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12th September 2023

*Under ‘The Openness of Local Government Bodies Regulations 2014’ this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.*

*\* The Town Council invites members of the public to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise.* ***Please note:*** *questions to be submitted in writing, to arrive via email at the Council Office* ***by 12 noon on the day of this meeting****.*

Dear Councillor,

You are hereby summoned to attend a meeting of Bovey Tracey Town Council on **Monday 18th September 2023** at **7.00pm** at the **Riverside Community Centre** for the purpose of transacting the business as set out on the agenda below.

**AGENDA**

**FC.23/44 Apologies for absence**

 To **receive** apologies for inability to attend.

**FC*.*23/45Declarations of Interest and Requests for Dispensations**

To **declare** any disclosable pecuniary interests or any other interest which members may have in the following agenda items and **consider** any dispensation requests.

**FC.23/46 Minutes**

i) To **receive** and **resolve** as a correct record the minutes of the Full Council meeting held on 26.06.23 *(*[*\*copy enclosed*](https://www.dropbox.com/scl/fi/qfi4nfsxm6kukscwo3c1s/18.09.23-Full-Council-minutes-of-26.06.23.docx?rlkey=p1n4qdktqm47luibyvthhazfd&dl=0)*).*

ii) To **receive** an update on any matters arising from the previous Annual Council meeting (if any).

**FC.23/47 Standing Item – Climate and Ecology Emergency:**

To **note** the Council Declaration and to embed the Climate and Ecology Emergency Declaration across all Council services, activities, plans and other relevant work, considering the environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

***The meeting will go out of session***

**FC.23/48** **Reports from Key Bodies on Parish related matters:**

 To **receive** the reports (if any) from key bodies including:

i) Chaplain to the Council

ii) Police *(*[*\*copy enclosed*](https://www.dropbox.com/scl/fi/pxhmpznwu8rz1kjlogm1j/18.09.23-Bovey-Tracey-Council-D-C-Police-Meeting-Report.docx?rlkey=b6k181qr69dgo42qaavs0bpxb&dl=0)*)*

iii) County (Cllr Gribble), District (Cllrs Morgan, Smith ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/l1ob6h3vsz29ts4wx23gk/18.09.23-Report-to-Bovey-Tracey-Town-Council-Cllr-Martin-Smith-2023.09.11.pdf?rlkey=xn7d4ow03i79b7tpaxjp4a53d&dl=0)) and Webster) and Town Councillors (all)

iv) Town Mayors Interests ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/e9d4sswj9l57e7mn8at50/18.09.23-Mayors-Activities-June-Sept-23.docx?rlkey=kul108ddtyujefmkd8cr1q4g8&dl=0))

v) Other outside bodies

**FC.23/49** **Questions and Statements by the Public**

The Town Mayor will invite Members of the Public to give their views and question the Town Council on issues on this agenda, or raise issues for future consideration (maximum 3 minutes per person).

The Town Mayor will make a certificate presentation for Fairtrade Town Status.

***The meeting will go back into session***

**FC.23/50 Business Raised by the Public:**

To **resolve** to refer any business raised by the public in public discussion and any other matters or items of information from Councillors, to the appropriate Committee or to resolve to agree on any other action.

**FC.23/51 Recreation, Parks & Property Committee (RP&P) Committee**:

To **receive** and **adopt** the minutes of the meeting held on 10.07.23 *(*[*\*draft copy enclosed*](https://www.dropbox.com/scl/fi/emsno2nivjzqlm4gv27e6/18.09.23-RP-P-Minutes-of-Meeting-held-on-10.07.23.docx?rlkey=yu3byzyt518xik0yy2l7cvujo&dl=0)*).*

**FC.23/52 Finance, Resources & General Purposes (FR&GP) Committee:**

i) To **receive** and **adopt** the minutes of the meeting held on 04.09.23 *(*[*\*draft copy enclosed*](https://www.dropbox.com/scl/fi/gcfpo3lqhos48o5jsiylj/18.09.23-Draft-Minutes-of-FR-GP-Committee-Meeting-of-04.09.23.doc?rlkey=d87gnjej211evf66oade3rrlf&dl=0)*).*

ii) To **consider** a **recommendation** to adopt a CiL Groups Policy ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/bek9m6x4oybwwm8gd7n7b/18.09.23-04.09.23-12.06.23-CIL-Community-Groups-Policy-DRAFT.doc?rlkey=49x734o7e3y53zrqggi6ph2ak&dl=0))

**FC.23/53 Planning & Environment Committee**:

i) To **receive** and **adopt** the minutes of the meetings held on [10.07.23](https://www.dropbox.com/scl/fi/fh2ddmv1t1camcgukwldu/18.09.23-Planning-and-Environment-Committee-Minutes-of-10.07.23.docx?rlkey=lemw3e68yaogxb9bejpj9exqe&dl=0) and 04.09.23 *(*[*\*draft copy enclosed*](https://www.dropbox.com/scl/fi/ay41b2ljf4n32jazki56k/18.09.23-DRAFT-Planning-and-Environment-Committee-Minutes-of-04.09.23.docx?rlkey=o12cn0jgwmg5a2qkxh9vup5ui&dl=0)*).*

ii) To **consider** a **recommendation** to re-adopt the Environmental Policy ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/tkjlj2fhi4hgnd9aqr31f/18.09.23-Environment-Policy-Review.docx?rlkey=vw8k3b3oaa71po1f09qgy1jxo&dl=0))

**FC.23/54 Personnel Committee**

 To **consider** a **recommendation** to adopt a Safeguarding Policy ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/ege803i3383sfz5nev77m/18.09.23-Safeguarding-Policy-Aug-2023.docx?rlkey=3fcu0yuvpk6d3mkyjgt69kh6o&dl=0)).

**FC.23/55 Committee Membership:**

To **review** and **agree** revised membership following the recent co-option of Heathfield Councillors.

**FC.23/56 Bovey Tracey Fairtrade:**

To **receive** and **consider** a report on behalf of Cllr Oldrieve and a motion to support the ethos of Fairtrade and the Bovey Tracey Fairtrade Group ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/d7gn5med07d0v4swpdieg/18.09.23-Motion-supporting-Bovey-Tracey-Fairtrade-September-2023.docx?rlkey=mkbptzsz23sbnmj09af0gl938&dl=0))

**FC.23/57 Asset Register**:

To **review** and **approve** the current Asset Register ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/ymmt61z039oh8bvk7bpfv/18.09.23-Asset-Register-August-2023.xlsx?rlkey=m6b3q98obvz2yc46jsbm84lkg&dl=0))

**FC.23/58 Financial & Non-Financial Internal Controls**:

To **review** and **approve** the current Financial and Non-Financial Internal Controls [(*\*copy enclosed*](https://www.dropbox.com/scl/fi/50pstyp3geh3vyy4nz5uh/18.09.23-Internal-Controls-Colour-coded-September-2023.doc?rlkey=kzwcobg38wo6678ven4x67p2a&dl=0))

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**SIGNED…………………………………………………… DATE 12th September 2023**

**M WELLS**

**TOWN CLERK**

***\*Copies of any correspondence circulated to Councillors with this agenda, which will be considered at this meeting.***

**Reminder for Members:**

* **You must declare the nature of any disclosable pecuniary interests (under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.**
* **You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.**
* **Make sure you say what your interest is, as this has to be included in the minutes. (For example, ‘I have a disclosable pecuniary interest because this planning application is made by my husband’s employer’).**
* **If your interest is a disclosable pecuniary interest, you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk.**