



# FINANCE COMMITTEE

12<sup>th</sup> January 2023

Dear Councillor

**NOTICE IS HEREBY GIVEN** that a Meeting of the Finance Committee at which your attendance is summoned, will be held at **Teignmouth Town Council, Bitton House, Bitton Park Road, Teignmouth, TQ149DF** on **Thursday, 19th January, 2023** at **3.00 pm** to transact the business specified in the Agenda as set out.

Iain Wedlake  
Town Clerk

Distribution: Councillors J Atkins (Chair), R Ash, J Orme, I Palmer and C Williams



***For information – to be taken as read:***

- 1** ***Declarations of Interest*** – Members are reminded that they should declare any interest in the items to be considered and are also advised that the timescale to alter their stated interests with the District Council’s Monitoring Officer is 28 days.
- 2** ***Items requiring urgent attention*** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting.
- 3** ***The Freedom of Information Act 2000*** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.
- 4** ***The Data Protection Act 2018*** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.
- 5** ***Mobile telephones*** Councillors and members of the public are requested to ensure that mobile phones are switched to ‘silent’ during the meeting to avoid disruption.
- 6** ***Recording*** this meeting may be filmed or audio taped.
- 7** ***Public Participation:***  
*Members of the public who have registered will be given an opportunity to address Councillors present at this meeting regarding agenda items. The comments of members of the public and electors of the parish who speak before the start of the meeting will not form part of the Minutes of the meeting.*
  - 1.** T Lidington to speak re prom prom item
  - 2.** Vincent Wilson from CAB re grant



## **A G E N D A**

### **PART I**

#### **(Open to the Public)**

1. **Apologies for Absence**

To receive, note and where requested, approve the reasons for apologies for absence.

2. **Declarations of Interest**

To declare any disclosable interests relating to the forthcoming items of business (if any).

3. **Dispensations**

To receive and consider requests for dispensation (if any).

4. **Minutes** (Pages 5 - 6)

To approve, sign and adopt the minutes of the Finance meeting held on 25<sup>th</sup> November 2022.

5. **Revise 3 Councillor signatures for CCLA account**

With the departure of Cllr Williams we need to amend the above account with 3 finance Cllrs if possible.

6. **Change of Banks**

TTC currently have 4 Barclays accounts and a CCLA account, currently and for some time now Barclays have become unresponsive to our needs.

We need a mandate/signatory system which requires payments to be prepared by an officer then authorised by two councillor signatories.

When need a purchase card system capable of being used by officers without giving full bank access, as well as some officers requiring full access.

Mandate changes and the establishing of standing orders and direct debits is cumbersome if not impossible.

Statements always miss the last day of the month off.

To resolve to authorise the Clerk and Locum RFO in consultation with the chair of finance to move our bank accounts and debit cards to a more satisfactory provider preferably before the financial year end.

7. **Review of fees and charges for 01/04 implementation**



Events equipment, this is still of low turnover, so it is recommended to leave the charges across the board as they are.

Room Hire whilst this is slowly building up the recommendation is to leave the charges across the board as they are.

Parking, these charges were effectively set in 2019 when the scheme was being developed, it is recommended that this be increased broadly in line with TDC by 5% rounded to the nearest sensible number.

To resolve to alter fees and charges effective from 01/04/2023 or as soon as is practicable there after as set out above.

#### 8. **Grants, standing longer term grants**

To review grants that have traditionally been made on a longer term basis;

Museum

CAB

Heartbeat

Community transport

#### 9. **Summer entertainment** (Pages 7 - 20)

To consider how to best use the agreed budget of £5,000

To and review the proposal sent by Mr Lidington.

The officer recommendations would be to engage at least two entertainers on different days of the week with one operating on the seafront and one in the town centre. So that comparisons of value for money can be drawn for future years.

#### 10. **Review of financial regulations and Grants**

Papers to follow

## TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the  
**Finance Committee**

held at **Teignmouth Town Council, Bitton House, Bitton Park Road, Teignmouth, TQ149DF** on  
**Friday, 25th November, 2022 at 3.30 pm**

**Present:**

Councillors J Atkins (Chair), P Williams (Vice-Chair), R Ash, I Palmer and C Williams

**Absent:**

J Orme

**Officers In attendance:**

**33 APOLOGIES FOR ABSENCE**

None received

**34 DECLARATIONS OF INTEREST**

None were received.

**35 DISPENSATIONS**

There were no dispensations.

**36 DRAFT 22/23 BUDGET**

It was resolved that the 2021/2022 budget as presented was accepted for approval at full council.

Proposed Cllr P Williams Seconded Cllr Atkins. Unanimous

**37 DRAFT 23/24 BUDGET**

It was resolved that the 2022/2023 budget as presented was accepted for approval at full council with Headline figure options for 5%, 7.5%, 10%, 12.5% & 15%. Also, to include "pence per week" figures for a band D property.

Proposed Cllr P Williams Seconded Cllr Atkins. Unanimous

**38 SCHEDULE INFORMAL MEETINGS OF COUNCILLORS TO CONSIDER BUDGET OPTIONS**

There would be an informal meeting of councillors arranged for 18:30 on 6<sup>th</sup> December to view and discuss budget options for full council.

The meeting was closed by the Chairman at Time Not Specified

.....  
Cllr J Atkins, Chair

## Teignmouth models of summer entertainment for 2023-2025 by Prom-Prom

Assuming that TTC confirms funding for the next 3 years, these sums would be kept at this rate for 3 years. If only year-by-year can be agreed, then the costs will have to increase year-by year.

### The following models are shown on the spreadsheet:

**Model 1** shows the basic outline of 3 artists for 3 days per week for the 6 weeks of the summer holidays.

**Model 1a** shows the same basic outline PLUS animating The Triangle for 1 day per week (precise day TBA).

**Model 1b** shows the same as Model 1a PLUS the assumption of a successful ACE bid for project funding for the next years and therefore shows the use of the galleon for the trainees.

Also included is a separate budgets for P&J festival:

- i. A 3-day, national Punch & Judy Festival (over an Autumn long weekend).

| Model 1 (basic model without galleon or trainees) | Weekly rate | Number of weeks | Number of artists | Total |              |
|---|-------------|-----------------|-------------------|-------|--------------|
| 3 days per week for 3 artists                     | 700         | 6               | 3                 | 12600 | plus busking |

| Model 1a (basic model with 1 day in triangle and trainees) |     |   |   |              |              |
|--|-----|---|---|--------------|--------------|
| 3 days per week for 3 artists                              | 700 | 6 | 3 | 12600        | plus busking |
| Including Triangle/streets for 1 day a week)               | 300 | 6 | 1 | 1800         | plus busking |
| <b>Total</b>   |     |   |   | <b>14400</b> |              |

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| Model 1b (this assumes a successful bid for training money) | Daily rate | Number of days | Number of artists |              |  |  |  |
|---|------------|----------------|-------------------|--------------|--|--|--|
| 3 days per week for 3 artists                               | 700        | 6              | 3                 | 12600        | plus busking   |  |  |
| Including Triangle/streets for 1 day a week)                | 300        | 6              | 1                 | 1800         | plus busking   |  |  |
| Galleon hire  | 120        | 12             |                   | 1440         | only needed on those days when trainees are performing |  |  |
| <b>Total</b>  |            |                |                   | <b>15840</b> |  |  |  |

**NB** Use of galleon assumes that there is suitable safe storage available nearby.

| National Punch & Judy Festival (over 1 long weekend or maybe a 1/2 term) | Rate | Days | Number | Total fees   |
|--|------|------|--------|--------------|
| P&J Professors   | 300  | 3    | 5      | 4500         |
| Project Management fees  | 2400 |      |        |              |
| Administration fees  | 250  | 5    | 1      | 1250         |
| Accommodation  | 1500 |      |        |              |
| Transport  | 800  |      |        |              |
| Publicity  | 750  |      |        |              |
| Contingency @ 5%   | 285  |      |        |              |
| <b>Total including fees</b>  |      |      |        | <b>10485</b> |

Prom-Prom - 4 weeks @ £600

Prom-Prom

5 people for 3 nights @ £100 each

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## **Summer season report to Teignmouth Town Council, 2022**



This was the 4<sup>th</sup> year that Promenade Promotions (Prom-Prom) Limited had provided entertainment on Teignmouth promenade.

After an extremely successful, post-Covid season in 2021, Prom-Prom submitted a series of proposals to Teignmouth Council for the summer season of 2022 and at the Teignmouth Town Council meeting in November, a motion was passed to support 3 days of performance work by 3 performers for 6 consecutive weeks during the summer (2 days on the promenade and 1 day in the Triangle each week); in addition, the vote supported hiring the galleon, plus a festival of Punch & Judy puppetry in September. The costs were clearly set-out for this programme of work and a motion passed to support the work at this rate for the following three years.

Unfortunately, despite being passed by vote at the meeting and announced on social media, in January 2022 the council changed the agreement and reduced

the programme to just 2 performers, for 2 days a week for only 4 weeks of the summer – a reduction of more than 60%! This clearly impacted substantially on what we were able to deliver. Nevertheless, with some very hard fund-raising through local trusts and foundations, plus a small amount of local commercial sponsorship and the support of Devon County Council, we were able to use the galleon on 6 days during the summer and to bring the requisite 3<sup>rd</sup> person (myself) for most of those 6 dates. I also managed to raise the funds to support 2 local trainees aged 17 & 23, who performed in Teignmouth alongside the others on 6 occasions. It should be noted at this point, that the extra work involved in having to raise the money elsewhere has not been recouped and I only knew that I could bring the whole package just a week before the season – hardly conducive to a sense of security or confidence. Whilst I have been extremely grateful for the support of Teignmouth Town Council this year, it is not realistic for us to work under similar constraints in 2023, so I would urge the councillors to make confirmed decisions in Autumn this year for the following 2-3 years, if they wish Prom-Prom to remain in residence in the town.

## Seafront activities 2022



The company brought a range of self-contained outdoor performance to perform for the passing crowds who were at Teignmouth over the summer. We used the usual location for shows next to the lighthouse and also animated the empty concave area opposite the Beachcomber (where TAAG were based

throughout the summer) with seaside games and peepboards each day. One of the peepboards had been donated to us from a local couple who had seen us work there last season and who had been keeping the boards in their flat overlooking the playpark for the previous 40 years!



*The donors of the peepboard enjoying it back on the promenade, where it started 60 years ago!*

Prom-Prom managed the spaces – decorating them with banners, jolly flags and bunting, as well as benches and mats for seating. The programmed work was all family-friendly, accessible, interactive acts. A range of performers presented work non-stop from 11-4.30 each day, including Punch & Judy, flea circus, storytelling, music, puppetry, seaside games, clowning, stilt-walking, juggling, and bubble-blowing.



*Professor Gayton' Punch & Judy*



*Uncle Tacko's Flea Circus*



*The trainees – 'Major Lavish' & 'Nomin' performing*





*The games team (including 2 extra local youngsters who volunteered to join us during the season!)*



*The seaside peep-board donated to us by a local couple*

Teignbridge District Council generously supported us with permissions to use the space and also 2 parking spaces on the Upper Den, as required. The support of the staff on site was terrific – they were positive and pro-active at all times and a real bonus for us.

In addition to the performances and seaside games, we redeveloped the 2<sup>nd</sup> Grand Pier ‘sentry box’ as a peepshow, with pictures of old Teignmouth seafront – we collaborated with Teignbridge Heritage Museum to create a permanent, additional attraction to the infrastructure of the promenade. As a result, we were once again featured on BBC’s Spotlight programme and the

venue was the backdrop for a 5-minute article that went out on prime-time television: <https://youtu.be/79oQXLhASWk>.



*The Grand Pier 'Peep-box'*

## **Impacts**

We were enthusiastically received by tourists, residents and traders alike. Many came up to us after the performances and said that we had made their trip to the Teignmouth more enjoyable. Some had clearly travelled specifically for the free entertainment and watched every show during the day, sometimes on consecutive weeks - some even said that they came to Teignmouth only because we were performing there!

The extremely hot weather impacted on many resorts in south Devon and most locations found that numbers along the promenades were rather less than usual because there was not shade from the burning heat. Nevertheless, our shows were generally well-attended and we did not lose any days to rain this summer.



We made minimal impact upon the resources of the space – providing the decoration, the seating, the programming & scheduling, in-house.

We reached very large numbers of people visiting Teignmouth and added to the experience of the area as an attraction. On each of the commissioned 8 days, we performed 4-5 times per day to audiences that averaged 150 per show (i.e. approximately 5,000 people); in addition, we performed to twice that number as we performed walkabouts along the promenade with the galleon, puppets and bubbles. As a result, we reached approximately 15,000 people during our programme of work in Teignmouth.

We also reached very large numbers on social and broadcast media.

We provided employment opportunities for local acts and animated the space effectively once again, becoming a feature of Teignmouth's summer season.

## **'The Sunshine Follies' training programme 2022**

(supported by the Helen Foundation & Exeter Community Arts Grants)



***Nomin, Sergeant Spike & Major Lavish rehearsing at Theatre Alibi's Emmanuel Hall***

2 young practitioners were trained for 2 weeks and then employed, alongside their trainers, as professional performers throughout the summer holiday period at a variety of south Devon locations. An open call went-out to local, emerging artists in June 2022 and we received a number of written applications. We invited 6 of these to attend an audition workshop in the studios of the University of Exeter. From these applicants, we selected our 2 trainees, who both happened to be base in Dawlish. They trained with Prom-Prom for 10 days over the course of July, working with experienced, local, professional practitioners to learn skills in street arts and seaside performance. In addition, they received self-employment training from staff members of Theatre Alibi - including, contracting, invoicing, risk assessment, health & safety and self-promotion. The training took place in 3 different locations in Exeter – key cultural institutions who supported the project through their in-kind contribution of rehearsal space. The trainees received their training at the University of Exeter's drama studios, Exeter College's Centre for Creative Industries and Theatre Alibi's Emmanuel Hall. This gave the trainees experience of significant cultural facilities in the city.





Following their training, each of the trainees was provided with 10 days of professional employment to perform alongside their tutors at different locations in South Devon - Teignmouth Promenade, Exeter Quayside, Dawlish Lawn, Torquay Banjo area, Exeter Cathedral Green. They performed routines of head-turning, escapology, blade box, puppets, stilt-walking, seaside games, as well as barking crowds and interacting. They were interviewed by local and regional press and media They had to load and unload the van, as well as invoice for their work. Throughout, they each kept a blog of their activities. It was exhausting, but I believe transformative to their practice! They are now equipped to be able to develop freelance careers in the arts and both of the trainees have subsequently indicated that their training has been inspirational to their future careers.



The training programme has been nominated for an 'Impact Award' by the University of Exeter and the winners will be announced at a gala dinner in October (Councillors Phipps and Cox have been invited to this ceremony, along with Roger Kirk of the Helen Foundation and myself). We very much hope that Teignmouth will remain one of the key partners of this training programme into the future and the financial support of the council in matched funds remains an integral part of the structure of this programme. Without committed support being in place by mid-November, the training will not be able to happen in Teignmouth in 2023.

Here is a link to a short evaluation film about the training programme (some of which is set in Teignmouth): <https://www.youtube.com/watch?v=fJxhu2ptjYQ>

### **Conclusions**

- The regular programming of activities in Teignmouth during each week of the summer holidays, with family-friendly, variety-based shows, works extremely well and has built a momentum for audiences and traders alike. It has attracted enormous support from the public and great interest from the media.
- We seem to have found an efficient and light-footed model of working which can be repeated relatively easily throughout the season and without substantial cost.
- It is essential for there to be enough financial support to enable a minimum of 3 professional performers and for this funding to be in place early enough to secure the commitment from the company and provide the necessary matched funding for us to lever other funding from alternative sources. (The reality is that we have already been approached by Exeter, Dawlish and Torquay to consider extending what we might do for them in the future – it would also be true to say that we could not continue in Teignmouth on the current financial basis).
- We would be keen to repeat the model next year and would welcome the chance to extend the number of days in Teignmouth, as had originally been agreed for the 2022 summer.
- It would be good to consider ways in which we might develop other strands of the work, such as the permanent regeneration of physical infrastructure on the promenade, (as we have done over the past 2

years with the sentry boxes,) through creative practice and also how we might permeate into the town with regular activities in the Triangle and/or a suitable seasonal festival such as Punch & Judy, or storytelling.

- The training programme fits very neatly into this model and we hope to continue this in the future, but this requires committed funding, which we can then use to match other sums.
- 2022 was another highly successful season in Teignmouth and I hope that we shall be able to build upon it for the future.



*The team, 2022*

**NB The accompanying financial proposals for 2023 show the costs for different models of work that Prom-Prom could provide next summer: these would need to be agreed by Teignmouth Council by mid-November if the summer schedule of work is to go ahead as planned.**

Tony Lidington  
Artistic Director  
Promenade Promotions (Prom-Prom) Limited  
8<sup>th</sup> October 2022

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