

AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 13TH FEBRUARY 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 13th February 2023** at **6.30pm** in the Guildhall for the purpose of transacting the following business:

Committee Members: Councillors B Piper (Chair), M Adams, G Allen, J Hannam, J Hodgson, D Peters 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 16th January 2023 and update on any matters arising. Document attached.

3. BUDGET MONITOR

To consider the Budget Monitor including (documents attached):

- a. A breakdown of proposed spend on phase 2 of the Wayfinding project; and
- b. Provisional allocation of the FY 2023/24 budget on events in the town.
- c. The reserve projection
- d. An increase on the 'Welcome to Totnes' signs and giving delegated authority to the Clerk for the design of both given the timescales involved.

4. PAYMENTS TO COUNCILLORS POLICY

To review the Payments to Councillors Policy. Document attached.

5. RESERVES POLICY

To review the Reserves Policy. Document attached.

6. COMMUNITY GRANT FOR THE LAMB GARDEN

To consider an extension to the delivery date and change of use for the community grant awarded for the Lamb Garden project. Document attached.

7. CHRISTMAS MARKETS

To consider a report for the 2022 events and arrangements for 2023. Document attached.

8. TOWN DECORATION

To consider revised costings and alternative solutions to the town decorations for summer 2023. Document attached.

9. CHRISTMAS LIGHTS

To note a breakdown of the ARG on Christmas lights in 2021 and 2022, and the amount of money being transferred from the Chamber of Commerce to the Council. Document attached.

10. DATE OF NEXT MEETING

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

11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

12. HEARING LOOP REPAIR

To consider a quote for the repair of hearing loop in the Guildhall (commercially sensitive). Documents attached.

13. CHAMBER OF COMMERCE

To consider a draft letter to the Totnes Chamber of Commerce (legally sensitive). Document draft from Cllr Piper to follow.

14. WAYFINDING INSTALLATION COSTS

To note the increase in wayfinding installation costs (commercially sensitive). Document attached.

15. STAFFING UPDATE

For any general or urgent updates that required confidential sharing with Councillors (personal details). Verbal update.

Catherine Marilton

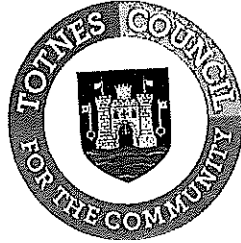
Town Clerk

8th February 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 16TH JANUARY 2023 AT 6.30PM IN THE GUILDHALL

Present: Councillors B Piper (Chair), M Adams, J Hannam, J Hodgson (joined at 18.35) and E Price.

Apologies: None.

In Attendance: Cllrs Allen, Peters and Smallridge, 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

Cllr Allen raised her membership of committees, the Totnes Energy Club, the availability of 15 trees for the Council, and potholes.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 14th November 2022 and update on any matters arising.
The minutes were **AGREED** as an accurate record of the proceedings.

3. BUDGET MONITOR

To consider the Budget Monitor including:

It was **AGREED** to accept the budget monitor.

a. The reserve impact

The Clerk explained that she is predicting an approximate reserve of: £500K at the end of financial year 2022/23; and £300K at the end of 2023/24.

b. Recommended savings.

To **RECOMMEND** to Full Council that the following savings are taken in the 2023/24 budget:

RECOMMENDED CUTS	SAVING 2023/24
Remove Arts and Events Grant Pot	£5,000
Reduce S137/Community Grants	£25,000
Remove CCTV and Traffic Calming	£50,000
Reduce Public Seating and Benches	£5,000
Reduce New planting and new planters and trees	£5,000
TOTAL SAVING	£90,000

4. MAYORS ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since September 2022 and the current budget.
This was reviewed and unanimously **AGREED**.

5. REVIEW OF CEMETERY FEES

To review the fees for Totnes Cemetery for 2023.

It was **AGREED** unanimously that all cemetery fees are increased by 20 percent.

6. COMMUNITY GRANT FOR PARK RUN

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

It was **AGREED** unanimously that an extension of six months be given for the funds to be spent and to ask for an update on progress at this time.

7. COMMUNITY GRANT REPORT

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

Noted.

8. COUNCIL RISK ASSESSMENTS

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

Noted.

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.

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)*

The Committee voted unanimously to permit one non-Committee Councillor to attend on the basis he has requested to join the Committee.

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and unanimously **AGREED**.

11. ST MARY'S CHURCHYARD WALL REPAIR

- a. It was **AGREED** unanimously not to pursue a third quote due to the specialist nature of works.
- b. The quote of £5570 for remedial works was **AGREED** unanimously.

12. CCTV QUOTES

To consider quotes for extending the Close Circuit television coverage outside the Guildhall and Guildhall garage area.

- a. It was **AGREED** unanimously not to pursue a third company due to the specialist nature of the project and given three quotes were considered.
- b. The quote of £5071.85 was **AGREED** unanimously.

13. STAFFING UPDATE

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

- a. To consider a reduction in hours.

This was unanimously **AGREED**.

- b. To consider freelance support for the maintenance team for key urgent priorities.

This was **AGREED** unanimously. The work should start urgently. The Clerk declared a potential interest and explained the management team would be asked to instruct and sign off payments as a result.

- c. To consider supported/parental leave for an officer.

Two days of supported leave was **AGREED** unanimously, to be taken after the child's surgery.

14. STAFF ATTENDANCE

To note sickness and overtime balances.

The verbal update was noted.

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.

It was unanimously **AGREED** to agree in principle to the transfer to Green Energy UK and joining the TRESOC Energy Club. This is subject to:

- a. An urgent meeting to confirm all changes to costs and income, and confirmation the commitment is for 12 months with TRESOC underwriting losses; and
- b. A final decision of Full Council on 6th February 2023.

Catherine Marlton
Town Clerk
January 2023

Budget Monitor - Jan 2023	2022/23					21/22 YEAR END	20/21 YEAR END	19/20 YEAR END	Comments
	Original Budget	Current Agreed Budget	ACTUAL as of 31st January 2023	Expected year end	Expected year end				
Administration									
Salaries and pensions for all staff	357365	360000	292657	354600	294138	246894	224062	Includes national pay award offer.	
Staff Training, Travel and Expenses	4500	4500	2629	4500	4244	2287	3296		
Staff Recruitment	2500	2500	629	2500	1980	2575	1558		
Phone and Broadband	3200	3700	2207	3200	2932	2343	2870		
Office Supplies	1750	1750	956	1750	1100	1564	545		
Photocopier	1575	1600	1575	1575	1536	1496	1592		
Subscriptions	4000	4000	4092	4092	4463				
Professional Fees	10000	10000	15062	18000	53812				
Insurance	8000	25000	26105	26105	7514	7431	7365		
Website and IT	5000	5000	3925	5000	3696				
Office Equipment	5000	5000	400	5000	1999	5082	864		
ITMO Maintenance	750	750	207	750	258				
ITMO Tools and Consumables	1500	1500	999	1500	1322				
Miscellaneous income	0	0	0	0	-40				
Car park permits income and green sacks	401665	424800	350838	428572	378904	269672	-40		
SUB TOTAL	Original Budget	Current Agreed Budget	ACTUAL as of 31st January 2023	Expected year end	Actual 31st March 2022 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2020 YEAR END		
Civic and Democratic	410	410	0	410	557	0	394		
Mayoral Allowance	5750	5750	2974	5750	959	743	4196		
Civic and Mayoral Events (expenditure)	0	0	-743	-717	0	0	-1127		
Civic Events (Income)	200	200	167	200	110	0	344		
Civic Regalia	1500	1500	185	1500	7	0	146		
Mayoral Travel	800	800	454	800	356	2069	1281		
Councillor IT equipment	6000	6000	0	6000	210	1085	352		
Councillor Training and Travel	8450	8450	2667	8450	9524	0	161		
Elections	6560	6560	0	6560	4747	2436	4133		
Community Outreach/Christmas					2644	3152	2623		
Councillor Allowances					0	11032	3908		
MOVED TO ADMIN Professional Fees					0	3009	2558		
MOVED TO ADMIN Subscriptions					0	293	11312		
MOVED TO ADMIN Website and IT					19114	23819	30281		
SUB TOTAL	29870	29870	5744	17103	Actual 31st March 2022 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2020 YEAR END		
Tourism	Original Budget	Current Agreed Budget	ACTUAL as of 31st January 2023	Expected year end	Actual 31st March 2022 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2020 YEAR END		
Visit Totnes Marketing and event sponsorship	25000	25000	11259	25000	18966	6108	4710		
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	250	250	135	250	306	275	553		
Bank Charges/Paypal fees	200	200	4	50	33	0	20		
Visit Totnes Guide and Website	12000	12000	6175	12000	12308	3135	14219		
Pension costs	-8000	-8000	-10405	-11200	-12283	-468	-16844		
Totnes Guide and Website Income	-2000	-2000	-1750	-1750	-3289	9050	15294		
Advertising	27450	27450	5378	24950	16041				
SUB TOTAL	Original Budget	Current Agreed Budget	ACTUAL as of 31st January 2023	Expected year end	Actual 31st March 2022 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2020 YEAR END		
Guidhall	3000	3000	1796	3000	2644	2456	1545		
Cleaning	5000	5000	2949	5000	6554	191	4160		
Building Maintenance	6500	6500	6469	6489	6113	6113	6015		
Business Rates	200	200	229	310	269	333	120		
Water	5000	5000	783	5000	4801	3894	3046		
Utilities	1200	1200	-324	1200	5996	1291	1281		
Equipment Maintenance									

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

Very few payments via Paypal

Overspend expected for electrical work, CCTV and ivy removal.

Overspend expected for gas & electric price rises

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 January 2023	Expected year end
Admissions income	-2994	0	2434	1000	1000	445	1000
Weddings & Hire Income	-2566	0	0	-5000	-3000	-2689	-2689
SUB TOTAL	10678	13446	24333	16150	2750	3250	3250
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 January 2023	Expected year end
Cleaning and supplies	4382	1226	4605	5500	5500	3000	5500
Feed in Tariff	2156	2762	2501	2000	2000	2773	2773
Water	1369	1361	1055	1500	1500	102	1500
Utilities	3617	1762	3044	4000	4000	3540	3500
Building Maintenance	10774	2969	13955	200000	200000	2168	5000
Licences	70	70	70	100	100	70	70
Misc & Marketing Civic Hall	515	0	26	750	750	151	750
Equipment Maintenance	6433	3320	4299	5000	5000	4574	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	-6051	-6051
Equipment sales	-7086	-758	-1000	0	0	0	0
SUB TOTAL	-7086	-758	-7749	180150	180150	-25393	-458
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 January 2023	Expected year end
Guildhall Cottage Maintenance	65	361	588	1000	1000	46	1000
Flat 5a Loan repay	9148	9148	9148	9150	9150	43159	43159
Flat 5a Maintenance	9	275	1853	1000	1000	241	1000
Rental Property Management Fees	579	309	13	2000	2000	1589	1774
Town Clocks	1962	2089	2001	2250	2250	1519	1800
Museum Maintenance	1543	1327	1437	5000	5000	0	5000
Museum Rent Income	6122	-3230	198	-1	-1	0	-1
Eastgate Clock Rental	-1	-1	-3	-3	-3	0	-3
MOVED TO CIVIC HALL - Civic Water Supply to shop	-200						
Guildhall Cottage Income (£975 a month)	-10200		-10756	-11700	-11700	-9750	-11700
Flat 5a Rental Income (£775 per month)	-8340		-8660	-9300	-9300	-7103	-7103
SUB TOTAL	686	-6465	-4182	-604	-604	29701	34926
Gemetary	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 January 2023	Expected year end
Business Rates	4069	4441	4441	4750	4750	4441	4441
Water	127	144	173	150	150	146	150
Waste collection	21179	18009	20613	550	550	270	550
Grounds Maintenance (Grass cutting and tree work)	1495	1357	-32	23000	23000	13085	23000
Works and Maintenance (Memorials, Paths, Fences)	0	150	0	1000	1000	0	500
Chapel	-11375	-11435	-12000	-8000	-8000	-12850	-12850
Cemetery Fees Income	15495	12666	13901	22450	22450	5052	16251
SUB TOTAL	0	80	162	500	500	391	500
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 January 2023	Expected year end
General Maintenance	0	414	322	500	500	138	500
St Marys Churchyard (Walls and trees)	57	800	108	100	100	45	100
Castle Meadow Maintenance and Water	-210	-208	-200	-200	-200	0	-200
Castle Meadow and allotments income	261	994	927	900	900	574	6900
SUB TOTAL	0	80	162	500	500	391	500

	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 January 2023	Expected year end	
Precept and Income								
Bank Charges	150	98	104	100	100	155	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			0	-1200	Interest from invested surplus funds Defer to 2023/24
Investment Income	0	0	0	-105000	-105000	0	0	
Charity of Paige Adams RATE ABAATEMENT	-513890	-545202	-545882	-650886	-650886	-545882	-547006	
SUB TOTAL								
Community Development				Original Budget	Current Agreed budget	ACTUAL as of 31st January 2023	Expected year end	
Community Grants (incl. S137 Funding)	0	44168	52508	50000	50000	49770	50000	Additional £2500 agreed for hearing legal advice
Community Projects (Skate Park)	9252	see below	3720	1000	1000	3254	3234	See breakdown below
Neighbourhood Plan/Planning	6185	see below	9500	29500	34520	29909	35819	See breakdown below - possibly underspend overall on projected because delay in traffic and community asset projects
Arts and Culture and Events	see below	see below	see below	225000	277865	42597	84486	
Public Realm and Community Assets Projects	see below	see below	see below	10000	10000	7506	10000	
Climate Change/Green Travel	0	3985	2312					
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	22898					
Community projects SHARED SPACE and public realm	76024		0					
Community Grants Scheme/COVID 19	0		0					
Arts and Culture and Events	see above	0	0					
Heritage Support	0	0	0					
Grant Funding/Projects Income	-1845	-84500	-34870	0	-19585	-29705	-29705	Baltic Wharf s106 funding from DCC (£19586), remainder of RG grant from CoC (£8869) & Winter Wellbeing grant from SHDC (£1250)
SUB TOTAL	£91,461	£35,067	£56,608	£324,700	£317,030	£303,411	£167,034	
TOTAL	-£116,501	-£187,710	-£47,985	£351,845	£367,310	-£63,506	£182,972	

Reserves Impact		BUDGET	NOTES
Total actual general reserves as start of 2022/23		227865	Annual total allocation
Based on the current projected 2023/23 budget, year end reserve estimate		-42597	Wayfinding, benches
		-1250	Totnes Gardens
		-500	ESTIMATED
		-7639	Quote now in - higher than expected
		0	£2000 was agreed - Unlikely to be completed in the 23 24 financial year
		-4000	Project underway. Previous allocation £1,000; increase to £2,000 proposed.
		-1500	Project underway
		0	£1500 was agreed - Unlikely to be completed in the 23 24 financial year
		-19000	Possible planters on runners Market Square??
		-8000	Original budget was £32,000. Officers are suggesting a prioritisation of new signage to cut costs and to cover an increase in installation costs

Vehicle activated signage and other traffic calming measures	0	Was £50k - delayed due to consultation and planning work needed
Elmhirst project/other community assets	0	Was £1,000k - delayed due to waiting on a decision
TOTAL	143379	Underspend likely due to delayed projects - will be needed for reserves
2022-2023 - proposed		
ARTS AND CULTURE		
Already spent 31st Jan 23	34550	Annual total allocation
Civic Hall pillar childrens project	-29908	Grants/festival/phone boxes/orange races
PAT and Electrical socket works Christmas lights	-5000	Comms and materials - artist working pro bono
TOTAL	-910	Covered by the CoC ARG grant
	-1289	Over budget (£35819)
2022-2023 - proposed		
COMMUNITY OUTREACH		
Already spent 31st Jan 23	8450	Annual total allocation
Remaining Christmas invoices	-2667	Comm Charter /debt/annual TM/Christmas electricity
Thomas Directory Updates	-2040	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	0	£1000 was agreed - Unlikely to be completed in 23/24 financial year
	2643	Under budget

ITEM 3 – BUDGET MONITOR

a. Wayfinding

Consider proposed changes to the allocation of budget for the second phase of our wayfinding project.

£32k was originally allocated for the design, manufacture, and installation of the second phase of our wayfinding project. Location for planned signage was identified during a walkaround in July 2022.

Logistical issues meant some of the signs manufactured for the first phase of the project could not be installed where originally planned. This also incurred additional installation costs of £2.7k for the first phase of the project. However, repurposing this signage and thinking of alternative options has enabled us to now reduce the costs for the second phase of the project whilst still delivering a similar level of information for visitors to the town:

- £3k design and content for display boards
- £15.5k for manufacture
- £8k installation
- £2.7k additional cost for installing phase 1
- TOTAL £29.2k

Please note manufacturing of the signs is on an 8-week turnaround from receipt of artwork. This means installation is likely to take place after the Easter Holidays at the end of April depending on availability of the SHDC Depot team.

b. Events 2023-24

Consider provisional spend of 23/24 budget

£12k has been provisionally put forward for 2023-24 to stage three events in the town to support local businesses and increase our tourism offer for visitors. Miss Ivy events has quoted to run x3 events for us.

- A Spring Fair on 11 or 13 April – family friendly event with hot street food and stalls selling local food produce in the Market Square. Civic Hall to host a subsidised family friendly area with bouncy castle and easter crafts, linked to the TQ9: Together We Care offer. Cost est. £2k
- Food Festival Sunday 28 May (Bank Holiday weekend) Lunch-Evening. Working with SeaChange to offer hot street food stalls in the market square alongside music. This is a bolt on to planned music and drink being organised as part of SeaChange. Cost est. £1k
- Orange Race Festival date tbc 15 August. Working with the Elizabethan Society to support this traditional Totnes event. Possible link up with St Mary's Church and Eastgate Bookshop. Alongside the Elizabethan market we would stage a food and music event with local street food and retail stalls in the market and the civic hall.

Retail traders 12-5pm, street food and music continuing until 8pm. Cost including road closure est. £4k

- TOTAL: £7k

Details on events will be discussed and agreed by the Arts Working Group on 15 March, but given the tight timeline we would like to set dates now.

Item 3c

Reserves impact - estimated long term forecast		10% band D increase 23/24
Reserves at the start of 2022/23		£705,308
Total estimated reserves as end of 2022/23		£522,336
Expected 2023/24 outturn (spend from reserve)		£106,312
Total estimated reserves as end of 2023/24		£416,024
Reserves impact for following 2 years		
Expected 2024/25 outturn (spend from reserve) with 5% increase for inflation to most costs and		£163,061
Total estimated reserves as end 2024/25		£252,963
Expected 2025/26 outturn (spend from reserve) with 5% increase for inflation to most costs and		£193,322
Total estimated reserves as end 2025/26		£59,641

Based on budget monitor Jan 2023 spending £182973 from reserve
 Based on the budget agreed 9th Jan 2023 and amended Feb 23
 Within acceptable limits

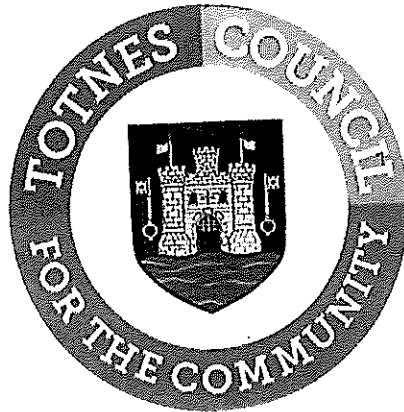
Assuming 5% increase in most costs and no increase to the precept
 Possibly within acceptable limits

Assuming 5% increase in most costs and no increase to the precept
 Under acceptable reserve level

An additional £190k savings is needed to retain minimum reserve level by end of 2025/26

Officer recommendation on cuts for consideration	Agreed Saving 23/24	Potential Saving 24/25	Potential 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

5



Payments to Councillors Policy

TOTNES TOWN COUNCIL

AGREED MARCH 2022

NEXT REVIEW FEBRUARY 2024

This Policy outlines the occasions on which payments may be made to Town Councillors.

Councillor Allowances

Whilst there is no provision in law enabling town and parish councils to pay individual councillors a wage commensurate with work done by that individual nevertheless the council notes and recognises the time commitment of councillors as well as the many incidental costs they incur in carrying out council business.

Such incidental expenses include: -

- a) the use of their homes.
- b) telephone calls from home landlines and mobile phones.
- c) stationary, printing and IT costs.
- d) use of car, motorcycle or bicycle.

Please note that this list is indicative and not meant to cover every circumstance in which incidental expenses may be incurred.

Totnes Town Council will pay a basic members allowance to elected members intended to compensate for time taken on council business and these incidental costs, except that travelling expenses incurred on council business as specified below can be the subject of a specific claim.

In order to qualify for this allowance, Councillors must attend 75% of Full Council and committee meetings during the 12 months prior to the payment being made. Councillors who start part way through the year will receive a pro rata allowance assuming they have attended 75% of the meetings as detailed above during their time. Co-opted Councillors are not eligible to receive this allowance – this is not a local decision and is set down in Regulation 25 of the Local Authorities (Members' Allowances) (England) Regulations 2003..

The levels of allowance paid are agreed by South Hams District Council in accordance with national legislation. The annual permitted allowance for members of Totnes Town Council is £394.05 and this is subject to taxation.

Town Councillors who are members of another local authority and who are entitled to an allowance from that authority should be guided by the Declaration of Interest Guidance in the Council's Code of Conduct.

NOTE: Town Councillors will be required to declare their allowance to HMRC through the Town Council PAYE system.

Rates set by South Hams District Council

Parish Basic Allowance

The formula recommended by the Parish Remuneration Panel at its last meeting calculates an allowance based on a percentage of the district basic allowance (now fixed at £5,254 per annum) and the size of the electorate.

Electorate	% of District Basic Allowance	Amount per Councillor
5,001 – 10,000	7.5%	£394.05

Chairman / Mayor's Allowance

An additional sum will be allocated to a Chairman / Mayor of 1 x the parish basic allowance paid, claimable by receipts. Please see the Civic and Mayoral Budget Policy for details.

Travel Allowance

An elected and co-opted Councillor shall, in addition to their entitlement to a Basic Parish Allowance or Chairman's Allowance, will only in exceptional circumstance be paid a travelling expense in respect of travelling undertaken in connection with the duties and only for journeys outside the parish boundary.

Councillors may be reimbursed for expenses for travel when carrying out duties approved by the council or in connection with the discharge of the functions of the council or any of its committees or working parties. This includes attendance at training courses.

Approval for the attendance at events referred to above must be approved in advance.

Councillors will not receive expenses for attendance at any meeting of Totnes Town Council or work within the parish.

The main rates are:

- a. The council will pay a travel allowance in accordance with the following:
- Cars: 45p per mile
 - Motorcycles: 24p per mile
 - Public transport: lowest available second-class fare only, ticket receipts required
 - Parking cost: actual cost with receipt

Taxis

In rare cases of urgency where no public transport is reasonably available the amount of the actual fare will be paid. In any other case, the amount of the fare for travel by appropriate public transport will be paid.

Rail Travel

Tickets should be purchased through the office as far in advance as possible to minimise costs. All tickets will be standard class, and Councillors should use any discounts available to them.

- b. Subsistence Allowances

Subsistence is reimbursement from the Council to a Councillor in respect of actual food and drink costs they have incurred during their approved duty. Expenses will not be paid where a suitable meal is provided as part of the event (e.g. at a course or conference).

If a town councillor is away from their usual place of residence for more than four hours, they can claim £10.00 towards their breakfast, lunch and/or evening meal.

In exceptional circumstances, if a Councillor must stay away from home overnight on an approved duty, then dinner, bed and breakfast (at a reasonably priced rate with full supporting receipts) may be claimed.

Where hotel accommodation is essential it will be in a reasonably priced hotel (e.g. Travel Inn or 3 star hotel), and must be booked in advance by the office.

Reimbursement of expenditure

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

Councillor Training

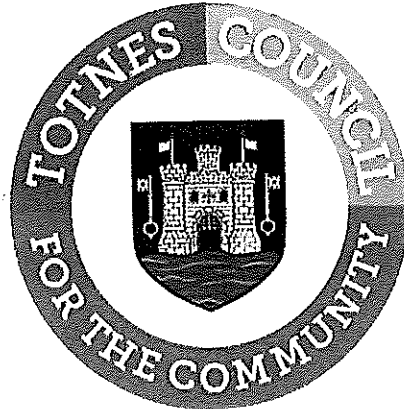
All Councillor training will be booked and paid for through the office.

Administration

Claim forms are available from the Finance, HR and Lettings Manager.

In general, appropriate VAT receipts must be obtained for all expenses incurred. Reimbursement of the VAT element, or the entire sum will be withheld in cases where there is no receipt.

Any dispute over claims or reimbursement of expenses will be considered by Full Council.



Reserves Policy

TOTNES TOWN COUNCIL

AGREED MARCH 2021

NEXT REVIEW FEBRUARY 2025

1. Introduction

Totnes Town Council is required to maintain adequate Financial Reserves to meet the needs of its operations and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2020 edition) advises:

“As with any financial entity, it is essential that authorities have sufficient reserves (General and Earmarked) to finance both its day-to-day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive.”

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Town Council about the level of reserves and to ensure that there are procedures for their establishment and use.

2. Types of Reserves

These may be categorised as either General or Earmarked.

2.1 General Reserves

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves is agreed with the Annual Budget.

JPAG (March 2020 edition) advises:

“The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority’s General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE).”

“The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent.”

The primary means of building General Reserves will be through a reallocation of funds (underspend on a completed project) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Town Council would be able to draw down from its EMRs to provide short term resources. Totnes Town Council has set a reserve of a minimum of six months’ operational costs.

2.2 Earmarked Reserves ‘EMR’s

EMRs must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately identified to prevent query from internal and external auditors.

EMRs are held for several reasons and shall only be used for the purpose for which they were created:

- Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when considering asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets.
- Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.
- Developers Contributions – proceeds from developers which can only be used for specified purposes.
- Other Earmarked Reserves – these may be set up from time to time to meet known or predicted liabilities.

Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Town Council, be transferred to other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

EMRs will be established on a "needs" basis in line with anticipated requirements and these are to be reviewed annually when the budget is agreed.

Any decision to set up an EMR must be approved by Town Council. If the EMRs are used to meet short term funding gaps, they must be replenished in the following financial year. However, EMRs which have been used to meet a specific liability would not need to be replenished, after having served the purpose for which they were originally set up.

3. Management and Control of Reserves

Movements in Earmarked Reserves and General Reserves shall be reported to the Council Matters committee as part of the budget monitor documentation. The use of Reserves shall be approved by the Town Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Town Council. The minimum level of General Reserves shall be recommended to the Town Council by the Town Clerk (who is the Responsible Financial Officer). This will form part of the recommendations for the Annual Budget and Precept request by the Town Council and is currently set at six months' operational costs.

Earmarked Reserves shall be reviewed on an individual basis. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be considered by Council Matters and ratified by the Town Council.

ITEM 6 – COMMUNITY GRANT FOR THE LAMB GARDEN

Totnes Town Council awarded the Totnes Gardens Trail Group a grant of £1,000 in April 2022 for a notice board at The Lamb garden and new Garden Trail leaflets. 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.

There have been complexities in this project – the plan is for the notice board to be attached to the listed wall around the Lamb Garden which will require planning permission for listed building consent, which was not originally foreseen. The Committee is asked to consider whether the remaining funds from this grant (estimated to be approximately £250) can be spent on printing more leaflets. The budget submitted as part of the application is below:

Budget (please complete the following budget for your project)		
Description	Total amount	Amount requested from TTC
Project management	£150	£150
Design costs	£500	
Sub Total	£650	£150
Noticeboard	£250	£250
Installation cost	£100	£100
Leaflet Printing	£500	£500
Sub total	£850	£850
TOTAL	£1500	£1000

Extract from email from Sue Holmes, the Totnes Gardens Lamb Trail Group:

I asked Cllr Birch for assistance to resolve the issue about fixing the proposed Garden Trail noticeboard to the listed wall at the Lamb Garden, see the above report. Unfortunately, I have no standing to apply for permission, and neither TTC nor SHDC are in a position to do so, so all parties have agreed that no further progress can be made.

Catherine [Clerk] has suggested that, once the outstanding invoice for project management have been paid to ParkLife, the remaining balance of the grant (approx £250) is used to promote the Garden Trail in other ways. I propose to use it for a smaller sign which will not be fixed to the wall, and also for the printing of copies of the Garden Trail leaflet for 2023. I would be grateful if you could put this to council for approval.

ITEM 7 – CHRISTMAS MARKETS

Totnes Christmas Markets and Late Night Shopping - 2022 Report and recommendations for 2023-24

In 2022, Totnes Town Council, in partnership with Miss Ivy Events, organised three Christmas Markets and Late Night Shopping events on 6, 13 and 20 December 3-9pm. Weather was largely fine but the second event coincided with a forecast of disruptive snow and a train strike.

Cost: £13,280 including income generated by selling pitches for the three nights. Budget below.

<u>Christmas Late Night Events 2022</u>	<u>Actual spend</u>	
Coordinator Cost	-7,700.00	
Stall fees income	£13,010.00	
Hire of SHDC spaces/Civic Hall hire	- 715.00	
Music and street performers	- 5492.00	150.00 paid Miss Ivy
Emergency Services	- 1500.00	
Stewards x 10 (to include areas added)	- 4050.00	
Waste management	- 1535.00	
Road Closure application and implementation	- 2265.00	Inc steward For road
Traffic Highways	-216.00	Paid Miss Ivy
Marketing and printing	- 971.00	Paid Miss Ivy
Park and Ride	- 750.00	
Civic Hall Car Park	- 336.00	
Generator Hire 6 th Dec only	-220.00	Estimated
Toilet cleaning	-540.00	
Income	£13,010.00	
Outgoings	£26,290.00	
Budget spent	£13,280.00	All ex VAT

Footfall: Estimated 14k visitors across the three nights. 800 visitors counted into the Civic Hall on one night.

ROI:

14k visitors for £13k = 93p per head. If we assume a modest £5 spend with local businesses or traders per head, the events generated £70k for the local economy on the nights alone. Other factors, such as % of future return visits as new people discover Totnes as a

welcoming destination should also be considered. The events also gave us (and our local businesses) positive content to push Totnes as a destination in the media.

Paid and organic social media posts via @MissIvyEvents @VisitTotnes and @Totnes Town Council reached over 150k accounts. Local businesses and market traders also shared information on the markets widely, extending our reach effectively. BBC Radio Devon reported on the event during the day and BBC Spotlight broadcast live from the event on 20 December. Details on the markets appeared in Exeter Living magazine and By the Dart (Nov issues) and also featured on the Visit Devon, Visit South Devon and Visit Dartmouth websites.

The Christmas Market page on www.visittotnes.co.uk had over 13k hits Nov-Dec and the website had 13k more hits than the same time period last year.

Business Feedback:

We received many positive comments from businesses throughout the town. It was good to see so many local businesses opening for the nights and making a real effort to support the events by promoting them on social media and by organising special in-store events. Whilst not every aspect of the events suited everyone, the general feeling was that the events worked really well and were just what Totnes needed.

We asked business to complete a questionnaire after the events and had 51 responses from businesses in The Plains, Fore Street, High Street, The Narrows and The Rotherfold. Aware that the events cost the council (and local tax payers) £13k, 88% stated the events should continue to be held.

32 of the 42 respondents who stayed opened, commented they'd either taken more than in a normal 6 hour period or had taken the same but felt the event was worthwhile. 53% of respondents stated their takings were significantly higher than normal during the daytime on these dates (21% about the same, 12% not applicable, 14% took less).

The question on whether to close Fore Street has received mixed responses. Of businesses who responded to the survey, 11 were based in Lower Fore Street and 10 of these said they would like the road to be closed next year and only six confirmed they would be happy for a stall to be placed in front of their business. Speaking directly to business owners in Lower Fore Street it also appears many who did not respond to the survey are not in favour of the closure. They have expressed the 2022 set up worked well and ensured no disruption for service based businesses (eg, the bank and post office.)

Trader Feedback: In excess of 70 traders attended each night. 21 traders responded to a questionnaire sent out by Miss Ivy Events. 100% gave the event four or five stars.

Public / Cllr Feedback: Cllr Allen: "I just wanted to say how wonderful I found the late night shopping dates to be and how great the feedback has been. Every shop I have been in to and asked (roughly 10) has said that they did really well and that the atmosphere was fantastic. People enjoyed the vibe, the fun and the activities. The only suggestions that I

have and that other people have also said to me are: the restaurants found the demand to be overwhelming and most of them ran out of food, they have asked for there to be more food stalls next year and this is what most of the visitors I talked to also said. There was also requests for more music and also for the whole street to be closed and for there to be stalls down the bottom of Fore St as well. Concern was raised (and I felt this too) that it was dangerous to only have half the road closed, as people and children walked down the road assuming it was closed and there were a couple of near misses. So - more food stalls, more music and the whole road closed, but apart from that it was a bit of a triumph I think, so thanks very much all."

Comments on social media:

- It was lovely!
- Just got home. We had a lovely time and Beltane Border Morris were brilliant as always. Thank you to all the organisers and stall holders
- Absolutely brilliant loved it
- It was such a great night
- We had a lovely time
- So much nicer when it's not raining! Fab atmosphere and traders
- Great family fun xxx wrap up.. enjoy 😊 xx
- Thank you Jo & all at Miss Ivy. It was a fantastic evening.
- Just greedy food merchants better off going in the pie shop and the King Bill
- it's not just food it's Arts and Crafts and entertainment. We won't be able to go this year and I'm well pissed. It's always a great visit.
- Tuesday Christmas late night shopping in Totnes is already a death trap with so many people it almost impossible to walk around.. anymore visitors and it will make it a no go townsuch a shame ... Just saying ! As a local...

Detailed Event Report and Debrief documents from Miss Ivy Events attached.

Officer comments and recommendations:

The 2022 events met our aim to support local businesses (both in the town and local makers), encourage more people to visit Totnes from around Devon and give local people a great, festive night out. Event organisers Miss Ivy Events were widely praised by traders, businesses, cllrs, and officers for organising three great evenings. Whilst there are inevitably tweaks to make future events even better, it is felt the core offering hit the mark perfectly.

For 2023 it is proposed to consider:

- The Rotherfold to become an entertainment space (no traders). Potential to make this a destination with a light installation + children's entertainment including carousel + decorated re-using our large gnomes

- The Plains/Dartmouth Square area will not be included. However, there is potential that local traders could organise activities here and this should be encouraged.
- Lower Fore Street is not the subject of a formal road closure. Opinion on closing Lower Fore Street is split but few Lower Fore Street businesses are in favour of stalls obstructing their shops. This could mean the offering looks rather thin, which could be detrimental. The volume of pedestrians meant the road functioned as closed when the event was on.
- Music / entertainment expansion: It would be good to increase the amount of street entertainment if budget allows and consideration be given to busking points (however this will have security and stewarding costs.)
- Increase in Street Food. Many visitors come to the Christmas market for street food. Limiting the offer in 2022 resulted in large queues and dissatisfaction from visitors. However, our town food vendors did well. It's proposed that we would have an additional x3 stalls for future years (taking the total to 9).
- Spot the Gnome continues. The spot the gnome in shop windows was well received by business owners and the public. Propose to run again as minimal effort.
- No separate Youth Market. Rather than having a separate venue for the market for young people, proposal to offer x5 stalls within the civic hall at a reduced rate. NB: this will reduce income but also reduce outgoings as no additional stewarding will be required.
- Employment of one security officer. There was a fight reported on one of the evenings. This was diffused by both Jo at Miss Ivy and Local District Councillor Jo Sweett and it was felt by some that more security / a police presence would be helpful. Whilst getting the balance is tricky, we should look at working more closely with the local police or employing one security guard to handle any situations that arise.
- Tender for a 2 year contract. Organising the events is quite time intensive for officers. To build on the success achieved in 2022 and make planning more effective, it is suggested that Totnes Town Council commits to putting on these events for the next two years and invites professional event organisers to tender for the contract.
 - Council Matters on 13th February consider the event management brief and this report.
 - Full Council ratifies tender process and brief 6th March.
 - Tenders open 7th March – 28th March.
 - Tenders opened AM 29th March
 - Full Council ratifies appointment of organiser 3rd April 2023.
- Increase the stall hire rates. This was a recommendation of Miss Ivy and would help with expected increased costs of running the 2023 events. Proposed possible budget below. Please note this is currently showing an expected overspend of £306 on the £13,000 budget allocated.

<u>Christmas Late Night Events 2023 ESTIMATED</u>	<u>Budget</u>
Coordinator Cost	-£8500
Stall fees income	£16035
25 stalls market square @ £50 per night = £3750	
10 stalls civic car park @ £50 a night = £1500	
9 stalls under Civic Hall @ £45 a night = £1215	
10 stalls in road @ £40 a night = £1200	
23 stalls in the Civic Hall @ £30 a night = £2,070	
5 stalls in Civic Hall @ £10 a night (youth market subsidised) = £150.	
1 coffee trader @ £100 a night = £300	
2 bars (mulled cider/wine) @ £150 a night = £900	
9 Street Food hot food traders 3,m x3m @ £175 a night = £4725	
(NB – potential to upsell x2 food stalls to 4.5m x 3m for additional £50 per pitch)	
1 Charity food trader @ £75 a night = £225	
Hire of SHDC spaces/Civic Hall hire	-£715.00
Music and street performers	-£6000
Emergency Services	- £1650
Stewards x 10 (to include areas added)	- £4400
Security	-£450
Waste management	-£1600
Road Closure application and implementation	-£2300
Traffic Highways	-£216
Marketing and printing	-£1100
Park and Ride	-£800
Civic Hall Car Park	-£350
Generator Hire	-£600
Toilet cleaning	-£660
Income.	£16035
Outgoings	£29341
Budget spent	£13306

CLlr comments and recommendations:

- Discretionary Road Closure of Lower Fore Street to be considered. This part of the road would be officially closed from 12noon but would remain open for access to homes and businesses for shoppers (short stay parking) and deliveries etc. From 5pm the road would become officially closed. This is to be considered for safety reasons. Also potential to site turn up and sell traders (eg catering vans) from 5pm in parking bays that do not obscure open businesses. Costs/feasibility/business owner support to be analysed.

ITEM 8 – TOWN DECORATION

At the December 2022 Full Council, it was **RESOLVED** by majority that bunting is put up in Fore and High Street at the end of April/early May for the Coronation and stays up until mid-September for summer events. The budget allocation for FY 2023/24 is £3,000.

Officers have looked at the condition of the Council's existing bunting, as well as investigating costs for any additional bunting and its erection in Fore and High Street.

Quote for erection of bunting throughout the town £1100

Road closure to enable erection (and taking down) of bunting ~£1800

Bunting 1000m – Polyflex £500, PU coated polyester £1200, Heavy Duty PVC £1250

Alternative solutions to keep the costs down would be to hang bunting in small sections of Fore and High Street (rather than throughout).

ITEM 9 – CHRISTMAS LIGHTS

The information below has been received from the Chamber of Commerce which shows the spend (£15K) of the Additional Restrictions Grant (ARG) awarded during the pandemic. The remaining sum of £7,959 will be transferred to the Town Council to go towards the Christmas lights for 2023, which will see a potential increase in expenditure to a maximum of £32,959 if required.

Below is what's been spent so far from the grant – outside of this the Chamber has spent about £100 on bulbs each year.

2021 Christmas Lights

£395.60 – Insurance (1st Nov – 30th Jan)

£350.00 – Electricians

£2,316.00 – Erection of Lights (street, square lights, tree up)

£1,119.00 – Totnes Town Council (purchase of Tree and lights)

2022 Christmas Lights

£246.00 – Insurance (we insured them for less time 28th Nov – 8th Jan)

£1,704.00 – Erection of Lights (street lights up/down only)

TBC – South Hams District Council Electrical testing

Total: £6,130.60