



AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE MONDAY 15TH JANUARY 2024 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 15th January 2024 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 11th December 2023 and update on any matters arising. Document attached.

3. BUDGET MONITOR

To:

- a. Consider the 2023/24 Budget Monitor (document attached); and
- b. Note the indicative 2023/24 to 2026/27 reserve projection (document attached).

4. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since October 2023 and the current budget (documents attached), including:

- a. Payment of a Mayoral expense claim for travel without a receipt or ticket.

5. SAFEGUARDING POLICY

To review the Safeguarding Policy. Document attached.

6. REVIEW OF DEATH OF A SENIOR NATIONAL FIGURE PROTOCOL

To review the protocol for the conduct of Council business on the death of a Senior National Figure. Document attached.

7. CLIMATE CHANGE AND ECOLOGICAL EMERGENCY BUDGET

To consider a request for expenditure from the Climate Change budget for a food/diet leaflet. Documents from Cllr Hodgson to follow.

8. STRATEGIC PLAN

To note the new timetable for the adoption of the Strategic Plan. Verbal update.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 12th February 2024 at 6.30pm in the Guildhall. No document.

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

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

11. GUILDHALL COTTAGE RENT

To review the Guildhall Cottage rent (commercial). Verbal update.

12. GUILDHALL BATHROOM

To consider quotes for renovation of the Guildhall bathroom (commercial). Documents attached.

13. STAFF ATTENDANCE

To note sickness and overtime balances (personal details). Verbal update.

14. STAFFING UPDATE

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

- a. To note a revised staffing organogram from April 2024 (document attached).

Catherine Marilton

Town Clerk

10th January 2024

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 11TH DECEMBER 2023 AT 6.30PM IN THE GUILDHALL

Present: Councillors B Piper (Chair), C Beavis, T Bennett, J Chinnock, J Hodgson, D Peters and E Price.

Apologies: Cllr Hannam.

In Attendance: Members of the public, Cllrs Auletta, Collinson, Cooper, Cummings and Roberts, 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

12 members of the public attended from the 'Hands Up' charity and expressed their concerns about the conflict between Israel and Gaza. The group called for an emergency meeting to consider a motion calling for an immediate ceasefire. The group explained they had approached the MP to ask for him to table the matter of a ceasefire in parliament but he had refused. Councillors agreed that in the absence of a meeting that the Mayor would urgently action a letter to our MP calling for a ceasefire, getting agreement of fellow Councillors by email. An item will be added to the January Full Council agenda to confirm the corporate position of calling for a ceasefire.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 13th November 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.

This was considered and **AGREED**.

4. DRAFT 2024/25 BUDGET

To consider an initial draft budget for financial year 2024/25. Recommendations to Full Council needed on:

- a) Precept for 2024/25
- b) Annual budget for 2024/25
- c) Anticipated spend from Reserve in 2024/25

The draft budget was presented as per the papers.

To **RECOMMEND** to Full Council that (unanimously AGREED):

- a) Precept for 2024/25 is set at £656,022 (a 7.5% increase). Using the current tax base as indicative that makes the average Band D £220.62 per annum (£4.24 per week).
- b) Budget for 2024/25 is ratified as presented (with the amendment of the updated tax base figures when received from South Hams District Council). These include significant savings on the staffing structure, Visit Totnes work, Civic budget and Mayoral allowance.
- c) Anticipated spend from Reserve in 2024/25 is set at about £120,000 (subject to the minor changes relating to the tax base data).

Further work to allocate the detailed breakdown of the Community Development budget will happen after the Strategic Plan is adopted.

5. CHRISTMAS LIGHTS WASH UP

To consider the Christmas Lights project, its outcome and challenges to inform future years' planning. The document was noted, and thanks extended to staff. Further detailed discussion should take place in January regarding the 2024 Christmas lights contract, any changes needed to the second year of the Christmas late night events contract and any changes to the Christmas Light Switch On format.

6. COUNCIL ASSETS AND PUBLIC REALM WORKING GROUP

To note the minutes of the Council Assets and Public Realm Working Group held on 21st November and consider the recommendations (items 3, 7 and 9).

Noted. The Clerk clarified a couple of points in the notes for accuracy:

- The Totnes Museum Risk Assessment is actually a very long document with several action points. The document was reviewed, and 6 points were the responsibility of the Town Council as the freeholder and landlord. There are many other points that have been handed to the Museum Trust for action as they fall under their responsibility under the lease terms.
- The Grounds Maintenance contract runs from April to March annually so if we are retendering it would need to be at the start of 2024 not in the spring. It was not long ago that the contract went out to tender and there is no legal requirement to do this annually.

In terms of the recommendations from the notes:

Item 3, Civic Hall Ramp Access – The issue of wheel clamping at the bottom of the Civic Hall ramp has moved on. SHDC as the landowner are implementing a new system of bollards and demarked areas to ensure that free and clear access is maintained, and illegal parking is prevented.

Item 7, St Mary's Church Garden of Remembrance Flag Pole – The allocation of 1 day of officer time to upgrade the flagpole/garden of remembrance area was **AGREED**. It was noted that this asset is not owned by the Town Council.

Item 9, Cemetery Grounds Maintenance – It was **AGREED** to contact the existing contractors to ask for a 2024/25 quote. It was suggested that assuming the quote is reasonable that a tender process could be considered in Autumn 2024, by which time possible costings of running some or all the service in house would have been collated. It also allows time to consider biodiversity management of the site.

7. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 15th January 2024 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)*

8. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for November (financial).

These were reviewed and unanimously **AGREED**.

9. STAFFING BUDGET

To consider the staffing budget and information on staff roles (staffing and financial).

The staffing budget for 23/24 was noted.

The proposed staffing budget for 24/25 with the reductions as outlined in the report was unanimously **AGREED**. The reduction of approx. £95,000 of savings against the current staffing model was welcomed. It was noted that the overall budget for 24/25 would need to be ratified by January 2024 Full Council.

10. STAFFING UPDATE

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

None.

The meeting closed at 20.30.

Catherine Marlton
Town Clerk
December 2023

Budget Monitor - December 2023

2023/24

Comments

	20/21 YEAR END	21/22 YEAR END	22/23 YEAR END	Original Budget	Current Agreed Budget	
	Actual to 31st March 2021 YEAR END	Actual to 31st March 2022 YEAR END	Actual to 31st March 2023 YEAR END			
Administration						
Salaries and pensions for all staff	246894	294138	350889	411865	411865	Expected year end based on a suspension of advertising vacant roles at the moment, circa £26k saving.
Staff Training, Travel and Expenses	2287	4244	2988	3500	3500	Underspend likely
Staff Recruitment	2575	1930	984	2750	2750	
Phone and Broadband	2343	2932	2984	3500	3500	
Office Supplies & Hospitality	1564	1100	1370	2300	2300	
Photocopier	1496	1536	1575	1600	1600	
Subscriptions		4463	4191	4400	4400	Underspend likely
Professional Fees		53812	15062	10000	10000	
Insurance		7514	26105	29000	29000	
Website and IT		3696	4618	7500	7500	
Office Equipment		1999	1412	15000	15000	Underspend likely
Van Maintenance		258	207	1325	1325	
TMO Tools and Consumables		1322	1162	1650	1650	
Miscellaneous income		-40	-180	0	0	
SUB TOTAL	269672	378904	413367	494390	494390	
Civic and Democratic						
Mayoral Allowance	0	557	0	450	450	Underspend likely
Civic and Mayoral Events (expenditure)	743	959	3014	5750	5750	
Civic Events (income)	0	0	-717	0	0	
Civic Regalia	0	110	212	220	220	
Mayoral Travel	0	7	185	300	300	Underspend likely
Councillor IT equipment	2069	356	14	2500	2500	
Councillor Training and Travel	1085	210	514	1120	1120	
Elections	0	9524	0	12000	12000	Underspend likely
Councillor Allowances	3152	2644	1970	7200	7200	
MOVED TO COMMUNITY DEVELOPMENT Community Outreach/Christmas	2436	4747	6165			
MOVED TO ADMIN Professional Fees	11032					
MOVED TO ADMIN Subscriptions	3009					
MOVED TO ADMIN Website and IT	293					
SUB TOTAL	23819	19114	11357	29540	29540	
Tourism						
Visit Totnes Marketing and event sponsorship	6108	18966	20595	29500	29500	
Other TIC expenditure (Post/Phone/Uniform/etc)	275	306	220	275	275	Includes £680 backdated TIC rent
Bank Charges/Paypal fees	0	33	4	50	50	
Visit Totnes Guide and Website	3135	12208	9056	6200	6200	
Totnes Guide and Website Income	-468	-12283	-10990	-6500	-6500	
Advertising		-3289	-1750	-500	-500	
SUB TOTAL	9050	16041	17135	29025	29025	
Guildhall						
Cleaning	2456	2644	2581	6500	6500	Underspend likely
Building Maintenance	191	6554	5226	10000	10000	Overspend due to CCTV installation of £4550
Business Rates	6113	6113	6469	10000	10000	Increase in 23/24 to include Flat
Water	333	269	331	500	500	Possible underspend - but some bills to date are based on estimated readings
Utilities	3894	4801	11603	25000	25000	

	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Actual 31st March 2023 YEAR END	Original Budget	Current Year Budget			
Equipment Maintenance	1291	5996	2669	1320	1320			Overspend due to heating maintenance work
Wedding Licence renewals and marketing	0	2434	690	1000	1000			
Admissions Income	0	0	-2699	-3000	3000			Increase in visitor numbers and donations
Weddings & Hire Income	-832	-4478	-3550	-3000	3000			
SUB TOTAL	13446	24333	23320	48320	48320			
Civic Hall	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Actual 31st March 2023 YEAR END	Original Budget	Current Year Budget			
Cleaning and supplies	1226	4605	3835	5500	5500			
Feed in Tariff	2762	2501	3081	2700	2700			
Water	1361	1055	1156	1500	1500			
Utilities	1762	3044	6012	12000	12000			Possible underspend - but some bills to date are based on estimated readings
Building Maintenance	2969	13955	6917	60000	60000			Expected underspend as roof repairs delayed to next year
Licences	70	70	70	70	70			
Misc & Marketing Civic Hall	0	26	567	750	750			
Equipment Maintenance	3320	4299	2026	20000	20000			
Paige Adams Grant towards Caretaking, Cleaning and Management costs	-7500	-30000	-33500	-33500	-33500			Possible underspend - but new boiler is still to be paid.
Feed in tariff income and Water refund income	-6728	-6304	-7161	-6800	-6800			No shop water income since 22/23 due to shop closing down
Equipment sales		-1000	0	0	0			
SUB TOTAL	-758	-7749	-16997	62220	62220			
Property Maintenance	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Actual 31st March 2023 YEAR END	Original Budget	Current Year Budget			
Guildhall Cottage Maintenance	361	588	341	1000	1000			
Flat 5a Loan repay	9148	9148	43159					PW18 loan paid off in 22/23
Flat 5a Maintenance	275	1853	1805					Included in Guildhall Maintenance from 23/24
Guildhall Office Maintenance	309	13						
Rental Property Management Fees	2089	2001	1774	1140	1140			
Town Clocks	3127	1437	1599	400	400			
Museum Maintenance	-3230	198	139	5500	5500			New £600 lease from Sept 23
Museum Rent Income	-1	-1	-1	-1	-1			Possible underspend - but contingency in there for emergencies
Esopgate Clock Rental	-3	-3	0	-3	-3			Sub-lessees covering cost of new lease
Guildhall Cottage Income (£975 a month)	-10200	-10756	-11700	-12000	-12000			Ceased in 22/23
Flat 5a Rental Income	-8340	-8660	-7103					
SUB TOTAL	-6465	-4182	30013	-3964	-3964			
Cemetery	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Actual 31st March 2023 YEAR END	Original Budget	Current Year Budget			
Business Rates	4441	4441	4441	4441	4441			
Water	144	173	167	175	175			
Waste collection		706	329	350	350			
Grounds Maintenance (Grass cutting and tree work)	18009	20613	14516	25000	25000			
Works and Maintenance (Memorials, Paths, Fences)	1357	-32	0	500	500			
Chapel	450	0	0	20000	20000			Possible underspend but a contingency for the Chapel roof and emergency repairs.
Cemetery Fees Income	-11435	-12000	-17250	-10000	-10000			
SUB TOTAL	12866	13901	2203	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 Year Budget			
General Maintenance	80	162	502	550	550			
St Marys Churchyard (Walls and trees)	322	857	5868	3000	3000			
Castle Meadow Maintenance and Water	800	108	45	100	100			Possible underspend - but emergency contingency required.
Castle Meadow and allotments income	-208	-200	-200	-200	-200			
SUB TOTAL	924	977	6716	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	Expenditure Year 2023	Expenditure Year 2022	Expenditure Year 2021	
Bank Charges	98	104	189	250	250	250	250	250	
Precept and Income	-535280	-545986	-545986	-610253	-610253	-610253	-610253	-610253	
Council Tax Grant (only guaranteed until 19/20)	-10020	0	-713	-1500	-1500	-1500	-1500	-1500	Increase in interest rates
Investment Income	0	0	0	-100000	-100000	-100000	-100000	-100000	
Charity of Paige Adams RATE ABATEMENT	-545202	-545882	-546510	-711503	-711503	-711503	-711503	-711503	
SUB TOTAL				Original Budget	Current Agreed budget	Expenditure Year 2023	Expenditure Year 2022	Expenditure Year 2021	
Community Development									
Community Outreach/Christmas				35000	35000	35000	35000	35000	See breakdown below - expected overspend already agreed
Community Grants (incl. S137 Funding)	44168	52508	49770	50000	25000	25000	25000	25000	An overspend may happen but would be funded from the salary of the community fundraiser role. Covered by grant funding income (see below)
Community Projects	0	0	13200	0	0	0	0	0	
Neighbourhood Plan	see below	3720	3234	0	0	0	0	0	
Arts and Culture and Events	see below	9500	31806	26000	21000	21000	21000	21000	See breakdown below - expected overspend covered by GWR grant
Public Realm and Community Assets Projects	see below	see below	75980	73700	13700	13700	13700	13700	See breakdown below - expected underspend
Climate Change/Green Travel	3986	2312	9139	10000	10000	10000	10000	10000	
Public Toilets		0							
Caring Town/Totnes Caring services		0							
Citizens Advice Service									
Neighbourhood Plan/Planning	71413	see above							
Community projects SHARED SPACE and public realm		22938							
Community Grants Scheme/COVID 19		0							
Arts and Culture and Events	0	see above							
Heritage Support		0							
Grant Funding/Projects Income	-84500	-34370	-32705		0				
SUB TOTAL	£95,067	£56,608	£150,424	£194,700	£104,700	£104,700	£104,700	£104,700	
TOTAL EXPENDITURE OVER INCOME	-£187,710	-£47,985	£90,527	£186,644	£96,802	-£123,172	-£123,172	£50,760	£46042 expected underspend against agreed

Reserves impact	
Total actual general reserves as start of 2023/24	£614,781
Reserves impact from projects 2023/24 (including Net End Reserve estimates)	£56,072

2023/24 - proposed	BUDGET	EXCEEDED	NOTES
PUBLIC REALM AND COMMUNITY ASSETS PROJECTS	13700	13700	Annual total allocation
Greater Totnes (2023/24)	0	19254	
Wayfinding phase 2	0	-14681	Paid from 22 23 budget above
Misc spend	0	-136	Metal paint, town sign maintenance, festoon-lighting Civic Square
Totnes Gardens	-2500	-2500	
External sockets Market Square	0	-595	
Bunting	0	-278	

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Replacement plants and repairs to planters over the year	-1200	-1200		
Public seating and benches	-5000	-5000		Possible saving if not progressed - currently have about £750 earmarked for 'Welcome signage
Planting of flowers/beds/new planters	-5000	-5000		Possible saving if not progressed
TOTAL	0	3564		Expected underspend year end
2023/24 - proposed	BUDGET	EXPECTED		NOTES
ARTS AND CULTURE	21000	21000		Annual total allocation
Christmas late nights	-13000	-13693		Small overspend but more than covered by GWR grant
Public art	-5000	-5000		Pillars artwork done to date. Possible underspend if no further projects are carried out in 23/24
Christmas light switch on	-3000	-2357		Small expected underspend
TOTAL	0	-50		Small expected overspend covered by GWR grant - £2.5k
2023/24 - proposed	BUDGET	EXPECTED		NOTES
COMMUNITY OUTREACH	35000	35000		Annual total allocation (overspend for lights already agreed)
Town meeting room hire	-59	-58		
Civic Square Lights and Trees	-3000	-3000		Only the tree paid to date
Christmas lighting	-45000	-47760		Additional costs around infrastructure and repairs
Christmas shop front competition	-675	-675		
Totnes Directory Updates	-2000	-2000		
Defibrillator Pads/Serviceing	-500	-500		
Facebook/Comms	-500	-500		
Community Consultation	14630	2813		Underspend due to lower cost for mail drop
TOTAL	-21364	-22306		Overspend already agreed for Christmas lights

Reserves impact - estimated long term forecast	
Reserves at the start of 2023/24	£614,781
Expected 2023/24 outturn (spend from reserve)	£52,584
Total estimated reserves as end of 2023/24	£562,197
Reserves impact for following 3 years	
Expected 2024/25 outturn (spend from reserve) with 10% increase for inflation to most costs, 5% staff pay award and 7.5% precept increase.	£120,457
Total estimated reserves as end 2024/25	£441,740
Expected 2025/26 outturn (spend from reserve) with 5% increase for inflation to most costs, 5% staff pay award and 5% precept increase.	£96,581
Total estimated reserves as end 2025/26	£345,159
Expected 2026/27 outturn (spend from reserve) with 5% increase for inflation to most costs, 5% staff pay award and 5% precept increase.	£102,178
Total estimated reserves as end 2026/27	£242,981

ITEM 4 – MAYOR’S ENGAGEMENTS AND BUDGET OCT-DEC 2023

Date	Event	Venue
October		
3	Licensing hearing for Riverside Café	SHDC, Follaton House
5	Meeting with Vire committee about upcoming visit	Meeting Room
6	Appeal Panel Meeting	Dart Totnes Rowing Club
17	Visit to Food In Community Unit	
21	Reception for Vire Committee	Guildhall
21	LM of Plymouth - Battle of Trafalgar Charity Event	HMNB Devonport
22	Civic Service and Lunch	St Mary's Church Royal Seven Stars
26	Meeting RNLI representative	Guildhall
30	Food In Community Event	Totnes United Free Church

November		
9	Thank you Cream Tea for Guildhall Volunteers	Guildhall
10	Laying wreath on Poppy Train	Totnes Station
10	Pizza and Politics	Jamming Station
12	Remembrances Service	St Mary's Church
21	Meeting with Swiss journalist about being a transition town.	Guildhall
28	Christmas Lights Switch On	Civic Hall
30	Reception at French Embassy	London
December		
4	Judge Christmas Window Display	
10	Carol Service for Rowcroft	Buckfast Abbey
10	My Streets event	Palace Theatre Paignton
19	Lantern Procession	Rotherfold - Plains

Civic Events Budget 23/24

As at 31/12/23

Mayoral travel Budget 23/24

<u>Emily Price</u>	<u>1/4/23 -</u> <u>14/5/23</u>	
Allocation		693.15
<u>Expenditure</u>		
Elizabethan reception food & wine		11.71
Medals x 20		150.00
Vire gift - wine		20.83
Safety pins & ribbon		2.21
Medal engraving		36.00
Medal boxes x 6		12.07
Bottle bags		7.49
CLlr induction refreshments		59.96
Balance remaining to c/f		<u>392.88</u>

Allocation	300.00
<u>Expenditure</u>	
29/08/2023	24.30

<u>Emily Price</u>	<u>15/5/23 -</u> <u>31/3/24</u>	
Allocation		5056.85
B/f		392.88
Civic Event income		666.65

	<u>24.30</u>
Balance remaining	<u>275.70</u>

<u>Expenditure</u>	
Pizzas	138.50
Bellringing - mayor making	160.00
Buffet food - mayor making	49.85
Flowers - mayor making	41.67
Sandwiches for Cllrs Induction	52.00
Catering - mayor making	216.50
Remembrance Service wreath	25.00
Donation re. Les Hill	25.00
Donations re. Chris Hundy	25.00
Stamps	10.50
Willow & tissue paper	99.46
Plymouth Civic Dinner	100.00
Poppy Wreath	18.32
Table flags	23.27
Flowers & wine	47.50
Bell ringing - Civic Service	160.00
Seven Stars - Civic dinner	1668.25
Volunteers cream tea	44.88
Xmas cards	17.70

Donations and raffles	40.00
Wine gifts for Vire dignitaries	46.96
Mayor & Sergeant photos	2.40
Materials for Pegasus	13.43

Balance remaining	<u>3090.19</u>
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Event costs

Mayoral Choosing	468.02
Civic Service & Dinner	1232.37

Councillor Expenses Claim Form

Date	Event/ Description/ Journey details	Receipt enclosed Y/N	Reason for no receipt	Mileage travelled (car) (45p per mile)	Amount
1/12/23	Train ticket to event in French Embassy	N	Ticket Destroyed accidentally Bank statement included instead		£113.20
Total					£113.20

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Name: Emily Price.....

Pay to: ~~Price~~ Price E H

Signed:

Sort code:

Date: 8/11/24.....

Account no.:

Item 4A

Please note: Your claim will be processed for payment in the next payment run after you submit the claim. We currently do two payment runs per month, one in the first working week of the month and one in the last working week of the month.

12:31



Photo

Done

PRICE EH



All

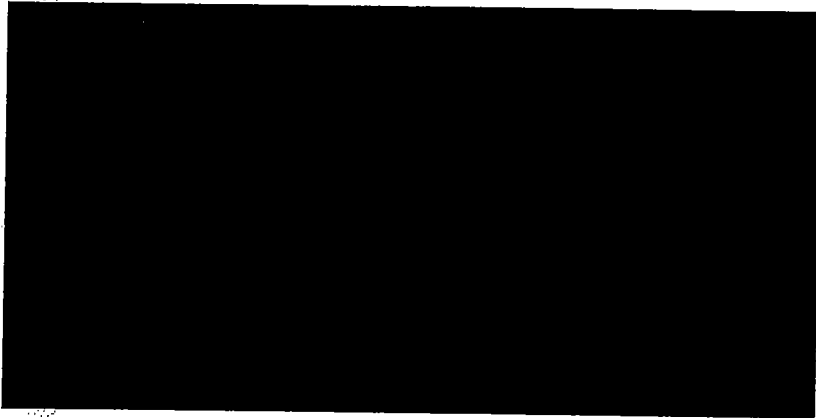
In

Out

04 Dec 2023



01 Dec 2023



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GWR TOTNES SST

- £113.20





Safeguarding Policy

TOTNES TOWN COUNCIL

AGREED JANUARY 2022

NEXT REVIEW JANUARY 2024

Everyone has a duty to safeguard children, young people and vulnerable adults. This Policy outlines the principles of good practice in safeguarding those using Town Council facilities or attending Town Council events.

1. Introduction

1.1 Safeguarding is everyone's responsibility and all Councillors and Council Officers who during the course of their employment have direct or indirect contact with children and vulnerable adults, or who have access to information about them, have a responsibility to safeguard and promote their welfare. There is a duty on the Town Council (and through organisations that it contracts to deliver services) to make and ensure appropriate arrangements to safeguard and promote the welfare of children and vulnerable adults are in place in the delivery of public events.

1.2 Definitions are as follows:

- a. Children and young people – anyone under the age of 18 years.
- b. Vulnerable Adult – anyone over 18 who is:
 - Unable to care for themselves
 - Unable to protect themselves from significant harm or exploitation
 - Or may be in need of community care services

1.3 Legislative background - Totnes Town Council does not have a legislative role in safeguarding and promoting the welfare of children as defined in Chapter 3 of the statutory guidance to the Children Act 2004, 'Working Together to Safeguard Children', (https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf). However, Totnes Town Council recognises it is a local organisation that works alongside children and families, particularly in the facilitation of public events, and can therefore play an important role when it comes to safeguarding children.

2. To Whom This Policy Applies

2.1 This policy applies to anyone working for or on behalf of Totnes Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

2.2 It also applies to any individual or organisation using Totnes Town Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

3. Promoting A Safe Environment

3.1 In order to promote a safe environment for children, young people and vulnerable adults, Totnes Town Council will:

- a. Provide safe facilities and do regular safety assessments.
- b. Ensure that employees, councillors and leaders of activities in/on Town Council facilities, are aware of the safeguarding expectations.
- c. Ensure that the policy for users of Town Council facilities includes a requirement that they are safe to work with children, young people and vulnerable adults (e.g. any adults who have

regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks).

d. Ensure that attendees at functions are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.

4. Safe Working Practice

4.1 All users of Town Council facilities or deliverer of Town Council events must follow the Town Council Safeguarding Children, Young People and Vulnerable Adult's Policy and procedures at all times. For example, they should:

- a. Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- b. Where possible, have male and female leaders working with a mixed group.
- c. Ensure that photos or videos of individuals are not taken without written permission from parents/carers.
- d. Ensure they have access to a first aid kit and telephone. Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- e. When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

5. Expectations Of Behaviour

5.1 All users of Town Council facilities or delivery of Town Council events should:

- a. Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- b. Treat each other with respect and show consideration for other groups using the facilities.
- c. Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, Town Councillors, the Town Clerk or parents and carers, as appropriate.

6. Allegations Against Staff and Volunteers

6.1 All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Town Clerk of Totnes Town Council.

6.2 Totnes Town Council should consult with the Local Authority Designated Officer (LADO) authorities before attempting to investigate or take action.

7. Confidentiality and Information Sharing

7.1 Confidentiality needs to be discussed and fully understood by all those persons who come into contact with children, young people and vulnerable adults, particularly in the context of child protection. No adult must ever guarantee confidentiality to any individual including parents, children and colleagues. Officers should always make children aware that if they disclose information that may be harmful to themselves or others, then certain actions will need to be taken. Wherever possible, consent should be obtained before sharing personal information with third parties.

8. Useful Contacts

Torbay and Devon Safeguarding Adults Partnership -
www.devonsafeguardingadultspartnership.org.uk/

Devon Multi Agency Safeguarding Hub (MASH) - www.dcfp.org.uk/ or telephone 0345 155 1071 or email mashsecure@devon.gov.uk



Protocol for the Conduct of Council Business on the Death of a Senior National Figure

TOTNES TOWN COUNCIL

MARCH 2022

REVIEW DATE: JANUARY 2024 (note: proposed amendments are shown as underlined text or struck through)

South Hams District Council has issued guidance¹ of the steps that should be taken when Operation London Bridge is enacted. As part of the planning for such an event, Totnes Town Council should have a policy to oversee its conduct of business during a time when national mourning has been declared.

Background: There are codename operations for the plan of what will happen in the days after the death of senior figures of the Royal Family, and announcement of these bridges being 'down' will set the plan in motion. The codenames are as follows:

- Operation ~~Menai~~ London Bridge – HM The ~~King~~ Queen (State Funeral)
- ~~Operation Menai Bridge – HRH The Prince of Wales (Ceremonial Royal Funeral)~~
- Other Royal family members will be given Non-Ceremonial Royal Funerals.

Following the death of a member of the Royal Family, the Lord Chamberlain will consult with the Prime Minister before seeking the Sovereign's Commands with regard to the type of mourning to be observed. No action should be taken until there is a formal announcement of the death (therefore any 'media reports are

¹ Based on the document National Association of Civic Officers 'Marking the Death of a Senior National Figure', Third Edition issued April 2017.

coming in' stories should be ignored). The forms of mourning and their implications for Totnes Town Council are as follows:

- **National Mourning** – observed by all. Flags are lowered to half mast from the day of death until the day of the funeral. Marking a silence may be observed.
- **Royal Mourning** – no implications for Totnes Town Council.

Wider guidance from South Hams District Council (as the local authority) can be expected and timings for Proclamation Day are still to be confirmed (as they need to follow Devon County Council arrangements). However, the Chairman will make the announcement of the new Sovereign on Proclamation Day (2 days after the day of death of the Sovereign) or possibly the day after which the Mayor of Totnes will be invited to, and which can then be followed by the Mayor of Totnes' announcement to the town.

TOTNES TOWN COUNCIL PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE

This protocol sets out the action to be taken in the event of the death of:

HM The King Queen*

HM The Queen

HRH The Prince of Wales

HRH The Duchess of Cornwall

~~HRH The Duke of Cambridge~~

~~HRH The Duchess of Cambridge~~

HRH Prince George

HRH Princess Charlotte

HRH Prince Louis

~~HRH The Duke of Sussex~~

~~HRH The Duchess of Sussex~~

~~HRH The Duke of York~~

HRH The Duke of Edinburgh~~Earl of Wessex~~

HRH The Princess Royal

HRH The ~~Countess of Wessex~~Duchess of Edinburgh

The Prime Minister

Any former Prime Minister

The Members of Parliament for South Hams

A serving Mayor or Leader of the Council

A serving member of the Council

This protocol is to be kept under annual review, and the contact list will be updated annually in May.

* **Bold type indicates the action is only required in the event of the death of the Sovereign.**

PART 1 - Implementation of the Protocol on official confirmation of the death

Plans should only be implemented following an official announcement – ‘reports of’ are not official. On hearing/seeing an official announcement the Town Clerk, in consultation with the Mayor, is authorised to implement the protocol.

Action Required	Authorised By	Other Notes
Totnes Town Council’s Mourning Protocol will be implemented on the formal announcement of the death of any one of those persons named above.	Implementation will be authorised by the Town Clerk or in their absence by the management team.	
<u>Council Website – home page updated immediately/next working day to reflect the period of national mourning, details on condolence book, flag flying, meetings affected, proclamation details.</u>	<u>Implementation will be authorised by the Town Clerk or in their absence by the management team.</u>	<u>A template page is held which can be updated and published by Council Officers.</u>

PART 2 – Flag Flying

Half mast flying has specific protocols and officers must ensure that they are aware of the correct method to employ and observe this when lowering a flag to half mast, or changing a local flag to the Union Flag for lowering to half mast. Please see notes at Annex A.

Action Required	Implemented By	Other Notes
<u>On announcement of Death.</u> Immediately the flags being flown will be lowered to half mast. In the event of no flag being flown on the day, the Union Flag will be raised and lowered to half mast immediately. In the case of the death of a senior Royal family member flags will be replaced with the Union Flag.	Town Maintenance Officer (TMO), following instruction from the Town Clerk or management team.	See Annex A which sets out the correct procedure for flying a flag at half mast.
<u>Applicable only following the death of the Sovereign:</u> <u>On Proclamation Day (D+1)</u> (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will - at 1100 hours - be raised to full mast and flown throughout the day at full mast. On the day following Proclamation Day (D+2) they will be returned to half-mast	At the Civic Hall by the Town Maintenance Officer.	

<p>They will remain open until the close of the Council Offices on the day following the funeral. A table with a table cloth, framed photograph of the relevant person, a pen and the book of condolence will be set up.</p>		<p>The Guildhall Offices reception area will be used. Removal of bookcase and any posters from the wall, replace with a small table from the Guildhall.</p>
<p><u>Supplies.</u> South Hams District Council has supplied the following: - 1 x Book of Condolence and a supply of suitable paper; - 3 x pens; - 1 x white table cloth; and - 1 x photo frame to hold a photograph of the relevant person.</p>		<p><u>Note: no photograph of HM The King or condolence book is currently held. Images of HM the King for Council use will be released in 2024.</u> These items are held in a clear box in the <u>Governance and Projects Officer's Cell 3</u> office.</p>
<p><u>Mayor's Statement.</u> The Mayor will issue a statement via the Clerk, expressing the sadness of the Council and people of Totnes at the news of the death of The statement will also appear on the home page of the Council's website and noticeboard and will be included in social media posts.</p> <p>The statement will confirm that flags are to be flown at half mast and will give details of the Book of Condolence and any minute's silence to be observed. In the case of the death of the Sovereign it will include arrangements for the Proclamation Day announcement. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal website.</p>	<p>Statement to be issued by the Town Clerk, administrators to ensure a copy of the statement appears on the home page of the Council's website, its noticeboard and Facebook page. Statement to be emailed to all Councillors and to the Totnes Times.</p>	<p>Guidance on the content of the statement is set out at Annex B.</p>
<p><u>Closing Condolence Book.</u> When a Condolence Book has been closed the Clerk will discuss with SHDC arrangements for retention.</p>		<p><u>[Note: SHDC collected the condolence books for the Late Queen Elizabeth II.]are still considering whether to collect up the books of condolence and bind them into a single</u></p>

		<i>document for South Hams, which will then be stored by agreement at Devon Archives; or alternatively whether Devon County Council will agree a format for their books of condolence (which SHDC books would mirror) and for DCC to collect the books of condolence, have them bound, and keep as part of their records.]</i>
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PART 4 – Council Meetings and Events during the Period of Mourning

The Mayor and Deputy Mayor are to attend appropriate events where they continue, however if the country is in national mourning, parties, dinners and more celebratory events should be declined.

Action Required	Implemented By	Other Notes
<u>Council meetings – the period of mourning affects the number of days’ notice for holding a Council meeting. Therefore, no formal/statutory Council meetings (i.e. Full Council and Committees) can take place if the required number of days’ notice or the meeting date itself is during the period of national mourning. Councillors will be notified of any changes as soon as the period of mourning is confirmed.</u>	<u>The Town Clerk or management team.</u>	<u>Clerks to Committees to discuss requirement of meetings (whether to postpone/cancel) with Mayor and/or Chairs, and/or reallocate urgent Council business onto agendas accordingly.</u> <u>Working groups are unaffected as they are not formal Council meetings.</u>
To review the programme of engagements undertaken by the Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	The Mayor, Town Clerk and the Mayor’s PA	Consideration may also be given to <u>working with supporting local faith groups in attending any to arrange some sort of Service on the eve of the funeral.</u> <u>[Note: for the Late Queen, a service was organised the the Exeter Diocese for St Mary’s Church, with SHDC issuing invites to the Mayor.</u>

PART 5 – Proclamation Day

At 1100 hours on Proclamation Day (D+1) the official proclamation of the new King will be read at St James' Palace. At noon it is read at the Royal Exchange, then the heralds set out for Edinburgh/ Cardiff and Belfast. (D+2) the heralds read their proclamation in the capitals. Then the local proclamations can be read. SHDC timings are TBC, depending on DCC arrangements. The Mayor of Totnes will be invited to the SHDC Proclamation announcement which will be read by the Chairman of the Council, and will pass a copy of the Proclamation to the Mayor for TTC records.

Action Required	Implemented By	Other Notes
<p><u>In Totnes the Proclamation will be read as follows:</u> By the Mayor or Deputy Mayor at the Brutus Stone. Timings dependent on Devon County Council and South Hams District Council arrangements.</p> <p>The Mayor and Deputy Mayor to be robed with black rosettes and black gloves.</p>	<p>Town Clerk to be alongside the Mayor</p> <p>Town Sergeant</p>	<p><i>[Timings will depend on when SHDC are making their announcement as TTC will need to follow this and it is suggested that a 5pm timing is adopted]</i></p> <p><u>Official wording will be promulgate or suggested wording of the Proclamation is at Annex D.</u></p>
<p><u>Invites.</u> All those listed in Annex C to be invited to be present. Councillors and Officers to wear dark clothing. Black Arm bands to be available.</p>	<p>Mayor's PA and Administrators.</p>	<p>Black arm bands stored in the clear box in the <u>Governance and Projects Officer's Cell 3</u> office.</p>
<p>Reading of the Proclamation to be publicised.</p>	<p>Notification of the reading of the Proclamation to be given by the Town Clerk to those identified at Annex C.</p> <p>Town Clerk and Administrators to ensure that the public are informed by press release and items on the Council's website, noticeboard and Facebook page.</p>	<p><u>Notify the local Police of the date and time – a formal road closure is not required.</u></p>

PART 6 – Dress Code

During the official mourning period black arm bands will be available for wearing when representing the Council. Councillors and Officers when on official duty should wear dark coloured clothing, at a minimum for the first day after the announcement, Proclamation Day, for any official minute's silence and on the day of the funeral.

Action Required	Implemented By	Other Notes
<p><u>Supplies.</u> A stock of arm bands will be held in the Council Offices. They will be available</p>	<p>The stock to be issued and maintained in good order by the Mayor's PA.</p>	<p>Black rosettes and arm bands are stored in the clear box in</p>

from the Administrators for use by Councillors and Town Clerk attending on Council business following the death of a senior national figure.		the <u>Governance and Projects Officer's Cell 3 Office</u> . At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement. A list of suppliers for these items is set out at Annex F.
Chains of Office. On the death of the Sovereign, the Totnes Town Council chains of office will not be worn by the Mayor or Deputy Mayor and instead badges of office will be worn on a black neck ribbon. <u>The only exception is at Proclamation events (SHDC or Brutus Stone).</u> Black rosettes (for wearing on the Mayoral robes) and black gloves will be available.	Mayor's PA.	Existing ribbons to be used on the reverse from the day of death until and including the day of the funeral of the Sovereign. Held by the Mayor's PA. Rosettes stored in the clear box in the <u>Governance and Projects Officer's Cell 3 Office</u> . Black Gloves stored in the Muniment Room.
Maces. From the day of death until and including the day of the funeral of the Sovereign, the maces will have a black ribbon tied in a bow around the shaft. <u>The only exception is at Proclamation events (SHDC or Brutus Stone).</u>	Administrators.	The black ribbon for the maces is held with the black rosettes and arm bands in the clear box in the <u>Governance and Projects Officer's Cell 3 Office</u> .
Guildhall Photograph of HM The Queen. The frame of the photograph should be draped in thick black ribbon if the Guildhall is open to the public.	Administrators.	Ribbon is stored in the clear box in the Cell 3 Office.

PART 7 – Marking a Silence

Where the death of a senior member of the Royal Family is to be marked by a Silence, an announcement will be made by Buckingham Palace.

Action Required	Implemented By	Other Notes
<u>Leading the Silence.</u> The Mayor will lead a Public Silence outside of the Guildhall.		

Those listed at Annex C to be invited. Mayor and Deputy Mayor to be robed <u>with black rosettes and black gloves</u> . Dark clothing requested. Black arm bands to be available.	Notification of the reading of the Proclamation to be given by the Mayor's PA to those identified in Annex C.	
<u>Publicity</u> . The Public Observing of the Silence to be publicised. Arrangements for media access.	Clerk and officers to ensure that the public are informed by press release and item on the Council's website, noticeboard and Facebook page.	

PART 8 – Letters of Condolence

This is separate to the book of condolence and should be sent to the Palace or other residence as directed by the official announcements.

Action Required	Implemented By	Other Notes
As soon as practical, a letter of condolence will be drafted and circulated to the Town Mayor before dispatch. It will include details as to whether any book of condolence has been opened and how it will be retained after it is closed.	Town Clerk	Only one letter to be sent.

Further advice can be found in the National Association of Civic Officers 'Marking the Death of a Senior National Figure' Third Edition issued April 2017.

ANNEX A

Flying Flags at Half Mast

Full details of the correct way to fly flags at half mast is given on the website of the Flag Institute (www.flaginstitute.org).

It is important that the guidance given by the Flag Institute is adhered to strictly.

Half mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half mast position. When it is being lowered from half mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half mast, other flags on the same stand of poles should also be at half mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

ANNEX B

Content of the Public Statement to be Issued by the Mayor of Totnes on the Announcement of the Death of a Senior National Figure or other Prominent Figure

The statement should begin with a suitable expression of the sadness of Totnes Town Council on hearing the announcement.

It should go on to state that flags will be flown at half mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Mayor's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Council to action before that action has been discussed and has the necessary agreement.

ANNEX C

Those to be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a Two Minute Silence

- All Members of the Council
- Honoured Citizens/Freemen of the Town
- Past Mayors (if not serving Members of Council)
- Police
- Local Fire Commander
- A representative of the Lord Lieutenant (Deputy Lieutenant)
- Representative of different faith groups in town (St Mary's Church/St John's Church / St Mary and St George Roman Catholic Church / Methodist / United Reform / The Gospel Hall/ The Kingdom Hall/ The Quakers)

NOTE:

The Proclamation will be read at County Hall by the High Sheriff. The Lord Lieutenant will be present at that ceremony.

The Proclamation will be read by the Mayor, with the Town Clerk alongside them.

Suggested words for the Mayor Reading the Proclamation

The Mayor (or in their absence the Deputy Mayor or the immediate past Mayor) to say:

We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest-reigning Monarch.

But the basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of Totnes of the beginning of our new King's reign.

Yesterday the Accession Council met at St. James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen's death were raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. The High Sheriff of Devon discharged that duty earlier today and now, with my humble duty, I now bring the words of the Proclamation to the residents of Totnes.

Ladies and Gentlemen. The Proclamation of the Accession.

READS THE PROCLAMATION

At the end of the Proclamation the Mayor will say: **God Save The King**

Official Guests repeat: **God Save The King**

All present join in saying: **God Save The King**

Finally, the Mayor will call for three cheers for His Majesty The King.

Dispersal

TTC Actions – Summary List

Announcement Day:

- (If announcement before 10pm otherwise by 9.30am following morning) flag to be lowered to half mast (Union flag to replace any others in the event of a member of the Royal Family).
- (If announcement before 5pm) condolence book and photographs to be readied for following day.
- Statement to be approved by Mayor/Deputy Mayor for release.
- Advise press of the proclamation details.
- Send invitations for proclamation.
- Website home page updated.

D+1:

- Condolence book opened.
- Flag to be raised to full mast at 11am when national proclamation read.
- Statement released if not already.

D+2:

- Flag returned to half mast at 1pm.
- South Hams District Council proclamation at 2pm.
- Totnes Town Council proclamation at 3.5pm – from the Brutus Stone.

Funeral day:

- (D+10) Sovereign funeral.
- 2 minutes silence (if announced by Buckingham Palace).

Funeral day +1:

- 8am raise flag to full mast.
- Condolence book closes at 4pm (prepared for binding and insertion to the council archive/ return to SHDC).
- Condolence letter issued on behalf of Mayor to Private Secretary of deceased, if Sovereign deceased it goes to new Sovereign's private secretary and includes details of condolence book archive.

[Note: D = day of death, for example D=1 is the day after the announcement of the death]

Equipment List and List of Possible Suppliers

All items are in a box labelled 'Operation London/Menai Bridge' in the Governance and Projects Officer's office.

Condolence Books: to be issued by South Hams District Council.

Pens (x3): issued by South Hams District Council.

Black arm bands (x20).

Black Ribbons for the Mayor's and Deputy's badges of office: reverse of existing ribbons, held by Mayor's PA.

Black Rosettes for Mayoral Robes (x 2) (replacements can be purchased from Toye, Kenning and Spencer).

Table cloth: issued by South Hams District Council.

Photo frame: issued by South Hams District Council.

Framed photograph – new photo awaited.

