maintaining the grass and any other growth around headstones /monuments/ benches / boundaries to the same height as the surrounding grass. Grass to be cut up to boundary fences or walls.

The Contractor will comply with all relevant Health & Safety legislation in respect of both the Contractor's employees and the general public. Suitable and sufficient risk assessments on all work processes must be provided. Machinery and equipment used must be subject to the necessary servicing and safety inspections.

The Contractor will give consideration to the area of work and noise levels when funerals are in progress.

The Contractor must hold adequate and current Public Liability Insurance.

The Contractor must comply with the Council's policy banning any use of Glyphosate on Town Council owned land.

Totnes Cemetery

The Cemetery is shown on the enclosed map A and consists of approximately 7.01 acres.

Grass cutting - 17 cuts per annum, as close to the ground as practicably possible, on the following frequency

- 1 cut in January or February (prior to wild flower blooming)
- 1 cut in March (before Easter)
- 2 cuts per month April to September
- 1 cut per month October and November
- 1 cut in December by the 15th of the month

No grass cutting to take place on the grassed roundabout or on the island containing the Chapel.

Raised graves – growth on raised graves to be kept below 30cm as part of the monthly grass cutting schedule.

Garden of Rest – area to be cut/strimmed and grass blown off the memorial stones/tablets.

Hedge cutting – 1 cut per annum. To be cut on internal sides and tops only.

Shrubs and bushes (see plan provided) – to be trimmed/cut *back tight once a year* ~~twice yearly in February and between September-November~~ to form rounded shapes and to remove the year's growth.

Roadside dry stone wall bank – to be kept trimmed and tidy on top and both sides. Any shrubs on the bank to be kept trimmed so as not to cause an obstruction to the public footpath.

Pathways – to be kept clear of any up growing and overhanging vegetation. Weeds to be strimmed. All debris to be blown off paths.

Winter leaves and debris from trees to be cleared before Easter and before Christmas.

Castle Meadow Hedges

Castle Meadow is shown on the enclosed map C and the hedge runs along Collins Road and Lower Collins Road as highlighted in pink.

Hedge cutting - 1 cut per annum. To be cut on both sides and on top. In the area enclosed by allotments only outside to be cut.

Grass Cutting – 1 cut per annum of Castle Meadow to be carried out in October.

Term of contract

The contract will be for the year from 1st April 2023 to 31st March 2024.

The Contractor is expected to provide and pay for his/her own tools, machinery, equipment, materials, transport and support staff.

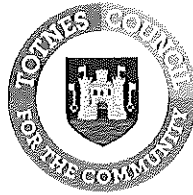
Either party shall have the right at any time to terminate this contract by giving not less than 3 months' notice in writing to the other party.

Contract monitoring

The contractor will be required to co-operate in meeting with the Town Council's appointed officer to review progress with the contract, and to promptly address any failure in service identified at those meetings. Contract monitoring meetings will be held monthly either on site at Totnes Cemetery or in the Town Council offices.

Pricing and payment

The agreed cost of the contract, together with VAT (if applicable), will be paid in equal monthly payments in arrears by the 30th day of the month immediately following the month in which the Services have been performed.



**COUNCIL ASSETS & PUBLIC REALM WORKING GROUP NOTES
TUESDAY 18th OCTOBER 2022, 12PM**

Present: Cllrs M Adams, B Piper, E Price, A Oliver, J Hodgson

TTC Officers: Clerk, Finance HR and Lettings Manager, Communications and Marketing Manager, Governance and Projects Manager and Reception Administrator (notes).

1. **To consider TTC funding for maintenance by community gardening groups. (Sue Holmes) - *Item deferred to next meeting.***
2. **To note the minutes of the last CA &PR Working Group.**
Notes were all agreed by the Working Group
3. **To note the reviewed budget**
Budget noted by the Working Group

Civic Hall

4. **To consider Civic Hall Occupancy Options –**
4 options discussed by Working Group, all agreed to getting costs for option 2 (installation of a fire-resistant partition and creating doorway from main hall onto the stairs) and 4 (replace window in the bar with a glazed fire door) combined. Suggestion to make it part of TMO role to keep area around external exit maintained. Concerns raised on safety of exit of Piano Bar next door.

Action: Finance HR and Lettings Manager to get option 2 and 4 priced up.
5. **To note an update about the CH front door -**
Quote has been received and planning application submitted to SHDC.
6. **To consider the Civic Hall ramp**
Meeting with SHDC has been requested. Awaiting to hear if listed building consent is required for murals on the walls. New sign is going up to replace one by Birdwood House. Rolling noticeboards are being considered, it was suggested something could be put in the window of Civic Hall or TIC to display what's on.

Action: Communications and Marketing Manager to investigate rolling noticeboard options.

Public Realm

7. To note an update on wayfinding and the initial walk around from July -
Phase 2 list is being put together. Phase 2a will be to upgrade 'Welcome to Totnes sign' at bottom of Fore St. Phase 3 will be looking at how Tourism AI can assist.

8. To consider A381 Roundabout ideas

The Working Group discussed having a sculpture or some artwork on the roundabout. Agreed to put it on social media to ask for ideas from the public before taking to Highways for consideration.

Action: Communications and Marketing Manager to create a post for social media

9. To consider priorities for public realm improvements from 23-24 financial year –

- a) Bins- current bins to be repainted by TMO. It was discussed whether brown bins could be reused when collections stop next year. **Action:** Clerk to check with SHDC if brown bins can be recycled/reused.
- b) Seating - solar benches haven't been successful. Suggested considering Bridgetown area for extra seating. Money to be put in Public Realm for community groups to request any seating requirements.
- c) Planting – see item 12
- d) making the Morrisons crossing safer – TMO to clear area where visibility is blocked for drivers to see pedestrians crossing. Ownership is currently being checked. **Action:** TMO/Reception administrator to see if Totnes Gardens want to get involved.
- e) town centre phone boxes – suggested working phone box in town is repainted by BT.
- f) To consider ways to reduce litter around the town – **Action:** Clerk to put something together for Cllrs to comment on to pass onto SHDC

10. To consider dogs' access to Castle Meadows

To **RECOMMEND** to Council Matters that dogs on leads are permitted in Castle Meadow, run as a pilot for one year. Suggested that local children can design new signs to go up in the area asking dog owners to pick up after their dogs.

11. To consider the remaining space for mayoral portraits in the Mayoral Chamber
4 spaces left on the wall – to consider options for reframing them and moving to the landing to create a gallery, or binding existing portraits in a book. **Action:** Council officers to investigate options further and establish pricing.

12. To consider funding for the Tennis Club grant application

All agreed to funding as there is capacity in the budget and that the ongoing maintenance of the garden would be taken on by Lifeworks. To **RECOMMEND** to Council Matters that £2,000 is allocated from the Public Realm budget as a grant to the Tennis Club for the sensory garden accessible to the public. To contact SHDC to enquire whether they will assist with funding to repair the path to a safe standard.

13. Date of the next meeting: February 21st 2023, 12.00pm

