



AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE MONDAY 11TH MARCH 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 11th March 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 12th February 2024 and update on any matters arising. Document attached.

3. BUDGET MONITOR

To consider the 2023/24 Budget Monitor. Document attached.

4. CIVIC BUDGET AND MAYORAL ALLOWANCE POLICY

To review the Civic Budget and Mayoral Allowance Policy. Document attached.

5. DEVON-TORBAY DEVOLUTION DEAL CONSULTATION

Under delegated authority from Full Council, to consider a Council response to the Devon and Torbay Devolution Deal consultation (deadline for responses 24th March 2024). Document attached and to view the

Deon and Torbay Combined County Authority draft proposal see <https://www.devontorbaydeal.org.uk/document/devon-and-torbay-combined-county-authority-draft-proposal/>

6. COMMUNITY GRANTS REPORT

To note a report of community organisation's assessment of their projects which received Community Grant funding in June 2023. Document attached.

7. COUNCIL ASSETS AND PUBLIC REALM WORKING GROUP

To note the minutes of the Council Assets and Public Realm Working Group held on 21st February and consider the recommendations (items 2, 5, 7 and 8). Document attached.

8. DATE OF NEXT MEETING

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

9. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

10. GREEN ENERGY CLUB

To consider how to proceed in the 2024/25 financial year given the ending of the indemnity and the price increases (commercial). Document attached.

11. CHRISTMAS LIGHTS BUDGET

To consider the allocation of the Christmas Lights budget for the following:

- a. Installation (commercial);
- b. Cross Street light refurbishment (commercial);
- c. Electrical upgrades on The Plains (commercial);
- d. Contingency for replacement and repair of lights (financial); and
- e. Delayed removal of Shady Garden icicle lights (financial).

12. CEMETERY MAINTENANCE CONTRACT

To consider a one-year extension to the current cemetery maintenance contract (commercial). Document attached.

13. STAFFING UPDATE

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

Catherine Marlton

Town Clerk

6th March 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 12TH FEBRUARY 2024 AT 6.30PM IN THE GUILDHALL

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

Apologies: Cllr T Bennett.

In Attendance: Cllrs Allen and Auletta, 2 Members of the public, C Marlton (Town Clerk) and C Bewley (Finance, HR and Lettings Manager).

1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted and recorded. The apologies were accepted.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

Members of the public raised concerns about: the freeport; graffiti in the town and it not being reported to the police; and business waste and cleanliness in the Civic Square.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 15th January 2024 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. STRATEGIC PLAN 2024-27

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

It was **AGREED** that the Strategic Plan in its current form would be tabled for consideration at Full Council in March 2024.

5. COMMUNITY DEVELOPMENT BUDGET

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

To **RECOMMEND** to Full Council the following budget allocations within the Community Development Budget:

AGREED COMMUNITY DEVELOPMENT BUDGET	£194,00
ENVIRONMENT	
Remaining S106 funding for Green Travel	£3,095
Totnes Gardens	£3,000
Sub-Total	£6,095
ECONOMY	
Nil at this time	£0
COMMUNITY	
Grant Funding – an initial round open to all projects with a priority for those working in partnership with other groups	£25,000
Christmas Lights Switch On Event	£3,000
Christmas Late Nights	£14,000
Christmas Tree, erection of lights and cross street repair	£15,000
Newsletters, publicity and Annual Town Meeting	£3,000
Defibrillator pads and servicing	£500
Sub-Total	£60,500
TOTAL ALLOCATED	£66,595
Remainder to be allocated as ‘Strategic Plan and Council Priorities’ for future detailed allocation	£127,405

6. COUNCIL GRANTS

To consider:

- a. **A review of the Council Grants Policy (previously Community Grants Policy);**

To **RECOMMEND** to Full Council that the revised Council Grants Policy is adopted.

- b. **A proposed timeline for the awarding of grants (subject to Full Council’s decision on the proposed Community Development Budget).**

The proposed timeline was **AGREED** unanimously, 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.

The risk assessment summary was **AGREED** unanimously.

8. PENSIONS DISCRETION POLICY

To consider a Pensions Discretion Policy for staff.

The Pensions Discretion Policy was **AGREED** unanimously.

9. BUILDING CONDITIONS SURVEY

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

It was **AGREED** that a quote for a 5-year conditions survey should be obtained and tabled at a future Council Assets and Public Realm Working Group.

10. FIXED ASSET REGISTER

To note the Council’s Fixed Asset Register.

Noted.

11. ARTS AND EVENTS WORKING GROUP

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

Noted.

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.

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)*

13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and unanimously **AGREED**.

14. TOTNES GARDENS

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

It was **AGREED** unanimously that the work of Totnes Gardens provides excellent value for money and that Full Council should be asked to ratify the recommended £3,000 payment for costs associated with annual maintenance for financial year 2024/25 financial year, as set out under item 5.

15. STAFFING UPDATE

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

a. **A work experience request.**

Noted. It was **AGREED** unanimously to permit one work experience placement as requested. This must be subject to any insurance requirements and any regulations around supervising a young person. Councillors are keen to hear feedback after the placement in terms of how successful it was for the student and how much management/oversight time was involved.

The meeting closed at 8.45pm

Catherine Marlton
Town Clerk
February 2024

Budget Monitor - February 2024		20/21 YEAR END	21/22 YEAR END	22/23 YEAR END	2023/24			Comments
	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Actual 31st March 2023 YEAR END	Original Budget	Current Agreed budget	ACTUAL AS OF February 2024	Expected year end	
Administration								
Salaries and pensions for all staff	246894	294138	350889	411865	412023	360752	366000	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	1676	3500	Underspend likely
Staff Recruitment	2575	1930	984	2750	2750	0	2750	
Phone and Broadband	2343	2932	2984	3500	3500	2502	3500	
Office Supplies & Hospitality	1564	1100	1370	2300	2300	806	2300	
Photocopier	1496	1536	1575	1600	1600	1405	1600	
Subscriptions		4463	4191	4400	4400	4076	4400	
Professional Fees		53812	15062	10000	10000	3395	10000	Underspend likely
Insurance	7431	7514	26105	29000	29000	30402	29000	
Website and IT		3696	4618	7500	7500	5277	7500	
Office Equipment	5082	1999	1412	15000	15000	5008	10000	Underspend likely
Van Maintenance		258	207	1325	1325	661	1325	
TMO Tools and Consumables		1322	1162	1650	1650	1494	1650	
Miscellaneous income		-40	-180	0	0	-202	-102	
SUB TOTAL	269672	378904	413367	494390	494548	720309	465369	
Civic and Democratic								
Actual 31st March 2021 YEAR END				Original Budget	Current Agreed budget	ACTUAL AS OF February 2024	Expected year end	
Mayoral Allowance	0	557	0	450	450	0	450	Underspend likely
Civic and Mayoral Events (expenditure)	743	959	3014	5750	5750	1588	5750	
Civic Events (income)	0	0	-717	0	0	-667	-667	
Civic Regalia	0	110	212	220	220	95	220	
Mayoral Travel	0	7	185	300	300	206	300	
Councillor IT equipment	2089	356	14	2500	2500	82	2500	Underspend likely
Councillor Training and Travel	1085	210	514	1120	1120	508	1120	
Elections	0	9524	0	12000	12000	0	12000	
Councillor Allowances	3152	2644	1970	7200	7200	0	5060	Underspend likely
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	3779	26733	
Tourism								
Actual 31st March 2021 YEAR END				Original Budget	Current Agreed budget	ACTUAL AS OF February 2024	Expected year end	
Visit Totnes Marketing and event sponsorship	6108	18966	20595	29500	29500	15715	29500	
Other TIC expenditure (Post/Phone/Uniform/etc)	275	306	220	275	275	996	1996	Includes £680 backdated TIC rent
Bank Charges/Paypal Fees	0	33	4	50	50	0	50	
Visit Totnes Guide and Website	3135	12308	9056	6200	6200	6307	6317	
Totnes Guide and Website Income	-468	-12283	-10990	-6500	-6500	-9707	-9707	
Advertising		-3289	-1750	-500	-500	-2138	-4183	
SUB TOTAL	9050	16041	17135	29025	29025	9138	22973	
Actual 31st March 2021 YEAR END				Original Budget	Current Agreed budget	ACTUAL AS OF February 2024	Expected year end	
Guidhall								
Cleaning	2456	2644	2581	6500	6500	3204	6500	Underspend likely
Building Maintenance	191	6554	5226	10000	10000	68938	19000	Overspend due to CCTV installation of £4550 and upstairs bathroom renovation £5032.
Business Rates	6113	6113	6469	10000	10000	6603	10000	Increase in 23/24 to include Flat
Water	333	269	331	500	500	305	500	

Utilities	3894	4801	11603	25000	25000	12000	Under spend likely - budgeted high when energy costs were increasing and unpredictable
Equipment Maintenance	1291	5996	2669	1320	1320	2860	Overspend due to heating maintenance work
Wedding Licence renewals and marketing	0	2434	690	1000	1000	7000	Increase in visitor numbers and donations
Admissions income	0	0	-2699	-3000	-3000	-4770	
Weddings & Hire Income	-832	-4478	-3550	-3000	-3000	3000	
SUB TOTAL	13446	24333	23320	48320	48320	44960	
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	Expected year end	
Cleaning and supplies	1226	4605	3835	5500	5500	5500	
Feed In Tariff	2762	2501	3081	2700	2700	2906	
Water	1361	1055	1156	1500	1500	1500	
Utilities	1762	3044	6042	12000	12000	6500	Under spend likely - budgeted high when energy costs were increasing and unpredictable
Building Maintenance	2969	13955	6917	60000	60000	25000	Expected underspend as roof repairs delayed to next year
Licences	0	70	70	70	70	70	
Misc & Marketing Civic Hall	0	26	567	750	750	750	
Equipment Maintenance	3320	4299	2026	20000	20000	20000	
Paige Adams Grant towards Caretaking, Cleaning and Management costs	-7500	-30000	-33500	-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	-6800	No shop water income since 22/23 due to shop closing down
Grant for boiler							Grant towards new boiler
Equipment sales		-1000	0	0	0	0	
SUB TOTAL	-758	-7749	-16997	62220	62220	28315	
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	Expected year end	
Guildhall Cottage Maintenance	361	588	341	1000	1000	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	1774	1140	1140	1140	
Rental Property Management Fees	2089	2001	1599	400	400	2950	New £600 lease from Sept 23
Town Clocks	3127	1437	1599	400	400	5500	Possible underspend - but contingency in there for emergencies
Museum Maintenance	-3230	198	139	5500	5500	5500	Sub-lessees covering cost of new lease
Museum Rent income	-1	-1	-1	-1	-1	-1	
Eastgate Clock Rental	-3	-3	0	-3	-3	500	
Guildhall Cottage Income (£975 a month)	-10200	-10256	-11700	-12000	-12000	72000	
Flat 5a Rental Income	-8340	-8660	-7103				Ceased in 22/23
SUB TOTAL	-6465	-4182	30013	-3964	-3964	52141	
Cemetery	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Actual 31st March 2023 YEAR END	Original Budget	Current Agreed budget	Expected year end	
Business Rates	4441	4441	4441	4441	4441	4441	
Water	144	173	167	175	175	175	
Waste collection		706	329	350	350	350	
Grounds Maintenance (Grass cutting and tree work)	18009	20613	14516	25000	25000	25000	
Works and Maintenance (Memorials, Paths, Fences)	1357	-32	0	500	500	500	
Chapel	150	0	0	20000	20000	20000	Possible underspend but a contingency for the Chapel roof and emergency repairs.
Cemetery Fees Income	-1435	-12000	-17250	-10000	-10000	57000	
SUB TOTAL	12666	13901	2203	40466	40466	43320	

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	AGTUALES OF 29th FEBRUARY 2024	Expected year end	
General Maintenance	80	162	502	550	550	550	550	
St Marys Churchyard (Walls and trees)	322	857	5868	3000	3000	3000	3000	
Castle Meadow Maintenance and Water	800	108	45	100	100	100	100	
Castle Meadow and allotments income	-208	-200	-200	-200	-200	0	-200	Possible underspend - but emergency contingency required.
SUB TOTAL	994	927	6215	3450	3450	3450	3450	
Precept and Income								
Bank Charges	98	104	189	250	250	177	250	
Precept and Income								
Council Tax Grant (only guaranteed until 19/20)	-535280	-545986	-545986	-610253	-610253	-610253	-610253	
Investment Income	-10020							
Charity of Paige Adams RATE ABATEMENT	0	0	-713	-1500	-1500	5024	-10000	Increase in interest rates
SUB TOTAL	-545202	-545882	-546510	-711503	-711503	-711503	-720003	
Community Development								
Actual 31st March 2021 YEAR END								
Actual 31st March 2022 YEAR END								
Actual 31st March 2023 YEAR END								
Community Outreach/Christmas				35000	35000	5727	57306	See breakdown below - expected overspend already agreed
Community Grants(incl. S137 Funding)	44168	52508	49770	50000	25000	24953	24953	
Community Projects	0	0	13200	0	0	502	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	13902	21050	See breakdown below - expected overspend covered by GWR grant
Public Realm and Community Assets Projects	see below	see below	75980	73700	13700	605	10136	See breakdown below - expected underspend
Climate Change/Green Travel	3996	2312	9139	10000	10000	5807	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	3390	-3390	£500 PA grant for Easter Festival, £2710 GWR grant for Xmas Festival, & £180 locality grant for diet leaflets
SUB TOTAL	£35,067	£56,608	£150,424	£194,700	£104,700	£98,906	£120,557	
TOTAL EXPENDITURE OVER INCOME	-£187,710	-£47,985	£90,527	£186,644	£96,802	-£152,605	£31,093	£65,709 expected underspend against agreed

Total expected expenditure 2023/24	£840,877
Total expected income 2023/24	-£809,784
Total spend from reserve	£31,093

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	£583,688

2023/24 - proposed	BUDGET	EXPECTED	NOTES
PUBLIC REALM and COMMUNITY ASSETS PROJECTS	13700	13700	Annual total allocation
Creditor figure b/f from 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	
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	-13693	-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	-4630	-2813	Underspend due to lower cost for mail drop
TOTAL	-21364	-22306	Overspend already agreed for Christmas lights



Civic Budget and Mayoral Allowance Policy

TOTNES TOWN COUNCIL

AGREED MARCH 2023

REVIEWED MARCH 2024

Background

All Civic and Mayoral spending will be limited to the agreed budgets over the course of the financial year, therefore pre-planning of proposed events and larger commitments is essential. All major civic events should take place within the Council's financial year ending 31st March.

During the period from 1st April to 18th May a maximum spend of an amount equivalent to 1½ months of the allocated Civic Budget and Mayoral Allowance Budget for the financial year is allowed and must be agreed in advance with the Town Clerk.

Any surplus at the end of the financial year will not be carried forward.

The budgets must not be in deficit at the financial year end.

Mayoral Allowance

The Mayoral Allowance is to defray reasonable costs in order that the office holder is not out of pocket for fulfilling the role of Mayor. The Mayor can claim up to the amount of the Councillor Allowance by submitting claims to the Finance, HR and Lettings Manager.

Expenditure which can be claimed:

- Mileage to and from events
- ~~Tickets for events~~
- ~~Raffle and draw tickets~~
- Donations to charities (up to £25 per event)
- Reasonable clothing allowance for Civic events
- Additional Telephone, stationery and printing

Civic Budget

Expenditure which is allowed:

a. Funding for all the formal and informal Civic events and costs associated with the role of the Mayor during the Mayoral year.

These may include:

- Mayor Choosing and reception
- The Civic Service
- Remembrance Sunday (in conjunction with the British Legion)
- The Civic Event (Community fundraising event)
- Annual town events where the Mayor is invited, such as Totnes Carnival, the annual Orange Race, the opening of the Elizabethan Market

PLEASE NOTE - Civic Funerals (as and when required) and refreshments at a wake for Honoured Citizens/Freemen will be funded from the general reserve up to a value of £1,000.

b. Civic events supported by the Council involving, but not necessarily arranged by, the Mayor, or agreed Councillors. This expenditure must be agreed in advance by the Mayor.

These may include:

- Hosting the Mayor of Vire, to include up to £25 for a gift and wrapping/cards
- Receptions for Civic visitors
- Hosting small award ceremonies (including the annual Community Awards), to include up to £25 for an award
- Hosting meetings of community groups

c. The costs of any events held or attended by the Mayor or Deputy Mayor or Councillors deputising in their place in the course of their duties in the Mayoral Year.

These may include:

- Councillors and volunteers ~~Christmas~~ Christmas thank you receptions
- Refreshments when organising civic or mayoral events at the Guildhall during the year
- The incidental costs of attending community and charitable events e.g. purchase of tickets for both the event and raffles
- Charity functions, and to cover any costs when attending functions e.g. the purchase of raffle tickets, collections, etc

d. Supporting the Mayor in raising money toward their chosen charity.

These may include:

- Providing facilities paid for by the Civic Budget in raising funds for the chosen charity e.g. reception in the Guildhall, hire of the Civic Hall, etc

PLEASE NOTE: All use of the Civic Hall must be paid for in full from the Civic Budget to the Paige Adams account. No free use can be granted by the Mayor.

Expenditure which is not allowed:

The Civic budget must not be used to pay for

- Gifts of monies or goods (including flowers) other than to charities. NOTE: Any requests for contributions to groups and charities outside of fundraising must be considered by Paige Adams or the Town Council Community Grants process.
- NOTE: The policy will allow an exception for the purchase of flowers for incoming and outgoing Mayors and their consorts plus retiring Councillors to the value of £25 per bouquet.
- Parking fines
- Social events internal to the Council.
- Items normally covered by the Mayoral and Councillor Allowance e.g. costs associated with the use of home as office, personal telephone bills, etc.
- printing fliers/leaflets/posters etc. other than for civic events covered in a. above.

Reporting and monitoring procedures

The Mayor is asked to account for their spending and to submit these expenses, along with the Mayor's monthly engagements, as a quarterly agenda item to Council Matters meetings:

- All amounts submitted for reimbursement from the Town Council will be signed off and paid according to the Town Council financial regulations.
- Amounts of £500 and over need to be agreed by the Council Matters Committee in advance of agreement. Details of the proposed expenditure will need to be submitted, to ensure contributions and events are in line with Civic function and the Town Council priorities. If agreed it can then be submitted for reimbursement/payment to the Town Council Finance Officer.

Once 85% spend of the budget is reached the Council Matters Committee must be informed and any future spend must be agreed in advance with the Town Clerk.

Any outstanding civic expenses need to be submitted by the outgoing mayor by the end of June, when the preceding mayor's budget will be closed.

Devon-Torbay Devolution Deal Consultation

The Devon and Torbay Devolution Deal can be viewed in full at:

<https://www.gov.uk/government/publications/devon-and-torbay-devolution-deal>

and

<https://www.devontorbaydeal.org.uk/>

Introduction

Devolution differs from local government reorganization in key ways:

- Local government reorganization involves merging existing authorities into new unitary ones to improve efficiency and representation.
- Devolution typically involves existing two-tier authorities forming an additional statutory body called a Combined Authority. This allows access to increased powers and funding from the government in certain areas, while authorities continue in their current form.

The highest level of devolution (Level 3) does effectively reorganize local government by creating a single institution with an elected mayor. Lower levels maintain existing structures but allow joint working (Level 1) or a single institution without an elected mayor (Level 2).

The government prefers mayoral combined authorities (Level 3). However, these have faced political challenges in shire counties. Past failed initiatives for unitary councils and mayoral combined authorities in Devon and Cornwall indicate likely opposition.

This report focuses on 'devolution' not fundamental 'reorganization' of local government structures.

Summary

The proposed Devon and Torbay devolution deal was announced in January 2024. The public consultation runs until late March.

The deal involves:

- Forming the Devon and Torbay Combined County Authority (CCA), with a leadership group and nominated chair, to provide vision, accountability, and value.
- New skills powers including the Adult Education Budget to shape training to meet economic needs.
- £16 million funding for housing, net zero, and business transition.
- Collaboration with Homes England on affordable housing and regeneration.
- New transport powers including bus franchising.
- Shared Prosperity Fund planning/delivery role potential from 2025/26.
- Integrating the Heart of the South West LEP functions into the CCA but retaining an independent business voice.
- Cooperation with the Police and Crime Commissioner.

- A clear resilience and emergency planning role.

This is seen as a starting point with potential for evolution over time.

Recommendations to consider:

- a) Note report content and decide consultation response as a body corporate
- b) Respond as individuals
- c) Make no response
- d) Encourage stakeholder responses

Benefits

- Tackling housing shortage
- New training opportunities
- Improved transport
- Investment in business/jobs
- Local decision making
- Stronger national voice
- Productivity and pay increases

Priorities

- Economic potential
- Housing
- Transport
- Net zero
- Investment
- Strong sustainable economy

Based on Levelling Up White Paper principles:

- Effective leadership
- Sensible geography
- Flexibility
- Accountability

With additional principles:

- Partnership
- Inclusivity

- Additionality
- Subsidiarity
- Collaboration

Governance

Devon County Council and Torbay Council are constituent members. Proposed CCA governance:

- 3 elected members per constituent council, including Leader
- 4 non-constituent district council members
- 2 associate business/skills members

Notes:

- District councils cannot be constituents
- Chair alternates every 2 years

Joint Team Devon committee replaces LEP, with county, districts, national parks, DALC etc. Gives voice and collective position.

Constituents have overall responsibility and voting rights. Decision-making split between reserved/general matters.

Possible advisory boards e.g. Growth, Skills, Housing etc. Formal but no decision powers.

Separate overview/scrutiny and audit committees required.

Central funding guaranteed initially but constituent contributions may be needed after 2026/27.

Officer points:

- This is not devolution to town/parish level and therefore does not address the issue of service/asset/liability transfer to our sector.
- This does not correct the issue of the budget challenges faced by District and County authorities. Also insufficient project funding (£16m) for long term sustainability in my view.
- Our sector needs a clear and consistent outline of principal authority statutory functions for effective engagement/communication – and to plan ahead for devolution of services due to budget constraints.
- Downward consultation with our sector is needed, not just information provision.
- Clarification needed of DALC role and capacity given the large number of Town and Parishes in Devon and the wide variety of needs/challenges. There is a huge disparity in size and precepts to consider as well.

Consultation

The six week consultation period was launched on 12th February and will run until 24th March.

The consultation will include:

- an online survey with alternative options provided on request to meet the needs of participants (translations, paper copies and easy-read versions);
- stakeholder engagement with businesses, the voluntary sector, and other stakeholders identified; and
- events to engage residents and stakeholders of the proposed CCA area.

Findings from the consultation will be analysed and published in April 2024 and the results of which will be considered by Devon County Council and Torbay Council as part of the final proposal discussions.

TTC Community Grants Awarded in June 2023 – Summary of Reports

Applicant	Grant Awarded	Outcome/Update
DYS Space - Subsidising trips for young people over the summer (26 Jul - 31 Aug 2023)	£500	<p><u>Summary</u> - Grant funding was spent to book and facilitate trips and opportunities for young people over the summer. We did a variety of trips to various different places in Devon. We aimed to be able to facilitate as many spaces for young people as we could, with a minimum of 20 spaces per trip for young people.</p> <p><u>Project Assessment</u> - The summer trips were very successful, we filled all of our spaces for every trip, the attendance was great and the fun young people also had was great and we got a lot of good feedback from young people mainly from our older young people. They expressed the trips were great and can't wait for next year, they also said it was nice to have something to do over the summer and to be able to get out of their neighbourhood as they did not have a lot to do around their area. it was also a great opportunity for young people to meet others they have not had the chance to yet, for example on one trip we went BMXing with another one of our centres over in Newton Abbot, this gave a good chance for them all to interact and we also saw a lot of good team work with some helping the others who were not as confident and didn't get the hang of it as easily as the others. Above all it made a lot of young people happy and was overall very successful.</p>
Food In Community - Cost of living support for struggling households	£2,645.90	<p><u>Summary</u> - The grant has contributed towards the salaries of Food in Community's part time food box packing and volunteer coordinator, and client referrals coordinator.</p> <p><u>Project Assessment</u> - Delivered fresh food boxes have, since the grant start date, helped 555 people in Totnes households who are struggling to afford to feed themselves and their families, and are unable to increase their income through work due to disability, long term illness, caring responsibilities or other disadvantage. Approximately 380 children additionally received fresh food through their school, nursery, or youth club. The work of the two coordinators also benefits an expanded community of 53 volunteers who gather, sort and deliver the food, some of whom themselves experience disadvantage.</p>
South Hams Citizens Advice – Totnes Community Outreach Programme (Jul 23 – Jun 24)	£5,969	<p><u>Summary</u> – The funding supports the provision of a weekly, in-person Citizens Advice outreach service for Totnes community residents. Initially this was at the Mansion but more recently has relocated to St John's church, Bridgetown. The funding supports the recruitment and training of volunteers; travel, IT and other admin costs; the supervision of the quality of advice; advertising and social media presence; provision of paid staff members at the outreach on an as needed basis.</p> <p><u>Project Assessment</u> - The outreach provides a lifeline for people seeking help with mounting debts, housing issues, help with welfare benefits and access to foodbanks. Whilst our telephone service is available everyday, it is not suitable for everyone and answer rates remain about 50%, meaning about half the people calling us cannot access the help they need. By providing an outreach service we can meet 100% of local advice needs, and the service is warm, welcoming and non-judgmental. We have seen weekly numbers at the outreach grow steadily since moving to Bridgetown and are regularly helping 4-5 people each week.</p>

<p>St John's Church - Bubbles, Birds & Sewing Bees (Jul 2023 - Mar 2024)</p>	<p>£722</p>	<p><u>Summary</u> - £300 was spent on supporting the Mindful making craft group that meets regularly on Wednesdays at the Community café. This has gone towards staff and material costs. £360 was spent on swift callers. £100 was allocated towards costs of the Love your Burial Ground project – ongoing – that is supporting transforming the burial ground into a nature / conservation resource for the community.</p> <p><u>Project Assessment</u> - Mindful making continues to grow and make a huge difference to the mental health and wellbeing of many individuals, most of whom are experiencing mental health challenges, anxiety, loneliness, or have low self-esteem and confidence. A regular group have formed a community of support.</p> <p>Our swift callers will help us to attract this endangered, much loved visitor to continue to nest in our churches. The buildings are ideal for this.</p> <p>The Love your Burial Ground project has produced a nature trail and 'spotting guide' for local families and children, and has also had two events to promote the space which is quite hidden away in Bridgetown. Both were well supported.</p>
<p>Stepping Stones - Totnes Food Bank & TQ9 Community Food Club (May 2023-May 2024)</p>	<p>£3,530</p>	<p><u>Summary</u> – The grant has been spent on keeping the essentials on the shelves for the food bank and food club (£2.50 for 10 items), and for a short time helping to pay for our soup ingredients. Each week we spend around £250 a week on store cupboard food. We get some monthly donations for this but they go nowhere near covering what we need so your grant was an essential part of this quarter's income. Huge thanks.</p> <p><u>Project Assessment</u> - Based on the period from 24 October 2023 (when we received the money) to its end, the grant has helped us in the following ways: During this period of the Cost of Living Crisis we have needed to buy between £230 - £250 (since Christmas more like £270 - £320) of food a week on top of donations, just to keep the basics on the shelf for our clients, so the money we received from you has been vital. The food club is in its second year and continues to increase in membership as more and more ordinary people are feeling the pinch of the price hikes in the supermarkets and rent etc. Between the food bank and club we have helped 1345 people, that's 795 households in 14 weeks. If you count the people who have had soup or just come in to socialize, craft, ask questions and off-gridders using it as a work space, we have helped 2335 people during the period. We have seen marked improvement in people's mental wellbeing attending our Warm/Social Space and in some cases we have been "the only reason they got off the sofa" that day. Many have 'given back' by helping out, making teas, etc and become part of the volunteer team, which is lovely to see. The food club continues to get heartfelt, thankful feedback with members saying "I don't know how we would have managed without you... well, we wouldn't!"</p> <p>The same goes for us: I don't know how we would have managed without your support... well, we wouldn't!" Thank you from everyone at Stepping Stones Totnes.</p>

STATS for TTC Food Grant £3530.00		
Time frame: 24 Oct 23 - 31 January 24 (14.5 weeks)		
Service	Breakdown	Same period last year
Food Bank		
Household	471	285
Adults	526	413
Children	246	185
People	772	598
Food Club		
Household	324	73
Adults	458	120
Children	115	16
People	573	136
Soup	505	273
Warm Space	485	70
Total people helped		
	2335	£1.51 per user

Totnes Caring – Lunch Club (Jul 23 – Jul 24)

£6,626

Summary – The grant funding has been spent on our community engagement workers salary who coordinates, manages volunteers and delivers our lunch club.

Project Assessment - In the period July – Dec 2023 we have held 43 Lunch Clubs where there have been 462 attendances, therefore 462 hot meals provided to vulnerable older people as well as reducing their isolation by participating in a group lunch, meeting people and forming friendships.

To enable those older people to attend the lunch club we have provided 774 transport journeys, either through our minibus or volunteers using their own cars for 387 people.

Some feedback we have received:

- You are grand! You are all so lovely at Totnes Caring, what ever would we do without you'?
- Feedback from daughter of new client who came to lunch for first time': ' He loved it- it put a spring in his step. Great lunch and lovely men to talk to. The young boy who was there was also delightful.'
- I would miss Totnes Caring terribly if anything ever happened to it.
- Without Totnes Caring's encouragement I would be back off my legs for a long while, sitting in a chair with a sore butt, and quite unable to deal with the 'little surprises' which life sends our way.

Totnes Library – Kitchen and Refreshments Offer (Jul – Dec 23)

£1,210.25

Summary - We have spent the generous grant from Totnes Town Council on various goods which are aiding us in the delivery of our Libraries for Life 'Warm Spaces' campaign. The bulk of the funds have been spent on a badly needed lino floor for our kitchenette, to replace the worn and milk-stained carpet. This has allowed us to prepare our hot drinks/ refreshments in a food-safe environment and has provided a more pleasant space for those members of the public who use our facilities while attending community groups hosted by the library. We spent £225 on a new desk and chair, which now hosts a community jigsaw puzzle for library users to take a mindful moment to put a few pieces in place while enjoying a hot drink. The rest of the money has been spent on new mugs, lidded cups for use in the children's library, milk jug, trays, urn, teaspoons, caddies and water dispenser. We

		<p>provide free hot drinks & biscuits 3 days per week in the library using this equipment.</p> <p><u>Project Assessment</u> - We judge this project to have been a great success! Since introducing the community jigsaw puzzle, we have seen several sets completed and we have had excellent feedback. We have received wonderful feedback from customers about our hot drinks & refreshments, with people telling us how warm, welcoming, and friendly the space is, and expressing how they appreciate having a warm space to be where they don't have to spend any money. Here are some examples from the feedback forms we have been collecting:</p> <p>"Such a lovely thing to offer through the winter months. Nice to have a hot drink in cold wet weather..."</p> <p>"The library is always comfortable, warm and welcoming. There are not enough warm spaces in Totnes and the library is really valuable to the community."</p> <p>"It's been really lovely to share a cuppa with other parents. [Totnes Library is] the only space I know of in Totnes where parents & children can come morning and afternoon most days. Thank-you!"</p>
<p>TRAYE (Totnes Rural Area Youth Engagement Project) – Bridgetown Youth Club</p>	<p>£3,750</p>	<p><u>Summary</u> - The Bridgetown Youth Club opened its doors in October 2023. During September 2023, TRAYE Youth Workers completed outreach work, met with local young people and assessed the need of the Bridgetown area. So far, the funding has been spent on:</p> <ul style="list-style-type: none"> • Management costs: Ensuring the session meets National Youth Agency requirements and is run safely. Supervision and planning with youth workers. • 2 x Youth Worker salaries (this includes the planning and delivery costs) • 6 months worth of food and snacks (£25 per session). • Resources such as indoor/ outdoor games, music equipment, cookery equipment. • Worker travel/ Publicity and promotion. <p>So far we have spent: £2990 on this project.</p> <p><u>Project Assessment</u> - Bridgetown Youth Club is going well, it has 25 young people signed up to it and has a regular attendance of between 10 – 15 young people at each session. The Youth Club is run at Bridgetown Community Hall every other Tuesday 6.30pm – 8pm. Young people aged 11 – 19 can access this session for free and take part in all the free activities available such as cookery, music making, arts, crafts and games. We also have an educational theme to explore at each session and most recently the young people have learnt about Chinese New Year, Self-Care and the 5 Steps to Wellbeing. We expect to reach more young people as the project becomes established and we endeavour to complete some more detached and outreach work, alongside promotion of the session in local schools.</p>

COUNCIL ASSETS & PUBLIC REALM WORKING GROUP

Notes

Wednesday 21 February 2024 @ 12PM

Those Present: Cllrs Auletta, Presswell (Chair) and Price.

Officers: Governance and Projects Manager, Town Maintenance Officer, Mayoral PA (notes)

1. Note minutes of last meeting and any matters arising.

Noted

Action: Clerk to speak to Totnes Gardens and ensure they know about changes to gardening at Leechwell gardens and ask if they may be willing to take on the main flower bed by the pergola.

2. Castle Meadow

- **Consider a new location for the two benches that were removed from Castle Meadow.**

This will cost £75 and take up half a day of the Town Maintenance Team's time.

Action: To **RECOMMEND** to Council Matters that permission is sought from Berry Pomeroy Parish Council and South Hams District Council to place the benches at Longmarsh.

3. Guildhall

- **Receive update from Town Maintenance Officer on improvement works.**

Fire alarm door closing system has been installed upstairs.

Squirrel proofing of the cables in the loft has been completed.

- **Note the proposal for a new tea and coffee making point in the office.**

Noted - listed building consent will be applied for.

4. Totnes Museum

The museum management is going through a period of change. They have had an independent survey of both the management and the fabric of the building. They may need further support from the Town Council in the near future as a result of the actions from the surveys.

The image bank has been looking for a new location. Whilst in previous years, the museum was unable to accommodate the image bank, it now seems that this may be possible which could be advantageous in future if applying for heritage funding.

5. St Mary's Churchyard

- **Note progress on the flagpole.**

Noted – The Town Maintenance officer is waiting for a dry day and for the Chair of the RBL to be available.

- **Note progress on application for a faculty for the Town Council Noticeboard on the cemetery wall.**

Noted – Cllr Price will speak to Father Jim about the Parochial Church Council minute that is required to progress this further.

- **Discuss the possibility of putting up ‘Don’t feed the seagulls’ signs in the churchyard.**

Action: To **RECOMMEND** to Council Matters that ‘Don’t feed the seagulls’ signs are placed on the sign poles that already exist in the churchyard.

6. Cemetery

- **Review of the Churchyard and Cemetery section of the Council’s Open Space, Sports, Recreation and Wellbeing (OSSRW) Policy**

Councillors made further suggestions to this review including making sure all the positive aspects of these spaces are recorded in the ‘type of outside space’ column. This will be updated by the Governance and Projects manager and sent to the Town Matters Committee for consideration in April 2024.

7. Coronation Road

- **Note the Cutting Schedule for Coronation Road**

Noted

- **Consider updating the benches on Coronation Road.**

Action: To **RECOMMEND** to Council Matters that the rotting benches are replaced with new recycled plastic benches (including designs and costs estimated at approximately £300 each).

8. Signage

- **Note an update on the Entry to Totnes Town Centre sign.**

Some concerns were raised about the powder coated finish of the sign topper. It is likely to chip and rust and it isn’t in keeping with the lower half of the sign which has been painted. Etch coating and painting should be explored further. Additionally, the cost of the sign has increased due to the rise in the cost of steel and the need to have a thicker piece of metal.

Action: To **RECOMMEND** to Council Matters that the Chamber of Commerce are informed about the increase in cost of this project and ask if they would be willing to pay half of the topper option.

Cllr Auletta enquired about the robustness of the fingerposts that have been installed. They should be appropriate for a Public Realm setting.

Action: Ask the Comms and Marketing Manager to contact the company who made the new signage to seek clarification. Have they been etch primed? What sort of warranty do they come with?

A new welcome to Totnes sign will be installed on the Newton Abbot road. Limited designs were available through Devon County Council so it wasn't possible to change the branding on the sign.

9. To consider the replacement of pavement and road surfaces after scheduled works.

- **Update on the replacement sets on Fore St.**

After initial concern about what was going to be used to replace the surface, it now appears that the chosen bricks are fine.

- **Update on remedial work on the Plains.**

Devon County Council were on to this issue from the outset, but no progress has been reported at present.

Action: Governance and Projects manager to request a progress report.

Date of Next Meeting – Wednesday 17 April 2024 @ 12PM

