



BOVEY TRACEY TOWN COUNCIL

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

3rd January 2017

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 9th January 2017 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) 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.17/01 Acceptance of Office:

To receive a Declaration of Acceptance of Office following the election held on 15th December 2016.

FR&GP.17/02 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.17/03 Consideration of minutes of previous FR&GP Committee meeting held on 31.10.16:

FR&GP.17/04 Accounts & Financial Statement:

To receive and approve the Accounts & Financial Statement dated 9.1.17 (*copies to be circulated at the meeting).

FR&GP.17/05 Elector Fund 2016/17:

Following item FR&GP.16/61, where a decision to apply was deferred, Members are requested to consider project nominations for the Elector Fund for 2016/17. Deadline for application - 4.00pm on 3rd February 2017.

FR&GP.17/06 Grant - Bovey Community Care:

To consider a request from the Treasurer on behalf of Bovey Community Care (*copy enclosed) for continuation of grant funding.

FR&GP.17/07 Grant - Bovey Tracey Youth Café:

In 2009 an agreement was prepared which commits the Town Council to an annual grant to the Youth Café. The current grant is £7500.00 per annum, paid on submission of a monthly invoice. Members are requested to consider a review of the existing arrangement.

FR&GP.17/08 Review of the Town Council's Financial Regulations:

The Council's Financial Regulations were last reviewed and adopted in August/September 2015 (respectively) by the appointed Working Party following the release of the new Model Financial Regulations, published by NALC in October 2014. To consider forming a Working Party to undertake a further review.

FR&GP.17/09 VAT Advice - Community Centre:

To consider obtaining professional advice on the options to minimise the VAT implications of this project.

FR&GP.17/10 Internal Audit:

Item FR&GP.16/35 (April 2016) resolved to renew the existing agreement for internal audit services with South & West Internal Audit (Mr Ken Abraham). Due to ill health, Mr Abraham is no longer well enough to work.

Members are therefore requested to consider the following quotations for the appointment of internal audit services:

Quotation 1:	£840.00 (Annual fee - 2 audit days cover p.a.)
Quotation 2:	£770.00 (Annual fee - 2 audit days cover p.a.)
Quotation 3:	Requested, but not received.

FR&GP.17/11 Dispensation for Councillors in Respect of the Budget Process:

In accordance with the provision of the Localism Act 2011 in relation to the setting of Bovey Tracey Town Council's precept, Members are formally requested to approve and sign the dispensation request to allow all Town Councillors to participate in setting the 2017/18 precept. A form will be circulated for completion, prior to the commencement of the meeting.

FR&GP.17/12 Budget & Precept 2017/18:

To agree a recommendation to Full Council following consideration of the following:

- i) the draft budget for 2017/18 (**copy enclosed*).
- ii) Setting the precept figure at £199,565.00 (**copy enclosed*).

FR&GP.17/13 Legal Advice Service:

To consider renewing the existing agreement for a further 12 month period.

FR&GP.17/14 Matters brought forward by Councillors: (*for information only*).

FR&GP.17/15 Exclusion of the Public, including the Press:

To give consideration to resolve the following:

That under Section 100 (A) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part II) for the following

confidential/exempt items which the Town Clerk recommends should be dealt with in this way:

- Item FR&GP.17/16 - Appointment of Architects for the Community Centre
- Item FR&GP.17/17 - Recruitment - Grounds Maintenance Operative
- Item FR&GP.17/18 - Salary Increases 2017/18

FR&GP.17/16 Appointment of Architects for the Community Centre:

To agree which firm will be awarded the contract for design services following competitive tender, following a review of all submissions received (**copy enclosed*).

FR&GP.17/17 Recruitment - Grounds Maintenance Operative:

To consider a recommendation from the Personnel Committee to approve the recruitment of a replacement operative following the retirement of Mr R Hubbard at the end of March 2017, as per the draft job description and person specification (**copies enclosed*).

FR&GP.17/18 Salary Increases - 2017/18:

To receive notification from the National Joint Council for Local Government Services (**copy enclosed*) that the National Pay Award for Local Government Staff is 1% from April 2017 (2 year deal agreed for 2016/17 (1%) and 2017/18 (1%)).

To consider a recommendation from the Personnel Committee to approve the increase in line with the National Pay Award.

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

SIGNED
M WELLS
TOWN CLERK

DATE 03/01/2017



BOVEY TRACEY TOWN COUNCIL

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3rd January 2017

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 9th January 2017 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:

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PL.17/01 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.17/02 Consideration of Planning Applications:

DNPA Applications listed to 2.12.16:

Withdrawn Application: (To note)

- a) 0548/16 Refurbishment and extension of existing residential dwelling at Little Cottage for Mr & Mrs T & S Harcourt-Smith.

TDC Applications listed to 9.12.16:

- b) 16/03061/MAJ Variation of conditions 5, 8 and 9 on planning permission 14/02221/MAJ to allow revision to plots 83 and 90 at land north of Bradley Road for Bovis Homes (South West) Ltd.
- c) 16/03122/FUL Single storey extension to north west elevation at 3 Birchlea Close, New Park for Mr A Vizor.

DNPA Applications listed to 9.12.16: None

TDC Applications listed to 16.12.16: None

DNPA Applications listed to 16.12.16: None

TDC Applications listed to 23.12.16: None

PL.17/03

Planning Decisions:

Approvals:

a) TDC:

- i) External elevation alterations, new covered external walkway and a new external bin store compound at 7 Battle Road, Heathfield Industrial Estate (N/O)
- ii) Conversion to five flats at Blenheim, Brimley Road. (N/O but support the views of Tree Officer)
- iii) 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. (N/O)
- iv) Certificate of Lawfulness for use as an independent unit of accommodation at Edgemoor Cottage, Avenue Road for Mr & Mrs L Downes. (N/O)
- v) 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. (N/O)
- vi) Approval of details for one dwelling (approval sought for appearance, landscaping, layout and scale) at land at Bradley Road. (N/O)
- vii) Variation of condition 1 on planning permission 15/00776/MAJ to allow alterations to the conversion of the mould making workshop and amendments to the parking areas at RMS Cars, Pottery Road. (N/O)

Refusals:

b)

TDC:

- i) Fell two silver birches (trees 40 & 41) at Heathfield Units, Battle Road. (Referred)

c)

DNPA:

- i) Replacement caravan/mobile home at land at Ullacombe Farm. (N/O)
- ii) Use for B2 (general industrial) and B8 (storage and distribution) at land at the Apple Sheds. (N/O)

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

PL.17/04

General Planning Matters brought forward by Councillors:

(*For information only).

SIGNED
M WELLS
TOWN CLERK

DATE

03/01/2017

The Town Mayor
Bovey Tracey Town Council
Town Hall
TQ 13 9EG

Dear Mr Mayor

Ref: Bovey Community Care Funding Request 2016

You will, of course, know that the Town Council has provided very generous support for Bovey Community Care over the last three years and, on behalf of the Trustees, our Coordinator, volunteers and, most especially, our clients. I would like to thank you. We would not have been able to achieve all that we have done without your support.

Since starting in 2012, Bovey Community Care has gone from strength to strength, becoming a CIO, (Charitable Incorporated Organisation) registered with the Charity Commission, and currently working with some 34 volunteers supporting 57 clients. As well as this we have helped an additional 65 new people during the year and over the last three years we have supported a total of more than 220 clients. This has been achieved by weekly visits, the start of a very successful lunch club, Chai and Chat afternoon tea club and, more recently, with the assistance of DNP, trips out to the moor.

Most recently and significantly, earlier this year, we were asked by TCVS to enlarge our area to cover Ashburton and Buckfastleigh because they had no similar



Supported by Bovey Tracey Town Council

provision. This has been done under our new name of **Moorland Community Care Group**, the umbrella name for what are effectively three autonomous branches in those respective communities.

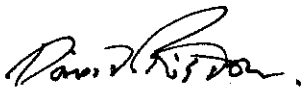
During 2016, MCCG has joined with other voluntary caring organisations throughout South Devon to form the Wellbeing Partnership which is funded by the NHS, the purpose of which is to monitor and assist lonely and isolated people and to try and prevent premature hospital admissions. This work is just beginning to build up and we have taken on two new employees who cover the contracted work across the area.

However, this funding only covers the monitoring and initial identification of the needs and wishes of the clients; it is also time-limited. It does **not** cover the on-going routine support and care of our clients, that we have built up and which continues to be a key part of the work of Bovey Community Care. For this work to continue and expand, we still need substantial revenue funding to cover such costs as the training and expenses of our volunteers, the coordinator's time to recruit and supervise the volunteers, organise activities such as the lunch and tea clubs, and meet the associated costs of running the charity.

We have been very fortunate in the past by gaining start-up funding from Awards for All, Hennock Parish Council and Bovey Tracey Town Council, other local charities and individuals and, most recently, a generous donation in memory of Councillor Anna Klinkenberg, but as these sources of revenue are used and come to an end, the Trustees need to consider how to maintain and develop the charity sustainably in the coming years.

We estimate that next year, to maintain our work in Bovey Tracey at its current level we will need to find in the region of £5,000-6000 – however, the need for our services is only likely to grow. We would therefore ask you to consider supporting us again financially in our work, if possible for another period of three years as this gives us some degree of stability – another grant of £1500 per annum would assist greatly. Any grant that you feel able to give will, of course, be within our restricted fund for work with Bovey Community Care. I will be pleased to let you have any further information that you may need in order to help you with your decision.

Yours sincerely



David Risdon
Chairman.



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Proposed Budget 2017/18 (Income)

Income	Budget 2013/14	Actual 2013/14	Budget 2014/15	Actual 2014/15	Budget 2015/16	Actual 2015/16	Budget 2016/17
Precept	170285.00	170285.00	172165.00	172165.00	186450.00	186450.00	192650.00
Council Tax Support Grant (CTSG)	16550.00	16660.00	16690.00	16690.00	16600.00	16600.00	16650.00
CTSG Subsidy	2020.00	2020.00	0.00	0.00	0.00	0.00	0.00
Interest	100.00	82.00	100.00	93.32	100.00	128.28	100.00
Allocments & Brimley Field	1800.00	2210.00	2000.00	2250.00	2000.00	2550.00	2000.00
Town Hall Lettings	4000.00	5497.00	4000.00	5789.10	4800.00	4851.90	0.00
Burial Fees	12000.00	15666.00	12000.00	12696.00	12000.00	16441.39	12000.00
Other Income	3500.00	5726.00	3500.00	766.43	3500.00	17598.89	3700.00
pa & Other Grants	1000.00	18918.00	1000.00	21835.00	1000.00	65680.00	1000.00
Christmas Lights	2000.00	2148.00	2000.00	1703.00	2000.00	1901.49	2000.00
Britain in Bloom	1800.00	2000.00	1800.00	2260.00	1800.00	2060.00	1800.00
Slide Recept/CIL Contributions		56956.00	0.00	59265.19	0.00	21893.42	0.00
Flag Project						510.00	0.00
Sale of Town Hall						92328.00	0.00
Insurance Claim		20795.00	0.00	0.00	0.00		0.00
Total	215055.00	318963.00	215255.00	302393.04	230250.00	428993.37	231900.00

Budget 2017/18

199565.00
 16400.00
 0.00
 100.00
 2000.00
 0.00
 12000.00
 3700.00
 1000.00
 2000.00
 1800.00
 0.00
 0.00
 0.00
 0.00
 238565.00

Proposed Budget 2017/18 (Expenditure)

Expenditure	Budget 2013/14	Actual 2013/14	Budget 2014/15	Actual 2014/15	Budget 2015/16	Actual 2015/16	Budget 2016/17
Allotments	1200.00	692.00	1200.00	4968.10	1200.00	1442.97	1200.00
Town Hall	9000.00	7387.00	9000.00	9545.76	9000.00	9137.59	9000.00
Cemetery	13000.00	10159.00	13000.00	9785.17	13000.00	7732.38	13000.00
Britain in Bloom	3500.00	4464.00	4000.00	6499.81	4000.00	3612.56	4000.00
Basket/Trough Watering	0.00	0.00	0.00	0.00	0.00	0.00	4000.00
Bus Shelters	500.00	0.00	500.00	0.00	500.00	0.00	500.00
Recreation Grounds	16000.00	99043.00	16000.00	140809.78	16000.00	60419.32	16000.00
Establishment Expenses	25000.00	23585.00	25000.00	28228.14	25000.00	26497.23	26000.00
Wages, N.I. & Pensions	66000.00	65771.00	66000.00	72091.81	84850.00	80040.52	80850.00
Replacement Photocopier	0.00	6640.00	0.00	0.00	0.00	0.00	0.00
Pottery Leat	200.00	0.00	200.00	200.00	200.00	200.00	200.00
Christmas Lights	5000.00	6188.00	5000.00	6595.00	5000.00	6505.00	5300.00
Election	6000.00	0.00	6000.00	0.00	6000.00	4230.55	6000.00
Contingency	5000.00	0.00	15005.00	0.00	5000.00	0.00	5000.00
Information Centre	750.00	0.00	750.00	0.00	750.00	0.00	750.00
Parish Paths Partnership	100.00	0.00	100.00	65.00	100.00	23.70	100.00
Heathfield Youth Project	2000.00	796.00	2000.00	838.83	2000.00	140.96	2000.00
BTYA	5000.00	6788.00	7500.00	7500.00	7500.00	7500.00	7500.00
The Old Thatched Inn	40000.00	20755.00	40000.00	0.00	40000.00	0.00	40000.00
Regeneration Project	0.00	0.00	2500.00	0.00	2500.00	5000.00	2500.00
Bevey Community Care	0.00	0.00	1500.00	1500.00	1500.00	1500.00	1500.00
Heritage Centre & Trail	0.00	3117.00	0.00	2822.00	0.00	465.00	0.00
Diamond Jubilee (window)	0.00	3905.00	0.00	0.00	0.00	0.00	0.00
Mayfair (TDC Grant)	0.00	1000.00	0.00	0.00	0.00	0.00	0.00
Legal Advice Service	0.00	0.00	0.00	0.00	0.00	1500.00	1500.00
Grants/P3	0.00	495.00	0.00	1004.00	0.00	75.00	0.00
Flag Project	0.00	0.00	0.00	7871.32	2000.00	3930.13	0.00
Tree related Works							
Recreation Ground Toilets	0.00	0.00	0.00	5267.67	5000.00	5507.21	5000.00
Total	198250.00	250785.00	215255.00	305592.39	231100.00	225460.22	231900.00

Budget 2017/18

1200.00	9000.00	13000.00	4000.00	500.00	16000.00	26000.00	82515.00	0.00	200.00	5300.00	6000.00	5000.00	750.00	100.00	2000.00	7500.00	40000.00	2500.00	1500.00	0.00	0.00	1500.00	0.00	0.00	3500.00	5000.00	238565.00
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BOVEY TRACEY TOWN COUNCIL
 BUDGETED INCOME & EXPENDITURE &
 INDICATIVE PRECEPT FIGURE FOR 2017/2018

2017/2018:

Total Budgeted Expenditure 2017/2018	£	
	238,565*	
Total Budgeted Income (deduct)	<u>22,600</u>	
	215,965	

(please refer to the attached budget for 2017/18)

**Proposed Precept
 2017/2018: £199,565**

**£69.91 per Band D property **
 (1.98% increase) *****

Precept 2016/2017:	£192,650	
Precept 2015/2016:	£186,450	£68.55 per Band D property
Precept 2014/2015:	£172,165	£67.53 per Band D property
Precept 2013/2014:	£188,855	£63.94 per Band D property
Precept 2012/2013:	£188,855	£64.04 per Band D property
Precept 2011/2012:	£148,855	£50.32 per Band D property

The increase in the Band D rate relates to the changes highlighted in red on the attached Income/Expenditure spreadsheet.

* The Council Tax Support Grant (CTSG) has been agreed at £16,400 for 2017/18 (a reduction of £250.00 from 2016/17)

** The calculation of the precept figure is based on the number of Band D properties for 2017/18 – 2854.60. An increase from 2810.20 in 2016/17.

*** Proposal compares to a 1.98% increase per Band D Property (Under 3p per week, which equates to £1.36 per year)