



## AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL MONDAY 10<sup>TH</sup> JUNE 2024 IN THE GUILDHALL

Please note that public question time will be held prior to Full Council from 6.30pm.

There are stairs to the Council Chamber but if any member of the public has mobility issues the Council can relocate to the Main Chamber.

You are hereby **SUMMONED** to attend the Annual General Meeting of the Council, on **Monday 10<sup>th</sup> June 2024** at **7.00pm** for a maximum of 120 minutes the purpose of transacting the following business:

### 1. WELCOME TO ALL ATTENDING AND OBSERVING

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 120 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.

### 2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests..

The Mayor will ask Councillors and those present to observe a minute's silence to mark the death of Judy Westacott MBE, honorary freeman of Totnes and former Mayor of Totnes.

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*The Council will adjourn for the following items:*

Reports from County and District Councillors.

- a. County Cllr Hodgson – no document.
- b. District Cllr Allen – no document.
- c. District Cllr Birch – no document.
- d. District Cllr Presswell – no document.

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*The Council will convene to consider the following items:*

### 3. CLERK'S REPORT (Standing Item)

To note the Clerk's Report for May 2024 (general updates and correspondence). Document attached.

### 4. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

*(Please note confidential minutes can be agreed but any discussion must be held in Part 2)*

- a. Full Council 13<sup>th</sup> May 2024 – document attached.

To note the following minutes:

- b. Council Matters 20<sup>th</sup> May 2024 – document attached.

- c. Planning Committee 22<sup>nd</sup> May 2024 – document attached.

## 5. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

To consider any matters arising from the Minutes and to approve any recommendations from Committees (document enclosed):

*(Please note confidential minutes can be agreed but any discussion must be held in Part 2)*

- a. Full Council 13<sup>th</sup> May 2024.
- b. Council Matters 20<sup>th</sup> May 2024. [Community Grants and CEP – separate items or take under this one?]
- c. Planning Committee 22<sup>nd</sup> May 2024.

## 6. CO-OPTION TO BRIDGETOWN WARD VACANCY

To consider the applications for the Totnes Bridgetown Councillor vacancy. Documents attached.

## 7. COMMUNITY GRANTS

To consider the Council Matters recommendation for the awarding of Community Grants for 2024. Document attached.

## 8. INTERNAL AUDIT REPORT

To receive the Internal Audit Report for 2023/24, consider the findings and action plan. Document attached.

## 9. ANNUAL GOVERNANCE STATEMENT

To:

- a. Consider and approve the Annual Governance Statement for 2023/24 by resolution (document attached);
- and
- b. Chair to sign the Governance Statement.

## 10. ACCOUNTING STATEMENT

To:

- a. Consider the Accounting Statement for 2023/24 (document attached);
- b. Approve the Accounting Statement for 2023/24 by resolution; and
- c. Chair to sign the Accounting Statement for 2023/24.

## 11. COMMUNITY ECONOMIC PLAN

To consider engagement in the South Hams District Council's Community Economic Plan process. Document attached.

## 12. INVESTMENT STRATEGY

To review the Council's investment strategy. Document attached.

## 13. FIXED ASSET REGISTER

To note the amendment to the Fixed Asset Register. Document attached.

## 14. LIST OF MEETING DATES

To note a list of upcoming meeting dates, Councillor communications points and link Councillor/Councillor representatives on outside bodies updates. Document attached.

## 15. NEXT MEETING

To note the next meeting date of Monday 1<sup>st</sup> July 2024, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

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*The Council 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.*

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## 16. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

To consider any recommendations or matters arising that are considered confidential in nature. No document.

## 17. INSURANCE DECLARATION REQUIREMENTS

To note the need/receipt of declarations from officers and Councillors in line with insurance requirements (personal). Verbal update.

18. ELMHIRST PROJECT (Standing Item)

To consider an update on the Elmhirst project and the delegation of costs associated with the bid process (commercially sensitive). Verbal update.

Agenda produced by:

Catherine Marlton

Town Clerk

29<sup>th</sup> May 2024

**USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS**

The open proceedings of this Meeting will be audio and video recorded. If members of the public make a representation, they will be deemed to have consented to being recorded. By entering the Council Chamber or Zoom meeting, attendees are also consenting to being recorded.

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.



# Full Council Monday 10<sup>th</sup> June 2024 - Clerks Report

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## General updates from the Town Clerk and the Governance and Projects Manager

Please note that with the various bank holidays and my own annual leave this report is coming out to you only 19 days after the last one so there will likely be further updates by email.

Losing a legend - We had a huge loss with the passing of Judy Westacott MBE on the day of Mayor Making. The Town Council have been instructed to make the funeral arrangements by the Executors so we will be working on that in the coming days and will keep all Councillors abreast of the updates. A silence will be observed at the next Full Council meeting.

Mayor Making 2024 - Despite the sad news above we had a very successful Mayor Making event where Cllr Emily Price was confirmed as Mayor and Cllr Bennett as her chosen Deputy. A big thank you to all the Councillors who attended and the team for all their work on this event.

Annual Town Meeting - display boards prepared to highlight: the Council's structure and strategic objectives for the coming term; public realm maintenance works and improvements; funding for Christmas events and lights; community grant funding and testimonials from two organisations. The team have been working to raise awareness and produce display materials. We have seen an increase in public interest and enquiries which is really positive.

Elections/co-option/new councillor preparation - three applications for co-option have been received for the Bridgetown Ward vacancy which will be considered at Full Council. An election will be held on 20<sup>th</sup> June for the Totnes Town Ward vacancy - two candidates are standing. The Town Council website and regular posts on Facebook have been scheduled updating on deadlines to register to vote, for postal and proxy votes, etc. The Councillor induction pack is being updated and training course dates collated from June through to September - both documents will be sent to all Councillors for information.

Meetings galore - Busy month for meetings and the preparations for them - Full Council, Council Matters, Planning, Mayor Making and Annual Town Meeting held within 17 days calendar days.

Councillor Representative appointments - officers are contacting those organisations where there has been a change in Councillor representatives on outside bodies to let them know who the new points of contact are.

OSSRW Plan - two meetings have been held by the Task and Finish group to go through the Open Space, Sports, Recreation and Wellbeing Plan, with a further meeting planned to go through the Parks and Garden section, the introductory text and projects. The updated plan will go to the Town Matters Committee in June.

Castle Book Shop - have emailed to thank the Council for the letter in support of the Book Shop's Community Ownership Fund application.

Cemetery - after an (always thankfully) quiet start to the year (no interments in January and February), there have been six interments from mid-March to early June (four burials and two interments of cremated remains).

Christmas Lights - refurbishment of the cross-street signs is complete and these have been returned back to the Council ready for later this year. Images have been circulated to Councillors by email.

Civic Hall Access - There have been numerous exchanges and meetings about access to the Civic Hall. I had believed the situation to be resolved, but issues continue.

Strategy Delivery Group - The first meeting of this new group met on Tuesday 28<sup>th</sup> May at 6pm.

Market Square and hire of SHDC Spaces - I had a meeting with Cllr Birch on 9<sup>th</sup> May and have emailed a senior officer but am waiting on a response.

DCC engagement – I have yet to have a reply from DCC regarding the email reference Green Travel and traffic management from mid April.

Community Grant Applications – Hugely oversubscribed as expected. Council Matters committee members have made the sensible suggestion to increase the budget available given the clear need which will be considered at Full Council.

Community Economic Plan (CEP) – there have been ongoing conversations about the timeline and input for the CEP process. A further update will be circulated to Full Council.

Totnes Conservation Area Appraisal and Management Plan – I am still waiting on the latest update on this issue from SHDC.

Castle Street – We have done the work needed from our side and are just waiting for DCC to install the new large column in replacement for the current small bollard. We have had a recurrence of overly large vehicles trying to use the route and I have contacted the haulage company responsible and they have confirmed that future deliveries will be re-routed.

Financial Regulations – There has been a lot of work to rework the model Fin Regs issued from NALC into a version that covers how we operate. These regulations will be taken through committee in due course.

Museum – Sadly we were not invited to apply for the MEND grant after completing an Expression of Interest. However, the work of the Trustees and volunteers will be essential in considering the future investment needed in this town asset and for applying for other potential sources of grant funding.

Devon and Torbay Devo Deal – It has been agreed by DCC and Torbay – but the General Election could significantly delay or change this project.

Graffiti - the issues are ongoing, including on our own assets, and the team are consistently reporting it in multiple ways. I attended a meeting scheduled by Inspector Shardlow with the intention of raising the issue again – but he had been called away on urgent business.

Staffing – We have had a surprise resignation from Tom as the Town Maintenance Officer. He is sad to leave (and we are to lose him) but the call of self-employment is too strong! He is staying in post until 2<sup>nd</sup> August and the vacancy is out to advertisement already.

D-Day – some amazing community led work has been arranged to mark this occasion. The Town Council's element is to light the beacon on the evening of. This is being overseen and managed by the Town Maintenance Officer but I would encourage Councillors to attend if they can to offer support, especially as I am sadly unable to attend.

Contract management – there are some operational issues being managed by officers around the grounds maintenance contract and also the IT support provision. More information to follow.

Internal audit – The new internal auditors have been in and done a very thorough job. The report shows no cause for concern which is reassuring. A big thank you to the Finance Manager for their work on this, it is a large project over an extended period to get ready for this.

Mayors and Clerks meeting with SHDC – Cllr Price and I attended this meeting on 22<sup>nd</sup> May. Further information and the notes of this meeting will be circulated in due course.

**Please note that the Town Clerk is out of the office after Wednesday 29<sup>th</sup> May, returning to the office on Monday 10<sup>th</sup> June and the Governance and Projects Manager is on annual leave after Thursday 30<sup>th</sup> May, returning to the office on Monday 17<sup>th</sup> June.**

## Town Maintenance

The team have been very busy in recent weeks. A few bullet points of actions:

- Inspection of Guildhall cottage – remedials required and in train
- Repairs to Birdwood House section of Civic Hall – guttering and sills
- Waste clearance of Birdwood house, Chapel and Cellar is being arranged.
- Ongoing issues and remedials associated with graffiti.
- Hatching painting on fire exits around the Civic Hall ongoing
- Install of fire safety closers on Civic Hall doors
- CCTV repair work following arson.
- Legionella checks and remedial works required
- Repairs to the hanging basket sprinkler system
- Install of new benches on Corrie Road
- Grass cutting and planter maintenance.
- Install of new planter at the bottom of Fore Street
- Rotherfold sign repairs and upgrades
- Support for the Elizabethan and our own Artisan markets
- Emergency roofing repairs of the Guildhall office complete

## NALC/DALC/SLCC/RSN updates

### Prime minister calls General Election for 4 July

On 22 May the prime minister Rishi Sunak MP announced the General Election will take place on 4 July 2024. Parliament is likely to be dissolved on 30 May, with next week's recess cancelled to allow time for some remaining legislation to be completed while others will be dropped. You can read the prime minister's full statement on the [10 Downing Street website](#). In the run up to the General Election and then afterwards, we will be working with county associations to engage with current and potential Members of Parliament, political parties, and opinion formers to promote local councils by banging the drum about the difference between local (parish and town) councils make and our future potential. This will include promoting our [Manifesto for building stronger communities across England](#) which sets out an offer to a new or returning government on the part local councils can play to support our communities and how they can help us do more and increase our effectiveness.

### On the blog: Lowering the voting age

[This week's blog](#) is from [NALC Star Council Awards 2023](#) Young Councillor of the Year, Cllr Cameron Palin from East Cowes Town Council, who argues that England should follow Scotland and Wales in granting voting rights to 16- and 17-year-olds, highlighting the success of such policies in these regions. Drawing from his own experiences of political engagement since the age of 14, Cameron highlights the ageism young people face and stresses the importance of valuing their perspectives. He underscores the unique insights of young people, particularly on issues like climate change and education, and advocates for their inclusion in local government decisions. He goes on to urge actions such as lobbying MPs, supporting campaigns for lowering the voting age, and improving political education in schools to empower young people and enhance democratic participation.

### New Defra Community Green Spaces Fund

Lobbying for access to grant funding is among our key policy objectives and we've been pressing the government to build on the Community Ownership Fund by providing further funding opportunities for local councils. Which is why the [recent announcement](#) by the Department for Environment, Food and Rural Affairs (Defra) of a new Community Green Spaces Fund is extremely welcome, as this will make up to £7 million available until the end of March 2025 for rural organisations including local councils to support capital improvements to rural community greenspaces in England. It is envisaged funds will be available for capital expenditure for projects that aim to create, restore, and enhance green spaces such as landscaping, planting, installation of natural play facilities, paths and seating. And we are expecting the fund to use the current rural definition of under 10,000 population. We're engaging with Defra and our Rural Coalition colleagues Action with Communities in Rural England to get the fund set up and open as soon as possible, but in the meantime I wanted councils in rural areas to be aware of the fund as you may have projects in

the pipeline which could be supported or to encourage you to start thinking about how you may use the funding. Rural community groups and local councils interested in the fund are encouraged to **register their details** with ACRE to receive more information about the fund when this becomes available, we'll also be sharing details when we have them.

### **Adjournment Debate Prompts Action on Local Government Bullying**

You may have seen that, in a landmark development for local council professionals, an Adjournment Debate, a parliamentary process which enables a backbench Member of Parliament to debate an issue with the relevant Minister, was held in the House of Commons on 9 May. The debate sparked discussions on tackling bullying within the sector, fuelled by relentless advocacy of SLCC together with the Association of Local Council Clerks (ALCC) and the National Association of Local Councils (NALC). The debate shed light on the pressing need for governmental intervention to safeguard the wellbeing of all local government officials.

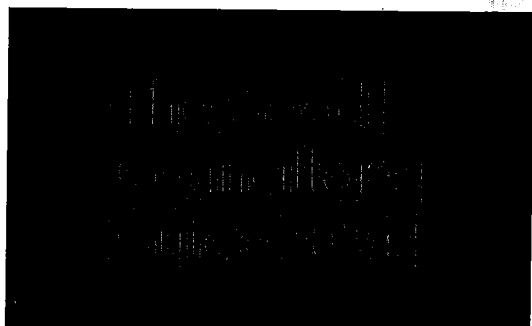
Our unwavering commitment to addressing workplace bullying and harassment found resonance in the House of Commons as Sir Julian Lewis, Member of Parliament for New Forest East, championed the cause during the debate. The Minister for Local Government, Simon Hoare, MP, commended the work and increasing role of town, parish and community councils, highlighting how poor behaviour can impact councillors and staff, as well as the overall council effectiveness. It was agreed that a roundtable discussion should take place to explore actionable steps to tackle intimidation and harassment within the sector, bringing together the Minister, Sir Julian Lewis, and key stakeholders, including SLCC, ALCC and NALC.

This represents a significant milestone in our ongoing efforts to address bullying and harassment within our sector, and this roundtable presents a long-awaited opportunity for us all to help formulate real reform to add to what has been achieved through our pan-sector Civility and Respect Project.

[Click here for further information.](#)

[Click here to watch the debate on BBC iPlayer](#), which takes place at 5:12:11.

### **Essential reading for councillors!**



NALC has published an **updated edition of The Good Councillor's Guide**. This FREE guide is an essential tool for all councillors (new, aspiring, or existing) and is designed to be a must-read guide to help you understand your responsibilities, limitations, and the reasons behind them.

NALC made the change to being digital only, so there will be no hard copies available\* of The Good Councillor's Guide 2024, but it will be circulated to all Councillor by email.

### **Update on the 2024/25 pay offer**

The national employers have **provided an update on this year's pay award**.

It is likely that there will be more negotiations as all three unions have rejected the offer as inadequate. We will continue to keep you updated and will let you know as soon as the pay award has been finalised.

### **BT's Digital Switchover Programme Adjustments: A Rural Perspective**

BT Group announced significant adjustments to its digital switchover programme, which aims to transition the UK's traditional analogue landlines to digital Voice over IP (VoIP) technology by January 2027. The revised approach will result in a single switch for most customers – from copper to fibre with all customers now expected to have moved off the old analogue PSTN by the end of January 2027.

### **Martyn's Law engagement**

NALC and SLCC have continued our close collaboration on Martyn's Law over the last week. On 10 May we held an online meeting with Home Office officials working on Martyn's Law (the Draft Terrorism [Protection of



Premises] Bill). Officials said they were still reviewing feedback from the recent standard tier consultation before making recommendations to ministers for the bill's introduction to parliament. Outcomes from the Home Office session then fed into this week's sector Martyn's Law Steering Group session, which took place online on 15 May 2024, with SLCC and NALC representatives in attendance. It was hoped that the next government would prioritise making parliamentary time for the bill and ensure Royal Assent is secured. Other issues discussed were indemnity for guidance and templates, the possible effect on insurance premiums of (non)-compliance, wider community safety messaging, sharing best practice, and the importance of **Protect UK**.

### Local government finance and sector resilience

One of NALC's priorities is building the sector's financial resilience. This is particularly important given the state of public finances and the challenges facing principal authorities. According to the Local Government Information Unit's recent **survey**, around 50% of principal authorities are concerned that they might go bankrupt in the next five years. There is an increasing expectation that local councils might pick up the discretionary "slack", as reflected in this year's average increase in precepts of 8.5%. Following the meeting of **National Assembly** on 9 April 2024 and discussions in our other committees, we have put together a briefing note setting out some proposed actions to be taken at local and national level. Our briefing 'The state of local government finance – building the sector's financial resilience' can be found on our **website**. Please take time to read and consider what steps you can take and do let us have feedback to **policycomms@nalc.gov.uk**. I'm also pleased to say that we have continued to raise the profile of the implications for our sector of the financial challenges facing principal authorities in **this week's local government trade magazine Local Government Chronicle**, with NALC's chair, Cllr Keith Stevens quoted in the article, commenting, "There's clearly a crisis facing local government funding which many parish and town councils are stepping up to help address. If they don't, much loved and valued community facilities and assets will simply close, and quality of life for residents worsen." The piece goes on to add that local councils did not receive government funding, business rates or government grants and so "need flexible and diverse funding".

## Correspondence log

Will be circulated to all Councillors at the end of May to capture a full month.

## Marketing and Communications

### Visit Totnes

Our website had 25,000 views in April – these are the top 10 pages during the period:

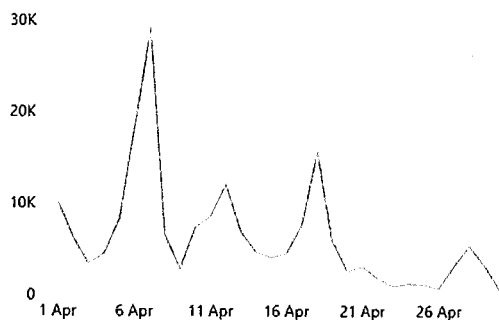
	Page title and screen class ▾ +	↓ Views	Users
		24,549	9,313
		100% of total	100% of total
1	Totnes Information   Local events   Accommodation   Things to Do	1,912	1,437
2	Things to do in Totnes   Visitor Information	1,179	942
3	Totnes Restaurants, Cafes, Pubs and Food Markets   Information	931	624
4	Top Attractions - Visit Totnes	917	712
5	Things to do in Totnes - Visit Totnes	863	723
6	Walks in Totnes Devon	748	536
7	Shops and markets - Visit Totnes	630	523
8	What's On Archive - Visit Totnes	563	441
9	Totnes Market - Visit Totnes	527	451
10	Town Trail - Visit Totnes	504	335

## Visit Totnes Social media stats for April

### Reach

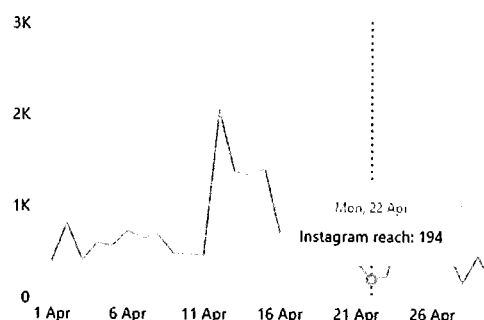
#### Facebook reach ①

123.4K ↓ 56%



#### Instagram reach ①

8.3K ↓ 97.1%



Export

Our top performing post in April featured Delphini's Gelato – achieving an organic reach of over 55k and high engagement. In total we had seven posts on Facebook that each reached over 10k with reactions in excess of 100

	Put Delphini's Gelato Totnes at the top of your summ... Visit Totnes	Boost	6 April 15:50	55.2K Reach	405 Reactions
	The River Dart at Longmarsh, Totnes 📍 @roxijer Hav... Visit Totnes	Boost	17 April 19:32	25.8K Reach	463 Reactions
	🌟 OPEN TODAY 🌟 Bring history to life with a wand... Visit Totnes	Boost	12 April 09:46	21.6K Reach	193 Reactions
	📷 @chrisversenphotography We love this shot look... Visit Totnes	Boost	10 April 16:10	19.2K Reach	273 Reactions
	📍 River Dart, Baltic Wharf, Totnes 📍 @lifeoutsidelon... Visit Totnes	Boost	4 April 20:11	11.9K Reach	159 Reactions
	📍 Blue sky and boats, Steamer Quay, Totnes 📍 @riv... Visit Totnes	Boost	27 April 16:15	10.8K Reach	149 Reactions

### Other:

Visit Totnes Map feedback from someone who is coming to Totnes from the USA

"We received the guide and it is beautiful! We printed it in full colour and are looking forward to our visit of Totnes starting May 9th!"

We put together a list of town events to commemorate D-Day 80 – this has featured in Totnes Directory (full page)

# D-Day 80 in Totnes: What's On

6 June 2024



10:30 - 11:30 - South Devon Railway, local schoolchildren and Totnes Women's Institute re-enact what it was like to be an evacuee - Totnes Riverside Station  
11:30 - Kathy Alexander D-Day 80 Guided Walk. £5  
11:30 - Peter Osborne Illustrated talk, 7Stars. £5 (proceeds to Totnes Caring)  
13:00 - St Mary's Church Service Commemoration  
15:30 - St John's Community Choir 1940's songs outside St Mary's Church  
16:00 - Commonwealth War Graves Commission presentation in The Guildhall  
18:00 - Army Cadets - Readings at St Mary's Church War Memorial  
19:00 - South Devon Big Band FREE Commemorative Big Band Party (limited numbers, please book tickets in advance) at the Civic Hall, Totnes. Refreshments provided by Totnes Women's Institute (cash only)  
21:30 - Lighting of Beacon (Kingsbridge Hill) - Totnes Town Council  
Totnes Cinema films from the period - all week  
Fashion and Textile Museum displays including outfits of the period - timings tbc  
Twinnings Towns 'Vire and Totnes' stall under the Buttenwalk - timings tbc

## Other D-Day 80 events in Totnes

3 June 20:00 - Totnes Image Bank presents an illustrated talk given by TIB Member and local Tourist Guide Kathy Alexander at Totnes Cinema.

8 June 11:30 - Another chance to join local guide Kathy Alexander for a special D-Day 80 Guided Walk in Totnes



visit **TOTNES**

For more details on all events, including booking tickets, go to: [www.visittotnes.co.uk/whats-on](http://www.visittotnes.co.uk/whats-on)

## Totnes Town Council comms

### Press releases issued:

- Annual Town Meeting - <https://www.totnestowncouncil.gov.uk/totnes-town-council-annual-town-meeting-2/>
- Supporting Citizens Advice - <https://www.totnestowncouncil.gov.uk/citizens-advice-case-study/>
- Water Dropwort advice - <https://www.totnestowncouncil.gov.uk/hemlock-water-dropwort/>
- Mayor and Deputy Mayor - <https://www.totnestowncouncil.gov.uk/totnes-town-council-confirms-2024-mayor-and-deputy-mayor/>
- Town Councillor Election date announced - <https://www.totnestowncouncil.gov.uk/town-councillor-election-date-announced/>
- Tribute to the Late Judy Westacott MBE - <https://www.totnestowncouncil.gov.uk/tribute-to-the-late-judy-westacott/>
- Election confirmed - <https://www.totnestowncouncil.gov.uk/town-councillor-election-confirmed-for-20-june-2024/>

### Website views (April)

5,200 web views. Most popular listed pages below

Views by  
Page title and scree...

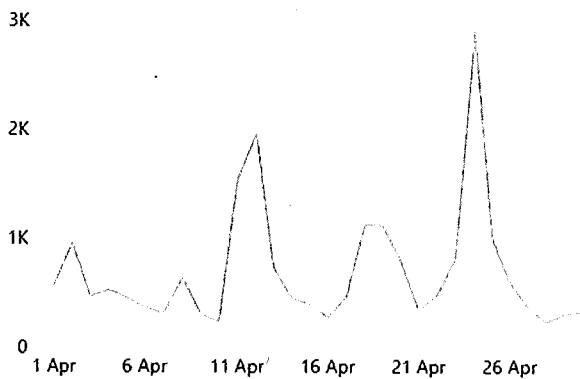
PAGE TITLE AND S...	VIEWS	
Totnes Town Council ...	677	↓ 1.6%
Markets - Totnes To...	571	↓ 21.1%
Road Closures - Totn...	267	↓ 71.8%
Calendar of Meeting...	234	↑ 41.0%
Civic Hall - Totnes To...	176	↑ 2.9%
Meet Your Councillor...	179	↑ 35.6%
Historic Guildhall - T...	156	↑ 35.7%

## Social media stats (April)

### Reach

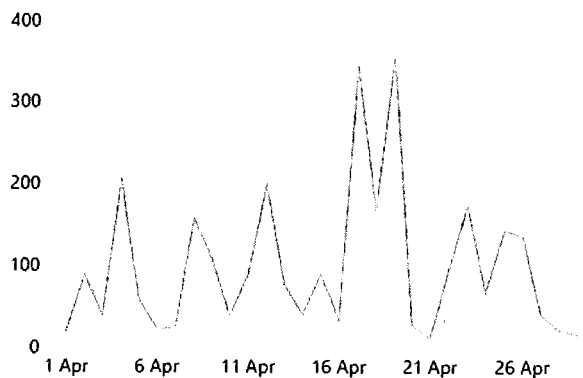
#### Facebook reach ⓘ

10.1K ↑ 71.8%



#### Instagram reach ⓘ

1K ↓ 33.1%



Catherine Marlton

Town Clerk

29<sup>th</sup> May 2024

## APPENDIX A

### CALENDAR OF TOTNES TOWN COUNCIL MEETINGS 2024-25

	Full Council	Council Matters Committee	Planning Committee	Town Matters Committee	Strategy Delivery Group	Traffic and Transport Forum
	Monthly	Monthly	Monthly	Bimonthly	Bimonthly	Quarterly
Officers attending	Catherine Marilton	Catherine Marilton (Cover by Christina Bewley)	Sara Halliday	Sara Halliday (Cover by Lucy Ferrier)	Catherine Marilton (cover by the management team)	Lisa Baumbach (Forums only)
May = 4	Full Meeting 13th	Meeting 20th	Meeting 22nd	None	SDG Meeting 28th @ 6pm	None
Jun = 4	Full Meeting 10th	None	Meeting 17th	Meeting 24th	None	Steering Group (SG) if required*
Jul = 6	Full Meeting 1st	Meeting 8th	Meeting 15th	Meeting 22nd	SDG Meeting 23rd @ 6pm	Forum (31st @ 6.30pm) & SG
Aug* = 2	Full Meeting 5th	None	Meeting 19th	None	None	None
Sep = 5	Full Meeting 2nd	Meeting 9th	Meeting 16th	Meeting 23rd	None	None
Oct = 5	Full Meeting 7th	Meeting 14th	Meeting 21st	None	SDG Meeting 22nd @ 6pm	Forum (30th @ 6.30pm) & SG
Nov = 5	Full Meeting 4th	Meeting 11th	Meeting 18th	Meeting 25th	None	Steering Group if required*
Dec = 4	Full Meeting 2nd	Meeting 9th	Meeting 16th	None	SDG Meeting 18th @ 12pm	None
Jan = 6	Full Meeting 6th	Meeting 13th	Meeting 20th	Meeting 27th	None	Forum & AGM 29th @ 6.30pm
Feb = 4	Full Meeting 3rd	Meeting 10th	Meeting 17th	None	SDG Meeting 25th @ 6pm	None
Mar = 5	Full Meeting 3rd	Meeting 10th	Meeting 17th	Meeting 24th	SDG Meeting 22nd @ 6pm	Steering Group if required*
Apr = 5	Full Meeting 7th	Meeting 14th	Meeting 28th	None	None	Forum (30th @ 6.30pm) & SG

\*These Traffic and Transport Steering Group meetings will be held if required – please check with the TTF Chair and these meetings are not open to all (Steering Group members only).



## Correspondence Log May 24 – For Clerk's Report

Date	Enquiry	response
02/05/2024	email Report of Issues with motorbikes speeding through Totnes particularly on Wednesday evenings when the English Riviera Bike Nights are held.	Shared with Cllrs, DCllrs and PCSO. Advised to report specific incidents online on 101. PCSO later asked to have his number passed on so they could go and do some speed checks together at trigger times.
03/05/2024	email Request for an update on what is happening with the pothole outside Morrisons.	Updated with latest information shared with us from DCC.
03/05/2024	email and 101 Staff reported Graffiti on the old bridge to PCSO and online 101 reporting.	PCSO contacted quickly and informed us that he was going to go and take a look.
04/05/2024	email Member of public fell on Ticklemore Street and hurt her wrist. Request for urgent attention to the wobbly cobblestone which caused the fall.	reply to enquire if now recovering. Informed DCC responsible for upkeep of roads and pavements. Also informed that Cllrs will be made aware through the correspondence log.
06/05/2024	email Mould, housing and various health issues made worse by conditions.	Gave information for contacting south hams housing and citizens advice.
06/05/2024	email Request to put up a no smoking sign at the bus stop and provide a decent bench and open the bin again on the seven stars side	As this does not belong to TTC, the member of public was asked to contact SHDC.
08/05/2024	Letter Councillor elections	Explanation of election and co-option process sent by letter
13/05/2024	email Request to apply for the Bridgetown Ward Councillor Vacancy	Sent link to website page about becoming a councillor and a copy of the co-option policy.
13/05/2024	phone Enquiry about Conference venues in Fore St Totnes.	Gave name of The Mansion and Seven Stars
13/05/2024	email Enquiry about putting the Totnes Show banner at the bottom of Fore St	Advised to get permission from DCC but the fixings are now useable.
13/05/2024	 Information about seagull surveys and request for Councillor support	Clerk Replied
14/05/2024	101 Reporting graffiti on Civic Hall fire doors to PCSO and online 101.	Crime Reference 50240116166
16/05/2024	email Seagulls	Clerk wrote back to inform that the information will be shared with Councillors but it is unlikely to get a decision on this in time to carry out the survey.
16/05/2024	email CCTV request to cover the cash machine outside Lloyds Bank	Explained costs involved and not statutory requirement
17/05/2024	phone Member of public looking for information to support researching family tree.	Directed to Totnes Archives and the Image Bank.

17/05/2024	In Person	Report of a possible abandoned motorbike.	Sent information to local PCSO to see if he can find out who owns it. Update: Motorbike is registered to High St address.
20/05/2024	email	Unforeseen benefits - Leatside Pharmacy O'Brien Ltd	Full Council decision on re letter of support sent
20/05/2024	email	Unforeseen benefits - Leatside Pharmacy Pharmaderma Ltd	Full Council decision on re letter of support sent
21/05/2024	email	Letter from Clerk to the company of a lorry driver who tried to drive up castle street.	
22/05/2024	101	Report Red graffiti on building by steps on Ramparts Walk.	Form Reference DP-8829-24-5050-01.
23/05/2024	email	Pavement repair on The Plains	Planning Committee response sent - welcome colour match and source more suitable stone.
23/05/2024	email	Residents Parking Order - Swallowfields	Planning Committee response sent - support residents parking as proposed
23/05/2024	email	Temporary Pavement Licence renewal - Stacked	Planning Committee response sent - support but with a reduced number of tables.
23/05/2024	email	Temporary Pavement Licence - Angel Bar & Kitchen	Planning Committee response sent - support
24/05/24	101	Report more red Graffiti in the alley at Church Close.	Crime Ref: 50240126026
29/05/25	email	Request from Friends of the Dart for support	Awaiting for reply from the clerk





**DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL**  
**MONDAY 13<sup>TH</sup> MAY 2024 IN THE GUILDHALL**

Present: Councillors E Price (Chair), L Auletta, C Beavis, T Bennett, J Chinnock, T Cooper, J Cummings, J Hannam, J Hodgson, D Peters, A Presswell and L Smallridge.

Apologies: Cllr Collinson, District Councillors Allen and Birch.

Not Present: Cllr Roberts.

In Attendance: members of the press and public, P Bethel (Town Sergeant) and S Halliday (Governance & Projects Manager).

**1. WELCOME TO ALL ATTENDING AND OBSERVING**

**2. ELECTION OF MAYOR AND TO CONSIDER ROLES AND RESPONSIBILITIES**

- a. To elect the Mayor and the Chairman of the Council for the Council Year 2024-2025.**

Cllr Price was unanimously voted in as Mayor.

- b. To note the Mayor's appointment of the Deputy Mayor/Chair.**

Cllr Price appointed Cllr Bennett as her deputy for the coming year.

**3. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS**

To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.

The apologies from Cllr Collinson were accepted unanimously.

**Reports from County and District Councillors.**

- a. County Cllr Hodgson**

- b. District Cllr Allen**

- c. District Cllr Birch**

- d. District Cllr Presswell**

a. County Cllr Hodgson had submitted a report and updated on: potholes, including the temporary repair outside Morrisons; hemlock along the river; and the Castle Street vehicle restrictions. Councillors asked about: children's centres as a family hub; the governance review of HATOC; Devon County Council's strategy for road repairs; and arrangements for the Freeport and Social Housing briefing that was suggested at a previous meeting.

b. District Cllr Allen had not submitted a report and was not present.

c. District Cllr Birch had submitted a report and was not present. The Chair suggested that Councillors email District Cllr Birch with any questions on his report.

d. District Cllr Presswell had submitted a report. Councillors asked: whether the Task and Finish Group has the necessary commercial skills to monitor development of the Freeport; and what is happening to the Army Cadet centre.

#### 4. COMMITTEE MEMBERSHIP

**To elect: members to committees; committee chairs; working groups; Strategy Delivery Group, outside representatives; and link councillor roles.**

The following appointments were **RESOLVED** unanimously:

Chairs of Committee

Council Matters – Cllr Peters

Planning – Cllr Bennett

Town Matters – Cllr Collinson

Committee/Working Group	Cllr Members
Full Council	ALL CLLRS ATTEND
Council Matters Committee	Beavis, Bennett, Chinnock, Hannam, Hodgson, Peters, Price,
Planning Committee	Auletta, Bennett, Collinson, Cooper, Cummings, Hodgson, Smallridge
Town Matters Committee	Auletta, Beavis, Chinnock, Collinson, Cummings, Peters, Presswell, Price, Roberts, Smallridge
Link Councillors	Cllrs
Cultural Links	Cooper
Arts	Hannam & Price
Elderly and Vulnerable People	Collinson & Hannam
Young People/Youth	Hannam & Hodgson
Heritage	Auletta, Bennett & Price,
Open Space, Sports Provision and Leisure	Auletta, Price & Roberts
Traffic and Transport	Auletta, Presswell & Roberts
Environment, Sustainability & Air Quality	Cummings & Hodgson
Disability	Collinson, Hodgson & Price
Business and Employment	Peters & Roberts
Representatives on Outside Bodies	Cllrs

TADPOOL	Hannam
Totnes Allotments Association	Hodgson
Vire Twinning Association	Cooper & Price
Totnes Municipal Charities and Totnes Bounds Charity	Bennett & Hannam
KEVICC Foundation Governors	Beavis, Bennett, Hannam & Price
Parish Paths Partnership	Auletta
Totnes Hospital League of Friends	Hannam, Price
DALC	Price
Dart Harbour Community Group	Collinson & Peters
Totnes Chamber of Commerce	Peters & Roberts
Fairtrade	Chinnock & Hannam
Museum Trust	Bennett
Caring Town	Collinson, Peters & Price
Network of Wellbeing	Cummings
Bridgetown Alive	Bennett, Hodgson & Presswell
Friends of Totnes Museum	Auletta
Daisy and Rainbow Childcare	Bennett
Inclusive Totnes [Disability]	Cummings & Price
Police & Crime Commissioner Councillor Advocate	Peters & Smallridge
Totnes Community Builders (formerly TC Development Society)	Beavis & Price
Devon Countryside Forum	Hodgson
Rural Service Network	Hodgson
Friends of Salfit	Cooper & Price
TQ9 Partnership	Collinson & Peters
Schools Engagement	Bennett

## 5. CLERK'S REPORT (Standing Item)

**To note the Clerk's Report for April 2024 (general updates and correspondence).**

Noted. The Chair suggested that any questions on the report should be directed to the Clerk.

## 6. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

*(Please note confidential minutes can be agreed but any discussion must be held in Part 2)*

### a. Full Council 8<sup>th</sup> April 2024.

It was **RESOLVED** unanimously to approve and sign the minutes.

To note the following minutes:

### b. Council Matters Committee 15<sup>th</sup> April 2024.

Noted.

### c. Planning Committee 22<sup>nd</sup> April 2024.

Noted.

### d. Town Matters Committee 29<sup>th</sup> April 2024.

Noted.

## 7. CONSIDERATION OF ANY MATTERS ARISING

To consider any matters arising from the Minutes and to approve any recommendations from Committees:

*(Please note confidential minutes can be agreed but any discussion must be held in Part 2)*

### a. Full Council 8<sup>th</sup> April 2024.

No matters arising.

### b. Council Matters Committee 15<sup>th</sup> April 2024.

No recommendations.

### c. Planning Committee 22<sup>nd</sup> April 2024.

No recommendations.

### d. Town Matters Committee 29<sup>th</sup> April 2024.

Item 6 - Castle Book Shop. It was **RESOLVED** unanimously to send a letter of support (as drafted) to the Castle Book Shop for their Community Ownership Fund application.

## 8. STANDING ORDERS

To consider the revised **Standing Orders** (see document for a summary of changes).

It was **RESOLVED** unanimously to accept the Standing Orders subject to the following amendments:

- Strategy Delivery Group meeting frequency changed from monthly to bi-monthly (updates to page 3 structure chart and section 28.
- Traffic and Transport Forum – page 3 structure chart to have a line from the Forum to the Planning Committee.
- Amended wording to sections 5.e)xii and 6.i)vi to read (additional text underlined) 'to exclude the press and public... and non-committee Town Councillors.'

It was **AGREED** that the Strategy Delivery Group would look at how the role of the previous Climate Emergency Forum fits into the new Council structure.

## 9. APPLICATION OFFERING UNFORESEEN BENEFITS

To consider any letter(s) of support in response to two applications offering unforeseen benefits from pharmaceutical companies to re-open a pharmacy alongside Leatside surgery.

It was **RESOLVED** unanimously to write in support of a pharmacy being reinstated next to the Leatside Surgery.

**10. LIST OF MEETING DATES, COMMUNICATIONS POINTS AND LINK COUNCILLOR UPDATES**

To note a list of upcoming meeting dates and annual meetings calendar, Council communications points and link Councillor/Councillor representatives on outside bodies updates.

Noted.

**11. NEXT MEETING**

To note the next meeting date of Monday 10<sup>th</sup> June 2024, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

Noted.

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*The Council 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.*

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**12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)**

To consider any recommendations or matters arising that are considered confidential in nature.

No recommendations.

**13. S106 CONTRIBUTIONS**

To consider the potential transfer of Baltic Wharf Phase 1 S106 contributions (commercial).

There is no potential transfer of funds at this point in time.

**14. ELMHIRST PROJECT (Standing Item)**

To consider any update on the Elmhirst Site project (commercially sensitive).

There was no new information to update Council with at this time.

The meeting closed at 8.15pm

CLlr Emily Price

Mayor





Items 4B + 5B

## DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 20<sup>TH</sup> MAY 2024 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors D Peters (Deputy Chair), C Beavis, T Bennett, J Chinnock, J Hodgson and E Price (left at 8.15pm).

**Apologies:** Councillor J Hannam.

**In Attendance:** Cllr Auletta and C Marlton (Town Clerk).

### 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

Cllr Auletta spoke in support of the community grant applications submitted by Totnes Skatepark (where she has been liaising with young people) and (supported by Cllr Bennett) the Leechwell Garden Association.

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

### 2. CONFIRMATION OF MINUTES

**To approve the minutes of 15<sup>th</sup> April 2024 and update on any matters arising.**

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

### 3. BUDGET ALLOCATION

**To consider a budget allocation for the community, economy, and environment and public realm objectives.**

**To RECOMMEND** to Full Council that an allocation of £15,000 be transferred from the Strategic Priorities budget to each of the community, economy, and environment and public realm budget lines to allow work to continue and expenditure to occur under delegated authority.

### 4. BUDGET MONITOR

**To consider the Budget Monitor including the reserves projection.**

These documents were considered and **AGREED**. The Clerk was asked to add a summary sheet to the budget monitor for future months to present the budget information in a different way.

### 5. BUDGET OUTTURN STATEMENT

**To note the budget outturn statement for financial year 2023/24.**

Noted.

## 6. COMMUNITY GRANTS

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

Cllr Hodgson declared a personal interest as Chair of TRAYE. To **RECOMMEND** to Full Council: the allocation of the following grants under the Totnes Town Council Community Grant Applications 2024; and the transfer of an extra £15500.74 from the Strategic Priorities budget line.

Totnes Town Council Community Grant Applications May 2024				PROPOSED BUDGET: £40,500 - plus an allocation from EM Reserves		
Applicant	Project	Amount requested	Total project cost £	Committee recommendation	% proposed	Committee notes
Bridgetown Alive	Sky Rise Festival 20 Jul 24	£3,400.00	£8,000.00	£1,700.00	50	
TRAYE	Totnes Youth Leisure Night and Bridgetown Youth Club	£8,750.00	£24,600.00	£8,750.00	100	
Totnes Carnival	Totnes Carnival Summer/Christmas Programme	£3,170.00	£3,170.00	£2,377.50	75	
Totnes Hospital League of Friends	Chairs for Dart Ward	£3,231.00	£3,731.00	£0.00	0	
KEVICC Parents Association	Enrichment and Community Engagement Pupil Programme.	£6,450.00	£10,850.00	£0.00	0	Once agreed, write suggesting an application to the KEVICC Foundation Governors.
Bike Hub	Earn a Bike Project	£1,475.00	£3,150.00	TAKEN FROM Earmarked Reserves		
SASHA	Running Costs for FY 2024	£1,143.48	£3,162.50	£571.74	50	
South Hams Community Action	Volunteer recruitment support for groups in Totnes	£3,000.00	£36,401.00	£750.00	25	
Totnes Caring	Community Intergenerational Projects	£3,262.00	£8,155.00	£2,446.50	75	
TADPOOL	Co-funded training for 10 high potential sports stars in Totnes who are 'Pupil	£1,250.00	£2,500.00	£0.00	0	



	Premium'/ Low Income children					
St Mary's Church	St.Mary's Servery and Community Space	£2,000.00	£63,250.00	£1,000.00	50	
Youth Mental Health Foundation	Zoom support group for parents of young people struggling with mental health in Totnes	£3,532.00	£7,948.00	£0.00	0	
SPACE Youth Services	Totnes Summer Programme	£1,000.00	£2,000.00	£1,000.00	100	
Food In Community	Improving Food Security for Totnes Residents	£6,708.00	£13,416.00	£5,031.00	75	
Future Challenges	Strive Together	£3,500.00	£5,000.00	£0.00	0	
Totnes Skate Park	Totnes Skate Park Fundraising Project	£8,000.00	£300,000.00	£8,000.00	100	
Leechwell Garden Association	Sustaining Leechwell Garden: Ensuring continuity for our residents young and old	£4,000.00	£4,000.00	£2,000.00	50	Funding for one year.
Fusion	Warm Spaces Bouncy Fun (Oct 24 - Feb 25)	£1,948.00	£1,948.00	£1,461.00	75	
Jamming Station	Family Chill Café (sep 24 - Feb 25)	£4,000.00	£6,656.25	£1,000.00	25	Once agreed, further information to be requested reference the costs of running the sessions.
Stepping Stones	The Warms Hearts Café	£22,740.00	£23,340.00	£0.00	0	
Transition Town	Who owns Totnes? A workshop of mapping and visioning. Mid-Jun and Jul 2024	£591.00	£591.00	£0.00	0	

The Mansion	Secondary glazing of the Lovelace Room at the Mansion. Jul-Oct 2024	£1,600.00	£1,600.00	£0.00	0	Once agreed suggest applying to SHDC for funding.
Citizens Advice	Totnes outreach and partnership with Totnes Caring	£8,826.00	£17,651.00	£4,413.00	50	
<b>Total</b>		<b>£103,576.48</b>	<b>£551,119.75</b>	<b>£40,500.74</b>	<b>Transfer extra £15500.74 from Strategic Priorities</b>	
				<b>£1,475</b>	<b>EAR MARKED RESERVES - Green Travel</b>	
				<b>£41,975.74</b>	<b>TOTAL AWARDED</b>	

The Committee **RESOLVED** to extend the meeting to no later than 8.45pm.

#### 7. COMMUNITY ECONOMIC PLAN

To consider engagement in the South Hams District Council's Community Economic Plan process.

It was **AGREED** to defer this item to the next meeting in July.

#### 8. INVESTMENT STRATEGY

To review the Council's investment strategy.

It was **AGREED** to defer this item to the next meeting in July.

#### 9. COMPLAINTS PROCEDURE

To review the Complaints Procedure.

It was **AGREED** to defer this item to the next meeting in July.

#### 10. STAFF LOANS POLICY

To review the Staff Loans Policy.

It was **AGREED** to defer this item to the next meeting in July.

#### 11. FIXED ASSET REGISTER

To note the amendment to the Fixed Asset Register.

It was **AGREED** to defer this item to the next meeting in July.

#### 12. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 8<sup>th</sup> July 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 April (financial).**

These were reviewed and **AGREED**.

**14. BUILDING CONDITIONS SURVEY**

**To consider a quote to carry out the 5-yearly building conditions survey (commercial).**

It was **AGREED** to commission a buildings conditions survey as quoted.

**15. STAFFING UPDATE**

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

The Clerk updated on a staff resignation and the recruitment timeline and advert/job description were **AGREED**. The interview panel will consist of Cllr Peters, Cllr Bennett and the Town Clerk.

The meeting closed at 8.50pm

Catherine Marlton  
Town Clerk  
May 2024





Items 4c + 5c

## DRAFT MINUTES FOR THE PLANNING COMMITTEE

### WEDNESDAY 22<sup>ND</sup> MAY 2024 IN THE GUILDHALL

Present: Councillors T Bennett (Chair), L Auletta, S Collinson (from 1835), T Cooper J Cummings, J Hodgson (from 1835) and L Smallridge.

Apologies: None.

In Attendance: S Halliday (Governance and Projects Manager).

#### 1. WELCOME AND APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Council.

Cllr Bennett read out a statement about how the meeting would be conducted and recorded.

There were no apologies.

*The Committee will adjourn Standing Orders for the following items:*

#### PUBLIC QUESTION TIME

There were no members of the public.

*The Committee reconvened Standing Orders.*

#### 2. CONFIRMATION OF MINUTES

To approve the minutes of 22<sup>nd</sup> April 2024 and update on any matters arising.

The minutes were approved as an accurate record of proceedings. There were no matters arising.

#### 3. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

*Note: Cllr Hodgson observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.*

3a. 0674/24/FUL - Construction of four new family dwellings with car parking, rear gardens, bin storage & landscaping. Land at SX 809 599, Parkers Way, Totnes.

Comments on the application:

- Roof Height – scale is overbearing on Rainbow View (drawings show a different roof design to the existing roof, which is lower than the plan suggests).
- Roof Design – the saw-tooth profile as shown appears unsympathetic to the context of warehouse roofs, and its symmetry loses the rhythm of a saw-tooth effect.
- Materials – would wish to see materials conditioned for the building and permeable paving. For example, hung tile cladding of natural slate and local Totnes stone used rather than Cornish granite.

- SHDC Tree Officer comments are supported about the protection of the trees on the boundary. The Committee would also wish to see more landscaping, particularly low level, at the front of the development.

3b. 1447/24/HHO - Householder application for proposed single storey rear extension. Half Moon House, Leechwell Street, Totnes, TQ9 5SU.  
Support.

3c. 0672/24/HHO - Householder application for alterations to existing dwelling including small single storey extensions, attic conversion, garage conversion to provide annexe, new dormer window to rear & PV panels. 6 Dartside, Totnes, TQ9 5HL.

Object. The Committee has the following comments:

- Overdevelopment of the plot and impact on the street scene particularly in regards to height and the large dormer window to the rear. The ridge height proposed is a meter higher than existing and none of the CGI provided show the neighbouring properties to give context.
- Dormer window is very prominent and concerns about the light spill affecting the bat corridor along the river.
- Any conversion of the garage should be for use ancillary to the main dwelling.
- Support the attempts to make the property more energy efficient and the materials suggested.
- The application referenced a pre-application, but that reference number returned no results on the SHDC planning website search.

3d. 1167/24/HHO - Householder application for the formation of hardstanding to create car parking area to front of property. 52 Pathfields, Totnes, TQ9 5TZ.

Object. The hard standing fails to meet SHDC Climate Emergency objectives – loss of green space, non-permeable surface, damage to tree roots.

3e. 1268/24/HHO - Householder application for 2 x Juliet balconies to North elevation, replacement doors & windows South & West elevation. Bogan Stable, North Street, Totnes, TQ9 5NZ.

Comment – the Committee has no objection to the proposed Juliet balconies, blocking up of the window on the ground floor west face and enlargement of the window on the first floor west face. The Committee has concerns about the proposed additional first floor window on the south face overlooking neighbouring properties and the change that this makes to the solidity of the building end appearance in a conservation area.

#### **4. PAVEMENT LICENSES**

**To consider the following temporary pavement licence applications (documents attached):**

**a. Stacked, 30 Fore Street, Totnes (renewal of existing licence).**

Support.

**b. The Angel Bar and Kitchen, 50 High Street, Totnes.**

Support the principle of tables but the number requested on both sides of the pavement is too many and would hamper pedestrian traffic. The Committee would proposed that 3 x tables with 2 x chairs each are permitted alongside the road with 1 x table and 2 x chairs between each of the two pillars directly outside of the establishment and the other table on the pavement before the

pillar (uncovered and the lower side of High Street) where the pavement is wider and away from disabled parking bays.

**5. RESIDENTS PARKING ZONE ORDER**

**To consider the Devon County Council proposal to introduce residents parking at any time on specified lengths of Swallowfields, Dartside and Riverside.**

Cllr Smallridge declared a pecuniary interest.

Cllr Hodgson set out the background to this request and that this order now meets the resident's original request. The Committee supports the order as proposed by majority.

The Committee voted to extend the meeting by 15 minutes.

**6. TRAFFIC AND TRANSPORT FORUM**

**To note the minutes from the Traffic and Transport Forum and Steering Group both held on 24th April 2024, including the recommendation under item 2 of the Steering Group (updated Appendix B) and make a recommendation to Full Council.**

To **RECOMMEND** to Full Council that Appendix B of the Traffic, Transport and Pedestrian Policy is adopted.

The Committee gave a vote of thanks to Trevor Walker for his work in the completion of the document.

**7. PAVEMENT REPAIRS ON THE PLAINS**

**To consider the replacement paving stones on The Plains (outside of Waterside Bistro) and make any recommendation to Full Council on whether to approach Devon Highways enforcement about the material used.**

The Committee welcomed the Devon Highways suggestion to clean an inconspicuous area of existing paving to see the original colour of the stone, and would request that a better colour match and texture of the stones is pursued and remedied. The Committee is also disappointed at the careless removal and storage of the original stones by the utilities company involved in the works and would request better supervision of pavement works in conservation areas.

**8. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Planning Committee – Monday 17<sup>th</sup> June 2024 at 6.30pm in the Guildhall.**

Noted. Cllr Auletta gave her apologies as she will be away.

The meeting closed at 8.10pm.

Sara Halliday  
Governance and Projects Manager  
May 2024





## ITEM 5 – CONSIDERATION OF RECOMMENDATIONS

### **5a. Full Council, 13<sup>th</sup> May 2024**

No recommendations.

### **5b. Council Matters Committee, 20<sup>th</sup> May 2024**

Item 3 – Budget Allocation. To **RECOMMEND** to Full Council that an allocation of £15,000 be transferred from the Strategic Priorities budget to each of the community, economy, and environment and public realm budget lines to allow work to continue and expenditure to occur under delegated authority.

Item 6 – Community Grants. To be reviewed under agenda item 7.

### **5c. Planning Committee, 22<sup>nd</sup> May 2024**

Item 6 – Traffic and Transport Forum. To **RECOMMEND** to Full Council that Appendix B of the Traffic, Transport and Pedestrian Policy is adopted.



CANDIDATE A

Item 6

ANNEX B – CO-OPTED COUNCILLOR APPLICATION FORM

<b>Full Name:</b>	Tobias Matthew Robshaw
<b>Address:</b>	[REDACTED]
<b>Telephone Number (s):</b>	[REDACTED]
<b>Email Address:</b>	[REDACTED]


**Please briefly explain why you are interested in becoming a Town Councillor.**

I would like to play a more supportive and active role within the community beyond my current commitments, which focus on wellbeing and resilience. In addition, I would like to assist in increasing the towns prosperity and improving the lives of people in Totnes.

**Please tell us something about what experience you can bring to Totnes Town Council, for example professional or voluntary/charitable work/roles, previous local government experience, business experience.**

- Committee member of Inclusive Totnes
- Core team member of Devon Transformed Festival 2023
- Events organisation and promotion
- Volunteering with various community groups and charities

<p><b>Please tell us something about skills you can bring to the Council, for example professional qualifications, financial or project management expertise.</b></p>
<ul style="list-style-type: none"> <li>• Excellent listening &amp; communication skills</li> <li>• Critical thinking &amp; problem solving</li> <li>• Computer literate/Social media savvy</li> <li>• Fast learner</li> <li>• Flexible &amp; Adaptable</li> <li>• Organisation skills &amp; group facilitation experience</li> <li>• Giving presentations and public speaking</li> <li>• Able to work both collaboratively and independently</li> </ul>
<p><b>Is there any other information you would like to add in support of your application?</b></p>
<p>I would welcome the challenging opportunity to work with you towards the objectives outlined in the TTC Strategic Plan 2024-29.</p> <p>Stepping into the role of councillor would be the logical progression given my background and experience.</p> <p>I would like to engage with and represent the diverse opinions of community members.</p>
<p><b>Are there any questions you would like to ask the Town Council?</b></p>

Signed: .....  .....

Print: .....Tobias Matthew Robshaw.....

Date: .....22 May 2024.....

ANNEX B – CO-OPTED COUNCILLOR APPLICATION FORM

<b>Full Name:</b>	Karen Lynn Sewell
<b>Address:</b>	Moorview Kingsbridge Hill Totnes TQ9 5SZ
<b>Telephone Number (s):</b>	[REDACTED]
<b>Email Address:</b>	[REDACTED]

**Please briefly explain why you are interested in becoming a Town Councillor.**

Throughout my life I have sought to make a positive contribution to community. Since retiring I do this through my charity work. I would like to do more and see becoming a Town Councillor as an opportunity to give back to Totnes, a community that I have gained a great deal from being a part of.

**Please tell us something about what experience you can bring to Totnes Town Council, for example professional or voluntary/charitable work/roles, previous local government experience, business experience.**

A graduate, I worked in Human Resources and Management Training for 7 years before moving into education. I worked in education in Devon for 30 years. Roles included: adult education tutor, secondary school teacher, Head of Sixth Form, Assistant Principal and SENDCo. For the last 5 years of my working life, I worked in schools across Devon and into Cornwall offering a special educational needs consultancy service through the Teaching Schools Alliance and Babcock.

I was a school governor for 10 years, initially at Kingsbridge Community College and then at KEVICC.

I am currently the Secretary for Totnes Hospital League of Friends with additional responsibilities for fundraising.

<b>Please tell us something about skills you can bring to the Council, for example professional qualifications, financial or project management expertise.</b>
I have good attending skills. I have experience as an employee, employer, parent, and a grandparent. I have experience of budgeting (I appreciate that a councillor is a guardian of the public purse), strategic planning, operations ('doing'), managing meetings, effective communication, leadership, cooperation and collaboration.
<b>Is there any other information you would like to add in support of your application?</b>
No.
<b>Are there any questions you would like to ask the Town Council?</b>
I have met with the Town Clerk and one of the Town Councillors. No other questions at this stage.

Signed:



Print:

Karen Sewell

Date:

25/4/24

**ANNEX B – CO-OPTED COUNCILLOR APPLICATION FORM**

Full Name:	MICHAEL TRAINOR
Address:	[REDACTED]
Telephone Number (s):	[REDACTED]
Email Address:	[REDACTED]

**Please briefly explain why you are interested in becoming a Town Councillor.**

I have lived in the area for 26 years as a Physio in Torbay & other hospitals then private practice in Exeter, Torquay & now Totnes.  
I have become more interested in how things/service work & would like to help.

**Please tell us something about what experience you can bring to Totnes Town Council, for example professional or voluntary/charitable work/roles, previous local government experience, business experience.**

I am a chartered physio therapist since 2000 when I moved to Torbay & Exeter.  
I have a lot of extended knowledge around health & well being & have many contacts in many trades & professions in all levels of society.

**☐ Please tell us something about skills you can bring to the Council, for example professional qualifications, financial or project management expertise.**

As above.

**Is there any other information you would like to add in support of your application?****Are there any questions you would like to ask the Town Council?**

Signed: [REDACTED]

Print: Michael TRAYNOR

Date: 22.5.24



Item 7

Totnes Town Council Community Grant Applications May 2024					PROPOSED BUDGET: £40,500 - plus an allocation from EM Reserves			
Applicant	Project	Amount requested	Total project cost £	Committee recommendation	% proposed	Committee notes	Spending Power	§137
Bridgetown Alive	Sky Rise Festival 20 Jul 24	£3,400.00	£8,000.00	£1,700.00	50		Provision of entertainment and support for the arts including festivals and celebrations	
TRAVE	Totnes Youth Leisure Night and Bridgetown Youth Club	£8,750.00	£24,600.00	£8,750.00	100		§137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	£8,750.00
Totnes Carnival	Totnes Carnival Summer/Christmas Programme	£3,170.00	£3,170.00	£2,377.50	75		Provision of entertainment and support for the arts including festivals and celebrations	
Totnes Hospital League of Friends	Chairs for Dart Ward	£3,231.00	£3,731.00	£0.00	0			
KEVICC Parents Association	Enrichment and Community Engagement Pupil Programme.	£6,450.00	£10,850.00	£0.00	0	Once agreed, write suggesting an application to the KEVICC Foundation Governors.		
Bike Hub	Earn a Bike Project	£1,475.00	£3,150.00			TAKEN FROM Earmarked Reserves	Highways and sustainable transport	
SASHA	Running Costs for FY 2024	£1,143.48	£3,162.50	£571.74	50		§137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	£571.74
South Hams Community Action	Volunteer recruitment support for groups in Totnes	£3,000.00	£36,401.00	£750.00	25		§137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	£750.00
Totnes Caring	Community Intergenerational Projects	£3,262.00	£8,155.00	£2,446.50	75		§137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	£2,446.50
TADPOOL	Co-funded training for 10 high potential sports stars in Totnes who are 'Pupil Premium' / Low Income children	£1,250.00	£2,500.00	£0.00	0			
St Mary's Church	St Mary's Servery and Community Space	£2,000.00	£63,250.00	£1,000.00	50		Power to provide and equip community buildings	
Youth Mental Health Foundation	Zoom support group for parents of young people struggling with mental health in Totnes	£3,532.00	£7,948.00	£0.00	0			
SPACE Youth Services	Totnes Summer Programme	£1,000.00	£2,000.00	£1,000.00	100		§137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	£1,000.00
Food In Community	Improving Food Security for Totnes Residents	£6,708.00	£13,416.00	£5,031.00	75		§137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	£5,031.00
Future Challenges	Strive Together	£3,500.00	£5,000.00	£0.00	0			
Totnes Skate Park	Totnes Skate Park Fundraising Project	£8,000.00	£300,000.00	£8,000.00	100		Power to provide a wide range of recreational facilities	
Leechwell Garden Association	Sustaining Leechwell Garden: Ensuring continuity for our residents young and old	£4,000.00	£4,000.00	£2,000.00	50	Funding for one year.	Power to acquire and maintain open spaces	

Fusion	Warm Spaces Bouncy Fun (Oct 24 - Feb 25)	£1,948.00	£1,948.00	£1,948.00	£1,461.00	75		s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	£1,461.00	
Jamming Station	Family Chill Café (sep 24 - Feb 25)	£4,000.00	£6,656.25	£6,656.25	£1,000.00	25	Once agreed, further information to be requested reference the costs of running the sessions.	s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	£1,000.00	
Stepping Stones	The Warms Hearts Café	£22,740.00	£23,340.00	£23,340.00	£0.00	0				
Transition Town	Who owns Totnes? A workshop of mapping and visioning. Mid-Jun and Jul 2024	£591.00	£591.00	£591.00	£0.00	0				
The Mansion	Secondary glazing of the Lovelace Room at the Mansion. Jul-Oct 2024	£1,600.00	£1,600.00	£1,600.00	£0.00	0	Once agreed suggest applying to SHDC for funding.			
Citizens Advice	Totnes outreach and partnership with Totnes Caring	£8,826.00	£17,651.00	£17,651.00	£4,413.00	50		Power to support		
Total		£103,576.48	£551,119.75	£40,500.74	Transfer extra £15500.74 from Strategic Priorities					£21,010.24
				£1,475	EAR MARKED RESERVES - Green Travel					
				£41,975.74 TOTAL AWARDED						

# Final Internal Audit Report

## Totnes Town Council – Annual Return 2023-24

May 2024

Official



devon **audit** partnership

Audit Objective
To provide the Council with an opinion on whether, in all significant respects, the control objectives were being achieved throughout the year to a standard adequate to meet the needs of the body.
Audit Opinion
Substantial Assurance – A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.

Assurance Opinion on Risks or Areas Covered	Level of Assurance
<b>Risk 1 Financial management and internal controls are inadequate or ineffective, resulting in financial loss or fraud</b>	Substantial Assurance
The appropriateness of accounting records	✓
Internal control arrangements for payments made	✓
Internal control arrangements for the payment of salaries	✓
Internal control arrangements relating to Petty Cash payments	N/A*
Risk management arrangements	✓
Internal control arrangements relating to income	✓
Budget setting and monitoring processes	✓
Completeness of the fixed asset register	✓
Bank reconciliation processes	✓

Definitions of the assurance opinion and assurance level ratings can be found in the Appendix

\*The Council does not operate Petty Cash.

### Scope and Objectives

To provide the Council with Internal Audit Services in 2023-24 and contribute to the Annual Governance and Accountability Return (AGAR) 2023-24. The audit scope is commensurate with the size of the organisation.

### Summary and Observations

Appropriate accounting records have been kept throughout the year in accordance with the Council's Financial Regulations. Internal control arrangements, governance and risk management arrangements were found to be sound. The Internal Audit findings and observations have been discussed with the Council's Responsible Finance Officer.

We note the National Association of Local Councils has this month published its latest edition Model Financial Regulations for Town and Parish Councils, which will be applicable for 2024-25. The Model Financial Regulations are accessible to local Councils members of NALC and their respective local county associations.

### Inherent Limitations

The opinions contained within this report are based on our examination of restricted samples of transactions / records and our discussions with officers responsible for the processes reviewed.

### Recommendations

No audit recommendations have been made. An opportunity recommendation is included relating to the Council's Risk Register.

The Council could consider an additional risk/risk area relating to 'Governance risk' for inclusion in the Risk Register, for example relating to the risk around effective governance and decision making, with possible associated mitigations such as Member training and provision of timely advice from officers.

Item 8

Devon Audit Partnership

The Devon Audit Partnership has been formed under a joint committee arrangement comprising of Plymouth, Torbay, Devon, Mid Devon, South Hams & West Devon, Torridge and North Devon councils. We aim to be recognised as a high quality internal audit service in the public sector. We work with our partners by providing a professional internal audit service that will assist them in meeting their challenges, managing their risks and achieving their goals. In carrying out our work we are required to comply with the Public Sector Internal Audit Standards along with other best practice and professional standards. The Partnership is committed to providing high quality, professional customer services to all; if you have any comments or suggestions on our service, processes or standards, the Head of Partnership would be pleased to receive them at [tony.d.rose@devonaudit.gov.uk](mailto:tony.d.rose@devonaudit.gov.uk)

Confidentiality under the National Protective Marking Scheme

This report is protectively marked in accordance with the National Protective Marking Scheme. It is accepted that issues raised may well need to be discussed with other officers within the Council, the report itself should only be copied/circulated/disclosed to anyone outside of the organisation in line with the organisation's disclosure policies. This report is prepared for the organisation's use. We can take no responsibility to any third party for any reliance they might place upon it.

Marking Definitions

- Official: The majority of information that is created or processed by the public sector. This includes routine business operations and services, some of which could have damaging consequences if lost, stolen or published in the media, but are not subject to a heightened threat profile.
- Official: Sensitive A limited subset of OFFICIAL information could have more damaging consequences if it were lost, stolen or published in the media. This subset of information should still be managed within the 'OFFICIAL' classification tier but may attract additional measures to reinforce the 'need to know'. In such cases where there is a clear and justifiable requirement to reinforce the 'need to know', assets should be conspicuously marked: 'OFFICIAL-SENSITIVE'. All documents marked OFFICIAL: SENSITIVE must be handled appropriately and with extra care, to ensure the information is not accessed by unauthorised people.

Appendix A

Definitions of Audit Assurance Opinion Levels

Assurance	Definition	Definition of Recommendation Priority		
Substantial Assurance	A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.	High	A significant finding. A key control is absent or is being compromised; if not acted upon this could result in high exposure to risk. Failure to address could result in internal or external responsibilities and obligations not being met.	
Reasonable Assurance	There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.	Medium	Control arrangements not operating as required resulting in a moderate exposure to risk. This could result in minor disruption of service, undetected errors or inefficiencies in service provision. Important recommendations made to improve internal control arrangements and manage identified risks.	
Limited Assurance	Significant gaps, weaknesses or non-compliance were identified. Improvement is required to the system of governance, risk management and control to effectively manage risks to the achievement of objectives in the area audited.	Low	Low risk issues, minor system compliance concerns or process inefficiencies where benefit would be gained from improving arrangements. Management should review, make changes if considered necessary or formally agree to accept the risks. These issues may be dealt with outside of the formal report during the course of the audit.	
No Assurance	Immediate action is required to address fundamental gaps, weaknesses or non-compliance identified. The system of governance, risk management and control is inadequate to effectively manage risks to the achievement of objectives in the area audited.		A recommendation to drive operational improvement which may enable efficiency savings to be realised, capacity to be created, support opportunity for commercialisation / income generation or improve customer experience. These recommendations do not feed into the assurance control environment.	

# Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The Annual Internal Audit Report must be completed by the authority's internal auditor.
  - Sections 1 and 2 must be completed and approved by the authority.
  - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published on the authority website/webpage before 1 July 2024.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both) no later than 30 June 2024. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4
- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

Not later than 30 September 2024 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2023/24

TOTNES TOWN COUNCIL

www.totnestowncouncil.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

30/01/2024 09/05/2024 10/05/2024

Name of person who carried out the internal audit

Kate MacDowall

Signature of person who carried out the internal audit

*Kate MacDowall*

Date

23/05/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

TOTNES TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

10/06/2024

and recorded as minute reference:

Item 9

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.totnestowncouncil.gov.uk



## Section 2 – Accounting Statements 2023/24 for

### TOTNES TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	705,310	614,781	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	545,986	610,253	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	130,253	201,140	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	352,859	388,968	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	43,159	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	370,750	343,166	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	614,781	694,040	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	650,355	709,131	The sum of all current and deposit bank accounts; cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	430,039	470,330	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*Catherine Marlow*

Date

29/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

10/06/2024

as recorded in minute reference:

Item 10

Signed by Chair of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor's Report and Certificate 2023/24

In respect of

TOTNES TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website –

<https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2023/24

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date



## ITEM 11 - COMMUNITY ECONOMIC PLAN (CEP)

To consider engagement in the South Hams District Council's Community Economic Plan process.

### Background:

#### Aim

The Community Economic Plan will help all towns from across the South Hams to grow their understanding of their local economies, identify the aspirations of their residents and businesses, and develop a series of actions that can help the community realise these aspirations.

#### Objectives

- Collect economic data on the town's economy as a baseline
- Recruit a town team/steering group to help create the plan
- Deliver a young person's project
- Carryout consultations to gather local opinions to create the plan
- Create a clear vision for the town and generate budget ready projects

### Outline of timeline:

- Work on populating a business database with contact email addresses – ongoing.
- Introduction of the CEP at the Annual Town Meeting, Wednesday 29<sup>th</sup> May at 5.00pm – presentation by Laura Eames (SHDC)
- Meeting of Councillors and Dartmouth Business Forum representative, Laura Campbell – 10<sup>th</sup> June at 5.30pm
- Initial meeting with SHDC officers – 13<sup>th</sup> June at 2pm – Clerk, Marketing and Comms Manager, Cllrs Roberts, Peters, Price (apologies from Cllr Chinnock).
- Phased project starts in September 2024 with an estimated completion date of October 2025. The first meeting in September will be considered at these initial meetings.
- Draft Steering Group is considered for agreement – September Council Matters/October Full Council.

Phase 1 -Project development September-1<sup>st</sup> January

- 1.1 Totnes economic profile correlated
- 1.2 Project introduced to key stakeholders and town council
- 1.3 Steering Group recruited-meetings started
- 1.4 Commercial/retail audit executed
- 1.5 Economic aspirations identified through the Neighbourhood Plan
- 1.6 Monthly footfall data made available
- 1.7 Consultation platform created and survey questions designed
- 1.8 Marketing plan designed and administered-Branding agreed
- 1.9 Local School Steering Group recruited and meetings started

Phase 2 - 1<sup>st</sup> January-1<sup>st</sup> April

- 2.1 Town Steering Group actively meeting
- 2.2 Young Peoples Steering Group actively meeting
- 2.3 Commonplace Platform Live, sharing business, resident and young people's surveys
- 2.4 Marketing campaign active across the area
- 2.5 Focus Group workshops delivered regularly
- 2.6 Consultation suite in town and at other identified events to engage with the public and encourage survey participation

Phase 3 - 1<sup>st</sup> April-1<sup>st</sup> July

- 3.1 Community engagement results correlated
- 3.2 Short, medium and long-term actions/projects identified
- 3.3 Steering Groups consulted regularly
- 3.4 Key delivery partners identified to move the town from its baseline position towards meeting its aspirational projects
- 3.5 Community Economic Plan document drafted
- 3.6 A clear vision identified for marketing the town

Phase 4 - 1<sup>st</sup> July-1<sup>st</sup> October

- 4.1 Community Economic Plan completed and approved by Town Steering Group and Executive Team at SHDC
- 4.2 Marketing campaign delivered across the area
- 4.3 Community Economic Plan shared in the public domain

**Draft Steering Group:**

Further discussion to be held with SHDC and members before being taken to Full Council for agreement.

Sector	Organisation	Notes	Number
<b>Health , Community and Wellbeing</b>	Caring Town	Co founder	1
	Inclusive Totnes	Co founders	1
	Transition Town	Trustee	1
	Bridgetown Alive	Chair	1
<b>Youth</b>	TRAYE	Chair of Trustees	1
	KEVICC	Head/Deputy Principal & Safeguarding Lead	1

	Link Councillor	Totnes Town Council link Cllr	1
<b>Heritage/Conservation</b>	Totnes Heritage Trust	Chair	1
	Link Cllr	Totnes Town Council link Cllr	1
<b>Business/Economy</b>	Chamber of Commerce		1
	South Devon College	Apprenticeships	1
	SHDC	Large local employer	1
	Dartington Trust	Large local employer	1
	Valeport	Large local employer/Apprenticeships	1
	China Blue	Need to contact the business list and ask for nominations	1
	Loungers		1
	Little Ant Insurance		1
	Transition Town	REconomy Project Coordinator	1
	Apricot Centre	Education/Sustainable farming	1
	South Devon Food Hub		1
	Tourism Partnership Group	Lucy to liaise	1
<b>Local authority</b>	Town Council	Economy lead	Duplicate
		Mayor	Duplicate
		Town Clerk/ Marketing and Comms Manager	1
	District Council		1
	County Council		Duplicate
	Police	Police advocate	1
	Traffic and Transport Forum	Chair	1
<b>TOTAL</b>			<b>25</b>

#### Action required:

Full Council to vote whether to proceed with the SHDC led project due to the resources needed in terms of member and officer time and consider whether any allocation of budget is required to support the process.





# INVESTMENT STRATEGY

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## TOTNES TOWN COUNCIL May 2024

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Totnes Town Council has adopted the following Investment Strategy, which establishes formal policies and practices for the effective management and control of the Council's investments, and the associated risks, and should be read in conjunction with the Council's Financial Regulations.

### 1. Introduction

In preparing its Investment Strategy the Council is required to comply with the guidance notes issued under Section 15(1) of the Local Government Act 2003 and guidance within 'Governance and Accountability for Smaller Authorities in England' Practitioners Guide.

The legislation and associated guidance is optional for parish & town councils where investments are not expected to exceed £500,000 and no action is required below £10,000. However, for Councils where the sums involved exceed £500,000, the guidance is mandatory.

The Guidance recommends that a council produces an annual Investment Strategy which sets out its policy for managing the investments and giving priority to liquidity (ensuring the funds invested are available for expenditure when needed) and security (protecting the capital sum invested from loss). It is recommended that this Strategy be approved by the Full Council annually.

### 2. Definitions

**Specified Investment** - one which is made in sterling, is not long term (less than 12 months) not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a parish or community council.

**Non Specified Investment** – any financial investment that does not meet the criteria to be treated as a specified investment and for which there can be greater risk and where professional investment advice might be required.

### **3. Investment Policy**

#### **Treasury Management Investments**

Totnes Town Council acknowledges the importance of investing any temporary surplus funds held on behalf of the community in a prudent manner. The Council will aim to achieve, first and foremost, security and liquidity whilst seeking the optimum return on its investments commensurate with proper levels of security and liquidity.

In accordance with Section 15 (1) of the 2003 Act the Council will have regard to such guidance as DCLG may issue on behalf of the Secretary of State.

For prudent management of its treasury balances, Totnes Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities which are specified investments.
- Other recognised funds specifically targeted at the Public Sector which are specified investments.
- No investment in stocks or shares, or in non-specified investments.

The choice of institution and length of time which funds may prudently be committed so as not to compromise liquidity will be at the discretion of the Responsible Financial Officer, in consultation with the Chairman of the Council Matters Committee.

The contribution that these investments make to the objectives of the Town Council is to support effective treasury management activities.

#### **Non-financial Investments**

The Department for Communities and Local Government (DCLG) maintains that the borrowing of monies purely to invest, or lend and make a return, is unlawful and this Council will not engage in such activity.

The Responsible Financial Officer will carry out a risk assessment for any new non-financial investment proposals which will be provided to the Council Matters Committee. The risk assessment will include

- Whether and, if so how, the Council uses external advisors be they treasury management advisors, property investment advisors or any other relevant persons.
- How the Council monitors and maintains the quality of advice provided by external advisors.
- What other sources of information are used to assess and monitor risk.
- Risks associated with the liquidity of the asset and any debt.
- Any risk associated with the investment failing to achieve any expected net profit and the contingency plans for this scenario.

Information about any proposed investment and borrowing will be provided to members by the Responsible Financial Officer setting out any risks and opportunities in terms that a layman would understand to avoid the risk that locally elected members may not always have the background and expertise to understand the risks associated with the decisions that they are being asked to make.

Totnes Town Council will only invest in non-financial investments where a professional assessment has been obtained to confirm that there are reasonable grounds to believe the realisable value of the asset, including the attributable costs of purchase, will exceed the purchase price within 12 months of the purchase.

Borrowing to purchase land and buildings by Totnes Town Council will only be obtained through the Public Works Loan Board.



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Where the Council has borrowed to finance any non-financial investments the Responsible Financial Officer will report the following indicators to the Council Matters Committee annually:

- Loan to Value Ratio
- Investment Cover Ratio (the total net income from property investments compared to the interest expense)
- Gross and net income (The income received from the investment portfolio at a gross level and net level, less costs, over time)

Where there has been a significant change in year on year performance against any of the indicators presented the Responsible Financial Officer should include an explanation to the Committee.

In addition the Responsible Financial Officer will report on any need to realise the capital tied up in the non-financial investments to ensure no capital loss arises.

The Council will review this Strategy annually and reserves the right to make variations to the Strategy at any time, subject to the approval of Full Council.



Fixed Asset Register - 2023/24									
Asset	Date of acquisition	Cost of acquisition	Useful life estimate	Value	Valuation method	Location	Insurance value	Replacement value	Date last physically vouched
<b>Buildings:</b>									
Guildhall	Transfer from SHDC		unlimited	1 Notional	1 Notional	Ramparts Walk, Totnes			n/a - immobile
Guildhall Offices	22/09/1993	£18,500	unlimited	1 Notional	1 Notional	5 Ramparts Walk, Totnes	£501,614.7	unknown	n/a - immobile
Flat	05/04/2002	£125,000	unlimited	125,000	Cost	5A Ramparts Walk, Totnes			n/a - immobile
Guildhall Cottage		unknown	unlimited	1 Notional	1 Notional	Ramparts Walk, Totnes	£1,162,282	unknown	n/a - immobile
Cemetery Chapel		donated	unlimited	1 Notional	1 Notional	Totnes Cemetery, Plymouth Road, Totnes	£647,609	unknown	n/a - immobile
Museum	21/10/1955	£650	unlimited	1 Notional	1 Notional	70 Fore Street, Totnes	£4,575,425	unknown	n/a - immobile
Castle Meadow (3.01 acres)	Transfer from SHDC		unlimited	1 Notional	1 Notional	Lower Collins Road, Totnes	n/a	n/a	n/a - immobile
Land at Coronation Road (0.25 acres)	Transfer from SHDC		unlimited	1 Notional	1 Notional	Coronation Road, Totnes	n/a	n/a	n/a - immobile
<b>Leases:</b>									
Civic Hall (including Birdwood House)	25/10/1983	£75	99 yr lease	1 Notional	1 Notional	High Street, Totnes	£3,785,255	n/a	n/a - immobile
<b>Contents:</b>									
Guildhall, Offices & Flat	various	unknown	unlimited	75802	Historic Insurance Value	Ramparts Walk, Totnes	£210,161	unknown	daily
Civic Hall	various	unknown	unlimited	100000	Estimate following renovation work in 2015/16	High Street, Totnes	£93,882	unknown	Sep-23
Museum	various	unknown	unlimited	5455	Historic Insurance Value	70 Fore Street, Totnes	£9,488	unknown	n/a
Guildhall Cottage	various	unknown	unlimited	5053	Historic Insurance Value	Ramparts Walk, Totnes	none	none	Annually
<b>Other:</b>									
Civic Regalia	unknown	unknown	unlimited	1 Notional	1 Notional	Guildhall, Ramparts Walk, Totnes	£216,231	£216,231	daily
Bus shelters x 6		unknown	unlimited	3969	Historic Insurance Value	Whiteley Avenue, Follaton Higher Westonfields, Bridgetown Western Bypass, Totnes Coronation Road, Totnes (opp Royal Seven Stars) Station Rd - station entrance and outside Travis Perkins Ashburton Rd - north and southbound at KEVICCS Coronation Road, the Rotherfold and under the Civic Hall St Mary's Church, High Street, Totnes Borough Park, Totnes High Street and Fore Street, Totnes Chapel, Totnes Throughout Totnes Town Centre Market Square, High Street, Totnes Civic Hall, High Street, Totnes St Mary's Church, High Street, Totnes The Plains, Totnes Guildhall Offices, Ramparts Walk, Totnes Guildhall Offices, Ramparts Walk, Totnes Market Square, High Street, Totnes Market Square, High Street & Seven Stars Hotel, The Plains, Totnes Off site storage by supplier			n/a - immobile
Noticeboards		unknown	40 years	5688	Estimated cost		£24148	unknown	n/a - immobile
Seats at Totnes Cemetery x 2		£500	100 years	500	Cost				weekly
Smart benches x 2	14/06/2021	£3,432	100 years	3432	Cost				weekly
Planters	2021	£9,910	10 years	9910	Cost				weekly
Picnic Benches x 3	28/05/2022	£1,200	25 years	1200	Cost				weekly
Wayfinding signage	21/07/2022	£24,803	20 years	24803	Cost				n/a - immobile
Wall mosaics		£15,000	unlimited	15000	Cost				n/a - immobile
Solar Panels		n/a	20 years	15424	Insurance value June 2016		£24,035	unknown	n/a - immobile
War Memorial		n/a	unlimited	2644	Historic Insurance Value		£4,084	unknown	n/a - immobile
Willis Memorial and fountain		n/a	unlimited	6624	Historic Insurance Value		£13,613	unknown	n/a - immobile
Office and IT Equipment	various	unknown	10 years	14735	Estimated cost		£14,735	unknown	n/a - immobile
Nissan NV200 electric van (reg. CK17 HTU)	26/10/2020	£14,790	10 years	14790	Cost		Laptops - £3049	£14,790	daily
Festoon Lighting	20/07/2023	£1,366	20 years	1366	Cost		£1,366	£1,366	daily
Defibrillators x 2		donated	10 years	1	Notional (donated)		£3,738	£3,738	n/a - immobile
Xmas lights	24/10/2023	£38,925	10 years	38925	Cost		£42,000	£42,000	Dec-23
				470330					

ITEM 14 – LIST OF MEETING DATES, COMMUNICATIONS POINTS AND LINK COUNCILLOR UPDATES

Month	Full Council, 7pm	Council Matters Committee, 6.30pm	Planning Committee, 6.30pm	Town Matters Committee, 6.30pm
June 2024	Monday 10 <sup>th</sup>	None	Monday 17 <sup>th</sup>	Monday 24 <sup>th</sup>
July 2024	Monday 1 <sup>st</sup>	Monday 8 <sup>th</sup>	Monday 15 <sup>th</sup>	Monday 22 <sup>nd</sup>
August 2024	Monday 5 <sup>th</sup> (if required)	None	Monday 19 <sup>th</sup> (TBC)	None
September 2024	Monday 2 <sup>nd</sup>	Monday 9 <sup>th</sup>	Monday 16 <sup>th</sup>	Monday 23 <sup>rd</sup>

**June**

Full Council – 10<sup>th</sup> June at 6.30pm

Council Matters Committee – No meeting

Planning Committee – 17<sup>th</sup> June at 6.30pm

Town Matters Committee – 24<sup>th</sup> June at 6.30pm

**July**

Full Council – 1<sup>st</sup> July at 6.30pm

Council Matters Committee – 8<sup>th</sup> July at 6.30pm

Planning Committee – 15<sup>th</sup> July at 6.30pm

Town Matters Committee – 22<sup>nd</sup> July at 6.30pm

Strategy Delivery Group – 23<sup>rd</sup> July at 6pm

Traffic and Transport Forum meeting – 31<sup>st</sup> July at 6.30pm

**September**

Full Council – 2<sup>nd</sup> September at 6.30pm

Council Matters Committee – 9<sup>th</sup> September at 6.30pm

Planning Committee – 16<sup>th</sup> September at 6.30pm

Town Matters Committee – 23<sup>rd</sup> September at 6.30pm

**Communications Points – please check the Totnes Town Council 'News' page**

Totnes Town Ward Vacancy – By-election on 20<sup>th</sup> June with two candidates standing.

Further verbal updates to be given by the Clerk at the meeting and a list of recent press releases is in the Clerk's Report.

**Link Councillor/Councillor Representative on Outside Body Updates**