

## AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE MONDAY 12<sup>TH</sup> JUNE 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 12<sup>th</sup> June 2023** at **6.30pm** in the Guildhall for the purpose of transacting the following business:

**Committee Members:** Councillors B Piper (Chair), C Beavis, T Bennett, J Chinnock, 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 22<sup>nd</sup> May 2023 and update on any matters arising. Document attached.

### 3. BUDGET MONITOR

To consider the Budget Monitor including the reserves projection. Documents attached.

### 4. COMMUNITY GRANT APPLICATIONS

To review the Community Grant applications and make a recommendation to Full Council. Document attached.

5. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 10<sup>th</sup> July 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)*

6. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for April (financial). Documents attached.

7. GREEN TRAVEL S106

To consider the expenditure to date (staffing). Verbal update.

8. STAFFING UPDATE

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

- a. To review Community Fundraiser recruitment.

Catherine Marlton

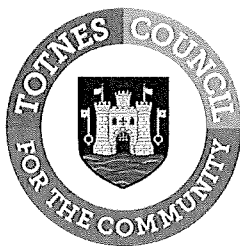
Town Clerk

7<sup>th</sup> June 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 22<sup>ND</sup> MAY 2023 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors B Piper (Chair), T Bennett, D Peters and E Price.

**Apologies:** Cllr Hannam.

**In Attendance:** Cllrs Beavis 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. The apologies were accepted.

*The Committee will adjourn for the following items:*

#### PUBLIC QUESTION TIME

The member of the public asked the Committee about: the Section 137 payment and how it is calculated; the financial risk assessment and whether it covers intellectual property; and car parking for the Park Run. The Clerk explained how the S137 allowance can be spent.

*The Committee will reconvene to consider the following items:*

### 2. ELECTION OF CHAIR AND DEPUTY

To:

- a. **Make a recommendation to Full Council for the Chair of Council Matters Committee for 2023/24; and**

Cllr Price proposed Cllr Piper, seconded by Cllr Peters which was supported unanimously. To **RECOMMEND** to Full Council that Cllr Piper becomes the Chair of the Council Matters Committee.

- b. **Elect a deputy chair for the Committee.**

Cllr Piper proposed, seconded by Cllr Bennett that Cllr Peters becomes the Deputy Chair which was **AGREED** unanimously.

### 3. CONFIRMATION OF MINUTES

**To approve the minutes of 17<sup>th</sup> April 2023 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 including the reserves projection**

This was considered and unanimously **AGREED**. The Clerk explained that the Council's reserves at the start of financial year 2023/24 are healthy and are predicted be around £528K at the end of the financial year,

dropping down in future financial years. Savings identified for the current financial year have not been applied to future years. The Clerk hopes that the strategic priority setting of the Council later this year should help inform the future budgets of the Council's term.

#### **5. BUDGET OVERTURN STATEMENT**

**To note the budget overrun statement for financial year 2022/23.**

This was reviewed and noted. It was **AGREED** to add a table to explain the breakdown of the professional fees incurred from the Administration budget line.

#### **6. COMMUNICATIONS AND MEDIA PROTOCOL**

**To review the Communications and Media Protocol.**

The policy was reviewed and **AGREED** unanimously.

#### **7. TRANSFER OF FUNDS**

**To consider a transfer of funds to the Council's savings account.**

It was **AGREED** unanimously to transfer £200K to the Council's savings account.

#### **8. COMMUNITY GRANTS REPORT**

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

Noted.

#### **9. RURAL SERVICES NETWORK**

**To consider the renewal of the Council's membership of the Rural Services Network (cost £115).**

It was **AGREED** that Councillor usage will be gauged before deciding on renewal of the membership.

#### **10. GUILDHALL HIRE CHARGES**

**To note the change in the hire charges for use of the Guildhall.**

Noted.

#### **11. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Council Matters Committee – Monday 12<sup>th</sup> June 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 April (financial).**

These were reviewed and unanimously **AGREED**.

#### **13. MUSEUM UPDATE**

**To consider an update on Totnes Museum (legal).**

A verbal update was noted.

**14. CIVIC HALL FIRE DOOR**

To consider quotes for the installation of the additional Civic Hall fire doors (commercial).

This item was deferred to the June meeting.

**15. CLERK'S APPRAISAL**

To note the Clerk's annual appraisal (staffing).

Noted.

**16. STAFFING UPDATE**

For any general or urgent updates that required confidential sharing with Councillors (staffing) including:

a. Community Fundraiser recruitment.

A verbal update was noted.

Catherine Marlton  
Town Clerk  
May 2023

DRAFT



Budget Monitor - May 2023		20/21 YEAR END	21/22 YEAR END	22/23 YEAR END	2023/24			Comments	
	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Actual 31st March 2023 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st May 2023	Expected year end		
Administration									
Salaries and pensions for all staff	246894	294138	350889	411865	412023	62577	412023	ITEM 3	
Staff Training, Travel and Expenses	2207	4244	2988	3500	3500	752	3500		
Staff Recruitment	2575	1930	984	2750	2750	0	2750		
Phone and Broadband	2343	2932	2984	3500	3500	389	3500		
Office Supplies	1564	1100	1370	2300	2300	174	2300		
Photocopier	1496	1536	1575	1600	1600	333	1600		
Subscriptions		4463	4191	4400	4400	2100	4400		
Professional Fees		53812	15062	10000	10000	960	10000		
Insurance	7431	7514	26105	29000	29000	0	31000		
Website and IT		3696	4618	7500	7500	486	7500		
Office Equipment	5082	1999	1412	15000	15000	56	15000		
Van Maintenance		258	207	1325	1325	27	1325		
TMO Tools and Consumables		1322	1162	1650	1650	329	1650		
Miscellaneous income		-40	-180	0	0	0	0		
<b>SUB TOTAL</b>	<b>269672</b>	<b>378904</b>	<b>413367</b>	<b>494390</b>	<b>494548</b>	<b>68183</b>	<b>496548</b>		
Civic and Democratic									
Mayoral Allowance	0	557	0	450	450	0	450		
Civic and Mayoral Events (expenditure)	743	959	3014	5750	5750	690	5750		
Civic Events (income)	0	0	-717	0	0	0	0		
Civic Regalia	0	110	212	220	220	0	220		
Mayoral Travel	0	7	185	300	300	0	300		
Councillor IT equipment	2069	356	14	2500	2500	82	2500		
Councillor Training and Travel	1085	210	514	1120	1120	18	1120		
Elections	0	9524	0	12000	12000	0	12000		
Community Outreach/Christmas	2436	4747	6165	35000	35000	58	52000	See breakdown below	
Councillor Allowances	3152	2644	1970	7200	7200	0	7200		
MOVED TO ADMIN Professional Fees	11032								
MOVED TO ADMIN Subscriptions	3009								
MOVED TO ADMIN Website and IT	293								
<b>SUB TOTAL</b>	<b>23819</b>	<b>19114</b>	<b>11357</b>	<b>64540</b>	<b>64540</b>	<b>848</b>	<b>81540</b>		
Tourism									
Visit Totnes Marketing and event sponsorship	6108	18966	20595	29500	29500	2527	29500		
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	275	306	220	275	275	38	275		
Bank Charges/Paypal fees	0	33	4	50	50	0	50		
Visit Totnes Guide and Website	3135	12308	9056	6200	6200	-978	6200		
Totnes Guide and Website Income	-468	-12283	-10990	-6500	-6500	-137	-6500		
Advertising		-3289	-1750	-500	-500	-2620	-2650		
<b>SUB TOTAL</b>	<b>9050</b>	<b>16041</b>	<b>17135</b>	<b>29025</b>	<b>29025</b>	<b>-1170</b>	<b>26875</b>		
Guildhall									
Cleaning	2456	2644	2581	6500	6500	394	6500		
Building Maintenance	191	6554	5226	10000	10000	-709	10000		
Business Rates	6113	6113	6469	10000	10000	6418	10000	Increase in 23/24 to include Flat	
Water	333	269	331	500	500	0	500		
Utilities	3894	4801	11603	25000	25000	2481	25000		
Equipment Maintenance	1291	5996	2669	1320	1320	0	1320		
Wedding Licence renewals and marketing	0	2434	690	1000	1000	0	1000		
Admissions income	0	0	-2699	-3000	-3000	-854	-3000		
Weddings & Hire Income	-832	-4478	-3550	-3000	-3000	-190	-3000		
<b>SUB TOTAL</b>	<b>13446</b>	<b>24333</b>	<b>23320</b>	<b>48320</b>	<b>48320</b>	<b>7540</b>	<b>48320</b>		
Civic Hall									
Cleaning and supplies	1226	4605	3835	5500	5500	669	5500		
<b>SUB TOTAL</b>	<b>1226</b>	<b>4605</b>	<b>3835</b>	<b>5500</b>	<b>5500</b>	<b>669</b>	<b>5500</b>		

	2762	2501	3081	2700	2700	2700	0	2700
Feed in Tariff								
Water	1361	1055	1156	1500	1500	1500	0	1500
Utilities	1762	3044	6012	12000	12000	12000	1170	12000
Building Maintenance	2969	13955	6917	60000	60000	60000	528	60000
Licences	70	70	70	70	70	70	0	70
Misc & Marketing Civic Hall	0	26	567	750	750	750	-38	750
Equipment Maintenance	3320	4299	2026	20000	20000	20000	-50	20000
Paige Adams Grant towards Caretaking, Cleaning and Management costs	-7500	-30000	-33500	-33500	-33500	-33500	0	-33500
Feed in tariff income and Water refund income	-6728	-6304	-7161	-6800	-6800	-6800	340	-6800
Equipment sales		-1000	0	0	0	0	0	0
SUB TOTAL	-758	-7749	-16997	62220	62220	62220	2619	62220
Property Maintenance	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Actual 31st March 2023 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st May 2023	Expected year end	Expected year end
Guildhall Cottage Maintenance	361	588	341	1000	1000	-55	1000	1000
Flat 5a Loan repay	9148	9148	43159	0	0	0	0	0
Flat 5a Maintenance	275	1853	1805	0	0	0	0	0
Guildhall Office Maintenance	309	13	1774	1140	1140	185	1140	1140
Rental Property Management Fees	2089	2001	1599	400	400	80	400	400
Town Clocks	3127	1437	139	5500	5500	0	5500	5500
Museum Maintenance	-3230	198	-1	-1	-1	0	-1	-1
Museum Rent Income	-1	-1	0	-3	-3	0	0	0
Eastgate Clock Rental	-3	-3	-11700	-12000	-12000	-1950	-12000	-12000
Eastgate Clock Rental Income(E975 a month)	-10200	-10756	-7103	-12000	-12000	-1950	-12000	-12000
Flat 5a Rental Income	-8340	-8660	-7103	-3964	-3964	-1740	-3961	-3961
SUB TOTAL	-6465	-4182	30013	4441	4441	4291	4441	4441
Cemetery	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Actual 31st March 2023 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st May 2023	Expected year end	Expected year end
Business Rates	4441	4441	4441	4441	4441	4291	4441	4441
Water	144	173	167	175	175	0	175	175
Waste collection		706	329	350	350	41	350	350
Grounds Maintenance (Grass cutting and tree work)	18009	20613	14516	25000	25000	632	25000	25000
Works and Maintenance (Memorials, Paths, Fences)	1357	-32	0	500	500	0	500	500
Chapel	150	0	0	20000	20000	0	20000	20000
Cemetery Fees Income	-11435	-12000	-17250	-10000	-10000	-150	-10000	-10000
SUB TOTAL	12666	13901	2203	40466	40466	4814	40466	40466
Open Spaces	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Actual 31st March 2023 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st May 2023	Expected year end	Expected year end
General Maintenance	80	162	502	550	550	0	550	550
St Marys Churchyard (Walls and trees)	322	857	5868	3000	3000	-5570	3000	3000
Castle Meadow Maintenance and Water	800	108	45	100	100	14	100	100
Castle Meadow and allotments income	-208	-200	-200	-200	-200	0	-200	-200
SUB TOTAL	994	927	6215	3450	3450	-5556	3450	3450
Precept and Income	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Actual 31st March 2023 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 31st May 2023	Expected year end	Expected year end
Bank Charges	98	104	189	250	250	18	250	250
Precept and Income	-535280	-545986	-545986	-610253	-610253	-305127	-610253	-610253
Council Tax Grant (only guaranteed until 19/20)	-10020							
Investment Income	0	0	-713	-1500	-1500	-266	-1500	-1500
Charity of Paige Adams RATE ABATEMENT	-545202	-545882	-546510	-711503	-711503	-305375	-711503	-711503
SUB TOTAL	44168	52508	49770	50000	25000	0	25000	25000
Community Grants( incl. S137 Funding)	0	0	13200	0	0	502	410	410
Community Projects	see below	3720	3234	0	0	0	0	0
Neighbourhood Plan	see below	9500	31806	26000	21000	-100	21000	21000
Arts and Culture and Events	see below	see below	75980	73700	13700	-21311	13700	13700
Public Realm and Community Assets Projects	see below	see below						

Covered by grant funding income (see below)

See breakdown below  
See breakdown below



	3986	2312	9139	10000	10000	1071	10000
Climate Change/Green Travel		0					
Public Toilets		0					
Caring Town/Totnes Caring services		0					
Citizens Advice Service		see above					
Neighbourhood Plan/Planning	71413	22938					
Community projects SHARED SPACE and public realm		0					
Community Grants Scheme/COVID 19	0	0					
Arts and Culture and Events		0					
Heritage Support		0					
Grant Funding/Projects Income	-84500	-34370	-32705	0	-500	-500	PA grant for Easter Festival
SUB TOTAL	£35,067	£56,608	£150,424	£159,700	£69,700	£20,338	£69,610
<b>TOTAL</b>	<b>-£187,710</b>	<b>-£47,985</b>	<b>£90,527</b>	<b>£186,644</b>	<b>£96,802</b>	<b>-£250,175</b>	<b>£113,565</b>
							£16763 expected overspend against agreed

Reserves impact	
Total actual general reserves as start of 2023/24	£614,781
Based on the current projected 2023/24 budget, year end reserve estimate	£501,216

	BUDGET	NOTES
2023/24 - proposed		
<b>PUBLIC REALM and COMMUNITY ASSETS PROJECTS</b>	13700	Annual total allocation
Totnes Gardens	-2500	
Replacement plants and repairs to planters over the year	-1200	
Public Seating and benches	-5000	
Planting of flowers/beds/new planters	-5000	
<b>TOTAL</b>	<b>0</b>	

	BUDGET	NOTES
2023/24 - proposed		
<b>ARTS AND CULTURE</b>	21000	Annual total allocation
Christmas late nights	-13000	
Public art	-2000	
Bunting	-3000	
Christmas light switch on	-3000	
<b>TOTAL</b>	<b>0</b>	

	BUDGET	NOTES
2023/24 - proposed		
<b>COMMUNITY OUTREACH</b>	35000	Annual total allocation
Civic Square Lights and Trees	-3000	
Christmas lighting	-45000	Based on tenders received
Totnes Directory Updates	-2000	
Defibrillator Pads/Serviceing	-500	
Facebook/Comms	-500	
Community Consultation events/marketing material as required	-1000	May need to increase due to Community Conversation
<b>TOTAL</b>	<b>-17000</b>	Agreed overspend



Totnes Town Council Community Grant Applications June 2023

Applicant	Project	Amount requested	Total project cost £	% of total cost	Cost of Living Relevance?	Previous TTC Grant Funding in last 3 years	Notes on application	Officer recommendation	% suggested	Officer notes
Stepping Stones (1)	Totnes Food Bank & TQ9 Community Food Club (May 2023-May 2024)	7060	13000	54.3	Yes	£2400 - food and overheads	£250 per week is spent on purchasing food to keep the shelves topped up supplementing donations from individuals. The funding requested would purchase food for a year.	3530	50%	Significant funding provided through PA Trust
St. John's Church	Bubbles, Birds & Sewing Bees (Jul 2023 - Mar 2024)	2888	5,300	54.5	In part	2022 - £1800 Community wellbeing and Jubilee event	Funding towards: a dishwasher to support activities of St Johns Community Café and other partner organisations; craft materials for mindfulness classes; and swift lures for the churchyards at St Johns and St Marys.	1444	50%	Significant funding provided through PA Trust
Totnes Library	Kitchen & Refreshments Offer (Jul - Dec 2023)	1613.41	1613.41	100.0	In part	£2885 Children's Library & £1132 children's activities	The purchase of new refreshments equipment and decoration of kitchen area to support existing community groups who regularly meet in the library and expand the library's role as a warm space hub.	1210.0375	75%	Meets Col requirements.
Totnes Rural Area Youth Engagement (TRAYE)	Bridgetown Youth Club	5,000	5,980	83.6	In part	2022 - £2000 Totnes Youth Free Zone Project	Funding to hold a fortnightly youth club in Bridgetown, with free entry focussing on: staying safe; having fun; wellbeing support; and mental health.	3000	60%	
DYS Space	Subsidising trips for young people over the summer (26 Jul - 31 Aug 2023)	500	700	71.4	In part	None	Grant to subsidise the charge from the activity provider for the young people engaged on the scheme (up to 60) over the summer holidays who would otherwise be alone with parents at work. This programme is in addition to SPACE youth services core work.	375	75%	Meets Col requirements and no other funding has been awarded
Citizens Advice South Hams	Totnes Community Outreach Programme (Jul 2023 - Jun 2024)	11938	19476	61.3	Yes	2022 - £7000 and 2021 - £6444 community outreach in the Mansion	Two strands to application. 1 - Totnes Outreach : working with St John's Bridgetown to move from the Mansion in June 2023 providing a weekly service; and recruit and training of volunteers to meet demand. 2 - Partnership with Totnes Caring: dedicated CA adviser seconded to Totnes Caring to help submit grant applications .	5969	50%	Essential service that meeting Col requirements. Significant funding provided previously.
Totnes Caring	Lunch Club (Jul 2023 - Jul 2024)	13252	20339	65.2	Yes	2022 - £8000 transport coordinator; 2021 - £4010 staff costs; 2020 - £7500 advice and support services during pandemic and £12146 staff costs; 2019 - £800 transport services, £7500 Caring Town Connectors, £1875 staff; 2018 - £15065 Caring Town Connectors, £1000 Totnes Caring Art Group	Lunch clubs reduce loneliness and isolation as well as a hot meal in a warm space. Two lunches clubs per week, with many attendees using Totnes Caring Community Transport Service. From April 2022 to March 2023 716 lunches provided.	6626	50%	Essential service that meeting Col requirements. Significant funding provided previously.
Transition Town Totnes (TTT)	The Energy Wise Show (Jul - Oct 2023)	2456	3964	62.0	Yes	2022 - £1500 equipment for climate hub (through Climate Emergency Budget) 2020 - £5809 Climate Action Fund bid	Preparation for and holding one day event in October building on last year's event - practical support and advice on energy use, waste and renewables.	0	0	Consider Climate Change budget
Earthjump CIC	Play on a Shoestring (Jun - Sep 2023)	£1,070.00	£1,070.00	100.0	In part	£1,400	Two play picnics in Bridgetown green spaces providing food for local children and ideas for low/no cost play at home, in the garden or in local play areas using recycled and repurposed materials.	£535.00	50%	Important youth/mental health implications.

Stepping Stones (2)	Staff Funding for Food Bank and TQ9 Food Club (Oct 2023 - Jun 2024)	£14,529	£20,250	71.7	Yes	£2394.55 for IT equipment, £3000 for TQ9 Community Food Club	Funding of the manager to: run activities: coordinate and train volunteers; resourcing, marketing, budget, sign posting, etc. <i>Note: only one signature provided on the application form.</i>	0	0	Essential service that meeting Col requirements. Significant funding provided previously.
Chamber of Commerce	Christmas Lights 2023 (Nov - Dec 2023)	2000	2000	100.0	In part - support to business	No previous TTC grant funding	Aim is 'to support the town recovery from Covid by celebrating Christmas 2023 with a full set of Christmas lights'. <i>Note: Supporting documents (as set out in the policy) not provided and only one signature provided on the application form.</i>	0	0	Does not meet Cost of living objective
Food In Community	Cost of living support for struggling households	3527.87	5427.5	65.0	Yes	2021 - £950 food preparation courses for the isolated and with learning disabilities	Salaries for 2 x part time staff: food box packing and volunteer coordinator; and client referrals coordinator.	2645.9025	75%	Essential service that meeting Col requirements. Significant funding provided through PA Trust
<b>Total</b>		<b>65,834.28</b>	<b>99,119.91</b>	<b>66.4</b>				<b>2,5334.96</b>		<b>Possible overspend from reserve</b>

NB Column E will automatically calculate %