



## AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE MONDAY 9TH FEBRUARY 2026 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 9<sup>th</sup> February 2026 at 6.30pm** in the Guildhall for the purpose of transacting the following business:

**Committee Members:** Councillors L Auletta, C Beavis, T Bennett, J Chinnock, J Hannam, D Peters, E Price and M Trant.

### **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 12<sup>th</sup> January 2026 and update on any matters arising. Document attached [page 3].

### **3. BUDGET MONITOR**

To consider the Budget Monitor. Documents attached.

### **4. STRATEGY DELIVERY WORKING GROUPS**

To consider any budgetary recommendations from:

- a. Environment and Public Realm Working Group, 21<sup>st</sup> January 2026. Document attached [page 6].
- b. Economy Working Group, 4<sup>th</sup> February 2026. Document to follow.

### **5. COUNCIL RISK ASSESSMENTS**

To consider a summary of the Council's Risk Assessments. Document attached [page 7].

## **6. COUNCIL GRANTS REPORT**

To consider a summary of the reports on the Council Grants awarded in June 2025. Document attached [page 14].

## **7. GUILDHALL DISPLAY CASES**

To consider the minor re-organisation of some Guildhall display cases before the season opens in April. Document attached [page 19].

## **8. CEMETERY FEES**

To consider a review of the Cemetery Fees for financial year 2026/27. Document attached [page 24].

## **9. PENSIONS DISCRETION POLICY**

To review the Pensions Discretion Policy. Document attached [page 28].

## **10. FIXED ASSET REGISTER**

To note the Council's Fixed Asset Register. Document attached [page 39].

## **11. DATE OF NEXT MEETING**

To note the date of the next meeting of the Council Matters Committee – Monday 9<sup>th</sup> March 2026 at 6.30pm in the Guildhall.

*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)*

## **12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**

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

## **13. GUILDHALL GARAGE OWNERSHIP**

To consider an update on the ownership of the Guildhall Garage (legal). Document attached.

## **14. MARKETING AND COMMUNICATIONS AUDIT**

To consider the budget and staffing implications of the Marketing and Communications Audit (staffing). Document to follow.

## **15. GUILDHALL WALL**

To note an update on the structural survey carried out on the Guildhall Wall and the remedial works required (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  
4<sup>th</sup> February 2026

## **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.**

## ITEM 2 – CONFIRMATION OF MINUTES



### **DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 12<sup>TH</sup> JANUARY 2026 AT 7.00PM IN THE GUILDHALL**

**Present:** Councillors D Peters (Chair), L Auletta, C Beavis, T Bennett and J Chinnock.

**Apologies:** Cllrs J Hannam, E Price and M Trant.

**In Attendance:** Cllr Cummings, C Marlton (Town Clerk).

#### **1. APOLOGIES FOR ABSENCE**

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

*The Committee adjourned for the following item:*

#### **PUBLIC QUESTION TIME**

There were no members of the public present.

*The Committee reconvened.*

#### **2. CONFIRMATION OF MINUTES**

**To approve the minutes of 8<sup>th</sup> December 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.**

The budget monitor was **AGREED** unanimously.

#### **4. MAYOR'S ENGAGEMENTS AND BUDGET**

**To consider the Mayor's engagements since October 2025 and the current budget.**

The Mayor's engagements and budget was **AGREED** unanimously.

#### **5. MARKETING AND COMMUNICATIONS AUDIT**

**To consider the executive summary and recommendations from the Marketing and Communications Audit.**

It was **AGREED** that:

- The Clerk will present a report to the February Council Matters Committee that outlines the next steps and costings required to implement the recommendations set out in the report;
- The Executive Summary will be sent to Full Council in February to note at this time; and

- A meeting of members and relevant members of staff will be arranged to discuss the formation of a Communications Strategy.

## **6. SAFEGUARDING POLICY**

**To review the Safeguarding Policy.**

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

## **7. ARTIFICIAL INTELLIGENCE USE POLICY**

**To consider an Artificial Intelligence Use Policy for the Council to adopt.**

To **RECOMMEND** to Full Council that the Responsible and Safe Use of AI policy is adopted.

## **8. MEMBERS IT AND DATA PROTECTION POLICY**

**To consider a Members IT and Data Protection Policy.**

Subject to a minor amendment, to **RECOMMEND** to Full Council that the Members IT and Data Protection Policy is adopted. A training session will be provided for members on the policy at 6pm prior to Full Council in February 2026.

## **9. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Council Matters Committee – Monday 9<sup>th</sup> February 2026 at 6.30pm in the Guildhall.**

Noted.

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

## **10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**

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

These were reviewed and **AGREED** unanimously.

## **11. ELIZABETHAN HOUSE SURVEY [TOTNES MUSEUM]**

**To consider a survey of the Elizabethan House (commercial).**

To **RECOMMEND** to Full Council that the Clerk proceeds as outlined, engaging with the Museum Trust to plan stage one works. It was noted that detailed financial implications will come back through this Committee in due course.

## **12. INVOICE FOR TOWN COUNCIL LANTERN**

**To consider an invoice received for work on Totnes Town Council’s lantern, Pegasus, prior to the Lantern Procession in December 2026 (financial).**

Cllr Bennett declared a personal interest and abstained from the vote. The retrospective invoice for works was considered. It was **AGREED** by majority that the invoice should not be paid given it is outside of Financial Regulations and would be Ultra Vires. However, an email of thanks, outlining the return of the hardware and offering the gifting of the lantern sculpture, and a personal gift would be given with no use of public funds.

**13. STAFF ATTENDANCE**

**To note sickness and overtime balances (staffing).**

Noted.

**14. STAFFING UPDATE**

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

To **RECOMMEND** to Full Council that an adjustment be made to the use of paid staff for the administration of Full Council meetings, from April 2026 onwards.

The meeting closed at 8.45pm

Catherine Marlton  
Town Clerk  
January 2026

## ITEM 4 – STRATEGY DELIVERY WORKING GROUPS

4a – Environment and Public Realm Working Group 21<sup>st</sup> January 2026.

**Cemetery – Wild Area Maintenance.** To **RECOMMEND** to the Council Matters Committee that £495 is allocated from the Climate Change Projects budget for the proposed late-April topping cut/frame/general tidy of the site.

**Public Realm: SHDC Asset Refurbishment Plan (Bins and Benches).** To **RECOMMEND** to the Council Matters Committee that funding is allocated from the Town Improvement Fund for:

- Purchase of two benches as part of the SHDC work at Vire Island and Heath Gardens (approx. £1k).
- Funding the difference in cost of SHDC installing Highlands rather than Tivoli benches (approx. £1k).
- Purchase of two benches for installation on Fore Street and The Plains once Devon Highways approval has been received (approx. £1k).

ITEM 5 – COUNCIL RISK ASSESSMENTS

<u>Area/activity</u>	<u>Date completed</u>	<u>Findings</u>	<u>Action required</u>	<u>By whom?</u>	<u>By when?</u>	<u>Action taken</u>
Fire - Civic Hall	14/11/2025	Fire-resisting doors are not maintained in sound condition and self-closing.	<i>Brought forward from 2024/25 Fire Risk assessment action plan:</i> Refit/ renew all fire doors to the correct standard. In line with codes of practice	Town Maintenance Officer	By 30/9/26	Partially completed.
		Compartmentation in Birdwood House section is not of a reasonable standard.	<i>Brought forward from 2024/25 Fire Risk assessment action plan:</i> Seal any open voids between compartments to prevent fire spread between floors in Birdwood House.	Town Maintenance Officer	By 30/11/26	
Fire - Guildhall	14/11/2025	Further familiarisation visits by the Fire Service and evacuation exercise required.	<i>Brought forward from 2024/25 Fire Risk assessment action plan:</i> Building familiarization visit by the local fire service for the main Guildhall and Offices to be organize.	Town Maintenance Officer	By 31/3/26	
		Fire door provision in a grade 1 listed building.	Investigate any solutions.	Town Maintenance Officer	By 31/3/26	
Fire - Guildhall Offices	06/01/2026	Fire drills are not carried out at appropriate intervals and there are no appropriate records of Fire drills.	Improvement on Fire Drills/recording.	Town Maintenance Officer	By 31/3/26	

		Employees of other employers who work in the premises are not provided with appropriate information on fire risks and fire safety measures.	Design a signing in sheet for reception and a suitable H and S information sheet for contractor and professional visitors. With Emergency Action information and signing to show understanding.	Town Maintenance Officer	By 31/3/26	
		Only the TMO is trained to use fire extinguishing appliances.	<i>Brought forward from 2024/25 Fire Risk assessment action plan:</i> Training on using Fire extinguishers to be given to staff.	Town Maintenance Officer	By 31/3/26	
		There is no escape lighting in Offices	Look at Emergency lighting solutions	Town Maintenance Officer	By 31/3/26	
Fire - Cottage	To be completed	To be confirmed	To be confirmed	To be confirmed	To be confirmed	
Legionella - Civic Hall, Guildhall & Cottage	14/01/2026	Detailed professional risk assessments were carried out for the Guildhall and Civic Hall in Jan 24. The Guildhall Cottage was a residential letting at that time and was therefore not included.	Arrange for new professional risk assessments to be carried out for all buildings in line with the recommended frequency of every 2 years.	Town Clerk.	By the end of February 2026.	
		Detailed professional risk assessments were carried out for the	The Guildhall schematic plan to be updated to add the Guildhall Cottage which is no longer let as a residential property and is temporarily being used as a Maintenance Team facility.	Finance & HR Manager	By the end of January 2025	Completed

		<p>Guildhall and Civic Hall in Jan 24. The Guildhall Cottage was a residential letting at that time and was therefore not included.</p>				
		<p>Written schemes have been established for the Guildhall and Civic Hall. The Guildhall written scheme needs updating to add the Guildhall Cottage.</p>	<p>Written scheme for the Guildhall to be updated to add the Guildhall Cottage which is no longer let as a residential property and is temporarily being used as a Maintenance Team facility.</p>	<p>Finance &amp; HR Manager</p>	<p>By the end of January 2025</p>	<p>Completed</p>
<p>Civic Hall</p>	<p>15/01/2026</p>	<p>Accessing the flat roof walkway from the top floor of Birdwood House is only done by the Maintenance Team due to unguarded areas where falls from height could occur or accidental dropping of equipment onto the public below.</p>	<p>Fit permanent safety rails on the roof walkway. No lone working on the roof will take place until the safety rail is in place other than raising flags where the risk of falling is low.</p>	<p>Town Maintenance Officer.</p>	<p>By 31st May 2026</p>	

Civic Hall Terrorism	26/08/2025	Ability to identify risk and pick out hostile behaviour needs to be developed through increased awareness of the risk amongst Hirers.	- recommend ACT e-learning to Hirers in the Council's Information for Hirers document. '- recommend SCan for all to Hirers' staff/volunteers who may act as greeters in the Council's Information for Hirers document.	Lettings & Finance Officer	W.i.e.	Completed - Information provided to Hirers on Martyn's Law.
		Evacuation Plans are provided to all Hirers.	Expand Action plans to include Invacuation / lockdown.	Finance & HR Manager	W.i.e.	Completed
		The Caretaker and Hirer check the interior of the building at the start and end of the hire period.	Expand Caretaker's pre-hirer checks to include an inspection of outside and underneath the premises.	Lettings & Finance Officer	W.i.e.	
		Health and safety first aid kits are available and Hirers are notified of the locations of the kits.	Review first aid provision and consider purchase of a PACT Trauma Kit.	Lettings & Finance Officer	W.i.e.	Completed - PACT Trauma Kit purchased.
		An attack would cause harm to the hall users and may spread to passers-by.	Inclusion of security as an item at Paige Adams Trust meetings.	Lettings & Finance Officer	W.i.e.	

		An attack would cause harm to the hall users and may spread to passers-by.	Inclusion of discussion about requirements with people making bookings, including a need to undertake an additional review should there be a significant number or higher risk groups.	Lettings & Finance Officer	W.i.e.	Completed - Information provided to Hirers on Martyn's Law.
		An attack would cause harm to the hall users and may spread to passers-by.	Liaise with South Hams District Council to establish what controls they have established to reduce the risk of an attack using a vehicle as a weapon via the vehicular access to the Market Square.	Lettings & Finance Officer and Town Maintenance Officer	W.i.e.	
Guildhall	13/01/2026	None				
Guildhall Offices	14/01/2026	None				
Lightning	20/10/2025	None	Annual inspections carried out by professional contractor.			
Totnes Cemetery	14/01/2026	None				
Castle Meadow	13/01/2026	None				
Trees	15/10/2024	Totnes Cemetery: TO013 (Common Ash) - Vitality poor. Ash Dieback Health Class 4: 0% to 25%.	Town Maintenance Officer to arrange tree surgeons to sectionally dismantle and fell.	Town Maintenance Officer	By 10/4/25 (6 Months)	Nearly done. All branches removed then discovered nesting pigeons inside the covering Ivy.

						Ivy was severed and has now died back. Main trunk now ready to be taken down.
Bus shelters	13/01/2026	None				
Display screen equipment	Reviewed annually or new ones completed when new staff start or staff move desks.	Individual risk assessments on file for all staff.	Any actions required as a result of the DSE risk assessments completed by staff are addressed immediately.	Finance & HR Manager	Completed.	
Lone working	Reviewed annually or new ones completed when new staff start who may be required to work alone.	Individual risk assessments on file for relevant staff. For the Guildhall Offices it has been agreed that the offices will be closed to the public if staff find themselves lone working due to staff sickness or leave.	Any actions required as a result of staff lone working risk assessments are addressed immediately.	Clerk and Finance & HR Manager	Completed	

Events & Other	When required.	Individual risk assessments for each event are on file.	Any actions required are addressed at the time of the event. All individuals identified to take action or involved in the management of the event/activity receive a copy of the risk assessment.	Clerk and Finance & HR Manager & any staff identified in the individual risk assessments	Completed at time of the event/activity.	
New and expectant mothers	When required.	Individual risk assessments on file.	Any actions required are addressed at the time of the risk assessment.	Finance & HR Manager	Completed at the time of the risk assessment.	

## ITEM 6 – COUNCIL GRANTS REPORT

### TTC Community Grants Awarded in June 2025 – Summary of Reports

Applicant	Grant Awarded	Outcome/Update
Bridgetown Alive! – Sky Rise Festival July 2025	£1500	<p><u>Summary</u> – We delivered a fantastic community arts festival with top performers, dancers, bands, DJ’s, craft workshops, food and the Sky Rise bar. The grant money was spent on delivering the festival and supporting the volunteers. The grant was mainly used for paying musicians, workshop leaders, sound equipment, venues, décor, publicity and volunteer expenses. You can see photos here <a href="https://www.facebook.com/profile.php?id=61558327677495">https://www.facebook.com/profile.php?id=61558327677495</a> And video here <a href="https://youtu.be/eGZW3cg17z8?si=QKxn7lRnNMHaHQ-Qo">https://youtu.be/eGZW3cg17z8?si=QKxn7lRnNMHaHQ-Qo</a></p> <p><u>Project Assessment</u> – Thank you so much for your support at this year’s event – we couldn’t have asked for a more amazing day! The festival was exactly how I first imagined it and especially with such glorious weather. Key highlights &amp; achievements:</p> <ul style="list-style-type: none"> <li>• Over 3000 (approx.) local people over the course of the day.</li> <li>• Over 100 people giving their time for free/reduced fees including stewards, bands, workshop leaders and the Scouts.</li> <li>• A truly diverse audience - including local residents from Bridgetown, social housing tenants, older residents and teenagers.</li> <li>• We saw families enjoying the kids activities throughout the day and then a younger crowd dancing away in the evening.</li> <li>• It was lovely to see teenagers rocking out at the main stage while simultaneously a more mature audience watched live jazz in the circus big top.</li> <li>• Great selection of kids activities, food, music, market stalls and even giant canoe rides on the river.</li> <li>• Members of the public left saying ‘what an amazing event and such a brilliant atmosphere!’.</li> </ul>
Totnes Skatepark Community – Skate Park	£30000	<p><u>Summary</u> – Skatepark build costs (capital expenditure).  <u>Project Assessment</u> – The park is receiving a high degree of day-to-day use. Two successful events have also been run:</p> <ol style="list-style-type: none"> <li>1. Opening event in September</li> <li>2. Skate jam in November</li> </ol> <p>We’ve seen an exceptional overall level of community engagement since the opening</p>
Totnes Heritage Trust – Totnes Heritage Festival 2025	£600	<p><u>Summary</u> – Publicity: Totnes Directory double spread promotion £150; 3000 Printed A4 colour programmes (Contribution) £285; K A (River Tour) £90; Art Competition prizes (East Gate Bookshop book tokens) £75. TOTAL - £600</p> <p><u>Project Assessment</u> – A feedback form was circulated to all participating organisations after the festival and feedback was generally extremely positive with one or two suggestions for things to change in future. Festivalgoers’ feedback was generally very enthusiastic. Attendance at the events was good and the town was busier on the day than on an average September Saturday. The events were visited by locals and visitors and by keeping it as a free festival it was accessible to all, regardless of income.</p>

Stepping Stones – Food and Wellbeing	£5000	Report not yet received.
Totnes Caring – Volunteer Transport Services	£5000	<p><u>Summary</u> – The grant funding has been used to support the direct costs for the Volunteer Transport Services which include management costs, office costs, salaries and volunteer expenses as well as maintenance cost for our two vehicles - mini bus and wheelchair accessible vehicle. The volunteer transport service is managed by one paid staff member who coordinates volunteer drivers - helping those in the community to attend appointments and activities to local hospitals and community groups. This paid staff member has responsibility for the recruitment of new driving volunteers, training and maintaining the vehicles along with the day to day organisation. The grant funding has been incredibly useful to ensure this service can continue and contributes to all of the above whilst we have and are still looking for further funding to continue into 2026.</p> <p><u>Project Assessment</u> – Year to date our transport service has offered: 365 Trips to medical appointments; 270 Trips to activities; 111 Minibus journeys reaching 800 clients. In total we have supported 1,435 clients in our local area.</p> <p>The project has been successful and has supported a large number of our community to reach health appointments. Due to our geographical area, public transportation is unreliable and often inappropriate for our clients. Many of whom suffer from memory issues, mobility issues or complex health needs which is why attending appointments is so vital. Our Transport service also enables the client to be accompanied to their appointment, reducing stress and worry, especially for those without friends or family nearby. Our minibus and volunteer drivers also support clients attending local groups such as memory café, carer support groups, lunch groups etc. The volunteer transport service has aided in reducing loneliness, isolation and facilitated groups that bring people together. This project has been and continues to be successful and is well established now. Further funding will enable us to continue this vital service for another year if possible funding is available.</p>
Fusion – Warm spaces bouncy fun (Oct 25 – Feb 26)	£1500	<p><u>Summary</u> – Fusion Lifestyle at Totnes Leisure Centre supported by TQ9 provided warm spaces bouncy fun sessions in October Half Term and Christmas holidays 2025.</p> <p>There have been 9 days so far, 5 in October and 4 at Christmas. 10.30-12.30 are SEND sessions and 1-3pm general sessions. Both have soft play, bouncy castle, sports and refreshments in the sports hall. They are 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 £40 was collected at Christmas (awaiting confirmation of amount from October).</p> <p>We will be providing 5 sessions in February Half Term holidays 2026.</p> <p><u>Project Assessment</u> – To date 324 attendances were recorded by children with their parents over the 9 sessions. (This number is lower than at this point last year with 372 recorded)</p> <p>The feedback was again fantastic.</p> <p>“Thank you, we live in such a small place and its great to have the room to play with a ball and use the ride ons”</p>

		<p>“Please do SEND sessions every holiday it’s a lifesaver”  “ Brilliant idea, thank you for giving us such a great space”</p>
3 <sup>rd</sup> Totnes Sea Scouts – updating equipment and facilities (1 Jun – 31 Dec 25)	£2000	<p><u>Summary</u> – We have demolished the previously damaged and unsafe canoe storage and have built the new roof. We are half-way through adding new canoe racking - we've been delayed due to volunteer availability to help with the works. We now have a clear plan to complete it - could we please extend this work to 31<sup>st</sup> May 2026? We will use the balance of funds left over after completing the building project to purchase additional canoe equipment ahead of the summer.</p> <p><u>Project Assessment</u> – When the project is complete we will be able to securely and safely store our canoes for the next twenty years. Protecting them from both theft and the weather. This will enable us to continue to offer canoeing trips for up to 50 young people throughout the summer.</p>
SASHA – Running costs for FY 2025	£1000	<p><u>Summary</u> – We have used the funding provided to make payment towards hire of space to hold in person sessions for clients, telephone line and website host costs, publishing (cards) and purchase of reading materials for the support of our clients.</p> <p><u>Project Assessment</u> – In the period of June 2025 to December 2025 we have been able to provide the following support to clients:  Clients attending group sessions = 28  Clients attending 1:1 appointments = 29  Clients supported by email/phone on = 83 occasions</p>
Totnes Bowls Club – refurbishment and equipment	£1000	<p><u>Summary</u> – The fund was used to pay for refurbishment works to the clubhouse and bar area.</p> <p><u>Project Assessment</u> – The refurbishment was a complete success with the membership and visitors commenting positively on the appearance of the clubhouse.</p>
Totnes Bike Hub – Tea and Tinkering	£1600	<p><u>Summary</u> – We have spent the grant as expected on the costs of mechanics who deliver the workshops. We have one more month left of grant to use, which will take us to the end of February as predicted.</p> <p><u>Project Assessment</u> – The workshops started well, with an average of 4-6 beneficiaries attending each time, on a regular basis. We have delivered 16 sessions so far. A new flyer for the project was created and it helped with attendance. We have continued with our relationship with Bidwell Brook college and 2 students aged 17 attend with a support worker. New connections with the DWP’s Access to Work department has been made, and one 20-year old autistic man attends also with his support worker.</p> <p>The age of our beneficiaries varies, but it’s a mixture of people not in work or education and are living with a mental or physical health condition.</p> <p>What has been interesting is the number of bikes that members of the public are donating to us. We have been inundated, which is a great problem to have! This provides us with many bikes for the participants to either strip back or create new bikes out of.</p> <p>Overall, it has been a good winter for attendance and we have enjoyed having more space to run the workshops in since our expansion.</p>
Fringe Festival – Totnes Fringe Festival 2025	£1500	<p><u>Summary</u> – The Totnes Town Council Community Grant supported the delivery of Totnes Fringe Festival 2025, a volunteer-led, community-focused performing arts festival taking place across Totnes from 11–13 July 2025. Grant funding contributed to essential festival delivery costs, including volunteer support and stewarding, publicity and marketing,</p>

		<p>equipment and materials for free family shows and workshops, and logistical support for the use of historic, community and outdoor spaces such as Leechwell Gardens, the Rotherfold, Totnes Castle and the external Civic area. The funding helped ensure that ticket prices remained low, some of the programme was free to access, particularly for families and young people, during a period of ongoing cost-of-living pressure. By using town centre spaces and amenities in new ways, the festival showed how public assets can serve cultural and social purposes, sparking connections, creativity, and civic pride.</p> <p><u>Project Assessment</u> – Key outcomes: total revenues were generated from a mixed funding model (ticket sales, grants, sponsorship, crowdfunding and fundraising) £14,146 paid directly to artists, representing 81.6% of ticket income (reflecting our commitment to artists pay). 2,146 tickets sold across ticketed venues, approximately 950 people attended free, non-ticketed events. We saw 70% average occupancy across ticketed venues with 13 sold-out shows. Over 70 volunteers supported festival delivery across the weekend. The festival programmed over 60 artists, with around 70 children and young people directly involved as performers through partnerships with The Grove School and KEVICC. Local businesses including The Seven Stars, The Barrel House, and The Bay Horse reported noticeable increases in customer numbers and revenue during the festival weekend, evidencing positive local economic impact. Audience feedback highlighted strong appreciation for the variety of work, use of town spaces, affordability, and the sense of community ownership. For some this was their first theatre experience widening participation in the arts.</p>
Resilient Lives – Pizza Pirates	£1500	Report not yet received.
South Hams Citizens Advice – Totnes community outreach	£5000	<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. The clients visiting our outreach are presenting with a multitude of issues. We are referring clients to other aspects of our core services when needed, such as our expert benefits, debt and energy teams. We also refer clients to other services for further support when necessary such as Stepping Stones and Food In Community and assist with applications for charitable support and grants such as the Household Support Fund and local grants to help with the purchase of household items.</p> <p><u>Project Assessment</u> - During 2025, we helped 610 Totnes residents with 4,618 issues, of which 80 were supported from our outreach at St John’s. We have recorded financial gains of £985,100 for Totnes clients including £548,186 of new income for clients generated by helping with benefits claims and charitable support. We have also helped write off £376,329 of debt. We have seen a 46% increase in financial capability issues compared with the previous year, demonstrating how people are struggling to manage their income. A 26% increase in utilities issues, the majority of these relating to the cost of energy and water, and a 28% increase in health and social care issues. Housing issues have decreased slightly from 2024 where we saw a peak in the serving of Section 21 (no fault eviction) notices in anticipation of the imminent abolition of Section 21. This has lulled in 2025 but we may likely see a rise in housing issues again before Section 21 is legally abolished in the Renters’ Rights Act coming into force on 1 May 2026. Please see the</p>

		attached report 'Our impact in Totnes 2025' for more information on how the funding has been used to help people in the Totnes area over the past year.
Jamming Station – The Next Wave (Jul – Dec 25)	£3800	<p><u>Summary</u> – The £3,800 Totnes Town Council grant was fully spent between <b>June and December</b>. It contributed to staff facilitation and mentoring time, programme coordination, safeguarding oversight, volunteer support, and access to The Mill for a targeted 16+ programme. The funding enabled Jamming Station to pilot new ways of supporting young people aged 16–21, including mentoring and supported volunteering pathways. The activity was delivered as planned within the grant period and all funding has been spent. No delays were incurred.</p> <p><u>Project Assessment</u> – 16 young people aged 16–21 were directly supported. High levels of regular attendance and engagement throughout the period. Several participants progressed into volunteer roles within the main programme. One young person experiencing instability at home identified Jamming Station as a safe, consistent space, benefiting from positive peer and adult role modelling. The pilot has directly informed the development of a new vocational-style award for this age group. Overall, the project successfully met its aims, demonstrated clear need, and created strong foundations for longer-term impact.</p>

A report from TYRAYE will follow separately, as the funding was not awarded as part of the Council Grant process in June 2025.

## ITEM 7 – GUILDHALL DISPLAY CASES

With the recent Council decisions to accept on loan from Totnes Museum Judy Westacott's MBE medal for display and to refresh the Burke and Wills display information, Council officers have looked at the current display cabinets' contents to see how a more coherent grouping of items into themes could be made whilst retaining the ambiance of the Guildhall for weddings, visitor flow, etc. It is believed that no significant changes have been made for at least eight years. This note presents ideas for Cllrs to consider, setting out the current display and proposed suggestions for improvements.

**Main Guildhall Glass Cabinet** - The downstairs glass cabinet contains mostly items relating to a former Town Clerk and Town Sergeant it also includes some town seals and a silver palm tree ink well which was a gift to celebrate the birth of a son to the Owen family.



### Suggestion:

- Keep this as a display for items relating to some of the people in positions at Totnes Council over the years e.g. Town Clerk, Sergeant and crier.
- Move brass urn which holds a connection with Vire to the Mayor's Parlour with other items relating to Vire Twinning.
- Address issues with costumes which are showing signs of mould. They have currently been placed in the airing cupboard upstairs to dry out and will be brushed down once fully dry.
- It could be possible to extend the glass shelves slightly to make more space for display items.

**Main Guildhall Windows** – remove items propped against the windows and on the window cill in the main Guildhall near the stairs to improve air circulation around the wood and the items from damp.



### Council Chamber



Suggestion:

- This timeline goes up to 2006 and whilst all previous monarchs are represented here, the current King isn't. We could have a new one printed.

### Mayor's Parlour

These two cabinets are the ones where most consolidation and grouping of themes can logically take place.



All the items above relate to Vire Twinning.

Suggestion: To create a Vire Twinning section in the glass cabinet to the right of the muniment room.

- The milk jug on the mantelpiece dates back to the 16<sup>th</sup> Century so may be better placed in the smallest of the glass cabinets (rather than the mantelpiece).

- Move the Brass Urn from Vire into this cabinet.
- Consider whether any of the items on the chest could be hung on the wall.

### Cabinet on right of muniments room



#### Suggestion:

- Make this a space for the display about Judy Westacott MBE. Include her MBE medal, Silverware (including the loving cup and an explanation of the ceremony that Judy usually led), photographs, a family friendly poem, order of service.
- Include any more valuable/fragile items relating to Vire Twinning.
- Include pottery relating to the Guildhall.

#### Top shelf



#### Suggestion:

- Silverware to stay with display for Judy.
- Gavel – move to downstairs cabinet
- Royal items to be moved to cabinet to left of Muniments room.
- Elizabethan photo to be removed or replaced with a photo including Judy.

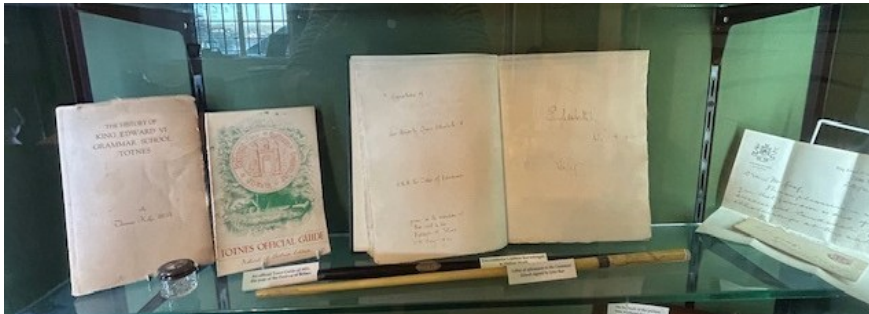
#### Second Shelf Down



Suggestion:

- Move items relating to royal events to cabinet on left of Muniments room.
- Original piece of building/wood and a candlestick holder move to downstairs cabinet
- Sugar bowl with view of Totnes Down to be kept with Judy's display to represent where she lived.
- Mug can be stored in muniments room.

Third Shelf Down



Suggestion:

- HM Queen Elizabeth II's signature (in central book) to be moved to display items relating to royalty in cabinet on left of Muniments room.
- Items relating to the Grammar School can be stored in Muniments room.
- Music batons can be stored in Muniments room.

Bottom of cabinet



Suggestion:

- Town Crier items could be moved downstairs to the Main Guildhall Glass Cabinet with items relating to the Town Clerk and Sergeant.

- Move the press to the downstairs cabinet, it might be better suited to being near the seals.

### Cabinet to the left of the Muniments room



### Suggestion:

- This cabinet could solely contain items relating to the Totnes' marking of royal events. Whether it be visits, photographs, the Town Charter, or signatures from members of the Royal Family. Consider applying a protective UV film coating to the glass door prevent further light damage to the ink signatures.
- The pottery on the top shelf could be moved to the cabinet on the right of the Muniments Room below the display about Judy. The Totnes Jigsaw could be stored in the Muniments Room.

## ITEM 8 – CEMETERY FEES

Over the past three years Totnes Town Council has increased the Totnes Cemetery fees by 7.5 percent in 2025, 5 percent in 2024 and 20 percent in 2023 (prior to this the last increase was in 2018). The rate of inflation in the UK from April – December 2025 ranged from 3.5 to 4.2 percent (currently 3.5 percent in Dec 2025). To inform the Council Matters Committee of whether a review of the current cemetery fees would be prudent for financial year 2026/27, the following information is provided:

- Comparison of fees charged by Totnes and neighbouring towns/districts and their percentage increase on fees from the previous year;
- Options for consideration of a 2.5, 5, 10, 15 or 20 percent increase in fees for 2026/27.

*Officer Recommendation:* With the Council Matters Committee now considering cemetery fees on an annual basis, that a modest increase is considered in 2026 in line with other towns in the South Hams.

### **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 2025/26. From this, the current fees charged by Totnes are generally around the same as other town council cemeteries in the district which remain lower than those for Teignbridge and Torbay. 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 residents and separate rate for Plymouth City Council residents. Fees include gravedigging (higher interment costs than exclusive right of burial cost).
- Salcombe – residents fee; quadruple fee for non-residents.
- 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 (and percentage increase on the previous year's fees in brackets):

Fees for Residents	Totnes 2018	Totnes 2023	Totnes 2024	Totnes 2025	Dartmouth 2025/26 (2.5%)	Ivybridge 2025 (2%)	Salcombe 2025 (N/A)	Teignbridge 2025/26 (5%)	Torbay 2026 (16.6%)	Sharpham 2025 (N/A)
Interment - Body	£380.00	£456.00	£479.00	£515.00	£520.00	£924.00 - 1134.00	£500.00	£1,060.00	£1808-£2012	£450.00
Interment - CR	£200.00	£240.00	£252.00	£271.00	£373.00	£224.00	£300.00	£246 & £260	£310	£300.00
Exclusive Right of Burial - Single	£445.00	£534.00	£561.00	£603.00	£624.00	£365.00	£650.00	£1,140.00	£1621 – £2350	£1,400.00
Exclusive Right of Burial - Double	£665.00	£798.00	£838.00	£901.00	£1,059.00	-	£1050.00	£1,140.00	£1621 - £2350	-
Exclusive Right of Burial - Treble	£880.00	£1,056.00	£1,109.00	£4059.00	-	-	£1,050.00	£1,140.00	£1621 - £2350	-
Exclusive Right of Burial - Cremated Remains	£280.00	£336.00	£353.00	£379.00	£321.00	£493.50.00	£350 - £450	£530.00	£1,400.00	£550.00
Choice of Plot	£340.00	£408.00	£428.00	£460.00	-	£88.00	-	-	-	-
Transfer of Deed (discretionary)	£50.00	£60.00	£93.00	£68.00	-	£74.50	£75.00	£55.00	£125.00	-
Memorials										
A flat stone, headstone or monument	£280.00	£336	£353	£379.00	£212 & £265	£74 - £176	£200.00	£221.50	£642.00	£450 to £700
Footstone not exceeding 2' height	£280.00	£336	£353	£379.00		£74.50	-	-	-	-
Kerbstones (not in lawn area)	£280.00	£336	£353	£379.00	-	£74.50	-	-	-	-
Vase	£95.00	£114	£120	£129.00	-	£64.00	-	£118.50	£125.00	-
Tablet/Flat Stone not exceeding 3' x 2'	£125.00	£150	£158	£170.00	£174 & £208	£74.50	£150.00	£118.50	£180.00	-
Additional Inscription	-		£0.00	0.00	£50.00	£33.00	£80.00	£74.50	£243.00	£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 areas, £32 on existing grave		£35 & £50	-	-	£82 or £133	-	-
Memorial Bench	Price on Application				-	-	-	-	-	-
Memorial Tree	£298.00				-	Not available	-	-		-
Search of burial/grave registers	No Fee	No Fee	No Fee		£35.00	On application	£30.00	£50.00	£45	-

Table showing a 2.5, 5, 7.5 and 10 percent increase to existing fees:

<b>Fees for residents</b>	<b>Totnes 2018</b>	<b>Totnes 2023</b>	<b>Totnes 2024</b>	<b>Totnes 2025</b>	<b>% Change</b>	<b>2.5%</b>	<b>5%</b>	<b>7.5%</b>	<b>10%</b>
Interment - body	£380	£456	£479	£515	7.5	£528	£541	£554	£567
Interment - ashes	£200	£240	£252	£271	7.5	£278	£285	£291	£298
Exclusive Right of Burial - Single	£445	£534	£561	£603	7.5	£618	£633	£648	£663
Exclusive Right of Burial - Double	£665	£798	£838	£901	7.5	£924	£946	£969	£991
Exclusive Right of Burial - Treble	£880	£1,056	£1,109	£1,192	7.5	£1,222	£1,252	£1,281	£1,311
Exclusive Right of Burial - Ashes	£280	£336	£353	£379	7.5	£388	£398	£407	£417
Choice of Plot	£340	£408	£428	£460	7.5	£472	£483	£495	£506
Scattering of ashes									
Resident	£50	£60	£63	£68	7.5	£70	£71	£73	£75
Non-resident	£75	£90	£95	£102	7.5	£105	£107	£110	£112
On existing purchased grave	£25	£30	£32	£34	7.5	£35	£36	£37	£37
Transfer of Deed (discretionary)	£50	£60	£63	£68	7.5	£70	£71	£73	£75
A flat stone, headstone or monument	£280.00	£336.00	£353.00	£379.00	7.5	£388	£398	£407	£417
Footstone not exceeding 2'height	£280.00	£336.00	£353.00	£379.00	7.5	£388	£398	£407	£417
Kerbstones (not in lawn area)	£280.00	£336.00	£353.00	£379.00	7.5	£388	£398	£407	£417
Vase	£95.00	£114.00	£120.00	£129.00	7.5	£132	£135	£139	£142
Tablet/Flat Stone not exceeding 3' x 2'	£125.00	£150.00	£158.00	£170.00	7.5	£174	£179	£183	£187
Monuments - additional inscription	No charge	No charge	£0	£0	0	£0	£0	£0	£0



# Pensions Discretions Policy

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TOTNES TOWN COUNCIL

FEBRUARY 2026

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**The LGPS Regulations 2013**

**and**

**The LGPS Regulations 2014**

(Transitional Provisions and Savings)

**and**

**The LGPS Regulations 2008**

(Benefits, Membership and Contributions)

**(as at 14<sup>th</sup> May 2018)**

**Power of employing authority to grant additional pension**  
(Regulation R31)

An employer can choose to grant extra annual pension\* (at full cost to themselves) to:

- a) an active member; or
- b) to a member, within 6 months of leaving, whose employment was terminated on the grounds of redundancy or business efficiency

*\*(Please see [our website](#) for the maximum additional pension purchase limit for the current year)*

**Policy Decision:**

Any request to award additional pension to an active member dismissed by reason of redundancy or business efficiency will be considered by Totnes Town Council on a case by case basis.

**Shared Cost Additional Pension Contribution**  
(Reg 16(2)(e) and R16(4)(d))

Where an active member wishes to purchase extra annual pension by making additional pension contributions (APCs)\*, an employer can choose to voluntarily contribute towards the cost of purchasing that extra pension through a Shared Cost Additional Pension Contribution (SCAPC)

*\*(Please see [our website](#) for the maximum additional pension purchase limit for the current year)*

**Please note:** this discretion does not relate to cases where a member has a period of authorised unpaid leave of absence and elects within 30 days of return to work (or such a longer period as the Scheme employer may allow) to pay a SCAPC to cover the amount of pension 'lost' during that period of absence. That is because, in those cases, An employer must contribute 2/3rds of the cost to a SCAPC; there is no discretion [regulation 15(5) of the LGPS Regulations 2013].

**Policy Decision:**

Totnes Town Council will not fund any employee's Additional Pension Contributions either in whole or in part.

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

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

Where the Scheme employer does not switch back on the 85-year rule, the member's benefits will be actuarially reduced. However, the Scheme employer can exercise a discretion to waive any actuarial reductions (at cost to the Scheme employer).

**Flexible Retirement**  
**Regulation (R30(6) and TP11(2))**

An employer can decide whether to permit flexible retirement for staff aged 55 or over who reduce their working hours and/or grade and wish to access their pension benefits.

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

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

You will need to consider:

- The minimum reduction in hours or grade required.  
(The specific reduction required is not set out in the regulations, but instead must be determined by the employer and specified in this flexible retirement policy).
- Whether the employee should commit to a reduction in hours or grade for a minimum

**Policy Decision:**

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

A decision to waive any actuarial reduction will be considered in exceptional circumstances on compassionate grounds.

**Policy Decision:**

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

period.

- Whether the employee should commit to remaining in employment with the employer for a minimum period

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

member to choose to draw:

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

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

### **Waive actuarial reductions to members benefits**

TP3(1) & TP3(5), TPSch 2 (para(1), 3(1), 3(2) & 9) B30(5) & B30A(5)

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

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

Totnes Town Council will only waive the actuarial reduction on flexible retirement in exceptional circumstances following approval from the Town Council.

### **Policy Decision:**

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

This applies to:

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

## Recommended LGPS 2013 & 2014 discretions (non mandatory)

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

<p><b>Shared Cost Additional Voluntary Contribution Arrangement (SCAVC)</b> R17 (1) and TP15 (2A) and A25 (3) and definition of SCAVC in RSch 1</p>	<p><b>Policy Decision:</b></p>
<p>An employer can choose to pay for or contribute towards a member's Additional Voluntary Contribution through a shared cost arrangement (SCAVC).</p> <p>An employer will also need to decide how much, and in what circumstances to contribute to a SCAVC arrangement.</p>	<p>Totnes Town Council will not contribute to any Shared Cost Additional Voluntary Contribution scheme.</p>
<p><b>Extend the time limit for member to elect for a Shared Cost Additional Pension Contribution (R16(16))</b></p>	<p><b>Policy Decision:</b></p>
<p>An employer can decide to extend the 30 day deadline for a member to elect to purchase additional pension by way of a Shared Cost Additional Pension Contribution (SCAPC) upon return from a period of unpaid absence (other than because of illness or injury, relevant child-related leave or reserve forces service leave).</p>	<p>Totnes Town Council will not extend the deadline.</p>
<p><b>Extend the 12-month time limit for transfer of</b></p>	<p><b>Policy Decision:</b></p>

<p><b>pension rights (R100(6))</b></p>	
<p>An employer can decide to extend the 12-month time limit for a member to elect to transfer pension rights from another registered pension scheme into the LGPS, if an election has not been made within 12 months of joining the LGPS in that employment.</p>	<p>Totnes Town Council will not extend the deadline.</p>
<p><b>Extend the 12-month time limit for a member to elect not to aggregate Post 31 March 2014 deferred benefits (R22(7) and (8))</b></p>	<p><b>Policy Decision:</b></p>
<p>An employer can extend the 12 month time limit for a member to elect <b>not</b> to aggregate their Post 31 March 2014 (or combinations of Pre &amp; Post 2014) deferred benefits with their new LGPS employment (or ongoing concurrent LGPS employment), if an election has not been made within 12 months of joining the LGPS in that employment (or within 12 months of ceasing the concurrent membership).</p>	<p>Totnes Town Council will not extend the deadline.</p>
<p><b>Extend the 12-month time limit for a member to elect to aggregate Pre 1 April 2014 deferred benefits (TP 10(6) as amended by A27 (2018))</b></p>	<p><b>Policy Decision:</b></p>
<p>Employers can decide whether to extend the 12-month time limit for a member to elect to aggregate their Pre 1 April 2014 deferred benefits with their</p>	<p>Totnes Town Council will not extend the deadline.</p>

new LGPS employment that commenced on or after 14 May 2018 in order to purchase earned pension.

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

Employers must decide how the pension contribution band to which an employee is to be allocated on joining the Scheme will be determined and reviewed at each subsequent April. Circumstances in which the employer will review the pension contribution band will also need to be determined. For example, following a material change which affects the member's pensionable pay during the Scheme year (1 April to 31 March)

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

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

A 'regular lump sum payment' is a payment for which the employer determines there is a reasonable expectation that such a payment would

**Policy Decision:**

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

**Policy Decision:**

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

be paid on a regular basis.

**Whether to substitute a higher level of pensionable pay when calculating assumed pensionable pay**

(R21(5A) and 21(5B) backdated to 1 April 2014 by A7 2018)

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

**Policy Decision:**

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

**Pre LGPS 2014 discretions**

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

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

**Early payment of benefits**

The 85-year rule does not automatically fully apply to members who would have had the protection under old regulations, and who choose to voluntarily draw their benefits on or after age 55 and before age 60. An employer can decide to switch the 85-year rule back on in full for such members. This also applies to members with deferred benefits or a suspended tier 3 ill health pension who choose to voluntarily draw their deferred benefits (on or after 14 May 2018) on or after age 55 and before

**Policy decision**

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

age 60.

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

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

**Policy Decision:**

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

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

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

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

**Policy Decision:**

Totnes Town Council does not give blanket consent for this. Requests will be referred to Totnes Town Council and assessed on their merits taking into account such factors as cost.

**'Switch on' the 85-year rule upon the voluntary early payment of deferred benefits**

TPSch 2, para 1(2) & 1(1)(f) & R60

The 85-year rule does not automatically fully apply to members who would have had the protection under old regulations. An employer can decide to "switch on" the 85-year rule in full for a member with deferred benefits voluntarily drawing benefits (on or after 14 May 2018) on or after age 55 and before age 60.

**Policy Decision:**

Requests will be referred to Totnes Town Council. A decision to waive any actuarial reduction will be considered in exceptional circumstances on compassionate grounds.

**Waive actuarial reductions to members benefits**

(R31(5) 1997 & TPSch 2, para 2(1))

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

**Policy Decision:**

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

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

**Grant application for early payment of deferred benefits**

(TP3(5A)(vi), TL4, L106(1) 1997 Transitional & D11(2)(c) 1995 Regs)

Employers can decide whether to grant applications early payment of deferred pension benefits on or after age 50 and before normal retirement age on compassionate grounds.

**Policy Decision:**

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

ITEM 10 – FIXED ASSET REGISTER

Fixed Asset Register - as at Jan 26									
<u>Asset</u>	<u>Date of acquisition</u>	<u>Cost of acquisition</u>	<u>Useful life estimate</u>	<u>Value £</u>	<u>Valuation method</u>	<u>Location</u>	<u>Insurance value</u>	<u>Replacement value</u>	<u>Date last physically vouched</u>
<b>Buildings:</b>									
Guildhall	Transfer from SHDC		unlimited	1	Notional	Ramparts Walk, Totnes	)		n/a - immobile
Guildhall Offices	22/09/1993	£18,500	unlimited	1	Notional	5 Ramparts Walk, Totnes	) £5281888	unknown	n/a - immobile
Flat	05/04/2002	£125,000	unlimited	125000	Cost	5A Ramparts Walk, Totnes	)		n/a - immobile
Guildhall Cottage		unknown	unlimited	1	Notional	Ramparts Walk, Totnes	£1,022,007	unknown	n/a - immobile
Cemetery Chapel		donated	unlimited	1	Notional	Totnes Cemetery, Plymouth Road, Totnes	£681,917	unknown	n/a - immobile
Museum	21/10/1955	£650	unlimited	1	Notional	70 Fore Street, Totnes	£4,817,818	unknown	n/a - immobile
Castle Meadow (3.01 acres)	11/08/1983	£4,500	unlimited	4500	Cost	Lower Collins Road, Totnes	n/a	n/a	n/a - immobile
Land at Coronation Road (0.25 acres)	Transfer from SHDC		unlimited	1	Notional	Coronation Road, Totnes	n/a	n/a	n/a - immobile
<b>Leases:</b>									
Civic Hall (including Birdwood House)	25/10/1983	£75	99 yr lease	1	Notional	High Street, Totnes	£3,985,787	n/a	n/a - immobile
<b>Contents:</b>									
Guildhall, Offices & Flat	various	unknown	unlimited	75802	Historic Insurance Value	Ramparts Walk, Totnes	£215,455	unknown	daily

Civic Hall	various	unknown	unlimited	100000	Estimate following renovation work in 2015/16	High Street, Totnes	£96,247	unknown	
Museum	various	unknown	unlimited	5455	Historic Insurance Value	70 Fore Street, Totnes	£9,727	unknown	n/a
Guildhall Cottage	various	unknown	unlimited	5053	Historic Insurance Value	Ramparts Walk, Totnes	none	none	Annually
<b>Other:</b>									
War Memorial		n/a	unlimited	2644	Historic Insurance Value	St Mary's Church, High Street, Totnes	£10,000	unknown	n/a - immobile
Wills Memorial and Jubilee Fountain		n/a	unlimited	6624	Historic Insurance Value	The Plains, Totnes	£20,000	unknown	n/a - immobile
Civic Regalia	unknown	unknown	unlimited	1	Notional	Guildhall, Ramparts Walk, Totnes	£222,658	£216,231	daily
Bus shelters x 6		unknown	unlimited	3969	Historic Insurance Value	Whiteley Avenue, Follaton	)		n/a - immobile
						Higher Westonfields, Bridgetown	)		
						Western Bypass, Totnes	)		
						Coronation Road, Totnes (opp Royal Seven Stars)	)		
						Station Rd – station entrance and outside Travis Perkins	)		
						Ashburton Rd – north and southbound at KEVICCs	)		
Noticeboards		unknown	40 years	5688	Estimated cost	Coronation Road, the Rotherfold and under the Civic Hall	) £25428	unknown	n/a - immobile
Bench seats x 2	unknown	£500	100 years	500	Cost	St Mary's Church, High Street, Totnes	)		weekly

Picnic Tables x 7	20/03/2020	£2,809	25 years	2809	Cost	Vire Island, Totnes	)		weekly
Smart benches x 2	14/06/2021	£3,432	100 years	3432	Cost	Borough Park, Totnes	)		weekly
Picnic benches x 3	28/05/2022	£1,200	25 years	1200	Cost	1 x Castle Meadow, 2 x Borough P, Totnes	)		weekly
2 x park benches	13/05/2024	£1,160	25 years	1160	Cost	Coronation Rd, Totnes	)		weekly
Planters	2021	£9,910	10 years	9910	Cost	High Street and Fore Street, Totnes	)		weekly
Wayfinding signage	21/07/2022	£24,803	20 years	24803	Cost	Throughout Totnes Town Centre	)		n/a - immobile
Wall mosaics		£15,000	unlimited	15000	Cost	2 x Bus Shelters, Coronation Rd, Totnes	£15,394	unknown	n/a - immobile
Solar Panels			20 years	15424	Insurance value June 2016	Civic Hall, High Street, Totnes	£25,309	unknown	n/a - immobile
Office and IT Equipment	various	unknown	10 years	14735	Estimated cost	Guildhall Offices, Ramparts Walk, Totnes	Portable - £3831	£14,735	daily
Nissan NV200 electric van (reg.CK17 HTU)	26/10/2020	£14,790	10 years	14790	Cost	Guildhall Offices, Ramparts Walk, Totnes	£14,790	£14,790	daily
Festoon Lighting	20/07/2023	£1,366	20 years	1366	Cost	Market Square, High Street, Totnes	£1,522	unknown	daily
Defibrillators x 2		donated	10 years	1	Notional (donated)	Market Square, High Street & Seven Stars Hotel, The Plains, Totnes	£3,831	unknown	n/a - immobile
Xmas lights	24/10/2023	£38,925	10 years	38925	Cost	Birdwood House, Civic Hall, Totnes	£43,056	unknown	Dec-23
Floor scrubber	10/09/2025	£2,233	10 years	2233	Cost	Civic Hall, High Street, Totnes	See Civic Hall contents	£2,233	daily
240L Heritage bins x 7	17/06/2025	£4,970	10 years	4970	Cost	Throughout Totnes Town Centre	None	£4,970	daily
				486001					