

14th January 2025

*\*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 Chairperson 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 20th January 2025** at **7.00pm** at the **Riverside Community Centre** for the purpose of transacting the business as set out on the agenda below.

**AGENDA**

**FC.25/01 Apologies for absence:**

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

**FC*.*25/02Declarations 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.25/03 Minutes:**

i) To **receive** and **resolve** as a correct record the minutes of the Council meeting held on 11.11.24 *(*[*\*copy enclosed*](https://www.dropbox.com/scl/fi/wqxugq396g9dmz58dvg5z/20.01.25-Full-Council-minutes-of-11.11.24.docx?rlkey=4fc3owlqnxkmpczrlt29avr4v&dl=0)*).*

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

**FC.25/04 Standing Item – Climate and Ecology Emergencies:**

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.25/05** **Reports from Key Bodies on Parish related matters:**

 To **receive** reports from key bodies (*if received*), including:

i) Churches Together

ii) Police

iii) Devon County Councillor (Cllr Gribble)

 Teignbridge District Councillors (Cllrs Morgan, Smith ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/5hk228qefi68z31g1ummo/20.01.25-Report-to-Bovey-Tracey-Town-Council-Cllr-Martin-Smith.pdf?rlkey=ruu3wb5entdza3iag26mws4f7&dl=0)) and Webster)

iv) Town Mayors Interests ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/ydjt4jol5d6vxl9vdjhje/20.01.25-Mayors-Activities-from-Dec-2024.docx?rlkey=6kswp98qadp1oqk7netvmgd3v&dl=0)

v) Other outside bodies or interests (all Councillors)

**FC.25/06** **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 meeting will go back into session***

**FC.25/07 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.25/08 Recreation, Parks & Property Committee (RP&P) Committee**:

To **receive** and **adopt** the minutes of the meeting held on 09.12.24 *(*[*\*draft copy enclosed*](https://www.dropbox.com/scl/fi/wcwmlqyanp92rgu4dla1l/20.01.25-RP-P-Minutes-of-Meeting-held-on-09.12.24-v3.docx?rlkey=s8z1jcy4cd8is2rhtip9j37n8&dl=0)*).*

**FC.25/09 Finance, Resources & General Purposes (FR&GP) Committee:**

i) To **receive** and **adopt** the minutes of the meeting held on 06.01.25 *(*[*\*draft copy enclosed*](https://www.dropbox.com/scl/fi/qf22w370vdhfsljps3wyj/20.01.25-Draft-Minutes-of-FR-GP-Committee-Meeting-of-06.01.25.docx?rlkey=a3nx9pnaqu0n59ef2ozxsle9i&dl=0)*).*

ii) To **receive** and **approve** the current level of reserves (FR&GP.25/07 i) ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/jts31qsnj8gp9vsfeyo4i/20.01.25-General-and-Earmarked-Reserves-2024-2025.pdf?rlkey=l1byatno173u9x3cm6b102mmq&dl=0)).

iii) To **receive** and **approve** the recommended draft budget for 2025/26 of £389,771.00 (FR&GP.25/07 ii) ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/4yk5nyd5v4d3xlzhy27of/20.01.25-Budget-2025-26-to-2027-28-v3.pdf?rlkey=724l5za96dyhvbjga002o7x3l&dl=0)).

iv) To **approve** the **recommended** setting of the precept at £329,221.00 for 2025/26.

v) To **approve** a **recommendation** to **re-adopt** the Financial and Non-Financial Internal Controls ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/eauwuczu1rknu4qr8o3gz/20.01.25-Internal-Controls-Colour-coded-January-2025-Incorporating-06.01.25-FR-GP-Amends.docx?rlkey=9rdbpqndiw9zjse1lcjh2l8tp&dl=0)) (Item: FR&GP.25/09).

vi) To **approve** a **recommendation to adopt** a Risk Register ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/1cakq3k9gv3ky1xotreua/20.01.25-Risk-Management-Register-2024.docx?rlkey=z6v23mam7ked5fy87t8dgg4pf&dl=0)) (Item: FR&GP.25/09).

vii) To **approve** a **recommendation to adopt** the revised Model Publication Scheme ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/3n0d64wua86zq44hj4v4j/20.01.25-Model-Publication-Scheme-November-2024.doc?rlkey=kduli1eunop3jrs6ug0hbn232&dl=0)) (Item: FR&GP.25/10).

**FC.25/10 Planning & Environment Committee**:

To **receive** and **adopt** the minutes of the meetings held on [25.11.24](https://www.dropbox.com/scl/fi/m5s60cg0kmj2624z4x4dx/20.01.25-Planning-and-Environment-Committee-Minutes-of-25.11.24-v2.docx?rlkey=j8e2j8tda75kh8cki3qq182bf&dl=0), [09.12.24](https://www.dropbox.com/scl/fi/o86345lrp5euvihae24yt/20.01.25-Planning-and-Environment-Committee-Minutes-of-09.12.24-v2.docx?rlkey=93eq8ci7jqe43ws0ok59qkq4f&dl=0) and 06.01.25 *(*[*\*draft copy enclosed*](https://www.dropbox.com/scl/fi/n3jt6p2c0mwo0z0dxxivl/20.01.25-Planning-and-Environment-Committee-Minutes-of-06.01.25.docx?rlkey=2kogs5js97hg0o35qroipuxs5&dl=0)*).*

**FC.25/11 Community Awards 2025**

To **receive** a report and to **consider** the recommendations within ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/gy3u9kps2k1q96lnagmbg/20.01.25-BTTC-Community-Awards-2025-Report.docx?rlkey=tnw3ji60c7lpcof8hnt3a8t6o&dl=0)).

**FC.25/12 Annual Town Meeting – Wednesday 26th March 2025:**

To **consider** and **agree** the format of the Annual Town Meeting ([*\*copy of draft agenda enclosed*](https://www.dropbox.com/scl/fi/gxmuflujzytx8zbgvdc6j/20.01.25-Annual-Meeting-Agenda-26.03.2025-DRAFT.docx?rlkey=tl1smrzq5ugraywzj4jk36t6c&dl=0)).

**FC.25/13 M O’Brien Insall Trust:**

i) To **approve** a **resolution** to execute the deed of appointment of new trustee ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/n49wy3y4gdgzhms3h42ud/20.01.25-Deed-of-Appointment-of-New-Trustee.pdf?rlkey=mxpvxudmb9ftgrg95tbcmiyc4&dl=0)).

ii) To **receive** the Trustee Eligibility Declaration and **consider approving** signing by a duly authorised signatory ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/x36wj4lfz57tg17eqct65/20.01.25-BTTC-Insall-Charity-Trustee-Declaration.pdf?rlkey=4u0qwzcbg2fd9gbcf6kj8dnh5&dl=0)).

ii) To **receive** and **consider approving** the DRAFT Constitution for the Charitable Incorporated Organisation (CiO) to register Bovey Tracey Town Council as the sole managing charity trustee with the Charity Commission ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/857vjbcn1ze6jw1oaoedp/20.01.25-BTTC-Insall-CIO-Constitution.doc?rlkey=5lkoyz0otsogr7rtn4pnc9b7c&dl=0)).

iii) To **receive** and **approve** the draft application to register the charity ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/kal0uayehgulgdhh2v7dl/20.01.25-BTTC-Insall-Charity-Registration-Application-Draft.pdf?rlkey=8g2giczn57jdipzzzltpgael7&dl=0)).

**FC.25/14 Traffic Management – Bovey Tracey:**

 To **receive** **a report** and to **consider** the recommendations within ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/481qb1y5g0j3fss76de6w/20.01.25-Traffic-Management-Bovey-Tracey.pdf?rlkey=82k2ojfnx95v84inc3gomqzlq&dl=0)).

**FC.25/15** **Communications and Engagement Policy:**

 To **review** the current policy and **consider re-adopting** ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/n56sxylrp8x2sw79ua1sn/20.01.25-Comms-and-Engagement-Policy-Jan-2025-Review.pdf?rlkey=qajqxsp4eks526h6aoc9o4jng&dl=0)).

**SIGNED…………………………………………………… DATE 14th January 2025**

**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.***