



# BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG  
Tel: 01626 834217 • E-mail: [info@boveytracey.gov.uk](mailto:info@boveytracey.gov.uk) • [www.boveytracey.gov.uk](http://www.boveytracey.gov.uk)  
Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

24<sup>th</sup> October 2016

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance, Resources and General Purposes (FR&GP) Committee which will be held in the Council Chamber, Town Hall, Bovey Tracey on Monday 31<sup>st</sup> October 2016 at 7pm for the purpose of transacting the business as set out below.

## AGENDA

*Interests to be Declared: In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests, they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.*

### Previous Minutes:

*Approved minutes of the previous meeting are available on the Town Council's website ([www.boveytracey.gov.uk](http://www.boveytracey.gov.uk)) for inspection. If a paper copy is required, these can be collected, on request, from the Town Council's offices during office hours, prior to the meeting.*

### FR&GP.16/72 Apologies for absence:

### \*\*Public Participation:

*The Committee, at the Chairman's discretion, sets aside a short period of time at the commencement of the meeting when the public can ask questions or make statements regarding agenda items.*

### FR&GP.16/73 Consideration of minutes of previous FR&GP Committee meeting held on 5.9.16:

### FR&GP.16/74 Accounts & Financial Statement:

To receive and approve the Accounts & Financial Statement dated 31.10.16 (\*copies to be circulated at the meeting).

### FR&GP.16/75 Audit Report for the Year Ending 31<sup>st</sup> March 2016:

To note that the external auditors (Grant Thornton UK LLP) have certified and completed their review of the Town Council's Return for the year ended 31<sup>st</sup> March 2016. There have been no issues raised, however advise the Council to account for fixed assets at purchase cost (or proxy cost), restating the 2016 figures on next year's Annual Return.

### FR&GP.16/76 Internal Audit Report 2016/17 - Interim October 2016:

To note that the interim internal audit for 2016/17 was undertaken on 12<sup>th</sup> October 2016 (\*copy of report enclosed). There have been no issues raised. The Town Council's Internal Auditor, Mr K Abraham, reported that the Town Council falls in the upper quartile of all their Council clients for its overall standard of internal control.

FR&GP.16/77 To note the Town Council's budget monitoring position statement as at 30<sup>th</sup> September 2016 (\*copy enclosed).

FR&GP.16/78 Grounds Maintenance Contract 2017-2018:

Members are request to consider the following quotations in relation to the future Grounds Maintenance Contract for the period from 1<sup>st</sup> January 2017 - 31<sup>st</sup> December 2018. All figures below show prices for equivalent cuts for 2017, 2018 and overall contract price per annum. All prices exclude VAT.

	<u>2017</u>	<u>2018</u>	<u>Total</u>
	£	£	£
Quotation A	2,320.00	2,320.00	17,650.00
Quotation B	1,490.00	1,490.00	13,320.00
Quotation C	745.00	745.00	6,262.50
Quotation D	1,056.00	1,056.00	9,821.00(*)
Quotation E	1,919.47	1,919.47	15,217.61
Quotation F	1,335.79	1,335.79	12,010.04
Quotation G	4,560.00	4,560.00	35,580.00(*)
Quotation H	1,745.71	1,745.71	16,699.20(*)

FR&GP.16/79 Re-shaping Community Health Services in South Devon & Torbay:

Following item FR&GP. 16/65, Members are requested to consider any further action as appropriate following the consultation events that have taken place.

FR&GP.16/80 Fairtrade Town Status:

The Fairtrade Foundation has been informed that the Steering Group has now disbanded and accordingly it has advised the Council the Town's status will be removed if no valid renewal is submitted before July 2017. The requirement that a Steering Group is formed and maintained is essential to the renewal of Fairtrade Town Status. Members are therefore requested to consider whether it wishes to take a proactive role in the Fairtrade Town Initiative.

FR&GP.16/81 Bovey Tracey Carnival AGM 2016:

To note that the Carnival AGM will take place at the Dolphin Hotel at 8pm on Monday 7<sup>th</sup> November and to consider Councillor interest in attending.

FR&GP.16/82 Apprenticeships:

Item brought forward by Cllr Kelly - to discuss Town Council opportunities for apprenticeships.

FR&GP.16/83 Risk Assessment of Financial & Non-Financial Internal Controls:

To consider the updated Risk Assessment of Financial & Non-Financial Internal Controls - October 2016 (\*copy enclosed). This represents the Town Council's Internal Control Document.

FR&GP.16/84 Devon Highways - Town & Parish Council Conference:

To note the Town Clerk's attendance at the Town and Parish Council Conference (\*agenda enclosed) on Wednesday 16<sup>th</sup> November at Buckfastleigh Town Hall and to consider any Councillor attendance (tickets initially limited to two attendees per parish).

FR&GP.16/85 Matters brought forward by Councillors: (for information only).

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

SIGNED .....  
M WELLS  
TOWN CLERK

DATE 25/10/16.....



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Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

24<sup>th</sup> October 2016

Dear Councillor,

You are hereby summoned to attend a meeting of the Planning Committee which will be held in the Council Chamber, Town Hall, Bovey Tracey on Monday 31st October 2016 at 8pm (approx.) following the FR&GP Committee meeting for the purpose of transacting the business as set out on the agenda below.

## AGENDA

Interests to be declared: In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.

### Previous Minutes:

Approved minutes of the previous meeting are available on the Town Council's website ([www.boveytracey.gov.uk](http://www.boveytracey.gov.uk)) for inspection. If a paper copy is required, these can be collected, on request, from the Town Council's offices during office hours, prior to the meeting.

PL.16/71 Apologies for absence:

### \*\*Public Participation:

The Committee, at the Chairman's discretion, sets aside a short period of time at the commencement of the meeting when the public can ask questions or make statements regarding agenda items.

PL.16/72 Consideration of Planning Applications:

DNPA Applications listed to 7.10.16: None

TDC Applications listed to 14.10.16:

- a) 16/02783/FUL New roof including the raising of height by 210mm and replacing front and rear cladding with composite wall cladding at Unit 26, Fairfax Road, Heathfield Industrial Estate for Mr H Roddis, L&C Commercial Ltd.
- b) 16/02630/CONSULT Consultation from British Telecom on the removal of 52 phone boxes at various sites in Teignbridge. (\*Copy of letter and appendix enclosed)

DNPA Applications listed to 14.10.16:

- c) 0553/16 Installation of external wall insulation to all elevations at East Bungalow, Langaller Lane for Eon Energy Solutions Ltd.
- d) 0548/16 Refurbishment and extension of existing residential dwelling at Little Cottage for Mr & Mrs T & S Harcourt-Smith

Appeal lodged with the Secretary of State:

- e) W/16/3155560 Refusal of full planning permission for the creation of a new access onto highway at land at Brimley Lane, Higher Brimley. Appellant: Mr D Ayliffe.

TDC Applications listed to 21.10.16:

- g) 16/02818/FUL Two storey extension to industrial building to provide additional storage, reorganisation of car parking and metal gates to service yard repositioned at 24 Old Newton Road, Heathfield for Ms E Houlton, Kingcome Sofas.

PL.16/73 Planning Decisions:

Approvals:

a) TDC:

- i) Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural building to a dwelling at Stickwick Farm. (N/O)  
ii) Crown lift and prune overhanging branches at land to rear of 27 Kiln Road. (Referred)  
iii) Variation of condition 12 on planning permission 14/02235/MAJ to provide a turning head rather than access and reposition plots 10-14 at Former Cardew Pottery, Newton Road. (O)  
iv) Remove one dying conifer at land to rear of 23 Lakeside Close, New Park. (Referred)  
v) Installation of new refrigeration plant, AC condensers, extended concrete plinth and bollard, raise existing flat roof at Riverside Inn, Fore Street. (N/O with proviso)

b) DNPA:

- i) Installation of solar pv panels on roof at The Old Stable, Higher Elsford Farm. (N/O)

Refusals:

c) TDC:

- i) The pruning of two branches from an oak tree located in the front garden at 6 Cavalry Drive, Heathfield. (Referred)

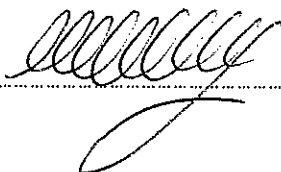
*The Town Council's submitted observations: No objections - N/O. Objection - 0.*

PL.16/74 DNPA - Local Plan Consultation - Workshop for Parish/Town Councils:

DNPA has started to review its Local Plan. A consultation document (\*copy enclosed) sets out the issues to be addressed in the review. A focussed workshop to discuss the Local Plan will be held at Parke on 8<sup>th</sup> November (2pm - 5pm). Members are requested to consider sending a delegate (limited to two delegates per town/parish). A number of Community Drop-In events have also been arranged for those unable to attend a workshop (\*copy enclosed).

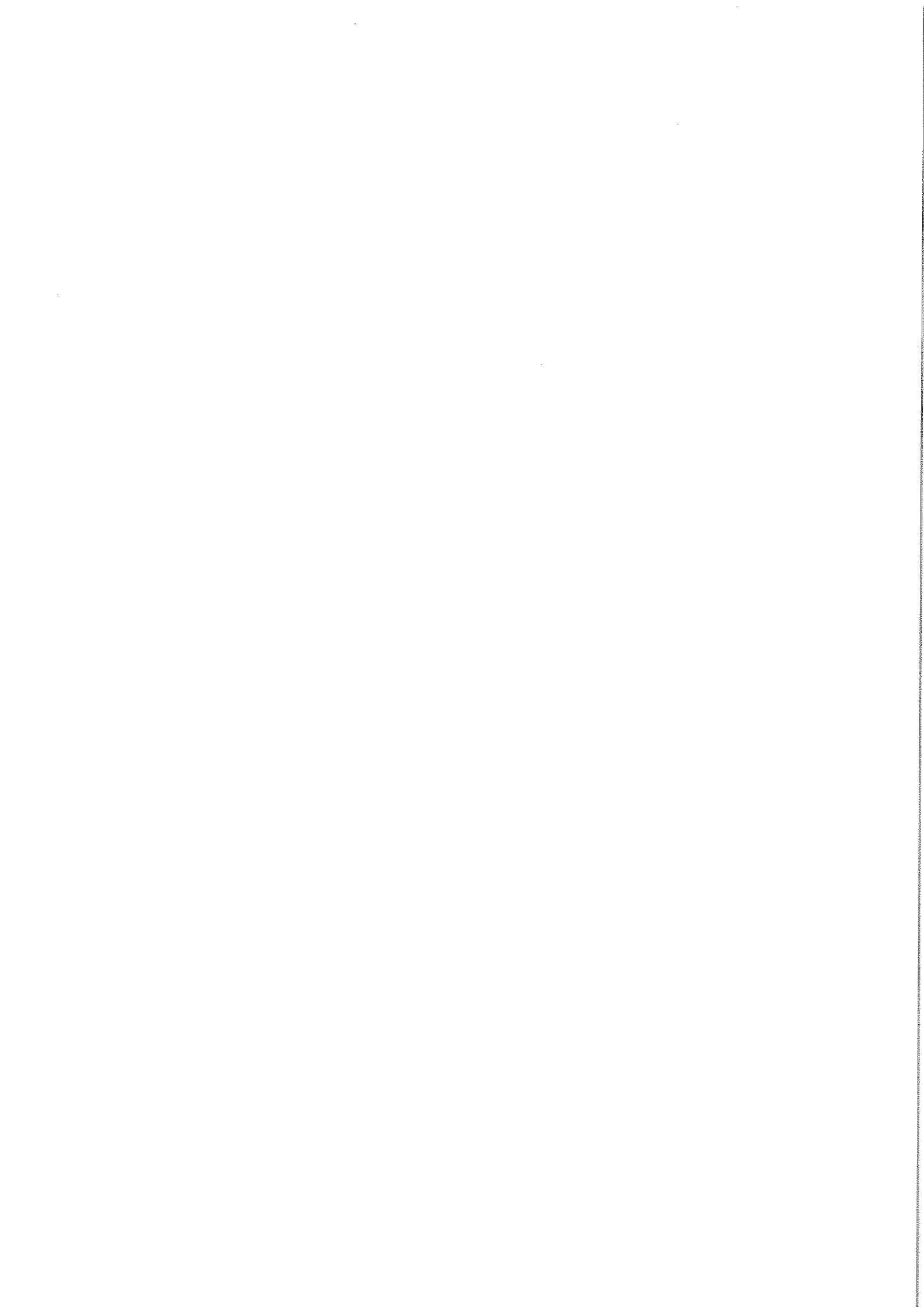
PL.16/75 General Planning Matters brought forward by Councillors:  
(\*For information only).

SIGNED .....  
M WELLS  
TOWN CLERK



DATE 25/10/16 .....

**SUPPORTING PAPERS FOR  
FINANCE, RESOURCES AND  
GENERAL PURPOSES  
COMMITTEE  
(31/10/16)**



## South and West Internal Audit 2016-7

Parish: Testing October 2016		Bovey Tracey Town Council Prepared by :Ken Abraham			N/a Not used Not tested	Implications of failed test	Recommended Action to Change Practices
Precept 1	Financial	Pass	Fail				
	Precept set as result of budget	Pass					
2	Precept set after considering level of free reserves	Pass					
3	Free reserves adequate	Pass					
4	Precept agreed to minute	Pass					
5	Precept agreed to principal authority records	Pass					
Other	Grants have been accurately recorded and claimed	Pass					
Receipts 6							
7	Grant conditions are followed	Pass					
8	Bank Interest is paid Gross of Tax	Pass					
9	Allotment charges are correct	Pass					
10	Allotment Terrier exists	Pass					
11	Analytic review of income from allotments is				Not tested		
12	Booking system for hiring uses correct rates	Pass					
13	A procedure exists to chase late payment /non-payment of hirings	Pass					
14	Burial or cremation certificate is held	Pass					
15	Entered in register of burials	Pass					
16	Entered in burial plan	Pass					
17	Entered in burial income record at correct charge	Pass					
18	Entered in register of purchased grave spaces	Pass					
18	Exclusive Rights of Burial at Correcty Fee	Pass					
19	Permission to erect headstone recorded at correct	Pass					
20	Rents charged are agreed to lease	Pass					
24	All prices are reviewed annually whether or not increased	Pass					
26	Any other income stream has a system to ensure correct and prompt charging	Pass					
Staff 27	Employees have written statement of principal terms and condition (contract)	Pass					
28	Payroll operated on HMRC RTI or Payroll Software	Pass					
29	Bureau used for payroll	Pass					

30	Employees are paid on time	Pass				
31	Pension arrangements are legally compliant	Pass				
32	PAYE NI paid on time	Pass				
33	Pension paid on time	Pass				
34	Rates of pay are approved and capable of verification	Pass				
35	Timesheets are correctly calculated	Pass				
36	Control accounts agree between payroll and accounts system			N/a	Agree to amounts in cashbook	
Payments	37 Supported by invoice, receipt, expense claim, requisition	Pass				
	38 VAT correctly recorded	Pass				
	39 VAT recovered or offset in timely manner	Pass				
	40 Payment approved	Pass				
	41 Signatory initials documentation to evidence scrutiny or other similar method	Pass				
	42 Signatory initials stub or schedule to confirm payee and amount	Pass				
Fixed Assets	44 Register exists and is agreed as brought forward	Pass				
	47 Additions are recorded at cost or Inaccordance with guidance and approved	Pass				
	48 Disposals are approved	Pass				
	49 Disposals are removed from totals	Pass				
<b>Governance 51 and 51 and compliance</b>	Charges for services reviewed In Year	Pass				
	52 General and financial risk assessment by Council in year			Later in year		
	53 Review of effectiveness of internal control in year			Later in year		
	54 Insurances reviewed In year and changes promptly notified to insurers	Pass				
	55 Fidelity Guarantee cover adequate	Pass				
	56 Claims made promptly	Pass				
	57 Standing Orders up to date and reviewed if new model issued	Pass				
	58 Financial Regulations correctly reflect actual practice and model is only seen as example	Pass				
	59 Rates of pay changes are approved and minuted or linked to minutes	Pass				



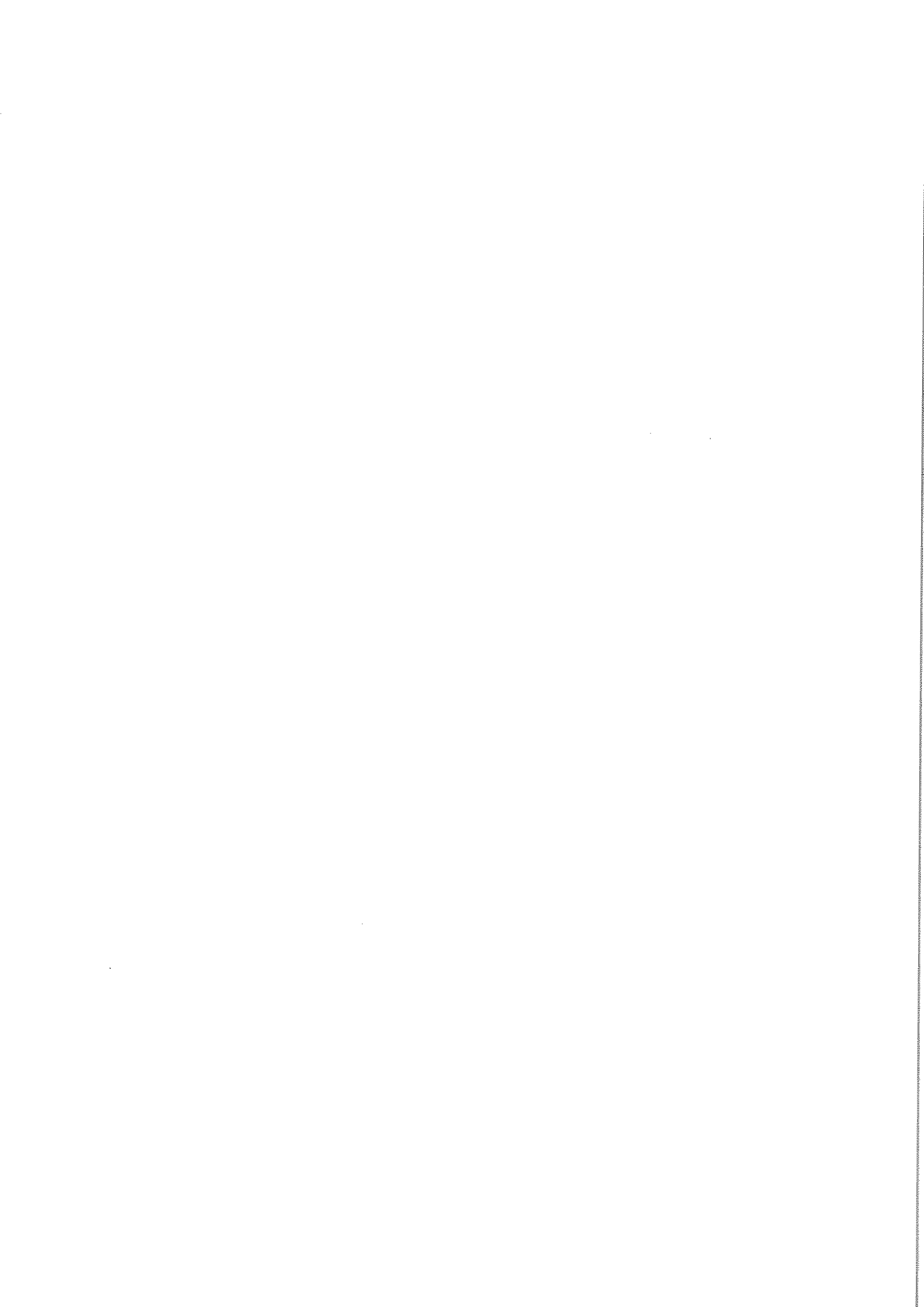
60	Safe and efficient arrangements to safeguard public "money"				N/a	
61	Arrangements to regularly (at least annually) review these arrangements				N/a	
62	Ensure responsibility is allocated to an officer (usually RFO)	Pass				
63	Ensure that arrangement to safeguard public "money" are embedded in SOs and Financial				N/a	Not yet using Internet Banking
64	Changes to accounts with banks and other institutions are approved by Council	Pass				
65	"Sweep" or similar automated transfers between Council accounts are approved	Pass				
66	Credit cards have defined limits and are automatically cleared monthly	Pass				
67	All mandates including signatories and limits are approved by Council	Pass				
68	Acting within powers	Pass				
69	Has General Power of Competence	Pass				
70	Compliance with regulations and powers is regularly reviewed, changes reported to members and applied with particular regard to current Accounts and Audit Regulations,					
71	Sections 1& 2 Displayed on website as unaudited by 31/7 and notice for exercise of Public Rights of Inspection displayed on website as required by Reg 15 (2)(b)	Pass				
72	External Auditor's review and relevant accompanying information published on Council	Pass				
73	Adequate system of internal audit in place throughout the year	Pass				
73	Council considered and actioned as appropriate reports from external auditor	Pass				
74	Council considered and actioned as appropriate reports from independent internal auditor	Pass				
75	Significant events during or after year end considered and if appropriate included in accounts (litigation, liabilities, commitments, events or				None	
76	Sole or managing trustee for trusts compliant	Pass				

77	Governance statement (Part 1 of Annual Return) recorded as approved before Part2	Pass				
Accounting Principles	Transfers are not included as receipt/income or payment expense	Pass				
80	Re-imburement of office expenses not included in box 2			N/a		
83	Payroll operated on members allowances and chairman/town mayor RSA	Pass				

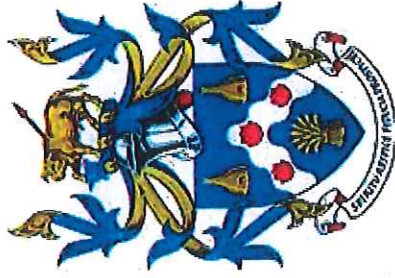
## 2016/17 Income & Expenditure Report (6-month)

Line No.	<i>Income</i>	<i>Budget 2016/17</i>	<i>Previous YTD</i>	<i>Current YTD</i>
		£	£	£
1	Precept	192650.00	186450.00	96325.00
2	Council Tax Support Grant (CTS)	16650.00	16600.00	8325.00
3	Interest	100.00	47.00	108.00
4	Allotments & Brimley Field	2000.00	270.00	240.00
5	Town Hall Lettings	0.00	3976.00	0.00
6	Burial Fees	12000.00	9396.00	7296.00
7	Other Income	3700.00	14650.00	1594.00
8	P3 & Other Grants	1000.00	5400.00	11961.00
9	Christmas Lights	2000.00	0.00	8.00
10	Britain in Bloom	1800.00	2000.00	2464.00
11	S106 Reciept/CIL	0.00	21893.00	2321.00
12	Insurance Claim	0.00	0.00	0.00
	<b>Total</b>	<b>231900.00</b>	<b>260682.00</b>	<b>130642.00</b>

	<i>Expenditure</i>	<i>Budget 2016/17</i>	<i>Previous YTD</i>	<i>Current YTD</i>
		£	£	£
13	Allotments	1200.00	441.00	482.00
14	Town Hall	9000.00	4917.00	0.00
15	Cemetery	13000.00	4290.00	3121.00
16	South West in Bloom	4000.00	3519.00	4009.00
17	Summer Basket/Trough Watering	4000.00	0.00	2430.00
18	Bus Shelters	500.00	0.00	0.00
19	Recreation Grounds	16000.00	42621.00	8209.00
20	Establishment Expenses	26000.00	14562.00	17310.00
21	Wages, N.I. & Pensions	80850.00	39509.00	39146.00
22	Pottery Leat	200.00	0.00	0.00
23	Christmas Lights	5300.00	0.00	0.00
24	Election	6000.00	0.00	0.00
25	Contingency	5000.00	0.00	0.00
26	Information Centre	750.00	0.00	0.00
27	Parish Paths Partnership	100.00	0.00	0.00
28	Heathfield Youth Project	2000.00	116.00	0.00
29	BTYA	7500.00	3750.00	3750.00
30	The Old Thatched Inn	40000.00	0.00	0.00
31	Regeneration Project	2500.00	0.00	5385.00
32	Bovey Community Care	1500.00	750.00	750.00
33	Heritage Centre & Trail	0.00	465.00	1754.00
34	Legal Advice Service	1500.00	0.00	0.00
35	Grants	0.00	0.00	2500.00
36	Flag Project	0.00	250.00	1035.00
37	Recreation Ground Toilets	5000.00	2821.00	1676.00
	<b>Total</b>	<b>231900.00</b>	<b>118011.00</b>	<b>91557.00</b>



# **Bovey Tracey Town Council**



## **Risk Assessment of Financial and Non-Financial Internal Controls October 2016**

## Document Overview

### Purpose

This document is designed to ensure the Town Council meets its requirements to:

- Maintain an adequate system of internal control including measures to prevent and detect fraud and corruption and to review its effectiveness
- Assure members there are no matters of actual or potential non compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the Council to conduct its business or on its finances
- Carry out an assessment of risks facing the Council and demonstrate how these are managed
- Maintain an adequate and effective system of internal audit of the Council's accounting records and control systems and review their effectiveness

### How to use this document

This document should be used to understand the internal governance controls of the various types of identified risks together with potential for improvements, any actions identified to mitigate risks and/or improve internal controls.

### Background

Bovey Tracey Town Council is committed to improving, wherever possible, its service to the Town. As part of this commitment the Council has performed an assessment of its governance procedures identifying areas where it believes improvements can be made and risks mitigated or eliminated.

**Scope**

This document covers the following:

- 1. Governance
- 2. Financial Controls & External Audit Governance

No.	Internal Controls	Risks Identified/Potential for Improvements/ Current Procedure	Action Required
<b>1</b>	<b>Governance</b>		
<b>1.1</b>	<b>Standing Orders</b>		
1.1.1	Standing Orders have been adopted setting out the Council's constitution and procedures. They are reviewed at least every four years.	Last review date 25/04/16	None
1.1.2	Committee terms of reference are reviewed at least every four years.	Terms of Reference approved for: Planning – 07/09/15 RP&P – 19/10/15	All committee Terms of Reference to be considered as part of any review of the existing committee structure.
<b>1.2</b>	<b>Management Strategies</b>		
1.2.2	A Corporate Strategy is produced annually.	Forward Planning session took place on 16/05/16.	Actions following the session are being progressed by working

			groups
1.2.3	Committees have identified and adopted key objectives.		See 1.2.2
<b>1.3</b>	<b>Financial Regulations</b>		
1.3.1	The Town Clerk is the appointed Responsible Financial Officer, with duties detailed in the Financial Regulations.		None
1.3.2	Finance Regulations have been adopted which set out procedures. They are reviewed at least every four years.	Revised Financial Regulations (in line with NALC's Model Regulations) were approved on 22/06/15.	For review 2017/18
1.3.3	Grant application terms and conditions have been adopted and are reviewed regularly.		For review 2016/17
<b>1.4</b>	<b>Freedom of Information</b>		
1.4.1	The Council has adopted the revised Model Publication Scheme at Full Council.	Adopted March 2015	None
<b>1.5</b>	<b>Complaints Procedure</b>		
1.5.1	The Council has a complaints procedure.		
<b>1.6</b>	<b>Measures to prevent fraud and corruption</b>		
1.6.1	The Council has adopted the NALC Model Code of Conduct	Adopted 25/06/12	For review 2016/17
1.6.2	All Councillors sign a Declaration of Acceptance of Office on election or co-option	All received	None
1.6.3	All Councillors complete a Register of Interests and provide updated information as appropriate. Copies are held with the Town Council and Teignbridge District Council's Monitoring Officer.	All received. Reminders needed for these to be updated regularly.	Reminder to be issued in 2016/17.



1.6.4	There is an agenda item for Councillor Declaration of Interests on Committee and Full Council agendas.		None
<b>1.7</b>	<b>Insurable Risks</b>		
1.7.2	Public Liability insurance is held in the sum of £10 million to protect the Council from claims by third parties due to accident or damage resulting from the negligence of the Council.	Following a review in November 2015, a 3-year term has been agreed via WPS Insurance Brokers & Risk Services with AVIVA. Current Public Liability cover is £5 million, which is minimum cover required for local authorities.	None
<b>1.8</b>	<b>Employment Controls</b>		
1.8.1	Town Clerk and 3 others are only employees. Contracts to be reviewed and amended if necessary by Personnel Committee.		To be reviewed following any staff changes in 2017/18.
1.8.2	Standing Orders and Job Descriptions outline Town Clerk's role, which includes that of the Responsible Financial Officer.	Current – Town Clerk's Job Description produced in 2014.	None
<b>1.9</b>	<b>Insurable Risks</b>		
1.9.1	Employers Liability insurance (this is the only insurance the Town Council is required to hold through legislation. Employers Liability covers the legal liability of the Town Council for negligence following death or bodily injury or disease sustained by employees during and arising out of or in the course of their employment, held in the sum of £10 million.	Insured.	None

1.10	External Audit Annual Governance Statement Requirements		
1.10.1	Statement of accounts formally approved by Council following recommendation by Financial, Resources and General Purposes Committee.	Statement of accounts considered at each Finance, Resources and General Purposes Committee (6 meetings per year).	None
1.10.2	Council only does things it has legal powers to do and works within appropriate standards and codes of practices which could have significant effect on the ability of the Council to conduct its business or its finances.	Full Council approved the adoption of the General Power of Competence in March 2016.	None
1.10.3	Notices of audit are displayed to the public at the Town Council Office and on the website, to allow electors to inspect accounts as required by the Accounts and Audit Regulations.	Notices posted at Town Council offices and on website 10/05/16.  The process will be repeated in April/May 2017.	None
1.10.4	Financial and other risks are considered and dealt with using this document as a basis for action. New issues are dealt with during the year as necessary.	No procedure currently for Risk Assessing new project proposals.	Develop procedure for Risk Assessing new project proposals.
1.10.5	Appropriate steps are taken to deal with matters raised in reports from the internal and external auditor through agenda items on the Finance, Resources and General Purposes Committee.	The Internal/External Auditors report is tabled for Members consideration on receipt.	None
1.10.6	Litigation, liabilities, commitments, events or transactions occurring after the year end which could have an impact on the Council are disclosed.		None

<b>2</b>	<b>Financial Controls</b>		
2.1	<b>Proper Bookkeeping</b>		
2.1.1	A Cashbook is maintained via manual records at present and stored in the safe.	Look at feasibility of changing to software system.	Research and investigate suitable accounting software in 2016/17 recommended following the Council's Forward Planning Session in May 2016.
2.1.2	The cash book is balanced against bank statements to ensure arithmetically correct on a monthly basis.		None
<b>2.2</b>	<b>Payment Controls</b>		
2.2.1	A list of cheque payments are prepared for each Finance, Resources and General Purposes committee and associated invoices are available for inspection at the meeting. The Councillors discuss and approve these payments. A list of accounts paid is also produced for the following Recreation, Parks and Property committee covering the period between both meetings. Cheques are signed by any 3 (of the approved signatories list) and the stubs initialled. Cheques are also signed by the Town Clerk and Responsible Financial Officer. Approval of accounts for payment is recorded in minutes.		None

2.2.2	VAT payments are made on proper VAT tax invoices showing registration numbers. A separate column is kept in the cashbook to detail the VAT element. Quarterly reclaims are made.		None
2.2.3	S137 payments are shown in a separate column in the Cashbook. The calculation of the formula level is noted in the Statement of Accounts.		None
<b>2.3</b>	<b>Budgetary Controls</b>		
2.3.1	The Council sets a budget in January each year following recommendations from the Town Clerk and Chairman/Deputy Chairman of Finance, Resources & General Purposes Committee. This is then approved by Full Council.		None
2.3.2	Town Clerk/RFO provides a half-yearly income and expenditure position statement to the Finance, Resources and General Purposes Committee.	An update is reported twice yearly as a minimum.	None
<b>2.4</b>	<b>Income Controls</b>		
2.4.1	All income is maintained in a single cashbook.		None
2.4.2	Teignbridge District Council issues a remittance advice which confirms the precept that is paid directly into the Council's deposit bank a/c.		None
<b>2.5</b>	<b>Petty Cash Procedures</b>		
2.5.1	No Petty Cash is held.		None

<b>2.6</b>	<b>Payroll Controls</b>			
2.6.1	The Town Clerk is eligible to be paid expenses for any official mileage.	None claimed	None	
2.6.2	PAYE/NIC is paid monthly to the Inland Revenue.	Managed by Teignbridge District Council's Payroll Services	None	
2.6.3	Superannuation payments are made monthly via Teignbridge District Council Payroll Services in accordance with current rates.	Managed by Teignbridge District Council's Payroll Services	None	
<b>2.7</b>	<b>Councillor/Mayor's Expenses</b>			
2.7.1	A sum is included in the precept for Mayor's allowance.		None	
2.7.2	Expenses for travel paid in line with NALC.		None	
<b>2.8</b>	<b>Asset Controls</b>			
2.8.1	An asset register is held, with insurance valuations updated annually.	Following the 2015/16 Annual Return process, external auditors recommended changing insured values to either purchase costs or proxy costs.	The Town Clerk to update the listing prior to the 2016/17 Annual Return Process	
2.8.2	Cash balances are held in a deposit account for ease of access.  Town Council accounts require 3 Councillor signatories in addition to the Town Clerk's signature.		None	
<b>2.9</b>	<b>Asset Controls – Insurable Risks</b>			
2.9.1	The Town Clerk & Responsible Financial Officer to effect all insurance following an Annual Risk Assessment.		None	

2.9.2	Annual Risk Assessments reviewed and updated in respect of assets.	Last Risk Management Review undertaken on 03/02/16 with WPS Insurance Services.	Actions to be carried out as highlighted
2.9.3	List of assets maintained and updated during the year, insurance cover extended for new acquisitions when appropriate.	Last review April 2016 in-line with Insurance Renewals and Annual Return process	None
2.9.4	Assets covered by material damage and All Risks Cover.	Included	None
2.9.5	Insurance provider reviewed from time to time for competitive pricing.	Procurement exercise undertaken in November 2015.	None
<b>2.10</b>	<b>Bank Reconciliation</b>		
2.10.1	The three bank accounts are reconciled by the Town Clerk and Responsible Financial Officer.		None
2.10.2	Monthly bank reconciliations are undertaken by the Town Clerk and Responsible Financial Officer on the bank statements.		None
2.10.3	Any adjustments for interest, bank charges or unpaid cheques etc are noted in the Cashbook, if they occur.		None
<b>2.11</b>	<b>Year End Procedures</b>		
2.11.1	Accounts are prepared on a receipts and payments basis.		None
2.11.2	Full cross checking of the Cashbook is agreed prior to preparation of the final accounts.		None
2.11.3	An audit trail is provided by recording invoices, categorising payments in the budget/precept, cashbook and final accounts.		None

## Town & Parish Council Conference

November 2016

### Agenda

- 9.30 am      Arrival & networking
- 10.15 am     Welcome and format of day – Senior Manager
- 10.30 am     Break-out sessions
- Community mobilisation – Highway Services Team (HST) & Neighbourhood Highway Group (NHG)
  - Winter Service – Highways Operation Control Centre (HOCC) / Routine & Reactive (R&R)
  - Planning and Highways – Development Management Team
  - Open Session (for questions not covered in other break-out sessions) – NHG & Asset Management Group (AMG)
- 11.15 am     Break-out sessions
- Drainage & general maintenance issues – NHG
  - Road works – Highway Co-ordination Team (HCT)
  - Communications – HST
  - Parking and vehicle speeds – Traffic Management Group (TMG)
- 12.00 pm     LUNCH**
- Presentations**
- 1.00 pm      New Safety Inspection Policy – R&R
- 1.30 pm      Review of Road Network Categories – AMG
- 2.00 pm      Highways Funding – AMG
- 2.30 pm      END**

