



AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE MONDAY 10TH MARCH 2025 AT 6.30PM IN THE GUILDHALL

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

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 10th March 2025 at 6.30pm** in the Guildhall for the purpose of transacting the following business:

Committee Members: Councillors D Peters (Chair), C Beavis, T Bennett, J Chinnock, J Hannam, E Price and T Robshaw.

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded. If members of the public make presentations, they will be deemed to have consented to being recorded. By entering the Council Chamber attendees are also consenting to being recorded.

This meeting is limited to 90 minutes and therefore members are asked to raise their points succinctly and not repeat the same view expressed by colleagues if it does not add to the debate.

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

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

The Committee will convene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 10th February 2025 and update on any matters arising. Document attached [page 4].

3. BUDGET MONITOR

To consider the Budget Monitor and to review what information members want to receive monthly. Document attached.

4. STRATEGY DELIVERY WORKING GROUPS

To consider any budgetary recommendations from the following (documents attached):

- a. Community Working Group, 11th February 2025 [page 7].
- b. Economy Working Group, 12th February 2025 [page 10].

c. Environment and Public Realm: Bridgetown Alive map details [page 10].

5. CEMETERY FEES

To consider a review of the Cemetery Fees for financial year 2025/26. Document attached [page 11].

6. MENOPAUSE POLICY

To consider a draft Menopause Policy for the Council. Document attached [page 14].

7. CIVIC BUDGET AND MAYORAL ALLOWANCE POLICY

To review the Civic Budget and Mayoral Allowance Policy. Document attached [page 17].

8. CIVIC PROTOCOL AND PROCEDURE REVIEW

To review the Civic Protocol and Procedure. Document attached [page 20].

9. PRIVACY NOTICE

To review the Privacy Notice [for website and external use]. Document attached [page 26].

10. PRIVACY POLICY

To review the Privacy Policy [internal guidance for Councillors and officers]. Document attached [page 32].

11. COUNCIL GRANTS REPORT

To note a report of community organisation's assessment of their projects which received Community Grant funding in June 2024. Document attached [page 43].

12. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th April 2025 at 6.30pm in the Guildhall. No document.

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

13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

14. GUILDHALL COTTAGE

To consider the vacancy in Guildhall Cottage to undertake maintenance and the reduction of income (financial). Verbal update.

15. CCTV AT THE CIVIC HALL

To consider the purchase and installation of an additional camera as part of the Closed Circuit Television system at the Civic Hall (commercial). Document attached.

16. STAFFING UPDATE

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

Catherine Marlton

Town Clerk

5th March 2025

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

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

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



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 10TH FEBRUARY 2025 AT 6.30PM IN THE GUILDHALL

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

Apologies: Cllr Robshaw.

In Attendance: 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.

PUBLIC QUESTION TIME

There were no members of the public present.

2. CONFIRMATION OF MINUTES

To approve the minutes of 13th January 2025 and update on any matters arising.

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

3. BUDGET MONITOR

To consider the Budget Monitor including:

a. The reserves projection.

Noted.

b. Proposed earmarked reserves and budget expenditure.

Noted. The proposed earmarked reserves had been agreed at the February Full Council.

c. The Community/Economy /Environment and PR and Strategic Priorities budgets.

The proposed working group budgets were **AGREED**.

4. STRATEGY DELIVERY WORKING GROUPS

To consider:

a. the format and frequency of the Working Group and Strategy Delivery Group meetings;

It was **AGREED** to discuss the format of the working group and Strategy Delivery Group meetings at the next Councillor away day in March.

And any budgetary recommendations from the following:

b. Community Working Group, 6th January 2025.

No recommendations.

c. Economy Working Group, 15th January 2025.

It was **AGREED** to approve the following expenditure:

- Item 2 - £3,000 for the MidSummer festival – with the flexibility to reallocate to support other events at the discretion of the Economy Working Group.
- Item 3 - £500 for the Totnes and Dartmouth marketing project.

d. Environment and Public Realm Working Group, 29th January 2025.

Item 2a – It was **AGREED** that:

- the seven new extra-large heritage style litter bins will replace existing bins in the following locations: front of Civic Square; by Birdwood House/end of Civic Hall ramp; pavement outside St Mary's Church on the High Street; Heath Gardens; The Plains near Fone Shop/Curator; Vire Island, bottom of the ramp; and one held in reserve for placement.
- Utilising existing and removed bins to improve the street scene: black bins removed as part of the installation of the larger capacity bins are used to replace the green bins on High Street; one green metal bins near the Dartmouth Inn to near the posts on The Plains where there has previously been a bin; and relocate the metal bin from the Civic Square to the bus shelter on Coronation Road to increase capacity from the post-mounted bin currently in place.

Item 3 – It was **AGREED** that the Council supports in principle the hosting of the Bridgetown Alive! map in its bus shelters but that further information is required in terms of the cost of the signage, materials for the signage, proposed size of the maps, inclusion of the Town Council logo if it is funding the signs and their installation.

5. COUNCIL RISK ASSESSMENTS

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

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

6. ASSET TRANSFER POLICY

To consider a draft Asset Transfer Policy for the Council.

To **RECOMMEND** to Full Council that the draft Asset Transfer Policy is adopted following an amendment to include reference to an Equality Impact Assessment being provided and adding 'and anyone who has control of the assets' to the first line under the Ownership and Tenure.

7. COUNCIL GRANTS POLICY

To review the Council Grants Policy and proposed timeline and budget for 2025/26.

To **RECOMMEND** to Full Council that the revised Council Grants Policy is adopted. It was **AGREED** to amend the timeline so that the grant application process closes on Monday 5th May.

8. CLOSED-CIRCUIT TELEVISION POLICY

To review the Closed-Circuit Television Policy.

To **RECOMMEND** to Full Council that the revised Closed-Circuit Television Policy is adopted.

9. PENSIONS DISCRETION POLICY

To review the Pensions Discretion Policy.

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

10. BULLYING AND HARASSMENT POLICY

To review the Bullying and Harassment Policy.

The Bullying and Harassment Policy was **AGREED** unanimously.

11. FIXED ASSET REGISTER

To note the Council's Fixed Asset Register.

Noted.

12. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 10th March 2025 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 September (financial).

These were reviewed and **AGREED**.

14. GUILDHALL COTTAGE GARAGE

To note an enquiry about the ownership of the Guildhall Cottage Garage (legal).

Noted.

15. STAFFING UPDATE

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

Noted.

The meeting closed at 7.45pm

Catherine Marlton
Town Clerk
February 2025

ITEM 4 – STRATEGY DELIVERY WORKING GROUP RECOMMENDATIONS

4a. Community Working Group, 11th February 2025.

Totnes Carnival and Lantern Group 2025 (ref CD2). To **RECOMMEND** to Council Matters that a sum of £3,000 be awarded as requested to ensure the continuation of the 2025 Odd Object competition and the Christmas Lantern Procession. [See report from Totnes Carnival and Lantern Group below].

Report to Council Matters: Ratification of £3,000 Funding for Community Events

Recommendation: The Community Working Group recommends that Council Matters approve funding of £3,000 to support the 2025 Odd Object Competition, the 2025 Christmas Lantern Procession, and associated workshops.

Background: The Hello Summer project, now in its fourth year, has successfully provided free activities and meals for families during the summer holidays. This initiative has expanded to include Hello Easter and Hello Christmas, offering engaging activities and community support throughout the year.

To ensure the continuation of two key local events, the Odd Object Competition and the Christmas Lantern Procession, the Community Working Group proposes integrating these activities into the Hello Summer and Hello Christmas programmes. This approach secures their future, maximises community participation, and utilises existing resources efficiently.

Funding Breakdown: The requested £3,000 will be allocated as follows:

- **Venue hire:** Hosting events at St John’s Primary School, a central location supporting community engagement in Bridgetown.
- **Materials:** Supplies for lantern-making workshops and craft activities within the Hello Summer programme.
- **Printing:** Production of programmes for Hello Summer, promotional materials for the Odd Object Competition, and flyers for the Lantern Procession.
- **Activities:** Funding for various activities in the Hello Summer programme, such as storytelling, theatre shows, sports day games, and educational trips to museums like The Box and RAMM. The range of activities is dependent on funding availability.
- **Food provision:** Supplying meals to families participating in Hello Summer, continuing past collaborations with Food for Thought.

Administration and Oversight: The funding will be managed by Better Places (formerly Better Places-Be Buckfastleigh), with Claire Allford and Becci, who have led this initiative for four years, overseeing the project.

Collaboration and Community Engagement:

- The programme aims to work alongside volunteers from the former Carnival Committee, helping build capacity for future independent management of the Lantern Procession.
- Discussions are ongoing with Food for Children to integrate their Wonky Cafe project into the Hello Summer programme.

Publicity and Recognition: Totnes Town Council and Visit Totnes logos will be included on all promotional materials, including Odd Object Competition forms, as they were last year.

Conclusion: This funding will ensure the continuation of valuable community events that bring together local families, provide cultural and creative experiences, and strengthen community ties. We request Council Matters to approve the £3,000 allocation from the Community WG budget to support these initiatives.

Caring Town 2025/26 support (ref CD4). To **RECOMMEND** to Council Matters that a sum of £9,000 be paid to Caring Town from the 2025/26 budget to secure the organisation for a minimum of 12 months. This is subject to engagement in the Council's planning Community Mapping work happening later in 2025. [See report from Caring Town below.]

Caring Town & Totnes Town Council: Building a Strong Collaboration

In March 2025, Caring Town's National Lottery funding is set to conclude. We have held discussions with the Lottery and they remain very supportive of the work that we do and recognise what we have achieved. Currently, their advice is to apply for funding in spring. To ensure that Caring Town continues to operate, we are looking for support for a key component of our work, i.e. Maintain and Develop NETWORKS, COMMUNICATION, CONNECTION & COLLABORATION. This represents about one/day/week with an annualised cost of £9000.

Not only did this emerge as one of Caring Town's strengths from evaluation and visioning sessions (see below), it is fundamental to addressing community issues, bringing people together and to 'funnel' ideas into innovative solutions, e.g. the TQ9 Warm Space programme (see below). It will also be imperative in building up strong and collaborative funding bids to allow us to focus on our priorities.

Funding from Totnes Town Council will allow Caring Town to:

- Continue to support established and emergent networks,
- Enhance communication through networks, e-newsletters, the updated Caring Town Directory, etc
- Engage in consultations including any community mapping exercises
- Build coherent collaborations to develop funding bids to address priorities,
- Make a stronger financial case to the Lottery for continuation funding given explicit council support
- Continue to offer councillors a means of 'plugging' into what is going on within the town
- Celebrate this unique partnership between a charity and council, e.g. sharing of logos etc where appropriate.

Below, I have taken the liberty of providing a brief overview of Caring Town's National Lottery funded work and the emergent outcomes and priorities gleaned from recent evaluative and visioning sessions with over 30 multi-sector organisations that will inform us April 2025 onward.

Caring Town 2021-2025

In 2021, Caring Town secured a £168,200 grant from the National Lottery Community Fund to develop and deliver a community-led collaboration aimed at improving the mental health and wellbeing of young people, families, and older individuals experiencing isolation and anxiety in Totnes and District. Supported by networks comprising over 80 organisations, Caring Town has since developed and executed its We Care... programme:

We Care... about the Mental Health of Children and Young People:

In partnership with the Youth Mental Health Foundation (YMHF), Caring Town piloted a support programme featuring regular sessions for parents and carers of secondary-aged young people struggling with their mental health. This year-long, term-time only initiative empowered parent/carers to better support their children towards achieving improved mental health, as evaluated by the University of Exeter. Three cohorts

of parent/carers have been supported to date. Furthermore, in collaboration with KEVICC, Caring Town funded the external supervision of volunteers in the Space to Talk programme, which assists KEVICC students facing mental health challenges.

We Care... about Children and Young People:

In conjunction with partners from the Keeping Young Totnes Safe network, Caring Town is developing a Youth Strategy. This strategy aspires to offer a cohesive service providing positive activities and opportunities for young people in Totnes & District, strongly informed by the views of young individuals who will play a central role in the strategy's development.

We Care... about the Cost-of-Living Crisis:

As a community response to the cost-of-living crisis, Caring Town and over 25 partner organisations developed the TQ9: Together We Care Warm Space programme. This initiative brought together activities and opportunities for the community, hosted in warm spaces. Coordinated by Caring Town and Totnes Town Council, the programme included events and information compiled on a dedicated webpage overseen by the Town Council. All activities were either free, donation-based, or subsidised.

We Care... about the Isolation of Older People:

Collaborating with Totnes Caring, Caring Town supported older individuals experiencing isolation through volunteer services, including befriending support.

We Care... about the Mental Health of ALL:

Together with Action to Prevent Suicide CIC, Caring Town delivered free mental health awareness training open to anyone interested in supporting those around them, particularly targeting sports and youth leaders.

Caring Town April 2025 onwards

An evaluative session was held in November 2024, followed by a Visioning session in January 2025, attended by over 30 multi-sector members who contributed to discussions and agreed on future priorities. Representing all levels of local government, educational institutions, and VCSE organisations, both large and small, these priorities were informed by each organisation's needs and insights gained over the past 15 years of Caring Town's operations. Confident in our strong and executable ideas, we plan to apply for further funding in spring 2025.

Caring Town and its members will:

Build a more caring, resilient, and supportive community: fostering and deepening a sense of belonging for everyone within our community

Caring Town Priorities 2025 onward...

- Maintain and Develop NETWORKS, COMMUNICATION, CONNECTION & COLLABORATION
- FOOD: Addressing issues related to poverty and food scarcity. Although there are several food providers within the community, there is no comprehensive local food strategy. Partners suggest that developing such a strategy could offer various short- and long-term benefits.
- YOUNG PEOPLE: Addressing challenges faced by young people in the area. Building a supportive community is essential to enhance their resilience. Over the past two years, Caring Town, Resilient Lives, The Jamming Station, and TRAYE—supported by KEVICC, the Youth Mental Health Foundation, and Action to Prevent Suicide—have been engaging with young people through various activities and events. This work aims to culminate in a Youth Strategy document to ensure young people have access to desired and needed opportunities while feeling part of a supportive community.

Additionally, school absences remain a growing national challenge, which should be addressed as a community-wide concern to prevent long-term disadvantages for affected children.

- Intergenerational Engagement: Supporting engagement across different age groups to build cohesion and leverage skills and knowledge. Efforts by Totnes Caring and local schools have started, but there is potential for further development.
- Volunteering and Time-banking

4b. Economy Working Group, 12th February 2025.

No recommendations – details of the Transition Town Totnes Midsummer Festival have been received and will be considered by the next Economy Working Group in March.

4c. Environment and Public Realm: Bridgetown Alive map details.

Quote and details obtained by Bridgetown Alive! For maps in the Coronation Road and Higher Westonfields bus shelters:

Based on the details you've provided, I recommend using a solid composite board with the print applied to the face and wrapped around the edges. We would also add an anti-graffiti laminate for durability. For Higher Westonfields, the board can be either bonded or bolted to the panel. At Coronation Road, we can screw the board directly into the brickwork.

Price wise

Option1. 2x 840mm x 1190mm - £145.00+vat each

Option 2. 2x 595mm x 840mm - £85.00+vat each

These will be full colour digitally printed vinyl applied directly to the aluminium composite panels with an hi gloss anti-graffiti overlamine.

Installation on either option - £150.00+vat

ITEM 5 – CEMETERY FEES

Over the past two years Totnes Town Council has increased the Totnes Cemetery fees by 5 percent in 2024 and 20 percent in 2023 (prior to this the last increase was in 2018). In order to inform the Council Matters Committee of whether a review of the current cemetery fees would be prudent for financial year 2025/26, the following information is provided:

- Comparison of fees charged by Totnes and neighbouring towns/districts;
- Options for consideration of a 5, 10, 15 or 20 percent increase in fees for 2025/26.

Comparison of fees charged by Totnes and Neighbouring Towns/Districts

The table below shows the range of cemetery fees in the local area for financial year 2024/25. From this, the current fees charged by Totnes are generally lower than those charged elsewhere (Salcombe's Exclusive Right of Burial fees are high but their interment charge is much lower than the average and hasn't changed since 2019). All towns/districts have differing levels of fees for residents and non-residents, as set out below:

- Totnes – residents fee (defined as Totnes voters; double fee for non-residents; policy to award single fees (on proof of residency) for those who have gone into residential care outside of Totnes within 3 years prior to death).
- Dartmouth – residents fee; and double fee for all non-parishioners and non-residents.
- Ivybridge – fees for all South Hams residents, double for non-South Hams and separate rate for Plymouth City Council residents. Fees include gravedigging (higher interment costs than exclusive right of burial cost).
- Salcombe - 3 categories: A - residents, including those moved away into care and have been resident within the last 5 years; B - children of current living residents (same fee as A); C - non-residents or second home owners residing less than 183 days in Salcombe for which fees are treble.
- Teignbridge – residents fee; and double fee for all non-parishioners and non-residents. Additional fees for funerals on Saturdays and Bank Holidays.
- Torbay – residents fee; and double fee for all non-parishioners and non-residents. Additional fees for funerals on Saturdays and Sundays.

In addition, Teignbridge and Torbay also charge for family enquiries into grave locations (TTC Offices do get a number of calls and emails of this nature). Totnes Town Council do not charge for child graves (either for exclusive right of burial or interment): Torbay charge for the exclusive right of burial; Ivybridge charge at different rates for anything other than still births; Teignbridge don't charge up to 15 years of age; and there is no information on the Dartmouth or Salcombe websites.

Table showing comparison of fees:

Fees for Residents	Totnes 2018	Totnes 2023	Totnes 2024	Dartmouth 2023-2	Ivybridge 2024	Salcombe 2019	Teignbridge 2024-25	Torbay 2024	Sharpham Dec 2023
Interment - Body	£380.00	£456.00	£479.00	£507.00	£908.50 - 1115.00	£95.00	£1,009.00	£1550-£1920	£450.00
Interment - CR	£200.00	£240.00	£252.00	£363.00	£220.00	£95.00	£234/£246	£310	£295.00
Exclusive Right of Burial - Single	£445.00	£534.00	£561.00	£608.00	£359.00	£650.00	£1,086.00	£2,015	£1,395.00
Exclusive Right of Burial - Double	£665.00	£798.00	£838.00	£1,031.00	-	£850.00	£1,086.00	£2,015	-
Exclusive Right of Burial - Treble	£880.00	£1,056.00	£1,109.00	-	-	£1,050.00	£1,086.00	£2,015	-
Exclusive Right of Burial - Cremated Remains	£280.00	£336.00	£353.00	£313.00	£485.00	£350.00	£505.00	£1,400.00	£495.00
Choice of Plot	£340.00	£408.00	£428.00	-	£86.50	-	-	-	-
Transfer of Deed (discretionary)	£50.00	£60.00	£93.00	-	£73.00	£75.00	£52.00	£70.00	-
Memorials									
A flat stone, headstone or monument	£280.00	£336	£353	202 & 253	73 - 139	£1,500.00	£211.00	£550.00	£450 to £700
Footstone not exceeding 2' height	£280.00	£336	£353		£73.00	-	-	-	-
Kerbstones (not in lawn area)	£280.00	£336	£353	-	£73.00	-	-	-	-
Vase	£95.00	£114	£120	-	£63.00	£100.00	£113.00	£107.00	-
Tablet/Flat Stone not exceeding 3' x 2'	£125.00	£150	£158	169 & 202	£73.00	£100.00	£113.00	£208.00	-
Additional Inscription	-		£0.00	-	£32.50	£80.00	£71.00	£208.00	£300.00
Other									
Scattering of Ashes	From 2022, £50 resident, £75 non-resident in designated areas, £25 on existing grave		£63 resident, £95 non-resident in designated	-	-	-	£78 or £126	-	-

		areas, £32 on existing grave						
Memorial Bench	Price on Application			-	-	-	-	-
Memorial Tree	£298.00			-	Not available	-	-	-
Search of burial/grave registers	No Fee	No Fee	No Fee	-	On application	£30.00	£46.00	£40

Table showing a 5, 10, 15 and 20 percent increase to existing fees:

Fees for residents	Totnes 2018	Totnes 2023	Totnes 2024	% Change	5%	10%	15%	20%
Interment - body	£380	£456	£479	5	£503	£527	£551	£575
Interment - ashes	£200	£240	£252	5	£265	£277	£290	£302
Exclusive Right of Burial - Single	£445	£534	£561	5	£589	£617	£645	£673
Exclusive Right of Burial - Double	£665	£798	£838	5	£880	£922	£964	£1,006
Exclusive Right of Burial - Treble	£880	£1,056	£1,109	5	£1,164	£1,220	£1,275	£1,331
Exclusive Right of Burial - Ashes	£280	£336	£353	5	£371	£388	£406	£424
Choice of Plot	£340	£408	£428	5	£449	£471	£492	£514
Scattering of ashes Resident	£50	£60	£63	5	£66	£69	£72	£76
Non-resident	£75	£90	£95	6	£100	£105	£109	£114
On existing purchased grave	£25	£30	£32	7	£34	£35	£37	£38
Transfer of Deed (discretionary)	£50	£60	£63	5	£66	£69	£72	£76
A flat stone, headstone or monument	£280.00	£336.00	£353.00	5	£371	£388	£406	£424
Footstone not exceeding 2'height	£280.00	£336.00	£353.00	5	£371	£388	£406	£424
Kerbstones (not in lawn area)	£280.00	£336.00	£353.00	5	£371	£388	£406	£424
Vase	£95.00	£114.00	£120.00	5	£126	£132	£138	£144
Tablet/Flat Stone not exceeding 3' x 2'	£125.00	£150.00	£158.00	5	£166	£174	£182	£190
Monuments - additional inscription	No charge	No charge	£0	0	£0	£0	£0	£0
Memorial tree (Plaque and inscription)	£298	POA		-				



MENOPAUSE POLICY

TOTNES TOWN COUNCIL

MARCH 2025

1. Introduction

Totnes Town Council are committed to creating an open and supportive culture in which employees feel comfortable to talk openly and without embarrassment about how menopause-related symptoms may be affecting them at work.

This is not just an issue for women. It will affect trans men and some non-binary people, and men will be affected by it indirectly.

Most individuals experience symptoms during perimenopause and menopause due to changes in hormone levels. With the right support and medical treatment for their symptoms, their experience at work will not be affected.

This policy sets out the guidelines for members of staff and managers on providing the right support to individuals to help them manage perimenopause and menopause symptoms at work.

In this policy, any reference to menopause also includes the perimenopause.

2. Symptoms of menopause

The menopause is a natural event during which a person stops having periods and experiences hormonal changes such as a decrease in oestrogen levels. Over 80% of women, trans men and some non-binary people experience symptoms due to changes in hormone levels. 25% of these experience symptoms which could be classed as severe and have a significant impact on their daily life.

There are four key stages:

Pre-menopause: the time in life before any menopausal symptoms occur.

Perimenopause: when menopausal symptoms occur due to hormone changes, but periods still happen (even if irregular).

Menopause: when there has been no period for 12 consecutive months. The menopause usually occurs between the ages of 45 and 55 but can happen earlier. Menopause typically lasts between four and eight years.

Postmenopause: the time in life after 12 months with no periods.

While menopausal symptoms vary greatly, they commonly include:

- hot flushes;
- night sweats;
- anxiety;
- dizziness;
- fatigue & trouble sleeping;
- memory loss;
- depression;
- headaches or migraine;
- recurrent urinary tract infections;
- joint stiffness, aches and pains;
- reduced concentration and brain fog;
- heavy periods;
- loss of confidence and self-esteem.

3. Requesting support

Employees who are finding it difficult to manage at work because of menopausal symptoms are encouraged to speak to the Town Clerk / their line manager to discuss what support may be available. This could include temporary changes to an employee's working arrangements or working environment, or seeking external support, as set out below. Any health-related information disclosed by employees during discussions will be treated sensitively and in confidence.

Totnes Town Council encourages employees to be as open as possible about any particular issues that they are experiencing or adjustments that they might need to ensure that they are provided with the right level of support to improve their experience at work.

If for any reason employees feel unable to approach the Town Clerk / their line manager, they can speak to the Chair of the Council.

3.1 Working arrangements

Employees who require a permanent change to working arrangements, such as changing contracted hours, should refer to the Council's Flexible Working Policy included in the Working Time and Leave Policy. However, the Council recognises that for individuals affected by menopausal symptoms, the option to work flexibly on a temporary (rather than permanent) basis may be appropriate. For example, this could include working from home, changing start and finish times, or taking more frequent breaks. This is not a definitive list.

Employees who feel that they would benefit from a temporary change to their working arrangements on an ad hoc basis because of sleep deprivation or other symptoms that may be impacting on their performance, should discuss and agree these with the Town Clerk.

The organisation will try to facilitate temporary flexible working arrangements wherever this is possible and will continue to review these to ensure that they meet the employee and the Council's needs.

3.2 Working environment

If an employee feels that their working environment is exacerbating their menopausal symptoms, they should raise this with the Town Clerk / their line manager.

There are a range of practical adjustments that the organisation may be able to consider in order to help make employees' working life easier, such as moving workstations to a cooler area, providing a fan or relaxing the uniform policy.

4. Sickness Absence relating to the menopause

If you are sick and unable to work, you should follow the procedure set out in the Council's Absence Policy.

In some cases, the Council may refer an employee to Occupational Health so that they can advise on how the employee's symptoms are impacted at work and make recommendations on the types of adjustments that may be appropriate, where reasonably practical.

5. External Sources of help

There are various organisations that provide help and support on the menopause including the [NHS](#) where you will find a range of further information and advice.

The following organisations and websites also provide advice and guidance:

- [Balance by Newson Health](#)
- [The British Menopause Society](#)
- [Women's Health Concern](#)
- [Menopause Matters](#)
- [Daisy Network for premature menopause](#)
- [Menopause Cafe](#)
- [Queer Menopause for people who identify as LGBTQ+](#)



Civic Budget and Mayoral Allowance Policy

TOTNES TOWN COUNCIL

AGREED MARCH 2024

NEXT REVIEW MARCH 2025

Note: Proposed changes are shown in red

Background

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

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

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

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

Mayoral Allowance

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

Expenditure which can be claimed:

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

Civic Budget

Expenditure which is allowed:

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

These may include:

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

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

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

These may include:

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

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

These may include:

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

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

These may include:

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

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

Expenditure which is not allowed:

The Civic budget must not be used to pay for

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

Reporting and monitoring procedures

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

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

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

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



Civic Procedure and Protocol

TOTNES TOWN COUNCIL

AGREED MARCH 2023

NEXT REVIEW MARCH 2025

*This document sets out the procedures and protocols to be followed in relation to the Council's civic business. **Note: Proposed changes are shown in red***

1. Mayoral Chains

- 1.1 When in attendance, it is the duty of the Town Sergeant to protect the chain/s and, after an event, to either return the chain/s to the Guildhall or, if this is not practical, to take them home. Chain/s must be kept in a safe place.
- 1.2 The Town Clerk is responsible for ensuring that the insurance is adequate to cover the chains at all times.
- 1.3 When the full chain/s is being worn the Mayor must be accompanied by the Town Sergeant or an escort of their choosing. If unaccompanied, only the medallion may be worn.
- 1.4 The full chain/s cannot be worn if an event takes place on the water. Neither can the chain/s be taken out of the country without the Council's permission.
- 1.5 The Mayor may have to attend more than one event in a day, in which case they may take the chain/s home providing it/they are not left unattended.

2. Civic Functions

2.1 On such occasions the Mayor wears the ceremonial robes and, if appropriate, the Town Sergeant and Mace Bearers wear full Civic dress. The Civic Events (and dates where known for 2023~~5~~/24~~6~~) are:

- Mayor Making – ~~Wednesday~~ **Thursday** 21st ~~5th~~ May 202~~5~~**3**
- Civic Service (February 202~~6~~**4** – TBC)
- Remembrance Sunday – Sunday ~~9th~~ **12th** November 202~~5~~**3**
- Civic Funerals
- Civic Dinner (TBC)

2.2 Other events include:

- The annual Christmas Lights Switch on (last Tuesday in November – Tuesday 25th November 2025)
- ~~The annual Orange Races – Tuesday 15th August 2023 (TBC)~~
- The opening of the Elizabethan Season – Tuesday 6th 2nd May 2025~~3~~

2.3 If the Mayor is requested to wear the robes on any other occasion, and chooses to do so, they will decide the dress code for the Town Sergeant and the Mace Bearers if they accompany them.

3. Civic Functions – Dress Code

- 3.1 The Mayor and Deputy Mayor will wear the full ceremonial robes.
- 3.2 The Town Clerk, Town Sergeant and Mace Bearers will wear full ceremonial dress.
- 3.3 Councillors will wear smart, suitable clothing (hats are optional).
- 3.4 Past Mayors' medals and decorations may be worn.

4. Order of Procession

4.1 This is the responsibility of the Town Sergeant and is as follows:

- Town Band (if present)
- Military
- Fire Brigade
- Mace Bearer – Town Sergeant – Mace Bearer
- Mayor and Deputy Mayor
- Town Clerk and Mayor's Chaplain (if one is appointed)
- Mayor's consort and Deputy Mayor's consort
- Member of Parliament
- Guest of Honour/SHDC Chairman
- Honoured Citizens and Freemen of the Town
- Town Councillors
- Former Mayors and Magistrates
- Devon County Councillors
- District Councillors
- Chief Officials
- Other representatives
- Families, Guests, etc

4.2 If the Lord Lieutenant is present they will walk at the END of the procession to enter any building and HEAD the procession when the event is over.

5. Mayor Making Ceremony

5.1 The Mayor Making Ceremony is not a public meeting, attendance is by invitation only and includes: sitting Councillors and partners/guest, former Mayors, honoured citizens and freemen, 2 x guests representing the outgoing Mayor's charities, up to 10 x guests of the incoming Mayor, Mayor's chaplain (if appropriate), mayors from neighbouring towns, the Chair of South Hams District Council, Schools (1 x teacher and 2 x pupils from KEVICC, The Grove, St Johns and TOPS).

5.2 Agenda for Mayor Making – see Appendix A.

5.3 At the discretion of the Mayor, flowers will be presented to the outgoing and incoming Mayor and Deputy Mayor at the appropriate time in the ceremony (see Appendix A). These are funded from the Mayoral budget.

5.4 The ceremony will start at 11.30am and the bells of St Mary's church will be rung from 12.30pm.

5.5 The Mayor Making ceremony will be followed by either a small reception in the Guildhall or a lunch, depending on what the Mayor's preference is. All those invited to the ceremony will be invited to the lunch for which there will be an individual charge as well as funding from the Mayoral budget.

5.6 Any blessing in St Mary's Church following the ceremony is at the discretion of the Mayor.

5.7 Staffing requirements at the event: Town Clerk, Town Sergeant and 2 x Mace Bearers, Administrator Mayor's PA, and Council Officers as required.

6. The Civic Service

6.1 This is held at the discretion of the Mayor, and it is suggested it is held in February. It is suggested that holding the service on a Sunday could help boost attendee numbers.

6.2 It is held in the Parish Church or in a church/location chosen by the Mayor.

6.3 The Order and content of the service are agreed by the Mayor and their Chaplain.

6.4 The Civic Party leave the Guildhall and process to the North Door of St Mary's Church or, if the service is being held elsewhere, to that location. The order of procession is at paragraph 4 above.

6.5 On arrival at the Church, the Mayor, Deputy, Town Sergeant and Mace Bearers stand on either side of the Church Door until the rest of the congregation are in their seats. They are then escorted into the Church.

6.6 At the end of the Service the ~~civic party standard bearers~~ will leave the Church ~~first and stand outside either side of the church door with their escorts whilst the congregation exits. followed by the Civic Party who will parade to the agreed location where the Mayor is to take the salute.~~ [Note: this and following text proposed for deletion is relevant to Remembrance Sunday, not the Civic Service.]

~~6.7 The Mayor, Deputy, and Chairman of the District Council stand at the front and their escorts and the remaining Councillors stand behind them.~~

~~6.8 At the end of the March Past, the Mayor will wait and thank the participants. Everyone else should disperse.~~

6.7 Staffing requirements at the event: Town Clerk, Town Sergeant and 2 x Mace Bearers.

7. Civic Funerals

7.1 These can be held in the Guildhall at the request of the family, in respect of serving Mayors, past Mayors, serving Councillors, Honoured Citizens and Freemen of the town. However, all arrangements and costs (including Guildhall hire) must be made by the family/next of kin.

7.2 The Mayor and Deputy will wear black gloves, and black ribbons will be attached to the robes and to the Maces.

7.3 If the deceased was an Honoured Citizen or Freeman of the town the Council will offer to host and pay for, the reception/wake after the funeral service up to £1000. However, all arrangements must be made by the family/next of kin.

7.4 The Civic Party parade to the front of the Church. The Mayor, Deputy, and Town Sergeant stand on either side of the door whilst the remainder of the procession take their seats inside. The Mayor and Deputy then take their seats and await the arrival of the coffin and chief mourners.

7.5 At the end of the service the Civic Party will leave the Church first and form a Guard of Honour on either side of the door.

7.6 Staffing requirements at the event: Town Clerk, Town Sergeant and 2 x Mace Bearers.

8. Civic Dinner

8.1 This is held at a venue and time of year of the Mayor's choosing, but October is suggested. This is the Mayor's event and the majority of the planning should be conducted by the Mayor, not the Council Officers.

8.2 It is normally a formal evening but a Mayor is free to make alternative arrangements.

8.3 The following dignitaries are invited:

- Lord Mayors of Exeter and Plymouth and Escorts
- Mayors and Escorts of Dartmouth, Salcombe, Ivybridge, Kingsbridge and Torbay.
- Chairman of the District Council and Escort (Chair is Council funded)
- Honoured Citizens and Freeman of the town (Council funded)
- The Police Inspector (Council funded)
- The Mayor's Chaplain (Council funded)

8.4 In addition to those above, the Council pays for:

- The Town Clerk
- The Town Sergeant
- The Guest Speaker
- The Master of Ceremonies (if there is one)

8.5 The Mayor, Deputy (in full robes) and their escorts greet the guests as they arrive. Once the guests have arrived the Mayor and Deputy leave and disrobe.

8.6 If the Mayor wishes to have a formal evening, on their return from disrobing the Master of Ceremonies announces the Civic Guests and their escorts who process to their seats in the following order:

- Mayors of Ivybridge, Kingsbridge, Salcombe, Dartmouth and Torbay
- Chairman of the District Council
- Lord Mayors of Plymouth and Exeter
- Deputy Mayor and Mayor

8.7 After the meal the Deputy Mayor proposes the Loyal Toast and the Loving Cup ceremony takes place.

8.8 Staffing requirements at the event: Town Clerk and Town Sergeant.

9. Remembrance Sunday

- 9.1 This is organised in conjunction with the Royal British Legion and the Mayor's Chaplain.
- 9.2 The Mayor, Deputy, their consorts, Councillors and invited guests meet in the Guildhall prior to the Parade.
- 9.3 The order of procession is as paragraph 4 above.
- 9.4 The parade proceeds along Church Walk to the assembly point where it joins the Town Band (if attending) and other organisations before proceeding to the front of the Church.
- 9.5 The Mayor stands to the left of the main door and the Deputy to the right. The remainder of the Civic Party line up alongside the Mayor.
- 9.6 The Mayor lays the first wreath.
- 9.7 After the outdoor Service of Remembrance the Mayor and Deputy remain outside until escorted to their seats by the Town Sergeant and Mace Bearers.
- 9.8 At the end of the Service the Standards are carried out of the Church, followed by the Civic Party who proceed to the area where the salute (if any) will be taken. The salute is taken by the Mayor, Deputy, and Chairman of the District Council, the remainder of the party stand behind.
- 9.9 After the salute has been taken the Mayor dismisses the parade.
- 9.10 Staffing requirements: Town Clerk, Town Sergeant and 2 x Mace Bearers.

10. Town Sergeant

- 10.1 The Town Sergeant attends Full Council and the civic events as detailed above. Any use of the Town Sergeant to accompany the Mayor to events in the town or to drive them to other events locally is at the discretion of the Mayor, as all costs (time and transport) will be paid from the Mayoral budget.

11. Mace Bearers

- 11.1 Where Mace Bearers are required for civic events, in the first instance the Mayor will select and make the arrangements to secure two people to fill these positions. The Mace Bearers will be directed in their role by the Town Sergeant (in terms of where to stand/process at an event, where to place and secure the maces).
- 11.2 At the Mayor's discretion, the Mayor may request that the Town Sergeant assists in sourcing Mace Bearers for an event on the understanding that the individuals are proposed in advance to both the Mayor's PA and the Mayor.

Appendix A: Order of Business – Mayor Making Ceremony

The Town Mayor will preside.

1. The Town Mayor will welcome those present.
2. Prayers conducted by the Mayor's Chaplain (if requested).
3. The Mayor calls upon Councillor X to propose the election of the Mayor for the coming year.
4. The motion is put.
5. The Mayor calls upon Councillor Y to second the proposal.
6. The motion is put.
7. The formal motion is then put to the Councillors by the Mayor and a vote is taken.
8. The Mayor announces their appointment of the Deputy Mayor for the coming year.
9. The retiring Mayor and Deputy, Town Clerk and Town Sergeant proceed to the Mayor's Parlour together with the newly elected Mayor and Deputy. Those retiring return to their seats. The new Mayoral Party return to the Lower Chamber. Music is played during this interlude.
10. The Town Mayor takes the Oath and presides for the remainder of the meeting.
11. The Town Mayor nominates their Chaplain (if one is appointed) for the coming year.
12. The Town Mayor thanks the Council for their election and talks about their year ahead including the nomination of their charity/charities.
13. Councillor X proposes a vote of thanks to the retiring Mayor and presents them with a Past Mayors medallion and flowers.
14. The retiring Mayor replies and presents flowers to their outgoing Deputy.
15. The Mayor asks Councillors to note those Councillors elected to serve as Link Councillors, Committees, Outside Bodies/Organisations Working Groups and Advisory Groups as per the given list.
16. The Mayor asks a student from King Edward VI Community College to request the Mayor's Holiday.
17. The Mayor will grant the request.
18. The Mayor asks a student from St John's CofE Primary School to respond and present flowers to the new Mayor*.
19. The Mayor asks a student from The Grove Primary School to respond and present flowers to the new Mayor*.
20. IF ATTENDING the Mayor asks a student from TOPS to respond.
21. The Mayor will instigate "Three Cheers for His Majesty the King".
22. IF APPROPRIATE, The Mayor will invite those present to accompany them to St Mary's Church/alternative venue for a short service.
23. The Civic Party and guests then process to the lunch venue/return to the Guildhall for refreshments.

* The order in which St Johns and The Grove respond and who they present the flowers should alternate each year.



General Privacy Notice

TOTNES TOWN COUNCIL

AGREED MARCH 2023

NEXT REVIEW MARCH 2025

*This Policy outlines to the public how their personal data will be handled, stored and used by the Council. **Note: Proposed changes are shown in red and are taken from language in the Information Commissioner's Office guidance.***

Your Personal Data – What is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Totnes Town Council which is the data controller for your data.

Other Data Controllers the Council works with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
 - Community groups

- Charities
- Other not for profit entities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The Council will process some or all of the following personal data where necessary to perform its task:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive data such as criminal convictions and ~~or~~ other special categories of personal data such as ~~criminal convictions~~, racial or ethnic origin, mental and physical health, ~~details of injuries, medication/treatments received~~, political opinions ~~beliefs~~, religious or philosophical beliefs, trade union membership affiliation, genetic data, biometric data, data concerning a person’s sex life and sexual orientation.

How we use sensitive personal data

We may process sensitive personal data including, as appropriate:

- information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The Council will comply with data protection law

This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services, for example Civic Hall and Guildhall booking forms, and burial information;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing, for example responses to public consultations;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;

- To process relevant financial transactions including grants and payments for goods and services supplied to the council;
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long to we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it to comply with a legal obligation).

4) *The right to object to processing of your personal data or to restrict it to certain purposes only*

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) *The right to data portability*

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) *The right to lodge a complaint with the Information Commissioner's Office.*

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also

accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.totnestowncouncil.gov.uk. This Notice was last updated in March 2023.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Totnes Town Council, 5 Ramparts Walk, Totnes, TQ9 5QH.

Email: clerk@totnestowncouncil.gov.uk



Privacy Policy for Staff, Councillors and Role Holders

TOTNES TOWN COUNCIL

AGREED MARCH 2023

NEXT REVIEW MARCH 2025

*This Policy outlines to the staff, Councillors and role holders how they must handle, store and use personal data that they have access to in their work for the Council or as a Councillors, and how the Council will handle, store and use personal data held about them. **Note: Proposed changes are shown in red and are taken from language in the Information Commissioner's Office guidance.***

Definitions:

"Staff" means employees, workers, agency staff and those retained on a temporary or permanent basis.

"Councillors" means individuals who are elected or co-opted to the Council or any of its Committees, Working Groups or similar bodies.

"Role Holders" includes volunteers, contractors, agents, and other role holders within the Council including former staff and former Councillors. This also includes applicants or candidates for any of these roles.

Totnes Town Council is committed to protecting the privacy and security of your personal information and the personal information that you come into contact with through your Council role. This privacy policy describes how we collect and use personal information about you during and after your working relationship with us, and how you as a Councillor, Staff or role holder should use information in accordance with the General Data Protection Regulation (GDPR). It applies to all employees, Councillors, workers and contractors. Totnes Town Council is a "data controller". This means that we are responsible for deciding how we hold and use personal information. We are required under data protection legislation to notify you of the information contained in this privacy policy.

1. Personal Data - What Is It?

1.1 "Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be

directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

2. Other Data Controllers

2.1 The Council works together with:

- Other data controllers, such as local authorities (South Hams District Council and Devon County Council), public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- Community groups
- Charities
- Other not for profit entities
- Contractors

2.2 We may need to share your personal data we hold with them so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the Council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

2.3 A description of what personal data the council processes and for what purposes is set out in this Privacy Policy.

3. Data Protection Law

3.1 The Council will comply with data protection law. This says that the personal data we hold about you and any information that we hold as a Council must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

4. What Data Does the Council Process?

4.1 The Council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Start date / leaving date;
- Contact details such as telephone numbers, addresses, and email addresses;

- Where they are relevant to the services provided by the Council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- The personal data we process may include sensitive ~~data such as criminal convictions and~~ ~~or~~ other special categories of personal data such as ~~criminal convictions~~, racial or ethnic origin, mental and physical health, ~~details of injuries, medication/treatments received~~, political opinions ~~beliefs~~, ~~religious or philosophical beliefs~~, trade union ~~membership affiliation~~, genetic data, biometric data, data concerning a person's ~~sex life~~ and sexual orientation.
-
- Non-financial identifiers such as passport numbers, driving licence numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, IP addresses and website visit histories, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information; certificates; immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means.
- Where people pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.

5. Use of Your Personal Data

5.1 We use your personal data for some or all of the following purposes:

Please note: We need all the categories of personal data in the list ~~below~~ ~~above~~ primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you.
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.

- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records.
- To seek your views or comments.
- To process a job application.
- To administer Councillors' interests.
- To provide a reference.

5.2 Our processing may also include the use of CCTV systems for monitoring purposes.

5.3 Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

5.4 We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

5.5 We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

6. How We Use Sensitive Personal Data

6.1 We may process sensitive personal data including, as appropriate:

- information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

6.2 These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

6.3 We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

6.4 Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

7. Do We Need Your Consent to Process Your Sensitive Personal Data?

7.1 We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.

7.2 In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

7.3 You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

8. Information About Criminal Convictions

8.1 We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

8.2 Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

9. What is the Legal Basis for Processing Your Personal Data?

9.1 The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you.

9.2 We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

9.3 Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

10. Sharing Of Personal Data

10.1 This section provides information about the third parties with whom the council may share your and others personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software.
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA.
- Staff pension providers.
- Former and prospective employers.
- Professional advisors.
- Trade unions or employee representatives.
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

11. Council Use of Personal Data to Conduct Business

11.1 In order to conduct Council business, the Council will use personal data for some or all of the following purposes:

- To deliver public services including to understand individual needs to provide the services requested and to understand what we can do for the individual and inform them of other relevant services;
- To confirm identity to provide some services;
- To contact individuals by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek views, opinions or comments;
- To notify individuals of changes to our facilities, services, events and staff, councillors and other role holders;
- To send communications which individuals have requested and that may be of interest. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council;
- To allow the statistical analysis of data so we can plan the provision of services.

11.2 Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

12. How Long Do We Keep Personal Data?

12.1 We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will

retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

12.2 A data audit is conducted annually. Details of the Totnes Town Council's Document Retention Protocol are set out in Annex A.

13. Your Responsibilities

13.1 It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

14. Your Rights and Your Personal Data

14.1 You have the following rights with respect to your personal data.

14.2 When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

a. The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

b. The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

c. The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it to comply with a legal obligation).

d. The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

e. The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

f. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

g. *The right to lodge a complaint with the Information Commissioner's Office.*

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

15. Transfer of Data Abroad

15.1 Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

16. Further Processing

16.1 If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a new policy explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

17. Changes to this Policy

17.1 We keep this Privacy Policy under regular review and we will place any updates on www.totnestowncouncil.gov.uk. This Policy was last updated in March 2023~~3~~⁵.

18. Contact Details

18.1 Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Totnes Town Council, 5 Ramparts Walk, Totnes, TQ9 5QH.

Email: clerk@totnestowncouncil.gov.uk

ANNEX A – TOTNES TOWN COUNCIL DOCUMENT RETENTION PROTOCOL

[Note: retention periods based on NALC and DCC guidance]

COUNCILLORS		
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Register of Interests	4 year term plus previous term	Best practice
Acceptance of Office	4 year term plus previous term	Best practice
Members allowances register	6 years	Tax, Limitations Act 1980 (as amended)
DEMOCRACY/ COUNCIL BUSINESS		
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Agendas and Minutes	Indefinite	Archive and public record
Audio/Video recordings	Date of meeting plus 3 years	Public record
Civic/Mayoral Business: <ul style="list-style-type: none"> • Functions • Invites • Correspondence • Xmas card list 	Current year plus 2 years	Public record
Subject Access Requests	Date request completed plus 3 years	Business need
Freedom of Information Requests	Date request completed plus 3 years	Business need
Electoral Register	Current year	Business need
Correspondence with outside organisations and individuals	Current year plus 6 years	Business need
Public consultation responses	Until data entered plus 6 months	Business need
Budget plan/budget monitoring	Current year plus 6 years	Business need
Risk assessments	Date of the event or until superseded plus 4 years	The Management of Health and Safety at Work Regulations (1992)
Health and Safety Checks <ul style="list-style-type: none"> • Fire • Fire extinguishers • Legionella 	Date of check plus 6 years	Health and Safety at Work Act
Road Closure applications	Current year plus 6 years	Business need
Funding applications <ul style="list-style-type: none"> • <£5K • £5K-10K • £10K-50K 	Last project action plus 3 years Last project action plus 6 years Last project action plus 10 years	Management
Grant applications to the Council	6 years	Business need (linked to finance – VAT)
FINANCE/ASSETS		
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Scales of fees and charges [Guildhall, Civic Hall and Cemetery]	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books [TTC and Paige Adams Trust]	6 years	VAT

Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
VAT Records	6 years	VAT
Petty Cash	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Time/Overtime sheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability or employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title Deed, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitations Act 1980 (as amended)
Asset Register	Current year plus 6 years	Business need
STAFF		
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
TOIL sheets	Last completed audit year	Audit
Absence/sickness	Current year plus 1 year	Management
Medical certificates	Tax year they relate to plus 3 years	Management
Disciplinary	Current year plus 6 years	Management
<ul style="list-style-type: none"> Next of Kin information Annual appraisals 	Until termination of employment	Management
Personal files	Until termination of employment plus 6 years	Management
Display Screen Assessment	Life of assessment plus 4 years	Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992
Accident records	Three years since the entry	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
CEMETERY		
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<ul style="list-style-type: none"> Register of fees collected Register of burials Register of purchased graves Register/plan of grave spaces Register of memorials 	Indefinite	Local Authorities Cemeteries Order 1977 (SI.204), Archives

<ul style="list-style-type: none"> • Applications for interment • Applications for right to erect memorials • Burial/disposal certificates • Certificates of grant of exclusive right of burial 		
CIVIC HALL		
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<ul style="list-style-type: none"> • Application to hire/booking form • Market booking forms, risk assessments & public liability certificates • Banner booking forms • Lettings diaries • Copies of invoices to hirers 	6 years	VAT
GUILDHALL		
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Weddings <ul style="list-style-type: none"> • Booking forms • Lettings diaries • Copies of invoices to hirers • Wedding photographs 	6 years Until no longer required	VAT Business need
<ul style="list-style-type: none"> • Visitor Books 	5 years (no legal requirement to retain them at all)	Business need

ITEM 11 – COUNCIL GRANTS REPORT

TTC Community Grants Awarded in June 2024 – Summary of Reports

Applicant	Grant Awarded	Outcome/Update
Bridgetown Alive! – Sky Rise Festival July 2024	£1700.00	<p><u>Summary</u> - The grant money was spent on delivering the festival and supporting the volunteers. The only change was that due to bad weather the event had to move from Longmarsh to an indoor venue. Luckily with only 48hrs to go the Civic Hall stepped in to accommodate us.</p> <p>The grant was mainly used for paying musicians, workshop leaders, sound equipment, venues, décor, publicity and volunteer expenses (please do let me know if you'd like a full budget breakdown)</p> <p><u>Project Assessment</u> - Despite the last-minute venue change the project was considered a great success. What was lovely to see was how many people supported the event in a voluntary capacity – it truly brought out the generous spirit of the people of Bridgetown and beyond. We had over 40 volunteers meeting over a four-month period to plan activities, train in health & safety, coordinate stewards and deliver their own art workshops. We also had over 100 people performing from the local area and although the majority were paid, we also saw locals refuse payment to support the event. On the day of the festival we had over 800 people attend the event. Incorporating community engagement from the inception of the project has evidently fostered unity and great pride among local residents. Everyone can't wait to get started on Sky Rise 2025 – all we need this year is a sunny day!</p>
Food In Community – Improving food security for Totnes residents	£5031.00	<p><u>Summary</u> - This grant has made a valued contribution towards two salaries: 1) of Food in Community's food box and volunteer coordinator, who works with volunteers with differing capacities and needs, some of whom are current or ex-service users. 2) our referrals coordinator, who liaises with referring services, service users and suppliers. Both ensure the smooth coordination of advice, signposting and food support to Totnes residents experiencing crisis or chronic hardship, working with local services and organizations to ensure that the support for our most vulnerable residents are as joined up as possible.</p> <p><u>Project Assessment</u> - 3570 food deliveries were made directly to households in need in Totnes during the grant period (excluding deliveries into the surrounding area), meeting their fresh produce needs as per NHS Eatwell guidelines, and including dairy produce, bread, dry goods and solid fuel, as appropriate to their circumstances. 130 people volunteered, gleaning surplus produce, delivering food, manning our Totnes pay what you feel café, serving 6300 affordable hot meals for residents, served affordable healthy food at other community events. Supported volunteering helped several of our service users to rebuild their lives.</p> <p>"I can't describe how much of a mess I was in when my first box was delivered. But the produce, and then being able to volunteer, the chance to give back, has really helped me get back on my feet. I start a new job next week!"</p> <p>884 bulk deliveries of surplus produce to Devon charities with Totnes in their service area, serving families, young people and a variety of disadvantaged demographics. Gave away one hundred and fifty THOUSAND portions of surplus produce from the forecourt of Totnes United Free Church on Christmas Eve, to the benefit local residents.</p> <p>Demand has increased for our telephone, text, Whatsapp and email</p>

		support. This year our staff delivered tailored advice/ signposting to a broader cohort. Demand for help reflects the endemic nature of food and fuel insecurity in Devon, with up to 8 new referrals per day across our service area and many additional ad hoc help requests.
Fusion – Warm spaces bouncy fun (Oct 24 – Feb 25)	£1461.00	<p><u>Summary</u> - Fusion Lifestyle at Totnes Leisure Centre supported by Caring Town Totnes and TQ9 provided warm spaces bouncy fun sessions in October Half Term, Christmas and February Half Term holidays. The sessions ran for 16 afternoons (1-4pm) with soft play, bouncy castle, sports and refreshments in the sports hall. They were aimed at families with children under 8 and are parent supervised. The sessions ran on a 'pay what you can donation' basis and if that is nothing then that is fine. This allowed them to be fully inclusive and open to those who would otherwise not be able to afford to attend and most likely to benefit who are struggling with rise of cost of living. The donations were collect by TQ9 and a total of £203 was collect for Oct and Dec (we are still waiting on confirmation of donations from February 2025)</p> <p><u>Project Assessment</u> - 581 attendances were recorded by children with their parents/carers over the 16 sessions and the feedback was fantastic: "Thank you, today has been a lifesaver, will be back"; "Thank you, such a needed dry warm spaces for us"; "Brilliant idea, we will be back, thank you for putting this on".</p>
Jamming Station – Family chill café (Sep 24 – Feb 25)	£1000.00	<p><u>Summary</u> - We delivered the sessions we aimed to do with the awarded grant which included over 14 hours spread over several days welcoming young people and families into The Mill to meet others, play music and enjoy the historic community building. The grant was predominantly spent on staffing, with under £100 contributing toward refreshments.</p> <p><u>Project Assessment</u> - We engaged with over 80 people overall. We had help from more than 12 adults including ACC - Access Creative College a music organisation from Plymouth who offer courses and pathways into music. Whilst this projects aim was to give access to the community as a result of engaging with new people more than 20 young people have joined up into sessions. Fortunately we are able to offer 85% off bursaries for those who receive school meals which enables more people to access our services. Also we have developed a partnership with ACC and strengthened the music progression route young people in our area have into further education. Overall we are very happy with how the project went and feel that it has helped a feeling of wellbeing for the families we reached.</p>
Leechwell Garden Association – sustaining Leechwell Garden	£2000.00	<p><u>Summary</u> - The investment has been half spent in line with the request to allow for a part time gardener to continue to maintain the garden as we transition from the old management team (who founded it) to the new. The funds have been half spent HY2 2024 and the remainder to be spent HY1 2025.</p> <p><u>Project Assessment</u> - These investments were to continue to retain and maintain the existing fabulous asset of Leechwell Garden. We do not measure specific metrics associated with this project due to its nature, but we can say from a qualitative perspective that we continue to get the same positive feedback on our socials as well as direct from people in the garden and via. our increasing volunteer network.</p>
SASHA – Running costs for FY 2024	£1143.48	<p><u>Summary</u> - SASHA provides support for persons affected by domestic violence and abuse in the Totnes area. This is a continuing project but this grant was requested to help towards core costs to run from 01/04/2024 to 31/03/2025. By the 31/03/2025 we will have expended the TTC grant in full covering the core cost of renting a meeting space at the Mill, Totnes once a</p>

		<p>week during term times. Cost is £58.50 per half day of exclusive use for 39 weeks. (Note - We rent the premises to meet and payment is made to the Jamming Station project who lease the Mill. In turn this helps with their project running costs. So this TTC grant is actually investing in supporting two projects in our town)</p> <p><u>Project Assessment</u> - During the period 01/04/2024 to the current date (03/02/2025) we have so far assisted 18 individual clients (and includes support for their children and families). Sasha clients have received support by messaging, telephone and email, attended weekly group support meetings and we have managed many one to one appointments helping with a range of matters. Overall, the number of clients seeking support has increased on our last full year 2023/2024.</p>
South Hams Citizens Advice – Totnes outreach & partnership with Totnes Caring	£4413.00	<p><u>Summary</u> – The funding we received from Totnes Town Council has been used to help fund our Totnes outreach at St John’s Church in Bridgetown and contributed to our work with Totnes Caring - where we have been conducting home visits for the elderly and vulnerable. We have seen clients with a multitude of issues, and signposted clients to other services for further support where necessary - such as food banks and applications for charitable support and grants.</p> <p><u>Project Assessment</u> - During 2024, we helped 648 Totnes residents with 4,152 issues. We have recorded financial gains of £950,022 for Totnes clients including £652,391 of new income for clients generated by helping with benefits claims and charitable support. We have also helped write off £210,919 of debt. We have seen a 17% increase in benefits issues compared with the previous year, and a 68% increase in charitable support and food banks issues. Employment issues are also up by 35%. Interestingly, debt issues have decreased by 10% for Totnes clients. Please see the attached report ‘Our impact in Totnes’ for more information on how the funding has been used to help people in the Totnes area over the past year.</p>
South Hams Community Action - volunteer recruitment support for groups in Totnes	£750.00	<p><u>Summary</u> – Full report provided. South Hams Community Action applied for funding to support its work in relation to supporting volunteering in Totnes. This was the number one priority identified in our 2023 survey of voluntary and community groups in the wider district, which also includes Totnes groups. A funding contribution was requested towards: Publicity; Networking/public engagement; People with disabilities; Volunteer engagement day; Volunteer support for organisations.</p> <p><u>Project Assessment</u> – [Extracts only – full report provided] Publicity - undertook a number of social media posts in various Totnes Facebook groups throughout the period. We also wrote an article for the Totnes Directory which was printed in the October 2024 edition. Networking - one area where we reduced support in line with the funding allocation as the cost: benefit ratio meant that any funding allocation could quickly be absorbed with staff time and other expenses. However, running a session at Totnes Library on 4 March where we will provide information to attendees on volunteer opportunities with Totnes groups. People with Disabilities - attended one Job Centre event for people with disabilities in Totnes in mid 2024. In October our team attended a further event at the Civic Hall. Around 60 people with disabilities attended this event and we directly supported seven individuals with ongoing advice and support. Volunteer Engagement Day - The aim of the volunteer engagement day was to upskill our groups. There was a focus on safer volunteering, including policies and</p>

		procedures, alongside talks on volunteer recruitment and retention, and also other areas including social media and marketing, with around 40 delegates attending including 11 from Totnes. Volunteer support for organisations - our work with organisations is more wide ranging than volunteer recruitment and retention, and offer support with funding information and sources, governance, policies and more. Have attended two Caring Town events; supported numerous Totnes groups with individual information and advice; created a generic volunteer induction training presentation/session.
SPACE Youth Services – Totnes Summer programme	£1000.00	<p><u>Summary</u> - The grant was used to subsidise trips and the summer activity program for young people who live in Totnes and attend Rushbrook Youth Club.</p> <p><u>Project Assessment</u> - The project was a great success with 60 young people participating in trips to Adenaline quarry in Cornwall, Woodlands adventure theme park, A BBQ Beach day at Bantham, A Forest Glade experience with activities and Hive Live festival in Exmouth.</p> <p>The funding helped young people from financially disadvantaged families, to enjoy fun social activities with their friends and peers, they otherwise wouldn't be able to experience. The successes included having the opportunity to develop new friendships in safe fun supervised settings. And to personally develop from engaging in challenging activities which the young people had chosen to do. The activities provided new skills learning around the natural environment using Forest school techniques. Coupled with the opportunity to increase their self awareness and personally / socially develop through meeting peer groups from different localities. The groups of young people were diverse in ages and abilities. Consequently, young people were able to develop their acceptance and enjoyment of difference. The summer activity program helped young people to release their stress (particularly if a young carer) through physical and informal educational fun. In this setting young people and youth workers strengthened trusting relationships, fostering a sense of belonging and continued attendance to open access sessions.</p>
St Mary's Church – Servery and community space	£1000.00	<p><u>Summary</u> –</p> <p><u>Project Assessment</u> -</p>
Totnes Caring – Community intergenerational projects	£2446.50	<p><u>Summary</u> - Funding supported delivery of: Grove School coffee mornings; Grove Christmas cards; KEVICC annual musical; KEVICC Christmas Party; KEVICC photography project</p> <p><u>Project Assessment</u> - We delivered: 9 events with 185 elderly participants, 207 children and young people (not including those performing in the musical). 6 Coffee mornings were planned with the Grove, 1 of which had to be cancelled by the school due to illness. 21 clients taken to see the KEVICC musical. 65 clients to the KEVICC Christmas Party. 9 participated in a pilot photography project session.</p> <p>Volunteers transporting clients in bus and/ or car. Events were hugely enjoyed by participants, elderly and children greatly benefited from making new connections across generations.</p>
Totnes Carnival – Summer/Winter programme	£2377.50	<p><u>Summary</u> - The Mad Hatters party was held at St Johns School on Saturday 15th September 2024. In November 2024 we held two lantern making workshops at the Barrell House and St Johns. On Tuesday 17th December 2024 we held the Lantern parade at the final late-night shopping. The Carnival group account had a balance of £270.48 when the TTC grant of £2377.50 was received. The Odd Object competition generated £379. Visit</p>

		<p>Totnes donated £200. Expenditure on items as listed in our bid was £1762.89. We have a remaining balance of £1509.98 and awaiting £100 to be refunded to the account so total will be £1609.98 remaining.</p> <p><u>Project Assessment</u> - Mad Hatters event approximately 60 persons attended from the local community. At the Lantern making sessions approximately 40 persons attended. Additionally TOPS school ran sessions facilitated by [REDACTED] at which 15 students attended.</p> <p>At the final parade approximately 100 persons took part in the parade and many spectators lined the route.</p>
Totnes Skate Park – Fundraising project	£8000.00	<p><u>Summary</u> - The funding has not been spent and remains in Totnes Skatepark Community bank account since being received.</p> <p>The funding is a contribution towards the total costs (circa. £300,000) of capital works to build a new skate park in Borough Park, Totnes. As the fundraising efforts are still underway and the total funding target not reached, the money remains unspent.</p> <p>We hope for the total to be raised within 1 calendar year from now.</p> <p>Although, this is dependent on the availability of funding suitable for the project and for the organization being successful in securing it. <u>Project Assessment</u> - Although not spent, receiving the funding, and the associated successful Crowdfunder (raising around £45,000) campaign has harnessed community support, spirit and energy towards a shared goal. Greater connection and organizing has led to a campaign that is building momentum, with more members, organizations, influence, and community voice.</p> <p>Amongst other activity, we have with MP Caroline Voaden, increased engagement with TTC and Councillors, connected with other youth, community, and sports organizations. The money will be a great help in securing the eventual funding total.</p>
TRAYE (Totnes Rural Area Youth Engagement Project) – Totnes Youth Leisure Night and Bridgetown Youth Club	£8750.00	<p><u>Summary</u> - Totnes Youth Leisure Night – this project runs every 2 weeks 6.15pm – 8.15pm at the Totnes Leisure Centre. Young people aged 11 – 16 years attend this session and enjoy swimming, using the gym, ball games, table tennis, sports taster sessions such as non-contact boxing, circus skills and dance and free refreshments. The session costs young people £3.50 and this money is paid directly to the Leisure Centre and in turn they waive the hire of the rooms that we use. This session is part funded by TTC (£3500) and part funded by the DCF - Police and Crime Commission Fund (£5000). Funding from TTC has paid for 4 trained Youth Workers to plan and deliver the session + trained sports instructors to deliver taster sessions. It has also enabled us to provide 10 free spaces at each session for young people from low income backgrounds to access and free refreshments for all young people who attend.</p> <p>Bridgetown Youth Club - This session runs every 2 weeks 6.30pm - 8pm at Bridgetown Community Hall. Young people aged 11 - 16 years attend this session for free and enjoy a safe space to chill out, cook from scratch and listen to music. The session has a focus around mental health, wellbeing, self care and seasonal topics such as New Year's Intentions and the Chinese New Year.</p> <p>This funding has paid for 2 trained Youthworkers to plan and deliver the session, room hire and for resources and free refreshments for the young people. TTC have funded £1750 towards this session and we have needed to source other funding this year to ensure this project continues. The young people have recently decided that they would like this session to move to St John's Church as they feel this venue will be more accessible and spacious.</p>

		<p>Totnes Youth Can Make a Difference Forum- this project runs every 2 weeks 3.15pm - 5.15pm at Kennicott Library, KEVICC 6th Form. Young people aged 11 - 16 years attend this session and take an active role in their community. This youth voice group sits at the heart of TRAYE and is the central plank upon which we are able to gather the thoughts, concerns and wishes of young people who live in Totnes.</p> <p>TTC have funded £3500 towards this session and another £3500 has been sourced from the National Lottery as part of our Young Volunteers/ Young Bank Youth Workers Training Programme.</p> <p>Funding from TTC has enabled 3 trained Youth Workers to plan and deliver the session and provide free refreshments for young people, alongside resources and materials to support young people's participation.</p> <p><u>Project Assessment</u> - The Totnes Youth Leisure Night has 239 active members. Each session usually sees between 40 - 50 young people each time. Key successes - young people are trying new sports activities, eating healthy food and learning ways to improve their wellbeing. We have delivered outreach sessions, focussed on reducing crime and anti social behaviour through using diversionary activities. Young people at this youth club also took part in the Totnes Youth Strategy.</p> <p>The Bridgetown Youth Club has 23 active members and usually sees between 10 - 15 young people at each session. Key successes - young people have learnt to cook from scratch, taken part in DJing sessions and have discussed topics around mental health, LGBTQ+ issues, neuro diversity and gender and identity issues. Young people at this youth club also took part in the Totnes Youth Strategy.</p> <p>The Totnes Youth Can Make a Difference Forum has 105 active members and usually sees between 10 - 20 young people at each session. Key successes - young people helped to set up the two sessions above - Totnes Youth Leisure Night and Bridgetown Youth Club. The young people helped write Policies - Period, Drugs and Alcohol, Knife Crime and Equality and Diversity Policies. The young people have helped to write funding bids, run projects such as the Food for Thought Project and have become Peer Researchers and Volunteers.</p> <p>Total number of young people: 367</p>
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