



AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE MONDAY 17TH APRIL 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 17th April 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 13th March 2023 and update on any matters arising. Document attached.

3. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since January 2023 and the current budget. Document attached.

4. APPRAISAL POLICY

To review the Appraisal Policy. Document attached.

5. FINANCIAL RISK ASSESSMENT

To review the Financial Risk Assessment. Document attached.

6. YEAR END TIMELINE

To note the year end timeline for financial year 2022/23. Document attached.

7. EARMARKED RESERVES

To review the earmarked reserves. Verbal update.

8. ARTS AND EVENTS WORKING GROUP

To consider the recommendations from the Arts and Events Working Group held on 15th March 2023. Document attached.

9. S137 VALUE FOR 2023/24

To note the revised S137 value for 2023/24. Verbal update.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 22nd May 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 (financial). Documents attached.

12. IT SUPPORT

To consider quotes for IT support for the Council Offices (commercially sensitive). Document attached/to follow.

13. CIVIC HALL

To consider ad hoc and relief caretaking cover for the Civic Hall (financial and staffing). Verbal update.

14. STAFF ATTENDANCE

To note sickness and overtime balances (personal details). Document attached.

15. STAFFING UPDATE

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

Catherine Marlton

Town Clerk

4th April 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 13TH MARCH 2023 AT 6.30PM IN THE GUILDHALL

Present: Councillors B Piper (Chair), M Adams, J Hodgson (joined at 18.40), D Peters and E Price.

Apologies: Cllrs Allen and Hannam.

In Attendance: A 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. The apologies were accepted.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

The member of the public asked the Committee to consider under item 5 (review of the Community Grants Policy) that funding should be for projects within the parish boundary only and that spend should be carried out in the financial year, not just within six months of award. The member also raised the accessibility of the committee papers on the Town Council website which the Clerk said would be looked at and addressed.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 13th February 2023 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 the reserves projection.

The budget monitor was **AGREED** unanimously. The Clerk updated that there will be some variance to the expected year-end figures in areas such as wayfinding and installation of the hearing loop in the Guildhall Council Chamber. The level of reserves started of the financial year was around £705K and is expected to be in the region of £565K at year-end.

4. CIVIC BUDGET AND MAYORAL ALLOWANCE POLICY

To review the Civic Budget and Mayoral Allowance Policy.

This was reviewed and unanimously **AGREED**.

5. COMMUNITY GRANTS POLICY

To review the Community Grants Policy and note the timeline for 2023/24.

This was reviewed and **AGREED** unanimously with the following amendments:

- a. The scheme is to support local charities and community organisation providing services within the Totnes parish boundary.
- b. The grant period will be for the financial year in which it is awarded and applicants are asked to submit a six month progress update as well as an end of project completion statement (should the project run longer than six months).

6. PRIVACY NOTICE

To review the Privacy Notice.

This was reviewed and unanimously **AGREED**.

7. PRIVACY POLICY

To review the Privacy Policy.

This was reviewed and unanimously **AGREED**.

8. CLOSE-CIRCUIT TELEVISION POLICY

To review the Close-Circuit Television Policy.

This was reviewed and unanimously **AGREED**.

9. COUNCIL ASSETS AND PUBLIC REALM WORKING GROUP

To consider the recommendations (items 2b and 7) from the Council Assets and Public Realm Working Group held on 21st February 2023.

It was **AGREED** unanimously that:

- a. Item 2b – the Clerk will write to South Hams District Council and the Community Safety team about waste collection, storage of commercial bins and the future of split collection for recycling from public bins.
- b. Item 7 – this recommendation has been superseded by the decision of Full Council on 6th March to allocate funding from the Climate Change budget for a biodiversity project by Park Life around the chapel and circle in the cemetery.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 17th April 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)*

11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for February.

These were reviewed and unanimously **AGREED**.

12. COMMUNITY FUNDRAISER RECRUITMENT

To update on the recruitment to the Community Fundraiser vacancy.

It was **AGREED** to keep the Community Fundraiser vacancy on the Council website and look to re-run the full advertisement process after the local elections.

13. STAFFING UPDATE

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

The verbal update was noted.

14. REFURBISHMENTS

To consider the increased cost of painting the offices upstairs.

The Clerk declared an interest. It was unanimously **AGREED** that:

- a. Expenditure to date on decorating was approved for the Civic Hall bar and Guildhall office expansion;
- b. Freelance decorating is to continue at the agreed rate of £16.50 per hour. This includes continued work on the Guildhall offices and Civic Hall refurbishment; and
- c. The invoices for the freelance decorating work on the project will be signed by the Finance, HR and Lettings Manager and Town Maintenance Officer as a temporary change to the budget signatories due to the potential conflict of interest. All payments will be countersigned by a Councillor as normal.

Catherine Marlton
Town Clerk
March 2023

ITEM 3 – MAYOR’S ENGAGEMENTS AND BUDGET

January		
25	Burns night - Teignmouth	Teignmouth
27	Pantomime Guest	Totnes Civic Hall
28	Pantomime meet and greet.	Totnes Civic Hall
February		
4	Totnes Vire twinning meeting	Totnes Conservative Club.
9	Stepping Stones	St Mary’s Hall Totnes
15	Visit Bouncy Fun Sessions	The Pavilions, Totnes
23	Totnes Vire twinning meeting	The Guildhall, Totnes
March		
10	Fair Trade reception at Guildhall	The Guildhall, Totnes
12	Dart Totnes Amateur Rowing Club AGM	Rowing Club, Totnes
18	Mayor of Torbay - Civic Dinner	Berry Head Hotel, Brixham
20	Networking Afternoon Tea - LM of Plymouth	The Hoe, Plymouth.
23	TRESOC press release	The Guildhall, Totnes
25	SAMMs Concert	Ariel Centre, Totnes
27	Rotary Club Meeting	King William IV Pub, Totnes

Mayoral travel Budget 22/23		-
-		-
Allocation	200.00	-
-		-
<u>Expenditure</u>		
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 - travel claim	
7.20	Town Sgt - travel claim	
		184.98
Balance remaining		<u>15.02</u>

<u>Civic Events Budget 22/23</u>	As at 31/03/23
<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 GH volunteers thank you tea	40.70
Christmas Cards	19.50
Donations	35.00
Stamps	14.28
Xmas drinks and nibbles	30.54
Burns Night tickets x 2	50.00
Torbay Council event	40.00
Balance remaining	3452.84
<u>Event costs</u>	
Mayoral Choosing	409.27
Civic dinner	1004.78
Civic Service	191.34
Civic Service	191.34



Appraisal Policy

TOTNES TOWN COUNCIL

AGREED APRIL 2021

REVIEWED APRIL 2023

Background

Totnes Town Council is committed to maximising individual performance and potential and will provide the necessary feedback, support and training to ensure that high standards of performance are maintained throughout the organisation.

Appraisals are an opportunity for people to seek and receive balanced feedback on their work performance from their manager. It is also an opportunity to identify and plan for future individual learning and development needs.

1. Purpose of Appraisal

The main purposes of an appraisal are to:

- Discuss positive achievements over the past 12 months and identify reasons for good performance.
- Discuss instances over the past 12 months where targets have not been met, jointly identifying actors preventing those goals being achieved.
- Agree standards of performance and behaviour by setting objectives, priorities and targets that are realistic and achievable.
- Provide a formal written record of performance and evidence of key objectives planned for the future.
- Encourage individuals to develop their skills and competencies through a planned approach to personal development and training, supported by the organisation.
- Discuss any training, personal or professional development needs and agree a Performance Plan to ensure that set objectives can be met and high levels of performance maintained.
- Explore long term training and development needs or educational goals that will support individual career pathways and develop the level of skills and expertise within the organisation.

- To ensure that performance has been to a sufficient level to warrant an annual salary increment (assuming there is progression for the employee within their allocated pay scale). This decision will be taken by the Town Clerk on completion of the appraisal and the Chair of the Council for the Town Clerk.

2. The Appraisal Cycle: Timetable

The annual appraisal process for all staff should take place during the spring/early summer of each year. The first Appraisal will be that of the Town Clerk at the end of the Mayoral year and as per the Standing Orders is completed by the Mayor and another Councillor of the Clerk's choosing. This will enable the targets and objectives set for the Clerk to be aligned with the Council's priorities for the new financial year.

After the Clerk's appraisal the management team appraisals will be done next followed by the rest of the staff. This will enable the Clerk to set objectives for staff that link in with the Council's priorities for the year and the objectives set for the Clerk.

All new employees will have a 6 week, 3 month and 5 month review during their initial 6 month probationary period.

3. Responsibility

Both Line Managers and individuals have a shared responsibility throughout the appraisal process to ensure objectives are met and reviewed as appropriate. Individuals also have a responsibility to prepare for appraisals and to ensure they complete their part of the process on time.

4. Setting Objectives

The Clerk/Line Manager will agree individual objectives based on team and organisational objectives. It is hard to generalise about the number of objectives an individual will be set, however, as a guide, the number of key objectives should be a maximum of six.

5. Individual Preparation

The Appraisal Form has been produced to assist individuals in identifying relevant events and issues that can be discussed at the appraisal. It is important that some thought is given to identifying future priorities and tasks for the next twelve months. Consideration should also be given to how the proposed objectives can be achieved and the resources, training, advice or support that will be needed to achieve them.

6. Line Manager Preparation

The Finance, HR & Lettings Manager will set out a timetable for appraisals each year which will allow the individual enough time to adequately prepare for the meeting. Prior to the meeting the Clerk or the member of staff's Line Manager will undertake a full review of performance and achievements over the previous year, using the current Appraisal Form as a starting point.

7. The Annual Appraisal Meeting

The appraisal should be a two way discussion. The meeting should:

- a. Review: objectives from previous 12 months & discuss individual's actual performance. Both parties should concentrate on established facts rather than on unsubstantiated opinions.
- b. Explore: what factors affected individual performance examining both internal and external constraints and issues.
- c. Agree: next year's performance objectives and identify any support and development plans for next twelve months. Targets set should be achievable and realistic in light of available resources including time, and should be capable of being monitored.
- d. Plan: identify training and development needs and plan for implementation including costs and timescales.

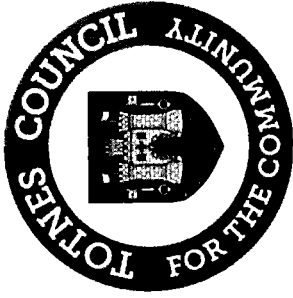
8. Administration

At the appraisal the Clerk/Line Manager and individual will initially review the individual's previous objectives and the degree to which these have been met. They will then work through the areas set out on the appraisal form. After the appraisal, the Clerk/Line Manager will then be responsible for writing up the appraisal form, recording the discussions that took place at the meeting. The completed form will be given to the appraisee to read, add their comments and return to the Clerk for final signature. All signed Appraisal Forms will be passed to the Finance, HR & Lettings Manager to action any salary increment (which is back dated to 1st April of that year) and be recorded on Personnel files.

The Finance, HR & Lettings Manager will arrange any training for staff that has been identified on the appraisal forms, and a record kept of all training undertaken by staff during the year.

9. Who else will see the Appraisal Report?

Completed appraisal reports will be treated in confidence and access will be restricted. After the Town Clerk has seen the reports they will be kept in individual personal files. The Town Clerk appraisal form will be shown to the Council Matters Committee for information.



TOTNES TOWN COUNCIL

FINANCIAL RISK ASSESSMENT

COMPLETED BY:	Catherine Marlon & Christina Bewley
DATE:	April 2023
REVIEW DUE:	April 2024

ITEM 5

Area	Risk(s) Identified	Risk Level	Potential Impact	Management/Control of Risk	Action Required	Responsibility and due date	Completed
Assets							
Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	High	Insurance cover reviewed annually with brokers. Buildings reinstatement survey carried out July 2022 which removes under-insurance clause on buildings. Annual review of asset register.	Maintain existing procedures.	N/A	N/A
Security of buildings/property	Vandalism, theft, fire, flood, leaks, weather and accidental damage.	Medium	High	All buildings/properties and contents are insured. Insurance is reviewed annually. Buildings secured outside working hours. Burglar alarm systems for Guildhall. Fire alarm systems in all properties. Regular fire alarm checks carried out. Annual servicing of fire extinguishers	Maintain existing procedures.	N/A	N/A
Maintenance of assets.	Inadequate maintenance of buildings etc.	Low	Low	Buildings conditions survey carried out in January 2018 and all appropriate recommendations were actioned. The 2023/24 budget includes allocations for replacing the Civic Hall Annexe roof and the Chapel roof as well as	Continue to monitor the conditions of the buildings and consider the need for a new conditions survey in 2023	Clerk & TMO	Ongoing.

Security of valuables and cash (e.g. civic regalia)	Loss or theft.	Medium	High	allocations for general maintenance of all the Council's buildings. All valuables and cash are insured. Insurance is reviewed annually. Cash and valuables stored in locked strong room out of hours. Building alarmed.	Maintain existing procedures.	N/A	N/A
Finance							
Adequacy of Precept	Precept sum inadequate. Requirement not submitted in time.	Low	Medium	Budget and Precept considered by Council Matters Committee in December and Full Council in January each year. Precept is set as a result of a full report detailing requirements for the forthcoming year has been reviewed by the Council Matters Committee. The precept deadline is noted and complied with by the RFO. The adequacy of reserves are reviewed annually at year end. Charges are reviewed annually.	Maintain existing procedures.	N/A	N/A
Budgetary Process	Inadequate budget preparation leading to	Low	Medium	A fully costed budget proposal with alternative precept options is considered by Council Matters Committee and Full Council annually. The impact of	Maintain existing procedures.	N/A	N/A

	inability to fulfil obligations.			the different precept options on proposed activities of the council are considered.			
Security of Funds at Bank	Failure of bank	Low	High	The Council's Bank is a large high street bank which has the minimum credit rating specified in the Financial Regulations.	None.	N/A	N/A
Investments	No Council investment policy exists	Low	Medium	The Council approved an Investment strategy in May 2022 and is scheduled for review every 2 years.	Maintain existing procedures.	Clerk & Finance Manager.	Ongoing
Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	High	Bank reconciliation completed each month by the Finance Manager and are reviewed by the Clerk. They are submitted to the Council Matters Committee meetings and are signed as reviewed by the Committee Chair quarterly. Primary User (Clerk) and Secondary User (Finance Manager) set up on internet banking with appropriate authorities. Suitable controls established for the Debit card use. Annual Internal Audit of controls carried out by Independent firm.	Maintain existing procedures.	N/A	N/A

Financial controls and records	Inadequate records leading to financial irregularities. Loss through theft or dishonesty. Payments for good not received. Unauthorised payments. Income due to the Council not collected or banked.	Low	Medium	Clerk appointed as the Proper Financial Officer. Financial Regulations adhered to and reviewed annually. Annual Internal Audit of controls carried out by Independent firm. Bank reconciliation completed each month by the Finance Manager and are reviewed by the Clerk. They and submitted to the Council Matters Committee meetings and are signed as reviewed by the Committee Chair quarterly. Budget monitor report reviewed by Clerk monthly and by the Council Matters Committee at each meeting. Invoices raised monthly and receipts issued for all cash income. Cash donations/collections counted by two staff. Petty cash float counted monthly by two staff.	Maintain existing procedures.	N/A	N/A
Computer records	Loss of data through system failure or theft.	Low	High	Finance and Payroll packages backed-up to server on completion of each input session. Sever backed-up daily to icloud.	Establish written terms of service with IT support contractor.	Clerk By end of Aug 2023.	

					Anti-virus software installed on server. Contractor used for all hardware and software issues.				
Quotes and Tenders		Low	Low	Low	Financial regulations detail procedures to be followed. Annual Internal Audit of controls carried out by Independent firm.		N/A	Maintain existing procedures.	N/A
Salaries		Low	Low	Medium	SAGE payroll calculates wages and deductions monthly. Full payment submission to HMRC made monthly via SAGE. BACS payments of wages processed by Secondary User and checked and authorised by Primary User. Annual Internal Audit of controls carried out by Independent firm. Pensions Auto-enrolment rules adhered to.		N/A	Maintain existing procedures.	N/A
Election Costs		Low	Low	Low	Provision made in budget annually. Sufficient reserves held to cover any costs in excess of the budget allocation.		N/A	Maintain existing procedures.	N/A
VAT		Medium	Medium	Medium	Compliance with HMRC regulations. Professional advice		N/A	Maintain existing procedures.	N/A

	made/claimed to/from HMRC. Wrong treatment of VAT resulting in a fine or liability.				sought where correct VAT treatment is not known. Input VAT only claimed where proper VAT invoices are held. Clerk and Finance Manager have attended training. Quarterly returns made. RBS Software used to compile returns. Returns reviewed by Internal Audit.			
Annual Return	Not submitted on time. Incorrectly completed.	Low	Medium		Clerk/RFO aware of date. Clerk and Finance Manager have attended training. Accounts prepared by RBS Software Accounts. Annual Return must be signed off by the Internal Auditor.	Maintain existing procedures.	N/A	N/A
Liability								
Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault.	Medium	Medium		Public Liability insurance in place (limit of indemnity £10m). Insurance cover reviewed annually with brokers. Health & Safety Policy and Lone Working Policy in place. Risk assessment programme in place and risk assessments are completed for all events put on by the Council.	Maintain existing procedures.	N/A	N/A

					All new staff and Councillors are issued with an Induction booklet and relevant policies. H&S and risk assessment requirements included in facilities bookings terms and condition which are on the Council's website. Fire instructions for Civic Hall users are on the Council's website. PAT testing carried out annually. Asbestos register in place.				
Compliance with Employment Law	Acts outside the Employment Law could lead to financial liability.	Medium	Medium	Medium	Employer Liability insurance in place (limit of indemnity £10m). Insurance cover reviewed annually with brokers. Contract held with South West Councils to provide HR support and advice.		Maintain existing procedures.	N/A	N/A
Ensuring the Council acts within its legal powers.	Ultra Vires Acts incurring financial liability.	Medium	Medium	Low	Clerk to verify legal position for any new proposal. Use of advice from NALC/DALC/SLCC. Members Code of Conduct in place and reviewed regularly.		Legal advice to be sought where required.	Clerk Ongoing.	N/A
Administration									
Register of Members' Interests	Incomplete register of interests.	Medium	Medium	Low	Regular reminder to members. Standing agenda item for all meetings.		Maintain existing procedures.	N/A	N/A

	Failure to declare interests.				Induction programmes in place for new Councillors.			
Councillor/staff propriety	Breach of confidentiality.	Medium	Medium	Medium	Code of Conduct in place. Data Protection Policy and Privacy Policy in place which all staff and councillors have been made aware of. Regular reminders issued to Councillors/staff. Included in new Councillors' Induction.	Maintain existing procedures.	N/A	N/A
Reports and records	Improper and untimely reporting of meetings via the minutes.	Medium	Medium	Medium	Full Council meetings monthly to receive and approve minutes of Committee meetings held in the interim. Minutes to be made available to press and public via the Council website within 5 working days of a meeting.	Maintain existing procedures.	N/A	N/A
Business continuity	Risk that Council business cannot operate due to fire, flood, extreme weather event, power outage, act of terrorism, or any other	Low	High	High	IT systems backed-up to i-cloud. IT support provided by contractor who would be able to reinstate systems. Insurance cover in place and reviewed annually. Internal staff cover arrangements identified. Written procedure documents established for financial	Establish a Business Continuity Plan.	Clerk & Finance Manager. By end of Aug 2023.	

	significant event.			processes and cemetery procedures.			
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ITEM 6 - YEAR END TIMELINE

6th April 2023 – RBS year-end closedown of accounts.

11th May 2023 – Internal Audit.

Mid/late May – Internal Audit report received.

5th June 2023 FC meeting – Internal Audit report submitted, AGAR & Accounts approved.
Documents signed at meeting by Chair.

6th June 2023 – publish notice of the period for exercise of public rights.

6th June 2023 – submit signed AGAR and supporting paperwork to External Auditors.

8th June 2023 – 19th July 2022 – Period for exercise of public rights.

By the 30th September 2023 (statutory deadline) – publish the final audited accounts and confirmation of conclusion of audit.



Arts Working Group Minutes

Wednesday 15th March 2023 @ 12:00pm

Committee Members present: Cllrs Allen, Hannam, and Piper

TTC: Catherine Marlton, Lucy Ferrier

1. Update on public art under the Civic Hall

The AWG agreed:

- The Clerk will contact the artist to advise Cllrs have expressed concern regarding the colour palette for the work in the context of the conservation area. As a result, the Clerk will ask if a cooler palette could be used for the finished artwork
- The Clerk to reconfirm with the artist that only images of local flora and fauna to be used in the finished artwork on the pillars
- Once a response has been received from the artist regarding the above, he Clerk to approach SHDC conservation officer to advise of the likely nature of the installation
- Agreement to go ahead with the project to be sought from Full Council on 3 April 2023
- NB if full project cannot go ahead as planned, we will aim for the workshops to go ahead with schools (dependant on artist agreement) and possibly seek an alternative location for finished artwork installation

2. Note the response from the Elizabethan Society about the Orange Races. Noted

3. Discuss the Summer Fair Event on 23rd August.

- AWG suggest calling it The Totnes Summer Fair
- Agreed retro fairground theme/activities
- Agreed to have walkaround characters/entertainment and music
- Agreed to planned mix of streetfood and stalls etc

4. Update Councillors on the Visit Totnes contributions to Sea Change and Eat Festival in May and September.

Noted

5. To note the plans and budget for the 13th April Spring Festival day.

Noted

6. Any Other Business

None

7. Date of next meeting – Wednesday 19th July @ 12:00

Matters for the next meeting.

1. Receive an update on Artisan Markets.
2. Review phone box adoption/upgrades.
3. Receive post event review of the Spring Festival.
4. Review the Summer Festival event plan.