

# Totnes Community Development Society Document Library

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## Atmos Totnes

Project	Specific category	Document	Author	Description
Atmos Totnes	Project wide	Atmos Totnes Delivery Plan	Totnes Community Development Society	Delivery strategy for Atmos Totnes
Atmos Totnes	Project wide	Atmos Totnes Phased Programme	Totnes Community Development Society	Programme for each phase of the Development
Atmos Totnes	Project wide	Illustrative Masterplan	AK Architects	Shows location and layout of buildings
Atmos Totnes	Project wide	Atmos Totnes Phasing Plan	AK Architects	Shows phases of development across the Masterplan
Atmos Totnes	Project wide	Atmos Totnes Location Plan	AK Architects	Shows location of the development in Totnes

Atmos Totnes	Project wide	Framework Construction Management Plan	Totnes community Development Society	Methodology for safe and appropriate management of construction across development
Atmos Totnes	Project wide	Charitable activities of TCDS (Atmos Totnes)	Totnes Community Development Society	Describes the charitable activities at Atmos Totnes as they meet the objects of TCDS
Atmos Totnes	Project wide	Vires on Charitable Activities of TCDS, Atmos Totnes	Devonshires	Advice of solicitors regarding on activities at Atmos Totnes which meet the charitable objects of TCDS
Atmos Totnes	Project wide	Flood Risk and Ground Water Strategy for Atmos Totnes	Totnes Community Development Society with input from the Environment Agency, John Grimes Partnership, H Fraser Consulting Ltd	Strategic summary of related permitting and discharge of duties around flooding, ground and surface water, and materials storage at Atmos Totnes.
Atmos Totnes	Project wide	Atmos Totnes Cost Modelling	MACE	Shows cost of development divided by true construction cost: Plant, Labour, Materials
Atmos Totnes	Project wide	Atmos Totnes Timeline	Totnes Community Development Society	Timeline detailing the story of Atmos Totnes
Atmos Totnes	Project wide	Devonshires report on land agreements	Devonshires	Report from TCDS to detail the contents of the various land agreements and co-operation requirements during pre-development
Atmos Totnes	Project wide	Option Agreement	Eversheds Solicitors	Agreement for sale of North side of the site
Atmos Totnes	Project wide	Agreement for sale	Eversheds Solicitors	Agreement for sale of the Brunel Building

Atmos Totnes	Project wide	Draft Contract for Sale - Atmos Totnes	Eversheds Solicitors	Draft contract for sale to be signed alongside overage agreement by Saputo (formerly Dairy Crest) and TCDS
Atmos Totnes	Project wide	Draft overage agreement - Atmos Totnes	Eversheds Solicitors	Draft overage agreement to be signed alongside the contract by Saputo (formerly Dairy Crest) and TCDS
Atmos Totnes	Project wide	Draft Report on Title - Atmos Totnes	Devonshires Solicitors	Report on all known interests in the Atmos Totnes land required for review before completion of sale.
Atmos Totnes	Project wide	Letter Prior to Action	Devonshires Solicitors	Letter to outline the legal case against Saputo relating to the Atmos Totnes site
Atmos Totnes	Project wide	Letters to Fastglobe	Totnes Community Development Society	Two letters sent by TCDS to Fastglobe February and March 2020
Atmos Totnes	Project wide	Email from Fastglobe Solicitors	Totnes Community Development Society	Email from Fishman Brand Stone Re Fastglobe April 2020
Atmos Totnes	Project wide	Energy Services Company (ESCo) Feasibility Study	Hoare Lea	Initial feasibility study for a community owned energy supply company at Atmos Totnes
Atmos Totnes	Project wide	Community Right to Build Order Baseline Position	Totnes Community Development Society	Provides a summary of how pre-development must relate to the basis of the Community Right to Build Order
Atmos Totnes	Project wide	European Projected Species Licence	Natural England	Files confirming the provision of a European Protected Species Licence for Totnes Community Development Society relating to Atmos Totnes
Atmos Totnes	Project wide	Atmos Totnes Site Valuation	JLL	Valuation of land at Atmos Totnes
Atmos Totnes	Community Right to Build Order as Made (2017)	Atmos Totnes Made Community Right to Build Order: Declaration	South Hams District Council	Planning permission granted by South Hams District Council and the Making of the Atmos Totnes Community Right to Build Order on 1 <sup>st</sup> March 2017

Atmos Totnes	Community Right to Build Order as Made (2017)	Atmos Totnes Made Community Right to Build Order	Totnes Community Development Society	Sets out scheme for which there is planning permission and by which development must take place.
Atmos Totnes	Community Right to Build Order as Made (2017)	Atmos Totnes Made Community Right to Build Order: Basic Conditions Statement	Totnes Community Development Society	Details how the scheme will meet basic planning conditions
Atmos Totnes	Community Right to Build Order as Made (2017)	Atmos Totnes Made Community Right to Build Order: Consultation Statement	Totnes Community Development Society	Details the output and impact of consultation undertaken through the Community Right to Build Order process, with statutory agencies and community.
Atmos Totnes	Community Right to Build Order as Made (2017)	Atmos Totnes Made Community Right to Build Order: Community Engagement Report	Totnes Community Development Society	The strategy and activity by which the community was engaged in the design of Atmos Totnes, and the subsequent planning process.
Atmos Totnes	Community Right to Build Order as Made (2017)	Atmos Totnes Made Community Right to Build Order: Atmos Totnes Design and Access Statement	LED Architects (now AKA)	The design guidelines for the development of Atmos Totnes
Atmos Totnes	Community Right to Build Order as Made (2017)	Flood Risk and Surface Water Drainage Assessment	John Grimes Partnership	Atmos Totnes Made Community Right to Build Order: Appendix to the Design and Access Statement, site investigation and consultants reports
Atmos Totnes	Community Right to Build Order as Made (2017)	Ecological Impact Assessment and associated appendices and figures	Tor Ecology (now Burton Reid Associates)	Atmos Totnes Made Community Right to Build Order: Appendix to the Design and Access Statement, site investigation and consultants reports
Atmos Totnes	Community Right to Build Order as Made (2017)	Transport Assessment and Framework Travel Plan	John Grimes Partnership	Atmos Totnes Made Community Right to Build Order: Appendix to the Design and Access Statement, site investigation and consultants reports

Atmos Totnes	Community Right to Build Order as Made (2017)	Mechanical, Electrical and Public Health Engineering System and Energy Strategy	Hoare Lea	Atmos Totnes Made Community Right to Build Order: Appendix to the Design and Access Statement, site investigation and consultants reports
Atmos Totnes	Community Right to Build Order as Made (2017)	Structural and Foul Drainage Strategy for South and North Site	Paul Carpenter Associates (PCA)	Atmos Totnes Made Community Right to Build Order: Appendix to the Design and Access Statement, site investigation and consultants reports
Atmos Totnes	Community Right to Build Order as Made (2017)	Assessment of Potential Heritage Impact	Nils White	Atmos Totnes Made Community Right to Build Order: Appendix to the Design and Access Statement, site investigation and consultants reports
Atmos Totnes	Community Right to Build Order as Made (2017)	Preliminary Geotechnical Ground Investigations	John Grimes Partnership	Atmos Totnes Made Community Right to Build Order: Appendix to the Design and Access Statement, site investigation and consultants reports
Atmos Totnes	Community Right to Build Order as Made (2017)	Geo-environmental Assessment (Ground Investigation) Report for Atmos (Northern Area)	D3 Consulting	Atmos Totnes Made Community Right to Build Order: Appendix to the Design and Access Statement, site investigation and consultants reports
Atmos Totnes	Community Right to Build Order as Made (2017)	Geo-environmental Desk Study Preliminary Risk Assessment Report for Atmos	D3 Consulting	Atmos Totnes Made Community Right to Build Order: Appendix to the Design and Access Statement, site investigation and consultants reports
Atmos Totnes	Community Right to Build Order as Made (2017)	Geo-environmental Assessment (Ground Investigation) Report for Atmos (Southern Area)	D3 Consulting	Atmos Totnes Made Community Right to Build Order: Appendix to the Design and Access Statement, site investigation and consultants reports
Atmos Totnes	Community Right to Build Order as Made (2017)	Asbestos Survey Report Demolition Survey	D3 Consulting	Atmos Totnes Made Community Right to Build Order: Appendix to the Design and Access Statement, site investigation and consultants reports

Atmos Totnes	Community Right to Build Order as Made (2017)	Air Quality Assessment	Resource and Environmental Consultants Ltd	Atmos Totnes Made Community Right to Build Order: Appendix to the Design and Access Statement, site investigation and consultants reports
Atmos Totnes	Community Right to Build Order as Made (2017)	Totnes Needs Assessment	Totnes Community Development Society	Atmos Totnes Made Community Right to Build Order: Appendix to the Design and Access Statement, site investigation and consultants reports
Atmos Totnes	Phase 1A - Bat House	Wildlife Management Plan	Tor Ecology (now Burton Reid Associates)	Plan for management of the area adjacent to the leat where the Bat House will be situated
Atmos Totnes	Phase 1A - Bat House	Drawings 400 - 409 and 9884 Bat House architectural and structural engineering drawings	AK Architects, Tor Ecology and Paul Carpenter Associates	Design of the Bat House
Atmos Totnes	Phase 1A - Bat House	Flood Risk Activity Permit - Bat House and Roost (and Letter)	Environment Agency	Permission to undertake works to build a Bat House within 8 meters of leat at Amos Totnes.
Atmos Totnes	Phase 1A - Bat House	Granted Reserved Matters	South Hams District Council	Granting permission to carry out development in accordance with the Community Right to Build Order and Phase 1a submissions
Atmos Totnes	Phase 1B and 1C - Brunel Building and Energy Centre	Atmos Totnes Risk Register, Brunel Building Development	MACE	Register of risks and mitigation associated with the Brunel Building Development
Atmos Totnes	Phase 1B and 1C - Brunel Building and Energy Centre	Brunel Building Business Plan	Totnes Community Development Society	Business planning for Brunel Building and associated venue space in the Energy Centre
Atmos Totnes	Phase 1B and 1C - Brunel Building and Energy Centre	Conservation Management Plan	Holland Heritage	Heritage statement and associated advice for heritage management

Atmos Totnes	Phase 1B and 1C - Brunel Building and Energy Centre	Listed Building Consent	South Hams District Council	Consent provided by South Hams District Council for development of the Brunel Building within the Community Right to Build Order
Atmos Totnes	Phase 1B and 1C - Brunel Building and Energy Centre	Valuation of the Brunel Building Part 1	JLL	Valuation undertaken specifically on the Brunel Building
Atmos Totnes	Phase 1B and 1C - Brunel Building and Energy Centre	Valuation of the Brunel Building Part 2	JLL	Associated research and calculations for valuation of the Brunel Building
Atmos Totnes	Phase 1B and 1C - Brunel Building and Energy Centre	Marketing Strategy Brunel Building	Totnes Community Development Society	Marketing Strategy for the Brunel Building
Atmos Totnes	Phase 1B and 1C - Brunel Building and Energy Centre	Market Assessment	Bettesworth	Market assessment for benchmarking local pricing of similar spaces
Atmos Totnes	Phase 1B and 1C - Brunel Building and Energy Centre	Critical review and recommendations report, Brunel Building	Futureground	Critique for project development prior to submission for Heritage Lottery Funding and Listed Building Consent
Atmos Totnes	Phase 1B and 1C - Brunel Building and Energy Centre	Technical Due Diligence on the Brunel Building and Energy Centre	Macegreen Consultants	Critique for project development prior to submission for Heritage Lottery Funding and Listed Building Consent
Atmos Totnes	Phase 1B and 1C - Brunel Building and Energy Centre	Lifecycle Cost Report	Inani Ltd	Life cycle cost analysis for the Brunel Building

Atmos Totnes	Phase 1B and 1C - Brunel Building and Energy Centre	Activity Plan, Brunel Building	Totnes Community Development Society	Summary of activity as planned for the Brunel Building
Atmos Totnes	Phase 1B and 1C - Brunel Building and Energy Centre	Employers Requirements for Construction of the Brunel Building and Energy Centre	AK Architects	The requirements for recruitment of contractor/s at Atmos Totnes
Atmos Totnes	Phase 1B and 1C - Brunel Building and Energy Centre	Architectural plans and reports for Brunel Building and Energy Centre	AK Architects, Paul Carpenter Associates, Tor Ecology, D3 Consulting, John Grimes Partnership	Includes all the drawings, design and access statement, CDM risk management for Brunel Building and Energy Centre development



## Mansion Totnes

Project	Specific category	Document	Author	Description
Mansion Totnes	Governance	Agreement for transfer	Devon County Council	Agreement between TCDS and Devon County Council to Transfer of assets of King Edward VI College Site Foundation unincorporated charity (Ref: 307525) to TCDS as sole Trustee. Including TR1 form.
Mansion Totnes	Governance	King Edward VI College Site Foundation Constitution	Devonshires	Constitution of King Edward VI College Site Foundation Charitable Incorporated Organisation (Ref: 1174184)
Mansion Totnes	Governance	Vesting Deed (to King Edward VI College Site Foundation CIO)	Devonshires	Vesting deed for the transfer of assets of King Edward VI College Site Foundation from unincorporated charity trustee TCDS (Ref: 307525) to King Edward VI College Site Foundation Charitable Incorporated Organisation (Ref: 1174184), and associated resolutions of Directors of TCDS as Trustee, and Trustees of King Edward VI College Site Foundation.
Mansion Totnes	Governance	Charitable Registration 2017 (King Edward VI College Site Foundation CIO)	Charity Commission	Registration of King Edward VI College Site Foundation Charitable Incorporated Organisation (Ref: 1174184).
Mansion Totnes	Governance	Trustee Eligibility Information	Charity Commission	Declaration of eligibility of Trustees of the King Edward VI College Site Foundation.
Mansion Totnes	Governance	Declaration of conflicts of interest for Trustees	King Edward VI College Site Foundation	Declaration of conflict of interest by serving Trustees of King Edward VI College Site Foundation.
Mansion Totnes	Governance	Confirmation of dissolution of Mansion unincorporated charity	Charity Commission	Closure of King Edward VI College Site Foundation unincorporated charity (Ref: 307525).
Mansion Totnes	Governance	Trustees Role Description and Person Specification	King Edward VI College Site Foundation	Description of the role/s that Trustees are expected to undertake on behalf of the King Edward VI College Site Foundation
Mansion Totnes	Governance	Accounts 2016 - 2017 Accounts 2017 - 2018	MAP Accountants	Accounts of the King Edward VI College Site Foundation unincorporated charity (Ref: 307525)

Mansion Totnes	Governance	Accounts 2017 - 2018 Accounts 2019	MAP Accountants	Accounts of the King Edward VI College Site Foundation CIO (Ref: 1174184)
Mansion Totnes	Governance	Annual Return 2016 - 2017 Annual Return 2017 - 2018 confirmation	King Edward VI College Site Foundation	Annual Return to Charity Commission King Edward VI College Site Foundation unincorporated charity (Ref: 307525)
Mansion Totnes	Governance	Annual Return 2018	King Edward VI College Site Foundation	Annual Return to Charity Commission King Edward VI College Site Foundation CIO (Ref: 1174184)
Mansion Totnes	Governance	Aggression and Violence Prevention Policy Trustees Conflict of Interest Policy Conflict of Interest Declaration Form Health and Safety Policy Political Activities Policy Procurement and Purchasing Policy Key Policy Data Protection Policy Policy for Granting Licences Fee Policy Finance Policy Policy for Granting Licences Code of Conduct	King Edward VI College Site Foundation	Policies in place for the running of the King Edward VI College Site Foundation 2020
Mansion Totnes	Governance	Application for discretionary business rates	King Edward VI College Site Foundation	Application for business rates relief following exchange with VOA regarding potential for amalgamating all five business rates accounts at the Mansion
Mansion Totnes	Governance	Appeal for discretionary business rates	King Edward VI College Site Foundation	Appeal from the King Edward VI College Site Foundation, requesting 100% relief (discretionary relief) on business rates for the Mansion as a public community building
Mansion Totnes	Governance	Decision not to award business rates discretionary relief to the King Edward VI College Site Foundation	South Hams District Council	Decision by District Council in 2018 not to award the Mansion discretionary reduction in the cost of business rates.

Mansion Totnes	Governance	Decision not to award business rates discretionary relief to the King Edward VI College Site Foundation following appeal	South Hams District Council	Decision by the Leader of the District Council in 2018 not to award the Mansion discretionary reduction in the cost of business rates following appeal.
Mansion Totnes	Governance	AGM 2019 AGM 2020	King Edward VI College Site Foundation	Quorate Annual General Meeting of the King Edward VI College Foundation.
Mansion Totnes	Site	Asbestos Survey Report	Life Environmental Science	Survey report of Asbestos at the Mansion
Mansion Totnes	Site	Maintenance Schedule 2016	Croft Surveyors	Full maintenance and repair review to establish requirements for redevelopment at the Mansion
Mansion Totnes	Site	Structural survey 2018	Paul Carpenter Associates	Additional building survey to inform redevelopment plans
Mansion Totnes	Site	Summary Maintenance Report	King Edward VI College Site Foundation	Long term maintenance plan for the Mansion, room by room.
Mansion Totnes	Site	Heritage Statement	LHC Architects	Documentation of heritage sensitivities at the Mansion
Mansion Totnes	Site	Drainage Survey	Drainology	Survey undertaken to assess requirements for redevelopment of courtyard and site drainage.
Mansion Totnes	Site	Telecommunications Audit	Grapevine IT (now IT Workhouse)	Survey of existing telecommunications in advance of the WIFI adaptation of the building
Mansion Totnes	Site	Environmental Report	One Planet and Naturesave	Environmental Performance Review
Mansion Totnes	Site	Regular Checks Master List	King Edward VI College Site Foundation	Checklist of routine checks for the Mansion
Mansion Totnes	Site	Floor Plans for redevelopment of the Mansion favoured option	LHC Architects	Plans for renovated Mansion
Mansion Totnes	Site	Mechanical and Electrical Proposal	Totus Engineering Ltd	Report on the proposed scheme for redeveloping the mechanical and electrical system at the Mansion

Mansion Totnes	Site	Mechanical and Electrical Drawings	Totus Engineering Ltd	Drawings for the proposed scheme for redeveloping the mechanical and electrical system at the Mansion
Mansion Totnes	Site	Extension Visuals	LHC Architects	Artists Impressions for redevelopment of the Mansion favoured option
Mansion Totnes	Site	Mansion Options Appraisal	King Edward VI College Site Foundation	Business case review of options for the future of the Mansion, including planning history review
Mansion Totnes	Site	Service Level Agreement Between King Edward VI College Site Foundation and Totnes Community Development Society	King Edward VI College Site Foundation and Totnes Community Development Society	The agreement by which TCDS undertakes management of the Mansion on behalf of the King Edward VI College Site Foundation
Mansion Totnes	Site	Fire Prevention - Marked Plan and Device List	King Edward VI College Site Foundation	List of the fire safety equipment across the Mansion.
Mansion Totnes	Site	Fire safety check Main Mansion	Devon and Somerset Fire and Rescue Service	Fire service letter following check of the Mansion.
Mansion Totnes	Site	Fire safety check Pulse	Devon and Somerset Fire and Rescue Service	Fire service letter following check of the Mansion.
Mansion Totnes	Site	Utilities Check Sheet	King Edward VI College Site Foundation	Check sheet for logging meter readings
Mansion Totnes	Site	Valuation 2016	Croft Surveyors	Replacement value of Mansion required to establish building insurance at the Mansion on transfer into community management.
Mansion Totnes	Site	Valuation market value 2018	Bettesworth	Valuation for market value for inclusion in group accounts.

Mansion Totnes	Insurance	Professional Indemnity Insurance: King Edward VI College Site Foundation 2017	Markel	Professional Indemnity insurance of King Edward VI College Site Foundation Trustees
Mansion Totnes	Insurance	Building Insurance 2017 (Mansion)	RSA	Building insurance for the Mansion
Mansion Totnes	Insurance	Professional Indemnity Insurance: King Edward VI College Site Foundation 2018	Markel	Professional Indemnity insurance of King Edward VI College Site Foundation Trustees
Mansion Totnes	Insurance	Building Insurance 2018 (Mansion)	RSA	Building insurance for the Mansion
Mansion Totnes	Insurance	Building Insurance 2019 (Mansion)	RSA	Building insurance for the Mansion. Insurance included in TCDS group insurance from 2020
Mansion Totnes	Insurance	Insurance underwriters survey	Ansvar / Colin Hardy & Co Ltd	Report following inspection and interview by TCDS insurance to inform building value insurance
Mansion Totnes	Site	Floor Plans of the Mansion	Croft Surveyors	Floor plans commissioned to aid redevelopment plans replacing inaccurate plans in building files at point of handover.
Mansion Totnes	Site	Topo Survey Mansion	Centre Line Surveys	Topographical survey of the Mansion site to provide accurate ground levels for redevelopment plans.
Mansion Totnes	Site	Building Risk Assessment	King Edward VI College Site Foundation	Building wide risk assessment updated annually
Mansion Totnes	Site	Fire Risk Assessment	King Edward VI College Site Foundation	Building wide fire risk assessment updated annually
Mansion Totnes	Site	Legionella Risk Assessment	Concept Environmental Solutions	Risk assessment on transfer to new contractor prior to any remedial work
Mansion Totnes	Site	Weekly Flushing Log	King Edward VI College Site Foundation	Log for recording weekly legionella flushing
Mansion Totnes	Building Users	Checklist Tenants Induction	King Edward VI College Site Foundation	Checklist of documents required by Mansion tenants

Mansion Totnes	Building Users	Key declaration	King Edward VI College Site Foundation	Declaration used by all tenants
Mansion Totnes	Building Users	Hirers Handbook	King Edward VI College Site Foundation	Handbook of information about the running of the Mansion for sessional hirers.
Mansion Totnes	Building Users	Tenants Handbook	King Edward VI College Site Foundation	Handbook of information about the running of the Mansion for tenants.
Mansion Totnes	Building Users	Public information form	King Edward VI College Site Foundation	Form for the submission of public information to aid with publicity of services and activities at the Mansion.
Mansion Totnes	Building Users	Risk Assessment Template Meeting Room	King Edward VI College Site Foundation	Risk assessment template for adaption by sessional users
Mansion Totnes	Building Users	Risk Assessment Template Public Event	King Edward VI College Site Foundation	Risk assessment template for adaption by sessional users
Mansion Totnes	Building Users	Risk Assessment Template Craft Room	King Edward VI College Site Foundation	Risk assessment template for adaption by sessional users
Mansion Totnes	Building Users	Risk Assessment Template Pottery Room	King Edward VI College Site Foundation	Risk assessment template for adaption by sessional users
Mansion Totnes	Building Users	Storage form	King Edward VI College Site Foundation	Form to facilitate appropriate storage of equipment by building users regularly using sessional space.
Mansion Totnes	Building Users	Equipment Loan Form	King Edward VI College Site Foundation	Form for community members and groups to facilitate appropriate use of Mansion equipment away from the Mansion.
Mansion Totnes	Building Users	Information and Booking Form for sessional hire	King Edward VI College Site Foundation	Form for booking sessional space at the Mansion.

Mansion Totnes	Building Users	Community Kiln Booking form	King Edward VI College Site Foundation	Form for booking sessional use of the Kiln at the Mansion.
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## Totnes Community Development Society

Project	Specific category	Document	Author	Description
TCDS	Accounts and Annual Return	FCA Annual Return 2013 FCA Annual Return 2014 FCA Annual Return 2015 FCA Annual Return 2016 FCA Annual Return 2017 FCA Annual Return 2018	Totnes community Development Society	Annual return submitted to the Financial Conduct Authority
TCDS	Accounts and Annual Return	TCDS Accounts 2013 TCDS Accounts 2014	Darnells Accountants	TCDS Organisation accounts for the year
TCDS	Accounts and Annual Return	TCDS Accounts 2015 TCDS Accounts 2016	MAP Accountants	TCDS Organisation accounts for the year
TCDS	Accounts and Annual Return	TCDS Group Accounts 2017 TCDS Group Accounts 2018 TCDS Group Accounts 2019	MAP Accountants	TCDS Organisation Group accounts for the year (group includes TCDS, Mansion Totnes / the King Edward VI College Site Foundation)
TCDS	Accounts and Annual Return	Tax statement 2013	HMRC	Confirmation of zero tax payable for 2013
TCDS	Accounts and Annual Return	Tax Return 2014 Tax Return 2015 Tax Return 2018	HMRC	Tax return submission, no tax due for payment
TCDS	Governance and development	Adjourned AGM Minutes 2019 AGM Minutes 2019 GM 2020 AGM Minutes 2020	Totnes Community Development Society	Quorate general meeting (GM) and annual general meetings (AGM) of Totnes Community Development Society Members
TCDS	Governance and development	Registration Certificate as Industrial Provident Society	Financial Conduct Authority	Registration Confirmation



TCDS	Governance and development	TCDS Strategic Plan	Totnes Community Development Society	Strategy for delivery of TCDS objectives
TCDS	Governance and development	Registration of Charitable for Tax Purposes	HMRC	Letter confirming charitable tax status from HMRC
TCDS	Governance and development	Operating and trading structure	Francis Clarke	Advice on structure of the organisation (TCDS) and how the development of community owned property relates to VAT.
TCDS	Governance and development	Membership Invite Leaflet	Totnes Community Development Society	Leaflet for prospective TCDS members
TCDS	Governance and development	Evaluation Framework	Just Ideas	TCDS wide needs-based evaluation plan to be piloted through the Brunel Building
TCDS	Governance and development	Environmental Health Report	RH Environmental	Commissioned assessment of spaces managed by Totnes Community Development Society in relation to Environmental Health including café spaces and public toilets.
TCDS	Governance and development	Aggression & Violence Prevention Policy Directors Conflict of Interest Policy Conflict of Interest Declaration Form Health and Safety Policy Political Activities Policy Procurement and Purchasing Policy Key Policy Data Protection Policy Privacy and Cookie Policy Development and Training Policy Equal Opportunities Policy Lone Working Policy Finance Policy Whistleblowing policy	Totnes Community Development Society	Policies relevant to the Society's activities 2020

TCDS	Governance and development	Safeguarding Policy, Code of Conduct and Safeguarding flow chart	Totnes Community Development Society	Safeguarding policy and practices
TCDS	Rules	Rules of TCDS 2012	Totnes Community Development Society	Original rules of the Society at incorporation
TCDS	Rules	Rules of TCDS 2017	Totnes Community Development Society	Complete revision of rules: first stage of revisions based on requirements for membership, share issue under conditions for FCA, Charity Commission and HMRC
TCDS	Rules	Rules of TCDS 2019	Totnes Community Development Society	Amendment of Rules: Second stage of revisions based on requirements for membership, share issue under conditions for FCA, Charity Commission and HMRC
TCDS	Insurance	Commercial Combined Insurance 2015 - 2019	Naturesave	Public Liability and Employers Cover for TCDS
TCDS	Insurance	Directors and Officers Insurance 2017 - 2019	Naturesave	Directors insurance for TCDS
TCDS	Insurance	Professional Indemnity 2016 - 2019	Naturesave	Professional Indemnity for TCDS
TCDS	Insurance	Legal insurance 2016 - 2019	Naturesave	Legal Insurance for TCDS
TCDS	Insurance	Charity and Community Insurance 2019 - 2020	Asvar, Colin Hardy & Co Ltd	Insurance for Atmos Totnes, Mansion Totnes, Elmhirst Building including community activities and Community Labour Initiative. Specific cover:  Public Liability Insurance Employers insurance Building Insurance (Mansion) Contents Insurance Directors insurance Professional indemnity insurance Legal Expenses Contents

TCDS	CLI	Community Labour Initiative Framework	Totnes Community Development Society	The delivery framework for first phase delivery of the Community Labour Initiative
TCDS	CLI	Delivery Framework (Community Labour Initiative)	Totnes Community Development Society	Mapping of training programmes alongside the community labour initiatives
TCDS	CLI	CLI Pilot Delivery Case Study	Totnes Community Development Society	Report on the activity and outcomes from the pilot of the Community Labour Initiative at the Elmhirst Building and the Mansion prior to construction at Atmos Totnes

## Elmhirst Building

Project	Specific category	Document	Author	Description
Elmhirst Building	Golden Iris Festival	Premises Licence for Elmhirst Site for Golden Iris Festival	South Hams District Council	Licence as granted for the Golden Iris Festival by South Hams District Council
Elmhirst Building	Golden Iris Festival	Event Management Plan: Golden Iris Festival 2017 Music Festival	Totnes Community Development Society	Event Management Plan for the event
Elmhirst Building	Golden Iris Festival	Noise Management Plan: Golden Iris Festival	ACT Acoustics	Survey and management plan for festival noise.
Elmhirst Building	Golden Iris Festival	Event Management Plan: Golden Iris Festival 2017 Fashion Show	Totnes Community Development Society	Event Management Plan for the Fashion Show element of the Golden Iris Festival
Elmhirst Building	Golden Iris Festival	Risk Assessment: Golden Iris Festival 2017 Fashion Show	Totnes Community Development Society	Risk Assessment for Fashion Show
Elmhirst Building	Golden Iris Festival	Summary of Golden Iris Festival 2017	Totnes Community Development Society	Outcomes from the Golden Iris Festival
Elmhirst Building	Golden Iris Festival	Work experience briefing 2017	Totnes Community Development Society	Briefing for collaborative working between TCDS and work experience students.
Elmhirst Building	Golden Iris Festival	Work experience briefing 2018	Totnes Community Development Society	Briefing for collaborative working between TCDS and work experience students.

Elmhirst Building	Golden Iris Festival	Work experience briefing 2019	Totnes Community Development Society	Briefing for collaborative working between TCDS and work experience students.
Elmhirst Building	Golden Iris Festival	Festival Insurance	Event Insurance Limited	Insurance for Elmhirst Site Music Festival 2017
Elmhirst Building	Licence	Licence to Occupy Elmhirst Building	Temple Bright	Licence as agreed with Dart Valley Learning Trust
Elmhirst Building	Licence	Conditions Survey on Elmhirst Building	Totnes Community Development Society	Conditions Survey at point of licence as included within the Licence to Occupy
Elmhirst Building	Reporting	Report to KEVICC Governors on use of Elmhirst Building February 2019 Report to KEVICC Governors on use of Elmhirst Building April 2019 Report to KEVICC Governors on use of Elmhirst Building December 2019	Totnes Community Development Society	Report to the Governors 2019
Elmhirst Building	Reporting	Letter to KEVICC headteacher	Totnes Community Development Society	Letter to KEVICC headteacher in response to request for information March 2020
Elmhirst Building	Reporting	Letter to KEVICC headteacher	Totnes Community Development Society	Letter to KEVICC headteacher during COVID-19 social distancing
Elmhirst Building	Site wide	Risk assessment Elmhirst Building	Totnes Community Development Society	Risk assessment for all activities within the Elmhirst Building
Elmhirst Building	Site wide	Risk assessment template for sessional users	Totnes Community Development Society	Risk assessment to facilitate individuals and groups to engage with and produce their own assessment

Elmhirst Bulding	Site wide	Elmhirst Crew Handbook	Totnes Community Development Society	Handbook to introduce new active building managing volunteers to the Elmhirst site
Elmhirst Building	Site wide	Regular Checks Master List	Totnes Community Development Society	Checklist of routine checks for the Elmhirst Building