

FC.17/67. Questions and Statements by the Public
In accordance with Standing Order 3F, the Town Mayor will invite Members of the Public present to ask questions or make statements. Please note: questions to be submitted in writing please, to arrive at the Council Office by 12 noon on the day of this meeting. A maximum period of 3 minutes will be permitted for any person wishing to ask a question, make a statement or give evidence to the Council.

FC.17/68. County, District and Town Councillor Reports
To receive reports from County, District and Town Ward Members

FC.17/69. Reports of any outside bodies
To hear reports of meetings of any outside bodies including those of which the member is the Council nominated representative:

Cllr Gribble – DALC Larger Councils
Cllr Gribble – Teignbridge Rural Aid Committee
Cllrs Allen & Leigh – TALC
Cllrs Ashby & Elphick – Bovey Tracey Heritage Trust
Cllrs Ashby, Blair, Bray & Kerswell – Bovey Tracey Exhibition Foundation Trust
Cllr Robillard – Bovey Tracey Information Centre Trust

The meeting will go back into session

FC.17/70. Recreation, Parks & Property (RP&P) Committee:
To receive the Report of the meeting held on 16.10.17 (**copy enclosed*).

FC.17/71. Finance, Resources & General Purposes (FR&GP) Committee:
To receive the Report of the meeting held on 30.10.17, the Financial Statement dated 30.10.17 and the Accounts paid up to 27.10.17 (**copies enclosed*).

FC.17/72. Planning Committee:
To receive the Reports of the meetings held on 2.10.17, 16.10.17 & 30.10.17 (**copies enclosed*).

FC.17/73. The Town Mayor's Interests:
To receive and note the Town Mayor's engagements/announcements (*copy enclosed*).

FC.17/74. Risk Management Strategy:
To consider a recommendation from the Finance, Resources & General Purposes Committee to adopt a Risk Management Strategy (**copy previously circulated*).

FC.17/75. Committee Structure Review:
To consider the recommendations as highlighted within the report (**copy enclosed*).

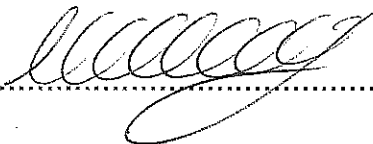
FC.17/76. Child Protection Policy:
To consider a recommendation from the Personnel Committee to adopt a Child Protection Policy (**copy enclosed*). If agreed to consider the need for a Deputy Designated Person (see section 8).

FC.17/77. Complaints Procedure:
To consider a recommendation from the Personnel Committee to adopt a revised Complaints Procedure (**copy enclosed*).

FC.17/78. **Safeguarding Adults Policy:**
To consider a recommendation from the Personnel Committee to adopt a Safeguarding Adults Policy (**copy enclosed*).

FC.17/79. **Neighbourhood Development Plan (NDP) – Steering Group:**
To consider the following:
i) A recommendation from the Planning Committee to **appoint** Cllrs Arnold, Evans, Kelly and Leigh in addition to Cllr Ms Blair (Ex-officio) to represent the Town Council on the NDP Steering Group.
ii) To **delegate** authority to the appointed Councillor representatives to select the remaining membership of the Steering Group.
iii) To **seek** nomination/s and **appoint** the first Chairman of the Steering Group from the Councillor representatives.

FC.17/80. **Community Centre Development – Site of The Old Thatched Inn:**
Following a meeting of the Community Centre Steering Group on 26th October 2017, Members are **requested** to:
i) **note** the revised design submitted for planning permission (**copy enclosed*).
ii) **consider** a recommendation from the Community Centre Steering Group to progress a two stage tender process (**outline project plan enclosed*).

SIGNED.......... DATE.....07/11/17.....

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.

**BOVEY TRACEY TOWN COUNCIL MEETING HELD IN THE BAPTIST CHURCH, BOVEY TRACEY
ON MONDAY 18TH SEPTEMBER 2017 AT 7.00pm.**

Present:

The Town Mayor, Cllr Mrs A J Kerswell*
The Deputy Town Mayor, Cllr Ms J H Blair

Cllr A Allen	Cllr E Kelly
Cllr R J Ashby	Cllr S P Leigh
Cllr R A Bray	Cllr C W Robillard
Cllr D K Elphick	Cllr M Tregoning
Cllr M J Evans	
Cllr G J Gribble**/*	

**County Cllr

*District Cllr

In attendance:

Mr M Wells – Town Clerk
District Cllr Mrs S Morgan
Rev K Hooke – Chaplain to the Council
PCSO P Wilson & Police Sgt Saunders
One member of the press
15 members of the public

The Town Mayor, Cllr Mrs Kerswell, invited the Reverend Hooke to lead prayers, for those who wished to take part, before the meeting opened.

The meeting was chaired by the Town Mayor, Cllr Mrs Kerswell.

FC.17/45. Apologies for absence

Cllr Ms C O Richardson (Leave)

FC.17/46. Declarations of Interest and Requests for Dispensations

No interests declared.

FC.17/47. Minutes

The minutes of the Town Council meeting held on 3.7.17 (*copy previously circulated*) were confirmed as a true record and were duly signed by the Town Mayor.

The meeting went out of session

FC.17/48 Report of the Chaplain to the Council

Rev Hooke, Chaplain to the Council:

- i) noted that the children's Holiday Club had been a great success.
- ii) advised that Father Pat Costello will take over as the priest at the Roman Catholic Church in October.
- iii) noted that the members of the Methodist Church are pleased to be working with Bovey Futures towards an event planned to be held in the Methodist Church Hall on 10th March 2018.

iv) advised that the Methodist Church is open to receive donations of unwanted shoes as part of a Shoe Drive 2017 arranged in conjunction with The Gambia Fellowship Association. The Town Clerk agreed to publicise the event.

FC.17/49 **Report of the Police**

PCSO Wilson circulated a copy of the recorded crime figures for August 2017. He introduced Sgt Saunders – Neighbourhood Team Leader. Sgt Saunders outlined the area for which he is responsible and advised that he will be based in the Ashburton and Chudleigh offices.

Cllr Allen, who formerly co-ordinated the local Neighbourhood Watch Scheme, noted that PCSOs Wilson and Jordan are highly regarded. He enquired what feedback is required from the community to support the PCSO posts.

Sgt Saunders explained that the posts are the main contact between the Police and the community. Feedback from the community must continue in a positive light to support the need to retain these roles locally.

Cllr Mrs Kerswell enquired what progress has been made in relation to the defaced bench at Bullands Field. PCSO Wilson replied advising that whilst the Police have their suspicions no concrete evidence has become apparent.

PCSO Wilson & Sgt Saunders left the meeting at 7.10pm.

District Cllr Mrs Morgan joined the meeting at 7.11pm.

FC.17/50 **Questions and Statements by the Public**

Mr L Calder referred to FC.17/60 proposed Public Space Protection Order (PSPO) relating to dog control in certain areas. He considered that there are already designated areas for children and skateboarders in Mill Marsh Park and he would like this to remain as it is. He stated that there are fewer green areas for dogs to be exercised off leads. He considered that more signs and dog bins could be erected.

Mr P Beecher (Residents' Association) thanked the Town Clerk and Councillors for attending the recent meeting of the Residents' Association.

Mrs S Potbury advised that there is an issue with dog walkers in St John's Churchyard. Cllr Mrs Kerswell replied stating that the Town Council has no control over the churchyard.

FC.17/51 **County, District and Town Councillor Reports**

DCC, TDC and Town Cllr Gribble reported that he had attended all regular DCC & DNPA meetings and all parish meetings within the ward. He had attended the South West Youth Games. He had also attended all TDC meetings including Rural Aid, Housing and Stover Canal Trail. Locally he had judged the carnival entries, attended the Nourish Festival and a Residents' Association meeting. He noted that he will be attending a Stover Canal event at the weekend.

TDC Cllr Mrs Morgan reported that she had attended the Community Centre Consultation event. She noted that she would like to see the introduction of solar panels on the building. At TDC she had attended Overview & Scrutiny meetings where a presentation had been given by Mendip District Council outlining Mendip's local authority owned housing company. She noted that there is a desperate need for affordable housing. Locally she had attended the Residents' Association meeting and the Police incident at Bullands Field. She advised that she has now obtained a graffiti removal kit from TDC which can be used as required. She noted the success of the

Nourish Festival. She had been pleased to contribute funding and attend the opening of the new Play Trail at Bovey Tracey Primary School.

TDC Cllr Mrs Kerswell reported that she had attended regular TDC meetings. Locally she had contributed funding towards a new defibrillator in conjunction with the Devon Sharks. She had attended the opening event and advised that the defibrillator is located on the wall of the Scout Hut building.

Cllr Robillard reported that the town's Fairtrade Status has now been renewed and the certificate received.

Cllr Kelly reported that he had attended all scheduled meetings together with the Nourish Festival, Community Centre design meetings, Personnel Committee, Neighbourhood Plan Committee, Regeneration Committee and Committee Structure Review meetings.

Cllr Bray had attended Regeneration, Foundation Trust, Committee Structure Review meetings together with meetings with the architects and the Community Centre consultation event at the library.

Cllr Elphick had attended a Personnel Committee meeting. He reported that Heathfield Post Office will be closing for three weeks at the end of the month for refurbishment.

Cllr Leigh had attended all relevant Committee and Sub-Committee meetings, Neighbourhood Plan and Council Systems Modernisation meetings. Unfortunately he had been unable to attend the Personnel Committee meeting.

Cllr Ashby had attended the Community Centre Steering Group meetings and the Community Centre consultation event at the library.

Cllr Allen had attended Community Centre meetings and the Committee Structure Review meeting. He had also attended, with the Town Clerk and a Highways Officer, a site meeting in relation to parking restriction proposals for St John's Lane. He had attended the Horticultural Show and the Residents' Association meeting. He highlighted a recent licensing application for Tracey House, Newton Road (now Café 360). Due to concerns, he had arranged a meeting with the applicant, residents and the TDC licensing officer. He advised that the hearing at TDC has now taken place and the applicant has amended the opening/closing times to be more acceptable. It was agreed for the license to be issued and there is a period to object. A revised planning application has been submitted. He noted that the rural skip service had been excellent.

Cllr Evans had attended all Committee and Sub-Committee meetings. He advised Councillors and members of the public that on Friday 22nd September at 6pm a short remembrance service will take place at Williams Gate (Bovis Homes) to remember Private Frederick Daymond. The street names of the development are named after those on the town's war memorial.

Cllr Ms Blair had attended Foundation Trust and Personnel Committee meetings. She advised that the Neighbourhood Plan area has now been formally designated. The next Neighbourhood Plan meeting will take place on 21st September when Martin Parkes of Devon Communities Together will be present. She had also attended the Residents' Association meeting, the Carnival and the Nourish Festival.

FC.17/52 **Reports of any outside bodies**

Cllr Gribble (DALC Larger Councils) advised that no meetings have been held since the last Full Council meeting.

Cllr Gribble (Teignbridge Rural Aid Committee) confirmed that he had attended a recent meeting.

Cllr Leigh (TALC) explained that the next meeting will take place on 28th September. **Cllr Allen (TALC)** advised that Mr Phil Shears (TDC) will be attending to report about the Greater Exeter Strategic Plan.

Cllr Ashby (Bovey Tracey Heritage Trust) reported that on 11th August there was a centenary celebration for Private Harold Watts. A further ceremony will take place on 22nd September.

Cllr Ashby (Bovey Tracey Exhibition Foundation Trust) reported that 15 young people have received grants of £125.00.

Cllr Robillard (Bovey Tracey Information Centre Trust) advised that he had nothing further to report.

The meeting returned to session.

FC.17/53. **Recreation, Parks & Property (RP&P) Committee:**

The Report of the meeting held on 17.7.17 (**copy previously circulated*) was received and adopted.

FC.17/54. **Finance, Resources & General Purposes (FR&GP) Committee:**

The Report of the meeting held on 4.9.17, the Financial Statement dated 4.9.17 and the Accounts paid up to 1.9.17 (**copies previously circulated*) were received and adopted.

FC.17/55. **Planning Committee:**

The Reports of the meetings held on 17.7.17 & 4.9.17 (**copies previously circulated*) were received and adopted.

Cllr Allen highlighted that an article reporting on the Town Council's objections to the proposed development at Challabrook had been published on the Devon Live website.

FC.17/56 **Recess Report 2017:**

The Report of the business considered during the Recess Period (July & August 2017) (**copy previously circulated*) was received and noted.

FC.17/57. **The Town Mayor's Interests:**

The Town Mayor's engagements/announcements (**copy circulated at the meeting*) were received and noted.

5 th July	South West in Bloom judging
15 th July	Historic Vehicle Rally
27 th July	Community Building Consultation Event
29 th July	Picnic in the Park
5 th August	Carnival Judging & Procession

7 th August	Review Group Meeting (Community Land)
19 th August	Horticultural Summer Show
26 th August	Greeting a party of visitors from France
28 th August	New Park Summer Fete
2 nd Sept	Nourish Festival
8 th Sept	Bovey Tracey Primary School Opening of Play Trail
11 th Sept	Meeting with Town Councillors & Lesley Smith (DALC)
12 th Sept	Exhibition Foundation Trust

FC.17/58. Community Centre Plans:

Following item PL.17/60 Members considered approving the revised plan (**copy previously circulated*) and authorising submission to the Planning Authority. The Town Clerk explained that detailed discussions had taken place at the Planning Committee meeting and that the Planning Officer/Conservation Officer will be influential on the type of materials to be used.

Resolved:

To approve the revised plan and authorise submission to the Planning Authority.

FC.17/59. Register of Interests:

Members to review the current register (**personal copy previously circulated*) and advise the Town Clerk of any revisions prior to 2nd October 2017.

FC.17/60. Proposed Public Space Protection Order (PSPO) – Dog Control:

Consideration was given to a response to Teignbridge District Council's PSPO consultation (**copy previously circulated*). Following discussion it was

Resolved:

To request the inclusion in the PSPO of dogs on leads at the Recreation Ground and to consider a future item at a Recreation, Parks & Property Committee meeting to further discuss dog control measures in other areas.

FC.17/61. Code of Conduct:

Members reviewed the proposed amendments (**copy previously circulated*) to the Code of Conduct (previously adopted in 2013) and considered approving the revised document.

Resolved:

To adopt the amendments as set out in the revised document.

The meeting closed at 7.55pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 2ND OCTOBER 2017 AT 7.00pm

Present:

The Town Mayor, Cllr Mrs A J Kerswell*
The Deputy Town Mayor, Cllr Ms J H Blair

Cllr A Allen	Cllr G J Gribble**/*
Cllr U Arnold	Cllr E Kelly
Cllr R J Ashby	Cllr S P Leigh
Cllr R A Bray	Cllr Ms C O Richardson
Cllr D K Elphick	
Cllr M J Evans	

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Four members of the public
One member of the press

The meeting was chaired by Cllr Evans

Cllr Gribble declared an interest in PL.17/63b - DNPA Member & PL.17/63c.

PL.17/62 Apologies for absence:

Cllr C Robillard (Personal commitment)
Cllr M Tregoning (Recovering from operation)

**Public Participation:

Mr T Wilson (resident of East Street and Director of Bovey Futures) stated that the Neighbourhood Development Plan (NDP) must be in compliance with the Local Plan and the Greater Exeter Strategic Plan (GESP), which should provide a joined-up vision and aspirations for our area. The GESP consulted upon issues in April this year. The draft GESP will be available in early 2018. He noted that a number of Councils responded to the issues document but noticed that BTTC did not. He hopes that the Town Council will engage when invited to comment again. It is suggested that the GESP will be adopted by the summer 2020. He enquired when BTTC will have prepared the NDP as this needs to be available before the GESP.

7.05pm Cllr Arnold joined the meeting.

Cllr Blair replied to Mr Wilson advising that the Town Council is currently working on a project planner and hope to present a NDP for referendum in just under two years.

7.08pm Cllr Mrs Kerswell (Town Mayor) left the meeting.

Cllr Kelly also replied to Mr Wilson advising that July 2019 is the absolute outset date, however the aim is to go for a referendum in May 2019 to tie in with the elections.

Mr L King (resident of Coombe Cross and member of Bovey Futures) echoed the points made by Mr Wilson and he also reiterated the urgency for the preparation of a NDP. He noted that the minutes of the NDP Working Party suggested that the next step is to form a Steering Group and he enquired about the timescale for this.

Cllr Blair replied advising that this is yet to be discussed by the Working Party so she was unable to respond at present.

Mrs N Huckerby (resident of East Street, Director of Bovey Futures and Business Operator) urged the Town Council to work with Bovey Futures to make us all proud whilst ensuring everyone has an input into the content of the NDP.

Mrs C King (resident of Coombe Cross and Director of Bovey Futures) stated that Bovey Futures wish to work in partnership with the Town Council to create a NDP and enquired on the following:

- i) how the Steering Group will form.
- ii) the representation on the Steering Group.
- iii) the recruitment and selection process including the methods the Town Council will use.

Cllr Blair replied advising that the Town Council has received advice from the Devon Communities Together that it is for the Town Council to decide how it wishes to recruit. This matter will be discussed at the next NDP Working Party meeting. The Town Clerk will respond.

7.17pm Three members of the public left the meeting.

PL.17/63 Consideration of Planning Applications:

DNPA Applications listed to 25.8.17: None

TDC Applications listed to 1.9.17:

- a) 17/00101/FUL Demolition of existing two storey side extension to allow construction of a detached dwelling with an integral garage at 16 Wallfield Road for Mr Gareth Jackson, Forward Housing UK.
Observations: No objection.

DNPA Applications listed to 1.9.17:

- b) 0432/17 Extension to existing stables to form hay/feed store and tack room at land at Haytor Road for Mrs S Hurn.
Observations: No objection.

TDC Applications listed to 8.9.17:

- c) 17/02183/TPO Prune a number of trees of various species in woodland area W1 where overhanging property at Treetops, Newton Road for Mr Michael and Mrs Catherine Hicks.
Observations: Referred to TDC's Arboricultural Officer.

DNPA Applications listed to 8.9.17: None

TDC Applications listed to 15.9.17:

- d) 17/02150/FUL Installation of two roof lights at 7 Moorlands Reach, Old Newton Road, Heathfield for Miss Tilly Flain.
Observations: No objection.
- e) 17/02263/FUL Change of use to form cycle hub including café, bike repair, bike hire, retail and separate manufacturing unit (B1 use) (Revised scheme) at Tracey House, Newton Road for Mr G Brooke.
Observations: No objection.
- f) 17/02276/LBC Reinstatement of internal door at 66-70 Fore Street for Mr & Dr Law.
Observations: No objection.
- g) 17/02288/TPO Remove lowest primary limb on eastern side of one oak and crown lift two oaks by 8 metres to clear roof at 6 Fairfax Road, Heathfield Industrial Estate for Mr John Coleman.
Observations: Referred to TDC's Arboricultural Officer.

- h) 17/02304/TPO Prune two beech trees where overhanging road; prune one oak to clear building by removing lateral limb; crown lift one oak by 6 metres removing dead wood and prune two beech trees by 2.5 metres laterally at 2 Redwoods for Mrs Julia Mooney.
Observations: Referred to TDC's Arboricultural Officer.

Application Withdrawn:

- i) 17/01426/FUL Installation of new car park lighting and a Devon hedge-bank at Riverside Inn, Fore Street for Co-op.
The Town Clerk relayed the consultees' replies and summarised the issues raised which resulted in the subsequent withdrawal of the application.
Noted

DNPA Applications listed to 15.9.17: None

TDC Applications listed to 22.9.17:

- j) 17/02080/FUL Single storey side extension at 22 Southbrook Road for Mr & Mrs Peace.
Observations: No objection.
- k) 17/02118/MAJ Outline planning application for up to 30 dwellings and associated works (means of access to be determined only) at land north of Indio House, Newton Road for Kach Developments.
Observations: The Town Council does not support this application for the following reasons:
i) Adverse impact on wildlife, habitats, trees, hedges and other vegetation.
ii) Harm to rare plants or animals.
iii) Capacity of physical infrastructure (e.g. public drainage).
iv) Harmful to the setting of a Listed Building (Indio House) and its curtilage.
v) The site has significant archaeological and heritage value. This proposed development could damage this important asset.
vi) Increased traffic generation.
In addition, Members were unsure from the plans that at some future point vehicular access may be suggested via Marsh Path? The Town Council is keen to ensure that this must not happen.
- l) 17/02275/FUL Widening of existing residential driveway and alterations to access at Indio House, Newton Road for Kach Developments.
Observations: No objection.
- m) 17/02332/CAN Reduce height of two beech trees by 33% to clear power lines at Orchard House, East Street for Mr Anthony Bailey.
Observations: Referred to TDC's Arboricultural Officer.

PL.17/64 Planning Decisions: Noted

Approvals:

- a) TDC:
i) Remove ATM and replace with timber panel (faux door) to match the existing at 45 Fore Street. (N/O)
ii) Installation of double glazed UPVC to replace timber windows at 22 Station Court. (N/O)
iii) Crown lift one oak tree in group G4 removing four lowest secondary limbs at 100 Churchfields Drive. (Referred)
iv) Replacement dwelling and proposed new double garage at Canrift, Brimley Road. (N/O)
- b) DNPA:
i) Erection of single storey rear extension at 16 Hawkmoor Parke. (N/O)
- c) Appeal Decision:
i) Appeal against refusal of planning permission for a single storey side extension at Mill House, Station Road (application ref. 17/00316/FUL).
Appeal allowed.

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

PL.17/65 Neighbourhood Development Plan (NDP) - Working Group:

Members noted and approved the draft minutes (**copy previously circulated*) of the NDP Working Group meeting of 21st September 2017.

PL.17/66 Neighbourhood Development Plan (NDP) - Steering Group - Terms of Reference:

Consideration was given to approving the draft Terms of Reference (**copy previously circulated*). Cllr Leigh suggested amendments to sections 4, 5, & 6. Following discussion it was

Resolved:

To accept the Terms of Reference with the inclusion of revisions as discussed.

PL.17/67 Street Naming - New Development on the Former Site of Tracey Vale Retirement Home:

Consideration was given to a request (**copy previously circulated*) for the naming of the new development on the former site of Tracey Vale Retirement Home. The developer has proposed a suggested name of "Buttercup Meadows". Following discussion it was

Resolved:

To continue with the theme of using names listed on the Town's War Memorial.

The Town Clerk will approach Mr Mark Bailey for an appropriate name and recommend this to TDC.

It was further proposed to raise a future item to consider delegated authority to use War Memorial names for future street naming requests for the remaining duration of this Council.

PL.17/68 General Planning Matters brought forward by Councillors:
(For information only).

Cllr Ms Richardson advised that people leave De Tracey's through the rear access which is causing issues. The Town Clerk agreed to inform the Police and suggested notifying the licensing section.

Cllr Elphick advised that there are issues with vehicles speeding on the A382 in the vicinity of Templar Place. He enquired if the 30mph speed limit sign could be moved. Cllr Gribble advised that he is dealing with this matter.

Cllr Allen enquired if the consultee response from DCC to the Challabrook planning application be addressed as it incorrectly refers to Monks Way being within a 30mph speed limit. Cllr Gribble confirmed that he has addressed this with DCC.

The meeting closed at 7.55pm.

RECREATION, PARKS & PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 16TH OCTOBER 2017 AT 7pm.

Present:

The Town Mayor, Cllr Mrs A J Kerswell*
The Deputy Town Mayor, Cllr Ms J H Blair

Cllr A Allen	Cllr M J Evans
Cllr R J Ashby	Cllr G J Gribble**/*
Cllr R A Bray	Cllr E Kelly
Cllr D K Elphick	Cllr C W Robillard

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Mrs L Warren
Four members of the public
One member of the press

The meeting was chaired by Cllr Kelly

RP&P.17/65 Apologies for Absence:

Cllr U Arnold (Leave)
Cllr S P Leigh (Leave)
Cllr Ms C O Richardson (Personal commitment)
Cllr M Tregoning (Recovering from operation)

Cllr Gribble declared an interest in RP&P.17/68 & RP&P.17/70.

**Public Participation:

Mr L Calder referred to item RP&P.17/75 (Dog Control Measures) and stated that as a responsible dog owner he hoped that the discussion will result in a satisfactory result.

Mr P Beecher referred to the possible provision of a multi-purpose hall on the community land at Le Molay-Littry Way. Cllr Kelly advised that the land is owned by the Town Council and has restrictive covenants in place. Cllr Gribble provided an update on the history of the site.

RP&P.17/66 Consideration of minutes of previous meeting held on 17.7.17: Noted.

RP&P.17/67 Accounts:

The Financial Accounts paid up to 13.10.17 (*copies circulated at the meeting) were received and approved.

Two members of the public joined the meeting at 7.10pm.

RP&P.17/68 Music Festival - Mill Marsh Park - Saturday 25th August 2018:

Consideration was given to a request on behalf of Macmillan Cancer Support (*copy previously circulated) for the use of Mill Marsh Park on Saturday 25th August 2018 for a music festival.

Resolved:

To grant the request.

RP&P.17/69 Community Centre Building:

Members noted the previous minutes of the Community Centre Steering Group meeting on 22nd August (**copy previously circulated*). The Town Clerk advised that he is awaiting a revised estimate of building cost from the Quantity Surveyor.

RP&P.17/70 Traffic Regulation Order (TRO) - St Johns Lane:

Consideration was given to the draft proposals (**copy of plan circulated at the meeting*). Members noted the initial feedback from businesses operating within the affected area. Cllr Mrs Kerswell highlighted the need for safe overflow parking arrangements for users of the Phoenix Hall.

Resolved:

To accept the proposals with the addition of the amendments discussed.

RP&P.17/71 Community Land - Review Group Meeting:

Members noted the minutes of the Review Group meeting held on 7th August (**copy enclosed*) and considered the recommended actions (i-vi) as highlighted in section 5 of the minutes.

Resolved:

To progress with the recommended actions as set out above.

RP&P.17/72 Quantified Tree Risk Assessment:

Members noted the Tree Risk Assessment (**copy previously circulated*) prepared by Dartforest Tree Works and considered obtaining quotations to undertake the medium and low priority works as recommended in section 6 (pages 13-14) of the report.

Resolved:

To obtain quotations to undertake the works as set out above.

RP&P.17/73 Regeneration Committee:

Members noted the previous minutes of the Regeneration Committee meeting of 7th September (**copy previously circulated*).

RP&P.17/74 Skate Park Floodlighting:

Members noted the reply to the preliminary enquiry (**copy previously circulated*) and considered any further action as appropriate.

Resolved:

- i) To obtain an estimate for the provision of floodlighting.
- ii) To include the provision of Skate Park floodlighting for consideration within the Neighbourhood Development Plan.

RP&P.17/75 Dog Control Measures:

Following item FC.17/60, Members discussed dog control measures within Council owned parks and open spaces.

Resolved:

To arrange a public consultation on the proposal to consider a dog ban in the Recreation Ground.

Cllr Elphick reported an issue with cyclists and pedestrians using Accommodation Lane and considered that improved signage is required. It was agreed to write to DCC regarding this matter.

Cllr Mrs Kerswell reported that the seat in Bullands Field has been vandalised again. The Town Clerk confirmed that this has been reported to the Police.

Cllr Robillard advised that the Devon Green Expo and Teignbridge & Dartmoor Business Expo will take place at Stover School on the 26th October.

Cllr Allen noted that the town had jointly won its section in the South West in Bloom competition. He extended thanks to Mr Stanyon and Mr Rance.

Cllr Elphick advised that Heathfield Community Centre is seeking management assistance and requested that an item be placed on the FR&GP Committee meeting to discuss this. Cllr Robillard offered to place an article in the "Bovey Matters" publication.

The meeting closed at 7.50pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 16TH OCTOBER 2017 AT 7.53PM.

Present:

The Town Mayor, Cllr Mrs A J Kerswell*
The Deputy Town Mayor, Cllr Ms J H Blair

Cllr A Allen	Cllr M J Evans
Cllr R J Ashby	Cllr G J Gribble**/*
Cllr R A Bray	Cllr E Kelly
Cllr D K Elphick	Cllr C W Robillard

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Mrs L Warren
Four members of the public
One member of the press

The meeting was chaired by Cllr Evans

PL.17/69 Apologies for absence:

Cllr U Arnold (Leave)
Cllr S P Leigh (Leave)
Cllr Ms C O Richardson (Personal commitment)
Cllr M Tregoning (Recovering from operation)

Cllr Gribble declared an interest in PL.17/70a, b, c & d & PL.17/73. Cllr Evans & Cllr Mrs Kerswell declared an interest in PL.17/70b.

**Public Participation:

Mr M Bayles, applicant for application no. 17/02230/FUL (permanent dwelling for rural worker at Moorwood) spoke in support of the application and outlined the extent of his business activities on the site.

PL.17/70 Consideration of Planning Applications:

DNPA Applications listed to 22.9.17:

- a) 0472/17 Installation of two timber framed interpretation boards at land at Pullabrook and Houndtor Woods for Woodland Trust.
Observations: No objection.

TDC Applications listed to 29.9.17:

- b) 17/02230/FUL Permanent dwelling for rural worker at Moorwood for Mr & Mrs Bayles.
Observations: No objection.

DNPA Applications listed to 29.9.17: None

TDC Applications listed to 6.10.17:

- c) 17/02114/FUL & 17/02115/LBC Replacement noticeboard at Town Hall, Town Hall Place for Mr M Wells, Bovey Tracey Town Council.
Observations: Noted.
- d) 17/02393/FUL New community noticeboard at Fountain Court, Fore Street for Mr M Wells, Bovey Tracey Town Council.
Observations: Noted.

- e) 17/02417/TPO Fell, prune and coppice a number of trees in area A2 as detailed in submitted tree report and plan at Blenheim, Brimley Road for Shaun Wright, S & W Enterprises Ltd.
Observations: Referred to TDC's Arboricultural Officer.
- f) 17/01656/OUT (Amended description) Conversion of existing barn to a single dwelling house and up to three additional dwellings at Dixons Yard, Pottery Road for Mrs M Wakefield.
Observations: The Town Council considered there was insufficient information to make an observation on the amendment.

PL.17/71 Planning Decisions: Noted

Approvals:

a) TDC:

- i) Single storey rear extension to replace existing external covered area at 48 East Street. (N/O)
ii) Pruning of trees as itemised on submitted list at 7 Redwoods. (Referred)

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

PL.17/72 Neighbourhood Development Plan (NDP) Working Group:

Members noted the draft minutes (**copies previously circulated*) of the NDP Working Group meetings of 25th September and 3rd October 2017.

PL.17/73 Review of Local Plan for Dartmoor:

Members noted Newsletter #1 (**copy previously circulated*) from the Forward Planning Manager for Dartmoor National Park in relation to a review of the Local Plan for Dartmoor.

PL.17/74 General Planning Matters brought forward by Councillors:
(For information only).

Cllr Robillard reported that he has been contacted by parishioners requesting the provision of a pedestrian crossing in Station Road.

Cllr Ms Blair advised that the Neighbourhood Development Plan (NDP) Steering Group will consist of four Councillors together with the Town Mayor/Deputy Town Mayor as ex-officio. Representation will be considered at the next Planning Committee meeting on 30th October 2017. Any interested Councillors can speak to members of the Group prior to the meeting.

Mr M Wells (Town Clerk) referred PL17/67 (street naming for the new development at the former Tracey Vale Retirement Home site) and advised that the proposed suggestion to consider a longer term policy for using names from the Town's War Memorial had met with some public concern. Mr Wells suggested that future street naming should be considered on an ad hoc basis on receipt of applications as currently is the case.

Cllr Allen advised that Cllr John Hart, Leader of DCC and TDC's Housing Enabling Officer will speak at the TALC meeting on 30th November. The Town Clerk offered to circulate the agenda to Councillors.

The meeting closed at 8.22pm.

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 30TH OCTOBER 2017 AT 7pm

Present:

The Town Mayor, Cllr Mrs A J Kerswell*
The Deputy Town Mayor, Cllr Ms J H Blair

Cllr A Allen	Cllr G J Gribble**
Cllr U Arnold	Cllr E Kelly
Cllr R A Bray	Cllr S P Leigh
Cllr D K Elphick	Cllr Ms C O Richardson
Cllr M J Evans	Cllr C W Robillard

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
One member of the public
One member of the press

The meeting was chaired by Cllr Gribble.

FR&GP.17/88 Apologies for absence:

Cllr R J Ashby (Leave)
Cllr M Tregoning (Unwell)

**Public Participation: No comments made.

FR&GP.17/89 Consideration of minutes of previous FR&GP Committee meeting held on 4.9.17:
Noted.

FR&GP.17/90 Accounts & Financial Statement:

The Accounts & Financial Statement dated 30.10.17 (**copies circulated at the meeting*) were received. Following clarification of a point raised, the Financial Statement was adopted and the accounts were approved for payment.

FR&GP.17/91 Annual Audit Return for the year ending 31st March 2017:

Members noted that the external auditors (Grant Thornton UK LLP) have certified and completed their review of the Town Council's Annual Return for the year ended 31st March 2017. There have been no issues or advisories raised. Cllr Gribble thanked the staff for their efforts.

FR&GP.17/92 Internal Audit Report 2017/18 - Interim October 2017:

Members noted a copy of the interim internal audit observations 2017/18 (**copy previously circulated*) undertaken by Mr Kevin Rose (Director IAC Audit & Consultancy Ltd) on 5th October 2017 and considered the observations, recommendations and comments within the report.
Cllr Ms Blair questioned the PAYE observations and subsequent comments. The Town Clerk explained that a resolution has been agreed with our existing payroll provider post audit visit.
Cllr Evans questioned the need to go back over VAT claims for the three year period as suggested. The Town Clerk explained that the discrepancy highlighted for 2016/17 had been located by staff in the last quarter of 2015/16. This appeared an oversight and did not require any further additional investigations.

FR&GP.17/93 Devon Highways - Town & Parish Council Conference:

Members noted the Town Clerk's attendance at the Town & Parish Council Conference (**copy of agenda previously circulated*) on Thursday 16th November at Rattery Village Hall and considered any Councillor attendance (tickets initially limited to two attendees per parish). No interest was expressed by Councillors. The Town Clerk and Cllr Gribble will attend.

FR&GP.17/94 Bovey Tracey Carnival Committee AGM 2017:

Members noted that the Carnival Committee AGM will take place at the Dolphin Hotel at 8.00pm on Wednesday 15th November. All Councillors are welcome to attend.

FR&GP.17/95 Budget Monitoring - Position Statement:

Members noted the Town Council's budget monitoring position statement as at 30th September 2017 (**copy previously circulated*). The Town Clerk provided additional updates around the income and expenditure and answered questions raised by Members.

FR&GP.17/96 Budget Planning 2018/19 - Preliminary Discussion:

Members considered any additional areas of expenditure for consideration as part of the budget preparation process for 2018/19. During discussions, the following items were raised for consideration as part of the budget preparations:

Cllr Mrs Kerswell: Increase for a further two cuts to verges. She noted that the standards need to improve.

Cllr Kelly: Training budget to support any change in committee structure.

Cllr Kelly: Tree maintenance budget to increase from £3,500 to £5,000.

Cllr Kelly: Small budget for Green Man Festival.

Cllr Evans: Budget to support town events - suggesting purchasing and lending out radios to event organisers.

FR&GP.17/97 Bovey Tracey Twinning Association:

Cllr Robillard reported that he has established that residents in Le Molay-Littry are keen to renew links. There has been no contact since 2004. Cllr Evans supported the idea and offered to assist. It was agreed that Cllr Robillard will lead to re-establish the link. Cllr Robillard was thanked for his interest and for offering to progress.

FR&GP.17/98 Annual Review of the Town Council's Insurance Cover 2017/18:

Members reviewed the adequacy of arrangements for insurance cover (**copy of schedule previously circulated*) in respect of all insured risks.

Cllr Leigh enquired about the cover for the Town Hall and suggested any policy should be in joint names.

Cllr Evans enquired about a need for travel cover.

It was noted that the removal of this is unlikely to affect the premium. It was agreed that Cllrs Evans, Leigh and the Town Clerk will review the levels of cover separately on behalf of the Town Council.

One member of the public joined the meeting at 7.45pm.

FR&GP.17/99 Risk Management Strategy:

Consideration was given to a recommendation to Full Council to adopt a Risk Management Strategy (**draft copy previously circulated*). The Town Clerk explained the need for a Risk Management Policy.

Resolved:

To recommend to Full Council the adoption of the draft document.

FR&GP.17/100 Tree Works - Various:

Consideration was given to the following quotations for low and medium recommended works as highlighted within a recent Tree Condition Assessment Report:

Quotation A: £2,190.00+VAT

Quotation B: £2,360.00+VAT

Quotation C: £2,146.00+VAT

Quotation D: £1,530.00+VAT

Resolved:

To accept Quotation D in the sum of £1,530.00+VAT (*Power to spend: LGA 1972 s144*).

FR&GP.17/101 Process for Approving Town Council Accounts:

Consideration was given to the following proposed changes to the current process for approving accounts:

i) change of format for receiving the listing of accounts paid/payments received (**copy previously circulated*).

ii) to receive accounts for consideration at Finance, Resources & General Purposes Committee meeting only.

Resolved:

To agree to the changes as set out above.

FR&GP.17/102 Heathfield Community Centre:

Cllr Elphick declared an interest as Vice-Chairman of the organisation. Cllr Elphick explained that currently there is no one in post to chair/run the Centre. Various suggestions were made to support the organisation which included contacting Teignbridge CVS, Bovey Futures and establishing what the Town Council can do within its powers. Cllr Robillard agreed to place an article seeking interest in the "Bovey Matters" publication. Cllr Allen enquired if a job description equivalent was available. Cllr Allen agreed to speak with Cllr Elphick to further the matter.

FR&GP.17/103 General Data Protection Regulation (GDPR):

Members noted a report (**copy previously circulated*) on the preparation required by the Council for the implementation of the GDPR in order that the Council is compliant with the GDPR by 25th May 2018.

FR&GP.17/104 Matters brought forward by Councillors: (*for information only*).

No matters brought forward.

The meeting closed at 7.55pm.

Accounts paid up to 13th October 2017

		£
4.9.17	Clare Beresford	36.00
"	NTS Platforms	150.00
"	Devon & Cornwall Newspapers Ltd	30.00
"	Max Bayles Professional Tree Care Ltd	1140.00
"	Bovey Court Garage	228.47
"	Devon Contract Waste Ltd	40.44
"	Mole Valley Farmers Ltd	335.38
"	Specialist Hygiene Services Ltd	283.64
14.9.17	PHS Group	308.10
"	Bovey Tracey Youth Action	1250.00
"	Lee Parmenter Contractors Ltd	2028.00
3.10.17	N Brock	699.00
"	Clare Beresford	40.00
"	Martin Poole	195.00
"	Teignbridge District Council	42.50
"	Devon Contract Waste Ltd	46.80
"	Devon Assoc. of Local Councils	50.00
"	D Heath	18.50
"	M Wells	79.00
"	Dr T Geary	50.00
"	Viking	52.07
		<u>7102.90</u>

Payroll

9223.82

Direct Debits

6.9.17	UK Fuels Ltd	71.24
15.9.17	British Gas	24.17
18.9.17	EDF	65.60
21.9.17	EE Phone	33.44
28.9.17	Elitetele.com	53.74
2.10.17	Aviva	580.70
"	Pulse8broadband	22.00
4.10.17	UK Fuels Ltd	61.46
		<u>912.35</u>

Accounts paid up to 27th October 2017

		£
16.10.17	Lee Parmenter Contractors Ltd	183.50
"	Specialist Hygiene Services Ltd	283.64
"	Devon Contract Waste Ltd	31.20
"	Mole Valley Farmers Ltd	113.61
"	E Bowden & Sons	622.80
"	Bovey Court Garage	361.22
"	PHS Group	246.48
"	Rhino Play Ltd	234.00
20.10.17	WPS Ltd	15.00
"	Rialtas Business Solutions	956.40
"	Mr M Wells (Reimbursement)	79.99
"	Mr J Pieczenko	150.00
"	Aaron Printers Ltd	19.20
"	Mole Valley Farmers Ltd	8.40
"	Teignbridge District Council	<u>264.00</u>
		<u>3569.44</u>
<u>Payroll:</u>		<u>5300.00</u>
<u>Direct Debits</u>		
20.10.17	EE Phone	33.44
27.10.17	Elitetele.com	<u>52.17</u>
		<u>85.61</u>

Financial Statement 30th October 2017

<u>Accounts to be paid</u>	£
Bovey Tracey Youth Action	625.00
Devon Contract Waste Ltd	17.62
IAC Audit & Consultancy Ltd	462.00
Lee Parmenter Contractors Ltd	1104.00
PVM Supplies Ltd	133.49
S W Water Ltd	42.52
Rhino Play Ltd	172.80
KJT Group Ltd	1693.44
Jon Bairstow	270.00
1 st Office Equipment Ltd	477.88
Clare Beresford	50.00
Devon Communities Together	911.25
Teignbridge District Council	70.20
" " "	<u>1671.14</u>
	<u>7701.34</u>
Balance in General Account:	23,240.79
Accounts to be paid:	<u>7,701.34</u>
	15,539.45
Balance in Business Bank Instant Account:	292,033.26
Balance in Business Bank Instant Account:	<u>310,208.06</u>
	<u>617,780.77</u>

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 30TH OCTOBER 2017 AT 7.58pm

Present:

The Town Mayor, Cllr Mrs A J Kerswell*
The Deputy Mayor, Cllr Ms J H Blair

Cllr A Allen	Cllr G J Gribble**
Cllr U Arnold	Cllr E Kelly
Cllr R A Bray	Cllr S P Leigh
Cllr D K Elphick	Cllr Ms C O Richardson
Cllr M J Evans	Cllr C W Robillard

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Two members of the public

The meeting was chaired by Cllr Evans

PL.17/75 Apologies for absence:

Cllr R J Ashby (Leave)
Cllr M Tregoning (Unwell)

**Public Participation: No comments made.

PL.17/76 Consideration of Planning Applications:

DNPA Applications listed to 6.10.17: None

TDC Applications listed to 13.10.17:

- a) 17/02490/FUL Extension to form first floor and rear extension for sun room at September Cottage, Lowerdown for Mr P Rose.
Observations: No objection.

DNPA Applications listed to 13.10.17: None

TDC Applications listed to 20.10.17: None

PL.17/77 Planning Decisions: Noted

Approvals:

- a) TDC:
- i) Temporary (10 Years) detached wooden building for use as church office at The Vicarage, Coombe Cross. (N/O)
 - ii) Pruning of a number of trees of various species in woodland area W1 where overhanging property at Treetops, Newton Road. (Referred)
 - iii) Single storey side extension at 22 Southbrook Road. (N/O)
 - iv) Reduce height of two beech trees by 33% to clear power lines at Orchard House, East Street. (Referred)
 - v) Remove lowest primary limb on eastern side of one oak and crown lift two oaks by 8m to clear roof at Fairfax Road, Heathfield Industrial Estate. (Referred)
 - vi) Covered tennis court structure at Recreation Ground, Newton Road. (Noted)
- b) DNPA:
- i) Replacement of existing 400mm diameter culvert through the dam structure with a concrete box culvert and associated upstream and downstream retaining walls at land at Yarner Wood. (N/O)
 - ii) Extension to existing stables to form hay/feed store and tack room at lane at Haytor Road. (N/O)

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

PL.17/78 Neighbourhood Development Plan (NDP) - Councillor Representation:

Consideration was given to Councillor nominations as representatives of the Council on the NDP Steering Group. Cllr Evans invited nominations from those Councillors who wished to express an interest in representing the Council on the NDP Steering Group. Cllr Evans explained that Cllr Ms Blair has agreed with the Town Mayor that she will act as the ex-officio member. Cllrs Leigh, Kelly and Arnold expressed an interest. Other expressions of interest were sought. If no further expressions of interest were put forward then Cllr Evans stated that he would be happy to continue on the group.

Resolved:

To recommend to Full Council for ratification that Cllrs Arnold, Evans, Kelly and Leigh along with Cllr Ms Blair (ex-officio) make up the Council representation on the NDP Steering Group.

PL.17/79 General Planning Matters brought forward by Councillors:
(For information only).

No brought forward.

The meeting closed at 8.04pm.

TOWN MAYOR'S ENGAGEMENTS FOR THE PERIOD 18TH SEPTEMBER 2017 – 13TH NOVEMBER 2017

DATE & TIME	EVENT	VENUE	ATTENDED BY
Monday 18 th September 7.00pm	Full Council Meeting Bovey Tracey Town Council	Baptist Church Hind Street Bovey Tracey	Mayor
Monday 25 th September 6.30pm	Bovey Tracey Town Council Committee Structure Meeting with DALC County Secretary	Council Chamber Town Hall	Mayor
Monday 2 nd October 6.00pm	Bovey Tracey Town Council Meeting with Teignbridge District Council's Head of Paid Service	Council Chamber Town Hall	Mayor
Wednesday 4 th October	Reception – South West in Bloom	Imperial Hotel Torquay	Mayor
Sunday 22 nd October	Civic Service Chudleigh Town Council	Chudleigh	Mayor
Monday 23 rd October 12.30	South West in Bloom Results – Publicity Photo	Station Road Bovey Tracey	Mayor
Thursday 26 th October 2.00pm	Community Centre Steering Group	Council Chamber Town Hall	Mayor
Sunday 29 th October	Newton Abbot Civic Service	Newton Abbot	Mayor
Monday 30 th October 2.00pm	Publicity Photo launch of Poppy Appeal & local support from Coombes & Son	Fore Street Bovey Tracey	Mayor
Thursday 2 nd November	Signature Homes Anniversary Event	Bovey Tracey	Mayor
Saturday 11 th November	Animals in Distress Coffee Morning	Bovey Tracey	Mayor
Saturday 11 th November 11.00am	Remembrance	War Memorial Town Hall Place Bovey Tracey	Mayor
Sunday 12 th November 10.00am	Remembrance Service & Wreath Laying	Bovey Tracey	Mayor

Bovey Tracey Town Council

Full Council

Date: 13th November 2017

Subject: Review of Committee Structure

Report by: Town Clerk & Members of the Council Systems Modernisation
Working Group

1.0 Purpose of the Report

- 1.1 For members to consider proposed changes to the committee structure of Bovey Tracey Town Council to streamline the function of the Council and to align resources more economically. This report will address the issues raised at the Forward Planning Session held with members in May 2016 where it was recommended by the County Secretary for DALC, that the current committee membership should not continue indefinitely in its current format.

2.0 Background and Proposed Changes

- 2.1 There are steadily increasing responsibilities expected of Town/Parish Councils, as both County & District Council's continue to devolve responsibilities to Town/Parish Councils. This requires the Town Council to review and formalise the way this is addressed at the local level. The finite number of Councillors, 14 including Town Mayor, means there is a consequent need to share the workload as equally as possible, reflecting the interest and experience of individual Councillors.

The current structure has evolved over the years and it is anticipated that with responsibilities continuing to be devolved from central and local government to Town/Parish Councils, there will be an increasing need for these tasks to be shared. The standing committees structure provides a proved model to cope with this increasing workload, but there is a need to reconsider existing memberships, without altering the present ethos.

- 2.2 The development and eventual implementation of the current Neighbourhood Plan will also raise the profile of the Town Council and community expectations. This will contribute to an additional need to review how the Council is operating.
- 2.3 This report reviews how the Town Council is currently working and proposes how the Town Council should operate in the future. In some respects, this is simply the need to adjust or formalise the current structure.

- 2.4 Good Governance is vital to Councils who have a responsibility to ensure that decision-making is as transparent and effective as it can be and by reviewing the structure this will help to tighten up existing processes and to implement a 'fit for purpose' model of the committee structure of the Council.
- 2.5 Following the Forward Planning Session in 2016, a working group formed and have met on 3 previous occasions to consider improvements to the current structure. In addition, there has been a further meeting with the DALC County Secretary to discuss concerns.

2.6 The initial suggested improvements are summarised as follows:

- i) **Recreation Parks & Property Committee (RP&P)**
To reduce the current membership from 14 Councillors to 6 Councillors appointed on an annual basis at the Annual Meeting of the Town Council and replaced at other times as required, plus the Mayor or Deputy Mayor (total 7)
- ii) **Finance, Resources & General Purposes Committee (FR&GP)**
To reduce the current membership from 14 Councillors to 6 Councillors appointed on an annual basis at the Annual Meeting of the Town Council and replaced at other times as required, plus the Mayor or Deputy Mayor (total 7)
- iii) **Planning Committee**
To reduce the current membership from 14 Councillors to 6 Councillors appointed on an annual basis at the Annual Meeting of the Town Council and replaced at other times as required, plus the Mayor or Deputy Mayor (total 7)

3.0 Implications

- 3.1 With the reduction in number of Councillors, any member of the Council may continue to attend and speak at the 3 standing committee meetings (E.g. FR&GP, RP&P and Planning), but voting rights are restricted to those committee members and these may only be appointed by the Full Council.
- 3.2 Members who are not elected to serve on a particular committee will continue to receive a copy of the full agenda for each meeting, without supporting correspondence, however these documents will be available to download online or on request from the Town Clerk.
- 3.3 Revised Terms of Reference for each committee will be produced in line with the new structure which will require approval from Full Council.

4.0 Implementation & Review

- 4.1 If approved, committee membership will be considered and appointed at Full Council on 22nd January 2018, along with revised Committee Terms of Reference and a review of the current Programme of Meetings.

- 4.2 The new structure will then commence at its first meeting following Full Council on 22nd January 2018 (e.g. Planning Committee – 5th February 2018)
- 4.3 An interim review period will be scheduled in May 2018, however it is suggested that the revised structure continues to operate until the May 2019 elections.

5.0 Recommendation

- 5.1 That members agree to the proposed recommendations as laid out in 2.6 (i-iii) and to the timescales as highlighted in section 4.0 of this report.

Child Protection Policy

Bovey Tracey Town Council believes that it is always unacceptable for a child or young person to experience abuse of any kind, and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.



Bovey Tracey Town Council recognises that:

- the welfare of the child/young person is paramount,
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse,
- working in partnership with children, young people, their parents, carers and agencies is essential in promoting young people's welfare.

The purpose of the policy:

- To provide protection for the children and young people who receive Bovey Tracey Town Council services, including the children of adult members or users,
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm,

This policy applies to all staff, volunteers, agency staff, students or anyone working on behalf of Bovey Tracey Town Council.

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them,
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers,
- recruiting staff and volunteers safely, ensuring all necessary checks are made,
- sharing information about child protection and good practice with children, parents, staff and volunteers,
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately,
- providing effective management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice annually.

Procedures

Introduction

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by Bovey Tracey Town Council. The procedures recognise that child protection can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with. Bovey Tracey Town Council is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

Bovey Tracey Town Council is committed to equal opportunities and cultural diversity. Bovey Tracey Town Council does not tolerate discrimination for any reason including religion, background, gender, age, sexual orientation or race.

Procedures:

- Section 1** Recognising the Signs and Symptoms of Abuse
 - Section 2** Guidance on how to respond to a person disclosing abuse
 - Section 3** Managing Allegations made against a member of Staff / Volunteer
 - Section 4** Safe recruitment practices
 - Section 5** Induction and Training for Staff and Volunteers
 - Section 6** Photography & Filming
 - Section 7** Internet, Social Media and Mobile Phone acceptable use
 - Section 8** A Named Person(s) for Child Protection
 - Section 9** Recording and managing confidential information
 - Section 10** Whistle Blowing Procedure
 - Section 11** Disseminating/Reviewing Policies and Procedures
-
- Appendix 1** Definitions of Abuse
 - Appendix 2** Useful Contacts/Support Organisations
 - Appendix 3** Incident Report Form

Section 1 - Recognising the Signs and Symptoms of Abuse

Bovey Tracey Town Council will ensure that identified staff members whether paid or unpaid, undertake appropriate training dependent upon their role to gain a basic awareness of the signs and symptoms of child abuse and recognises how concerns about a child or young person's safety can come to light. For example:

- a child or young person alleges that abuse has taken place or that they feel unsafe,
- a third party or anonymous allegation is received,
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect,
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago,
- a report is made regarding the serious misconduct of a worker towards a child or young person.

Also see Appendix 1 for Definitions of Abuse.

Section 2 - Guidance on how to respond to a person disclosing abuse

DO's:

- Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying,
- Do tell the child they are right to tell you,
- Do reassure them that they are not to blame,
- Do be honest about your own position, who you have to tell and why,
- Do tell the child what you are doing and when, and keep them up to date with what is happening,
- Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately,
- Do write down everything said and what was done.

DON'T's:

- Don't make promises you can't keep,
- Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this,
- Don't cast doubt on what the child has told you, don't interrupt or change the subject,
- Don't say anything that makes the child feel responsible for the abuse,

- Don't do nothing – make sure you tell your Designated Safeguarding Officer immediately – they will know how to follow this up and where to go for further advice.

Section 3 - Managing Allegations made against a member of Staff / Volunteer

Bovey Tracey Town Council will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that that the child is safe and away from the person against whom the allegation is made,
- The Designated Person for child protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person,
- The named person should contact the Local Authority Designated Officer (LADO) on 01392 386013 for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team (0845 6000388) can give advice and/or in the event of an emergency situation arising, the police,
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or M.A.S.H (Multi-Agency Safeguarding Hub).
- Regardless of whether an investigation follows, Bovey Tracey Town Council will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

Section 4 - Safe recruitment practices

The Organisation will use the following checklist for safer recruitment:

1. Write a clear job/role description (what tasks the applicant will do) and a role profile (what skills the person will be expected to have).
2. Use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps you to get all of the important information you need to ask.
3. Make it clear that your organisation has a commitment to safeguarding and protecting children. You could include this in a job application pack.

4. Where possible have a face-to-face interview with pre-planned and clear questions. Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
5. Check the candidate's identity by asking them to bring photographic ID.
6. Check the candidate actually holds any relevant qualifications they say they have.
7. Apply for a Disclosure and Barring Service check if appropriate to the individual's role.
8. Take up references. Ask specifically about an individual's suitability to work with children.
9. Provide a copy of your organisation's Child Protection Policy and procedures.

Section 5 - Induction and Training for Staff and Volunteers

All staff and volunteers will be given details of this policy as part of their induction as well as the health and safety procedures. All new staff and volunteers should be adequately supervised and their progress reviewed on a regular basis. Bovey Tracey Town Council will identify which staff and volunteers are required to participate in the relevant Child Protection training courses and be responsible for arranging this training and ensuring relevant updating takes place. From this training those staff and volunteers should be able to recognise signs of abuse and know the appropriate reporting systems for this. Information regarding the policy should be disseminated to all involved in the group – young people, parents and carers knowing there is a policy in place and how to utilise this. It should be the role of staff and volunteers to ensure this happens.

Section 6 - Photography & Filming

We will not permit photographs, video or other images of children or young people to be taken without the consent of the parents/carers and children. Should Bovey Tracey Town Council require photographs, video or other images of children or young people for our own promotional purposes, Bovey Tracey Town Council will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Bovey Tracey Town Council immediately.

Section 7 - Internet, Social Media and Mobile Phone acceptable use

Bovey Tracey Town Council understand the importance of emerging technologies for children's education and personal development but recognise that safeguards need to be in place to ensure children are kept safe at all times.

Section 8 - A Named Person(s) for Child Protection

Every organisation that works with children or young people should have in place a named person who is responsible for dealing with child protection issues that may arise. A deputy should be made available in their absence. These individuals must be trained in child protection and their responsibilities clearly stated within your procedures.

Bovey Tracey Town Council has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will be available for workers to consult with. The named person(s) for Child Protection within Bovey Tracey Town Council are:

Designated Person for Child Protection

Name: Mark Wells (Town Clerk)
Work telephone number: 01626 834217
Mobile number: 07772 844445
Emergency contact no: 07772 844445

Deputy Designated Person

Name: _____
Work telephone number: _____
Mobile number: _____
Emergency contact no: _____

The role and responsibilities of the named person(s) are:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.
- Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

Section 9 - Recording and managing confidential information.

If Bovey Tracey Town Council becomes concerned that a child/young person may be at risk of significant harm, then the organisation has a duty to refer their concerns to the relevant agencies / Multi Agency Safeguarding Hub. Where possible this should be done with the child's/young person's consent, but, if necessary, such consent should be set aside in the interests of the child/young person concerned.

Staff (paid/unpaid) will be responsible for completing the incident report form (in Appendix 3). This is for recording concerns / allegations of abuse, harm and neglect and the person who receives the allegation or has the concern should complete the pro-forma.

Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files.

Section 10 - Whistle Blowing Procedure (Procedures to deal with in house allegations against other workers/volunteers)

It can be very difficult to report concerns about a member of staff or volunteer but all staff and volunteers have a duty to do this. It is important that any concerns for the welfare of the child arising from suspected abuse or harassment by a member of staff or volunteer should be reported immediately.

As a first step, you should normally raise concerns either verbally or in writing with your immediate supervisor/manager. This may depend, however, on the seriousness and sensitivity of the issue involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach a more senior level of management.

Should any uncertainty about how to proceed if there was a whistle blowing situation and you need immediate advice contact the Devon **Multi-Agency Safeguarding Hub (MASH)** on **0345 155 1071** or email mashsecure@devon.gcsx.gov.uk

If you would like to know more about safeguarding procedures and the Devon Safeguarding Children Board visit <http://www.devonsafeguardingchildren.org/>

Section 11 - Disseminating/Reviewing Policies and Procedures

Bovey Tracey Town Council will review this policy on an annual basis and this will be signed by the Town Clerk when the revised policy has been accepted. Any changes/amendments will be clarified and shared with staff and where significant changes appear these must be relayed to parents/carers.

Date that the policy was last amended / reviewed by Bovey Tracey Town Council:

Signature of the Town Clerk:

Date of the next Review:

Definitions of Abuse

PHYSICAL ABUSE: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE: Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

NEGLECT: Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you either speak to your own organisations 'Designated Safeguarding Officer' or the Devon Multi Agency Safeguarding Hub (MASH) both of whom can listen to and record your concern, and then take appropriate action.

In Devon, these are the numbers that you can ring for advice and to make a referral:

- Bovey Tracey Town Council's Designated Safeguarding Officer Contact Phone Number 01626 834217.
- Devon M.A.S.H Contact Details
Multi-Agency Safeguarding Hub (M.A.S.H)
PO Box 723
Exeter
EX1 9QS
Tel: 0345 155 1071
E-mail: mashsecure@devon.gcsx.gov.uk
Fax: 01392 448951
- Devon Early Help Team 0345 1551071
- Devon Local Area Designated Officer (LADO) 01392 386013
- Devon Emergency Duty Team 0845 6000388
- If you have reason to believe that a child is at immediate risk of harm, ring the police on 999
- NSPCC 24 hour National Child Protection Helpline on 0808 800 5000.

Initial Issue/Concern Reporting Form

Please provide information on this form, if you have a concern or an issue relating to someone or something at your youth club.

Name of child/adult:	Male/Female
	Age/Date of Birth:
Address:	
What is the concern? (include details of the person whose behaviour has raised concerns)	
When and where did this concern/incident occur?	
Do you have any other comments?	
Your name:	Address:
Email address:	
Mobile Phone No:	

Bovey Tracey Town Council Complaints Procedure



THE IMPORTANCE OF COMPLAINTS

Complaints are valuable because they provide a chance to put things right if there has been an error, and to make sure that the same mistake is not repeated.

It is essential that complaints are dealt with positively. The Town Council is keen to hear people's comments and is committed to making full use of complaints information to contribute to continuous service improvement. Important information about areas for improvement can be obtained both from a single complaint and from patterns of complaints, highlighted by detailed monitoring.

DEFINITION OF A COMPLAINT

A complaint is *'any expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Town Council or its staff which affects an individual customer or group of customers'*.

What the complaints procedure will deal with:

The complaints procedure will deal with matters of maladministration, which is if the Town Council does something the wrong way, fails to do something it should do or does something it should not do. Some examples include:

- neglect or unjustified delay
- malice, bias, or unfair discrimination failure to tell people their rights
- failure to provide advice or information when reasonably requested providing misleading or inaccurate advice
- inefficiency, ineffectiveness, bad and unprofessional practice or conduct.

What the complaints procedure will not deal with:

- complaints for which there is a legal remedy or where legal proceedings already exist.
- internal complaints about employment matters - the Town Council operates alternative procedures to deal with grievances or disciplinary matters against staff. Complaints about Councillors, if they cannot be swiftly resolved through discussion, are to be referred to Teignbridge District Council's Monitoring Officer.
- complaints relating to the services of another Council, i.e. Teignbridge District Council or Devon County Council will be forwarded to them. The complainant will be informed of this action.

EQUAL OPPORTUNITIES

The Town Council is committed to equal opportunities. Complaints and feedback will be used to highlight discriminatory practices, and to promote equality of opportunity.



Complaints by members of the public of discrimination and/or harassment against the Town Council will be dealt with through the complaints procedure unless it is a complaint that should be dealt with through a statutory procedure.

COMPLAINTS OFFICER

The Complaints Officer for the Town Council is the Town Clerk. The Clerk's main duties are:

- the day-to-day operation and management of the procedure, including providing a reference point for staff queries on informal complaints.
- to oversee, and undertake where necessary, the investigation of formal complaints at the first stage, within the relevant time scales.
- to maintain a record of all complaints received including details of the nature of the complaint, action taken, outcome, and time taken to resolve.
- to identify improvement points arising from any complaints. to identify staff training issues.

Where a complaint relates to the Town Clerk, the complaint will be dealt with by the Town Mayor in line with the stages of procedure as detailed below.

STAGES OF THE PROCEDURE

The stages of the procedure are designed to provide the complainant with a thorough and fair means of redress and to provide a framework for officers to work within. However, there may be occasions when a complainant makes an approach in a different manner and it is important that the procedure does not in itself become a barrier to effective communication.

Everyday problems, queries and comments

The Council receives queries, problems and comments as part of its day-to-day running, and they should not all be regarded as complaints. These are routine and expected and are generally resolved quickly to the customer's satisfaction.

If someone is dissatisfied with the original service or response they received and wishes to take the matter further then the issue should be recognised as a complaint.

Informal Complaint

During the course of daily business, minor complaints may be made to employees about the services we provide. These will usually be dealt with by the relevant employee or Town Clerk as appropriate. It is not appropriate for every comment to be treated as a formal complaint. Every effort should be made to deal with these problems immediately, either by providing information, instigating the appropriate action or explaining a decision.

Formal Complaint (First Stage)

A customer may wish to make a formal complaint directly, or may be unsatisfied with the outcome of an informal complaint and may wish to take the matter further. This will be recorded as a complaint and passed to the Town Clerk to investigate, or if about the Town Clerk, the Town Mayor. The complainant will be notified of the outcome of their complaint in writing within 20 working days of the formal complaint being made. Where this time scale cannot be met, due to the nature of the complaint or resources, the complainant will be informed.



If the complainant remains unsatisfied with the response following an investigation, they should be informed of their right to take the matter further.

Review of Investigation and Complaint (Second Stage)

If the complainant is not satisfied with the Town Clerk's response, (or Town Mayor's if relating to the Town Clerk), they should be advised of their right to have the complaint referred to the Personnel Committee who will review the complaint at their next scheduled meeting. If no meeting is scheduled within 4 weeks of the request being made, then a special meeting will be called at the earliest convenience.

Committee Chairman

If the issue still remains unresolved, the complainant should be notified of his or her right to have the matter referred to the Committee Chairman including the Town Mayor and Deputy Town Mayor, for them to consider. This group will meet to specifically deal with the complaint. There will also be a note-taker, nominated by the group, who will not have had previous involvement in the complaint.

The outcome of all formal complaints dealt with by the Committee Chairman will be advised to the Council at its next meeting.

The complainant will have the right to attend the meeting and make representation for a time that is at the discretion of the Chairman, usually 5 minutes. However, the complainant will be asked to leave during deliberation. The complainant will be called back in to be notified of the outcome.

Unreasonable and Vexatious Complaints

There will be circumstances when a complainant persists in wishing to pursue a complaint when it clearly has no reasonable basis, or when the Council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, should or has been taken.

These matters should be referred to the Town Clerk with a summary of the issues and of the attempts made to resolve the complaint. He may, in such circumstances, decide that no further action can usefully be taken in response to the complainant, and inform the complainant so, making it clear that only new and substantive issues will merit a response.

Anonymous Complaints

Anonymous complaints should be referred to the Town Clerk, and may be acted on at his discretion, according to the type and seriousness of the allegation.

RESOLUTION AND REMEDIES

The aim in dealing with all complaints is to reach a resolution or remedy that satisfies the complainant, whether it is the remedy they were originally seeking or not. Where a complaint is found to be at all justified, consideration may need to be given to the question of an appropriate remedy (the Town Clerk to make any final decision regarding remedy). An explanation or an apology will always be needed.



CONTACTS

Bovey Tracey Town Council
The Town Clerk

Address:
Bovey Tracey Town Council
Town Hall
Town Hall Place
Bovey Tracey
TQ13 9EG

Email: info@boveytracey.gov.uk
Telephone: 01626 834217
Website: www.boveytracey.gov.uk

DRAFT

Safeguarding Adults Policy Statement



This policy will enable Bovey Tracey Town Council to demonstrate its commitment to keeping safe the vulnerable adults with whom it works alongside. Bovey Tracey Town Council acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff, volunteers, service users and carers, and management committee can work to prevent abuse and know what to do in the event of abuse.

The Policy Statement and Procedures have been drawn up in order to enable Bovey Tracey Town Council to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- to ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- and to stop that abuse occurring.

The Policy and Procedures relate to the definitions from the Care Act 2014 with an adult who:

- a) has needs for care and support
- b) is experiencing, or is at risk of, abuse or neglect, and
- c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The policy applies to all staff, councillors, volunteers, agency staff, students and anyone working on behalf of Bovey Tracey Town Council.

It is acknowledged that significant numbers of vulnerable adults are abused and it is important that Bovey Tracey Town Council has a Safeguarding Adults Policy, a set of procedures to follow and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy, Bovey Tracey Town Council will work:

- to promote the freedom and dignity of the person who has or is experiencing abuse
- to promote the rights of all people to live free from abuse and coercion
- to ensure the safety and well being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- to manage services in a way which promotes safety and prevents abuse
- recruit staff and volunteers safely, ensuring all necessary checks are made
- provide effective management for staff and volunteers through supervision, support and training

Bovey Tracey Town Council:

- will ensure that all councillors, staff, volunteers, service users, and carers/families are familiar with this policy and procedures
- will work with other agencies to safeguard
- will act within its confidentiality policy and will usually gain permission from service users before sharing information about them with another agency
- will pass information to Devon Safeguarding Adults Board when more than one person is at risk. For example: if the concern relates to a worker, volunteer or organisation who provides a service to vulnerable adults or children
- will inform service users that where a person is in danger, a child is at risk or a crime has been committed then a decision may be taken to pass information to another agency without the service user's consent
- will make a referral to Care Direct as appropriate
- will endeavor to keep up to date with national developments relating to preventing abuse and welfare of adults
- will ensure that the Designated Safeguarding Lead understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies (Police/Care Direct/Devon Safeguarding Adults Board)

The Designated Safeguarding Lead in Bovey Tracey Town Council is the Town Clerk.

They should be contacted for support and advice on implementing this policy and procedures.

This policy should be read in conjunction with the Devon Safeguarding Boards Policy and Procedures documents which are available at:

<https://new.devon.gov.uk/devonsafeguardingadultsboard/>

Hard copies are kept within the Town Clerk's Office.

Procedures Template

1. Introduction

Bovey Tracey Town Council provides a service to its parishioners. These procedures have been designed to ensure the welfare and protection of any adult who accesses services provided by Bovey Tracey Town Council. The procedures recognise that adult abuse can be a difficult subject for workers to deal with. Bovey Tracey Town Council is committed to the belief that the protection of vulnerable adults from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all managers, trustees of the organisation, management committee members, staff and volunteers act appropriately in response to any concern around adult abuse.

2. Preventing abuse

Bovey Tracey Town Council is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within Bovey Tracey Town Council will be treated with respect.

Therefore, this policy needs to be read in conjunction with the following policies:

- Equal Rights and Diversity
- Complaints
- Disciplinary and Grievance
- Data Protection

Bovey Tracey Town Council is committed to safer recruitment policies and practices for paid staff and volunteers. This may include DBS disclosures for staff and volunteers, ensuring references are taken up and adequate training on Safeguarding Adults is provided for staff and volunteers.

The organisation will work within the current legal framework for reporting staff or volunteers that are abusers.

Information will be available about abuse and the complaints policy and Safeguarding Adults policy statement will be available to service users and their carers/families.

3. Recognising the signs and symptoms of abuse

Bovey Tracey Town Council is committed to ensuring that all staff, councillors and volunteers have a basic awareness of signs and symptoms of abuse. Bovey Tracey Town Council will ensure that the Designated Safeguarding Lead and other members of staff, councillors and volunteers have access to training around Safeguarding Adults.

"Abuse is a violation of an individual's human and civil rights by any other person or persons" (No Secrets: Department of Health, 2000).

Abuse includes:

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

4. Designated Safeguarding Lead for safeguarding adults

Bovey Tracey Town Council has an appointed individual who is responsible for dealing with any Safeguarding Adults concerns. The Designated Named Person(s) for Safeguarding Adults within Bovey Tracey Town Council is:

The Town Clerk
 01626 834217
 07772 844445
Info@boveytracey.gov.uk

Should the above post holder be unavailable then staff, councillors or volunteers should contact Adult Social Care Direct directly. See below for contact details.

Care Direct
 0345 155 1007 (Mon – Fri 8am – 8pm and Sat 9am – 1pm)
 0845 6000 388 (Emergency Duty Service - out of hours only)

The roles and responsibilities of the named person are:

- to ensure that all staff including volunteers are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing, or has experienced abuse or neglect.
- to ensure that concerns are acted on, clearly recorded and referred to Care Direct to the allocated Social Worker/Care Manager where necessary.

- to follow up any referrals and ensure the issues have been addressed.
- consider any recommendations from the Safeguarding Adults process
- to reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- to ensure that staff and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
- if appropriate staff or volunteers will be given support and afforded protection if necessary under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and it's outcome.

5. Responding to people who have experienced or are experiencing abuse

Bovey Tracey Town Council recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff, volunteers and service users safe
- To inform the Designated Safeguarding Lead in your organisation
- To record what happened in the secure office file kept within the Town Clerk's Office

All situations of abuse or alleged abuse will be discussed with the Designated Safeguarding Lead. If a member of the council, staff member or volunteer feels unable to raise this concern with the Designated Safeguarding Lead then concerns can be raised directly with Adult Social Care Direct. The alleged victim will be told that this will happen. This stage is called the alert.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) will be made to Adult Social Care Direct team.

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.

The Designated Safeguarding Lead may take advice at the above stage from agencies:

Adults with care and support needs

Care Direct is considered the lead agency for adult referrals. They can normally be contacted at:

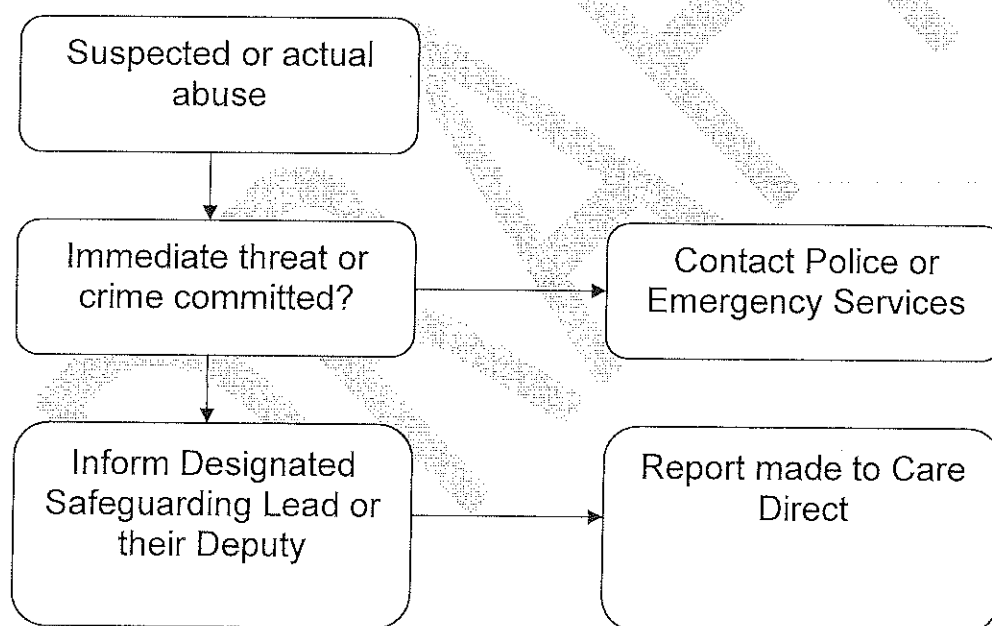
0345 155 1007

Monday-Friday 8am-8pm

Saturday 9am-1pm

Referrals should be emailed to csc.caredirect@devon.gov.uk

An Emergency Duty Team which offers an emergency crisis service for matters which cannot wait until the local office opens (both children and vulnerable adults). They operate from **Monday to Friday 5 pm to 9 am** (4pm – 9am on Fridays) and also at weekends and Bank Holidays **0845 6000388**



6. Managing allegation made against member of staff or volunteer

Bovey Tracey Town Council will ensure that any allegations made against members or member of staff will be dealt with swiftly.

Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Designated Safeguarding Lead will liaise with Adult Social Care Direct to discuss the best course of action and to ensure that Bovey Tracey Town Council's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

Bovey Tracey Town Council will follow the District Council's whistle blowing policy and staff are aware of this policy. Staff will be supported to use this policy.

7. Recording and managing confidential information

Bovey Tracey Town Council is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know. For further information, please see Bovey Tracey Town Council's Confidentiality Policy.

All allegations/concerns should be recorded in the secure safeguarding file kept within the Town Clerk's office. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

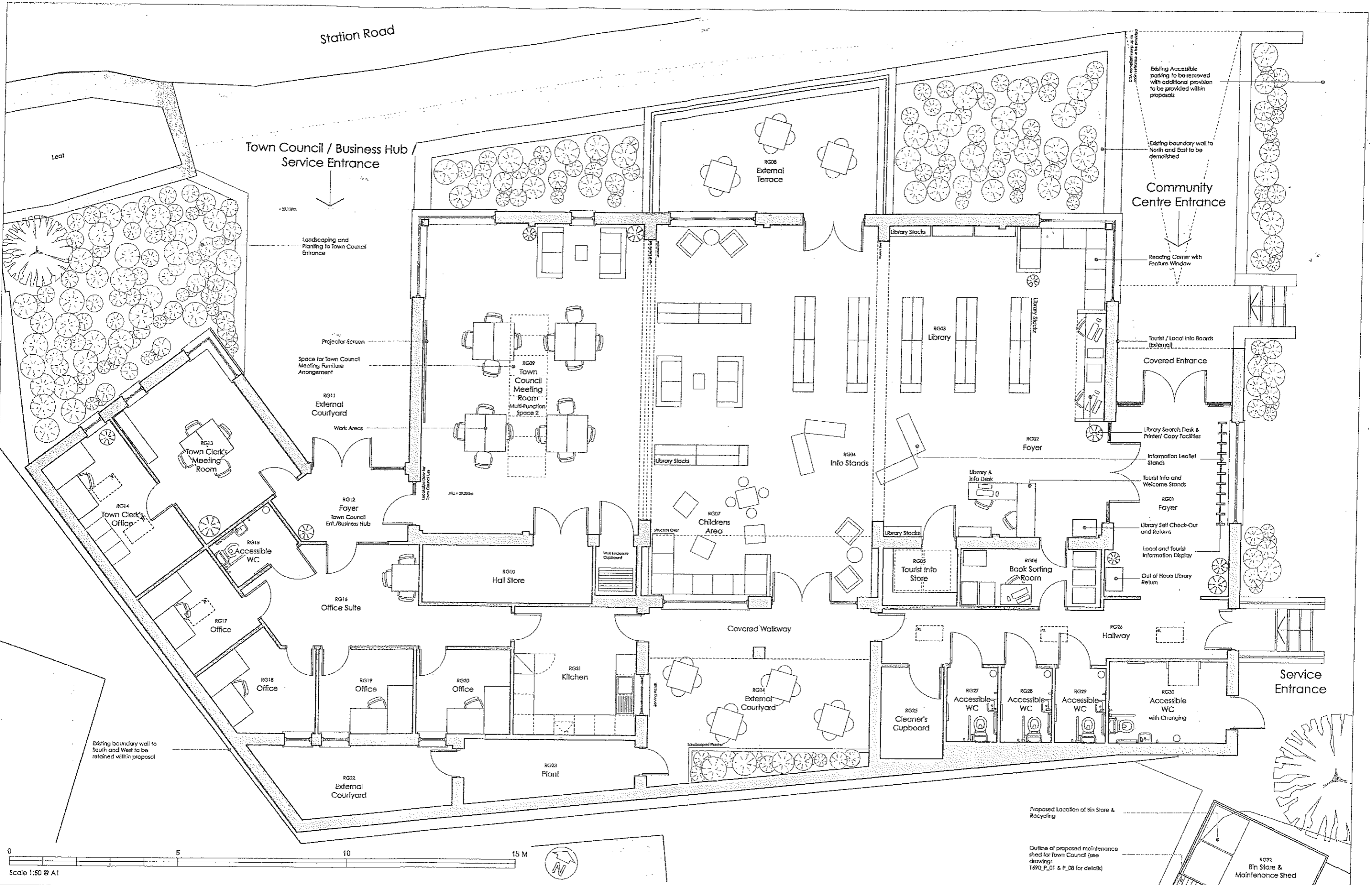
The information that is recorded will be kept secure and will comply with data protection.

This information will be secured in a locked filing cabinet in the Town Clerk's Office within the organisation. Access to this information will be restricted to the Designated Safeguarding Lead.

8. Disseminating/Reviewing policy and procedures

This Safeguarding Adults Policy and Procedure will be clearly communicated to staff, councillors, volunteers, service users, parents and carers. The Designated Safeguarding Lead will be responsible for ensuring that this is done.

The Safeguarding Adults Policy and Procedures will be reviewed annually by the Personnel Committee. The Designated Safeguarding Lead will be involved in this process and can recommend any changes. The Designated Safeguarding Lead will also ensure that any changes are clearly communicated to staff, councillors and volunteers. It may be appropriate to involve service users in the review and service users and parents/carers need to be informed of any significant changes.



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This is a PLANNING APPLICATION drawing only.

Do not scale from this drawing.

Notes:

B 25/10/17 Layout updated following feedback from QS. Structural ribs to main hall added JG

A 12/10/17 Areas reduced/ layout amended JG

Project Title
Bovey Tracey Community Centre
Station Road, Bovey Tracey
for: Bovey Tracey Town Council

Drawing Title
Proposed Ground Floor Plan

Scale 1:50 @ A1	Peregrine Mears Architects The Old Salt Lick Pigpen Lane Bovey Tracey Devon EX31 1EP t: 01271 377776 e: 01271 377233 www.peregrinemeas.com
Drawn by JS	
Date 31/08/2017	
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