



## AGENDA FOR THE MEETING OF COUNCIL MATTERS COMMITTEE

MONDAY 8TH JUNE 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 8<sup>th</sup> June 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 18<sup>th</sup> May 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):

- a. Community Working Group, 20<sup>th</sup> May 2026 [page 6].
- b. Economy Working Group, 19<sup>th</sup> May 2026 [page 8].
- c. Environment and Public Realm Working Group, 28<sup>th</sup> May 2026 [page 8].
- d. All grant funding recommendations from the Working Groups [page 9].

### **4. BUDGET MONITOR**

To consider the Budget Monitor. Document to follow.

### **5. COMPLAINTS POLICY AND PROCEDURE**

To review the Council's Complaints Policy and Procedure. Document attached [page 12].

**6. DEATH OF A SENIOR NATIONAL FIGURE PROTOCOL**

To review the Death of a Senior National Figure Protocol. Document attached [page 15].

**7. WHISTLEBLOWING POLICY**

To review the Whistleblowing Policy, updating following SW Councils advice. Document attached [page 27].

**8. HMRC MILEAGE RATE**

To note the confirmation of the new HMRC mileage rates for 2026. Verbal update.

**9. COUNCIL GRANT REPORTS**

To note a summary of two reports on the Council Grants awarded in June 2025. Document attached [page 31].

**10. DATE OF NEXT MEETING**

To note the date of the next meeting of the Council Matters Committee – Monday 13<sup>th</sup> July 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)*

**11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**

To consider the bank statements and reconciliations for May (financial). Documents to follow.

**12. CHRISTMAS LATE NIGHT MARKETS**

To consider the terms for any cancellations of the Christmas late night markets. Verbal update.

**13. STAFFING UPDATE**

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

Catherine Marlton  
Town Clerk  
3<sup>rd</sup> June 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 18<sup>TH</sup> MAY 2026 AT 6.30PM IN THE GUILDHALL**

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

**Apologies:** Cllr Bennett

**Not Present:** Cllr Trant.

**In Attendance:** C Marlton (Town Clerk).

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

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

#### **PUBLIC QUESTION TIME**

There were no members of the public present.

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

**To approve the minutes of 20<sup>th</sup> April 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, 14<sup>th</sup> April 2026.**

Community Audit – It was noted that Full Council had **RESOLVED**: 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; and to allocate £1,000 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.

#### **4. BUDGET MONITOR**

**To consider the Budget Monitor.**

The budget monitor was **AGREED**.

#### **5. BUDGET OUTTURN STATEMENT**

**To note the budget outturn statement for financial year 2025/26.**

The budget outturn statement was **AGREED** as presented.

## **6. LEGIONELLA MANAGEMENT PLAN**

**To consider the annual review of the Legionella Management Plan.**

It was **AGREED** to accept the Legionella Management Plan

## **7. COMMUNITY FUNDING POLICY**

**To note a clarification in the Community Funding Policy relating to supporting documentation required.**

The amendments to the policy were **AGREED**.

## **8. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Council Matters Committee – Monday 18<sup>th</sup> 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)*

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

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

These were reviewed and **AGREED** unanimously.

## **10. IT SUPPORT CONTRACT**

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

It was **AGREED** to shortlist to two providers, but the Committee had queries related to service delivery comparisons (rather than simply price). To **RECOMMEND** to Full Council that it considers which of two shortlisted companies to proceed with, subject to the provision of additional information.

## **11. CHRISTMAS ILLUMINATIONS**

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

It was **AGREED** to accept the appointment of AJ Paine for installation and JHAV for phase one of the additional Christmas projection, as outlined in the report. It was noted that the estimated costs and savings found projects that this can be done within the existing £15,000 budget.

## **12. CIVIC HALL DOOR**

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

It was **AGREED** to appoint Five Star to replace the existing doors with Automatic Doors to match the ramp entrance at a quoted cost of £9,628.98.

## **13. TOTNES MUSEUM LEASE**

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

To **RECOMMEND** to Full Council that the Museum Trust be offered a new 30 year lease to replace the existing, with no break clause and clarification on the detail that the Town Council is only

responsible for exterior maintenance and repairs. This offer is subject to a 50/50 split of legal/professional costs arising from the Town Council drawing up said lease.

#### **14. STAFFING – JOB DESCRIPTIONS**

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

It was **AGREED** to accept:

- the Economic Development Officer job description as presented;
- the Community Communications Officer job description with minor amendments; and
- the timeline outlined in the report.

#### **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  
May 2026

## ITEM 3 – STRATEGY DELIVERY WORKING GROUPS

### a. Community Working Group, 20<sup>th</sup> May 2026.

**Christmas Window Competition** - To **RECOMMEND** to the Council Matters Committee that the reviewed process for the Christmas Window Competition be agreed, with the inclusion of the People's Choice award. See details below.

#### **Proposal: Reshaping the Totnes Christmas Window Competition 2026 – RECOMMENDATION from Community Working Group (Please note the budget is in Economy for historical reasons)**

The Christmas Window Competition should continue to support the wider Christmas lighting offer in Totnes by encouraging businesses to create attractive, festive and welcoming displays throughout the town centre.

The competition should be:

- simple to enter,
- easy to administer,
- achievable to judge,
- affordable within the £1,000 budget,
- and focused on maximising participation and visual impact across the town.

This proposal aims to modernise and simplify the competition while retaining its community spirit.

#### **Proposed Changes for 2026**

##### 1. Automatic Entry (limited geographically)

To reduce barriers to participation and minimise administration:

- businesses would not need to apply or register;
- all eligible businesses within the defined competition area would be automatically included if they decorate their windows or frontage.

This recognises that the pre-Christmas period is particularly busy for businesses and removes unnecessary paperwork.

##### 2. Competition Area

To make judging practical and manageable on foot, the competition would be limited to The Plains, Fore Street, High Street, The Narrows, Rotherfold

This still creates a substantial and visible festive trail through the main town centre

##### 3. Judging

It is proposed that judging is simplified and carried out by the Mayor of Totnes; and one representative from the business community (for example a Business Forum representative).

This approach:

- reduces the logistical challenges of organising larger judging groups;
- ensures both civic and business perspectives are represented;
- and creates a more streamlined and consistent judging process.

Judging would take place on one agreed date early in December.

#### 4. Prizes and ranking

Rather than ranking businesses against one another, it is proposed that awards recognise different strengths and approaches.

##### Suggested Award Categories

- Most Innovative Display - For creativity, originality and imaginative use of the space.
- Most Sustainable Display - For environmentally conscious decorating, including low-energy lighting, recycled materials or reusable decorations.
- Best Festive Atmosphere - For the display that most enhances the warmth, charm and festive feel of Totnes town centre.
- People's Choice – public voting via Google Forms for people to vote the first week of December.

This approach:

- broadens the appeal of the competition;
- allows different styles of business to participate fairly;
- and encourages creativity rather than direct competition alone.

#### 5. Prizes

A simplified prize structure is proposed:

- 4 category winners @ £150 = £600
- 4 highly commended awards @ £50 = £200

Total Prize Fund: £200

Remaining budget (£200) to support:

- promotion and printed materials;
- certificates;
- photography and social media;
- and contingency costs.

#### 6. Overall Objectives

The revised competition would aim to:

- increase participation;
- improve the visual impact of the town centre at Christmas;
- support local businesses;
- complement the Town Council's Christmas lighting scheme;
- reduce administration and judging complexity;
- and create a more inclusive and celebratory town-wide event.

##### **Suggested Timeline:**

Competition launch	October 2026
Business communications	October–November
Displays installed	By early December
Peoples choice voting	First week of December (1-8 December)
Judging evening	Early December (end of Peoples Choice voting)

Winners announced                      Mid-December

**Resources:**

Community Communications role to lead on the campaign.

Support from Economic Development Officer in terms of business engagement.

Collation of votes, printing of certificates etc with the Mayor's PA.

Judging time from the Mayor.

b. Economy Working Group, 19<sup>th</sup> May 2026.

No recommendations.

c. Environment and Public Realm Working Group, 28<sup>th</sup> May 2026.

- **Signage – to consider adding a fingerpost in the Civic Square for Leechwell Gardens.**

To **RECOMMEND** to the Council Matters Committee that a fingerpost is purchased for installation in the Civic Square directing to Leechwell Gardens. Costs have been requested but are not yet confirmed. [*Officer note post-meeting*: costs from between £160 to replace vinyls only to £300 for a new 'finger' plus art work costs].

- **Road Warden Scheme – to consider whether the Council should sign up for the new road warden scheme to enable access to free training for the town maintenance team.**

To **RECOMMEND** to the Council Matters Committee that the Council signs up to the Community Protocol to enable training opportunities for the maintenance team; and that it promotes volunteer opportunities for the community.

d. Grant Funding Recommendations

Applicant	Project	Amount Requested (£)	Total Cost (£)	Residents Benefiting	Priority Area	Working Group Recommendation
<b>Community WG</b>						
Sharpham Estate Parkrun	Replacement parkrun sign	55	55	120+ weekly users	Health & Fitness	£55 awarded
Stepping Stones Totnes CIC	The Essential Project – healthier food provision	1000	5000	2957 households; 4273 adults; 1904 children; café used 5869 times	Residents’ wellbeing	£1,000 awarded
Totnes Lantern Festival	Community lantern sessions and parade	1150	2300	430+ participants + 500 parade attendees	Community & Economy	£2,300 awarded from Christmas Lights budget allocation
Totnes Pride	Pride Festival	1125	10,000	750+	Members of the LGBTQ+ community in Totnes and beyond, bringing people to the town.	Economy Working Group asked to consider
Shiatsu for Change CIC	Community Qigong sessions for people living with long-term health conditions	1000	1000	15-25	Health & Fitness	Not recommended
Tadpool	Commando Run Inflatable	500	5622	The whole community	Health & Wellbeing of Young People	£500 awarded
Better Places Be Buckfastleigh CIC	Hello Summer Activities and Food for Families	1000	3120	180+ children and their carers	Health & Wellbeing of Young People	£1,000 awarded

Jonathan Elliott (BA!)	Community Event	1000	4210	30 x volunteers, 9 x local bands, 3 x food/craft businesses, approx 600 attendees	Community & Economy	£1,000 awarded
Economy WG						
Totnes Lantern Festival	Community lantern sessions and parade	1150	2300	430+ participants + 500 parade attendees	Community & Economy	See above - £2,300 awarded from Christmas Lights budget allocation
Totnes Pride	Pride Festival	1125	10,000	750+	Members of the LGBTQ+ community in Totnes and beyond, the local economy encouraging visitors	£1,000 awarded
Environment & PR						
Leechwell Garden Association	Volunteer sessions and garden maintenance	3000	4095	5–11 weekly + wider public	Public realm / green space	£1,000 awarded
#LoveCastleSt	Ongoing gardening and maintenance at two public Castle St locations.	300	586.56	Thousands annually including tourists, passers by, those who linger for longer and the local residents	Public realm / green space	£300 awarded on the condition that: the gardening is carried out with the permission of the landowner; and that receipts for the £300 are presented to the Council.
Rewylding CIC	The creation of a medicine garden for community days.	800	1957	75	Community, Health & Environment	Not recommended - main project is outside of the Totnes parish boundary.

<b>Working Group Grants</b>	<b>Total Grants Awarded £</b>	<b>Budget Remaining (£5K)</b>
Community	£3,555	£1,445
Economy	£1,000	£4,000
Environment & Public Realm	£1,300	£3,700

Note that the Community Working Group will consider the following grant applications in June: Tony Gee, Totnes United Free Church, Space for young adults, Jamming Station, Dartington Recreation Association, and Compassionate Care Day and Night Services



## **Complaints Policy and Procedure**

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TOTNES TOWN COUNCIL

AGREED SEPTEMBER 2024

NEXT REVIEW JUNE 2026

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*This Policy outlines how members of the public can make a complaint about the Council of the service it has received from one of its officers.*

## Introduction

The Town Council aims to provide all our customers with a good, prompt and courteous service. However, there may be times when things go wrong and you do not feel that you have received the service you expected or required. We want to know when this happens so that we can do our best to put things right. In order to do this we have a standard complaints procedure. Our complaints procedure is designed to make sure:

- It is easy for you to make your complaint
- It gets to the right person
- It is dealt with promptly
- If something is wrong, it gets put right

## How To Make A Complaint

There are a number of ways you can make your complaint:

- You can write to us at Totnes Town Council, The Guildhall Offices, 5 Ramparts Walk, Totnes, Devon, TQ9 5QH
- You can come into the Council's reception (open 10am-4pm Monday to Friday)
- You can telephone us: 01803 862147
- You can email us at: [administrator@totnestowncouncil.gov.uk](mailto:administrator@totnestowncouncil.gov.uk)

You need to make it clear that you are making a complaint and not just passing on information or making a comment. The Complaints procedure will only cover certain complaints (see list below).

## Is It An Enquiry Or General Feedback?

If you want to contact us regarding an enquiry or with general feedback please visit, email or write in and clearly state that you are passing on information or making a comment.

## How To Provide Information On Your Complaint

You can write a letter, visit us in reception or telephone us on 01803 862147. You will need to supply your name, address and telephone number so that we can reply to you.

You will need to provide details of your complaint.

The Council will not discriminate against a member of the public in the provision of services or goods based on their protected characteristics. These protected characteristics include age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. If you feel your complaint means that you are receiving a different level of service based on your protected characteristic, or that you are the victim of an incident based on your protected characteristic, please say so in your complaint.

## What The Council Will Do

The Council will acknowledge your complaint within 3 working days and provide a response in 10 working days or let you know if it will take longer to investigate.

## How Does The Complaint Process Work?

**Internal Stage 1:** An Officer from the relevant service will respond to your complaint. This will also be looked at and signed off by the Town Clerk. They will try to resolve your complaint by providing relevant information or by taking appropriate action.

**Internal Stage 2:** If you are unhappy with the department's response please contact the Town Clerk who will investigate whether an independent review needs to take place or confirm the Council's first response in the Internal Stage 1 is still accurate and appropriate. The Mayor will also look at the response and sign the letter to confirm.

**Internal Stage 3:** If you are unhappy with the response received from the Town Clerk and the Mayor please contact the Town Clerk and request that your complaint is placed on the agenda for the next Full Council Meeting.

The Internal Stage 3 is the final stage of the internal complaints procedure. If you remain unhappy with the response you are entitled to refer the matter externally to the Monitoring Officer at South Hams District Council, Follaton House, Plymouth Road, Totnes, TQ9 5NE, Tel 01803 861234.

## What We Investigate

- Failure to follow the Council's: procedures, policies, systems or rules
- Delays in providing any Council service
- Failing to provide any Council service
- Failing to meet published or advertised Council service standards
- Failing to meet statutory obligations
- Complaints against employees – attitudes and/or actions (either by employees or members of the public. Including racist incidents - but extreme racial incidents to be reported to Police)
- Failing to provide all relevant information when required to inform a decision. For complaints about Town Councillors please see our Local Code Of Conduct for Councillors.



# Protocol for the Conduct of Council Business on the Death of a Senior National Figure

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TOTNES TOWN COUNCIL  
AGREED SEPTEMBER 2025  
REVIEW DATE: JUNE 2026

Suggested minor updates in red to reflect officer changes at Totnes Town Council.

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South Hams District Council issued guidance<sup>1</sup> of the steps that should be taken when Operation London Bridge (the late HM Queen Elizabeth II) was enacted. As part of the planning for such an event, Totnes Town Council has a policy to oversee its conduct of business during a time when national mourning has been declared.

Background: There are codename operations for the plan of what will happen in the days after the death of senior figures of the Royal Family, and announcement of these bridges being 'down' will set the plan in motion. The codenames are as follows:

- Operation Menai Bridge – HM The King (State Funeral)
- Other Royal family members will be given Non-Ceremonial Royal Funerals.

Following the death of a member of the Royal Family, the Lord Chamberlain will consult with the Prime Minister before seeking the Sovereign's Commands with regard to the type of mourning to

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<sup>1</sup> Based on the document National Association of Civic Officers 'Marking the Death of a Senior National Figure', Third Edition issued April 2017.

be observed. No action should be taken until there is a formal announcement of the death (therefore any 'media reports are coming in' stories should be ignored). The forms of mourning and their implications for Totnes Town Council are as follows:

- **National Mourning** – observed by all. Flags are lowered to half mast from the day of death until the day of the funeral. Marking a silence may be observed.
- **Royal Mourning** – no implications for Totnes Town Council.

Wider guidance from South Hams District Council (as the local authority) can be expected and timings for Proclamation Day are still to be confirmed (as they need to follow Devon County Council arrangements). However, the Chairman will make the announcement of the new Sovereign on Proclamation Day (2 days after the day of death of the Sovereign) or possibly the day after which the Mayor of Totnes will be invited to, and which can then be followed by the Mayor of Totnes' announcement to the town.

### **TOTNES TOWN COUNCIL PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE**

This protocol sets out the action to be taken in the event of the death of:

#### **HM The King \***

HM The Queen

HRH The Prince of Wales

HRH The Princess of Wales

HRH Prince George

HRH Princess Charlotte

HRH Prince Louis

HRH The Duke of Edinburgh

HRH The Princess Royal

HRH The Duchess of Edinburgh

The Prime Minister

Any former Prime Minister

The Member of Parliament for South Hams **Devon**

A serving Mayor or Leader of the Council

A serving member of the Council

This protocol is to be kept under annual review, and the contact list will be updated annually in May.

**\* Bold type indicates the action is only required in the event of the death of the Sovereign.**

### **PART 1 - Implementation of the Protocol on official confirmation of the death**

Plans should only be implemented following an official announcement – 'reports of' are not official. On hearing/seeing an official announcement the Town Clerk, in consultation with the Mayor, is authorised to implement the protocol.

Action Required	Authorised By	Other Notes
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Totnes Town Council's Mourning Protocol will be implemented on the formal announcement of the death of any one of those persons named above.	Implementation will be authorised by the Town Clerk or in their absence by the management team.	
Council Website – home page updated immediately/next working day to reflect the period of national mourning, details on condolence book, flag flying, meetings affected, proclamation details.	Implementation will be authorised by the Town Clerk or in their absence by the management team.	A template page is held which can be updated and published by Council Officers.

## PART 2 – Flag Flying

Half mast flying has specific protocols and officers must ensure that they are aware of the correct method to employ and observe this when lowering a flag to half mast, or changing a local flag to the Union Flag for lowering to half mast. Please see notes at Annex A.

Action Required	Implemented By	Other Notes
<u>On announcement of Death.</u> Immediately the flags being flown will be lowered to half mast. In the event of no flag being flown on the day, the Union Flag will be raised and lowered to half mast immediately. In the case of the death of a senior Royal family member flags will be replaced with the Union Flag.	Town Maintenance Officer (TMO), following instruction from the Town Clerk or management team.	See Annex A which sets out the correct procedure for flying a flag at half mast.
<b><u>Applicable only following the death of the Sovereign:</u></b> <b>On Proclamation Day (D+1) (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will - at 1100 hours - be raised to full mast and flown throughout the day at full mast. On the day following Proclamation Day (D+2) they will be returned to half-mast at 1300 hours.</b>	<b>At the Civic Hall by the Town Maintenance Officer.</b>	
<u>On Subsequent Days.</u> Following the death of the Sovereign or other members of the Royal Family identified in the list on page 1, flags will continue to be flown at half	At the Civic Hall by the TMO, following instruction from the Town Clerk or Governance and Projects Manager.	<b>The funeral of the Sovereign will take place 10 days after the day of death.</b>  For other senior members of the Royal Family the number



<p><u>Supplies.</u> South Hams District Council has supplied the following:</p> <ul style="list-style-type: none"> <li>- 1 x Book of Condolence and a supply of suitable paper;</li> <li>- 3 x pens;</li> <li>- 1 x white table cloth; and</li> <li>- 1 x photo frame to hold a photograph of the relevant person.</li> </ul>		<p>Note: no photograph of HM The King or condolence book is currently held. Images of HM the King for Council use will be released in 2024.</p> <p>These items are held in a clear box in the Governance and Projects Officer's office.</p>
<p><u>Mayor's Statement.</u> The Mayor will issue a statement via the Clerk, expressing the sadness of the Council and people of Totnes at the news of the death of ..... The statement will also appear on the home page of the Council's website and noticeboard and will be included in social media posts.</p> <p>The statement will confirm that flags are to be flown at half mast and will give details of the Book of Condolence and any minute's silence to be observed. In the case of the death of the Sovereign it will include arrangements for the Proclamation Day announcement. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal website.</p>	<p>Statement to be issued by the Town Clerk, <del>administrators</del> <b>Community Communications Officer</b> to ensure a copy of the statement appears on the home page of the Council's website, its noticeboard and Facebook page.</p> <p>Statement to be emailed to all Councillors and to the Totnes Times.</p>	<p>Guidance on the content of the statement is set out at Annex B.</p>
<p><u>Closing Condolence Book.</u> When a Condolence Book has been closed the Clerk will discuss with SHDC arrangements for retention.</p>		<p><i>[Note: SHDC collected the condolence books for the Late Queen Elizabeth II.]</i></p>

**PART 4 – Council Meetings and Events during the Period of Mourning**

The Mayor and Deputy Mayor are to attend appropriate events where they continue, however if the country is in national mourning, parties, dinners and more celebratory events should be declined.

Action Required	Implemented By	Other Notes
<p>Council meetings – the period of mourning affects the number of days' notice for holding a Council meeting.</p>	<p>The Town Clerk or management team.</p>	<p>Clerks to Committees to discuss requirement of meetings (whether to postpone/cancel) with Mayor</p>

Therefore, no formal/statutory Council meetings (i.e. Full Council and Committees) can take place if the required number of days' notice or the meeting date itself is during the period of national mourning. Councillors will be notified of any changes as soon as the period of mourning is confirmed.		and/or Chairs, and/or reallocate urgent Council business onto agendas accordingly. Working groups are unaffected as they are not formal Council meetings.
To review the programme of engagements undertaken by the Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	The Mayor, Town Clerk and the Mayor's PA	Consideration may also be given to supporting local faith groups in attending any Service on the eve of the funeral. [Note: for the Late Queen Elizabeth, a service was organised by the Exeter Diocese for St Mary's Church, with SHDC issuing invites to the Mayor.]

## PART 5 – Proclamation Day

At 1100 hours on Proclamation Day (D+1) the official proclamation of the new King will be read at St James' Palace. At noon it is read at the Royal Exchange, then the heralds set out for Edinburgh/

Cardiff and Belfast. (D+2) the heralds read their proclamation in the capitals. Then the local proclamations can be read. **SHDC timings are TBC, depending on DCC arrangements.** The Mayor of Totnes will be invited to the SHDC Proclamation announcement which will be read by the Chairman of the Council, and will pass a copy of the Proclamation to the Mayor for TTC records.

Action Required	Implemented By	Other Notes
<b><u>In Totnes the Proclamation will be read as follows:</u></b> By the Mayor or Deputy Mayor at the Brutus Stone. Timings dependent on Devon County Council and South Hams District Council arrangements.  The Mayor and Deputy Mayor to be robed.	Town Clerk to be alongside the Mayor  Town Sergeant	<i>[Timings will depend on when SHDC are making their announcement as TTC will need to follow this and it is suggested that a 5pm timing is adopted]</i> Official wording will be promulgated or suggested wording of the Proclamation is at Annex D.
<b><u>Invites.</u></b> All those listed in Annex C to be invited to be present. Councillors and Officers to wear dark clothing. Black Arm bands to be available.	Mayor's PA and Administrators.	Black arm bands stored in the clear box in the Governance and Projects Officer's office.

<p><b>Reading of the Proclamation to be publicised.</b></p>	<p><b>Notification of the reading of the Proclamation to be given by the Town Clerk to those identified at Annex C.</b></p> <p><b>Town Clerk and Administrators to ensure that the public is informed by press release and items on the Council’s website, noticeboard and Facebook page.</b></p>	<p><b>Notify the local Police of the date and time – a formal road closure is not required.</b></p>
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**PART 6 – Dress Code**

During the official mourning period black arm bands will be available for wearing when representing the Council. Councillors and Officers when on official duty should wear dark coloured clothing, at a minimum for the first day after the announcement, Proclamation Day, for any official minute’s silence and on the day of the funeral.

Action Required	Implemented By	Other Notes
<p><u>Supplies.</u> A stock of arm bands will be held in the Council Offices. They will be available from the Administrator for use by Councillors and Town Clerk attending on Council business following the death of a senior national figure.</p>	<p>The stock to be issued and maintained in good order by the Mayor’s PA.</p>	<p>Black rosettes and arm bands are stored in the clear box in the Governance and Projects Officer’s Office.</p> <p>At the time of the annual review of this protocol, consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement. A list of suppliers for these items is set out at Annex F.</p>
<p><u>Chains of Office.</u> On the death of the Sovereign, the Totnes Town Council chains of office will not be worn by the Mayor or Deputy Mayor and instead badges of office will be worn on a black neck ribbon. The only exception is at Proclamation events (SHDC or Brutus Stone).</p> <p>Black rosettes (for wearing on the Mayoral robes) and black gloves will be available.</p>	<p>Mayor’s PA.</p>	<p><b>Existing ribbons to be used on the reverse from the day of death until and including the day of the funeral of the Sovereign. Held by the Mayor’s PA.</b></p> <p>Rosettes stored in the clear box in the Governance and Projects Officer’s Office. Black Gloves stored in the Muniment Room.</p>
<p><u>Maces.</u> From the day of death until and including the day of the funeral of the Sovereign, the maces will have a black ribbon tied in a bow around</p>	<p><del>Administrators.</del> <b>Mayor’s PA.</b></p>	<p>The black ribbon for the maces is held with the black rosettes and arm bands in the clear box in the Governance and Projects Officer’s Office.</p>

<b>the shaft. The only exception is at Proclamation events (SHDC or Brutus Stone).</b>		
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### **PART 7 – Marking a Silence**

Where the death of a senior member of the Royal Family is to be marked by a Silence, an announcement will be made by Buckingham Palace.

Action Required	Implemented By	Other Notes
<u>Leading the Silence.</u> The Mayor will lead a Public Silence outside of the Guildhall. Those listed at Annex C to be invited. Mayor and Deputy Mayor to be robed with black rosettes and black gloves. Dark clothing requested. Black arm bands to be available.	<b>Notification of the reading of the Proclamation to be given by the Mayor's PA to those identified in Annex C.</b>	
<u>Publicity.</u> The Public Observing of the Silence to be publicised. Arrangements for media access.	Clerk and officers to ensure that the public are informed by press release and item on the Council's website, noticeboard and Facebook page.	

### **PART 8 – Letters of Condolence**

This is separate to the book of condolence and should be sent to the Palace or other residence as directed by the official announcements.

Action Required	Implemented By	Other Notes
As soon as practical, a letter of condolence will be drafted and circulated to the Town Mayor before dispatch. It will include details as to whether any book of condolence has been opened and how it will be retained after it is closed.	Town Clerk	Only one letter to be sent.

Further advice can be found in the National Association of Civic Officers 'Marking the Death of a Senior National Figure' Third Edition issued April 2017.

**Flying Flags at Half Mast**

Full details of the correct way to fly flags at half mast is given on the website of the Flag Institute ([www.flaginstitute.org](http://www.flaginstitute.org)).

It is important that the guidance given by the Flag Institute is adhered to strictly.

Half mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half mast position. When it is being lowered from half mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half mast, other flags on the same stand of poles should also be at half mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

**ANNEX B****Content of the Public Statement to be Issued by the Mayor of Totnes on the Announcement of the Death of a Senior National Figure or other Prominent Figure**

The statement should begin with a suitable expression of the sadness of Totnes Town Council on hearing the announcement.

It should go on to state that flags will be flown at half mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Mayor's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Council to action before that action has been discussed and has the necessary agreement.

**ANNEX C****Those to be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a Two Minute Silence**

- All Members of the Council

- Honoured Citizens/Freemen of the Town
- Past Mayors (if not serving Members of Council)
- Police
- Local Fire Commander
- A representative of the Lord Lieutenant (Deputy Lieutenant)
- Representative of different faith groups in town (St Mary's Church/St John's Church / St Mary and St George Roman Catholic Church / Methodist / United Reform / The Gospel Hall/ The Kingdom Hall/ The Quakers)

NOTE:

The Proclamation will be read at County Hall by the High Sheriff. The Lord Lieutenant will be present at that ceremony.

The Proclamation will be read by the Mayor, with the Town Clerk alongside them.

**ANNEX D**

**Suggested words for the Mayor Reading the Proclamation**

The Mayor (or in their absence the Deputy Mayor or the immediate past Mayor) to say:

We come together this afternoon following the passing of our late Sovereign, King Charles the Third. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest-reigning Monarch.

But the basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of Totnes of the beginning of our new King's reign.

Yesterday the Accession Council met at St. James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The King's death were raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. The High Sheriff of Devon discharged that duty earlier today and now, with my humble duty, I now bring the words of the Proclamation to the residents of Totnes.

Ladies and Gentlemen. The Proclamation of the Accession.

**READS THE PROCLAMATION**

At the end of the Proclamation the Mayor will say: **God Save The King**

Official Guests repeat: **God Save The King**

All present join in saying: **God Save The King**

**Finally, the Mayor will call for three cheers for His Majesty The King.**

Dispersal

## TTC Actions – Summary List

### Announcement Day:

- (If announcement before 10pm otherwise by 9.30am following morning) flag to be lowered to half mast (Union flag to replace any others in the event of a member of the Royal Family).
- (If announcement before 5pm) condolence book and photographs to be readied for following day.
- Statement to be approved by Mayor/Deputy Mayor for release.
- Advise press of the proclamation details.
- Send invitations for proclamation.
- Website home page updated.

### D+1:

- Condolence book opened.
- Flag to be raised to full mast at 11am when national proclamation read.
- Statement released if not already.

### D+2:

- Flag returned to half mast at 1pm.
- South Hams District Council proclamation at 2pm.
- Totnes Town Council proclamation at 5pm – from the Brutus Stone.

### Funeral day:

- (D+10) Sovereign funeral.
- 2 minutes silence (if announced by Buckingham Palace).

### Funeral day +1:

- 8am raise flag to full mast.
- Condolence book closes at 4pm (prepared for binding and insertion to the council archive/ return to SHDC).
- Condolence letter issued on behalf of Mayor to Private Secretary of deceased, if Sovereign deceased it goes to new Sovereign's private secretary and includes details of condolence book archive.

[Note: D = day of death, for example D=1 is the day after the announcement of the death]

### **Equipment List and List of Possible Suppliers**

All items are in a box labelled 'Operation London/Menai Bridge' in the Governance and Projects Officer's office.

Condolence Books: to be issued by South Hams District Council.

Pens (x3): issued by South Hams District Council.

Black arm bands (x20).

Black Ribbons for the Mayor's and Deputy's badges of office: reverse of existing ribbons, held by Mayor's PA.

Black Rosettes for Mayoral Robes (x 2) (replacements can be purchased from Toye, Kenning and Spencer).

Table cloth: issued by South Hams District Council.

Photo frame: issued by South Hams District Council.

Framed photograph – new photo awaited.



# WHISTLEBLOWING POLICY

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TOTNES TOWN COUNCIL

AGREED JUNE 2024

NEXT REVIEW JUNE 2026

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## 1 Policy Statement

Employees are often the first to realise that there may be something wrong within their organisation. However, they may not feel able to express their concerns because they feel that speaking up would be disloyal to their colleagues or to their employer. They may also be apprehensive about the consequences and therefore they may mistakenly feel that it may be easier to ignore the concern rather than report what may be no more than a suspicion of malpractice.

Totnes Town Council is committed to the highest standards of openness, probity, and accountability. It expects employees, and others that it deals with, who have serious concerns about any aspect of the organisation's work, to come forward and voice those concerns. The word 'whistleblowing' in this procedure refers to the disclosure, internally or externally, by employees of malpractice, as well as illegal acts or omissions at work.

This policy makes it clear that all employees can report their concerns in a confidential manner without fear of victimisation, subsequent discrimination or disadvantage, and is intended to encourage and enable serious concerns to be raised with the organisation, rather than overlooking a problem or 'blowing the whistle' outside. It is stressed that under the Public Interest Disclosure Act 1998, employees of the organisation who speak out against corruption or malpractice at work have statutory protection against victimisation, dismissal or other disadvantage.

## 2 Scope

This policy applies to employees of Totnes Town Council. Agency workers, casual workers and other individuals performing functions for the organisation, such as contractors, are also encouraged to use the procedure.

### **3 Aims**

This policy aims to:

- Encourage employees to feel confident in raising serious concerns in those cases where they do not wish to use the normal reporting routes within their departments;
- Provide alternative avenues for raising concerns;
- Ensure that responses to concerns are made; and
- Reassure employees that they will be protected from possible reprisals or victimisation if they have made a qualifying disclosure to address their concerns.

### **4 Background**

The law provides protection for employees who raise legitimate concerns about specified matters. These are called 'qualifying disclosures'. A qualifying disclosure is one made in the public interest by an employee who has a reasonable belief that one of the following is being, has been, or is likely to be committed:

- A criminal offence;
- A miscarriage of justice;
- An act of Sexual harassment;
- An act creating a risk to health and safety;
- An act causing damage to the physical environment;
- A breach of any other legal obligation; or
- Concealment of any of the above.

An employee who makes such a protected disclosure has the right not to be dismissed, subjected to any other detriment (e.g. disciplinary action), or victimised because they have made a disclosure.

The employee has no responsibility for investigating the matter; it is Totnes Town Council to ensure that an investigation takes place.

The organisation fully understands that employees who are members of a Trade Union may, in the first instance, wish to seek advice and guidance from their Union on the application of this Procedure.

This procedure is for disclosures about matters other than a breach of an employee's own contract of employment. If an employee is concerned that their own contract has been, or is likely to be, broken, they should use the organisation's Grievance Procedure.

### **5 Safeguards**

#### **Harassment or Victimisation**

Totnes Town Council recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from the person(s) who is/are the subject of the

complaint. However, if employees state the truth when making a disclosure they should have nothing to fear because they will be doing their duty to their employer and those for whom they are providing a service.

Totnes Town Council will not tolerate any form of harassment or victimisation by any worker and will take appropriate action to protect individuals when they make a qualifying disclosure.

### **Confidentiality**

All concerns will be treated in confidence and every effort will be made to protect an employee's identity if that is their wish. At the appropriate time, however, they may need to be called as a witness, following a full factual investigation of the concerns raised.

### **Anonymous Allegations**

In order to ensure that employees receive the protection of the Public Interest Disclosure Act 1998, employees should put their name to their concern. Concerns expressed anonymously are much less convincing. Anonymous concerns and allegations will therefore be investigated at the discretion of the organisation.

In exercising the discretion the factors to be taken into account would include:

- The seriousness of the issues raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from factual evidence.

### **Unsubstantiated Allegations**

If an employee makes an allegation which they reasonably believe to be true but it is not confirmed by the investigation, no action will be taken against them. However, if they make an allegation frivolously, maliciously, or for personal gain, disciplinary action may be taken against them.

## **6 Procedure for Making A Disclosure**

### **Step One – Raising a Concern**

Whenever possible you should raise your concern with your line manager. If this is not appropriate, you should approach the Town Clerk. If the complaint is about the Town Clerk then your concern should be raised with the Mayor.

### **Step Two – How The Organisation Will Respond**

The action taken will depend on the nature of the concern. The matters raised may:

- be investigated internally by management, or through the disciplinary or other internal process
- be referred to the Police
- be referred to the External Auditor
- form the subject of an independent inquiry.

In order to protect individuals and the organisation, initial enquiries may be made to decide whether an investigation is appropriate and, if so, what form it should take.

Concerns or allegations which fall within the scope of specific procedures of Totnes Town Council will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.

You will be written to within ten working days:

- acknowledging that the concern has been received
- indicating how the organisation proposes to deal with the matter
- giving an estimate of how long it will take to provide a final response
- informing you if any initial enquiries have been made
- whether further investigations will take place and, if not, why not

### **Contact**

The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought.

### **Attending Meetings**

When any meeting is arranged you have the right to be accompanied by a trade union representative or a workplace colleague who is not involved in the area of work to which the concern relates.

### **Support**

Totnes Town Council will take steps to minimise any difficulties you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, Totnes Town Council will advise or arrange for you to have advice about the procedure.

Totnes Town Council will not tolerate harassment or victimisation (including informal pressures) and will take action to protect individuals who raise a concern in good faith.

Totnes Town Council accepts that you need to be assured that concerns will be properly addressed and, subject to legal constraints, will provide information about the outcomes of any investigations.

## **7 How The Matter Can Be Taken Further**

This procedure is intended to provide individuals with an avenue to raise concerns within Totnes Town Council. If you are not satisfied, and feel it is right to take the matter further, the following are possible contacts:

- Protect
- Audit Commission
- the Police
- Health and Safety Executive
- HM Revenue and Customs

If a matter is taken outside Totnes Town Council, you must take all reasonable steps to ensure that confidential or privileged information is not disclosed. If in doubt, check with the Town Clerk.

ITEM 9 – COUNCIL GRANT REPORTS

Applicant	Grant Awarded	Outcome/Update																																																																																																
Resilient Lives – Pizza Pirates	£1500	<p><u>Summary</u> – Funding was used to cover essential costs following the loss of expected premises with South Hams District Council. This money specifically supported the move to a temporary location, and toward payment of a new van. No information received.</p> <p><u>Project Assessment</u> – This was incredibly helpful in ensuring we could fulfil our commercial obligations and provide ongoing support and training to our young staff team during our busiest season. Without this support we may have lost on significant income and remove supportive employment to a number of local young people we work with.</p>																																																																																																
Stepping Stones – Food and Wellbeing	£5000	<p><u>Summary</u> – We spread the money over 3 of our key needs.</p> <table border="1" data-bbox="544 779 1110 1621"> <thead> <tr> <th colspan="4" data-bbox="544 779 1110 819">Spending June 25 £5000 grant from TTC</th> </tr> <tr> <td colspan="3" data-bbox="544 819 1110 853"></td> <td data-bbox="544 819 1110 853">£ 5,000.00</td> </tr> <tr> <th data-bbox="544 853 671 887">Date:</th> <th data-bbox="671 853 852 887">Item</th> <th data-bbox="852 853 979 887">Cost</th> <th data-bbox="979 853 1110 887">New Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="544 887 671 920">01-Jul-25</td> <td data-bbox="671 887 852 920">Stock for shelves</td> <td data-bbox="852 887 979 920">£ 152.76</td> <td data-bbox="979 887 1110 920">£ 4,847.24</td> </tr> <tr> <td></td> <td data-bbox="671 920 852 954">Stock for shelves</td> <td data-bbox="852 920 979 954">£ 171.94</td> <td data-bbox="979 920 1110 954">£ 4,675.30</td> </tr> <tr> <td data-bbox="544 954 671 987">08-Jul-25</td> <td data-bbox="671 954 852 987">Stock for shelves</td> <td data-bbox="852 954 979 987">£ 101.20</td> <td data-bbox="979 954 1110 987">£ 4,574.10</td> </tr> <tr> <td></td> <td data-bbox="671 987 852 1021">Stock for shelves</td> <td data-bbox="852 987 979 1021">£ 160.33</td> <td data-bbox="979 987 1110 1021">£ 4,413.77</td> </tr> <tr> <td data-bbox="544 1021 671 1055">10-Jul-25</td> <td data-bbox="671 1021 852 1055">Fareshare SW</td> <td data-bbox="852 1021 979 1055">£ 166.67</td> <td data-bbox="979 1021 1110 1055">£ 4,247.10</td> </tr> <tr> <td data-bbox="544 1055 671 1088">15-Jul-25</td> <td data-bbox="671 1055 852 1088">Stock for shelves</td> <td data-bbox="852 1055 979 1088">£ 134.45</td> <td data-bbox="979 1055 1110 1088">£ 4,112.65</td> </tr> <tr> <td></td> <td data-bbox="671 1088 852 1122">Stock for shelves</td> <td data-bbox="852 1088 979 1122">£ 142.53</td> <td data-bbox="979 1088 1110 1122">£ 3,970.12</td> </tr> <tr> <td data-bbox="544 1122 671 1155">22-Jul-25</td> <td data-bbox="671 1122 852 1155">Stock for shelves</td> <td data-bbox="852 1122 979 1155">£ 147.07</td> <td data-bbox="979 1122 1110 1155">£ 3,823.05</td> </tr> <tr> <td></td> <td data-bbox="671 1155 852 1189">Stock for shelves</td> <td data-bbox="852 1155 979 1189">£ 186.36</td> <td data-bbox="979 1155 1110 1189">£ 3,636.69</td> </tr> <tr> <td data-bbox="544 1189 671 1223">29-Jul-25</td> <td data-bbox="671 1189 852 1223">Stock for shelves</td> <td data-bbox="852 1189 979 1223">£ 141.12</td> <td data-bbox="979 1189 1110 1223">£ 3,495.57</td> </tr> <tr> <td></td> <td data-bbox="671 1223 852 1256">Stock for shelves</td> <td data-bbox="852 1223 979 1256">£ 210.60</td> <td data-bbox="979 1223 1110 1256">£ 3,284.97</td> </tr> <tr> <td data-bbox="544 1256 671 1290">30-Jul-25</td> <td data-bbox="671 1256 852 1290">Stock for shelves &amp; Café</td> <td data-bbox="852 1256 979 1290">£ 166.54</td> <td data-bbox="979 1256 1110 1290">£ 3,118.43</td> </tr> <tr> <td data-bbox="544 1290 671 1323">01-Aug</td> <td data-bbox="671 1290 852 1323">Manager's Fee</td> <td data-bbox="852 1290 979 1323">£ 1,820.00</td> <td data-bbox="979 1290 1110 1323">£ 1,298.43</td> </tr> <tr> <td data-bbox="544 1323 671 1357">05-Aug-25</td> <td data-bbox="671 1323 852 1357">Stock for shelves</td> <td data-bbox="852 1323 979 1357">£ 130.30</td> <td data-bbox="979 1323 1110 1357">£ 1,168.13</td> </tr> <tr> <td></td> <td data-bbox="671 1357 852 1391">Stock for shelves</td> <td data-bbox="852 1357 979 1391">172.1</td> <td data-bbox="979 1357 1110 1391">£ 996.03</td> </tr> <tr> <td data-bbox="544 1391 671 1424">11-Aug-25</td> <td data-bbox="671 1391 852 1424">Fareshare SW</td> <td data-bbox="852 1391 979 1424">£ 166.67</td> <td data-bbox="979 1391 1110 1424">£ 829.36</td> </tr> <tr> <td data-bbox="544 1424 671 1458">12-Aug-25</td> <td data-bbox="671 1424 852 1458">Stock for shelves</td> <td data-bbox="852 1424 979 1458">156.66</td> <td data-bbox="979 1424 1110 1458">£ 672.70</td> </tr> <tr> <td></td> <td data-bbox="671 1458 852 1491">Stock for shelves</td> <td data-bbox="852 1458 979 1491">£ 212.25</td> <td data-bbox="979 1458 1110 1491">£ 460.45</td> </tr> <tr> <td data-bbox="544 1491 671 1525">19-Aug-25</td> <td data-bbox="671 1491 852 1525">Stock for shelves</td> <td data-bbox="852 1491 979 1525">£ 134.62</td> <td data-bbox="979 1491 1110 1525">£ 325.83</td> </tr> <tr> <td></td> <td data-bbox="671 1525 852 1559">Stock for shelves</td> <td data-bbox="852 1525 979 1559">£ 219.08</td> <td data-bbox="979 1525 1110 1559">£ 106.75</td> </tr> <tr> <td data-bbox="544 1559 671 1592">21-Aug-25</td> <td data-bbox="671 1559 852 1592">Stock for shelves &amp; Café</td> <td data-bbox="852 1559 979 1592">£ 150.92</td> <td data-bbox="979 1559 1110 1592">£ (44.17)</td> </tr> </tbody> </table> <p data-bbox="544 1671 1412 2007"><u>Project Assessment</u> – The combined number of people who used the Food Bank and Food Club during the two months to which your grant helped us was 822. In addition, the food potentially helped to serve 1184 courses in the Warm Hearts Café. Although, during these two months the number of people helped with food parcels was similar or even less than the same time the year before, the year overall saw a significant increase, and without the grant we would not have been able to replenish our shelves for the whole year.</p>	Spending June 25 £5000 grant from TTC							£ 5,000.00	Date:	Item	Cost	New Total	01-Jul-25	Stock for shelves	£ 152.76	£ 4,847.24		Stock for shelves	£ 171.94	£ 4,675.30	08-Jul-25	Stock for shelves	£ 101.20	£ 4,574.10		Stock for shelves	£ 160.33	£ 4,413.77	10-Jul-25	Fareshare SW	£ 166.67	£ 4,247.10	15-Jul-25	Stock for shelves	£ 134.45	£ 4,112.65		Stock for shelves	£ 142.53	£ 3,970.12	22-Jul-25	Stock for shelves	£ 147.07	£ 3,823.05		Stock for shelves	£ 186.36	£ 3,636.69	29-Jul-25	Stock for shelves	£ 141.12	£ 3,495.57		Stock for shelves	£ 210.60	£ 3,284.97	30-Jul-25	Stock for shelves & Café	£ 166.54	£ 3,118.43	01-Aug	Manager's Fee	£ 1,820.00	£ 1,298.43	05-Aug-25	Stock for shelves	£ 130.30	£ 1,168.13		Stock for shelves	172.1	£ 996.03	11-Aug-25	Fareshare SW	£ 166.67	£ 829.36	12-Aug-25	Stock for shelves	156.66	£ 672.70		Stock for shelves	£ 212.25	£ 460.45	19-Aug-25	Stock for shelves	£ 134.62	£ 325.83		Stock for shelves	£ 219.08	£ 106.75	21-Aug-25	Stock for shelves & Café	£ 150.92	£ (44.17)
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01-Aug	Manager's Fee	£ 1,820.00	£ 1,298.43																																																																																															
05-Aug-25	Stock for shelves	£ 130.30	£ 1,168.13																																																																																															
	Stock for shelves	172.1	£ 996.03																																																																																															
11-Aug-25	Fareshare SW	£ 166.67	£ 829.36																																																																																															
12-Aug-25	Stock for shelves	156.66	£ 672.70																																																																																															
	Stock for shelves	£ 212.25	£ 460.45																																																																																															
19-Aug-25	Stock for shelves	£ 134.62	£ 325.83																																																																																															
	Stock for shelves	£ 219.08	£ 106.75																																																																																															
21-Aug-25	Stock for shelves & Café	£ 150.92	£ (44.17)																																																																																															

Table below showing People Helped Jul – Aug 2025 for TTC Grant Report:

Food Bank- Households	244
Food Club- Households	223
<b>Total 2 month Households</b>	<b>467</b>
Food Bank - Adults	317
Food Club- Adults	313
<b>Total 2 month- Adults</b>	<b>630</b>
Food Bank - Children	149
Food Club- Children	63
<b>Total 2 month- Children</b>	<b>212</b>
Food Bank - People	446
Food Club- People	376
<b>Total 2 month- People</b>	<b>822</b>
Money raised from Food Club	£766.50