

AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 16TH JANUARY 2023 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 16th January 2023** 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 and 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 14th November 2022 and update on any matters arising. Document attached.

3. BUDGET MONITOR

To consider the Budget Monitor including (document attached):

- a. The reserve impact; and
- b. Recommended savings.

4. MAYOR'S ENGAGEMENTS AND BUDGET

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

5. REVIEW OF CEMETERY FEES

To review the fees for Totnes Cemetery for 2023. Document attached.

6. COMMUNITY GRANT FOR PARK RUN

To consider an extension to the community grant delivery date for the Totnes Park Run. Document attached.

7. COMMUNITY GRANT REPORT

To consider a feedback report for the community grants awarded in April 2022. Document attached.

8. COUNCIL RISK ASSESSMENTS

To receive a summary of the Council's risk assessments. Document attached.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 13th February 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)*

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for November and December. Documents attached.

11. ST MARY'S CHURCHYARD WALL REPAIR

To consider quotes for the repair of cracks and structural safety work for the St Mary's churchyard wall (commercially sensitive). Documents attached.

12. CCTV QUOTES

To consider quotes for extending the Close Circuit television coverage outside the Guildhall and Guildhall garage area (commercially sensitive). Documents attached.

13. STAFFING UPDATE

For any general or urgent updates that required confidential sharing with Councillors, including (personal details), verbal update:

- a. To consider a reduction in hours.
- b. To consider freelance support for the maintenance team for key urgent priorities.
- c. To consider supported/parental leave for an officer.

14. STAFF ATTENDANCE

To note sickness and overtime balances (personal details). To be tabled at the meeting.

15. TRESOC ENERGY CLUB PROPOSAL

To reconsider the Totnes Renewable Energy Society's energy club proposal for use of the solar panels on the Civic Hall as resolved by Full Council in January 2023 (commercially sensitive).

Catherine Marlton

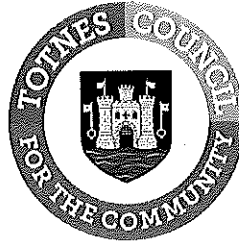
Town Clerk

11th January 2023

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 14TH NOVEMBER 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: Member of the public, C Marlton (Town Clerk) and 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.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A member of the public asked about the budget and precept, and use of Paige Adams Trust grants to offset the costs to local council tax payers; the condition of the river walk which is very muddy; and community grant funding in April to the Park Run which hasn't yet been held. The Clerk explained that the proposed rate abatement in the budget line is funding from the Paige Adams Trust which helps to reduce the costs requested through the precept. Cllrs said that the river walk always suffered this time of year with rain and high tides, and that all grant funding recipients will be asked for an update on their project's progress.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 10th October 2022 and update on any matters arising.

The minutes were **AGREED** as an accurate record of the proceedings.

4. BUDGET MONITOR

To consider the Budget Monitor.

The Clerk explained that she had removed £100K for the Elmhurst Project and £50K for traffic calming measures as these projects are unlikely to progress in the current financial year – the traffic calming allocation is in the draft 2023/24 budget. There have been increased costs for: community outreach - an additional £1K for the Christmas lights (purchase of new white LED safety bulbs and stick flood lights for the Christmas market evenings); and arts - cost of the Civic Hall pillar project increase from £1K to £5K for materials, an overspend of £4K in this budget area. It was **AGREED** to accept the budget monitor and the additional spend on the Christmas lights and allocate a further £4K to the arts budget with the condition that the Arts Working Group is to scrutinise the spend of these funds on materials.

5. DRAFT 2023/24 BUDGET

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

The Clerk explained the draft budget, the advice received to triple utility costs based on current prices, budgeting for IT expenditure for new councillors, various assumptions, and how the budget and options affects the reserve holdings (minimum holdings are £250K). The budget cannot be set until the tax base figures have been received from South Hams District Council (expected mid-December) and therefore the budget will be considered at Full Council in January. It was **AGREED** that officers would profile and calculate the precept at 5, 10, 15 and 20 percent based on the Band D council tax, with a budget line under the reserve line for emergency expenditure which could cover eventualities such as interest payments on the Elmfirst Project or heritage building repair.

6. PUBLIC WORKS LOAN BOARD

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

The Clerk explained that this is the repayment of the loan for the Guildhall Flat and paying off the loan would see a saving of the interest due of around £2K. To **RECOMMEND** to Full Council that it repays the Public Works Loan of approximately £36K.

7. CIVIC HALL

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

It was **RESOLVED** to:

- a. Defer any investment in installing a lift onto the stage in the current financial year but to continue to look for grant funding opportunities to facilitate this longer-term goal; and
- b. Approve the projects for expenditure (decorating, old kitchen renovation, fire exit from the bar, fire partition and additional door at the rear of the hall, professional reports and testing).

8. CHRISTMAS LIGHTS 2023

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

This item is to be deferred until a future meeting as no request for funding has been received from the Chamber of Commerce.

9. CEMETERY MAINTENANCE CONTRACT

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

To **RECOMMEND** to Full Council that the grounds maintenance specification is adopted for the re-tender next year. It was **AGREED** that at the next Council Assets and Public Realm Working Group they discuss further areas to put to meadow/wild flowers in the cemetery.

It was **AGREED** to extend the meeting by 15 minutes.

3. WAYFINDING

To:

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

It was **AGREED** that given the time constraints this item would be taken to Full Council.

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.

It was **RESOLVED** that:

Item 10 - that dogs on leads are permitted in Castle Meadow, to be run as a pilot for one year. And that local children are asked to design new signs to go up in the area asking dog owners to pick up after their dogs.

Item 12 - 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. And to contact SHDC to enquire whether they will assist with funding to repair the path to a safe standard.

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.

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)*

12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for October.

These were reviewed and unanimously **AGREED**.

13. COMMUNITY FUNDRAISER/CO-ORDINATOR

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

It was **AGREED** in principle to recruit for a Community Fundraiser for 15 hours a week. The Clerk will approach nearby Councils regarding the possibility of a shared role. It was noted that coordination hours for community groups and particularly the Cost of Living Partnership have been allocated internally to one of the Administrators.

14. STAFFING UPDATE

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

A verbal update was given by the Town Clerk. A tweak to the existing structure was **AGREED** in terms of Administrator hours and line management responsibilities. These changes would be deliverable within the existing staffing budget.

15. LEGAL ISSUE

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

Noted.

Catherine Marlton
Town Clerk
November 2022

Budget Monitor - Dec 2022	2022/23					Comments
	19/20 YEAR END	20/21 YEAR END	21/22 YEAR END	Original Budget	Current Agreed budget	
Administration						
Actual 31st March 2020 YEAR END		Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END		ACTUAL as of 31st December 2022	Expected year end
Salaries and pensions for all staff	224062	246894	294138	357365	960000	354600
Staff Training, Travel and Expenses	3296	2287	4244	4500	4500	4500
Staff Recruitment	1558	2575	1930	2500	2500	2500
Phone and Broadband	2870	2343	2932	3200	3200	3200
Office Supplies	545	1564	1100	1750	1750	1750
Photocopier	1592	1496	4536	1600	1600	1600
Subscriptions			4463	4000	4000	4000
Professional Fees			53812	6500	10000	18000
Insurance	7365	7451	7514	8000	25000	26105
Website and IT			3696	5000	5000	5000
Office Equipment	864	5082	1999	5000	5000	5000
Van Maintenance			258	750	750	750
TMO Tools and Consumables			1322	1500	1500	1500
Miscellaneous income	-40		-40	0	0	0
Car park permits income and green socks	242112	269572	378904	401665	424800	428505
SUB TOTAL						
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	Expected year end
Mayoral Allowance	394	0	557	410	410	410
Civic and Mayoral Events (expenditure)	4196	743	959	5750	5750	5750
Civic Events (income)	-1127	0	0	0	0	717
Civic Regalia	344	0	110	200	200	200
Mayoral Travel	146	0	7	200	200	200
Councillor IT equipment	1281	2069	356	1500	1500	1500
Councillor Training and Travel	352	1085	210	800	800	800
Elections	161	0	9524	6000	6000	0
Community Outreach/Christmas	4133	2436	4747	8450	8450	9571
Councillor Allowances	2623	3152	2644	6560	6560	6560
MOVED TO ADMIN Professional Fees	3908	11092	0			
MOVED TO ADMIN Subscriptions	2558	3009	0			
MOVED TO ADMIN Website and IT	11312	293	0			
SUB TOTAL	30281	23819	19114	29870	29870	24074
Tourism	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed budget	Expected year end
Visit Tames Marketing and event sponsorship	4710	6108	18966	25000	25000	25000
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	553	275	306	250	250	250
Bank Charges/Paypal fees	20	0	33	200	200	50
Visit Tames Guide and Website	14219	3135	12308	12000	12000	12000
Pension costs	12656	-468	-12283	-8000	-8000	-11200
Tames Guide and Website Income	-16844	9050	-3289	-2000	-2000	-1640
Advertising	15294		16041	27450	27450	24490
SUB TOTAL						
Guildhall	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed budget	Expected year end
Cleaning	1545	2456	2644	3000	3000	3000
Building Maintenance	4160	191	6554	5000	5000	20750
Business Rates	6015	6113	6113	6500	6500	6113
Water	120	333	269	200	200	310
Utilities	5046	3894	4801	5000	5000	3000
Equipment Maintenance	1281	1291	5996	1200	1200	1200

Includes national pay award offer.

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

No elections being held in 22/23.
See breakdown below

Overspend expected for electrical work, CCTV and ivy removal.

Overspend expected
Overspend expected for gas & electric price rises

	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 December 2022	Expected year end
Admissions Income	-2994	0	2434	1000	1000	445	1000
Weddings & Hire Income	-2566	0	0	-3000	-3000	-3699	-2659
SUB TOTAL	10678	-832	-4478	-2750	-2750	-3050	-3050
	13446	24333	16150	16150	16150	4754	35124
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 December 2022	Expected year end
Cleaning and supplies	4362	1226	4605	5500	5500	2670	5500
Feed in Tariff	2156	2762	2501	2000	2000	854	2000
Water	1389	1361	1055	1500	1500	902	1500
Utilities	3617	1762	3044	4000	4000	2703	5000
Building Maintenance	10771	2969	19955	200000	200000	2008	18500
Licences	70	70	70	100	100	0	70
Misc & Marketing Civic Hall	515	0	26	750	750	151	750
Equipment Maintenance	6493	3320	4299	5000	5000	1664	5000
Paige Adams Grant towards Caretaking, Cleaning and Management costs	-31500	-7500	-30000	-33500	-33500	-33500	-33500
Feed in tariff income and Water refund income	-4899	-6728	-6304	-5200	-5200	-1252	-5000
Equipment sales			-1000	0	0	0	0
SUB TOTAL	-7086	-758	-7749	180150	180150	-23830	-180
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 December 2022	Expected year end
Guildhall Cottage Maintenance	65	361	588	1000	1000	46	1000
Flat 5a Loan repay	9148	9148	9148	9150	9150	43159	43159
Guildhall Office Maintenance	9	275	1853	1000	1000	741	1000
Rental Property Management Fees	579	309	13				
Town Clocks	1962	2089	2001	2000	2000	1496	1774
Museum Maintenance	1543	3127	1437	2250	2250	1470	1800
Museum Rent Income	6122	-3230	198	5000	5000	0	5000
Eastgate Clock Rental	-1	-1	-1	-1	-1	0	-1
MOVED TO CIVIC HALL - Civic Water Supply to shop	-1	-3	-3	-3	-3	0	-3
Guildhall Cottage Income (£975 a month)	-10200	-10200	-10756	-11700	-11700	9775	-11700
Flat 5a Rental Income (£775 per month)	-8340	-8340	-8660	-9300	-9300	6975	-6975
SUB TOTAL	686	-6465	-4182	-604	-604	30662	35054
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 December 2022	Expected year end
Business Rates	4069	4441	4441	4750	4750	4441	4441
Water	127	144	173	150	150	64	150
Waste collection			706	550	550	209	550
Grounds Maintenance (Grass cutting and tree work)	21179	18009	20613	23000	23000	11473	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	9820	-11000
SUB TOTAL	15495	12666	13901	22450	22450	6567	13141
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 December 2022	Expected year end
General Maintenance	0	80	162	500	500	391	500
St Marys Churchyard (Walls and trees)	414	322	857	300	300	18	6500
Castle Meadow Maintenance and Water	57	800	108	100	100	45	100
Castle Meadow and allotments income	-210	-208	-200	-200	-200	0	-200
SUB TOTAL	261	994	927	900	900	454	6500

ALL FIGURES SUBJECT TO AUDIT REVIEW AND FINAL MARKETING

7/1

Shop water income not expected due to shop closing down

Pay off PVLB loan

Under spend expected due to Flat being empty from Jan 23

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

Tenants vacating property in January 2023

Under spend expected

Under spend expected

Overspend expected due to wall repairs

Overspend expected for gas & electric price rises

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

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 December 2022	Expected year end	
Bank Charges	150	98	104	100	100	155	180	Increases in charges
Precept and Income	-494000	-555280	-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	-545883	-547006	
SUB TOTAL	-1008130	-1154302	-1154768	-1154768	-1154768	-1154768	-1154768	
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 December 2022	Expected year end	
Community Grants (incl. S137 Funding)	0	44168	52508	50000	50000	48150	50000	Additional £2500 agreed for hearing legal advice
Community Projects (Skate Park)	0	0	0	13200	13200	0	13200	See breakdown below
Neighbourhood Plan/Planning	9252	see below	3720	1000	1000	9234	3234	See breakdown below
Arts and Culture and Events	6185	see below	9500	25500	34550	17582	38342	See breakdown below
Public Realm and Community Assets Projects	see below	see below	see below	225000	227865	32578	85537	delay in traffic and community asset projects
Climate Change/Green Travel	0	3986	2312	10000	10000	2606	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	Baltic Wharf s106 funding from DCC
SUB TOTAL	£91,461	£35,067	£56,608	£324,700	£317,030	£84,566	£180,728	
TOTAL	-£116,501	-£187,710	-£47,985	£351,845	£367,310	-£113,988	£205,830	

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	£499,478

	BUDGET	NOTES
2022 - 2023 - proposed		
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 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
Tennis Club Project with Lifeworks	-1500	New proposal
Wayfinding fabrication phase 2	-2000	New proposal
Wayfinding installation phase 2	-26000	ESTIMATED increased from circa £22k
Collapark investment	-6000	ESTIMATED - was previously deferred to 23-24
Vehicle activated signage and other traffic calming measures	-10000	CONFIRMED as Autumn 2022
Elmhurst project/other community assets	0	Was £50k - delayed due to consultation and planning work needed
TOTAL	142328	0 Was £100k - delayed due to waiting on a decision Underspend likely due to delayed projects - will be needed for reserves

	BUDGET	NOTES
ARTS AND CULTURE		
Already spent 9 11 22	38500	Annual total allocation
Civic Hall pillar childrens project	-13592	Grants/festival/phone boxes/orange races
Mosaic installation	-5000	Comms and materials - artist working pro bono
Christmas Gnome Project	-1500	Under Civic Initially
Christmas Late Nights external facilitation	-2000	Materials/artist fees
Community Christmas workshop	-13500	Income over expenditure
TOTAL	-2750	Confirmed estimate from plans
	158	in budget

	BUDGET	NOTES
2022 - 2023 - proposed		
COMMUNITY OUTREACH		
Already spent 9 11 22	9400	Annual total allocation
Civic Square Light and Trees	-4271	Comm Charter /defib/annual TM/Christmas electricity
Additional Lighting around Christmas and Electrician	-3000	Estimate
Totnes Directory Updates	-3000	Estimate - Including new areas and paying for erection
Defibrillator Pads/Serviceing	-600	Estimate
Facebook/Comms	-250	Estimate
Community Consultation events/marketing material as required	-250	Estimate
TOTAL	-1000	Estimate
	29	in budget

ITEM 3A + 3B

Reserves impact - estimated long term forecast		10% band D increase 23/24
Reserves at the start of 2022/23		
Total estimated reserves as end of 2022/23		£705,308
Expected 2023/24 outturn (spend from reserve)		£499,478
Total estimated reserves as end of 2023/24		£196,312
Reserves impact for following 2 years		£303,166
Expected 2024/25 outturn (spend from reserve) with 5% increase for inflation to most costs and		
Total estimated reserves as end 2024/25		£163,061
Expected 2025/26 outturn (spend from reserve) with 5% increase for inflation to most costs and		
Total estimated reserves as end 2025/26		£140,105
Expected 2025/26 outturn (spend from reserve) with 5% increase for inflation to most costs and		£188,322
Total estimated reserves as end 2025/26		-£48,217

Based on budget monitor Jan 2022 spending £205k from reserve

Based on the budget agreed 9th Jan 2023

Within acceptable limits

Assuming 5% increase in most costs and no increase to the precept

Under acceptable reserve level

Assuming 5% increase in most costs and no increase to the precept

Under acceptable reserve level

£110k savings are needed to preserve acceptable reserves in 24/25 and an additional £190k savings is needed to retain minimum reserve level by end of 2025/26

Officer recommendation on cuts for consideration 23/24	Saving 23/24	Saving 24/25	Saving 25/26	TOTAL by project over 3 years
Fix the Community Fundraiser role for 1 year with a view to becoming self funded	£0	£19,700	£20,650	£40,350
REMOVE Arts and Events Grant pot	£5,000	£5,000	£5,000	£15,000
REDUCE S137/Community Grants	£25,000	£25,000	£25,000	£75,000
REMOVE CCTV and Traffic Calming	£50,000	£0	£0	£50,000
REDUCE Public Seating and benches	£5,000	£5,000	£5,000	£15,000
REDUCE New planting and new planters and trees	£5,000	£5,000	£5,000	£15,000
Total by financial year	£90,000	£59,700	£60,650	£210,350

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ITEM 4 – MAYOR’S ENGAGEMENTS AND BUDGET

September	EVENT	LOCATION
12	Proclamation of the accession of King Charles III	The Brutus Stone, Totnes
October		
14	Civic Dinner	Civic Hall
15	Civic Service	St Mary’s Church
16	Newton Abbot Civic Service	Newton Abbot
29	Halloween at the Mansion	The Mansion, Totnes
November		
3	Totnes and District Flower Club Open Evening	Civic Hall, Totnes
10	Thanks to Guildhall Volunteers	Guildhall, Totnes
11	Poppy Train	Totnes Station
13	Remembrance Service	St Mary’s Church
25	LM Plymouth Charity Dinner	New Continental Hotel, Plymouth
29	Christmas Lights Switch On	Civic Square, Totnes
December		
4	Teignmouth Civic Carol Service	Teignmouth
10	Deputy Mayor - Totnes Friends of Palestine in Association with Friends of Alrowwad UK & Bethlehem Cultural Festival	St John’s Church, Totnes
11	Deputy Mayor - Carol Service for Friends of Rowcroft	Buckfast Abbey
15	Deputy Mayor – Re-opening of Collapark Play Area	Collapark, Totnes.

Mayoral travel Budget 22/23

- Allocation 200.00

Expenditure

11.03 2 x train tickets to Plymouth
 70.00 Taxi to Plymouth
 16.94 2 x train tickets to Exeter
 10.42 2 x train tickets to Plymouth
 17.08 2 x train tickets to Exeter
 14.35 2 x train tickets to NA
 14.56 2 x train tickets to Plymouth
 23.40 Town Sgt to Buckfast Abbey

177.78

Balance remaining 22.22

<u>Civic Events Budget 22/23</u>	As at 31/12/22	
-	-	
<u>Ben Piper</u>	<u>1/4/22 - 8/5/22</u>	
Allocation		598.63
<u>Expenditure</u>		
Plymouth CC Lord Mayor Choosing		100.00
Balance remaining to c/f		498.63
<u>Emily Price</u>	<u>9/5/22 - 31/3/23</u>	
Allocation		5151.37
B/f		498.63
Civic Event income		716.61
<u>Expenditure</u>		
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
TEN Licence for Civic Dinner		21.00
Poppy Wreath		18.50
Poppy Wreath		29.75
Bellringers		120.00
Civic Dinner - food & flowers		115.39
J Hodgson - refreshments after Civic Service		11.34
Ceilidh band for Civic Dinner		400.00
Lord Mayor of Plymouth dinner x 2		100.00
Organ playing at Civic Service		60.00
Catering for Civic Dinner		1045.00
Tablecloths laundering		24.50
Civic Hall hire for Civic Dinner		115.50
Food for Guildhall volunteers thank you tea		40.70
Christmas Cards		19.50
Donations		35.00
Stamps		14.28
Xmas drinks and nibbles		30.54
Balance remaining		3542.84
<u>Event costs</u>		
Mayoral Choosing		409.27
Civic dinner		1004.78
Civic Service		191.34

ITEM 5 - REVIEW OF TOTNES CEMETERY FEES

Totnes Town Council has not increased the fees for Totnes Cemetery since 2018 – the previous increase was made in 2016. Council's review in 2020 judged that it would not be appropriate to increase fees during the COVID pandemic. In order to inform the Council Matters Committee of whether a review of the current cemetery fees would be prudent for 2023/24, and with no obvious increase in the number of interments during the pandemic, the following information is provided:

- Comparison of fees charged by Totnes and neighbouring towns/districts;
- Options for consideration of a 5, 10, 15 or 20 percent increase in fees for 2023/24.

Comparison of fees charged by Totnes and Neighbouring Towns/Districts

The table below shows the range of cemetery fees in the local area. From this, the current fees charged by Totnes are generally lower than those charged elsewhere (Salcombe's Exclusive Right of Burial fees are high but their interment charge is much lower than the average). All towns/districts have differing levels of fees for residents and non-residents, as set out below:

- Totnes – residents fee (defined as Totnes voters; double fee for non-residents; policy to award single fees (on proof of residency) for those who have gone into residential care outside of Totnes within 3 years prior to death).
- Dartmouth – residents fee; and double fee for all non-parishioners and non-residents.
- Salcombe - 3 categories: A - residents, including those moved away into care and have been resident within the last 5 years; B - children of current living residents (same fee as A); C - non-residents or second home owners residing less than 183 days in Salcombe for which fees are treble.
- Teignbridge – residents fee; and double fee for all non-parishioners and non-residents. Additional fees for funerals on Saturdays and Bank Holidays.
- Torbay – residents fee; and double fee for all non-parishioners and non-residents. Additional fees for funerals on Saturdays and Sundays.

In addition, Teignbridge and Torbay also charge for family enquiries into grave locations (TTC Offices do get a number of calls and emails of this nature) and for transfer of deeds to a new owner.

Table showing comparison of fees:

Fees for Residents	Totnes 2016	Totnes 2018	Dartmouth 2022-23	Salcombe 2019	Teignbridge 2022-23	Torbay 2020	Sharpham
Interment - Body	£314.00	£380.00	£461.00	£95.00	£840.00	£1285-£1865	£425.00
Interment – Cremated Remains	£169.00	£200.00	£330.00	£95.00	£195 & £205	£290	£250.00
Exclusive Right of Burial - Single	£370.00	£445.00	£553.00	£650.00	£905.00	£1,435	£1,295.00
Exclusive Right of Burial - Double	£555.00	£665.00	£938.00	£850.00	£905.00	£1,595	-
Exclusive Right of Burial - Treble	£732.00	£880.00	-	£1,050.00	£905.00	£1,775	-
Exclusive Right of Burial - Cremated Remains	£233.00	£280.00	£285.00	£350.00	£421.00	£1,295.00	£450.00
Choice of Plot	£284.00	£340.00	-	-	-	-	-
Transfer of Deed (discretionary)	No Fee	£50.00	-	£75.00	£40.00	£65.00	-
Memorials							
A flat stone, headstone or monument	Various - £138 - £251	£280.00	184 & 230	£1,500.00	£191.00	£509.00	£400.00
Footstone not exceeding 2'height	£184.00	£280.00		-	-	-	-
Kerbstones (not in lawn area)	£185.00	£280.00	-	-	-	-	-
Vase	£79.00	£95.00	-	£100.00	£102.00	£99.00	-
Tablet/Flat Stone not exceeding 3' x 2'	£106.00	£125.00	154 & 184	£100.00	£102.00	£192.00	-
Additional Inscription	-	-	-	£80.00	£65.00	£192.00	-
Other							
Scattering of Ashes	£50 resident, £75 non-resident in designated areas, £25 on existing grave		-	-	£65 or £105	£90 - 143	-
Memorial Bench	Price on Application		-	-	-		-
Memorial Tree	£298.00		-	-	-		-
Search of burial/grave registers	No Fee	No Fee	-	£30.00	£34.00	£35	-

Table showing a 5, 10, 15 and 20 percent increase to existing fees:

Fees for residents	Totnes 2016	Totnes 2018	% Change	5%	10%	15%	20%
Interment - Body	£314	£380	21	£399	£418	£437	£456
Interment - Cremated Remains	£169	£200	18	£210	£220	£230	£240
Exclusive Right of Burial - Single	£370	£445	20	£467	£490	£512	£534
Exclusive Right of Burial - Double	£555	£665	20	£698	£732	£765	£798
Exclusive Right of Burial - Treble	£732	£880	20	£924	£968	£1,012	£1,056
Exclusive Right of Burial - Cremated Remains	£233	£280	20	£294	£308	£322	£336
Choice of Plot	£284	£340	20	£357	£374	£391	£408
Scattering of ashes* resident	£105	£50	-	£53	£55	£58	£60
Non-resident		£75	-	£79	£83	£86	£90
On existing purchased grave		£25	-	£26	£28	£29	£30
Transfer of Deed (discretionary)	£0	£50	-	£53	£55	£58	£60
A flat stone, headstone or monument	Various - £138 - £251	£280.00	12	£294	£308	£322	£336
Footstone not exceeding 2' height	£184.00	£280.00	52	£294	£308	£322	£336
Kerbstones (not in lawn area)	£185.00	£280.00	51	£294	£308	£322	£336
Vase	£79.00	£95.00	20	£100	£105	£109	£114
Tablet/Flat Stone not exceeding 3' x 2'	£106.00	£125.00	18	£131	£138	£144	£150
Monuments - additional inscription	No charge	No charge	0	£0	£0	£0	£0
Memorial tree (Plaque and inscription)	£298	POA	-				

*reintroduced in January 2022

ITEM 6 – COMMUNITY GRANT FOR PARK RUN

Totnes Town Council awarded Park Run a grant of £1,000 in April 2022 for setting up a Park Run in Totnes. As set out in the policy and terms of the grant award, it should be spent and the project delivered by the end of the financial year in which it was awarded.

The grant funding for setting up the Totnes Park Run is part of a national scheme and the anticipated start date is 'Spring 2023' – there is no more precise date at this stage. The Committee is asked to consider whether to grant an extension to the time in which the grant funding is spent – potentially beyond 31st March 2023 - to enable the project to continue.

The extract below is from a report provided by the organisers on the use of the grant funding and sets out some of the challenges that have had to be overcome in setting up a Park Run in Totnes:

'So far there has been no expenditure as the fundraising needed to be done before we could press ahead with any of the administration needed to establish the Parkrun. All of the funding (£4000) has been collected and sent to Parkrun HQ. During the intervening time we have been negotiating with Sharpham Trust and their tenant farmers about protocols for using the cycle path and having access to the gates etc. We have established a sufficient public liability insurance through Parkrun HQ (£12 million) since there were issues about public access and livestock.'

ITEM 7 – COMMUNITY GRANT REPORT

TTC Community Grants awarded in April 2022

Applicant	Grant Awarded	Outcome/Update
Bridgetown Alive – newsletter & notice board	£940	Two newsletters were sent out via the Totnes Directory in June and Sept 2022. This gave us our first opportunity to reach all of the population in Bridgetown via this means. We suffered a post pandemic price increase and a significant delay in delivery of the Noticeboard. We are currently agreeing erection with SHDC for first week in Dec [now installed]. Following the 2 newsletters We secured more attendees at our following meetings and now have more people on our mailing list as a result, further to this the Community Café has now grown in participation. We have decided that the Noticeboard will be shared by ourselves, St Johns Church, the school and Daisy Play Centre so will create an information central point literally at the Centre of Bridgetown.
Dartington Morris Men – Brutus Pageant	£550	Event held 25 th June 2022. Funding spent on costumes, carving of coat of arms, publicity and frieze materials. Feedback on the day was very positive - several members of the audience asked if we were doing the event again next year, with several suggesting it should be a yearly celebration. We also had good feedback from all our community partners, including the Dartington Playgoers, Totnes Museum and Dartington Primary School whose children decorated the Brutus Stone Frieze. There was good engagement with audiences, in total about 300 people watched and participated in the event raising interest in Totnes and the Brutus legend. The Morris Men hope to do the event in 2023 (but won't require any funding as they now have most of the materials costumes etc).
Inclusive Totnes – community benches	£1,500	The grant was used to help fund a new community bench situated outside the Mansion in Totnes. The bench was built by Landworks using three types of wood from the Dartington Estate. It is gently curved to encourage those using the bench to chat, which was one of the aims of the project. It also provides a place where those who, for whatever reason need to take a break going up the hill, can pause and recuperate. The total cost of the bench was £1,526.54. It has not been possible to monitor the use of the bench in any scientific way. However, anecdotal reporting from staff at The Mansion suggests that the bench is well used by a wide range of people at all times of the day. It has also been welcomed as a welcome addition to the front of the Mansion by providing a more inclusive and friendly entrance. We understand that the bench has been used on occasion to foster conversations between strangers.
Participate Arts – creative connections	£750	Project ran from 18 th May to 22 nd June. Funding spent on salaries, materials; management and publicity. Facilitated a warm, friendly workshop space where participants could engage in creative making, centred around themes of Wellbeing and encouraged exploring strategies for self-care. We covered different art techniques including wet felting, needle felting, inks, drawing exercises, printing and lino cuts, mono-printing, journal making including Japanese stab stitch technique, warm up and wellbeing check-in exercises. In Bridgetown,

		<p>we ran five 2 hour workshop sessions, designed for 10 participants above the Community Café in St John's Church, with attendees including vulnerable adults and young people with underlying health conditions, people suffering with poor mental health (also impacted by Covid) and vulnerable older people. The project provided a space to connect regularly over the 5 weeks for between 9-12 people each session, helped build relationships and deepening connections between the participants and with us as providers. In some cases we were able to signpost people to other local wellbeing activities and help. Participants gave very positive feedback and said they felt the sessions helped them with loneliness, isolation, support from peers and group leaders and hoped that future sessions could continue, which they now will in January 2023.</p>
Sharpham/Totnes Park Run – set up costs for new Park Run	£1,000	<p>So far there has been no expenditure as the fundraising needed to be done before we could press ahead with any of the administration needed to establish the Parkrun. All of the funding (£4000) has been collected and sent to Parkrun HQ. During the intervening time we have been negotiating with Sharpham Trust and their tenant farmers about protocols for using the cycle path and having access to the gates etc. We have established a sufficient public liability insurance through Parkrun HQ (£12 million) since there were issues about public access and livestock. So far we have established a core group of 6 run directors and event directors and 21 volunteers who will act as marshals on the events. We have had meetings with Sharpham Trust and the tenant farmers. The success of the project will be clear when the event starts in the spring 2023.</p>
South Hams Citizens Advice – outreach support	£7,000	<p>CA service at the Mansion reopened in April 2022 following closure during the Covid period. Saw a higher demand for the service initially which became slightly lower during the early summer months of May and June. The following two months saw an increase in demand and this has steadily increased over the last few months putting the Mansion on the map as a regular way to access our drop in service. This outreach location is provided by volunteers and overseen by a dedicated manager ensuring the service runs smoothly. We offer a Gateway assessment at the Mansion and refer on to our advisers should the client need specialist or in-depth advice. In last 6 months have produced new leaflets and flyers, communicated on social media and have a flag to advertise when we are open. Between April and September we have advised clients on 72 issues on a wide range of issues with the top issues being: Benefit & Tax Credits (47%), Housing (13%), Relationship & Family (7%), Foodbank/Charitable Support (6%). More than two thirds (69%) of the people we helped via the Mansion presented with long term health issues or a disability – this is far higher than our core service and indicates that the outreach is helping people with increased vulnerability and access challenges; 42% were over pensionable age, again much higher than our core service (25%); and 75% of clients who attended the Mansion were single - indicating that the cost of living is impacting these households disproportionately.</p>

St John's Church – community wellbeing and Jubilee event	£1,800	<p>We were able to host a free Cream Tea on the occasion of the late Queen's Platinum Jubilee, which was the only event of this kind offered in Totnes that day, and had a footfall of over 250 local people and families, and several visitors. We were able to decorate the church and thereby showcase some of the other activities that happen regularly at St John's. We also allocated some of the funds to our Wellbeing Arts and Crafts activities, meaning that we could stage an exhibition of local talent at the same time. Space was given to artists at no cost and many of the exhibitors were local women whose work is rarely displayed. We purchased mobile exhibition boards that mean we can now plan a programme of Community Arts on our Mezzanine in the coming months. These events were a huge success. In total, over 500 people passed through St John's, and had over 25 exhibitors and around 50 people volunteered throughout the exhibition and for the Cream Tea. The feedback we received was overwhelmingly positive and also very useful in helping us to assess the capacity and potential of St John's for community activities. This will help us with future funding bids and our ongoing strategic development planning.</p> <p>The major outcome was joy – of companionship, community, creativity and coming together.</p>
Stepping Stones Food Hub – IT set up	£1,795.91	Report not yet received.
Totnes Bike Hub – volunteer training to upcycle bikes	£3,960	<p>We spent the grant funding on employing a new mechanic to run the project two days a week. A small part of the funding was used to buy some bike parts and for volunteer expenses. The project has been hugely successful and we are very proud of the progress, the volunteers we have on board and our mechanic, who has been incredibly motivated and has driven the project forward.</p> <p>In terms of numbers, in the 6 months, we sold 19 bikes at an affordable price to members of our community. We donated 16 bikes to Ukrainian refugees/Refurnish. We ran 40 volunteer sessions/workshops and we have 7 regular volunteers.</p>
Totnes Caring – community transport co-ordinator	£4,000	<p>The grant was used towards the salary costs of our part-time member of staff who coordinates are transport service which, through our volunteer drivers, provides a door to door service for vulnerable, predominately older, people attending health appointments and group social activities which contribute to their wellbeing. Over the six months our transport service has transported 429 clients to and from health appointments and 756 clients to social activities.</p>
Totnes Garden Trail Group – notice board & leaflets	£1,000	<p>Noticeboard – SHDC has refused permission to position noticeboard on exterior wall despite permission being granted for other works. Plan to engage DCllr Birch in January '23 to resolve the issue which has delayed the project for over 6 months. Garden Trail leaflets x 1000 updated, printed and distributed throughout the year. Leaflets prove extremely popular with visitors and residents who are delighted with the hidden gardens and history, and also used by visiting schoolchildren and tours.</p>

TOTNES TOWN COUNCIL
RISK ASSESSMENTS SUMMARY 2022

<u>Area/activity</u>	<u>Date completed</u>	<u>Findings</u>	<u>Action required</u>	<u>By whom?</u>	<u>By when?</u>
Finance	Apr-22	Buildings conditions survey carried out in January 2018 and all appropriate recommendations were actioned.	Continue to monitor the conditions of the buildings and consider the need for a new conditions survey in 2023	Town Clerk & TMO	Ongoing
		Risk to security of funds at bank. The funds held at the bank should be covered by the FSCS Compensation Scheme but the balance currently exceeds the amount covered by the scheme.	Banking arrangements have been reviewed and alternative investment options will be pursued once the Civic Hall annexe renovation project has been completed.	Town Clerk & Finance, HR & Lettings Manager	Overdue
		No Council investment policy exists.	The Council approved an Investment policy in October 2015. The policy should be reviewed and updated where necessary.	Finance Manager.	By end of April 2022.
		Risk to data through lack of agreement with IT contractor	Establish written terms of service with IT support contractor	Clerk & Finance Manager.	By end of Aug 2022.
		No business continuity plan in place.	Establish a Business Continuity Plan.	Clerk & Finance Manager.	By end of Aug 2022.
Fire - Civic Hall	03/11/2022	Possible risk from contractors working in the building.	Ensure contractors are required to provide sufficient details on the working methods to be used so that any potential fire risks can be identified in advance and appropriately managed.	Town Maintenance Officer	Ongoing
Fire - Guildhall	03/11/2022	Possible risk from contractors working in the building.	Ensure Contractors identify when they would need to use equipment with flames or highly combustible materials.	Town Maintenance Officer	Ongoing
		Clerk's office door is not a fire door.	To fit a fire door to the office and block the chimney vent off.	Town Maintenance Officer	By end of Mar 2023
Legionella - Civic Hall & Guildhall	03/11/2022	None			
Civic Hall	03/11/2022	Potential increase in risks when Birdwood renovation work is undertaken.	Review each booking at the start of and during the building work to assess any possible impact on the hire. Review the fire risk assessment at the start of, during and after the building work. Check the Civic Hall daily for cleanliness and the ramp for accessibility during the building work.	Town Maintenance Officer/CH Administrator.	Throughout building work.

ITEM 8

Tourist Information Office	03/11/2022	Lone working.	For 2023 season the installation of a full height screen to section off the staff area from public area is planned.	TMO and Marketing and Communications Manager.	End of Mar 2023
Guildhall	03/11/2022	None			
Guildhall Offices	03/11/2022	Risk of slips and trips.	Corridors and walkways to be kept clear of obstructions and staff to regularly check their work areas for loose cables and leads or other trip hazards.	All staff	Ongoing
		Risk to security of people and assets, including when staff are lone working.	Security arrangements to be kept under regular review.	Clerk	Ongoing
Lightning	04/11/2022	None	Annual inspections carried out by professional contractor.		
Totnes Cemetery	03/11/2022	The Insurers require weekly inspections of the inside and outside of the Chapel as it is empty. Risk of physical harm to public from unsafe headstones.	Weekly checks of inside and outside of Chapel are undertaken. Unsafe headstones to be concreted in and made safe.	TMO/TMA TMO and Governance & Projects Manager Town Clerk	Ongoing End of March 2023 As required
Castle Meadow	03/11/2022	None	Risk of fees not being collected if not paid in advance of interments.		
Trees	11/10/2021	Completed by professional tree surgeon.	All remedial work identified was completed. Professional risk assessment to be completed every 4 years. TMO/TMA to visually inspect trees weekly or after any bad weather.	TMO/TMA	Ongoing
Bus shelters	03/11/2022	None			

Display screen equipment	Reviewed annually or new ones completed when new staff start or staff move desks.	Individual risk assessments on file for all staff.	Any actions required as a result of the DSE risk assessments completed by staff are addressed immediately.	Finance, HR & Lettings Manager	Completed.
Lone working	Reviewed annually or new ones completed when new staff start who may be required to work alone.	Individual risk assessments on file for relevant staff. For the Guildhall Offices it has been agreed that the offices will be closed to the public if staff find themselves lone working due to staff sickness or leave.	Any actions required as a result of staff lone working risk assessments are addressed immediately.	Clerk & Finance, HR & Lettings Manager	Completed
Events & Other	When required.	Individual risk assessments for each event are on file.	Any actions required are addressed at the time of the event. All individuals identified to take action or involved in the management of the event/activity receive a copy of the risk assessment.	Clerk & Finance, HR & Lettings Manager & any staff identified in the individual risk assessments	Completed at time of the event/activity.
New and expectant mothers	When required.	Individual risk assessments on file.	Any actions required are addressed at the time of the risk assessment.	Finance, HR & Lettings Manager	Completed at the time of the risk assessment.

