



AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

MONDAY 18TH MAY 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 18th May 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 20th April 2026 and update on any matters arising. Document attached [page 3].

3. STRATEGY DELIVERY WORKING GROUPS

To consider any budgetary recommendations from the following (document attached, page 6):

- a. Community Working Group, 14th April 2026.

4. BUDGET MONITOR

To consider the Budget Monitor. Documents attached.

5. BUDGET OVERTURN STATEMENT

To note the budget overturn statement for financial year 2025/26. Document attached [page 7].

6. LEGIONELLA MANAGEMENT PLAN

To consider the annual review of the Legionella Management Plan. Document attached [page 15].

7. COMMUNITY FUNDING POLICY

To note a clarification in the Community Funding Policy relating to supporting documentation required. Document attached [page 23].

8. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 8th June 2026 at 6.30pm in the Guildhall. No document.

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

9. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

10. IT SUPPORT CONTRACT

To consider quotes for the provision of IT support to the Council Offices and Councillors (commercial). Document attached.

11. CHRISTMAS ILLUMINATIONS

To consider the quotes and costings for the town’s Christmas illuminations for 2026 (commercial). Document attached.

12. CIVIC HALL DOOR

To consider the quotes for replacement doors for the Civic Hall (commercial). Document attached.

13. TOTNES MUSEUM LEASE

To consider a request to extend the lease on 70 Fore Street/Totnes Museum (financial and legal). Document attached.

14. STAFFING – JOB DESCRIPTIONS

To consider the job descriptions for the Economic Support Officer and Communications and Community Officer roles (staffing). Document attached.

15. STAFFING UPDATE

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

Catherine Marlton
Town Clerk
13th May 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 20TH APRIL 2026 AT 6.30PM IN THE GUILDHALL

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

Apologies: Cllr Trant.

In Attendance: Member of the Public (Chair of the Museum Trust), 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

The Chair of the Museum Trust attended to outline the request from the Museum to extend the lease of Totnes Museum/70 Fore Street to 99 years. This extension is both to ensure the commitment of Museum Trust funds to improvements internally (as per the existing lease) and to access external grant funding. This will be considered under item 12.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To approve the minutes of 9th March 2026 and update on any matters arising.

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

3. STRATEGY DELIVERY WORKING GROUPS

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

a. Community Working Group, 14th April 2026.

Community Audit – To **RECOMMEND** to Full Council to ring fence £13,500 of the £50,000 Strategic Community Funding for Caring Town, subject to further work on the Job Description of the new role and the involvement of the Town Council in the future planning of the organisation and recruitment processes.

It was **AGREED** that £1,000 be allocated from professional fees for Devon Communities Foundation (DCF) to work on: project scoping with Caring Town (as outlined above); allocation for the remainder of the 2026/27 Strategic Community Budget; and to look ahead to how best to plan for community funding for 2027 onwards.

b. Economy Working Group, 8th April 2026.

No recommendations requiring budgetary approval.

c. Environment and Public Realm Working Group, 18th March 2026.

Cemetery Wild Area – Funding of £2275 for wild area maintenance in the cemetery was **AGREED**, by provider Park Life. It was **AGREED** that this should be reviewed before committing to future years.

Benches - It was **AGREED** to allocate funds for a bench at the weir

Noticeboard - It was **AGREED** to purchase a new noticeboard for the gate to the Council offices.

4. MAYOR’S ENGAGEMENTS AND BUDGET

To consider the Mayor’s engagements since January 2026 and the current budget.

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

5. STANDING ORDERS REVIEW

To review Standing Orders and make a recommendation to Full Council.

To **RECOMMEND** to Full Council that the revised Standing Orders (with minor amendments as listed) are adopted.

6. RISK REGISTER

To review the Risk Register.

To **RECOMMEND** to Full Council that the Risk Register is adopted as presented, with the Clerk requesting internal auditor advice about how risks assessed as high after mitigation are presented in future years and where any further mitigation is possible.

7. RESPONSIBLE AND SAFE USE OF ARTIFICIAL INTELLIGENCE POLICY

To consider any updates to the Responsible and Safe Use of Artificial Intelligence Use Policy for the Council to adopt.

The Clerk explained there has been no change in how AI is used internally and no external changes/updates have been identified that impact the current policy. It was **AGREED** no updates are currently required.

8. ELECTION OF CHAIR AND DEPUTY

To:

a. Make a recommendation to Full Council for the Chair of Council Matters Committee for 2026/27 (effective May 2026);

To **RECOMMEND** to Full Council that Cllr Peters is elected Chair of the Council Matters Committee.

b. Elect a deputy chair for the Committee (from May 2026).

Cllr Bennett was elected deputy chair of the Council Matters Committee.

9. YEAR END TIMELINE

To note the year end timeline for financial year 2025/26.

Noted.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 18th May 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)*

11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED** unanimously.

12. TOTNES MUSEUM LEASE

To consider a request to extend the lease on 70 Fore Street/Totnes Museum (financial and legal).

It was **AGREED** to ask the Museum Trust about the minimum term of lease extension required for accessing external funding, and whether a transfer of the freehold had been discussed by trustees. There was no recommendation to Full Council on this matter given the queries above, but it was **AGREED** to table an agenda item at the May Full Council for further consideration.

13. GUILDHALL INVENTORY

To consider updates to the Guildhall inventory (financial).

To **RECOMMEND** to Full Council that the framed prints (excluding the Goss certificate) be added to the inventory and stored in the Muniments Room.

To **RECOMMEND** to Full Council that the other items as listed be disposed of.

14. STAFF ATTENDANCE

To note sickness and overtime balances (staffing).

Noted. It was **AGREED** not to implement the Absence Management Policy escalation at this time for a staff member due to the one-off nature of their surgery.

15. STAFFING UPDATE

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

No issues raised.

The meeting closed at 8.00pm

Catherine Marlton
Town Clerk
April 2026

ITEM 3 – STRATEGY DELIVERY WORKING GROUPS

a. Community Working Group 14th April 2026.

Consider larger strategic funding requests received.

- a. It was **RECOMMENDED to Full Council** to ring fence £13,500 of the £50,000 Strategic Community Funding, subject to further work on the Job Description of the new role and involvement of the Town Council in the future planning of the organisation and recruitment processes.
- b. It was **AGREED** that £1,000 be allocated from professional fees for Devon Communities Foundation (DCF) to work on the above direction of travel with Caring Town, allocation for the remainder of the 26/27 Strategic Community Budget and to look ahead to how best to plan for community funding for 2027 onwards.

ITEM 5 BUDGET OUTTURN STATEMENT

2025/26 Budget Outturn Statement	22/23 YEAR END	23/24 YEAR END	24/25 YEAR END	25/26 YEAR END	
Administration	Actual 31st March 2023 YEAR END	Actual 31st March 2024 YEAR END	Actual 31st March 2024 YEAR END	Agreed Budget	Actual
EXPENDITURE SUBTOTAL	413547	451177	430330	469424	458955
INCOME SUBTOTAL	180	102	0	0	324
SUB TOTAL income/expenditure	-413367	-451075	-430330	-469424	-458631
Civic and Democratic	Actual 31st March 2023 YEAR END	Actual 31st March 2024 YEAR END	Actual 31st March 2024 YEAR END	Agreed Budget	Actual
EXPENDITURE SUBTOTAL	12074	8601	13911	21152	6053
INCOME SUBTOTAL	717	667	300	0	7
SUB TOTAL income/expenditure	-11357	-7934	-13611	-21152	-6046
Tourism	Actual 31st March 2023 YEAR END	Actual 31st March 2024 YEAR END	Actual 31st March 2024 YEAR END	Agreed Budget	Actual
EXPENDITURE SUBTOTAL	29875	32479	19561	32400	12619
INCOME SUBTOTAL	12740	13890	11444	10000	9237
SUB TOTAL income/expenditure	-17135	-18589	-8117	-22400	-3382
Guildhall	Actual 31st March 2023 YEAR END	Actual 31st March 2024 YEAR END	Actual 31st March 2024 YEAR END	Agreed Budget	Actual
EXPENDITURE SUBTOTAL	29569	52176	30164	68278	41141
INCOME SUBTOTAL	6249	7674	11014	7500	11354
SUB TOTAL income/expenditure	-23320	-44502	-19150	-60778	-29787

Civic Hall	Actual 31st March 2023 YEAR END	Actual 31st March 2024 YEAR END	Actual 31st March 2024 YEAR END	Agreed Budget	Actual
EXPENDITURE SUBTOTAL	23664	46616	29544	81788	35576
INCOME SUBTOTAL	40661	44911	41167	41825	44428
SUB TOTAL income/expenditure	16997	-1705	11623	-39963	8852
Property Maintenance	Actual 31st March 2023 YEAR END	Actual 31st March 2024 YEAR END	Actual 31st March 2024 YEAR END	Agreed Budget	Actual
EXPENDITURE SUBTOTAL	3853	3231	6423	9948	13124
INCOME SUBTOTAL	18804	11700	12676	13651	601
SUB TOTAL income/expenditure	14951	8469	6253	3703	-12523
Cemetery	Actual 31st March 2023 YEAR END	Actual 31st March 2024 YEAR END	Actual 31st March 2024 YEAR END	Agreed Budget	Actual
EXPENDITURE SUBTOTAL	19453	28208	29334	34037	24783
INCOME SUBTOTAL	17250	6753	21958	9480	11417
SUB TOTAL income/expenditure	-2203	-21455	-7376	-24557	-13366
Open Spaces	Actual 31st March 2023 YEAR END	Actual 31st March 2024 YEAR END	Actual 31st March 2024 YEAR END	Agreed Budget	Actual
EXPENDITURE SUBTOTAL	6415	150	1591	4337	698
INCOME SUBTOTAL	200	200	200	200	200
SUB TOTAL income/expenditure	-6215	50	-1391	-4137	-498
Precept and Income	Actual 31st March 2022 YEAR END	Actual 31st March 2024 YEAR END	Actual 31st March 2024 YEAR END	Agreed Budget	Actual

EXPENDITURE SUBTOTAL	189	189	186	210	103
INCOME SUBTOTAL	546699	721905	674953	693822	709011
SUB TOTAL income/expenditure	546510	721716	674767	693612	708908
Community Development	Actual 31st March 2023 YEAR END	Actual 31st March 2024 YEAR END	Actual 31st March 2024 YEAR END	Agreed Budget	Actual
EXPENDITURE SUBTOTAL	183129	109107	96265	219467	145667
INCOME SUBTOTAL	32705	3390	1398	0	0
SUB TOTAL income/expenditure	-150424	-105717	-94867	-219467	-145667

SUMMARY OVERVIEW	2023	2024	2024	Agreed Budget	Actual
TOTAL EXPENDITURE	£721,768	£731,934	£657,309	£941,041	£738,719
TOTAL INCOME	£676,205	£811,192	£775,110	£776,478	£786,579
TOTAL INCOME OVER EXPENDITURE	-£45,563	£79,258	£117,801	-£164,563	£47,860

Please note a red total indicates a spend from reserves

Reserves impact	General Reserves	Earmarked Reserves
At start of 2025/26	£536,315	£259,993
Moved to Earmarked Reserves in 2025/26		
Movement in reserves in 2025/26	£77,860	-£30,000
Total Reserves at end of 2025/26	£614,175	£229,993

2025/26 Budget Outturn Statement	22/23 YEAR END	23/24 YEAR END	24/25 YEAR END	25/26 YEAR END		Comments
Administration	<i>Actual 31st March 2023 YEAR END</i>	<i>Actual 31st March 2024 YEAR END</i>	<i>Actual 31st March 2025 YEAR END</i>	Agreed Budget	Actual	
Salaries and pensions for all staff	350889	388968	363874	390367	383238	
Staff Training, Travel and Expenses	2988	2910	4220	4200	3083	
Staff Recruitment	984	0	110	1575	240	
Phone and Broadband	2984	3032	2358	3150	2348	
Office Supplies & Hospitality	1370	998	1253	1575	1372	
Photocopier	1575	1469	1374	1575	1388	
Subscriptions	4191	4203	4731	5121	5615	Overspend due to additional subs added during 25/26
Professional Fees	15062	3395	8927	11000	10630	
Insurance	26105	30902	32482	34918	34463	
Website and IT	4618	7179	8955	11743	11993	
Office Equipment	1412	5970	539	1575	2248	Overspend due to unplanned purchase of screen for GH meeting room
Van Maintenance	207	441	402	1050	742	
TMO Tools and Consumables	1162	1710	1105	1575	1595	
<i>Miscellaneous income</i>	-180	-102	0	0	-324	Sale of scrap metal & donation to Judy's display
SUB TOTAL	413367	451075	430330	469424	458631	
Civic and Democratic	<i>Actual 31st March 2023 YEAR END</i>	<i>Actual 31st March 2024 YEAR END</i>	<i>Actual 31st March 2025 YEAR END</i>	Agreed Budget	Actual	
Mayoral Allowance	0	0	160	100	-27	
Civic and Mayoral Events (expenditure)	3014	3682	2028	3500	1359	
Civic Funeral			613	0	0	
<i>Civic Events (income)</i>	-717	-667	-300	0	-7	
Civic Regalia	212	95	0	242	21	
Mayoral Travel	185	170	76	210	39	

Councillor IT equipment	14	82	238	1500	0	
Councillor Training and Travel	514	495	245	800	636	
Elections	0	0	6758	7000	0	
Councillor Allowances	1970	4077	3793	7800	4025	
MOVED TO COMMUNITY DEVELOPMENT Community Outreach/Christmas	6165					
SUB TOTAL	11357	7934	13611	21152	6046	
Tourism	<i>Actual 31st March 2023 YEAR END</i>	<i>Actual 31st March 2024 YEAR END</i>	<i>Actual 31st March 2025 YEAR END</i>	Agreed Budget	Actual	
Visit Totnes Marketing and event sponsorship	20595	24655	19561	32400	12619	
Visit Totnes Guide and Website	9056	6828				
Other TIC expenditure (Post/Phone/Uniform/etc)	220	996				
Bank Charges/Paypal fees	4	0	0	0	0	
<i>Totnes Guide and Website Income</i>	-10990	-9707	-11444	-10000	-9237	
<i>Advertising</i>	-1750	-4183				
SUB TOTAL	17135	18589	8117	22400	3382	
Guildhall	<i>Actual 31st March 2023 YEAR END</i>	<i>Actual 31st March 2024 YEAR END</i>	<i>Actual 31st March 2025 YEAR END</i>	Agreed Budget	Actual	
Cleaning	2581	4260	3929	4725	4345	
Building Maintenance	5226	22562	6110	35000	13040	
Business Rates	6469	9998	7480	11550	13610	3 years of Business rates for GH flat still estimated
Water	331	617	879	578	932	
Utilities	11603	10729	7614	12600	7316	
Equipment Maintenance	2669	2970	2737	3100	1469	
Wedding Licence renewals and marketing	690	1040	1415	725	429	
<i>Admissions income</i>	-2699	-4770	-6204	-4500	-5840	
<i>Weddings & Hire Income</i>	-3550	-2904	-4810	-3000	-5514	
SUB TOTAL	23320	44502	19150	60778	29787	

Civic Hall	Actual 31st March 2023 YEAR END	Actual 31st March 2024 YEAR END	Actual 31st March 2025 YEAR END	Agreed Budget	Actual	
Cleaning and supplies	3835	3805	3609	4200	4286	
Feed in Tariff	3081	2906	2664	2730	3605	
Water	1156	1280	1008	1470	1013	
Utilities	6012	5515	3940	7350	4373	
Building Maintenance	6917	26347	12790	60000	16691	
Licences	70	70				
Misc & Marketing Civic Hall	567	538	289	788	726	
Equipment Maintenance	2026	6155	5244	5250	4882	
<i>Paige Adams Grant towards Caretaking, Cleaning and Management costs</i>	-33500	-33500	-35000	-35000	-35000	
<i>Feed in tariff income and Water refund income</i>	-7161	-7932	-6167	-6825	-9428	
<i>Grant for boiler</i>		-3479				
SUB TOTAL	-16997	1705	-11623	39963	-8852	
Property Maintenance	Actual 31st March 2023 YEAR END	Actual 31st March 2024 YEAR END	Actual 31st March 2025 YEAR END	Agreed Budget	Actual	
Guildhall Cottage Maintenance	341	96	1876	1155	652	
Guildhall Cottage Utilities				0	515	Unplanned costs due to Cottage remaining empty
Guildhall Cottage Council Tax				0	1557	Unplanned costs due to Cottage remaining empty
Rental Property Management Fees	1774	1111	1051	1240	0	No fees payable while cottage is empty
Town Clocks	1599	1207	590	1200	1652	Overspend due to p/y rent collected late
Museum Maintenance	139	817	2906	6353	8748	
Flat 5a Loan repay	43159					
Flat 5a Maintenance	1805					
<i>Museum Rent income</i>	-1	0	-1	-1	-1	
<i>Eastgate Clock Rental</i>	0	0	-1500	-600	-600	

<i>Guildhall Cottage Income</i>	-11700	-11700	-11175	-13050	0	No income while cottage remains empty
<i>Flat 5a Rental Income</i>	-7103					
SUB TOTAL	30013	-8469	-6253	-3703	12523	
Cemetery	<i>Actual 31st March 2023 YEAR END</i>	<i>Actual 31st March 2024 YEAR END</i>	<i>Actual 31st March 2025 YEAR END</i>	Agreed Budget	Actual	
Business Rates	4441	4291	4291	4506	4291	
Water	167	212	223	252	164	
Waste collection	329	376	355	404	421	
Grounds Maintenance (Grass cutting and tree work)	14516	23329	24465	28875	19907	
Works and Maintenance (Memorials, Paths, Fences)	0	200	301	420	625	
Chapel	0	0	376	2100	0	
<i>Cemetery Fees Income</i>	-17250	-6953	-22635	-12000	-12042	
SUB TOTAL	2203	21455	7376	24557	13366	
Open Spaces	<i>Actual 31st March 2023 YEAR END</i>	<i>Actual 31st March 2024 YEAR END</i>	<i>Actual 31st March 2025 YEAR END</i>	Agreed Budget	Actual	
General Maintenance	502	29	273	525	518	
St Marys Churchyard (Walls and trees)	5868	39	0	3150	0	
Castle Meadow Maintenance and Water	45	82	1318	662	180	
<i>Castle Meadow and allotments income</i>	-200	-200	-200	-200	-200	
SUB TOTAL	6215	-50	1391	4137	498	
Precept and Income	<i>Actual 31st March 2022 YEAR END</i>	<i>Actual 31st March 2024 YEAR END</i>	<i>Actual 31st March 2025 YEAR END</i>	Agreed Budget	Actual	
Bank Charges	189	189	186	210	103	
<i>Precept and Income</i>	-545986	-610253	-656022	-688822	-688823	
<i>Investment Income</i>	-713	-11652	-18931	-5000	-20188	
<i>Charity of Paige Adams RATE ABATEMENT</i>	0	-100000	0	0	0	

SUB TOTAL	-546510	-721716	-674767	-693612	-708908	
Community Development	<i>Actual 31st March 2023 YEAR END</i>	<i>Actual 31st March 2024 YEAR END</i>	<i>Actual 31st March 2025 YEAR END</i>	Agreed Budget	Actual	
Strategic Priorities			15532			
Community Grants(incl. S137 Funding)	49770	24953	42547	30000	61000	£30k paid from EMR
Environment & Public Realm			10996	54500	2874	
Economy			3050	70000	17971	
Community				20000	22601	
Community - Xmas markets				15000	14475	
Community - Tree & Lights			39672	15000	11961	
Community - Lights Switch-on				3000	2818	
Second Homes Premium				11967	11967	
Community Outreach/Christmas		52727				
Community Projects	13200	502				
Neighbourhood Plan	3234	0				
Arts and Culture and Events	31806	19812				
Public Realm and Community Assets Projects	75980	5306				
Climate Change/Green Travel	9139	5807				
<i>Grant Funding/Projects Income</i>	-32705	-3390	-1398	0	0	
SUB TOTAL	£150,424	£105,717	£94,867	£219,467	£145,667	
TOTAL EXPENDITURE OVER INCOME	£90,527	-£79,258	-£117,801	£164,563	-£47,860	£212,423



LEGIONELLA MANAGEMENT PLAN

TOTNES TOWN COUNCIL

AGREED MAY 2024

NEXT REVIEW MAY 2026

1. Introduction

The Legionella management Plan (LMP) details the duties and responsibilities of the Council officers who have a role in the management and control of Legionella bacteria within the Council's buildings.

2. General information

Legionella bacteria is commonly found in water. The bacteria multiply where temperatures are between 20-45°C and nutrients are available. The bacteria require a supply of nutrients to multiply. The presence of sludge, scale, sediment, algae and biofilm play an important role in harbouring and providing favourable conditions in which the legionella bacteria may grow. The bacteria are dormant below 20°C and do not survive above 60°C.

Legionnaires' disease is a potentially fatal type of pneumonia, contracted by inhaling airborne water droplets containing viable Legionella bacteria. Such droplets can be created, for example, by hot and cold-water outlets; atomisers; wet air conditioning plant; and whirlpool or hydrotherapy baths.

Anyone can develop Legionnaires' disease but the elderly, smokers, alcoholics and those with cancer, diabetes or chronic respiratory or kidney disease are at more risk.

HSE's Legionnaires' disease page provides information on managing the risks.

Infection is only a risk when there is inhalation of fine water droplets that are contaminated with high concentrations of Legionella bacteria. Healthy people are unlikely to contract an infection but can be serious for elderly people and others with respiratory problems or immune deficiency. Outbreaks are rare though well publicised.

Control is normally achieved by suitable design and maintenance of the water system and its associated plant. Additional control is achieved by appropriate storage of water and delivery of water at temperature which do not allow the bacteria to proliferate.

3. Legislation

As legislation is often amended and regulations introduced, the references made in this plan may be to legislation that has been superseded. For an up-to-date list of legislation and guidance documents please refer to the Health and Safety executive website <https://www.hse.gov.uk> . For the current version of this plan, relevant legislation and guidance include:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- The Health and Safety Executive's Approved Code of Practice L8 (Fourth edition), Legionnaires' disease: The control of legionella bacteria in water systems (ACOP) and HSG274.

4. Policy Application

Totnes Town Council recognises the need to protect its employees and others from the harmful effects of Legionella by:

- Complying with the above Regulations and the requirements of the Approved Code of Practise.
- Carrying out risk assessments reviews every year and ensure any required control measures are implemented.
- Appointing a person or persons to take managerial responsibility for the control of the disease.
- Taking all reasonable precautions to prevent its employees and others from breathing in droplets containing harmful levels of Legionella.
- Keeping records.
- Providing training.

5. Responsibility Structure

The Council delegates authority to the Town Clerk to act as Duty Holder. The Town Clerk is also the Responsible Person. The Town Clerk can be contacted via the phone number for the Council offices on the Council's website (01803 862147). The Town Clerk shall:

- Accept management responsibility for all aspects of Legionella control.
- Ensure suitable arrangements are in place to identify all water systems managed by the Council and assess them for the potential risk of legionella infection.
- Establish suitable arrangements to manage identified risk areas, including identification of management responsibilities, training and competence.
- Ensure that adequate resources are available to address any needs identified in the risk assessments and that the risk assessments are acted upon.
- Review the risk assessments and any remedial measures implemented every year.
- Ensure that the established procedures are brought to the attention of all persons affected by them.
- Appoint the Town Maintenance Officer as 'Deputy Responsible Person' to implement and coordinate the procedures for the prevention of Legionnaires' disease.
- Review and sign the Legionella logbooks every 3 months.
- In the absence of the Town Clerk any member of the Management Team can cover as the Duty Holder and Responsible Person.
-

The Deputy Responsible Persons is the Town Maintenance Officer and shall:

- Arrange for Risk Assessments to be carried out on the Council's water systems. The Risk Assessments shall be reviewed every year and when the original assessment may no longer be valid.
- Keep permanent records of all Risk Assessments.
- Arrange for remedial work to be carried out as highlighted by the Risk Assessment. This work is to be recorded on an Action Plan.
- Keep permanent records of all the remedial work with the Risk Assessments and also in the relevant property file. The records will be kept for 5 years and will be readily available for inspection.
- Put in place water temperature monitoring, cleaning, disinfection and certification routines and arrange for the routines and non-conformance to be fully recorded.
- Arrange for remedial work to be carried out as highlighted by water temperature nonconformance reports when the control limits are exceeded, where applicable.

- Keep permanent records of all the remedial work with the Risk Assessments and also in the relevant property file. The records will be kept for 5 years and will be readily available for inspection.
- Regularly review the Legionella logbooks to ensure the testing schedule is being adhered to and to identify any out of specification events which need further action.
- Provide the Town Clerk with the Legionella logbooks every 3 months for review and signature.
- In the absence of the Town Maintenance Officer the Duty Holder and Responsible Person will cover the Deputy Responsible Person's duties.
-

The Appointed Person is the Caretaker & Maintenance Assistant who shall:

- Carry out and record the regular monitoring, testing and flushing as detailed in Appendices 1 & 2.
- Notify the Town Maintenance Officer of any out of specification events identified in the routine testing.
- In the absence of the Caretaker & Maintenance Assistant the Town Maintenance Assistant will take over the Appointed Person's duties.

Water Safety Group

- Members of Council's Water Safety Group are the Town Clerk as Duty Holder and Responsible Person and the Town Maintenance Officer as the Deputy Responsible Person.
- The Group members will meet weekly when any concerns or issues with the Council's water systems will be raised.
- Any agreed actions in relation to any issues raised or discussed will be recorded by e-mail.

6. Control measures

The Legionella risk assessment will be reviewed annually to ensure it is kept up to date and all required actions are implemented. The Risk Assessment reviews and details of any corrective action taken will be filed in the Risk Assessment folder in the Town Maintenance Officer's office. To achieve ongoing control of Legionella, thorough flushing of the water system is required alongside any engineering controls.

Effective control measures will require the Council to:

- Monitor any water outlets that are not in regular use.
- Record the flushing of all water outlets.
- Record the temperature of hot and cold-water outlets.

Full details of flushing and testing regimes that need to be carried out can be found in Appendix 1.

Methods Statements for the flushing and testing regimes are included in the Legionella logbooks for each premises.

COSHH information on chemicals used is available at each Council premises.

7. Testing arrangements

Under certain circumstances, for example when there have been alterations or maintenance work to the water system, testing is to be carried out in accordance with Appendix 1.

Disinfection of the system will be necessary when testing indicates there is a sufficient level of Legionella present in the water system to require treatment.

8. Information, instruction & training

The Town Council will ensure that suitable and sufficient training and information is given to all maintenance, premises and facilities staff who have responsibilities for flushing, record keeping and taking temperature readings as required by the appendices.

In addition, postholders with specific responsibility for Legionella shall complete a minimum standard of awareness and testing training.

The Council will maintain a record of all instruction and training given to members of staff. Training shall be refreshed at least every 3 years.

9. Investigation in the case of a suspected outbreak

The Health Protection Agency in conjunction with the HSE are empowered to investigate all confirmed cases of Legionnaires' Disease in order to identify the source of infection.

An "Outbreak" is defined as "two or more confirmed cases of Legionellosis occurring on the same locality within a six month period". Location is defined in terms of the geographical locality and requires a degree of judgement.

In the unlikely event of an outbreak the Duty Holder will contact the Health Protection Agency immediately and arrange for the evacuation and sealing of the premises where the outbreak has occurred

The Health Protection Agency
Richmond Court, Emperor Way,
Exeter Business Park,
Exeter,
Devon,
EX1 3QS
Tel: 0844 225 3557

The enforcing authority may wish to see during their investigations;

- The Council risk assessment
- The Council's records of testing
- The Council's management plan

There may be a necessity to arrange for the emergency cleaning or disinfection of the water systems. If this is the case the Duty Holder will contact the Council's preferred contractors to arrange.

CONTROL SCHEME

(a) Schematic Diagram

The schematic diagram for the particular premises is contained in the Legionella Log Book, located at the premises. A further copy is held by the Town Maintenance Officer (TMO) in the Guildhall Council Offices.

(b) Description of correct and safe operation of systems

The water services systems at the premises operate under the following conditions of temperature:

Hot water should be stored at >60C and should reach 50C across all parts of the hot system and cold water should not exceed 20C across all parts of the cold system.

Where hot water temperatures have been reduced in lieu of supplementary water treatment some of the following tasks may not be relevant, however a comprehensive microbiological sampling regime should be implemented.

(c) Requirements and Precautions to be taken

The recommended monitoring actions must be undertaken by suitably trained and competent persons as defined in fourth edition Approved Code of Practice during normal operation and use of the system.

Records of all work undertaken must be kept for a minimum of 5 years in an appropriate format. Actions must be taken in accordance with written procedures when control measures do not meet the specified requirements.

Where temporary changes of occupation or shut downs of the system for maintenance occur, separate procedures must be established and followed.

Where the previously identified remedial works have not been undertaken the following control measures may not be sufficient to control the risk of infection.

(d) Checks to be carried out to ensure efficacy of scheme

Action	No. at Civic Hall	No. at Guild Hall	No. at Guild Cottage	Frequency	Responsibility
Point of Use Water Heaters (<15 Litres)					
Check flow, return and storage water temperatures.	1	1	0	Monthly	Caretaker & Maintenance Assistant
Hot & Cold Water Outlets					
Thoroughly flush any little used outlets.	10	2	1	Weekly	Caretaker & Maintenance Assistant
Thoroughly flush any supply to closed system top-up.	0	0	0	Weekly	N/a - none on the premises

Thoroughly flush any supply to expansion vessels that are not of the flow-through type.	1	0	0	Quarterly	Caretaker & Maintenance Assistant
Check hot water temperatures at sentinel outlets.	1	2	4	Monthly	Caretaker & Maintenance Assistant
Check cold water temperatures at sentinel outlets.	10	8	4	Monthly	Caretaker & Maintenance Assistant
Check hot water temperatures at representative outlets.				Monthly on a rotational basis	N/a – all outlets tested (see above)
Check cold water temperatures at representative outlets.				Monthly on a rotational basis	N/a – all outlets tested (see above)
Dismantle, clean and descale spray outlets.	0	0	1	3 Monthly	Caretaker & Maintenance Assistant
Ensure appropriate actions are taken during periods of low occupation or temporary closure of the premises.				As required	Town Maintenance Officer
Ensure appropriate actions are taken when parts of the water system are temporarily unused.				As required	Town Maintenance Officer
Other water systems					
Maintain hot drinking water dispensers as per manufacturer's instructions.	1	0	0	Quarterly	Caretaker & Maintenance Assistant
Maintain cold drinking water dispensers as per manufacturer's instructions.	1	0	0	Quarterly	Caretaker & Maintenance Assistant
Legionella Sampling Plan					
Consider carrying out microbiological sampling to verify efficacy of the control regime.				As required	Town Clerk & Town Maintenance Officer
Consider carrying out Legionella sampling at points in the system to verify efficacy of the control scheme.				Annually	Town Clerk & Town Maintenance Officer
Consider carrying out microbiological sampling when evidence suggests that the control regime is not being carried out correctly / non-conformances are not being actioned / primary and secondary controls are out of specification (HSG 274/HTM 04-01).				As required	Town Clerk & Town Maintenance Officer
Consider carrying out Legionella sampling when evidence suggests that the control regime is not				Weekly until temperatures are back in	Town Clerk & Town

being carried out correctly / non-conformances are not being actioned / temperatures are out of specification (HSG 274/HTM 04-01).				acceptable ranges.	Maintenance Officer
Check the log book to ensure tests are being carried out and recorded.				3 Monthly	Town Clerk

Notes

Temperatures shall be done using a simple digital thermometer with immersion probe.

Definitions and explanations

Sentinel tap: a 'sentinel' is a sentry who stands guard over something, watching and keeping an eye on safety, and the term is used to describe the taps which are used regularly to monitor, sample and check the water quality and temperature. Basically, the sentinel taps are defined as the first and last ones on the system. For the cold water, they will be the taps nearest to and furthest from the incoming cold water main or cold water storage cistern, and for the hot water, they will be the nearest to and furthest from the hot water source, be it calorifier, vessel or water heater. All buildings will have at least two mains cold water, two stored cold water and two hot water sentinel taps, and they are usually easy to identify. For larger buildings, and campuses with several blocks, there may be more sentinel taps, which can be identified by reference to the water services schematic diagram for the site. Once identified and labelled, they will not change unless some major alterations are done to the water systems. Schematic diagrams are prepared when a formal Risk Assessment is undertake.

(e) Remedial actions to be taken

In the event of any out of specification results arising from the checking process set out in (d), these will be recorded and immediately reported to the Town Clerk. A repeat test will be carried out within 2 days and if the result is still out of specification arrangements will be made for any necessary sampling and/or maintenance work to be undertaken.

(f) Risk Assessment

The Risk Assessment will be reviewed annually by the Deputy Responsible Officer and a new formal risk assessment commissioned from a competent person/organisation if any changes to the buildings or water system have occurred since the last risk assessment.

ITEM 7 – COMMUNITY FUNDING POLICY

The new Community Funding Policy was agreed by Full Council in April 2026. These smaller grants are designed to be accessible to organised groups and individuals keen to get a project off the ground for which a formal bank account for the group has not yet been set up.

Following the receipt of several applications, Officers believe that there is a need to clarify the information in the 'Supporting Documents' section that differentiates between the documents required for individual or constituted group applications. The proposed amended wording (additions shown in red) is below:

Supporting documents

The following documents WILL BE REQUIRED to support your application and shown to members considering the application, but not shared in the public domain:

All applications

- A copy of a bank statement, dated within the last 3 months and clearly showing the account name, number and sort code.

Applications made by a constituted group

- A copy of your Governing Document (Constitution, set of rules, Articles or Memorandum of Association).

Applications made by an individual organiser

- Proof of address – utility bill, business rates or council tax bill etc.
- Photo ID.