



AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE MONDAY 12TH FEBRUARY 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 12th February 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 15th January 2024 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. STRATEGIC PLAN 2024-27

To consider the draft Strategic Plan for 2024-27 and make a recommendation to Full Council. Document to follow.

5. COMMUNITY DEVELOPMENT BUDGET

To consider the detailed breakdown of the draft Community Development Budget for financial year 2024/25. Document attached.

6. COUNCIL GRANTS

To consider (documents attached):

- a. A review of the Council Grants Policy (previously Community Grants Policy); and
- b. A proposed timeline for the awarding of grants (subject to Full Council's decision on the proposed Community Development Budget).

7. COUNCIL RISK ASSESSMENTS

To consider a summary of the Council's Risk Assessments. Document attached.

8. PENSIONS DISCRETION POLICY

To consider a Pensions Discretion Policy for staff. Document attached.

9. BUILDING CONDITIONS SURVEY

To consider the requirement for a building conditions survey on a 5-yearly basis. Verbal update.

10. FIXED ASSET REGISTER

To note the Council's Fixed Asset Register. Document attached.

11. ARTS AND EVENTS WORKING GROUP

To note the minutes of the Arts and Events Working Group held on 24th January. Document attached.

12. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 11th March 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)*

13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

14. TOTNES GARDENS

To consider purchasing the services of Totnes Garden for annual maintenance of spaces in the town (financial). Document attached.

15. STAFFING UPDATE

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

- a. A work experience request (verbal update).

Catherine Marlton

Town Clerk

7th February 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.



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 15TH JANUARY 2024 AT 6.30PM IN THE GUILDHALL

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

Apologies: None.

In Attendance: Member of the public, C Marlton (Town Clerk).

1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted and recorded. There were no apologies.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

The Chair of the Traffic and Transport Forum attended to outline the role of the forum and the need for ongoing support. Councillors were invited to attend the AGM on 31st January in the Guildhall.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 11th December 2023 and update on any matters arising.

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

3. BUDGET MONITOR

To:

- a. **Consider the 2023/24 Budget Monitor;**
This was considered and **AGREED** unanimously.
- b. **Note the indicative 2023/24 to 2026/27 reserve projection.**

Noted.

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.**

These documents were considered and it was **AGREED** unanimously to pay the Mayoral expense claim.

5. SAFEGUARDING POLICY

To review the Safeguarding Policy.

The document **AGREED** unanimously subject to the following amendments:

- Ensuring the policy outlines who the responsible person is (Town Clerk) and making sure staff know to report any concerns or disclosures to the Town Clerk (or member of the management team).
- Under 7.1 – detailing who we would report disclosures to.
- That we display the number for social services in the reception of the office for all to access.

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
The as **AGREED** unanimously.

7. CLIMATE CHANGE AND ECOLOGICAL EMERGENCY BUDGET

To consider a request for expenditure from the Climate Change budget for a food/diet leaflet.

Cllr Hodgson declared an interest and did not participate in the vote.

It was **AGREED** by majority that the Town Council will apply for the funding from County Councillor Hodgson's Locality fund for the publication/distribution of the leaflet subject to the author being added to the leaflet and that there is nothing attributing it to the Town Council.

8. STRATEGIC PLAN

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

Noted. It was **AGREED** to invite all Councillors to a final informal session on the Strategic Plan at 5.30pm on Monday 12th February 2024 (prior to the next Council Matters Committee).

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.

Noted, with an additional informal session from 5.30pm on the Strategic Plan (non-decision making).

*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 December (financial).

These were reviewed and unanimously **AGREED**.

11. GUILDHALL COTTAGE RENT

To review the Guildhall Cottage rent (commercial).

It was **AGREED** unanimously to increase the rent in line with the lower recommendation from the letting agent, from 1st April 2024.

12. GUILDHALL BATHROOM

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

It was **AGREED** unanimously to appoint BVEC to undertake the bathroom refurbishment.

13. STAFF ATTENDANCE

To note sickness and overtime balances (personal details).

Noted.

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)**

Noted. The Clerk informed the Councillors about an update on pension contributions for unpaid leave.

The meeting closed at 8.00pm

Catherine Marlton

Town Clerk

January 2024

DRAFT

	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Actual 31st March 2023 YEAR END	Original Budget	Current Agreed budget	2024 January 2024	2024 January 2024	Expected year end	
Equipment Maintenance	1291	5996	2669	1320	1320			2841	Overspend due to heating maintenance work
Wedding Licence renewals and marketing	0	2434	690	1000	1000	690	690	1000	
Admissions income	0	0	-2699	-3000	-3000	-2770	-2770	1000	Increase in visitor numbers and donations
Weddings & Hire Income	-832	-4478	-3550	-3000	-3000	-2171	-2171	2000	
SUB TOTAL	13446	24333	23320	48320	48320	27112	27112	36571	
Civic Hall	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 January 2024	ACTUAL AS OF 31st January 2024	Expected year end	
Cleaning and supplies	1226	4605	3835	5500	5500	2196	2196	5500	
Feed in Tariff	2762	2501	3081	2700	2700	0	0	2700	
Water	1361	1055	1156	1500	1500	1367	1367	1500	
Utilities	1762	3044	6012	12000	12000	3056	3056	6500	Underspend likely - budgeted high when energy costs were increasing and unpredictable
Building Maintenance	2969	13955	6917	60000	60000	13157	13157	35000	Expected underspend as roof repairs delayed to next year
Licences	0	70	70	70	70	70	70	70	
Misc & Marketing Civic Hall	0	26	567	750	750	57	57	750	Possible underspend - but new boiler is still to be paid.
Equipment Maintenance	3320	4299	2026	20000	20000	465	465	20000	
Paige Adams Grant towards Caretaking, Cleaning and Management costs	-7500	-30000	-33500	-33500	-33500	-33500	-33500	-33500	
Feed in tariff income and Water refund income	-6728	-6304	-7161	-6800	-6800	360	360	-6800	No shop water income since 22/23 due to shop closing down
Equipment sales		-1000	0	0	0	0	0	0	
SUB TOTAL	-758	-7749	-16997	62220	62220	-2236	-2236	35720	
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 January 2024	ACTUAL AS OF 31st January 2024	Expected year end	
Guildhall Cottage Maintenance	361	588	341	1000	1000	16	16	1000	Possible underspend - but contingency in there for emergencies
Flat 5a Loan repay	9148	9148	43159						PWLB 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	926	926	1140	
Town Clocks	3127	1437	1599	400	400	526	526	1000	New £600 lease from Sept 23
Museum Maintenance	-3230	198	139	5500	5500	567	567	5500	Possible underspend - but contingency in there for emergencies
Museum Rent Income	-1	-1	-1	-1	-1	0	0	-1	Sub-lessees covering cost of new lease
Eastgate Clock Rental	-3	-3	0	-3	-3	0	0	-3	Ceased in 22/23
Guildhall Cottage Income (£975 a month)	-10200	-10756	-11700	-12000	-12000	-9750	-9750	-12000	
Flat 5a Rental Income	-8340	-8660	-7103						
SUB TOTAL	-6465	-4182	30013	-3964	-3964	-7137	-7137	-3964	
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 January 2024	ACTUAL AS OF 31st January 2024	Expected year end	
Business Rates	4441	4441	4441	4441	4441	4295	4295	4441	
Water	144	173	167	175	175	176	176	175	
Waste collection		706	329	350	350	235	235	350	
Grounds Maintenance (Grass cutting and tree work)	18009	20613	14516	25000	25000	18202	18202	25000	
Works and Maintenance (Memorials, Paths, Fences)	1357	-32	0	500	500	200	200	500	Possible underspend but a contingency for the Chapel roof and emergency repairs.
Chapel	150	0	0	20000	20000	6	6	20000	
Cemetery Fees Income	-11435	-12000	-17250	-10000	-10000	-5507	-5507	-10000	
SUB TOTAL	12666	13901	2203	40466	40466	13851	13851	40316	
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 January 2024	ACTUAL AS OF 31st January 2024	Expected year end	
General Maintenance	80	162	502	550	550	25	25	550	
St Marys Churchyard (Walls and trees)	322	857	5868	3000	3000	28	28	3000	Possible underspend - but emergency contingency required.
Castle Meadow Maintenance and Water	800	108	45	100	100	58	58	100	
Castle Meadow and allotments income	-208	-200	-200	-200	-200	0	0	-200	

SUB TOTAL	994	927	6215	3450	3450	3450	3450	3450
-----------	-----	-----	------	------	------	------	------	------

9

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 31st March January 2024	Estimated Year end	
Bank Charges	98	104	189	250	250	187	250	
Precept and Income	-535280	-545986	-545986	-610253	-610253	-610253	-610253	
Council Tax Grant (only guaranteed until 19/20)	-10020							
Investment Income	0	0	-713	-1500	-1500	-622	-1500	Increase in interest rates
Charity of Paige Adams RATE ABATEMENT	0	0	0	-100000	-100000	-100000	-100000	
SUB TOTAL	-545202	-545882	-546510	-711503	-711503	-711503	-711503	
Community Development	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Actual 31st March 2023 YEAR END	Original Budget	Current Agreed budget	Actual 31st March January 2024	Estimated Year end	
Community Outreach/Christmas				35000	35000	35000	35000	See breakdown below - expected overspend already agreed
Community Grants (incl. S137 Funding)	44168	52508	49770	50000	250000	24855	24955	
Community Projects	0	0	13200	0	0	507	502	Covered by grant funding income (see below)
Neighbourhood Plan	see below	3720	3234	0	0	0	0	
Arts and Culture and Events	see below	9500	31806	26000	21000	18162	21050	See breakdown below - expected overspend covered by GWR grant
Public Realm and Community Assets Projects	see below	see below	75980	73700	137000	10166	10166	See breakdown below - expected underspend
Climate Change/Green Travel	3986	2312	9139	10000	10000	5625	10000	
Public Toilets		0						
Caring Town/Totnes Caring services		0						
Citizens Advice Service		0						
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		see above						
Heritage Support	0	0						
Grant Funding/Projects Income	-84500	-34370	-32705		0	-3210	-3210	£500 PA grant for Easter Festival & £2710 GWR grant for Xmas Festival
SUB TOTAL	£35,067	£56,608	£150,424	£194,700	£104,700	£98,656	£120,757	£69,246
TOTAL EXPENDITURE OVER INCOME	-£187,710	-£47,985	£90,527	£186,644	£96,802	-£187,020	£27,556	expected underspend against agreed

Total expected expenditure 2023/24	£835,752.00
Total expected income 2023/24	£808,196.00
Total spend from reserve	£27,556.00

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	£587,225

2023/24 - proposed	BUDGET	EXPECTED	NOTES
PUBLIC REALM and COMMUNITY ASSETS PROJECTS	13700	13700	Annual total allocation
Creditor figure b/ffrom: 22 23	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	
---------	---	------	--

Replace plants and repairs to planters over the year	-1200	-1200	-1200	
Public Seating and benches	-5000	-5000	-5000	Possible saving if not progressed - currently have about £750 earmarked for Welcome signage
Planting of flowers/beds/new planters	-5000	-5000	-5000	Possible saving if not progressed
TOTAL	0	3564	3564	Expected underspend year end
2023/24 - proposed	BUDGET	EXPECTED		NOTES
ARTS AND CULTURE	21000	21000	21000	Annual total allocation
Christmas late nights	-13000	-13693	-13693	Small overspend but more than covered by GWR grant
Public art	-5000	-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	-2357	Small expected underspend
TOTAL	0	-50	-50	Small expected overspend covered by GWR grant - £2.5k
2023/24 - proposed	BUDGET	EXPECTED		NOTES
COMMUNITY OUTREACH	35000	35000	35000	Annual total allocation (overspend for lights already agreed)
Town meeting room hire	-59	-58	-58	
Civic Square Lights and Trees	-3000	-3000	-3000	Only the tree paid to date
Christmas lighting	-45000	-47760	-47760	Additional costs around infrastructure and repairs
Christmas shop front competition	-675	-675	-675	
Totnes Directory Updates	-2000	-2000	-2000	
Defibrillator Pads/Serviceing	-500	-500	-500	
Facebook/Comms	-500	-500	-500	
Community Consultation	-4630	-2813	-2813	Underspend due to lower cost for mail drop
TOTAL	-21364	-22306	-22306	Overspend already agreed for Christmas lights

Reserves impact		
Reserves at the start of 2023/24		£614,781
Expected 2023/24 outturn (spend from reserve)		£27,556
Total estimated reserves as end of 2023/24		£587,225
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 (6.54% in real terms)		£120,457
Total estimated reserves as end 2024/25		£466,768
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		£370,187
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		£268,009

ITEM 5

Community Development	Officer recommended	Other requests	Officer notes
ENVIRONMENT			
GRANT FUND for community led climate change and green travel projects	£5,000		
Green Travel/Sustainability Officer (24 hrs pw) STAFF MEMBER		£29,000	Current hold on recruitment - see below.
Climate Change and Green Travel Implementation	£3,095		Recommended for inclusion (minimum of £3095 should be ring fenced as remaining from S106)
Additional Climate Change and Biodiversity spend	£7,000		Could be spent on professional support and match funding
Part time Maintenance Officer (18 hours pw) STAFF MEMBER	£19,000		New role - need is there for more support, further work to be done on detail
Totnes Gardens	£3,000		Recommended for inclusion - detailed request received
Implementation of OSSR	£5,000		Used for match funding? Should consider if this is sufficient if it is a priority.
Planter maintenance and rationalisation	£5,000		Recommended for inclusion. Removing planters as they come to end of life. Consideration to self watering or other public realm improvements to replace in some areas.
SUB TOTAL	£47,095	£29,000	
ECONOMY			
GRANT FUND for grassroots community arts and events	£10,000		Please note this will be insufficient to cover the two requests from Bridgetown Alive and NDP
Bridgetown Alive request		£9,000	Could consider with other community grants
Totnes Festival Request		£15,000	Could consider with other community grants
Public Art		£3,000	Popular but not essential
Training for road closures		£3,000	Great idea but difficult to manage long term benefit
Heritage projects	£3,000		Events, Heritage forum, building surveys
Creation of Local Business Forum	£1,250		Staff time potentially reallocated from other current work. More budget needed for larger events like a launch.
SUB TOTAL	£14,250	£30,000	
COMMUNITY			
GRANT FUND - for health and wellbeing/charitable work	£50,000		Not statutory but historically hugely oversubscribed and could be categorised for different priorities. Possibly two rounds of £25k? Or one round and then a review?
TRAYE request		£8,750	Could be considered with other community grants above
Christmas Light Switch On	£3,000		Recommended for inclusion, hugely popular.
Christmas Markets	£14,000		Must continue for this next year - under contract
Christmas Tree and Christmas Lights	£15,000		Erecting existing - recommended for inclusion
Refurbish Cross Street 'Welcome to Totnes sign'			Recommended for inclusion
Christmas lights competition		£750	Popular but not essential
Newsletters and mailings out and Annual Town Meeting	£3,000		Recommended for inclusion
Community Fundraiser role (15 hours pw) STAFF MEMBER		£20,000	Current hold on recruitment. Individual groups have resource their own support.
Defibrillator pads and servicing	£500		Recommended for inclusion
Participatory budgeting?		£3,000	Could defer to 25 26
Upgrade/rejig of website	£2,500		As per the Councillor draft priorities. A completely new website will be more like £5k plus
Future opportunities - projects and community spaces		£25,000	Probably not sufficient for larger projects
SUB TOTAL	£88,000	£57,500	
TOTAL ESTIMATED	£149,345	£116,500	
Unallocated amount - CONTINGENCY? Or 'Strategic Projects'? Or 'Devolution'?	£44,655		

PROPOSED 2024	Environment £5K	Economy 10k	Community £50k
TOTALS			
Climate Hub	£9k BA		£8.75k TRAYE
Green Travel	£15K NDP		Food Bank
TTT	£1k Carnival		Fusion - Bouncy sessions
	TAODS		Caring Town
	Seachange		Citizens Advice
	Chamber of Commerce		Community Action
			Totnes Hospital League of Friends
			Food in Community
			The Mansion
			Youth groups such as Jamming Station
			Skate Park
PREVIOUS COMMUNITY GRANT ROUNDS			
June 2023 - Budget £25K			
Applicant	Project	Amount Requested £	Award £
Stepping Stones (1)	Totnes Food Bank & TQ9 Community Food Club (May 2023-May 2024)	7,060.00	3,530.00
St John's Church	Bubbles, Birds & Sewing Bees (Jul 2023 - Mar 2024)	2,888.00	722.00
Totnes Library	Kitchen & Refreshments Offer (Jul - Dec 2023)	1,613.41	1,210.05
Totnes Rural Area Youth Engagement (TRAYE)	Bridgetown Youth Club	5,000.00	3,750.00
DYS Space	Subsidising trips for young people over the summer (26 Jul - 31 Aug 2023)	500.00	500.00
Citizens Advice South Hams	Totnes Community Outreach Programme (Jul 2023 - Jun 2024)	11,938.00	5,969.00
Totnes Caring	Lunch Club (Jul 2023 - Jul 2024)	13,252.00	6,626.00
Transition Town Totnes (TTT)	The Energy Wise Show (Jul - Oct 2023)	2,456.00	0.00
Earthjump CIC	Play on a Shoestring (Jun - Sep 2023)	1,070.00	0.00
Stepping Stones (2)	Staff Funding for Food Bank and TQ9 Food Club (Oct 2023 - Jun 2024)	14,529.00	0.00
Chamber of Commerce	Christmas Lights 2023 (Nov - Dec 2023)	2,000.00	0.00
Food In Community	Cost of living support for struggling households	3,527.87	2,645.90
Total		65,834.28	24,952.95
September 2022 - Budget £25K			
Applicant	Project	Amount Requested £	Award £
Apricot Centre Wellbeing Service	Gather & Nourish	1,620.00	5137 (£1,620)
Be Buckfastleigh	Hello Summer 2023	10,000.00	5137 (£2,000)

Possible asks/actual asks and some are examples only

Caring Town	We Care about... The Cost of Living Crisis: Positive Activities in Warm Spaces	3,100.00	S137 (£3,100)
Citizens Advice South Hams	Totnes Community Outreach Programme	7,000.00	7,000.00
Dynamic Adventures CIC	Community projects	6,000.00	0.00
Earthjump CIC	Community Cafe	970.00	0.00
JAMMING STATION CIC	Firebird Nov 22 - Mar 23	1,995.00	0.00
KEVIC Site Foundations Charity (The Mansion)	Installation of electric instant heater taps	2,800.00	0.00
Movement for Life community group	Moving in Community	1,621.00	0.00
Participate Arts CIC	Creative Connections Round 2	1,000.00	S137 (£1,000)
Resilient Lives CIC	Pop up Pirates	5,610.00	S137 (£1,122)
Skate to the Max	Skateboard Deck Pressing Workshops for young people	2,266.50	0.00
St Mary's Totnes Heritage Trust	Totnes Community Charter	5,590.00	0.00
Stepping Stones	Stepping Stones Totnes Community Food Club	3,000.00	S137 (£2,400)
Totnes Bike Hub CIC	Re-Loved Bike Project	3,996.00	0.00
Totnes Caring Ltd	Transport Coordination	4,000.00	4,000.00
Totnes Community Tennis Club	Community Sensory Garden Project	2,000.00	0.00
Totnes Pulse	The Totnes Pulse Magazine	5,000.00	0.00
Transition Town Totnes (TTT)	Totnes Climate Hub	1,870.00	0.00
TravellerSpace	Moving Forward - Supporting Gypsies & Travellers in Totnes	5,000.00	S137 (£800)
TRAYE	The Totnes Young People's Free Zone.	3,799.00	S137 (£2,000)
Total		78,237.50	25,042.00
	April 2022 - Budget £25K		
Applicant	Project	Amount Requested £	Award £
Totnes Caring	costs towards the Community Transport coordinator	4,000.00	£4,000.00
South Hams Citizens Advice	contribution to outreach support worker in partnership with Totnes Caring	7,000.00	£7,000.00
Totnes Bike Hub	volunteer training costs to upcycle bikes	3,960.00	S137 (£3960)
Stepping Stones Totnes CIC Food Hub	IT set up - laptop, mobile, printer etc	2,394.55	S137 (£1795.91)
Sharpham/Totnes Park Run	set up costs for a new Park Run	1,000.00	£1,000.00
St John's Church	Community wellbeing activities and Jubilee event	1,800.00	£1,800.00
Dartington Morris Men	The Brutus Pageant	550.00	£550.00
Bridgetown Alive!	contributions to Newsletter and Noticeboards	940.00	S137 (£940)
Inclusive Totnes	Community Benches outside The Mansion	2,000.00	S137 (£1500)
Totnes Garden Trail Group (formerly Gardening for health)	Notice Board at The Lamb garden and new Garden Trail leaflets	1,000.00	£1,000.00

Participate Arts	Creative Connections		750.00	£750.00
Total		September 2021 - Budget £25K	25,394.55	£24,295 (£16,100 under various powers, £8195 S137)
Applicant	Project	Amount Requested £	Award £	
Bridgetown Community Hall	Kitchen hob and oven	780.00	780.00	
Totnes Caring	Transport services coordination	4,000.00	4,000.00	
Creation Myths Puppets	The Talking Forest production	2,350.00	2,350.00	
Totnes supporting Fairtrade	FairTrade fortnight (Feb 2022)	400.00	400.00	
Jamming Station	Beat Café	1,800.00	1,800.00	
Totnes Bike Hub	Essential tools and equipment, Dr Bike workshops	1,910.00	1,910.00	
Food in Community	Community Cooking Groups, soup groups	950.00	950.00	
Lifeworks	Get Involved Youth Club	2,500.00	2,500.00	
Totnes Library	Revamping Childrens' library	1,131.59	1,131.59	
Church of St Johns and St Mary	Connecting Communities: upgrade AV equipment	2,500.00	2,500.00	
Caring Town	Community Conversation Mental Health	700.00	700.00	
Total		19,021.59	19,021.59	
Applicant	Project	Amount Requested £	Award £	
Totnes Caring	Transport services coordination	4,000.00	4,000.00	
Totnes Heritage Trust	St Mary's Churchyard design and consultation	4,000.00	2,000.00	
TRAYE	Youth can make a difference forum	3,881.00	1,940.50	
Sea Scouts	Building refurb for reopening	2,000.00	2,000.00	
Totnes Bike Hub	Dr Bike workshops	1,950.00	975.00	
Warmheart Community Projects	A Totnes Tale	2,000.00	1,500.00	
Parklife	Cemetery Wildflowers	1,000.00	750.00	
Youth mental health foundation	What's your genius workshops	1,979.40	1,979.40	
Lifeworks	Get Involved Youth Club	5,000.00	2,500.00	
Totnes Library	Revamping Childrens' library	3,846.36	2,884.77	
Church of St Johns and St Mary	Connecting Communities: upgrade AV equipment	2,500.00	1,250.00	
S Hams CAB	Outreach at the Mansion	6,444.00	6,444.00	
Network of Wellbeing: Share Shed	new stop in Bridgetown	4,350.00	3,262.50	
Total		42,950.76	31,486.17	
TOTAL SINCE MAY 2021		231,438.68	124,797.71	53.92%



Councilmmunity Grants Policy

TOTNES TOWN COUNCIL

~~AGREED MARCH 2023~~

~~NEXT REVIEW MARCH~~ FEBRUARY 2024

The Totnes Town Council ~~Community Grant Scheme~~ is designed ~~is~~ to support local charities and community organisations providing services or events within the Totnes parish boundary. This policy sets out the criteria for applying for a grant from the Town Council, regardless of which grant fund is being applied to (for example, community, arts/events).

Grants awarded by Totnes Town Council are public money, collected as part of the town precept and we are accountable to local people for all expenditure. Therefore, we apply very stringent criteria to each application.

Scoring Mechanism to assess applications

Every application received during the application windows will be considered by the Council Matters Committee who will make a recommendation to Full Council. A second round of applications may be held later in the year should the original allocation not be allocated.

- a. Working with others; networking/partnering; cost of living crisis.
- b. Providing something different.
- c. Getting more people involved - widening participation.
- d. How the project meets the Town Council priorities.

Important Terms & Conditions

- a. Grant applications will only be considered where:

- The project or activity directly benefits residents within the parish boundaries of Totnes.
 - The project is not funded by any other means by Totnes Town Council.
- b. There is clear evidence of need for the project.
 - c. The organisation has clearly defined aims and objectives.
 - d. The organisation has its own bank account with at least 2 authorised signatories.
 - e. Grants cannot cover costs that have already been incurred.
 - f. The organisation must be a non-party political and non-profit making. Individuals will not be funded.
 - g. Applications from organisations and services which receive other sources of government and local government funding must demonstrate how the project differs from their core services and how the wider community is involved (for example schools must provide evidence that the project is not for the primary purpose of teaching its students).
 - h. All supporting documents are required to be submitted with the application form.
 - i. The organisation must invoice the Town Council for the grant awarded and submission of this invoice and the application form will be considered acceptance of the terms and conditions outlined in this policy.

Examples of projects considered:

- Groups that support the ongoing needs of vulnerable people to ensure that their health and wellbeing is maintained.
- Support for organisations working to combat hardship/cost of living crisis.
- Community response coordination.
- Volunteer costs for new and existing organisations responding to the effects of the cost of living crisis.
- Costs associated with youth support, mental health, bereavement and emotional needs, not already funded as a statutory service.
- Organisation of a community arts event which is open to town participation and attendance [do we want to make any point about where a ticket price advance sales/reduced cost to TQ9 5 residents as council tax payers?]

The following guidelines should be considered:

- The grant period will be for the financial year in which it is granted 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).
- Please tell us the least amount of funding you need in order to help make funds go as far as possible.
- Each application will be considered on an individual basis and in light of what funding is available at the point of receipt.
- Bear in mind that we are expecting to receive a high number of applications and may only be able to part fund your project or not fund it at all.

Who can apply:

- Not-for-profit, constituted organisations.
- Registered charities.
- Social enterprises, including CICs.
- Unincorporated clubs and associations.
- Schools, where the support is outside of statutory provision and is directed at addressing hardship faced by families with children at the school

All applicants must:

- Be governed by an active management committee of at least 3 unrelated people, such as Trustees and Directors.
- Have a bank account in the name of the organisation with at least 2 unrelated signatories.
- Have a Governing document, such as a Constitution, set of rules, Memorandum and Articles of Association.
- Have up-to-date annual Accounts.
- Have Safeguarding and Equality Policies in place, which are up-to-date and comply with latest legislation.

What can't be funded

- Applications from individuals.
- Loss of income.
- Large capital items, including vehicles.
- Parties, alcohol or shopping trips.
- Promotion of religious or political activity.
- Large scale building works.
- Grants awarded to individuals by the funded organisation.
- Support delivered by a national charity where there is no local branch.
- Retrospective funding.

Supporting documents

The following documents WILL BE REQUIRED to support your application:

- A copy of your latest annual Accounts.
- A cashflow breakdown for the past 6 months, to clearly show income and expenditure.
- A copy of a bank statement, dated within the last 3 months and clearly showing the account name, number and sort code.
- A list of your Management Committee.
- A copy of your Governing Document (Constitution, set of rules, Articles or Memorandum of Association).
- A Safeguarding Policy. If you do not have a Safeguarding Policy, we would ask that you provide an outline of what safeguarding measures you have in place to protect the people that you support and your volunteers. This should be uploaded with your application.

Online applications will be assessed by the Town Council team in date order of receipt. You may be contacted to request additional information or documents to support your application.

Eligible applications will be reviewed by the Council Matters Committee who will make a recommendation to Full Council on the potential allocation of the budget available. The Full Council decision will be final.

Monitoring and Reporting

Organisations receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown. A form will be provided and you will be notified of the date by which it must be completed and returned.

Totnes Town Council representatives may request to visit the project, to talk to staff, participants to gain a better understanding of its merits and benefits to local people.

Payment Requirements

Grants should be spent for the purposes stated on the application only.

Totnes Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given.

The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be returned, **please ensure receipts are kept for 12 months following expenditure.**

Publicity Requirements

Totnes Town Council expects its logo to appear on published information about the funded project and to be mentioned in press and associated publicity and will ask for evidence to be provided for monitoring purposes.

For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project. Totnes Town Council will publish grants awarded and summarise the projects using information contained in the grant application form.

If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Totnes Town Council into disrepute, action will be taken and the grant terminated.

ITEM 6B – COUNCIL GRANTS

Subject to the detail of the community development budget being agreed by Full Council, the following proposed timeline is suggested for any council grant funding applications to ensure summer projects/activities can be met:

5 March – Full Council decision on Community Development Budget allocations.

25 March – any grant application process opens.

9 May – grant applications close.

20 May – Council Matters Committee considers grant applications and makes a recommendation to Full Council on allocations.

10 June – Full Council considers grant application recommendation.

11 June – Applicants informed.

TOTNES TOWN COUNCIL
RISK ASSESSMENTS SUMMARY 2023

<u>Area/activity</u>	<u>Date completed</u>	<u>Findings</u>	<u>Action required</u>	<u>By whom?</u>	<u>By when?</u>
Finance	Apr-23	Buildings conditions survey carried out in January 2018 and all appropriate recommendations were actioned.	Continue to monitor the conditions of the buildings and consider the need for a new conditions survey in 2023	Town Clerk & TMO	Ongoing
		The Council approved an Investment strategy in May 2022 and is scheduled for review every 2 years.	Maintain existing procedures.	Clerk & Finance Manager.	Ongoing
		Risk to data through lack of agreement with IT contractor	Establish written terms of service with IT support contractor	Clerk & Finance Manager.	By end of Aug 2023
		No business continuity plan in place.	Establish a Business Continuity Plan.	Clerk & Finance Manager.	By end of Aug 2023
Fire - Civic Hall	13/11/2022	Possible risk from contractors working in the building.	Ensure contractors are required to provide sufficient details on the working methods to be used so that any potential fire risks can be identified in advance and appropriately managed.	Town Maintenance Officer	Ongoing
		The escape route through fire doors opening onto the market square under the civic hall have regularly been found to be obstructed by market traders on Fridays & Saturdays. SHDC Market Manager has been informed. The Town Maintenance Officer is required to check the exit is kept clear every Friday.	Once the new Fire Exit from bar is completed checks will need to be made regularly to ensure it is kept clear on the outside.	Town Maintenance Officer	Ongoing after completion of work
Fire - Guildhall	13/11/2023	Possible risk from contractors working in the building.	Ensure Contractors identify when they would need to use equipment with flames or highly combustible materials.	Town Maintenance Officer	Ongoing
		Risk of fire caused by cooking facilities.	Staff should be advised that if they opt to cook with cooking oils in the upstairs office kitchen then they must remain in the kitchen at all times. If the oven is used then a check should be made at the end of the working day that it has been switched off.	All staff	Ongoing
		Clerk's office door is not a fire door.	To fit a fire door to the office and block the chimney vent off.	Town Maintenance Officer	By end of Mar 2024
		Cell 2 downstairs has no door.	Refit door.	Town Maintenance Officer	By end of Mar 2024

ITEM 7

27

		First Floor: Entrance porch - Washing machine in store cupboard	Ensure the door to the store room is kept closed when the washing machine is switched on.	Town Maintenance Officer	By end of Mar 2024
		First Floor: Boiler and store room - risk of fire from boiler.	Ensure the door to the store area is kept closed.	Town Maintenance Officer	Ongoing
		First Floor: Office 1, 2 & 3 - Risk of fire from electrical equipment, extension leads and paperwork.	Fire door retainer system to be installed.	Town Maintenance Officer	With immediate effect
		Women's cell, Council chamber, Mayor's parlour and Mayor's parlour kitchen and toilet	Only exit is via the wooden staircase. Due to the listed building status nothing can be done to alter the escape routes for the historic Guildhall building.	N/A	N/A
Legionella - Civic Hall & Guildhall	20/11/2023	The Town Maintenance Officer & TMA are the appointed person for carrying out monitoring checks and have received legionella training in March 2021 and Feb 2022 respectively.	Consider the need for refresher training.	Town Clerk	By end of March 2023
		Detailed professional risk assessments were carried out for both buildings in Sept 17.	Arrange for a new professional legionella RA to be carried out on all buildings and update the written schemes.	Town Maintenance Officer	By end of Jan 2024
Civic Hall	13/11/2023	None			
Tourist Information Office	13/11/2022	Lone working.	Staff to inform management if any changes occur that require the lone working risk assessment to be updated.	TIC Assistant	Ongoing
Guildhall	13/11/2022	None			
Guildhall Offices	13/11/2022	Risk of slips and trips.	Corridors and walkways to be kept clear of obstructions and staff to regularly check their work areas for loose cables and leads or other trip hazards.	All staff	Ongoing
		Risk to security of people and assets, including when staff are lone working.	Security arrangements to be kept under regular review.	Clerk	Ongoing

		Only staff with current working at heights training would be permitted to do any tasks that involve working at heights.	Staff to advise the Clerk if circumstances arise requiring working at heights. Appropriate training will need to be undertaken by that member of staff and a risk assessment completed for the task.	All staff	Ongoing
Lightning	17/10/2032	None	Annual inspections carried out by professional contractor.		
Totnes Cemetery	13/11/2022	The Insurers require weekly inspections of the inside and outside of the Chapel as it is empty. Risk of physical harm to public from unsafe headstones.	Weekly checks of inside and outside of Chapel are undertaken. Unsafe headstones to be concreted in and made safe.	TMO/TMA TMO and Governance & Projects Manager	Ongoing End of March 2024
		Risk of fees not being collected if not paid in advance of interments.	Town Clerk to remind staff of requirement to obtain payment in advance.	Town Clerk	As required
Castle Meadow	13/11/2022	None			
Trees	11/10/2021	Completed by professional tree surgeon.	All remedial work identified was completed. Professional risk assessment to be completed every 4 years. TMO/TMA to visually inspect trees weekly or after any bad weather.	TMO/TMA	Ongoing
Bus shelters	13/11/2022	None			
Display screen equipment	Reviewed annually or new ones completed when new staff start or staff move desks.	Individual risk assessments on file for all staff.	Any actions required as a result of the DSE risk assessments completed by staff are addressed immediately.	Finance, HR & Lettings Manager	Completed.

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



Pensions Discretions Policy

TOTNES TOWN COUNCIL

REVIEW FEBRUARY 2024

The LGPS Regulations 2013

and

The LGPS Regulations 2014

(Transitional Provisions and Savings)

and

The LGPS Regulations 2008

(Benefits, Membership and Contributions)

(as at 14th May 2018)

These policies may be subject to review from time to time. Affected employees will be notified of any subsequent change to this Policy Statement.

Mandatory LGPS 2013 & 2014 discretions

Discretionary policies from 1 April 2014 in relation to post 31 March 2014 active members and post 31 March 2014 leavers (excluding councillor members)

<p>Power of employing authority to grant additional pension (Reg 31)</p>	<p>Policy Decision:</p>
<p>An employer can choose to grant extra annual pension* (at full cost to themselves) to:</p> <ul style="list-style-type: none"> • an active member; or • to a member, within 6 months of leaving, whose employment was terminated on the grounds of redundancy or business efficiency 	<p>Any request to award additional pension to an active member dismissed by reason of redundancy or business efficiency will be considered by Totnes Town Council on a case by case basis.</p>
<p>Shared Cost Additional Pension Contribution (Reg 16(2)(e) & Reg 16(4)(d))</p>	<p>Policy Decision:</p>
<p>Where an active member wishes to purchase extra annual pension by making additional pension contributions (APCs), an employer can choose to voluntarily contribute towards the cost of purchasing that extra pension through a Shared Cost Additional Pension Contribution (SCAPC)</p> <p>Note: this discretion does not relate to cases where a member has a period of authorised unpaid leave of absence and elects within 30 days of return to work (or a longer period if the employer allows) to pay a SCAPC to cover the amount of pension 'lost' during that period of absence. In those cases, the employer <u>must</u> contribute 2/3rds of the cost to a SCAPC; there is no discretion (regulation 15(5) of the LGPS Regulations 2013).</p>	<p>Totnes Town Council will not fund any employee's Additional Pension Contributions either in whole or in part.</p>
<p>'Switch on' the 85-year rule (TPSch 2, para 1(2) & 1(1)(c))</p>	<p>Policy Decision:</p>
<p>The 85-year rule does not automatically fully apply to members who would have had the protection under old regulations, and who choose to voluntarily draw their benefits on or after age 55 and before age 60. An employer can decide to switch the 85-year rule back on in full for such members.</p> <p>Where the Scheme employer does not switch back on the 85-year rule, the member's benefits will be actuarially reduced. However, the Scheme employer can exercise a discretion to waive any actuarial reductions (at cost to the Scheme employer).</p>	<p>The decision to 'switch on' the 85 year rule will be considered by Totnes Town Council on a case by case basis, taking into account factors including the financial cost to Totnes Town Council.</p> <p>A decision to waive any actuarial reduction will be considered in exceptional circumstances on compassionate grounds.</p>
<p>Flexible Retirement (R30(6) & TP11(2))</p>	<p>Policy Decision:</p>
<p>An employer can decide whether to permit flexible retirement for staff aged 55 or over who reduce their</p>	<p>Totnes Town Council will consider employee requests to take flexible</p>

working hours and/or grade and wish to access their pension benefits.

In such cases, pension benefits may be reduced in accordance with actuarial tables unless the employer waives reduction on compassionate grounds.

The employee must reduce either their hours, and/or their grade and the employer must agree to the release of the pension.

You will need to consider:

- The minimum reduction in hours or grade required.

(The specific reduction required is not set out in the regulations, but instead must be determined by the employer and specified in this flexible retirement policy).

- Whether the employee should commit to a reduction in hours or grade for a minimum period.
- Whether the employee should commit to remaining in employment with the employer for a minimum period.

You must also state whether, in addition to the benefits the member has accrued prior to 1st April 2008 (which the member must draw), you permit the member to choose to draw:

- All, part, or none of the benefits they accrued after 31st March 2008 and before 1st April 2014 and/or,
- All, part, or none of the benefits accrued after 31st March 2014, and,
- Whether to waive, on compassionate grounds, the actuarial reduction (in whole or part) applied to members' benefits paid on the grounds of flexible retirement before normal retirement age (R30(8)).

Note: If flexible retirement is agreed for a member aged between 55 and 60, there could be a Strain cost to be paid to the Pension Fund by the employer in respect of the pension benefits paid. There would also be a Strain cost payable by the employer where you have waived any actuarial reduction, in whole or in part.

Waive actuarial reductions to members benefits
TP3(1) & TP3(5), TPSch 2 (para 2(1), 3(1), 3(2) & 9)
B30(5) & B30A(5)

retirement on a case by case basis after taking into factors such as service delivery and any costs that may apply. The Town Council will be responsible for agreeing or denying all requests to take flexible retirement.

Totnes Town Council does not give blanket consent for staff in the Local Government Pension Scheme aged 55 or over to flexibly retire and draw immediate payment of pension benefits. Requests will be referred to Totnes Town Council and assessed on their merits, taking into account such factors as cost and service delivery. Totnes Town Council will only waive the actuarial reduction on flexible retirement in exceptional circumstances following approval from the Town Council.

Policy Decision

An employer can decide whether to waive in whole or in part any actuarial reduction for a member voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement

This applies to:

- active members voluntarily retiring on or after age 55 and before Normal Pension Age, who elect to immediately draw benefits, and
- deferred members and suspended tier 3 ill health pensioners who elect to draw benefits (other than on ill health grounds) on or after age 55 and before Normal Pension Age.

A decision to waive any actuarial reduction will be considered by Totnes Town Council in exceptional circumstances, on compassionate grounds or in circumstances where there will be a financial or other benefit to Totnes Town Council.

Recommended LGPS 2013 & 2014 discretions (non mandatory)

There is no requirement to have a written policy in respect of non-mandatory discretions. However, there are some non-mandatory discretions where it is recommended for Scheme employers to have a written policy so that both members and the Pension Fund administering authority can be clear on the employer's policy on these matters.

Shared Cost Additional Voluntary Contribution Arrangement (SCAVC)
R17 (1) and TP15 (2A) and A25 (3) and definition of SCAVC in R Sch 1

An employer can choose to pay for or contribute towards a member's Additional Voluntary Contribution through a shared cost arrangement (SCAVC).

An employer will also need to decide how much, and in what circumstances to contribute to a SCAVC arrangement.

Policy Decision:

Totnes Town Council will not contribute to any Shared Cost Additional Voluntary Contribution scheme.

Extend the time limit for member to elect for a Shared Cost Additional Pension Contribution (R16(16))

An employer can decide to extend the 30 day deadline for a member to elect to purchase additional pension by way of a Shared Cost Additional Pension Contribution (SCAPC) upon return from a period of unpaid absence (other than because of illness or injury, relevant child-related leave or reserve forces service leave).

Policy Decision:

Totnes Town Council will not extend the deadline.

Extend the 12-month time limit for transfer of pension rights (R100(6))

An employer can decide to extend the 12-month time limit for a member to elect to transfer pension rights from another registered pension scheme into the LGPS, if an election has not been made within 12 months of joining the LGPS in that employment.

Policy Decision:

Totnes Town Council will not extend the deadline.

Extend the 12-month time limit for a member to elect not to aggregate Post 31 March 2014 deferred benefits (R22(7) and (8))

An employer can extend the 12 month time limit for a member to elect **not** to aggregate their Post 31 March 2014 (or combinations of Pre & Post 2014) deferred benefits with their new LGPS employment (or ongoing concurrent LGPS employment), if an election has not been made within 12 months of joining the LGPS in that employment (or within 12 months of ceasing the concurrent membership).

Extend the 12-month time limit for a member to elect to aggregate Pre 1 April 2014 deferred benefits (TP 10(6)) as amended by A27 (2018)

Employers can decide whether to extend the 12-month time limit for a member to elect to aggregate their Pre 1 April 2014 deferred benefits with their new LGPS employment that commenced on or after 14 May 2018 in order to purchase earned pension.

How an employee's contribution band will be initially determined and thereafter reviewed (R9 and R10)

Employers must decide how the pension contribution band to which an employee is to be allocated on joining the Scheme will be determined and reviewed at each subsequent April.

Circumstances in which the employer will review the pension contribution band will also need to be determined. For example, following a material change which affects the member's pensionable pay during the Scheme year (1 April to 31 March)

Whether to include a regular lump sum payment when calculating assumed pensionable pay (APP) (Reg 21(4)(a)(iv), 21(4)(b)(iv) and 21(5))

When calculating assumed pensionable pay, employers can decide to include the amount of any 'regular lump sum payment' received by the member in the 12 months preceding the date the absence began or the ill health retirement or death occurred.

A 'regular lump sum payment' is a payment for which the employer determines there is a reasonable expectation that such a payment would be paid on a regular basis.

Policy Decision:

Totnes Town Council will not extend the deadline.

Policy Decision:

Totnes Town Council will not extend the deadline.

Policy Decision:

Totnes Town Council will allocate employees joining the scheme to the contribution band for employees set out in the LGPS scheme based on actual annual pay. The pension contribution band for each employee will be reviewed whenever their pay changes.

Policy Decision:

Not applicable – Totnes Town Council does not make regular lump sum payments.

Whether to substitute a higher level of pensionable pay when calculating assumed pensionable pay (R21(5A) and 21(5B) backdated to 1 April 2014 by A7 2018)

When calculating assumed pensionable pay (APP), an employer can decide to substitute a higher level of pensionable pay if, in their opinion, the pensionable pay received in the 3 months/12 weeks before the commencement of APP, is materially lower than the level of pensionable pay the member would have normally received.

Policy Decision:

Totnes Town Council will make a decision on whether to substitute a higher level of pensionable pay when calculating assumed pensionable pay on a case by case basis.

Pre LGPS 2014 discretions

Discretions to be exercised on and after 1 April 2014 in relation to scheme members who ceased active membership between 1 April 2008 and 31 March 2014

'Switch on' the 85-year rule
TPSch 2, para 1(1)(c) & 1(2)

The 85-year rule does not automatically fully apply to members who would have had the protection under old regulations, and who choose to voluntarily draw their benefits on or after age 55 and before age 60. An employer can decide to switch the 85-year rule back on in full for such members.

This also applies to members with deferred benefits or a suspended tier 3 ill health pension who choose to voluntarily draw their deferred benefits (on or after 14 May 2018) on or after age 55 and before age 60.

Waive actuarial reductions to members benefits
B30(5), TPSch 2, para 2(1) B30A(5)

An employer can decide whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to deferred benefits which are paid before age 65.

Policy decision

The decision to 'switch on' the 85 year rule will be considered by Totnes Town Council on a case by case basis, taking into account factors including the financial cost to Totnes Town Council.

Policy decision

This may be exercised by Totnes Town Council in individual cases on compassionate grounds.

Discretions to be exercised on and after 1 April 2014 in relation to scheme members who ceased active membership between 1 April 1998 and 31 March 2008

Grant application for early payment of deferred benefits
R31(2) LGPS Regulations 1997

Employers can decide whether to grant applications for the early payment of pension benefits on or after age 50 and before age 55

Policy decision

Totnes Town Council does not give blanket consent for this. Requests will be referred to Totnes Town Council and

'Switch on' the 85-year rule upon the voluntary early payment of deferred benefits TPSch 2, para 1(2) & 1(1)(f) & R60
The 85-year rule does not automatically fully apply to members who would have had the protection under old regulations. An employer can decide to "switch on" the 85-year rule in full for a member with deferred benefits voluntarily drawing benefits (on or after 14 May 2018) on or after age 55 and before age 60.
Waive actuarial reductions to members benefits (R31(5) 1997 & TPSch 2, para 2(1))
An employer can decide whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to benefits which are paid before age 65.

assessed on their merits taking into account such factors as cost.
Policy decision
Requests will be referred to Totnes Town Council. A decision to waive any actuarial reduction will be considered in exceptional circumstances on compassionate grounds.
Policy decision
This may be exercised by Totnes Town Council in individual cases on compassionate grounds.

Discretions to be exercised on and after 1 April 2014 in relation to members who ceased active membership before 1 April 1998

Grant application for early payment of deferred benefits (TPS(SA)(VI), TL4, L105(1) 1997 Transitional & D11(2)(c) 1995 Regs)
Employers can decide whether to grant applications early payment of deferred pension benefits on or after age 50 and before normal retirement age on compassionate grounds.

Policy Decision
This may be exercised by Totnes Town Council in individual cases on compassionate grounds.

Fixed Asset Register - 2023/24						
Asset	Date of acquisition	Value	Valuation method	Location		
Buildings:						
Guildhall		1 Notional		Ramparts Walk, Totnes		
Guildhall Offices		1 Notional		5 Ramparts Walk, Totnes		
Guildhall Cottage		1 Notional		Ramparts Walk, Totnes		
Flat	05/04/2002	125000 Cost		5A Ramparts Walk, Totnes		
Cemetery Chapel		1 Notional		Totnes Cemetery, Plymouth Road, Totnes		
Museum		1 Notional		70 Fore Street, Totnes		
Castle Meadow (3.01 acres)		1 Notional		Lower Collins Road, Totnes		
Land at Coronation Road (0.25 acres)		1 Notional		Coronation Road, Totnes		
Leases:						
Civic Hall (including Birdwood House)		1 Notional		High Street, Totnes		
Eastgate Clock Room		1 Notional		High Street, Totnes		
Contents:						
Guildhall, Offices & Flat		75802	Historic Insurance Value	Ramparts Walk, Totnes		
Civic Hall		100000	Estimate following renovation work in 2015/16	High Street, Totnes		
Museum		5455	Historic Insurance Value	70 Fore Street, Totnes		
Guildhall Cottage		5053	Historic Insurance Value	Ramparts Walk, Totnes		
Other:						
Civic Regalia		1 Notional		Guildhall, Ramparts Walk, Totnes		
				Whiteley Avenue, Follaton		
				Higher Westonfields, Bridgetown		
				Western Bypass, Totnes		
		3969	Historic Insurance Value	Coronation Road, Totnes (opp Royal Seven Stars)		
				Station Rd – station entrance and outside Travis Perkins		
				Ashburton Rd – north and southbound at KEVICCS		
		500	Cost	St Mary's Church, High Street, Totnes		
Seats at Totnes Cemetery x 2		3432	Cost	Borough Park, Totnes		
Smart benches x 2	14/06/2021	15424	Insurance value June 2016	Civic Hall, High Street, Totnes		
Solar Panels		2644	Historic Insurance Value	St Mary's Church, High Street, Totnes		
War Memorial		6624	Historic Insurance Value	The Plains, Totnes		
Wills Memorial and fountain		14735	Estimated cost	Guildhall Offices, Ramparts Walk Totnes & TI Office, Civic Square, High Street, Totnes		
Office and IT Equipment		5688	Estimated cost	Coronation Road outside the Town Mill, the Rotherfold and under the Civic Hall		
Noticeboards		14790	Cost	Guildhall Offices, Ramparts Walk Totnes & TI Office, Civic Square, High Street, Totnes		
Nissan NV200 electric van (reg. CK17 HTU)	26/10/2020	9910	Cost	High Street and Fore Street, Totnes		
Planters	2021	1200	Cost	Castle Meadow & Chapel, Totnes		
Picnic benches x 3	28/05/2022	24803	Cost	Throughout Totnes Town Centre		
Wayfinding signage	21/07/2022	15000	Cost	Market Square, High Street, Totnes		
Wall mosaics	2021-2022	1366	Cost	Market Square, High Street, Totnes		
Festoon Lighting	20/07/2023	1 Notional (donated)		Market Square, High Street & Seven Stars Hotel, The Plains, Totnes		
Defibrillators x 2		431406				



ITEM 11

Arts and Events Working Group Notes

Wednesday 24 January 2024@ 12:00pm

Committee Members: Cllrs Hannam, Presswell and Price

Also Present: Cllr Auletta

Apologies: Cllrs Allen and Piper

TTC: Catherine Marlton, Lucy Ferrier, Lisa Baumback

1. Note progress on the art under Civic Hall.

- Noted
- Everyone was pleased with the final result and there has been a downturn in the amount of graffiti in this area.

Action: Lisa to report one small area of graffiti to the Town Maintenance Officer to be covered up.

2. Receive post event review of Christmas Lights Switch On Event (see attached).

- Received and Noted.

3. Note Totnes Carnival Lantern Procession and future plans.

- Noted

4. Discuss places to display public art.

- Areas around the Market Square which need refreshing due to excessive graffiti were discussed.
- The Network rail bridge was also discussed but there was a suggestion that either KEVICC or Totnes Independent School may be interested in creating some public art there in future.

Actions:

- LB to contact the artists who applied previously and request quotes for a design to be painted on it.
- Town Maintenance team to paint the wavy lines on the pillar under the stairs in the Market Square.
- LB to contact SHDC and Jason Vasey about the graffiti on the green electrical boxes.

5. Review phone box adoption/upgrades.

- As this has been considered on other occasions without a successful way forward, it was suggested that it could be relocated to a more central location or auctioned to a member of public.

Action:

- LB to get a quote to disconnect the phone box from the power supply and relocate to a different position.
- LB to contact the Mansion to enquire if they are interested in giving the phone box a new home.

6. Any Other Business

- Jo from Miss Ivy events will prepare a post event report for the Christmas Markets which will be presented at the March Arts Working Group.

Action: Cllrs asked to send their feedback on the 2023 Christmas Markets, alongside any suggestions for changes or improvements for 2024, to Lucy by the end of February.

- Cllr Presswell shared some suggestions for D-Day celebrations on 6th June. There is no specific budget allocation for this event so it would need councillors or volunteers to plan it through a working group, as previously discussed at Town Matters. It was suggested that Cllr Presswell should speak to the Royal British Legion, the Image Bank and South Devon Railway who often put on a 1940s event.

Action: Cllr Presswell agreed to lead on these activities and look into this further.

7. Date of next meeting – Wednesday 20 March @ 12:00